User guide purchase UPLOAD PURCHASE AND TRADE AGREEMENTS

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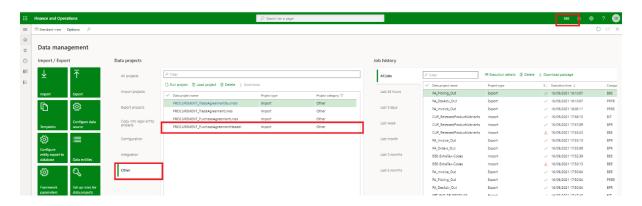


1 Purchase agreements

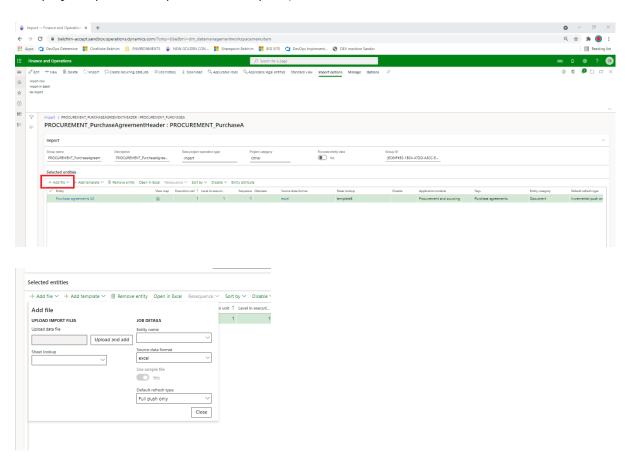
1.1 Create the purchase agreement header

Go to the *data management* workspace in the legal entity where the agreement must be created. In the *Other* tab, the procurement import projects can be found.

Click the PROCUREMENT_PurchaseAgreementHeader project.



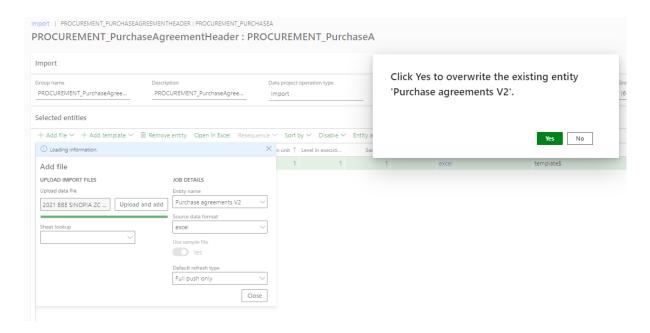
The project opens. To import a new template, click Add file in the Selected entities section.



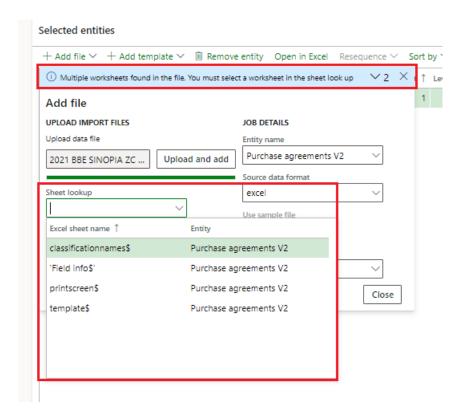
Select the entity *Purchase Agreements V2*, make sure the Source data format is set to excel.

When the correct entity is selected, click *Upload and add* to add the template.



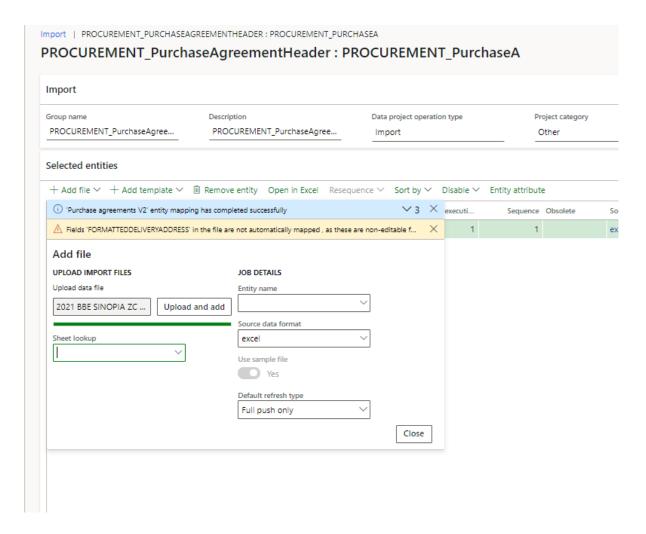


Click *Yes* to overwrite the existing entity with the new template. If the sheet has multiple worksheets, select the correct worksheet.



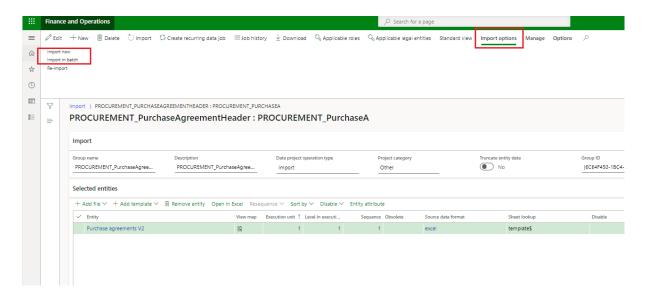
Click Yes to the following questions (if the file and mapping can be overwritten).





When the file is successfully added tgo the project, the blue message 'Purchase agreements V2' entity mapping has completed successfully is shown. Check to see if the mapping is OK and if you have extra warnings or errors that need attention.

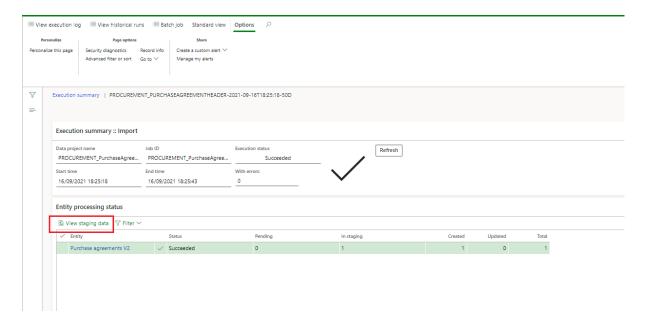
To import the file, click *Import now* (small files) or *Import in batch* (large files) under tab *Import options*.





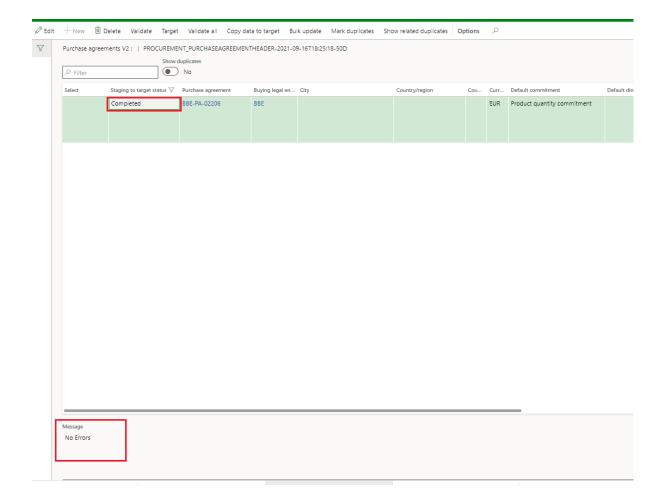
After a while, when the import is done, the Execution Summary is shown. This shows how many records have been inserted in staging and how many have been created or updated. When all records are imported without error, a black checkmark is shown, when part of the records are imported successfully, an orange triangle is shown and when all imports failed a red cross is shown.

Inserted records or errors at insert can be monitored in the staging table, accessed through *View staging data*.

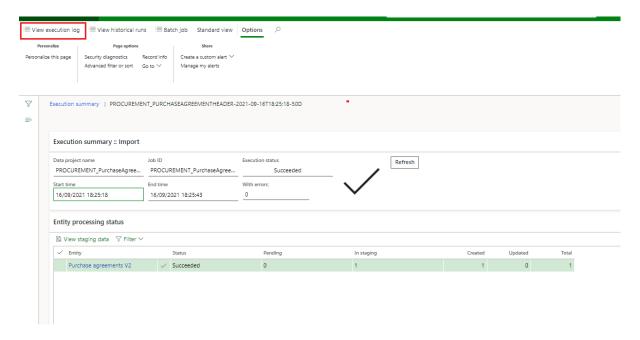


Per record, the uploaded info is shown with a status (completed or error) and if relevant, an error message.

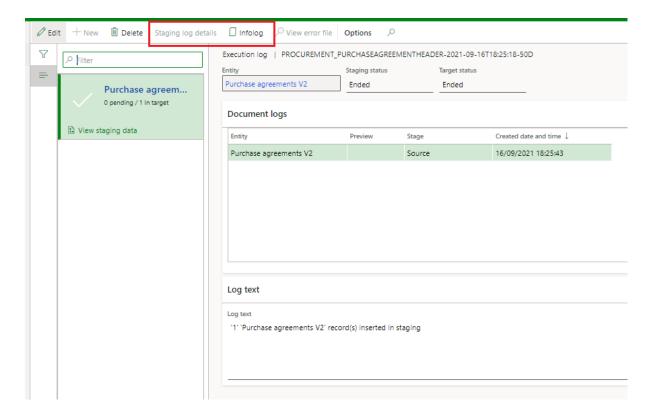




If no data is inserted in the staging table, the error is probably a template error and the error log *View execution log* can be consulted.







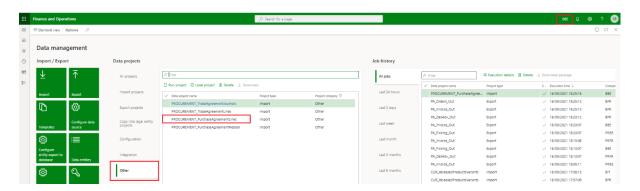
Under Staging log details and Infolog, info can be retrieved related to the issues.



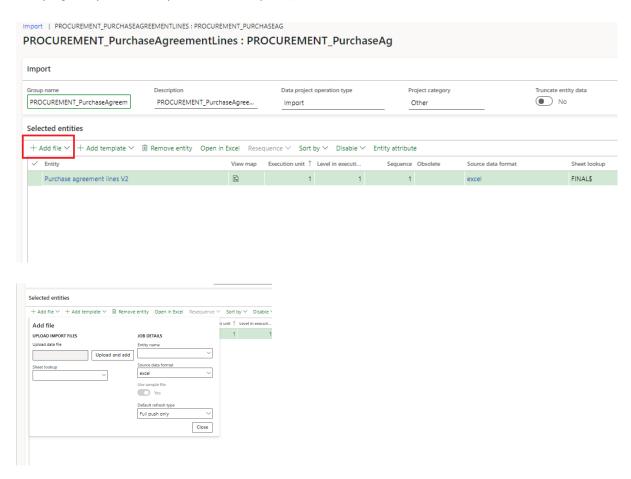
1.2 Create purchase agreement lines

Go to the *data management* workspace in the legal entity where the agreement lines must be created. In the *Other* tab, the procurement import projects can be found.

Click the PROCUREMENT_PurchaseAgreementLines project.



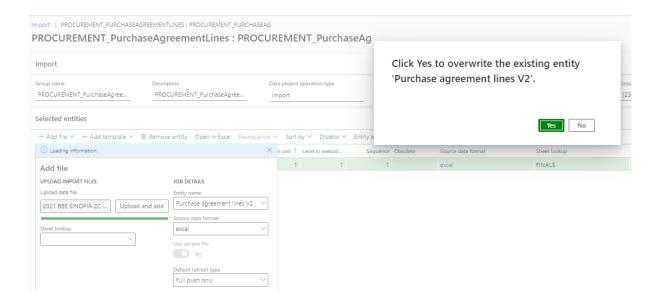
The project opens. To import a new template, click Add file in the Selected entities section.



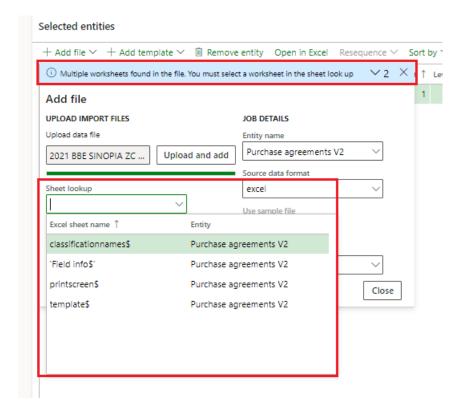
Select the entity Purchase agreements lines V2, make sure the Source data format is set to excel.

When the correct entity is selected, click *Upload and add* to add the template.





Click *Yes* to overwrite the existing entity with the new template. If the sheet has multiple worksheets, select the correct worksheet.



Click Yes to the following questions (if the file and mapping can be overwritten).

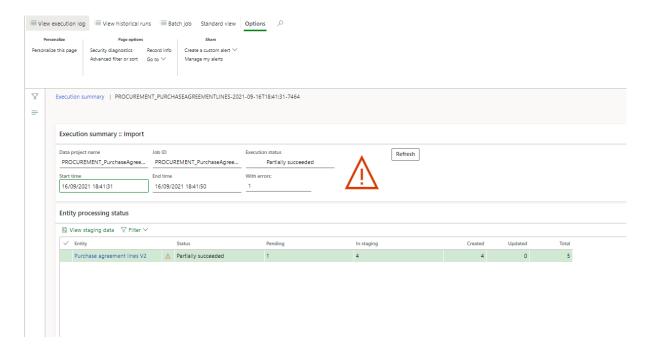
When the file is successfully added to the project, the blue message 'Purchase agreements lines V2' entity mapping has completed successfully is shown. Check to see if the mapping is OK and if you have extra warnings or errors that need attention.

To import the file, click *Import now* (small files) or *Import in batch* (large files) under tab *Import options*.



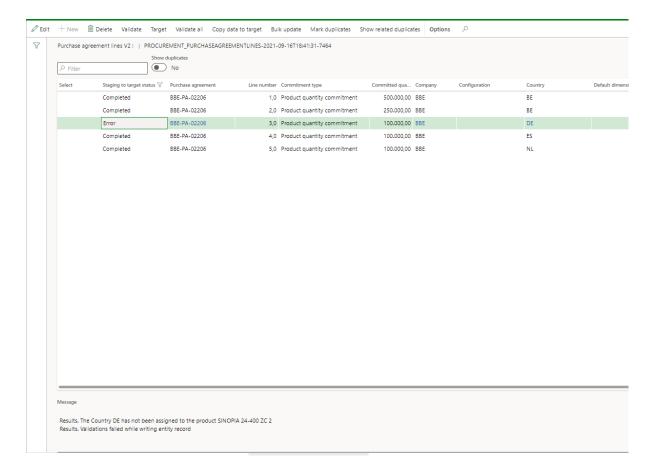


After a while, when the import is done, the Execution Summary is shown. This shows how many records have been inserted in staging and how many have been created or updated. When all records are imported without error, a black checkmark is shown, when part of the records are imported successfully, an orange triangle is shown and when all imports failed a red cross is shown.



Inserted records or errors at insert can be monitored in the staging table, accessed through *View staging data*.





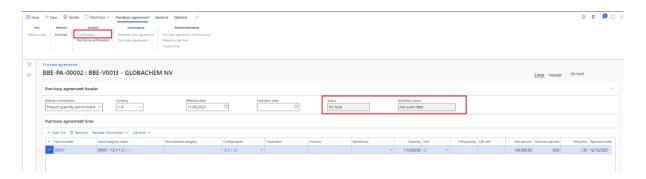
When selecting the record with an error, the error message that blocked the import is shown.



1.3 Approve the agreement

When the agreement is uploaded, the agreement still needs to be submitted to the workflow to be approved.

Before WF approval, the status of the agreement is 'on hold' and confirmation of the agreement is not possible. The agreement is not yet effective and will not yet be applied in the orders.



Submit to the workflow under Workflow > Submit.



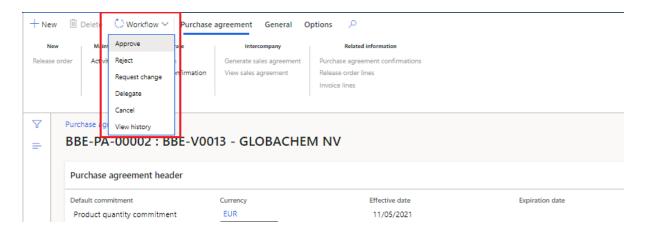
An optional comment can be added accompanying the submission to the WF.

Comment			

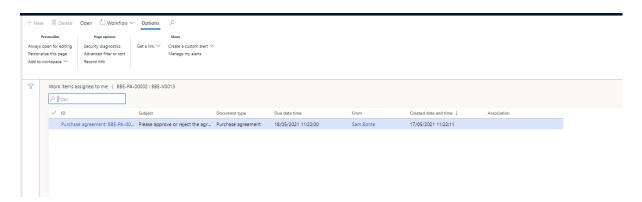


The purchase agreement is now submitted for approval, following the purchase agreement workflow defined under procurement and sourcing workflows. WF processing is a process executed in a batch job, and therefor can have a small delay.

When a work item of the workflow is assigned to a user, this can either be seen on the agreement itself, under the workflow button:

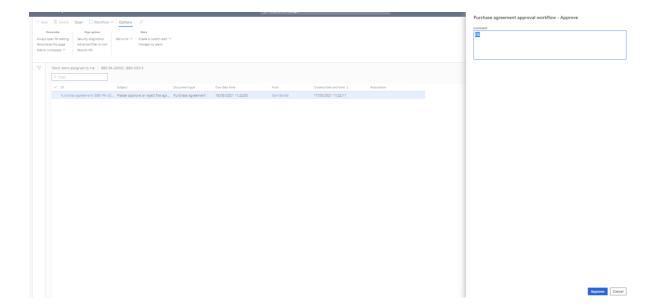


Or in an overview of all work items assigned to you under module Common > Work items > Work items assigned to me.

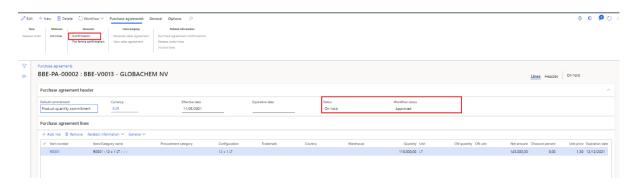


For every action, a comment can be added.

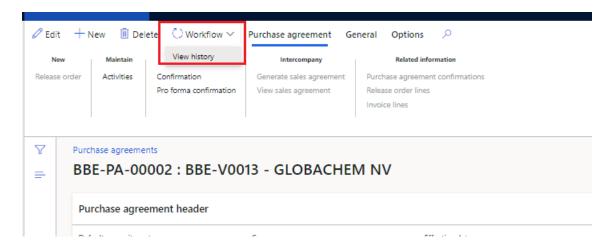




When the approval workflow is passed completely, the workflow status is set to approved and the confirmation button is available.



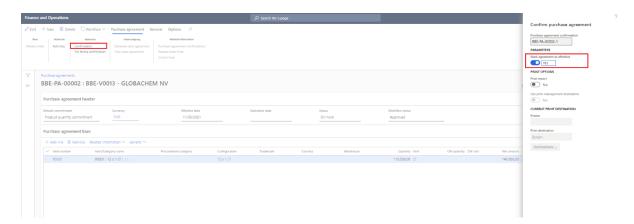
Details of the approval workflow can be found under Workflow > View history.





1.4 Post the purchase agreement

When the PA is approved, the agreement can be confirmed. Click Confirmation.



Make sure to check the "mark agreement as effective" box when confirming.

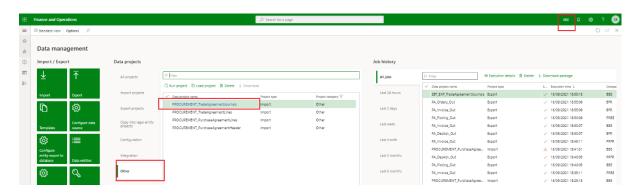
Click OK. The purchase agreement is effective in this legal entity for the validity period defined on the agreement.



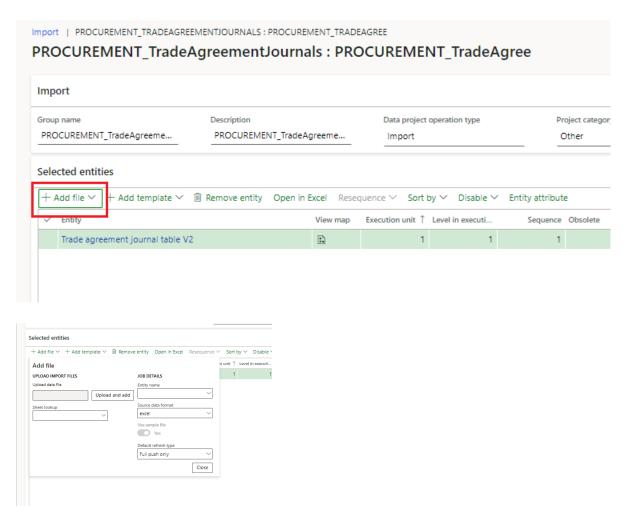
1.5 Create trade agreement journals

Go to the *data management* workspace in the legal entity where the agreement lines must be created. In the *Other* tab, the procurement import projects can be found.

Click the PROCUREMENT_TradeAgreementJournals project.



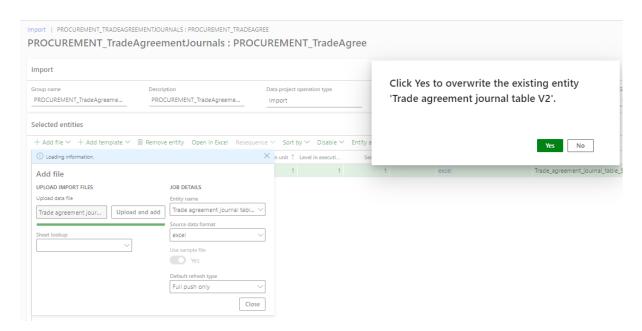
The project opens. To import a new template, click Add file in the Selected entities section.



Select the entity *Trade agreement journal table V2*, make sure the Source data format is set to excel.

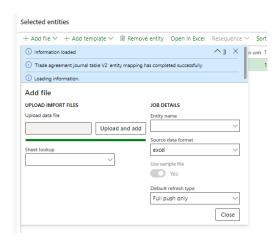


When the correct entity is selected, click *Upload and add* to add the template.



Click *Yes* to overwrite the existing entity with the new template. If the sheet has multiple worksheets, select the correct worksheet.

Click Yes to the following questions (if the file and mapping can be overwritten).



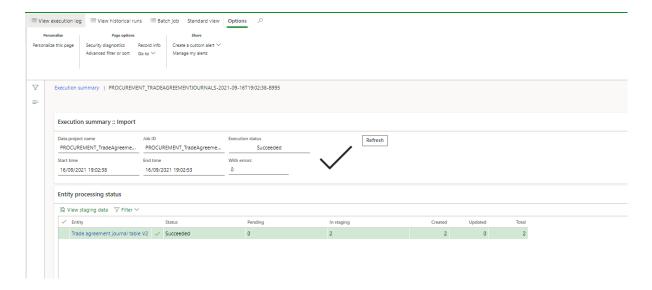
When the file is successfully added to the project, the blue message 'Trade agreement journal table V2' entity mapping has completed successfully is shown. Check to see if the mapping is OK and if you have extra warnings or errors that need attention.

To import the file, click *Import now* (small files) or *Import in batch* (large files) under tab *Import options*.





After a while, when the import is done, the Execution Summary is shown. This shows how many records have been inserted in staging and how many have been created or updated. When all records are imported without error, a black checkmark is shown, when part of the records are imported successfully, an orange triangle is shown and when all imports failed a red cross is shown.



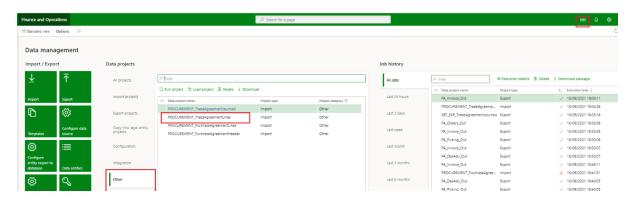
Inserted records or errors at insert can be monitored in the staging table, accessed through *View staging data*.



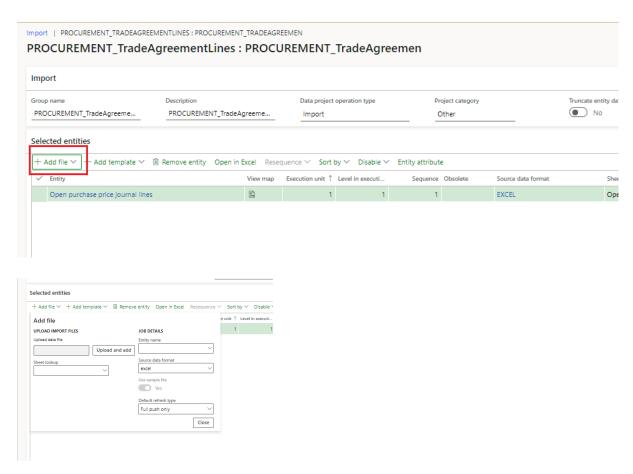
1.6 Create trade agreement lines

Go to the *data management* workspace in the legal entity where the agreement lines must be created. In the *Other* tab, the procurement import projects can be found.

Click the PROCUREMENT_TradeAgreementJournalLines project.



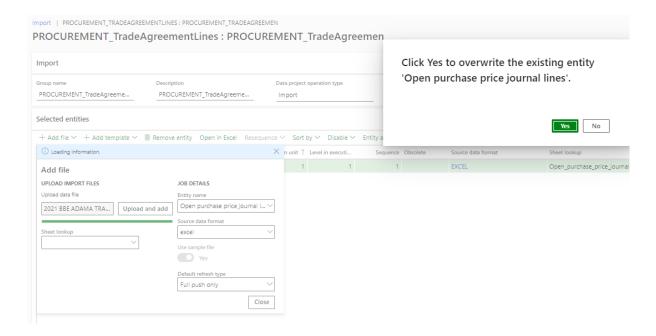
The project opens. To import a new template, click Add file in the Selected entities section.



Select the entity *Open purchase price journal lines*, make sure the Source data format is set to excel.

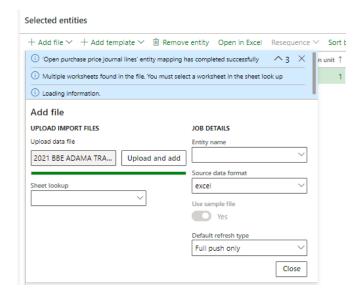
When the correct entity is selected, click *Upload and add* to add the template.





Click *Yes* to overwrite the existing entity with the new template. If the sheet has multiple worksheets, select the correct worksheet.

Click Yes to the following questions (if the file and mapping can be overwritten).



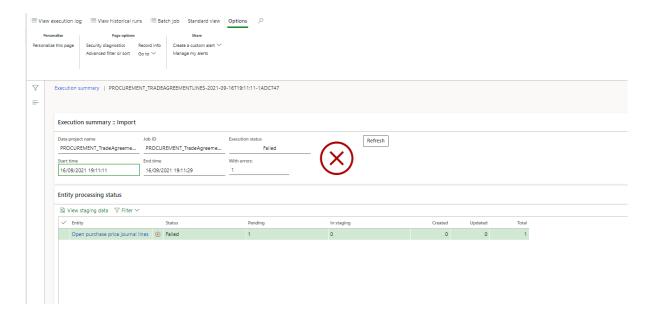
When the file is successfully added to the project, the blue message 'Open purchase price journal lines' entity mapping has completed successfully is shown. Check to see if the mapping is OK and if you have extra warnings or errors that need attention.

To import the file, click *Import now* (small files) or *Import in batch* (large files) under tab *Import options*.



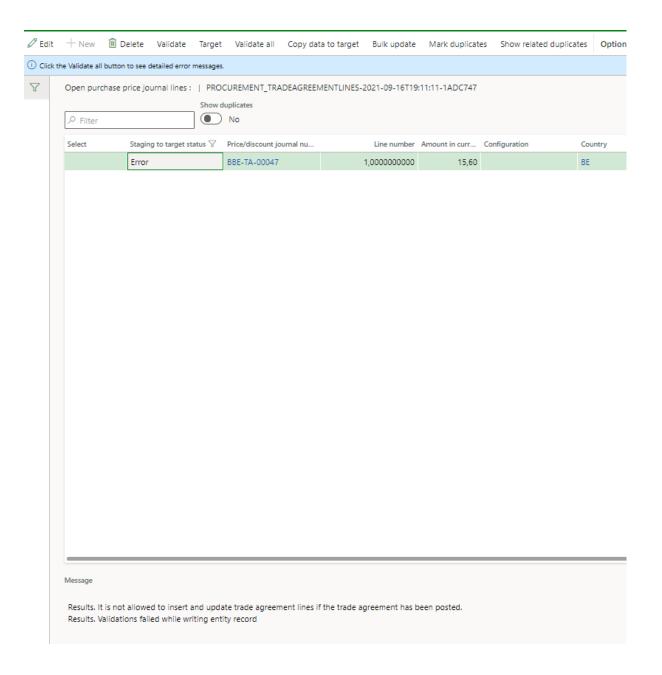


After a while, when the import is done, the Execution Summary is shown. This shows how many records have been inserted in staging and how many have been created or updated. When all records are imported without error, a black checkmark is shown, when part of the records are imported successfully, an orange triangle is shown and when all imports failed a red cross is shown.



Inserted records or errors at insert can be monitored in the staging table, accessed through *View staging data*.

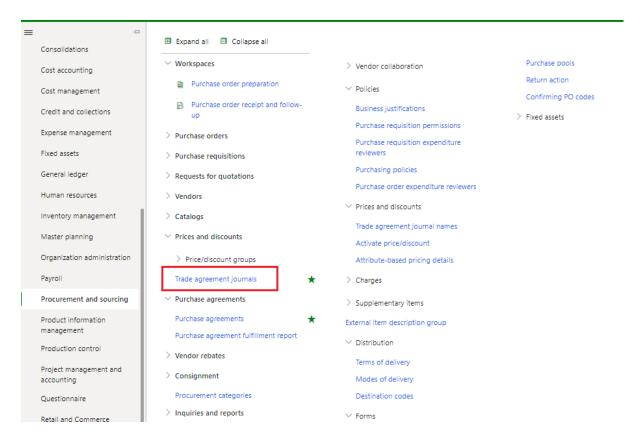




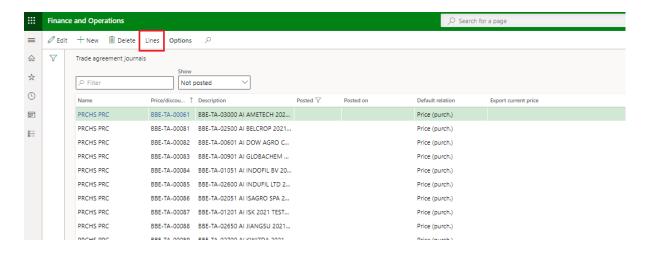


1.7 Post the trade agreement

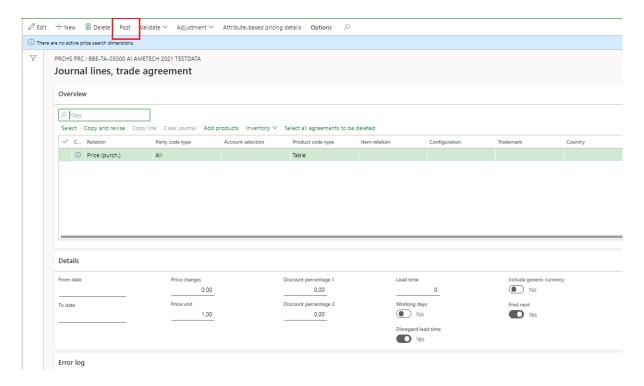
When the TA is uploaded, the agreement still needs to be posted. Navigate to *Procurement and sourcing > Prices and discounts > trade agreement journals*.



Select the journal that needs to be posted, and click Lines.







If wanted, the journal can be reviewed. If the journal is OK, click *Post*. The prices in this journal are now effective in this legal entity for the validity period defined on the prices.



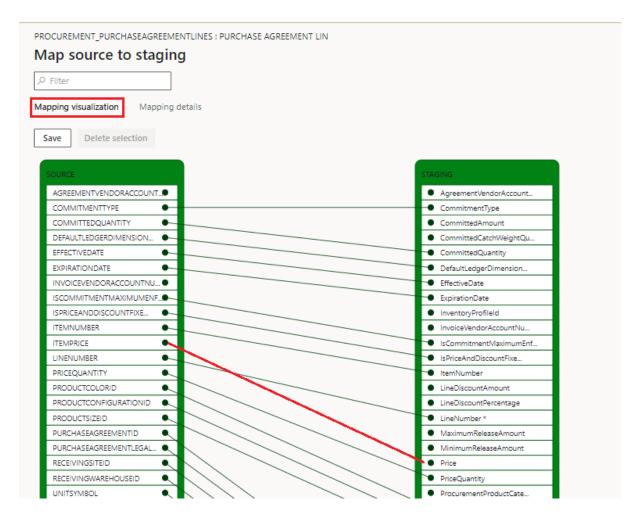
1.8 Other issues

A Mapping

When the mapping of a file is not OK, the View map icon is shown as an orange triangle:



Click the icon to see the mapping, there you can choose to adjust the mapping in the *Mapping visualization* screen (manually drag a line), or the *mapping details* screen (choose the correct fields to map from/to from a list).





PROCUREMENT_PURCHASEAGREEMENTLINES : PURCHASE AGREEMENT LIN											
Map source	to staging	9									
₽ Filter											
poping visualization Mapping details											
New 🛙 Delete 🖼 Save Default value Conversion Query criteria											
✓ Auto-generated	Auto default	Source field	Staging field	Ignore blank va	Text qualifier	Use enum label					
		ITEMPRICE ~	* ~								
		COMMITMENTTYPE	COMMITMENTTYPE	✓							
		COMMITTEDQUANTITY	COMMITTEDQUANTITY	✓							
		DEFAULTLEDGERDIMENSIONDISPLAYVALUE	DEFAULTLEDGERDIMENSIONDISPLAYVALUE	✓							
		EFFECTIVEDATE	EFFECTIVEDATE	✓							
		EXPIRATIONDATE	EXPIRATIONDATE	✓							
		ISCOMMITMENTMAXIMUMENFORCED	ISCOMMITMENTMAXIMUMENFORCED	~							
		ISPRICEANDDISCOUNTFIXED	ISPRICEANDDISCOUNTFIXED	✓							
		ITEMNUMBER	ITEMNUMBER	✓							
		LINENUMBER	LINENUMBER	✓							
		PRICEQUANTITY	PRICEQUANTITY	✓							
		PRODUCTCOLORID	PRODUCTCOLORID	✓							
		PRODUCTCONFIGURATIONID	PRODUCTCONFIGURATIONID	✓							
		PRODUCTSIZEID	PRODUCTSIZEID	✓							
		PURCHASEAGREEMENTID	PURCHASEAGREEMENTID	✓							
		PURCHASEAGREEMENTLEGALENTITYID	PURCHASEAGREEMENTLEGALENTITYID	✓							
		RECEIVINGSITEID	RECEIVINGSITEID	✓							
		RECEIVINGWAREHOUSEID	RECEIVINGWAREHOUSEID	~							
		UNITSYMBOL	UNITSYMBOL	✓							

