

# HP Asset Manager

Software version: 9.30

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## Procurement

Document Release Date: 31 March 2011  
Software Release Date: March 2011



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# Introduction

## Who is the Procurement module intended for?

The Procurement module is intended for companies that want to manage procurement of goods and services using Asset Manager.

The Procurement module is used by the following persons:

**Table 1. Procurement module - Employees concerned**

| Task                                   | Employees  |
|--|--|
| Managing catalogs                      | <ul style="list-style-type: none"><li>■ Procurement managers</li><li>■ Purchasers</li></ul>  |
| Managing requests                      | <ul style="list-style-type: none"><li>■ Employees who make their own requests</li><li>■ Employees who record other employees' requests</li><li>■ Employees who validate requests</li></ul> |
| Managing estimates and purchase orders | <ul style="list-style-type: none"><li>■ Employees who issue purchase orders</li><li>■ Employees who validate purchase orders</li></ul>   |
| Managing receipts and returns          | <ul style="list-style-type: none"><li>◆ Employees who receive and return ordered products and services</li></ul>   |
| Managing invoices                      | <ul style="list-style-type: none"><li>◆ Employees who record invoices</li></ul>  |

---

## What does the Procurement module do?

The Procurement module enables you to manage the acquisition of the following products and services:

- Portfolio items
- Work orders
- Contracts
- Contract utilizations
- Training sessions
- Cables

The Procurement module enables you to create these items in their respective tables when they are received.

---

## What are the contents of this manual

### Section General overview

#### **Chapter General concepts**

This chapter presents an overview of the Procurement model: prerequisites, creating models, managing the procurement cycle, impact of hierarchic nature of certain tables when receiving goods and services.

#### **Chapter Preliminary steps**

This chapter explains what are the required conditions and how to prepare your database to use the **Procurement module**.

#### **Chapter Suitable reference records**

This chapter explains how to constitute your reference records appropriate for the Procurement module.

#### **Chapter Catalogs**

This chapter explains how to describe your suppliers' offering.

#### **Chapter Procurement cycle**

This chapter describes the successive steps in the procurement cycle.

## **Chapter Requests**

This chapter explains how to manage requests.

## **Chapter Reservations**

This chapter explains how to manage reservations.

## **Chapter Estimates**

This chapter explains how to manage estimates.

## **Chapter Orders**

This chapter explains how to manage purchase orders.

## **Chapter Receiving executing, creating, and returning**

This chapter explains how to receive goods and services and how to return them.

It also explains how to create records in the database prior to the receiving process.

## **Chapter Invoices**

This chapter explains how to deal with invoices for goods and services received.

## **Chapter Costs**

This chapter explains how to manage information linked to acquisition costs.

## Section Special cases

### **Chapter Composite products**

This chapter explains how to manage product bundles.

### **Chapter Units of measure**

This chapter explains how to account for units of measure in the procurement process.

### **Chapter Packaging**

This chapter explains how to deal with different forms of packaging in the procurement process.

## **Chapter Reserving items to be acquired**

This chapter explains how to reserve portfolio items that are going to be acquired.

## **Chapter Replacements**

This chapter explains how to replace assets.

## **Chapter Work orders**

This chapter explains how to manage the acquisition of work orders.

## **Chapter Automatic stock reordering**

This chapter explains how to manage automatic stock reordering.

## **Chapter Leasing**

This chapter explains how to manage the acquisition of leased assets.

## **Chapter Contracts**

This chapter explains how to manage relationships between ordered assets and contracts.

## Section Appendixes

### **Appendix Glossary**

The glossary includes definitions of the key terms used in the Procurement module.

---

## How to read this guide

The following are different ways of using this guide, depending on your profile:

### Implementor of the Asset Manager **Procurement** module

For **Implementors**, we recommend reading this guide in full and in order for a complete view of the module.



## Procurement manager

- 1 Chapter General concepts [page 23]

## Purchaser

- 1 Chapter General concepts [page 23]
- 2 Chapter Catalogs [page 45]
- 3 Chapter Procurement cycle [page 59]
- 4 Chapter Requests [page 67]
- 5 Chapter Reservations [page 91]
- 6 Chapter Estimates [page 99]
- 7 Chapter Costs [page 135]
- 8 Chapter Composite products [page 167]
- 9 Chapter Units of measure [page 185]
- 10 Chapter Packaging [page 193]
- 11 Chapter Reserving items to be acquired [page 207]
- 12 Chapter Replacements [page 221]
- 13 Chapter Work orders [page 227]
- 14 Chapter Automatic stock reordering [page 237]

## User recording requests

- 1 Chapter General concepts [page 23]
- 2 Chapter Procurement cycle [page 59]
- 3 Chapter Requests [page 67]
- 4 Chapter Reservations [page 91]
- 5 Chapter Packaging [page 193]
- 6 Chapter Reserving items to be acquired [page 207]
- 7 Chapter Replacements [page 221]

## Employees who validate requests

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- 2 Chapter Requests [page 67]

## Employees who issue purchase orders

- 1 Chapter General concepts [page 23]
- 2 Chapter Preliminary steps [page 31]

- 3 Chapter Suitable reference records [page 35]
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## Employees who validate purchase orders

- 1 Chapter General concepts [page 23]
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## Users receiving purchase orders

- 1 Chapter General concepts [page 23]
- 2 Chapter Procurement cycle [page 59]
- 3 Chapter Receiving executing, creating, and returning [page 117]

## Employees who record invoices

- 1 Chapter General concepts [page 23]
- 2 Chapter Invoices [page 131]

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## General information on the practical cases

In order for the practical cases to function, you must work through each step in full and in the specified order.

### Tip:

When you create the records specified in the practical cases, you may wish to copy field values over from this guide in an electronic format (PDF or CHM) and to paste them directly into the required fields in Asset Manager.

Only the essential fields and links are mentioned. The other fields and links you can explore by yourself.

The following practical cases must have first been performed before performing the other practical cases:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

## If you are using the Windows client

To execute the practical cases, you must first:

- 1 Connect to the Asset Manager demonstration database.
- 2 Enable at least the **Portfolio, Procurement, Financials, Cable and Circuit** and **Contracts** modules (**File/ Manage modules** menu).



**Tip:**

The contextual help on fields (**Shift + F1**) includes useful information.

## Typographical conventions

What follows is a list of the conventions that we use in this guide

| Convention                         | Description  |
|------------------------------------|--|
| Java Script code                   | Example of the code or command                                   |
| Fixed-width characters             | DOS command, function parameter or data format                   |
| ...                                | Portion of omitted code or command.                              |
| <b>Note:</b><br>Extra information  | Informative note   |
| <b>Important:</b><br>Be careful... | Important information for the user                               |
| <b>Tip:</b><br>User tip            | Tip  |
| <b>Warning:</b><br>Warning         | Extremely important information for the user                     |
| <b>Object</b>                      | Asset Manager interface object: menu, menu entry, tab or button. |

The following conventions are also used:

- Steps to perform in a given order are presented in a numbered list. For example:
  - 1 First step
  - 2 Second step
  - 3 Third and last step
- All figures and tables are numbered according to the chapter and order in which they appear. For example, the title of the fourth table of chapter two is prefixed **Table 2-4**.

---

# I General overview



---

# 1 General concepts

---

## Catalogs

The catalogs are used to describe what you can order from your suppliers. A catalog is constituted in several steps, which are described briefly in the following diagram and in detail in the following table:

Figure 1.1. Catalogs - Building

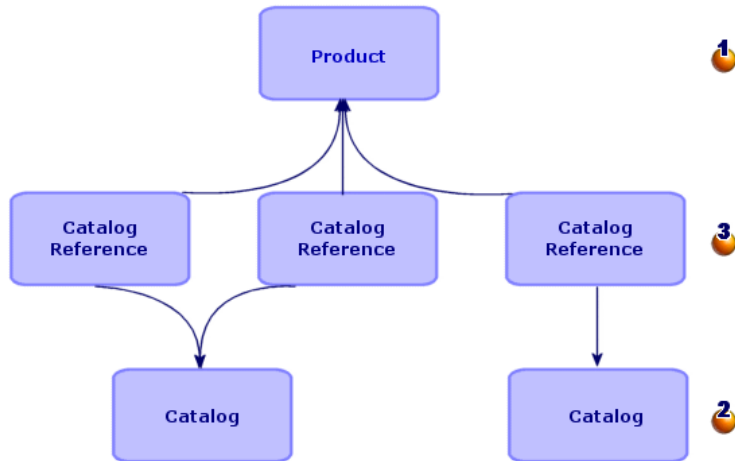


Table 1.1. Catalogs - Building

| Step       | Comment  |
|------------|--|
| 1 Products | <p>You start by creating <b>products</b>.</p> <p>A product is a piece of hardware or service that you can buy from a supplier.</p> <p>Examples: An HP Compaq dc7600 computer, Microsoft Word 2003 training.</p> <p>A product gives the list price but not the terms and conditions of the suppliers.</p> <p>There are a number of standardized ways of structuring catalogs.</p> <p>Example: The <b>UN/SPSC</b> standard.</p> <p>You may wish to adhere to these standards when creating products.</p> |
| 2 Catalogs | <p>Then you create <b>catalogs</b>.</p> <p>A <b>catalog</b> is a set of references that specify the terms and conditions when obtaining <b>products</b> from a given supplier.</p> <p>For example: The catalog of HP Compaq products available from the Computer Company.</p>  |



| Step                 | Comment  |
|----------------------|--|
| 3 Catalog references | <p>Finally, you add <b>catalog references</b> to the catalog.</p> <p>A <b>catalog reference</b> is a description of the terms conditions available for obtaining a given <b>product</b> at a given supplier.</p> <p>For example: Terms and conditions for an HP Compaq dc7600 computer from the supplier Computer Company.</p> <p>A same <b>product</b> may be referenced by multiple <b>catalog references</b> if it is available at several suppliers.</p> |

## Procurement cycle

The procurement cycle also uses the core areas of the Asset Manager database (natures, models, employees, locations, etc.).

► [Nature](#) [page 263] and [Model](#) [page 262].

It includes the following steps, presented briefly in the first diagram below and in detail in the following diagram and table:

Figure 1.2. Procurement cycle - steps in brief

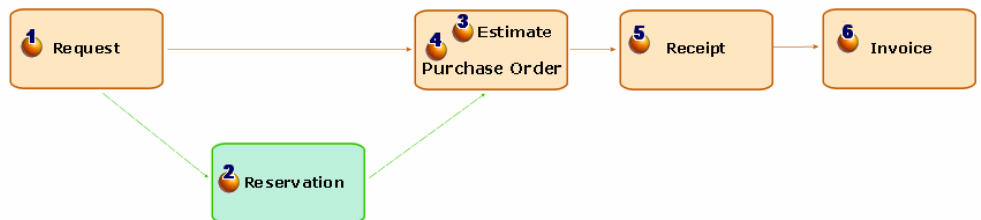


Figure 1.3. Procurement cycle - detailed steps

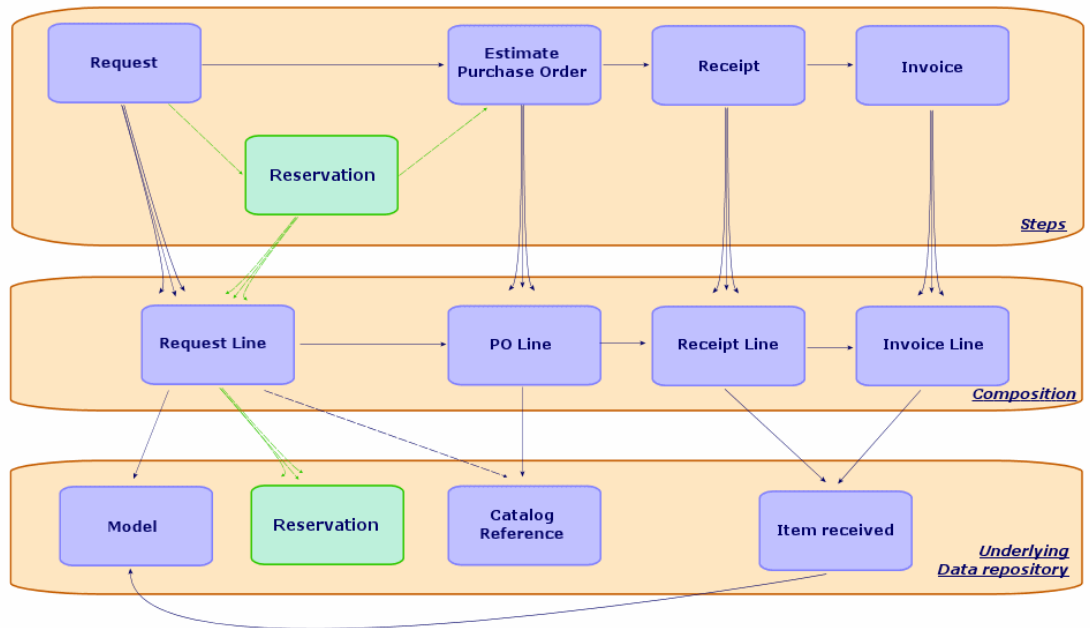




Table 1.2. Procurement cycle - steps

| Step      | Comment  |
|-----------|--|
| 1 Request | <p>A request describes a need.</p> <p>A request is made up of request lines.</p> <p>Each request line designates a model. When more specific information is required, an optional catalog reference may also be designated.</p> <p>The request is used as the basis to create estimates and purchase orders.</p> <p>The model selected at the request line level is used to create the item or service when it is received.</p> <p>The hierarchic structure of request lines is carried over to the level of the items or services received. Example: You create a request line for a computer, then you create a request line for a screen linked to the computer request line. When you receive the purchase order created from the request line, the screen will be linked to the computer.</p> |

| Step   | Comment   |
|--|---|
| <p> Reservation</p> | <p>A reservation describes one or more portfolio items that is/are to be retained.</p> <p>A reservation has a start date and an end date (these fields are for informational purposes).</p> <p>Each reservation is associated with a request line and a portfolio item in stock.</p> <p>Each reservation creates one or more records in the reservations table.</p> <p>A reservation can only be made when the request is validated.</p> <p>A reservation can also be made after an estimate, but must be made before the order.</p> <p>The portfolio items reserved in stock are deducted from the number of portfolio items to be ordered when the purchase order is created from a request.</p> <p>A reservation can be made via the reserve assets in stock wizard, or directly via the request line detail.</p>  |
| <p> Estimates</p>   | <p>An estimate describes a potential purchase from a given supplier.</p> <p>An estimate is made up of estimate lines.</p> <p>Each estimate line references a catalog reference.</p> <p>A estimate is in general created from a request; In this case, separate estimates are created for each supplier. A same request can lead to the creation of an open-ended number of estimates.</p> <p>You can create an estimate directly, without going through a request. This is, however, less suitable to the functioning of the module.</p> <p>An estimate, if it is validated, it transformed into a purchase order.</p> <p><b>Note:</b></p> <p>Estimates and purchase orders are stored in the same table. The difference between them is the <b>Ord. status</b> (Status) field. The field values corresponding to an estimate are the following:</p> <ul style="list-style-type: none"> <li>■ In preparation</li> <li>■ Quote requested</li> <li>■ Quoted</li> <li>■ Awaiting approval</li> <li>■ Validated</li> <li>■ Refused</li> </ul> |

| Step                 | Comment   |
|----------------------|---|
| 4 Purchase order     | <p>A purchase order describes what you want to acquire from a given supplier.</p> <p>A purchase order is made up of purchase order lines.</p> <p><b>Tip:</b></p> <p>Asset Manager makes sure each purchase order line is associated with a request line. If you add purchase order lines or increase the requested quantities, Asset Manager prompts you to create the missing request lines when you issue the purchase order (<b>Issue</b> button).</p> <p>Each order line references a catalog reference.</p> <p>A purchase order is generally created from an estimate and sometimes from a request.</p> <p>You can also, in rarer cases, create a purchase order directly.</p> <p>The purchase order is used as the basis for the creation of receiving slips.</p> <p><b>Note:</b></p> <p>Estimates and purchase orders are stored in the same table. The difference between them is the <b>Status</b> (Status) field. The field values corresponding to a purchase order are the following:</p> <ul style="list-style-type: none"> <li>■ Issued</li> <li>■ Accepted by supplier</li> <li>■ Satisfied</li> </ul> |
| 5 Receipt and return | <p>A receiving slip describes what you receive when processing a delivery performed by a given supplier.</p> <p>A receiving slip is made up of receipt lines and return lines.</p> <p>Each receipt of return line references a purchase order line.</p> <p>A receiving slip is generally created from a purchase request.</p> <p>Receiving a purchase order may be performed in one single operation or multiple operations.</p> <p>You can also, in rarer cases, create a receiving slip directly.</p> <p>The purchase order is used as the basis for the creation of receiving slips.</p>   |
| 6 Invoice            | <p>An invoice is a record of an invoice that you have received from a supplier.</p> <p>An invoice is made up of invoice lines.</p> <p>Each invoice line references a catalog reference.</p> <p>An invoice is generally created from a purchase request.</p> <p>You can also, in rarer cases, create an invoice directly.</p> <p>We do not try to create a direct link between a purchase order line or receiving slip and an invoice line.</p>  |

---

## Impact of the hierarchic nature on certain tables

Among the tables directly linked to procurement, the following tables are hierarchic (a record may have a parent record in the same table) and are worth paying close attention to:

**Table 1.3. Hierarchic table - impact**

| Table                            | Handling of hierarchic relationships between records by Asset Manager  |
|----------------------------------|--|
| <b>Models</b> (amModel)          | <p>The hierarchic structure of models serves the following purposes:</p> <ul style="list-style-type: none"><li>■ To organize records for ease of use</li></ul> <p>Example: The structure of models <b>Hardware/ Computer/ Laptop</b>.</p> <ul style="list-style-type: none"><li>■ When you create a purchase order from a request, Asset Manager identifies the model associated with each request line and offers you the catalog references associated with the model and its sub-models.</li></ul> <p>The hierarchic links between models do not have any impact on the hierarchic links between the records created upon receipt.</p> <p>If you create a request line, which references a model, which in turn is linked to sub-models, Asset Manager does not create purchase order lines for the sub-models when the purchase order is created from the request.</p> |
| <b>Products</b> (amCat-Product)  | <p>The hierarchic structure of products is used by Asset Manager when transforming a request into an estimate using the <b>Generate an estimate</b> wizard or into a purchase order using the <b>Generate a purchase order</b> wizard:</p> <p>Each request line is associated with a catalog reference thanks to the wizards. This catalog reference is linked a product. Asset Manager generates a purchase order line for this product and for each of its sub-products.</p> <p>The purchase order lines of the sub-products are linked to the purchase order line of the main product.</p>  |
| <b>Request lines</b> (amReqLine) | <p>Asset Manager propagates the hierarchic links between the request lines to the level of the records created upon receipt.</p> <p>Example: You create 2 request lines, one of which is the parent of the other. Then you create a purchase order from these request lines; Asset Manager then creates 1 purchase order line for each request line, but without the hierarchic relationship between them. When receiving the purchase order, Asset Manager will create 2 records from the purchase order lines, and will use the hierarchic information from the request lines to create the hierarchic link between the received items.</p>  |
| <b>Order lines</b> (amPOrd-Line) | <p>The hierarchic structure of the purchase order lines is for informational purposes only. By default, it reflects the hierarchic relationships between products.</p>   |

| Table                                 | Handling of hierarchic relationships between records by Asset Manager   |
|---------------------------------------|---|
| <b>Portfolio items</b> (am-Portfolio) | When receiving a purchase order, Asset Manager uses the hierarchic links between the request lines to create hierarchic links between portfolio items. Asset Manager does not refer to the hierarchic links of models, products, or purchase order lines. |
| <b>Contracts</b> (amContract)         | When receiving a purchase order, Asset Manager uses the hierarchic links between the request lines to create hierarchic links between contracts. Asset Manager does not refer to the hierarchic links of models, products, or purchase order lines.       |
| <b>Work orders</b> (am-WorkOrder)     | When receiving a purchase order, Asset Manager uses the hierarchic links between the request lines to create hierarchic links between work orders. Asset Manager does not refer to the hierarchic links of models, products, or purchase order lines.     |

## 2 Preliminary steps

### Prerequisites of the Procurement module

To use the Procurement module, your Asset Manager user license must give you access to the following modules:

**Table 2.1. Procurement module - Required user's license**

| Required functionality  | Module to be purchased within the license |
|---|---|
| Procurement in general  | Procurement                               |
| Request self-service  | Portfolio                                 |
| Creating internal requests.   | Portfolio                                 |
| This is equivalent to creating purchase requests using the <b>Asset lifecycle/ Infrastructure management/ Internal requests</b> link instead of the <b>Asset lifecycle/ Procurement lifecycle/Requests/ Purchase requests</b> link on the navigation bar. |   |
| Acquisition of portfolio items  | Portfolio                                 |
| Acquisition of cables   | Cable and Circuit                         |
| Acquisition of work orders  | Portfolio                                 |
| Acquisition of contract utilizations  | Contracts                                 |
| Managing acquisition expenses   | Financials                                |
| Managing blanket purchase orders  | Contracts                                 |

## Working in your production database with the Procurement module

In order to use your own database, you have to:

- 1 Install Asset Manager.
- 2 Execute Asset Manager Application Designer.
- 3 Install the HP AutoPass License Keys that include authorization for the modules given in the table [Procurement module - Required user's license](#) [page 31].
  - ▶ Asset Manager **Administration** guide, chapter **Installing License Keys**.
- 4 Create your database and import the **Line-of-business data** specific to the procurement module (procedure detailed below).
- 5 Execute Asset Manager.
- 6 Connect to your database.
- 7 If you are using the Windows client: Activate the modules in the table [Procurement module - Required user's license](#) [page 31] using the **File/ Manage modules...** menu.

### Importing the Line-of-business data when you create the database

Follow the instructions in the **Administration** guide, chapter **Creating, modifying and deleting an Asset Manager database/ Creating the database structure with Asset Manager Application Designer**.

In the **Data to import** page, select **Procurement - Line-of-business** data.

### Importing the Line-of-business data into an existing database

Proceed in the following manner:

- 1 Execute Asset Manager Application Designer
- 2 Select the **File/ Open** menu.
- 3 Select the **Open database description file - create new database** option.
- 4 Select the file `gbbase.xml`, which is located in the `config` sub-folder of the Asset Manager installation folder.
- 5 Start the database creation wizard (**Action/ Create database** menu).
- 6 Populate the pages of the wizard as follows (navigate through the wizard pages using the **Next** and **Previous** buttons):

**Generate SQL script / Create database** page:

| Fields   | Value  |
|----------|--|
| Database | Select the connection to the database into which you wish to import the reports. |
| Creation | Import line-of-business data.  |



| Fields                        | Value                     |
|-------------------------------|---------------------------|
| Use advanced creation options | Do not select this option |

**Creation parameters** page:

| Fields   | Value  |
|----------|--|
| Password | Enter the administrator's password.  |
|          | <p><b>Note:</b></p> <p>The Asset Manager database administrator is the record in the <b>Employees and departments</b> (amEmplDept) table for which the <b>Name</b> (Name) field is set to <b>Admin</b>.</p> <p>The database connection login is stored in the <b>User name</b> (UserLogin) field. The administration name is <b>Admin</b>.</p> <p>The password is stored in the <b>Password</b> field (LoginPassword).</p> |

**Data to import** page:

| Fields               | Value  |
|----------------------|--|
| Available data       | Select the option <b>Procurement - Line-of-business data</b> .                                   |
| Stop import if error | Select this option for the import to stop if a problem is encountered.                           |
| Log file             | Full name of the file to which all import operations, including errors and warnings, are logged. |

- 7 Execute the options defined using the wizard (**Finish** button).

**To learn more about installing Asset Manager**

Refer to the **Installation and upgrade** guide.



## 3 Suitable reference records

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### Key concepts

The repository, or reference records, required by the **Procurement** module is essentially made up of the following records:

- Natures
- Models
- Brands
- Employees and departments
- Companies
- Stocks
- Cost centers
- Cost types

The models play an important role; They are used to:

- Create request lines. This enables you to designate what is requested.
- Create the ordered items when they are received (portfolio items, work orders, contracts, trainings, and cables).

For a model to be able to be used by the **Procurement** module, the **Certified for the purchase request** (bRequestable) option must be selected (detail of the model, **General** tab).



Note:

All natures can be used to create models usable by the **Procurement** module.

## Practical case 1 - Suitable reference records

### Presentation

This simple practical case leads you through the creation of reference records for procurement management.

The following practical cases use the records created in this practical case.

### Prerequisites

No prerequisites.

### Scenario

It is your job to acquire the following models:

| Nature                       | Brand           | Model  |
|------------------------------|-----------------|--|
| PC1 - Computer               | PC1 - HP Compaq | PC1 - Desktop computer                                       |
| PC1 - Screen                 | PC1 - HP Compaq | PC1 - XGA screen   |
| PC1 - Screen                 | PC1 - HP Compaq | PC1 - SXGA screen  |
| PC1 - Monitor                | PC1 - HP Compaq | PC1 - SXGA 15 inch monitor (Sub-model of PC1 - SXGA monitor) |
| PC1 - Monitor                | PC1 - HP Compaq | PC1 - SXGA 17 inch monitor (Sub-model of PC1 - SXGA monitor) |
| PC1 - USB key                | PC1 - Freecom   | PC1 - USB key 256  |
| PC1 - USB key                | PC1 - Freecom   | PC1 - USB key 512  |
| PC1 - External CD writer     | PC1 - HP Compaq | PC1 - External CD writer                                     |
| PC1 - Computer configuration |                 | PC1 - Configuration for a sales engineer                     |
| PC1 - Work order             |                 | PC1 - Install computer                                       |
| PC1 - Work order             |                 | PC1 - Connect computer                                       |
| PC1 - Contract               |                 | PC1 - Warranty   |
| PC1 - Maintenance contract   |                 | PC1 - Maintenance contract                                   |
| PC1 - Contract               |                 | PC1 - Contract   |
| PC1 - Training               |                 | PC1 - Basic computer training                                |

| Nature      | Brand | Model               |
|-------------|-------|---------------------|
| PC1 - Cable |       | PC1 - Coaxial cable |

These models may be obtained from the company **PC1 - MySupplier**.

Among the employees in your company is a certain Mr. **Pc1 - Riddick**.

Your company has a stock **PC1 - Stock**.

Your company allocates expenses to the following cost types:

- PC1 - Computer
- PC1 - Cable
- PC1 - Work order
- PC1 - Contract
- PC1 - Training

Your company amortizes its assets using the formula **PC1 - Linear**.

Your company allocates its expenses to the cost center **PC1 - Headquarters**.

## Steps to follow

### Create the natures

- 1 Display the natures (**Portfolio management/ Asset configurations/ Natures** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                           | Value                     |
|---|---------------------------|
| Name (Name)                             | PC1 - Computer            |
| Create (seBasis)                        | Portfolio item            |
| Also create (OverflowTbl)               | IT equipment (amComputer) |
| Management constraint (seMgtConstraint) | Unique asset tag          |

| Field or link                           | Value            |
|---|------------------|
| Name (Name)                             | PC1 - Screen     |
| Create (seBasis)                        | Portfolio item   |
| Also create (OverflowTbl)               | (No table)       |
| Management constraint (seMgtConstraint) | Unique asset tag |

| Field or link             | Value          |
|---------------------------|----------------|
| Name (Name)               | PC1 - USB key  |
| Create (seBasis)          | Portfolio item |
| Also create (OverflowTbl) | (No table)     |

| Field or link                           | Value     |
|---|-----------|
| Management constraint (seMgtConstraint) | Asset tag |

| Field or link                           | Value                    |
|---|--------------------------|
| Name (Name)                             | PC1 - External CD writer |
| Create (seBasis)                        | Portfolio item           |
| Also create (OverflowTbl)               | (No table)               |
| Management constraint (seMgtConstraint) | Unique asset tag         |

| Field or link    | Value                        |
|------------------|------------------------------|
| Name (Name)      | PC1 - Computer configuration |
| Create (seBasis) | Nothing                      |

| Field or link    | Value            |
|------------------|------------------|
| Name (Name)      | PC1 - Work order |
| Create (seBasis) | Work order       |

| Field or link              | Value                      |
|----------------------------|----------------------------|
| Name (Name)                | PC1 - Maintenance contract |
| Create (seBasis)           | Contract                   |
| Contract type (seCntrType) | Maintenance                |

| Field or link              | Value          |
|----------------------------|----------------|
| Name (Name)                | PC1 - Contract |
| Create (seBasis)           | Contract       |
| Contract type (seCntrType) | Other          |

| Field or link    | Value          |
|------------------|----------------|
| Name (Name)      | PC1 - Training |
| Create (seBasis) | Training       |

| Field or link    | Value       |
|------------------|-------------|
| Name (Name)      | PC1 - Cable |
| Create (seBasis) | Cable       |

3 Close all windows.

### Create the brands

- 1 Display the brands (**Portfolio management/ Catalog/ Brands** link on the navigation bar).

- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link | Value         |
|---------------|---------------|
| Name (Name)   | PC1 - Freecom |

| Field or link | Value           |
|---------------|-----------------|
| Name (Name)   | PC1 - HP Compaq |

#### Create the cost types

- 1 Display the cost types (**Asset lifecycle/ IT financial management/ Cost tracking/ Cost types** link on the navigation bar).
- 2 Click **New**.
- 3 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link | Value          |
|---------------|----------------|
| Name (Name)   | PC1 - Computer |

| Field or link | Value       |
|---------------|-------------|
| Name (Name)   | PC1 - Cable |

| Field or link | Value            |
|---------------|------------------|
| Name (Name)   | PC1 - Work order |

| Field or link | Value          |
|---------------|----------------|
| Name (Name)   | PC1 - Contract |

| Field or link | Value          |
|---------------|----------------|
| Name (Name)   | PC1 - Training |

#### Create the cost center

- 1 Display the cost centers (**Asset lifecycle/ IT financial management/ Cost tracking/ Cost centers** link on the navigation bar).
- 2 Click **New**.
- 3 Create the following record, by populating the fields and links as shown in the following table:

| Field or link | Value              |
|---------------|--------------------|
| Label (Title) | PC1 - Headquarters |

### Create the depreciation calculation formula

- 1 Display the depreciation calculation formulas (**Asset lifecycle/ IT financial management/ Depreciation/ Depreciation calculation formulas** link on the navigation bar).
- 2 Click **New**.
- 3 Create the following record, by populating the fields and links as shown in the following table:

| Field or link | Value        |
|---------------|--------------|
| Name (Name)   | PC1 - Linear |

### Create the models

- 1 Display the models (**Portfolio management/ Asset configurations/ Models** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                                     | Value                  |
|---|------------------------|
| Name (Name)                                       | PC1 - Desktop computer |
| Brand (Brand)                                     | PC1 - HP Compaq        |
| <b>General</b> tab                                |                        |
| Nature (Nature)                                   | PC1 - Computer         |
| Certified for the purchase request (bRequestable) | Yes                    |
| <b>Accounting</b> tab                             |                        |
| Cost type (CostCategory)                          | PC1 - Computer         |
| A/C code (AcctCode)                               | PC1 - CC001            |
| Type (DeprScheme)                                 | PC1 - Linear           |
| Tax rate (pTaxRate)                               | 7.75%                  |

| Field or link                                     | Value            |
|---|------------------|
| Name (Name)                                       | PC1 - XGA screen |
| Brand (Brand)                                     | PC1 - HP Compaq  |
| <b>General</b> tab                                |                  |
| Nature (Nature)                                   | PC1 - Screen     |
| Certified for the purchase request (bRequestable) | Yes              |
| <b>Accounting</b> tab                             |                  |



| Field or link       | Value |
|---------------------|-------|
| Tax rate (pTaxRate) | 7.75% |

| Field or link                                     | Value             |
|---|-------------------|
| Name (Name)                                       | PC1 - SXGA screen |
| Brand (Brand)                                     | PC1 - HP Compaq   |
| <b>General</b> tab                                |                   |
| Nature (Nature)                                   | PC1 - Screen      |
| Certified for the purchase request (bRequestable) | Yes               |
| <b>Accounting</b> tab                             |                   |
| Tax rate (pTaxRate)                               | 7.75%             |

| Field or link                                     | Value                      |
|---|----------------------------|
| Name (Name)                                       | PC1 - SXGA 15 inch monitor |
| Brand (Brand)                                     | PC1 - HP Compaq            |
| Sub-model of (Parent)                             | PC1 - SXGA screen          |
| <b>General</b> tab                                |                            |
| Nature (Nature)                                   | PC1 - Monitor              |
| Certified for the purchase request (bRequestable) | Yes                        |
| <b>Accounting</b> tab                             |                            |
| Tax rate (pTaxRate)                               | 19.6%                      |

| Field or link                                     | Value                      |
|---|----------------------------|
| Name (Name)                                       | PC1 - SXGA 17 inch monitor |
| Brand (Brand)                                     | PC1 - HP Compaq            |
| Sub-model of (Parent)                             | PC1 - SXGA screen          |
| <b>General</b> tab                                |                            |
| Nature (Nature)                                   | PC1 - Monitor              |
| Certified for the purchase request (bRequestable) | Yes                        |
| <b>Accounting</b> tab                             |                            |
| Tax rate (pTaxRate)                               | 19.6%                      |

| Field or link                                     | Value             |
|---|-------------------|
| Name (Name)                                       | PC1 - USB key 256 |
| Brand (Brand)                                     | PC1 - Freecom     |
| <b>General</b> tab                                |                   |
| Nature (Nature)                                   | PC1 - USB key     |
| Certified for the purchase request (bRequestable) | Yes               |
| <b>Accounting</b> tab                             |                   |
| Tax rate (pTaxRate)                               | 7.75%             |

| Field or link | Value             |
|---------------|-------------------|
| Name (Name)   | PC1 - USB key 512 |

| Field or link                                     | Value         |
|---|---------------|
| Brand (Brand)                                     | PC1 - Freecom |
| <b>General</b> tab                                |               |
| Nature (Nature)                                   | PC1 - USB key |
| Certified for the purchase request (bRequestable) | Yes           |
| <b>Accounting</b> tab                             |               |
| Tax rate (pTaxRate)                               | 7.75%         |

| Field or link                                     | Value                    |
|---|--------------------------|
| Name (Name)                                       | PC1 - External CD writer |
| Brand (Brand)                                     | PC1 - HP Compaq          |
| <b>General</b> tab                                |                          |
| Nature (Nature)                                   | PC1 - External CD writer |
| Certified for the purchase request (bRequestable) | Yes                      |
| <b>Accounting</b> tab                             |                          |
| Tax rate (pTaxRate)                               | 7.75%                    |

| Field or link                                     | Value                                    |
|---|--|
| Name (Name)                                       | PC1 - Configuration for a sales engineer |
| <b>General</b> tab                                |  |
| Nature (Nature)                                   | PC1 - Computer configuration             |
| Certified for the purchase request (bRequestable) | Yes                                      |

| Field or link                                     | Value                  |
|---|------------------------|
| Name (Name)                                       | PC1 - Connect computer |
| <b>General</b> tab                                |                        |
| Nature (Nature)                                   | PC1 - Work order       |
| Certified for the purchase request (bRequestable) | Yes                    |
| <b>Work order</b> tab                             |                        |
| Type (seWOType)                                   | Internal maintenance   |
| <b>Accounting</b> tab                             |                        |
| Cost type (CostCategory)                          | PC1 - Work order       |
| Tax rate (pTaxRate)                               | 7.75%                  |

| Field or link                                     | Value                    |
|---|--------------------------|
| Name (Name)                                       | PC1 - Install computer   |
| <b>General</b> tab                                |                          |
| Nature (Nature)                                   | PC1 - Work order         |
| Certified for the purchase request (bRequestable) | Yes                      |
| <b>Work order</b> tab                             |                          |
| Type (seWOType)                                   | Off-contract maintenance |
| <b>Accounting</b> tab                             |                          |
| Cost type (CostCategory)                          | PC1 - Work order         |

| Field or link       | Value |
|---------------------|-------|
| Tax rate (pTaxRate) | 7.75% |

| Field or link                                     | Value                      |
|---|----------------------------|
| Name (Name)                                       | PC1 - Maintenance contract |
| <b>General</b> tab                                |                            |
| Nature (Nature)                                   | PC1 - Maintenance contract |
| Certified for the purchase request (bRequestable) | Yes                        |
| Tax rate (pTaxRate)                               | 7.75%                      |

| Field or link                                     | Value          |
|---|----------------|
| Name (Name)                                       | PC1 - Warranty |
| <b>General</b> tab                                |                |
| Nature (Nature)                                   | PC1 - Contract |
| Certified for the purchase request (bRequestable) | Yes            |
| <b>Accounting</b> tab                             |                |
| Cost type (CostCategory)                          | PC1 - Contract |
| Tax rate (pTaxRate)                               | 7.75%          |

| Field or link                                     | Value                         |
|---|-------------------------------|
| Name (Name)                                       | PC1 - Basic computer training |
| <b>General</b> tab                                |                               |
| Nature (Nature)                                   | PC1 - Training                |
| Certified for the purchase request (bRequestable) | Yes                           |
| <b>Accounting</b> tab                             |                               |
| Cost type (CostCategory)                          | PC1 - Training                |
| Tax rate (pTaxRate)                               | 7.75%                         |

| Field or link                                     | Value               |
|---|---------------------|
| Name (Name)                                       | PC1 - Coaxial cable |
| <b>General</b> tab                                |                     |
| Nature (Nature)                                   | PC1 - Cable         |
| Certified for the purchase request (bRequestable) | Yes                 |
| <b>Accounting</b> tab                             |                     |
| Cost type (CostCategory)                          | PC1 - Cable         |
| Type (DeprScheme)                                 | PC1 - Linear        |
| Tax rate (pTaxRate)                               | 7.75%               |

### Create the employee

- 1 Display the departments and employees (**Organization management/ Organization/ Employees and departments** link on the navigation bar).

- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link | Value         |
|---------------|---------------|
| Name (Name)   | Pc1 - Riddick |

#### Create the supplier

- 1 Display the companies (**Organization management/ Organization/Companies** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link | Value            |
|---------------|------------------|
| Name (Name)   | PC1 - MySupplier |

- 3 Close all windows.

#### Create the stock

- 1 Display the stocks (**Organization management/ Operations/ Stocks** link on the navigation bar).
- 2 Click **New**.
- 3 Create the following record, by populating the fields and links as shown in the following table:

| Field or link | Value       |
|---------------|-------------|
| Name (Name)   | PC1 - Stock |

---

# 4 Catalogs

---

## Key concepts

### Catalogs

A catalog enables you to describe the offering of one or more suppliers that offer products with the same conditions.

 **Tip:**

In general, one single supplier should be associated with a given catalog (**Distributors** tab).

However, if the suppliers are part of the same network and supply the same products with the same terms and conditions, you can associate multiple suppliers with the catalog.

You will note that a catalog reference is not directly linked to its supplier. The suppliers of a catalog reference are the suppliers of the catalog.

It is for this reason that the terms and conditions of a catalog reference must be the same for all the suppliers given in the **Distributors** tab.

## Link between supplier references and models

There is no direction connection between the way in which your suppliers describe their products and the models to which the records in your portfolio are linked.

However, you do need to link the 2 of them when receiving the catalog references ordered.

This link is made through the products:

- On the supplier side, you order catalog references associated with products.
- On the portfolio side, you create records associated with a model.

Using the link between the products and the models, Asset Manager can automate the creation of records in the portfolio when you receive purchase orders.

For this, Asset Manager follows the link **Purchase order line -> Catalog reference -> Product -> Model**.

## Importing external catalogs

If your supplier provides you with catalog data in a format that you can import, you can automate this import and update process.

To perform this task, you can use HP Connect-It developed by HP Software. HP Connect-It is capable of handling numerous file formats.

You can also use the **Reconciliation** module in Asset Manager (► **Reconciliation** guide).

If your supplier provides you with catalog references associated with products, you will need to associate each of these products with a model in the Asset Manager reference records.

## Product options

Asset Manager enables you to describe products that are available with options.

No default mechanism exists to handle product options in a purchase order.

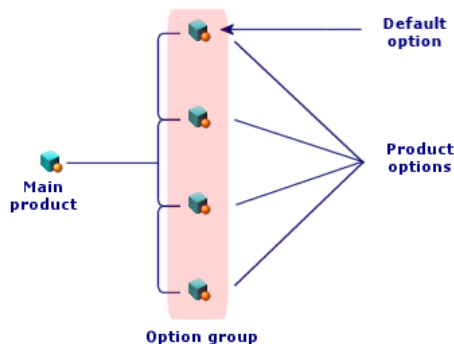
If you wish to manage product options in a purchase order, you can create wizards or modify existing ones to fit your requirements.

The following is an overview of the options you may apply:

**Table 4.1. Product options - principles**

| How it works  | Consequences at the procurement cycle level   | Example  |
|---|---|--|
| A product may be made up of (any given number of) optional sub-products | When you select a catalog reference to create a purchase order, Asset Manager identifies the product associated with the catalog reference and automatically examines whether it should add purchase order lines for the sub-products of the main product | A car may be available with options: CD player, number of doors  |
| The optional sub-products may be associated with a group of options     | When making the purchase order, you must select an optional product from each option group  | The option group <b>Number of doors</b> has two options: <ul style="list-style-type: none"> <li>■ 3-door</li> <li>■ 5-door</li> </ul>                              |
| An option group can be optional or mandatory                            | If an option group is mandatory, you must choose an option from the option group. Otherwise, this choice is optional.   | <ul style="list-style-type: none"> <li>■ The option group <b>Number of doors</b> is mandatory.</li> <li>■ The option group <b>CD Player</b> is optional</li> </ul> |
| A mandatory option group may be associated with a default option        | A default value may be proposed automatically when creating the purchase order  | The option group <b>Number of doors</b> is, by default, associated with the option <b>5-door</b>   |

**Figure 4.1. Product options - principles**



---

## Procedures

### Order to respect

To create a catalog, the easiest is to do things in the following order:

- 1 Create the catalog.
- 2 Create the products.
- 3 Create the catalog references.

### To create a catalog

- 1 Display the catalogs (**Portfolio management/ Catalog/ Catalogs** link on the navigation bar).
- 2 Create the catalog.
- 3 Populate the detail of the record.

### To create a product

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the product.
- 3 Populate the detail of the record.

### To create a catalog reference

- First possibility:
  - 1 Display the catalogs (**Portfolio management/ Catalog/ Catalogs** link on the navigation bar).
  - 2 Select the catalog to which you wish to add the reference.
  - 3 Select the **References** tab.
  - 4 Add the reference (+ button in the Windows client or **Add** in the Web client).
  - 5 Populate the detail of the record.
- Second possibility:
  - 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
  - 2 Create a new reference (**New** button).
  - 3 Populate the detail of the record.



## Product options

The following are main steps in creating a product with options:

- 1 Create the main product.
- 2 Create the option group.
- 3 Create the optional products.
- 4 Create the catalog references of the main product and its optional sub-products.

To create an option group:

- 1 Display the option groups (**Administration/ List of screens, Product options** table (amProdOption)).
- 2 Create a new option group.
- 3 Populate the detail of the record.

To define an optional product:

- 1 Create the products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the optional product.
- 3 Populate the detail of the record, and in particular the following fields and links:

| Field or link                          | Value  |
|--|--|
| <b>General</b> tab                     |  |
| <b>Component of</b> (Parent)           | Select the product to which the optional sub-product belongs.  |
| <b>Is an option</b> (bOption)          | Select this option.  |
| <b>Option group</b> (OptionGroup)      | If the optional sub-product belongs to an option group, populate this link.                                  |
| <b>Default option</b> (bDefaultOption) | If the optional sub-product belongs to an option group and must be populated by default, populate this link. |

---

## Practical case 2 - Simple catalog

### Presentation

This practical case aims to show you how to create a simple catalog.

## Prerequisites

You must have performed the practical case [Practical case 1 - Suitable reference records](#) [page 36].

## Scenario

A laptop **PC1 - HP Compaq Desktop computer** is among the models that you can order from the company **PC1 - MySupplier**.

You wish to describe this in a catalog.

## Steps to follow

### Create the catalog

- 1 Display the catalogs (**Portfolio management/ Catalog/ Catalogs** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link                       | Value   |
|-------------------------------------|---|
| Name (Name)                         | PC1 - MySupplier                                  |
| Currency (Currency)                 | USD (US Dollar)                                   |
| The <b>General</b> tab              |   |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date       |
| End of validity (dtEndValidity)     | Enter a date that follows the current date        |
| Click <b>Create</b> .               |   |
| <b>Distributors</b> tab             |   |
|                                     | Add a link to the company <b>PC1 - MySupplier</b> |
| Click <b>Modify</b> .               |   |
| Default supplier (DefSuppCat)       | PC1 - MySupplier                                  |

### Create the products

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link             | Value                  |
|---------------------------|------------------------|
| Description (Description) | PC2 - Desktop computer |
| Brand (Brand)             | PC1 - HP Compaq        |
| <b>General</b> tab        |                        |

| Field or link | Value                  |
|---------------|------------------------|
| Model (Model) | PC1 - Desktop computer |

| Field or link             | Value                  |
|---------------------------|------------------------|
| Description (Description) | PC2 - Install computer |
| <b>General tab</b>        |                        |
| Model (Model)             | PC1 - Install computer |

| Field or link             | Value          |
|---------------------------|----------------|
| Description (Description) | PC2 - Warranty |
| <b>General tab</b>        |                |
| Model (Model)             | PC1 - Warranty |

| Field or link             | Value                    |
|---------------------------|--------------------------|
| Description (Description) | PC2 - External CD writer |
| Brand (Brand)             | PC1 - HP Compaq          |
| <b>General tab</b>        |                          |
| Model (Model)             | PC1 - External CD writer |

| Field or link             | Value                         |
|---------------------------|-------------------------------|
| Description (Description) | PC2 - Basic computer training |
| <b>General tab</b>        |                               |
| Model (Model)             | PC1 - Basic computer training |

| Field or link             | Value               |
|---------------------------|---------------------|
| Description (Description) | PC2 - Coaxial cable |
| <b>General tab</b>        |                     |
| Model (Model)             | PC1 - Coaxial cable |

### Create the catalog references

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following table:

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC2 - Desktop computer                      |
| Description (Description)           | PC2 - Desktop computer                      |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |

| Field or link                   | Value                                      |
|---------------------------------|--|
| End of validity (dtEndValidity) | Enter a date that follows the current date |
| Price (fPrice)                  | 1000                                       |
| Discount (pDiscount)            | 10%  |
| <b>Zone above the tabs</b>      |  |
| Reference (Ref)                 | PC2 - Desktop computer (PC1 - MySupplier)  |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC2 - Install computer                      |
| Description (Description)           | PC2 - Install computer                      |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 400   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC2 - Install computer (PC1 - MySupplier)   |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC2 - External CD writer                    |
| Description (Description)           | PC2 - External CD writer                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 150   |
| Discount (pDiscount)                | 0%  |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC1 - External CD writer (PC1 - MySupplier) |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC2 - Warranty                              |
| Description (Description)           | PC2 - Warranty                              |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 50  |
| Discount (pDiscount)                | 0%  |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC2 - Warranty (PC1 - MySupplier)           |

| Field or link     | Value            |
|-------------------|------------------|
| Catalog (Catalog) | PC1 - MySupplier |

| Field or link                       | Value  |
|-------------------------------------|--|
| <b>General tab</b>                  |  |
| Product (CatProduct)                | PC2 - Basic computer training                    |
| Description (Description)           | PC2 - Basic computer training                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date      |
| End of validity (dtEndValidity)     | Enter a date that follows the current date       |
| Price (fPrice)                      | 200  |
| Discount (pDiscount)                | 5%   |
| <b>Zone above the tabs</b>          |  |
| Reference (Ref)                     | PC2 - Basic computer training (PC1 - MySupplier) |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC2 - Coaxial cable                         |
| Description (Description)           | PC2 - Coaxial cable                         |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 300   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC2 - Coaxial cable (PC1 - MySupplier)      |

Define a default catalog reference for the models

- 1 Display the models (**Portfolio management/ Asset configurations/ Models** link on the navigation bar).
- 2 Select the following records (which can be identified using the 1st line in the table), and then populate the fields and links as shown in the following tables:

| Field or link                 | Value  |
|-------------------------------|--|
| Name (Name)                   | PC1 - Desktop computer   |
| <b>Cat. info. tab</b>         |  |
| Default cat. ref. (DefCatRef) | PC2 - Desktop computer (PC1 - MySupplier) -<br>PC2 - Desktop computer (PC1 - MySupplier) |

| Field or link         | Value                  |
|-----------------------|------------------------|
| Name (Name)           | PC1 - Install computer |
| <b>Cat. info. tab</b> |                        |

| Field or link                 | Value   |
|-------------------------------|---|
| Default cat. ref. (DefCatRef) | PC2 - Install computer (PC1 - MySupplier) - PC2 - Install computer (PC1 - MySupplier) |

| Field or link                 | Value   |
|-------------------------------|---|
| Name (Name)                   | PC1 - Warranty  |
| <b>Cat. info.</b> tab         |   |
| Default cat. ref. (DefCatRef) | PC2 - Warranty (PC1 - MySupplier) - PC2 - Warranty - (PC1 - MySupplier) |

| Field or link                 | Value  |
|-------------------------------|--|
| Name (Name)                   | PC1 - Basic computer training  |
| <b>Cat. info.</b> tab         |  |
| Default cat. ref. (DefCatRef) | PC2 - Basic computer training - PC2 - Basic computer training - (PC1 - MySupplier) |

| Field or link                 | Value   |
|-------------------------------|---|
| Name (Name)                   | PC1 - Coaxial cable   |
| <b>Cat. info.</b> tab         |   |
| Default cat. ref. (DefCatRef) | PC2 - Coaxial cable (PC1 - MySupplier) - PC2 - Coaxial cable - (PC1 - MySupplier) |

---

## Practical case 3 - Product options

### Presentation

This practical case aims to show you how to create products with options.

### Prerequisites

You must have performed the practical case [Practical case 1 - Suitable reference records](#) [page 36].

### Scenario

The supplier **PC1 - MySupplier** sells a computer **PC1 - Desktop computer** with a choice of two screens (mandatory option) and a choice of 2 USB keys (optional).

## Steps to follow

### Create the option group

 **Warning:**

This section [Create the option group](#) [page 55] requires the Windows client.

- 1 Display the option groups (**Administration/ List of screens, Product options** table (amProdOption)).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                 | Value        |
|-------------------------------|--------------|
| Name (Name)                   | PC3 - Screen |
| Mandatory choice (bMandatory) | Yes          |

| Field or link                 | Value         |
|-------------------------------|---------------|
| Name (Name)                   | PC3 - USB key |
| Mandatory choice (bMandatory) | No            |

### Create the products

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link             | Value                               |
|---------------------------|-------------------------------------|
| Description (Description) | PC3 - Desktop computer with options |
| Brand (Brand)             | PC1 - HP Compaq                     |
| <b>General</b> tab        |                                     |
| Model (Model)             | PC1 - Desktop computer              |

| Field or link             | Value            |
|---------------------------|------------------|
| Description (Description) | PC3 - XGA screen |
| Brand (Brand)             | PC1 - HP Compaq  |
| <b>General</b> tab        |                  |
| Model (Model)             | PC1 - XGA screen |

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |                                     |
|-----------------------|-------------------------------------|
| Component of (Parent) | PC3 - Desktop computer with options |
|-----------------------|-------------------------------------|

| Field or link   | Value        |
|---|--------------|
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |              |
| Is an option (bOption)  | Yes          |
| Option group (OptionGroup)  | PC3 - Screen |
| Default option (bDefaultOption)   | Yes          |

| Field or link   | Value                               |
|---|-------------------------------------|
| Description (Description)   | PC3 - SXGA screen                   |
| Brand (Brand)   | PC1 - HP Compaq                     |
| <b>General</b> tab  |                                     |
| Model (Model)   | PC1 - SXGA screen                   |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                                     |
| Component of (Parent)   | PC3 - Desktop computer with options |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                                     |
| Is an option (bOption)  | Yes                                 |
| Option group (OptionGroup)  | PC3 - Screen                        |
| Default option (bDefaultOption)   | No                                  |

| Field or link   | Value                               |
|---|-------------------------------------|
| Description (Description)   | PC3 - USB key 256                   |
| Brand (Brand)   | PC1 - Freecom                       |
| <b>General</b> tab  |                                     |
| Model (Model)   | PC1 - USB key 256                   |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                                     |
| Component of (Parent)   | PC3 - Desktop computer with options |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                                     |
| Is an option (bOption)  | Yes                                 |
| Option group (OptionGroup)  | PC3 - USB key                       |
| Default option (bDefaultOption)   | No                                  |

| Field or link             | Value             |
|---------------------------|-------------------|
| Description (Description) | PC3 - USB key 512 |
| Brand (Brand)             | PC1 - Freecom     |
| <b>General</b> tab        |                   |
| Model (Model)             | PC1 - USB key 512 |



| Field or link   | Value                               |
|---|-------------------------------------|
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                                     |
| Component of (Parent)   | PC3 - Desktop computer with options |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                                     |
| Is an option (bOption)  | Yes                                 |
| Option group (OptionGroup)  | PC3 - USB key                       |
| Default option (bDefaultOption)   | No                                  |

### Create the catalog references

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                       | Value  |
|-------------------------------------|--|
| Catalog (Catalog)                   | PC1 - MySupplier                                       |
| <b>General tab</b>                  |  |
| Product (CatProduct)                | PC3 - Desktop computer with options                    |
| Description (Description)           | PC3 - Desktop computer with options                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date            |
| End of validity (dtEndValidity)     | Enter a date that follows the current date             |
| Price (fPrice)                      | 900  |
| Discount (pDiscount)                | 10%  |
| <b>Zone above the tabs</b>          |  |
| Reference (Ref)                     | PC3 - Desktop computer with options (PC1 - MySupplier) |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC3 - XGA screen                            |
| Description (Description)           | PC3 - XGA screen                            |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 100   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |

| Field or link   | Value                               |
|-----------------|-------------------------------------|
| Reference (Ref) | PC3 - XGA screen (PC1 - MySupplier) |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC3 - SXGA screen                           |
| Description (Description)           | PC3 - SXGA screen                           |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 100   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC3 - SXGA screen (PC1 - MySupplier)        |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC3 - USB key 256                           |
| Description (Description)           | PC3 - USB key 256                           |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 150   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC3 - USB key 256 (PC1 - MySupplier)        |

| Field or link                       | Value                                       |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier                            |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC3 - USB key 512                           |
| Description (Description)           | PC3 - USB key 512                           |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date |
| End of validity (dtEndValidity)     | Enter a date that follows the current date  |
| Price (fPrice)                      | 300   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC3 - USB key 512 (PC1 - MySupplier)        |

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# 5 Procurement cycle

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## Key concepts

The procurement cycle is made up of successive steps.

The cycle is put to optimal use when all steps are carried out.

In specific cases, you may skip certain steps, however, you risk losing the advantages of some automatic mechanisms.

For example, if you create an estimate without first creating a request, Asset Manager automatically creates a request when you click **Issue** in the estimate. The request lines are created without a hierarchic structure. If you forget to give them a hierarchic structure, which would be useful, the corresponding records that are created on receiving the purchase order will not have a hierarchic structure either.

**Table 5.1. Procurement cycle - steps**

| Step    | Character of the step  |
|---------|--|
| Request | Requests enable you to describe needs by making reference to models and using catalog references, if required.<br>The hierarchical links between records created on receiving purchase orders are defined by the hierarchical links between the request lines. |

---

| Step                  | Character of the step   |
|-----------------------|---|
| Reservation           | Reservations let you retain items in stock to fulfill a request and reduce the number of items to order.<br>A reservation can be made via a request, using either the reserve assets in stock wizard, or manually via the request line detail.  |
| Estimate              | The estimates enable you to describe potential real-life purchase orders. Estimates are quoted purchases orders that have not been issued. Typically, an estimate is created from a request.<br>Exceptionally, you may create an estimate without first creating a request. In this case, a request is automatically created when you click <b>Issue</b> in the estimate.   |
| Purchase order        | The purchase orders enable you to describe a ordered catalog references from a supplier.<br>A purchase order may only be created from an estimation.  |
| Receipt               | The receiving slips enable you to describe the receipt of a purchase order line.<br>Their creation brings about the creation of a record in the appropriate table (for example: the Portfolio Items table), if so required (For example: The purchase order line is linked to a catalog reference, linked to a product, linked to a model, linked to a nature that specifies that a record must be created).<br>A receiving slip may only be created by referencing purchase order lines that have not already been received. |
| Recording the invoice | The invoices enable to make a record of invoices sent by suppliers.<br>The most logical way of creating an invoice is from the detail of a receiving slip.  |

## Tracking the procurement cycle

### Warning:

This is possible with the Windows client but not with the Web client.

An executive view of the procurement cycle can be obtained by displaying the **Tracking** in the details of the following records:

- Requests
- Estimates/ Purchase orders
- Receipts
- Invoices

The way in which the information in the **Tracking** tab is organized depends on the table being displayed: The information is organized from the point of view of the record being displayed.

This screen displays a tree view.

By unfolding the branches you can see the different parameters of the cycle.

For example, in the detail of a request, by unfolding the branch **Composition of request**, you can view the items that need to be acquired to satisfy the request.

Similarly, if you unfold the **Associated estimates** branch, you display the estimate(s) that have been created from the different items of the request.








If you start by selecting a given estimate, you will see the requests, purchase orders and receiving slips corresponding to the estimate.

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 5.2. Procurement cycle - Icons in the Tracking tabs**

| Icon  | Meaning  |
|---|--|
|   | The request to which the composition line belongs is approved.                                     |
|  | The request to which the composition line belongs is awaiting approval or in the approval process. |
|  | The request to which the composition line belongs has been refused.                                |
|  | Number of items on order for this request line. In our example: 3.                                 |
|  | Number of items received for this request line. In our example: 3.                                 |
|  | Number of items awaiting receipt. In our example: 1.   |
|  | The request, estimate or order line has been received in full (delivery taken in full).            |

---

## Practical case 4 - Full procurement cycle

### Presentation

This practical case aims to show you how the steps in the full procurement cycle lead on from one another.

It does not aim to show the full range of functionality for each individual step in the cycle; This is shown later on in this document.

## Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

## Scenario

- Mr. **Pc1 - Riddick** needs a computer **PC1 - Desktop computer**.
- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company **PC1 - MySupplier**.
- The estimate is approved.
- The estimate is issued in the form of a purchase order.
- The asset is received.
- The invoice for the asset is registered.

## Steps to follow

### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Request/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link                         | Value                          |
|---------------------------------------|--------------------------------|
| <b>Create a new request</b> page      |                                |
| Brand                                 | PC1 - HP Compaq                |
| Click the <b>Apply filter</b> button. |                                |
| Models                                | PC1 - Desktop computer         |
| Field to the right of <b>Add</b>      | 1                              |
| Click <b>Add</b>                      |                                |
| Click <b>Next</b>                     |                                |
| <b>New request</b> page               |                                |
| Purpose                               | PC4 - Computer for Mr. Riddick |
| User                                  | PC1 - Riddick,                 |

| Field or link   | Value |
|---|-------|
| Validate execution of the wizard ( <b>Finish</b> button)  |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

- Asset Manager displays the detail of the request generated using the wizard. Examine the detail of this request. Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| <b>General</b> tab     |   |
| Purpose                | PC4 - Computer for Mr. Riddick  |
| Req. status (seStatus) | In preparation  |
| <b>Composition</b> tab |   |
|                        | Request line corresponding to the model <b>PC1 - Desktop computer</b> |

- Populate the fields and links shown in the following table:

| Field or link      | Value        |
|--------------------|--------------|
| Number (ReqNumber) | PC4 - REQ001 |

- Validate the modification of the request.
- Leave the detail of the request displayed.

#### Evaluate the request in the form of an estimate

- Make sure the detail of the request **PC4 - REQ001** is displayed.
- Windows client: Click the **Quote/PO** button.  
Web client: Select **Create or modify a quote or purchase order** from the **Actions** drop-down list.
- Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link   | Value |
|---|-------|
| <b>Generate a PC4 - REQ001 estimate</b> page          |       |
| Take all lines into account                           | Yes   |
| Click <b>Next</b>                                     |       |
| <b>Select the lines to take into account</b> page     |       |
| Choose from a catalog or a supplier                   | No    |
| Click <b>Next</b>                                     |       |
| <b>Modify the references used by the request</b> page |       |

| Field or link  | Value |
|--|-------|
| You should to be able to accept the page is it stands.   |       |
| The table at the bottom shows the purchase order it is going to create: <b>PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%</b> . |       |
| Validate execution of the wizard ( <b>Finish</b> button)   |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client)  |       |

- Asset Manager displays the detail of the estimate generated from the request. Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value   |
|---------------------------|---|
| Ord. status (seStatus)    | Quote requested   |
| <b>General</b> tab        |   |
| Initial request (Request) | PC4 - REQ001 (PC4 - Computer for Mr. Riddick)   |
| <b>Composition</b> tab    |   |
|                           | Purchase order line corresponding to the catalog reference <b>PC2 - Desktop computer (PC1 - MySupplier)</b> selected using the <b>Generate an estimate</b> wizard |

- Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Quoted       |
| Number (PONumber)      | PC4 - EST001 |

- Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- Leave the detail of the estimate displayed.

#### Issue the estimate in the form of purchase order

- Make sure the detail of the estimate **PC4 - EST001** is displayed.
- Windows client: Click the **Issue** button.  
Web client: Select **Change the status of the purchase order to 'Issued'** from the **Actions** drop-down list.
- Validate execution of the wizard (**Finish** button).
- Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- Examine the detail of this order; Certain fields and links are already populated, in particular:



| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Issued       |
| <b>General tab</b>     |              |
| Sent (dtSent)          | Current date |

- 6 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC4 - EST001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Create or modify a receipt** from the **Actions** drop-down list.
- 3 Populate the **Receive** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Receive page</b>   | Select the line <b>PC2 - Desktop computer 1 0 1</b> , and set the <b>Quantity to receive</b> column to <b>1</b> |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 4 Asset Manager displays the detail of the portfolio item generated from the purchase order.  
Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| Model (Model)          | The model selected in the initial request is shown ( <b>Pc1 - Desktop computer</b> )              |
| <b>General tab</b>     |   |
| User (User)            | The user selected in the initial request is shown ( <b>Pc1 - Riddick</b> )                        |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>900</b> ) |

#### Save the invoice



#### Warning:

This section [Save the invoice](#) [page 65] requires the Windows client.

- 1 Display the purchase orders (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).

- 2 Select the purchase order **PC4 - EST001**.
- 3 Select the **Tracking** tab.
- 4 Unfold the **Deliveries** branch.
- 5 Display the detail of the line **XXX PC1 - MySupplier** (double-click the line).
- 6 Asset Manager displays the detail of the receiving slip generated from the purchase order.
- 7 Click **Invoice**.
- 8 Take a look at the page displayed by the wizard and then accept the default values.
- 9 Validate execution of the wizard (**Finish** button).
- 10 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 11 Asset Manager displays the detail of the supplier invoice generated from the receiving slip.

Examine the detail of this invoice; Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| Supplier (Supplier)    | PC1 - MySupplier  |
| <b>Composition</b> tab | 1 PC2 - Desktop computer 1 1,000.00 10% 7.75%<br>969.75 |

The other fields will be populated using the information appearing on the invoice sent by the supplier.

# 6 Requests

---

## Key concepts

Several methods are available to you to create a request. One method, which is only available via the web platform, is described in chapter [Request self-service](#) [page 149] of this guide.

Once the request is created, there are several methods available to you to modify the composition of the request (the list of lines in the **Composition** tab).

---

 **Note:**

You may only add new lines to a request if the **Req. status** (seStatus) field is set to one of the following values:

- In preparation
- Standard request

---

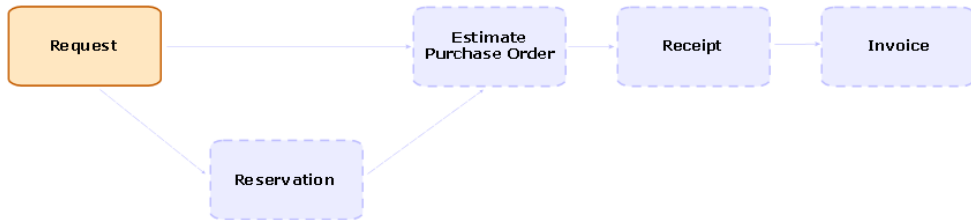
This chapter details each one of these methods.

The system data related to the **Procurement** module includes the workflow scheme **Purchase request validation** (REQAPPR), which triggers a validation process for purchase requests.

The line-of-business data related to the **Procurement** includes the workflow scheme **Purchase request satisfaction** (REQSATIS), which sets the **Req. status** (seStatus) field of requests to **Satisfied** when all the request lines are satisfied.

This chapter details these workflows.

Figure 6.1. Procurement cycle - requests



---

## Procedures

### Creating a new request from a standard request

#### Principles

Asset Manager lets you create request templates called **standard requests**.

Standard requests can be used to:

- Create identical requests on a frequent basis
- Standardize purchases

#### Important:

Only the request lines and associated options (**Composition** tab) are propagated from the standard request to the request.

#### Creating a standard request

- 1 Display the standard requests (**Organization management/ Operations/ Standard requests** link on the navigation bar).
- 2 Create a new record (**New** button).
- 3 Populate the detail of the record.

#### Transforming a request into a standard request

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).



Tip:

Users who do not have access to the **Procurement** module, but do have access to the **Portfolio** module can use the **Asset lifecycle/ Infrastructure management/ Internal requests** link on the navigation bar.

This link provides access to the list and details of purchase requests. The only restriction applied when using the **Asset lifecycle/ Infrastructure management/ Internal requests** link is the absence of the **Quote/ PO** and **Order** buttons (Windows client) and equivalent contextual actions (Web client).

- 2 Display the detail of the request to transform into a standard request.
- 3 Duplicate the request (**Duplicate** button).
- 4 Populate in particular the following fields and links:

| Field or link          | Value  |
|------------------------|--|
| Purpose (ReqPurpose)   | Use a value that will enable you to easily identify the standard request |
| Req. status (seStatus) | Standard request   |
| <b>Composition</b> tab | Make sure the composition of the standard request is correct             |

### Creating a new request from a standard request

- 1 Start the **Create a request from a standard request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a request from a standard request...** link on the navigation bar).
- 2 Enter information in the **Create a request from a standard request...** wizard as needed.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the request generated using the wizard. This request is populated using the following information:

| Source           | Fields and links used   |
|------------------|---|
| Standard request | Only the request lines and associated options ( <b>Composition</b> tab) |

|   |  |
|---|--|
| <b>Create a request from a standard request...</b> wizard | Only the fields and links populated in the <b>New request</b> page |
|---|--|

- 6 Complete the request by populating by hand the other fields and links in the request and request lines.

If options have been associated with the request lines (**Composition** tab), then select the desired options via the **Select the request options...** (sysProcSolveOptions) wizard:

- Windows client: Click the **Options** button.
- Web client: Select **Select Options** from the **Actions** drop-down list.

 **Note:**

If you do not select options in this manner when creating an estimate or a purchase order, an error message will be displayed.

## Create a new request by selecting the models with a wizard

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Enter information in the **Create a new request...** wizard as needed.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the request generated using the wizard. This request is populated using the information you entered in the wizard.
- 6 Complete the request by populating by hand the other fields and links in the request and request lines.

## Creating a new request without using a wizard

If the user has access to the **Procurement** module

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Click **New**.
- 3 Asset Manager displays the detail of a new request.

- 4 Complete the request by populating by hand the fields and links of the request.
- 5 Create the request lines.

If the user does not have access to the **Procurement** module but does have access to the **Portfolio** module

- 1 Display the requests (**Asset lifecycle/ Infrastructure management/ Internal requests** link on the navigation bar).



This link provides access to the list and details of purchase requests. The only restriction applied when using the **Asset lifecycle/ Infrastructure management/ Internal requests** link is the absence of the **Quote/PO** and **Order** buttons (Windows client) and equivalent contextual actions (Web client).

- 2 Click **New**.
- 3 Asset Manager displays the detail of a new request.
- 4 Complete the request by populating by hand the fields and links of the request.
- 5 Create the request lines.

## Creating a new request which does not require any validation

You can also create purchase requests that bypass any approval process. The requests created in this way go directly from the **Awaiting approval** status to the **Validated** status without validation and approval from any validator.

This gives you the option to streamline and accelerate your purchase process for purchasing of assets with low amount, for example.

This type of requests are created when you activate the [Bypass validation workflow](#) [page 80], which in turn is triggered when the **Bypass validation process** option is selected.

See [Selecting the Bypass validation process option](#) [page 72] for how to select this option.

---

 **Note:**

Only employees who have creation/update right to the **Bypass validation process** field can create such a request. The access control for a particular field is done by defining user rights for the user roles assigned to a user.

Refer to the **Administration** guide, chapter **Controlling access to the database**, section **Defining access conditions/ Defining user rights**.

---

### Prerequisite

To successfully create such a request, you need to ensure that all the composite request lines are associated with models for which the **Bypass purchase request validation** option is selected. The option is located in the **General** tab in the detail of the Model.

If some request lines contained in the request are linked with models whose **Bypass purchase request validation** option is not selected, you will be prompted to remove those models upfront when you create the request.

### Selecting the **Bypass validation process** option

#### Selecting the option from the detail of the request

---

 **Note:**

The request's **Bypass validation process** (bAutoRequest) option can be modified only if the request's **Req. status** (seStatus) is:

- In preparation
- Quoted

- 1 Display the list of requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** in the navigation bar).
  - 2 Display the detail of the request to modify.
- 

 **Note:**

The **Bypass validation process** (bAutoRequest) option in the **General** tab of the request detail can not be selected/cleared directly. The modification has to be done using the step below.

The option is not selected by default.

---

- 3 Select the **Bypass validation process** (bAutoRequest) option as follows.





#### Note:

The option can be cleared with the same procedure.

- Windows client: Click the **Auto. Request** button.
- Web client: Select **Update purchase request automation status** from the contextual **Actions...** drop-down list.

This starts the **Update purchase request automation status** (sysProcRequestUpdateAutoStatus) wizard.

If the request contains some request lines that are associated with models whose **Bypass purchase request validation** option is not selected, the wizard will propose to remove those unqualified models to execute the wizard successfully.

#### Selecting the option using request-creating wizards

The **Bypass validation process** option can also be selected in various wizards used to create a purchase request. For example,

- Create a new request...
- Create a request from a standard request...
- Create a request from products...

The option is located at the bottom of the page where you are prompted to enter information regarding the request (such as purpose, requester).



#### Warning:

If you are creating a request which bypasses validation process, make sure to only add models whose **Bypass purchase request validation** column has the value **Yes**. Otherwise, error will be encountered when you proceed.

#### Automatically reserving items from stock and creating purchase order

Besides creating purchase requests skipping all the validation process, you can also choose to automatically reserve portfolio items from stock and create purchase order for the remaining items.

This is achieved when the [Automatic request workflow](#) [page 79] or [Bypass validation workflow](#) [page 80] is activated.

Generally, the workflow is activated when the following options (both located in the **General** tab of the request detail) are selected for the concerned request:

- **Bypass validation process** (bAutoRequest)
  - ▶ [Selecting the Bypass validation process option](#) [page 72]
- **Fulfill request with items from stocks automatically** (bStockFullfill)

 **Note:**

The **Fulfill request with items from stocks automatically** (bStockFullfill) option is only visible when the **Bypass validation process** (bAutoRequest) option is selected.

The option can be selected/cleared directly (without using a wizard).

The option is not available in various wizards used to create a purchase request.

## Adding request lines using the **Add** button in the Windows client or the contextual action in the Web client.

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request to complete.
- 3 Windows client: Click **Add**.  
Web client: Select **Add models to your request** from the **Actions** drop-down list.
- 4 Populate the wizard **Add models to your request**.
- 5 Asset Manager adds lines to your request.
- 6 If required, complete the descriptions of the request lines created by the wizard:
  - 1 Select the **Composition** tab.
  - 2 Display the detail of the request line to modify.

## Adding request lines originating from a standard request

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).

 **Tip:**

Users who do not have access to the **Procurement** module, but do have access to the **Portfolio** module can use the **Asset lifecycle/ Infrastructure management/ Internal requests** link on the navigation bar.

This link provides access to the list and details of purchase requests. The only restriction applied when using the **Asset lifecycle/ Infrastructure management/ Internal requests** link is the absence of the **Quote/PO** and **Order** buttons (Windows client) and equivalent contextual actions (Web client).

- 2 Display the detail of the request to complete.
- 3 Windows client: Click **Stand. req.**  
Web client: Select **Add a standard request** from the **Actions** drop-down list.
- 4 Populate the wizard **Add a request**.
- 5 Asset Manager adds lines to your request.
- 6 If required, complete the descriptions of the request lines created by the wizard:
  - 1 Select the **Composition** tab.
  - 2 Display the detail of the request line to modify.

Adding request lines using the **+** button in the Windows client or the **Add** button in the Web client.

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).



Users who do not have access to the **Procurement** module, but do have access to the **Portfolio** module can use the **Asset lifecycle/ Infrastructure management/ Internal requests** link on the navigation bar.

This link provides access to the list and details of purchase requests. The only restriction applied when using the **Asset lifecycle/ Infrastructure management/ Internal requests** link is the absence of the **Quote/PO** and **Order** buttons (Windows client) and equivalent contextual actions (Web client).

- 2 Display the detail of the request to complete.
- 3 Select the **Composition** tab.
- 4 Windows client: Click the **+** button.  
Web client: Click **Add**.
- 5 Populate the detail of the request line.

## Reassigning cost center and/or end user of request lines

You can reassign the cost center and/or the user associated with request lines using the **Reassign cost center and/or end user of request lines** (sysProcModifyReqline) wizard.

- 1 Display the list of requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** in the navigation bar).
- 2 Select the requests that you wish to modify.



**Note:**

Only requests whose **Req. status** (seStatus) is **In preparation** or **Quoted** can be modified.

- 3 Start the wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Reassign cost center and/or end user of request lines** link in the navigation bar).
- 4 Click **Next**.
- 5 Details of the selected request lines are displayed.
  - To assign a new cost center:
    - 1 Select the request lines to change.
    - 2 Select the new cost center from the list beside the button.
    - 3 Click **Change Cost Center**.
  - To assign a new user:
    - 1 Select the request lines to change.
    - 2 Select the new user from the list beside the button.
    - 3 Click **Change User**.
- 6 Click **Finish**.
- 7 The new assignments are processed, and confirmation messages displayed. Click **OK** to close the wizard.

## The purchase request validation workflow

### Overview

The **Purchase request validation** (REQAPPR) workflow scheme governs the purchase request approval process.

The workflow scheme can be divided into the following sub-workflows:

- [Full workflow](#) [page 78]
- [Basic workflow](#) [page 79]
- [Automatic request workflow](#) [page 79]
- [Bypass validation workflow](#) [page 80]

The different sub-workflows are differentiated by the approval required during the validation process.

The following table lists the workflow activities each sub-workflow goes through.

**Table 6.1. Activities performed with each sub-workflow**

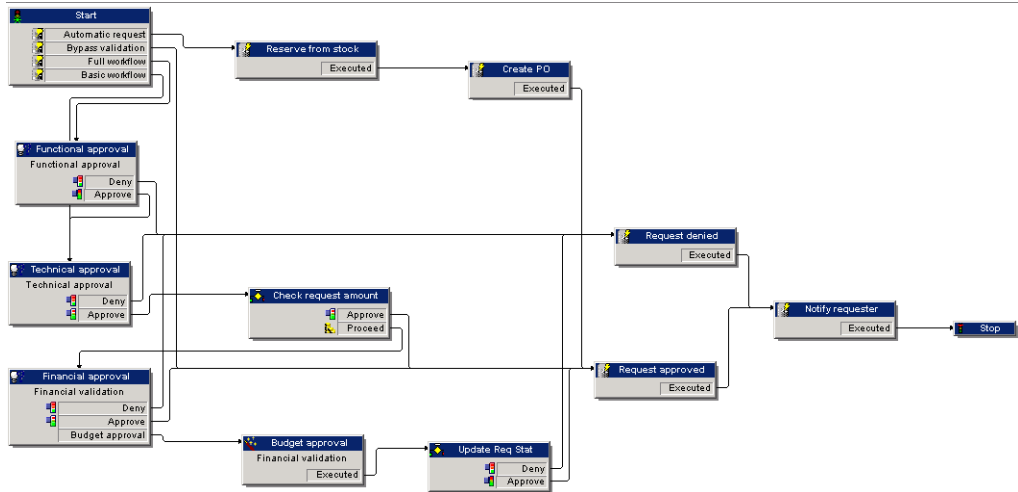
| Activity                       | Sub-workflow            |                          |                                      |                                      |
|--------------------------------|-------------------------|--------------------------|--------------------------------------|--------------------------------------|
|                                | Full workflow [page 78] | Basic workflow [page 79] | Bypass validation workflow [page 80] | Automatic request workflow [page 79] |
| Functional approval [page 80]  | ✓                       | skip                     | skip                                 | skip                                 |
| Technical approval [page 80]   | ✓                       | ✓                        | skip                                 | skip                                 |
| Check request amount [page 80] | ✓                       | ✓                        | skip                                 | skip                                 |
| Financial approval [page 81]   | ✓                       | ✓                        | skip                                 | skip                                 |
| Budget approval [page 81]      | ✓                       | ✓                        | skip                                 | skip                                 |
| Reserve from stock [page 81]   | skip                    | skip                     | skip                                 | ✓                                    |
| Create PO [page 82]            | skip                    | skip                     | skip                                 | ✓                                    |



**Note:**

- The **Financial approval** and **Budget approval** workflow activities are optional.
- **Full workflow** and **Basic workflow** end with either [Request approved](#) [page 82] or [Request denied](#) [page 83].
- **Bypass validation workflow** and **Automatic request workflow** always end with [Request approved](#) [page 82].

Figure 6.2. Purchase request validation workflow scheme



For the detailed tasks performed for each workflow activity, ► [Workflow activities](#) [page 80].

The following sections describe the sub-workflows of the **Purchase request validation** (REQAPPR) workflow scheme:

 **Note:**

All these sub-workflows are triggered by either of the following events:

- The creation of a request
- The modification of the value of the **Req. status** (seStatus) field to **Awaiting approval**.

Different sub-workflows will be activated depending on the triggering conditions being met.

**Full workflow**

This workflow requires approval from all the validation processes, including functional, technical, financial, budgetal approvals from various functions before the purchase request can be approved.

**Triggering condition:**

- The **Bypass validation process** (bAutoRequest) option (**General** tab) is not selected.

- Either of the following conditions is met:
  - The request has an associated cost center, and the **Functional approval is required** (bFuncApproval) option for the cost center (**Allocation** tab, **Cost center** (CostCenter) field) is selected.
  - No cost center is associated with the request.
- If the request contains a request line regarding a work order, the value for the **Work order type** (seWorkOrderType) field of the Nature of the work order should be **Other**.

#### Basic workflow

This workflow requires the same validation processes as the full workflow except that the functional approval process is skipped.

#### Triggering condition:

- The **Bypass validation process** (bAutoRequest) option (**General** tab) is not selected.
- In the detail of the cost center (**Allocation** tab, **Cost center** (CostCenter) field) that is associated with the request, the **Functional approval is required** (bFuncApproval) option is not selected.
- If the request contains a request line regarding a work order, the value for the **Work order type** (seWorkOrderType) field of the Nature of the work order should be **Other**.

#### Automatic request workflow

This workflow enables the purchase request to be automatically approved without any of the validations required by the Full and Basic workflows. Plus, it automatically reserves portfolio items from stock and create purchase order for the remaining items. Refer to:

- [Reserve from stock](#) [page 81]
- [Create PO](#) [page 82]

#### Triggering condition:

- The **Bypass validation process** (bAutoRequest) option (**General** tab) is selected.
- The **Fulfill request with items from stocks automatically** (bStockFullfill) option (**General** tab) is selected.
- If the request contains a request line regarding a work order, the value for the **Work order type** (seWorkOrderType) field of the Nature of the work order should be **Other**.

## Bypass validation workflow

This workflow enables the purchase request to be automatically approved without any of the validations required by the Full and Basic workflows.

### Triggering condition:

- The **Bypass validation process** (bAutoRequest) option (**General** tab) is selected.
- The **Fulfill request with items from stocks automatically** (bStockFullfill) option (**General** tab) is not selected.
- If the request contains a request line regarding a work order, the value for the **Work order type** (seWorkOrderType) field of the Nature of the work order should be **Other**.

## Workflow activities

### Functional approval

Prerequisite:

The Full workflow is launched.

The workflow scheme creates the following workflow tasks:

- Invite the functional approver to approve or refuse the request
- The functional approver is the departmental supervisor of the **User** (User) of the request; If the user is not given, Asset Manager will use their stand in.  
If no supervisor, nor stand in is found, Asset Manager will use the user;
- Linked to the request

### Technical approval

Prerequisite:

- The Full workflow is launched, and the request has been approved by the functional approver. Or,
- The Basic workflow is launched

The workflow scheme creates the following workflow tasks:

- Invite the technical approver to approve or refuse the request
- Assigned to the **Technical Approval** group.
- Linked to the request

### Check request amount

Prerequisite:

- The Full or Basic workflow is launched.
- The request has been approved by the technical approver.



The workflow scheme creates the following workflow tasks:

- If the request's **pre-tax total amount** (mEstimNet) is less than the **amount threshold** (mApprAmount) which is defined in the detail of the cost center associated with the request, then the request is approved and the workflow advances to the last step.
- Otherwise, the workflow advances to the Financial approval process.

### Financial approval

Prerequisite:

- The Full or Basic workflow is launched.
- The request's pre-tax total amount exceeds the amount threshold that is defined in the associated cost center

The workflow scheme creates the following workflow tasks:

- Inviting the financial approver to approve or refuse the request, or request budget approval of the request lines.
- Assigned to the **Finance** group.
- Linked to the request

### Budget approval

Prerequisite:

- The Full or Basic workflow is launched.
- The financial approver requests budget approval during financial approval.

The workflow scheme creates the following workflow tasks:

- Invite the budget approver to click the **Wizard** button to launch the **Budget approval of the request lines** (sysValidBudgetReqLine) wizard.

The approver uses the wizard to approve or deny each request line. Before validating each line, he or she can also modify the cost type and/or the cost center, if needed, in order to modify the budget line that is used.

- Assigned to the **Finance** group
- Linked to the request

### Reserve from stock

Prerequisite:

The **Automatic request** workflow is launched.

For each request line contained in the request, the workflow scheme creates the following workflow tasks:

- Check for portfolio items satisfying the following conditions in the **Deliv. stock** (lStockId) of the request line (in the **Purchase** tab of the request line detail):
  - The Model is the same as that associated with the request line.

- The portfolio item has not been reserved.
- If found, reserve the portfolio items for the request line. By default, these items will be reserved for 90 days starting from the current date.  
The workflow will reserve as many items as possible to fulfill the request line.
  - If the quantity of qualified items is equal to or more than the requested quantity for a particular request line, all the requested items will be reserved from the stock, and the workflow will skip the [Create PO \[page 82\]](#) workflow activity.
  - Otherwise, the workflow will proceed to [Create PO \[page 82\]](#) for the remaining items.

### Create PO

Prerequisite:

- The **Automatic request** workflow is launched.
- Not all the requested items are reserved in [Reserve from stock \[page 81\]](#).

The workflow scheme creates the following workflow tasks:

- Create purchase order for each supplier associated with the request lines contained in the request.



Note:

Asset Manager finds the supplier for a request line by following this link: **Model -> DefCatRef -> Catalog -> DefSuppCat** or **CatalogRef -> Catalog -> DefSuppCat**

- Add purchase order lines to the newly-created purchase order based on certain criteria.  
If no PO line satisfying the pre-defined criteria can be found, the PO created in the previous step is deleted.
- For each order line, the quantity to order is equal to the requested quantity minus quantity already reserved in [Reserve from stock \[page 81\]](#).

### Request approved

Prerequisite:

- The request is financially validated
- The request has passed budget approval
- The **Automatic request** workflow is launched.
- The **Bypass validation workflow** workflow is launched.

The workflow scheme creates the following workflow tasks:

- Update the **Req. status** (seStatus) field by setting it to **Validated**.

- Send a message concerning the status of the request to the person designated by the **Requester** (Requester) field.

#### Request denied

A purchase request could be denied at each of the following stages:

- Functional approval
- Technical approval
- Financial approval
- Budget approval

The workflow scheme creates the following workflow tasks:

- Update the **Req. status** (seStatus) field by setting it to **Refused**.
- Send a message concerning the status of the request to the person designated by the **Requester** (Requester) field.

#### Scheduling the execution of the workflow

- 1 Start Asset Manager Automated Process Manager.
- 2 Connect to the database by selecting the **File/Open** menu and clicking **Open existing database**.
- 3 Configure the module **Execute workflow rules for execution group 'STD\_PROCUR'** (WkGroupSTD\_PROCUR) (**Tools/ Configure modules** menu).
  - ▶ **Administration** guide, chapter **Asset Manager Automated Process Manager**, section **Configuring the modules monitored by Asset Manager Automated Process Manager**.

In this way, Asset Manager Automated Process Manager will execute the **Purchase request validation** (REQAPPR) workflow scheme according to the scheduling mode and options defined for the **Execute workflow rules for execution group 'STD\_PROCUR'** module.

#### Automating the updating of request statuses

- 1 Start Asset Manager Automated Process Manager.
- 2 Configure the module **Execute workflow rules for execution group 'BST\_PROCUR'** (WkGroupBST\_PROCUR) (**Tools/ Configure modules** menu).
  - ▶ **Administration** guide, chapter **Asset Manager Automated Process Manager**, section **Configuring the modules monitored by Asset Manager Automated Process Manager**.

In this way, Asset Manager Automated Process Manager Server will execute the **Purchase request satisfaction** (REQSATIS) workflow scheme

according to the scheduling mode and options defined for the **Execute workflow rules for execution group 'BST\_PROCUR'** module.

The following are the features of the **Purchase request satisfaction** (REQSATIS) workflow scheme:

**Table 6.2. Work orders - Purchase request satisfaction workflow scheme**

| Feature  | Description  |                    |                   |                    |                      |                        |           |
|--|--|--------------------|-------------------|--------------------|----------------------|------------------------|-----------|
| Event triggering the workflow scheme                                 | A request line is added or the <b>Qty rec.</b> (fQtyReceived) or <b>Quantity</b> (fQty) fields in the <b>Request lines</b> (amReqLine) table are updated   |                    |                   |                    |                      |                        |           |
| Conditions for the workflow scheme to be triggered                   | <table border="1"> <thead> <tr> <th>Name of the table</th> <th>Name of the field</th> <th>Value of the field</th> </tr> </thead> <tbody> <tr> <td>Requests (amRequest)</td> <td>Req. status (seStatus)</td> <td>Validated</td> </tr> </tbody> </table> | Name of the table  | Name of the field | Value of the field | Requests (amRequest) | Req. status (seStatus) | Validated |
| Name of the table  | Name of the field  | Value of the field |                   |                    |                      |                        |           |
| Requests (amRequest)   | Req. status (seStatus)   | Validated          |                   |                    |                      |                        |           |
| Verification performed at the level of each one of the request lines | That the <b>Qty received</b> (fQtyReceived) and <b>Quantity</b> (fQty) fields have the same values   |                    |                   |                    |                      |                        |           |
| Action performed if the verification is correct                      | Asset Manager sets the <b>Req. status</b> (seStatus) of the request to <b>Satisfied</b>  |                    |                   |                    |                      |                        |           |

## Practical case 5 - Standard requests

### Presentation

This practical case aims to show you how to create a standard request and to use it to create a request.

It does not aim to go through all steps in the procurement cycle.

### Prerequisites

You must have performed the practical case [Practical case 1 - Suitable reference records](#) [page 36].

### Scenario

- You have normalized the configurations given to the sales engineers.
- You regularly order configurations for new sales engineers.

- You are going to describe the standard configuration of a sales engineer as a standard request with different options.
- Mr. **PC1 - Riddick** is a new sales engineer who requires a computer configuration.
- You are going to record this need in the form of a request.

## Steps to follow

### Create the standard request

- 1 Display the standard requests (**Organization management/ Operations/ Standard requests** link on the navigation bar).
- 2 Click **New**.
- 3 Populate the fields and links shown in the following table:

| Field or link        | Value                                    |
|----------------------|--|
| Purpose (ReqPurpose) | PC5 - Configuration for a sales engineer |
| Number (ReqNumber)   | PC5 - STDREQ001                          |

- 4 Validate the creation of the request (**Create** button in the Windows client or **Save** in the Web client).
- 5 Select the **Composition** tab
- 6 Add the following request lines by populating the fields and links as shown in the following tables (+ button in the Windows client or **Add** in the Web client, in the upper list on the **Composition** tab):

| Field or link   | Value                  |
|-----------------|------------------------|
| Quantity (fQty) | 1                      |
| Model (Model)   | PC1 - Desktop computer |

| Field or link   | Value                    |
|-----------------|--------------------------|
| Quantity (fQty) | 1                        |
| Model (Model)   | PC1 - External CD writer |

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |                          |
|-----------------------|--------------------------|
| Component of (Parent) | 1 PC1 - Desktop computer |
|-----------------------|--------------------------|

| Field or link          | Value                    |
|------------------------|--------------------------|
| Description (LineDesc) | PC5 - Additional monitor |
| Quantity (fQty)        | 1                        |

| Field or link | Value             |
|---------------|-------------------|
| Model (Model) | PC1 - SXGA screen |

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |                            |
|-----------------------|----------------------------|
| Component of (Parent) | 1 PC1 - Desktop computer   |
| Optional (bOptional)  | No (do not check this box) |

| Field or link          | Value         |
|------------------------|---------------|
| Description (LineDesc) | PC5 - USB key |

|                 |                   |
|-----------------|-------------------|
| Quantity (fQty) | 1                 |
| Model (Model)   | PC1 - USB key 256 |

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |                          |
|-----------------------|--------------------------|
| Component of (Parent) | 1 PC1 - Desktop computer |
| Optional (bOptional)  | Yes (Check this box)     |



Note:

Two options have been created:

- An additional monitor that the user is required to accept.
- A USB key that the user can accept or not accept.

- 7 Save the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 8 Add the following options (in the **Options** frame below the request lines) by populating the fields and links as shown in the following tables (+ button in the Windows client or **Add** in the Web client):

| Field or link   | Value |
|-----------------|-------|
| Quantity (fQty) | 1     |

|               |                            |
|---------------|----------------------------|
| Model (Model) | PC1 - SXGA 15 inch monitor |
|---------------|----------------------------|

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                                 |                            |
|---------------------------------|----------------------------|
| Component of (Parent)           | 1 PC1 - Desktop computer   |
| Option of (ChoiceOf)            | 1 PC5 - Additional monitor |
| Default option (bDefaultOption) | Yes (Check this box)       |



Note:

This monitor is the default option when the user selects the additional monitor via the wizard.

| Field or link   | Value                      |
|---|----------------------------|
| Quantity (fQty)   | 1                          |
| Model (Model)   | PC1 - SXGA 17 inch monitor |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                            |
| Component of (Parent)   | 1 PC1 - Desktop computer   |
| Option of (ChoiceOf)  | 1 PC5 - Additional monitor |
| Default option (bDefaultOption)   | No (do not check this box) |

| Field or link   | Value                      |
|---|----------------------------|
| Quantity (fQty)   | 1                          |
| Model (Model)   | PC1 - USB key 256          |
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |                            |
| Component of (Parent)   | 1 PC1 - Desktop computer   |
| Option of (ChoiceOf)  | 1 PC5 - USB key            |
| Default option (bDefaultOption)   | No (do not check this box) |

- 9 Save the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 10 Close all windows.

#### Create the request

- 1 Start the **Create a request from a standard request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a request from a standard request...** link on the navigation bar).
- 2 Populate the **Create a request from a standard request...** wizard with the values shown in the following table:

| Field or link   | Value                                    |
|---|--|
| <b>Select a standard request page</b>                 |  |
| Requests  | PC5 - Configuration for a sales engineer |
| Quantity  | 1  |
| Merge the request lines concerning the same template. | No (do not check this box)               |
| Click <b>Next</b>                                     |  |
| <b>Create a request from a standard request page</b>  |  |
| Click <b>Next</b>                                     |  |
| <b>New request page</b>                               |  |
| Purpose   | PC5 - Configuration for Mr. Riddick      |
| User  | PC1 - Riddick                            |

| Field or link       | Value |
|---------------------|-------|
| Click <b>Finish</b> |       |

- 3 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 4 Asset Manager displays the detail of the request generated using the wizard. Examine the detail of this request. Certain fields and links are already populated, in particular:

| Field or link          | Value  |
|------------------------|--|
| <b>General</b> tab     |  |
| Purpose                | PC5 - Configuration for Mr. Riddick  |
| Req. status (seStatus) | In preparation   |
| User (User)            | PC1 - Riddick  |
| <b>Composition</b> tab |  |
|                        | Request lines and options of the standard request<br><b>PC5 - Configuration for a sales engineer</b> |

- 5 Populate the fields and links shown in the following table:

| Field or link      | Value        |
|--------------------|--------------|
| Number (ReqNumber) | PC5 - REQ001 |

- 6 Validate the modification of the request (**Modify** button).
- 7 Start the **Select the request options...** wizard (**Options** button for the Windows client or select **Estimate** from the **Actions...** drop-down list for the Web client) to select the options associated with the request lines.
- 8 Populate the **Select the request options...** wizard with the values shown in the following table:

| Field or link   | Value                      |
|---|----------------------------|
| <b>Select options</b> page                              |                            |
| Click <b>Next</b>                                       |                            |
| <b>Option selection</b> page                            |                            |
| Choice for the <b>1 PC5 - Additional monitor</b> option | PC1 - SXGA 15 inch monitor |
| Click <b>Next</b>                                       |                            |
| <b>Option selection</b> page                            |                            |
| PC5 - USB key   | Yes (Check this box)       |
| <b>Summary of selected options</b> page                 |                            |



- 9 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 10 Asset Manager displays the detail of the new request with the options generated using the wizard.  
Check the detail of the request, including:
  - There are no more option lines in the **Options** frame.
  - All selected options have been added to the request lines.
- 11 Close all windows.



---

# 7 Reservations

Two reservation types exist:

- Reservations for portfolio items that are in stock.
- Reservations for portfolio items that are going to be acquired.

This section describes **reservations for portfolio items that are in stock**.

For more information on **reserving portfolio items that are going to be acquired**, please read paragraph [Reserving items to be acquired](#) [page 207].

The portfolio items reserved in stock are deducted from the number of portfolio items to be ordered when the purchase order is created from a request.

For example: If you request 3 USB keys, and you reserve one in stock, only 2 are ordered.

---

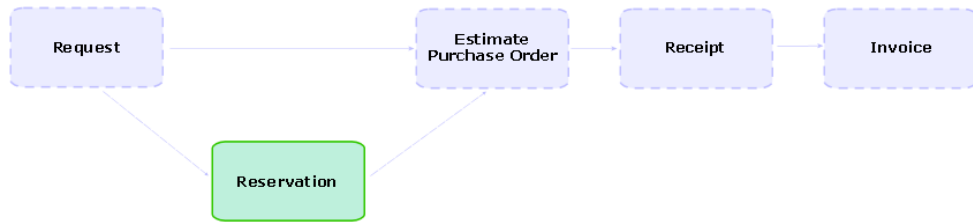
## Key concepts

Reserving portfolio items in stock lets you retain, for a given period of time, one or more portfolio items in stock. Reserved portfolio items are deducted from the items to order when the request is issued.

Reservations for portfolio items that are in stock can be created in multiple ways.

This chapter details each one of the methods.

Figure 7.1. Procurement cycle - reservations



## Procedures

### Warning:

You may only create reservations for portfolio items in stock if the **Req. status** (seStatus) field is set to **Validated**.

### Create a reservation using the wizard

To create a new reservation for portfolio items that are in stock from a request:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Select the request for which you wish to create a reservation.
- 3 Windows client: Click the **Reserve** button.  
Web client: Select **Manage asset reservations for a request** from the **Actions...** drop-down list.
- 4 Populate and execute in full the **Physical reservation of articles** (sysProcRequestStock) wizard.
- 5 Asset Manager adds the reservations to your request and then displays the list of reservations generated by the wizard.

### Create a request without the wizard

To reserve a portfolio item in stock:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request.

- 3 Display the **Composition** tab.
- 4 Display the detail of the request line.
- 5 Display the **Reservations** tab.
- 6 Add a reservation (right-click the tabs at the bottom and then click **Add a link**) and populate the following fields and links:

| Name               | SQL Name   | Value  |
|--------------------|------------|--|
| Portfolio item     | Assignment | Portfolio item in stock to reserve   |
| <b>General tab</b> |            |  |
| Quantity           | fQty       | Quantity to reserve when a unit is associated with the model of the portfolio item ( <b>Unit used</b> (UseUnit) field) |

- 7 Save your changes.

 **Warning:**

You must not add a reservation to a request line after an estimate or a purchase order based on this request line has been created.

If you add a reservation after creating an estimate, the estimate will not be able to be transformed into a purchase order (mismatching quantities between the request, reservation and estimate). An error message will indicate that the order line cannot be ordered because the ordered quantity is greater than the remaining requested quantity. The **Issue the purchase order** wizard will not execute in full.

In the eventuality that you add a reservation after creating a purchase order, receiving the purchase order will lead to the creation of new portfolio items without taking into account the reserved portfolio item in stock.

 **Note:**

The reservation information is then displayed in the detail of the asset associated with the portfolio item, **Portfolio** tab, **Reservation** sub-tab.

## Canceling a reservation

### Cancel a reservation using the wizard

To cancel a pending reservation for portfolio items that are in stock from a request:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).

- 2 Select the request for which you wish to cancel one or more pending reservations.
- 3 Windows client: Click the **Reserve** button.  
Web client: Select **Manage asset reservations for a request** from the **Actions...** drop-down list.
- 4 On the first page of the **Physical reservation of articles** (sysProcRequestStock) wizard, select **Cancel all pending reservations for the request**.
- 5 Populate and execute the wizard in its entirety.
- 6 Asset Manager removes the reservations from your request and returns the articles to the stock.

## Cancel a reservation without the wizard

To cancel a pending reservation for portfolio items that are in stock:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request.
- 3 Display the **Composition** tab.
- 4 Display the detail of the request line.
- 5 Display the **Reservations** tab.
- 6 Delete the desired reservation(s) (right-click on the tabs at the bottom and then click **Delete link**).
- 7 Save your changes.
- 8 Asset Manager removes the reservations from your request and returns the articles to the stock.

---

## Viewing existing reservations

Existing reservations can be viewed in several different ways:

- On the **Reservations** tab of the reserved portfolio item.
- On the **Reservations** tab of the request line's detail.
- On the request's **Tracking** tab.

---

## Practical case 16: Create a reservation using the wizard

### Presentation

This practical case will show you how to create a reservation using the **Physical reservation of articles** wizard.

### Prerequisites

You must have performed the practical case [Practical case 1 - Suitable reference records](#) [page 36].

### Scenario

You make a request and reserve certain items in stock.

### Steps to follow

#### Create the stock items

- 1 Display the **Portfolio items (Asset lifecycle/ Infrastructure management/ Portfolio items)** link on the navigation bar).
- 2 Create the following records by populating the fields and links as shown in the following tables:

| Name               | SQL Name     | Value                  |
|--------------------|--------------|------------------------|
| Model              | Model        | PC1 - Desktop computer |
| <b>General tab</b> |              |                        |
| Assignment         | seAssignment | In stock               |
| Stock              | Stock        | PC1 - Stock            |
| Asset tag          | AssetTag     | PC16 - 001             |

| Name               | SQL Name     | Value                      |
|--------------------|--------------|----------------------------|
| Model              | Model        | PC1 - SXGA 15 inch monitor |
| <b>General tab</b> |              |                            |
| Assignment         | seAssignment | In stock                   |
| Stock              | Stock        | PC1 - Stock                |

| Name      | SQL Name | Value      |
|-----------|----------|------------|
| Asset tag | AssetTag | PC16 - 002 |

| Name               | SQL Name     | Value                      |
|--------------------|--------------|----------------------------|
| Model              | Model        | PC1 - SXGA 17 inch monitor |
| <b>General tab</b> |              |                            |
| Assignment         | seAssignment | In stock                   |
| Stock              | Stock        | PC1 - Stock                |
| Asset tag          | AssetTag     | PC16 - 003                 |

| Name               | SQL Name     | Value                      |
|--------------------|--------------|----------------------------|
| Model              | Model        | PC1 - SXGA 17 inch monitor |
| <b>General tab</b> |              |                            |
| Assignment         | seAssignment | In stock                   |
| Stock              | Stock        | PC1 - Stock                |
| Asset tag          | AssetTag     | PC16 - 004                 |

### Create the request

- 1 Start the **Create a new request...** wizard (sysProcRequestAddModelInc) (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link                                 | Value   |
|---|---|
| <b>Create a new request...</b> page           |   |
| Add the following items ( <b>Add</b> button): | <ul style="list-style-type: none"> <li>■ PC1 - Desktop computer: Quantity = 1</li> <li>■ PC1 - SXGA 15 inch monitor: Quantity = 2</li> <li>■ PC1 - USB key 512: Quantity = 2</li> </ul> |

Click **Next**.

**New request...** page

|           |                |
|-----------|----------------|
| Object    | PC16 - Request |
| Requester | Pc1 - Riddick  |
| User      | Pc1 - Riddick  |

Click **Next**.

Click **Finish**.

Click **OK** to exit the wizard

- 3 Asset Manager displays the detail of the request that was created. Click the request's **Composition** tab to view the requested items.
- 4 Set the **Req. status** field (seStatus) to **Validated**.
- 5 Click **Modify**.



- 6 Leave the page open.

### Reserve items in stock for the request

- 1 Start the **Physical reservation of the articles** wizard (Windows client: Click the **Reserve** button. Web client: Select **Manage asset reservations for a request** from the **Actions...** drop-down list) from the detail of the previously created request.
- 2 Populate the **Physical reservation of articles** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Physical reservation of articles wizard</b> page   |   |
| Reserve articles for the request  | Check this box  |
| Click <b>Next</b>   |   |
| <b>Physical reservation of articles</b> page  |   |
| Select the request line to process  | PC1 - Desktop computer  |
| Stock   | PC1 - Stock   |
| Click on <b>Search on the same model</b>  |   |
| Assets available in stock   | Select PC1 - Desktop computer (Asset tag PC16 - 001)  |
| Reserve for:  | Pc1 - Riddick   |
| Number of days to reserve:  | 90  |
| The items that you have selected in the stock are removed from the stock and placed in the <b>Reserved assets</b> frame.  |   |
| Click on <b>Reserve the selected assets</b>   |   |
| Select the request line to process  | PC1 - SXGA 15 inch monitor  |
| Stock   | PC1 - Stock   |
| Note that only one asset is available in stock.   |   |
| Click on <b>Search on the same model</b>  |   |
| Broaden the search by clicking <b>Broaden search (parent model)</b> to include all assets with the same parent  |   |
| Assets available in stock   | <ul style="list-style-type: none"> <li>■ PC1 - SXGA 15 inch monitor (Asset tag PC16 - 002)</li> <li>■ PC1 - SXGA 17 inch monitor (Asset tag PC16 - 003)</li> <li>■ PC1 - SXGA 17 inch monitor (Asset tag PC16 - 004)</li> </ul> |
|   | Select:   |
| Reserve for:  | Pc1 - Riddick   |
| Number of days to reserve:  | 90  |
| As seen previously, the items that you have selected in the stock are removed from the stock and placed in the <b>Reserved assets</b> frame.  |   |
| Note that in this example, we selected 3 assets whereas the request line only had 2: The reserved quantity exceeds the requested quantity. The wizard does not display an error message at this stage but will do so if you execute the wizard in full. |   |
| Let's now cancel one of the reservations in order to remain coherent with the quantity that appears in the request line.  |   |
| Click on <b>Reserve the selected assets</b>   |   |
| Reserved assets   | Select PC1 - SXGA 17 inch monitor (Asset tag PC16 - 004)  |

| Field or link | Value   |
|---------------|---|
|               | The selected item is removed from the <b>Reserved assets</b> and returned to the stock. |
|               | Click <b>Cancel the reservation of the assets</b>                                       |
|               | Click <b>Next</b> .   |
|               | <b>Summary of all reservation operations</b> page                                       |
|               | Click <b>Finish</b>   |
|               | Click <b>OK</b>   |

- 3 You can now view your reservations as described in section [Viewing existing reservations](#) [page 94].

---

# 8 Estimates

---

## Key concepts

You have several different ways of creating an estimate.

Once the estimate has been created, you can modify the composition of the estimate (list of estimate lines in the **Composition** tab).

---

 **Warning:**

Estimates and purchase orders belong to the same table. The value of the **Ord. status** (seStatus) field makes it possible to differentiate between them.

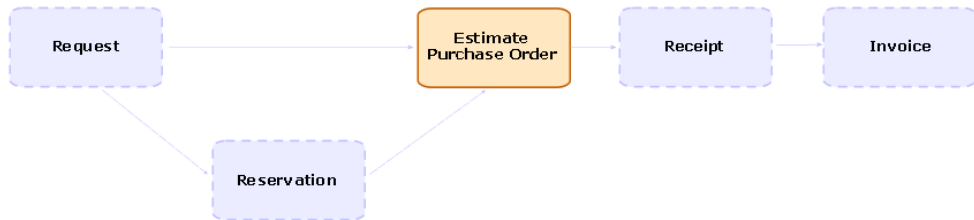
You may only add new lines to an estimate if the **Ord. status** (seStatus) field is set to one of the following values:

- In preparation
- Standard order

---

This chapter details each one of the methods.

Figure 8.1. Procurement cycle - estimates



---

## Procedures

### Creating a new estimate from a request

 **Warning:**

You may only create an estimate from a request if the **Req. status** (seStatus) field is set to one of the following values:

- In preparation
- Quoted
- Awaiting approval
- Validated

To create a new estimate from a request:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Select the request for which you wish to create an estimate.
- 3 Windows client: Click the **Quote/PO** button.  
Web client: Select **Create or modify a quote or purchase order** from the **Actions** drop-down list.
- 4 Populate and execute in full the wizard **Generate an estimate**.
- 5 Asset Manager displays the list of estimates generated by the wizard (one estimate per supplier).
- 6 Complete the estimates by populating by hand the other fields and links that the wizard has not populated.

## Creating a new estimate directly

- 1 Display the estimates (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Click **New**.
- 3 Asset Manager displays the new estimate.
- 4 Complete the estimate by populating by hand the other fields and links of the estimate.
- 5 Create the estimate lines.

## Add estimate lines using the **Cat ref** button in the Windows client or the contextual action in the Web client

- 1 Display the estimates (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the estimate to complete.
- 3 Windows client: Click **Cat ref**.  
Web client: Select **Add catalog reference** from the **Actions** drop-down list.
- 4 Populate in full the wizard **Complete the purchase order using catalog references**.
- 5 Asset Manager adds lines to your estimate.
- 6 If required, complete the descriptions of the estimate lines created by the wizard:
  - 1 Select the **Composition** tab.
  - 2 Display the detail of the estimate line to modify.

## Adding estimate lines for a model for which there is no catalog reference at the supplier of the estimate

- 1 Display the estimates (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the estimate to complete.
- 3 Windows client: Click **Off cat..**  
Web client: Select **Create an 'off catalog' reference** from the **Actions** drop-down list.
- 4 Populate in full the wizard **Create an 'off catalog' reference**.
- 5 Asset Manager proceeds differently depending on the situation:

| Situation   | Result  |
|---|---|
| There is no catalog reference for the selected model                        | Asset Manager creates a product and a catalog reference, which is added to the <b>OffCatalog</b> catalog  |
| There are one or more catalog references in the catalog of another supplier | Asset Manager selects one of these catalog references.<br><b>Warning:</b><br>This creates a problem of integrity for the estimate because the suppliers of the estimate are no longer the same.<br>You should delete the estimate line created in this way. |
| There is a catalog reference in one of the supplier's catalogs              | Asset Manager selects one of these catalog references.  |

- 6 If required, complete the descriptions of the estimate lines created by the wizard:
  - 1 Select the **Composition** tab.
  - 2 Display the detail of the estimate line to modify.

### Adding estimate lines originating from a standard purchase order

- 1 Display the estimates (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the estimate to complete.
- 3 Windows client: Click **Stand. PO**.  
Web client: Select **Add a standard purchase order** from the **Actions** drop-down list.
- 4 Populate and execute in full the wizard **Complete the order using an order**.
- 5 Asset Manager adds lines to your estimate.
- 6 If required, complete the descriptions of the estimate lines created by the wizard:
  - 1 Select the **Composition** tab.
  - 2 Display the detail of the estimate line to modify.

Add estimate lines using the **+** button in the Windows client or the **Add** button in the Web client.

- 1 Display the estimates (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the estimate to complete.
- 3 Select the **Composition** tab.

- 4 Windows client: Click the **+** button.  
Web client: Click **Add**.
- 5 Populate the detail of the estimate line.





# 9 Orders

---

## Key concepts

Several methods are available to you to create a purchase order. This chapter details each one of the methods.

 **Warning:**

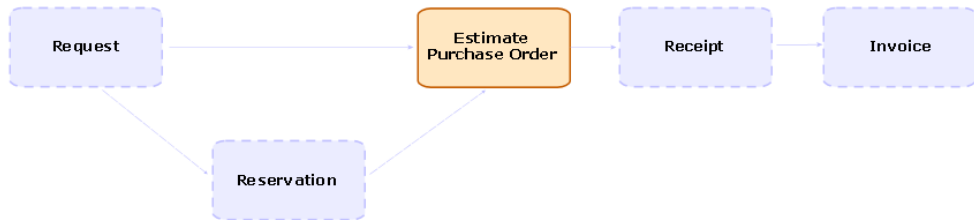
Estimates and purchase orders belong to the same table. The value of the **Ord. status** (seStatus) field makes it possible to differentiate between them.

You cannot change the composition of a purchase order (list of order lines in the **Composition** tab).

The line-of-business data related to the **Procurement** includes the workflow scheme **Purchase order satisfaction** (POSATIS), which sets the **Ord. status** (seStatus) field of requests to **Satisfied** when all the purchase order lines are satisfied.

This chapter details this workflow scheme.

Figure 9.1. Procurement cycle - purchase orders




---

## Normal purchase orders

### Procedures

#### Transforming an estimate into a purchase order

 **Warning:**

You may transform an estimate into a purchase order if the **Ord. status** (seStatus) field is set to one of the following values:

- In preparation
- Quote requested
- Quoted
- Awaiting approval
- Validated
- Refused

To transform an estimate into a purchase order:

- 1 Display the estimates (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the estimate to transform into purchase order.
- 3 Windows client: Click the **Issue** button.

Web client: Select **Change the status of the purchase order to 'Issued'** from the **Actions** drop-down list.

- 4 Populate and execute in full the wizard **Issue the purchase order**.

If required, the wizard displays a page with the purchase order lines you have created:

- Directly at the estimate level (i.e. not from a request line)
- From a request line but with a quantity greater than the quantity requested

Take care when populating this page before validating the wizard.

- 5 If required, Asset Manager creates or completes the missing or incomplete requests and request lines.

 **Note:**

The wizard does not display these requests and request lines.

You cannot find them using the **Tracking** tab.

The **Tracking** tab is available in the Windows client but not in the Web client.

The wizard all sets the **Ord. status** (seStatus) field to **Issued**.

### Create a new purchase order from a standard request

 **Warning:**

You may only create a purchase order from a request if the **Req. status** (seStatus) field is set to **Validated**.

To create a new purchase order from a request:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request to use to create the order.
- 3 Windows client: Click **Quote/PO**.  
Web client: Select **Create or modify a quote or purchase order** from the **Actions** drop-down list.
- 4 Select **Generate a purchase order** from the **Generate an estimate or a purchase order** wizard.
- 5 Populate and execute in full the wizard **Generate a purchase order**.
- 6 Asset Manager displays the list of purchase orders generated by the wizard (one purchase order per supplier).

 **Note:**

The wizard checks whether the purchase order lines have already been created from the request and will only offer to create lines for items that have not yet been ordered.

- 7 Complete the purchase orders by populating by hand the other fields and links that the wizard has not populated.

- 8 Issue each one of the orders:  
 Windows client: **Issue** button.  
 Web client: **Change the status of the purchase order to 'Issued'** action from the **Actions** drop-down list.

### Automating the updating of purchase orders

- 1 Start Asset Manager Automated Process Manager.
- 2 Configure the module **Execute workflow rules for execution group 'BST\_PROCUR'** (WkGroupBST\_PROCUR) (**Tools/ Configure modules** menu).

► **Administration** guide, chapter **Asset Manager Automated Process Manager**, section **Configuring the modules monitored by Asset Manager Automated Process Manager**.

In this way, Asset Manager Automated Process Manager Server will execute the **Purchase order satisfaction (POSATIS)** workflow scheme according to the scheduling mode and options defined for the **Execute workflow rules for execution group 'BST\_PROCUR'** module.

The following are the features of the **Purchase order satisfaction (POSATIS)** workflow scheme:

**Table 9.1. Requests - Purchase order satisfaction workflow scheme**

|  |   |                        |                        |
|--|---|------------------------|------------------------|
| Event triggering the workflow scheme                                 | A purchase order line is added or the <b>Qty rec.</b> (fQtyReceived) or <b>Quantity</b> (fQty) fields in the <b>Request lines</b> (amReqLine) table are updated |                        |                        |
| Conditions for the workflow scheme to be triggered                   | Table name  | Field name             | Value of the field     |
|  | Orders (am-POOrder)   | Ord. status (seStatus) | ■ Issued               |
|  |   |                        | ■ Accepted by supplier |
|  |   |                        | ■ Satisfied            |
| Verification performed at the level of each one of the request lines | That the <b>Qty received</b> (fQtyReceived) and <b>Quantity</b> (fQty) fields have the same values  |                        |                        |
| Action performed if the verification is correct                      | Asset Manager sets the <b>Ord. status</b> (seStatus) of the purchase order to <b>Satisfied</b>  |                        |                        |

## Creating a new version of a purchase order

### Warning:

You may only create a new version of a purchase order if the **Ord. status** (seStatus) field is set to one of the following values:

- Issued
- Accepted by supplier
- Satisfied

To create a new version of a purchase order:

- 1 Display the purchase orders (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the purchase order for which you want to create a new version.
- 3 Windows client: Click **Version**.  
Web client: Select **Create a new version of this purchase order** from the **Actions** drop-down list.

The action **Create a new version of this purchase order** performs the following operations:

- The previous version of the purchase order is removed from the list of purchase orders and estimates.
- All line items from the previous version of the purchase order are unlinked from any other records (request lines, for example).  
They become inactive and are kept for informational purposes only.
- The **Ord. status** (seStatus) field of the previous version of the purchase order is set to **Cancelled**.
- A new purchase order is created.
- The **Ord. status** (seStatus) field of the new version of the purchase order is set to **In preparation**.
- The previous purchase order lines are copied over exactly the same to the new version of the purchase order.
- The previous versions of the purchase order are shown in the **Revisions** tab of the new version of the purchase order.

You can now modify the new version of the purchase order at your convenience and issue it once more once it is ready.

---

# Blanket purchase orders

## Key concepts

### Definition of a blanket purchase order

A blanket purchase order is a contract which commits 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.

### How to manage blanket purchase orders with Asset Manager

Blanket purchase orders are described in the **Contracts** (amContract) table.

Purchase orders can then be created in reference to the blanket purchase order.

The link with the open purchase order may be established at any of the following stages:

| Stage          | Effect   |
|----------------|--|
| Request        | Defines the default behavior of purchase orders created from the request         |
| Purchase order | Specifies that the purchase order in full is covered by a blanket purchase order |

#### Tip:

It is not possible to use a single purchase order to manage a blanket purchase order; Once the purchase order has been issued, it is no longer possible to add line items. Likewise, it is not possible to use a single request to manage a blanket purchase order; Once the request has been transformed into a purchase order, it is no longer possible to add request lines.

However, the nature of the blanket purchase order is that it covers multiple purchase orders.

#### Warning:

The **Blanket purchase order** (BlanketPOCntr) fields at the purchase order line level and the request line level are not taken into account.

### Prerequisites

In order to be able to create a blanket purchase order contract, your Asset Manager user license must give you access to the **Contracts** module.

► Asset Manager **Administration** guide, chapter **Installing License Keys**.

## Procedures

### Creating a Blanket PO contract

To create a blanket PO contract:

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Contracts** link on the navigation bar).
- 2 Create a new contract (**New** button in the Windows client or **New** contextual action in the Web client).

In particular, populate the fields and links of the request shown in the following table:

| Field or link              | Value   |
|----------------------------|---|
| Type (seType)              | Blanket PO  |
| <b>Orders</b> tab          |   |
| Commitment (mPOCommitment) | Minimum amount that you are committed to ordering |

### Creating requests that lead to the creation of purchase orders covered by blanket purchase order

In order for the estimates and purchase orders created from the request to be linked to the blanket purchase order, you must populate the fields and links of the request shown in the following table:

| Field or link                       | Value                          |
|-------------------------------------|--------------------------------|
| <b>Financing</b> tab                |                                |
| On blanket PO (bUsesBlanketPO)      | Yes                            |
| Blanket PO contract (BlanketPOCntr) | Select the blanket PO contract |

### Taking into account a purchase order in a blanket purchase order

In order for a purchase order to be taken into account by a blanket purchase order, populate the fields and links of the purchase order as shown in the following table:

| Field or link                  | Value |
|--------------------------------|-------|
| <b>Financing</b> tab           |       |
| On blanket PO (bUsesBlanketPO) | Yes   |

| Field or link                      | Value                          |
|------------------------------------|--------------------------------|
| Blanket PO contract (BlanketPOCtr) | Select the blanket PO contract |

 **Note:**

All purchase order lines are then taken into account.

### Reconciling purchase order amounts with commitment levels

 **Warning:**

Producing the sum of a column's values in a list is only available in the Windows client.

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Contracts** link on the navigation bar).
- 2 Display the Blanket PO contract detail.
- 3 Display the **Orders** tab.

The list in the tab shows the purchase orders financed by the blanket purchase order.


Click the calculator below the list to obtain the total of the purchase orders made.

This total can be reconciled with the **Commitment** (mPOCcommitment) field.

### Being warned of the approaching end of term of a blanket purchase order

 **Warning:**

Defining an alarm is only possible in the Windows client.

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Contracts** link on the navigation bar).
- 2 Display the Blanket PO contract detail.
- 3 Display the **General** tab.
- 4 Make sure the **End** (dEnd) field is populated.
- 5 Click .
- 6 Populate the detail of the alarm.
- 7 Save the detail of the alarm (**OK** button).
- 8 Save the modifications made to the contract (**Modifier**).
- 9 Close all windows.



- 10 Configure Asset Manager Automated Process Manager so that the alarms are monitored (► **Administration** guide, chapter **Asset Manager Automated Process Manager**, section **Configuring the modules monitored by Asset Manager Automated Process Manager / Verify alarms (Alarms) module**).

---

## Practical case 6 - Blanket POs

### Presentation

This practical case aims to show you how to manage blanket purchase orders.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

You commit to buying **100,000** dollars worth of goods and services from **PC1 - MySupplier** between **January 1, 2011** and **December 31, 2011**.

### Steps to follow

#### Create the blanket PO contract

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Blanket PO type contracts** link on the navigation bar).
- 2 Click **New**.
- 3 Populate the fields and links shown in the following table:

| Field or link      | Value  |
|--------------------|--|
| Reference (Ref)    | PC6 - BPO0001  |
| <b>General</b> tab |  |
| Company (Company)  | PC1 - MySupplier   |
| Start (dStart)     | Select the following date using the graphical calendar:<br>January 1, 2011 |

| Field or link              | Value  |
|----------------------------|--|
| End (dEnd)                 | Select the following date using the graphical calendar:<br>December 31, 2011 |
| <b>Orders</b> tab          |  |
| Commitment (mPOCommitment) | 100 000  |

- 4 Validate the creation of the contract:  
Windows client: **Create** button.  
Web client: **Save** button.
- 5 Close all windows.

#### Create the request

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Click **New**.
- 3 Asset Manager displays the detail of a new request.
- 4 Populate the fields and links shown in the following table:

| Field or link                       | Value                  |
|-------------------------------------|------------------------|
| Purpose                             | PC6 - Desktop computer |
| Number (ReqNumber)                  | PC6 - REQ001           |
| <b>Financing</b> tab                |                        |
| On blanket PO (bUsesBlanketPO)      | Yes                    |
| Blanket PO contract (BlanketPOCntr) | PC6 - BPO0001          |

- 5 Validate the creation of the request:  
Windows client: **Create** button.  
Web client: **Save** button.
- 6 Select the **Composition** tab.
- 7 Add the following request line by populating the fields and links as shown in the following table (+ button in the Windows client or **Add** in the Web client):

| Field or link   | Value                  |
|-----------------|------------------------|
| Quantity (fQty) | 1                      |
| Model (Model)   | PC1 - Desktop computer |

- 8 Add the request line (**Add** button in the Windows client or **OK** in the Web client).

9 Populate the fields and links shown in the following table:

| Field or link          | Value     |
|------------------------|-----------|
| Req. status (seStatus) | Validated |

10 Validate the modification of the request (**Modify** button).

11 Leave the detail of the request displayed.

Create a purchase order from the request

1 Make sure the detail of the request **PC6 - REQ001** is displayed.

2 Windows client: Click **Quote/PO**.

Web client: Select **Create or modify a quote or purchase order** from the **Actions** drop-down list.

3 Select **Generate a purchase order** from the **Generate an estimate or a purchase order** wizard.

4 Populate the **Generate a purchase order** wizard with the values shown in the following table:

| Field or link  | Value   |
|--|---|
| <b>Generate a PC6 - REQ001 purchase order</b> page                           |   |
| Take all lines into account  | Yes   |
| Click <b>Next</b>  |   |
| <b>Select the lines to take into account</b> page                            |   |
| Choose from a catalog or a supplier  | No  |
| Click <b>Next</b>  |   |
| <b>Modify the references used by the request</b> page                        |   |
| <b>List of purchase order lines to order</b> list                            | PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%   |
| Click the <b>Display the list of corresponding catalog references</b> button |   |
| <b>List of corresponding catalog references</b> list                         | PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier   |
|  | <b>Warning:</b><br>If you have performed practical case 4, the wizard will show more than one catalog reference.<br>Select the catalog reference below. |
| Click <b>Associate the request with the selected reference</b>               |   |
| Validate execution of the wizard ( <b>Finish</b> button)                     |   |

| Field or link   | Value |
|---|-------|
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

- 5 Asset Manager displays the detail of the purchase order generated using the purchase order.
- 6 Select the **Financing** tab and take a look at its contents:  
The link with the blanket purchase order has been propagated from the request.
- 7 Windows client: Close all windows.

#### Check the status of purchase orders compared with commitment

##### Warning:

Producing the sum of a column's values in a list is only available in the Windows client.

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Blanket PO type contracts** link on the navigation bar).
- 2 Display the detail of the contract **PC6 - CO0001**.
- 3 Display the **Orders** tab.  
The list in the tab shows the purchase orders financed by the blanket purchase order.  
Click the calculator below the list to obtain the total of the purchase orders made.  
This total can be reconciled with the **Commitment** (mPOCcommitment) field.
- 4 Close all windows.

# 10 Receiving executing, creating, and returning

## Key concepts

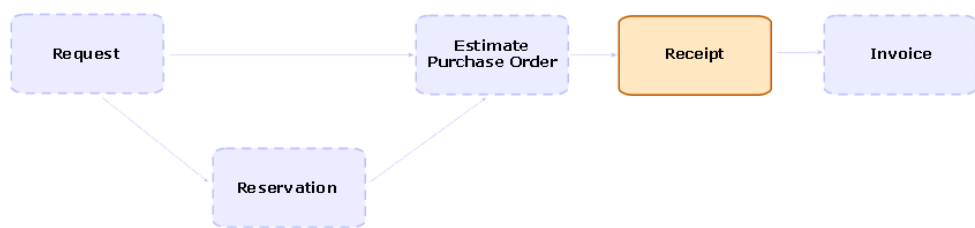
There are many different ways of creating the objects in the database during or at the end of the procurement cycle:

| Object acquired                                | Creation mode 1  | Creation mode 2                                  |
|--|--|--|
| <b>Internal maintenance</b><br>type work order | Executing the request<br><br><b>Note:</b><br>This is due to the fact that these objects are not ordered from an external supplier. | Creating the ordered items before receiving them |
| Linking a contract to a portfolio item         | Executing the request<br><br><b>Note:</b><br>This is due to the fact that these objects are not ordered from an external supplier. | Creating the ordered items before receiving them |
| Portfolio item                                 | Receiving the purchase order   | Creating the ordered items before receiving them |

| Object acquired   | Creation mode 1              | Creation mode 2                                  |
|---|------------------------------|--|
| <b>On-contract maintenance</b> or <b>Off-contract maintenance</b> type work order | Receiving the purchase order | Creating the ordered items before receiving them |
| Contract  | Receiving the purchase order | Creating the ordered items before receiving them |
| Training  | Receiving the purchase order | Creating the ordered items before receiving them |
| Cables  | Receiving the purchase order | Creating the ordered items before receiving them |

Any item that is received may also be returned.

Figure 10.1. Procurement cycle - Receipts



## Procedures

### Executing a request

This procedure is used to create items from a request that does not lead to the creation of a purchase order:

- **Internal maintenance** type work orders
- Linking a contract to a portfolio item

Prerequisites: A request may only be executed if the **Req. status** (seStatus) field is set to one of the following values:

- Validated
- Reserved
- Satisfied

To execute a request:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).

- 2 Display the detail of the request to be executed.
- 3 Windows client: Click **Execute**.  
Web client: Select **Create records from the request line model which does not generate order lines** from the **Contextual actions** drop-down list.
- 4 Populate the **Create items not giving rise to a purchase order** wizard paying particular attention to the values shown in the following table:

| Field or link   | Value |
|---|-------|
| <b>Create items not giving rise to a purchase order</b> page                      |       |
| Specify the number of items to be created in the <b>Quantity to create</b> column |       |
| Click <b>Finish</b>   |       |

- 5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

After the wizard is executed, the following is performed in the database:

| Object acquired                             | Operation performed                          |
|---|--|
| <b>Internal maintenance</b> type work order | The work order is created                    |
| Linking a contract to a portfolio item      | The contract is linked to the portfolio item |

## Creating ordered items before receiving them

It is possible for you to create the records corresponding to items on order even before they have been received.

This is true for all ordered product natures.

Doing this enables you to start business processes for these items as soon as they have been ordered (such as planning work orders or training, for example).

### Prerequisites

In order to be able to create the items on order before receipt, the **Ord. status** (seStatus) field at the purchase level must be set to one of the following values:

- Validated
- Issued
- Accepted by supplier
- Satisfied

### Creating items before receiving them

To create an item on order before receiving it:

- 1 Display the purchase orders ( **Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the purchase order.
- 3 Windows client: Click the **Create** button.  
Web client: Select **Create items awaiting receipt** from the **Actions** drop-down list.
- 4 Populate the **Create items awaiting receipt** wizard paying particular attention to the values shown in the following table:

| Field or link   | Value |
|---|-------|
| <b>Create items awaiting receipt</b> page   |       |
| Specify the number of items to be created in the <b>Quantity to create</b> column               |       |
| Click <b>Finish</b>   |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

#### Note concerning the creation of portfolio items

When the record created before receipt is a portfolio item, the **Assignment** (seAssignment) field is set to **In use**.

#### Note concerning the creation of reserved items

If you create a portion of the items on order only, and these items are reserved for specific persons, Asset Manager assigns the items received according to the Employee ID (IDNo) of the reservers.

#### Note:

An item is reserved using the **User** (User) link of the request line associated with the purchase order line.

The behavior is similar to when creating a portion of the items on order only, and which are to be linked to distinct items.

#### Note:

An item is linked using the **Component of** (Parent) link of the request line associated with the purchase order line.



## Receiving purchase order items

### Prerequisites

In order to be able to receive the items on order, the **Ord. status** (seStatus) field at the purchase level must be set to one of the following values:

- Issued
- Accepted by supplier

### Receiving purchase order items

#### Solution 1: From the purchase order detail

To receive the items on a purchase order:

- 1 Display the purchase orders ( **Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the purchase order to be received.
- 3 Windows client: Click **Receive**.

Web client: Select **Create or modify a receipt** from the **Actions** drop-down list.

- 4 Populate the **Receive** wizard paying particular attention to the values shown in the following table:

| Field or link   | Value |
|---|-------|
| <b>Receive</b> page   |       |
| For each line in the list, enter the quantity to be received in the <b>Quantity to receive</b> column |       |
| Click <b>Finish</b>   |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client)       |       |

#### Solution 2: From the receiving slips list

To receive the items on a purchase order:

- 1 Display the receiving slips (**Asset lifecycle/ Procurement lifecycle/ Receptions/ Receiving slips** link on the navigation bar).
- 2 Create a new receiving slip (**New** button) and populate the following fields and links in particular:

| Field or link       | Value   |
|---------------------|---|
| Supplier (Supplier) | Select the supplier of the purchase order for which you wish to receive an item |

- 3 Validate the creation of the receiving slip (**Create** button in the Windows client or **Save** in the Web client).
- 4 Select the **Contents** tab.
- 5 Add a contents line for each item to receive (**+** button in the Windows client or **Add** in the Web client) and populate the following fields and links:

| Field or link            | Value  |
|--------------------------|--|
| Quantity received (fQty) | Enter the number of items of the same model to be received   |
| Reference (CatalogRef)   | Enter the catalog reference of the items to be received if you wish to filter the <b>Order line</b> (POrdLine) link    |
| Order line (POrdLine)    | Select the order line to be received.<br>Asset Manager only shows the order lines that have not been received in full. |

## Returning a received item

To return an item that has been received:

- 1 Display the detail of the receiving slip of the item to be returned:
  - **Solution 1: From the detail of the purchase order**



### Warning:

This solution only applies to the Windows client.

- 1 Display the purchase orders ( **Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
  - 2 Display the detail of the purchase order that includes an item to be returned.
  - 3 Select the **Tracking** tab.
  - 4 Unfold the **Receipts** branch.
  - 5 Display the detail of the receiving slip of the item to be returned (double-click the line).
- **Solution 2: From the list of receiving slips**

- 1 Display the receiving slips (**Asset lifecycle/ Procurement lifecycle/ Receptions/ Receiving slips** link on the navigation bar).
  - 2 Display the detail of the receiving slip of the item to be returned.
- 2 Windows client: Click **Return**.
- Web client: Select **Create or complete a return slip** from the **Actions** drop-down list.
- 3 Populate the **Return** wizard with the values shown in the following table:

| Field or link  | Value  |
|--|--|
| <b>Return...</b> page  |  |
| Select   | <p><b>Create a return slip:</b> Creates a return slip to describe the return.</p> <p>This slip will be visible in the <b>Returns</b> tab of the receiving slip.</p> <p><b>Use the receiving slip as return slip:</b> Creates a "negative" receiving slip to describe the return.</p> <p>This slip will be visible in the <b>Returns</b> tab and the <b>Contents</b> tab of the receiving slip.</p> <p><b>Associate with an existing return slip:</b> Do not use this option in this version of Asset Manager</p> |
| <b>Return...</b> page  |  |
|  | For each line concerned by a return, specify the number of items to be returned in the <b>Quantity to return</b> column  |
| Return slip  | When this option is available, select the existing receiving slip to add the return slip to  |
| Click <b>Next</b>  |  |
| <b>Return asset</b> page   |  |
| Select the items to be returned.   |  |
| <b>Tip:</b>  |  |
| If the information in the list is not enough to identify the item to be returned, and you are using the Windows client, add columns to the list (right-click the list, and then select <b>Utilities/ Configure the list</b> from the shortcut menu). |  |
| Click <b>Next</b>  |  |
| Click <b>Finish</b>  |  |

| Field or link   | Value |
|---|-------|
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

---

## Practical case 7 - Creating ordered items before receiving them

### Presentation

This practical case aims to show you how to pre-create requested and ordered items before receipt.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

You order a **PC1 - HP Compaq PC1 - Desktop computer** computer for Mr. **PC1 - Riddick**, and an internal work order to connect the computer.

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company **PC1 - MySupplier**.
- The estimate is issued in the form of a purchase order.
- The computer and the work order are created.
- The computer is received.

### Steps to follow

#### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value  |
|---|--|
| <b>Create a new request</b> page  |  |
| Models  | Select the following models together: <ul style="list-style-type: none"> <li>■ PC1 - Desktop computer</li> <li>■ PC1 - Connect computer</li> </ul> |
| Field to the right of <b>Add</b>  | 1  |
| Click <b>Add</b>  |  |
| Click <b>Next</b>   |  |
| <b>New request</b> page   |  |
| Purpose   | PC7 - Purchase and connect computer  |
| Requester   | PC1 - Riddick  |
| User  | Pc1 - Riddick  |
| Validate execution of the wizard ( <b>Finish</b> button)  |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- 3 Asset Manager displays the detail of the request generated using the wizard.
- 4 Populate the fields and links shown in the following table:

| Field or link      | Value        |
|--------------------|--------------|
| Number (ReqNumber) | PC7 - REQ001 |

- 5 Select the **Composition** tab.
- 6 Display the detail of the purchase order line **1 PC1 - Desktop computer PC1 - Computer**.
- 7 Populate the fields and links shown in the following table:

| Field or link                         | Value |
|---------------------------------------|-------|
| Immediate assignment (bInstantAssign) | Yes   |

- 8 Validate the changes made to the request line (**Modify** button in the Windows client or **OK** in the Web client).
- 9 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
- 10 Display the detail of the purchase order line **1 PC1 - Connect computer PC1 - Technician**.
- 11 Populate the fields and links shown in the following table:

| Field or link                         | Value |
|---------------------------------------|-------|
| Immediate assignment (bInstantAssign) | Yes   |
| <b>General</b> tab                    |       |

| Field or link                           | Value                    |
|---|--------------------------|
| Port. item requested (UsedReqLineAsset) | 1 PC1 - Desktop computer |

- 12 Validate the changes made to the request line (**Modify** button in the Windows client or **OK** in the Web client).
- 13 Close the request line (**Close** button in the Windows client or **Back to main document** link in the Web client).
- 14 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 15 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC7 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Create or modify a quote or purchase order** from the **Actions** drop-down list.
- 3 Select **Generate an estimate** from the **Generate an estimate or a purchase order** wizard.
- 4 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Generate a PC7 - REQ001 estimate</b> page  |   |
| Take all lines into account   | Yes   |
| Click <b>Next</b>   |   |
| <b>Select the lines to take into account</b> page   |   |
| Choose from a catalog or a supplier   | No  |
| Click <b>Next</b>   |   |
| <b>Modify the references used by the request</b> page   |   |
| <b>List of purchase order lines to order</b> list   | PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% |
| Click the <b>Display the list of corresponding catalog references</b> button                    |   |
| <b>List of corresponding catalog references</b> list  | PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier         |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 5 Asset Manager displays the detail of the estimate generated from the request.

- Assign a number to the estimate and confirm the requested quote for this purchase order by populating the fields and links shown in the following table:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Quoted       |
| Number (PONumber)      | PC7 - EST001 |

- Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- Leave the detail of the estimate displayed.

#### Issue the estimate in the form of purchase order

- Make sure the detail of the estimate **PC7 - EST001** is displayed.
- Windows client: Click the **Issue** button.  
Web client: Select **Change the status of the purchase order to 'Issued'** from the **Actions** drop-down list.
- Validate execution of the wizard (**Finish** button).
- Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- Leave the detail of the purchase order displayed.

#### Create items awaiting receipt

- Make sure the detail of the purchase order **PC7 - EST001** is displayed.
- Windows client: Click the **Create** button.  
Web client: Select **Create items awaiting receipt** from the **Actions** drop-down list.
- Populate the **Create items awaiting receipt** wizard with the values shown in the following table:

| Field or link   | Value  |
|---|--|
| <b>Create items awaiting receipt</b> page   |  |
| Order lines to process  | Select the line <b>PC1 - Desktop computer PC1 - Desktop computer 1 0 1</b> and in the <b>Quantity to create</b> column set the value to <b>1</b> |
| Click <b>Finish</b>   |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- The remainder of the [Create items awaiting receipt](#) [page 127] section only applies to the Windows client.

- 5 Display the **Tracking** tab.



Note:

The **Tracking** tab is available in the Windows client but not in the Web client.

- 6 Unfold the **Assets** branch.
- 7 Display the detail of the asset **PC1 - HP Compaq PC1 - Desktop computer (XXXXX) On order** and take a look at the following fields and links:

| Field or link                                 | Value            |
|---|------------------|
| <b>Portfolio</b> , tab <b>General</b> sub-tab |                  |
| Assignment (seAssignment)                     | Awaiting receipt |

- 8 Close the detail of the asset.
- 9 Leave the detail of the purchase order displayed.

Create the internal work order

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request **PC7 - RFP001**.
- 3 Modify the following fields and links:

| Field or link          | Value     |
|------------------------|-----------|
| Req. status (seStatus) | Validated |

- 4 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 5 Windows client: Click **Execute**.  
Web client: Select **Create records from the request line model which does not generate order lines** from the **Actions** drop-down list.
- 6 Populate the **Create items not giving rise to a purchase order** wizard with the values shown in the following table:

| Field or link  | Value   |
|--|---|
| <b>Create items not giving rise to a purchase order</b> page |   |
| Request lines to process                                     | Select the line <b>PC1 - Connect computer PC1 - Connect computer 1 1</b> and set the <b>Quantity to create</b> column to <b>1</b> . |
| Validate execution of the wizard ( <b>Finish</b> button)     |   |



| Field or link   | Value |
|---|-------|
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

- 7 Display the **Tracking** tab.



Note:

The **Tracking** tab is available in the Windows client but not in the Web client.

- 8 Unfold the **Work orders** branch.
- 9 Display the detail of the work order **PC1 - Connect computer** and take a look at the following fields and links:

| Field or link         | Value  |
|-----------------------|--|
| Notified on (dtNotif) | Date and time of creation of the work order    |
| Asset (Asset)         | PC1 - HP Compaq PC1 - Desktop computer (xxxxx) |
| Requester (Requester) | PC1 - Riddick                                  |

- 10 Close the work order detail.
- 11 Close the detail of the request.

#### Receive the purchase order

- 1 Display the purchase orders (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the purchase order **PC7 - EST001**.
- 3 Windows client: Click **Receive**.  
Web client: Select **Create or modify a receipt** from the **Actions** drop-down list.
- 4 Validate execution of the wizard (**Finish** button).
- 5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 6 Asset Manager displays the detail of the portfolio item that was created.
- 7 Examine the following fields and links:

| Field or link                 | Value           |
|-------------------------------|-----------------|
| <b>General</b> tab            |                 |
| Assignment (seAssignment)     | In use          |
| User (User)                   | PC1 - Riddick   |
| In-service date (dAssignment) | Date of receipt |
| Unit value (mAvgPrice)        | 900             |
| <b>Maint.</b> tab             |                 |

| Field or link | Value  |
|---------------|--|
|               | Internal maintenance PC1 - Connect computer ,<br>, () 0h Notified 0,00 |

8 Close all windows.

---

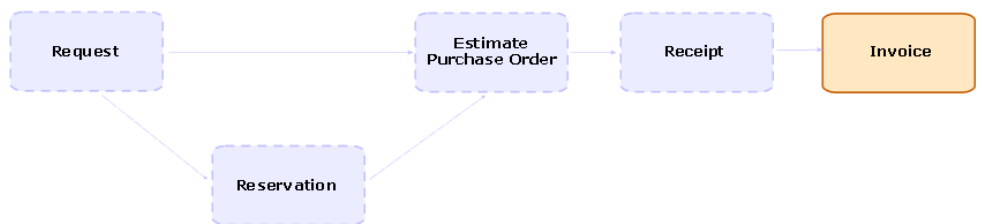
# 11 Invoices

---

## Key concepts

Several methods are available to you to register an invoice. This chapter details each one of the methods.

Figure 11.1. Procurement cycle - invoices



---

## Procedures

### Prerequisites

You may only create an invoice for those items received.

## Creating an invoice from a receiving slip

This method is the only one that enables you to align the invoice with the other steps in the procurement cycle.

- 1 Display the receiving slips (**Asset lifecycle/ Procurement lifecycle/ Receptions/ Receiving slips** link on the navigation bar).
- 2 Display the detail of the receiving slip corresponding to the invoiced item.
- 3 Windows client: Click **Invoice**.  
Web client: Select **Create or complete an invoice** from the **Actions** drop-down list.
- 4 Populate and execute in full the **Create an invoice** wizard.
- 5 Asset Manager displays the list of invoices generated by the wizard.
- 6 If necessary, complete the details of the invoices and invoice lines.

## Creating a new invoice directly

If you use this method, the invoice will not be aligned with any receipt line.

- 1 Display the invoices (**Asset lifecycle/ Procurement lifecycle/ Invoices/ Supplier invoices** link on the navigation bar).
- 2 Click **New**.
- 3 Asset Manager displays a new blank invoice.
- 4 Populate the **Supplier** (Supplier) field at least.
- 5 Validate the creation of the record (**Create** button in the Windows client or **Save** in the Web client).
- 6 Select the **Composition** tab.
- 7 Add the invoice lines (**+** button in the Windows client or **Add** in the Web client).

## Adding a line to an invoice while maintaining the link with the receiving slips

This method is the only one that enables you to align the invoice with the other steps in the procurement cycle.

- 1 Display the receiving slips (**Asset lifecycle/ Procurement lifecycle/ Receptions/ Receiving slips** link on the navigation bar).
- 2 Display the detail of the receiving slip corresponding to the item to be added to the existing invoice.
- 3 Windows client: Click **Invoice**.  
Web client: Select **Create or complete an invoice** from the **Actions** drop-down list.

- 4 Populate and execute in full the **Create an invoice** wizard.  
In particular, populate the **Select an invoice** and **Merge invoice lines** fields.
- 5 Asset Manager displays the list of invoices generated by the wizard.
- 6 If necessary, complete the details of the invoices and invoice lines.



# 12 Costs

---

## Key concepts

The procurement cycle enables you to manage information linked to acquisition costs.

Acquisition expense lines are created on receiving the following items:

- Portfolio items when they lead to the creation of an asset
- **Off-contract maintenance** and **On-contract maintenance** type work orders
- Contracts
- Training sessions

The way in which expense lines are created for assets depends on how they are acquired:

| Acquisition method of the asset | Expense line creation  |
|---------------------------------|--|
| Purchase                        | Created automatically and straight away on receiving the asset |
| Rental, lease or loan           | Generated by Asset Manager Automated Process Manager           |

The following tables explain which information is to be populated and how this information is processed:

**Table 12.1. Expenses - Assets**

| Information to provide   | Result if the acquisition is a purchase |                           | Result if the acquisition is a rental, lease or loan   |
|--|---|---------------------------|--|
|  | At the portfolio item or asset level    | At the expense line level | At the portfolio item or asset level   |
| <b>Model</b>   |   |                           |  |
| A/C code (Acct-Code)   | A/C code (Acct-Code)                    |                           | A/C code (AcctCode)  |
| Cost type (Cost-Category), if the link with the same name is empty at the purchase order level | Cost type (Cost-Category)               | Cost type (CostCategory)  | Cost type (CostCategory)   |
| Type (DeprScheme)  | Depreciation type (DeprScheme)          |                           |  |
| <b>Request line</b>  |   |                           |  |
| Financing contract (AcquContract)  |   |                           | Lease schedule (AcquContract)  |
| Cost center (CostCenter)   | Cost center (CostCenter)                | Cost center (CostCenter)  | Cost center (CostCenter)   |
| <b>Financing contract</b>  |   |                           |  |
| Acq. method (seAcquMethod)   |   |                           | Acq. method (seAcquMethod)   |
| <b>Order line</b>  |   |                           |  |
| Unit price (mUnitCost) and Discount (pDiscount)  | Discount (pDiscount)                    | Debit (mDebit)            | Discount (pDiscount)   |
|  | Purchase price (mPrice)                 |                           | Market value (mMarketVal)  |
|  | Market value (mMarketVal)               |                           |  |
|  | Depreciation basis (mDeprBasis)         |                           |  |
|  | Unit value (mAvgPrice)                  |                           |  |
| Tax amount (mTaxValue)   | Taxes (mTax)                            | Tax debit (mTaxDebit)     |  |
| Cost type (Cost-Category)  | Cost type (Cost-Category)               | Cost type (CostCategory)  | Cost type (CostCategory)   |
| Supplier (Supplier)  | Supplier (Supplier)                     |                           | <ul style="list-style-type: none"> <li>■ Lessor (Lessor)</li> <li>■ Supplier (Supplier)</li> </ul> |



**Table 12.2. Expenses - Training**

| Information to provide                             | Processing               |                           |
|--|--------------------------|---------------------------|
|  | At the training level    | At the expense line level |
| <b>Model</b>                                       |                          |                           |
| Cost type (CostCategory)                           | Cost type (CostCategory) | Cost type (CostCategory)  |
| <b>Request line</b>                                |                          |                           |
| Cost center (CostCenter)                           |                          |                           |
| <b>Purchase order</b>                              |                          |                           |
| Supplier (Supplier)                                |                          |                           |
| <b>Order line</b>                                  |                          |                           |
| Unit price (mUnitCost)<br>and Discount (pDiscount) | Cost (mCost)             | Debit (mDebit)            |
| Tax amount (mTaxValue)                             | Taxes (mTax)             | Tax debit (mTaxDebit)     |

**Table 12.3. Expenses - Contracts**

| Information to provide                             | Processing               |                           |
|--|--------------------------|---------------------------|
|  | At the contract level    | At the expense line level |
| <b>Model</b>                                       |                          |                           |
| Cost type (CostCategory)                           | Cost type (CostCategory) | Cost type (CostCategory)  |
| Brand (Brand)                                      | Company (Company)        |                           |
| <b>Request line</b>                                |                          |                           |
| Cost center (CostCenter)                           |                          |                           |
| <b>Purchase order</b>                              |                          |                           |
| <b>Order line</b>                                  |                          |                           |
| Unit price (mUnitCost)<br>and Discount (pDiscount) | Init. payment (mIntPay)  | Debit (mDebit)            |
| Tax amount (mTaxValue)                             | Taxes (mTax)             | Tax debit (mTaxDebit)     |

**Table 12.4. Expenses - Off-contract maintenance and On-contract maintenance type work orders**

| Information to provide   | Processing               |                           |
|--------------------------|--------------------------|---------------------------|
|                          | At the work order level  | At the expense line level |
| <b>Model</b>             |                          |                           |
| Cost type (CostCategory) | Cost type (CostCategory) | Cost type (CostCategory)  |
| <b>Request line</b>      |                          |                           |
| Cost center (CostCenter) |                          |                           |
| <b>Purchase order</b>    |                          |                           |
| Supplier (Supplier)      | Company (Supplier)       |                           |
| <b>Order line</b>        |                          |                           |

| Information to provide                          | Processing   |                           |
|---|--|---------------------------|
|   | At the work order level                            | At the expense line level |
| Unit price (mUnitCost) and Discount (pDiscount) | Estimated cost (mEstim-Cost)<br>Init. cost (mCost) | Debit (mDebit)            |
| Tax amount (mTaxValue)                          | Taxes (mTax)                                       | Tax debit (mTaxDebit)     |

**Table 12.5. Expenses - Internal maintenance type work orders**

| Information to provide                          | Processing               |
|---|--------------------------|
|   | At the work order level  |
| <b>Model</b>                                    |                          |
| Cost type (CostCategory)                        | Cost type (CostCategory) |
| <b>Request line</b>                             |                          |
| Cost center (CostCenter)                        |                          |
| <b>Order line</b>                               |                          |
| Unit price (mUnitCost) and Discount (pDiscount) |                          |
| Tax amount (mTaxValue)                          |                          |

## Practical case 15 - Costs

### Presentation

This practical case aims to show you how acquisition costs are handled and how expense lines are generated.

### Prerequisites

- You must have performed the practical cases first:
- [Practical case 1 - Suitable reference records](#) [page 36]
  - [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

- You need to acquire the following items:
  - Asset **PC1 - Desktop computer**
  - **Off-contract maintenance** type work order **PC1 - Install computer**
  - **Internal maintenance** type work order **PC1 - Connect computer**
  - Contract **PC1 - Warranty**

- Training **PC1 - Basic computer training**
- **PC1 - Coaxial cable** cable
- You save this need in the form of a request.
- This request is transformed into a purchase order to be sent to the company **PC1 - MySupplier**.
- The items on order are received.

## Steps to follow

### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request...** wizard with the values shown in the following table:

| Field or link page                    | Value  | Usage   |
|---------------------------------------|--|---|
| Models <b>Create a new request...</b> | Select: <ul style="list-style-type: none"> <li>■ PC1 - Desktop computer</li> <li>■ PC1 - Install computer</li> <li>■ PC1 - Connect computer</li> <li>■ PC1 - Warranty</li> <li>■ PC1 - Basic computer training</li> <li>■ PC1 - Coaxial cable</li> </ul> | The model is propagated to the request line   |
| Field to the right of <b>Add</b>      | 1  | The quantity is propagated to the request line  |
| Click <b>Add</b>                      |  |   |
| Click <b>Next</b>                     |  |   |
| <b>New request</b> page               |  |   |
| Purpose                               | PC15 - Cost management   |   |
| Cost center                           | PC1 - Headquarters   | The cost center is propagated to the request and request lines, <b>Cost center</b> (CostCenter) field |

- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).

- 5 Asset Manager displays the detail of the request generated using the wizard.
- 6 Populate the fields and links shown in the following table:

| Field or link          | Value         |
|------------------------|---------------|
| Req. status (seStatus) | Validated     |
| Number (ReqNumber)     | PC15 - REQ001 |

- 7 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 8 Examine in particular the details of the following fields and links:

| Field or link            | Value              | Usage   |
|--------------------------|--------------------|---|
| <b>Allocation</b> tab    |                    |   |
| Cost center (CostCenter) | PC1 - Headquarters | This link is used as a default value for any request lines you might add.<br>It will be propagated to the purchase order. |

- 9 Select the **Composition** tab.
- 10 Display the detail of the request line **1 PC1 - Desktop computer PC1 - Computer**.  
Examine in particular the details of the following fields and links:

| Field or link          | Value                  | Origin and usage of certain data items   |
|------------------------|------------------------|--|
| <b>General</b> tab     |                        |  |
| Model (Model)          | PC1 - Desktop computer | On receipt, the <b>Cost type</b> (CostCategory), <b>Type</b> (DeprScheme) and <b>A/C code</b> (AcctCode) fields of the models will be propagated to the items received; The <b>Cost type</b> (CostCategory) link of the model is propagated to the expense line. |
| <b>Purchase</b> tab    |                        |  |
| Tax rates (pTaxRate)   | 7.75%                  | This field comes from the model.<br>This field is propagated to the purchase order line.   |
| Tax amount (mTaxValue) | 77.50                  | This field is calculated based on the <b>Unit price</b> (mUnitCost) and <b>Tax rates</b> (pTaxRate) fields.<br>This field is propagated to the purchase order line.  |
| <b>Allocation</b> tab  |                        |  |

| Field or link            | Value              | Origin and usage of certain data items   |
|--------------------------|--------------------|--|
| Cost center (CostCenter) | PC1 - Headquarters | This field is populated by the wizard.<br>On receipt, it will be propagated to the received item and used to calculate the expense line. |
| Cost type (CostCategory) | PC1 - Computer     | This field comes from the model.   |

- 11 Close the detail of the request line.
- 12 Leave the detail of the request displayed.

#### Create the purchase order from the request

- 1 Make sure the detail of the request **PC15 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Create or modify a quote or purchase order** from the **Actions** drop-down list.
- 3 Select **Generate a purchase order** from the **Generate an estimate or a purchase order** wizard.
- 4 Populate the **Generate a purchase order** wizard with the values shown in the following table:

| Field or link                                     | Value |
|---|-------|
| <b>Generate a PC15 - REQ001 estimate</b> page     |       |
| Take all lines into account                       | Yes   |
| Click <b>Next</b>                                 |       |
| <b>Select the lines to take into account</b> page |       |

#### Note:

It is normal that the request line corresponding the model **PC1 - Connect computer** is not selected: It is an internal work order, for which a purchase order does not need to be created.

|   |    |
|---|----|
| Choose from a catalog or a supplier   | No |
| Click <b>Next</b>   |    |
| <b>Modify the references used by the request</b> page   |    |
| Thanks to the catalog references associated by default with the models, you should be able to accept the page without modifying it. |    |

- 5 Validate execution of the wizard (**Finish** button).
- 6 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 7 Asset Manager displays the detail of the purchase order generated from the request.
- 8 Populate the fields and links shown in the following table:

| Field or link              | Value        | Origin and usage of certain data items  |
|----------------------------|--------------|---|
| Ord. status (seStatus)     | Validated    |   |
| Number (ReqNumber)         | PC15 - PO001 |   |
| <b>Financing</b> tab       |              |   |
| Acq. method (seAcquMethod) | Purchase     | The acquisition method from the purchase is propagated to the items received. |

- 9 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 10 Select the **Composition** tab.
- 11 Display the detail of the purchase order line **1 PC2 - Desktop computer PC1 - Computer**.

Examine in particular the details of the following fields and links:

| Field or link            | Value              | Origin and usage of certain data items   |
|--------------------------|--------------------|--|
| <b>Purchase</b> tab      |                    |  |
| Unit price (mUnitCost)   | 1000               | This field was populated from the catalog reference.<br>On receipt, it will be propagated to the received item and used to calculate the expense line. |
| Discount (pDiscount)     | 10%                | This field was populated from the catalog reference.<br>On receipt, it will be propagated to the received item and used to calculate the expense line. |
| Tax rates (pTaxRate)     | 7.75%              | This field was populated from the request line.  |
| Tax amount (mTaxValue)   | 69.75              | This field was populated from the request line.<br>On receipt, it will be propagated to the received item and used to calculate the expense line.      |
| <b>Allocation</b> tab    |                    |  |
| Cost type (CostCategory) | PC1 - Computer     | This field was populated from the request line.<br>On receipt, it will not be used.  |
| Cost center (CostCenter) | PC1 - Headquarters | This field was populated from the request line.<br>On receipt, it will not be used.  |

- 12 Close the detail of the purchase order line.
- 13 Leave the detail of the purchase order displayed.

### Issue the purchase order

- 1 Make sure the detail of the purchase order **PC15 - PO001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Change the status of the purchase order to 'Issued'** from the **Actions** drop-down list:
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Leave the detail of the purchase order displayed.

### Receive the purchase order


- 1 Make sure the detail of the purchase order **PC15 - PO001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Create or modify a receipt** from the **Actions** drop-down list. :
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the portfolio item generated from the purchase order.  
Examine the detail of this portfolio item, in particular the following fields and links:

| Field or link   | Value              | Origin  |
|---|--------------------|---|
| <b>General</b> tab                                      |                    |   |
| Unit value (mAvgPrice)                                  | 900                | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Cost type (CostCategory)                                | PC1 - Computer     | Model: Cost type (CostCategory)                             |
| Cost center (CostCenter)                                | PC1 - Headquarters | Request line: Cost center (CostCenter)                      |
| <b>Acquis.</b> tab, <b>Price and conditions</b> sub-tab |                    |   |
| Purchase price (mPrice)                                 | 900                | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Taxes (mTax)  | 69.75              | Order line: Tax amount (mTaxValue)                          |
| Discount (pDiscount)                                    | 10%                | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| <b>Acquis.</b> tab, <b>Procurement</b> sub-tab          |                    |   |
| Acq. method (seAcquMethod)                              | Purchase           | Purchase order: Acq. method (seAcquMethod)                  |
| A/C code (AcctCode)                                     | PC1 - CC001        | Model: A/C code (AcctCode)                                  |
| Supplier (Supplier)                                     | PC1 - MySupplier   | Purchase order: Supplier (Supplier)                         |

| Field or link                   | Value        | Origin  |
|---------------------------------|--------------|---|
| Market value (mMarketVal)       | 900          | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| <b>Fixed Asset tab</b>          |              |   |
| Depreciation type (DeprScheme)  | PC1 - Linear | Model: Type (DeprScheme)                                    |
| Depreciation basis (mDeprBasis) | 900          | Order line: Unit price (mUnitCost) and Discount (pDiscount) |

- 6 Go to the **Costs** tab.
- 7 Display the detail of the expense line.
- 8 Examine in particular the fields and links in the following table:

| Field or link            | Value          | Origin  |
|--------------------------|----------------|---|
| <b>General tab</b>       |                |   |
| Debit (mDebit)           | 900            | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Tax debit (mTaxDebit)    | 69.75          | Order line: Tax amount (mTaxValue)                          |
| Cost type (CostCategory) | PC1 - Computer | Model: Cost type (CostCategory)                             |

- 9  **Warning:**  
The remainder of the [Receive the purchase order](#) [page 143] section only applies to the Windows client.  
Close the detail of the expense line.
- 10 Close the detail of the portfolio item.
- 11 Close the detail of the purchase order.
- 12 Make sure the detail of the request **PC15 - REQ001** is displayed.
- 13 Select the **Tracking** tab.
- 14 Unfold the **Cables** branch.
- 15 Display the detail of the cable **PC1 - Coaxial cable**.  
You will notice that information linked to the acquisition expenses is not available.
- 16 Close the detail of the cable.
- 17 Unfold the **Work orders** branch.
- 18 Display the detail of the work order **PC1 - Install computer**.
- 19 Examine the detail of this record, in particular the following fields and links:

| Field or link            | Value            | Origin                          |
|--------------------------|------------------|---------------------------------|
| <b>Acquis. tab</b>       |                  |                                 |
| Cost type (CostCategory) | PC1 - Work order | Model: Cost type (CostCategory) |



| Field or link               | Value | Origin  |
|-----------------------------|-------|---|
| Estimated cost (mEstimCost) | 360   | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Init. cost (mCost)          |       |   |
| Taxes (mTax)                | 27.90 | Order line: Tax amount (mTaxValue)                          |

20 Select the **Cost** tab.

21 Display the detail of the expense line.

22 Examine in particular the fields and links in the following table:

| Field or link            | Value            | Origin  |
|--------------------------|------------------|---|
| <b>General</b> tab       |                  |   |
| Debit (mDebit)           | 360              | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Tax debit (mTaxDebit)    | 27.90            | Order line: Tax amount (mTaxValue)                          |
| Cost type (CostCategory) | PC1 - Work order | Model: Cost type (CostCategory)                             |

23 Close the detail of the expense line.

24 Close the work order detail.

25 Unfold the **Training** tab.

26 Display the detail of the training **PC1 - Basic computer training**.

27 Examine the detail of this record, in particular the following fields and links:

| Field or link            | Value          | Origin  |
|--------------------------|----------------|---|
| <b>General</b> tab       |                |   |
| Cost type (CostCategory) | PC1 - Training | Model: Cost type (CostCategory)                             |
| Cost (mCost)             | 190            | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Taxes (mTax)             | 37.24          | Order line: Tax amount (mTaxValue)                          |

28 Close the detail of the training.

29 Unfold the **Contracts** branch.

30 Display the detail of the contract **PC1 - Warranty**.

31 Examine the detail of this record, in particular the following fields and links:

| Field or link            | Value          | Origin  |
|--------------------------|----------------|---|
| <b>General</b> tab       |                |   |
| Cost type (CostCategory) | PC1 - Contract | Model: Cost type (CostCategory)                             |
| Init. payment (mIntPay)  | 50             | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Taxes (mTax)             | 3.88           | Order line: Tax amount (mTaxValue)                          |

32 Go to the **Costs** tab.

33 Display the detail of the expense line (🔍 button).

34 Examine in particular the fields and links in the following table:

| Field or link            | Value          | Origin  |
|--------------------------|----------------|---|
| <b>General</b> tab       |                |   |
| Debit (mDebit)           | 50             | Order line: Unit price (mUnitCost) and Discount (pDiscount) |
| Tax debit (mTaxDebit)    | 3.88           | Order line: Tax amount (mTaxValue)                          |
| Cost type (CostCategory) | PC1 - Contract | Model: Cost type (CostCategory)                             |

35 Close the detail of the expense line.

36 Close the detail of the contract.

37 Leave the detail of the request displayed.

#### Create the internal work order

1 Make sure the detail of the request **PC15 - REQ001** is displayed.

2 Windows client: Click **Execute**.

Web client: Select **Create records from the request line model which does not generate order lines** from the **Actions** drop-down list.

3 Populate the **Create items not giving rise to a purchase order** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Create items not giving rise to a purchase order</b> page                                    |   |
| Request lines to process  | The <b>PC1 - Connect computer PC1 - Connect computer 1 1</b> line is already selected and its <b>Quantity to create</b> column is set to <b>1</b> . |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

4

 **Warning:**

The remainder of the [Create the internal work order](#) [page 146] section only applies to the Windows client.

Display the **Tracking** tab.

5 Unfold the **Work orders** branch.

6 Display the detail of the work order **PC1 - Connect computer**.

7 Examine the detail of this record, in particular the following fields and links:

| Field or link                | Value            | Origin                          |
|------------------------------|------------------|---------------------------------|
| <b>Acquis.</b> tab           |                  |                                 |
| Cost type (CostCategory)     | PC1 - Work order | Model: Cost type (CostCategory) |
| Estimated cost (mEstim-Cost) | Not populated    |                                 |
| Init. cost (mCost)           |                  |                                 |
| Taxes (mTax)                 |                  |                                 |

- 8 Go to the **Costs** tab.
- 9 No expense line was created.
- 10 Close all windows.



---

# 13 Request self-service

---

 **Note:**

This chapter is supplemented by two dedicated white papers: **Service Catalog Integration - Administration Guide** and **Service Catalog Integration - Setup Guide**. These are supplied with Asset Manager in the C:\Program Files\HP\Asset Manager 9.30 xx\doc\white\_papers\Integration directory.

---

## Key concepts

Several methods are available to you when you create a request. Some methods are described in the [Requests](#) [page 67] chapter.

This section describes the request self-service system. This system is more user-friendly and provides you with the HP Service Manager interface that you can use to carry out your requests:

- 1 You describe in Asset Manager the catalog to publish in HP Service Manager self-service.
- 2 Models from Asset Manager are exported as categories to the HP Service Manager catalog, under the conditions described in paragraph [Managing models published as categories in HP Service Manager](#) [page 152].

- 3 Standard requests, products and off-catalog products are exported from Asset Manager as articles to the HP Service Manager catalog under certain conditions, as described in paragraph [Which Asset Manager items are transferred to HP Service Manager as articles?](#) [page 152].
- 4 Users create their cart using the HP Service Manager self-service catalog, choosing from the available items.

 **Note:**

The requester cannot change any of the contents of articles except in regard to:

- the choice of options in standard requests: the interface allows the requester to select the options to maintain.
- the description of off-catalog products: the requester fills in the detailed product description in the corresponding field.

- 5 The query to create the request containing the articles from Asset Manager is then transmitted from HP Service Manager to Asset Manager Web Service via the Web Service Proxy.
- 6 Next, the request is created in Asset Manager Web Service.
- 7 After this step, the procurement cycle is carried out normally in Asset Manager as described in the [Procurement cycle](#) [page 59] chapter.
- 8 The status of the request is then updated in the HP Service Manager cart via a HP Connect-It scenario:

| Value of <b>Priority</b> (amRequest:Priority) in Asset Manager | Value updated in HP Service Manager at the shopping cart level |
|--|--|
| In preparation   | Awaiting approval  |
| Awaiting approval  | Awaiting approval  |
| Validated  | Approved   |
| Satisfied  | Fullfilled   |
| Refused  | Refused  |
| Rejected   | Rejected   |
| Closed   | Closed   |
| Cancelled  | Cancelled  |
| Reserved   | Reserved   |

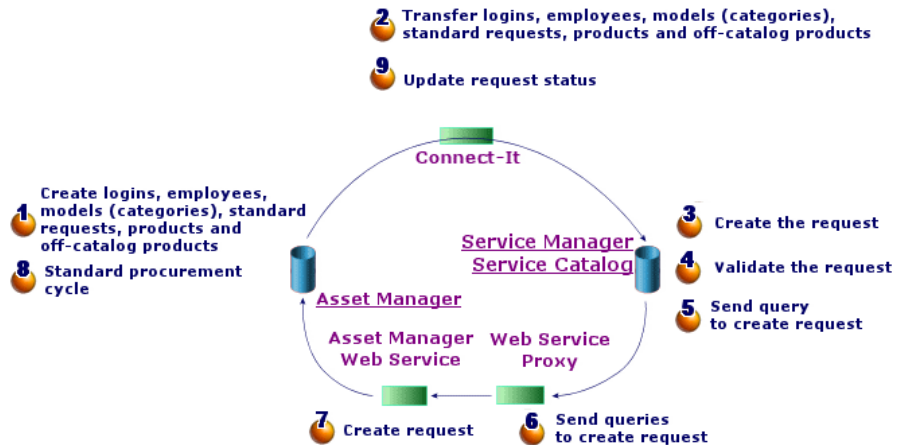
 **Warning:**

To use request self-service, an ESS (Employee Self-Service) user installation of HP Service Manager is required. Refer to the HP Service Manager installation manual for more information. Only ESS users may connect to this instance of HP Service Manager Web.

For other users, you must install another instance of HP Service Manager.

The system operates as in the diagram below:

Figure 13.1. Request self-service - Overview



To create a request, you can use one of the following:

- One of the HP Service Manager clients
- The Asset Manager Web client, if the Asset Manager Web and HP Service Manager Web menus have been aggregated.

 **Note:**

To have menu aggregation work even better, you can implement single-sign on your platform (single-sign on will let you work between HP Service Manager Asset Manager without requiring you to re-authenticate).

► [Single Sign-On](#) [page 157]

## Composition of the HP Service Manager catalog

The HP Service Manager request self-service catalog consists of:

- Items that users can chose at the time of their request.
- Categories into which items can be classified.

## Which Asset Manager items are transferred to HP Service Manager as articles?

In the HP Service Manager catalog there are different types of articles coming from Asset Manager:

- **Products:** these are items from the **Products** (amCatProduct) table:
  - that have no components
  - that are approved (Certification field) and for which the certification end date (dCertifEnd) is after the current date (**Acquis.** tab)
  - that can be published to HP Service Manager: **Publishable in Service Manager** (bPubInSSC) field is checked (**Acquis.** tab)
  - whose model's parent as well as all parent models (hierarchically linked models) are publishable as categories within HP Service Manager
- The standard requests that fulfill the following conditions:
  - that are approved for the purchase request (bRequestable field checked) and for which the validity end date (dtEndValidity) is after the current date (or the field is empty) (**Standard** tab)
  - that can be published to HP Service Manager: **Publishable in Service Manager** (bPubInSSC) checked (**Standard** tab)
  - whose model and all parent models are publishable as HP Service Manager categories
- Models for off-catalog products:
  - can be published to HP Service Manager
  - identified as being able to be selected as **off-catalog products** (bOffCat field checked)
  - whose model and all parent models are publishable as categories in HP Service Manager
  - whose model (category) possesses an inherited product

These off-catalog products allow users to choose an article that isn't in the catalog when creating a request. Users select the off-catalog product corresponding to the product category that they wish to order and add a more detailed description of the desired product in the corresponding field.

## Managing models published as categories in HP Service Manager

Models (categories) that are publishable in the HP Service Manager catalog can be displayed using the **Catalog/ Models that are publishable in Service Manager** link on the navigation bar.

To publish or cancel publication of models in the HP Service Manager service catalog you can:

- Use the **Make the model publishable or not publishable in the HP Service Manager catalog** wizard by clicking the **SM Cat. Mngt.**



button (or by selecting **SM Cat. Mngt.** in the **Actions...** drop-down menu in the web client) in the model detail (**Portfolio management/ Asset configurations/ Models** navigation menu link).

With the wizard you can specify that the **Publishable in Service Manager** property be propagated to all child models.

- Manually specify the publication of a model as a category in HP Service Manager by checking or clearing the **Publishable in Service Manager** (bPubInSSC) checkbox in the **General** tab of a model detail (**Portfolio management/ Asset configurations/ Models** navigation menu link).

## Manage off-catalog products

In the request self-service catalog of HP Service Manager you can choose off-catalog products, ie. products that are not listed in the catalog but belong to an existing category (for example: a laser printer that isn't included in the catalog).

You then chose this off-catalog product in your request and enter a detailed description and references to the desired product in the corresponding fields.

To create an off-catalog product in Asset Manager published in HP Service Manager:

- 1 Make the model that you want to use to create the off-catalog product as well as all it's parent models publishable in HP Service Manager.

To do this, use the **Make the model publishable or not publishable in the HP Service Manager catalog** wizard by clicking the **SM Cat. Mngt.** button (or by selecting **SM Cat. Mngt.** in the **Actions...** drop-down menu in the web client) in the model detail (**Portfolio management/ Asset configurations/ Models** navigation menu link).

- 2 Open the off-catalog models screen: **Catalog/ Off-catalog models for Service Manager** link on the navigation bar.

- 3 Start the **Make the model publishable or not publishable in the HP Service Manager catalog** wizard by clicking the **SM Cat. Mngt.** button (or by selecting **SM Cat. Mngt.** in the **Actions...** drop-down menu in the web client) in the model detail.

Fill in the details for the wizard by selecting the records to use to create the HP Service Manager off-catalog products catalog

 **Warning:**

A model is published as an off-catalog product in HP Service Manager only if **all** the following conditions are met:

- It is marked as **off-catalog** (bOffCat) and thus appears in the list of **off-catalog models (Catalog/ Off-catalog models for Service Manager)** link on the navigation bar).
- It is publishable in HP Service Manager, the **Publishable in Service Manager** (bPubInSSC) checkbox is checked and therefore it appears in the list of **models publishable in SM (Catalog/ Models that are publishable in Service Manager)** link on the navigation bar).
- All parent models of this model are publishable in HP Service Manager: The **Publishable in Service Manager** (bPubInSSC) checkbox of all parent models is checked.
- Its parent model possesses an inherited product that is publishable in HP Service Manager.

---

## Installing and configuring

### Installing and configuring components

#### HP Service Manager and HP Service Manager Web

- If you already have a full version of HP Service Manager, make sure that you have installed HP Service Manager Web **for an ESS (Employee Self-Service)** user or consult the HP Service Manager installation guide to install it.

 **Note:**

Only ESS users may connect to this instance of HP Service Manager Web. For other users, you must install another instance of HP Service Manager.

- If you do not have HP Service Manager, install the version that is provided with Asset Manager (on a separate CD-ROM) making sure to perform an installation for an ESS user.
- Disable request validation:
  - 1 Run a HP Service Manager client.
  - 2 Connect to the HP Service Manager database.
  - 3 In the browser, select **Menus/ Service Catalog/ Approval Activities**.

- 4 Select the first line of the **General Approval** table.
  - 5 Click the **Remove Approval Activity** link.
  - 6 Click **Finish**.
- Enable the transfer of catalog items:
    - 1 Run a HP Service Manager client.
    - 2 Connect to the HP Service Manager database with a login that owns administrative rights.
    - 3 Select **Menu Navigation/ Tailoring/ Database Dictionary** in the navigation pane.
    - 4 Enter **svcDisplay** in the **File name** field.
    - 5 Select the **descriptor** entry in the table (first line of the table).
    - 6 Click on the **New Field/Key** button.
    - 7 Populate the **Name** field with the **optionList** value, and the **Type** field with the **character** value and click **OK**.
    - 8 Edit the **optionList** entry in the table, to populate the **SQL Name** field with **OPTIONLIST**, **SQL Type** with **IMAGE** and **SQL Table** with **m1**.
    - 9 Select the **descriptor** entry again in the table (first line of the table).
    - 10 Click on the **New Field/Key** button.
    - 11 Populate the **Name** field with the **optionOptions** value, and the **Type** field with the **Character** value and click **OK**.
    - 12 Edit the **optionOptions** entry in the table, to populate the **SQL Name** field with **OPTIONOPTIONS**, **SQL Type** with **IMAGE** and **SQL Table** with **m1**.
    - 13 Click **OK**.
    - 14 Click on **SM Alters**.
    - 15 Select **Menu Navigation/ Tailoring/ Database Manager** in the navigation pane.
    - 16 Right click the **Database Manager** screen and select **Import/Load** in the contextual menu.
    - 17 In the **File Name** field, select the **<Asset Manager installation folder>\esscat\sc\sm71\SCR42940.unl** file.
    - 18 Click the **Load FG** button.
  - Enable the transfer of images:
    - 1 Run a HP Service Manager client.
    - 2 Connect to the HP Service Manager database with a login that owns administrative rights.

- 3 Select **Menu Navigation/ Tailoring/ Database Manager** in the navigation pane.
  - 4 Right click the **Database Manager** screen and select **Import/Load** in the contextual menu.
  - 5 In the **File Name** field, select the **<Asset Manager installation folder>\esscat\sc\sm71\QC8955.unl** file.
  - 6 Click the **Load FG** button.
- Expose the **detailedDescription** field in the **ServiceCatalog** Web service so that the cart status can be updated by the HP Connect-It scenario:
    - 1 Connect to the HP Service Manager client with administrative rights.
    - 2 Select **Tailoring/ Web Services/ WSDL Configuration** from the navigation bar.
    - 3 In the **Service Name** field, enter **ServiceCatalog**.
    - 4 Click **Search**.
    - 5 Select the **ServiceCatalog** entry in the list of results.
    - 6 In the details of the **ServiceCatalog** Web service, select the **Fields** tab.
    - 7 At the end of the list of fields, add a new entry with the following information:
      - **Field:** detailedDescription
      - **Caption:** DetailedDesc
      - **Type:** StringType
  - Expose the **resolution** field in the **ServiceDesk** Web service so that images can be transferred from Asset Manager to HP Service Manager by the HP Connect-It scenario:
    - 1 Connect to the HP Service Manager client with administrative rights.
    - 2 Select **Tailoring/ Web Services/ WSDL Configuration** from the navigation bar.
    - 3 In the **Service Name** field, enter **ServiceDesk**.
    - 4 Click **Search**.
    - 5 Select the **ServiceDesk** entry in the list of results.
    - 6 In the details of the **ServiceDesk** Web service, select the **Fields** tab.
    - 7 At the end of the list of fields, modify the **resolution** field with the following information:
      - **Caption:** Resolution
      - **Type:** StringType
    - 8 In the same list, modify the **resolution.code** field with the following information:
      - ◆ **Caption:** ResolutionCode

## Asset Manager and Asset Manager Web

- ▶ Refer to the **Installation and upgrade** guide to install Asset Manager and Asset Manager Web.

## Single Sign-On

You will need to configure single-sign on, to avoid having to re-authenticate each time you navigate between Asset Manager Web and HP Service Manager.

Carry out the steps described in the following paragraphs:

- To configure single sign-on in Asset Manager Web:
  - ▶ **Administration** guide, chapter **Controlling access to the database**, section **Managing user authentication for the Asset Manager database**
- To configure single sign-on in HP Service Manager Web:
  - ▶ HP Service Manager documentation: [http://<HP Service Manager documentation server>help/index.jsp?topic=/security/concepts/example\\_enabling\\_trusted\\_sign-on.htm](http://<HP Service Manager documentation server>help/index.jsp?topic=/security/concepts/example_enabling_trusted_sign-on.htm)

### Warning:

For Asset Manager Web and HP Service Manager Web menu aggregation to work properly, you must use the same single sign-on system for both applications, for example, integrated Windows authentication using Active Directory.

## Asset Manager Web and HP Service Manager Web menu aggregation

To simplify navigation between Asset Manager and HP Service Manager menus in the Web, you can aggregate the Asset Manager Web and HP Service Manager Web menus. After aggregation, menus for Asset Manager Web and HP Service Manager Web are grouped in the same navigator.

- ▶ **Tailoring** guide, chapter **Customizing Web clients**, section **Asset Manager Web and HP Service Manager Web menu aggregation**.

## HP Connect-It

### Presentation

HP Connect-It is used to synchronize data **from Asset Manager to HP Service Manager**.

Once HP Connect-It has been installed, the scenarios are available in the **<HP Connect-It installation folder>\scenario\ac\ac93\esscat\** folder:

| Synchronized objects                                 | HP Connect-It scenario | Asset Manager tables                       | HP Service Manager service | Prefix added in the HP Service Manager database   |
|--|------------------------|--|----------------------------|---|
| Employees and departments                            | users.scn              | amEmplDept                                 | Contact                    |   |
| Logins for employees who may need to create requests | sso.scn                | amEmplDept                                 | Operator700                |   |
| Standard request and product models                  | categories.scn         | amModel                                    | ServiceCatalog             |   |
| Standard requests, products and off-catalog products | catalogitems.scn       | amRequest, amC-<br>atProduct, am-<br>Model | ServiceCatalog             | Standard request types: <b>STD-</b><br>Products: <b>CP-</b><br>Off-catalog products: <b>OFFC-</b> |
| Status of the cart                                   | status.scn             | amRequest                                  | UpdateCartItem             |   |

### Installing HP Connect-It

#### ► **HP Connect-It User's guide**, chapter **Installation**.

Use the HP Connect-It version supplied with Asset Manager, or refer to the Support Matrix (available on the HP software support Web site): [www.hp.com/go/hpsoftwaresupport](http://www.hp.com/go/hpsoftwaresupport) ) for more information about supported versions.

### Configure HP Connect-It

Start HP Connect-It, then, for each of the scenarios:

- 1 Open the scenario (**File/ Open** menu) located in the **<HP Connect-It installation folder>\scenario\ac\am93\esscat\am93sm71** folder.
- 2 In the **Scenario diagram** window, modify the configuration of the HP Service Manager Web Service connectors:
  - 1 Right-click the HP Service Manager Web Service connector(s) and select **Configure connector...**
  - 2 The **Configure the connector** wizard opens.
  - 3 Click **Next**.
  - 4 Populate the **Define the connection parameters** page.
  - 5 Click **Finish**.
- 3 Now back in the **Scenario diagram** window, modify the configuration of the Asset Manager connector:
  - 1 Right-click the Asset Manager connector and select **Configure connector...**

- 2 Click **Next**.
- 3 Populate the **Define the connection parameters** page.
- 4 Click **Finish**.
- 4 Save your changes (**File/ Save** menu).

#### Modify the prefix added to standard request numbers

When the Web Service Proxy starts the creation of a new request in the Asset Manager database, it adds a prefix to the **Number** (ReqNumber) field of the request.

By default, this prefix is **ESS-**.

If you wish to modify this prefix:

- 1 Run the HP Connect-It scenario editor.
- 2 Open the **status.scn** scenario located in the **<HP Connect-It installation folder>\scenario\ac\am93\esscat\am93sm71** folder (**File/ Open** menu).
- 3 In the **Scenario diagram** window:
  - 1 Right-click with the mouse on the **Asset Manager** box.
  - 2 Select the menu **Edit a document type...**
  - 3 Display the row detail of **amRequest (amRequest)**.
  - 4 Select the **amRequest** row.
  - 5 In the **WHERE Clause:** field, replace **ESS-** with any prefix of your choosing.  
In the **WHERE Clause:** field, replace **ESS-** with any prefix of your choosing.
- 6 Validate (**OK** button).
- 4 Save the changes (**File/ Save** menu).
- 5 Open the **web.xml** file of the Web Service Proxy located in the **<Tomcat installation folder>\webapps\ServiceCatalog\WEB-INF** folder with a text editor.
- 6 Search for the **RequestCreationPrefix** parameter et replace the **ESS-** value with the same prefix that you have used in the **status.scn** scenario.
- 7 Save the changes.

#### Scheduling the execution of the scenarios

Execution of the scenarios can be scheduled in by defining a scheduler in HP Connect-It.

- ▶ HP Connect-It **User's guide**, chapter **Implementing an integration scenario**.

## Asset Manager Web Service

- ▶ **Installation and upgrade** guide, chapter **Installing, configuring, removing and updating Asset Manager Web**, section **Installing Asset Manager Web**.

## Web Service Proxy

The Web Service Proxy is an interface that is used to convert a query to create a purchase request from the HP Service Manager catalog into a series of calls to Asset Manager Web Service which enable the purchase request to be created in Asset Manager.

You can install the Web Service Proxy on any machine (for example, on the same machine as Asset Manager Web Service).

- 1 Install **Apache Ant** (available from <http://ant.apache.org/>) on the machine where you want to set up the Web Service Proxy.
- 2 Install **Java SE 5** from [http://java.sun.com/javase/downloads/index\\_jdk5.jsp](http://java.sun.com/javase/downloads/index_jdk5.jsp).
- 3 In the <Asset Manager installation folder>\esscat\build\ folder, duplicate the `ant.properties.default` file and rename the duplicated file as `ant.properties`.
- 4 Open the `ant.properties` file in edit mode and change the **ws.host**, **ws.port** and **ws.service** parameters to have the **`http://<ws.host>/<ws.port>/<ws.service>`** link point to the machine where Asset Manager Web Service is installed.

If you like, also modify the **gen.dir** variable to have it point to the folder where you want the procedure to generate the web application (the Web Service Proxy).

- 5 Open a DOS command line prompt and change to the <Asset Manager installation folder>\esscat\build\ folder.

Execute the following command:

```
ant webapp
```

- 6 This creates a `ServiceCatalog.war` file that needs to be deployed in your application server.
- 7 For example, if your application server is Tomcat, open the Tomcat Web Application Manager. In the **WAR file to deploy** section, specify the path to your `ServiceCatalog.war` file and click **Deploy**.



### Note:

If you are using an application server other than Tomcat, deploy the `ServiceCatalog.war` file on your application server following the standard procedure.



- 8 As the Web Service Proxy acts as a link between HP Service Manager and Asset Manager Web Service, you will need to configure the links between these elements.

To configure the link between HP Service Manager and the Web Service Proxy, configure the **Catalog** connector in HP Service Manager as follows:

- 1 Start HP Service Manager.
- 2 Select the **Service Catalog/ Catalog Connectors** menu.
- 3 Select the connector named **Open a Standard Request in Asset Manager**.
- 4 On the **Expressions** tab, enter the path to the Web Service Proxy just after **\$L.url**:

```
$L.url="http://<Name or IP address of the Web Service Proxy>:<Web Service Proxy port number>/ServiceCatalog/services/ServiceCatalog"
```

For example:

```
$L.url="http://ProxyServer:8080/ServiceCatalog/services/ServiceCatalog"
```

Since the Java virtual machine launched by the application server uses a lot of memory, you need to increase the memory used to at least 256MB. To do so, modify the JVM (Java Virtual Machine) **MaxPermSize** parameter with the following switch:

```
-XX:MaxPermSize=256m
```

If you are using the Tomcat application server, proceed as follows:

- 1 Start the Tomcat configuration console (**Start/ Programs/ Apache Tomcat 5.0/ Configure Tomcat** Windows menu).
- 2 Select the **Java** tab.
- 3 Add the following line to the **Java Options** section:

```
-XX:MaxPermSize=256m
```

- 4 Quit the Tomcat configuration console.

Update the Proxy Java script:

- 1 Start a HP Service Manager client using a login with administrative rights.
- 2 Select **Tailoring/ Web Services/ Run WSDL to JS** in the system navigator panel.
- 3 Enter the URL for the WSDL of Asset Manager Web Service proxy.

The format is:

```
http://<Name or IP address of the Web Service Proxy>:<Web Service Proxy port number>/ServiceCatalog/wsd/ServiceCatalog.wsd
```

Example:

```
http://ProxyServer:8080/Service Catalog/wsd/ServiceCatalog.wsd
```

4 Click **Proceed**.

This displays a window with the new Java script corresponding to the Web Service Proxy.

5 Click **Replace**.

You should get the following message:

```
Script Library record updated
```

6 Click **Save**.

7 Click **Compile**.

You should get the following message:

```
Successful compilation of JavaScript function or expression
```

## Initialization

### Configuration of user profiles

To allow users to properly connect to the request self-service system, perform the following HP Service Manager configuration:

- 1 Start a HP Service Manager client with a user who who has admin rights (for example, **falcon**).
- 2 Open the **Navigation/ System Administration/ Ongoing Maintenance/ Operators** menu.
- 3 Search for the **Template\_SelfService** record (enter **Template\_SelfService** in the **Login Name** field and click **Search**).
- 4 Check the **Self Service Access Only** checkbox.
- 5 In the **Startup notebook** tab, section **Execute Capabilities**, add **svcCatEmployeeRequester** to the first empty line of the table.
- 6 Save your changes.

### Creating reference records in Asset Manager

The different items that need to be created beforehand in Asset Manager are:

- Employees that can connect to the database and use the request self-service system (**amEmplDept** table).  
These employees must have a login and password.
- Employees for whom a request is made (**amEmplDept** table).
- Standard request and product models (**amModel** table).
- Standard requests (**amRequest** table), products (**amCatProduct** table) and off-catalog products (**amModel** table).

## Initializing HP Connect-It scenarios

Once the different components have been installed, the HP Connect-It scenarios need to be initialized **in the following order**:

- 1 Synchronization of employees (`users.scn`): To be done by the database administrator
- 2 Synchronization of logins (`sso.scn`): To be done by the database administrator
- 3 Synchronization of standard request and product models (`categories.scn`): To be done by the catalog manager
- 4 Synchronization of standard requests, products and off-catalog products (`catalogitems.scn`): To be done by the catalog manager
- 5 Synchronization of request/cart statuses (`status.scn`): To be done by the catalog manager or the procurement manager

Next, these scenarios are launched manually, or automatically on the days and times defined in the [Scheduling the execution of the scenarios](#) [page 159] paragraph, or on the days and times that you specified.

## Activating the **linker** scheduler

The **linker** scheduler in HP Service Manager ensures that the HP Service Manager query is transmitted to the Web Service Proxy.

You need to make sure that the **linker** scheduler has been enabled. To do this:

- a Start the HP Service Manager client.
- b Type **status** in a HP Service Manager command prompt (this is the kind of combo box located in the icon bar with a blue arrow on its right side that you click to execute the command).
- c Check that **linker** appears in the list.

If the **linker** scheduler already appears in the list, restart it:

- 1 In the **Command** column of the **linker** line, enter **K**.
- 2 Click the **Execute Commands** button.
- 3 Redo this until the **linker** line disappears.
- 4 Click the **Start Scheduler** button.
- 5 Double-click **linker-startup** in the list.

If the **linker** scheduler does not appear in the list, start it:

- 1 Click the **Start Scheduler** button.
- 2 Double-click **linker-startup** in the list.

---

## Using the request self-service

- 1 Start an HP Service Manager or Asset Manager Web client (if you aggregated the Asset Manager and HP Service Manager menus).
- 2 In the **Service Catalog** section, make your selections and create your cart. If your cart contains standard requests with optional products, you must select these options.

If you would like to add off-catalog models to the cart, select the **Catalog/Off-catalog models for Service Manager** link on the navigation bar.

---

 **Warning:**

For the request self-service to work properly, you must only select catalog items that come from Asset Manager.

In other words, you are not supposed to manually add catalog items in HP Service Manager. Catalog items are only supposed to be created using the `categories.scn` and `catalogitems.scn` scenarios.

- 3 A user who has the rights to approve carts, approves or denies the cart in HP Service Manager.

---

 **Note:**

In HP Service Manager, as opposed to Asset Manager, items of a cart cannot be approved or denied one by one. The entire cart has to be approved or denied.

- 4 If the cart is approved in HP Service Manager, the query to create the request is then transmitted from HP Service Manager to Asset Manager Web Service via the Web Service Proxy.
- 5 The request is then processed in Asset Manager and the standard procurement cycle is triggered.
- 6 Next, the status of the cart is updated in HP Service Manager via the `status.scn` HP Connect-It scenario.
  - ▶ For more information on the HP Service Manager Service Catalog and the request creation procedure in HP Service Manager, please refer to the **Service Catalogs** section of the **HP Service Manager** online help.

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## II Special cases



# 14 Composite products

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## Key concepts

### What is a composite product?

A composite product is grouped product offering available at a supplier.

### Types of composite products

There are 2 types of composite products:

- Composite products for which the main product leads to the creation of a record on receipt.

The main product is the parent of the products making it up.

For example: A composite product called **HP Compaq desktop computer** to which an external CD writer is linked.

We obtain a composite product of this type by linking a main product to a model, itself linked to a nature whose **Create** (seBasis) field is set to a value other than **Nothing**.

- Composite products for which the main product does not lead to the creation of a record on receipt.

The main product serves as a container for the products making it up.

Example: A composite product called **Configuration for a sales engineer**, comprising a laptop and a printer.

We obtain a composite product of this type by linking a main product to a model, itself linked to a nature whose **Create** (seBasis) field is set to **Nothing**.

---

## Practical case 8a - Composite products

### Presentation

This practical case aims to show you how to create a composite product for which the main product leads to the creation of a record upon receipt.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

You order a computer **PC1 - HP Compaq desktop computer** to which an external CD writer **PC1 - HP Compaq External CD writer** is linked.

Your supplier **PC1 - MySupplier** offers special conditions for this composite product.

### Steps to follow

#### Create the products

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link             | Value  |
|---------------------------|--|
| Description (Description) | PC8 - Desktop computer with external CD writer |
| Brand (Brand)             | PC1 - HP Compaq                                |
| <b>General</b> tab        |  |



| Field or link | Value                  |
|---------------|------------------------|
| Model (Model) | PC1 - Desktop computer |

| Field or link             | Value   |
|---------------------------|---|
| Description (Description) | PC8 - External CD writer associated with a desktop computer |
| Brand (Brand)             | PC1 - HP Compaq   |

**General** tab

|               |                          |
|---------------|--------------------------|
| Model (Model) | PC1 - External CD writer |
|---------------|--------------------------|

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |  |
|-----------------------|--|
| Component of (Parent) | PC8 - Desktop computer with external CD writer |
|-----------------------|--|

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                        |    |
|------------------------|----|
| Is an option (bOption) | No |
|------------------------|----|

- 3 Close all windows.

Create the catalog references

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link     | Value            |
|-------------------|------------------|
| Catalog (Catalog) | PC1 - MySupplier |

**General** tab

|                                     |  |
|-------------------------------------|--|
| Product (CatProduct)                | PC8 - Desktop computer with external CD writer |
| Description (Description)           | PC8 - Desktop computer with external CD writer |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date    |
| End of validity (dtEndValidity)     | Enter a date that follows the current date     |
| Price (fPrice)                      | 1000   |
| Discount (pDiscount)                | 10%  |

**Zone above the tabs**

|                 |  |
|-----------------|--|
| Reference (Ref) | PC8 - Desktop computer with external CD writer<br>(PC1 - MySupplier) |
|-----------------|--|

| Field or link     | Value            |
|-------------------|------------------|
| Catalog (Catalog) | PC1 - MySupplier |

**General** tab

|                      |   |
|----------------------|---|
| Product (CatProduct) | PC8 - External CD writer associated with a desktop computer |
|----------------------|---|

| Field or link                       | Value  |
|-------------------------------------|--|
| Description (Description)           | PC8 - External CD writer associated with a desktop computer                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date                                    |
| End of validity (dtEndValidity)     | Enter a date that follows the current date                                     |
| Price (fPrice)                      | 100  |
| Discount (pDiscount)                | 30%  |
| <b>Zone above the tabs</b>          |  |
| Reference (Ref)                     | PC8 - External CD writer associated with a desktop computer (PC1 - MySupplier) |

- 3 Close all windows.

### Creating the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value                                  |
|---|--|
| <b>Create a new request</b> page  |  |
| Brand   | PC1 - HP Compaq                        |
| Click the <b>Apply filter</b> button.   |  |
| Models  | Select <b>PC1 - Desktop computer</b>   |
| Field to the right of <b>Add</b>  | 1                                      |
| Click <b>Add</b>  |  |
| Click <b>Next</b>   |  |
| <b>New request</b> page   |  |
| Purpose   | PC8 - Computer with external CD writer |
| Click <b>Finish</b>   |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- 3 Asset Manager displays the detail of the request generated by the wizard.
- 4 Select the **Composition** tab.
- 5 Examine the contents of this tab.
- 6 Modify the request by populating the fields and links shown in the following table:

| Field or link      | Value        |
|--------------------|--------------|
| Number (ReqNumber) | PC8 - REQ001 |

- 7 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC8 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Estimate** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Generate a PC8 - REQ001 estimate page</b>  |   |
| Take all lines into account   | Yes   |
| Click <b>Next</b>   |   |
| <b>Select the lines to take into account page</b>   |   |
| Choose from a catalog or a supplier   | No  |
| Click <b>Next</b>   |   |
| <b>Modify the references used by the request page</b>   |   |
| List of purchase order lines to order   | PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10%   |
| Click the <b>Display the list of corresponding catalog references</b> button                    |   |
| List of corresponding catalog references  | PC8 - Desktop computer with external CD writer (PC1 - MySupplier) PC8 - Desktop computer with external CD writer 1,000 USD 10% 0 PC1 - MySupplier |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 4 Asset Manager displays the detail of the estimate generated from the request. Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value   |
|---------------------------|---|
| Ord. status (seStatus)    | Quote requested                                       |
| <b>General</b> tab        |   |
| Initial request (Request) | PC8 - RFP001 (PC8 - Computer with external CD writer) |
| <b>Composition</b> tab    |   |

| Field or link | Value  |
|---------------|--|
|               | Two purchase order lines are created by the wizard <b>Generate an estimate</b> : One for the main product ( <b>PC8 - Desktop computer with external CD writer</b> ), and another for its sub-product ( <b>PC8 - External CD writer associated with a desktop computer</b> ). |

- 5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Quoted       |
| Number (PONumber)      | PC8 - EST001 |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Leave the detail of the estimate displayed.


#### Issue the estimate in the form of a purchase order

- 1 Make sure the detail of the estimate **PC8 - EST001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Populate the **Issue the purchase order** wizard with the values shown in the following table:

| Field or link   | Value                                  |
|---|--|
| <b>Create the missing request lines for the purchase order</b> page |  |
| Create the request lines and link them to an existing request       | Yes                                    |
| Click <b>Next</b>   |  |
| <b>Issue the purchase order</b> page                                |  |
| Request   | Select the request <b>PC8 - REQ001</b> |
| Click <b>Finish</b>   |  |

- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the purchase order generated from the estimate.  
Examine the detail of this order; Certain fields and links are updated, in particular:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Issued       |
| <b>General</b> tab     |              |
| Sent (dtSent)          | Current date |

- 6  **Warning:**  
The remainder of the [Issue the estimate in the form of a purchase order](#) [page 172] section only applies to the Windows client.  
Select the **Tracking** tab.
- 7 Unfold the **Requests concerned** branch.
- 8 Display the detail of the line **PC8 - REQ001 (PC8 - Computer with external CD writer)** (double-click the line).
- 9 Asset Manager displays the detail of the initial request.
- 10 Select the **Composition** tab.
- 11 Display the detail of the line **1 PC8 - External CD writer associated with a desktop computer PC1 - External CD writer**.
- 12 Link the request line to the other request line by populating the fields and links as shown in the following table:

| Field or link         | Value                    |
|-----------------------|--------------------------|
| <b>General</b> tab    |                          |
| Component of (Parent) | 1 PC1 - Desktop computer |

- 13 Validate the modification to the request line (**Modify** button).
- 14 Close the request line (**Close** button in the Windows client or **Back** link in the Web client).
- 15 Close the detail of the request (**Close** button).
- 16 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC8 - EST001** is displayed.
- 2 Windows client: Click **Receive**.
- 3 Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 4 Validate execution of the wizard (**Finish** button).
- 5 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 6 Asset Manager displays the list of the portfolio items generated from the purchase order.

Examine the detail of these portfolio items; Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| Model (Model)          | The model selected in the initial request is shown ( <b>PC1 - Desktop computer</b> )                |
| <b>General</b> tab     |   |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$900</b> ) |
| <b>Costs</b> tab       |   |
|                        | The expense line corresponding to the acquisition of the portfolio item is shown                    |

| Field or link          | Value  |
|------------------------|--|
| Model (Model)          | The model selected in the initial request is shown ( <b>PC1 - External CD writer</b> )             |
| <b>General</b> tab     |  |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$70</b> ) |
| Component of (Parent)  | 1 HP Compaq PC1 - Desktop computer   |
| <b>Costs</b> tab       |  |
|                        | The expense line corresponding to the acquisition of the portfolio item is shown                   |

7 Close all windows.

---

## Practical case 8b - Composite products

### Presentation

This practical case aims to show you how to create and use a composite product for which the main product is used as a container for the products making it up.

### Prerequisites

You must have performed the practical case [Practical case 1 - Suitable reference records](#) [page 36].

## Scenario

The scenario is the same as for practical case **8a**.

However, the structures of the products are organized differently.

## Steps to follow

### Create the products

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link             | Value                                    |
|---------------------------|--|
| Description (Description) | PC8 - Configuration for a sales engineer |
| <b>General</b> tab        |  |
| Model (Model)             | PC1 - Configuration for a sales engineer |

| Field or link             | Value                                    |
|---------------------------|--|
| Description (Description) | PC8 - Desktop computer for configuration |
| Brand (Brand)             | PC1 - HP Compaq                          |
| <b>General</b> tab        |  |
| Model (Model)             | PC1 - Desktop computer                   |

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |  |
|-----------------------|--|
| Component of (Parent) | PC8 - Configuration for a sales engineer |
|-----------------------|--|

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                        |    |
|------------------------|----|
| Is an option (bOption) | No |
|------------------------|----|

| Field or link             | Value                                      |
|---------------------------|--|
| Description (Description) | PC8 - External CD writer for configuration |
| Brand (Brand)             | PC1 - HP Compaq                            |

|                    |                          |
|--------------------|--------------------------|
| <b>General</b> tab |                          |
| Model (Model)      | PC1 - External CD writer |

**If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.**

|                       |  |
|-----------------------|--|
| Component of (Parent) | PC8 - Configuration for a sales engineer |
|-----------------------|--|

| Field or link   | Value |
|---|-------|
| <b>If you entered the value for the previous field instead of selecting it from the list, you must validate your input or move the cursor to another field in order for the next field to be displayed.</b> |       |
| Is an option (bOption)  | No    |

3 Close all windows.

### Create the catalog references

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                       | Value   |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier  |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC8 - Configuration for a sales engineer                    |
| Description (Description)           | PC8 - Configuration for a sales engineer                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date                 |
| End of validity (dtEndValidity)     | Enter a date that follows the current date                  |
| Price (fPrice)                      | 1100  |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC8 - Configuration for a sales engineer (PC1 - MySupplier) |

| Field or link                       | Value   |
|-------------------------------------|---|
| Catalog (Catalog)                   | PC1 - MySupplier  |
| <b>General tab</b>                  |   |
| Product (CatProduct)                | PC8 - Desktop computer for configuration                    |
| Description (Description)           | PC8 - Desktop computer for configuration                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date                 |
| End of validity (dtEndValidity)     | Enter a date that follows the current date                  |
| Price (fPrice)                      | 1000  |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC8 - Desktop computer for configuration (PC1 - MySupplier) |

| Field or link        | Value                                      |
|----------------------|--|
| Catalog (Catalog)    | PC1 - MySupplier                           |
| <b>General tab</b>   |  |
| Product (CatProduct) | PC8 - External CD writer for configuration |



| Field or link                       | Value   |
|-------------------------------------|---|
| Description (Description)           | PC8 - External CD writer for configuration                    |
| Start of validity (dtStartValidity) | Enter a date that precedes the current date                   |
| End of validity (dtEndValidity)     | Enter a date that follows the current date                    |
| Price (fPrice)                      | 100   |
| Discount (pDiscount)                | 10%   |
| <b>Zone above the tabs</b>          |   |
| Reference (Ref)                     | PC8 - External CD writer for configuration (PC1 - MySupplier) |

- 3 Windows client: Close all windows.

### Creating the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value  |
|---|--|
| <b>Create a new request</b> page  |  |
| Models  | Select <b>PC1 - Configuration for a sales engineer</b> |
| Field to the right of <b>Add</b>  | 1  |
| Click <b>Add</b>  |  |
| Click <b>Next</b>   |  |
| <b>New request</b> page   |  |
| Purpose   | PC8 - Configuration for a sales engineer               |
| Click <b>Finish</b>   |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- 3 Asset Manager displays the detail of the request generated by the wizard.
- 4 Select the **Composition** tab.
- 5 Take a look at the detail of the composition line created by the wizard.
- 6 Modify the request by populating the fields and links shown in the following table:

| Field or link      | Value        |
|--------------------|--------------|
| Number (ReqNumber) | PC8 - REQ002 |

- 7 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC8 - REQ002** is displayed.
- 2 Click the **Quote/PO** button.
- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Generate a PC8 - REQ002 estimate</b> page  |   |
| Take all lines into account   | Yes   |
| Click <b>Next</b>   |   |
| <b>Select the lines to take into account</b> page   |   |
| Choose from a catalog or a supplier   | No  |
| Click <b>Next</b>   |   |
| <b>Modify the references used by the request</b> page   |   |
| List of purchase order lines to order   | Select <b>PC1 - Configuration for a sales engineer 1 1 PC8 - Configuration for a sales engineer (PC1 - MySupplier) PC8 - Configuration for a sales engineer 1,100 USD 10%</b> |
| Click the <b>Display the list of corresponding catalog references</b> button                    |   |
| List of corresponding catalog references  | Select <b>PC8 - Configuration for a sales engineer (PC1 - MySupplier) PC8 - Configuration for a sales engineer 1,100 USD 10% 0 PC1 - MySupplier</b>                           |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| Validate execution of the wizard ( <b>Finish</b> button).                                       |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 4 Asset Manager displays the detail of the estimate generated from the request. Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value   |
|---------------------------|---|
| Ord. status (seStatus)    | Quote requested   |
| <b>General</b> tab        |   |
| Initial request (Request) | PC8 - REQ002 (PC8 - Configuration for a sales engineer) |
| <b>Composition</b> tab    |   |

| Field or link | Value   |
|---------------|---|
|               | 3 estimate lines are generated by the <b>Generate an estimate</b> wizard: One for the main product ( <b>PC8 - Configuration for a sales engineer</b> ), and 2 for its sub-products ( <b>PC8 - Desktop computer for configuration</b> and <b>PC8 - External CD writer for configuration</b> ). |

- 5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Quoted       |
| Number (PONumber)      | PC8 - EST002 |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Leave the detail of the estimate displayed.

#### Issue the estimate in the form of a purchase order

- 1 Make sure the detail of the estimate **PC8 - EST002** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list:
- 3 Populate the **Issue the purchase order** wizard with the values shown in the following table:

| Field or link   | Value                                  |
|---|--|
| <b>Create the missing request lines for the purchase order</b> page                             |  |
| Create the request lines and link them to an existing request                                   | Yes                                    |
| Click <b>Next</b>   |  |
| <b>Issue the purchase order</b> page  |  |
| Request   | Select the request <b>PC8 - REQ002</b> |
| Click <b>Finish</b>   |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- 4 Asset Manager displays the detail of the purchase order.  
Examine the detail of this order; Certain fields and links are updated, in particular:

| Field or link          | Value  |
|------------------------|--------|
| Ord. status (seStatus) | Issued |

| Field or link      | Value        |
|--------------------|--------------|
| <b>General</b> tab |              |
| Sent (dtSent)      | Current date |

- 5 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC8 - EST002** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client)
- 5 Asset Manager displays the list of the portfolio items generated from the purchase order.  
Examine the detail of these portfolio items; Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| Model (Model)          | The model selected in the initial request is shown ( <b>PC1 - Desktop computer</b> )                |
| <b>General</b> tab     |   |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$900</b> ) |
| <b>Costs</b> tab       |   |
|                        | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$900</b> ) |

| Field or link          | Value  |
|------------------------|--|
| Model (Model)          | The model selected in the initial request is shown ( <b>PC1 - External CD writer</b> )             |
| <b>General</b> tab     |  |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$90</b> ) |
| <b>Costs</b> tab       |  |

| Field or link | Value  |
|---------------|--|
|               | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$90</b> ) |

 Note:

No portfolio item is created for the reference **PC8 - Configuration for a sales engineer**. This is intentional because the product linked to this reference is linked to a model whose nature does not lead to the creation of a record.

- 6 Close all windows.



---

# 15 Request options

---

## Key concepts

Users can be allowed to select their options when they create a request.

The list of options is defined in the standard requests.

There are several types of options:

- Required options (the user must choose a product out of a selection of products)
- Optional options (the user chooses to select or not select a product out of a selection of products)

You can also specify default options. These default options will be the products selected by default for the user when the user executes the wizard.

The user executes a wizard to select options once the request has been created.

---

### Warning:

If you want to use the **Request self-service** [▶ Request self-service \[page 149\]](#), make sure you don't put a **comma (,)** in the **Description** (LineDesc) field of the options that you are creating nor in the **Description** (LineDesc) field of the different possible values for these options.

---

---

## Procedure

### Creating a standard requests with optional products

- 1 Display the standard requests (**Organization management / Operations/ Standard requests** link on the navigation bar).
- 2 Create a new record (**New** button).
- 3 Populate the detail of the record and, in particular, the fields in the **Options** frame of the **Composition** tab.

### Creating a request with optional products from a standard request

- 1 Execute the **Create a request from a standard request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a request from a standard request...** link on the navigation bar) and enter the information accordingly.
- 2 Asset Manager displays the detail of the request generated using the wizard.
- 3 Complete the request by populating the fields and links of the request and request line.

If options have been associated with the request lines (**Composition** tab, **Options** frame), then select the desired options via the **Select the request options...** (sysProcSolveOptions) wizard:

- For the Windows client: Click the **Options** button.
- For the Web client: Select **Options** from the **Actions...** drop-down list.

---

## Practical case - Request options

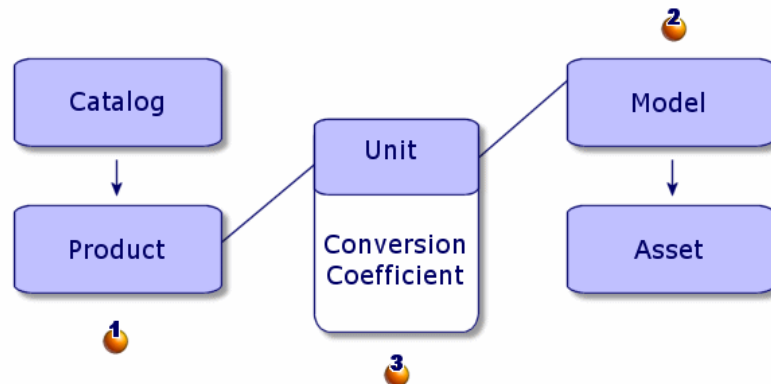
In the practical case described in the [Practical case 5 - Standard requests](#) [page 84] section, the user selects product options when creating a request.



# 16 Units of measure

## Key concepts

Figure 16.1. Units of measure



Units of measure are defined at the product level (1) and at the model level (2).

These units of measure can differ at the product and model levels.

When creating the received items, Asset Manager needs to know the relationship between the unit of measure of the product and that of the model (🍊<sup>3</sup>). This ratio is defined using the conversion rates between the units of measure.

---

## Practical case 9 - Units of measure

### Presentation

This practical case aims to show you how to correctly use different units of measure between products and their associated models.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

You order 100 liters of a liquid. The liquid is measured in hectoliters at the product level and in liters at the model level.

### Steps to follow

#### Create the units

- 1 Display the units (**Administration / System/ Units** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link         | Value        |
|-----------------------|--------------|
| Name (Name)           | PC9 - Liter  |
| Dimension (Dimension) | PC9 - Volume |

#### Note:

If the message **Would you like to add the value 'xxx' to itemized list 'yyy'?** is displayed, click **Yes**.

| Field or link        | Value   |
|----------------------|---|
| Symbol (Symbol)      | PC9 - l   |
|                      | <p>Note:</p> <p>If the message <b>Would you like to add the value 'xxx' to itemized list 'yyy'?</b> is displayed, click <b>Yes</b>.</p> |
| Conv. coeff. (fConv) | 1   |

| Field or link         | Value   |
|-----------------------|---|
| Name (Name)           | PC9 - Hectoliter  |
| Dimension (Dimension) | PC9 - Volume  |
|                       | <p>Note:</p> <p>If the message <b>Would you like to add the value 'xxx' to itemized list 'yyy'?</b> is displayed, click <b>Yes</b>.</p> |
| Symbol (Symbol)       | PC9 - hl  |
|                       | <p>Note:</p> <p>If the message <b>Would you like to add the value 'xxx' to itemized list 'yyy'?</b> is displayed, click <b>Yes</b>.</p> |
| Conv. coeff. (fConv)  | 100   |

3 Close all windows.

#### Create the nature

- 1 Display the natures (**Portfolio management/ Asset configurations/ Natures** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                           | Value          |
|---|----------------|
| Name (Name)                             | PC9 - Liquid   |
| Create (seBasis)                        | Portfolio item |
| Also create (OverflowTbl)               | (No table)     |
| Management constraint (seMgtConstraint) | Free           |

3 Close all windows.

### Create the models

- 1 Display the models (**Portfolio management/ Asset configurations/ Models** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                                     | Value          |
|---|----------------|
| Name (Name)                                       | PC9 - Gasoline |
| <b>General</b> tab                                |                |
| Nature (Nature)                                   | PC9 - Liquid   |
| Certified for the purchase request (bRequestable) | Yes            |
| Unit used (UseUnit)                               | PC9 - Liter    |
| Indivisible qty. (fUseQty)                        | 1              |

- 3 Close all windows.

### Create the product

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link             | Value            |
|---------------------------|------------------|
| Description (Description) | PC9 - Gasoline   |
| <b>The General</b> tab    |                  |
| Model (Model)             | PC9 - Gasoline   |
| <b>Acquis.</b> tab        |                  |
| Purchase unit (PurchUnit) | PC9 - Hectoliter |
| Conv. coeff. (fUnitConv)  | 100              |

- 3 Close all windows.

### Create the catalog reference

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link        | Value            |
|----------------------|------------------|
| Catalog (Catalog)    | PC1 - MySupplier |
| <b>General</b> tab   |                  |
| Product (CatProduct) | PC9 - Gasoline   |

| Field or link              | Value                             |
|----------------------------|-----------------------------------|
| Description (Description)  | PC9 - Gasoline                    |
| Price (fPrice)             | 100                               |
| Discount (pDiscount)       | 5%                                |
| Min. qty (fMinQty)         | 1                                 |
| <b>Zone above the tabs</b> |                                   |
| Reference (Ref)            | PC9 - Gasoline (PC1 - MySupplier) |

- 3 Close all windows.

#### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value          |
|---|----------------|
| <b>Create a new request</b> page  |                |
| Models  | PC9 - Gasoline |
| Field to the right of <b>Add</b>  | 100            |
| Click <b>Add</b>  |                |
| Click <b>Next</b>   |                |
| <b>New request</b> page   |                |
| Purpose   | PC9 - Gasoline |
| Validate execution of the wizard ( <b>Finish</b> button)  |                |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |                |

- 3 Asset Manager displays the detail of the request generated using the wizard. Examine the detail of this request. Certain fields and links are already populated, in particular:

| Field or link          | Value  |
|------------------------|--|
| Purpose                | PC9 - Gasoline   |
| Ord. status (seStatus) | In preparation   |
| <b>Composition</b> tab |  |
|                        | Request line corresponding to the model <b>PC9 - Gasoline</b> .  |
|                        | Looking at the detail of this request line, you will notice that the quantity ordered is <b>100</b> expressed in the unit <b>PC9 - 1</b> . |

- 4 If it is open, close the detail of the request line but leave the request detail displayed.

- 5 Populate the fields and links shown in the following table:

| Field or link      | Value        |
|--------------------|--------------|
| Number (ReqNumber) | PC9 - REQ001 |

- 6 Validate the modification of the request (**Modify** button).
- 7 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC9 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Estimate** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link   | Value |
|---|-------|
| <b>Generate a PC9 - REQ001 estimate</b> page  |       |
| Take all lines into account   | Yes   |
| Click <b>Next</b>   |       |
| <b>Select the lines to take into account</b> page   |       |
| Choose from a catalog or a supplier   | No    |
| Click <b>Next</b>   |       |
| <b>Modify the references used by the request</b> page   |       |
| You should to be able to accept the page is it stands.  |       |
| The table below shows <b>PC9 - Gasoline 100 1 PC9 - Gasoline (PC1 - MySupplier) PC9 - Gasoline 100 USD 5%</b> . |       |
| Validate execution of the wizard ( <b>Finish</b> button)  |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client)                 |       |

- 4 Asset Manager displays the detail of the estimate generated from the request.  
Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value                         |
|---------------------------|-------------------------------|
| Ord. status (seStatus)    | Quote requested               |
| <b>General</b> tab        |                               |
| Initial request (Request) | PC9 - REQ001 (PC9 - Gasoline) |
| <b>Composition</b> tab    |                               |

| Field or link | Value  |
|---------------|--|
|               | Purchase order line corresponding to the request line <b>PC9 - REQ001</b> associated with the catalog reference <b>PC9 - REF001</b> using the wizard <b>Generate an estimate</b> |

- 5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Quoted       |
| Number (PONumber)      | PC9 - EST001 |

- 6 Validate these modifications (**Modify** button).
- 7 Leave the detail of the estimate displayed.

#### Issue the purchase order from the estimate

- 1 Make sure the detail of the estimate **PC9 - EST001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the purchase order generated from the estimate.  
Examine the detail of this order; Certain fields and links are already populated, in particular:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Issued       |
| <b>General</b> tab     |              |
| Sent (dtSent)          | Current date |
| <b>Composition</b> tab |              |

| Field or link | Value  |
|---------------|--|
|               | <p>Purchase order line corresponding to the model <b>PC9 - Gasoline</b>.</p> <p>Looking at the detail of this request line, you will notice that the quantity ordered is <b>1</b> expressed in the unit <b>PC9 - hl</b>.</p> <p>The conversion is correctly made in the unit corresponding to the product associated with the catalog reference.</p> |

- 6 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC9 - EST001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the portfolio item generated from the purchase order.  
Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| Model (Model)          | The model selected in the initial request is shown ( <b>PC9 - Gasoline</b> )  |
| <b>General</b> tab     |   |
| Quantity (fQty)        | 100<br>PC9 - 1<br>A conversion is performed once more, so that the quantity is expressed in the unit of the model associated with the portfolio item received |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$1</b> )   |

- 6 Close all windows.



# 17 Packaging

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## Key concepts

Asset Manager enables you to describe the packaging of products and take account of this in the procurement cycle.

The packaging is handled differently, depending on whether the product quantities are expressed:

- **As a number of items (without a unit of measure)**

Example: The product **Ink cartridges** available in batches of 6 cartridges.

Lets imaging that you wish to order 12 cartridges:

| Step               | Procedure                           |
|--------------------|-------------------------------------|
| Request            | You request 12 cartridges           |
| Estimate and order | You order 2 batches of 6 cartridges |

| Step    | Procedure   |
|---------|---|
| Receipt | <p>If the delivery is complete, you receive 2 batches of 6 cartridges.</p> <p>Asset Manager will create:</p> <ul style="list-style-type: none"> <li>■ If in the detail of the nature, the <b>Management constraint</b> (seMgtConstraint) field is set to <b>Asset tag</b>: 2 portfolio items of 6 units.</li> <li>■ If in the detail of the nature, the <b>Management constraint</b> (seMgtConstraint) field is set to <b>Unique asset tag</b>: 12 individual portfolio items.</li> </ul> |

- **In units of measure**

Example: The product **Gasoline** is available in batches of 20 5-liter cans. Lets suppose that the model **Gasoline** and the product **Gasoline** are expressed in **Liters**.

Lets imaging that you wish to order 200 liters:

| Step               | Procedure  |
|--------------------|--|
| Request            | You request 200 liters   |
| Estimate and order | You order 40 5-liter cans  |
| Receipt            | <p>If the delivery is complete, you receive 40 5-liter cans.</p> <p>Asset Manager will create 1 portfolio item of 200 liters</p> |

## Procedure

To define the packaging conditions of a product:

- 1 Create the product (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Populate the detail of the record, and in particular the following fields and links:

| Field or link             | Comment |
|---------------------------|---------|
| <b>Acquis. tab</b>        |         |
| Is packaged (bIsPackaged) |         |
| Number of items (lSetQty) |         |

| Field or link               | Comment   |
|-----------------------------|---|
| Quantity per item (fPkgQty) | This field is available if the <b>Purchase order</b> (PurchUnit) field is populated |

## Practical case 10a - Packaging

### Presentation

This practical case aims to show you how to manage product packaging when no unit of measure is associated with the product.

### Prerequisites

You must have performed the practical case [Practical case 1 - Suitable reference records](#) [page 36].

### Scenario

You request 12 cartridges and order 2 batches of 6 cartridges.

### Steps to follow

#### Create the nature

- 1 Display the natures (**Portfolio management/ Asset configurations/ Natures** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                           | Value             |
|---|-------------------|
| Name (Name)                             | PC10 - Consumable |
| Create (seBasis)                        | Portfolio item    |
| Also create (OverflowTbl)               | (No table)        |
| Management constraint (seMgtConstraint) | Free              |

- 3 Close all windows.

### Create the models

- 1 Display the models (**Portfolio management/ Asset configurations/ Models** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link                                     | Value                |
|---|----------------------|
| Name (Name)                                       | PC10 - Ink cartridge |
| Nature (Nature)                                   | PC10 - Consumable    |
| <b>General</b> tab                                |                      |
| Certified for the purchase request (bRequestable) | Yes                  |

- 3 Close all windows.

### Create the product

- 1 Display the catalog products (**Portfolio management/ Catalog/ Products** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link             | Value                |
|---------------------------|----------------------|
| Description (Description) | PC10 - Ink cartridge |
| <b>General</b> tab        |                      |
| Model (Model)             | PC10 - Ink cartridge |
| <b>Acquis.</b> tab        |                      |
| Is packaged (bIsPackaged) | Yes                  |
| Number of items (lSetQty) | 6                    |

- 3 Close all windows.

### Create the catalog reference

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link             | Value                |
|---------------------------|----------------------|
| Catalog (Catalog)         | PC1 - MySupplier     |
| <b>General</b> tab        |                      |
| Product (CatProduct)      | PC10 - Ink cartridge |
| Description (Description) | PC10 - Ink cartridge |
| Price (fPrice)            | 100                  |

| Field or link              | Value                                   |
|----------------------------|---|
| Discount (pDiscount)       | 5%                                      |
| <b>Zone above the tabs</b> |   |
| Reference (Ref)            | PC10 - Ink cartridge (PC1 - MySupplier) |

- 3 Close all windows.

#### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value                |
|---|----------------------|
| <b>Create a new request</b> page  |                      |
| Models  | PC10 - Ink cartridge |
| Field to the right of <b>Add</b>  | 12                   |
| Click <b>Add</b>  |                      |
| Click <b>Next</b>   |                      |
| <b>New request</b> page   |                      |
| Purpose   | PC10 - Ink cartridge |
| Validate execution of the wizard ( <b>Finish</b> button)  |                      |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |                      |

- 3 Asset Manager displays the detail of the request generated using the wizard. Examine the detail of this request. Certain fields and links are already populated, in particular:

| Field or link          | Value  |
|------------------------|--|
| Purpose                | PC10 - Ink cartridge   |
| Ord. status (seStatus) | In preparation   |
| <b>Composition</b> tab |  |
|                        | Request line corresponding to model <b>PC10 - Ink cartridge</b> .                                      |
|                        | Looking at the detail of this request line, you will notice that the requested quantity is <b>12</b> . |

- 4 In the detail of the request, populate the fields and links shown in the following table:

| Field or link      | Value         |
|--------------------|---------------|
| Number (ReqNumber) | PC10 - REQ001 |

- 5 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 6 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC10 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Estimate** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link  | Value |
|--|-------|
| <b>Generate a PC10 - REQ001 estimate</b> page  |       |
| Take all lines into account  | Yes   |
| Click <b>Next</b>  |       |
| <b>Select the lines to take into account</b> page  |       |
| Choose from a catalog or a supplier  | No    |
| Click <b>Next</b>  |       |
| <b>Modify the references used by the request</b> page  |       |
| You should to be able to accept the page is it stands.   |       |
| The table below shows <b>PC10 - Ink cartridge 12 2 PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5%</b> . |       |
| Validate execution of the wizard ( <b>Finish</b> button)   |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client)                                  |       |

- 4 Asset Manager displays the detail of the estimate generated from the request. Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value                                |
|---------------------------|--------------------------------------|
| Ord. status (seStatus)    | Quote requested                      |
| <b>General</b> tab        |                                      |
| Initial request (Request) | PC10 - REQ001 (PC10 - Ink cartridge) |
| <b>Composition</b> tab    |                                      |

| Field or link | Value  |
|---------------|--|
|               | Estimate line corresponding to the request line <b>PC10 - REQ001</b> associated with the catalog reference <b>PC10 - Ink cartridge (PC1 - MySupplier)</b> using the wizard <b>Generate an estimate</b> |

- 5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value         |
|------------------------|---------------|
| Ord. status (seStatus) | Quoted        |
| Number (PONumber)      | PC10 - EST001 |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Leave the detail of the estimate displayed.

#### Issue the purchase order from the estimate

- 1 Make sure the detail of the estimate **PC10 - EST001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the purchase order generated from the estimate.  
Examine the detail of this order; Certain fields and links are already populated, in particular:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Issued       |
| <b>General</b> tab     |              |
| Sent (dtSent)          | Current date |
| <b>Composition</b> tab |              |

| Field or link | Value  |
|---------------|--|
|               | <p>Order line corresponding to model <b>PC10 - Ink cartridge</b>.</p> <p>Looking at the detail of this purchase order line, you will notice that the quantity ordered is now <b>2</b> batches of 6 cartridges.</p> <p>The conversion between the number of items requested and the number of batches ordered has been correctly performed.</p> |

- 6 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC10 - EST001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the portfolio item generated from the purchase order.  
Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

| Field or link          | Value  |
|------------------------|--|
| Model (Model)          | The model selected in the initial request is shown ( <b>PC10 - Ink cartridge</b> )   |
| <b>General</b> tab     |  |
| Quantity (fQty)        | <b>12</b>  |
|                        | <p><b>Note:</b></p> <p>A conversion is performed once more, so that the quantity is expressed in accordance with the nature of the portfolio item received</p> |
| Unit value (mAvgPrice) | The price excluding taxes that is calculated from the purchase order line is shown ( <b>\$15.83</b> )  |

- 6 Close all windows.



---

## Practical case 10b - Packaging

### Presentation

This practical case aims to show you how to manage product packaging when a unit of measure is associated with the product.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 9 - Units of measure](#) [page 186]
- [Practical case 10a - Packaging](#) [page 195]

### Scenario

You request 400 liters of gasoline and order 4 batches of 20 5-liter gasoline cans.

### Steps to follow

#### Create the product

- 1 Display the catalog products (**Catalog/ Products** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link               | Value                           |
|-----------------------------|---------------------------------|
| Description (Description)   | PC10 - Gasoline in 5-liter cans |
| <b>General</b> tab          |                                 |
| Model (Model)               | PC9 - Gasoline                  |
| <b>Acquis.</b> tab          |                                 |
| Purchase unit (PurchUnit)   | PC9 - Liter                     |
| Conv. coeff. (fConv)        | 1                               |
| Is packaged (bIsPackaged)   | Yes                             |
| Number of items (lSetQty)   | 20                              |
| Quantity per item (fPkgQty) | 5                               |

- 3 Close all windows.

## Create the catalog reference

- 1 Display the catalog references (**Portfolio management/ Catalog/ Catalog references** link on the navigation bar).
- 2 Create the following record, by populating the fields and links as shown in the following table:

| Field or link              | Value  |
|----------------------------|--|
| Catalog (Catalog)          | PC1 - MySupplier   |
| <b>General tab</b>         |  |
| Product (CatProduct)       | PC10 - Gasoline in 5-liter cans  |
| Description (Description)  | PC10 - Gasoline in 5-liter cans  |
| Price (fPrice)             | 1  |
|                            | <b>Tip:</b><br>You must specify the price per unit of measure of the product ( <b>Purchase unit</b> (PurchUnit) field), and not the price per batch. |
| Discount (pDiscount)       | 5%   |
| <b>Zone above the tabs</b> |  |
| Reference (Ref)            | PC10 - Gasoline in 5-liter cans (PC1 - MySupplier)   |

- 3 Close all windows.

## Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value                           |
|---|---------------------------------|
| <b>Create a new request</b> page  |                                 |
| Models  | PC9 - Gasoline                  |
| Field to the right of <b>Add</b>  | 400                             |
| Click <b>Add</b>  |                                 |
| Click <b>Next</b>   |                                 |
| <b>New request</b> page   |                                 |
| Purpose   | PC10 - Gasoline in 5-liter cans |
| Validate execution of the wizard ( <b>Finish</b> button)  |                                 |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |                                 |

- 3 Asset Manager displays the detail of the request generated using the wizard.

Examine the detail of this request. Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| <b>General</b> tab     |   |
| Purpose                | PC10 - Gasoline in 5-liter cans   |
| Req. status (seStatus) | In preparation  |
| <b>Composition</b> tab |   |
|                        | Request line corresponding to the model <b>PC9 - Gasoline</b> .   |
|                        | Looking at the detail of this request line, you will notice that the requested quantity is <b>400</b> expressed in <b>PC9 - 1</b> . |

- 4 In the detail of the request, populate the fields and links shown in the following table:

| Field or link      | Value         |
|--------------------|---------------|
| Number (ReqNumber) | PC10 - REQ002 |

- 5 Validate the modification of the request (**Modify** button).
- 6 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC10 - REQ002** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Estimate** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link  | Value   |
|--|---|
| <b>Generate a PC10 - REQ002 estimate</b> page                                |   |
| Take all lines into account  | Yes   |
| Click <b>Next</b>  |   |
| <b>Select the lines to take into account</b> page                            |   |
| Choose from a catalog or a supplier  | No  |
| Click <b>Next</b>  |   |
| <b>Modify the references used by the request</b> page                        |   |
| List of request lines  | Select <b>PC9 - Gasoline 400</b> <b>4 PC9 - Gasoline (PC1 - MySupplier) PC9 - Gasoline 1 USD 5%</b> |
| Click the <b>Display the list of corresponding catalog references</b> button |   |

| Field or link   | Value  |
|---|--|
| List of corresponding catalog references  | Select <b>PC10 - Gasoline in 5-liter cans (PC1 - MySupplier) PC10 - Gasoline in 5-liter cans 1 USD 5% 0 PC9 - Liter PC1 - MySupplier</b> |
| <b>Click <b>Associate the request with the selected reference</b></b>                           |  |
| Validate execution of the wizard ( <b>Finish</b> button)  |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- Asset Manager displays the detail of the estimate generated from the request. Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value   |
|---------------------------|---|
| Ord. status (seStatus)    | Quote requested   |
| <b>General</b> tab        |   |
| Initial request (Request) | PC10 - REQ002 (PC10 - Gasoline in 5-liter cans)   |
| <b>Composition</b> tab    |   |
|                           | Estimate line corresponding to the request line <b>PC10 - REQ002</b> associated with the catalog reference <b>PC10 - Gasoline in 5-liter cans (PC1 - MySupplier)</b> using the wizard <b>Generate an estimate</b> |
|                           | Looking at the detail of this purchase order line, you will notice that the quantity ordered is now <b>4</b> batches of 20 5-liter cans.  |
|                           | The conversion between the number of items requested and the number of batches ordered has been correctly performed.  |

- Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value         |
|------------------------|---------------|
| Ord. status (seStatus) | Quoted        |
| Number (PONumber)      | PC10 - EST002 |

- Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- Leave the detail of the estimate displayed.

#### Issue the purchase order from the estimate

- Make sure the detail of the estimate **PC10 - EST002** is displayed.
- Windows client: Click the **Issue** button.

- Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
  - 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
  - 5 Asset Manager displays the detail of the purchase order generated from the estimate.  
Examine the detail of this order; Certain fields and links are already populated, in particular:

| Field or link          | Value  |
|------------------------|--|
| Ord. status (seStatus) | Issued   |
| <b>General</b> tab     |  |
| Sent (dtSent)          | Current date   |
| <b>Composition</b> tab |  |
|                        | Purchase order line corresponding to the model <b>PC9 - Gasoline</b> . |

- 6 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC10 - EST002** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the portfolio item generated from the purchase order.  
Examine the detail of this portfolio item; Certain fields and links are already populated, in particular:

| Field or link      | Value  |
|--------------------|--|
| Model (Model)      | The model selected in the initial request is shown ( <b>PC9 - Gasoline</b> ) |
| <b>General</b> tab |  |

| Field or link          | Value   |
|------------------------|---|
| Quantity (fQty)        | 500 PC9 - 1   |
|                        | <p>Note:</p> <ul style="list-style-type: none"> <li>■ A conversion is performed once more, so that the quantity is expressed in accordance with the nature and the unit of the portfolio item received.</li> <li>■ The 400 received units were automatically added to the 100 received units when practical case <a href="#">Practical case 10a - Packaging [page 195]</a> was done.</li> </ul> |
| Unit value (mAvgPrice) | 0.01  |



**Warning:**

When receiving a product expressed by a quantity, Asset Manager will only create a new portfolio item if it does not find a portfolio item associated with the same model and associated with the same location, user, or stock.

When Asset Manager comes across such a portfolio item, the quantity received is simply added to the existing quantity of the portfolio item.

- 6 Close all windows.

---

# 18 Reserving items to be acquired

---

## Key concepts

Asset Manager enables you to reserve:

- Portfolio items that are already in stock.
- Portfolio items that are going to be acquired.

This section describes **reservations for portfolio items that going to be acquired**.

For more information on **reservations for portfolio items that are in stock**, please read paragraph [Reservations](#) [page 91].

---

## Procedure

To reserve a requested model:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request.
- 3 Display the **Composition** tab.
- 4 Display the detail of the request line of the model to reserve.
- 5 Populate the following fields and links:

| Field or link                         | Value  |
|---------------------------------------|--|
| <b>General tab</b>                    |  |
| User (User)                           | Department or employee for whom the portfolio items are reserved   |
| Immediate assignment (bInstantAssign) | <ul style="list-style-type: none"> <li>If this option is selected, the portfolio items received will be populated as follows:</li> </ul> |

| Field or link             | Value                               |
|---------------------------|-------------------------------------|
| <b>General tab</b>        |                                     |
| Assignment (seAssignment) | In use                              |
| User (User)               | User designated in the request line |

- If this option is not selected, the portfolio items received will be populated as follows:

| Field or link  | Value   |
|--|---|
| <b>General tab</b>   |   |
| Assignment (seAssignment)  | In stock  |
| Stock (Stock)  | Stock selected in the request line ( <b>Purchase</b> tab) |
| <b>Reservation tab</b>   |   |
| A reservation is created for the user designated in the request line |   |

 **Note:**

If this option is disabled, you must also populate the **Deliv. stock** (Stock) field on the **Purchase** tab.

 **Warning:**

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



---

## Practical case 11 - Reservations

### Presentation

This practical case aims to show you how to reserve a portfolio item when requesting it and the impact that reserving it has on the procurement cycle.

In particular, you will discover that the process handles management constraints and the unit defined at the level of the nature associated with the model.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]
- [Practical case 9 - Units of measure](#) [page 186]
- [Practical case 10a - Packaging](#) [page 195]

### Scenario

You wish to request different portfolio items.

Among these models, certain will be reserved for Mr. **Pc1 - Riddick**.

Among the remaining models, certain will be assigned immediately to Mr. **Pc1 - Riddick** upon receipt, others will be included in the portfolio without a user, and others will be assigned to stock.

| Requested models                           | To reserve in stock <b>PC1 - Stock</b> for Mr. <b>Pc1 - Riddick</b> | To order and immediately assign to Mr. <b>Pc1 - Riddick</b> upon receipt | To order and place in stock upon receipt and reserve for Mr. <b>Pc1 - Riddick</b> | To order and place in stock <b>PC1 - Stock</b> without making any reservations |
|--|---|--|---|--|
| 5 <b>PC1 - HP Compaq Desktop computers</b> | 1   |  |   | 4  |
| 20 <b>PC10 - Ink cartridge</b>             | 1   | 6  |   | 12   |
| 700 liters of <b>PC9 - Gasoline</b>        | 100   |  | 100   | 500  |

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company **PC1 - MySupplier**.
- The estimate is issued in the form of a purchase order.
- The portfolio items are received.
- The reserved items are taken out of stock.

## Steps to follow

### Create the portfolio items in stock

- 1 Display the portfolio items (**Asset lifecycle/ Infrastructure management/ Portfolio items** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link             | Value                  |
|---------------------------|------------------------|
| Model (Model)             | PC1 - Desktop computer |
| Assignment (seAssignment) | In stock               |
| Stock (Stock)             | PC1 - Stock            |

| Field or link   | Value                |
|---|----------------------|
| Model (Model)   | PC10 - Ink cartridge |
| <b>Validate what you have entered or click another field. This will allow you to edit the next field.</b> |                      |
| Quantity (fQty)   | 2                    |
| Assignment (seAssignment)   | In stock             |
| Stock (Stock)   | PC1 - Stock          |

| Field or link             | Value          |
|---------------------------|----------------|
| Model (Model)             | PC9 - Gasoline |
| Quantity (fQty)           | 200            |
| Assignment (seAssignment) | In stock       |
| Stock (Stock)             | PC1 - Stock    |

- 3 Close all windows.

### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).

- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Create a new request</b> page  |   |
| Models  | PC1 - Desktop computer  |
| Field to the right of <b>Add</b>  | Specify <b>5</b> as the quantity.<br><br>Note:<br>4 to order + 1 in stock |
| Click <b>Add</b>  |   |
| Click <b>Next</b>   |   |
| <b>New request</b> page   |   |
| Purpose   | PC11 - Request with reservations  |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 3 Asset Manager displays the detail of the request generated using the wizard. Examine the detail of this request. Certain fields and links are already populated, in particular:

| Field or link          | Value   |
|------------------------|---|
| Purpose                | PC11 - Request with reservations                                      |
| Ord. status (seStatus) | In preparation  |
| <b>Composition</b> tab | Request line corresponding to the model <b>PC1 - Desktop computer</b> |

- 4 Populate the fields and links shown in the following table:

| Field or link      | Value         |
|--------------------|---------------|
| Number (ReqNumber) | PC11 - REQ001 |

- 5 Select the **Composition** tab.
- 6 Display the detail of the purchase order line **5 PC1 - Desktop computer PC1 - Computer**.
- 7 Populate the fields and links shown in the following table:

| Field or link                         | Value                 |
|---------------------------------------|-----------------------|
| Immediate assignment (bInstantAssign) | No                    |
| User (User)                           | Leave this link empty |
| <b>Purchase</b> tab                   |                       |

| Field or link        | Value       |
|----------------------|-------------|
| Deliv. stock (Stock) | PC1 - Stock |

- 8 Select the **Reservations** tab.
- 9 Add a reservation and populate the fields and links specified in the following table:

| Field or link               | Value                                  |
|-----------------------------|--|
| Portfolio item (Assignment) | PC1 - HP Compaq PC1 - Desktop computer |
| <b>General</b> tab          |  |
| Reserved for (Reserver)     | PC1 - Riddick                          |

- 10 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).
- 11 Return to the detail of the request (**Close** button in the Windows client or **Back** link in the Web client).
- 12 Add the request lines that correspond to the following tables:

| Field or link                         | Value                 |
|---------------------------------------|-----------------------|
| Description (LineDesc)                | PC10 - Ink cartridge  |
| Immediate assignment (bInstantAssign) | No                    |
| Quantity (fQty)                       | 12                    |
| Model (Model)                         | PC10 - Ink cartridge  |
| User (User)                           | Leave this link empty |
| <b>Purchase</b> tab                   |                       |
| Deliv. stock (Stock)                  | PC1 - Stock           |

| Field or link                         | Value                |
|---------------------------------------|----------------------|
| Description (LineDesc)                | PC10 - Ink cartridge |
| Immediate assignment (bInstantAssign) | Yes                  |
| Quantity (fQty)                       | 7                    |
| Model (Model)                         | PC10 - Ink cartridge |
| User (User)                           | Pc1 - Riddick        |
| <b>Purchase</b> tab                   |                      |
| Deliv. stock (Stock)                  | PC1 - Stock          |
| <b>Reservations</b> tab               |                      |
| <b>Add reservation</b>                |                      |
| Portfolio item (Assignment)           | PC10 - Ink cartridge |
| <b>General</b> tab                    |                      |
| Quantity (fQty)                       | 1                    |

| Field or link           | Value         |
|-------------------------|---------------|
| Reserved for (Reserver) | Pc1 - Riddick |

| Field or link                         | Value          |
|---------------------------------------|----------------|
| Description (LineDesc)                | PC9 - Gasoline |
| Immediate assignment (bInstantAssign) | No             |
| Quantity (fQty)                       | 200            |
| Model (Model)                         | PC9 - Gasoline |
| User (User)                           | Pc1 - Riddick  |

**Purchase** tab

|                      |             |
|----------------------|-------------|
| Deliv. stock (Stock) | PC1 - Stock |
|----------------------|-------------|

**Reservations** tab

Add reservation

|                             |                |
|-----------------------------|----------------|
| Portfolio item (Assignment) | PC9 - Gasoline |
|-----------------------------|----------------|

**General** tab

|                         |               |
|-------------------------|---------------|
| Quantity (fQty)         | 100           |
| Reserved for (Reserver) | Pc1 - Riddick |

| Field or link                         | Value                 |
|---------------------------------------|-----------------------|
| Description (LineDesc)                | PC9 - Gasoline        |
| Immediate assignment (bInstantAssign) | No                    |
| Quantity (fQty)                       | 500                   |
| Model (Model)                         | PC9 - Gasoline        |
| User (User)                           | Leave this link empty |

**Purchase** tab

|                      |             |
|----------------------|-------------|
| Deliv. stock (Stock) | PC1 - Stock |
|----------------------|-------------|



Note:

Two request lines for models **PC10 - Ink cartridge** and **PC9 - Gasoline** are required in order to distinguish between the request lines reserved for Mr. **Pc1 - Riddick** and the request lines that have not been reserved (two requests lines are required because it is not possible to reserve part of a single request line).

- 13 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 14 Leave the detail of the request displayed.

Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC11 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Estimate** from the **Contextual actions** drop-down list.

- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link  | Value   |
|--|---|
| <b>Generate a PC11 - REQ001 estimate page</b>                                |   |
| Take all lines into account  | Yes   |
| Click <b>Next</b>  |   |
| <b>Select the lines to take into account page</b>                            |   |
| Choose from a catalog or a supplier  | No  |
| Click <b>Next</b>  |   |
| <b>Modify the references used by the request page</b>                        |   |
| <b>List of request lines list</b>  | PC1 - Desktop computer 4 4 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% |
| Click the <b>Display the list of corresponding catalog references</b> button |   |
| <b>List of corresponding catalog references list</b>                         | PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier         |
| Click <b>Associate the request with the selected reference</b>               |   |
| <b>List of request lines list</b>  | PC10 - Ink cartridge 12 2 PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5%         |
| Click the <b>Display the list of corresponding catalog references</b> button |   |
| <b>List of corresponding catalog references list</b>                         | PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5% 0 PC1 - MySupplier                |
| Click <b>Associate the request with the selected reference</b>               |   |
| <b>List of request lines list</b>  | PC10 - Ink cartridge 6 1 PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5%          |
| Click the <b>Display the list of corresponding catalog references</b> button |   |
| <b>List of corresponding catalog references list</b>                         | PC10 - Ink cartridge (PC1 - MySupplier) PC10 - Ink cartridge 100 USD 5% 0 PC1 - MySupplier                |
| Click <b>Associate the request with the selected reference</b>               |   |
| <b>List of request lines list</b>  | PC9 - Gasoline 500 5 PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5%                           |
| Click the <b>Display the list of corresponding catalog references</b> button |   |
| <b>List of corresponding catalog references list</b>                         | PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5% 0 PC9 - Hectoliter PC1 - MySupplier            |
| Click <b>Associate the request with the selected reference</b>               |   |
| <b>List of request lines list</b>  | PC9 - Gasoline 100 1 PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5%                           |
| Click the <b>Display the list of corresponding catalog references</b> button |   |
| <b>List of corresponding catalog references list</b>                         | PC9 - Gasoline (PC1 - My supplier) PC9 - Gasoline 1 USD 5% 0 PC9 - Hectoliter PC1 - MySupplier            |

| Field or link   | Value |
|---|-------|
| Click <b>Associate the request with the selected reference</b>                                  |       |
| Validate execution of the wizard ( <b>Finish</b> button)  |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

- Asset Manager displays the detail of the estimate generated from the request. Examine the detail of this estimate; Certain fields and links are already populated, in particular:

| Field or link             | Value  |
|---------------------------|--|
| Ord. status (seStatus)    | Quote requested  |
| <b>General</b> tab        |  |
| Initial request (Request) | PC11 - REQ001 (PC11 - Request with reservations)   |
| <b>Composition</b> tab    |  |
|                           | Purchase order lines corresponding to the catalog references selected using the <b>Generate an estimate</b> wizard |

- Assign a number to the estimate and confirm the requested quote for this estimate by populating the fields and links shown in the following table:

| Field or link          | Value         |
|------------------------|---------------|
| Ord. status (seStatus) | Quoted        |
| Number (PONumber)      | PC11 - EST001 |

- Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- Leave the detail of the estimate displayed.

#### Issue the estimate in the form of purchase order

- Make sure the detail of the estimate **PC11 - EST001** is displayed.
- Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- Validate execution of the wizard (**Finish** button).
- Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- Asset Manager displays the detail of the purchase order generated from the estimate. Examine the detail of this order; Certain fields and links are already populated, in particular:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Issued       |
| <b>General</b> tab     |              |
| Sent (dtSent)          | Current date |

6 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC11 - EST001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the list of the portfolio items generated from the purchase order.  
Examine the detail of these portfolio items:  
4 **PC1 - Desktop computer** corresponding to 5 articles requested minus 1 article reserved in stock:

| Field or link             | Value                  |
|---------------------------|------------------------|
| Model (Model)             | PC1 - Desktop computer |
| <b>General</b> tab        |                        |
| Assignment (seAssignment) | In stock               |
| Stock (Stock)             | PC1 - Stock            |
| <b>Reservations</b> tab   |                        |
|                           | The list is empty      |

#### 800 PC9 - Liters of PC9 - Gasoline:

| Field or link             | Value   |
|---------------------------|---|
| Model (Model)             | PC9 - Gasoline  |
| <b>General</b> tab        |   |
| Quantity (fQty)           | 800, which is the sum of: <ul style="list-style-type: none"> <li>■ 100 liters already in stock and not reserved</li> <li>■ 100 liters already in stock and reserved for Mr. <b>Pc1 - Riddick</b>.</li> <li>■ 100 liters on order and assigned to Mr. <b>Pc1 - Riddick</b>.</li> <li>■ 500 liters on order and to be received in stock <b>PC1 - Stock</b></li> </ul> |
| Assignment (seAssignment) | In stock  |



| Field or link           | Value   |
|-------------------------|---|
| Stock (Stock)           | PC1 - Stock   |
| <b>Reservations</b> tab |   |
|                         | 2 reservations found  |
|                         | <ul style="list-style-type: none"> <li>■ 1 reservation made for request</li> <li>■ 1 reservation automatically generated from the purchase order line assigned to Mr. <b>Pc1 - Riddick</b> and to be received in stock</li> </ul> |

#### 14 PC10 - Ink cartridge:

| Field or link             | Value   |
|---------------------------|---|
| Model (Model)             | PC10 - Ink cartridge  |
| <b>General</b> tab        |   |
| Quantity (fQty)           | 12 cartridges on order and to be received in stock <b>PC1 - Stock</b> that will be added to the 2 cartridges that are already in stock. |
| Assignment (seAssignment) | In stock  |
| Stock (Stock)             | PC1 - Stock   |
| <b>Reservations</b> tab   |   |
|                           | Cartridge reservation for Mr. <b>Pc1 - Riddick</b> .  |

#### 6 PC10 - Ink cartridge:

| Field or link      | Value                |
|--------------------|----------------------|
| Model (Model)      | PC10 - Ink cartridge |
| <b>General</b> tab |                      |
| Quantity (fQty)    | 6                    |
| User (User)        | PC1 - Riddick        |

- 6 Close all windows.

#### Issue the items in stock

##### Warning:

This section [Issue the estimate in the form of a purchase order](#) [page 172] only applies to the Windows client.

- 1 Display the purchase orders (**Asset lifecycle/ Procurement lifecycle/ Purchase orders and estimates/ Orders** link on the navigation bar).
- 2 Display the detail of the purchase order **PC11 - EST001**.
- 3 Select the **Tracking** tab.
- 4 Unfold the **Reservations** branch.

- 5 Display the detail of **XXXXXX (1 PC1 - Desktop computer)** (double-click the line).
- 6 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
- 7 Populate the following fields and links:

| Field or link                 | Value         |
|-------------------------------|---------------|
| Assignment (seAssignment)     | In use        |
| User (User)                   | PC1 - Riddick |
| In-service date (dAssignment) | Current date  |

- 8 Close the detail of the portfolio item (**Close** button).
- 9 Close the detail of the reservation (**Close** button).
- 10 Display the detail of **XXXXXX (100 PC9 - Gasoline)** (double-click the line).
- 11 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
- 12 Divide the batch (**Divide** button).
- 13 Populate the **Divide a batch** wizard with the values shown in the following table:

| Field or link   | Value         |
|---|---------------|
| <b>Divide a batch</b> page  |               |
| Quantity to extract   | 100           |
| Assignment  | In use        |
| User  | PC1 - Riddick |
| Supervisor  | Pc1 - Riddick |
| In-service date   | Current date  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |               |

- 14 Close the detail of the portfolio item (**Close** button).
- 15 Close the detail of the reservation (**Close** button).
- 16 Display the detail of **XXXXXX (100 PC9 - Gasoline)** (double-click the line).
- 17 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
- 18 Divide the batch (**Divide** button).
- 19 Populate the **Divide a batch** wizard with the values shown in the following table:

| Field or link              | Value |
|----------------------------|-------|
| <b>Divide a batch</b> page |       |
| Quantity to extract        | 100   |

| Field or link   | Value         |
|---|---------------|
| Assignment  | In use        |
| User  | PC1 - Riddick |
| In-service date   | Current date  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |               |

- 20 Close the detail of the portfolio item (**Close** button).
- 21 Close the detail of the reservation (**Close** button).
- 22 Display the detail of **XXXXXX(1 PC10 - Ink cartridge)** (double-click the line).
- 23 Display the detail of the reserved portfolio item (magnifier to the right of the **Portfolio item** link (Assignment)).
- 24 Populate the following fields and links:

| Field or link                 | Value         |
|-------------------------------|---------------|
| Assignment (seAssignment)     | In use        |
| User (User)                   | PC1 - Riddick |
| In-service date (dAssignment) | Current date  |

- 25 Close all windows.



---

# 19 Replacements

---

## Key concepts

The purchase request detail enables you to specify which assets are to be replaced.

The list of assets to be replaced is for informational purposes only; Asset Manager does not perform any operations linked to the replacement upon receipt.

---

## Procedures

To specify that asset will be replaced by a purchase order:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request.
- 3 Display the **Replacements** tab.
- 4 Add the assets to replace (+ button in the Windows client or **Add** in the Web client).

---

## Practical case 12 - Replacements

### Presentation

This practical case aims to show you how to process an asset replacement request.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

Mr. **Pc1 - Riddick** has a computer **PC1 - HP Compaq Desktop computer** that no longer works.

This computer should be replaced by another computer of the same model.

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company **PC1 - MySupplier**.
- The estimate is issued in the form of a purchase order.
- The new computer is received and assigned to Mr. **Pc1 - Riddick**.
- The old computer is retired.

### Steps to follow

#### Create the old computer

- 1 Display the computers (**Portfolio management/ Asset configurations/ IT equipment/ IT equipment** link on the navigation bar).
- 2 Create the following records, by populating the fields and links as shown in the following tables:

| Field or link        | Value                  |
|----------------------|------------------------|
| Asset tag (AssetTag) | PC12 - CPU001          |
| <b>General</b> tab   |                        |
| Model (Model)        | PC1 - Desktop computer |

| Field or link             | Value         |
|---------------------------|---------------|
| Assignment (seAssignment) | In use        |
| User (User)               | PC1 - Riddick |

- 3 Close all windows.

#### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link   | Value                                   |
|---|---|
| <b>Create a new request</b> page  |   |
| Models  | PC1 - Desktop computer                  |
| Field to the right of <b>Add</b>  | 1                                       |
| Click <b>Add</b>  |   |
| Click <b>Next</b>   |   |
| <b>New request</b> page   |   |
| Purpose   | PC12 - Replace computer for Mr. Riddick |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 3 Asset Manager displays the detail of the request generated using the wizard.
- 4 Populate the fields and links shown in the following table:

| Field or link      | Value         |
|--------------------|---------------|
| Number (ReqNumber) | PC12 - REQ001 |

- 5 Select the **Composition** tab.
- 6 Display the detail of the purchase order line **1 PC1 - Desktop computer PC1 - Computer**.
- 7 Populate the fields and links shown in the following table:

| Field or link                         | Value         |
|---------------------------------------|---------------|
| <b>General</b> tab                    |               |
| Immediate assignment (bInstantAssign) | Yes           |
| User (User)                           | PC1 - Riddick |

- 8 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).

- 9 Close the request line (**Close** button in the Windows client or **Back** link in the Web client).
- 10 Select the **Replacements** tab.
- 11 Add a link to asset **PC12 - CPU001** (**Asset tag** field (AssetTag)).
- 12 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 13 Leave the detail of the request displayed.

#### Evaluate the request in the form of an estimate

- 1 Make sure the detail of the request **PC12 - REQ001** is displayed.
- 2 Windows client: Click the **Quote/PO** button.  
Web client: Select **Estimate** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate an estimate** wizard with the values shown in the following table:

| Field or link   | Value   |
|---|---|
| <b>Generate a PC12 - REQ001 estimate</b> page   |   |
| Take all lines into account   | Yes   |
| Click <b>Next</b>   |   |
| <b>Select the lines to take into account</b> page   |   |
| Choose from a catalog or a supplier   | No  |
| Click <b>Next</b>   |   |
| <b>Modify the references used by the request</b> page   |   |
| <b>List of purchase order lines to order</b> list   | PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% |
| Click the <b>Display the list of corresponding catalog references</b> button                    |   |
| <b>List of corresponding catalog references</b> list  | PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier         |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 4 Asset Manager displays the detail of the estimate generated from the request.
- 5 Assign a number to the estimate and confirm its quoted status by populating the fields and links shown in the following table:

| Field or link          | Value  |
|------------------------|--------|
| Ord. status (seStatus) | Quoted |



| Field or link     | Value         |
|-------------------|---------------|
| Number (PONumber) | PC12 - EST001 |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Leave the detail of the estimate displayed.

#### Issue the estimate in the form of purchase order

- 1 Make sure the detail of the estimate **PC12 - EST001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the purchase order generated from the request.
- 6 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC12 - EST001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the list of the portfolio items generated from the purchase order.  
Take a look at the detail of the computer of model **PC1 - Desktop computer**:

| Field or link      | Value  |
|--------------------|--|
| Model (Model)      | The model selected in the initial request is shown ( <b>PC1 - Desktop computer</b> ) |
| <b>General</b> tab |  |
| User (User)        | PC1 - Riddick  |

- 6 Close all windows.

## Retire **Pc1 - Riddick's** old computer

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Display the detail of the request **PC12 - RFP001**.
- 3 Select the **Replacements** tab.
- 4 Display the detail of **PC1 - HP Compaq PC1 - Desktop computer (PC12 - CPU001) PC12 - CPU001**.
- 5 Populate the following fields and links:

| Field or link             | Value                 |
|---------------------------|-----------------------|
| <b>Portfolio</b> tab      |                       |
| Assignment (seAssignment) | Retired (or consumed) |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Close all windows.

# 20 Work orders

---

## Key concepts

Work orders are services that can be managed within the procurement cycle.

The way in which a work order is received depends on the its type (**Type** (seType) field):

- **Internal maintenance**
- **On-contract maintenance** or **Off-contract maintenance**

The line-of-business data related to the **Procurement** module includes the following workflow schemes:

- **Auto-create work orders** (BST\_PROCUR\_CREATEWO): Automates the creation of internal work orders.
- **Work order tracking** (BST\_PROCUR\_UPDATEWO): Creates a workflow task for the technician responsible for the work order; When requested, this workflow task triggers a wizard that is used to populate certain fields in the work order detail.

---

## Procedures

### Acquiring an **Internal maintenance** type work order

- 1 Create a request (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
  - 1 Click **New**.
  - 2 Edit the details of the request.
  - 3 Add the new request (**Create** button in the Windows client or **Save** in the Web client).
- 2 Click **Add** to add a request line to the request.  
Select a model whose nature has the following features:

| Field or link    | Value      |
|------------------|------------|
| Create (seBasis) | Work order |

The model itself must have the following features:

| Field or link         | Value                |
|-----------------------|----------------------|
| <b>Work order</b> tab |                      |
| Type (seWOType)       | Internal maintenance |

- 3 Create an estimate from the request (**Quote/PO** button).

### Acquiring an **On-contract maintenance** or **Off-contract maintenance** type work order

- 1 Create a request (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
  - 1 Click **New**.
  - 2 Edit the details of the request.
  - 3 Click **Create**.
- 2 Click **Add** to add a request line to the request.  
Select a model whose nature has the following features:

| Field or link    | Value      |
|------------------|------------|
| Create (seBasis) | Work order |

The model itself must have the following features:

| Field or link         | Value   |
|-----------------------|---|
| <b>Work order</b> tab |   |
| Type (seWOType)       | <b>On-contract maintenance</b> or <b>Off-contract maintenance</b> |

- 3 Create an estimate from the request (**Quote/PO** button).

### Automating the creation of **Internal maintenance** type work orders

- 1 If it is not already done, import the line-of-business data linked to procurement into your Asset Manager database.

▶ Preliminary steps [page 31].

In this way, the **Auto-create work orders** (BST\_PROCUR\_CREATEWO) workflow scheme is imported into your database.

- 2 Start Asset Manager Automated Process Manager.
- 3 Configure the module **Execute workflow rules for execution group 'BST\_PROCUR'** (WkGroupBST\_PROCUR) (**Tools/ Configure modules** menu).

▶ **Administration** guide, chapter **Asset Manager Automated Process Manager**, section **Configuring the modules monitored by Asset Manager Automated Process Manager**.

In this way, Asset Manager Automated Process Manager will execute the **Auto-create work orders** (BST\_PROCUR\_CREATEWO) workflow scheme according to the scheduling mode and options defined for the **Execute workflow rules for execution group 'STD\_PROCUR'** module.

The following are the features of the **Auto-create work orders** (BST\_PROCUR\_CREATEWO) workflow scheme:

**Table 20.1. Work orders - Auto-create work orders workflow scheme**

|  |  |
|--|--|
| Conditions for the workflow scheme to be triggered | Periodical triggering  |
| Action triggered by the workflow schema            | The <b>Auto-create work orders</b> (BST_PROCUR_CREATEWO) workflow scheme creates the <b>Internal maintenance</b> type work order that appear in the request lines. |

## Automating the updating of **Internal maintenance** type work orders

- 1 If it is not already done, import the line-of-business data linked to procurement into your Asset Manager database.
  - ▶ **Preliminary steps** [page 31].

In this way, the **Work order tracking** (BST\_PROCUR\_UPDATEWO) workflow scheme and the associated wizard **Update a work order** (UpdateWO) are imported into your database.
- 2 Start Asset Manager Automated Process Manager.
- 3 Configure the module **Execute workflow rules for execution group 'BST\_PROCUR'** (WkGroupBST\_PROCUR) (**Tools/ Configure modules** menu).

▶ **Administration** guide, chapter **Asset Manager Automated Process Manager**, section **Configuring the modules monitored by Asset Manager Automated Process Manager**.

In this way, Asset Manager Automated Process Manager will execute the **Work order tracking** (BST\_PROCUR\_UPDATEWO) workflow scheme according to the scheduling mode and options defined for the **Execute workflow rules for execution group 'STD\_PROCUR'** module.

The following are the features of the **Work order tracking** (BST\_PROCUR\_UPDATEWO) workflow scheme:

**Table 20.2. Work orders - Work order tracking workflow scheme**

|  |  |                         |                          |
|--|--|-------------------------|--------------------------|
| Event triggering the workflow                      | Creation of a work order or modification of the <b>Technician</b> (Technician) field in the <b>Work orders</b> (amWorkOrder) table   |                         |                          |
| Conditions for the workflow scheme to be triggered | Table name   | Field name              | Value of the field       |
|  | Work orders (am-WorkOrder)   | Type (seType)           | Internal maintenance     |
|  | Work orders (am-WorkOrder)   | Technician (Technician) | Not empty                |
|  | Work orders (am-WorkOrder)   | Status (seStatus)       | Other than <b>Closed</b> |
| Action triggered by the workflow schema            | The workflow scheme creates a workflow task: <ul style="list-style-type: none"> <li>■ Called <b>Update a work order</b></li> <li>■ Assigned to the person designated by the <b>Technician</b> (Technician) field</li> <li>■ Linked to the work order</li> <li>■ That prompts them to start the <b>Update a work order</b> (UpdateWO) wizard</li> </ul> |                         |                          |

The **Update a work order** (UpdateWO) wizard is used to rapidly populate certain key fields in the detail of a work order.

---

## Practical case 13 - Work orders

### Presentation

This practical case aims to illustrate the different stages in the procurement cycle for work orders and how they differ depending on the work order type.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

Mr. **Pc1 - Riddick** requests a computer **PC1 - HP Compaq Desktop computer**, an off-contract work order to install the computer and an internal work order to connect the computer to the network.

To do this:

- You save this need in the form of a request.
- This request is quoted in the form of an estimate linked to the company **PC1 - MySupplier**.
- The estimate is issued in the form of a purchase order.
- The computer and the internal work order are created.
- The computer and the external work order are received.

### Steps to follow

#### Create the request

- 1 Start the **Create a new request...** wizard (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Populate the **Create a new request** wizard with the values shown in the following table:

| Field or link                | Value |
|------------------------------|-------|
| <b>Create a request</b> page |       |

| Field or link   | Value  |
|---|--|
| Models  | Select the following models together: <ul style="list-style-type: none"> <li>■ PC1 - Desktop computer</li> <li>■ PC1 - Install computer</li> <li>■ PC1 - Connect computer</li> </ul> |
| Field to the right of <b>Add</b>  | 1  |
| Click <b>Add</b>  |  |
| Click <b>Next</b>   |  |
| <b>New request</b> page   |  |
| Purpose   | PC13 - Purchase and connect computer   |
| Requester   | PC1 - Riddick  |
| Validate execution of the wizard ( <b>Finish</b> button)  |  |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |  |

- 3 Asset Manager displays the detail of the request generated using the wizard.
- 4 Populate the fields and links shown in the following table:

| Field or link      | Value         |
|--------------------|---------------|
| Number (ReqNumber) | PC13 - REQ001 |

- 5 Select the **Composition** tab.
- 6 Display the detail of the request line **1 PC1 - Desktop computer PC1 - Computer**.
- 7 Populate the fields and links shown in the following table:

| Field or link                         | Value         |
|---------------------------------------|---------------|
| <b>General</b> tab                    |               |
| Immediate assignment (bInstantAssign) | Yes           |
| User (User)                           | PC1 - Riddick |

- 8 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).
- 9 Close the request line (**Close** button in the Windows client or **Back** link in the Web client).
- 10 Display the detail of the request line **1 PC1 - Connect computer PC1 - Technician**.
- 11 Populate the fields and links shown in the following table:

| Field or link                         | Value |
|---------------------------------------|-------|
| <b>General</b> tab                    |       |
| Immediate assignment (bInstantAssign) | Yes   |



| Field or link                           | Value                    |
|---|--------------------------|
| Port. item requested (UsedReqLineAsset) | 1 PC1 - Desktop computer |

- 12 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).
- 13 Close the request line (**Close** button in the Windows client or **Back** link in the Web client).
- 14 Display the detail of the request line **1 PC1 - Install computer PC1 - Technician**.
- 15 Populate the fields and links shown in the following table:

| Field or link                           | Value                    |
|---|--------------------------|
| <b>General</b> tab                      |                          |
| Immediate assignment (bInstantAssign)   | Yes                      |
| User (User)                             | PC1 - Riddick            |
| Port. item requested (UsedReqLineAsset) | 1 PC1 - Desktop computer |

- 16 Validate the changes made to the request line (**Modify** button in the Windows client or **Save** in the Web client).
- 17 Close the request line (**Close** button in the Windows client or **Back** link in the Web client).
- 18 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 19 Leave the detail of the request displayed.


#### Create the internal work order

- 1 Make sure the detail of the request **PC13 - REQ001** is displayed.
- 2 Modify the following fields and links:

| Field or link          | Value     |
|------------------------|-----------|
| Req. status (seStatus) | Validated |

- 3 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 4 Windows client: Click **Execute**.  
Web client: Select **Execute** from the **Contextual actions** drop-down list.
- 5 Populate the **Create items not giving rise to a purchase order** wizard with the values shown in the following table:

| Field or link   | Value |
|---|-------|
| <b>Create items not giving rise to a purchase order</b> page                                    |       |
| Validate execution of the wizard ( <b>Finish</b> button)  |       |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |       |

- 6  **Warning:**  
The remainder of the [Create the internal work order](#) [page 233] section only applies to the Windows client.
- Display the **Tracking** tab.
- 7 Unfold the **Work orders** branch.
- 8 Display the detail of the work order **PC1 - Connect computer** and take a look at the following fields and links:

| Field or link         | Value   |
|-----------------------|---|
| Notified on (dtNotif) | Date and time of creation of the work order   |
| Asset (Asset)         | This link is not populated for the moment.<br>It will be populated when the asset is created. |

- 9 Close the work order detail.
- 10 Leave the detail of the request displayed.

#### Create a purchase order from the request

- 1 Make sure the detail of the request **PC13 - REQ001** is displayed.
- 2 Windows client: Click **Order**.  
Web client: Select **Order** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate a purchase order** wizard with the values shown in the following table:

| Field or link                                     | Value |
|---|-------|
| <b>Generate a PC13 - REQ001 estimate</b> page     |       |
| Take all lines into account                       | Yes   |
| Click <b>Next</b>                                 |       |
| <b>Select the lines to take into account</b> page |       |
| Choose from a catalog or a supplier               | No    |
| Click <b>Next</b>                                 |       |

#### Tip:

Note that the work order **PC1 - Connect computer** is not selected.  
Since its type is **Internal maintenance**, it does not require ordering from a supplier.

#### Modify the references used by the request page

| Field or link   | Value   |
|---|---|
| <b>List of request lines</b> list   | PC1 - Desktop computer 1 1 PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% |
| Click the <b>Display the list of corresponding catalog references</b> button                    |   |
| <b>List of corresponding catalog references</b> list  | PC2 - Desktop computer (PC1 - MySupplier) PC2 - Desktop computer 1,000 USD 10% 0 PC1 - MySupplier         |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| <b>List of request lines</b> list   | PC1 - Install computer 1 1 PC2 - Install computer (PC1 - MySupplier) PC2 - Install computer 400 USD 10%   |
| Click the <b>Display the list of corresponding catalog references</b> button                    |   |
| <b>List of corresponding catalog references</b> list  | PC2 - Install computer (PC1 - MySupplier) PC2 - Install computer 400 USD 10% 0 PC1 - MySupplier           |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 4 Asset Manager displays the detail of the purchase order generated from the request.
- 5 Assign a number to the purchase order and confirm the requested quote for this estimate by populating the fields and links shown in the following table:

| Field or link          | Value        |
|------------------------|--------------|
| Ord. status (seStatus) | Quoted       |
| Number (PONumber)      | PC13 - PO001 |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Leave the detail of the purchase order displayed.

#### Issue the purchase order

- 1 Make sure the detail of the purchase order **PC13 - PO001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Leave the detail of the purchase order displayed.

## Receive the purchase order

- 1 Make sure the detail of the purchase order **PC13 - PO001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the portfolio item that was created.
- 6 Examine the following fields and links:

| Field or link                 | Value           |
|-------------------------------|-----------------|
| <b>General</b> tab            |                 |
| Assignment (seAssignment)     | In use          |
| User (User)                   | PC1 - Riddick   |
| In-service date (dAssignment) | Date of receipt |

- 7 Display the **Maint.** tab.
- 8 Display the detail of the work order **PC1 - Install computer** and take a look at the following fields and links:

| Field or link         | Value                                       |
|-----------------------|---|
| Notified on (dtNotif) | Date and time of creation of the work order |
| Asset (Asset)         | PC1 - HP Compaq PC1 - Desktop computer      |
| Requester (Requester) | PC1 - Riddick                               |

- 9 Close the work order detail.
- 10 Display the detail of the work order **PC1 - Connect computer**.  
This work order was created before receiving the work order, but the following link was not yet populated:

| Field or link | Value                                  |
|---------------|--|
| Asset (Asset) | PC1 - HP Compaq PC1 - Desktop computer |

- 11 Close all windows.

---

# 21 Automatic stock reordering

Asset Manager enables you to set up rules to create automatic purchase requests for stock replenishment.

Asset Manager Automated Process Manager monitors the stock rules and creates the re-order lines, if required.

Next, it is your job to look for these requests and to process them throughout the procurement cycle.

► **Portfolio Guide**, chapter **Portfolio items**, section **Stocks**.



# 22 Leasing

---

## Key concepts

Asset Manager enables you to manage the acquisition of assets using leasing agreements.

### Definition of leasing

A **leasing contract** is the description of a **leasing agreement**. We sometimes refer to this type of contract as a **financing contract**.

This type of contract is a form of long-term rental agreement. It gives the lessee the right to use an asset for a given period against the payment of rent.

The lessee or client has full use of the equipment without technically owning them.

The lessee pays rent to the lessor, who is the legal owner of the assets being rented.

### How to manage the acquisition of leased assets using Asset Manager

Leasing contracts are described in the **Contracts** (amContract) table.

Purchase orders can then be created in reference to the leasing contract.

The link with the leasing contract may be established at any of the following stages:

| Stage        | Effect   |
|--------------|--|
| Request      | Defines the default behavior of the request lines                      |
| Request line | Specifies that the requested items are financed by a leasing agreement |



**Warning:**

The **Financing contract** (AcquCntr) fields at the purchase order line level and the request line level are not taken into account.

### Prerequisites

In order to be able to create a leasing contract, your Asset Manager user license must give you access to the **Contracts** module.

- ▶ Asset Manager **Administration** guide, chapter **Installing License Keys**.

## Procedures

### Creating the leasing contract used to finance the acquisition of assets

To create a leasing contract to finance the acquisition of the assets:

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Contracts** link on the navigation bar).
- 2 Create a new contract (**New** button).

In particular, populate the fields and links shown in the following table:

| Field or link                  | Value   |
|--------------------------------|---|
| Type (seType)                  | Lease schedule  |
| <b>General</b> tab             |   |
| Nature of payments (sePayType) | On the other values available in the itemized list  |
| Acq. method (seAcquMethod)     | <ul style="list-style-type: none"> <li>■ Rental</li> <li>■ Lease</li> </ul>                             |
| <b>Leasing</b> tab             |   |
| Lessor (Lessor)                | This link must be the same as the supplier that will be used in request, estimates, and purchase orders |
| <b>Assets (leased)</b> tab     |   |
|                                | Do not create the assets directly: They will be created upon receipt of the purchase orders             |



| Field or link    | Value   |
|------------------|---|
| <b>Rents</b> tab | Do not create the rents before receiving the assets |

## Creating the requests for assets financed by the leasing contract

To create a request whose assets will be linked directly to the leasing contract upon receipt:

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Create a new request (**New** button).
- 3 Populate the detail of the request.
- 4 Add the new request (**Create** button in the Windows client or **Save** in the Web client).
- 5 Select the **Composition** tab.
- 6 Add a first request line for the asset.

In particular, populate the fields and links shown in the following table:

| Field or link                        | Value                         |
|--------------------------------------|-------------------------------|
| <b>Financing</b> tab                 |                               |
| Linked to a schedule (bUsesAcquCntr) | Yes                           |
| Financing contract (AcquContract)    | Select the financing contract |

- 7 Save the request line created (**Add** button).
- 8 Save the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 9 Add a second request line to link the asset to the financing contract.

In particular, populate the fields and links shown in the following table:

| Field or link                           | Value   |
|---|---|
| Contract utilization (bCntrUtilization) | Yes   |
| Contract requested (UsedReqLineCntr)    | Leave this link empty                         |
| Port. item requested (UsedReqLineAsset) | Select the request line created for the asset |

- 10 Save the request line created (**Add** button).
- 11 Save the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).

## Creating estimate, purchase orders, and receiving slips for assets financed by the leasing contract

For the remainder of the procurement cycle, proceed as in the general case.

The assets received will be associated with leasing contract.

## Defining the rents for the assets financed by the leasing contract

Once the asset are received, you may proceed as described in the **Contracts Guide** to create the rents, accept the assets and generate the acquisition expense lines.

---

# 23 Contracts



## Warning:

This chapter only applies to the Windows client.

---

## Key concepts

The procurement cycle enables you to manage the association of an asset with a contract.

You can reference an existing contract or a contract to be acquired.

You can reference an existing asset or an asset to be acquired.

There are four possible combinations; They are described below.



---

## Procedures

### Associating an existing contract with an existing asset

- 1 Create a new request (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).

- 2 Select the **Composition** tab.
- 3 Add a request line, populating in particular the following fields and links:

| Field or link   | Value   |
|---|---|
| <b>General</b> tab  |   |
| Contract utilization (bCntrUtilization)   | Yes   |
| Click the  icon to the right of the <b>Contract requested</b> (UsedReqLineCntr) field    |   |
| Contract used (UsedContract)  | Select the contract to associate with the asset |
| Click the  icon to the right of the <b>Port. item requested</b> (UsedReqLineAsset) field |   |
| Asset used (UsedAsset)  | Select the asset to associate with the contract |


- 4 Continue the procurement cycle.

### Associating an existing contract with a new asset

- 1 Create a new request (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Select the **Composition** tab.
- 3 Add a request line for the asset, populating in particular the following fields and links:

| Field or link                           | Value                             |
|---|-----------------------------------|
| <b>General</b> tab                      |                                   |
| Contract utilization (bCntrUtilization) | No                                |
| Model (Model)                           | Select the model of the new asset |


- 4 Add a request line for the contract, populating in particular the following fields and links:

| Field or link  | Value   |
|--|---|
| <b>General</b> tab   |   |
| Contract utilization (bCntrUtilization)  | Yes   |
| Click the  icon to the right of the <b>Contract requested</b> (UsedReqLineCntr) field |   |
| Contract used (UsedContract)   | Select the contract to associate with the asset |
| Port. item requested (UsedReqLineAsset)  | Select the request line of the new asset        |

- 5 Continue the procurement cycle.

## Associating a new contract with an existing asset

- 1 Create a new request (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Select the **Composition** tab.
- 3 Add a request line, populating in particular the following fields and links:

| Field or link   | Value   |
|---|---|
| <b>General</b> tab  |   |
| Contract utilization (bCntrUtilization)   | No  |
| Model (Model)   | Select the model of the new contract to be associated with the existing asset |
| Click the  icon to the right of the <b>Port. item requested</b> (UsedReqLineAsset) field |   |
| Asset used (UsedAsset)  | Select the asset to associate with the contract                               |

- 4 Continue the procurement cycle.

## Associating a new contract with a new asset

- 1 Create a new request (**Asset lifecycle/ Procurement lifecycle/ Requests/ User actions/ Create a new request...** link on the navigation bar).
- 2 Select the **Composition** tab.
- 3 Add a request line for the asset, populating in particular the following fields and links:

| Field or link                           | Value                             |
|---|-----------------------------------|
| <b>General</b> tab                      |                                   |
| Contract utilization (bCntrUtilization) | No                                |
| Model (Model)                           | Select the model of the new asset |

- 4 Add a request line for the contract, populating in particular the following fields and links:

| Field or link                           | Value                                    |
|---|--|
| <b>General</b> tab                      |  |
| Contract utilization (bCntrUtilization) | No                                       |
| Model (Model)                           | Select the model of the new contract     |
| Port. item requested (UsedReqLineAsset) | Select the request line of the new asset |

- 5 Continue the procurement cycle.

---

## Practical case 14 - Contracts

### Presentation

This practical case aims to show you how to associate a contract with an asset. The 4 combinations (existing or new contract, existing or new asset) are covered.

### Prerequisites

You must have performed the practical cases first:

- [Practical case 1 - Suitable reference records](#) [page 36]
- [Practical case 2 - Simple catalog](#) [page 49]

### Scenario

You wish to:

- Link an existing contract **PC1 - Maintenance contract** with an existing asset **PC1 - Desktop computer**.
- Link an existing contract **PC1 - Maintenance contract** with a new asset **PC1 - External CD writer**.
- Link a new contract **PC1 - Warranty** to an existing asset **PC1 - Desktop computer**.
- Link a new contract **PC1 - Warranty** with a new asset **PC1 - External CD writer**.

### Steps to follow

#### Create the existing asset

- 1 Display the assets (**Asset lifecycle/ Infrastructure management/ Assets** link on the navigation bar).
- 2 Click **New**.
- 3 Populate the fields and links shown in the following table:

| Field or link      | Value                  |
|--------------------|------------------------|
| Model (Model)      | PC1 - Desktop computer |
| <b>General</b> tab |                        |

| Field or link        | Value      |
|----------------------|------------|
| Asset tag (AssetTag) | PC14 - 001 |

- 4 Validate the creation of the asset (**Create** button).
- 5 Close all windows.

#### Create the existing contract

- 1 Display the contracts (**Asset lifecycle/ Vendor contract management/ Contracts** link on the navigation bar).
- 2 Click **New**.
- 3 Populate the fields and links shown in the following table:

| Field or link      | Value                      |
|--------------------|----------------------------|
| Reference (Ref)    | PC14 - 001                 |
| Model (Model)      | PC1 - Maintenance contract |
| <b>General</b> tab |                            |
| Company (Company)  | PC1 - MySupplier           |

- 4 Validate the creation of the contract (**Create** button).
- 5 Close all windows.



#### Create the request

- 1 Display the requests (**Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** link on the navigation bar).
- 2 Click **New**.
- 3 Asset Manager displays the detail of a new request.
- 4 Populate the fields and links shown in the following table:


| Field or link      | Value   |
|--------------------|---|
| Purpose            | PC14 - Associate contracts with portfolio items |
| Number (ReqNumber) | PC14 - REQ001                                   |

- 5 Validate the creation of the request (**Create** button).
- 6 Select the **Composition** tab.
- 7 Add the following request line by populating the fields and links as shown in the following tables (**+** button):


| Field or link          | Value  |
|------------------------|--|
| Description (LineDesc) | Link contract PC14 - 001 to asset PC14 - 001 |
| <b>General</b> tab     |  |

| Field or link   | Value   |
|---|---|
| Contract utilization (bCntrUtilization)   | Yes   |
| Click the  icon to the right of the <b>Contract requested</b> (UsedReqLineCntr) field    |   |
| Contract used (UsedContract)  | PC14 - 001 (PC1 - Maintenance contract)             |
| Click the  icon to the right of the <b>Port. item requested</b> (UsedReqLineAsset) field |   |
| Asset used (UsedAsset)  | PC1 - HP Compaq PC1 - Desktop computer (CP14 - 001) |

| Field or link   | Value                        |
|---|------------------------------|
| Description (LineDesc)  | New PC1 - External CD writer |
| <b>General</b> tab  |                              |
| Contract utilization (bCntrUtilization)   | No                           |
| Model (Model)   | PC1 - External CD writer     |
| In order to be able to create the following request line, you must first validate the changes to the request ( <b>Modify</b> button in the Windows client or <b>Save</b> in the Web client) |                              |

| Field or link  | Value  |
|--|--|
| Description (LineDesc)   | Attach contract PC14 - 001 to 1 New PC1 - External CD writer |
| <b>General</b> tab   |  |
| Contract utilization (bCntrUtilization)  | Yes  |
| Click the  icon to the right of the <b>Contract requested</b> (UsedReqLineCntr) field |  |
| Contract used (UsedContract)   | PC14 - 001 (PC1 - Maintenance contract)                      |
| Port. item requested (UsedReqLineAsset)  | 1 New PC1 - External CD writer                               |

| Field or link                           | Value              |
|---|--------------------|
| Description (LineDesc)                  | New PC1 - Warranty |
| <b>General</b> tab                      |                    |
| Contract utilization (bCntrUtilization) | No                 |
| Model (Model)                           | PC1 - Warranty     |

| Field or link   | Value   |
|---|---|
| Description (LineDesc)  | Link 1 New PC1 - Warranty to asset PC14 - 001       |
| <b>General</b> tab  |   |
| Contract utilization (bCntrUtilization)   | Yes   |
| Contract requested (UsedReqLineCntr)  | 1 New PC1 - Warranty                                |
| Click the  icon to the right of the <b>Port. item requested</b> (UsedReqLineAsset) field |   |
| Asset used (UsedAsset)  | PC1 - HP Compaq PC1 - Desktop computer (CP14 - 001) |

| Field or link          | Value  |
|------------------------|--|
| Description (LineDesc) | Link 1 New PC1 - Warranty to 1 New PC1 - CD writer |



| Field or link                           | Value                          |
|---|--------------------------------|
| <b>General</b> tab                      |                                |
| Contract utilization (bCntrUtilization) | Yes                            |
| Contract requested (UsedReqLineCntr)    | 1 New PC1 - Warranty           |
| Port. item requested (UsedReqLineAsset) | 1 New PC1 - External CD writer |

- 8 Close the detail of the request line created.
- 9 Populate the fields and links shown in the following table:

| Field or link          | Value     |
|------------------------|-----------|
| Req. status (seStatus) | Validated |

- 10 Validate the changes made to the request (**Modify** button in the Windows client or **Save** in the Web client).
- 11 Leave the detail of the request displayed.

Create a purchase order for the new items from the request

- 1 Make sure the detail of the request **PC14 - REQ001** is displayed.
- 2 Windows client: Click **Order**.  
Web client: Select **Order** from the **Contextual actions** drop-down list.
- 3 Populate the **Generate a purchase order** wizard with the values shown in the following table:

| Field or link  | Value  |
|--|--|
| <b>Generate a PC14 - REQ001 estimate</b> page                                |  |
| Take all lines into account  | Yes  |
| Click <b>Next</b>  |  |
| <b>Select the lines to take into account</b> page                            |  |
| Choose from a catalog or a supplier  | No   |
| Click <b>Next</b>  |  |
| <b>Modify the references used by the request</b> page                        |  |
| <b>List of request lines</b> list  | New PC1 - External CD writer 1 1 PC2 - External CD writer (PC1 - MySupplier) PC2 - External CD writer 150 USD 0% |
| Click the <b>Display the list of corresponding catalog references</b> button |  |
| <b>List of corresponding catalog references</b> list                         | PC2 - External CD writer (PC1 - MySupplier)<br>PC2 - External CD writer 150 USD 0% 0 PC1 - MySupplier            |
| Click <b>Associate the request with the selected reference</b>               |  |
| <b>List of request lines</b> list  | New PC1 - Warranty 1 1 PC2 - Warranty (PC1 - MySupplier) PC2 - Warranty 50 USD 0%                                |
| Click the <b>Display the list of corresponding catalog references</b> button |  |

| Field or link   | Value   |
|---|---|
| <b>List of corresponding catalog references</b> list  | PC2 - Warranty (PC1 - MySupplier) PC2 - Warranty 50 USD 0% 0 PC1 - MySupplier |
| Click <b>Associate the request with the selected reference</b>                                  |   |
| Validate execution of the wizard ( <b>Finish</b> button)  |   |
| Exit the wizard ( <b>OK</b> button in the Windows client or <b>Back</b> link in the Web client) |   |

- 4 Asset Manager displays the detail of the purchase order generated using the purchase order.
- 5 Assign a number to the purchase order and populate the fields and links shown in the following table:

| Field or link     | Value        |
|-------------------|--------------|
| Number (PONumber) | PC14 - PO001 |

- 6 Validate the changes (**Modify** button in the Windows client or **Save** in the Web client).
- 7 Leave the detail of the purchase order displayed.

#### Issue the purchase order

- 1 Make sure the detail of the purchase order **PC14 - PO001** is displayed.
- 2 Windows client: Click the **Issue** button.  
Web client: Select **Issue** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Leave the detail of the purchase order displayed.

#### Receive the purchase order

- 1 Make sure the detail of the purchase order **PC14 - PO001** is displayed.
- 2 Windows client: Click **Receive**.  
Web client: Select **Receive** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Asset Manager displays the detail of the portfolio item generated from the purchase order.
- 6 Close the detail of the portfolio item.
- 7 Close the detail of the purchase order.
- 8 Leave the detail of the request displayed.

## Create the links with the existing contract

- 1 Make sure the detail of the request **PC14 - REQ001** is displayed.
- 2 Windows client: Click **Execute**.  
Web client: Select **Execute** from the **Contextual actions** drop-down list.
- 3 Validate execution of the wizard (**Finish** button).
- 4 Exit the wizard (**OK** button in the Windows client or **Back** link in the Web client).
- 5 Leave the detail of the request displayed.

## Take a look at the results

### Warning:

This section only applies to the Windows client.

- 1 Make sure the detail of the request **PC14 - REQ001** is displayed.
- 2 Select the **Tracking** tab.
- 3 Unfold the **Assets** branch.
- 4 You will find the new asset **PC1 - HP Compaq PC1 - External CD writer**: It has been created on receiving the purchase order.
- 5 Display the detail of the asset **PC1 - HP Compaq PC1 - External CD writer** and select the tab **Contracts**: The link with the existing contract **PC1 - Maintenance contract** and the new contract **PC1 - Warranty** received has been correctly made.
- 6 Close the detail of the asset.
- 7 Close all windows.
- 8 Display the assets (**Asset lifecycle/ Infrastructure management/ Assets** link on the navigation bar).
- 9 Display the detail of the asset whose **Asset tag** (AssetTag) field is set to **PC14 - 001**.
- 10 Select the **Contracts** tab: The link with the existing contract **PC1 - Maintenance contract** and the new contract **PC1 - Warranty** received has been correctly made.
- 11 Close all windows.



---

## III Appendixes



# A Glossary

This glossary includes definitions of the key terms used in the Procurement module.

---

## Asset

A record in the Assets table is a portfolio item of significant value requiring individual tracking.

In Asset Manager, each asset corresponds to 2 linked records:

- The first record is in the Portfolio Items table
- The second is in the Assets table (which is an overflow table of the Portfolio Items table)

In order for a portfolio item created to create a record in the Assets table, the **Management constraint** (seMgtConstraint) field in the nature of the model of this portfolio item must be set to **Unique asset tag**.

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

### Related concepts

- [Portfolio item](#) [page 259]
- [Nature](#) [page 263]
- [Model](#) [page 262]

## **Asset Manager database table that describes these objects**

Asset (amAsset)

---

## Catalog

A catalog is used to describe what you can obtain from your suppliers.

### **Related concepts**

- [Product](#) [page 264]
- [Catalog reference](#) [page 265]

## **Asset Manager database table that describes these objects**

Catalogs (amCatalog)

---

## Classification standard

Standard used to classify products.

### **Related concepts**

- ◆ [Classification code](#) [page 256]
- 

## Classification code

Code defined by a classification standard used to classify products.

### **Related concepts**

- ◆ [Classification standard](#) [page 256]

## **Asset Manager database table that describes these objects**

Classification codes (amProdClassCode)



---

## Purchase order

A purchase order contains the list of catalog references that you wish to acquire from a given supplier.

The purchase orders and estimates are created in the same table. The **Ord. status** (seStatus) field is used to differentiate between them.

### Related concepts

- Estimate [page 259]
- Order line [page 261]

### Asset Manager database table that describes these objects

Orders (amPOrder)

---

## Standard order

A model that you can use to create purchase orders.

### Related concepts

- ◆ Purchase order [page 257]

### Asset Manager database table that describes these objects

Order (amPOrder)

---

## Creating ordered items before receiving them

It is possible for you to create the records corresponding to items on order even before they have been received.

This is true for all ordered product natures.

Doing this enables you to start business processes for these items as soon as they have been ordered (such as planning work orders or training, for example).

---

## Procurement cycle

The procurement cycle joins together the following steps:

- 1 [Request](#) [page 258]
- 2 [Reservation](#) [page 265]
- 3 [Estimate](#) [page 259]
- 4 [Purchase order](#) [page 257]
- 5 [Receiving](#) [page 265]
- 6 [Invoice](#) [page 260]

---

## Request

A request enables you to describe needs by making reference to models and using catalog references, if required.

The hierarchical links between records created on receiving purchase orders are defined by the hierarchical links between the request lines.

Asset Manager makes a slight distinction between a **purchase request** (created using the **Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** menu) and an **internal request** (created using the **Asset lifecycle/ Infrastructure management/ Internal requests** menu).

Internal requests and purchase request are represented by the same records; The **Asset lifecycle/ Procurement lifecycle/ Requests/ Purchase requests** and **Asset lifecycle/ Infrastructure management/ Internal requests** menus both display the same list of requests; The detail screens of the internal requests are limited as follows: The **Estimate** and **Order** buttons are not included.

These differences mean that users who do not have access to the **Procurement** module (and therefore the **Procurement** menu), but do have access to the **Portfolio** module, can still use the **Asset lifecycle/ Infrastructure management/ Internal requests** menu to create a request.

### Related concepts

- ◆ [Request line](#) [page 261]

### Asset Manager database table that describes these objects

Request (amRequest)

---

## Standard request

A model that you can use to create requests.

### Related concepts

- ◆ Request [page 258]

### Asset Manager database table that describes these objects

Request (amRequest)

---

## Estimate

An estimate enables you to describe potential real-life purchase orders.

The purchase orders and estimates are created in the same table. The **Ord. status** (seStatus) field is used to differentiate between them.

Typically, an estimate is created from a request.

By way of exception, you may create an estimate without creating a request.

In this case, a request is automatically created with you click the **Issue** button in the estimate.

### Related concepts

- Purchase order [page 257]
- Order line [page 261]

### Asset Manager database table that describes these objects

Orders (amPOrder)

---

## Portfolio item

A record in the Portfolio Items table is based on a model from which it inherits its features.

Depending on the value of the portfolio item, a management constraint is selected at the level of the nature of the model on which the portfolio item is based.

This constraint makes it possible to create each item as an asset, a batch or a untracked batch.

Depending on the overflow table specified in the nature of the model of a portfolio item, a record created in the Portfolio Items table is created with a linked record in one of the following tables:

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

### **Asset Manager database table that describes these objects**

Portfolio items (amPortfolio)

---

## Execution

This procedure is used to create items from a request that does not lead to the creation of a purchase order:

- **Internal maintenance** type work orders
  - Linking a contract to a portfolio item
- 

## Invoice

An invoice enables you to record an invoice sent to you by a supplier. The most logical way of creating an invoice is from the detail of a receiving slip.

### **Asset Manager database table that describes these objects**

Supplier invoices (amInvoice)

---

## Option group

An option group is a group of options from which you may choose when selecting a product in a purchase order.

Example: The **Number of doors** group, which includes the options **3-door** and **5-door**.

---

## Request line

A request is made up of request lines.

Each request line concerns a given model, and describes a need based on this model.

### Related concepts

- ◆ [Request](#) [page 258]

### Asset Manager database table that describes these objects

Request lines (amReqLine)

---

## Order line

A purchase order is made up of purchase order lines.

Each purchase order line concerns a given catalog reference, and describes the terms and conditions of this reference.

### Related concepts

- ◆ [Purchase order](#) [page 257]

### Asset Manager database table that describes these objects

Order lines (amPOrdLine)

---

## Estimate line

Purchase orders and estimates are created in the same table. They can be identified via their **Ord. status** (seStatus) field.

Purchase order lines and estimate lines are created in the **Order lines** (amPOrdLine) table.

Each estimate line corresponds to a given catalog reference and describes the terms and conditions of this reference.

### Related concepts

- ◆ [Estimate](#) [page 259]

## **Asset Manager database table that describes these objects**

Order lines (amPOrdLine)

---

### Invoice line

An invoice is made up of invoice lines.

Each invoice line concerns a given catalog reference and describes the way in which the catalog reference has been invoiced by the supplier.

#### **Related concepts**

- ◆ [Invoice](#) [page 260]

## **Asset Manager database table that describes these objects**

Invoice lines (amInvoiceLine)

---

### Receipt line

A receiving slip is made up of receiving lines.

Each receipt line concerns a given catalog reference and describes the way in which the catalog reference has been received.

#### **Related concepts**

- ◆ [Receiving](#) [page 265]

## **Asset Manager database table that describes these objects**

Receipt lines (amReceiptLine)

---

### Model

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

- Portfolio items  
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
- Contracts
- Trainings
- Cables

When you create a portfolio item, you must specify the model on which it is based. The data entered for a model is automatically reproduced in the records of the portfolio items. Examples: the CPU type of a computer; the applicable tax rate; the length 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/Laserjet printer 8000DN.

### **Asset Manager database table that describes these objects**

Models (amModel)

---

## 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.

### **Asset Manager database table that describes these objects**

Natures (amNature) Yes

---

## Product option

Optional component available when ordering a product.

Options may be grouped together in option groups.

### Related concepts

- ◆ [Option group](#) [page 260]

### Asset Manager database table that describes these objects

Product options (amProdOption)

---

## Product

A product is an item, a set of items or a service that you may acquire.

A given product may be acquired from different suppliers with different conditions, which are described in the form of catalog references.

Example: The product **HP VECTRA VL 800** is available as a reference in the **Micro** catalog and is also referenced in the **Direct** catalog.

A product may correspond to a single object (a CPU) or a set of objects (a computer configuration).

### Related concepts

- ◆ [Catalog reference](#) [page 265]

### Asset Manager database table that describes these objects

Products (amProduct)

---

## Return

An operation that consists of returning an object to its supplier after receiving it.

### Asset Manager database table that describes these objects

Receiving slips (amReceipt)



---

## Receiving

Operation that consists of recognizing and registering the delivery of a goods or accepting services.

### **Asset Manager database table that describes these objects**

Receiving slips (amReceipt)

---

## Catalog reference

A catalog reference describes the terms and conditions of a given product at a given supplier.

The catalog references are grouped together within catalogs.

### **Related concepts**

- ◆ Catalog [page 256]

### **Asset Manager database table that describes these objects**

Catalog references (amCatRef)

---

## Reservation

Asset Manager enables you to reserve:

- Portfolio items that are already in stock.
- Portfolio items that are going to be acquired.

A portfolio item is reserved when it is requested, at the level of the request lines.

### **Asset Manager database table that describes these objects**

Reservations (amReservation)

---

## Overspecification

A principle of defining a request using multiple variables.

Example: The request for a cable is defined by the length and diameter of the cable.

---

## Unit of measure

Unit in which a packaged product is expressed.

**Asset Manager database table that describes these objects**

Units (amUnit)

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