CGI Advantage® 4

Procurement User Guide

CGI

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Business Area Overview

Advantage Procurement supports a full range of users: from the casual user to the procurement expert. It does this by offering the ability to request goods or services at different levels. The simplest request guides you through a series of Web-based searches, offering options. You simply select what you want to purchase and then provide some minimal but mandatory information required to complete the request (for example, funding code, quantity). At the expert level, you enter data into form-like transactions with which you are already familiar. As an expert user, you have many more options from which to select, but activities are still monitored by the system. You also have the ability to choose one level of expertise and then to switch to another if you so choose.

CGI Advantage Procurement is complemented by a Web-based vendor self-service component. This component allows vendors to register, identify the commodities/services that the company provides, scan for opportunities, and respond to solicitations using the Web. Once a vendor registers and is qualified, they can receive automated emails notifying them of opportunities.

Business Process

A procurement process is a "need" which moves as an entity through various stages and activities as it is acquired. It is a grouping of data that starts as a desire, request or requisition, to which more data is gathered or added (for example, quotations, RFP responses, evaluation worksheets etc.), upon which decisions are made, resulting in a formal purchase. It is followed by continually tracking (for example, recording receipts and performance data), finally ending in payment to the vendor.

Procurement Folder

CGI Advantage Procurement compiles all activities, transactions, and related correspondence for the procurement into a Virtual Procurement Folder. The Virtual Procurement Folder provides a single point for tracking, assignment, and reporting during the life cycle of the procurement.

The Procurement Folder ties multiple procurement transactions and several Accounts Payable (Payment Request and Disbursement) transactions together. The folder is given a unique identification number, which allows a user to identify all procurement transactions and documentation that apply to a particular purchase. The **Procurement Title** field also allows users to easily identify procurement transactions and is displayed on various Procurement pages. The value in the **Procurement Title** field is inferred from the **Transaction Description** field from the first transaction in a Procurement Chain that is used to create the Procurement ID. The **Procurement Title** can only be changed using the Update Procurement link from the Procurement Management page, which depending upon Procurement Security setup might be the manager, Buyer and/or Procurement Administrator. Users can search by **Procurement Title** from the Procurement Management table to easily find procurements.

A procurement may consist of all or a combination of States as defined on the Procurement Type table; all procurements must contain the Award and Post Award State. From the Procurement Management page, a user can review each State associated with that folder by selecting the state from the Available State tab on Procurement Management. The selected state view on the Procurement Management page allows users to access associated transactions, milestones, documentation, and notes for each State within the procurement folder from this same Procurement Management. Each transaction throughout the life cycle of a procurement fits within a Procurement Folder.

Procurement Type ID Inference Logic

All procurement transactions must be assigned to a Procurement Type; a Procurement Type acts like a template. The Procurement Type defines the types of transactions that can be associated with a Procurement and also contains a list of milestones that are tracked during each Procurement State.

Every transaction that acts as a first transaction in the life cycle of a Procurement should have a Procurement Type assigned to them. The first transaction in a procurement life cycle can be a Requisition (RQ), Solicitation (SO), Purchase Order (PO), or Master Agreement (MA) transaction. If the transaction is referenced by another procurement transaction then the Procurement Folder and Procurement Type ID fields are populated with inferred values from that referencing transaction. If the transaction is copied by another procurement transaction then the Procurement Folder and Procurement Type ID fields are inferred from the source transaction.

The Procurement Type can be assigned on the first transaction by the user or it can be assigned by the system. If the Procurement Type is blank, the following logic is used to assign the appropriate Procurement Type when the transaction is validated:

1. The system assigns a unique Procurement Folder ID on the transaction Header and defaults the Procurement Type using the logic given below:

   - For Delivery Order (DO) sub type transaction, upon validate the system infers the Procurement Type ID based on the DO Procurement Type ID field on the System Options (SOPT) table. If DO Procurement Type ID is blank, then the Procurement Type ID is inferred from SOPT.

   - For all transactions (other than the DO sub type), upon validate the system infers the Procurement Type ID from the Default Procurement Type by Department (DFPTD) table using the transaction department. If no record is found on the DFPTD table, the Procurement Type ID is inferred from SOPT.

2. For the Delivery Order sub type transactions created from the Shopper (SHOP) page, the Procurement Type ID field on DO is set based on the DO Procurement Type ID field on the Procurement section of General Option tab on the System Options (SOPT) table. If the DO Procurement Type ID field is blank, the Procurement Type ID field is inferred from SOPT.

3. For a non-Delivery Order transactions created from the SHOP page, the Procurement Type ID field is set based on the Default Procurement Type by Department (DFPTD) table using the transaction department. If no record is found on the DFPTD table, the system infers the Procurement Type ID from SOPT.

4. For the DO sub type transactions generated via Universal Requestor (UR) transaction, the Procurement Type ID is set based on the DO Procurement Type ID field on SOPT. If DO Procurement Type ID is blank, the system infers the Procurement Type ID from SOPT.

5. For Requisition (RQ) or Purchase Order (PO) or Stock Requisition (SRQ) Transaction Type transactions, the Procurement Type ID generated by UR transaction is assigned via the Universal Requestor Control (URCTRL) table using the commodity code from the first commodity line.

   - Based on the commodity code and transaction department on the URCTRL table, if the Line Amount is greater than the Threshold field on URCTRL, the Over Procurement Type ID is assigned. Otherwise, the Under Procurement Type ID is assigned.

   - If the record for a transaction department is not found on URCTRL, the system looks for records with Department = *ALL* and the Line Amount is greater than the Threshold field on

URCTRL, then the Over Procurement Type ID is assigned. Otherwise, the Under Procurement Type ID is assigned (without an entry in the URCTRL table, UR cannot be created as an hard error is thrown.).

6. If none of the conditions are satisfied, the Procurement Type ID will be assigned based on the below:

- All transactions other than DO, upon validate the system infers the Procurement Type ID from the Default Procurement Type by Department (DFPTD) table using the transaction department. If no record is found on the DFPTD table, the Procurement Type ID is inferred from SOPT.

- If no referencing transaction information is provided, the system assigns the Procurement Type via the Universal Requestor Control (URCTRL) table using the commodity code from the first commodity line.

  - If the Department field on the URCTRL table is set to *ALL*, then the transaction looks at the record for the transaction's department on the Department (DEPT) table. If the Line Amount is greater than the Threshold field on the URCTRL table, then the Over Procurement Type ID is assigned. Otherwise, the Under Procurement Type ID is assigned.

  - If the Department field on the URCTRL table is not set to *ALL* and the Line Amount is greater than the Threshold, then the Over Procurement Type ID is assigned. Otherwise, the Under Procurement Type ID is assigned.

7. If no record is found on the URCTRL table, then the system performs a look up to the System Options table using the current Fiscal year (FY) and assigns the Procurement Type ID defined in the General tab.

Note: The above described inference only occurs when the Procurement Type ID field is blank on a transaction. If the user has manually populated the Procurement Type ID field, the system does not overwrite the value. The Procurement Type ID inference logic is valid only on a *Draft*, first version of a transaction. On Modification and Cancellation versions, the system does not allow a user to change the Procurement Type ID and retains the value from previous versions of the transaction.

Procurement Life Cycle

The purpose of a "State" is to organize the events and actions that occur during the procurement process, as well as to manage the "Transaction" components of that process. The procurement processes is divided into six States:

- Requisition State

- Solicitation State

- Solicitation Response State

- Evaluation State

- Award State

- Post Award State

At the most basic level, one can think of a procurement as moving from State to State. However, it is not necessary to complete the States in sequence or to use all States within a procurement. The only two required States are Award and Post Award. A procurement can take one of the following four paths:

- Requisition - Award - Post Award

- Requisition - Solicitation - Solicitation Response - Evaluation - Award - Post Award

- Solicitation - Solicitation Response - Evaluation - Award - Post Award

- Award - Post Award

Milestones serve as a roadmap to the successful completion of each State in the procurement. A State is deemed completed when all mandatory milestones have been completed and all associated transactions are final.

Common Terminology

› Milestone

A **Milestone** serves as a roadmap to the successful completion of a procurement and a measure of buyer/team performance. A State is deemed completed when all required Milestones have been marked as completed.

› Procurement Folder

The **Procurement Folder** provides a single point for tracking, assignment, and reporting during the life cycle of the procurement.

› Procurement State

The purpose of a "State" is to organize the events and actions, which occur during a procurement, as well as manage the "Transaction" components.

› Procurement Title

The **Procurement Title** displays a text description of each Procurement ID. The **Procurement Title** is inferred from the Transaction Description field from the first transaction in a Procurement Chain that is used to create the Procurement ID.

› Procurement Type

The Procurement Type is configured to contain the States, Transactions and Milestones that should be used for a specific type of procurement.

› Service Date Editing

The Invoice (IN) transaction type has a feature available to edit service dates against the service dates of the referenced Purchase Order. Please refer to the Transaction Control topic in the *Financial Administration User Guide* for more information on this feature.

› Vendor Preference Level

Records returned based on searches on the Shopper (SHOP) page are first returned based on relevancy, and then by **Vendor Preference Leve**l. A lower number indicates a higher preference. This ensures that vendors with a preferred item appear higher in the search results. A **Vendor Preference Level** can be assigned to a Vendor on the Vendor/Customer table. Upon saving a Master Agreement, if a valid Vendor/Customer code exists, and the **Vendor Preference Level** is blank, the system will infer the **Vendor Preference Level** field value from the Vendor Customer record on the Vendor/Customer table. If the value on Vendor/Customer is blank, then a default value of 99 in inferred. This value can be changed on the Vendor/Customer tab of the MA transaction. This value is also inferred into the **Vendor Preference Level** fields on the Commodity tab. The **Vendor Preference Level** fields on the Commodity lines can also be changed, so that different preference levels can apply to different portions of the catalog.

› **Workload**

Workload refers to all the procurements that a person is currently assigned to work on.

Transaction Information

This topic includes the following areas:

- Requisition (RQ) Transaction Type

- Solicitation (SO) Transaction Type

- Solicitation Response (SR) Transaction Type

- Evaluation (EV) Transaction Type

- Purchase Order (PO) Transaction Type

- Contract Modification Request (CMR) Transaction Type

- Master Agreement (MA) Transaction Type

- Master Agreement Mod Request (MMR) Transaction Type

- Receiver (RC) Transaction Type

- Invoice (IN) Transaction Type

- Performance Evaluation (PE) Transaction Type

- Renewal (RN) Transaction Type

- Termination (TM) Transaction Type

- General Routing (GR) Transaction Type

Transaction Code Glossary

All Transactions Codes that can be utilized by the Procurement area are listed below alphabetically by Transaction Name.

Transaction Name	Transaction Code	Transaction Type	Sub Type
Auction Requisition	RQA	RQ	RQA
Best and Final Offer	BAFO	SO	
Buysense Purchase Order	POB	PO	POB
Commodity Based Transaction Lapse	CBDL	PO	CBDL
Contract	CT	PO	CT
Contract Revision	CMR	CMR	

Delivery Order	DO	PO	DO
Evaluation	EV	EV	
Evaluator	EVT	EV	
General Routing	GR	GR	GR
Grant Application Evaluation	GEV	EV	
Grant Funding Application	GFA	SR	
Grant Funding Opportunity	GFO	SO	
Grant Funding Request	GFR	IN	
Grant Given	GG	PO	
Invoice	IN	IN	
Invoice-Electronic	IE	IN	
Master Agreement	MA	MA	
Master Agreement Requisition	RQM	RQ	RQM
Master Agreement Revision	MMR	MMR	
Maximo Delivery Order	DOM	PO	DO
Maximo Purchase Order	POM	PO	PO
Maximo Receiver	RCM	RC	
Maximo Service Contract	SCM	PO	SC
Maximo Standard Requisition	RQSM	RQ	RQS
Non-Accounting Requisition	RQN	RQ	RQN
Performance Evaluation	PE	PE	
Purchase Order	PO	PO	PO
Receiver	RC	RC	
Recurring Invoice	RIN	RC	

Recurring Payment Order	RPO	PO	PO
Renewal	RN	RN	
Request for Bid	RFB	SO	
Request for Information	RFI	SO	
Request for Proposal	RFP	SO	
Request for Quote	RFQ	SO	
Reverse Auction	RA	SO	
Service Contract	SC	PO	SC
Solicitation Response	SR	SR	
Solicitation Response Wizard	SRW	SR	
Stand Alone Invoice	IS	IN	
Stand Alone Receiver	RS	RC	
Standard Requisition	RQS	RQ	RQS
Surplus	SPL	SO	
Surplus Sealed Bid	SSB	SO	
Termination	TM	TM	
Universal Requestor	UR	RQ	UR
VSS Invoice	INVSS	IN	

RQ Transaction Type

The Requisition (RQ) Transaction Type can be used to formally request the procurement of goods or services. This transaction type is typically used when the item or service cannot be directly fulfilled through an existing Master Agreement, stocked in inventory, or will exceed max spending limits. Requisitions are used for procurements that require the approval or attention of a procurement officer to fulfill the request. The Requisition transaction describes the specifications of the goods or services that you are requesting.

Important Features for the Requisition (RQ) Transaction Type:

› Key Functions of the Requisition Transactions

Requisitions are assigned to a procurement folder when they are initially created in the system. The Procurement Folder is used to track the requisition commodity line through the entire procurement process. Requisitions are created to request goods or services. The request can be entered using commodity groups to organize the transactions in a logical order. For example, you can enter a transaction for office supplies. The office supplies associated with this order could be categorized by Paper and Writing Supplies. You can set up two commodity groups on the requisition and have copier, fax, and printer paper commodities appear under the Paper group and pens, pencils, and highlighters appear under the Writing Supplies group.

Unlike other procurement transactions, a requisition can be associated with multiple procurements. A requisition transaction can be created with multiple commodity lines. From this requisition, commodity line items (printer paper, pens, and fax paper) can be split along different procurement paths (quick buy vs. competitive bids) or multiple solicitations.

If Requisition lines are referenced by a Solicitation or Award with a different Procurement Folder, the Procurement Folder of the referencing transaction will be adopted by the Requisition. Once a requisition line has been referenced by a Solicitation, the line is no longer available to be referenced by any other transactions until awarded by the solicitation process. When the line is referenced by an award in the *Final* Phase, the line is considered *closed*.

› Inactive Line Functionality on Requisition Transactions

The **Inactive Line** flag can be selected on Modification Draft RQ transactions in CGI Advantage. The following general rules apply to this field on transactions of the RQ Transaction Type. (Rules that apply only to specific components are listed with the component in the table below):

- The **Inactive Line** flag cannot be set selected on a new line.

- Inactive lines are not copied forward into a target transaction

- Once a commodity line or component is marked as inactive and the transaction is submitted, it cannot be reversed; instead, a new line or component must be entered.

The **Inactive Line** flag is included on the following Requisition Transaction Components:

Transaction Component	Component Specific Rules
Special Instructions	
Commodity Group	
Commodity	A Commodity Line (and any associated accounting lines) must be modified down to zero before the **Inactive Line** flag may be selected.

If the **Inactive Line** flag is selected for a Commodity Group, then all Commodity Lines associated with the inactive Commodity Group are also marked inactive.

› Lock Order Specs Functionality

On the PRDOC table the Lock Order Specs indicates if vendors can bid with alternate Commodity Specifications than those specified on the RQ and SO transaction types. If this check box is selected then it defaults the value to *Yes* on the transactions and this indicates that the vendor cannot bid with alternate specifications. If the check box is unselected, it defaults the value of *No* on the transactions and alternate specifications can be submitted.

In the actual RQ types of transactions the PRDOC value can be overridden by selecting a different value on the Lock Order Specs CVL before submitting to final. Valid values are *Blank*, *Yes*, or *No*. If the SO transaction references a RQ transaction type then the value of the Lock Order Specs CVL is defaulted from the RQ transaction type, else the value is defaulted from the PRDOC table. Similar to the PRDOC, the default value can be overridden on the transaction.

On modified version of SO transaction type, the value of Lock Order Specs CVL cannot be changed from *No* to *Yes* on an existing commodity line. If a new commodity line is added on the modification version of the Solicitation transaction (that was not present on the previous version), then the Lock Order Specs CVL can be set to either *Yes* or *No*.

› Key inputs/outputs of the Requisition Transactions

Requisitions do not reference other transactions; however, they can be created from a Universal Requestor transaction. All of the information from the UR is automatically copied forward to the Requisition transaction that it creates. Requisitions may also be created from a Master Agreement or Purchase Order, using the Copy Forward function.

Once a Requisition is submitted, updates throughout CGI Advantage Procurement occur based on the RQ transaction submitted. The applicable budget tracking amount fields are updated on the budget inquiries to set aside the available funds. The delivered accounting model for the standard Requisition is to pre-encumber the funds at this time.

The Requisition History table is updated to create an audit trail of the request. You can view all the Requisition transactions that you have created by opening the My Requests (RQHISTM) table. From this page, you may select the link to the Lifecycle Inquiry (LINQ) page, which enables you to view the complete chain of transactions (entire procurement cycle) associated with the selected requisition. Refer to the "Lifecycle Inquiry" topic in the *CGI Advantage Financial - Transactions User Guide* or page help for more information on LINQ.

Requisitions can be processed as Inventory transactions as well as non-inventory transactions. The requisition in this case is used to replenish the stock level for the specified Commodity Code (Stock Item). In order to process Inventory transactions using the Requisition transactions, you have to enter a valid Warehouse on the Header and a valid Commodity code and Stock Item suffix (optional) on the Commodity Line. Based on the Warehouse, Commodity Code and Stock Item Suffix entered, updates are made to the Inventory table in CGI Advantage Inventory Management. Please refer to the "Inventory Tables" topic in the *CGI Advantage Inventory Management User Guide* for more information.

A Requisition transaction can be referenced by a Solicitation, Award, Master Agreement, or Commodity Based Payment Request transaction. All of the information from the Requisition is copied forward to the referencing transaction. Allowable transaction references are established on the Transaction Allowable References (DARF) table.

For detailed information on each of the tabs that exist on the RQ, refer to the following topics:

- Header (only 1)

- Accounting Distribution (0 - n)

- Vendor (0 - n)

- Commodity Group (1 - n)

- Commodity (1 - n)

- Accounting (1 - n)

- Special Instructions (0 - n)

- Free Form Vendors (0 - n)

The UR transaction contains many of the same tabs listed above; however the Step number is listed first. Also, the UR transaction contains two additional sections that do not exist on the other RQ transactions:

- Step 6: Comparison

- Step 7: Created Transactions

RQ Delivered Transaction Codes

The RQ Transaction Type contains several delivered Transaction Codes. Each Transaction Code varies based on the event types and functionality that are associated with them. The full list of delivered transaction codes is as follows:

Transaction Name	Transaction Code	Intended Use	Sub Type
Auction Requisition	RQA	Used if the requestor wants to sell an item(s).	RQA
Master Agreement Requisition	RQM	Used if the requestor already knows that the request is going to end in a Master Agreement.	RQM
Maximo Standard Requisition	RQSM	If Maximo is integrated with Advantage, then the RQSM is created when a Purchase Request is created in Maximo that does not reference a contract. If the RQSM is modified or cancelled in Financial, then it is a manual process to update Maximo.	RQS

Non-Accounting Requisition	RQN	Used if the Requestor does not want to pre-encumber funds.	RQN
Standard Requisition	RQS	Used to pre-encumber funds when making a request.	RQS
Universal Requestor	UR	The Universal Requestor (UR) transaction enables the most basic users to create Requisition, Award and Payment Request transactions. A UR transaction can be automatically created by the Shopper - Checkout page if the Code field on the Checkout page is of the UR Doc Sub Type. A Universal Requestor transaction is also automatically created from a PunchOut session when the buyer checks out from a supplier's webstore. These transactions have the **PunchOut Order** flag checked and are in a *Draft* phase.	UR

Related Topic(s):

- For a description of the delivered event types allowed for the RQ Transaction Type, please refer to the *Financial Administration User Guide, "*Procurement Accounting Model" topic under "Accounting Model Delivered Configuration".

- For instructions on how to create a request, refer to the "Create a Request via Shopper" topic under Common Business Tasks.

- The RQ Transaction Type belongs to the Requisition State.

Header

The Header tab on the RQ Transaction Type provides general information associated with the entire request.

›   Procurement Folder Logic

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

›   Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by CGI Advantage:

- Record Date

- Budget FY

- Fiscal Year

- Period

- Procurement Type ID

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name

- Transaction Description

The following fields are conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- PCard ID

- Issuer ID

- Requestor ID

- Requestor Name

- Phone Number

- Email

- Reporting 1

- Reporting 2

- Reporting 3

The following field is required when requesting items for inventory:

- Warehouse

The following fields are conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table for a Cancelled Requisition:

- Cancellation Code

- Cancellation Reason

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Pcard ID

- Accounting Profile

- Warehouse

- Issuer ID

- Requestor ID

- Shipping Location

- Billing Location

- Reporting 1

- Reporting 2

- Reporting 3

The Header tab of the RQ Transaction Type contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level Actions

- **Ship/Bill To Lines** - This action defaults the values entered in the Default Shipping/Billing fields on the Header tab to all blank Shipping/Billing fields for all existing commodity lines on the Commodity tab.
- **Load Accounting Profile** - This action loads the selected Accounting Profile to the Accounting Distribution tab.
- **View Procurement Folder** - This action transitions you to the Procurement Management page, which allows you to review other Procurement Folder information associated with the selected Procurement Folder. The View Procurement Folder action is only active if the Procurement Folder ID field is populated.
- **Reset Buyer** - This action (if activated) allows the user to reassign the Buyer/Buyer Team per buyer assignment logic. Refer to the "Buyer Logic" topic for more information.
- **Load Vendor List** - This action allows you to optionally add Vendors to the RQS by selecting from pre-defined templates set up on the Vendor List Template (VENDLSTT) table. If a Vendor List Template is selected in the Vendor List Template Code field, then the Load Vendor List action must be selected. After the Load Vendor List action is selected, all vendors associated with the template are loaded to the Vendor tab of the RQS.
- **Apply Tax Profile** - This action is used to apply the Tax Profile entered in the Header of the RQS transaction to the Tax Profile fields on all the Commodity Lines. This action allows you to enter a single Tax Profile and have it propagate throughout the Commodity lines, which significantly reduces data entry. This is a hard inference and overwrites any existing values in the Commodity Line Tax Profile.

Related Topic(s)

- RQ Transaction Type

Accounting Distribution

The Accounting Distribution tab on the RQ Transaction Type is used as a data entry tool to quickly apply the same accounting elements and split to all commodity lines.

The majority of fields on the RQ accounting line are common to accounting transactions and can be reviewed in the *CGI Advantage - Transactions User Guide*. The **Debt ID** field is most often used to indicate future spending of bond or loan proceeds. Please refer to the *Debt Management User Guide* for the general edits for this field.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Accounting Template

The Accounting Distribution tab of the RQ Transaction Type contains the following actions/links:

› Page-Level Actions

   Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level Actions

   - **Distribute Accounting Lines -** When selected, one Accounting line will be inserted for each Commodity Line for the corresponding Accounting Distribution Line. The distribution percentages are applied to the Item Amount to arrive at the Accounting Line amount. The COA elements on the Accounting Distribution are passed on to the Accounting Line.

Vendor

The Vendor tab on the RQ Transaction Type lists suggested Vendors for providing the goods/services. These vendors are only suggested vendors and may or may not be the actual vendor that is awarded the procurement. Vendors are selected from a pick list that is populated by the Vendor/Customer table. This tab is optional and more than one vendor can be added as the suggested vendor.

› Required/Conditionally Required Fields

   The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

   - Vendor/Customer

   The following field is required if a non-miscellaneous vendor is selected:

   - Address Code

   The following fields are required if a Vendor Contact ID is not entered:

   - Vendor Contact Name
   - Vendor Contact Phone

If the Allowed Vendor Type field on DCTRL is set to allow service vendors only:

- If the vendor(s) on the transaction have the Service flag checked on their vendor record, or have both the Service and Purchasing Agent flags checked, no error will be issued.

- If any vendor on the transaction has only the Purchasing Agent flag checked on their vendor record, an error will be issued.

If the Allowed Vendor Type field on DCTRL is set to allow commodity vendors only:

- If the vendor(s) on the transaction have the Purchasing Agent flag checked on their vendor record, or have both the Service and Purchasing Agent flags checked, no error will be issued.

- If any vendor on the transaction has only the Service flag checked on their vendor record, an error will be issued.

Commodity Group

The Commodity Group tab on the RQ Transaction Type allows you to define groups for categorizing/organizing commodity lines.

› Universal Requestor (UR)

Commodities that show up in the Available on a Master Agreement section in the search results on the Shopper (SHOP) page allow either a Delivery Order or a Payment Request transaction to be created from the UR transaction. By default, a Delivery Order transaction is created from a UR transaction for each Commodity Group that is associated with a Master Agreement. You can create a Payment Request transaction instead by selecting the **Create Payment** flag on the Commodity Group tab. If there are multiple Commodity Groups with the Create Payment flag selected, then each Commodity Group is used to create a new Payment Request transaction. If you select the **Create Payment** check box and the Payment Request Transaction Code specified on System Options does not allow a reference to a Master Agreement, or the Commodity Group does not contain a Master Agreement, an error is issued. If the **Create Payment** flag is selected on the Commodity Group component and the UR does not contain an Accounting Line the resulting Payment Request will fail, since the referenced Master Agreement does not contain accounting information. Please refer to the "Master Agreement Commodities" topic for more information.

For information on how the grouping logic and transaction logic works when a Universal Requestor transaction is created, refer to the following tabs:

- Universal Requestor Grouping Logic

- Universal Requestor Transaction Logic

› Required/Conditionally Required Fields

The following field is required:

- Description

Commodity

The Commodity tab on the RQ Transaction Type provides all commodities associated with the transaction and the associated details for requesting this item or service. Commodity line information appears within the commodity groups that were established.

> › Required/Conditionally Required Fields

The following field is required:

- Line Type

The following fields are required if the **Line Type** is *Item*:

- Quantity
- Unit
- Unit Price

The following field is required if the **Line Type** is *Service*:

- Contract Amount

The following fields are required if the **Line Type** is *Discount*:

- List Price
- Discounted Unit Price

The following field is required if the **Line Type** is *Catalog*:

- Catalog

The following fields are required if the **Line Type** is *Discount*:

- Discount From
- Discount To

The **Line Type** of *Cost Plus* is not allowed on the RQ Transaction Type.

If **Line Type** is *Not Specified*

- If **Line Type** is *Not Specified* either Item Information (Quantity, Unit, Unit Price) or Service Information (Contact Amount, Service From, Service To) fields are required.

- If the RQ Transaction Type transaction is generated with the **Line Type** of *Not Specified* and the RQ is copied forward to the PO Transaction Type transactions, the Item or Service Information entered on the RQ is inferred to the same fields on the PO. If the RQ Transaction Type is generated with the **Line Type** of *Not Specified*, the Item or Service Information is inferred to the PO Transaction Type transactions on copy forward. The existing logic remains the same, that is, if the **Line Type** on PRDOC is set to *Item* then both lines on the PO Transaction Type default to the **Line Type** of *Item*.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- External Warehouse

- Accounting Profile

- Comm Ref Dept

- Shipping Location

- Billing Location

If Maximo is being integrated, then the **Commodity Line Description** field is required if the **Line Type** is *Service*. If the **Line Type** is *Service*, then the selected Commodity Code must be marked as an **External Service** on the Commodity table. If Maximo is being integrated, and the **Line Type** is *Item*, then the **External Item ID** field is required.

The following fields are conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Commodity Line Description

- Commodity

- Shipping Location

- Shipping Method

- Free on Board

- Delivery Date

- Delivery Type

- Billing Location

- Issuer

- Packing Instructions

- Hazardous Materials

- Special Handling

- Additional Handling

- Manufacturer

- Model

- Warranty Type

- Under Quantity

- Under Contract Amount

- Over Quantity

- Over Contract Amount

The following field is required if no Commodity Code has been entered:

- No Code Description

The **External Item ID** field is required if the **External Warehouse** field is populated. The **External Item ID** field can only be populated if the **Line Type** is *Item*, and the **Source System** field on the Item table for the selected External Item is *Maximo*.

The Environmentally Preferred Purchase (EPP) section is only available when the ENABLE_EPP parameter is set to *Yes* on the Application Parameter (APPCTRL) table. This section can be used to define:

- Product Certifications

- Recycled Content

- EPP Attributes

- EPP Product

If the Allow Extended Description Edit flag on the Procurement Transaction Control (PRDOC) page is checked, editing is allowed on the Extended Description field on the subsequent versions of the transaction.

The Commodity tab contains the following actions/links:

› Page-Level Actions

   Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

   - **Ship/Bill To Lines** - This action defaults values entered in the Default Shipping/Billing fields on the Header to the Shipping/Billing fields on the Commodity tab for all existing commodity lines.

Related Topic(s):

- Refer to the "RQ Transaction Type" topic for information on the Inactive Line functionality and the Lock Order Specs functionality.

Accounting

The Accounting tab of the Requisition (RQ) Transaction Type is a required part of transaction data entry where one or more lines will record the chart of accounts used to most likely pre-encumber funds for a later purchase. The sum of the Line Amount field on the accounting lines for a commodity line must equal the total of the commodity line they are funding. The majority of fields on the RQ accounting line are common to accounting transactions and can be reviewed in the *CGI Advantage - Transactions User*

Guide. A small number of fields are unique to transaction types that perform requisition and ordering functions:

- **Reserved Funding** - A required choice of three values: No, Yes, and Locked. The value serves as a means to designate an accounting line to be a source of funding of last resort (Locked) or to be an out year to fund a purchase in a future Budget FY (Yes). The choice of Locked must be made manually where choices of No and Yes will default according to setup of the Event Type on the accounting line. When a transaction that has accounting lines marked Yes or Locked, those lines will not be automatically referenced and must be manually referenced. When the lines of regular funding (No) have been or will soon be consumed, you should modify the transaction to change the value from Locked to No in order to continue referencing the transaction. The Contract Roll process will change all lines marked as Yes to No at year end when budgets for the subsequent year have been loaded and open to activity.

- **Roll Indication 1 & 2** – In the event that an accounting line was rolled at year end from the prior Budget FY and Fiscal Year, both indications are flagged *Yes*. This indicates that the posting lines will record the backout and reposting of the Line Open Amount at the time of rolling. The difference between the indications is that #1 is flagged *Yes* only on the transaction version that rolled. #2 remains Yes in all subsequent versions to indicate the line has rolled at least once.

- **Debt ID** - This field is most often used to indicate future spending of bond or loan proceeds. Please refer to the *Debt Management User Guide* for the general edits for this field.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Accounting Template

Special Instructions

The Special Instructions tab on the on the RQ Transaction Type provides the instructions associated with the request. The Special Instructions (SPIS) table is used to establish "pre-established" special instructions for selection on this detail tab and this tab is used to associate those instructions to the specific request.

› Required/Conditionally Required Fields

This tab is not required to submit the Requisition transaction. However, the following field must be populated if a record is inserted in this section:

- Special Instructions Code

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Special Instructions Code

Free Form Vendors

The Free Form Vendors tab on the RQ Transaction Type allows you to add suggested vendors by free form entry. The vendors added to this tab are not on the Vendor/Customer table, and adding vendors to this tab does not add them to the Vendor/Customer table.

› Required/Conditionally Required Fields

The following fields are required if a line is inserted on this tab:

- Correspondence Type

- Vendor Name

The following fields are required if the **Correspondence Type** is *Postal Service*:

- Principal Contact

- Address 1

- City

- State Code

- State (inferred based on value selected in the State Code field)

- Zip

The following fields is required if the **Correspondence Type** is *Fax*:

- Fax Number

The following fields is required if the **Correspondence Type** is *E-Mail*:

- Email Address

UR - Step 6: Comparison

The Step 6: Comparison tab of the Universal Requestor (UR) transaction displays the Commodity Comparison Sheet associated with the entire request. This tab represents the items or services selected during the search process and is used by the Universal Requestor to determine how to process the line. This tab is automatically populated by Advantage.

UR - Step 7: Created Transactions

The Step 7: Created Transactions tab of the Universal Requestor (UR) transaction code lists the transactions that have been created by the UR transaction. If the **Auto Submit From UR** flag is selected on the System Options table, then all transactions generated by the UR will automatically be submitted when the UR goes to Final. If all transactions on the Created Transactions component are in the Final Phase or deleted, or a combination of both, then the **Generated Transactions Successfully Processed** flag on the Header tab will automatically be selected upon opening the UR transaction. This tab is automatically populated by CGI Advantage.

SO Transaction Type

"Solicitation" is the general term given to transactions that are used to formally advertise a requirement and invite vendors to respond with bids or proposals, or to qualify vendors for a second stage of the bid process. Solicitation transactions may also be used for reverse auctions, surplus auctions or sales. The Solicitation Transaction Type in CGI Advantage is used to describe the goods or services that are being requested or auctioned along with specifying any terms or conditions for participating in the bidding process.

› Inactive Line Functionality on Solicitation Transactions

The Inactive Line flag can be selected on Modification Draft SO transactions in CGI Advantage. The following general rules apply to this field on transactions of the SO Transaction Type. (Rules that apply only to specific components are listed with the component in the table below):

- The Inactive Line flag cannot be set to True on a new line.

- The Inactive Line flag cannot be selected unless the Solicitation Status is "Open" (that is, the Solicitation Closing Date and Solicitation Closing Time have not passed, the Solicitation has not been awarded, or the Solicitation has not been cancelled).

- Inactive lines are not copied forward into a target transaction.

- If the Hide Inactive Procurement Lines flag is selected when printing the SO transaction, then only the active lines are printed. If the Hide Inactive Procurement Lines flag is not selected when printing the SO transaction, then the active and inactive lines are printed.

- If the Hide Inactive Procurement Lines flag is selected when assembling the SO transaction, then only the active lines are assembled. If the Hide Inactive Procurement Lines flag is not selected when assembling the SO transaction, then the active and inactive lines are assembled. (Refer to the "Understanding the Assembly Process" section in this user guide, for more information on the Assembly functionality.)

The Inactive Line flag is included on the following Solicitation tabs:

Transaction Tab	Tab Specific Rules
Schedule of Events	
Terms and Conditions	
Commodity Group	
Commodity	If the Inactive Line flag is selected for a Commodity Group, then all Commodity Lines associated with the inactive Commodity Group are also marked inactive.
Commodity T&C	If the Inactive Line flag is checked for a Commodity Line, all associated Commodity T&C Lines are also marked inactive.
Evaluation Criteria Group	

Evaluation Criteria Line	If the Inactive Line flag is checked for an Evaluation Criteria Group, all associated Evaluation Criteria Lines are also marked inactive.
	If both the Response Required and Inactive Line flags are selected, the Evaluation Criteria Line is saved as Inactive and response is not required for that criteria line.
Supporting Documents	

› Lock Order Specs Functionality

On the PRDOC table the Lock Order Specs indicates if vendors can bid with alternate Commodity Specifications than those specified on the RQ and SO Transaction Types. If this check box is selected then it defaults the value to *Yes* on the transactions and this indicates that the vendor cannot bid with alternate specifications. If the check box is unselected, it defaults the value of *No* on the transactions and alternate specifications can be submitted.

In the actual RQ types of transactions the PRDOC value can be overridden by selecting a different value on the Lock Order Specs CVL before submitting to final. Valid values are *Blank*, *Yes*, or *No*. If the SO transaction references a RQ Transaction Type then the value of the Lock Order Specs CVL is defaulted from the RQ Transaction Type, else the value is defaulted from the PRDOC table. Similar to the PRDOC, the default value can be overridden on the transaction.

On modified version of SO Transaction Type, the value of Lock Order Specs CVL cannot be changed from *No* to *Yes* on an existing commodity line. If a new commodity line is added on the modification version of the Solicitation transaction (that was not present on the previous version), then the Lock Order Specs CVL can be set to either *Yes* or *No*.

› Amendments to a Solicitation

A buyer can make changes to the Solicitation transaction any time prior to the Solicitation being released. Once the Solicitation has been published, changes to the Solicitation are tracked in the form of amendments. Notification of amendments will automatically be sent to vendors on the vendor list (as previously described) and vendors that have responded but were not on the list. The Prohibit Online Responses flag can be modified in a Solicitation Amendment if the flag is being changed from true to false, allowing online bids to be submitted. However, the Prohibit Online Responses flag may not be modified in a Solicitation Amendment if the flag is being changed from false to true, prohibiting online bids to be submitted. In short, once a Solicitation has been finalized, the Buyer can allow online responses to that Solicitation if they were originally prohibited, but the Buyer cannot prohibit online responses to that Solicitation if they were originally allowed. This is because once the Solicitation has been finalized and the Let Date has passed, a vendor may have already responded to that Solicitation. A buyer cannot change the Restrict Multiple Responses per Vendor TIN flag during a modification of a submitted Solicitation transaction.

The following steps identify the amendment process of an open published Solicitation transaction in CGI Advantage Procurement:

1. Open Solicitation transaction, click Edit and make changes.

2. An Amendment Number will be automatically assigned.

3. The amended solicitation will be posted to the web after the modification is finalized. Amendment detail may also be posted to the web. This is controlled by a publishing option.

4. All vendors that were originally notified are notified of the amendment along with any vendors that have responded to the Solicitation.

› Key inputs/outputs of the Solicitation Transactions

A Solicitation transaction can reference all Requisition transactions. Information from a Requisition transaction can be copied forward to the Solicitation transaction, thereby eliminating the need for re-keying. You may also select individual RQ lines from multiple procurements.

A Solicitation transaction can be referenced by the Solicitation Response transaction the Evaluation transaction, all PO transaction types, and the Master Agreement. Transaction references are defined on the Transaction Allowable References (DARF) table.

Along with the ability to print the Solicitation, when a vendor has a **Correspondence Type** of *Postal Service*, you can generate a separate mailing label for the corresponding Solicitation. The mailing label includes the following fields:

- Vendor Name

- Solicitation Description (30 - characters)

- Street 1

- Street 2

- City, State Zip

The Request for Proposal (RFP) Transaction Code is comprised of the following tabs:

- Header (only 1)

- Schedule of Events (0 - n)

- Terms and Conditions (0 - n)

- Commodity Group (0 - n)

- Commodity (0 - n)

- Commodity T&C (0 - n)

- Evaluation Criteria Group (0 - n)

- Evaluation Criteria Line (0 - n)

- Vendor List (0 - n)

- Free Form Vendor (0 - n)

- Vendor Rotation (only 1)

- Commodity Email Push (0 - n)

- Publishing (only 1)

- Supporting Transactions (0 - n)

SO Delivered Transaction Codes

The SO Transaction Type contains several delivered Transaction Codes. Each Transaction Code varies based on the functionality that is associated with them. Differences may also exist based on site specific setup on the Transaction Control (DCTRL) table and Procurement Transaction Control (PRDOC) table. The full list of delivered Transaction Codes is as follows:

Transaction Name	Transaction Code	Intended Use
Best and Final Offer	BAFO	Used as the second round of RFP. Selected respondents are provided the opportunity to alter their original response to reflect their best and final offer for the Solicitation.
Grant Funding Opportunity	GFO	Solicitation used to announce a grant opportunity with instructions on how to apply. Refer to the "Grant Funding Opportunity (GFO) " topic in the *Grantor User Guide* for more information.
Request for Bid	RFB	Used for procurements where the commodities for goods/services are delineated.
Request for Information	RFI	Used to gather information when a conceptual need has been identified, but the detailed requirements needed to achieve the goal need to be defined.
Request for Proposal	RFP	Used to propagate procurements that may not have exact parameters. May or may not be commodity driven.
Request for Quote	RFQ	Used in informal solicitations for goods/services.
Reverse Auction	RA	Solicitation to auction off goods to the lowest bidder.
Surplus	SPL	Solicitation to offer for sale commodities deemed surplus by the owner.
Surplus Sealed Bid	SSB	Sealed solicitation to offer for sale commodities deemed surplus by the owner where the bidders cannot see the lowest bid.

Related Topic(s):

- The SO Transaction Type belongs to the Solicitation State.

- Common Business Tasks

Header

The Header tab of the Solicitation transaction lists general information describing the procurement.

› Procurement Folder Logic

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Solicitation Category Logic

The Solicitation Category field is used to define a high level solicitation category group. The Solicitation Category is defined by each site on the Solicitation Category page and is intended to make the solicitation bidding easier for vendors by allowing them to narrow their search in VSS by Solicitation Categories. Examples of Solicitation Categories are: Construction, Services/Consulting, Technology, Equipment, Printing, Supplies, Sub Contracting, and Professional.

The following Solicitation Category inference logic applies:

- On validate of SO Transaction Type transaction and Solicitation Category field is blank, the system will perform the first lookup to the Solicitation Category field on PRDOC for this Solicitation Transaction Code.

- If no value is specified in the Solicitation Category field on PRDOC, then the system performs next lookup to the Solicitation Category field from the Procurement Type.

- If no value is specified in the Solicitation Category field on Procurement Type, then the default Solicitation Category is inferred from the 'Default' entry on the Solicitation Category table for this transaction.

- In all cases, the user is allowed to change the default value of the Solicitation Category that is inferred to the SO Transaction Type transaction.

› Vendor Restrictions

The following vendor restriction flags are available on the Header of the solicitation transactions:

- **Vendor List Restricted Access to Solicitations?** - This flag, when selected, indicates that the solicitation can only be viewed by those vendors and their associated VSS users that are listed in the Vendor List tab of the SO transaction. This flag has no system relationship to the **Vendor List Restricted Responses?** flag.

- **Vendor List Restricted Responses?** - This flag indicates whether the vendors on the Vendor List are allowed to submit a response for this solicitation. If this check box is selected, then only vendors on the Vendor List are authorized to submit responses (SR transactions) in VSS.

- **Restrict Public Access Ask Questions** - This flag indicates whether public access users in VSS are allowed to ask questions online for a published solicitation.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated:

- Record Date

- Procurement Type

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Description

- Issuer ID

- Requestor ID

- Name

- Phone

- Email

The following fields are conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC):

- Terms and Conditions Template

- Reason for Modification

- Grant Year (this field is delivered hidden and can be changed to displayed via Configure Page (DESIGNER), to make it available for use on SO type Grantor transactions.)

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Bid Receiving Location

- Issuer ID

- Requestor ID

- T & C Template

› Tasks

› Create a Terms and Conditions Template

The Add Templates section allows you to optionally place the Terms and Conditions you have set up on the current solicitation into a template on the Terms and Conditions Template (TRMTM) table.

1. Enter a value in the **T & C** field.

2. Enter a value in the **Name** field

3. Select the **Add Template** check box.

› Create a Vendor List Template

The Add Templates section allows you to optionally place the Vendors you have set up on the Vendor List tab for the current solicitation into a template on the Vendor List Template page. (Note: Vendors added by the Vendor Rotation tab or by the Free Form Vendor tab will not be added to the template.)

1. Enter a value in the **Vendor List** field.

2. Enter a value in the **Name** field.

3. Enter a value in the **Buyer ID** field.

4. Enter a value in the **Department** field.

5. Enter a value in the **Comm Class** field

6. You can optionally select the **Prequalified List** check box to indicate whether a pre-qualified vendor list was used for the Solicitation.

7. Select the **Add Template** check box.

Once added, the newly created template can be selected on future transactions.

› Create an Evaluation Criteria Template

The Add Templates section allows you to optionally place the Evaluation Criteria you have set up on the current solicitation into a template on the Evaluation Criteria Template page.

1. Enter a value in the **Evaluation Criteria** field.

2. Enter a value in the **Name** field

3. Select the **Add Template** check box.

Once added, the newly created template can be selected on future transactions.

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Assemble Transaction** - Solicitation transactions allow you to initiate the Assembly Process when the Assemble External Terms and Conditions parameter is set to True on the Applications Parameters table. This process assembles specific transaction tabs, all of the attached Terms and Conditions, and all of the Supporting Transactions attached to the transaction within a single formatted PDF transaction. (Note: Inactive lines will not be assembled if the Hide Inactive Procurement Lines flag is selected upon initiating the assembly request.) Please refer to the "Assembly Process" topic for more information.
- **Refresh T & C** - When selected, Advantage looks to the Terms and Conditions (TRMC) page and determines the Last Update Date for all Terms and Conditions (T&C) currently in the Terms and Conditions tab and in the Commodity T&C tab of the transaction. If the Last Update Date on the TRMC page is greater than the T&C Last Updated Date for the corresponding T&C on the transaction, the system infers over the existing T&C and replaces it with the updated version from the TRMC page. This inference occurs for T&C in both the Terms and Conditions tab as well as the Commodity T&C tab.
- **Load Vendor List** - When selected, any vendors associated with the template selected in the New Vendor List field are loaded to the Vendor List tab.
- **Load T & C** - When selected, any terms and conditions associated with the template selected in the T & C field are loaded to the Terms and Conditions tab and to the Commodity T&C tab.
- **Load Schedule of Events** - This action loads all events associated with the Template ID entered in the Schedule of Events field to the Schedule of Events tab of the Solicitation transaction.
- **Reset Buyer -** This action is active if the RESET BUYER parameter on the Application Parameter page is set to Yes. When selected, this action re-applies the logic for assigning a buyer/buyer team to the Procurement. Refer to the "Buyer Logic" topic for more information.
- **View Procurement Folder** - This action allows you to transition to the Procurement Management page to review transactions associated with the Procurement Folder. Once you transition from this transaction to the Procurement Management page a **Back** link is visible. Selecting the Back link transitions you back to the transaction you transitioned from.
- **View Assembly Request** - This action transitions you to the Assembly Request page, which allows you to view the current and previous status of the Transaction Assembly process for the selected transaction. This link is only visible when the **Assemble External Terms and Conditions** parameter is set to *True* on the Applications Parameters table.

Schedule of Events

The Schedule of Events tab on the Solicitation transaction allows a buyer to indicate a schedule of events for the Solicitation. This can include the date of a bidder's conference, due date for questions, solicitation closing date, and so forth.

> › Required/Conditionally Required Fields

The Schedule of Events tab does not contain any required fields to submit the RFP transaction to Final. However, if a line is inserted on this tab, then the following fields are required:

- Sequence

- Days

- Event Code

- Event Name

- Event Date

Refer to the "SO Transaction Type" topic for information on the Inactive Line functionality.

> › Tasks

You can enter events on this tab in one of the following ways:

- Manually insert events by selecting from an existing Event Code using the pick list.

- Manually insert events by entering an ad-hoc Event Code that does not exist.

- Add events from a pre-defined template by selecting a template from the Schedule of Events field in the Templates section of the Header. You must then click the **Load Schedule of Events** action on the Header. Clicking this action loads all events associated with the Template ID entered in the Schedule of Events field to the Schedule of Events tab.

The Schedule of Events tab contains the following actions/links:

> › Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

> › Tab-Level actions/links

- Populate Event Dates - This action automatically calculates the Event Dates for you based on the sequence and number of days entered for each event.

Terms and Conditions

The Terms and Conditions tab on the Solicitation transaction allows a buyer to choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **Term/Condition** field on the Templates section on the Header. Terms and Conditions can be automatically updated in this tab when the **Refresh T and C** action is selected on the Header. Refer to the "Header" topic for more information on the actions and templates on the Header.

> › Required/Conditionally Required Fields

The Terms and Conditions tab does not contain any required fields to submit the RFP transaction to Final. However, if a line is inserted on this tab, or the **Require Terms and Conditions** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Term/Condition

- Name

- Detail

Refer to the "SO Transaction Type" topic for information on the Inactive Line functionality.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C

› Special note on Terms and Conditions

- If the **Assemble External Terms and Conditions** parameter is not set to *True* you can enter the details of the Terms and Conditions directly in the **Detail** field without additional file attachments.
- If the **Assemble External Terms and Conditions** parameter on the Application Parameters page is set to *True*, you must choose a Terms and Conditions record that has an associated *Transaction XML* **Attachment Type** transaction. The **Detail** field is protected in this situation. If a record exists, the attachment Transaction XML file and any other Image files associated with that record are copied as attachments to the record on the transaction. Only one Transaction XML type file can exist for a Terms and Conditions record at any time. If the modification of the Terms and Conditions is required, and the Terms and Conditions entered is not locked, you must first delete the Transaction XML attachment before you can upload a second Transaction XML type file in order to create a new Transaction XML attachment. On Validate and Submit, the system verifies that a Transaction XML attachment exists for the Terms and Conditions entered.
- Upon creation of a new transaction, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the Procurement Transaction Control (PRDOC) page, the **Terms and Conditions Template** field on the Templates section of the Header tab is inferred from the specified Default T&C Template on the Procurement Type page based on the Procurement Type of the transaction. It also populates the Terms and Conditions tab of the transaction with all of the Terms & Conditions from the selected template. This inference occurs only once on initial draft versions of the transaction and not on modification or cancellation versions.
- When the transaction is validated or submitted, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the PRDOC page and the Procurement Type is changed, all existing Terms and Conditions are deleted from the Terms and Conditions tab and then are populated as explained in the previous bullet point. Prior to this happening, an error message is issued alerting you that all records from the Terms and Conditions tab are about to be deleted and new records will be inferred based on the new Procurement Type.

Commodity Group

The Commodity Group tab on the Solicitation transaction allows a buyer to group commodities together. For example, desks, chairs and bookshelves could be grouped as *Office Furniture* for soliciting bids.

› Required/Conditionally Required Fields

The following field is required to submit the RFP transaction to Final:

- Commodity Group Description

Refer to the "SO Transaction Type" topic for information on the Inactive Line functionality.

Commodity

The Commodity tab of the Solicitation allows a buyer to indicate specific details about the item that they are soliciting. For example, packing instructions, size, color, manufacturer, and warranty information can be specified.

› Pricing Attachments

*Note: For Solicitations submitted without commodity lines, vendors can choose an **Attachment Type** of *Pricing* when attaching their pricing information to their vendor response in Vendor Self Service (VSS). Once the Solicitation **Closing Date** and **Closing Time** has passed, the vendor responses are synched from VSS to Advantage with all attachments, except for those with an **Attachment Type** of *Pricing*. Pricing attachments remain secured in the VSS lockbox, until the **Pricing Attachment Open Date** and **Pricing Attachment Open Time**, on the Header of the EV transaction, has passed. This feature allows the evaluation of responses without being influenced by pricing. Evaluations can be completed twice, once without pricing information and once with pricing information.

› Create a T&C Template

The Commodity tab allows you to optionally place the Terms and Conditions you have set up on the Commodity T & C tab of the RFP for the selected Commodity line into a template on the Terms and Conditions Template (TRMTM) table. The **New Terms and Conditions Template** field and the **Name** field must be populated and the **Add Template** check box must be selected, to add the new template to the TRMTM table Once added, the newly created template can be selected on future transactions.

› Line Item Preferences

The Line Item Preference fields allow buyers to indicate up to 5 Preference Codes that are applicable to the selected Commodity line. Pick lists are provided to the Line Item Preference table and only valid values set up on this table can be entered in the Preference 1 through 5 fields. Each Preference record has an associated Weight Factor % and an optional Dollar Cap that is inferred from the Line Item Preference table. On the Solicitation Response transaction, you can select the Include check box if the vendor wants to be considered eligible for the selected Preference and bid price. On the Evaluation transaction, the buyer can change the value of the Include flag from what was inferred from the Solicitation Response transaction.

› Required/Conditionally Required Fields

The following field is required:

- Line Type

The following fields are required if the **Line Type** is *Item*:

- Quantity

- Unit

- Unit Price

The following field is required if the **Line Type** is *Service*:

- Contract Amount

The following field is allowed only if the **Line Type** is *Service*:

- Pre Fixed Line

    If the **Pre Fixed Line** check box is selected, Pre Fixed Contract Amount will be required and should be greater than 0.

The following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table:

- Commodity Line Description

The following fields are conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Commodity

- *Shipping Location

- Shipping Method

- Free on Board

- Delivery Date

- Delivery Type

- *Billing Location

- Packing Instructions

- Hazardous Materials

- Special Handling

- Additional Handling

- Manufacturer

- Model

- Warranty Type

- Terms and Conditions Template

Note: The **Shipping Location** and **Billing Location** default from the Procurement User table, based on the value specified in the **Requestor ID** field on the Header.

Refer to the "SO Transaction Type" topic for information on the Inactive Line functionality and Lock Order Specs functionality .

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Referenced Transaction Department

- Shipping Location

- Billing Location

- T & C Template

If the Allow Extended Description Edit flag on the Procurement Transaction Control (PRDOC) page is checked, editing is allowed on the Extended Description field on the subsequent versions of the transaction.

The Commodity tab contains the following actions/links:

› Page-Level Actions

   Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load T & C Commodity** - When selected, any terms and conditions associated with the template selected in the T & C Template field are loaded to the Commodity T&C tab.
- **Additional Extended Description** - This action transitions you to the Commodity Extended Description page, which allows you to add additional information for the selected Commodity line than what can be captured in the Ext Description field.

Commodity T&C

The Commodity T & C tab on the Solicitation transaction allows a buyer to choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C Commodity** action is selected and a template is specified in the **T & C Template** field on the Templates section on the Commodity tab. Terms and Conditions can be automatically updated in this tab when the **Refresh T and C** action is selected.

› Required/Conditionally Required Fields

   The Commodity T & C tab does not contain any required fields to submit the RFP transaction to Final. However, if a line is inserted on this tab, or the **Require Terms and**

Conditions Template check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Term/Condition

- Name

- Detail

Refer to the "SO Transaction Type" topic for information on the Inactive Line functionality.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C Template

› Special note on Terms and Conditions

- If the **Assemble External Terms and Conditions** parameter is not set to *True* you can enter the details of the Terms and Conditions directly in the **Detail** field without additional file attachments.
- If the **Assemble External Terms and Conditions** parameter on the Application Parameters page is set to *True*, you must choose a Terms and Conditions record that has an associated *Transaction XML* **Attachment Type** transaction. The **Detail** field is protected in this situation. If a record exists, the attachment Transaction XML file and any other Image files associated with that record are copied as attachments to the record on the transaction. Only one Transaction XML type file can exist for a Terms and Conditions record at any time. If the modification of the Terms and Conditions is required, and the Terms and Conditions entered is not locked, you must first delete the Transaction XML attachment before you can upload a second Transaction XML type file in order to create a new Transaction XML attachment. On Validate and Submit, the system verifies that a Transaction XML attachment exists for the Terms and Conditions entered.
- Upon creation of a new transaction, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the Procurement Transaction Control (PRDOC) page, the **T&C** field on the Templates section of the Header tab is inferred from the specified Default T&C Template on the Procurement Type page based on the Procurement Type of the transaction. It also populates the Terms and Conditions tab of the transaction with all of the Terms & Conditions from the selected template. This inference occurs only once on initial draft versions of the transaction and not on modification or cancellation versions.
- When the transaction is validated or submitted, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the PRDOC page and the Procurement Type is changed, all existing Terms and Conditions are deleted from the Terms and Conditions tab and then are populated as explained in the previous bullet point. Prior to this happening, an error message is issued alerting you that all records from the Terms and Conditions tab are about to be deleted and new records will be inferred based on the new Procurement Type.

Evaluation Criteria Group

The Evaluation Criteria Group tab allows a buyer to add Evaluation Criteria to their Solicitation transaction by using a pre-defined Evaluation Criteria Template. This information is published with the Solicitation, so Vendors must respond to the Evaluation Criteria that belongs to this template.

› Required/Conditionally Required Fields

The Evaluation Criteria Group tab does not contain any required fields to submit the RFP transaction to Final. However, if a line is inserted on this tab, or the **Require Evaluation Criteria Template** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Criteria

- Short Description

- Response Type

- Points

Refer to the "SO Transaction Type" topic for information on the Inactive Line functionality. Refer to field level help for more information.

Evaluation Criteria Line

The Evaluation Criteria Line tab on the Solicitation transaction allows a buyer to choose individual evaluation criteria from the Evaluation Criteria library or add new ones by free form. Evaluation criteria indicates the characteristics on which a vendor's response will be compared and evaluated. Weights are assigned to criteria as points. The **Response Type** field will default based on the values set up on the Evaluation Criteria (EVL) table. Any changes needed after this time will require amending the Solicitation. Refer to the "SO Transaction Type" topic for information on Amending a Solicitation.

› Required/Conditionally Required Fields

The Evaluation Criteria Line tab does not contain any required fields to submit the RFP transaction to Final. However, if a line is inserted on this tab, or the **Require Evaluation Criteria** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Criteria

- Short Description

- Response Type

- Points

Refer to the "Solicitation (SO) Transaction Type" topic for information on the Inactive Line functionality.

› Special Note on Response Required flag

The **Response Required** flag on the Evaluation Criteria Line tab on the Solicitation transaction (SO) allows you to specify whether the selected evaluation criteria requires a response by the vendor on the Solicitation Response (SR) transaction. If the Response Required flag is selected and the Evaluation Criteria check box on the Publishing tab is not

selected upon Validate/Submit, then a warning message is issued that the Evaluation Criteria check box should be selected, if at least one of the Evaluation Criteria records has the Response Required flag selected. If the Response Required flag is updated on an existing Solicitation (SO) transaction, it is considered as an amendment and will trigger the Solicitation Amendment Notification upon running the VSS Synchronization batch process.

Vendor List

The Vendor List tab of the Solicitation transaction allows a buyer to specify vendors that they want to receive notice of the solicitation. Buyers can designate the final vendor list as restricted, limiting responses to selected vendors only, by selecting the **Vendor List Restricted Responses** check box on the Header. Buyers can limit notifications to only vendors on the Vendor List tab by selecting the Only Notify Vendor List check box on the Publishing tab.

If the Solicitation Vendor List Response Required parameter on Application Parameters is set to *Yes*, Evaluation transactions cannot be submitted to *Final* until all vendors on the Vendor List tab have submitted a Solicitation Response transaction. The Solicitation Response Automation Generation (SRAG) page allows you to quickly generate the Solicitation Response transactions.

Vendors can be added to this tab by selecting a Vendor from the Vendor/Customer pick list. You can only choose a Vendor/Customer Code that is *Active*. A vendor can also be added from a Vendor List Template on the Header, added on the Free Form Vendor tab, or added by vendor rotation. Vendors added to the Vendor List through Random Vendor Selection may not be deleted from the Vendor List. However, you may select a new Address ID associated with the Vendor Code or a new Contact ID associated with the Address ID.

 › Required/Conditionally Required Fields

 The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

 - Vendor/Customer

 The following field is required if a non-miscellaneous vendor is selected:

 - Address Code

 The following fields are required if a Vendor Contact ID is entered:

 - Vendor Contact Name

 - Phone

Free Form Vendor

The Free Form Vendor tab of the Solicitation transaction allows a buyer to specify vendors that they want to receive notice of the solicitation. Buyers can designate the final vendor list as restricted, limiting responses to selected vendors only, by selecting the **Vendor List Restricted Responses** check box on the Header.

A vendor is added to this tab by free form. A vendor can also be added to the RFP from a Vendor List Template on the Header, individually selected on the Vendor List topic or added by vendor rotation.

 › Required/Conditionally Required Fields

The following fields are required if a line is inserted on this tab:

- Vendor Name

- Default Correspondence

The following fields are required if the **Correspondence Type** is *Postal Service*:

- Principal Contact

- Address Line 1

- City

- State/Province

- Zip

The following fields is required if the **Correspondence Type** is *Fax*:

- Fax

The following fields is required if the **Correspondence Type** is *E-Mail*:

- Email

Vendor Rotation

Vendor Rotation is used to create a sampling of vendors based on specific criteria. A buyer may be required by law to solicit a certain number of vendors. Some of those may need to be classified as Minority-Owned vendors or Women-owned. Some may need to be recently awarded vendors. The rotation works off of the commodity specified in the Rotation Commodity field. After your selections have been made you can choose the **Load Vendor Rotation** link, this will add the vendors to the Vendor List tab. Buyers can designate the final vendor list as restricted, limiting responses to selected vendors only, by selecting the **Vendor List Restricted Responses** check box on the Header.

A vendor can also be added from a Vendor List Template on the Header, individually selected on the Vendor List topic or added on the Free Form Vendor tab.

The Vendor Rotation tab contains the following actions/links:

› Page-Level Actions

    Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load Vendor Rotation** - This action automatically adds vendors to the Vendor List tab based on the commodity specified in the Rotation Commodity field.

Commodity Email Push

The Commodity Email Push tab on the Solicitation transaction is used for vendor notification when a vendor notification list is not provided. This tab is not required to submit the RFP transaction to Final.

However, if a line is inserted on this tab, a Commodity Class must be selected in the **Commodity** field. All vendors that are registered for the Commodity Class on the Vendor/Customer table will be notified about the Solicitation. Notifications are sent based on the method specified in the Correspondence Type field on the Vendor/Customer table.

Publishing

The Publishing tab on the Solicitation transaction allows a buyer to specify the tabs they want to appear in the published solicitation, when they want it published (**Let Date**), how long it should be published, and whether or not they want to publish the vendor list.

› Required/Conditionally Required Fields

The following fields are required to submit the RFP transaction to Final:

- Let Date

- Close Date

- Close Time

› Publishing Settings

The default values for the Publishing check box fields are inferred from the corresponding field on the transaction's Procurement Transaction Control (PRDOC) record. The value from PRDOC is only inferred to the SO transaction upon the initial creation of a new transaction and not when the transaction is created via the Copy or Copy Forward actions and not on any subsequent modification versions. The inferred value can be changed by an authorized user directly on the SO transaction.

The Evaluation Criteria flag indicates whether the Evaluation Criteria tab should be included with the posted solicitation. If the Response Required flag is selected for at least one record on the Evaluation Criteria Line tab and the Evaluation Criteria flag on the Publishing tab is not selected upon Validate/Submit, then a warning message is issued.

By selecting the **Prohibit Online Responses** flag, a buyer can prohibit vendors from responding to the Solicitation using the online Vendor Self Service™ application. This flag may be defaulted upon transaction creation based on the value of the **Prohibit Online Responses** flag on the Procurement Transaction Control (PRDOC) table. By selecting the **Restrict Multiple Responses per Vendor TIN** flag, more than one response per Vendor Taxpayer Identification Number (TIN) is not allowed.

By selecting the **Prevent Entering Unit Price** flag, the vendor will be prohibited from entering the unit price on the Solicitation Response using the online Vendor Self Service application. This flag may be defaulted upon transaction creation based on the value of the **Prevent Entering Unit Price** flag on the Procurement Transaction Control (PRDOC) table.

The **Issue to Vendor Self Service** flag allows the buyer to indicate of the Solicitation should be published to VSS. If the buyer does not want the Solicitation to be published to VSS, this flag should not be selected.

Buyers can limit notifications to only vendors on the Vendor List tab by selecting the Only Notify Vendor List check box on the Publishing tab.

*Note: For Solicitations submitted without commodity lines, vendors can choose an **Attachment Type** of *Pricing* when attaching their pricing information to their vendor response in Vendor Self Service (VSS). Once the Solicitation **Close Date** and **Close Time** has passed, the vendor responses are synched from VSS to Advantage with all attachments, except for those with an **Attachment Type** of *Pricing*. Pricing attachments remain secured in the VSS lockbox, until the **Pricing Attachment Open Date** and **Pricing Attachment Open Time**, on the Header of the EV transaction, has passed. This feature allows the evaluation of responses without being influenced by pricing. Evaluations can be completed twice, once without pricing information and once with pricing information.

Once a Solicitation's Close Date and Close Time have passed, a buyer may still be able to make modifications to the Solicitation transaction. If the **Allow Modifications After Closing Date** field on the Procurement Transaction Control (PRDOC) table is selected and if the current date is less than or equal to a calculated final closing date, then modifications are allowed. The last date that the buyer can modify a solicitation is calculated by adding the number of days specified in the **SO Modification Days After Closing Date** field on the PRDOC table to the Solicitation transaction's original Close Date and Time. If the current date is less than or equal to this calculated date, modifications are allowed.

Even if the current date is greater than this calculated date, the buyer is allowed to modify the Solicitation transaction, but an overrideable error is issued on validate/submit of modified Solicitation transaction.

If the **Allow Modifications After Closing Date** field on the Procurement Transaction Control (PRDOC) table is not selected, you cannot modify the Solicitation transaction after the Close Date and Close Time.

The **Require E-Bond** and **Require E-Notary** fields on the Publishing section of the Solicitation (SO) Transaction indicate that the Bond and Notary details should be included in the published solicitation and required when the vendor responds via the Solicitation Response (SR).

The default value for this field is inferred from the Require E-Notary fields on the corresponding Procurement Transaction Control (PRDOC) record. The value is a soft inference and is inferred to this field only when blank and on the first version of the transaction and not on any subsequent modification versions. The default value can be changed by an authorized user directly on the SO Transaction.

The **Bond Request Threshold** amount is used to determine when to infer the Require E-Bond value. A Bond Request Threshold amount on PRDOC can only be entered when the Require E-Bond flag is checked. This allows sites to configure a dollar threshold for the solicitation and requires an E-Bond.

On the Procurement Transaction Control (PRDOC) table, the Bond Request Threshold field is used to determine the threshold amount for SO transaction. The field defaults to 0.

Supporting Transactions

The Supporting Transactions tab on the Solicitation allows a buyer to view and attach files relevant to the entire transaction, for example, a Statement of Work or other supporting transactions.

If the **Assemble External Terms and Conditions** parameter is set to *True* on the Application Parameters page, then you can choose from all file types; however, if you want to use the attachments in

the Assembled Process, you must select files with an **Attachment Type** of *Transaction XML*, *Image XML* or *Images(Zipped) XML*. You can only select one Transaction XML type file per record; however, you can enter as many rows as required. Images displayed within the word-processing file must be attached separately within a Transaction XML file. You must specify the corresponding image attachments as Image File types on the Upload Attachment page. During the Assembly process, the system will search for the associated image only from attachments that have been identified as Image files. The files are assembled into one PDF transaction when the Assemble Process is initiated. Please refer to the Upload Attachment page help file for more information.

If the **Assemble External Terms and Conditions** parameter is not set to *True*, the Supporting Transactions tab acts as a repository to store transactions associated with the transaction. When the **Print** button is selected on the transaction, the transactions attached to this tab are not printed as part of the print process.

SR Transaction Type

In CGI Advantage Procurement, the Solicitation Response (SR) Transaction Type is used for manually entering a vendor's response to a Solicitation. The response date and time of when the buyer received the vendor's bid must be prior to the closing date and time for the Solicitation. The vendor is not allowed to make any changes to their response after the closing date and time.

Note: If the **Restrict Multiple Responses per Vendor TIN** flag is selected on the referenced Solicitation transaction, then only one response per Vendor Taxpayer Identification Number (TIN) is allowed. This includes responses entered through Vendor Self Service (VSS).

Important features for the SR Transaction Type:

› Key inputs/outputs of the Solicitation Response transactions

A Solicitation Response transaction can only reference a Solicitation transaction.

Unlike most procurement transactions, the Solicitation Response transaction cannot be referenced by other transactions by using the Copy Forward action or New Transaction action. Instead, the Solicitation Response transaction will be loaded into the Evaluation transaction by invoking an action on the Evaluation transaction that references the associated solicitation.

› Attachment Types

There are four **Attachment Types**: *Standard*, *Proprietary*, *Pricing*, and *Catalog Picture*. If you choose Proprietary then the attachment will not be posted to VSS if responses are published. If you choose Standard, then the attachment will be posted to VSS if responses are published. The Pricing option is only available if the referenced Solicitation does not have any information in the Commodity Response tab. Pricing attachments will remain in the VSS lockbox until the **Pricing Attachment Open Date** and **Pricing Attachment Open Time**, established by the Buyer on the EV, have passed. If the Commodity **Line Type** is *Catalog*, and the file is a picture of a Catalog Item, then choose *Catalog Picture*.

› Submission of Alternate Specifications

If the Lock Order Spec field is set to *Yes* on the referenced Solicitation transaction's Commodity Line then the Alternate fields in the Specification or Shipping and Handling sections of the Solicitation Response transaction are protected and no information can be entered.

The SR contains the following tabs:

- Header

- Commodity Group

- Evaluation Criteria Group

- Evaluation Criteria List

- Modification Authorization

- Weighting Factors

The tabs on the SRW are slightly different than the SR; however, the same information is captured on both transactions. The SRW contains the following tabs:

- Step 1: Response Summary

- Step 2: Commodity Response

- Step 3: Criteria Response

- Step 4: Mod Authorization

SR Delivered Transaction Codes

The SR Transaction Type delivered Transaction Codes are listed in the following table:

Transaction Name	Transaction Code	Intended Use
Grant Funding Application	GFA	The Grant Funding Application transaction captures grant-specific information and enables you to create and submit grant funding applications in both FIN and VSS. Refer to the *Grantor User Guide* for more information.
Solicitation Response	SR	The Solicitation Response (SR) transaction allows a buyer to enter a response to a Solicitation on behalf of a vendor. The SR contains the following tabs: - Header - Commodity Group - Evaluation Criteria Group - Evaluation Criteria List - Modification Authorization

		• Weighting Factors
Solicitation Response Wizard	SRW	The Solicitation Response Wizard (SRW) transaction enables manual or paper Solicitation Responses from a vendor to be rapidly entered into the system. The SRW transaction can only be created by the Solicitation Response Wizard. The tabs on the SRW are slightly different than the SR; however, the same information is captured on both transactions. The SRW contains the following tabs: • Step 1: Response Summary • Step 2: Commodity Response • Step 3: Criteria Response • Step 4: Mod Authorization

The differences between the SRW transaction and the SR transaction are how the transactions get created, and how you enter the vendor's responses.

Tasks

- Please refer to the "How to Record Vendor Responses" topic for more information on creating the SRW and SR transactions.

- For instructions on how to create a SRW transaction, refer to the "Record a Vendor's Response to a Solicitation" topic.

Related Topic(s):

- The SR Transaction Type belongs to the Solicitation Response State.

Header

The Header tab of the Solicitation Response (SR) transaction displays information about the solicitation and indicates the vendor responding to the solicitation. This tab also allows you to default the same response type and comments to each line.

› Recording a No Bid Response

The Solicitation Response transaction inherits information from the Solicitation transaction to produce the structure for the vendor's responses. For paper and fax responses, a buyer must enter the vendor's response into all of the required fields. If a vendor returns a *No Bid*, then a response of *No Bid* must be entered and a reason provided in the Comments field. By entering a No Bid response, the system will recognize that the vendor at least participated in the Solicitation but choose not to bid on it. After entering the appropriate values click the **Apply Default Values to Commodity Lines** action to default the values to all lines. The values can be overwritten at the Commodity Level.

› Procurement Folder Logic

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Required/Conditional Required Fields

The following fields are required on the Header of the SR transaction:

- Vendor ID

- Response Date and Response Time - must be prior to the Solicitation's Close Date and Close Time.

If *No Bid* is selected as the Response Type, then the Comment field is required.

If the Allowed Vendor Type field on DCTRL is set to allow service vendors only:

- If the vendor(s) on the transaction have the Service flag checked on their vendor record or have both the Service and Purchasing Agent flags checked, no error will be issued.
- If any vendor on the transaction has only the Purchasing Agent flag checked on their vendor record, an error will be issued.

If the Allowed Vendor Type field on DCTRL is set to allow commodity vendors only:

- If the vendor(s) on the transaction have the Purchasing Agent flag checked on their vendor record or have both the Service and Purchasing Agent flags checked, no error will be issued.
- If any vendor on the transaction has only the Service flag checked on their vendor record, an error will be issued.

› Bond Details

The Bond Details section is only available when Displayed Extension is set to *Yes* on the Configure Page (DESIGNER). This new section contains additional fields to capture bond information with an external bonding system:

- Require E-Bond, Require E-Notary, Contract Number, Contractor ID, Bond ID, Valid Bond (Y/N), From Date, To Date, Miscellaneous Text 1, and Miscellaneous Text 2

- Solicitation Response transactions referencing Solicitations with Bond and/or Notary required will prevent submission without Bond and/or Notary inclusion.

The Header tab of the SR contains the following actions/links:

> › Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

> › Tab-Level actions/links

- **Apply Default Values to Commodity Lines** - This action automatically applies the value provided in the Default Values fields to all corresponding fields on all Commodity lines. The values can be changed on the Commodity tab for each individual Commodity line.
- **Clarification Request** - This action should be selected if any additional clarification on the information provided in the SR transaction is needed, either from an external vendor in VSS or from an internal source in Financial. This action is only allowed for finalized SR transactions whose corresponding Solicitation has closed. A clarification request is only allowed if any related Evaluation (EV) transactions are still in a Phase of *Draft* and no Award or EVT transaction has been created, meaning the evaluation is still on-going. This allows buyers and evaluators to ask for a clarification during the Evaluation process, after getting a chance to see all the loaded responses in one place. Although it modifies the finalized transaction, it does not update the Transaction Phase or Transaction Version of the transaction. When you select the Clarification Request action, you are taken to the Clarification Request page where you can insert a record to request additional information regarding the SR transaction.
- **View Procurement Folder** - This action transitions you to the Procurement Management page to review other Procurement Folder information associated with this selected Procurement Folder.

Commodity Group

This tab displays the categories (Commodity Group) setup for the referenced Solicitation. For example, a buyer may have grouped desks, chairs, and bookshelves as *Office Furniture.*

Commodity

The Commodity tab on the Solicitation Response (SR) transaction allows a vendor's response to each commodity line to be recorded.

> › Required/Conditionally Required Fields

A **Response Type** must be selected to submit the SR transaction to *Final*. If *No Bid* is selected in the **Response Type** field, then the reason must be specified in the **Comments** field.

For a Pre Fixed commodity line on SR, the Bid Contract Amount must equal the Pre Fixed Line Amount listed on the referenced Solicitation.

The following field is conditionally required, based on site specific setup on the Transaction Control table:

- Commodity Line Description

The following fields are required if the **Line Type** is *Item*:

- Bid Quantity

- Unit

- Unit Price

The following field is required if the **Line Type** is *Service*:

- Contract Amount

The following fields are required if the **Line Type** is *Discount*:

- Response Type

- Award Discount %

- Effective To

- Effective From

- Bid Catalog Name

The following fields are required if the **Line Type** is *Catalog*:

- Response Type

- Award Discount %

- Effective To

- Effective From

- Bid Catalog Name

The following fields are conditionally required, based on site specific setup on the Procurement Transaction Control table:

- Manufacturer

- Model

- Warranty Type

- Packing Instructions

- Hazardous Materials

- Special Handling

- Additional Handling

The Environmentally Preferred Purchase (EPP) section is only available when the ENABLE_EPP parameter is set to *Yes* on the Application Parameter (APPCTRL) table. This section can be used to define:

- Product Certifications

- Recycled Content

- EPP Attributes

- EPP Product

Evaluation Criteria Group

The Evaluation Criteria Group tab on the Solicitation Response (SR) transaction displays the categories (Evaluation Criteria Groups) for the evaluation criteria on the Evaluation Criteria List tab.

Evaluation Criteria List

The Evaluation Criteria List tab displays all of the Evaluation Criteria specified on the Solicitation transaction. Manual responses to each criterion must be provided in the **Response Type** requested.

› Required/Conditionally Required Fields

If Evaluation Criteria was specified on the referenced Solicitation transaction, then the vendor must respond to each criterion listed. Depending on the criterion type, different fields will be available for data entry.

- If the **Response Type** is *Date*, then the **Date Response** field is available.

- If the **Response Type** is *Number*, then the **Number Response** field is available.

- If the **Response Type** is *Yes/No*, then the **Yes/No Response** field is available.

- If the **Response Type** is *Text*, then the **Text Response** field is available.

The **Response Required** field indicates whether a response is required for each of the criterion listed. The value for this read-only field is inferred from the Response Required field of the associated evaluation criteria line of the referenced SO transaction. If a response is not provided and Response Required is *Yes*, then the system will prevent the transaction from being submitted to *Final*.

Modification Authorization

The Modification Authorization tab of the Solicitation Response (SR) transaction must be completed if the SR transaction is being modified (that is, the SR transaction had already been submitted to Final).

A modification to the SR transaction may occur if during review of the responses, the buyer determines and verifies that the vendor has made a non-substantive error in the response. This tab provides an audit trail to keep track of the user's name that made the change, and the vendor's contact person that authorized the change.

› Required/Conditionally Required Fields

If a Final version of a SR transaction is being modified, then the following fields are required:

- Reason

- Authorized On

- Authorized By

Weighting Factors

The Weighting Factors tab of the Solicitation Response (SR) transaction displays the Business Type records associated with the vendor profile from the Vendor/Customer table. The Weight Factor % and Dollar Cap $ are inferred from the Business Type table. This tab allows vendors to indicate if the specified Weight Factor % and Dollar Cap $ for the Business Type should be included when calculating the adjusted bid price. Select the Include check box if the specified Weight Factor % and Dollar Cap $ for the Business Type should be included when calculating the adjusted bid price. Note: The buyer can change the value of this flag on the Evaluation transaction.

Step 1: Response Summary

The Step 1: Response Summary tab displays solicitation information for the referenced solicitation. This tab also captures discount terms and default values that can be defaulted to all Commodity lines.

› Required/Conditionally Required fields

The following fields are required to submit the SRW transaction to Final:

- Response Type

- Vendor ID

- Response Date

- Response Time

The data entered into the **Response Date** and **Response Time** fields must be after the **Let Date** and less than the **Closing Date** and **Closing Time** for the referenced solicitation.

If *No Bid* is selected in the **Response Type** field, then the reason must be specified in the **Comments** field.

› The Step 1: Response Summary tab of the SRW contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Apply Default Values to Commodity Lines** - This action automatically applies the values provided in the Default Values fields to all corresponding fields on all Commodity lines. The values can be changed on the Commodity tab for each individual Commodity line.
- **View Procurement Folder** - This action transitions you to the Procurement Management page to review other Procurement Folder information associated with this selected Procurement Folder.

Step 2: Commodity Response

This tab displays all commodity line items for all commodity groups from the referenced solicitation. This tab records the vendor's response (for example, Bid Quantity, Unit, and Unit Price) for the commodity line. The rows in the grid are sorted by Group and then by Line Number.

› Required/Conditionally Required Fields

The following fields are required if the **Line Type** is *Item*:

- Response Type

- Unit

- Unit Price

- Delivery Days

The following fields are required if the **Line Type** is *Service*:

- Response Type

- Bid Contract Amount

The following fields are required if the **Line Type** is *Discount*:

- Response Type

- Award Discount %

- Effective To

- Effective From

- Bid Catalog Name

The following fields are required if the **Line Type** is Catalog:

- Response Type

- Award Discount %

- Effective To

- Effective From

- Bid Catalog Name

The **Response Type** for each Commodity line defaults to *Bid*, but can be changed. You can optionally enter data into the **Comments** field. If the **Response Type** for any of the above line types is *No Bid* then you should only enter text in the **Comments** field; however, the system will not prevent you from entering data in the other fields.

Step 3: Criteria Response

The Step 3: Criteria Response tab on the Solicitation Response Wizard (SRW) transaction displays all evaluation criteria lines for the different criteria groups from the referenced solicitation. The rows in the grid are sorted by **Group** and then by **Criteria Number**.

> › Required/Conditionally Required Fields
>
> Only the required fields for each Line Item Type are editable. The **Response Type** for each criterion on the solicitation determines which response field is required on the SRW.
>
> - If the **Response Type** is *Date*, then the **Date Response** field is required.
>
> - If the **Response Type** is *Number*, then the **Number Response** field is required.
>
> - If the **Response Type** is *Yes/No*, then the **Yes/No Response** field is required.
>
> - If the **Response Type** is *Text*, then the **Text Response** field is required.
>
> The **Response Required** field on this step specifies whether a response is required for the selected evaluation criteria line. The value for this read-only field is inferred from the Response Required field on the associated evaluation criteria line of the referenced SO transaction. You must provide a response if the Release Required column is *Yes*. If you attempt to Validate/Submit the SRW without providing a response for required criteria, then an error message is issued and the transaction is not submitted to *Final*.

Step 4: Mod Authorization

The Modification Authorization tab of the Solicitation Response (SRW) transaction must be completed if the SR transaction is being modified (that is, the SRW transaction had already been submitted to Final).

A modification to the SR transaction may occur if during review of the responses, the buyer determines and verifies that the vendor has made a non-substantive error in the response. This tab provides an audit trail to keep track of the user's name that made the change, and the vendor's contact person that authorized the change.

> › Required/Conditionally Required Fields
>
> If a Final version of a SR transaction is being modified, then the following fields are required:
>
> - Reason
>
> - Authorized On
>
> - Authorized By

EV Transaction Type

The Evaluation (EV) Transaction Type belongs to the Evaluation State. Transactions of the EV Transaction Type are used to evaluate vendor's responses to a Solicitation and create award transactions.

Important features for the EV Transaction Type:

> › Key inputs/outputs of the Evaluation (EV and EVT) transactions

The Evaluation (EV) transaction can reference any of the Solicitation transactions in the Procurement Folder. The EV transaction can be created via the Transaction Catalog, New Transaction action for the Evaluation State on the Procurement Management page, or by using the Copy Forward button on Solicitations that have been submitted to Final. The Evaluator (EVT) transaction is created from within the EV transaction.

Once the EV transaction has been created, the **Load Responses** action on the Header is used to import the associated responses to begin the evaluation process.

Master Agreements (MA), Purchase Orders (PO) and Receivables (RES) can be created from an Evaluation transaction by choosing to award by total, group, or line and then indicating the award transaction information in the Transaction Creation section on the Header of the EV and clicking the **Create Transaction** action. The transactions are created in Draft phase and can be linked to from the Awarded Items tab of the EV. Only active lines are inferred onto the created award transaction (that is, the **Inactive Line** flag is not selected for the referenced Solicitation's Commodity, Terms and Conditions, Commodity Terms & Conditions and Supporting Transactions components).

› Evaluation Process

Unlike other transactions in the CGI Advantage Financial system, the EV does not have to be validated/submitted until the evaluation process has completed and the lines have been awarded. The following provides the basic steps needed to complete the evaluation process:

1. Load the Responses
2. Determine if others need to evaluate the transaction and create the necessary EVT transactions
3. Review evaluators' comments and vendors' responses
4. Award by Line, Group, or All
5. Create Award transaction(s) from the Header
6. Process the created Award transactions
7. Validate and Submit the EV.

EV Delivered Transaction Codes

This Transaction Type contains the following delivered Transaction Codes. Each Transaction Code varies based on the functionality that is associated with it.

Transaction Name	Transaction Code	Intended Use
Grant Application Evaluation	GEV	The Grant Application Evaluation (GEV) transaction allows you to view applications from grantees for a specific grant opportunity and issue awards. Much of the information on the Grant Application Evaluation transaction defaults from the Grant Funding

		Opportunity (GFO) transaction. The remaining information comes from the grant applications and from Evaluator transactions. Refer to the *CGI Advantage Financial Grantor User Guide* for more information.
Evaluation	EV	Created by the buyer. It is used to compile all vendor responses, Evaluator scores, Evaluator comments, and award contracts. The EV can also be used to evaluate vendor's responses, instead of or in addition to the EVT transaction.
Evaluator	EVT	Created from the EV transaction. Evaluators are able to view and compare all of the vendor responses, provide overall comments and score evaluation criteria responses. Once the EVT is submitted, these comments will be available on the associated EV transaction so all Evaluators' comments can be reviewed and considered while awarding the Solicitation.

Evaluation (EV)

The Evaluation (EV) transaction allows you to view responses from vendors for a specific solicitation. Some of the information on the Evaluation transaction defaults from the Solicitation transaction. The remaining information comes from the Solicitation Response transactions and from Evaluator (EVT) transactions. There is very little data entry that needs to be done directly on the EV transaction.

The Evaluation transaction consists of a series of tabs that display the information collected in various views and totals the scores collected from the Evaluator transactions for the solicitation. The EV can also be used to evaluate vendor's responses, instead of or in addition to the EVT transaction. The EV transaction is also used to issue awards.

› Re-Solicit

A buyer can choose to Re-Solicit the entire Solicitation, a specific commodity group, or a specific commodity line by selecting the Re-Solicit check box on the following tab:

- Award by Total - Selecting the Re-Solicit check box on this tab will re-solicit the entire solicitation.

- Award by Group - Selecting the Re-Solicit check box on this tab will re-solicit all commodity lines associated with the selected Commodity Group.

- Award by Line - Selecting the Re-Solicit check box on this tab will re-solicit the selected commodity line.

If none of the associated vendors have responded to the Solicitation, then the **Response Type** field on the Commodity section of the Solicitation Response transaction must be set to *No Response* for all commodity lines being re-solicited. A Solicitation Response transaction must be submitted with the *No Response* value for the commodity lines for all vendors associated with the Solicitation. After doing this the **Re-Solicit** check box can be

selected and the EV can be submitted to Final. This allows the original Requisition to be used to create a new Solicitation transaction.

› Disqualify a Vendor

You can disqualify a vendor from being awarded a specific commodity line (Award by Line), a specific commodity group (Award by Group), or the entire solicitation (Award by Total) by selecting the **Disqualify Vendor?** check box on the appropriate tab. Note: You must also specify a reason for the disqualification in the **Disqualification Reason Code** field when the vendor is disqualified. Disqualification Reasons are set up on the Disqualification Reason table.

The Evaluation (EV) transaction contains the following tabs:

- Header

- Load Statistics

- Load Statistics Details

- Awarded items

- Bid Tabulation

- Evaluators

- Solicitation Commodity Line

- Award by Line

- Award by Group

- Award by Total

- Rank by Criteria Group

- Score by Evaluator

- Score by Criteria

- Comments Summary

- Evaluator Comments

- Weighting Factors

Header

This Header tab on the Evaluation (EV) transaction is used to load all vendor responses to the selected Solicitation. You can optionally specify whether public bid information should be published to Vendor Self Service (VSS) by selecting the **Publish** flag. This tab also allows you to indicate the transaction(s) that you want to create.

› Pricing Attachments

You can also specify when Pricing Attachments, if any, should be loaded to the EV by entering a **Pricing Attachment Open Date** and **Pricing Attachment Open Time**. Vendors can choose an **Attachment Type** of *Pricing* if the Solicitation does not have any commodity lines. Once the **Pricing Attachment Open Date** and **Pricing Attachment Open Time** have passed all Pricing Attachments will be loaded to the EV. This allows the buyer to first evaluate the vendors without the influence of pricing and then afterwards with pricing information. Type your drop-down text here.

› Weighting Factors

Populate the **Factor Option** field if you are applying a weighted factor based on the vendor's Business Type (refer to the "Weighting Factors" topic for more information). The Factor Option field determines how the system calculates and displays the value of the **Calculated Factor %** field in the Award by Total tab of the Evaluation (EV) transaction.

› Transaction Creation

You can generate transactions of the PO Transaction Type and Sub Types and transactions of the MA and RE Sub Types.

The **Transaction Code** pick list only allows you to select from valid transaction codes.

- If the **Allow Surplus** flag on the Procurement Transaction Control (PRDOC) table is not selected for the associated Solicitation Transaction Code, then you can create transactions of the PO and MA transaction type.

- If the **Allow Surplus** flag on the Procurement Transaction Control (PRDOC) table is selected for the associated Solicitation Transaction Code, then you can create transactions of the RE transaction type.

You can specify the **Transaction Department Code** and **Transaction Unit Code** or it will default for you.

Transaction ID is required if the Auto Numbering field on the Transaction Control (DCTRL) page is set to *Prohibited* for the EV Transaction Code. Transaction ID is also required if the Auto Numbering field on DCTRL is set to *Optional* and the Auto Numbering flag is not selected. If the Auto Numbering field on DCTRL is set to *Required*, then the Auto Numbering check box must be selected on the EV transaction and the Transaction ID must be left blank or if Transaction ID is populated it must be 4 or less characters and will be used as the prefix for the generated Transaction ID.

The **Create Transaction** link will create the transaction for you in *Draft* phase. You can link to the transaction from the Awarded Items tab. If the **Line Type** is *Item* and the award Transaction Code chosen is *SC*, then an error is issued upon selection of the **Create Transaction** link. SC transactions can only have a **Line Type** of *Service*.

The **Consolidate Award** field allows users to have multiple vendors on the same Master Agreement (MA) that is created from the EV transaction. If the Consolidate Award field is *Yes*, the system will allow multiple vendors on the same MA. If it is set to *No*, then system will create different MA transactions, one for each vendor.

› Required/Conditionally Required Fields

The following fields are required:

- Solicitation (This is the Transaction Code.)

- Solicitation Dept

- Solicitation Number (This is the Transaction ID.)

> Procurement Folder Logic:

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

The Header tab of the EV contains the following actions/links:

> Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

> Tab-Level actions/links

- **Load Responses -** Once the Solicitation Close Date and Solicitation Close Time have passed, select the Load Responses action to load all responses that have been entered via the web and the ones that have been entered manually in Advantage.
- **Create Transaction -** Creates the award transaction(s) in *Draft* Phase. Refer to the "Transaction Creation" topic for more information.
- **View Procurement Folder** - This action transitions you to the Procurement Management page to review other Procurement Folder information associated with this selected Procurement Folder.
- **Issue Notice of Intent to Award** - This action is visible when the **Post the Intent to Award Notification to Web** field on the Procurement Transaction Control table for the referenced solicitation transaction is set to *User*. This action sends a Notice of Intent to Award (NOINAW) notification to all vendors who had responded to the reference Solicitation transaction and sets the NOITA Issue Date on the EV Header to the Application System Date.
- **Issue Notice of Award** - This action is visible when the **Post the Award Notification to Web** field on the Procurement Transaction Control table for the referenced solicitation transaction is set to *User*. This action sends a Notice of Award (NOTAWD) notification and sets the NOA Issue Date on the EV Header to the Application System Date.

Load Statistics

The Load Statistics tab on the Evaluation (EV) transaction will tell you how many vendors have responded to your Solicitation, how many responses have been loaded and how many responses still need to be loaded to the EV transaction.

If the Solicitation Vendor List Response Required parameter on Application Parameter is set to *Yes*, Evaluation transactions cannot be submitted to *Final* until all vendors on the Vendor List tab have submitted a Solicitation Response transaction. The Solicitation Response Automation Generation (SRAG) page allows you to quickly generate the Solicitation Response transactions.

Load Statistics Details

The Load Statistics Details tab on the Evaluation (EV) transaction allows you to view the individual vendor names that have responded to the Solicitation. This tab also provides other information about the vendor's response, such as, how the response was entered into CGI Advantage (manually or VSS), the date the vendor responded and the date it was loaded to the EV transaction.

Awarded Items

The Awarded Items tab on the Evaluation (EV) transaction displays a listing of all Award transactions that have been created from this Evaluation transaction. This tab tracks all of the award transactions at the **Vendor Code** and Commodity Line level. The records are displayed in a grid and are sorted by **SO Commodity Line No**. When the award is generated at the Commodity Group level or by Solicitation Total, the Awarded Items page will display the award at the Commodity Line level. For example, if an award transaction is generated for a Commodity group that contained three commodity lines, the Awarded Items tab will insert three records, one for each commodity line. The award transaction and vendor will be the same for all three records. You can click on the **Award Transaction Number** to view the actual Award transaction.

Bid Tabulation

The Bid Tabulation tab on the Evaluation (EV) transaction displays the Vendor Responses in an easy to read format for an evaluator, allowing a comparison of the submitted responses for the solicitation. The information is displayed using the Advanced Grid paradigm, which is discussed in detail in the "Advanced Grid" topic in the Page/Table User Guide. There are a large number of information fields available including the vendor's Legal Name and Contact information, the amount bid for each Commodity Line, as well as more in-depth details like Discount and Bid Type information.

With the Advanced Grid paradigm and associated functions, an evaluator can hide, display and format the response fields to suit their need. Using the Grouping functionality, the vendor responses can be viewed by Commodity Group, Commodity Line, or the Total Bid. Aggregate and sorting actions can be performed on the dollar amounts to compare totals and rank the bids by the amounts bid. This information can also be exported to CSV files to allow for further analysis outside of the application.

Evaluators

The Evaluators tab is where you indicate who you want to evaluate the vendor responses. After you have loaded all of the responses and you have selected the evaluators, you can create the Evaluator transaction(s) by clicking the **Create Evaluator Transaction(s)** action. Every evaluator will receive an e-mail stating that they need to complete an EVT transaction and they will be given a hyperlink to the actual EVT transaction. The EV transaction is automatically updated with the evaluator's scores and comments upon submission of completed EVT transactions.

Solicitation Commodity Line

The Solicitation Commodity Line tab on the Evaluation (EV) transaction displays the original commodity line(s) from the solicitation.

› No Award

A **No Award** check box is provided for each commodity line from the Solicitation. You can select the **No Award** check box, if you have determined that no award will be made for a specific commodity line. After this check box has been selected, no awarded references can exist for that commodity line. If the **Post Award Notification to Web** flag is set to *Yes* on the Procurement Transaction Control (PRDOC) table for the referenced Solicitation Transaction Code, all lines marked as No Award will be posted to the Notice of Intent to Award page on the Vendor Self Service website as NOT AWARDING.

Award by Line

The Award by Line tab on the Evaluation (EV) transaction displays the vendor's responses to the commodity lines within a commodity group. From this tab a buyer can award at the Commodity line level. The Award by Group switcher in the action bar can be used to change the view to a different commodity group. You can award a specific commodity line to a vendor by selecting the **Award** check box for that vendor's commodity line response.

- If the **Allow Multiple Awards Per Item** check box is selected on the Procurement Transaction Control (PRDOC) table for your EV transaction's record, then the Commodity line can be awarded to multiple vendors. This has to be done in a two step process where you award part of the line to the first vendor by creating the award and then award the remainder to the second vendor by creating the next award transaction.

- If the **EV Generate Memo Reference** check box is also selected on the Procurement Transaction Control table for your EV transaction's record, then the EV transaction will set the **Reference Type** field on the award transaction to *Memo* if the transaction references a Requisition. This allows you to create an award transaction for more than the requested amount on the Requisition or multiple award transactions that together request more than the specified quantity or contract amount. The **EV Generate Memo Reference** check box can only be selected when the **Allow Multiple Awards Per Item** check box is also selected on the PRDOC table.

- **The Vendor Type** field on the Award by Line tab allows users to define the vendor's type as Primary or Secondary. If the Enforce Single Primary Vendor flag is selected on PRDOC, then only a single primary vendor will be allowed on the Master Agreement transaction and If the Enforce Single Primary Vendor is not selected, then all Vendor Lines on the Master Agreement can be selected as Primary or Secondary. When awarding to a Master Agreement (MA) from the Evaluation transaction, this field will be used to build the vendor line within the MA as either primary or secondary when awarding multiple vendors within the same MA.

Award by Group

The Award By Group tab on the Evaluation (EV) transaction displays the vendor's response data sorted by commodity group, allowing the user to compare the commodity group responses for each vendor. From this tab a buyer can award at the Commodity Group level. From this view the buyer can award a Commodity Group to a vendor by selecting the **Award** check box for that vendor's commodity group response.

Award by Total

The Award by Total tab on the Evaluation (EV) transaction displays a list of all vendor responses. From this tab a buyer can award the entire Solicitation to a single vendor.

The vendors **Total Bid Amount**, **Minority Owned** and **Woman Owned** statuses are displayed in this section. The buyer. When the **Apply Factors** action is selected,

From this view the buyer can award an entire solicitation to one vendor using the **Award All** check box for that vendor's response.

The Header tab of the EV contains the following actions/links:

> › Page-Level Actions

> Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

> › Tab-Level actions/links

> > • **Apply Factors** - This action allows you to apply factors to a vendor's bid for evaluation purposes. This action reduces the Bid Price with the total sum of the Factor percentages (Calculated Factor %, based on Business Type, plus Manual Factor %) and displays the value in the Adjusted Total field.

Rank by Criteria Group

The Rank By Criteria Group tab on the Evaluation (EV) transaction displays the vendor's rank by criteria group based on the scores entered by the evaluators for the vendor's evaluation criteria responses.

Score by Evaluator

The Score By Evaluator tab on the Evaluation (EV) transaction displays by evaluator the scores entered by each evaluator for the vendor's evaluation criteria responses.

Score by Criteria

The Score By Criteria tab on the Evaluation (EV) transaction allows buyers to view and score the vendors' criteria responses directly on the EV transaction by clicking the **Load Criteria Line** action.

> › Required/Conditionally Required Fields

> This tab is not required to submit the EV transaction to Final. However, if a line is added to this tab by clicking the **Load Criteria Line** action, then a value must be entered in the **Points Awarded** field. The buyer uses the **Points Awarded** field to establish a score for each vendor's Evaluation Criteria response. The switcher in the action bar is used to switch between vendors. Evaluations that are entered via the Evaluator (EVT) transaction will not display on this tab.

This tab contains the following actions/links:

> › Page-Level Actions

> Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

> › Tab-Level actions/links

> > • **Delete all Lines** - This action deletes all lines from this tab.
> > • **Load Criteria Line** - This action allows buyers to view and score the vendors' criteria responses directly on the EV transaction.

Note: If records are already loaded on the Score By Criteria tab and a user clicks the **Load Criteria Line** action, then the system issues an error A3524: "Evaluation Criteria Lines have already been loaded.". Also, if the user had deleted all the lines loaded previously using the **Delete all Lines** action and then selects the **Load Criteria Line** action again, the system successfully loads the criteria lines.

Comments Summary

The Comments Summary tab on the Evaluation (EV) transaction displays all evaluator comments for each vendor. The comments are displayed in vendor order.

Evaluator Comments

The Evaluator Comments tab on the Evaluation (EV) transaction displays the comments entered by the evaluators. The comments are displayed in Evaluator order. This tab also allows buyers to enter comments directly onto the EV. Buyers will not be able to modify or delete comments that were loaded from an EVT transaction. At least one comment must exist for all vendors selected for award. If a comment does not exist an error will be received upon creation of the award transaction.

Weighting Factors

The information in the Weighting Factors tab on the Evaluation (EV) transaction is inferred from the Solicitation Response (SR) transaction. The specified Weight Factor % and Dollar Cap $ for the selected Business Type is included when calculating the adjusted bid price for the selected Vendor.

This is an optional tab on the EV transaction; and is inferred from the Solicitation Response transaction. The value in the Weight Factor % field is applied to the vendors who have responded to the Solicitation that have a matching active Business Type on the Vendor/Customer table when the **Apply Factors** action is selected and the **Include** check box is selected. The Factor Option % field on the Header tab determines how the information is used to populate the Calculated Factor % field on the Award by Total and Award by Line tabs. Also, the Factor Option % field on the Header cannot be set to blank if a record exists on this tab; otherwise, an error is received when the **Apply Factors** action is selected.

Evaluator (EVT)

The Evaluator (EVT) transaction allows you to view and evaluate responses from vendors for a specific solicitation. The EVT transaction is created by the Evaluation (EV) transaction. Most of the information on the EVT transaction defaults from the EV transaction. The remaining information is entered as you complete the evaluation of the vendor responses.

The EVT transaction consists of a series of tabs that display the information collected in various views and totals. The evaluator can then review the information and enter evaluation criteria scores and comments for each vendor who has submitted a response to the solicitation.

- Header

- Bid Tabulation

- Response Summary

- Response Group Summary

- Response Line

- Solicitation Commodity Line

- Criteria Group

- Score by Criteria

- Evaluator Comments

Header

The Header tab on the Evaluator (EVT) transaction displays information from the Solicitation that the Evaluation is referencing.

Bid Tabulation

The Bid Tabulation tab on the Evaluator (EVT) transaction displays the Vendor Responses in an easy to read format for an evaluator, allowing a comparison of the submitted responses for the solicitation. The information is displayed using the Advanced Grid paradigm, which is discussed in detail in the "Advanced Grid" topic in the Page/Table User Guide. There are a large number of information fields available including the vendor's Legal Name and Contact information, the amount bid for each Commodity Line, as well as more in-depth details like Discount and Bid Type information.

With the Advanced Grid paradigm and associated functions, an evaluator can hide, display and format the response fields to suit their need. Using the Grouping functionality, the vendor responses can be viewed by Commodity Group, Commodity Line, or the Total Bid. Aggregate and sorting actions can be performed on the dollar amounts to compare totals and rank the bids by the amounts bid. This information can also be exported to CSV files to allow for further analysis outside of the application.

Response Summary

The Response Summary tab on the Evaluator (EVT) transaction displays a list of all vendor responses. The vendors **Total Bid Amount**, **Minority Owned** and **Woman Owned** statuses are also displayed in this tab. The buyer can apply factors to a vendor's bid for evaluation purposes as needed. When the Apply Factors action is selected on the Evaluation (EV) transaction, the system reduces the Bid Price with the total sum of the Factor percentages (Calculated Factor %, based on Business Type, plus Manual Factor %) and displays the value in the Adjusted Total field.

Response Group Summary

The Response Group Summary tab on the Evaluator (EVT) transaction displays the vendor's response data sorted by commodity group, allowing the user to compare the commodity group responses for each vendor.

Response Line

The Response Line tab on the Evaluator (EVT) transaction displays the vendor's responses to the commodity lines within a commodity group. The switcher drop-down on the action bar can be used to change the view to a different commodity group.

Solicitation Commodity Line

The Solicitation Commodity Line tab on the Evaluator (EVT) transaction displays the commodity line information from the solicitation. Information is displayed in Commodity Group/Commodity Line order.

Criteria Group

The Criteria Group tab on the Evaluator (EVT) transaction displays the **Points Available** for each criteria group and how many points you have awarded to the vendor for each criteria group. The switcher drop-down on the action bar can be used to change the view to a different vendor.

Score by Criteria

The Score by Criteria tab on the Evaluator (EVT) transaction displays, by vendor, all of the evaluation criteria from the solicitation and the vendor's response to each. From this view evaluators award points for each of the vendors' criteria responses.

The buyer uses the **Points Awarded** field to establish a score for each vendor's Evaluation Criteria response. The switcher drop-down on the accordion band is used to switch between vendors.

Evaluator Comments

The Evaluator Comments tab on the Evaluator (EVT) transaction allows the evaluator to enter comments about each vendor's response. You can change to a different vendor response by using the switcher drop-down to select a different vendor response.

PO Transaction Type

The Purchase Order (PO) Transaction Type is used to set up an agreement (award transaction) with a vendor for the purchase of goods or services. The PO Transaction Type is part of the Award State in the Procurement Life Cycle.

Important Features for the Purchase Order (PO) Transaction Type:

› Inactive Line Functionality

The **Inactive Line** flag can be selected on Modification Draft PO transactions in CGI Advantage. The following general rules apply to this field on transactions of the PO Transaction Type. (Rules that apply only to specific components are listed with the component in the table below):

- The **Inactive Line** flag cannot be set to True on a new line.

- When a PO transaction is submitted with an inactive commodity line(s), the **Reference Type** will be set to *Partial*, and any referenced Requisition lines are reopened.

- Inactive PO Commodity Lines are removed from the Matching Status tables.

- Inactive PO Commodity Lines cannot be referenced.

- Inactive lines are not copied forward into a target transaction

- If all commodity lines on a transaction are inactive, then the transaction will not appear on the Invoicing Search (INSRCH) or Receiving Search (RSCRCH) pages.

- Inactive Commodity Lines are not displayed on the Shopper (SHOP) page.

- Once a commodity line or component is marked as inactive and the transaction is submitted, it cannot be reversed; instead a new line or component must be entered.

- If the **Hide Inactive Procurement Lines** flag is selected when printing the PO transaction, then only the active lines are printed. If the **Hide Inactive Procurement Lines** flag is not selected when printing the PO transaction, then the active and inactive lines are printed.

- If the **Hide Inactive Procurement Lines** flag is selected when assembling the PO transaction, then only the active lines are assembled. If the **Hide Inactive Procurement Lines** flag is not selected when assembling the PO transaction, then the active and inactive lines are assembled. (Refer to the "Assembly Process" topic in this user guide, for more information on the Assembly functionality.)

The **Inactive Line** flag is included on the following Award Transaction Components:

Transaction Component	Component Specific Rules
Header (hidden on the UI)	This flag is updated by the system if all commodity lines on the Purchase Order have the **inactive line** flag set to true.
Sub Vendor	None
Terms and Conditions	None
Special Instructions	None
Commodity	A PO Commodity Line cannot be marked as inactive unless there is no outstanding activity against the line, and the line is reduced to zero.
Commodity T&C	If the **Inactive Line** flag is checked for a Commodity Line, all associated Commodity T&C Lines will automatically be made inactive.
Supporting Transactions	None

› Key inputs/outputs of the Purchase Order Transactions

Award transactions of the PO Transaction Type, except for the DO which can only reference a Master Agreement transaction, can reference transactions of the following three Transaction Types:

- SO (Solicitation)

- RQ (Requisition)

- MA (Master Agreement)

Six Transaction Types can reference the award transactions of the PO Transaction Type:

- RC (Receiver)

- IN (Invoice)

- PE (Performance Evaluation)

- PR (Payment Request)

- TM (Termination)

- PO (Purchase Order - in the case of a roll or lapse)

Purchase Orders can be used to process inventory transactions, as well as non-inventory transactions. In order to process inventory transactions using Purchase Order transactions, you have to enter a valid Warehouse, valid Commodity Code, and Stock Item Suffix (optional) on the Commodity Line. Based on the Warehouse, Commodity Code, and Stock Item Suffix entered, updates are made to the Inventory table in CGI Advantage Inventory Management. Please refer to the "Inventory Tables" topic in the *CGI Advantage Inventory Management User Guide* for more information.

› Terminating a Contract (CT)

Upon submitting a Termination (TM) transaction to Final that references a transaction of the CT Transaction Sub Type, a draft version of the CT transaction is created. Upon submitting the TM to Final, the TM transaction Information (Transaction Code, Transaction Dept, Transaction ID) is passed to the Terminated By (Terminated By Transaction Code, Terminated By Transaction Dept, Terminated By Transaction ID) fields in the Reference section on the Header tab of the newly created draft CT transaction. Upon submitting the TM to Final, the system sets the **Award Status** field on the Header of the newly created draft CT transaction to a value of *Terminated*. If the Terminated By fields are populated and/or the **Award Status** field is *Terminated*, then all commodity and accounting lines must be closed or an error is issued when submitting the newly created CT transaction. If the Award Status is *Terminated*, then the Terminated By fields must be populated and vice versa.

› Recurring Payment Order

CGI Advantage Financial users have the ability to designate an order as a recurring payment (RPO) and choose a recurring payment schedule. The Scheduled Invoice Generation Chain Job generates invoice transactions for the recurring amount on the schedule frequency identified. The Matching Manager Chain Job will then match the generated invoice to the order and generate payment request transactions.

Create an RPO transaction and choose a **Recurring Payment Type** (Reconciling or Non-Reconciling) and choose a **Recurring Payment Schedule**. Enter a Recurring Payment Amount for each Commodity Line on the RPO Transaction. All Commodity Lines on an RPO transaction follow the same Schedule. **Check Description** and **Special Instructions** are available on the Accounting Line of the RPO transaction. These fields allow you to select Special Instructions for the payment and include a **Check Description** at this point in the process, as the PR transactions will be generated by the system. These fields are inferred on the PR transaction when it references an RPO transaction.

If the **Recurring Payment Type** is *Reconciling*, users must periodically reconcile entries on the Scheduled Invoice Generation (SIG) table based on an indicator on the Schedule

Sequence. Future invoice transactions are not generated for the referenced Order commodity line until the reconciling entries are made on the SIG table.

The PO contains the following tabs (some tabs vary by Transaction Code):

- Header

- Renewal Period (CT only)

- Award Details

- Vendor

- Business Type

- Sub Vendor

- Accounting Distribution

- Terms and Conditions

- Special Instructions

- Commodity

- Commodity T & C

- Accounting

- Surety/Insurance (CT only)

- Supporting Transactions

- Proof of Necessity

PO Delivered Transaction Codes

The PO Transaction Type contains several delivered Transaction Codes. Each Transaction Code varies based on the event types and functionality that are associated with them.

Transaction Name	Transaction Code	Intended Use	Sub Type
Buysense Purchase Order	POB	A transaction used to interface purchases of goods and services through the Buysense application.	POB
Commodity Based Transaction Lapse	CBDL	This transaction is used to Lapse open encumbrances at year end and can only be generated by the Open Activity Lapse (OAL) chain job. When a year comes to a close, there are many transactions still un-referenced with accounting activity that has	CBDL

		not yet reached its final state. The Open Activity Lapse (OAL) chain job lapses the activity in the old year, leaving it up to the sites to re-establish it in the new year manually. The generated CBDL transaction does a zero-dollar reference that is a Final reference. This way the transaction being lapsed remains unmodified, but has the open amount reduced to zero dollars. Please refer to the Open Activity Lapse run sheet in the CGI Advantage Financial - General Accounting Run Sheets guide, for more information.	
Contract	CT	A more formal type of a PO that typically expands a longer period of time and can be renewed like a Master Agreement. If allowed a Final CT can be modified directly. If direct contract modification is not allowed, then a CMR must be created.	CT
Delivery Order	DO	A contract for purchases made from a Master Agreement.	DO
Express Entry Purchase Order	XPO	An express entry version of the Purchase Order transaction.	XPO
Grant Given	GG	This Transaction Code serves to record the award of a grant to a grantee or sub grantee along with defining each of the grant award lines (for example, commodity lines). Refer to the "PO Transaction Type" topic in the *Grantor User Guide* for more information.	
Maximo Delivery Order	DOM	If Maximo is integrated with Advantage, then the DOM is created when a Purchase Request is created in Maximo that references a contract. The DOM transaction cannot be manually modified or cancelled within CGI Advantage Financial unless related user specific security options are defined to allow such an action. If a user does modify or cancel the Advantage transaction, it is a manual process to update Maximo.	DO
Maximo Purchase Order	POM	This Transaction Code is used when the Commodity being ordered originated in Maximo.	PO

		The Purchase Order transaction is selected for integration with Maximo if either of the following is true on a Final version of a POM transaction:	
		• The POM has a Task Order code with the **Source System** set to *Maximo* on the Task Order table.	
		• The POM has an External Warehouse code with the **Source System** set to *Maximo* on the Warehouse table.	
Maximo Service Contract	SCM	This Transaction Code is used if the Service being requested is an External Service and should be integrated with Maximo.	SC
Purchase Order	PO	A contract with a vendor for goods or services.	PO
Proof of Necessity	PON2	Enables Proof of Necessity on Purchase Order transactions.	PO
Recurring Payment Order	RPO	Allows you to record the purchase of items to be paid for using similar, recurring payments to vendors for goods and services such as leases, rents, or health and human services contracts. The Scheduled Invoice Generation Chain Job generates invoice transactions for the recurring amount on the schedule frequency identified. The Matching Manager Chain Job will then match the generated invoice to the order and generate payment request transactions.	PO
Service Contract	SC	A contract for Service Line Types only.	SC

Related Topic(s):

- For a description of the delivered event types allowed for the PO Transaction Type, please refer to the *Financial Administration User Guide, "Procurement Accounting Model"* topic under "Accounting Model Delivered Configuration".

- The PO Transaction Type belongs to the Award State.

- For instructions on how to purchase an item that is on contract, refer to the "Purchase Items on Contract" topic under Common Business Tasks.

Header

The Header tab allows you to establish information that applies to the entire Purchase Order transaction.

> › Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by CGI Advantage:

- Record Date

- Budget FY

- Fiscal Year

- Period

- Procurement Type ID

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name

- Transaction Description

- Cited Authority

The following field is conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- PCard ID

- Out of Total Responses

- Response Number

- Requestor ID

- Name

- Phone Number

- Email

- Reporting 1

- Reporting 2

- Reporting 3

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- PCard ID

- Escrow ID

- Accounting Profile

- Terms Template

- Agreement Dept

- Issuer ID

- Requestor ID

- Shipping Location

- Billing Location

- Reporting 1

- Reporting 2

- Reporting 3

- FN Doc Dept

If the **Require Terms and Conditions Template** check box is selected on the Procurement Transaction Control (PRDOC) table, then a template must be selected in the **Terms and Conditions Template** field. The pick list allows you to select from pre-defined templates set up on the Terms and Conditions Template (TRMTM) table. After the Terms & Conditions Template is selected in the **Terms and Conditions Template** field, the **Load T & C** action must be selected. After the **Load T & C** action is selected, all terms and conditions associated with the template are loaded to the Terms and Conditions tab of the PO.

If this is a modification of a Final PO transaction and the Require Reason for Modification check box on the Procurement Transaction Control (PRDOC) table is selected, then the **Reason for Modification** field is required.

Track Changes is used to designate whether or not to track the changes made to a Purchase Order during a modification. Tracking the changes consists of incrementing the Change Order Number field on the modified Purchase Order.

Modified is used to identify which lines and components of a transaction are modified on a Purchase Order. This flag is set by the system when the Track Changes check box is selected.

The **Reason for Modification** field indicates the reason that the transaction is being modified.

- If the **Require Reason for Modification** flag on the Procurement Transaction Control (PRDOC) table is selected for the selected transaction code, then the **Reason for Modification** field is required for modification or cancellation versions of the transaction.

- The **Reason for Modification** field on the various Grant transactions indicates the reason that the transaction is being modified. The **Reason for Modification** field is blanked out automatically on *Cancellation* versions of the Grant Opportunity

transaction. The **Reason for Modification** field is required if the Grant Opportunity transaction has a Function of *Cancellation.*

- For Modification or Cancellation versions of transactions within the Travel Transaction type, this field is required if the Modification Reason Required flag is checked for that particular transaction code on the Transaction Control (DCTRL) page.

› Procurement Folder Logic

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Partial Receipts

Note: The value in the **Allow Partial Receipts** field defaults from the Procurement Transaction Control (PRDOC) table and cannot be changed. If the **Allow Partial Receipt of a Transaction** field on the PRDOC table is selected, then the partial receipt of ordered goods and services is allowed. If not selected, an Override must be applied to partially receive commodity lines. If a matching commodity is used then matching payment request line is not generated until the commodity line is fully received.

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load T and C** – If a Terms & Conditions Template is selected in the **T & C Template** field, the **Load T & C** action must be selected. After the Load T & C action is selected, all terms and conditions associated with the template are loaded to the Terms and Conditions tab of the PO.
- **Ship/Bill To Lines** - This action defaults the values entered in the fields on the Default Shipping/Billing section to all blank fields in the Shipping/Billing section for all existing commodity lines.
- **Load Accounting Profile** – This action loads the selected Accounting Profile to the Accounting Distribution tab.
- **Assemble Transaction** – This action runs the Transaction Assembly process. This process assembles specific transaction tabs, all of the attached Terms and Conditions, and all of the Supporting Transactions attached to the transaction within a single formatted PDF transaction. The Transaction Assembly process may be executed during the transaction's Draft, Pending or Final phase on demand and it is executed automatically when the PO transaction is submitted to final. (Note:

Inactive lines will not be assembled if the **Hide Inactive Procurement Lines** flag is selected upon initiating the assembly request.) Please refer to the "Understanding the Assembly Process" topic for more information.

- **Matching Status** – This action transitions you to the Matching Status (MATA) page and is filtered by the Transaction Code, Transaction Department and Transaction ID of the PO Transaction Type transaction that was being viewed. If no match is found, then the MATA page is displayed with a blank record.
- **Reset Buyer** – This action (if activated) allows the user to reassign the Buyer/Buyer Team per buyer assignment logic. Refer to the "Buyer Logic" topic for more information.
- **View Assembly Request** – This action transitions you to the Assemble Request page. This page allows you to view the current and previous status of the Transaction Assembly process for the selected transaction.
- **View Procurement Folder** – This action transitions you to the Procurement Management page, which allows you to review other Procurement Folder information associated with the selected Procurement Folder. The View Procurement Folder action is only active if the Procurement Folder ID field is populated. Refer to the "Procurement Folder Logic" topic for more information.
- **Apply Tax Profile** – This action is used to apply the Tax Profile entered on the Header to all Tax Profile fields on the Commodity lines. This allows users to enter a single Tax Profile and have it propagate throughout the Commodity component with a single click, significantly reducing data entry.

Renewal Period

The Contract (CT) contains a Renewal Period tab that does not exist on other PO transactions. This tab allows you to record the amount of time allotted to renew the agreement with the vendor after it expires, and the number of days before the agreement expires that the buyer should be notified. Multiple lines can be added and each line can store a separate renewal period unit, renewal period length, and renewal period notification days. Effective and Expiration dates are calculated based upon the Effective Begin Date and Expiration dates on the Header.

› Required/Conditionally Required Fields

If a line is inserted on this tab, then the following fields are required on the CT:

- Renewal Period Length

- Renewal Period Unit

Accounting Distribution

The Accounting Distribution tab on the PO Transaction Type is used as a data entry tool to quickly apply the same accounting elements and split to all commodity lines.

The majority of fields on the PO accounting line are common to accounting transactions and can be reviewed in the *CGI Advantage Financial Transactions User Guide*. The **Debt ID** field is most often used to indicate future spending of bond or loan proceeds. Please refer to the *Debt Management User Guide* for the general edits for this field.

The Accounting Distribution tab of the PO Transaction Type contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level Actions

- **Distribute Accounting Lines -** When selected, one Accounting line will be inserted for each Commodity Line for the corresponding Accounting Distribution Line. The distribution percentages are applied to the Item Amount to arrive at the Accounting Line amount. The COA elements on the Accounting Distribution are passed on to the Accounting Line.

Vendor

The Vendor tab on the Purchase Order (PO) transaction allows you to select the vendor that is providing the goods/services.

› Required/Conditionally Required Fields

The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Vendor/Customer

The following field is required if a non-miscellaneous vendor is selected:

- Address ID

The following fields are required if a Vendor Contact ID is not entered:

- Vendor Contact Name

- Vendor Contact Phone

If the Allowed Vendor Type field on DCTRL is set to allow service vendors only:

- If the vendor(s) on the transaction have the Service flag checked on their vendor record, or have both the Service and Purchasing Agent flags checked, no error will be issued.

- If any vendor on the transaction has only the Purchasing Agent flag checked on their vendor record, an error will be issued.

If the Allowed Vendor Type field on DCTRL is set to allow commodity vendors only:

- If the vendor(s) on the transaction have the Purchasing Agent flag checked on their vendor record, or have both the Service and Purchasing Agent flags checked, no error will be issued.

- If any vendor on the transaction has only the Service flag checked on their vendor record, an error will be issued.

Business Type

Lists the Business Types associated with the selected Vendor. Business Types are assigned to vendors on the Business Type tab of the Vendor/Customer table. Only Business Types that were associated with the vendor at the time of processing the original transaction will be displayed.

Commodity

The Commodity tab on the Purchase Order (PO) transaction provides the commodities that the selected vendor is providing. Retainage and tolerances can be established on the commodity line, if desired. Freight can be applied to an Award transaction as either a separate Commodity Line or it can be built into the Unit Price of each Commodity Line on the Award. For more information refer to the "Adding Freight on an Award" topic in this user guide.

When establishing retainage, it is important not to create any gaps unintentionally when using more than one range. If using dollar amounts, gaps are very apparent. However, when using percentage, it is easy to create a gap by mistake. For example: if range 1 is from 0% to 30%, then when defining range 2 the starting percentage should be 30.01% and not 31%.

> › Required/Conditionally Required Fields

On Delivery Order transactions the **Agreement Commodity Line** field is required if either of the following are true:

- The Transaction Control (DCTRL) table is set up to require an Agreement Reference.

- Transaction Reference Data has been entered on the Header.

The Agreement Commodity Line field provides the line number from the referenced agreement. The system then defaults all the required line-level information from the Agreement transaction, such as the **Vendor**, **Unit Price** or **Commodity Code** onto the line on the Delivery Order transaction. You cannot change the values of some of the fields that were replicated from the Master Agreement transaction; however, other fields such as **Quantity**, **Unit Price** and **Delivery Location** are not protected based on the Line Type.

The following field is required:

- Line Type

The following fields are required if the **Line Type** is *Item*:

- Quantity

- Unit

- Unit Price

The following field is required if the **Line Type** is *Service*:

- Contract Amount

The following fields are required if the **Line Type** is *Discount*:

- List Price

- Discounted Unit Price

The Item Information or Service Information fields are required if the Line Type is not specified:

- If the RQ Transaction Type is generated with the **Line Type** not specified, the Item or Service Information is inferred to PO Transaction Type transactions on copy forward. The existing logic remains the same, that is, if the **Line Type** on PRDOC is set to *Item* then both lines on the PO Transaction Type default to the **Line Type** of *Item*.

The following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table:

- Commodity Line Description

The following fields are conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Commodity

- Shipping Method

- Free on Board

- Delivery Date

- Delivery Type

- Billing Location

- Packing Instructions

- Hazardous Materials

- Special Handling

- Additional Handling

- Manufacturer

- Model

- Warranty Type

- Over Quantity

- Under Quantity

- Over Contract Amount

- Under Contract Amount

The Environmentally Preferred Purchase (EPP) section is only available when the ENABLE_EPP parameter is set to *Yes* on the Application Parameter (APPCTRL) table. This section can be used to define:

- Product Certifications

- Recycled Content

- EPP Attributes

- EPP Product

If the Allow Extended Description Edit check box on the Procurement Transaction Control (PRDOC) page is checked, edit is allowed on the Extended Description field on the subsequent versions of the transaction.

If the Enable PO Modification Flag check box on the Procurement Transaction Control (PRDOC) page is checked, the system will prevent modifications to any commodity lines that have been partially or fully received. If the Enable PO Modification Flag check box is unchecked, then modifications to commodity lines that have been received is allowed on the subsequent versions of the transaction. By default, this check box is unchecked.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Escrow ID

- Accounting Profile

- Terms Template

- Agreement Dept

- Issuer ID

- Requestor ID

- Shipping Location

- Billing Location

- Reporting 1

- Reporting 2

- Reporting 3

- FN Doc Dept

The **External Item ID** field is required if the **External Warehouse** field is populated. If this field is left blank, and the Commodity Line references a Maximo Standard Requisition (RQSM), then it will default to the External Item ID on the RQSM.

› "Price" fields on DO's

- When the **Lock List Price** is set to *True* on the referenced MA, you cannot change the **List Price** inferred from the catalog onto the Delivery Order for line items associated with a *Catalog* **Line Type**. However, if the **Allow Promotional Pricing** flag is also selected on the Master Agreement, then the user can specify a lower

price in the **List Price** field on the Delivery Order than what is indicated in the **Catalog List Price** field on the MA.

- If the **Line Type** is *Item*, the **Unit Price** field can be changed. If tolerances have been established for the MA line then the Unit Price will not be re-inferred from the MA on Validate unless the Unit Price has been blanked out entirely. In which case, the original Unit Price is re-inferred.
- On Validate/Submit the Delivery Order transaction verifies that the Unit Cost tolerances established on the referenced Master Agreement have not been exceeded. If the unit cost for item lines that reference a Master Agreement is either under or over the tolerance amounts an error message is generated.

› Closed/Referenced Quantity Fields

Closed Quantity and Referenced Quantity will be updated based on the Matching Indicator and reference transactions.

- For Order-Invoice match, the Closed Quantity and Referenced Quantity are updated when the IN processes.

- For Order-Receipt match, the Closed Quantity and Referenced Quantity are updated when the RC processes.

- For Order-Receipt-Invoice match, the Closed Quantity and Referenced Quantity are updated when the RC processes.

- For No match, the Closed Quantity and Referenced Quantity are updated when the PR processes.

- If there are match terms identified but they were overridden on the PR, the system will treat the situation like a Match Indicator of None and the Closed Quantity and Referenced Quantity will be updated when the PR processes.

- However, if an inverse referencing PR is processed, the Closed Quantity and Referenced Quantity are updated regardless of whether it was the IN, RC, or PR that updated it in the first place.

Commodity T & C

The Commodity T & C tab on the Purchase Order (PO) transaction allows a buyer to choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **T & C Template** field on the General Information section on the Commodity tab. Terms and Conditions can be automatically updated in this tab when the **Refresh T and C** action is selected.

› Special note on Terms and Conditions

- If the **Assemble External Terms and Conditions** parameter is not set to *True* you can enter the details of the Terms and Conditions directly in the **Detail** field without additional file attachments.
- If the **Assemble External Terms and Conditions** parameter on the Application Parameters page is set to *True*, you must choose a Terms and Conditions record that has an associated *Transaction XML* Attachment Type transaction. The **Detail** field is protected in this situation. If a record exists, the attachment Transaction XML

file and any other Image files associated with that record are copied as attachments to the record on the transaction. Only one Transaction XML type file can exist for a Terms and Conditions record at any time. If the modification of the Terms and Conditions is required, and the Terms and Conditions entered is not locked, you must first delete the Transaction XML attachment before you can upload a second Transaction XML type file in order to create a new Transaction XML attachment. On Validate and Submit, the system verifies that a Transaction XML attachment exists for the Terms and Conditions entered.

- Upon creation of a new transaction, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the Procurement Transaction Control (PRDOC) page, the **Terms and Conditions Template** field on the Templates section of the Header tab is inferred from the specified Default T&C Template on the Procurement Type page based on the Procurement Type of the transaction. It also populates the Terms and Conditions tab of the transaction with all of the Terms & Conditions from the selected template. This inference occurs only once on initial draft versions of the transaction and not on modification or cancellation versions. If the PO transaction references an existing Solicitation or Award transaction, then this inference does not occur.

- When the transaction is validated or submitted, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the PRDOC page and the Procurement Type is changed, all existing Terms and Conditions are deleted from the Terms and Conditions tab and then are populated as explained in the previous bullet point. Prior to this happening, an error message is issued alerting you that all records from the Terms and Conditions tab are about to be deleted and new records will be inferred based on the new Procurement Type.

› Required/Conditionally Required Fields

The Commodity T & C tab does not contain any required fields to submit the PO transaction to Final. However, if a line is inserted on this tab, or the **Require Terms and Conditions Template** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Term/Condition

- Name

- Details

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C Template

Refer to the "PO Transaction Type" topic for information on the Inactive Line functionality.

Accounting

The Accounting tab of the Purchase Order (PO) Transaction Type is a required part of transaction data entry where one or more lines will record the chart of accounts used to most likely encumber funds for a later purchase. This will lock up money from the available budget, to ensure funds are present at time of

payment. Another option the user has is to award the vendor, but to not have any accounting updates happen at the time the transaction is processed. The accounting information will still be required and will be used when payment is required. For a description of the delivered event types allowed for the PO Transaction Type, please refer to the *Financial Administration User Guide, "*Procurement Accounting Model" topic under "Accounting Model Delivered Configuration".

The sum of the Line Amount field on the accounting lines for a commodity line must equal the total of the commodity line they are funding. The majority of fields on the PO Accounting line are common to accounting transactions and can be reviewed in the *CGI Advantage Financial Transactions User Guide*. A small number of fields are unique to transaction types that perform requisition and ordering functions:

- **Reserved Funding** - A required choice of three values: No, Yes, and Locked. The value serves as a means to designate an accounting line to be a source of funding of last resort (Locked) or to be an out year to fund a purchase in a future Budget FY (Yes). The choice of Locked must be made manually where choices of No and Yes will default according to setup of the Event Type on the accounting line. When a transaction that has accounting lines marked Yes or Locked, those lines will not be automatically referenced and must be manually referenced. When the lines of regular funding (No) have been or will soon be consumed, you should modify the transaction to change the value from Locked to No in order to continue referencing the transaction. The Contract Roll process will change all lines marked as Yes to No at year end when budgets for the subsequent year have been loaded and open to activity.

- **Roll Lapse 1 & 2** – In the event that an accounting line was rolled at year end from the prior Budget FY and Fiscal Year, both indications are flagged *Yes*. This indicates that the posting lines will record the backout and reposting of the Line Open Amount at the time of rolling. The difference between the indications is that #1 is flagged *Yes* only on the transaction version that rolled. #2 remains Yes in all subsequent versions to indicate the line has rolled at least once.

- **Debt ID** - This field is most often used to indicate future spending of bond or loan proceeds. Please refer to the *Debt Management User Guide* for the general edits for this field.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Accounting Template

- FN Doc Dept

Sub Vendor

The Sub Vendor tab on the Purchase Order lists sub vendors or sub contractors associated with the procurement. Commodity lines are not linked to the sub vendors.

› CT Sub Vendor Logic

The Sub Vendor log logic works the same on CT and MA transactions:

- Sub-vendor address and contact information is inferred from the Vendor/Customer tables via the Address Code and Contact ID fields when a user has selected a Vendor Code that has the Address Default Record set to True. If Default Record is not set to True, then this information will not be inferred from Vendor/Customer but users will have the option of selecting the Address and Contact Code from the pick list or enter information manually to these fields.

- Percentage: The **Percentage** field is available in addition to the Amount field and has the following logic:

  - Users can use either the Percentage or Amount field on each sub vendor line but not both.

  - All sub vendor lines that are not null must be equal to or less than 100. A value less than 0 is not allowed.

  - The default value is null.

- Amount: Like the Percentage field, the **Amount** field can be used to track the amount of the contract associated with the sub-vendor. As described in the Percentage field, multiple sub vendor lines can be added and if users have decided to use the Amount field all lines cannot exceed the total agreement amount. Users have a choice to use either the Amount or Percentage field to track the amount of the agreement associated with each sub-vendor line but will not be allowed to use both.

› Required/Conditionally Required Fields

The following fields are required if a line is added to this tab:

- Vendor Customer

- Amount or Percentage

Refer to the "PO Transaction Type" topic for information on the Inactive Line functionality.

Terms and Conditions

The Terms and Conditions tab on the Purchase Order (PO) transaction allows a buyer to choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **Terms Template** field on the General Information section on the Header.

› Required/Conditionally Required Fields

The Terms and Conditions tab does not contain any required fields to submit the RFP transaction to Final. However, if a line is inserted on this tab, or the **Require Terms and Conditions** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Term/Condition

- Name

- Details

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C

Refer to the "PO Transaction Type" topic for information on the Inactive Line functionality.

› Terms and Conditions

Special note on Terms and Conditions:

- If the **Assemble External Terms and Conditions** parameter is not set to *True* you can enter the details of the Terms and Conditions directly in the **Details** field without additional file attachments.

- If the **Assemble External Terms and Conditions** parameter on the Application Parameters page is set to *True*, you must choose a Terms and Conditions record that has an associated *Transaction XML* Attachment Type transaction. The **Details** field is protected in this situation. If a record exists, the attachment Transaction XML file and any other Image files associated with that record are copied as attachments to the record on the transaction. Only one Transaction XML type file can exist for a Terms and Conditions record at any time. If the modification of the Terms and Conditions is required, and the Terms and Conditions entered is not locked, you must first delete the Transaction XML attachment before you can upload a second Transaction XML type file in order to create a new Transaction XML attachment. On Validate and Submit, the system verifies that a Transaction XML attachment exists for the Terms and Conditions entered.

- Upon creation of a new transaction, if the **Load T&C By Procurement Type** field is checked for the Transaction Code on the Procurement Transaction Control (PRDOC) page, the T&C field on the Templates section of the Header tab is inferred from the specified Default T&C Template on the Procurement Type page based on the Procurement Type of the transaction. It also populates the Terms and Conditions tab of the transaction with all of the Terms & Conditions from the selected template. This inference occurs only once on initial draft versions of the transaction and not on modification or cancellation versions. If the PO transaction references an existing Solicitation or Award transaction, then this inference does not occur.

- When the transaction is validated or submitted, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the PRDOC page and the Procurement Type is changed, all existing Terms and Conditions are deleted from the Terms and Conditions tab and then are populated as explained in the previous bullet point. Prior to this happening, an error message is issued alerting you that all records from the Terms and Conditions tab are about to be deleted and new records will be inferred based on the new Procurement Type.

Special Instructions

The Special Instructions tab on the Purchase Order (PO) transaction lists the instructions associated with the order. The Special Instructions (SPIS) table is used to establish "pre-established" special instructions for selection on this tab.

› Required/Conditionally Required Fields

The following field is required if a line is added to this tab:

- Special Instructions Code

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Special Instructions Code

Refer to the "PO Transaction Type" topic for information on the Inactive Line functionality.

Award Details

The Award Details tab on the Purchase Order (PO) transaction allows you to modify entry of award detail information such as the award method, type, class and category. This specific award information can be associated to worksites which tracks the Worksite Code for the location where the work is being done. The Percentage fields are report only fields and allow you to report the distribution percentage for each worksite.

› Required/Conditionally Required Fields

The following fields are required, prohibited or optional based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Award Category 1

- Award Class

- Award Method

- Award Type

- Compliance Criteria 1

- Location of Service

- Location Zip

- Response Number

- Out of Total Responses

- Award Region 1

- Award Region 2

- Award Region 3

- Award Region 4

- Tracking Number

If the **Award Reason Code Required** field is selected on the Award Type table for the selected Award Type, then the **Award Reason Code 1** field is required.

If the **Multi-Category** check box is selected, then a value must be selected in one or more of the following fields: **Award Category 2**, **Award Category 3**, **Award Category 4**, or **Award Category 5**.

Note: The **Compliance Criteria 2** field cannot be populated unless the **Compliance Criteria 1** field is populated. The **Compliance Criteria 3** field cannot be populated unless the **Compliance Criteria 2** field is populated, and so forth.

If an **Award Type** value is selected under Additional Information, and the **Worksite Code Required** check box is selected on the Procurement Transaction Control (PRDOC) table for the selected Award Type, then the **Worksite 1** field is required.

Note: If a value is entered in the **Worksite** field, a value is not required in the corresponding **Percentage** field. If a value is entered in a **Percentage** field, then a value must be entered in the corresponding **Worksite** field. A value must be entered in the **Worksite 1** field if a value is entered in the **Worksite 2** field; a value must be entered in the **Worksite 2** field if a value is entered in the **Worksite 3** field, and so forth.

Surety/Insurance

The Surety/Insurance tab on the Contract (CT) allows you to modify the Surety/Insurance related information.

> › Required/Conditionally Required Fields

If the **Award Requires Performance/Payment Bond** check box on the Award Details tab is selected, then the following fields are required:

- Holding Department
- Policy Term Start
- Policy Term End
- Value of Policy/Bond
- Cost of Policy/Bond
- Insurance Type
- Policy Number

If the **Award Requires Insurance Policies** check box on the Award Details tab is selected, then the following fields are required:

- Holding Department
- Policy Term Start
- Policy Term End
- Value of Policy/Bond
- Cost of Policy/Bond
- Insurance Type
- Policy Number

If the **Reason for Previous Agreement End** field is *Defaulted* or *Terminated*, then the following fields are required:

- Closure Date

- Vendor

- External Award Number

If the **Award Requires Performance/Payment Bond** check box on the Award Details tab is selected, then the following field is required:

- NAIC Code

If the **Award Requires Insurance Policies** check box on the Award Details tab is selected, then the following field is required:

- NAIC Code

Supporting Transactions

PO Transactions have a Supporting Transactions section that allows you to view and attach files relevant to the entire transaction, for example, a Statement of Work or other supporting transactions.

- If the **Assemble External Terms and Conditions** parameter is set to *True* on the Application Parameters page, then you can choose from all file types; however, if you want to use the attachments in the Assembled Process, you must select files with an **Attachment Type** of *Transaction XML*, *Image XML* or *Images (Zipped) XML*. You can only select one Transaction XML type file per record; however, you can enter as many rows as required. Images displayed within the word-processing file must be attached separately within a Transaction XML file. You must specify the corresponding image attachments as Image File types on the Upload Attachment page. During the Assembly process, the system will search for the associated image only from attachments that have been identified as Image files. The files are assembled into one PDF transaction when the Assemble Process is initiated. Please refer to the Upload Attachment page help file for more information.

- If the **Assemble External Terms and Conditions** parameter is not set to *True*, the Supporting Transactions tab acts as a repository to store transactions associated with the transaction. When the **Print** button is selected on the transaction, the transactions attached to this tab are not printed as part of the print process.

Proof of Necessity

The Proof of Necessity tab is only available on the Proof of Necessity (PON2) transaction.

Only one line can be added to this component and it is required if the **Enforce Single Proof of Necessity** check box under the General Options section on Procurement Transaction Control (PRDOC) is checked.

› Required/Conditionally Required Fields

- Type of Award
- Description of Work to be Performed

- Planned Performance Monitoring Activities

- Frequency of Payment

- Agency paying FICA

- Award cost included in Budget

- Detail Description of Projected Cost

- Assigned to Internal Personnel

- Basis for Selection

- Name

- Phone Number

If the **'If federal, is there an associated grant'** field is set to *Yes*, then the following field is required:

- Federal

CMR Transaction Type

The Contract Modification Request (CMR) Transaction Type is used to modify the Contract (CT) transaction after it has reached a **Phase** of *Final*. Multiple draft transactions against a single contract can exist simultaneously and users can independently workflow multiple modifications to the same contract and apply approved modifications in the order of approval. The Contract Revision transaction allows accepting the modifications expressed in the delta format and applying those deltas to produce new versions of an existing Contract. Users can either directly modify the CT transaction by clicking **Edit** and creating a new CT Modification or create a CMR to generate a CT Modification transaction. These two methods can be used simultaneously together.

Any modification/changes need be performed on the right hand side in the new values column. Only enter values in those fields you wish to change. If the field to be updated is a check box in the existing values, it is displayed as a drop down box in the new values column and is defaulted to *No Change*. If the check box for the existing value is blank, select *Yes* if you want it checked. If the check box for the existing value is checked, select No if you want to have it unchecked.

When the CMR transaction is saved or validated (or submitted to pending) the system refreshes the values for all existing fields based on the most recent version of the Contract transaction. The data in the existing values column is not refreshed after the transaction has been submitted. On validate/submit, the system generates a draft CT modification of the latest final Contract (CT) and triggers the validations against the CT modification. Any 'new' values are passed to the CT Modification and if any values that were entered on the CMR fail, the CT Modification Draft is discarded and the errors are displayed to the CMR. Once the Contract (CT) validations pass then the CT will submit to final or be passed to workflow for approval and the CMR can be submitted. Both transactions can be displayed in the Contract Catalog which is a folder connected to the Transaction Catalog page.

Transactions of the CMR Transaction Type can be created from the Contract Catalog or by using the Copy Forward button on the Contract (CT) transaction.

The CMR Transaction Type includes the following tabs:

- Header

- Award Details

- Renewal Period

- Surety Insurance

- Accounting Distribution

- Vendor

- Commodity

- Accounting

- Commodity T & C

- Sub Vendor

- Terms and Conditions

- Special Instructions

CMR Delivered Transaction Codes

The CMR Transaction Type includes the following Transaction Code:

Name	Transaction Code	Intended Use
Contract Revision	CMR	The CMR transaction is used to process modifications to the Contract (CT) transaction after it has been finalized.

Related Topic(s):

- For a description of the delivered event types allowed for the CMR Transaction Type, please refer to the *CGI Advantage - Financial Administration User Guide, "*Procurement Accounting Model" topic under "Accounting Model Delivered Configuration".

- The CMR Transaction Type belongs to the Award State.

Header

The Header section on the Contract Modification Request (CMR) transaction allows you to modify the general information associated with the entire procurement including the effective dates and dollar limits.

› Required/Conditionally Required Fields

This tab does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left.

If the New Terminated By fields are populated, then all commodity and accounting lines must be closed or an error is issued when submitting the CMR transaction. If the New Terminated By fields are populated, then the New Award Status (on the General Information section) field must be set to *Terminated* and vice versa.

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load T and C** – The **New Terms Template** pick list allows you to select from pre-defined templates set up on the Terms and Conditions Template (TRMTM) table. After the Terms & Conditions Template is selected in the **New Terms Template** field, the **Load T & C** action must be selected. After the **Load T & C** action is selected, all terms and conditions associated with the template are loaded to the Terms and Conditions tab of the CMR. The terms and conditions loaded apply to all commodity lines.
- **Ship/Bill To Lines** - This action defaults the values entered in the fields on the Default Shipping/Billing section to all blank new value fields in the Shipping/Billing section for all existing commodity lines.

Award Details

The Award Details tab on the Contract Revision (CMR) transaction allows you to modify entry of award detail information such as the award method, type, class and category. This specific award information can be associated to worksites which tracks the Worksite Code for the location where the work is being done. The Percentage fields are report only fields and allow you to report the distribution percentage for each worksite. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left, or if the following rules are met. For additional information, refer to the PO - Award Details topic.

Renewal Period

The Renewal Period tab on the Contract Revision (CMR) transaction allows you to modify the amount of time allotted to renew the agreement with the vendor after it expires, and the number of days before the agreement expires that the buyer should be notified. This tab does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the CT - Renewal Period topic.

Surety Insurance

The Surety/Insurance tab on the Contract Revision (CMR) transaction allows you to modify the Surety/Insurance related information. For additional information, refer to the CT - Surety/Insurance topic.

› Required/Conditionally Required Fields

You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left, or if one of the following rules is met.

If the **New Award Requires Performance/Payment Bond** check box on the Award Details tab is selected, then the following fields are required:

- New Holding Department

- New Policy Term Start

- New Policy Term End

- New Value of Policy/Bond

- New Cost of Policy/Bond

- New Insurance Type

- New Policy Number

If the **New Award Requires Insurance Policies** check box on the Award Details tab is selected, then the following fields are required:

- New Holding Department

- New Policy Term Start

- New Policy Term End

- New Value of Policy/Bond

- New Cost of Policy/Bond

- New Insurance Type

- New Policy Number

If the **New Reason for Previous Agreement End** field is Defaulted or Terminated, then the following field is required:

- New Closure Date

- New Vendor

- New External Award Number

If the **New Award Requires Performance/Payment Bond** check box on the Award Details tab is selected, then the following field is required:

- New NAIC Code

If the **New Award Requires Insurance Policies** check box on the Award Details tab is selected, then the following field is required:

- New NAIC Code

Accounting Distribution

The Accounting Distribution tab on the Contract Revision (CMR) transaction allows you to modify the fund distribution across multiple line items. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Accounting Distribution topic.

Vendor

Allows you to modify the address, contact and discount information for the vendor that is selected on the CT transaction. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Vendor topic.

Commodity

The Commodity tab on the Contract Revision transaction allows you to modify the commodity information being provided by the selected vendor. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Commodity topic.

Accounting

The Accounting tab on the Contract Revision (CMR) transaction allows you to modify the accounting funds for each commodity line. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Accounting topic.

Commodity T & C

The Commodity T & C tab on the Contract Revision (CMR) transaction allows a buyer to modify terms and conditions associated with the selected commodity line. You can choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **New T & C Template** field on the General Information section on the Commodity tab. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Commodity T & C topic.

Sub Vendor

The Sub Vendor tab on the Contract Revision (CMR) transaction allows you to modify sub vendors or sub contractors associated with the procurement. Commodity lines are not linked to the sub vendors. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left or if a new Sub Vendor line is required on the CT Sub Vendor line, and then this tab

would be used on CMR to add new lines to CT Modification. The same logic applied to the CT transaction is triggered to this tab (if populated) on validate of CMR. Refer to the "CT's Sub Vendor" topic for validation logic for more information.

Terms and Conditions

The Terms and Conditions tab on the Contract Revision (CMR) transaction allows you to modify the terms and conditions associated with the procurement. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Terms and Conditions topic.

Special Instructions

The Special Instructions tab on the Contract Revision (CMR) transaction allows you to modify the instructions associated with the order. The Special Instructions (SPIS) table is used to establish special instructions for selection on this tab. This section does not contain any required fields to submit the CMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the PO - Special Instructions topic.

MA Transaction Type

The Master Agreement (MA) Transaction Type is used to set prices, terms, and conditions by which the client can purchase itemized goods or services from a vendor at a negotiated price. A Master Agreement does not commit the user to make a purchase, and therefore carries no funding information. The only accounting impact associated with processing a Master Agreement is the liquidation of the referenced Requisition (Pre-Encumbrance) if referenced. Orders that are made against an approved Master Agreement are called Delivery Orders. A Payment Request transaction can directly reference the Master Agreement in situations where users may need to directly pay a vendor without first needing to process an order transaction.

Important Features for the Master Agreement (MA) Transaction Type:

›   Inactive Line Functionality

The **Inactive Line** flag can be selected on Modification Draft MA transactions in CGI Advantage. The following rules apply to this field on transactions of the MA Transaction Type:

- The **Inactive Line** flag cannot be set to True on a new line.

- An MA Commodity Line cannot be marked as inactive unless there are no orders or payments recorded against the line.

- When an MA transaction is submitted with an inactive commodity line(s), any referenced Requisition lines are reopened.

- A Catalog cannot be loaded to a MA Commodity Line if the Inactive Line flag is selected for the MA Commodity Line.

- If an MA Commodity Line with a **Line Type** of *Catalog* is marked inactive, the Status for all of the associated catalog records on the Catalog Maintenance table is updated to Inactive.

- The Insert, Save, Delete and Reactivate links on Catalog Maintenance will be disabled for all catalog records associated with an inactive MA Catalog line.

- Inactive lines are not copied forward into a target transaction.

- If all commodity lines on a MA transaction are inactive, then the transaction will not appear on the Shopper (SHOP) page.

- When selecting the Inactive Line flag on an MA Commodity Line, the Commodity Line/Commodity Code combination on the current MA transaction version must be the same as on the prior version.

- The **Inactive Line** flag can only be selected for Renewal Periods that have not passed.

- The **Inactive Line** flag cannot be selected if the associated Renewal transaction has been submitted for the specified Renewal Period.

- Once a commodity line or component is marked as inactive and the transaction is submitted, it cannot be reversed; instead a new line or component must be entered.

- If the **Inactive Line** flag is checked for a Commodity Line, all associated Commodity T&C Lines are also marked inactive.

- If the **Hide Inactive Procurement Lines** flag is selected when printing the MA transaction, then only the active lines are printed. If the **Hide Inactive Procurement Lines** flag is not selected when printing the MA transaction, then the active and inactive lines are printed.

- If the **Hide Inactive Procurement Lines** flag is selected when assembling the MA transaction, then only the active lines are assembled. If the **Hide Inactive Procurement Lines** flag is not selected when assembling the MA transaction, then the active and inactive lines are assembled. (Refer to the "Understanding the Assembly Process" topic of this user guide, for more information on the Assembly functionality.)

The Inactive Line flag is included on the following Master Agreement Transaction Components:

Transaction Component	Component Specific Rules
Header (hidden on the UI)	This flag is updated by the system if all commodity lines on the Master Agreement have the **Inactive line** flag set to true.
Renewal Period	- The **Inactive Line** flag can only be selected for Renewal Periods that have not passed.

	• The **Inactive Line** flag cannot be selected if the associated Renewal transaction has been submitted for the specified Renewal Period.
Terms and Conditions	
Sub Vendor	
Commodity	• A Commodity Line (and any associated accounting lines) must be modified down to zero before the **Inactive Line** flag may be selected. • An MA Commodity Line cannot be marked as inactive unless there are no orders or payments recorded against the line. • A Catalog cannot be loaded to a MA Commodity Line if the Inactive Line flag is selected for the MA Commodity Line. • When selecting the **Inactive Line** flag on an MA Commodity Line, the Commodity Line/Commodity Code combination on the current MA transaction version must be the same as on the prior version.
Commodity T & C	If the **Inactive Line** flag is checked for a Commodity Line, all associated Commodity T & C Lines will automatically be made inactive.
Supporting Transactions	

› Key inputs/outputs of the Master Agreement Transactions

The Master Agreement can reference the following transactions that belong to the RQ Transaction Type: RQM, RQS, RQN, and all SO transactions.

Five transactions can reference the MA transaction:

- PE (Performance Evaluation)

- RN (Renewal)

- TM (Termination)

- DO (Delivery Order)

- PRC (Payment Request)*

› MA Restrictions

Important Note: You can only modify Final MA transactions if the Direct Agreement Modification field on the Access Control table in the Administration application is selected. An error is given on Validate if the field is not selected. If the field is not selected, then you

must use a Master Agreement Modification Request (MMR) transaction. The creation of new MA transactions can be automatically prevented for a particular vendor with selection of the **Discontinued – No New Business** check box on the Vendor/Customer table but the processing of existing transactions may proceed.

The Master Agreement transaction contains the following tabs:

- Header

- Renewal Period

- Authorized Department

- Authorized Unit

- Vendor

- Business Type

- Commodity

- Commodity T & C

- Accounting

- Sub Vendor

- Terms and Conditions

- Award Details

- Surety/Insurance

- Supporting Transactions

- Proof of Necessity

MA Delivered Transaction Codes

The MA Transaction Type contains the following delivered Transaction Code.

Transaction Name	Transaction Code	Intended Use
Master Agreement	MA	Contract with a supplier to provide goods and/or services at pre-arranged prices, under set terms and conditions, when and if required. It is used to meet recurring needs (for example, food, fuel, tires, plumbing supplies, and so forth).

Proof of Necessity Agreement	PON	Enables the Accounting line for Master Agreement Type transactions. This allows a multiple vendor contract to be encumbered.

Related Topic(s):

- The MA Transaction Type belongs to the Award State.

- For instructions on how to purchase an item that has been established on a Master Agreement, refer to the "Purchase Items on Contract" topic under Common Business Tasks.

Header

The Header tab on the Master Agreement (MA) transaction lists general information associated with the entire procurement including the effective dates and dollar limits.

› Terminating a Master Agreement

Upon submitting a Termination (TM) transaction to Final that references a transaction of the MA Transaction Sub Type, a draft version of the MA transaction is created. Upon submitting the TM to Final, the TM transaction Information (Transaction Code, Transaction Dept, Transaction ID) is passed to the Terminated By (Terminated By Transaction Code, Terminated By Transaction Dept, Terminated By Transaction ID) fields in the Reference section on the Header tab of the newly created draft MA transaction. Upon submitting the TM to Final, the system sets the **Award Status** field on the Header of the newly created draft MA transaction to a value of *Terminated*. If the Terminated By fields are populated and/or the **Award Status** field is *Terminated*, then all commodity and accounting lines must be closed or an error is issued when submitting the newly created MA transaction. If the Award Status is *Terminated*, then the Terminated By fields must be populated and vice versa.

› Procurement Folder Logic

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Required/Conditionally Required Fields

The following fields are required, and if left blank are automatically populated by CGI Advantage:

- Record Date

- Budget FY

- Fiscal Year

- Period

- Procurement Type ID

The following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name

- Transaction Description

- Cited Authority

The following fields are conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Issuer ID

- Requestor ID

- Name

- Phone

- Email

- Terms and Conditions Template

- Minimum Order Amount

- Maximum Order Amount

- Reporting 1

- Reporting 2

- Reporting 3

If this is a modification of a Final MA transaction and the **Require Reason for Modification** check box on the Procurement Transaction Control (PRDOC) table is selected, then the **Reason for Modification** field is required.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C Template

- Issuer ID

- Requestor ID

- Shipping Location

- Billing Location

- Reporting 1

- Reporting 2

- Reporting 3

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Refresh T and C** – This action, when selected, looks to the Terms and Conditions (TRMC) page and determines the Last Update Date for all Terms and Conditions (T&C) currently in the Terms and Conditions tab and in the Commodity T&C tab of the transaction. If the Last Update Date on the TRMC page is greater than the T&C Last Updated Date for the corresponding T&C on the transaction, the system infers over the existing T&C and replaces it with the updated version from the TRMC page. This inference occurs for T&C in both the Terms and Conditions tab as well as the Commodity T&C tab.
- **Make All Lines Mandatory Source** – This action automatically selects the Mandatory Source flag for all Commodity Lines that currently exist on the MA. Refer to the "Mandatory Source Functionality" topic for more information.
- **Load T and C** – If a Terms & Conditions Template is selected in the T & C Template field, the Load T & C action must be selected. After the Load T & C action is selected, all terms and conditions associated with the template are loaded to the Terms and Conditions tab of the MA.
- **Ship/Bill To Lines** - This action defaults the values entered in the fields on the Default Shipping/Billing section to all blank fields in the Shipping/Billing section for all existing commodity lines.
- **Assemble Transaction** – This action runs the Transaction Assembly process. This process assembles specific transaction tabs, all of the attached Terms and Conditions, and all of the Supporting Transactions attached to the transaction within a single formatted PDF transaction. The Transaction Assembly process may be executed during the transaction's Draft, Pending or Final phase on demand and it is executed automatically when the MA transaction is submitted to final. The MA transactions allow you to initiate the Assembly Process when the Assemble External Terms and Conditions parameter is set to True on the Applications Parameters table. (Note: Inactive lines will not be assembled if the **Hide Inactive Procurement Lines** flag is selected upon initiating the assembly request.) Please refer to the "Understanding the Assembly Process" topic for more information.
- **Reset Buyer** – This action (if activated) allows the user to reassign the Buyer/Buyer Team per buyer assignment logic. Refer to the "Reset Buyer Logic" topic for more information.
- **View Assembly Request** – This action transitions you to the Assemble Request page. This page allows you to view the current and previous status of the Transaction Assembly process for the selected transaction.
- **View Catalogs** - This action transitions you to the Catalog Summary Inquiry (CATQ) page. This is a display only view of the Catalog Maintenance table. When

accessed from a Master Agreement, only catalog records associated with the Master Agreement are displayed. The View Catalogs action is only displayed if at least one record exists on the Catalog Maintenance table for the Master Agreement. Please refer to the "Catalog Maintenance Table" topic for more information.

- **View Procurement Folder** – This action transitions you to the Procurement Management page, which allows you to review other Procurement Folder information associated with the selected Procurement Folder. The View Procurement Folder action is only active if the Procurement Folder ID field is populated. Refer to the "Procurement Folder Logic" topic for more information.

Renewal Period

The Renewal Period tab on the Master Agreement (MA) transaction lists the amount of time allotted to renew the agreement with the vendor after it expires, and the number of days before the agreement expires that the buyer should be notified. The **Renewed** check box is selected if the period was renewed and is populated from the Renew Agreements batch job or when the Create MA Transaction for Renewal process for the RN transaction finalizes.

› Required/Conditionally Required Fields

This section does not contain required fields to submit the MA transaction to Final. However, if a line is added to this tab, then the following fields are required:

- Renewal Period Length

- Renewal Period Unit

Refer to the "MA Transaction Type" topic for information on the Inactive Line functionality.

Authorized Department

The Authorized Department tab on the Master Agreement (MA) transaction lists the departments that are allowed or not allowed to use the Master Agreement. At least one department must be listed; *All* is a valid option. Each listed agency must have a spending limit assigned to it (*No Limit* is an option). The Master Agreement also allows the option of excluding agencies. If a Unit is not specified on the Authorized Units tab then all Units are included. A Department of *All* is not allowed when specifying a Unit.

Authorized departments on an agreement default to the requesting agencies listed on the Requisition(s) or Solicitation referenced by the Master Agreement. If no transactions are referenced by the agreement, authorized agencies defaults to *All Agencies* with *No $ Limit*. If the agencies are carried forward from Requisitions, the requested quantities and the negotiated prices on the Master Agreement will be used to calculate an initial spending limit for the agency. If the system is unable to calculate a default-spending limit for an agency in this manner, it is assumed that the agency has no spending limit.

The MA Reference for Authorized Departments and MA Reference for Authorized Units tables maintain the spending for every Department/Unit combination when *ALL* is entered in the Department/Unit fields or **Exclude Department/Exclude Unit** is selected on the Authorized Department/Authorized Unit tabs on the Master Agreement. This table tracks the ordered amounts of each Department/Unit that reference the Master Agreement so that the **Spending Limit** and **Not to Exceed** amounts entered on the MA are enforced.

› Required/Conditionally Required Fields

The following fields are required to submit the MA transaction to Final:

- Department

- Spending Limit or No Limit

Authorized Unit

The Authorized Unit tab on the Master Agreement (MA) transaction lists the units that are allowed or not allowed to use the Master Agreement. You can enter *ALL* in which case the spending limits apply to all units within the department. You can also specify spending limits associated with a specific unit or exclude a specific Unit.

› Required/Conditionally Required Fields

The following fields are required to submit the MA transaction to Final:

- Unit

- Spending Limit or No Limit

Vendor

The Vendor tab on the Master Agreement (MA) transaction lists the Primary and Secondary Vendors for providing the goods/services. Vendors are selected from a pick list that is populated by the Vendor/Customer table. Note: If Advantage is being integrated with Maximo, then a separate contract is created for each Vendor in Maximo. (Refer to the "Integration Parameters (INTCTRL)" topic in this user guide for information on determining whether Maximo is integrated.) Discount information can also be recorded.

› Required/Conditionally Required Fields

The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Vendor/Customer

The following field is required if a non-miscellaneous vendor is selected:

- Address Code

The following fields are required if a Vendor Contact ID is not entered:

- Contact Name

- Phone

Each Master Agreement is required to have one Primary Vendor. Entry of additional Vendors on the Master Agreement is controlled by the Enforce Single Primary Vendor flag on the Procurement Transaction Control table. If the Enforce Single Primary Vendor check box is selected, then only a single primary vendor will be allowed on the Master Agreement (and that Vendor Line must be Line '1'), and Commodity Lines may only be associated with the Primary Vendor. In addition, PO and PR Transactions that reference the Master Agreement will assume a Vendor Line value of 1 on the Commodity Line for reference

purposes regardless of the Vendor Line Number or Vendor Code that is entered on the transaction. If the **Enforce Single Primary Vendor** check box is not selected, the Master Agreement will allow Multiple Primary Vendors as well as allow Commodity Lines to be associated with all Vendor Lines on the transaction.

When the **Allow Vendor change on Modification Version** check box is checked on Procurement Transaction Control (PRDOC) for the Master Agreement (MA) transaction, then the Vendor can be changed on a modification version. If the **Allow Vendor change on Modification Version** check box is unchecked, an error is issued when the record is validated while attempting to change the Vendor on a modification version.

The **Vendor Preference Level** is a required field and is used to prioritize search results on the Shopper (SHOP) page. Records returned based on searches on the SHOP page are first returned based on relevancy, and then by Vendor Preference Level. A lower number indicates a higher preference. This ensures that vendors with a preferred item appear higher in the search results, giving ordering preference to those Master Agreements. Upon saving a Master Agreement, if a valid Vendor/Customer code exists, and the **Vendor Preference Level** is blank, the system will infer the **Vendor Preference Level** field value from the Vendor Customer record on the eMall tab of the Vendor/Customer table. If the value on Vendor/Customer is blank, then a default value of 99 is inferred. This value can be changed on the Vendor/Customer tab of the MA transaction. This value is also inferred into the **Vendor Preference Level** fields on the Commodity tab. The **Vendor Preference Level** fields on the Commodity lines can also be changed, so that different preference levels can apply to different portions of the catalog.

The **Vendor Line Discontinued** check box facilitates an option for you to specify a specific vendor on the Master Agreement transaction is to be restricted against having any new business while allowing already generated business to continue through the cycle. It also allows the rest of the vendors in the MA to have no restrictions. For example, the sub-vendor supplying concrete on a building MA supplied poor grade concrete. Selecting the **Vendor Line Discontinued** check box would restrict any new Requisition or Purchase Order transactions from being created for that vendor in this MA.

Note: If the sum of all values in the **Not to Exceed Amount** fields on the Vendor tab exceeds the value in the **Not to Exceed Amount** field on the Header of the Master Agreement, then not all vendors will be able to reach their set ordering limit.

If the Allowed Vendor Type field on DCTRL is set to allow service vendors only:

- If the vendor(s) on the transaction have the Service flag selected on their vendor record, or have both Service and Purchasing Agent checked, no error will be issued.

- If any vendor on the transaction has only the Purchasing Agent flag checked on their vendor record, an error will be issued.

If the Allowed Vendor Type field on DCTRL is set to allow commodity vendors only:

- If the vendor(s) on the transaction have the Purchasing Agent flag checked on their vendor record, or have both the Service and Purchasing Agent flags checked, no error will be issued.

- If any vendor on the transaction has only the Service flag checked on their vendor record, an error will be issued.

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- The **Apply Price Escalation** by Vendor action that appears on the Thresholds section can be selected to escalate a unit price by a given percentage at any time during the period. The price escalation applies to commodity line types of Item or Service only.

    - **Escalation Percentage** is the percent that the commodity line Unit Price will be escalated. This field is used by the Apply Price Escalation action to apply a price escalation within a current period to the associated commodity lines for any selected Vendor referenced in the MA Agreement. The system shall issue an error if value entered is not numeric or not greater than 0.00%.

    - **Unit Price Decimal Places** indicates the number of decimal places to round out to when calculating the new Unit Price using the Apply Price Escalation action. The value entered must be between *2* and *6*. The default value is *6*.

- The **Copy with Child** action can be selected to copy a Vendor line and the corresponding Commodity lines on a transaction. The **Enforce Single Primary Vendor** check box must be unchecked on Procurement Transaction Control (PRDOC) for the Master Agreement (MA) transaction to use this feature. If the Enforce Single Primary Vendor check box is selected when the vendor line is copied, an error is issued when the record is validated.

Business Type

The Business Type tab on the Master Agreement (MA) transaction lists the Business Types associated with the selected Vendor. Business Types are assigned to vendors on the Business Type tab of the Vendor/Customer table. Only Business Types that were associated with the vendor at the time of processing the original transaction are displayed.

Commodity

The Commodity tab on the Master Agreement (MA) transaction lists all of the commodities associated with the Master Agreement. Freight can be applied to an Award transaction as either a separate Commodity Line or it can be built into the Unit Price of each Commodity Line on the Award. For more information refer to the "Adding Freight on an Award" topic in this user guide.

› Discontinue a Commodity Line

Note: The **Commodity Line Discontinued** field facilitates an option for you to specify a specific commodity line on the Master Agreement transaction to be restricted for any new business while allowing the processing of the rest of the cycle on existing orders. Additionally, the rest of the commodity lines in the MA can have no restrictions. For example, the vendor supplying concrete on a building MA supplied poor grade concrete but the rest of the commodities were delivered in good condition and on time. Selecting the **Commodity Line Discontinued** check box on the concrete commodity line would restrict any new Requisition or Purchase Order transactions from being created for the MA.

› Maximo Integration

If the MA transaction is being integrated with Maximo, then the following applies. (Refer to the "Integration Parameters (INTCTRL)" topic in this user guide for information on determining whether Maximo is integrated.)

- The **Line Type** must be *Item*, *Service,* or *Cost Plus*.

- If the **Line Type** is *Service*, *Catalog* or *Discount*, then the **External Item** field must be blank.

- The entered **Commodity Code** must be marked as **External Service** on the Commodity table.

- If the **Line Type** is *Item*, then the **External Item** field is required.

- The entered **Commodity Code** must be associated with the **External Item** as entered on the Item table.

- If the **Commodity Code** is not entered t will be defaulted to the Commodity Code associated with the **External Item** on the Item table.

- If the **Line Type** is *Cost Plus*, then the **Discount Percentage** field must be blank.

- If the **Line Type** is *Cost Plus*, then the **Markup Percentage** field must be populated.

› Mandatory Source

The **Mandatory Source** flag is used to identify commodities that should be used as Mandatory Source commodities on Master Agreement transactions. The Mandatory Source flag can be manually selected for specific commodity lines or you can mark all commodity lines as Mandatory Source by selecting the **Make All Lines Mandatory Source** action from the Related Action menu on the Header tab of the Master Agreement. On submit of the Master Agreement the system will add a line to the Mandatory Source Master Agreements Lines (MSMALS) table for each commodity line identified as Mandatory Source. Refer to the "Mandatory Source Functionality" topic for more information.

› Required/Conditionally Required Fields

The following field is required:

- Line Type*

*Note: The *Catalog* and *Discount* Line Types cannot be chosen if the buysense flag is selected for the MA Transaction Type on the Procurement Transaction Control (PRDOC) table.

The following fields are required if the **Line Type** is *Item*:

- Commodity Code

- Quantity

- Unit

- Unit Price

- Lock Catalog List Price must equal False

- Allow Promotional Pricing cannot be selected

The following fields are required if the **Line Type** is *Service*:

- Commodity Code

- Contract Amount

- Service From

- Service To

- Lock Catalog List Price must equal False

- Allow Promotional Pricing cannot be selected

The following fields are required if the **Line Type** is *Discount*:

- Commodity Code

- List Price

- Discounted Unit Price

- Lock Order Specs cannot be selected

- Lock Catalog List Price must equal False

- Allow Promotional Pricing cannot be selected

The following fields are required if the **Line Type** is Catalog:

- Commodity Code

- Catalog

- Discount Percentage

- Discount Effective From

- Discount Effective To

- Lock Order specs must be selected

Note: At least one catalog record associated with the Commodity Line must exist on the Catalog Maintenance table.

The following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table:

- Commodity Line Description

The following fields are conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Commodity

- Maintenance

- Shipping Location

- Shipping Method

- Free on Board

- Delivery Date

- Delivery Type

- Billing Location

- Packing Instructions

- Hazardous Materials

- Special Handling

- Additional Handling

- Manufacturer

- Model

- Warranty Type

- Underage Tolerance Quantity

- Underage Contract Amount

- Overage Tolerance Quantity

- Overage Contract Amount

Refer to the "MA Transaction Type" topic for information on the Inactive Line functionality.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C Template

- Ref Doc Dept

- Shipping Location

- Billing Location

The Environmentally Preferred Purchase (EPP) section only available when the ENABLE_EPP parameter is set to *Yes* on the Application Parameter (APPCTRL) table. This section can be used to define:

- Product Certifications

- Recycled Content

- EPP Attributes

- EPP Product

If the Allow Extended Description Edit check box on the Procurement Transaction Control (PRDOC) page is checked, editing is allowed on the Extended Description field on the subsequent versions of the transaction.

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load T and C** - Populates lines on the Commodity T & C tab with values defined for the T&C Template entered on the Commodity line. These T&C's apply to only the selected commodity line.
- **Ship/Bill From Header** - Populates the Shipping & Billing section on all existing commodity lines with the values entered in the Default Shipping/Billing section on the Header.
- **Extended Description** - This action transitions you to the Commodity Extended Description page, which allows you to add additional information for the selected Commodity line than what can be captured in the Extended Description field.
- **Load Catalog** - Transitions you to the Upload Catalog page to initiate a load of Catalog records from a Microsoft Excel file. Please refer to the "Step 2: Upload the Catalog File" topic for information about this page.
- **View/Edit Catalog** - Transitions you to the Catalog Maintenance table, filtered by the latest version of catalog items (Active and Inactive, Final and Draft), associated with the Master Agreement's Commodity Line. If the Master Agreement's Phase is Draft, then the catalog records may be inserted, modified, or deleted directly on the table. If the Master Agreement's Phase is Final, then the catalog records may only be viewed. Please refer to the "Catalog Maintenance Table" topic for more information.
- **Catalog Error Log** - Transitions you to the Catalog Error page, filtered for error messages returned for this Master Agreement's Commodity Line's last catalog load. This link is only active if at least one error message exists for this Master Agreement's Commodity Line. Please refer to the "Fix Errors Listed on the Catalog Error Log Page" topic for more information.
- **Catalog Upload Request** – Transitions you to the Request Status page, which displays the status of all requests to upload a catalog to the selected transaction.

Commodity T & C

The Commodity T & C tab on the Master Agreement (MA) transaction allows a buyer to choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **Terms and Conditions Template** field on the General Information section on the Commodity tab. Terms and Conditions can be automatically updated in this tab when the **Refresh T and C** action is selected.

› Required/Conditionally Required Fields

The Commodity T & C tab does not contain any required fields to submit the MA transaction to Final. However, if a line is inserted on this tab, or the **Require Terms and Conditions Template** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Term/Condition

- Name

- Details

Refer to the "Master Agreement (MA) Transaction Type" topic for information on the Inactive Line functionality.

› Special note on Terms and Conditions

- If the **Assemble External Terms and Conditions** parameter is not set to *True* you can enter the details of the Terms and Conditions directly in the **Detail** field without additional file attachments.
- If the **Assemble External Terms and Conditions** parameter on the Application Parameters page is set to *True*, you must choose a Terms and Conditions record that has an associated *Transaction XML* **Attachment Type** transaction. The **Detail** field is protected in this situation. If a record exists, the attachment Transaction XML file and any other Image files associated with that record are copied as attachments to the record on the transaction. Only one Transaction XML type file can exist for a Terms and Conditions record at any time. If the modification of the Terms and Conditions is required, and the Terms and Conditions entered is not locked, you must first delete the Transaction XML attachment before you can upload a second Transaction XML type file in order to create a new Transaction XML attachment. On Validate and Submit, the system verifies that a Transaction XML attachment exists for the Terms and Conditions entered.
- Upon creation of a new transaction, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the Procurement Transaction Control (PRDOC) page, the **Terms and Conditions Template field** on the Templates section of the Header tab is inferred from the specified Default T&C Template on the Procurement Type page based on the Procurement Type of the transaction. It also populates the Terms and Conditions tab of the transaction with all of the Terms & Conditions from the selected template. This inference occurs only once on initial draft versions of the transaction and not on modification or cancellation versions.
- When the transaction is validated or submitted, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the PRDOC page and the Procurement Type is changed, all existing Terms and Conditions are deleted from the Terms and Conditions tab and then are populated as explained in the previous bullet point. Prior to this happening, an error message is issued alerting you that all

records from the Terms and Conditions tab are about to be deleted and new records will be inferred based on the new Procurement Type.

Accounting

The Accounting tab of the Proof of Necessity Agreement (PON) transaction is required. One or more lines can be entered and are used to record the chart of accounts used to encumber funds. This process reserves funding from the available budget to ensure funds are present at time of payment. Another option, based on Event Type is to award the vendor but not have any accounting updates happen at the time the transaction is processed. The accounting information will still be required and will be used when the payment is processed. For a description of the delivered Event Types allowed for the Master Agreement Transaction Type, please refer to the *Financial Administration User Guide, "*Procurement Accounting Model" topic under "Accounting Model Delivered Configuration." The intent of making the Accounting tab available is to provide an encumbering transaction that can support multiple vendors on a single transaction.

The sum of the Line Amount field on the accounting lines for a commodity line must equal the total of the commodity line they are funding. The majority of fields on the MA Accounting line are common to accounting transactions and are described in the *CGI Advantage Financial Transactions User Guide*. A small number of fields are unique to transaction types that perform requisition and ordering functions.

If the **Enforce Transaction Department Validation** check box on the Transaction Control (DCTRL) page is selected, the values entered in the following fields are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Accounting Template

- FN Doc Dept

Sub Vendor

The Sub Vendor tab on the Master Agreement (MA) transaction lists sub vendors or sub contractors associated with the procurement. Commodity lines are not linked to the sub vendors.

› Sub Vendor Logic

- Sub-vendor address and contact information is inferred from the Vendor/Customer tables via the Address Code and Contact ID fields when a user has selected a Vendor Code that has the Address Default Record set to True. If Default Record is not set to True, then this information will not be inferred from Vendor/Customer but users will have the option of selecting the Address and Contact Code from the pick list or enter information manually to these fields.
- Percentage: The **Percentage** field is available in addition to the Amount field and has the following logic:
- Users can use either the Percentage or Amount field on each sub vendor line but not both.
- All sub vendor lines that are not null must be equal to or less than 100. A value less than 0 is not allowed.
- The default value is null.
- Amount: Like the Percentage field, the **Amount** field can be used to track the amount of the contract associated with the sub-vendor. As described in the Percentage field, multiple sub vendor lines can be added and if users have decided

to use the Amount field all lines cannot exceed the total agreement amount. Users have a choice to use either the Amount or Percentage field to track the amount of the agreement associated with each sub-vendor line but will not be allowed to use both.

› Required/Conditionally Required Fields

The following fields are required if a line is added to this tab:

- Vendor Customer

- Percentage or Amount

Refer to the "MA Transaction Type" topic for information on the Inactive Line functionality.

Terms and Conditions

The Terms and Conditions tab on the Master Agreement (MA) transaction allows a buyer to choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **Terms and Conditions Template** field on the Header. Terms and Conditions can be automatically updated in this tab when the **Refresh T and C** action is selected on the Header.

› Special Note on Terms and Conditions

- If the **Assemble External Terms and Conditions** parameter is not set to *True* you can enter the details of the Terms and Conditions directly in the **Details** field without additional file attachments.
- If the **Assemble External Terms and Conditions** parameter on the Application Parameters page is set to *True*, you must choose a Terms and Conditions record that has an associated *Transaction XML* **Attachment Type** transaction. The **Details** field is protected in this situation. If a record exists, the attachment Transaction XML file and any other Image files associated with that record are copied as attachments to the record on the transaction. Only one Transaction XML type file can exist for a Terms and Conditions record at any time. If the modification of the Terms and Conditions is required, and the Terms and Conditions entered is not locked, you must first delete the Transaction XML attachment before you can upload a second Transaction XML type file in order to create a new Transaction XML attachment. On Validate and Submit, the system verifies that a Transaction XML attachment exists for the Terms and Conditions entered.
- Upon creation of a new transaction, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the Procurement Transaction Control (PRDOC) page, the **T&C** field on the Templates section of the Header tab is inferred from the specified Default T&C Template on the Procurement Type page based on the Procurement Type of the transaction. It also populates the Terms and Conditions tab of the transaction with all of the Terms & Conditions from the selected template. This inference occurs only once on initial draft versions of the transaction and not on modification or cancellation versions.
- When the transaction is validated or submitted, if the **Load T&C By Procurement Type** is checked for the Transaction Code on the PRDOC page and the Procurement Type is changed, all existing Terms and Conditions are deleted from the Terms and Conditions tab and then are populated as explained in the previous bullet point. Prior to this happening, an error message is issued alerting you that all

records from the Terms and Conditions tab are about to be deleted and new records will be inferred based on the new Procurement Type.

› Required/Conditionally Required Fields

The Terms and Conditions tab does not contain any required fields to submit the MA transaction to Final. However, if a line is inserted on this tab, or the **Require Terms and Conditions** check box is selected on the Procurement Transaction Control (PRDOC) table then the following fields are required:

- Term/Condition

- Name

- Details

Refer to the "Master Agreement (MA) Transaction Type" topic for information on the Inactive Line functionality.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- T & C

Award Details

The Award Details tab on the Master Agreement (MA) transaction allows you to modify entry of award detail information such as the award method, type, class and category. This specific award information can be associated to worksites which tracks the Worksite Code for the location where the work is being done. The Percentage fields are report only fields and allow you to report the distribution percentage for each worksite.

› Required/Conditionally Required Fields

The following fields are required, prohibited or optional based on site specific setup on the Procurement Transaction Control table:

- Award Category 1

- Award Class

- Award Method

- Award Type*

- Compliance Criteria 1

- Location of Service

- Location Zip

- Response Number

- Out of Total Responses

- Award Region 1

- Award Region 2

- Award Region 3

- Award Region 4

- Tracking Number

*The **Award Type** value can only be selected if the **Allowed on Master Agreement** check box is selected on the Award Type table.

If the **Award Reason Required** field is selected on the Award Type table for the selected **Award Type**, then the **Award Reason Code 1** field is required.

If the **Multi-Category** check box is selected, then a value must be selected in one or more of the following fields: **Award Category 2**, **Award Category 3**, **Award Category 4**, or **Award Category 5.**

Note: The **Compliance Criteria 2** field cannot be populated unless the **Compliance Criteria 1** field is populated. The **Compliance Criteria 3** field cannot be populated unless the **Compliance Criteria 2** field is populated, and so forth.

The following fields are conditionally required based on site specific setup of the **Renewal Code Required** field on the Award Method table.

- Renewal Code

If an **Award Type** value is selected under Additional Information, and the **Worksite Required** check box is selected on the Procurement Transaction Control (PRDOC) table for the selected Award Type, then the **Worksite 1** field is required.

Note: If a value is entered in the **Worksite** field, a value is not required in the corresponding **Percentage** field. If a value is entered in a **Percentage** field, then a value must be entered in the corresponding **Worksite** field. A value must be entered in the **Worksite 1** field if a value is entered in the **Worksite 2** field; a value must be entered in the **Worksite 2** field if a value is entered in the **Worksite 3** field, and so forth.

Surety/Insurance

The Surety/Insurance tab on the Master Agreement (MA) transaction allows you to modify the Surety/Insurance related information.

› Required/Conditionally Required Fields

If the **Award Requires Performance/Payment Bond** check box on the Award Details tab is selected, then the following fields are required:

- Holding Department

- Policy Term Start

- Policy Term End

- Value of Policy/Bond

- Cost of Policy/Bond

- Insurance Type

- Policy Number

If the **Award Requires Insurance Policies** check box on the Award Details tab is selected, then the following fields are required:

- Holding Department

- Policy Term Start

- Policy Term End

- Value of Policy/Bond

- Cost of Policy/Bond

- Insurance Type

- Policy Number

If the **Reason for Previous Agreement End** field is *Defaulted* or *Terminated*, then the following field is required:

- Closure Date

If the **Reason for Previous Agreement End** field under the General Information section is *Defaulted* or *Terminated*, then the following fields are required:

- Vendor

- External Award Number

If the **Award Requires Performance/Payment Bond** check box on the Award Details tab is selected, then the following field is required:

- NAIC Code

If the **Award Requires Insurance Policies** check box on the Award Details tab is selected, then the following field is required:

- NAIC Code

Supporting Transactions

The Supporting Transactions tab on the Master Agreement (MA) transaction allows you to view and attach files relevant to the entire transaction, for example, a Statement of Work or other supporting transactions.

If the **Assemble External Terms and Conditions** parameter is set to *True* on the Application Parameters page, then you can choose from all file types; however, if you want to use the attachments in the Assembled Process, you must select files with an **Attachment Type** of *Transaction XML*, *Image XML* or *Images(Zipped) XML*. You can only select one Transaction XML type file per record; however, you can enter as many rows as required. Images displayed within the word-processing file must be attached separately within a Transaction XML file. You must specify the corresponding image attachments as Image File types on the Upload Attachment page. During the Assembly process, the system will search for the associated image only from attachments that have been identified as Image files. The files are assembled into one PDF transaction when the Assemble Process is initiated. Please refer to the Upload Attachment page help file for more information.

If the **Assemble External Terms and Conditions** parameter is not set to *True*, the Supporting Transactions tab acts as a repository to store transactions associated with the transaction. When the **Print** button is selected on the transaction, the transactions attached to this tab are not printed as part of the print process.

Refer to the "MA Transaction Type" topic for information on the Inactive Line functionality.

Proof of Necessity

The Proof of Necessity tab is available only on the Proof of Necessity Agreement (PON) transaction.

Only one line can be added to this component and it is required if the **Enforce Single Proof of Necessity** check box under the General Options section on Procurement Transaction Control (PRDOC) is checked.

› Required/Conditionally Required Fields

- Type of Award
- Description of Work to be Performed
- Planned Performance Monitoring Activities
- Frequency of Payment
- Agency paying FICA
- Award cost included in Budget
- Detail Description of Projected Cost
- Assigned to Internal Personnel
- Basis for Selection
- Name
- Phone Number

If the **'If federal, is there an associated grant'** field is set to *Yes*, then the following field is required:

- Federal

MMR Transaction Type

The Master Agreement Mod Request (MMR) Transaction Type is used to modify the Master Agreement (MA) transaction after it has reached a **Phase** of *Final*. Transactions of the MMR Transaction Type can be created from the Contract Catalog or by using the Copy Forward button on the Master Agreement (MA) transaction. Multiple draft MMR transactions against a single Master Agreement can exist simultaneously and users can independently workflow multiple modifications to the same agreement and apply approved modifications in the order of approval. The MMR transaction allows accepting the modifications expressed in the *delta* format and applying those deltas to produce new versions of the latest 'Final' version of an existing Master Agreement. Users can either directly modify the MA by clicking **Edit** and creating a new MA Modification or use the MMR to generate a MA Modification transaction. The MMR can only be created by using the Copy Forward action on a Final version of a MA transaction. These two methods can be used simultaneously together. Both transactions can be displayed from the Contract Catalog page or the Transaction Catalog page.

The MMR transaction contains the majority of Master Agreement fields with the most recently submitted values. All of the values for the previously submitted transaction ("existing" values) are protected and shown on the left side column for informational purposes only. Any modification/changes need be performed on the right hand side in the "new values" column. Only enter values in those fields you wish to change. If the field to be updated is a 'check box' in the 'existing' values, it displays with a drop-down box in the 'new values' column and is defaulted to No Change. If the check box for the existing value is blank, select Yes if you want it checked. If the check box for the existing value is checked, select No if you want to have it unchecked.

When the MMR transaction is saved or validated (or submitted to pending) the system refreshes the values for all existing left hand side fields based on the latest 'Final' version of the MA transaction. The data in the existing values column is not refreshed after the transaction has been submitted. On validate of the MMR, the system generates a MA Modification Draft from the latest final version of the MA and passes values from the MMR to the MA Modification Draft. The system them triggers the standard validations against this MA Modification Draft. If any validations fail, the system discards the MA Draft and displays errors to the MMR. If all validations pass, the MA Modification Draft is submitted or sent to workflow for approval. The MA modification submit phase is based on the Procurement Transaction Control (PRDOC) "Submit Phase for MA created from MMR" field. When this field is set to Final, the MMR will create a MA modified version with Phase set to Final irrespective of the Transaction Control (DCTRL) Submit phase setup. When set to Pending/Blank the MMR will create the MA modification version based on the DCTRL submit phase.

The MMR contains the following tabs:

- Header

- Renewal Period

- Authorized Department

- Authorized Unit

- Vendor

- Commodity

- Commodity T & C

- Sub Vendor

- Terms and Conditions

- Award Details

- Surety/Insurance

MMR Delivered Transaction Codes

The MMR Transaction Type contains the following delivered Transaction Code.

Transaction Name	Transaction Code	Intended Use
Master Agreement Revision	MMR	The MMR is used to process modifications to the Master Agreement (MA) transaction after it has been finalized.

Related Topic(s):

- MA Transaction Type

- The MMR Transaction Type belongs to the Award State.

Header

The Header tab on the Master Agreement Revision (MMR) transaction allows you to modify the general information associated with the entire procurement including the effective dates and dollar limits. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Header topic.

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Refresh T and C** – This action, when selected, looks to the Terms and Conditions (TRMC) page and determines the Last Update Date for all Terms and Conditions (T&C) currently in the Terms and Conditions tab and in the Commodity T&C tab of the transaction. If the Last Update Date on the TRMC page is greater than the T&C Last Updated Date for the corresponding T&C on the transaction, the system infers over the existing T&C and replaces it with the updated version from the TRMC page. This inference occurs for T&C in both the Terms and Conditions tab as well as the Commodity T&C tab.
- **Make All Lines Mandatory Source** – This action automatically selects the Mandatory Source flag for all Commodity Lines that currently exist on the MA. Refer to the "Mandatory Source Functionality" topic for more information.
- **Load T and C** – If a Terms & Conditions Template is selected in the **New T & C Template** field, the **Load T & C** action must be selected. After the Load T and C

action is selected, all terms and conditions associated with the template are loaded to the Terms and Conditions tab of the MMR.

- **Ship/Bill To Lines** - This action defaults the values entered in the "New" fields on the Default Shipping/Billing section to all blank "New" fields on the Shipping/Billing section for all existing commodity lines.
- **View Catalogs** - This action transitions you to the Catalog Summary Inquiry (CATQ) page. This is a display only view of the Catalog Maintenance table. When accessed from a Master Agreement, only catalog records associated with the Master Agreement are displayed. The **View Catalogs** action is only displayed if at least one record exists on the Catalog Maintenance table for the Master Agreement. Please refer to the "Catalog Maintenance Table" topic for more information.

Renewal Period

The Renewal Period tab on the Master Agreement Revision (MMR) transaction allows you to modify the amount of time allotted to renew the agreement with the vendor after it expires, and the number of days before the agreement expires that the buyer should be notified. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Renewal Period topic.

Authorized Department

The Authorized Department tab on the Master Agreement Revision (MMR) transaction allows you to modify the departments that are allowed or not allowed to use the Master Agreement. At least one agency must be listed. You can also identify spending limits associated with a particular department. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Authorized Department topic.

Authorized Unit

The Authorized Unit tab on the Master Agreement Revision (MMR) transaction allows you to modify the units that are allowed or not allowed to use the Master Agreement. You can enter *ALL* in which case the spending limits apply to all units within the department. You can also specify spending limits associated with a specific Unit or exclude a specific Unit. This tab does not contain any required fields to submit the MMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Authorized Unit topic.

Vendor

The Vendor tab on the Master Agreement Revision (MMR) transaction allows you to modify the Primary and Secondary Vendors for providing the goods/services. Vendors are selected from a pick list that is populated by the Vendor/Customer table. This tab does not contain any required fields to submit the MMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Vendor topic.

Commodity

The Commodity tab on the Master Agreement Revision (MMR) transaction allows you to modify the commodities associated with the Master Agreement. This tab does not contain any required fields to submit the MMR transaction to Final. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. The following differences exist between the MA and MMR; refer to the MA - Commodity topic for detailed information shared between the MA and MMR.

- The Shipping/Billing fields available on the Commodity tab of the MA, do not appear on the Commodity tab of the MMR. Instead, the Shipping/Billing fields appear on the Commodity T & C tab of the MMR.

- The Specifications fields available on the Commodity tab of the MA, do not appear on the Commodity tab of the MMR. Instead, the Specification fields appear on the Commodity T & C tab of the MMR.

This tab contains the following actions/links:

> Page-Level Actions

   Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

> Tab-Level actions/links

   - **Load T and C** - Populates lines on the Commodity T & C tab with values defined for the **New T&C Template** entered on the Commodity line. These T&C's apply to only the selected commodity line.

Commodity T & C

The Commodity T & C tab on the Master Agreement Revision (MMR) transaction allows a buyer to modify terms and conditions associated with the selected commodity line. You can choose individual terms and conditions from the Terms and Conditions (TRMC) library or add new ones by free form. Terms and Conditions can also be added to this tab after the **Load T & C** action is selected and a template is specified in the **New Terms and Conditions Template** field on the Commodity tab. Terms and Conditions can be automatically updated in this tab when the **Refresh T and C** action is selected on the Header.

The Commodity T & C tab of the MMR contains two additional sections that do not appear on the Commodity T & C tab of the MA. The Shipping & Billing and Specification sections that appear on the Commodity tab of the MA are displayed on the Commodity T & C tab of the MMR. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Commodity T&C and MA - Commodity topics.

Sub Vendor

The Sub Vendor tab on the Master Agreement Revision (MMR) transaction allows you to modify the list of sub vendors or sub contractors associated with the procurement. Commodity lines are not linked to the sub vendors. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Sub Vendor topic.

Terms and Conditions

The Terms and Conditions tab on the Master Agreement Revision (MMR) transaction allows you to modify the terms and conditions associated with the procurement. Terms and Conditions can be automatically updated on this tab when the **Refresh T and C** action is selected on the Header. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Terms and Conditions topic.

Award Details

The Award Details tab on the Master Agreement Revision (MMR) transaction allows you to modify entry of award detail information such as the award method, type, class and category. This specific award information can be associated to worksites which tracks the Worksite Code for the location where the work is being done. The Percentage fields are report only fields and allow you to report the distribution percentage for each worksite. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Award Details topic.

Surety/Insurance

The Surety/Insurance tab on the Master Agreement Revision (MMR) transaction allows you to modify the Surety/Insurance related information. You should only enter values in the fields in the column on the right if a change is needed to the existing value shown in the column on the left. For additional information, refer to the MA - Surety/Insurance topic.

RC Transaction Type

Receiving is the process whereby the governmental agency takes physical possession of the goods ordered. Quantities and Service Contract amounts are counted and recorded in the system using transactions of the Receiver (RC) Transaction Type. Completion of this process, triggers acceptance processing and acknowledgement of goods received or services rendered.

Receivers can be processed as Inventory transactions as well as non-inventory transactions. In order to process Inventory transactions using the Receiver transaction, a reference to a Purchase Order transaction that has a Warehouse entered on the commodity line is required. Updates are made to the Inventory table in CGI Advantage Inventory Management when the Receiver goes to Final by adjusting the **On Hand Quantity** and **Unit Cost**. Please refer to the "Inventory Tables" topic in the *CGI Advantage - Inventory Management User Guide* for more information.

Receiver transactions can reference all transactions of the PO Transaction Type. Receiver transactions cannot be referenced by any transaction within CGI Advantage. Receiver transactions can be modified or canceled. Based on site specific setup, Receiver transactions can be created from the Transaction Catalog or from the Receiving Search Window (RCSRCH).

The Receiver (RC) transaction contains the following tabs:

- Header

- Vendor

- Commodity

- Commodity Detail (RC and RCM only)

- MatchRS (RS only)

RC Delivered Transaction Codes

The RC Transaction Type contains the following delivered Transaction Codes. Each Transaction Code can vary based on the functionality that is associated with them.

Transaction Name	Transaction Code	Intended Use
Maximo Receiver	RCM	The RCM transaction is automatically created by the Integration Engine when a receipt of goods or services is entered in Maximo. The RCM transaction updates Matching information in response to receipts or returns. Each RCM contains a single commodity line referencing the PO commodity line that was received or returned. The reference can be a partial or final reference.
Receiver	RC	Allows you to record the shipment of goods or the dollar amount of services rendered. A Receiver transaction can only reference one Award transaction.
Stand Alone Receiver	RS	The RS is used to record received items into the system when the Award is either not known or still in *Draft* or *Pending* Status. As soon as an Award has been fully processed, the RS is used to match the received quantities and service contract amounts to specific Award commodity Lines on the Match RS tab. After the reference has been entered, the newly submitted RS transaction will create a RC transaction.

Related Topic(s):

- The RC Transaction Type belongs to the Post Award State.

- For instructions on how to record items being received, refer to the "Record Items Received from a Vendor" topic under Common Business Tasks.

- For instructions on how to identify rejected items to be returned to a vendor, refer to the "Return Items to a Vendor" topic under Common Business Tasks.

Header

The Header tab on the Receiver (RC) transaction is used to record general information regarding the receipt goods and services.

- › Procurement Logic

If this transaction is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Required/Conditionally Required Fields

The following fields are required:

- Referenced Transaction Code

- Referenced Transaction Department

- Referenced Transaction ID

- Receiving Location

- Received Date

- Receiver

Note: The **Received Date** defaults to the current system date if the Received Date Inference on RC Transaction (RC_DT_INFER) parameter on the Application Parameters page is set to *True*. However, if you have manually entered a value in the Received Date field, this value will not be overwritten. If this parameter is set to *False*, then the Received Date is not defaulted to current application date and must be manually entered.

The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Referenced Transaction Department

- Receiver

- Receiver Location

The Header tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **View Procurement Folder** – This action transitions you to the Procurement Management page, which allows you to review other Procurement Folder information associated with the selected Procurement Folder. The View Procurement Folder action is only active if the Procurement Folder ID field is populated.

Vendor

The Vendor tab on the Receiver (RC) transaction displays general information regarding the vendor that provided the goods or services.

› Required/Conditionally Required Fields

The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Vendor Code

The following field is required if a non-miscellaneous vendor is selected:

- Address Code

The following fields are required if a Vendor Contact ID is not entered:

- Name

- Phone

Commodity

The Commodity tab on the Receiver (RC) transaction is used to record detailed commodity information pertaining to a particular shipment of goods and services. All commodity information will initially default from the referenced Award transaction; however, this information may be changed to reflect the actual values shipped or provided by the vendor. Valid condition codes must be supplied when a shipment does not match what was actually awarded.

› Claims Tracking

The Claims Tracking (CLMTRK) page is used to file and track claims for damaged or lost goods during shipment and serves as the central repository for claims. The page can be accessed via Global Search or it can be accessed using the **Claims Tracking** link on the Procurement Management page. If the **Rejected Quantity** on the RC transaction has a value greater than zero, the **Return Items to Vendor** check box is selected, and the **Line Type** is *Item* when the RC transaction is submitted, a corresponding record is created on the Claims Tracking (CLMTRK) page. Refer to the "Claims Tracking (CLMTRK)" topic for more information.

› Required/Conditionally Required Fields

The following field is required:

- Line Type

- Referenced Commodity Line

- Shipment Indicator

The following fields are required if the **Line Type** is *Item*:

- Received Quantity

- Unit

The following field is required if the **Line Type** is *Service*:

- Received Service Contract Amount

The **Line Type** of *Cost Plus* is not allowed on the RC Transaction Type.

The following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table:

- Commodity Line Description

The following fields are conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Commodity

- Maintenance

The **SDS Received** check box must be selected, if the **SDS Required** check box is selected.

The **Condition** field and **Reason** field are required if any of the following are true:

- The **Received Quantity** does not match the **Ordered Quantity**

- The **Received Service Contract Amount** does not match the **Ordered Service Contract Amount**.

- The **Rejected Quantity** is not zero.

- The **Received Indicator** is *Partial*.

This tab contains the following actions/links:

› Page-Level Actions

   Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Matching Status** - This action transitions you to the Matching Status (MATA) page and is filtered by the Referenced Transaction Code, Referenced Transaction Department, and Referenced Transaction ID of the referenced award transaction (as entered on the Header tab). If no match is found, then the MATA page is displayed with a blank record.

Commodity Detail

The Commodity Detail tab on the RC and RCM transactions captures detailed stock item information at the time the stock item is received. The Commodity Detail tab is only allowed on a RC transaction if the Transaction Sub Type is *RC*, the **Warehouse** field is populated on the referenced Purchase Order Commodity line, and the **Detail Information Required** flag is checked on the Inventory Maintenance (INVN) page for the selected stock item/warehouse combination. On successful submission to *Final* of the RC transaction, the system will insert a new record on the Inventory Maintenance Detail table with the values entered on the corresponding Commodity Detail line. If the RC transaction that inserted the record on the Inventory Maintenance Detail table is discarded, then the system will reduce the on hand quantity by the cancelled received quantity or an error will be issued if the cancellation will reduce the on hand quantity to a value less than zero.

› Required/Conditionally Required Fields

A Commodity Detail line is required if the **Detail Information Required** flag is selected on INVN for the stock item and warehouse selected on the Commodity line. If the Detail Information Required flag is not selected on the Commodity line, then a Commodity Detail line cannot exist.

The following fields are required on this section:

- Inventory Location

- Received Quantity - The sum of the Received Quantity fields on the Commodity Detail lines must equal the Received Quantity on the referenced Commodity line. The value in the Received Quantity field on Commodity Details updates the On Hand Quantity on INVND. The update to the On Hand Quantity cannot result in a negative value.

- Item Status

The following fields are conditionally required, if the **Lot Expiration Tracking** flag is selected on the INVN table for the Warehouse and Stock Item:

- Lot/Batch Number

- Lot/Batch Expiration Date

- Notification Days Prior to Lot Expiration

If the **Shelf Life** field is populated, then the following fields are required:

- Shelf Life Unit

- Notification Days Prior to Shelf Expiration

If the **Warranty Type** field is populated, then the following fields are required:

- Warranty Agreement Number

- Warranty Description

- Warranty Start

- Warranty Expiration

- Warranty Cycle Type

- Warranty Cycle

MatchRS

The MatchRS tab on the Stand Alone Receiver (RS) is used to match Stand Alone Receiver commodity lines to the appropriate Award commodity lines. This section should only be used on a modification of an original Stand Alone Receiver.

› Required/Conditionally Required Fields

If a line is inserted on this tab, then the following fields are required:

- Award Code

- Award Department

- Award ID

- Commodity Line

- Quantity if the Line Type is *Item*

- Service Contract Amount if the Line Type is *Service*

IN Transaction Type

The Invoice (IN) transaction allows you to record a vendor's invoice for the shipment of goods or services rendered. Invoice transactions can reference all transactions of the PO Transaction Type. The IN transaction contains the transaction referencing information on the Commodity line, which allows the IN to reference multiple Award transactions for the same vendor's invoice.

 Invoice transactions cannot be referenced by any transaction within CGI Advantage. Invoice transactions can be modified or canceled. Based on site specific setup, Invoice transactions can be created from the Transaction Catalog or from the Invoicing Search Window (INSRCH). The Invoice transaction updates the Vendor Invoice Registry table with the Vendor Code, Vendor Invoice Number and Vendor Invoice Line Number to ensure that duplicate invoices are not recorded for the same vendor.

An Invoice transaction (IN) transaction can be used to correct the **Invoiced Quantity** and **Invoice Amount** of the Purchase Order. The Invoice transaction should be created with a **Reference Type** of *Inverse*. When creating the Invoice transaction from the Invoicing Search Window (INSRCH), the commodity line will not be created because the referenced Purchase Order is closed. The user must insert a new Commodity Line and reference the Purchase Order with an Inverse reference. The Invoice Quantity or Invoiced SC Amount should be entered as a negative number.

The Invoice (IN) transaction contains the following tabs:

- Header

- Vendor

- Commodity

IN Delivered Transaction Codes

The IN Transaction Type contains the following delivered Transaction Codes. Each Transaction Code can vary based on the functionality that is associated with them.

Transaction Name	Transaction Code	Intended Use
Grant Funding Request	GFR	The Grant Request Funding transaction is used by grantees (or grantors on behalf of grantees) to submit reimbursement funding requests. It allows grantees (or grantors on behalf of grantees) to create and submit these requests in both Financial and VSS. Refer to the "Grant Request (GFR)" topic in the *CGI Advantage Grantor User Guide* for more information.
Invoice	IN	Allows you to record a vendor's invoice for the shipment of goods or the dollar amount of services rendered.
Invoice-Electronic	IE	The IE transaction captures invoices received from service providers/vendors. The IE transaction can be created manually via the Transaction Catalog, but the true purpose of the IE is for the transaction to be created automatically via the EDI Invoice Integration.
Recurring Invoice	RIN	A cloned version of the RC to clearly identify those receivers created by the Scheduled Invoice Generation (A/P) process.
Stand Alone Invoice	IS	This IS transaction allows you to record a vendor's invoice for the shipment of goods or the dollar amount of services rendered when the award transaction is not known. Note: When the award transaction is not known you can also create a Payment Request transaction that will reference the Vendor's Invoice Number, but will not record detailed information.
VSS Invoice	INVSS	Same as the IN transaction, but can only be created in VSS. This transaction allows vendors to create an invoice directly from Vendor Self Service (VSS) for the shipment of goods or the dollar amount of services rendered. The **Online Catalog Creation Allowed** check box is not selected on the Transaction Control (DCTRL) page for the INVSS Transaction Code, so it cannot be created in CGI Advantage Financial. The INVSS transaction is a clone of the IN transaction. The different transaction codes allow users in Advantage Financial to distinguish between invoices created by vendors in VSS versus invoices created by an

		Advantage Financial user and configure different workflow and security rules, if needed.
		The **Allow PDF Print in VSS** check box on the Transaction Control (DCTRL) page must be selected so that vendors can access a PDF version of the invoice transaction in VSS.

Related Topic(s):

- The IN Transaction Type belongs to the Post Award State.

Header

The Header tab on the Invoice (IN) transaction is used to record general information regarding the vendor's invoice.

› Required/Conditionally Required Fields

The following fields are required:

- Invoiced Date

- Invoiced Location

- Vendor

- Vendor Invoice Number

Note: The **Invoiced Date** defaults to the current system date if the Invoiced Date Inference on IN Transaction (IN_DT_INFER) parameter on the Application Parameters page is set to *True*. However, if you have manually entered a value in the Invoiced Date field, this value will not be overwritten. If this parameter is set to *False*, then the Invoiced Date is not defaulted and must be manually entered.

The following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table:

- Transaction Name

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Invoiced Location

› Tax Adjustments

When sales or use tax is recorded for a purchase, the amount calculated by the vendor may be a couple of cents different from what is calculated in Advantage. An optional Tax Adjustment feature exists to ensure that the vendor is paid the amount of tax expected. Two header fields exist for this feature:

- Total Vendor Invoice Tax Amount allows a user to enter the invoiced tax amount from the vendor's invoice. This feature is used when the invoiced tax amount is different from the system calculated tax usually due to rounding differences. The transaction will compare the entered amount with the Calculated Tax Before Adjustment amount.

- Calculated Tax Before Adjustment amount displays the total tax calculated by the system. If there is a difference between the entered and calculated amounts, the system will apply the tax difference to the first commodity line with tax. Additional details and other fields related to the tax adjustment feature are on the commodity line.

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **View EDI Invoice Header Record** - This action is enabled if there is a related EDI Invoice Header record for the invoice as indicated by a value populated in the EDI Invoice Header Record ID field. This action is disabled if there is not a related EDI Invoice Header record for this invoice. If you select this action, you are taken to the EDI Invoice Header (EDIH) page and the record associated with the invoice you are viewing is displayed.
- **Adjust Tax Amount on Commodity Line** - If Total Vendor Invoice Tax Amount is entered, this action will apply the tax difference between it and the Calculated Tax Before Adjustment amount to the first commodity line with tax. The action will update the Tax Adjustment flag, add the Tax Adjustment Amount to the Total Tax Amount, and Item Amount for the commodity line. If Total Vendor Invoice Tax Amount is not entered and this action is selected, an error will be issued.

Vendor

The Vendor tab on the Invoice (IN) transaction displays general information regarding the vendor that provided the goods or services.

› Required/Conditionally Required Fields

The following field is required if a non-miscellaneous vendor is selected:

- Address Code

The following fields are required if a Vendor Contact ID is not entered:

- Contact Name

- Phone

*Special Note: If applicable, Prenote/EFT information is inferred from the Vendor Address tab of the Vendor/Customer table if the Prenote/EFT fields on the Address tab are populated; otherwise, the values are inferred from the Vendor/Customer tab of the Vendor/Customer table.

Commodity

The Commodity tab on the Invoice (IN) transaction is used to record all information pertaining to a particular commodity line of the Vendor's Invoice such as the quantity and the unit price.

This tab records the reference information for the award transaction. Because this information is at the commodity level it allows the IN to reference more than one award transaction. All commodity information will initially default from the referenced Award transaction; however, this information may be changed to reflect the actual values invoiced by the vendor. In addition, Discount Terms may also be supplied for individual commodity lines.

Freight can be applied to an Invoice in ONLY one way. Freight must be added to the Invoice using a separate Commodity Line. Referencing an Award with an Invoice that has added Freight charges can be done with either a 'Partial', 'Final', or 'Memo' reference. For more information refer to the "Adding Freight on an Invoice" topic in this user guide.

› Procurement Folder Logic

If this transaction is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Invoice-Electronic Rules

If the UTILITY_ENABLED flag on the Integration Parameters (INTCTRL) table (for Resource Name IE) is set to *TRUE* for any of the following combinations, then the IE must reference a unique record on the Electronic Account Profile (EAPRO) page, and the Data Source ID field must be populated with a value that is valid on the Electronic Billing Data Source (EBDS) page.

- Specific Department (Transaction Department), Specific Unit (Transaction Unit), and Transaction Code (Resource Name);

- If not found, then a Specific Department (Transaction Department), Unit of *ALL*, and Transaction Code (Resource Name);

- If not found, then perform the lookup again with a Department of *ALL*, Unit of *ALL*, and Transaction Code (Resource Name).

Special Notes:

- The Electronic Account and Data Source ID fields cannot be changed on modification versions of the IE transaction.

- Since the IE transaction is used for credit transactions, a negative Invoiced Service Contract Amount is allowed.

- The Summary Account field is inferred from matching record on EAPRO based on the Electronic Account, Vendor Code, Address ID, and Commodity Code.

- Upon successful submission to Final, the IE transaction will insert one record per Commodity line onto the Electronic Billing Inquiry (EBIT) page, if the Electronic Account fields are populated. If the IE transaction is being cancelled, then the IE removes the associated record(s) from the EBIT page for all Commodity lines that are not marked as *closed* (that is, the Closed Date and Closed Amount are not populated). Modifications and Cancellations are not allowed if the Payment Request Generated Date field is populated on EBIT.

› Required/Conditionally Required Fields

The following fields are required:

- Referenced Transaction Code

- Referenced Transaction Department

- Referenced Transaction ID

- Referenced Commodity Line

- Reference Type

- Line Type

- Vendor Invoice Line

The following fields are required if the **Line Type** is *Item*:

- Invoiced Quantity

- Invoiced Unit Price

The following field is required if the **Line Type** is *Service*:

- Invoiced Service Contract Amount

The **Line Type** of *Cost Plus* is not allowed on the IN Transaction Type.

The following field is conditionally required, based on site specific setup on the Transaction Control table:

- Commodity Line Description

The following field is conditionally required, based on site specific setup on the Procurement Transaction Control table:

- Commodity

The **Condition** field and **Reason** field are required if any of the following are true:

- The **Invoiced Quantity** does not match the **Ordered Quantity**.

- The **Invoiced Service Contract Amount** does not match the **Order Service Contract Amount**.

- The **Reference Type** is *Partial*.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Referenced Transaction Department

› Tax Adjustments

When sales or use tax is recorded for a purchase, the amount calculated by the vendor may be a couple of cents different from what is calculated in Advantage. An optional Tax Adjustment feature exists to ensure the vendor is paid the amount of tax expected. Three commodity fields exist for this feature:

- Tax Adjustment is an indication of the commodity line that received the tax difference value when the Calculated Tax Before Adjustment and Total Vendor Invoice Tax Amount on the deader did not equal. By default, the Tax Adjustment was made to the first commodity line with tax. If desired, that indication can be manually transferred to another commodity line, but can only be selected on one commodity line.

- The Tax Adjusted Amount is the amount of tax difference between the user entered Total Vendor Invoice Tax Amount and the Calculated Tax Before Adjustment amount. The adjustment amount is combined with the previously calculated tax amount to become the final Tax Amount.

- The Referenced Tax Adjusted Amount indicates the amount of tax referenced by Payment Request transactions.

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Matching Status** - This action transitions you to the Matching Status (MATA) page and is filtered by the Referenced Transaction Code, Referenced Transaction Department, and Referenced Transaction ID of the referenced award transaction. If no match is found, then the MATA page is displayed with a blank record.

PE Transaction Type

The Performance Evaluation (PE) Transaction Type is used to evaluate a vendor that provided goods or services. The Performance Evaluation transaction is used by the buyer to determine whether or not contracts or orders to certain vendors should be renewed or terminated. A buyer responsible for a particular Award or Contract establishes a list of CGI Advantage Procurement users that used the particular Award or Contract and designates them as Evaluators on the Vendor Performance Evaluator table. The buyer then creates PE transactions for each user and then loads specific Procedures and Evaluation Criteria for the Evaluators to follow into the PE and fills out. Once the Evaluators have been notified of the PE transaction, they will follow the procedures and enter the evaluation criteria and possibly record notes. Once finished, the Evaluators submit the PE transactions and the evaluation is

kept for historical reference. The buyer then reviews all PE transactions as part of his or her Contract Management responsibilities.

Note: When the **Discontinue – No New Business** check box is selected on the Vendor/Customer table then no PE transactions can be created If a PE transaction is referencing an MA transaction and the Vendor/Customer table's **Prevent MA Reference** check box is selected then no new PE transactions can be created. If an existing PE transaction references an MA or Order transaction that has a **Vendor Status** changed to *Discontinued*, *Suspended,* or *Debarred*, the system will allow the transaction to be submitted to Final when the flag is checked.

PE transactions can reference all transactions of the PO and MA Transaction Types; however, the referenced award must have at least one active Commodity Line (that is, the **Inactive Line** flag is not selected). PE transactions cannot be referenced by any transaction in CGI Advantage.

The PE transaction contains the following tabs:

- Header

- Performance Monitoring

- Procedures

- Criteria

- Notes

- Vendor Complaint Tracking

PE Delivered Transaction Codes

The PE Transaction Type contains the following delivered Transaction Code.

Transaction Name	Transaction Code	Intended Use
Performance Evaluation	PE	Allows buyers to evaluate vendors based on the terms and conditions of the award or contract.

Related Topic(s):

- The PE Transaction Type belongs to the Post Award State.

Header

The Header tab on the Performance Evaluation (PE) transaction specifies who will evaluate the award. This relationship is first established on the Vendor Performance Evaluator table. The buyer loads the Criteria and Procedures after saving the Header tab. Each designated Evaluator will be notified about the Performance Evaluation transaction via email.

› Procurement Logic

If this is the first transaction within a procurement folder, then on validate of a draft transaction, the system assigns a unique **Procurement Folder ID** on the procurement Header. Or if it is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Required/Conditionally Required Fields

The following fields are required, and should be populated by the Buyer:

- Evaluator ID (The relationship between the Evaluator and the Award transaction must be set up on the PEEVALR table.)

- Award Transaction Code

- Award Department

- Award Number

The following fields are required, and should be populated by the Evaluator:

- Evaluation Date

- Period Begin Date

- Period End Date

If the Evaluator feels that the vendor should be awarded future contracts, then the Evaluator should select the **Recommended for Future Contracts** check box.

The Total Score field is the score value that is auto-calculated by the system by summing the Rank Score for each Rank Parameter defined by the user on the Performance Evaluation Ranking (PERANK) table. If the Rank Score is left blank on the PERANK table for all rank parameters, this field will be blank. This field will be recalculated when the ranking in the criteria tab is changed.

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Evaluator ID

- Award Department

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load Criteria and Procedures** - This action loads the criteria and procedures to the Criteria and Procedures tab based on the transaction information populated on the Header.
- **View Procurement Folder** - This action transitions you to the Procurement Management page, which allows you to review other Procurement Folder information associated with the selected Procurement Folder. The View Procurement Folder action is only active if the Procurement Folder ID field is populated.

Performance Monitoring

The Performance Monitoring tab on the Performance Evaluation (PE) transaction captures information regarding the performance of the vendor. This tab captures commendations and complaints along with detailed information for each. The Performance Monitoring tab does not contain any required fields to submit the PE transaction to Final. For good experiences, select *Commendation* from the **Report Type** field and then provide the date the behavior occurred, who reported the behavior, and a description of the behavior. For bad experiences, select *Complaint* from the **Report Type** field and then provide the date the behavior occurred, who reported the behavior, a description of the behavior, and what steps the vendor took to resolve the issue.

Procedures

The Procedures tab on the Performance Evaluation (PE) transaction lists the procedures that were loaded for the award transaction. Procedures set up on the Transaction Procedures table with a **Procedure Type** of *Evaluation* are loaded to the PE transaction when the **Load Criteria and Procedures** action is selected.

› Required/Conditionally Required Fields

The **Completion Date** must be populated if the **Required** field is *Yes;* otherwise, the **Completion Date** is optional. The **Completion Date** should be populated with the date that the procedure was completed.

Criteria

The Criteria tab on the Performance Evaluation (PE) transaction lists the Criteria that the selected vendor is evaluated against. Performance Criteria are set up on the Vendor Performance Evaluation Criteria table. Each criterion can be assigned to a template on the Vendor Performance Evaluation Template table. After a template is set up, it can be assigned to a Procurement Type on the Procurement Type table. The Performance Criteria associated with the selected template are loaded to the PE transaction when the **Load Criteria and Procedures** action is selected on the PE. If the **Performance Evaluation Template** field on the Procurement Type table for the Procurement Type associated with the award transaction is not populated, then no criteria will be loaded.

Evaluators must rank each of the criterion loaded to the Criteria tab (Unsatisfactory, Poor, Fair, Good, Excellent or Not applicable). Evaluators must also enter notes based on their evaluation on the Notes topic.

Notes

The Notes tab on the Performance Evaluation (PE) transaction optionally allows you to enter notes based on your evaluation of the selected vendor.

Vendor Complaint Tracking

The Vendor Complaint Tracking tab on the Performance Evaluation (PE) transaction allows you to register agency initiated complaints against the vendor or a specific vendor contracts, using the standard workflow process. You may enter a range of information concerning the complaint in this tab, such as type of complaint, type of follow-up required, the Agency contact information, the date a response is required, and the actual text of the complaint. Upon submit to Final, if the PE transaction contains data in the Vendor Complaint Tracking component, a new record is created on the Protest table with a Protest Status set to *Initiated*.

› Required/Conditionally Required Fields

This tab does not contain any required fields to submit the PE transaction to Final. However, if the **Complaint Email Type** field is populated, then the following fields are required:

- Follow-Up Email Type

- Agency Contact Name

- Agency Contact Email

RN Transaction Type

The Renewal (RN) Transaction Type is used by the Renew Agreements batch process to control how specific Agreement (MA and CT) transactions will be renewed. Buyers receive an Advantage Alert notifying them that a contract will expire on a specified date. The buyer receives an alert at the specified number of days before expiration, as set up on the Agreement transaction within the Renewal Period tab. If nothing is set up on the Agreement then Advantage will get the number of days from the Procurement Transaction Control table, Award Details tab. The buyer then submits an RN transaction to renew the Agreement for the specified period. The Renew Agreements batch process creates the new MA and CT transactions or modified version of the MA and CT. After the new MA and CT transactions have been submitted to Final, the new renewal dates takes effect. The Renew Agreements process creates new or modification draft Master Agreements (MA) or Contracts (CT) for all Renewals (RN) effective on a given date based on the setting of the **Create New Transaction for Agreement Renewal Periods** flag on the Procurement Transaction Control table for the MA or CT Transaction Type. If the flag is checked then a new draft MA or CT transaction is generated as part of the Renew Agreements process and a modification MA or CT transaction is generated when the flag is not checked on Procurement Transaction Control.

When a new MA or CT is created, it will replace the old MA or CT and will be assigned a new number – this will allow the original MA or CT to continue to be referenced until the Expiration Date while the new MA or CT is in place – however, while they are tied together, Advantage interoperates them as separate MA or CT transactions.

RN transactions can reference all transactions of the MA Transaction Types and the CT Transaction Sub Type of the PO Transaction Type. RN transactions cannot be referenced by any transaction in CGI Advantage.

The Renewal (RN) transaction contains the following tabs:

- Header

- Procedures

- Commodities

- Periods

- Notes

RN Delivered Transaction Code

This Transaction Type contains the following delivered Transaction Code.

Transaction Name	Transaction Code	Intended Use
Renewal	RN	Used by the Renew Agreements Batch Process to renew Master Agreements and Contracts.

Related Topic(s):

- The RN Transaction Type belongs to the Post Award State.

Header

The Header tab on the Renewal (RN) transaction provides general information, such as the transaction information for the Master Agreement or Contract being renewed, the **Effective Date** of the renewal, and the **Price Adjustment** Indicator.

› Procurement Folder Logic

If this transaction is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Required/Conditionally Required Fields

The following fields are required:

- Award Code

- Award Department

- Award ID

- Price Adjustment Indicator

If the **Price Adjustment Indicator** is *Price Escalation Percentage*, then the **Escalation Percentage** field is required. Otherwise, it is prohibited.

The following fields are required on the Agreement Renewal Creation section when the **Create New Transaction for Agreement Renewal Period** check box on the Procurement Transaction Control table is selected:

- Agreement Code

- Agreement Department

- Agreement ID (if not using auto numbering)

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Agreement Department

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load Renewal Periods -** After the Agreement Transaction Code, Agreement Department and Agreement Number fields have been populated the Load Renewal Periods action must be selected. This action loads all renewal periods set up on the MA or CT to the Periods tab on the RN.
- **Load Procedures** - This action loads Procedures to the Procedures tab that are set up on the Transaction Procedures table with a **Procedure Type** of *Renewal.*
- **Load Commodity Lines for Adjustment** - This action should be selected if the Price Adjustment Indicator is *Line Adjustments Required*. This action loads all commodity lines associated with the Master Agreement or Contract to the Commodities tab. You must select the Load Renewal Periods action first, and choose a Disposition on the Periods tab, before you can load the commodity lines.
- **Create Transaction for Renewal Period** – This action should be selected to manually kickoff the Renewal Process batch job. If the **Create New Transaction for Agreement Renewal Period** check box on the Procurement Transaction Control (PRDOC) table is checked, when the batch job is run directly from a Renewal (RN) transaction by clicking **Create Transaction for Renewal Period** action on the RN Header, the system only selects that RN transaction for renewal processing based on the Renewal Transaction Code, Department, and ID parameters mentioned in the Agreement Renewal Creation tab of the RN Header.

Procedures

The Procedures tab on the Renewal (RN) transaction lists the procedures that are loaded for the Renewal transaction. Procedures set up on the Transaction Procedures table with a **Procedure Type** of *Renewal* are loaded to the RN transaction when the **Load Procedures** action is selected on the Header.

› Required/Conditionally Required Fields

A **Completion Date** is required for all procedures that were marked required on the Transaction Procedures table. The **Completion Date** should be populated with the date that the procedure was completed.

Commodities

If the **Load Commodity Lines for Adjustment** action was selected on the Header then the Commodities tab on the Renewal (RN) transaction lists all commodity lines that have been loaded from the award transaction This tab allows individual line adjustments to be made. This tab does not contain any required fields to submit the RN transaction to Final. If commodity lines have been loaded from the referenced award transaction, then changes can be made to fields that allow edits.

› Inactive Line / Price Adjustment Logic

When creating the modified Master Agreement or Contract, the Renew Agreements batch process will also take into the account the **Inactive Line** flag and create the Commodity Lines on the modified Master Agreements or Contracts based on the **Price Adjustment Indicator** as follows:

- If the **Price Adjustment Indicator** is set to *Prices Firm* or *Price Escalation Percentage*, any Agreement Commodity Line where the **Inactive Line** flag is true will remain unchanged and the flag will be set to true on the Modification MA or CT Transaction.

- If the **Price Adjustment Indicator** is *Line Adjustment Required*:

- If the **Inactive Line** flag is no longer set to True on the RN Transaction for a specific MA or CT Commodity Line, the requested adjustments will be made to the line and the **Inactive Line** flag will be unchecked on the associated MA or CT Commodity Line when creating the modification Master Agreement or Contract.

- If the **Inactive Line** flag is set to True (where it previously was not) on the RN Transaction for a specific MA or CT Commodity Line, the **Inactive Line** flag will be set to true on the Modification MA or CT and the quantity will be modified down to zero.

- If the **Inactive Line** flag is still set to True on the RN Transaction for a specific MA or CT Commodity Line, the **Inactive Line** flag will remain unchanged and the flag will be set to true on the modification MA or CT transaction.

Special note concerning renewing a Catalog Line: If an MA Commodity Line with a **Line Type** of *Catalog* is marked inactive, when the MA line is renewed the **Inactive Line** flag may be unchecked on the RN and the Renewal Process will create a modification MA with the **Inactive Line** flag unchecked. However, the associated catalog records will not be reactivated; in order to reactivate the catalog records, the catalog will need to be reloaded.

Periods

The Periods tab on the Renewal (RN) transaction lists all of the Renewal Periods that were loaded from the Master Agreement or Contract when the **Load Renewal Periods** action was selected on the Header of the RN.

› Required/Conditionally Required Fields

The following field is required for each Renewal Period:

- Disposition

Notes

The Notes tab on the Renewal (RN) transaction optionally records notes about the Renewal transaction. This tab does not contain any required fields to submit the RN transaction to Final.

TM Transaction Type

The Termination (TM) Transaction Type is used to terminate award transactions of the MA and PO Transaction Types. TM transactions can reference all transactions of the MA and PO Transaction Types. TM transactions cannot be referenced by any transaction in CGI Advantage. Based upon conditions of the termination, the buyer selects whether he/she wants to **Close Without Receipt**. If *Yes* is selected, then outstanding purchase orders are closed without receipt. If *No* is selected, then outstanding purchase orders remain open for receipts and payments. Emails are sent to departments announcing the termination of the Award as well as which Purchase Orders were closed without receipt (if **Close Without Receipt** was selected). Note: An error will be received upon **Validate** or **Submit**, if the referenced award transaction does not have at least one active Commodity Line (that is, the **Inactive Line** flag is not selected).

The acceptance of the Termination transaction posts a modification to the referenced award transaction. Master Agreements will be cancelled by a system generated Award cancellation. All open encumbrances for Delivery Orders referencing Master Agreements will be closed if the buyer has selected to close without receipts. This action cancels any open purchase orders and notifies the using agency of the termination and cancellation of the order via email.

Upon submitting the TM to Final, the TM transaction Information (Doc Code, Doc Dept, Doc ID) is passed to the Terminated By (Terminated By Doc Code, Terminated By Doc Dept, Terminated By Doc ID) fields in the Reference section on the Header tab of the newly created draft PO or MA Doc Type transaction. Upon submitting the TM to Final, if the referenced transaction is of the CT or MA Transaction Sub Type, then the system sets the Award Status field on the Header of the newly created draft CT or MA transaction to a value of Terminated. If the Terminated By fields are populated and/or the Award Status field is Terminated, then all commodity and accounting lines must be closed or an error is issued when submitting the newly created PO or MA transaction.

If a TM is terminating a transaction of the PO Transaction Type, then the TM will automatically generate a modification to the original Purchase Order transaction in the *Draft* phase. The following data is modified on the Purchase Order:

- On the Header tab of each Purchase Order transaction, the **Closed Date** field will be set to equal the *current system date*.

- If the **Commodity Line Type** = *Item*, the **Ordered Quantity** will be changed to equal the **Closed Quantity**.

- If the **Commodity Line Type** = *Service*, the **Ordered SC Amount** will be changed to equal the **Closed SC Amount**.

The system generates an email to the **Requestor's Email Address** field supplied on the Purchase Order transaction, notifying the original Requestor that the Purchase Order has been terminated.

CGI Advantage Procurement will terminate a MA in one of two ways:

> › Terminating a Master Agreement (NOT Closing without receipt)

The TM transaction automatically generates a Modification to the original MA transaction in the *Draft* phase. The **Expiration End Date** on the MA is changed to reflect the **Effective Date** on the TM. Thus, any subsequent Delivery Orders that attempt to reference the terminated MA will be rejected. The System will generate an email (via workflow) to the **Buyer Email Address** field supplied on the TM, notifying the buyer that the MA has been terminated.

> › Terminating a Master Agreement (Closing without receipt)

The TM transaction automatically generates a modification of the original MA transaction in the *Draft* phase. The **Expiration End Date** is changed to reflect the **Effective Date** on the TM. The system generates an email to the **Buyer Email Address** field supplied on the TM, notifying the buyer that the MA has been terminated.

The TM that terminated the original MA transaction will automatically generate additional TM transactions for each *Open* Delivery Order that has referenced the original Terminated MA. These TM transactions will be generated in the *Draft* phase.

Once each TM transaction that has been generated for each *Open* DO is submitted to *Final*, the *Final* TM will automatically generate a Modification to the original DO transaction in the *Draft* phase. The following data is modified on the DO:

- On the Header tab of each DO transaction, the **Closed Date** field will be set to equal the *current system date*.

- If the **Commodity Line Type** = *Item*, the **Ordered Quantity** will be changed to equal the **Closed Quantity**.

- If the **Commodity Line Type** = *Service*, the **Ordered SC Amount** will be changed to equal the **Closed SC Amount**.

The Termination transaction contains the following tabs:

- Header

- Procedures

- Notes

TM Delivered Transaction Code

This Transaction Type contains the following delivered Transaction Code.

Transaction Name	Transaction Code	Intended Use
Termination	TM	User to terminate award transactions of the MA and PO Transaction Types.

Related Topic(s):

- The TM Transaction Type belongs to the Post Award State.

Header

The Header tab on the Termination (TM) transaction lists the Award transaction that the termination transaction is referencing. It also specifies the **Recommendation Type**, which can either be *Reprocure*, *Award to Next Low Bidder*, or *Lapse*. Based upon conditions of the termination, you will select whether you want to Close Without Receipt. If **Close Without Receipt** is selected, then outstanding purchase orders will be closed without receipt. If **Close Without Receipt** is not selected, then outstanding purchase orders will remain open for receipts and payments.

A Termination transaction can either have a Termination Type of *Non-compliance* or *Mutual Agreement*. The allowable types are set up on the Termination Type table. The **Recommendation Type** can either be *Reprocure*, *Award to Next Low Bidder*, or *Lapse*. No matter which type is chosen, upon acceptance of the termination transaction the contract will be finalized automatically, as of the effective termination date. Further orders referencing the contract after the termination date will be rejected.

› Procurement Folder Logic

If this transaction is associated with another procurement transaction and that transaction was the first transaction within the Procurement Folder, then Procurement Folder, Procurement Type ID and Procurement Type fields are populated with inferred values on copy forward. When the Procurement Folder ID field is populated indicating that it is associated with a folder, the **View Procurement Folder** action is activated on the transaction Header allowing users to transition to the Procurement Management page to review other Procurement Folder information associated with this selected folder. Once the user has transitioned to the Procurement Management page a **Back** link is displayed allowing the user to transition back to the transaction Header where the transition began.

› Required/Conditionally Required Fields

The following fields are required on the Header tab:

- Termination Type

- Recommendation Type

- Reason

- Award Transaction Code

- Award Department

- Award Number

- Effective Date

If the Enforce Transaction Department Validation field on the Transaction Control (DCTRL) page is selected, the values entered in the following field are validated against the Transaction Department to verify that the value entered is authorized for that specific Transaction Department:

- Award Department

This tab contains the following actions/links:

› Page-Level Actions

Refer to the "Transaction Actions" topic in the *Transactions User Guide* for information on common actions that apply to the entire transaction.

› Tab-Level actions/links

- **Load Procedures** - This action loads Procedures to the Procedures tab that are set up on the Transaction Procedures table with a **Procedure Type** of *Termination.*

Procedures

The Procedures tab on the Termination (TM) transaction lists the procedures that are loaded for the Termination transaction. Procedures set up on the Transaction Procedures table with a **Procedure Type** of *Termination* are loaded to the TM transaction when the **Load Procedures** action is selected on the Header.

› Required/Conditionally Required Fields

A **Completion Date** is required for all procedures that were marked required on the Transaction Procedures table. The **Completion Date** should be populated with the date that the procedure was completed.

Notes

The Notes tab on the Termination (TM) transaction optionally records notes about the Termination transaction. This tab does not contain any required fields to submit the TM transaction to *Final*.

GR Transaction Type

The General Routing (GR) Transaction Type is a generic transaction type that can be used by any functional area. The GR Transaction Type only contains a Header tab and is used to route various requests for review and approval and often contains one or more attachments. The GR Transaction Type does not belong to any Procurement State; however, it can be associated with a Procurement Folder. The Related Transactions tab on the Procurement Management page displays all General Routing (GR) Transaction Type transactions that reference the selected Procurement Folder.

The General Routing (GR) transaction contains the following tab:

- Header

GR Delivered Transaction Code

The GR Transaction Type contains the following delivered Transaction Code.

Transaction Name	Transaction Code	Intended Use	Sub Type
General Routing	GR	The General Routing (GR) transaction allows you to submit and track miscellaneous requests related to the procurement process. You can use the GR transaction to route various requests for review and approval. Examples include a waiver request for a specific procurement or a request for a new or revised delegated purchasing authority. Files can be uploaded as attachments on the GR transaction to provide additional information. The GR transaction is a generic transaction that can be used by any functional area, including Procurement.	GR

Header

The GR transaction only contains a Header tab. The Header tab includes basic information such as the type of request, request date, request status and Procurement ID. The specific type of request is defined by the Category and Sub Category fields selected on the transaction. These values can be used, if needed, to define workflow rules based on the type of request.

The GR Transaction Type does not belong to any Procurement State; however, it can be associated with a Procurement Folder. When the Procurement Folder fields are populated, the **View Procurement Folder** action on the GR transaction is activated. The **View Procurement Folder** action transitions you to the Procurement Management page to view other GR transactions processed for the selected folder. The GR transactions appear within the Related Transactions tab of the Procurement Management page.

> › Field Information
>
> Fields that are not self-evident are detailed below. As many fields are open to general use, please consult any external documentation on the various uses for the transaction. Both the Transaction Control (DCTRL) and Procurement Transaction Control (PRDOC) can be used to make certain fields required. Configurable Validations can be used to make other fields required or conditionally required to capture the necessary information for request approval.
>
> The transaction contains many generic fields (dates, amounts, numbers, and indications) that are initially hidden, with the intention of being made visible with an updated label as routing needs present. The same three reporting fields found on other procurement transactions are also available.

Field Name	Description
Requested Date	This optional date functions much like the common Record Date, where it can be manually entered or will default to the Application Date when the transaction goes to final.
Status	This required field intended to capture information about the request: *Approved, Rejected,* and *Pending Review.* The field must be one of the first two values before it will successfully validate.
Category Sub-Category	As any field on the transaction can be used to trigger workflow, these are intended to differentiate one request from another by one or both classifications.

The following field is conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table:

- Requestor ID

Common Business Tasks

The following common business tasks can be accomplished using Procurement transactions.

- Create a Request via Shopper

- Record a Vendor's Response to a Solicitation

- Purchase Items on Contract

- Record Items Received from a Vendor

- Return Items to a Vendor

- Change a Vendor's Headquarter

Create a Request via Shopper

For more information on the Universal Requestor (UR) transaction, refer to the "RQ Transaction Type" topic. For information on the Shopper (SHOP) page, refer to the "Shopper (SHOP)" topic.

To create a request using the Shopper (SHOP) page, perform these steps:

1. Open the Shopper (SHOP) page.

2. Search for the commodity that you want to request.

    - At a minimum you must either enter a value in the Search For field or you must populate the Vendor, Commodity or Warehouse fields. Refer to page level help for information on how the searching works on this page. For example, enter *paper* in the **Search For** field or select the desired Commodity code from the Commodity pick list.

    - Select the **Search** button after you have entered your search criteria. Repeat the steps given above to narrow your search results.

3. Add the Commodity to your Shopping Cart.

4. Select the line in the search results for the commodity that you want to request.

    - For an Item: Enter the amount that you want to request in the Quantity field and populate the Unit and Unit Price fields. Select **Add to Cart**. (Note: The Quantity, Unit, and Unit Price fields must all be populated if any of the fields are populated for a given line.)

    - For Services: Indicate the amount in the SC Amount field and then select **Add to Cart**. The Shopping Cart icon at the top of the Shopper page is updated with the total items/services added and the total price. The Quantity/Unit/Unit Price/SC Amount fields are blanked out after an item/service is successfully added to the Shopping Cart.

5. Repeat Step 4 until you have added all the items that you want to request to your Shopping Cart. If you have entered a value into the Quantity, Unit, Unit Price or SC Amount fields, then you must select the **Add to Cart** button before navigating from this page or selecting any other link or button on this page; otherwise, a warning message is issued. Selecting **Leave Page/OK** (depending on your browser) clears any data entry from items not added to the shopping cart and transitions you to your intended destination. Selecting **Stay on Page/Cancel** (depending on

your browser) keeps you on the current page and maintains the values you have entered into the Quantity, Unit, Unit Price or SC Amount fields.

Note: When adding multiple rows to a Cart with a single click, then the user must select all the desired rows, enter the required values, and then click on the **Add to Cart** icon next to the Export icon on the header of the corresponding section.

6. Verify Shopping Cart Items.

- Select the **Edit Shopping Cart** button, which transitions you to the Shopping Cart page.

- Verify that all items in your Shopping Cart are correct. You can make modifications directly from this page. Refer to the Shopping Cart page help for more information.

- Populate the Shipping Location, Billing Location and Delivery Date fields.

- Select the **Proceed to Checkout** button, which transitions you to the Checkout page.

7. Initiate the Checkout Process.

- From the Checkout page, you can populate the Transaction Identifier tab. The Code field defaults for you. In this scenario the value specified in the Requisition Default Transaction Code parameter on the Shop Configuration page defaults to the Code field. You can only choose valid UR Transaction Sub.

- You can optionally specify an Accounting Template or an Accounting Profile.

- You can optionally specify a PCard ID.

- You can manually enter a unique transaction id in the ID field, or you can select the Auto Numbering flag if a record is set up on the Auto Numbering (ADNT) page for the current Fiscal Year for the specified Transaction Code and Department.

- Select the **Checkout** button when you are ready to create the Universal Requestor transaction. Note: An entry must exist on the Universal Requestor Control (URCTRL) table for the selected Commodity and Department. If no error is received, then you are automatically taken to the generated UR transaction.

8. Complete the Step 1: Header tab

- No particular field on the General Information section is mandatory nor is any required for this task. However, **Transaction Name** and/or **Transaction Description** can be conditionally required with the Transaction Control (DCTRL) table. **Requestor ID** and/or **Issuer ID** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- On the Contact section, enter information into the **Requestor Name**, **Phone Number** and **Email** fields. (If a value is entered in the **Requestor ID** field on the General Information section, then the values in this field are populated on **Save**.)

- No particular field on the Additional Information section is mandatory nor is any required for this task. However, **PCard ID** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- No particular field on the Reporting section is mandatory nor is any required for this task. However, **Reporting 1**, **Reporting 2**, and **Reporting 3** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

9. Expand and complete the Step 4: Commodity tab.

- On the General Information section, the **Line Type** field is required. If the **Line Type** is *Item*, the **Quantity**, **Unit** and **Unit Price** fields are required on the General Information section. **CL Description** and **Vendor Customer Code** can be conditionally required with the Transaction Control (DCTRL) table. **Commodity, Shipping Location, Billing Location** and **Delivery Date** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- On the Service Contract section, if the **Line Type** is *Service*, the **Contract Amount** field is required.

- On the Shipping/Billing section, select **Ship/Bill From Header**. Result: The values entered in the fields on the Additional Information section on the Step 1: Header tab default to all *blank* fields on the Shipping/Billing section for the selected commodity line. Note: If you have multiple commodity lines that share the same shipping and billing information, then select **Ship/Bill To Lines** on the Header to populate all *blank* fields on the Shipping/Billing section for all commodity lines. **Shipping Method, Free on Board, Delivery Date, Delivery Type** and **Billing Location** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- On the Specifications section, **Packing Instructions, Hazardous Materials, Special Handling, Additional Handling Info, Manufacturer**, and **Model** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- On the Tolerance section, **Under Contract Amt**, **Under Quantity, Over Contract Amt,** and **Over Quantity** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- On the Additional Information section, **Issuer** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- Repeat the above given steps if there is more than one commodity line being requested.

Note: If the **Require UR Accounting** flag is selected on the System Options table, then the Step 5: Accounting tab must be populated for each commodity line. Refer to the " Accounting" topic for help in populating that tab.

10. Click the **Validate** button to validate for errors.

11. If errors exist, fix the errors and repeat Step 8. If no errors exist, then continue with Step 12.

12. Click the **Submit** button to submit the transaction.

13. View and/or submit the generated transactions.

- Expand the Step 7: Generated Transactions tab.

- All transactions generated by your UR transaction are listed on this tab.

If the **Auto Submit From UR** flag is selected on the System Options table, then all transactions generated by the UR will automatically be submitted when the UR goes to Final.

If the **Auto Submit From UR** flag is not selected on the System Options table, then the generated transactions are not submitted when the UR goes to Final; the **Transaction Status** is *Held*. Therefore, click the **Transaction ID** link to open the transaction. Modify the generated transaction, if needed. **Validate** and **Submit** the generated transaction.

Note: Once the generated transactions have been submitted to Final, the buyer or buyer team assigned to your procurement will complete your request.

Record a Vendor's Response to a Solicitation

For information on the Solicitation Response Wizard (SRW) transaction, refer to the "SR Transaction Type" topic. For information on the Solicitation Response Wizard tool, refer to the "Solicitation Response Wizard" topic.

To record a vendor's response to a Solicitation using the Solicitation Response Wizard, perform these steps:

1. Open the Solicitation Response Wizard page.

2. Complete the Solicitation Information tab.

    - Select/enter information regarding the Solicitation that the vendor is responding to, in the **Solicitation Transaction Code**, **Solicitation Department**, **Solicitation Transaction ID** fields. Note: The **Solicitation Transaction Code** pick list only displays Transaction Codes that have the **Transaction Type** of *SO* on the Transaction Control (DCTRL) table.

    - Select/enter the Vendor/Customer Code for the vendor that is responding to the Solicitation in the **Vendor ID** field.

3. Complete the Solicitation Response Information tab.

    Either indicate valid information into all four fields under the Solicitation Response Information tab or leave all four fields blank. Note: If all fields in this tab are left blank, then when the **Create Response** link is selected, the system will default the values.

4. Select **Create Response**. Result: You are transitioned to the Step 1: Response Summary tab of the generated SRW transaction.

5. Complete the Step 1: Response Summary tab.

    - On the Default Information section, complete the following required fields: **Response Type, Vendor ID, Response Date**, and **Response Time**. The data entered into the **Response Date** and **Response Time** fields must be after the **Let Date** and less than the **Closing Date** and **Closing Time** for the referenced solicitation.

    - If *No Bid* is selected in the **Response Type** field, then the reason must be specified in the **Comments** field.

6. Complete the Step 2: Commodity Response tab. Note: Complete this tab for each Commodity line.

    - The following fields are required if the **Line Type** is *Item*: **Response Type, Unit, Unit Price**, and **Delivery Days**.

    - The following fields are required if the **Line Type** is *Service*: **Response Type** and **Bid Contract Amount**.

    - The following fields are required if the **Line Type** is *Discount*: **Response Type, Discount %, Effective To, Effective From**, and **Bid Catalog Name**.

    - The following fields are required if the **Line Type** is *Catalog*: **Response Type, Discount %, Effective To, Effective From**, and **Bid Catalog Name**.

- If the **Response Type** is *No Bid*, then you should only enter information in the **Comments** field.

7. Complete the Step 3: Criteria Response tab. Note: Complete this tab for each criterion.

- If the **Response Type** is *Date*, then the **Date Response** field is required.

- If the **Response Type** is *Number*, then the **Number Response** field is required.

- If the **Response Type** is *Yes/No*, then the **Yes/No Response** field is required.

- If the **Response Type** is *Text*, then the **Text Response** field is required.

8. Click the **Validate** button to validate for errors.

9. If errors exist, fix the errors and repeat Step 8. If no errors exist, then continue with Step 10.

10. Click the **Submit** button to submit the transaction.

Purchase Items on Contract

For more information on the Delivery Order (DO) transaction, refer to the "PO Transaction Type" topic. For information on the Shopper (SHOP) page, refer to the "Shopper Functionality" topic.

To purchase items on contract using the Shopper (SHOP) page, perform these steps:

1. Open the Shopper (SHOP) page.

2. Search for the commodity that you want to purchase.

- At a minimum you must either enter a value in the Search For field or you must populate the Vendor, Commodity or Warehouse fields. For example, if you know a vendor that has an established Master Agreement for a commodity that you want to purchase, then enter the name of the vendor in the **Vendor** field.

- Select the **Search** button after you have entered your search criteria.

- Repeat the above given steps to narrow your search results.

3. Add the Commodity to your Shopping Cart.

   Select the line in the Available from a Master Agreement search results tab for the commodity that you want to request.

    - For an Item: Enter the amount that you want to request in the Quantity field and populate the Unit and Unit Price fields. Select **Add to Cart**. (Note: The Quantity, Unit, and Unit Price fields must all be populated if any of the fields are populated for a given line.)

    - For Services: Indicate the amount in the SC Amount field and then select **Add to Cart**.

   The Shopping Cart icon at the top of the Shopper page is updated with the total items/services added and the total price. The Quantity/Unit/Unit Price/SC Amount fields are blanked out after an item/service is successfully added to the Shopping Cart.

4. Repeat Step 3 until you have added all the items that you want to request to your Shopping Cart. If you have entered a value into the Quantity, Unit, Unit Price or SC Amount fields, then you must select the **Add to Cart** button before navigating from this page or selecting any other link or button on this page; otherwise, a warning message is issued. Selecting **Leave Page/OK** (depending on your browser) clears any data entry from items not added to the shopping cart and transitions you to your intended destination. Selecting **Stay on Page/Cancel** (depending on your browser) keeps you on the current page and maintains the values you have entered into the Quantity, Unit, Unit Price or SC Amount fields.

   Note: When adding multiple rows to a Cart with a single click, then the user must select all the desired rows, enter the required values, and then click on the **Add to Cart** icon next to the Export icon on the header of the corresponding section.

5. Verify Shopping Cart Items.

   • Select the **Edit Shopping Cart** button, which transitions you to the Shopping Cart page.

   • Verify that all items in your Shopping Cart are correct. You can make modifications directly from this page. Refer to the Shopping Cart page help for more information.

   • Populate the **Shipping Location**, **Billing Location** and **Delivery Date** fields.

   • Select the **Proceed to Checkout** button, which transitions you to the Checkout page.

6. Initiate the Checkout Process.

   • From the Checkout page, you can populate the Transaction Identifier tab. The Code field defaults for you. In this scenario if the value specified in the USE_DO_PRC_SHOPPER parameter on the Application Parameters table is *DO*, then this field defaults to the value specified in the Delivery Order Default field on the System Options table. You can only choose valid DO Doc Sub Type codes, if needed. Refer to the "Initiate Checkout Process" topic for more information.

   • You can optionally specify an Accounting Template or an Accounting Profile.

   • You can optionally specify a PCard ID.

   • You can manually enter a unique transaction id in the ID field, or you can select the Auto Numbering flag if a record is set up on the Auto Numbering (ADNT) page for the current Fiscal Year for the specified Transaction Code and Department.

   • Select the **Checkout** button when you are ready to create the Delivery Order transaction.

7. Complete the Header tab.

   • On the General Information section, the following fields are required, and if left blank are automatically populated by CGI Advantage: **Record Date**, **Budget FY**, **Fiscal Year**, **Period**, and **Procurement Type ID**.

   • On the General Information section, the following fields are conditionally required based on site specific setup on the Transaction Control (DCTRL) table: **Transaction Name** and **Transaction Description.**

- On the General Information section, the following field is conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table: **PCard ID**.

- On the Requestor Issuer Buyer section, the following fields are conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table: **Issuer ID**, **Requestor ID**, **Name**, **Phone Number**, and **Email**.

- On the Reporting section, the following fields are conditionally required based on site specific setup on the Procurement Transaction Control (PRDOC) table: **Reporting 1**, **Reporting 2**, and **Reporting 3**.

8. Expand and complete the Commodity tab.

- On the General Information section, most required fields were populated for you when the DO was created. However, you may change specific values, if needed. You can also specify an **Accounting Template** for each Commodity line. Or simply insert Accounting Lines for each Commodity line on the Accounting tab.

- The following field is conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table: **Commodity**.

- On the General Information section, the following field is required: **Line Type**.

- On the General Information section, the following fields are required if the **Line Type** is *Item*: **Quantity**, **Unit**, and **Unit Price**.

- On the General Information section, the following field is required if the **Line Type** is *Service*: **Contract Amount**.

- On the General Information section, the following fields are required if the **Line Type** is *Discount*: **List Price** and **Discounted Unit Price**.

- On the General Information section, the following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table: **CL Description**.

- On the Shipping/Billing section, the following fields are conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table: **Shipping Location**, **Shipping Method**, **Free on Board**, **Delivery Date**, **Delivery Type**, and **Billing Location**. Note: The **Shipping Location** and **Billing Location** default from the Procurement User table, based on the value specified in the **Requestor ID** field on the Header. If values are entered in the fields on the Default Shipping/Billing section on the Header, after the **Ship/Bill To Lines** link is selected on the Header, the values will default to all *blank* fields in the Shipping/Billing section for all existing commodity lines. Or select **Ship/Bill From Header** on the Commodity line, to only default values to the selected Commodity line.

- On the Specifications section, **Packing Instructions, Hazardous Materials, Special Handling, Additional Handling Info, Manufacturer**, and **Model** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- On the Tolerance section, **Under Contract Amt**, **Under Quantity, Over Contract Amt,** and **Over Quantity** can be conditionally required with the Procurement Transaction Control (PRDOC) table.

- Repeat the above given steps if there is more than one commodity line being requested.

9. Expand and complete the Accounting tab.

- On the General Information section, the following fields are required: **Event Type**, **Line Amount**, and **Reserved Funding**. The Line Description field can be conditionally required with Transaction Control (DCTRL).

- If you specified an Accounting Template on the Commodity tab, then an accounting line is created for you; otherwise, select **Insert New Line**.

- On the Reference section, fields may be required or prohibited from a number of places. Budget Fiscal Year Staging, the Transaction Control (DCTRL), and the Event Type Requirements (ERQ) tables all have the ability to define a reference as Required, Prohibited, or Optional (Unrestricted). When any one value is entered, all must be entered.

- On the Fund Accounting section, the only required field is **Fund**. No other fields are mandatory on the Fund Accounting or Detail Accounting sections, but system configuration may make them conditionally required. This can include various COA from Event Type Requirements (ERQ), COA Required Element tables, and Required Budget (REQBUD).

- Repeat the above given steps if there is more than one accounting line is required.

10. Click **Validate** to validate for errors.

11. If errors exist, fix the errors and repeat Step 10. If no errors exist, then continue with Step 12.

12. Click **Submit** to submit the transaction.

Record Items Received from a Vendor

For information on the Receiver (RC) transaction, refer to the "RC Transaction Type" topic. For information on the Receiving Search tool, refer to the "Receiving Search (RCSRCH)" topic.

To purchase items on contract using the Master Agreement Search, perform these steps:

1. Open the Receiving Search (RCSRCH) page.

2. Search for the order that corresponds with the items being received. Enter search criteria in any of the fields to narrow your search. For example, you can enter the name of the vendor, and/or the Commodity Code. Select the **Apply** link after you have entered your search criteria. Select the line for the order that corresponds to the items being received.

3. Select the commodity lines that you want to receive.

- Click **Select Lines to Receive**. Result: You are taken to the Receiving Search - Select Lines page.

- Select the commodity line(s) that corresponds to the item(s) being received. Select **Receive All Lines** if all lines are being received.

- Click **Receive**. Result: You are taken to a new Receiver (RC) transaction that is automatically created for you in *Draft* Phase.

4. Complete the Header tab.

   - On the General Information section, the following fields are required and some may already be populated for you: **Referenced Transaction Code**, **Referenced Transaction Department**, **Referenced Transaction ID**, **Receiving Location**, **Received Date**, and **Receiver**.

   - On the General Information section, the following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table: **Transaction Name**.

5. Complete the Vendor tab.

   - Expand the Vendor tab.

   - On the General Information section, the following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table: **Vendor Code**.

   - The following field is required if a non-miscellaneous vendor is selected: **Address Code**.

   - The following fields are required if a **Vendor Contact ID** is not entered: **Vendor Contact Name** and **Vendor Contact Phone**.

6. Complete the Commodity tab.

   - Expand the Commodity tab.

   - On the General Information section, most required fields were populated for you when the RC was created. However, you may change specific values, if needed. The following fields are required: **Line Type**, **Referenced Award Line**, and **Shipment Indicator.**

   - The following fields are required if the **Line Type** is *Item*: **Received Quantity** and **Unit**.

   - The following field is required if the **Line Type** is *Service*: **Received SC Amount**.

   - The following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table: **CL Description**.

   - The following field is conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table: **Commodity**.

   - The **SDS Received** check box must be selected, if the **SDS Required** check box is selected.

   - The **Condition** field and **Reason** field can be conditionally required. See below Step 9 for more information.

   - Repeat Steps 2 through 8 if there is more than one commodity line being received.

   *Note: The **Condition** field and **Reason** field can be conditionally required if any of the following are true.

   - The **Received Qty** does not match the **Ordered Qty**.

   - The **Received SC Amount** does not match the **Ordered SC Amount**.

- The **Rejected Qty** is not zero.

- The **Received Indicator** is Partial.

7. Click **Validate** to validate for errors.

8. If errors exist, fix the errors and repeat Step 7. If no errors exist, then continue with Step 9.

9. Click **Submit** to submit the transaction.

Return Items to a Vendor

For information on the Receiver (RC) transaction, refer to the "Receiver (RC)" topic. For information on the Receiving Search tool, refer to the "Receiving Search (RCSRCH)" topic. For information on the Claims Tracking (CLMTRK) page, refer to the "Claims Tracking (CLMTRK)" topic.

Upon original receipt of stock items, to identify items to be returned to a vendor, perform these steps:

1. Open the Receiving Search page.

2. Search for the order that corresponds with the items being received.

3. Select the commodity lines that you want to receive.

- Click **Select Lines to Receive**. Result: You are taken to the Receiving Search - Select Lines page.

- Select the commodity line(s) that corresponds to the item(s) being received. Select **Receive All Lines** if all lines are being received.

- Click **Receive**. Result: You are taken to a new Receiver (RC) transaction that is automatically created for you in *Draft* Phase.

4. Complete the Header tab.

- On the General Information section, the following fields are required and some may already be populated for you: **Referenced Transaction Code**, **Referenced Transaction Department**, **Referenced Transaction ID**, **Receiving Location**, **Received Date**, and **Receiver**.

- On the General Information section, the following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table: **Transaction Name**.

- The **Return Items to Vendor** field is checked.

5. Complete the Vendor tab.

- Expand the Vendo**r** tab.

- On the General Information section, the following field is conditionally required based on site specific setup on the Transaction Control (DCTRL) table: **Vendor Code**.

- The following field is required if a non-miscellaneous vendor is selected: **Address Code**.

- The following fields are required if a **Vendor Contact ID** is not entered: **Vendor Contact Name** and **Vendor Contact Phone**.

6. Complete the Commodity tab.

- Expand the Commodity tab.

- On the General Information section, most required fields were populated for you when the RC was created. However, you may change specific values, if needed. The following fields are required: **Line Type**, **Referenced Award Line**, and **Shipment Indicator.**

- The following fields are required if the **Line Type** is *Item*: **Received Quantity** and **Unit**.

- The following field is required if the **Line Type** is *Service*: **Received SC Amount**.

- The following field is conditionally required, based on site specific setup on the Transaction Control (DCTRL) table: **CL Description**.

- The following field is conditionally required, based on site specific setup on the Procurement Transaction Control (PRDOC) table: **Commodity**.

- The **SDS Received** check box must be selected, if the **SDS Required** check box is selected.

- The **Condition** field and **Reason** field can be conditionally required. See below Step 10 for more information.

- The following field is populated based on the same field in the Header tab: **Return Items to Vendor**.

- Enter a **Return Merchandise Authorization #** (if available), **Return Authorization Instructions** (if applicable), and a **Rejected Quantity** greater than 0.

- Repeat the above given steps if there is more than one commodity line being received and/or items being returned.

  *Note: The **Condition** field and **Reason** field can be conditionally required if any of the following are true.

  - The **Received Qty** does not match the **Ordered Qty.**

  - The Received SC Amount does not match the Ordered SC Amount.

  - The **Rejected Qty** is not zero.

  - The Received Indicator is *Partial*.

7. Click Validate to validate for errors.

8. Click **Submit** to submit the transaction. Upon successful submission of the transaction, an associated Claims Tracking (CLMTRK) record is created. The **Claims Tracking Number** in the Commodity tab of the RC transaction has been updated. To generate a form to display the detail information of the quantities returned to the vendor, select the **Print** action button. On the Print page, select the Return Items to Vendor form and select the **Print** link.

Change a Vendor's Headquarter

To change a vendor's Headquarter, perform these steps:

1. Create a new Headquarter account on the Vendor/Customer table.

2. Deactivate the child vendor whose Headquarter you want to reassign.

3. Go to the Address tab on Vendor/Customer for the child vendor. Note the **Address ID**.

4. Click the **Master Address** link. Search for the **Address ID** you noted during Step 3. Copy the Master Address for the old Headquarter and add it under the new Headquarter.

5. Go to Master Contacts and repeat step 4. (Note: Update the **Address ID** for each contact.)

6. Go back to the Address tab of Vendor/Customer and delete all of the addresses (but remember what they are) for the child vendor.

7. Go to the main Vendor/Customer page and click the **Update Headquarters** link. Change the **Company Name** to the new Headquarter name created in step 1.

8. Go to the main Vendor/Customer page and change the Headquarters account for the child vendor.

9. Go back to the Address tab of Vendor/Customer for the child vendor and re-add all of the address and contact codes.

10. Re-activate the child vendor.

Buyer Logic

There are two methods of Buyer assignment on the Procurement transactions: *Standard* and *Workload Assignment*. This is controlled by the BUYR_ASSIGNMENT_LOGIC parameter on the Application Parameter (APPCTRL) table, which can be set as *STANDARD* or *WKLAR*.

When the BUYR_ASSIGNMENT LOGIC parameter is set to *STANDARD*, then the logic is as follows:

Buyers are assigned to a transaction using the commodity code from the first commodity line of the transaction. For every step in the buyer assignment logic detailed below, an additional lookup to the Buyer (BUYR) table is performed to verify that the Buyer ID is active (that is, the **Active** flag is checked). If the Buyer ID is active then it is used, otherwise the assignment logic moves on to the next step. The following logic is used by all transactions to assign the appropriate buyer or buyer team:

1. Assign via Universal Requestor Control table using the commodity entry that most closely fits the commodity code.

   - If the **Department** field on the URCTRL table is set to *ALL*, then the transaction will look at the record for the transaction's department on the Department table. If the **Line Amount** is greater than the Threshold field on the URCTRL table, then the department's **Central Buyer/Buyer Team** is assigned. Otherwise, the department's **Decentralized Buyer/Buyer Team** is assigned.

   - If the **Department** field on the URCTRL table is not set to *ALL* and the **Line Amount** is greater than the Threshold then the **Over Buyer/Buyer Team** is assigned. Otherwise, the **Under Buyer/Buyer Team** is assigned.

2. If a buyer/buyer team entry does not exist on any of the above tables, the system performs a lookup to the Commodity (COMM) table using the commodity code from the first commodity line and assigns the buyer/buyer team.

3. If a buyer/buyer team entry does not exist on the Commodity table, then the Requestor's Home Unit's Central Buyer/Buyer Team is assigned as indicated on the Unit (UNIT) table. The Home Unit for the requestor is set up on the Procurement User (USER) table.

4. If a Central Buyer/Buyer Team does not exist on the Unit table, then the Requestor's Home Unit's Decentralized Buyer/Buyer Team is assigned as indicated on the Unit (UNIT) table. The Home Unit for the requestor is set up on the Procurement User (USER) table.

5. If a buyer/buyer team entry does not exist on the Unit table, then the Requestor's Home Department's Central Buyer/Buyer Team is assigned as indicated on the Department (DEPT) table. The Home Department for the requestor is set up on the Procurement User (USER) table.

6. If a Central Buyer/Buyer Team does not exist on the Department table, then the Requestor's Home Department's Decentralized Buyer/Buyer Team is assigned as indicated on the Department (DEPT) table. The Home Department for the requestor is set up on the Procurement User (USER) table.

7. If a Decentralized Buyer/Buyer Team does not exist on the Department table, then the Transaction Creator is assigned if he/she is a valid buyer.

8. If the Transaction Creator is not a valid buyer, then the transaction is assigned to the Procurement Type's default manager. This manager can re-assign the procurement to a buyer/buyer team or re-assign the procurement to another manager.

When the BUYR_ASSIGNMENT_LOGIC parameter is set to *WKLAR*, then following logic is used by the Procurement transactions to assign the appropriate buyer or buyer team:

1. The Workload Assignment Rules table finds the first sequence that applies to the Transaction Code and conditional operators.

2. If a Workload assignment rule is found, the processor will attempt to assign a Buyer, Buyer Team, or Manager based on the following:

   If the rule assignee equals:

   i. Warehouse (This is applicable for the RQ and PO Type transactions only. For the SO and MA type transactions, the logic will directly go to #ii Requestor below, it will skip the Warehouse rule assignee as SO and MA do not have Warehouse codes on the transaction.)

      - If Warehouse is null on the transaction, go to the next Workload assignment rule if applicable or go to STANDARD assignment if not applicable.

      - If Warehouse is not null on the transaction Header, go to the Warehouse (WHSE) table.

         - If Warehouse Manager ID and Warehouse Staff Team ID are null, go to the next Workload assignment rule if applicable or go to STANDARD assignment if not applicable.

         - If Warehouse Manager ID is not null and Warehouse Manager as Workload ID is checked, populate Buyer as Warehouse Manager ID on the transaction header.

         - If Warehouse Manager ID is not null and Warehouse Manager as Workload ID is not checked, leave Buyer null and populate Manager on the procurement folder for the transaction with the Warehouse Manager ID.

         - If Warehouse Staff Team ID is not null, populate Team ID as Warehouse Staff Team ID on the transaction header.

   ii. Requestor

      - If Requestor exists on BUYR, populate the Requestor ID as Buyer.

      - If Requestor does not exist on BUYR, go to the next Workload assignment rule if applicable or go to STANDARD assignment if not applicable.

   iii. Issuer

      - If Issuer exists on BUYR, populate the Issuer as Buyer.

      - If Issuer does not exist on BUYR, go to the next Workload assignment rule if applicable or go to STANDARD assignment if not applicable.

   iv. Workload ID

      - Populate the Workload ID from the Workload Assignment Rules table as Buyer.

   v. Workload Team ID

- Populate the Workload Team ID from the Workload Assignment Rules table as Buyer Team or Manager Team.

3. If no Workload assignment rule is found, the transaction will use the STANDARD Buyer Assignment logic regardless of the Application Parameter setting.

Reset Buyer Logic

If the Manager/Buyer/Buyer Team modifies a transaction after the first Buyer Assignment logic has been applied to the transaction and the buyer assignment logic is different, the system issues a warning that the Buyer/Buyer Team assigned is different than the buyer assignment logic. If the Buyer/Buyer Team needs to be assigned as per new buyer assignment logic due to the change then the buyer must click the **Reset Buyer** action. Once the action is clicked the new Buyer/Buyer Team is reassigned as per buyer assignment logic.

If the assigned buyer has been changed to inactive on the Buyer (BUYR) page (that is, the Active flag is not checked on the Buyer (BUYR) page) after the Buyer Assignment logic has been applied to the transaction, then the system issues a warning that the Buyer/Buyer Team assigned is different than the buyer assignment logic. The buyer must select the **Reset Buyer** action, which will automatically assign an active buyer per buyer assignment logic. If the Reset Buyer action is not selected, then the transaction can be submitted to Final with an inactive buyer. In this situation, the manager must re-assign the procurement to an active buyer via the Procurement Management page.

Mandatory Source Functionality

The mandatory source functionality allows you to identify and enforce the use of specific commodities that should be purchased from an established Master Agreement (MA) for specified Departments/Units. The mandatory source functionality applies to transactions of the Requisition (RQ), Purchase Order (PO) and Payment Request (PR) Transactions Type on validate and submit that belong to one of the following Sub Types:

- RQ Transaction Type – Transactions that belong to the following Sub Types are included: Standard Requisition (RQS), Non-Accounting Requisition (RQN), and Universal Requestor (UR).

- PO Transaction Type - Transactions that belong to the following Sub Types are included: Purchase Order (PO), Contract (CT), Delivery Order (DO), Service Contract (SC), and Purchase Order Buysense (POB).

- PR Transaction Type – All transactions that belong to the PR Transaction Type are included if the transaction is not referencing a transaction that belongs to the Purchase Order Transaction Type.

Note: Refer to the Procurement Transaction Control (PRDOC) table to determine if your transaction code belongs to one of the above mentioned Sub Types.

The Mandatory Source Master Agreement Lines (MSMALS) inquiry allows you to view each Master Agreement commodity line identified as a mandatory source (that is, the Mandatory Source flag is selected).

Implementation Considerations

Before utilizing the mandatory source functionality, you need to consider your commodity structure when defining Commodity codes that will be used for Mandatory Source ordering down to a detailed enough level that the Mandatory Source edits are meaningful. If you are using a "Structured" commodity code (that is, the Structured Commodity flag is selected on the Commodity table), then the mandatory source functionality is applied for the selected commodity code and all commodities below that level.

Note: If the **Structured Commodity** check box is selected, then the **Class** field must have three digits and the **Item** and **Group** fields must have two digits. The **Detail** field provides another seven characters for customizing commodity codes. See examples below.

Assume that you have set up the following "Structured" Commodity Codes: 620, 62000, 6200001, 6200002, 62001, 62002, 62003, 6200301, 62003001001, and 6200321.

Example 1: A Mandatory Source Master Agreement (MA) is created and Commodity Code 62000 is marked as Mandatory Source. Any commodity at that level or below will also be included in the mandatory source functionality, since the commodity is set up as a "Structured" commodity. Therefore, if a user attempts to bypass mandatory source ordering by not referencing the Mandatory Source Master Agreement when selecting commodities 62000, 6200001 or 6200002 using a transaction of the RQ, PO, or PR Transaction Type without referencing the Mandatory Source Master Agreement, the system will issue an overrideable error alerting the Buyer that they are attempting to bypass the Mandatory Source ordering. The overrideable error allows authorized Buyers to bypass the mandatory source selection. Before issuing the error, the system must perform 2 additional validations as listed under the "Additional Edits before issuing the overrideable error" topic below.

Example 2: A Mandatory Source MA is created and Commodity Code 62002 is marked as Mandatory Source. Since none of the other commodity codes are beneath 62002, the mandatory source functionality for that MA will only apply when a user attempts to bypass mandatory source ordering by not referencing the Mandatory Source MA when selecting Commodity Code 62002. Before issuing the error, the system must perform 2 additional validations as listed under the "Additional Edits before issuing the overrideable error" topic below.

Example 3: A Mandatory Source MA is created and Commodity Code 620 is marked as Mandatory Source. The system will apply the mandatory source functionality to ALL commodity codes because they are all below the 620 Commodity Code. Therefore, if a user attempts to bypass mandatory source ordering by not referencing the Mandatory Source MA when selecting commodities 620, 62000, 6200001, 6200002, 62001, 62002, 62003, 6200301, 62003001001, or 6200321, the system will issue an overrideable error that allows authorized Buyers to bypass the mandatory source selection. Before issuing the error, the system must perform 2 additional validations as listed under the "Additional Edits before issuing the overrideable error" topic below.

Additional Edits before issuing the overrideable error:

If purchasing a mandatory source commodity, the system must verify the following edits before issuing the overrideable error that allows authorized Buyers to bypass the mandatory source selection.

1. The record date of the purchasing transaction is within the MA's Effective Begin Date and Expiration Date range.

2. The transaction's Department/Unit is an authorized Department/Unit as specified on the MA.

3. If the transaction references a Mandatory Source MA and the current transaction's department/unit is authorized to order from the MA and the record date on the transaction's header is within the MA effective dates, then the system will issue no errors.

Shopper

The Shopper (SHOP) page allows you to search multiple sources of supply for required items. You can choose the sources of supply that you want to search and enter search criteria for the selected sources of supply. You can then select items from the returned search results and add them to your Shopping Cart. If you log out of Advantage the items will remain in your Shopping Cart until purchased or until you remove them from the Shopping Cart page.

The Shopper topic of this user guide includes the following topics:

- Shopper Functionality

- Shopping Cart

- Add Vendor Quotes

- Create PunchOut Request

- Initiate Checkout Process

- Universal Requestor Setup

- Universal Requestor Grouping Logic

- Universal Requestor Transaction Logic

Shopper Functionality

This tab provides information on how to use the Shopper (SHOP) page to search for commodities that you want to request. The following high-level steps should be followed to use the Shopper page to initiate a request:

1. Enter search criteria and initiate search - The "Search" fields allow you to enter information you know about an item and the system will search the database for matches. The Search For field can be blank as long as a value is entered in at least one of the following Advanced Search fields: Vendor, Warehouse, or Commodity. Click the Search button to initiate the search. Refer to the "Shopper Search Fields" topic for more information.

2. Understanding the Search Results - If matches are found, the search results are provided below the search criteria tab. The search results are displayed in order based on their Source of Supply. Up to 10 rows are displayed at a time for each tab. If no results are found for a selected source of supply the corresponding tab is hidden from view. Refer to the "Shopper Search Results" topic for more information.

3. Buy From Supplier – This action is only displayed in the Available from PunchOut Catalogs search results tab. If you want to purchase an item that appears in this tab, then select the check box in the Select Catalog column for the desired item and then click the Buy from Supplier link. (Note: You can only select one row at a time from this tab, and your Shopping Cart must be empty.) This link transitions you to the Create PunchOut Request page. Select the Continue Shopping button to return to the Shopper page without making a purchase from the supplier. Refer to the "Create PunchOut Request" topic for more information.

4. Add Item to Cart - If you have entered a value into the Quantity, Unit, Unit Price or SC Amount fields, then you must select the Add to Cart button to add the item to your Shopping Cart. For information on how to add request items from each search results tab, refer to the "Shopper Search Results" topic.

5. Understanding the Shopping Cart icon - The Shopping Cart icon displays a summary of the current contents of the Shopping Cart. It includes the number of items (lines) in the shopping cart, and the current total dollar amount associated with those items.

6. View Shopping Cart page - The Edit Shopping Cart button transitions you to the Shopping Cart page, which displays the items that were added to the Shopping Cart from the Shopper page and Vendor Quotes. The Shopping Cart page allows you to update specific information about the selected items and the purchase as a whole. Refer to the "Shopping Cart" topic for more information.

7. View Checkout page - The Proceed to Checkout button transitions you to the Checkout page, which allows you to generate the appropriate transaction based on the items selected in your Shopping Cart. Refer to the "Initiate Checkout Process" topic for more information.

Shopper Configuration

The Shopper Configuration (SCNFG) page allows you to configure the shopping experience based on the following settings:

- **Shopper Transaction Control** – When checked, the Universal Requestor (UR) transaction will be displayed as one of the transactions that can be created from the SHOP page. When unchecked, the UR transaction will not be utilized by shopper.

- **Requisition Default Transaction Code** – This field is optional but is used to default the Transaction Code when checking out from Shopper when creating a request. If Universal Requestors are used, typically this field would have 'UR'. If the Requisition is used, then typically this field would have 'RQS'. The value can be changed during the checkout process.

- **Verify Check-Out** – When checked, then the system will not allow a shopper to check-out with items that are classified as Loose Commodities and items from a Master Agreement (MA). Only one or the other can be in the cart at the same time. This is typically used when configuring the system to create Requisitions and not the Universal Requestor transaction.

- **Restrict RQ Referencing MA** – When checked, the system will not allow a Requisition (RQ) to be created that references a Master Agreement (MA). This logic applies to records returned in the following result grids on shopper:

  - Available from MA
  - Available from Catalog

Shopper Search Fields

The "Search" fields allow you to enter information you know about an item and the system will search the database for matches. If you want to change the search values, then select the Clear Search Fields button. This button will restore the defaults of the Search For and Advanced Search Criteria fields.

The **Search For** field supports special characters and reserved words for advanced searching based upon the database that is being used (that is, Oracle or Microsoft SQL server). For a complete list of the special characters and reserved words by your installation's DBMS, please refer to "Appendix A" and

"Appendix B" in this user guide. For additional information on special characters and how they are handled, please refer to the Shop Search Characters to Escape and Override Advanced Shopper Search Syntax parameters in the Application Parameters topic of this guide. The Search For field can be blank as long as a value is entered in at least one of the following Advanced Search fields: Vendor, Warehouse, Commodity, or Transaction Description. The Search For field searches across the following fields:

On the Commodity (COMM) page:

- Commodity Code

- Commodity Name/Description

- Keywords from the Commodity (COMM) table (Only applicable if Commodities is selected as the Source of Supply)

From the Master Agreement (MA) transaction:

- Legal Name

- Alias Name

- CL Description

- Extended Description

- Commodity Code

- Commodity Name/Description

- Manufacturer Name

- Manufacturer Part Number

- Color

- Size

- Model Number

- Unit of Measure

- Transaction ID

On the Inventory Maintenance (INVN) page:

- Stock Item

- Stock Item Suffix

- Stock Item Description

- Suggested Vendor

- Keyword Search

- Stock Item Extended Description

- Issue Unit

- Part Number

- Alternate Part Number

- Statewide Part Number

- Department Part Number

- Internal Part Number

- Manufacturer Part Number

- Distributor Part Number

From the Purchase Order (PO) transaction:

- Supplier Part Number

- Legal Name

- Alias Name

- CL Description

- Extended Description

- Commodity Code

- Commodity Name/Description

- Manufacturer Name

- Manufacturer Part Number

- Color

- Size

- Model Number

- Unit of Measure

- Transaction ID

On the Catalog Maintenance page:

- Supplier Part Number

- Legal Name

- Alias Name

- Item Description

- Extended Description

- Commodity Code

- Commodity Name/Description

- Manufacturer Name

- Manufacturer Part Number

- Color

- Size

- Model Number

- Unit

- Transaction ID

- Territory Available

- Supplier Auxiliary ID

- Text 1

- Text 2

- Text 3

- External Supplier ID

- The Advanced Search fields all default to blank except where indicated.

  - Department

    - For Non-Procurement users (that is, the User ID does not exist on the Procurement User (USER) page), this field defaults to the user's Home Department when the Infer User Home Department on SHOP page (SHOP_USER_HOME_DEPT_INFER) parameter on the Application Parameters page is set to *True*. If a user enters a value in the Department search field on the SHOP page, it is overridden and the user's Home Department is inferred when the search is performed. If this occurs, an informational message is issued indicating that the Department has been reset to the user's home department.

    - For Procurement Users (that is, the User ID does exists on the Procurement User page), this field defaults to the user's Home Department when the Use Home Department on SHOP flag on the Procurement User (USER) page is checked. When the **Use Home Department on SHOP** flag is checked, if a user enters a value in the Department search field on the SHOP page, it is overridden and the user's Home Department is inferred when the search is performed. If this occurs, an informational message is issued indicating that the Department has been reset to the user's Home Department. If the Use Home Department on SHOP flag is not checked, the Department field is not defaulted and users can search for records for any Department.

    - If the SHOP_USER_HOME_DEPT_INFER parameter is set to *False*, then the Department field is not defaulted for all users.

    - When searching for MA Catalog Items, PunchOut Catalogs, and Master Agreements, the Department search field is used to look for the Authorized Department of the Master Agreement transactions.

    - When searching for Similar Purchases, the Department search field is used to look for the transaction department for transactions of the PO Transaction Type.

    - When searching for Inventory, the Department search field is used to look for the warehouse department field on the Inventory Maintenance table.

- **Commodity** - Multiple values can be entered by using commas.

- **Vendor** - Multiple values can be entered by using commas.

- **Part Number** - If a value is entered in the Part Number field and the *Inventory Sources* of Supply option is selected, then the system will search for inventory records that contain the value in the

Part Number, Statewide Part Number, Department Part Number, Internal Part Number, Manufacturer Part Number, Distributor Part Number, or Alternate Part Number fields, and that meets the other search criteria entered on Shopper.

- **Price (From)** - When entered, the search will limit matches to those specified in the range of Prices indicated by the values in both the Price (From) and Price (To) fields. If Price (From) is populated then Price (To) is required, and vice versa.

- **Price (To)** - When entered, the search will limit matches to those specified in the range of Prices indicated by the values in both the Price (From) and Price (To) fields. If Price (From) is populated then Price (To) is required, and vice versa.

- **Warehouse** - This field is protected if *Inventory* is not selected as a Source of Supply. Only inventory items associated with warehouse records with the 'Warehouse Distribution Capability' flag set to *Yes* on the Warehouse (WHSE) table are returned in search results.

- **Expiration Date** - If a date is entered, the search will limit matches to those Master Agreements with an Expiration Date greater than or equal to the value entered. You can also use the greater than, greater than or equal to, less than, and less than or equal to signs to filter the MA transactions within the date parameter value.

- **Include Expired Agreements** - Select *Yes* to include expired Master Agreements in the search results. Note: A commodity line is considered to reference an "expired agreement" if the MA transaction containing the commodity has an Expiration Date (on the MA Header) that is less than the Application Date on the Application Parameters table. The **Allow Expired Agreements** flag on the Procurement Transaction Control (PRDOC) table must be selected for the Delivery Order (DO) or Payment Request (PRC) Transaction Code to be created for the expired Master Agreement. Otherwise, the system issues a hard error if an expired agreement is chosen upon selecting the Checkout button on the Shopper – Checkout page.

- **Mandatory Source Enabled** - If Mandatory Source Enabled is set to *Yes*, then the system will only return those records that have the Mandatory Source flag selected. This includes any MA Commodity line (including MAs for Catalogs and PunchOut purchases) and any Commodity where Mandatory Source is selected. If Mandatory Source Enabled is set to No, a warning is issued indicating that Mandatory Source Agreements are not included in the search results.

- **Include Substitute Stock Item** - If selected and the Inventory Sources of Supply check box is selected, then the system includes Substitute Stock Item information in the search results for each matching Commodity Code. If a record is returned that includes a Substitute Stock Item, then the Substitute column in the Available from Inventory results grid indicates Yes. Note: Substitute Stock Items are set up on the Approved Inventory Substitutes (APRVSUB) page. Refer to the "Approved Inventory Substitute" topic in the *Inventory User Guide* for more information.

- **Transaction Description** - When entered, the search will limit matches to the given transaction description given in this field. This field supports standard Advantage wildcard searching (using *), hence, the system will search and list all records matching the input fully or partially. This field is editable only if the Source of Supply is set to *Master Agreements*, *MA Catalog Items*, *PunchOut Catalogs*, and/or *Similar Purchases*.

Shopper Search Results

Once you have specified the Sources of Supply and have entered your search criteria, select the **Search** button. If matches are found, the search results are provided below the search criteria tab. The system will issue a warning message "Your Search has returned zero results.", if no matching records are found. (Note: Commodity Lines that have the Inactive Line flag selected are not displayed in the search results).

The search results are displayed in order based on their Source of Supply. Up to 10 rows are displayed at a time for each tab. If no results are found for a selected source of supply the corresponding tab is hidden from view. Purchasing History is displayed in descending order by date with the most recent purchase showing first. The Source column allows you to link to the related transactions, if applicable.

› Available from Inventory

This tab is only displayed if the *Inventory* Sources of Supply option is selected, and Inventory records were found that match all search criteria entered when the Search button was selected. The results are first sorted by Commodity Code and then by Supplier Part Number with the lowest number first.

Indicate the quantity that you want to order in the Quantity field, and then select **Add to Cart**. The Shopping Cart icon at the top of the Shopper page is updated with the total items (lines not quantity) added and the total price. The Quantity field is blanked out after an item is successfully added to the Shopping Cart.

› Available from MA Catalogs

This tab is only displayed if the *MA Catalog Items* Sources of Supply option is selected, and MA Catalog Lines were found that match all search criteria entered when the Search button was selected. (Note: If the USE_AUTH_DEPT_SHOPPER parameter on the Application Parameters table is *True*, then only the MA Catalog Lines that belong to a Master Agreement with your Home Department listed as an Authorized Department are returned.)

Mandatory Source lines are listed first, and then further sorted by Vendor Preference Level with the lowest preference level being first (that is, 01, 02, 03, and so forth). This tab is further sorted by Supplier Part Number, with the lowest number first.

The **Details** button transitions you to the Catalog Line Details page, which provides details regarding the selected catalog item. Select the **Continue Shopping** button to return to the Shopper page.

Indicate the quantity that you want to order in the Quantity field, and then select **Add to Cart**. Shopping Cart icon at the top of the Shopper page is updated with the total items (lines not quantity) added and the total price.

› Available from PunchOut Catalogs

This tab is only displayed if the *PunchOut Catalogs* Sources of Supply option is selected, and PunchOut Enabled MA Lines were found that match all search criteria entered when the Search button was selected. (Note: If the USE_AUTH_DEPT_SHOPPER parameter on the Application Parameters table is *True*, then only the PunchOut Enabled MA Lines that belong to a Master Agreement with your Home Department listed as an Authorized Department are returned.)

Mandatory Source lines are listed first, and then further sorted by Vendor Preference Level with the lowest preference level being first (that is, 01, 02, 03, and so forth).

If you want to purchase an item that appears in this tab, then select the check box in the Select Catalog column for the desired item and then click the **Buy from Supplier** link. (Note: You can only select one row at a time from this tab, and your Shopping Cart must be empty.) This link transitions you to the Create PunchOut Request page. Select the

Continue Shopping button to return to the Shopper page without making a purchase from the supplier.

The Create PunchOut Request page allows you to provide information regarding the transaction that you want to create. After you have populated all required fields you can click the **Launch Supplier Website** button. If you decide that you do not want to place an order, then you can close the Supplier's website and return to the Shopper page.

Items selected in the Available from PunchOut Catalogs tab are not added to the Shopping Cart.

› Available from Master Agreements

This tab is only displayed if the *Master Agreements* Sources of Supply option is selected, and Non-Catalog MA Lines were found that match all search criteria entered when the Search button was selected. (Note: If the USE_AUTH_DEPT_SHOPPER parameter on the Application Parameters table is *True*, then only the Non-Catalog MA Lines that belong to a Master Agreement with your Home Department listed as an Authorized Department are returned.)

Mandatory Source lines are listed first, and then further sorted by Vendor Preference Level with the lowest preference level being first (that is, 01, 02, 03, and so forth).

Indicate the quantity that you want to order in the Quantity field, and then select **Add to Cart**. For Services, indicate the amount in the SC Amount field and then select Add to Cart. The Shopping Cart icon at the top of the Shopper page is updated with the total items/services added and the total price. The Quantity/SC Amount field is blanked out after an item/service is successfully added to the Shopping Cart.

› Similar Purchases

This tab is only displayed if the *Similar Purchases* Sources of Supply option is selected and similar purchases were found that match all search criteria entered when the Search button was selected. This tab is first sorted by Vendor Preference Level with the lowest preference level being first (that is, 01, 02, 03, and so forth). It is further sorted by Supplier Part Number, with the lowest number being first.

For items, indicate the quantity that you want to order in the Quantity field, populate the Unit and Unit Price fields, and then select **Add to Cart**. (Note: The Quantity, Unit, and Unit Price fields must all be populated if any of the fields are populated for a given line.) For Services, indicate the amount in the SC Amount field and then select Add to Cart. The Shopping Cart icon at the top of the Shopper page is updated with the total items/services added and the total price. The Quantity/Unit/Unit Price/SC Amount fields are blanked out after an item/service is successfully added to the Shopping Cart.

› Commodities

This tab is only displayed if the *Commodities* Sources of Supply option is selected and commodities were found on the Commodity (COMM) table that match all search criteria entered when the Search button was selected. Note: Commodity Lines that have the Inactive Line flag selected are not displayed in the search results.

For items, indicate the quantity that you want to order in the Quantity field, populate the Unit and Unit Price fields, and then select **Add to Cart**. (Note: The Quantity, Unit, and Unit Price fields must all be populated if any of the fields are populated for a given line.) For

Services, indicate the amount in the SC Amount field and then select Add to Cart. The Shopping Cart icon at the top of the Shopper page is updated with the total items/services added and the total price. The Quantity/Unit/Unit Price/SC Amount fields are blanked out after an item/service is successfully added to the Shopping Cart.

Catalog Line Details

The Catalog Line Details page provides detailed ordering and descriptive information on a Supplier Part Number from a Vendor's Catalog to assist the user with their ordering needs. For example, you can view the Manufacturer Name, Manufacturer Part Number, Model, Serial Number, and Extended Description. Additionally, you can click the Show Catalog Item button if a picture is provided for this catalog item. A new window will open with a picture of the catalog item.

If you transitioned to the Catalog Line Details page from the Shopper page, then you can select the Continue Shopping button to return to the Shopper page.

Shopping Cart

The Shopping Cart page displays the items that were added to the Shopping Cart from the Shopper (SHOP) page. Also listed are any Vendor Quotes that have been added from the Add Vendor Quotes page. All items are displayed in the same grid, regardless of the Source of Supply.

The Shopping Cart page allows you to do the following:

- You can remove items from the Shopping Cart page by selecting the **Trash Can** icon next to the row that needs removed. The total number of items displayed in the Shopping Cart icon is automatically updated when the row is deleted.

- You can modify the Quantity, Unit, or Unit Price.

- You can modify the SC Amount.

- The **Update** button updates the total dollar amount displayed in the Shopping Cart icon if the values in the Quantity, Unit Price, or SC Amount fields have changed.

- The **Department** and **Unit** field default from the User (SCUSER) page in the CGI Advantage Administration Application. Department is a required field on the Shopping Cart page. Unit is an optional field on the Shopping Cart page.

- The **Shipping Location** and the **Billing Location** are required fields. The fields default from the Procurement User (USER) page, but can be changed to other valid values as established on the Procurement Location (PLOC) page. The pick list only displays valid values on PLOC.

- The **Accounting Template** and **Accounting Profile** default from the Procurement User (USER) page. Both fields are optional. Only one of these fields can be populated at a time.

- The **Delivery Date** field is required and must be greater than or equal to the current system date.

- The **PCard ID** field provides a pick list to the Procurement Card Administration (PRCUA) page. The PCard ID is an optional field on the Checkout page.

- The **PCard Expiration Date** field is inferred from the PRCUA page based on the value in the PCard ID field.

- The **Requesting Unit** is only displayed if an item in your Shopping Cart is associated with Inventory. This field can only be edited if the selected item is associated with Inventory, and is required if the selected item is associated with Inventory. This field allows you to specify the organizational unit that is requesting the stock items. The pick list only displays valid values from the Unit (UNIT) page, based on the current Fiscal Year and Department.

- The **Ship Whole Indicator** is an optional check box field that is only displayed if at least one item in your Shopping Cart is associated with Inventory. Select this option if the request should only be released if all items requested have been reserved (that is, the Available Quantity is greater than or equal to the requested Quantity).

- The **Undo** button reverts any changes that you have made to any fields on the Shopping Cart page (if the Update button has not been selected since making the changes).

- The **Empty Cart** button immediately removes all items from your Shopping Cart, including vendor quotes. You cannot undo this action after you click the Empty Cart button.

- The **Add Vendor Quote** button transitions you to the Add Vendor Quotes page, which allows you to enter quotes that you have received from vendors. The quotes can then be added to your Shopping Cart. Refer to the "Add Vendor Quotes" topic for more information.

- The **Continue Shopping** button transitions you to the Shopper (SHOP) page, which allows you to search for items that you want to purchase. Refer to the "Shopper Functionality" topic for more information.

- The **Proceed to Checkout** button transitions you to the Checkout page, which allows you to generate the appropriate transaction based on the items selected in your Shopping Cart. If a Universal Requestor (UR) transaction is being generated, then all Commodities in your Shopping Cart must be established on the Universal Requestor Control (URCTRL) table for your Department; otherwise, an error is received when you click the Checkout button on the Checkout page. Refer to the "Universal Requestor Setup" topic for more information on URCTRL. Refer to the "Initiate Checkout Process" topic for more information on the Checkout page.

Add Vendor Quotes

If you received additional quotes from vendors, by phone for example, this page allows you to add the pricing information in order to compare it with other items in your Shopping Cart. Vendor contact information is also entered here and carried over to the Comparison tab on the UR transaction.

To add a quote from a vendor, select the **Add Quote** button. Populate all required fields (as indicated by a red asterisk) and any additional fields for the vendor's quote. The Undo button reverts any changes that you have made to any fields on the Shopping Cart page (if the Update button has not been selected since making the changes). Select the **Update** button to save any changes that you make.

If you want the vendor's quote to appear in your Shopping Cart so you can compare the prices with those you have added from the Shopper page, then select the **Add to Shopping Cart** check box in the grid for the record, and then select the **Update** button. If you do not add the quote to the Shopping Cart, then the quote will still appear on the Comparison tab of the generated UR transaction. The quote will remain on the Add Vendor Quotes page until you have selected the **Empty Cart** button on the Shopping Cart page, or the **Checkout** button has been selected on the Checkout page.

If you delete a quote from the Add Vendor Quotes page (that is, select the trash can icon), then the quote is also removed from the Shopping Cart page. The Undo button will not add the quote back to the pages.

Select the **Return to Shopping Cart** button to return to the Shopping Cart page.

Create PunchOut Request

The Create PunchOut Request page allows you to enter the transaction information for your request and provides a link to the supplier's website.

1. Populate fields on the Create PunchOut Request page.

- **Code** – This field determines the Transaction Code of the transaction to be generated by the PunchOut process. The pick list allows you to select only valid UR Transaction Sub Type Transaction Codes. This is a required field.

- **Department** – This field defaults from the User (SCUSER) page in the CGI Advantage Administration Application. This is a required field.

- **Unit** – This field defaults from the User (SCUSER) page in the CGI Advantage Administration Application. This is an optional field.

- Either the **ID** field must be populated or the **Auto Numbering** check box must be selected. If Auto Numbering is selected, then the Transaction Code must be valid on the Auto Numbering (ADNT) page for your Department for the current Fiscal Year.

- The **Shipping Location** and the **Billing Location** are required fields. The fields default from the Procurement User (USER) page, but can be changed to other valid values as established on the Procurement Location (PLOC) page. The pick list only displays valid values on PLOC.

2. Select the **Launch Supplier Website** button.

   This button will launch the supplier website for the item selected on the Shopper (SHOP) page. Follow instructions on the website to purchase the item. A Universal Requestor transaction is also automatically created from a PunchOut session when you check out from a supplier's webstore. You are taken to the UR transaction when you return to Advantage. The UR transaction has the PunchOut Order flag checked and is in a Draft phase.

   Note: The PunchOut Overall Delay (in milliseconds) (PUNCH_OUT_OVERALL_DELAY) parameter on the Application Parameters table determines how long you have to complete your purchase before your PunchOut session is terminated.

   The PunchOut Control (POCTRL) table allows you to configure the various PunchOut settings and establish required fields for the PunchOut transactions.

   If you do not want to order from the supplier, then close the supplier's website window. Select the Continue Shopping button to return to the Shopper page.

Initiate Checkout Process

The Checkout page allows you to generate the appropriate transaction based on the items selected in your Shopping Cart. The following fields are displayed on the Checkout page.

- The **Code** field determines the Transaction Code of the transaction to be generated by the Checkout process. The Code field initially defaults to the applicable Transaction Code based on the configuration done on the Shopper Configuration (SCNFG) page.

- The Code pick list will not display Transaction Codes of the UR Transaction Sub Type if the 'Shopper Transaction Control' field is set to False on the Shopper Configuration page and vice-versa.

- If 'Restrict RQ referencing MA' is set to *True* on the Shopper Configuration page then the system will not allow Requisition transactions to be created referencing a MA transaction in the 'Available from MA' and/or 'Available from Catalog' sections.

- The Code pick list will not display the inactive transaction codes. If the Active flag is checked on the Transaction Control (DCTRL) page, then the Transaction Code is displayed. If the Active flag is unchecked, then the Transaction Code is not displayed in the pick results.

- The Code pick list will not display the inactive transaction codes. If the Active flag is checked on the Transaction Control (DCTRL) page, then the Transaction Code is displayed. If the Active flag is unchecked, then the Transaction Code is not displayed in the pick results.

- If Transaction Code is manually entered and the Transaction Code is inactive on the DCTRL page, the system issues an error message.

- Code defaults to the default UR Transaction Code specified on the 'Requisition Default Transaction Code' field on the Shopper Configuration page.

- If the contents of the shopping cart are from multiple Sources of Supply, or if they are all from the Similar Purchases tab or Commodities tab. In these situations, an error is issued if you enter a Transaction Code that is not of the UR Transaction Subtype.

- If the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog and the USE_DO_PRC_SHOPPER parameter on the Application Parameters page is set to DO, then Code defaults to the value specified in the Delivery Order Default field on the System Options page. You may select an alternate Transaction Code with a DO Sub-Type on Transaction Control (DCTRL). The pick list for the Code is automatically filtered to only display valid values.

- If the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog and the USE_DO_PRC_SHOPPER parameter on the Application Parameters page is set to *PRC*, then Code defaults to the value specified in the Payment Request Default field on the System Options page. You may select an alternate Transaction Code with a PRC Sub-Type on Transaction Control (DCTRL). The pick list for the Code is automatically filtered to only display valid values.

- If the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog and the USE_DO_PRC_SHOPPER parameter on the Application Parameters page is set to *blank* (that is, no value entered), then a value is not defaulted in the Code field. You must select a valid value from the pick list before selecting the Checkout button.

- If the Commodity Lines in the Shopping Cart reference a Master Agreement, the pick list is filtered based on the allowable values for the MA on the Transaction Allowable Reference (DARF) page to ensure that the DO/PRC created is a valid transaction combination. If a user manually enters a value, then the system will issue an error if the Code is not valid for the MA on DARF.

- The **Department** and **Unit** field default from the User (SCUSER) page in the CGI Advantage Administration Application. Department is a required field on the Checkout page. Unit is an optional field on the Checkout page.

- Either the **ID** field must be populated or the **Auto Numbering** check box must be selected. If Auto Numbering is selected, then the Transaction Code must be valid on the Auto Numbering (ADNT) page for your Department for the current Fiscal Year.

- The **Shipping Location** and the **Billing Location** are required fields. The fields default from the Procurement User (USER) page, but can be changed to other valid values as established on the Procurement Location (PLOC) page. The pick list only displays valid values on PLOC.

- The **Accounting Template** and **Accounting Profile** default from the Procurement User (USER) page. Both fields are optional. Only one of these fields can be populated at a time.

- The **Delivery Date** field is required and must be greater than or equal to the current system date.

- The **PCard ID** field provides a pick list to the Procurement Card Administration (PRCUA) page. The PCard ID is an optional field on the Checkout page.

- The **PCard Expiration Date** field is inferred from the PRCUA page based on the value in the PCard ID field.

- The **Group Purchases By** field is used to determine how commodities are organized into UR Commodity Groups and, in turn, how they are grouped into the generated transactions. Valid values for this field are: Allow System to Choose Grouping and Group All PO Commodities Together.

- The **Requesting Unit** is only displayed if an item in your Shopping Cart is associated with Inventory. This field can only be edited if the selected item is associated with Inventory, and is required if the selected item is associated with Inventory. This field allows you to specify the organizational unit that is requesting the stock items. The pick list only displays valid values from the Unit (UNIT) page, based on the current Fiscal Year and Department.

- The **Ship Whole Indicator** is an optional check box field that is only displayed if at least one item in your Shopping Cart is associated with Inventory. Select this option if the request should only be released if all items requested have been reserved (that is, the Available Quantity is greater than or equal to the requested Quantity).

The **Edit Shopping Cart** button transitions you to the Shopping Cart page, which displays the items that were added to the Shopping Cart. The Shopping Cart page allows you to update specific information about the selected items and the purchase as a whole. Refer to the "Shopping Cart" topic for more information.

The **Continue Shopping** button transitions you to the Shopper (SHOP) page, which allows you to search for additional items that you want to purchase. Refer to page help for the "Shopper" page for more information.

If a Universal Requestor (UR) transaction is being generated, then all Commodities in your Shopping Cart must be established on the Universal Requestor Control (URCTRL) page for your Department. Departments use the Universal Requestor Control (URCTRL) page to identify the Dollar Threshold, Procurement Type, and Buyer associated with a commodity. Refer to the "Universal Requestor Setup" topic for more information.

The **Checkout** button initiates the process of transaction generation. Upon clicking the Checkout button, a pop-up confirmation window is displayed. Select **Cancel** if you do not want to initiate the checkout process; you will remain on the Checkout page. Select **OK** if you are ready to checkout. The system will create the appropriate transaction as specified by information in the Code/Dept/ID fields on the Checkout

page, and you are transitioned to the created transaction. The Shopping Cart is cleared when the transaction is successfully generated.

Note: The system will issue an error, if the 'Verify Check-Out' flag is set to *True* on the Shopper Configuration (SCNFG) page and the user is trying to check out with a loose commodity and items on a Master Agreement (MA) together in the same cart.

When the Checkout process generates a UR, it incorporates all of the selected Commodity Lines from the Shopping Cart, as well as any Vendor Quotes that have been entered (regardless of whether they were added to the Shopping Cart) into the Commodity Comparison tab of the UR transaction. This allows you to retain historical documentation of vendor quotes.

When the Checkout process attempts to generate a transaction where the component line limit for the Transaction Type would be exceeded, then generation of that transaction will fail. When this happens for the Commodity Group or Commodity Line components, then some of the items in your Shopping Cart should be removed and re-selected after the Checkout process has completed for the current Shopping Cart. The alternative is to request a larger limit from the system administrator.

Universal Requestor Setup

Commodities must be established on the Universal Requestor Control (URCTRL) table to be used on a Universal Requestor transaction. Departments use the Universal Requestor Control (URCTRL) table to identify the **Dollar Threshold**, **Procurement Type**, and **Buyer** associated with a commodity.

Two fields must also be set up on the System Options table. If the **Auto Submit From UR** option is selected, then when the UR becomes Final, all subsequent transactions will automatically be submitted. If the **Require UR Accounting** option is selected, then at least one Accounting Line must exist for each Commodity Line on the UR transaction. Please refer to the "System Options" topic for additional information on the System Options table.

Universal Requestor Grouping Logic

The primary function of the Universal Requestor is to form appropriate groups from the ordered commodities. The groups define how the Universal Requestor will generate transactions to procure the ordered commodities. There are twenty group combinations. The twenty types of groups are constructible via the Universal Requestor's comparison and ordering sheets.

There are eight primary types of groups:

- Buysense - the Buysense flag is selected on the Commodity table.

- Class - default grouping on the Commodity table.

- Class and Item - the Class and Item Grouping flag is selected on the Commodity table.

- Master Agreement - the commodity selected has a source of Master Agreement.

- Unstructured - the Unstructured flag is selected on the Commodity table.

- Freeform - user created.

- Inventory - the commodity selected has a Warehouse Code in the Source column.

- Commodities Grouped As One – commodities are grouped into a single requisition transaction. The Commodities which would have been assigned to the groups: PO Commodities grouped by Commodity Class or PO Commodities grouped by Commodity Class and Item are grouped together.

Each primary group is further divided depending on the quantity and quality of information provided from the comparison/ordering sheet:

- Loose - commodity directly from the Commodity table and not related to an award.

- From PO over the threshold amount - Line type commodity from Purchase History

- From PO under the threshold amount - Line type commodity from Purchase History

- Service - Service type commodity from Purchase History

- Discount - Discount type commodity from Purchase History

- Unknown Commodity - No commodity code

- Limited Commodity - Commodity code with limited information (ex: Quantity, Unit of Measure, Unit Cost)

- Full Commodity - Commodity code with full information (ex: Quantity, Unit of Measure, Unit Cost, and Vendor)

Universal Requestor Transaction Logic

Behind the scenes, the Universal Requestor uses built in logic and table entries to determine which transaction(s) should be created. This topic explains the logic that is used and lists out the tables that provide input to the Universal Requestor.

- Loose

- Service

- Item

- Discount

- Master Agreement

- Free Form

- Inventory Warehouse

Loose Commodities

Commodities that show up in the Commodities search results tab are straight from the Commodity (COMM) table and not from any particular award; these are considered "Loose". When a Universal Requestor (UR) transaction is submitted to *Final* for a "Loose" commodity, the transaction code marked as the default under the Requisition State of the Unclassified Procurement Type is generated. If you request a "Loose" commodity the *Unclassified* Procurement Type is automatically assigned to the transaction that is

generated when the UR is submitted to *Final*; however, the Procurement Type can be modified on the generated transaction before the transaction is submitted.

Service Commodities

Commodities that show up in the Similar Purchases search results tab and are from Purchase History that have a **Line Type** of *Service* follow similar logic as "loose" commodities. If you request a "Service" commodity, the *Unclassified* Procurement Type is automatically assigned and the default transaction code for the Unclassified Requisition State is used after submitting the UR transaction. The **Procurement Type** on the transaction defaults to *Unclassified*; however, this can be changed before the transaction is submitted.

Item Commodities

Commodities that show up in the Similar Purchases search results tab that are from an award transaction of the Purchase Order transaction type and the Line Type is *Item* follow a different set of logic:

- If the **Line Amount** is greater than the **Threshold** indicated for the commodity and department on the URCTRL table, the default transaction code for the Requisition State (set on the Procurement Type table) is selected for the **Over Procurement Type**.

- If the **Line Amount** is less than the **Threshold** indicated for the commodity on the URCTRL table, then the default transaction code for the Award State (set on the Procurement Type table) that is selected for the **Under Procurement Type**.

Several awards may be generated from a single group. Commodities are further grouped by the vendor that was chosen by the Requestor. Thus, if the commodity group has 10 commodity lines across 3 vendors, 3 award transactions are generated.

Discount Commodities

Commodities that show up in the Similar Purchases search results tab resulting from an Order that referenced a Master Agreement (MA) where the MA had a **Line Type** of *Discount*, the assignment of **Procurement Type** will follow similar logic as 'loose' commodities. For selected "Discount" commodities, the created transaction is automatically assigned to the *Unclassified* **Procurement Type** after submitting the UR. However, this can be changed before the transaction is submitted. If the Master Agreement line is selected from the Available from Master Agreement tab instead of the selecting the Order line, the Discount line will result in a Delivery Order and the transaction will be assigned to the *Delivery Order* **Procurement Type**.

Master Agreement Commodities

Commodities that show up in the Available from a Master Agreement search results tab on Shopper that are from a Master Agreement and normally result in the creation of a Delivery Order via the UR process; though in some situations, a Payment Request transaction may be created from the UR transaction. By default, a Delivery Order transaction is created from a UR transaction for each Commodity Group that is associated with a Master Agreement.

You may also create a Payment Request transaction instead by selecting the **Create Payment** flag on the Commodity Group tab. If there are multiple Commodity Groups with the **Create Payment** flag selected, then each Commodity Group is used to create a new Payment Request transaction. If you select the **Create Payment** checkbox and the Payment Request Transaction Code specified on System Options does not allow a reference to a Master Agreement, or the Commodity Group does not contain a Master Agreement, an error is issued.

The system creates the Payment Request transaction using the Transaction Code in the **Payment Request Default** field on the System Wide Options table for the current fiscal year. The **Transaction ID** for the Payment Request is based on the Automated Transaction Numbering entry for selected Payment Request Default Transaction Code for the current Fiscal Year, and the user who is initiating the Submit action's home security Department. In addition, upon selection of the **Submit** action on the UR, the system performs a look up to the Transaction Control (DCTRL) table to see if the Transaction Code specified in the **Payment Request Default** field requires a Transaction **Unit**. If it does, the system will attempt to retrieve the **Unit** value from the Procurement User (USER) table for the user executing the UR Submit action and will populate the **Transaction Unit** field. If **Unit** is required on the DCTRL table and the **Unit** field on USER is blank, an error is issued and a Payment Request is not created.

The Payment Request transaction that is created updates the Created Transaction Components of the UR transaction and displays the current status of the created Payment Request transaction. In addition, the UR is displayed in the Transaction Reference fields of the generated Payment Request transaction, as well as in the Transaction Cross Reference Query of the Payment Request.

You can also create a Payment Request or Delivery Order transaction directly from the Shopper – Checkout page. Refer to the "Initiate Checkout Process" topic for more information.

Free Form Commodities

Free form commodities create transactions differently depending on how much information is provided when they are created.

- No Commodity Code - the Unclassified Procurement Type is automatically assigned and the default transaction code for the Unclassified Requisition State is used after submitting the UR transaction.

- Limited Commodity information - the Unclassified Procurement Type is automatically assigned and the default transaction code for the Unclassified Requisition State is used after submitting the UR transaction.

- Full Commodity information:

- If the Line Amount is greater than the Threshold indicated for the commodity and department on the URCTRL table, the default transaction code for the Requisition State (set on the Procurement Type table) is selected for the Over Procurement Type.

- If the Line Amount is less than the Threshold indicated for the commodity and department on the URCTRL table, the default transaction code for the Award State (set on the Procurement Type table) is selected for the Under Procurement Type.

Inventory Warehouse Commodities

If the selected commodity has a Warehouse Code in the Source, the Stock Requisition (SRQ) transaction will be created after submitting the UR transaction. (These commodities appear in the Available from Inventory search results tab on Shopper.) A different Warehouse Code, Delivery Date, Shipping Location, or Ship Whole Indicator value will create a separate Commodity Group on the UR transaction. Each commodity group will generate one SRQ transaction when the UR is submitted to *Final*.

Procurement Expert Mode

The Procurement Expert Mode (EXPRT) is designed for experienced users of CGI Advantage Procurement. You must be comfortable with entering information into the transactions, and must be aware of the type of information that is required in the fields on the transactions.

The Procurement Expert Mode window has two options. You select either a Procurement Type or a **Transaction Type** and a **Transaction Code**. For instance you could select a Procurement Type of *Capital Equipment* or you could select a **Transaction Type** of *PO* and a **Transaction Code** of *CT*.

Once you have selected the identifying transaction information, select GO, then the desired procurement transaction is created for you. If your transaction needs to reference another procurement transaction, you will first enter in all referencing information.

The desired procurement transaction must be set up on the Auto Numbering (ADNT) table, before the Procurement Expert Mode will create the transaction.

Procurement Management

The Procurement Management page allows the user to search for a Procurement Folder and is the central location for both Buyers and Managers to work with the Procurement Folders. Once you select the procurement folder you will see the following tabs.

- **General Information** – displays information about the Procurement Folder such as the Folder Buyer/Manager Assignment, Procurement Title, Procurement Type information, Procurement Total (current amount) and Original Procurement Amount, Number of States, Complexity, Last Completed State, Last Activity Date, Status, and Dollar Range along with Total Deadline Extended By Days, Estimated Completion Date and so forth. It also displays the inferred Manager, Manager Team, Buyer and Team information. The Department field on this tab displays the Transaction Department of the first transaction that created the Procurement Folder on the Procurement Management page.

- **Available States** – the default Available State is *All States* when users transition and open the Procurement Management page. You will automatically see the information on the Milestones, Transactions, and Notes for all the procurement states under the procurement type selected. Selecting a specific state changes the view to show transactions, milestones and notes specific to the selected Procurement Folder for that particular State. The available states grid displays the State Complete, State Amount, and Issuing Office. The Procurement Created field displays the date the state was created. The State Amount and Procurement Created columns display values for Requisition and Award views only.

- **Milestones** – This tab allows a buyer to check off completed milestones or to view future milestones within a particular Available State view. The Milestones displayed are determined by the Procurement Type. An Available State is deemed completed when all required milestones have been completed and all transactions within the State are Final. The Milestones do not have to be completed in order, that is, milestones in a future State can be completed before all of the Milestones in a previous state have been completed.

- **Transactions** – This tab shows all of the transactions that have been created in the Procurement Folder for the specified Available State. The user can access and review details of the transactions by clicking the transaction information hyperlink.

- **Notes** - The Notes tab displays the notes associated with the Procurement Folder allowing you to enter information specific to this state of the procurement. The Notes tab is similar to a diary of information about what happened in the available States for the procurement. In order to make it easier to find a particular record of interest within the Notes tab, a portion of the Comments entered for each record are displayed in the grid.

- **Related Transactions** – The Related Transactions tab displays all General Routing (GR) Transaction Type transactions that reference the selected Procurement Folder. The GR transactions are not associated with any of the Procurement States. You can click on a GR transaction hyperlink in the grid to open the associated transaction.

Each view has been created for each State within the Procurement Folder Process. The following links provide additional information about each of the Procurement States:

- Requisition State View

- Solicitation State View

- Solicitation Response State View

- Evaluation State View

- Award State View

- Post Award State View

The following page-level actions are available to filter the procurement records:

- **All Procurements** - This view displays all of the Procurement Folders available within the system.

- **Assigned To Me** - This view displays the Procurement Folders whose assigned Buyer is equal to the User ID of the person performing the search.

- **Assigned To My Team** - This view displays the Procurement Folders whose assigned Buyer Team contains the User ID of the person performing the search.

- **Procurements I Manage**- This view displays the Procurement Folders whose assigned Manager is equal to the User ID of the person performing the search.

- **Procurements My Team Manages** - This view displays the Procurement Folders whose assigned Manager Team contains the User ID of the person performing the search.

› Search Functionality

The search functionality allows you to search by the text available in the boxes displayed but also has other functions that differ from the normal search functions.

- You have the option to filter out any *Discarded* records from view so that only those non-discarded records are displayed. Conversely, you can also display only those records that are marked as discarded. The Discarded field has three possible selections:

- *Blank* - By default, the field appears *blank*. If you leave the field *blank* then all of the Procurement Folder records are included in the search results.

- *Yes* - If you select *Yes*, then only those records marked as Discarded (that is, Discarded Indicator = True / Checked) are displayed in the search results.

- *No* – If you select *No*, then all Procurement Folders that are marked as Discarded (that is, Discarded Indicator = True / Checked) will be filtered **out of** the search results. If transactions have been *Discarded* or *Cancelled*, the folder, Milestones, Transactions and Notes tab(s) are displayed.

- If a *Draft* transaction within a folder is *Discarded*, the transaction is not displayed within the Transactions tab on Procurement Management.

- If the first transaction that is a *Draft* within a folder is *Discarded*, the folder is displayed on the Procurement Management table as well as the Milestones, Transactions and Notes tab(s); however, the Transaction tab would be blank.

- If a transaction within a folder is *Cancelled*, the transaction with **Function** of *Cancellation* and **Phase** of *Final* is displayed within the Transactions tab.

- The **Estimated Completion** date is also available in the search function by using the calendar pick list provided or by entering a date manually; you will be able to search for records having an **Estimated Completion** date equal to the date entered. You also have the option of using the following symbols in front of the date entered to broaden the search: Greater Than (>), Less Than (<), Greater Than or Equal To (>=), and Less Than or Equal To (<=). Additionally, you can enter two dates with a colon (:) between them in order to select all records from the table that have an **Estimated Completion** date that falls between the two dates entered.
- The Closed Date search function can be used by using the calendar pick list or by entering a date manually; you can search for records having a Closed Date equal to the date entered. You also have the option of using the following symbols in front of the date entered to broaden the search: Greater Than (>), Less Than (<), Greater Than or Equal To (>=), and Less Than or Equal To (<=). Additionally, you can enter two dates with a colon (:) between them in order to select all records from the table that have a Closed Date that falls between the two dates entered.
- The Last Completed State search function can be used to search for records by their last completed state in the procurement process (before the current state). You can select one of the following states using the drop-down list: *None*, *Requisition*, *Solicitation*, *Solicitation Response*, *Evaluation*, *Award*, *Post Award*, or *blank*.
- The Last Activity Date search function can be used by using the calendar pick list or by entering a date manually; you can search for records having a Last Activity Date equal to the date entered. You also have the option of using the following symbols in front of the date entered to broaden the search: Greater Than (>), Less Than (<), Greater Than or Equal To (>=), and Less Than or Equal To (<=). Additionally, you can enter two dates with a colon (:) between them in order to select all records from the table that have a Last Activity Date that falls between the two dates entered.

› Buyer Assignment Alerts

When a Buyer or a Buyer Team is assigned a new task or re-assigned to an existing task, either automatically by the system during transaction processing or manually by a Procurement Manager or authorized Buyer a notification is sent. The notifications are sent based on Application Parameter settings. The BUYR_TEAM_NOTIF_RECIPIENTS parameter determines the recipient of the Buyer Assignment Notification. The BUYR_NOTIF_VALIDATE parameter determines when the Buyer Assignment Notification is sent. The ENABLE_EMAIL_ALRT_NOT parameter must be set to True to enable the Buyer Assignment Notification. Also, the Alert Email Notification flag must be selected on the corresponding User Information (SCUSER) record in the Administration application. If the BYPASS_BUYR_POPUP_ALERT parameter is set to False, then the recipients also receive a real-time pop-up alert. Refer to the "Application Parameters (APPCTRL)" topic in this user guide for more information about these parameters. The messages state the following:

- New Assignment – "Procurement (*Folder Number*) has been assigned to you or your team."

- Re-assignment – The newly assigned buyer team receives "Procurement (*Folder Number*) has been assigned to you or your team." And the previously assigned Buyer or Team will receive "Procurement (*Folder Number*) has been reassigned to the following Buyer or Buyer Team: (*Buyer Team Name*)."

You can disable the pop-up alerts by setting the BYPASS_BUYR_POPUP_ALERT parameter to *True*.

› Protests

The **Protests Filed?** flag indicates whether a protest/dispute record has been created for the selected Procurement Folder. The Protest Filed? flag is automatically unchecked if all Protest records associated with the Procurement Folder on the Protest page have been deleted. The **Protests** action transitions you to the Protest (PRTST) page. The Protest page (when accessed from Procurement Management) is pre-filtered to only display Protest and dispute tracking records related to the selected Procurement Folder, including Historical Procurement Folders. With applicable security rights, you can modify existing protest/dispute records, add new records, and delete existing records. Refer to the "Protest and Post Award Dispute Tracking Setup" topic in this user guide for more information.

This page contains the following actions/links:

› Record-Level actions/links

- The **New Transaction** action transitions you to the Insert Transaction into Procurement page, which allows a buyer to create a new procurement transaction associated with the selected procurement folder from within the desired selected State. The list of valid Transaction Codes that can be created using the New Transaction action is established on the Transactions tab of the Procurement Type table. Only transactions that belong to the Procurement (PROC) Transaction Category can be selected on Procurement Type.
- **Vendor Solicitation List** - This action is displayed when you select the Solicitation State from the Available State tab. When you select this action from the Procurement Management page, the page will transition and open the Vendor Solicitation List (VENDSLST) page filtered by the selected procurement folder. The VENDSLST page allows you to view, insert, modify and delete vendor solicitation list activities related to the selected solicitation. You can return to the Procurement Management page by selecting the **Back** link or the **Procurement Management** link.
- **Solicitation Response Summary** - This action is displayed when you select the Solicitation State from the Available State tab. When you select the Solicitation Response Summary action you are transitioned to the Solicitation Response Summary (SRSUM) page, displaying the results for the specific solicitation associated with that Procurement Folder. The SRSUM page allows buyers to view a current general summary of the Solicitation Response (SR) transactions submitted for a given Solicitation (SO), even when the Solicitation is still open. (Note: If the SRSUM page is blank, the Allow Viewing of Solicitation Response Summary flag is not checked for the selected Solicitation Transaction Code on the Procurement Transaction Control (PRDOC) table.) You can return to the Procurement Management page by selecting the **Back** link.
- **MA Reference for Authorization Department** - This action is displayed when you select the *Award* State from the Available State tab. When you select this action from the Procurement Management page, the page will transition and open to the MA Reference for Authorized Department (AUTHREF) page filtered by the selected procurement folder. Selecting the **Procurement Management** link from this page transitions you back to Procurement Management in the All States view filtered by the Procurement Folder value from the transitioning transaction.
- **Matching Status** - This action is displayed when you select the Award or Post Award States from the Available State tab. When you select this action from the Procurement Management page, you are transitioned to the Matching Status (MATA) page. The MATA page is automatically filtered to display the record for the

Transaction Code, Transaction Department, and Transaction ID of the award transaction that was selected on the Procurement Management page. If no match is found, then you are taken to a blank page on MATA. You can return to the Procurement Management page by selecting the **Back** link.

- **Solicitation** - If this action is selected in the Available States grid, then the **Questions and Answers** action is activated. The **Questions and Answers** action transitions you to the Solicitation Questions & Answers (SOQA) page. Only the records that belong to the Procurement Folder that was selected on the Procurement Management page are displayed. From this page the buyer can answer questions that have been submitted for solicitations. Refer to the "How to Answer Questions to Solicitations" topic for more information.

- **Clarification Request** - This action, when selected, transitions you to the Clarification Request (CLARQ) page and displays all the Clarification Request records associated with the responses in the Procurement Folder.

- **Grant Events Schedule** - This action navigates you to the Grant Events Schedule (GES) page and the results are filtered to display the record associated with the selected award transaction.

- **Grant Report** - This action navigates you to the Grant Report (GRPT) page and the results are filtered to display the record associated with the selected award transaction.

- **Post Award** - The other Post Award actions are activated and available when you select the Post Award view from the Available States tab. The Post Award view allows you to view other pertinent information for contract management such as Bid Deposits, Procurement Bonds, Contract Assignments, Letters of Credit, Liquidated Damages, Warranty, Vendor Correspondence, Insurance Certificates, Retainage Summary, Retainage Detail, Renewal, and Claims Tracking. When you select any of these actions from the Post Award State, the system will transition and open to the selected page. If new records are inserted, the system shall infer the Procurement Folder information for the selected folder you had selected on Procurement Management before you transitioned to the page. When you select the Procurement Management action on any of these non-transaction action pages, the system shall transition and open the Procurement Management page in the All States view filtered by the selected Procurement. If you do not perform any actions except to select the Procurement Management action again the system transitions you back to Procurement Management page in the All States view with no filter, that is, the page will open as it does when opening it using Global Search.

- **Procurement Notes** - This action allows you to add new notes, modify existing notes or delete existing notes for the selected procurement. If you want to perform notes maintenance, you will first need to select the desired state view from the Available States tab and then select the **Procurement Notes** action on the Notes tab. This action opens a Procurement Notes page allowing you to add new, modify or delete existing notes. Once the action is completed, you can transition back to the Procurement Management page by using the **Back** button.

- **Attachments** - When the Attachments link/action is clicked, an Attachments window opens where authorized users can upload, download and delete attachments associated with the selected Procurement Folder.

- **Update Procurement** - This action allows authorized Managers, Buyers, or Procurement Administrators who are assigned to a Procurement Folder, either individually or as part of a team, that are not the Manager of the Procurement Folder to update the folder without having to contact the Manager. The *designation* of the buyer is controlled by your site's security setup to this link. This page allows a manager to assign a buyer or a buyer team to a particular procurement. The

manager can change the Complexity Rating, Procurement Title, and extend the deadline by a specified number of days. The Complexity Rating is set up by default on the Procurement Type table.

Update Procurement

The Update Procurement page allows authorized Managers, Buyers, or Procurement Administrators who are assigned to a Procurement Folder, either individually or as part of a team, and are not the Manager of the Procurement Folder, to update the folder without contacting the Manager. This page allows a manager to assign a buyer or a buyer team to a particular procurement to act. The manager can change the Complexity Rating, Procurement Title, and extend the deadline by a specified number of days. The Complexity Rating is set up by default on the Procurement Type table. This page is only accessible via the Update Procurement action on the Procurement Management (PRCUID) page.

› Field Information

Field Name	Description
Buyer	The identification code assigned to the buyer.
Buyer Team	The identification code assigned to the buyer team.
Complexity	Describes the complexity code that workload managers assign to a procurement.
Complexity Code	Allows workload managers to assess and assign a complexity code to a procurement. Each level of complexity has an associated multiple, used to adjust the expected completion date of the procurement.
Deadline Extension	The number of days that the deadline has been extended.
Force Closed	Allows a manager to force close a procurement that will never be completed.
Lock Buyer	The Lock Buyer flag on Procurement Management (PRCUID) is used to control whether or not the Advantage application will automatically derive a buyer for a given Procurement Folder. When the Lock Buyer indicator is checked on PRCUID, the new or modified transactions in the folder will inherit the folder's assigned buyer. If the Lock Buyer indicator is not checked, the system will use the Advantage buyer assignment logic to derive the appropriate buyer for the folder and for any newly created or modified transaction within the folder. When using the Reset Buyer functionality in Advantage, the Lock Buyer option on PRCUID (when turned on for a folder) will override

	the user's ability to reset the Buyer from within the transaction, because this option is seen as a manager override.
	Only authorized users can check or clear the Lock Buyer flag on the Update Procurement page, accessible via the Update Procurement link on PRCUID.
Manager	The user ID of a user designated as a manager. A manager is a user who is responsible for the procurements and workload of other users.
Procurement Folder	The unique identification number assigned to this procurement or grant opportunity. The value is system-generated when the procurement or grant opportunity is created.
Procurement Title	This field displays a text description of each Procurement Folder ID.
Procurement Type	The name of the procurement or grant type.

Protest and Post Award Dispute Tracking

In CGI Advantage, there are multiple ways to track protests and post award disputes. Once the Notice of Intent to Award is posted, vendors may submit a notice of protest external to CGI Advantage within the guidelines and time frame referenced in the Solicitation Terms and Conditions. Here are two possible scenarios, which can be used separately or together for tracking protests and post award disputes.

- The Evaluation transaction can be used to upload attachments/documentation related to a Vendor protesting an aspect of the Solicitation process. The buyer can attach the protest notice to the Evaluation transaction and notify the appropriate parties of the protest. If an award has already been generated, the buyer may suspend the award process by changing the Award Status to Suspended on the Header of the contract. After the protest process has been completed, the ruling/resolution can be attached to the Evaluation transaction. The award process is resumed – either continuing with the award to the original vendor, changing the award to another vendor, or cancelling the Solicitation.

- Post award disputes are generally recorded through the processing of Vendor Performance Evaluation transactions. Buyers provide the vendor with feedback from the performance evaluation and work with them to resolve the issues/deficiencies. All communication with the vendor is recorded in the Vendor Correspondence table. In the event the deficiencies are not addressed, the buyer may begin the contract termination process. If the vendor submits a Notice of Dispute, documentation is recorded on the Vendor Correspondence table. The dispute can also be tracked through the Protest (PRTST) page in CGI Advantage.

- Protests and post award disputes can also be tracked through the Protest (PRTST) page in CGI Advantage. The Protest (PRTST) page serves as the central repository to track protest and post award disputes in CGI Advantage. The page can be accessed via Global Search or by clicking the Protests link on the Procurement Management page. This page allows you track protests by Transaction Code. If a protest or dispute is entered on this page, then the Protest Filed? check box is selected on the Procurement Management page for the selected Procurement Folder. Also, an overrideable error message is issued on the PO, MA, PR and MD Transaction Types to alert the user that the transaction has one or more outstanding protests/disputes. Refer to the "Protest and Post Award Dispute Tracking Setup" topic in this user guide for more information on this page.

Requisition State

An agency's request for goods or services to be purchased on their behalf by a Procurement Professional is created in the Requisition State. The Procurement Management page is the central repository for all Requisition transactions, milestones, and notes for a procurement. Refer to the Procurement Management page tab for more information.

The Requisition State is delivered with the RQ Transaction Type.

The following areas are important to understand in regards to the Requisition State:

- Requisition State Setup

- How to Request Goods or Services

Requisition State Setup

The Requisition State contains the following specific setup requirements:

- The Universal Requestor can be used to create transactions in the Requisition State; therefore, setup requirements listed in the "Universal Requestor Setup" topic must be completed.

- Special Instructions (SPIS)

- An entry for all procurement transactions must exist on the Procurement Transaction Control table. Refer to the "RQ Transaction Type" topic and field help for setup that affects transactions in the Requisition State.

- An entry for all procurement transactions must exist on the Auto Numbering table for the current Fiscal Year.

- A valid Home Department Code and Home Unit Code must exist on the User Information table in Advantage Admin for the User ID that logged into the application.

- Refer to the "Advanced - Setup" topic for all other setup requirements.

How to Request Goods or Services

CGI Advantage Procurement provides various methods for users to request goods or services. A method has been created for each type of user:

- Casual User - Request goods or services by using Shopper (SHOP).

- Experienced User - Request goods or services by using the Procurement Expert Mode.

- Procurement Professional - Request goods or services using one of the following different approaches. New Transaction action from within the Requisition State View to associate the new Requisition with an existing procurement. Use the **Copy** action from within the transaction catalog to create a new requisition with data from an existing transaction, but with no transaction referencing. Use the **Copy Forward** function to copy forward from Master Agreements or Purchase Orders to requisitions, using the award as a template for the new request. Use the Transaction Catalog to create a new requisition from scratch. Use the Procurement Expert Mode designed for experienced users or Shopper (SHOP) designed for casual users.

A Requisition template can also be created. Any user will then be able to use the **Copy** action on that template to create his/her own Requisition transaction.

Solicitation State

"Solicitation" is the general term given to transactions that are used to advertise a requirement and invite vendors to respond with bids or proposals, or to qualify vendors for a second stage of the bid process. Solicitations transactions in CGI Advantage Procurement may also be used for reverse auctions, surplus auctions or sales.

The Procurement Management page is the central repository for all Solicitation transactions, milestones, and notes for a procurement. Refer to the "Procurement Management" topic for more information.

The Solicitation State is delivered with the SO Transaction Type.

This user guide will concentrate on the following areas regarding the Solicitation State:

- Solicitation State Setup

- How to Create Solicitations

- How to Answer Questions to Solicitations

Solicitation State Setup

Several libraries provide inputs to the Solicitation transaction in the form of a pick list. This allows buyers to reuse and share data, saving time for the buyers when they are creating their Solicitation transactions. Each of these pages is discussed under "Advanced - Setup". Click the hyperlinks to transition to the appropriate topic.

- Evaluation Criteria (EVL)

- Evaluation Criteria Template (EVLTM)

- External Email and Letter Configuration (ELGT)

- External Template (ETMPL)

- Line Item Preference (LNITMPRF)

- Terms and Conditions (TRMC)

- Terms and Conditions Template (TRMTM)

- Vendor List Template (VENDLSTT)

The Solicitation State contains the following additional setup requirements:

- Procurement Location

- Special Instructions (SPIS)

- An entry for all procurement transactions must exist on the Procurement Transaction Control table. Refer to the "SO Transaction Type" topic for setup that affects transactions in the Solicitation State.

- An entry for all procurement transactions must exist on the Auto Numbering table for the current Fiscal Year.

- A valid Home Department Code and Home Unit Code must exist on the User Information table in Advantage Admin for the User ID that logged into the application.

- Refer to the "Advanced - Setup" topic for all other setup requirements.

How to Create Solicitations

A buyer can create a Solicitation transaction in the following ways:

- Copy Forward action - on the Requisition transaction that you want to reference.

- New Transaction action - from the Solicitation State View on Procurement Management page for the procurement that contains the Requisition transaction to be referenced.

- Expert Procurement Mode - on the Procurement Expert Mode (EXPRT) table; choose a Procurement Type **or** a Transaction Type and Transaction Code.

- Transaction Catalog - directly on the Transaction Catalog, select the **Create** action and enter in the Transaction Code, Transaction Department and Transactions ID or check the Auto Numbering flag.

- Copy action on the Transaction Catalog. This allows you to create a Solicitation from a Solicitation template that you have already created, or from a processed Solicitation transaction.

Both the Copy Forward and New Transaction action will bring forward all pertinent information from the Requisition transaction. The Expert Procurement Mode, Transaction Catalog and Copy action requires the buyer to enter the referenced requisition lines.

How to Answer Questions to Solicitations

During the Solicitation process, vendors can submit questions regarding a Solicitation via Vendor Self Service (VSS) or offline (for example, fax, email, or phone). The Solicitation Questions & Answers (SOQA) page in Advantage allows buyers to search for a solicitation and then select links to transition to pages where the buyer can answer a vendor's question submitted online through VSS or record questions received offline along with the answers.

- Solicitation Questions & Answers (SOQA)

- Answer Vendor Question

- Record Offline Question/Answer

Solicitation Questions & Answers

The Solicitation Questions & Answers page allows buyers to search for a solicitation and answer a vendor's question submitted online through VSS or received offline by doing one of the following:

- Link to the Answer Vendor Question page by clicking the **Answer Vendor Question** action from the row-level menu. This page is for the Procurement Officer to record his/her response to the Solicitation inquiry submitted through VSS.

- Link to the Record Offline Question/Answer page by clicking the **Record Offline Question/Answer** action via the row-level menu. This page is for the Procurement Officer to record the questions received offline and his/her responses to the questions received offline.

Solicitations are added to this page once the first question has been asked in Vendor Self Service (VSS) and VSS has been synchronized with Advantage Procurement. Buyer's receive an email notification once a question has been submitted for their solicitation. A Buyer can search for a solicitation using wildcard characters.

When a Buyer responds to a question on the Answer Vendor Question page or on the Record Offline Question/Answer page, an email notification is generated to the vendor who asked the question alerting them of the response. This notification is only generated if an email address was provided as part of the record.

If this page was accessed from the Procurement Management page, then the search results are automatically filtered to show records that belong to the Procurement Folder that was selected on the Procurement Management page. You can return to the Procurement Management page by selecting the record in the search results grid and then selecting the **View Procurement Folder** link.

You can transition to the Solicitation transaction by clicking the transaction hyperlink in the **Solicitation** column in the search results grid. You can close out of the transaction to return to the SOQA page.

Answer Vendor Question

The Answer Vendor Question page allows buyers to answer vendor questions that were posted in Vendor Self Service. This page is filtered based on the solicitation line selected in the grid on the Solicitation Questions & Answers (SOQA) page. This page can only be accessed from the SOQA page or from the Record Offline Question/Answer page. A buyer can navigate through the vendor's questions listed in the grid on this page and then type their answer in the Answer text box. The vendor fields on this page indicate the vendor who submitted the solicitation question and the contact fields indicate who will receive the confirmation email notifications. The **Save** link is used to save the buyer's answer. The answers are posted to Vendor Self Service during synchronization. When a Buyer responds to a question, and an email address is included, an email notification is generated to the vendor who asked the question alerting them that a response has been entered. You can return to the Solicitation Questions & Answers page by clicking on the **Solicitation Questions & Answers** link.

Record Offline Question/Answer

The Record Offline Question/Answer page allows buyers to enter a vendor's question that was received offline (for example, by fax or paper), and then answer the question on the same page. The buyer must first select the solicitation line on the grid on the Solicitation Questions & Answers (SOQA) page before selecting the **Record Offline Question/Answer** link, which transitions you to this page. To indicate the specific vendor (or vendor user) who submitted the solicitation question, you can optionally enter that information for the vendor when entering the question and answer information. If an email is provided as part of the vendor information, the relevant Solicitation Question and Answer confirmation notifications will be generated for the vendor. This page can only be accessed via the SOQA page. The question and answer entered on this page will be posted to the solicitation that is selected. The question and answer is posted to Vendor Self Service during synchronization. When a Buyer is only entering a question on the behalf of a vendor, and includes an email, then a confirmation email will be sent to the vendor's email that the question has been received. When a Buyer responds to an existing question, and the question included the vendor's email information, an email notification is generated to the vendor who asked the question alerting them that a response has been entered. You can return to the Solicitation Questions &

Answers page by clicking on the **Solicitation Questions & Answers** link. If you want to answers questions that were submitted via VSS for the selected Solicitation, then click the **Answer Vendor Question** link to transition to the Answer Vendor Question page.

Solicitation Response State

The Solicitation Response State can be divided into two main areas:

› Vendor Functionality

  The Vendor's functionality operates on a web server separate from the CGI Advantage Procurement System.

› Buyer Functionality

  The buyer performs the following functions from within CGI Advantage Procurement:

  - Amend a published Solicitation

  - Cancel a posted Solicitation

  - Enter responses for vendors not registered in Vendor Self Service via the Solicitation Response (SR) transaction or the Solicitation Response Wizard (SRW) transaction.

  - View up-to-date SR information for a given Solicitation via two inquiry pages: Solicitation Response Summary and Solicitation Response Detail.

The Procurement Management page is the central repository for all Solicitation Response transactions, milestones, and notes for a procurement. Refer to the "Procurement Management" topic for more information.

The Solicitation State is delivered with the SR Transaction Type.

The following areas are important to understand in regards to the Solicitation Response State:

- Solicitation Response State Setup

- How to Record Vendor Responses

Solicitation Response State Setup

Several tables provide input to the Solicitation Response transactions:

- An entry for all procurement transactions must exist on the Procurement Transaction Control table. Refer to the "Solicitation Response (SR) Transaction Type" topic for setup that affects transactions in the Solicitation Response State.

- An entry for all procurement transactions must exist on the Auto Numbering (ADNT) table for the current Fiscal Year.

- To respond to a solicitation in VSS, an entry with a Transaction Code of SR and a Prefix of ESR must exist on the Auto Numbering (ADNT) table in both VSS and Advantage Financial for the current Fiscal Year.

- A valid Home Department Code and Home Unit Code must exist on the User Information table in Advantage Admin for the User ID that logged into the application.

- Refer to the "Advanced - Setup" topic for all other setup requirements.

How to Record Vendor Responses

If a vendor does not submit their response through Vendor Self Service, then a buyer must record the vendor's response using a Solicitation Response (SR) transaction or a Solicitation Response Wizard (SRW) transaction.

Within CGI Advantage Procurement, a buyer can create the Solicitation Response (SR) transaction by using the Transaction Catalog, Copy Forward action on the Solicitation transaction or the New Transaction action for the Solicitation State on the Procurement Management page. In addition, a SR transaction can be created using the Solicitation Response Automation Generation page. Refer to the "Solicitation Response Automation Generation (SRAG)" topic for more information about this page.

Within CGI Advantage Procurement, a buyer can create the Solicitation Response Wizard (SRW) transaction by using the Solicitation Response Wizard page. Refer to the "Solicitation Response Wizard" topic for more information about this page.

A buyer can search for all draft solicitation response transactions (includes both SRW and SR transactions) by using the Open Solicitation Responses page. Refer to the "Open Solicitation Responses (OPSR)" topic for more information about this page.

Solicitation Response Wizard

The Solicitation Response Wizard page allows you to initiate the Solicitation Response Wizard interface, which enables manual or paper Solicitation Responses from a vendor to be rapidly entered into the system. The Solicitation Response Wizard only creates transactions with a Transaction Sub-Type of SRW on the Transaction Control (DCTRL) table.

This page also allows you to open an inquiry that shows a listing of all existing un-processed (Draft) Solicitation Response transactions by clicking on the **Find Responses in Progress** link.

For instructions on how to create a SRW transaction, refer to the "Record a Vendor's Response to a Solicitation" topic under Common Business Tasks.

Solicitation Response Automation Generation

The Solicitation Response Automation Generation (SRAG) page allows you to automatically generate Solicitation Response transactions for vendors that appear on the Vendor List tab of the Solicitation transaction. Evaluation transactions cannot be submitted to Final until all vendors on the Vendor List have submitted a Solicitation Response transaction. This page allows you to quickly generate the Solicitation Response transactions.

1. Populate the Solicitation Transaction Code, Solicitation Department, and Solicitation Transaction ID fields.

- Only *Final* RFB transactions can be used. If the RFB is in a *Draft* or *Rejected* state then it cannot be used. Also, the RFB must be *Open*.

    -
    -

2. Populate the Solicitation Response Transaction Code, Solicitation Response Transaction Department, Solicitation Response Transaction Unit, and Solicitation Response Transaction Prefix fields. This information is used when creating the Solicitation Response transactions during Step 6.

3. Select the Load Vendor List link. All vendors that appear on the Vendor List tab of the indicated Solicitation transaction are displayed in the grid.

4. Select a value in the Response Type field for all vendors displayed in the grid. By default the Response Type field is set to No Response for all vendors. If a vendor did not respond to the solicitation, then leave the value as No Response. If a vendor responded to the Solicitation, then choose the correct Response Type. If the blank value is selected, then a Solicitation Response transaction will not be created for the vendor.

5. Select the check box next to all vendors that require Solicitation Response transactions.

6. Select the **Save** link.

7. Select the **Create Response** link to automatically create Solicitation Response transactions in Draft Phase for all vendors that responded to the Solicitation (that is, the check box is selected in the Select column and the Response Type is *Bid*, *Bid with Condition* or *No Bid*). Select the **Create No Response** link to automatically create Solicitation Response transactions in Final Phase for all vendors that did not respond to the Solicitation (that is, the check box is selected in the Select column and the Response Type is *No Response*).

8. Once a transaction is generated, a link to the transaction is added in the grid under the Transaction Link column. If the Response Type is *Bid*, *Bid with Condition* or *No Bid* then you must open each transaction, populate the required fields and then submit the transaction to Final.

9. Select the **View Log for Create Response** link to view the log details of the Create Response link. Select the **View Log for Create No Response** link to view the log details of the Create No Response link. If transactions are not generated, then fix the errors and select the correct link again. If transactions are generated with errors then manually open each transaction, correct the errors and then manually submit the transactions. Or, discard the transactions and select the correct link again.

Evaluation State

Once all bids have been received and a solicitation closing date has passed, the procurement moves into the Evaluation State where responses are inspected, evaluated, and ranked against all other responses. Activities during this State are performed by either individual buyers or by Evaluation Committees. The Procurement Management page is the central repository for all evaluation transactions, milestones, and notes for a procurement. Refer to the "Procurement Management" topic for more information. The Evaluation State is delivered with the EV Transaction Type.

CGI Advantage Procurement helps buyers perform the Evaluation Business Process by providing:

- Bid tabulation and views of vendor responses for line items, groups, and totals

- Links to Solicitation Response (SR and SRW) transactions

- Ability to attach comments to a vendor's response

- Ability to score individual responses

- Ability to score responses twice (without pricing attachments and then with pricing attachments)

- System ranking of vendors by point totals

- Mandatory criteria for disqualification purposes

The Vendor Performance Rating field on the Vendor Customer table may be used in conjunction with the Rank that is available on the Performance Evaluation (PE) transaction; though the two are not directly tied together (there will be no inference from the Vendor Customer table).

The following areas are important to understand in regards to the Evaluation State:

- Evaluation State Setup

- How to Evaluate Vendor Responses

Evaluation State Setup

The following setup is specific to the Evaluation State.

- Disqualification Reason (DISQRS) table

- An entry for all procurement transactions must exist on the Procurement Transaction Control table. Refer to the "EV Transaction Type" topic for setup that affects transactions in the Solicitation Response State.

- An entry for all procurement transactions must exist on the Auto Numbering table for the current Fiscal Year.

- A valid Home Department Code and Home Unit Code must exist on the User Information table in Advantage Admin for the User ID that logged into the application.

- Refer to the "Advanced - Setup" topic for all other setup requirements.

How to Evaluate Vendor Responses

The following steps occur during the Evaluation State:

1. Enter manual responses received.

2. Create an Evaluation (EV) transaction. The EV transaction can be created by using the New Transaction action on the Procurement Management page, the Transaction Catalog, or by selecting the Copy Forward button on Final Solicitation transactions and entering the appropriate solicitation data.

3. Once all responses have been entered into the Advantage Procurement Lockbox, select **Load Responses** on the Evaluation transaction. This allows the buyer to load all Solicitation Responses into the Evaluation transaction. This includes the responses entered via the web and manually. Note: Pricing Attachments will not be loaded until the **Pricing Attachment Open Date** and **Pricing Attachment Open Time** have passed.

4. Modify Existing Responses. Using the EV transaction, the buyer will have the opportunity to review all bids, looking for non-substantive errors. Based on client policies and procedures, the buyer can contact vendors to verify certain data. If the vendor did make a typo and approves the change, then the buyer must fill out the Modification Authorization detail tab and use the **Load Responses** action on the EV transaction to load the modified response data for evaluation.

5. Create Evaluator Transactions. Once all responses are loaded into the Evaluation transaction and Evaluators are selected, click the **Create Evaluator Transactions** link on the Evaluators detail tab of the Evaluation transaction if you want Evaluators to fill out EVT transactions. You can also evaluate the vendors' responses on the EV transaction, Score by Criteria tab.

6. Uniquely numbered copies of the Evaluator transaction are distributed to each member of the Evaluation team. Evaluators receive an e-mail notification with the EVT transaction number that they need to complete.

7. Evaluators provide overall comments for each vendor's response and assign points to the evaluation criteria for each vendor before submitting the EVT transaction.

8. Evaluator Transactions are automatically loaded into the Evaluation transaction upon submittal. A buyer can view evaluator comments and scores, and rank line Items based on scores.

9. Evaluators can optionally score the vendors by filling out the Score by Criteria and Evaluator Comments tabs on the EV transaction.

10. Awards can be made by total bid, commodity group, or commodity line. If no award is made the buyer may wish to create a new solicitation in the Procurement Folder to obtain new bids.

11. After the buyer has made the appropriate awards, they can check the **Publish** flag on the EV header to publish the award information to the web. Any lines that were not awarded will display on the web as *No Award*.

12. Validate and Submit the EV transaction to final – unlike other transactions in the system, the EV transaction does not have to be Validated/Submitted until the lines have completed the evaluation and the award process outlined in the preceding steps.

Award State

The Award State communicates to a vendor the details of the award, which the client agrees. Award transactions establish a formal agreement with a vendor, either to purchase defined goods or services or to set prices for future purchases. Awards range from contracts for consulting services to Master Agreements for office supplies. The Procurement Management page is the central repository for all award transactions, milestones, and notes for a procurement. Refer to the "Procurement Management" topic for more information.

The Award State is one of two required States in the procurement process. The other required State is the Post Award State.

The Award State is delivered with the following Transaction Types: PO, CMR, MA and MMR. The CMR and MMR Transaction Codes are not included in the Procurement Folder logic; that is, the CMR and MMR display the Procurement Folder fields and values from the referenced CT and MA transaction, respectively; however, these transactions will not be displayed in the Transaction tab of the Procurement Management page for the selected folder.

It is important to understand the following areas in regards to the Award State:

- Award State Setup

- Contract Catalog

- How to create an Award Transaction

- How to Print Award Transactions

Award State Setup

The following tables provide input to Award State transactions:

- Award Method (AWMD)

- Award Sub Method (AWSMD)

- Award Class (AWCL)

- Award Category (AWCG)

- Award Reason (AWRCD)

- Award Closed Type (AWCLTP)

- Award Type (AWTP)

- Cited Authority (CAUTH)

- Compliance Criteria (CMPC)

- NAIC Insurance Code (NAIC)

- Insurance Type (INST)

- Worksites (WSCT)

- An entry for all procurement transactions must exist on the Procurement Transaction Control table.

- An entry for all procurement transactions must exist on the Auto Numbering (ADNT) table for the current Fiscal Year.

- A valid Home Department Code and Home Unit Code must exist on the User Information table in Advantage Admin for the User ID that logged into the application.

- Refer to the "Advanced - Setup" topic for all other setup requirements.

Contract Catalog

This page allows the user to perform a limited search on the CT (where the transaction sub-type equals CT), CMR, MA, and MMR Transaction Types or create the aforementioned transactions. The **Create** action transitions you to the Transaction Catalog, which allows you to create transactions.

When any of the aforementioned transaction types are created, the system automatically writes the appropriate information to both the Transaction Catalog and Contract Catalog tables. In addition to displaying additional information in the grid, the Contract Catalog allows users to filter data on the Modification Transaction Information fields (that is, Modification Transaction Code, Modification Transaction ID, Modification Transaction Dept and Modification Transaction Unit) or on Contract Information such as Contract Transaction Code, Contract Transaction ID, Contract Transaction Dept or Contract Transaction Unit.

There are three main groupings for searching (Standard, Award Modification, and Award)

- **Standard -** Works just like Transaction Catalog search fields. The result set will return transactions that match your search criteria.

- **Award Modification** - These fields allow you to search on the modification transactions (MMR and CMR) and will return the corresponding MA or CT.

- **Award** – these fields allow you to search on the base transaction (MA or CT) and will return both the MA or CT and any corresponding MMR or CMR transactions.

How to Create an Award Transaction

An Award transaction can be created in several different ways. If a procurement has gone through the Solicitation and Evaluation State, click on the **Create MA Transaction** or **Create PO Transaction** actions on the Header tab of the Evaluation (EV) transaction. This will automatically create the desired award transaction for you. If wanting to award the same Commodity Line to multiple vendors; the **Create MA Transaction** or **Create PO Transactions** actions must be clicked several times based on how many vendors you wish to issue the line to.

A DO transaction can be created by using the Expert Procurement Mode or the Shopper (SHOP) page. The Universal Requestor Commodity Search and the Universal Requestor Catalog Search allow you to search for previously awarded Master Agreements. After you have selected a MA item on the Universal Requestor and have submitted the UR transaction that it creates, CGI Advantage Procurement will create the DO transaction automatically. Or you can select the MA on the Master Agreement Search page and then click on the **Select Lines** link, this will allow you to select the lines you want to order and then be

taken directly to your DO transaction. Refer to the "Shopper (SHOP)" topic in this user guide for more information.

If an award is a Delivery Order, the process continues as follows:

- Advantage Procurement will verify that the MA that the DO references, is valid: MA has not reached expiration date, purchasing department is authorized to use the MA, and the usage cap will not be exceeded.

- Match the lines on the DO to the MA.

- You can select additional lines from the MA for the DO.

- You must enter valid accounting, delivery, and quantity information

- DO is routed for approval

- Once approved, DO is sent to the vendor using selected mode of delivery

If the award is not a Delivery Order then the process continues as follows:

- You must select a vendor to receive the award.

- Based on Procurement Type, the user will have to finalize Specifications, Terms and Conditions, Dates and possibly Insurance Certificates, Procurement Bonds and Warranty info.

- If the award is to be a MA, then the user will select agencies, spending limits and set a usage cap for the agreement.

- **Effective Begin Dates** and **Expiration Dates** are identified for all renewal periods.

- Delivery options are chosen.

- Transaction is validated and sent for review and approval.

- Award is sent to the vendor using selected mode of delivery.

How to Print Award Transactions

All transactions of the PO Transaction Type can be printed either manually (one at a time) or via a batch process (multiple transactions). You can print one transaction at a time by clicking the **Print** action on the transaction, or by Print via the row-level action menu on the Transaction Catalog. Refer to the "Printing a Transaction" topic in the *CGI Advantage Financial - Transactions User Guide* for more information.

You can print multiple transactions of the PO Transaction Type by submitting the Purchase Order Printing chain job. The Purchase Order Printing chain job only prints transactions that have a PO Transaction Type, a Phase of Final, and that meet the other user-specified parameters. The Purchase Order Printing chain job allows you to specify: one or more Transaction Codes (within the PO Transaction Type), one Department Code, one or more Transaction Units, whether you want to reprint transactions that have already been printed, the printer to be used for printing the transactions, whether inactive lines should be printed, and so forth. For a complete list of the parameters that can be specified for this chain job, refer to the *CGI Advantage - Procurement Run Sheets* guide.

The Purchase Order Print History page is updated every time a transaction of the PO Transaction Type is printed either manually or via the Purchase Order Printing chain job. Print Records will stay on the Purchase Order Print History table until the Purchase Order transaction is archived.

Post Award State

Post Award begins immediately after a contract has been awarded and continues for the life of the contract until fulfillment. The Procurement Management page is the central repository for all transactions and documentation in a procurement after awards have been made. Refer to the "Procurement Management" topic for more information. Vendors are evaluated on their performance as measured against the terms and conditions of the contract.

The Post Award State is delivered with the following Transaction Types: RC, IN, PE, RN, and TM.

The Post Award State encompasses four main areas:

- Matching - Client-configurable rules, established by Transaction Code and/or by Commodity Code at the Commodity Line level.

- Vendor Performance - Provides the following transactions: Receipts, Invoices, and Performance Evaluation Forms. Calculations to track: Delivery/shipping statistics from Purchase Orders, Billing statistics from payments, and Solicitation statistics from Solicitation Responses will be available from reports at both the vendor level and the contract level.

- Contract Administration - The Administrator with oversight responsibility for the contract will have tools to track: Procurement Bonds, Retainage, Liquidated Damages, Assignments, Insurance Policies, Warranties, and Subcontractor Participation. In addition, the Administrator will also be able to renew Master Agreements and terminate awards.

- Payments – Provides a link to the procurement folder allowing users to view the status of the procurement folder from requisition to post award (including payments) directly from the Procurement Management page.

This topic of the user guide will discuss:

- Post Award State Setup

- How to create Post Award Transactions

- Post Award Documentation

Post Award State Setup

Several tables provide input to the Post Award transactions:

- Condition

- Transaction Procedures

- Vendor Performance Evaluator

- Vendor Performance Evaluation Criteria

- Vendor Performance Evaluation Template

- Termination Type

- Payment Type

- An entry for all procurement transactions must exist on the Procurement Transaction Control table. Refer to the following topics for setup that affects transactions in the Post Award State: RC Transaction Type, IN Transaction Type, PE Transaction Type, RN Transaction Type, and TM Transaction Type.

- Payments & Disbursement Transactions: It should be noted that although the following Payment Request and Disbursement transactions can be linked to a folder when referencing a procurement transaction with the selected folder, these transactions are not required to be added to the Post Award State of the Procurement Type record. The payments and disbursements that may be linked to procurement folders are: Payment Request (PR) Transaction Type, Automated Disbursement (AD) Doc Type, Manual Disbursement (MD) Transaction Type, and Disbursement Classification (DC) Transaction Type.

- An entry for all procurement transactions must exist on the Auto Numbering table for the current Fiscal Year.

- A valid Home Department Code and Home Unit Code must exist on the User Information table in Advantage Admin for the User ID that logged into the application.

- Refer to the "Advanced - Setup" topic for all other setup requirements.

How to Create Post Award Transactions

Transactions in the Post Award State can be created in different ways, based on the Transaction Type, and the user's role.

- The RC transaction can be created by the Receiving Search (RCSRCH) inquiry.

- The IN transaction can be created by the Invoicing Search (INSRCH) inquiry.

- Transactions of the PE, RN and TM Transaction Types can be created in the following ways:

- New Transaction action for the Post Award State on the Procurement Management page

- Expert Procurement Mode

- Copy Forward from an Award transaction

- The PR, AD, MD or DC Transaction Type transactions would reference a procurement transaction and on validate the Procurement Folder, Procurement Type ID and Procurement Type fields would populate with infer values from referenced procurement transactions on validate and link the transactions to the procurement folder. When these Procurement Folder fields are populated, the **View Procurement Folder** action on the Accounts Payable and Disbursement transactions is activated which allows users to transition to the Procurement Management page to view other related transactions linked to the selected folder.

Post Award Documentation

A buyer is able to view all documentation related to his/her procurement from the Transactions section on the Post Award State Viewer. CGI Advantage Procurement allows a buyer to record and view the following supporting documentation (listed alphabetically):

- Bid Deposit (BIDDPS)

- Claims Tracking (CLMTRK)

- Commodity Based Encumbrance Search (ENCSRCH)

- Contract Assignment (CNTCASGN)

- Insurance Certificate (INSUCERT)

- Letters of Credit (LTRCR)

- Liquidated Damages (LQDDMG)

- Procurement Bonds (PBOND)

- Retainage Detail (RTGDET)

- Retainage Summary (RTGSUM)

- Vendor Correspondence (CORSPD)

- Warranty (WTY)

Bid Deposit

Bid deposits are submitted with Solicitation Responses, generally on revenue producing procurements such as Surplus Sales. Bid deposits can be in the form of Cash, Money Order, or Certified Check. Upon award, bid deposits are returned to the unsuccessful bidders, and the successful bidder(s) is invoiced for the remaining amount (solicitation responses minus bid deposit). Allowable Deposit Types are set up on the Deposit Type table.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the BIDDPS page by clicking on the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Solicitation Response State

Claims Tracking

The Claims Tracking (CLMTRK) page is used to file and track claims for damaged or lost goods during shipment and serves as the central repository for claims. The page can be accessed via Global Search or it can be accessed using the **Claims Tracking** Related Page action on the Procurement Management

page. The results grid displays all claim records in descending order by **Claim Date** with the most recent claims displayed first in the list. You can narrow the list of records displayed by entering criteria into the search fields.

Multiple claims can be entered against a Procurement Folder; therefore the system automatically generates a unique **Claims Tracking Number** for each record on the page. There may be a claim filed against the carrier for lost items and a second claim filed against the vendor for damaged items referencing the same Receiver/Award Transaction Information combination. Each claim record has its own unique Claim Tracking Number but may have the same Contact Information, Claim Description, Claim Date, Claim Resolution, Claim Disposition, and so forth.

- When accessed from Procurement Management, the Claim Tracking page is pre-filtered to only display claims records associated with the selected Procurement Folder, including Historical Procurement Folders. If no claims have been filed for this procurement, a blank page is displayed. Newly inserted records are pre-populated with the Procurement Folder, Procurement Title, Buyer/Buyer Team, and Historical Procurement Folder values for the associated Procurement Folder on Procurement Management.

- When accessed from Page search, all claims records related to non-historical procurement folders are displayed on the Claim Tracking page. On newly inserted records, the Procurement Folder is inferred from the entered award transaction information (Award Transaction Code + Award Transaction Dept + Award Transaction ID) and the Procurement Title, Buyer/Buyer Team and Historical Procurement Folder values are inferred from the associated Procurement Folder.

In addition to the above required fields, the **Status**, **Disposition**, **Claim Description** and **Claim Date** are required fields. When new records are inserted, the **Status** field defaults to *Active* and the **Disposition** fields defaults to *Vendor/Carrier Contacted*. You can change the values of the Status and Disposition fields, if needed. You can then complete additional optional information fields regarding the claim (for example, Contact Date, Contact Name, Contact Company, Contact Telephone, Contact Email, Contact Fax, Claim Description, Claim Resolution and/or Additional Information). Note: The **Claim Resolution** field is required if the **Status** is *Closed*. The contact information is either related to the vendor or the carrier. All subsequent documentation to and from the vendor/carrier is recorded on this page. Correspondence may be scanned and attached to the record using the **Attachments** link.

Records on this page may be copied and pasted to start a new record. If a new record is inserted using the Copy/Paste action, the new record will have the same Status and Disposition value as the original record. Therefore, you must modify the fields to the correct value, if needed. Attachments from the source record are not copied to the newly created record.

Records can also be added to this page by the Receiver (RC) transactions. If the **Rejected Quantity** on the RC transaction has a value greater than zero, the **Return Items to Vendor** check box is selected, and the **Line Type** is *Item* when the RC transaction is submitted, a corresponding record is created on the Claims Tracking (CLMTRK) page (if one does not already exist as indicated by a blank Claims Tracking Number). The **Return Items to Vendor** flag must be checked in order for a record to be created on the CLMTRK page, even if the Rejected Quantity is populated.

The Claims Tracking Status History tab is updated when a record is inserted and saved and it also inserts an entry when the Status or Disposition fields are changed, providing a complete audit trail of the Status and Disposition changes for the claim. Each time the Status and Disposition fields are changed, a new entry is added to this tab with the most current entry at the top.

If the **Procurement Security** (PROC_SECURITY) parameter on the Application Parameters page is *true* then only the following users may update the Claims Tracking record: the related Procurement Folder's Buyer, member of Buyer Team, Manager or Member of Management Team, or any user that is identified

as a Procurement Administrator on the Procurement User page. If the PROC_SECURITY parameter on Application Parameters is *false*, then a Manager can make the changes or if no buyer is assigned then anyone can make changes.

The **Procurement Management** link transitions you to the Procurement Management page filtered by the selected Procurement Folder on the CLMTRK page.

Commodity Based Encumbrance Search

The Commodity Based Encumbrance Search (ENCSRCH) page is used to search for an encumbrance based on vendor and transaction details and to create a Payment Request transaction for all or selected accounting lines.

In the Filters tab of the page, you can select the **Apply** action to query the transaction catalog for all encumbrance transactions with Transaction Type *PO* (except for Commodity Based Transaction Lapse (CBDL) transactions) that match the search criteria for exact or wildcard values. Pending and cancelled POs are not displayed in the search results.

In the Create Payment Request tab of the page, when you select the **Create Payment Request** button, the values entered are validated similar to when a payment transaction is being created using the **Copy Forward** action on an encumbrance transaction; A draft payment request transaction referencing the selected accounting lines associated with the selected encumbrance transaction is created. You can also select some or all accounting lines displayed on the grid to be paid. On successfully creating the draft payment request transaction, you are navigated to the editable transaction so that you can continue with processing the payment request. Note that similar to the general Copy Forward action, partial and closed accounting lines are processed based on the selected commodity line amounts and not on the selected accounting line amount.

The **Select Lines** row-level Related Pages link transitions you to the Commodity Based Encumbrance Search – Select Lines page for the selected encumbrance transaction.

Contract Assignment

Assignments record the change of company name, mergers and acquisitions of companies or assignment of payments, assignment of contract, and assignment of accounts receivable.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Contract Assignment page via the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

Insurance Certificate

Certificates of Insurance identify the coverage carried by a vendor. Solicitations may or may not require the filing of a certificate of insurance. The Terms and Conditions of the solicitation will define the insurance requirements. Buyers receive an alert at a specified number of days in advance of insurance expiration.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Insurance Certificate page by clicking the Procurement Management link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Solicitation State

- Solicitation Response State

- Award State

Letters of Credit

Banks issue Letters of Credit certifying that the vendor has "X" dollars of irrevocable credit. The Letter of Credit is submitted during the Solicitation Response State and serves the same purpose as a Bid Bond. Upon award, the Letter of Credit expires for the unsuccessful vendor.

A link to the Letter of Credit (LTRCR) page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Letter of Credit page by clicking the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Solicitation Response State

Liquidated Damage

Liquidated damages are set forth in the terms and conditions of the contract and are generally invoked when the vendor fails to perform in a timely manner. The amount of the damages is deducted from future payables due to the vendor or can be paid outright by the vendor. The Liquidated Damage page allows you to associate a Liquidated Damages Amount and Reason with a specific award transaction.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Liquidated Damage page by clicking the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Award State

Procurement Bond

Bid Bonds are submitted with Solicitation Responses and are generally a mandatory requirement for certain types (that is, Construction). Bid bonds (usually 10% of the bid amount as per the terms and conditions of the solicitation) are active for a short period of time, usually no longer than 90 days. The bid bond guarantees that the vendor will not withdraw his/her bid during the evaluation/award process. Since bid bonds have a short life, they are not returned to the unsuccessful bidders at time of award. Performance and Payment bonds are submitted prior to award and remain in effect throughout the life of the procurement. Allowable Bond Types are set up on the Bond Type table.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Procurement Bond (PBOND) page by clicking on the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Solicitation Response State

Retainage Detail

Retainage terms are set forth in the terms and conditions of the contract and established accordingly on the Award transactions. A retainage release schedule is generally established around project milestones.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Retainage Detail (RTGDET) page by clicking on the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Award State

Retainage Summary

Retainage terms are set forth in the terms and conditions of the contract and established accordingly on the Award transactions. A retainage release schedule is generally established around project milestones.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the Retainage Summary (RTGSUM) page by clicking on the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Award State

Vendor Correspondence

Vendor Correspondence tracks correspondence to and from a vendor. A link to this page is provided on the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the CORSPD page by clicking on the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

Warranty

Warranties are received at the time of delivery/acceptance of goods. Warranties can cover the cost of parts, labor, or both depending on the type of warranty for a specified time. The Warranty (WTY) table is updated after issuance of an award. Allowable Warranty Types are established on the Warranty Type table.

A link to this page is provided in the Transactions tab of the Procurement Management page when the user has selected the Post Award State from the Available States tab. You can also transition back to the Procurement Management page from the WTY page by clicking on the **Procurement Management** link.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Related Topic(s):

- Procurement Management

- Post Award State

- Solicitation Response State

Catalog Management

The Catalog Management functionality in CGI Advantage Procurement allows users to load, manage, and order from catalogs. This tab provides details on this functionality and is divided into the following tabs:

- Configuring CGI Advantage for PunchOut and e-Ordering

- How to Configure the System for Advantage Catalog Creation

- How to Establish Catalogs

Related Topic(s):

- How to Search for Catalog Items

- How to Order Catalog Items

Configuring CGI Advantage for PunchOut and e-Ordering

Listed below are the steps that are required to enable CGI Advantage PunchOut and e-Ordering. See the respective topics in this user guide and online help within the application for more details for each step.

1. Setup an entry on the PunchOut Control table. The following options are configurable on the table:

- **PunchOut Enabled**: This field determines if the PunchOut mode is supported by the Advantage client. When this flag is checked, the system allows a buyer to initiate a PunchOut session and automatically sends the approved Delivery Order created from this session to the supplier.

- **Commodity Crosswalk Enabled**: When this flag is checked, the system allows a crosswalk between the commodity code scheme used by suppliers and the commodity code scheme used within Advantage. Advantage assumes that the crosswalk contains a single external commodity scheme and the system does not validate the values entered in the external commodity code. When unchecked, it is assumed that the commodity code scheme used by suppliers is the same as the commodity scheme used within Advantage.

- **OrderRequest Enabled**: This field determines if e-Ordering is supported by the Advantage client. When this flag is checked, the system allows approved e-ordering Purchase orders to be electronically transmitted to the supplier.

- **Order Request Mode**: The OrderRequest Mode field controls if and how electronic orders (a cXML OrderRequest transaction) are transmitted from Advantage to suppliers (vendors). For test environments, the OrderRequest Mode field can be set to help prevent accidental transmission of an electronic order. The OrderRequest Mode setting applies to all electronic orders for all suppliers.

- Note: Some suppliers do not support submission of 'test' electronic orders. Such vendors treat any electronic order as a real order to be fulfilled.

- **Include Shipping**: This field determines if supplier PunchOut sites may calculate separate shipping fees. When checked, the system captures the shipping fees from the supplier in a separate commodity line on the Universal Requestor transaction and subsequently on the generated Delivery Order transaction.

- **Default Shipping Commodity**: When the Include Shipping flag is checked, the system uses the commodity code value specified in this field on the commodity line created by the system to record shipping charges.

- **Default Tax Description**: This field determines the tax description that is sent to the supplier when tax information is captured on Purchase Order transactions created in both PunchOut and Non-PunchOut mode.

- **External Commodity Code Scheme**: This field determines the supplier commodity scheme that is supported if the commodity crosswalk is enabled.

  Note: This value is not used to validate the external commodity codes defined on the commodity crosswalk tables within Advantage.

  The following fields do not impact the functionality directly but are required to be configured for the cXML protocol that is used to support the functionality.

- **Vendor Credential Domain**: The Vendor Credential Domain field specifies the domain name for supplier (vendor) credentials specified in PunchOut transactions and electronic order transactions initiated by Advantage. The combination of Vendor Credential Domain, the supplier's Vendor/Customer Code, and the Supplier Shared Secret (specified on Vendor/Customer for each vendor) is used by the e-Commerce supplier network and supplier to direct the transaction to the appropriate supplier and to authenticate the Advantage entity's relationship with that supplier. The typical value for Vendor Credential Domain is "NetworkID". The same Vendor Credential Domain is used for all vendors for which PunchOut or electronic ordering transactions are enabled.

- **Advantage Credential Domain**: The Advantage Credential Domain field specifies the domain name for the buyer (the entity running Advantage) credentials specified in PunchOut transactions and electronic order transactions initiated by Advantage. The combination of Advantage Credential Domain, Advantage Credential Identifier, and the Supplier Shared Secret (specified on Vendor/Customer for each vendor) is used by the e-Commerce supplier network to authenticate the Advantage entity's relationship with that supplier. The typical value for Advantage Credential Domain is "NetworkID". The same Advantage Credential Domain is used for all PunchOut and electronic ordering transactions originating from Advantage.

- **Advantage Credential Identifier**: The Advantage Credential Identifier is used with the Advantage Credential Domain to identify the buyer (the entity running Advantage) to the e-Commerce supplier network and to individual suppliers. The combination of Advantage Credential Domain, Advantage Credential Identifier, and the Supplier Shared Secret (specified on Vendor/Customer for each vendor) is used by the e-Commerce supplier network to authenticate the Advantage entity's relationship with that supplier. The typical value for Advantage Credential Identifier is the DUNS Number of the buyer. The same Advantage Credential Identifier is used for all PunchOut and electronic ordering transactions originating from Advantage.

- **Browser Form post URL**: This field specifies the Advantage URL to which the shopping cart transactions (PunchOutOrderMessage cXML transactions) are posted when a buyer checks out of a PunchOut session. This URL must be the location of the AdvPunchOutServlet servlet which is designed to receive the PunchOutOrderMessage. The URL is typically similar to the regular URL for accessing the Advantage environment. For example, if Advantage is normally accessed from http://fm.entity.com/webapp/vls1/Advantage then the Browser Form Post URL will typically be http://fm.entity.com/webapp/vls1/AdvPunchOutServlet. PunchOut does not require this URL to be exposed beyond the intranet in which Advantage is available. The shopping cart is posted to this URL directly from the buyer's (Advantage user's) browser and not from the supplier website.

- **Supplier Network URL**: The Supplier Network URL is the single point-of-contact e-Commerce supplier network URL used for all PunchOut and electronic ordering transactions initiated from Advantage. If the URL is an https (Hypertext Transfer Protocol Secure) address, then additional configuration is needed within the IBM WebSphere Integrated Solutions Console to enable the secure connection to the e-Commerce supplier network. Please reference the CGI Advantage Financial Installation Guide for more information on configuring the SSL (Secure Sockets Layer) certificate for communication with the supplier network.

- **cXML DTD URL**: This field specifies the URL for the version of cXML DTD to be specified in PunchOut and electronic order transactions generated by Advantage. The suggested value is http://xml.cXML.org/schemas/cXML/1.2.021/cXML.dtd (corresponding to cXML 1.2.021), however older or newer versions of the cXML DTD can be used if necessary.

2. Establish a SSL Certificate if HTTPS is used for PunchOut communication.

   Note: Please refer to the CGI Advantage Financial Installation Guide – Part 4 for additional details

3. Setup entries on the External Commodity Crosswalk and Internal Commodity Crosswalk tables if the commodity code scheme used by your suppliers is different than the internal commodity code scheme defined on the Commodity page.

   Note: Advantage assumes a single commodity code scheme is used for all suppliers. The External Crosswalk table should be used to map the commodity codes that are passed to Advantage from supplier's PunchOut sites. The Internal Crosswalk table should be used to map the commodity codes used within Advantage to the commodity code scheme expected by the supplier.

4. Review the 'PunchOut Overall Delay' and 'PunchOut Status Check Delay' application parameter values.

   Note: These parameters do not typically need to be adjusted but can be revised if needed.

5. If your site uses e-Ordering, then review the flags on the Delivery Order entry on the Procurement Transaction Control table. Confirm that e-Ordering is enabled for the Delivery Order. In addition, review and if needed revise the flag that determines if Delivery Orders can be automatically sent to the supplier on submit to Final.

6. For each supplier that is enabled for PunchOut and/or e-Ordering:

   a. Configure the PunchOut Enabled, Electronic Order Enabled, Re-PunchOut Enabled and Supplier Shared Secret on the Vendor Customer page. These updates can be performed via a VCC/VCM transaction or directly on the Vendor Customer page.

   b. If PunchOut is used then create a Master Agreement that is flagged as PunchOut Enabled in the transaction header.

      i. All commodity lines must be marked as catalog lines.

      ii. If the supplier site computes a separate shipping charge then a separate commodity line is required on the Master Agreement. This additional line must be marked as a Shipping Charge line and the Commodity Code must match the Default Shipping Commodity specified on the PunchOut Control table.

      iii. A catalog index file must be loaded for each commodity line. The index file is similar to a standard catalog file and follows the same catalog load process. However, it typically

contains one or a few line items to facilitate high level searching in Advantage for categories of information (e.g. Office Supplies) rather than containing detail line items.

How to Configure the System for Advantage Catalog Creation

Prior to creating Catalogs in the system, there are certain, one time steps that need to be taken by the System Administrator. These include:

1. Setting up relevant parameters on the Application Parameters table.

    -   The CATALOG_ADMIN_EMAIL parameter provides the Catalog Administrator's email address for the automatic email notification that is sent when the VSS Catalog Upload process completes successfully.

    -   The CATALOG_ADMIN_NM parameter provides the Catalog Administrator's name for the automatic email notification that is sent when the VSS Catalog Upload process completes successfully.

    -   The CATUPLD_MAX_ERR_LIMIT parameter establishes the cutoff point at which the system will stop the catalog transformation process.

    -   The CATALOG_COMM_MATCH parameter indicates whether the Commodity Code for all Catalog lines being loaded must match the Commodity Code on the Master Agreement's Commodity line. The delivered value for this parameter is True, which requires the Commodity Codes to match. If the value for this parameter is changed to False, then the Commodity Codes for the Catalog Lines being loaded do not have to match the Commodity Code for the Master Agreement Commodity line.

    -   The CAT_FTP_USER_ID parameter must be set up to indicate the FTP User ID to use to move the Catalog files to server CAT_FTP_HOST.

    -   The CAT_FTP_PASSWORD_ID parameter must be set up to indicate the Password ID corresponding to the encrypted password on Encrypted Batch Parameters (ENBP) to use with the FTP User ID to move the Catalog files.

2. For those users who will be responsible for loading Catalogs but do not have access to running batch jobs, the Security Administrator will need to set up Effective Users to designate the user id responsible for running the load process. The Effective Users records need to be set with the Realm of BATEXEC or a realm with an Action Area Id of 0. These users can go to BATRUN to schedule the load job, but they don't have the necessary rights to have the Job Manager execute the job; therefore, an Effective User needs to be in place for the execution of the job. There is also the [more common] scenario as follows. For those users who will be responsible for uploading Catalogs but do not have access to scheduling batch jobs, the Security Administrator will need to set up Effective Users to designate the user ID responsible for scheduling the load process. The Effective Users records need to be set with the Realm of CATRLM or a Realm with an Action Area Id of 101. Note that it is possible that the Effective User set up to schedule the load process may himself/herself need an Effective User to be set up then to execute the job.

3. Several Email Types (CATEM1, CATEM2, CATEM3, CATEM4, CATEM5, CATEM6, and CATEM7) have been added to the External Email and Letter Generation Table (ELGT). The text for these emails should be reviewed to ensure that they state the exact text specific to your site.

For more details on these steps, please refer to the *CGI Advantage System Administration Guide*.

How to Establish Catalogs

As with all Master Agreements, not just those associated with Catalogs, there are two methods to establish them in the system: Directly creating a Master Agreement from the Transaction Catalog, or using the competitive bidding process. Once the Master Agreement has been created, users may then create the detailed Catalog records.

The functionality is provided in more detail in the following topics:

- Competitive Bidding Process
- Sample Catalog File Downloads
- Transforming CIF Files to Excel Catalog Files
- Uploading Microsoft Excel Catalog Files from FIN or VSS
- Loading Catalogs to a Master Agreement
- Catalog Files
- Transform Catalog
- Catalog Maintenance
- Agreement Catalog Picture Attachment
- Catalog Load Batch Job
- Catalog Indexing Batch Job

Competitive Bidding Process

As mentioned previously, a competitive bidding process (SO, SR, EV) can be used to establish a catalog agreement. This tab only provides information on how these transactions are used as part of the Catalog Management functionality.

Solicitation Transaction

When a transaction of the SO Transaction Type such as an RFP transaction is created, and the Buyer is requesting bids for a catalog of items, a commodity line with a **Line Type** of *Catalog* must be selected on the transaction. If the Buyer suspects that a different discount might apply to different tabs of a catalog, then different catalogs may be needed. In this case, Buyers should create multiple commodity lines. In other words, the transaction must have a separate commodity line and catalog for every unique discount situation. This logic also applies if the Buyer suspects that different handling or packing instructions might apply to different tabs of a catalog. In this case, just like different discount requirements, the Buyer should create multiple commodity lines and should enter the instructions for each catalog using the fields under the Specifications tab. For example, Detailed Instructions, Packing, Hazardous Materials, Special Handling, Additional Handling Information, Warranty Type or Safety Data Sheet fields might be used.

On the Commodity Line of the SO Transaction Type, if the **Line Type** is *Catalog*, the following fields are required:

- **Commodity Code** - A valid Commodity Code must be chosen. Please refer to the "Commodity (COMM)" topic for more information.

- **Catalog** - A descriptive name for the Catalog must be entered.

- **Effective From** - This is the date that the anticipated discount is effective for the catalog item. This date must be prior to the **Effective To** date.

- **Effective To** - This is the date that the anticipated discount ends for the catalog item. This date must be after the **Effective From** date.

Refer to the "SO Transaction Type" topic for more information about the Solicitation transaction.

Solicitation Response Transaction

Once a solicitation is open for bids, Solicitation Response transactions may be completed either by vendors in VSS or entered directly within CGI Advantage Procurement. If the **Line Type** for a Commodity Line is *Catalog*, the following fields are required on the SR transaction:

- **Bid Catalog** - A descriptive name for the Catalog must be entered.

- **Discount** - The discount price for the catalog item.

- **Effective From** - This is the date that the discount is effective for the catalog item. This date must be prior to the **Effective To** date.

- **Effective To** - This is the date that the discount ends for the catalog item. This date must be after the **Effective From** date.

For every Commodity line with a **Line Type** of *Catalog*, the Vendor should provide a Microsoft Excel catalog file. Picture files are optional, but if sent they must be in a ZIP file format. (Files may either be attached to the Solicitation Response or sent separately.)

Refer to the "SR Transaction Type" topic for more information about the Solicitation Response transaction.

Evaluation Transaction

Once all responses have been received, the evaluation and award process begins. All responses are loaded into the Evaluation (EV) transaction and the buyer selects commodity lines for award. If the **Line Type** is *Catalog*, then the transaction code entered in the Create Transaction tab must be of the MA Transaction Type.

Refer to the "EV Transaction Type" topic for more information about the Evaluation transaction.

Sample Catalog File Downloads

The "Sample Catalog File Downloads" topic in the Procurement User Guide in the Online Help provides sample catalog files that can be downloaded and used as a template for your catalog file in CIF or XLSX format.

1. Log into the Advantage application.

2. Click the **App Help** button in the Primary Navigation Panel.

3. Click **Procurement** on the Site Map.

4. Expand the **Catalog Management** book.

5. Expand the **How to Establish Catalogs** book.

6. Click the **Sample Catalog File Downloads** topic.

7. Follow the instructions in the help file to download sample catalog files.

Transforming CIF Files to Excel Catalog Files

The Advantage Catalog Management process accepts an additional industry standard catalog file format supported by Ariba's Catalog Interchange Format (CIF). A transformation process transforms the contents of a CIF file to the Catalog File Format (Microsoft Excel 2007/2010 .xlsx file) supported by Advantage.

The transformation upload process is accessible either via the Catalog Upload sub section within the VSS Catalog Management main section in Advantage's Vendor Self Service (VSS) application or using the Transform Catalog page accessible by clicking the Transform hyperlink on the Catalog File page via the Advantage Financial application.

There are several parameters (that is, CATALOG_ADMIN_NM, CATALOG_ADMIN_EMAIL, and CATUPLD_MAX_ERR_LIMIT) on the Application Parameters (APPCRL) table that should be set up prior to performing the transformation process. Refer to the "Application Parameters (APPCTRL)" topic for more information.

This tab includes the following tabs:

- Transformation Checklist

- Upload Catalog CIF Files via Advantage VSS

- Upload Catalog CIF Files via Advantage Financial

Transformation Checklist

Prior to triggering the transformation process, the Vendor or Catalog Administrator should review the CIF File content to ensure that the transformation upload process is successful. If this information is not correct, the transformation process will fail.

CIF Header Information:

1. Verify CIF version value is equal to 'CIF 3.0'.

2. Verify CURRENCY value is equal to 'USD'.

3. Verify CHARSET is equal to the following: Advantage Release 4.0 will only support Latin-based Western European character set encodings. This includes Windows-1252 (commonly known as "CP-1252" and indicated by "CHARSET: Cp1252" in the CIF specification), ISO-8859-1 (indicated by "CHARSET: 8859_1" in the CIF specification), and UTF-8 (indicated by "CHARSET: UTF-8" in the CIF specification).

4. Verify Commodity CODEFORMAT is not equal to 'NIGP'.

5. Verify the required CIF FIELDNAMES are populated: Supplier Part ID, Manufacturer Name, Manufacturer Part ID, SPSC Code, Short Name, Item Description, Unit of Measure, Market Price, Lead Time, Supplier ID, Unit Price, and Language.

6. Verify LOADMODE is equal to 'F' (Full) or 'I' (Incremental).

Catalog Line-Level:

7. Verify the 'Lead Time' field is not blank or is a positive number. This value is converted to the Delivery Days for each catalog item.

8. Verify Supplier Part ID is a unique value for each catalog item.

9. Verify ITEMCOUNT from the Header matches the number of actual line-level catalog records in the file; otherwise, an error is issued.

10. Verify 'Language' value is equal to 'en_US'.

11. Verify 'EFFECTIVE DATE' or 'EXPIRATION DATE' from the line-level records in the CIF file is valid. The "effective" dates entered on the VSS Catalog Upload or Financial Transform Catalog pages must be within the dates associated with the CIF catalog records.

12. Verify CIF Unit of Measure is valid and matches a record in the Advantage Unit of Measure table.

13. If 'PUNCHOUT ENABLED' in the CIF file is True, then no edits are performed on the CIF Market Price or Unit Price and the system will transform and pass the values "as is" from the CIF File to the Excel Catalog file. If 'PUNCHOUT ENABLED' in the CIF file is False, then either the CIF 'MARKET PRICE' or 'UNIT PRICE' is required, and the system will verify that CIF Market Price and Unit Price have the correct prices.

    MARKET PRICE: The existing Advantage catalog logic uses the 'List Price' that is associated with the catalog record to calculate the Discounted Unit Price for each catalog record when the catalog records are loaded from the MA Catalog commodity line and MA is submitted to final. The CIF 'MARKET PRICE' will be mapped to the Advantage Excel 'List Price' and then loaded and displayed to the List Price field on Catalog Maintenance after loading the catalog record from the MA.

    UNIT PRICE: The CIF UNIT PRICE is defined as the Customer's price. The CIF 'UNIT PRICE' will be mapped to the Advantage Excel 'Customer Price' and then loaded and displayed to the Customer Price field on Catalog Maintenance after loading the catalog record from the MA. Hence, if MARKET PRICE is blank but CIF UNIT PRICE is populated then this price should be used when ordering with Discount @ 0.00%.

- If CIF UNIT PRICE is greater than zero and MARKET PRICE is blank then the system will pass the UNIT PRICE to the Advantage Excel LIST PRICE and CUSTOMER PRICE columns.

- If CIF MARKET PRICE is greater than zero and UNIT PRICE is blank the system will pass the Market Price to the List Price field and leave the Customer Price blank.

- If both CIF MARKET PRICE and UNIT PRICE are greater than zero the system will use the Market Price as the List Price. List Price will be used to calculate the Discounted Unit Price for each catalog item based upon the Discount Percentage when the catalog is loaded from the MA Catalog commodity line.

14. Verify that the 'DELETE' flag is set to 'No' for all catalog items.

15. If the catalog item specifies a "Picture File Name" and/or a "Thumbnail File Name" file for the line-level catalog item then verify that the picture file names associated with the catalog line are within the .zip file and are of a format supported by Advantage (e.g. JPG, JPEG, GIF, PNG, and BMP formats).

Upload Catalog CIF Files via Advantage VSS

A vendor that is registered in Vendor Self Service (VSS) can log into VSS and upload catalogs in CIF format. Advantage will transform the CIF file into a Microsoft Excel file format supported by Advantage. The following steps should be followed to upload a CIF catalog file.

1. Registered VSS vendor logs into VSS.

2. The Vendor clicks the **Catalog Management** section, then selects the **Catalog Upload** sub-section and begins the CIF transformation process.

3. The Vendor selects *CIF File* as the Catalog File Type, specifies the Catalog File Name and Picture File Name and then clicks the **Upload** action button. The catalog pre-processing validation and catalog file transformation begins and on successful completion creates a Microsoft Excel catalog file using the CIF catalog data.

   On successful completion, the system saves the file as an attachment to a record on the Catalog Files database table in the VSS application and sends an automatic email notification to the vendor and the Catalog Administrator. The email notification displays the Email Notification Information entered on the Catalog Upload page prior to triggering the transformation process.

4. The Catalog Administrator runs the synchronization process (Export from VSS and Load to Advantage). After synchronization has completed the Catalog Administrator navigates to the Catalog Files table in Financial.

5. The Catalog Administrator clicks the Attachments link on the Catalog Files page to verify that 3 files (that is, the .cif file, the transformed excel file, and the .zip file that contains the images) are listed on the Attachments tab.

6. The Catalog Administrator reviews the catalog file for completeness and accuracy. The Catalog Administrator then creates a Master Agreement with a Commodity Line Type of Catalog and uploads the catalog using the existing Advantage catalog upload process. Refer to the "Loading Catalog to a Master Agreement in Financial" topic for more information.

Upload Catalog CIF Files via Advantage Financial

A vendor can send a catalog file in CIF format to a Catalog Administrator. The Catalog Administrator can load and transform the CIF file to Microsoft Excel format via Advantage Financial using the following steps.

A vendor can send a catalog file in CIF format to a Catalog Administrator. The Catalog Administrator can load and transform the CIF file to Microsoft Excel format via Advantage Financial using the following steps.

1. VSS Vendor sends a CIF Catalog file to the Catalog Administrator.

2. The Catalog Administrator verifies that the "pre-processing" information in the file is correct to prevent the transformation from failing.

3. The Catalog Administrator navigates to the Catalog Files table and clicks the Transform hyperlink, which transitions you to the Transform Catalog page.

4. The Catalog Administrator populates all required information on the Transform Catalog page. Refer to the "Transform Catalog" topic for a list of required fields.

5. The Catalog Administrator clicks the Upload action on the Transform Catalog page.

   On successful completion, the system saves the file as an attachment to a record on the Catalog Files table and displays an informational message to the page that the process has completed successfully.

6. The Catalog Administrator navigates to the Catalog Files table in Financial.

7. The Catalog Administrator clicks the Attachments link on the Catalog Files page to verify that 3 files (that is, the .cif file, the transformed excel file, and the .zip file that contains the images) are listed on the Attachments tab.

8. The Catalog Administrator reviews the catalog file for completeness and accuracy. The Catalog Administrator then creates a Master Agreement with a Commodity Line Type of Catalog and uploads the catalog using the existing Advantage catalog upload process. Refer to the "Loading Catalog to a Master Agreement in Financial" topic for more information.

Uploading Microsoft Excel Catalog Files from FIN or VSS pages

The Advantage Catalog Management process allows users to upload an Advantage supported Microsoft Excel (.xlsx) catalog file using either the Catalog Upload page in VSS or the Transform Catalog page in Advantage Financial.

This tab includes the following tabs:

- Microsoft Excel Catalog File Checklist

- Upload Excel Catalog Files via Advantage VSS

- Upload Excel Catalog Files via Advantage Financial

Microsoft Excel Catalog File Checklist

Prior to triggering the catalog upload process, the vendor or Catalog Administrator should review the Microsoft Excel catalog file content to ensure that the upload process is successful.

1. Verify that the Unit of Measure associated with the catalog items matches a record on the UOM table in Advantage Financial.

2. If the catalog item specifies a "Picture File Name" and/or a "Thumbnail File Name" file for the line-level catalog item then verify that the picture file names associated with the catalog line are within the .zip file and are of a format supported by Advantage (that is, JPG, JPEG, GIF, PNG, and BMP formats).

3. Verify the Vendor Customer Code in the first cell of the Microsoft Excel catalog file is a valid, active Vendor Customer record.

4. Verify the Microsoft Excel catalog file format, number of columns, column names and specified order of the columns are correct. Refer to the "Review and Prepare the Catalog File" topic for more details.

5. Once the Microsoft Excel catalog review is completed the catalog file is ready to be uploaded via the Catalog Upload section in VSS or the Transform Catalog page in Financial.

Upload Excel Catalog Files via Advantage VSS

A vendor that is registered in Vendor Self Service (VSS) can log into VSS and upload catalogs in Microsoft Excel format. The following steps should be followed to upload a catalog file in Microsoft Excel 2007/2010 format (.xlsx).

1. Registered VSS vendor logs into VSS.

2. The Vendor navigates to **Catalog Management** > **Catalog Upload** via the Primary Navigation panel.

3. The Vendor selects *Excel File* as the Catalog File Type, specifies the Catalog File Name and Picture File Name (if applicable) and then clicks the **Upload** action button.

    On successful completion, the system saves the file as an attachment to a record on the VSS Catalog Files table and sends an automatic email notification to the vendor and the Catalog Administrator. The email notification displays the Email Notification Information entered on the Catalog Upload page prior to triggering the transformation process.

4. The Catalog Administrator runs the synchronization process (Export from VSS and Load to Advantage). After synchronization has completed the Catalog Administrator navigates to the Catalog Files table in Financial.

5. The Catalog Administrator selects the Attachment icon on the Catalog Files page for the recently uploaded catalog to open the Attachments page to verify that 2 files (that is, the excel file and the zip file that contains the images) are attached to the record.

6. The Catalog Administrator reviews the catalog file for completeness and accuracy. The Catalog Administrator then creates a Master Agreement with a Commodity Line Type of Catalog and uploads the catalog using the existing Advantage catalog upload process. Refer to the "Loading Catalog to a Master Agreement in Financial" topic for more information.

Upload Excel Catalog Files via Advantage Financial

A vendor can send a catalog file in Microsoft Excel format to a Catalog Administrator. The Catalog Administrator can load the Microsoft Excel file to the Catalog Files table in one of two ways:

*   The Catalog Administrator can add an excel file directly to the Catalog Files page by selecting the **Attachments** link and then upload files via the Upload tab. The Catalog Administrator must review the catalog file for completeness and accuracy before uploading the file. The Catalog Administrator then creates a Master Agreement with a Commodity Line Type of Catalog and uploads the catalog using the Advantage catalog upload process. Refer to the "Loading Catalog to a Master Agreement in Financial" topic for more information.

*   The Catalog Administrator can select the **Transform** link on the Catalog Files page to transition to the Transform Catalog page. The Transform Catalog page allows you to upload the Microsoft Excel catalog file to the Catalog Files page and it performs several steps to ensure the excel file contains valid information and is in the correct format.

1. The Catalog Administrator populates all required information on the Transform Catalog page. Refer to the "Transform Catalog" topic for a list of required fields.

2. The Catalog Administrator clicks the Upload action on the Transform Catalog page. The following steps occur when you select the Upload action on the Transform Catalog page in Financial. If any of the steps fail, the system will stop the process and issue errors. You must resolve the issues and select the Upload action again from the Transform Catalog page.

   a. If the Catalog File Name has been populated, the system verifies that the file extension is.xlsx (Microsoft Excel) and is a valid file location and file.

   b. If the Picture File Name has been populated, the system verifies that the file extension is .zip and is a valid file location and file.

   c. The system verifies that the Unit of Measure value in the catalog file matches a value on the Unit of Measure table in Advantage.

   d. The system verifies that the Commodity Code value in the catalog file matches a value on the Commodity Code table in Advantage.

   e. For each catalog line item, the system checks for invalid characters and then replaces the character with the acceptable character as shown in the following table.

Invalid Character	Replacement Character	Name
"	"	Inches Delimiter
'	'	Single Quote
—	-	Long dash
½	1/2	Half
¾	3/4	3/4
–	-	En Dash
¼	1/4	1/4
©	(c)	Copyright
™	(TM)	Trademark
®	(Reg)	Registered Symbol

   f. The system obtains the Vendor Customer Code from the Vendor Customer Code entered on the Transform Catalog page and then enters the Vendor Customer Code value in the first cell in the first data row of the Microsoft Excel catalog file.

g. The system verifies the catalog file format (for example, number of columns, column names and specified order of the columns) is correct. Refer to the "Review and Prepare the Catalog File" topic for the Microsoft Excel column details.

3. Once the validations have completed successfully, the system skips the "transformation" process and saves the .xlsx Catalog file and .zip picture file (if available) as an attachment to a record on the Catalog File table in Financial. A message is displayed on the Transform Catalog page that the catalog upload completed successfully.

4. The Catalog Administrator then creates a Master Agreement with a Commodity Line Type of Catalog and uploads the catalog using the Advantage catalog upload process. Refer to the "Loading Catalog to a Master Agreement in Financial" topic for more information.

Loading Catalogs to a Master Agreement in Financial

Once a Master Agreement is created, the detailed information of the Catalog may be entered into the system. These may be manually entered directly onto the Catalog Maintenance page, or, if a Microsoft Excel file has been provided, they may be loaded from the file directly onto the table. Regardless of the method of entry, the Catalog records may only be added or updated when the associated Master Agreement is in a *Draft* **Phase.** The following topics focus on how to load a Microsoft Excel file into the system.

Loading catalogs from a Master Agreement requires the following steps:

Step 1: Review and Prepare the Catalog File

Step 2: Upload the Catalog File

Step 3: Fix Errors listed on the Catalog Error Log Page

Step 1: Review and Prepare the Catalog File

Prior to initiating the actual catalog loading process, the Buyer should review the Microsoft Excel Catalog file that was forwarded by the Vendor to verify the file format and content, for example, accurate pricing, correct items, detailed item descriptions, and so forth. From a business process standpoint, the Buyer should take this opportunity to improve the quality of the data by expanding abbreviations, adding additional text or filling in additional fields if needed. The Buyer must also manually add the Vendor/Customer code to each line in the catalog file. (This may be done quickly in Excel via the clipboard paste functionality.) Finally, if only one Catalog file has been provided by the Vendor, but, due to different discount or handling terms, the Master Agreement has been broken out into two Commodity lines with a **Line Type** of *Catalog*, the Buyer is responsible for dividing the file into the correct number of files to match the Master Agreement.

From a system standpoint, the format of the file must also be reviewed. The file must meet the following requirements:

- The file must be a Microsoft Excel file (.xlsx);

- The Catalog must have the following format:

    - COLUMN A: VENDOR CUSTOMER CODE

    - COLUMN B: SUPPLIER PART NUMBER

    - COLUMN C: SUPPLIER NAME

- COLUMN D: MANUFACTURER NAME

- COLUMN E: MANUFACTURER PART NUMBER

- COLUMN F: COMMODITY CODE

- COLUMN G: ITEM DESCRIPTION

- COLUMN H: EXTENDED DESCRIPTION

- COLUMN I: UNIT OF MEASURE

- COLUMN J: LIST PRICE

- COLUMN K: DELIVERY DAYS

- COLUMN L: PRODUCT/CATEGORY

- COLUMN M: MODEL

- COLUMN N: DRAWING

- COLUMN O: PIECE

- COLUMN P: SERIAL NUMBER

- COLUMN Q: SPECIFICATION

- COLUMN R: SIZE

- COLUMN S: COLOR

- COLUMN T: PICTURE FILE NAME

- COLUMN U: THUMBNAIL FILE NAME

- COLUMN V: EXTERNAL SUPPLIER ID

- COLUMN W: CUSTOMER PRICE

- COLUMN X: SUPPLIER URL

- COLUMN Y: MANUFACTURER URL

- COLUMN Z: PARAMETRIC NAME

- COLUMN AA: PARAMETRIC DATA

- COLUMN AB: PUNCH OUT ENABLED

- COLUMN AC: PUNCH OUT LEVEL

- COLUMN AD: TERRITORY AVAILABLE

- COLUMN AE: SUPPLIER AUXILIARY ID

- COLUMN AF: MISC DATE 1

- COLUMN AG: MISC DATE 2

- COLUMN AH: MISC DATE 3

- COLUMN AI: MISC AMOUNT 1

- COLUMN AJ: MISC AMOUNT 2

- COLUMN AK: MISC AMOUNT 3

- COLUMN AL: MISC TEXT 1

- COLUMN AM: MISC TEXT 2

- COLUMN AN: MISC TEXT 3

- COLUMN AO: UNIVERSAL PRODUCT CODE

- The first row of the file must contain the exact column headings as defined above (for example, cell A1 would contain "Vendor Customer Code", cell B1 would contain "Supplier Part Number", etc.

- Only the first sheet of the file will be read. All information on other sheets will be discarded.

- Any data after the first row with a blank cell in the A column will be ignored.

The Catalog Commodity Code Match (CATALOG_COMM_MATCH) parameter on the Application Parameters table indicates whether the Commodity Code for all Catalog lines being loaded must match the Commodity Code on the Master Agreement's Commodity line. The delivered value for this parameter is *True*, which requires the Commodity Codes to match. If the value for this parameter is changed to *False*, then the Commodity Codes for the Catalog Lines being loaded do not have to match the Commodity Code for the Master Agreement Commodity line. Please verify the value for this parameter before uploading the catalog file; otherwise, an error may result.

The Buyer should also review the ZIP Picture file to ensure that the picture images included in the file are according to specifications and that the picture images are associated to the catalog items included in the Excel Catalog file. Note: Pictures are optional.

After the files have been prepared for loading, the Buyer should save the files to his/her local PC hard drive or wherever it has been designated that the catalog files will reside making note of the file location so it can be identified for selection when the actual uploading setup takes place. The file can also be uploaded and stored on the Catalog Files table.

Step 2: Upload the Catalog File

Before you upload a Catalog File please read the "How to Configure the System for Advantage Catalog Creation" topic and verify all settings on the Application Parameters table are set appropriately for your site's business needs. Please contact a system administrator if you are concerned about any of the parameter settings. Please refer to the "Application Parameters" topic in this user guide for more information on the table.

With the Master Agreement in *Draft*, the buyer should select the **Load Catalog** link on the Commodity tab for the appropriate *Catalog* **Line Type**. This link transitions the buyer to the Upload Catalog File page. Note: This link is only active if the Master Agreement's **Phase** is *Draft*. The Buyer should specify the prepared Vendor's Catalog file in the **Catalog File** field. If the Vendor provided a picture with the catalog item, then the picture file should be chosen in the **Picture File** field. A **Load Type** must be chosen when loading Catalogs. The **Load Type** defines the type of catalog load the user will perform. Valid options for this field are:

- *Full* - Choose this option if you want to replace all existing catalog items or if you are doing an initial full load of new catalog items. If performing a Full Load where there are preexisting records on the Catalog Maintenance table for the Commodity Line, then any items not included will be considered as deleted.

- *Incremental* - Choose this option if you want to update only catalog records that have changed since the last load. The same Excel Catalog file format is required; however, during the

incremental load only those items that are new or have been changed will be loaded to the Catalog Maintenance table. Several different files may be loaded to the same MA line if the **Load Type** is *Incremental*. If you are loading only picture files, the **Load Type** should be *Incremental*.

You can click on the **Back** link to return to the Commodity Line of the Master Agreement, and all data on the Upload Catalog File page will be removed.

If you are ready to initiate the Catalog Load process, then click on the **Upload** link on the Upload Catalog File page. After clicking the link, some initial real-time validations are triggered (for example, file meets the correct format, it is an .xlsx file, and so forth). If errors are found, then error messages are displayed on the page. Once the errors have been fixed click on the **Upload** link again. If successful, then the Catalog Load Batch job will be initiated. This process is discussed in detail in the "Catalog Load Batch Job" topic.

At this point, the buyer must wait for the Catalog Load Batch job to complete before the Master Agreement can be validated and submitted to Final. Once the batch job completes, the system will initiate an email to the user who loaded the catalog from the Master Agreement. The email alerts the user that the job has completed as well as its status. If the catalog loaded successfully, then the Catalog File will show up as an attachment for the MA Commodity Line and the catalog records are updated on the Catalog Maintenance table. If pictures were loaded successfully then the zip file will show up as an attachment for the MA Commodity Line, and the pictures are added to the Agreement Catalog Picture Attachment table. If the Catalog or pictures were not loaded successfully, then the **Catalog Error Log** link will be active on the Commodity tab. You can click on the link to view all errors associated with the latest run of the Catalog Load Batch job. Please refer to the "Catalog Error Log Page" topic for more information.

When the catalog has been successfully attached to the transaction, the Master Agreement must then be validated and submitted to final. Prior to finalization of the Master Agreement transaction, the loaded catalog may be changed or reloaded as required.

Step 3: Fix Errors listed on the Catalog Error Log Page

Any errors that occurred during the Catalog Load Batch job are reported to the Catalog Error Log page. The **Catalog Error Log** link is active on the MA Commodity Line if an error occurred. This link transitions you to a filtered view of the Catalog Error Log table based on the Master Agreement Commodity Line processed. You can either review the errors online or download the errors to Microsoft Excel. To download the errors, click the **Download to Excel** button. Once clicked, the system exports the records to a pre-defined template and you are asked to save the file.

After the errors have been resolved, you must repeat the catalog loading process beginning with the selection of the **Load Catalog** link from the draft Master Agreement. Refer to "Step 2: Upload the Catalog File" topic for more information. The records that are inserted into the Catalog Error Log table by the Catalog Load Batch job are automatically deleted when a new version of the catalog file referencing the same Master Agreement ID and Commodity Line Number is loaded.

Catalog Files

The Catalog Files page is the source location where the Catalog Administrator can search and retrieve the catalog files for review and final processing purposes. This page contains the following actions/links:

- When the **Attachments** link/action is clicked, an Attachments window opens where authorized users can upload, download and delete attachments associated with the selected record. The Attachments tab displays all of the files associated with the record that was selected on the Catalog Files page. There can only be one file per file type associated with each record (for

example, one CIF file, one Microsoft Excel (.xlsx) catalog file, and one Picture ZIP file). The Picture Zip file includes all picture files associated with the line-level catalog items (that is, only one thumbnail image file and one full-size image file for each item). This page displays matching records that are inserted from VSS when the synchronization job is run and also files that the Advantage Catalog Administrator has transformed or uploaded directly from the Transform Catalog page. This page allows authorized users to Upload, Download, and Delete file attachments. Select the **Return to Catalog Files Page** link to return to the Catalog Files page.

- The **Transform Catalog** action transitions you to the Transform Catalog page. The Transform Catalog page allows the Catalog Administrator to trigger the "transformation" of CIF Catalog files to the Advantage Excel Catalog file format via the Advantage Financial application if the Catalog File Type is CIF File. If the Catalog File Type is Excel File, then the Catalog Administrator can trigger the "upload" process for Microsoft Excel (.xlsx) catalog files.

- The **Delete** action removes the selected record from the Catalog Files page and all associated catalog files that have been uploaded to this record. A warning message is issued that requires you to click **Yes** or **No** to proceed with the delete action.

The Catalog Administrator must review the catalog excel file for completeness and accuracy. Next the Catalog Administrator must create a Master Agreement with a Commodity Line Type of Catalog and upload the catalog using the Advantage catalog upload process. Refer to the "Loading Catalogs to a Master Agreement in Financial" topic for more information.

Transform Catalog

The Transform Catalog page allows the Catalog Administrator to trigger the "transformation" of CIF Catalog files to the Microsoft Excel Catalog file format if the Catalog File Type is *CIF File*. If the Catalog File Type is *Excel File*, then the Catalog Administrator can trigger the "upload" process for Microsoft Excel (.xlsx) catalog files.

The following fields are required on the Transform Catalog page:

- **Catalog Administrator Name** – This field provides the administrator's name for the automatic email notification that is sent when the Catalog Upload process completes successfully. If the CATALOG_ADMIN_NM parameter is populated on Application Parameters, then a value is automatically inferred in this field. You can change this inferred value, if needed.

- **Catalog Administrator Email** – This field provides the email address for the automatic email notification that is sent when the Catalog Upload process completes successfully. If the CATALOG_ADMIN_EMAIL parameter is populated on Application Parameters, then a value is automatically inferred in this field. You can change this inferred value, if needed.

- **Vendor Customer** – This field provides the Vendor/Customer Code associated with the Vendor that sent the Catalog.

- **Vendor Contact Phone** – This field provides the phone number for the vendor selected in the Vendor Customer field. The value in this field is inferred from the default *Ordering* address on the Vendor/Customer table. You can change this inferred value, if needed.

- **Vendor Contact Email** - This field provides the email address for the vendor selected in the Vendor Customer field. The value in this field is inferred from the default *Ordering* address on the Vendor/Customer table. You can change this inferred value, if needed.

- **Catalog Name** – This field identifies the name associated with the catalog file that is being uploaded (for example, 2013 Office Supplies).

- **Catalog Effective From** – This field identifies the date that the catalog becomes effective. The Catalog Administrator uses this date on the Header of the Master Agreement (MA) when uploading a catalog to the MA.

- **Catalog Effective To** - This field identifies the date that the catalog expires. The Catalog Administrator uses this date on the Header of the Master Agreement (MA) when uploading a catalog to the MA.

- **Catalog File Type** – This field identifies the file type of the catalog file being uploaded or transformed. Valid options are: *CIF File* (Catalog Interface Format) or *Excel File* (Microsoft Excel (.xlsx) format).

- **Catalog File Name** – This field allows you to browse for and select the catalog file that you want to upload. The file selected must match the Catalog File Type. If the Catalog File Type is Excel File, then the file extension must be .xlsx.

- **Picture File Name** - This field allows you to browse for and select the zip file that contains the picture files that you want to upload. Note: This field is only required if at least one line-level catalog item in the CIF or Excel file specifies either a Picture File Name or a Thumbnail File Name.

If a .cif file is being transformed to an .xlsx file, then if the Catalog Upload Maximum Error Limit (CATUPLD_MAX_ERR_LIMIT) as established on the Application Parameters table has been reached the transformation process will stop and end with a Failed Status. Once all errors have been fixed and the transformation/upload process has completed successfully, a record is added to the Catalog Files page and the appropriate files (.cif, .xlsx, and/or .zip) are attached to the record.

The Catalog Administrator should review the catalog excel file for completeness and accuracy via the Catalog Files page. The Catalog Administrator should then create a Master Agreement with a Commodity Line Type of Catalog and upload the catalog using the Advantage catalog upload process. Refer to the "Loading Catalogs to a Master Agreement in Financial" topic for more information on this process.

Catalog Maintenance

The Catalog Maintenance table is the source location for all catalog records. The table can be updated by the Catalog Load Batch job or through manual updates. Please refer to the "Catalog Load Batch Job" topic for information on how this job updates the Catalog Maintenance table.

In order to perform any update to the Catalog Maintenance table, the Master Agreement's **Phase** must be *Draft*. If the MA's Phase is not *Draft*, then an error will be returned upon performing any action on the Catalog Maintenance table. Note: If the MA's **Phase** is *Final*, items may still be reviewed but not updated.

If an MA transaction is archived then the corresponding catalog records on Catalog Maintenance will also be archived. If an MA transaction is restored then the corresponding catalog records will also be restored to Catalog Maintenance. Please refer to the "Transaction Archiving" topic in the *CGI Advantage Financial - Transactions User Guide* for more information.

Related Topic(s):

- Catalog Summary Inquiry

- Inventory Catalog Crosswalk

Agreement Catalog Picture Attachment

The Agreement Catalog Picture Attachment table contains all of the pictures (image files) associated with the catalog records. This table can be updated by the Catalog Load Batch job or through manual updates. Please refer to the "Catalog Load Batch Job" topic for information on how this job updates the Agreement Catalog Picture Attachment table.

In order to perform any update to the Agreement Catalog Picture Attachment table, the Master Agreement's **Phase** must be *Draft*. If the MA's Phase is not *Draft*, then an error will be returned upon performing any action on the Agreement Catalog Picture Attachment table. Note: If the MA's **Phase** is *Final*, items may still be reviewed but not updated.

If a user wants to manually add pictures to this table, then all of the identifying information about the Master Agreement must be provided. The **Picture File Name** must also be provided. The **Picture File Name** should match the **Picture File Name** associated with the catalog record. The Picture File must be saved with one of the following extensions: .jpg, .jpeg, .png, .bmp, or .gif. After populating the fields in the scalar tab of this table click on the **Save** link. If the MA transaction's **Phase** is *Draft*, then you can click on the **Attachments** link. This link transitions you to the Attachments page. From this page you can select the **Upload** link to transition to the Upload Attachment page. The **Attachment File**, **Description** and **Attachment Type** fields are required to upload a picture file to the Agreement Catalog Picture Attachment table. The picture file selected in the **Attachment File** field must have an extension of .jpg, .jpeg, .jpeg, .png, .bmp, or .gif. The **Attachment Type** must be *Catalog Picture*. Click on the **Upload** link to load the picture to the Agreement Catalog Picture Attachment table.

Note: Only one full-size picture file and one thumbnail picture file is allowed per catalog record.

The Catalog Load Batch Job adds the pictures files to the appropriate Commodity Catalog Line Type on the MA transaction as an attachment.

If an MA transaction is archived then the corresponding catalog records on the Agreement Catalog Picture Attachment table will also be archived. If an MA transaction is restored then the corresponding catalog records will also be restored to Agreement Catalog Picture Attachment. Please refer to the "Transaction Archiving" topic in the *CGI Advantage Financial - Transactions User Guide* for more information.

Catalog Load Batch Job

The Catalog Load Batch job loads the vendor's catalog file to the Catalog Maintenance table, and then attaches the Catalog File to the Master Agreement Commodity Line. The job also unzips all Catalog Picture files and attaches them as individual records to the Agreement Catalog Picture Attachment table and then attaches the zip file to the Master Agreement Commodity Line. Please refer to the *CGI Advantage Financial - Procurement Run Sheets* guide for more information.

Catalog Indexing Batch Job

As part of the Shopper (SHOP) search functionality, described in the "Shopper Search Fields" topic, you can enter a single search value and search against multiple columns on various source data objects. In order to accomplish this, the Catalog Indexing batch job adds a special index to each table that needs to be included in the search. A single index on a table can cover multiple fields, and the syntax for defining this index allows you to be able to index multiple columns for full text searching and then utilize the

information for searching. Please refer to the *CGI Advantage Financial - Procurement Run Sheets* guide for more information.

How to Search for Catalog Items

Once the Catalog Indexing Batch job has been run, Advantage provides several pages that allow you to search for catalog items. Each of these methods is discussed in prior topics. Click on the links below to transition to these tabs for more information.

- Shopper (SHOP)

    - Catalog Maintenance Table

    - Catalog Summary Inquiry Table (CATQ)

How to Order Catalog Items

Users can order Catalog items by creating a Delivery Order (DO) transaction that references a Master Agreement (MA) with a Commodity **Line Type** of *Catalog*. While the MA's Commodity **Line Type** must be *Catalog*, the DO's **Line Type** will be *Item*. The **Supplier Part Number** is a key field that is required when a DO transaction is referencing an MA with a **Line Type** of *Catalog*. This field contains a pick to the Catalog Maintenance table, and is filtered by the MA transaction and Commodity Line from which it was selected. Once this value is chosen, all of the catalog specific information is inferred from the Catalog Maintenance table.

Please refer to the "PO Transaction Type" topic for more information about the Delivery Order transaction. Please refer to the "Initiate Checkout Process" topic for information about creating a Delivery Order from the Shopper (SHOP) page.

Assembly Process

The Assembly functionality is available on the SO, PO, and MA Transaction Types. This process assembles specific transaction tabs, all of the attached Terms and Conditions, and all of the Supporting Transactions attached to the transaction within a single formatted PDF transaction. Before the Assembly functionality can be initiated, all CGI Advantage transactions that support the Assembly Process must first be defined and configured on the Assembly Configuration table. Please refer to the "Assembly Configuration" topic for more information.

The Assembly functionality allows you to generate an Adobe Acrobat version of the transaction on-demand when the Assembly Request link on the Header of the transaction is selected or when a transaction is processed with a Phase of Final, the system automatically generates a PDF transaction.   Please refer to the "On Demand Assembly Process" topic and the "Automatic Assembly Process" topic for more information.

The Assembly process supports the fonts provided with Adobe. When a font within the source transaction differs from those supported by the Adobe infrastructure, the system will select a format as similar to the source transaction as possible. A list of supported fonts is:

- Helvetica (normal, bold, italic, bold italic)

- Times (normal, bold, italic, bold italic)

- Courier (normal, bold, italic, bold italic)

- Symbol

- Zapf Dingbats

A site, at no additional cost can add to the fonts provided by Adobe by installing the fonts they require on site. This process is described in the *CGI Advantage Assembled Transaction: Formatting Objects Processor User Guide*.

The Assembly Request page allows you to view the current and previous status of the Assembly Process submitted by the current user for the source transaction associated with the **Assembly Request** action. Refer to the "Assembly Request" topic for more information.

Once the Assembly Process job has completed and the PDF transaction is generated, if there is a previous version of a PDF attachment for the same version of the transaction, the system deletes the prior version of the PDF attachment and attaches the most current version of the PDF for that version of the transaction. For example, if a transaction is in a phase of *Draft* (Version 1) and you have selected the Assemble Transaction action, the assembly process generates the PDF Version 1 based upon the information entered in Draft Version 1 of the transaction. If you make changes to the Draft (Version 1) of the transaction, submit the transaction to *Final* and then again select the Assemble Transaction action, the system deletes the prior PDF version and generates a new PDF attachment.

If a finalized transaction is modified (Version 2) and you select the Assemble Transaction action, the assembly process generates a PDF for Version 2 of the transaction. In this example, when Version 2 of the transaction is submitted, the generated PDFs for both Version 1 and Version 2 are attached to the transaction and available for you to view.

The PDF file is available on the Header as an attachment with the **Attachment Type** of *Assembled Form*. The generated transaction can then be downloaded from the transaction Attachment page. If the

transaction is a Solicitation, then the PDF will also be available to vendors in Vendor Self Service by clicking on the **PDF** button on the Solicitation Details View page.

On Demand Assembly Process

You can initiate the Assembly Process for a transaction, regardless of its Phase, at any time by clicking on the **Assembly Request** link. This link transitions you to the Assembly Form Selection page. The Assembly Form Selection page allows you to select the form template, which provides the input necessary for the generation of the PDF file. The **Print Job Code** field provides a pick list to the Assembly Configuration. The list is filtered by Transaction Code and only displays those Print Jobs that support transaction printing based on the given phase that a transaction is in. Select the **Hide Inactive Procurement Lines** flag if you do not want to assemble inactive lines (that is, you do not want to assemble lines that have the **Inactive Lines** flag selected). If you do not select the **Hide Inactive Procurement Lines** flag, then active and inactive lines are assembled. Once you have selected the appropriate template you can click on the **Submit Assemble Request** link on the Assembly Form Selection page. This link launches the Assembly Process and transitions you to the Assembly Request page. You can return to the transaction from the Assembly Request page by clicking on the **Back** link.

If you are on the Assembly Form Selection page and you want to return to the transaction without initiating the Assembly Process job, you can click on the **Cancel** link to cancel out of the page and return to the transaction.

Automatic Assembly Process

When a transaction is set up on the Assembly Configuration table, and the **Assemble External Terms and Conditions** parameter is set to *True* on the Applications Parameters table, when the transaction goes to Final the system automatically initiates the Assembly Process. Before the transaction goes to final you can choose a form in the **Default Form Field** on the Header of the transaction. A pick list is provided to the Assembly Configuration page. You can also leave this field blank and the form indicated in the **Default Form Field** for your Transaction Code on the Procurement Transaction Control (PRDOC) is used.

Note: Inactive lines will not be assembled if the **Default** flag is selected for the *Hide Inactive Procurement Lines* Print Action on the Transaction Print Action page.

Assembly Request

The Assembly Request page allows you to view the current and previous status of the Assembly Process submitted by the current user for the source transaction associated with the Assembly Request. This page allows you to view all of the PDF files you have created or are creating for the current transaction. After the Assembly Request action has been invoked on a transaction, the system adds a record to the Assembly Request page. The Assembly Request Cleanup job can be run from the Batch Catalog to remove records from the Assembly Request table. Based on parameters, you may select the records you wish to remove from the table. Please refer to the *CGI Advantage Financial - Procurement Run Sheets* guide for more information.

Related Topic(s):

- Assembly Configuration table

Matching

Matching is the automated process of generating Payment Request (PRM or PRMI) transactions that reference Purchase Orders according to specific criteria. The PRM and PRMI transactions cannot be modified. The transactions are automatically generated in the Final Phase. Matching is NOT a single entity, but a conglomeration of:

- Rules - configured by the client

- Tables - used to store information

- Programs - used to compare and calculate values

- Jobs - used to generate, load, and process Payment Request Transactions

The Matching Manager is run by a Daemon and can be configured to run in intervals as often as desired (for example, every day, every hour, every 5 minutes, etc.).

The Matching Requirements are:

- Matching Indicator

- Allow Partial Receipts of a Transaction on Procurement Transaction Control

- Allow Partial Payments of Award Line on System Options

- Do not Allow Partial Payment of Invoices on System Options

Note: For the PRMI, an internal vendor is one that is identified as an internal account and has a disbursement category defined as internal. The system will generate a PRMI only for internal vendors when the internal transaction code parameter is left blank or set to PRMI.

Matching Indicator

Matching Rules are established by the **Matching Indicator**. The **Matching Indicator** can be set to one of the four following options:

- None: Matching will not apply

- Order-Receipt: Receiver Line required for a Match

- Order-Invoice: Invoice Line required for a Match

- Order-Receipt-Invoice: Both an Invoice and a Receiver line are required for a Match

Matching Rules are defined by a combination of 2 to 3 different table settings:

- The General section of the System Wide Options table contains two settings that must be established to control one or both of the other tables. The first setting is a system-wide **Matching Level** with choices of *Transaction*, *Commodity*, and *Transaction-Commodity*. Either one of the first two values will render matching level settings on the other table not chosen as irrelevant. The third value will put settings into play on both tables, with a precedence of which table applies decided by the choice in the **Matching Precedence** field (described in detail later).

- The Procurement Transaction Control (PRDOC) table contains a **Match Indicator** field to define a matching rule specific to a transaction code.

- The Commodity (COMM) table contains a **Match Indicator** field to define a matching rule specific to a commodity code.

Combinations of those settings will yield different results to accommodate different business needs for matching. All examples below use the term 'PO Transaction,' but that should be interpreted as any transaction code in the Purchase Order transaction type.

- If the **Matching Level** on System Options is *Transaction*, the system will set the **Match Indicator** on the PO Transaction Commodity Line to equal the **Match Indicator** setting on the Procurement Transaction Control (PRDOC) table, regardless of the setting for the referenced commodity code on the Commodity (COMM) table.

- If the **Matching Level** on System Options is *Commodity*, the system will set the **Match Indicator** on the PO Transaction Commodity Line to equal the **Match Indicator** setting on the COMM table for the referenced commodity code, regardless of the setting on the PRDOC table.

- If the **Matching Level** on System Options is *Transaction-Commodity*, the system will look at the Matching Precedence on System Options. If the **Matching Precedence** is *Transaction*, the system will set the **Match Indicator** on the PO Transaction Commodity Line to equal the **Match Indicator** setting on the PRDOC table, unless the **Match Indicator** for the referenced commodity code has a **Match Indicator** of *None* on the COMM table. This effectively provides the ability to selectively disable matching for certain commodities when using a transaction code that normally has a matching rule.

- If the **Matching Level** on System Options is *Transaction-Commodity*, the system will look at the **Matching Precedence** on System Options. If the **Matching Precedence** is *Commodity*, the system will set the **Match Indicator** on the PO Transaction Commodity Line to equal the **Match Indicator** setting on the COMM table, unless the **Match Indicator** for the referenced transaction code has a **Match Indicator** of *None* on the PRDOC table. This effectively provides the ability to selectively disable matching for a certain transaction code when using a commodity code that normally has a matching rule.

Allow Partial Receipts of a Transaction on Procurement Transaction Control

The **Allow Partial Receipt of a Transaction** indicator is located in the General Commodity Information tab of the Procurement Transaction Control (PRDOC) table. The selection of **Allow Partial Receipt of a Transaction** on PRDOC is inferred for display to the **Allow Partial Receipts** indicator on the Header of the Transaction Codes in the Master Agreement (MA) Transaction Type. The field is also displayed on the Header of Transaction Codes in the Purchase Order (PO) Transaction Type. The indicator is not editable on these transactions. For both transactions, the default for the field comes from the Procurement Transaction Control (PRDOC) table upon validation.

- If the **Allow Partial Receipt of a Transaction** indicator is selected for a specific Transaction Code on PRDOC, a Payment Request Line will be generated when a Receiver (RC) has been marked Final and has referenced the Award Line.

- If the **Allow Partial Receipt of a Transaction** indicator is NOT selected, a Payment Request Line will not be generated until a Receiver (RC) that has been marked *Final* has referenced the

Award Line. The Shipment Indicator on the RC transaction designates if a Receiver is either *Partial* or *Final*.

- If not set to *yes* on the Purchase Order being referenced by a Receiver, then it takes an override being applied if the total number of items or the full amount of the service is not being received but the Shipment Indicator (reference type) is set to Partial.

Allow Partial Payments of Award Line on System Options

The **Allow Partial Payment of Award Line** indicator (if selected) controls whether the Matching process should generate a payment request for a matched award line that has been fully invoiced, that is, controls whether a payment can be made when the Invoiced amount has not final referenced the Order. Control of this feature is done on a year to year basis on the Expense section of the System Options table. The indicator value, if selected, is inferred for display to the **Allow Partial Payment** indicator on the Header of the Master Agreement and Invoice transactions.

- If the **Allow Partial Payment of Award Line** indicator is set to *true* and **Ordered Quantity** of *12*; **Received Quantity** of *2* (*Partial*); **Invoiced Quantity** of *2* (*Partial*), the Matching Transaction job generates PRM for a **Quantity** of *2*.

- If the **Allow Partial Payment of Award Line** indicator is set to *false* and **Ordered Quantity** of *12*; **Received Quantity** of *2* (*Partial*); **Invoiced Quantity** of *2* (*Partial*), then no payment request is generated by the Matching process.

Do not Allow Partial Payment of Invoices on System Options

The **Do not Allow Partial Payment of Invoice** indicator, if selected, controls whether the Matching process should generate a payment request for a matched invoice that has been fully received, that is, if selected, a payment request can be made on an Invoice if the received amount is equal to or greater than the invoice. Control of this feature is done on a year to year basis on the Expense section of the System Options table.

- If **Do not Allow Partial Payment of Invoice** indicator is set to *No* and **Ordered Quantity** is *12*, **Received Quantity** is *2* (*Partial*), and **Invoiced Quantity** is *12* (*Final*), the Matching process will generate a payment request for a **Quantity** of *2*.

- If **Do not Allow Partial Payment of Invoice** indicator is set to *Yes* and **Ordered Quantity** is *12*, **Received Quantity** is *2* (*Partial*), and **Invoiced Quantity** is *12* (*Final*), the Matching process will NOT generate a payment request because the **Received Quantity** is not equal to or greater than the Invoiced Amount.

The following table displays several scenarios to illustrate this logic:

	Purchase Order (PO)		Receiver (RC)		Invoice (IN)		System Options		Payment Request (PRM)		
Test Case	CL #	QTY	QTY	Ref Type	QTY	Ref Type	Allow Partial Pymt of	Do not Allow Partial Pymt	PRM Yes (Y) No (N)	QTY	Ref Type

							Award Line	of Invoice			
1	1	10	10	Final	10	Final	False	False	Yes	10	Final
2	1	10	10	Final	10	Final	False	True	Yes	10	Final
3	1	10	10	Final	10	Final	True	True	Yes	10	
4	1	10	10	Final	10	Final	True	False	Yes	10	
5	1	10	2	Partial	2	Partial	False	False	No		
6	1	10	2	Partial	2	Partial	False	True	No		
7	1	10	2	Partial	2	Partial	True	True	Yes	2	Partial
8	1	10	2	Partial	2	Partial	True	False	Yes	2	Partial
9	1	10	2	Final	2	Final	False	False	Yes	2	Final
10	1	10	2	Final	2	Final	False	True	Yes	2	Final
11	1	10	2	Final	2	Final	True	True	Yes	2	Final
12	1	10	2	Final	2	Final	True	False	Yes	2	Final
13	1	10	2	Partial	10	Final	False	False	No		
14	1	10	2	Partial	10	Final	False	True	No		
15	1	10	2	Partial	10	Final	True	True	No		
16	1	10	2	Partial	10	Final	True	False	Yes	2	Partial
17	1	10	5	Partial	2	Partial	False	False	No		
18	1	10	5	Partial	2	Partial	False	True	No		
19	1	10	5	Partial	2	Partial	True	True	Yes	2	Partial
20	1	10	5	Partial	2	Partial	True	False	Yes	2	Partial

Matching Status Tables

Matching uses multiple tables to store and compare all of the Ordered, Received, Invoiced, and Paid amounts for a particular Award transaction. Such activity is tracked on the Matching Status (MATA) table. The following types of transactions are eligible to update the Matching Status tables:

- Commodity Based Purchase Orders (Any transaction code that belongs to the PO Transaction Type)

- Receivers (RC or other transaction codes in the RC Transaction Type that referenced an order)

- Invoices (IN or other transaction codes in the IN Transaction Type that referenced an order)

- Commodity Based Payment Requests (PRC, PRCI, PRM, PRMI, CEC, and any transaction code in the PR Transaction Type that referenced an order.)

CGI Advantage Procurement uses six different Matching Status tables (Matching Status Invoice Header, Matching Status Invoice Line, Matching Status Award, Matching Status Award Line, Matching Status Receiver Line, and Matching Status Payment Line) to record data from Awards, Receivers, Invoices, and Payment Requests:

Two different views are associated with matching in CGI Advantage: Matching Status (MATA) and the Matching Status (Single Award Line). The Matching Status (Single Award Line) page only shows matching information for the selected Award Line (commodity line) and not all of the lines on the Award. Transitions between the two tables exist that perform searches on the second table when navigating between tables based on the selected record on the first table.

The **Award Transaction** link transitions you to the latest version of the corresponding transaction (that is, Doc Code, Doc Dept and Doc ID).

› Payment Requests generated via Matching Manager

Each time one of the transactions designated by the Matching Indicator value from the Commodity or Procurement Transaction Control table is generated via Matching Manager, the **Transaction ID** of the PR transaction appears as a hyperlink in the **Payment** column on the Payment Line tab of the Matching Status (Single Award Line) table (when in View mode). When multiple PR transactions are created, each transaction will be displayed as a separate row on the Payment Line tab of the Matching Status (Single Award Line) table.

Advantage allows authorized users to archive and unarchive records on the Matching Status tables by submitting the Matching Tables Archive or the Matching Tables Archive Restore chain job. Refer to the associated run sheets in the *CGI Advantage Financial - Utilities Run Sheets* guide for more information.

› Override Functionality

The Matching Status table allows you to bypass the matching process and manually create a Payment Request in *Draft* Phase for one or more Award lines. Select *Yes* in the **Create Payment** field on the Award Line tab of the Matching Status table in View mode for the desired Award Line(s). Then select the **Override** action. This generates a Payment Request transaction in the *Draft* **Phase** on the Transaction Catalog that must be manually processed by a user with the appropriate authority. The Transaction ID of the Payment Request transaction that is generated appears as a hyperlink on the Payment Line tab of the Matching Status table in View mode. PRC transactions created by the override functionality on MATA are consistent with PRM transactions generated by the Matching process in the following two ways:

- If available, IN transaction information is populated on the PRC Commodity Line.

- Multiple PRC transactions will be created if multiple IN's reference the same Award transaction, and the IN transactions contain different disbursement information. If

multiple PRC transactions are generated, each PRC transaction will be displayed as a separate row on the Payment Line tab of the Matching Status table.

If there is no IN Transaction information to be retrieved for a selected Award Commodity Line, the PRC will still be generated and no error will be issued upon selection of the **Override** link. (If the selected Award line contains an Order/Invoice commodity, an error will be issued when the PRC is validated or submitted).

Note: The override functionality will generate PRC transactions for the selected Award line(s) on the active page. For example, a user selects the **Create PRC** flag on Award lines 1-20 and clicks the **Next** link to view Award lines 21-40. After checking the **Create PRC** flag for Award lines 21-40 and clicking the **Override** link, PRC transactions are generated for Award lines 21-40. No PRC transactions are generated for Award lines 1-20 because they were not displayed on the page when the **Override** link was selected.

Matching Manager

The concept of automatic payment request generation based on the matching status of award lines is dependent upon a chain job called the Matching Manager. The chain job consists of three different job steps.

- The first job, Run Matching Manager, evaluates which commodity lines have met all matching requirements and selects those for payment request creation. The job then goes on to creates payment transaction information in an XML file. When creating transactions in the XML file, the job will ensure that no transaction created will exceed any line limit restrictions for the PR_DOC_VEND, PR_DOC_COMM, or PR_DOC_ACTG components established on the Transaction Component Requirements table. A new transaction will be generated whenever a limit is reached in addition to the parameter option of breaking on a change of vendor code.

- The second job, Match Load, is a System Maintenance Utility (SMU) job that loads the XML file created in the first job into the application. Transactions are loaded with the Ready status. The transactions at this point do not have any accounting lines, only commodity lines.

- The third job, Match Submit, is another System Maintenance Utility job, which submits the Ready PRM/PRMI/PRN transactions. In the process of being submitted, accounting lines are generated on the payment requests. The same logic is used to generate these lines offline now as is used for online generation. The accounting lines created on the Payment Request are the same as those found on the referenced Purchase Order. Any lines on the Order that have a Reserved Funding value of No will be created on the Request if that accounting line is not already closed. Lines that have a Reserved Funding value of Yes or Locked will not be generated.

The Matching Manager processing logic operates almost identically for Grant transactions as it does for all other transactions. The only difference is that Commodity Lines from Grant Funding Request (GFR) transactions are all consolidated under a single Payment Request referencing the Grant Award transaction. When the Matching Manager selects the IN Transaction Type transaction Commodity Lines for processing, if the Transaction Sub Type is equal to GFR, the system consolidates any Commodity Lines that have the same Referenced Transaction Department, Referenced Transaction Code, Referenced Transaction ID, and Referenced Commodity Line into one Payment Request transaction.

Your CGI Advantage System Administrator will set up this process. The process allows you to specify how often you want to run the matching manager, Real Time to On-Demand. The run sheet for that batch job contains much more information on the program.

Cross-Year Payment Requests

In the event that open Purchase Orders are not rolled and lapsed on the last normal day of a Fiscal Year (for example: June 30, September 30, or December 30), Payment Requests referencing open Purchase Order activity from the prior Budget Fiscal Year can record that activity against the prior or the current Fiscal Year.

There are many different methodologies for recording accruals when the goods or services were actually received in the prior year but payment is being made in the current year. The MATCH_BFY_FY parameter on the Application Parameters page is a system feature available to automatically create the accrual in the prior year if the referenced Purchase Order was in the prior Budget Fiscal Year. When that condition is met a default Fiscal Year and Accounting Period will default to the accounting line for transactions created in the Matching process.

The assumptions with this feature are:

- That all open Purchase Orders not received in the prior year have been rolled forward on the last day of that year to the next year so that all that remain are open orders that should be accrued.

Or

- If the roll above is not done that a review will occur once all open orders have been rolled to reverse accruals in the prior Fiscal Year where goods and services were not actually received in that prior year and the amount was material.

Or

- A consistent practice has been approved by auditors were open Purchase Orders are left open for a set number of days (usually a week or less) each year with all payments against those being accrued before any remaining Purchase Orders are rolled forward.

Please note that the default Fiscal Year parameter (MATCH_FY) has to be updated each year on the Application Parameters page.

Freight

Freight charges can be applied at three different stages in the procurement process:

- On the original Order (Award),

- On the Invoice, or

- On the Payment Request.

Adding Freight on an Award

Freight can be applied to an Award (Purchase Order, Delivery Order, and so forth) as either a separate Commodity Line or it can be built into the Unit Price of each Commodity Line on the Award.

› Adding Freight as part of the Unit Price of each Commodity Line on the Award

If you want the Unit Price of the ordered items to reflect the Freight amount associated with that particular Award, you must allocate the apportioned amount of the total Freight cost for the Award into the Unit Price of each item. Therefore, the Total Amount of the Commodity Line would be equal to the original Unit Price of the item plus the apportioned Freight amount multiplied by the Quantity ordered. When the item is in Inventory, this method will include the Freight Amount as part of the Unit Cost of the Inventory Item. An example of non-inventory is shown below:

Example: Purchase Order for $100.00 with 2 Commodity Lines and Freight charges of $20.

Commodity Line 1: $75.00	Unit Price: $75.00	Quantity: 1	Line Amount:
Commodity Line 2: $25.00	Unit Price: $2.50	Quantity: 10	Line Amount:

The Freight amount associated with each line would be $15.00 for CL1, and $5.00 for CL2.

Therefore the user would enter $90.00 (75 +15), for the Unit Price on Commodity Line 1, and $3.00 (2.50 + .50) for the Unit Price on Commodity Line 2. Therefore, to reflect the Freight amount as part of the Unit Price, the Award would be entered with the following data:

Commodity Line 1: Amount: $90.00	Unit Price: $90.00	Quantity: 1	Total Line
Commodity Line 2: Amount: $30.00	Unit Price: $3.00	Quantity: 10	Total Line

When the Invoice comes in for this Award, the Freight has already been allocated as part of the Unit Price of each item.

› Adding Freight as a separate Commodity Line on the Award

When adding Freight as a separate Commodity Line on an Award, the Line Type used to charge the Freight amount must be a **Line Type** of *Service*. You can only select commodity codes that have the **Freight** option selected on the Commodity (COMM) table.

- If the Freight Amount is known when processing the order, then the Freight amount should be entered into the **SC Amount** field, and you should choose the *FOB Destination, Freight Prepaid* **Free on Board** option. The **Freight %** on the Accounting Line will automatically be calculated based upon the amount entered on each Accounting Line associated with the Commodity Line. When the Invoice is received, it should be entered with a separate Commodity Line for the Freight Amount. The Invoice Commodity Line for Freight should reference the Purchase Order Commodity Line designated for Freight. The Invoice Commodity Line should be entered for the entire amount that appears on the Invoice.

- If the Freight Amount is <u>not</u> known when processing the order then the Freight amount should be entered into the **SC Amount** field as *$0.00.* A **Freight %** must be entered on each Accounting Line associated with the Commodity Line. The sum of each Accounting Line Freight % must total 100% for the Commodity Line. You must choose from one of the following **Free on Board** options: *FOB Shipping Point, Freight Allowed* or *FOB Shipping Point, Freight Prepaid and Charged Back*. When the Invoice is received, it should be entered with a separate Commodity Line for the Freight Amount. The Invoice Commodity Line for Freight should reference the Purchase Order Commodity Line designated for Freight. The Invoice Commodity Line should be entered for the entire amount that appears on the Invoice. If a PRM is created using the Matching Process, then the SC Amount from the Invoice is used on the PRM.

Adding Freight on an Invoice

Freight can be applied to an Invoice in ONLY one way. Freight must be added to the Invoice using a separate Commodity Line. Referencing an Award with an Invoice that has added Freight charges can be done with either a Partial, Final, or Memo reference. The following procedures must be followed in order to enter Freight on an Invoice:

- A **Line Type** of *Service* must be used,

- The Commodity Code must have the **Freight** option selected on the Commodity table,

- One of the following Free on Board (FOB) indicators must be selected,

- FOB Shipping Point, Freight Allowed

- FOB Shipping Point, Freight Prepaid and Charged Back

- FOB Destination, Freight Prepaid

- The Freight amount should be added in the **SC Amount** field, and

- The Invoice Commodity Line for Freight must reference the Purchase Order Commodity Line for Freight. If the Purchase Order does not have a Commodity Line for Freight, an Invoice Commodity Line for Freight must Memo reference the first Commodity Line on the Purchase Order.

A Memo reference should be used when the Invoice contains a line for Freight charges that were not anticipated at the time of Order, and thus do not have a corresponding Commodity Line for Freight. CGI Advantage automatically uses the first Commodity Line on the Referencing Award as the default for the Memo reference. The Matching Status table is updated with all Commodity Lines submitted for Freight; however, the Matching Process will not generate a Payment Request (PRM) Line for a Memo reference. In addition, if the **Allow Partial Payments of and Invoice** indicator is not selected, Invoices with a Memo reference for the Commodity Line for Freight will not generate a PRM line for ANY line on the Invoice. However, an alert (an e-mail sent via Workflow) is sent to the Issuer on the original Purchase Order to let them know that an additional Commodity Line for Freight has been submitted on the Invoice. Next, the original Award must be modified to add the additional Commodity Line for Freight. Lastly, you must modify the Memo Invoice Commodity Line down to zero, and enter a new Invoice Commodity Line for Freight with either a Partial or Final reference to the new Commodity Line on the Purchase Order.

Adding Freight on the Payment Request

Adding Freight on the Payment Request is similar in procedure to adding Freight on the Award transaction. For Commodities with a **Match Indicator** of *Order-Receipt*, *Order-Invoice* or *Order-Receipt-Invoice*, the Matching Process will generate Payment Requests based upon the Freight amounts entered on the Award and Invoice transactions as indicated previously. However, if the **Match Indicator** is *None*, or the **Create PRC** option is selected on the MATA table, then the Award is directly referenced by the Payment Request transaction, and the following procedures should be followed (for more information on the Payment Request transaction, refer to the "PR Transaction Type" topic in the *CGI Advantage Financial - Accounts Payable User Guide*):

› If Freight was added as part of the Unit Price of each Commodity Line on the Award

  If the Freight costs were included on the original Purchase Order, the same procedures should be followed to add Freight on the Payment Request. Refer to the "Adding Freight on an Award" topic for more information. If there are discrepancies between the Unit Price on the Payment Request and the Unit Price on the Purchase Order, you must apply a modification to the original Purchase Order and/or Invoice so that the Unit Price on all of the Commodity Lines is in synch.

› If Freight was added as a separate Commodity Line on the Award

  To add Freight charges as a separate Commodity Line on a Payment Request that directly references a Purchase Order (not using the Matching Process), the following procedures must be followed:

  - If the Freight Amount is known at the time of processing the Order, the following procedures must be followed:

  - A Commodity Line Type of Service must be used to enter the Freight amount on the Payment Request.

  - The FOB Destination, Freight Prepaid FOB indicator must be selected,

  - The Freight amount must be entered in the **SC Amount** field.

  - The Freight Commodity Line on the Payment Request must reference the Freight Commodity Line on the Purchase Order.

- If the Freight Amount is not known at the time of processing the Order, the following procedures must be followed (Note: Tolerance logic between the Award and Payment Request is ignored):

- A Commodity **Line Type** of *Service* must be used to enter the Freight amount on the Payment Request.

- The Freight amount must be entered in the **SC Amount** field.

- One of the following two Free on Board (FOB) indicators must be selected: *FOB Shipping Point, Freight Allowed* or *FOB Shipping Point, Freight Prepaid and Charged Back*

- The Freight Commodity Line on the Payment Request must reference the Freight Commodity Line on the Purchase Order.

Inquiries

This topic includes all of the inquiries used in the Procurement area, listed alphabetically. For more information on each inquiry, refer to the appropriate link in the Page Code column.

Inquiry Name	Page Code	Description
Address Type Search	This page can only be accessed from the Vendor/Customer page.	This page allows you to search through all vendor addresses entered into Advantage.
Amendment History	AMHIST	This page allows you to view all Solicitation transactions that have been amended between the time of publication and closing date.
Business Type Search	This page can only be accessed from the Vendor/Customer page.	This page allows you to search through all vendor's that have registered for business types in Advantage.
Buyer Deadline Performance by Complexity	BDPCX	Displays a buyer's performance based on the assigned complexity of the procurement.
Buyer Deadline Performance by Dollar Range	BDPDR	Displays a buyer's performance based on the number of times a buyer reaches his or her event deadlines for procurements that fall within pre-defined dollar ranges.
Buyer Deadline Performance by Procurement Type	BDPPT	Displays a buyer's performance based on the number of times a buyer reaches his or her event deadlines for a specific type of procurement.
Buyer Performance	BUYRP	Displays a buyer's performance based on the number of times a buyer reaches his or her event deadlines for all of his or her assigned procurements.
Buyer Performance Comments	BPRFCMT	Used to record a Manager's comments regarding the performance of a Buyer assigned to a particular procurement.
Buyer Team Performance Comments	TPRFCMT	Used to record a manager's comments regarding the performance of a Team assigned to a particular procurement.

Buysense ERP Information	BUYSERP	This page stores the buysenseOrg fields that do not directly map to an Advantage field.
Buysense Request Control	BUYSRQ	This page allows you to review requests generated from the buysense eMall system.
Buysense XML Files	BUYSXML	This page allows you to review system generated files used for integrating with the buysense eMall application.
Catalog Summary Inquiry	CATQ	Displays all Catalog records associated with a version of a Master Agreement in one view.
Clarification Request	CLARQ	Used as a central repository for tracking all clarification requests made on Solicitation Response (SR) transactions. This page is the starting point for when an evaluator requests further clarifications on a submitted SR and tracks the status of the clarification request record all the way through completion.
Contract Inquiry	CINQ1 CINQ2 CINQ3	Allows you to search the Master Agreement (MA) Transaction Type.
Invoicing Search	INSRCH	Allows you to search for award transactions and create Invoice transactions.
Inventory Catalog Crosswalk	CATX	Allows you to add, modify, or delete dated notes for an existing vendor/customer record.
List of Insured	CERTINSU	Allows you to view the vendors that have insurance certificates.
Mandatory Source Master Agreement Lines	MSMALS	Allows you to view Master Agreement commodity lines identified as a mandatory source.
Master Contact Search	This page can only be accessed from the Vendor/Customer page.	Allows you to search through all vendor contacts entered into Advantage.
Master Address Search	This page can only be accessed from the Vendor/Customer page.	This page allows you to search through all unique addresses entered into Advantage.

My Requests	RQHISTM	Allows you to view all Requisition and Universal Requestor transactions that you have submitted.
Open Solicitation Responses	OPSR	Allows you to search for all draft solicitation response transactions (includes both SRW and SR transactions).
Procurement Management	PRCUID	Allows you to search for a Procurement Folder and access all valid state viewers for the selected procurement.
Procurement Milestone	MLSTNST	Allows you to search for all milestones assigned to procurements in the Advantage system
Procurement Note	PRCUNOTE	Lists all notes that have been added to a Procurement Folder for a specific Procurement State
Procurement State	PRCUST	Lists all Procurements and the status of each Procurement State for each Procurement Folder.
Procurement Transaction	PRCUDOC	Allows you to view a listing of all procurement transactions in CGI Advantage Procurement with a Phase of *Final* or *Historical Final*.
Purchase Order Print History	POHIST	Allows users to track when a PO was printed either manually or in batch. The inquiry is only updated when a transaction of the PO Transaction Type is printed.
Receiving Search	RCSRCH	Allows you to search for award transactions and create Receiver transactions.
Renewal History	RNHIST	Allows you to search for your Contracts and Master Agreements using search fields. The results of the search displays in two grids. The first grid lists the Master Agreement or Contract in Procurement. The second grid lists all renewal periods for the Master Agreement or Contract listed in the first grid, and provides a link to the Renewal transaction for all periods that have been renewed.
Requisition History (Transaction-level)	RQHISTD	Allows you to view all Requisition and Universal Requestor transactions that have been submitted at the Transaction-level.
Requisition History (Line History)	N/A	Allows you to view all Requisition and Universal Requestor transactions that have been submitted at the Line-level.
Requisition History (Line-level)	RQHISTL	Allows you to view the last action that affects a Requisition or Universal Requestor line along its procurement path.

Requisition Workbench	RQWRKB	Allows you to create a Purchase Order (PO) from multiple Requisition (RQ) transactions.
Service Area Search	This page can only be accessed from the Vendor/Customer page.	This page allows you to search through all vendor's that have registered for service areas in Advantage.
Solicitation Response Detail	SRDET	This page can only be accessed from the SRSUM page. This page allows you to drill down and view specific information for a Solicitation Response (SR) transaction.
Solicitation Response Summary	SRSUM	This page allows you to view a current general summary of the Solicitation Response (SR) transactions submitted for a given Solicitation (SO).
Solicitation Watchlist	WTCHLST	This page tracks Solicitation (SO) transactions that Vendors add to the SO Watchlist through the Vendor Self Service (VSS) application.
Team Deadline Performance by Complexity	TDPCX	Allows you to view a team's performance based on the complexity of the procurement.
Team Deadline Performance by Dollar Range	TDPDR	Allows you to view a team's performance based on the number of times a buyer reaches his or her event deadlines for specific dollar ranges.
Team Deadline Performance by Procurement Type	TDPPT	Allows you to evaluate a team's performance relative to a specific type of procurement.
Team Performance	TEAMP	Allows you to evaluate a team's overall performance.
UR Requests	URREQS	Allows you to view the Universal Requestor transactions that have been created.
Vendor Commodity	VENDCOMM	This page allows you to search through all vendor's that have registered for commodities in Advantage.
Vendor Customer Archive	VCARCH	Stores a list of Vendor/Customer records already archived and communicates the list of Vendor/Customers records to be archived between the Financial and Vendor Self Service (VSS) applications.

Vendor Customer Modification Query	VCMQ	Allows you to search by either Vendor or transaction-specific information to locate a specific VCM transaction.
Vendor Customer Modification Tracking	VCMT	Allows you to search for changes to Vendor/Customer records submitted by Vendor Self Service and other interfaces.
Vendor History	VHIST	Displays all Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transactions that have been created for a given vendor. It displays a description of the change if one is entered on the corresponding transaction.
Vendor Invoice Registry	VIR	Displays a list of each Vendor Invoice recorded in CGI Advantage. The Vendor Invoice Registry is used to ensure that duplicate invoices are not recorded from the same vendor.
Vendor Notes	VNOTES	Allows you to add, modify or delete dated notes for an existing vendor/customer record.
Vendor Notification	VENDNOT	Provides an audit trail view of all notifications that have been sent to vendors in reference to a solicitation.
Vendor Solicitation List	VENDSLST	Allows you to view, insert, modify and delete vendor solicitation list activities related to the selected solicitation.
Vendor Transaction History	VTH	Allows you to search for specific information related to vendor transactions.

Note: The Lifecycle (LINQ) inquiry allows you to view the complete chain of transactions associated with a selected search transaction. Refer to the "Lifecycle Inquiry" topic in the *CGI Advantage Financial - Transactions User Guide* or page help for more information.

Address Type Search

This page allows you to search through all vendor addresses entered into Advantage. Select the line of the address of interest and click the **Vendor/Customer** row-level action to return to the Vendor/Customer page. The Vendor/Customer record(s) associated with the address chosen on the Address Type Search page is shown.

Note: The Address Type Search page can only be accessed via the **Vendor Address** Related Page action on the Vendor/Customer page.

Amendment History

This page allows you to view all Solicitation transactions that have been amended between the time of publication and closing date.

Each transaction's amendment number is shown here. This page also identifies the transaction tab where the change took place (for example, Header or Commodity Line). The description of the change and the specific commodity group and line will also be indicated where relevant.

Business Type Search

This page allows you to search through all vendor's that have registered for business types in Advantage. Select the line of the vendor of interest and click the **Back** button to return to the Vendor/Customer page. The Vendor/Customer record associated with the line chosen on the Business Type Search page is shown.

Note: The Business Type Search page can only be accessed via the **Vendor Business Type** Related Page action on the Vendor/Customer page.

Buyer Deadline Performance by Complexity

The Buyer Deadline Performance by Complexity (BDPCX) inquiry displays a buyer's performance based on the assigned complexity of the procurement. Complexity ratings are set up by default on the Procurement Type table, and can be modified by a manager using the **Procurements I Manage** or **Procurements My Team Manages** links displayed on the Procurement Management table.

On this page, you can view:

- The performance of all the buyers for which you manage by complexity. Or if you are a buyer, you can view your own performance by complexity.

- The total number of procurements currently assigned to a buyer by complexity.

- The number of deadlines met per buyer by complexity.

- The percentage of deadlines met per buyer by complexity. This percentage illustrates how effective the buyer has been at meeting imposed deadlines.

Buyer Deadline Performance by Dollar Range

The Buyer Deadline Performance by Dollar Range inquiry displays a buyer's performance based on the number of times a buyer reaches his or her event deadlines for procurements that fall within pre-defined dollar ranges. Dollar ranges are established on the Procurement Dollar Range table.

On this page, you can view:

- The performance of all the buyers for which you manage by pre-defined dollar ranges. Or if you are a buyer, you can view your own performance by pre-defined dollar ranges.

- The total number of procurements currently assigned to a buyer by pre-defined dollar range.

- The number of deadlines met per buyer by pre-defined dollar range.

- The percentage of deadlines met per buyer by pre-defined dollar range. This percentage illustrates how effective the buyer has been at meeting imposed deadlines.

Buyer Deadline Performance by Procurement Type

The Buyer Deadline Performance by Procurement Type (BDPPT) inquiry displays a buyer's performance based on the number of times a buyer reaches his or her event deadlines for a specific type of procurement. Procurement Types are established on the Procurement Type table.

On this page, you can view:

- The performance of all the buyers for which you manage by Procurement Type. Or if you are a buyer, you can view your own performance by Procurement Type.

- The total number of procurements currently assigned to a buyer by Procurement Type.

- The number of deadlines met per buyer by Procurement Type.

- The percentage of deadlines met per buyer by Procurement Type. This percentage illustrates how effective the buyer has been at meeting imposed deadlines.

Buyer Performance

The Buyer Performance (BUYRP) inquiry displays a buyer's performance based on the number of times a buyer reaches his or her event deadlines for all of his or her assigned procurements.

On this page, you can view:

- The performance of all the buyers for which you manage. Or if you are a buyer, you can view your own performance.

- The total number of procurements currently assigned to a buyer.

- The total complexity of the procurements currently assigned to a buyer.

- The average complexity of all the procurements currently assigned to a buyer.

- The total dollar amount of all the procurements currently assigned to a buyer.

- The number of deadlines met per buyer.

- The percentage of deadlines met per buyer. This percentage illustrates how effective the buyer has been at meeting imposed deadlines.

Buyer Performance Comments

The Buyer Performance Comments (BPRFCMT) inquiry is used to record a Manager's comments regarding the performance of a Buyer assigned to a particular procurement.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Buyer Team Performance Comments

The Buyer Team Performance Comments (TPRFCMT) inquiry is used to record a Manager's comments regarding the performance of a Buyer Team assigned to a particular procurement.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. Historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

Buysense ERP Information

This page stores the buysenseOrg fields that do not directly map to an Advantage field. This allows additional information to be passed through Advantage from buysense to the Advantage Requisition and then be picked up on the Purchase Order when being sent back to buysense. This is a system maintained table and is only available for inquiries. You may modify some of the fields but no validations are performed on these fields until they reach buysense.

Buysense Request Control

This page allows you to review requests generated from the buysense eMall system. For the most part, this page is system maintained as the procurement moves between the different Procurement States. Buysense Request Control allows you to track the request and provides you with the assigned buyer and the internal Procurement Folder number.

The Status contains three different options.

- Open – the request line is still in the process of being procured

- Final – the request has been awarded through a Purchase Order

- Canceled – notifies the buyer via email that the user is requesting this line item to be canceled

Once the status is Final, the status cannot be changed. If the status is Cancelled, the Purchase Order will issue an error for that line item to prevent the Purchase Order from being accepted.

Buysense XML Files

This page allows you to review system generated files used for integrating with the buysense eMall application. All of the files are created within Advantage and are imported into buysense via the batch job utility. This table is system maintained. By selecting (checking) Halt?, you can prevent the selected record from being sent to buysense.

Different type of files created:

- Ariba-sol-sta-ABC-XYZ.xml -used to update the buysense request history tab each time the Procurement State completes the next State. ABC = the State Name (for example, Solicitation) and XYZ = the Buysense Request Unique Name (for example, RQ1234).

- Ariba-XYZ.xml – used to send the award transaction back to buysense where it is imported and distributed to the vendor for fulfillment. XYZ = the Advantage transaction name (for example, POB15010001).

- XYZ.sta – used to tell buysense it has received all components of one transaction.

- Department-XYZ.cif - used to send the Master Agreement transaction back to the buysense eMall (for example, 150-MA00001) application as a CIF file so that it can be loaded into buysense as a Catalog.

- Attachment-123 – used to send attachments to buysense (for example, 123 = a unique attachment number).

Catalog Summary Inquiry

The Catalog Summary Inquiry (CATQ) page provides the ability to view all Catalog records associated with a version of a Master Agreement in one view. The Catalog records are limited to Active records that were added or modified prior to the version of the Master Agreement used to link to this page. CATQ is a display only view of the Catalog Maintenance table. This page can be accessed through Global Search or by clicking the **View Catalog** Related Page action on the Header of the Master Agreement. When accessed from a Master Agreement, only catalog records associated with the Master Agreement are displayed.

A record is added to the Catalog Summary Inquiry table if the **Line Type** field on the Commodity tab of the MA transaction is *Catalog*.

Clarification Request

The Clarification Request page is used as a central repository for tracking all clarification requests made on Solicitation Response (SR) transactions. This page is the starting point for when an evaluator requests further clarifications on a submitted SR and tracks the status of the clarification request record all the way through completion. This page can be accessed via the **Clarification Request** action on the Solicitation Response (SR) transaction, directly via Global Search, or via the **Clarification Request** link on the Procurement Management page. The ability to insert a record on the CLARQ page is only allowed when this page is accessed via the Clarification Request action on the SR transaction. If this page is accessed via Global Search or via the Clarification Request link on the Procurement Management page, the information on the page is displayed as read only.

The Attachments icon in the grid of each record allows you to add files and supporting transactions to the Clarification Request record. This allows Clarification Attachments to be tracked separately than the attachments added to the SO transaction or the vendor's SR transaction.

Contract Inquiry

The Contract Inquiry page allows a user to search the Master Agreement (MA) Transaction Type. This page displays the key amounts of the corresponding MA transactions and also provides the ability to drill-down each amount to view/download financial details.

This Contract Inquiry page has three different levels which are as follows:

- Contract Inquiry Level 1 (CINQ1)

- Contract Inquiry Level 2 (CINQ2)

- Contract Inquiry Level 3 (CINQ3)

Contract Inquiry Level 1 (CINQ1)

The Contract Inquiry dashboard allows users to view the budgetary information related to all contracts.

Level 1 of the Contract Inquiry page allows users to track amounts spent on any Master Agreement (MA) Transaction type. The process starts by searching for the MA transactions being tracked, and then clicking on the magnifying glasses to drill down on the shown amounts.

- Encumbered Amount drill down will transition to Level 2, where all the related Purchase Order (PO) transactions will be displayed.

- Additional Expenses drill down will transition to Level 3, where all the related Payment Request (PR) transactions, which do not have encumbering documents will be displayed.

- Expended Amount drill down will transition to Level 3, where all the related Payment Request (PR) transactions will be displayed.

Note: The results are shown by the Authorized Department on the transaction, and as such, each Authorized Department defined on the contract will have a line in the results. Transactions whose Authorized Department is "ALL" will only show on one line. Drilling down on a "Department" amount field will filter the results on the next level by the Document Department of the referencing transaction.

When searching by Authorized Department, in order to see contracts where "ALL" departments are authorized, enter *ALL* in the Authorized Department search box.

The Modifications, Terminations, and Renewals link navigates the user to a list of all Master Agreement Revision (MMR), Termination (TM), or Renewal (RN) transactions, which reference the selected Master Agreement.

Contract Inquiry Level 2 (CINQ2)

Level 2 of the Contract Inquiry page tracks amounts related to Purchased Orders (POs). The page can be reached directly, or by drilling down from Level 1.

- If drilling down, the results grid will be filtered based on the selected drill down. Searching will narrow down the displayed results even further within this subset of results.

- If the page was reached directly, searching will search all POs in the system.

Search for the desired PO, and then click on the magnifying glasses to drill down on the shown amounts. Click the "Closed Amount" drill down to view the related Payment Request (PR) transactions on Level 3.

Click the "To Level 1" link to see the referenced Master Agreement (MA) transactions on Level 1.

The Terminations and Lapses link navigates the user to a list of all Termination (TM) and Commodity Based Document Lapse (CBDL) transactions, which reference the selected Purchase Order.

Contract Inquiry Level 3 (CINQ3)

Level 3 of the Contract Inquiry page tracks amounts related to Payment Requests (PRs). The page can be reached directly, or by drilling down from Level 1 or Level 2.

- If drilling down, the results grid will be filtered based on the selected drill down. Searching will narrow down the displayed results even further within this subset of results.

- If the page was reached directly, searching will search all PRs in the system which reference a Master Agreement or Purchase Order transaction.

Search for the desired PR. Click on "Closed Amount" and then drill down to view the related payment transactions on the Disbursement Details page.

Click the "To Level 2" link to see the referenced PO transaction on Level 2 or "To Level 1" link to view the referenced MA transaction.

Invoicing Search

The Invoicing Search (INSRCH) inquiry allows you to search for award transactions and create Invoice transactions. The search window allows you to search for the award transaction that you are referencing. If all of the Commodity Lines on the award transaction have the **Inactive Line** flag selected, then Advantage will not display the award transaction in the search results. Once you have found your award transaction, you can click the **Select Lines To Invoice** link. In addition, if you want to close the award transaction then click the **Close Lines** link within the line level menu or the Close Lines button on the page. This will create and open the Invoice transaction with the Reference Type = Final and Invoice Quantity = Zero. Once this transaction is processed to Final, it will close out the referenced accounting line. The Close Line link and button can be hidden using Configure Page (DESIGNER), Additional Configuration, Page Menu, and Grid Row Menu for Action or Link of Close Lines by updating Displayed Extension as *No*.

You have one of three different ways to specify which Award commodity lines you want to invoice:

- Selecting individual lines - users manually select each Commodity Line to be generated on the Invoice by selecting the check box associated with that line.

- Invoice All Lines - users select All Commodity Lines to be generated on the Invoice by choosing the **Invoice All Lines** option.

- Invoice All Unselected Lines - users exclude selected Commodity Lines from the Invoice by selecting each Commodity Line to be excluded and choosing the **Invoice All Unselected Lines** option.

*Note: Commodity Lines on an award transaction that have the **Inactive Line** flag selected are not displayed in the search results on the Invoicing Search - Select Lines page.

When selecting the **Invoice** link on the Invoicing Search - Select Lines page, one of two things happens based on the setting of the **Bypass Invoice Search Create Transaction Page** parameter on the Application Parameters page:

1. If the **Bypass Invoice Search Create Transaction Page** parameter on the Application Parameters page is set to *True*, when the **Invoice** link is clicked, the Invoice transaction is automatically created using the Transaction Code value in the Invoice Search Default Transaction Code parameter on the Application Parameters page. In addition, the system uses the Transaction Department and Transaction Unit (if available) from the referenced award transaction to create the Invoice transaction and the system automatically generates the Transaction ID.

2. If the **Bypass Invoice Search Create Transaction Page** parameter on the Application Parameters page is set to *False*, when the **Invoice** link is clicked, you are transitioned to the Create Transaction page. The Create Transaction page allows you to enter transaction identification information (for example, transaction code, department and unit) for the new Invoice transaction transitions you to the Create Transaction page. The Create Transaction page allows

you to enter transaction identification information (for example, transaction code, department and unit) for the new Invoice transaction. Refer to the Create Transaction page help for information on this page.

The **Create Transaction** link on the Create Transaction page will generate a new Invoice transaction in the *Draft* phase referencing the Award Commodity Lines that you have specified. The **Invoiced Quantity** and **Unit Price** may be different from the **Ordered Quantity** and **Ordered Unit Price**. If different, you will need to select a **Condition Code** and enter text in the **Reason** field. You will then need to populate all required fields before submitting the Invoice transaction.

If the Award transaction does not exist, then you can click on the **Standalone Invoice** link from the Invoicing Search (INSRCH) page. This link transitions you to the Create Transaction page, which allows you to enter transaction identification information (for example, transaction code, department and unit) for the new Invoice transaction. Refer to the Create Transaction page help for information on this page. A Standalone Invoice is automatically opened by CGI Advantage Procurement, when you select the **Create Transaction** link on the Create Transaction page. You must enter all information from scratch.

Inventory Catalog Crosswalk

The Inventory Catalog Crosswalk (CATX) table allows you to associate the Stock Item with item(s) in the hosted catalog and identify the correct source. The Crosswalk table supports a one-to-many relationship between Stock Items and catalog items. Also, the Inventory Replenishment Review (IREP) process uses the Inventory Catalog Crosswalk table to identify the precise source of supply for the Stock Item.

The Crosswalk table serves an additional purpose besides identifying the source of supply for the Stock Item. The CATX table also helps to recognize the appropriate Stock Item against the Vendor hosted Catalog items.

- If Verify CATX parameter is *True* on the Catalog Upload batch job; then the system will verify each catalog record with the CATX record based on the following combinations:

  - **Combination #1**: Supplier Part Number plus the Manufacturer Name and Manufacturer Part Number.

  OR

  - **Combination #2**: Supplier Part Number and the UPC Code.

Once the appropriate record is identified, the selected Stock Item number will be populated in the Commodity code field for the Sock Item from the CATM table. This process ensures that when the Delivery Order (DO) is created, it infers the correct Stock Item.

List of Insured

This page allows you to view the vendors that have insurance certificates. Records are added/modified/removed from this table when records are added/modified/removed from the Insurance Certificate table.

Mandatory Source Master Agreement Lines

The Mandatory Source Master Agreement Lines (MSMALS) inquiry allows you to view each Master Agreement commodity line identified as a mandatory source (that is, the **Mandatory Source** flag is selected). If the Mandatory Source flag is selected when the MA is submitted to Final, the system inserts

a new line on MSMALS for each Authorized Department/Unit within the Master Agreement's effective dates. If the Mandatory Source flag is selected, then the Mandatory Source functionality is initiated if a user tries to purchase that commodity. Refer to the "Mandatory Source Functionality" topic for more information.

You can access this page in several ways.

- You can transition to this page by selecting the **Mandatory Source Master Agreement Lines** link on the Commodity page. Under this access method, when this page is opened it automatically displays data filtered by the COMM record selected.

- Your access for this page is via Global Search. With this method, the page opens to display all records with the most recent record added at the top of the page.

You can remove Master Agreement lines from this page for agreements that have expired by running the Expired Mandatory Purge on MA job. Refer to the *CGI Advantage Procurement Run Sheets* for more information.

Master Address Search

This page allows you to search through all vendor addresses entered into Advantage. You can search by Headquarter Account. Select the line of the address of interest and click the **Vendor/Customer** action to return to the Vendor/Customer page. The Vendor/Customer location(s) associated with the Headquarter account chosen on the Master Address Search page is shown.

Note: The Master Address Search page can only be accessed via the **Master Address** Related Page action on the Vendor/Customer page.

Master Contact Search

This page allows you to search through all vendor contacts entered into Advantage. You can also use the Search fields to narrow the list of contacts. If the contact already exists, then select the line of the contact of interest and click the Vendor/Customer action to return to the Vendor/Customer page. The Vendor/Customer record associated with the contact chosen on the Master Contact page is shown. If this is a new contact, then you can add a new record to the Master Contact page.

Note: The Master Contact Search page can only be accessed via the **Master Contact** Related Page action on the Vendor/Customer page.

My Requests

The My Requests (RQHISTM) inquiry enables you to keep an audit trail of every action that affects a Requisition that you created. When an original Requisition or Universal Requestor transaction is submitted for approval, it is moved into the *Pending* phase in Advantage Procurement. Once an original Requisition or Universal Request moves into the *Pending* phase, the transaction will update this page with an entry for each line item on the transaction.

The My Requests and Requisition History (Transaction-level) pages are identical. The only difference is that My Request displays only the transactions that you have created.

Open Solicitation Responses

The Open Solicitation Responses (OPSR) inquiry allows you to search for all draft Solicitation Response transactions (includes both SRW and SR transactions). This page allows you to search for a Solicitation Response transaction by:

- Solicitation Response - using the Response Code, Response Department or Response ID

- Referenced Solicitation - using the Solicitation Code, Solicitation Department, Solicitation ID or Description

- Vendor - using the Vendor ID.

This page can be accessed by clicking the **Find Responses in Progress** link on the Solicitation Wizard page or from Global Search. If this page is accessed from Solicitation Response Wizard and a solicitation was selected on that page, then the inquiry will only display Solicitation Responses for the selected solicitation. If the link is clicked without a Solicitation selected, all draft Solicitation Responses (includes both SRW and SR transactions) are displayed.

If this page is accessed from Global Search then the query will be blank. You must enter either the n order to perform a search. The list of draft Solicitation Responses returned from a search is sorted in ascending order by Vendor Legal Name.

You can click the **SR Transaction** link to transition to a SR or SRW transaction. Click the **Edit** action from the page-level menu to make changes to the transaction.

Procurement Milestone

The Procurement Milestone inquiry lists all milestones assigned to procurements in the Advantage system. Milestones are set up on the Milestone table. Milestones are assigned to a Procurement State via the Milestone tab of the Procurement Type table. If a Milestone is required, then a buyer must complete the milestone before the State is deemed completed. You can also view milestones assigned to a specific procurement via the Milestones tab of the Procurement Management table.

Procurement Note

The Procurement Note (PRCUNOTE) page lists all notes that have been added to a Procurement Folder for a specific Procurement State. This page is for inquiry purposes only. To add, modify or delete comments for a specific Procurement Folder/Procurement State, select the **Procurement Note** action on the Procurement Management page.

Procurement State

This page lists all Procurements and the status of each Procurement State for each Procurement Folder. This page is for inquiry purposes only. To view additional information about a Procurement Folder/Procurement State, navigate to the Procurement Management page.

Procurement Transaction

This page allows you to view a listing of all procurement transactions in CGI Advantage Procurement with a Phase of *Final* or *Historical Final*. The Lifecycle Inquiry row-level action transitions you to the Lifecycle Inquiry page, which allows you to view all transactions associated with the transaction selected on this page.

Purchase Order Print History

The Purchase Order Print History (POPH) page allows users to track when a PO was printed either manually or in batch. Purchase Order Print History is an inquiry only page that is only updated when a transaction of the PO Transaction Type is printed. The Transaction Identification column provides a link to the transaction.

Printing information such as the Print Method, Purchase Order Print Date and Purchase Order Print Time are displayed on this page. The Print Method field can either be *Manual* or *Batch*. *Manual* indicates that the transaction was printed manually by a user clicking the Print action on a PO transaction, or by selecting Print from the row-level menu on the Transaction Catalog. If Batch is indicated, then it was printed via the Purchase Order Printing chain job. Vendor information regarding the vendor that is entered on the Vendor section of the PO transaction is also displayed on this page.

Receiving Search

The Receiving Search (RCSRCH) inquiry allows you to search for award transactions and create Receiver transactions. The search window allows you to search for the award transaction that you are referencing. If all of the Commodity Lines on the award transaction have the **Inactive Line** flag selected, then Advantage will not display the award transaction in the search results. Once you have found your award transaction, you can click the **Select Lines To Receive** link. You will then need to select the **Receive** link. This will create and open the Receiver transaction for you, with all award lines copied forward. In addition, if you want to close the commodity line then you must click the **Close Lines** link within the line level menu or the Close Lines button on the page. This will create and open the Receiver transaction with the Shipment Type = Final and Receive Quantity = Zero. Once this transaction is processed to Final, it will close out the referenced commodity line. The Close Line link and button can be hidden using Configure Page (DESIGNER), Additional configuration, Page Menu, and Grid Row menu for Action or Link of Close Lines by updating Displayed Extension as *No*.

The Receiver transaction is automatically created using the Transaction Code value in the **Receiving Search Default Transaction Code** (RCSRCH_DEFAULT_DOC_CD) parameter on the Application Parameters page. In addition, the system uses the Transaction Department and Transaction Unit (if available) from the referenced award transaction to create the Receiver transaction and the system automatically generates the Transaction ID. If you have received all items that are on the award transaction, then you can submit the Receiver transaction. If you have not received all items then you need to enter the amount received before submitting the transaction.

You will have one of three different ways to specify which Award commodity lines you want to receive:

- **Selecting individual lines** - users manually select each Commodity Line to be generated on the Receipt by selecting the check box associated with that line.

- **Receive All Lines** - users select All Commodity Lines to be generated on the Receipt by choosing the **Receive All Lines** option.

- **Receive All Unselected Lines** - users exclude selected Commodity Lines from the Receipt by selecting each Commodity Line to be excluded and choosing the **Receive All Unselected Lines** option.

*Note: Commodity Lines on an award transaction that have the **Inactive Line** flag selected are not displayed in the search results on the Receiving Search - Select Lines page.

Tasks

For instructions on how to record items being received using the Receiving Search (RCSRCH), refer to the "Record Items Received from a Vendor" topic under Common Business Tasks.

Renewal History

The Renewal History (RNHIST) page allows you to search for your Master Agreements or Contracts using the Transaction Code, Transaction Department, and Transaction ID fields. This search keys on the Base Agreement ID, which allows you to select all Renewal Period Lines associated with the Base Agreement ID regardless of the actual MA or CT Transaction ID. The Base Agreement ID still locates the MA or CT Transaction ID for those sites that revise the MA or CT instead of creating a new MA or CT because the logic is to always set the Base Agreement ID equal to the MA or CT Transaction ID (including Transaction Department and Transaction Code). Wildcard searching is available. Enter your search criteria and select **Apply.** A record is displayed in the grid for each renewal period for the Master Agreement or Contract that matched the search results.

By default, specific amount columns and transaction details are displayed in the grid results. This can be configured to show additional columns or hide currently displayed columns. To view additional details about a renewal period displayed in the grid results, select the **View** row-level action.

› Details on Amounts for MA transactions

- **Total Ordered Amount** – This field displays the value of the Total Ordered Amount field from the Header of the selected Master Agreement. The sum of all Total Ordered Amounts from all Vendor lines on the MA Transaction.
- **Total Expended Amount** - This field displays the value of the Total Expended Amount field from the Header of the selected Master Agreement. The sum of all Total Expended Amounts from all MA Vendor Lines.
- **Ordered Amount** – This field displays orders against the selected Master Agreement from transactions directly referencing that Master Agreement.
- **Expended Amount** - This field displays encumbrance amounts against the selected Master Agreement from payment transactions associated with the Master Agreement.
- **NTE Amount** – Not to Exceed Amount is the limit of the total that can be expended on this Master Agreement.
- **Agreement Total** – displays the Calculated Transaction Total amount from the Agreement Header.
- **Available** – This field provides the difference between the Not to Exceed Amount and the Total Ordered Amount. This field provides the amount remaining for the user to order against the MA. Note: If the Total Ordered Amount is greater than the Not to Exceed Amount, then a blank value is displayed.

› Details on Amounts for CT transactions

- **Total Ordered Amount** – This field displays the value of the Actual Amount field from the Header of the selected Contract. The sum of all Actual Amounts from all Vendor lines on the CT transaction.
- **Total Expended Amount** - This field displays the value of the Closed Amount field from the Header of the selected Contract. The sum of all Closed Amounts from all CT Vendor Lines.
- **Ordered Amount** – This field displays the Actual Amount from the CT Header.

- **Expended Amount** - This field displays Closed Amount (Total amount of all payments) that reference the CT transaction.
- **NTE Amount** – The Not to Exceed Amount is the limit of the total that can be expended on this Contract.
- **Agreement Total** – This field displays the Calculated Transaction Total amount from the CT Header.
- **Available** – This field provides the difference between the Actual Amount and the Closed Amount from the CT Header. This field provides the amount remaining for the user to order against the CT. Note: If the Actual Amount is greater than the Closed Amount, then a blank value is displayed.

This page contains the following actions/links:

› Row-Level actions/links

- **Procurement Management** - This link transitions you to the Procurement Management page in the All States view filtered by the selected Procurement.
- **View** - This action allows you to view additional information about the selected renewal period. Select the Back button to return to the Renewal History page.

Requisition History (Transaction-level)

When an original Requisition or Universal Requestor transaction is submitted for approval, it is moved into the *Pending* phase. It is at this time that the transaction will update the Requisition History (Transaction-level) (RQHISTD) page with a link to the transaction and overall information about the transaction such as the Phase, Function, Buyer, and so forth.

From this page you can navigate to the following pages:

- Requisition History (Line-level)

- My Requests

Requisition History (Line History)

Once an original Requisition or Universal Requestor transaction moves into the Final phase, the transaction will update the Requisition History (Line History) table with an entry for each line item on the transaction. Each of these entries is used to record specific actions that impact the Requisition line that may be of interest to the requesting user.

The actions that are recorded on this page are:

- **Approved** - The Requisition updates the Requisition History table after the final approval.

- **Assigned to Buyer** - The Requisition updates the Requisition History table after it has been marked *Final* and a buyer or workload team has been assigned.

- **Cancelled (Requisition)** - A cancellation Requisition that has been approved and marked *Final* updates the Requisition History table with Action set to *Cancelled.*

- **Cancelled Award/Solicitation**

- **Closed Award Line**

- **Modified** - a modification to a Requisition that has been approved and marked *Final,* updates the Requisition History table with **Action** set to *Modified.*

- **Procurement Number Changed**

- **Referenced by (Award or Solicitation)**

This page can only be accessed via the Requisition History (Line-level) page.

From this page you can navigate to the following pages via the associated row level action:

- Requisition History (Transaction-level)

- Requisition History (Line-level)

- My Requests

Requisition History (Line-level)

The Requisition History (Line-level) (RQHISTL) inquiry allows you to view information about a Requisition transaction at the line level. Once an original Requisition or Universal Requestor transaction moves into the Final phase, the transaction will update the Requisition History (Line-level) table with an entry for each line item on the transaction. The **State** field allows you to see the status of each line on the Requisition transaction. Valid values for this field are: *Approved*, *Partial Reference*, and *Full Reference*. A value of *Multiple* in the **Procurement Folder** field indicates that more than one Purchase Order has referenced the Requisition Commodity line, and the Requisition is now referenced by more than one Procurement Folder. Users may refer to the Requisition History (Line History) page for the specific Procurement Folders.

From this page you can navigate to the following pages:

- Requisition History (Transaction-level)

- My Requests

- Requisition History (Line History)

Requisition Workbench

The Requisition Workbench (RQWRKB) inquiry page allows you to search across open Requisition (RQ) transaction commodity lines in order to create Purchase Order (PO) transactions that reference one or many requisitions. After entering in search criteria, the Requisition Workbench returns search results corresponding to individual commodity lines on requisition transactions that match the entered criteria. You may then select lines from the search results that are applicable to your procurement; any lines selected on one page of search results will be retained when navigating through additional pages of search results. The number of records that will be returned is limited by the RQWRKB_MAX_REC_COUNT parameter on the Application Parameter table. If the number of records in your results set exceeds this parameter, an error will be issued and you will be asked to refine your search criteria. You can navigate through the grid using the first (<<), previous (<), next (>) and last (>>) navigation actions available for a grid of records.

The **Related Pages** > **Update Procurement** action on the three dot menu that is displayed on each of the records displayed in the results grid of this page allows authorized Managers, Buyers, or Procurement Administrators who are assigned to a Procurement Folder, either individually or as part of a team, that are

not the Manager of the Procurement Folder to update the Procurement Folder without contacting the Manager. The designation of the buyer is controlled by your site's security setup to this action.

You can select the **Selection** check box in the grid header to select all the records displayed in the results grid and unselect the **Selection** check box in the grid header to clear all the selected records. Click the **Create Order** button to navigate to the Create Order page. This page displays all the selected records from the result grid section of the Requisition Workbench page to create a purchase order. The selection of records on the results grid of the Requisition Workbench page is limited by the RQWRKB_MAX_REC_SELECT parameter on the Application Parameter table. If the number of selected records in the results grid of the Requisition Workbench page exceeds this parameter and the **Create Order** button is clicked, an error will be issued and you are not navigated to the Create Order page. The system also issues an error when no records are selected in the results grid of the Requisition Workbench page and the **Create Order** button is clicked.

›   Grid-Level Actions

- Select **Export** > **Viewable Columns** or **Export** > **Available Columns** from the **Grid Actions** menu to export only the selected records to a CSV file.

- Select **Export All > Viewable Columns** or **Export All > Available Columns** from the **Grid Actions** menu to download all data returned by the inquiry to a CSV file.

    Note: Refer to the "Export Grid Results to CSV" topic in the *CGI Advantage Page/Table User Guide* for detailed instructions on how to export the results to a CSV file and how to use an import wizard to open the file in Microsoft Excel.

Create Order

The Create Order transaction page is used to create a Purchase Order (PO) for the selected commodities of the Requisition (RQ) Transaction Type on the Requisition Workbench page. The Create Order transaction page can only be accessed by clicking the **Create Order** button on the Requisition Workbench page.

The Order Details section on this page contains all the required fields for the Purchase Order (PO) transaction creation. The Requisition Selected section on this page displays all the selected commodities of the Requisition Transaction Type on the Requisition Workbench page.

The **Initiate Order** button on this page creates a new Purchase Order (PO) Transaction Type for all rows in the Requisition Selected section using the information in the Order Details section fields. The system validates the values entered in the Order Details section fields before creating a new purchase order.

- Each line/row on the Create Order transaction page is entered as a separate commodity line on the new PO transaction.

- The Quantity, Unit, and Unit Price for Item lines and the SC Amount for Service lines that are entered on the Create Order transaction page are populated on the corresponding PO commodity lines.

- The PO transaction is created in *Draft* status. The system does not validate or submit it.

- The Vendor Code field on this page is populated based on the RQWRKB_INFER_VEND parameter on the Application Parameters (APPCTRL) table. If this parameter is set to *True*, the Vendor Code is inferred from the referenced Requisition's Vendor line. If set to *False*, the Vendor Code remains blank when the Create Order transaction page is opened. The Vendor Code

validation rules on the Create Order page, accessed from the Requisition Workbench (RQWRKB) page is based on the Vendor Rule field defined on the Transaction Control (DCTRL) table.

Note: If the Enforce Transaction Department Validation flag on the Transaction Control (DCTRL) is selected for the PO Transaction Code provided in the Transaction Code field of this page, the system validates that the RQ Transaction Department for all the selected lines equals to the Department Code entered in the Department field. If the Department Codes are different, the system issues an "Department does not equal to RQ Transaction Department code" error.

The Requisition Commodity lines are added to the Requisition Workbench (RQWRKB) when the corresponding Requisition transaction reaches the Final Phase and has a Function of *New* or *Modification*. Requisition lines can be selected from this table and are used to create the Purchase Order (PO) transaction. In order to make finding records easier on the Requisition Workbench, the Commodity line is removed from the Requisition Workbench based on the value of the RQWRKB_ EXC_RQ parameter on the Application Parameter (APPCTRL) table and the Phase of the PO. If the RQWRKB_ EXC_RQ parameter is set to *Yes*, the Commodity line is removed from the Requisition Workbench when the PO Phase is *Draft*, *Pending* or *Final*. If set to *No*, the Requisition Commodity line is removed from the Requisition Workbench once the PO is processed to *Final*.

Service Area Search

This page allows you to search through all vendor's that have registered for service areas in Advantage. Select the line of the vendor of interest and click the **Back** button to return to the Vendor/Customer page. The Vendor/Customer record associated with the line chosen on the Service Area Search page is shown.

Note: The Service Area Search page can only be accessed via the **Vendor Service Area** Related Page action on the Vendor/Customer page.

Solicitation Response Detail (SRDET)

The Solicitation Response Detail page allows you to drill down and view specific information for a Solicitation Response (SR) transaction. You can only access this page by selecting the row-level **Solicitation Response Details** action on the Solicitation Response Summary (SRSUM) page. This page includes all SR transactions tied to a Solicitation transaction. From this page you can view detailed information such as: the vendor/user that submitted the response, the date/time that the response was submitted, and the Bid Response Type. For unsealed bids (**Allow Response Viewing Before Close** flag is checked on the Procurement Transaction Control (PRDOC) page for the Solicitation Transaction Code), where the result set is gathered from Financial, you can directly access the SR transaction via a link in the Transaction column in the grid. For sealed bids, where the result set is gathered from Vendor Self Service (VSS), a hyperlink is not provided to the SR transaction. (Note: Additional system configuration may be needed for the Solicitation Response Summary (SRSUM) and Solicitation Response Detail (SRDET) pages to show Solicitation Response information pulled from VSS.

Solicitation Response Summary (SRSUM)

The Solicitation Response Summary (SRSUM) page allows you to view a current general summary of the Solicitation Response (SR) transactions submitted for a given Solicitation (SO), even while the Solicitation is still open. This allows a Buyer or other authorized Procurement users to get an up-to-date summary of the overall SR and bidding activity for an open Solicitation. The SRSUM page only includes Solicitation transactions that have the **Allow Viewing of Solicitation Response Summary** flag checked for the Solicitation Transaction Code on the Procurement Transaction Control (PRDOC) table.

The system pulls all *Final* Solicitation Response (SR) transactions for a provided Solicitation Transaction Code from Financial or Vendor Self Service, but not both, depending on the setting of the **Allow Response Viewing Before Close** flag on the Procurement Transaction Control (PRDOC) page for the Solicitation Transaction Code. (Note: Additional system configuration may be needed for the Solicitation Response Summary (SRSUM) and Solicitation Response Detail (SRDET) pages to show Solicitation Response information pulled from VSS.

- Sealed Bids - If the Allow Response Viewing Before Close flag is not checked on PRDOC for a given SO Doc Code, then the SRSUM page will only pull in SRs from VSS.

- Unsealed Bids - If the Allow Response Viewing Before Close flag is checked on PRDOC for a given SO Doc Code, then the SRSUM page will only pull in SRs from Financial.

SRSUM displays the number of Solicitation Responses received to date for a Solicitation and is broken down by: Total Responses, Bids, Partial Bids, and No Bids. You can search this page by SO Transaction Code, SO Transaction Department, SO Transaction ID and Procurement Folder ID.

- The minimal search criterion is an SO Transaction Code.

- Total Bids is the total number of submitted SR transactions for the Solicitation.

- Bids and No Bids are set to the number of SR transactions that have all of the Commodity Lines set to the same Response Type value, Bid or No Bid, respectively. Partial Bids is set to the number of SR transactions that have different Response Type values set for the Commodity lines.

- The Transaction column in the grid on the SRSUM page contains a hyperlink that transitions you to the Solicitation transaction.

The **Solicitation Response Details** link is activated if the **Allow Viewing of Solicitation Response Details** flag is checked on the PRDOC page for the selected Solicitation Transaction Code. This link transitions you to the Solicitation Response Details page, which allows you to drill down and view more specific information about the SR transactions submitted to Final for the selected Solicitation.

Solicitation Watchlist

The Solicitation Watchlist page tracks Solicitation (SO) transactions that Vendors add to the SO Watchlist through the Vendor Self Service (VSS) application. This page is updated when a Vendor adds or deletes a Solicitation (SO) transaction to their VSS SO Watchlist and the VSS Synch Job is run.

Team Deadline Performance by Complexity

The Team Deadline Performance by Complexity (TDPCX) inquiry allows you to view a team's performance based on the complexity of the procurement. Complexity ratings are set up by default on the Procurement Type table, and can be modified by a manager using the **Procurements I Manage** or **Procurements My Team Manages** links displayed on the Procurement Management table.

On this page, you can view:

- All the teams for which you manage

- The number of procurements currently assigned to a team

- The percentage met, which illustrates how effective the team has been at meeting imposed deadlines

Team Deadline Performance by Dollar Range

The Team Deadline Performance by Dollar Range (TDPDR) inquiry allows you to view a team's performance based on the number of times a buyer reaches his or her event deadlines for specific dollar ranges. Dollar ranges are established on the Procurement Dollar Range (WRNG) table.

On this page, you can view:

- All the teams for which you manage

- The number of procurements currently assigned to a team

- The percentage met, which illustrates how effective the team has been at meeting imposed deadlines

Team Deadline Performance by Procurement Type

The Team Deadline Performance by Procurement Type (TDPPT) inquiry displays a team's performance based on the number of times a team reaches the event deadlines for a specific type of procurement. Procurement Types are established on the Procurement Type table.

On this page, you can view:

- All the teams for which you manage

- The number of procurements currently assigned to a team

- The percentage met, which illustrates how effective the team has been at meeting imposed deadlines

Team Performance

The Team Performance (TEAMP) inquiry allows you to view a team's overall performance. A team's performance is measured by complexity, dollar amount, and the percentage of deadlines met. In addition, this view displays the total number of procurements assigned to a team, the average complexity of all a team's procurements, and the total number of deadlines met by the team.

UR Requests

This page allows you to view the Universal Requestor transactions that have been created. The UR Requests table contains both draft and final UR transactions. From this table you can transition to the UR transactions by clicking the link in the Request column.

Vendor Customer Archive

The Vendor Customer Archive (VCARCH) page is updated by the Vendor Customer Archiving and Vendor Customer Archiving VSS Updates processes. This page stores a list of Vendor/Customer records

already archived and communicates the list of Vendor/Customers records to be archived between the Financial and Vendor Self Service (VSS) applications.

Vendor Commodity

This page allows you to search through all vendor's that have registered for commodities in Advantage. Select the line of the vendor of interest and click the **Vendor/Customer** row-level action to navigate to the Vendor/Customer page. The Vendor/Customer associated with the line chosen on the Vendor Commodity page is shown.

Vendor Customer Modification Query

The Vendor Customer Modification Query allows you to search by either Vendor or transaction-specific information to locate a specific VCM transaction. If the Vendor Customer Modification Query is accessed from Vendor/Customer (VCUST), then all VCM transactions that have a Vendor/Customer code matching the Vendor/Customer code on the selected Vendor/Customer record are displayed. The Transaction ID column provides links to the VCM transactions.

Vendor Customer Modification Tracking

The Vendor Customer Modification Tracking (VCMT) table stores changes to Vendor/Customer records submitted by VSS and interfaces. This table does not store changes related to VCM transactions that are created by users within the application.

The Vendor Customer Modification Tracking table is used to create VCM transactions based on Prefix and Tracking Number. It shows the old value and new value of each change, in addition to tracking the status of changes once the corresponding VCM transactions are processed. Valid values for the **Status** field are: *Pending Approval, Approved*, and *Rejected*. The **Status** is set to *Pending Approval* when the record is first added to the VCM Tracking Table. The **Status** is set to *Approved* when the corresponding VCM transaction is submitted to Final and the **Changes Rejected** box is unchecked. The **Status** is set to *Rejected* when the VCM transaction is submitted to Final and the **Changes Rejected** flag is checked.

Additionally, if a VCM transaction is discarded from the Transaction Catalog, the following outcomes are possible based on the VCM Discard (VCM_DISCARD) parameter on the Application Parameters table and the setting of the **VSS-Initiated** flag on the VCM transaction:

- If the VCM_DISCARD parameter on the Application Parameters table is set to *True* and the **VSS-Initiated** flag on the VCM is not selected, then the **Status** on the Vendor Customer Modification Tracking table will be set to *Rejected* whenever a draft VCM Transaction is deleted (discarded) from the Transaction Catalog. In addition, the VCM Transaction Code, Transaction ID and Transaction version fields will remain populated on the Vendor Customer Modification Tracking table.

- If the VCM_DISCARD parameter is set to *False* and **VSS-Initiated** flag is not selected, then records are simply removed from the Vendor Customer Modification Tracking table when the VCM is deleted (discarded).

- If the **VSS-Initiated** flag is selected (and the VCM_DISCARD parameter is set to either *True* or *False*), when a VCM transaction is deleted (discarded) the record remains on the Vendor Customer Modification Tracking table, but the Transaction Code, Transaction ID and Transaction Version fields are blanked out. In this case, a new VCM transaction will be generated the next time the Tracking Table to VCM batch job is run.

This table also provides detailed information used in emails sent to VSS users, informing them of the status of their account changes.

All fields on this table are protected and cannot be modified by an online user.

Vendor History

This page displays all Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transactions that have been created for a given vendor. It displays a description of the change if one is entered on the corresponding transaction. The only editable field is the Comments field all other fields are updated by the VCC or VCM transaction. This page is not updated by updates made directly to the Vendor Customer pages, only by the Vendor transactions.

In order to utilize this page, the Transaction Description check box on the Transaction Control table must be selected for the VCC and VCM transactions including any clones.

Vendor Invoice Registry

The Vendor Invoice Registry (VIR) inquiry displays a list of each Vendor Invoice recorded in CGI Advantage. The Vendor Invoice Registry is used to ensure that duplicate invoices are not recorded from the same vendor.

The following information is stored on this table:

- Vendor Code

- The Vendor's Invoice and line number

- The Advantage Invoice Transaction ID and line number

- Multiple Reference Indicator – to indicate whether this Invoice has been referenced multiple times

- Dollar Amount

- Last Reference Date

This page contains the following actions/links:

› Row-Level actions/links

- **Vendor Transaction History** - This link transitions you to the Vendor Transaction History page. The Vendor Customer and Vendor Invoice Number on Vendor Transaction History will be populated with the Vendor Code and Vendor Invoice Number from the selected Vendor Invoice Registry record. Once on Vendor Transaction History, you will need to select the **Apply** action to perform a query. Select the **Back** action to return to the Vendor Invoice Registry page.
- **Vendor Payment History** - This link transitions you to the Vendor Payment History page. The Vendor Customer and Vendor Invoice Number on Vendor Payment History will be populated with the Vendor Code and Vendor Invoice Number from the selected Vendor Invoice Registry record. Once on Vendor Transaction History, you will need to select the **Apply** action to perform a query. Select the **Back** action to return to the Vendor Invoice Registry page.

Vendor Notes (VNOTES)

The Vendor Notes (VNOTES) page allows you to add, modify or delete dated notes for an existing vendor/customer record. This page is accessed from Global Search or by selecting the **Vendor Notes** link on the Vendor Customer page.

Vendor Notification

The Vendor Notification inquiry provides an audit trail view of all notifications that have been sent to vendors in reference to a solicitation. The referencing solicitation, correspondence type, and the date and time that the notification was sent can be viewed from this page.

The **Vendor Solicitation** Related Page link transitions you to the Vendor Solicitation List page. If you selected the link via the row-level menu for a specific solicitation, then the results on Vendor Solicitation List are filtered for that solicitation. The Vendor Solicitation List page allows you to view, insert, modify and delete vendor solicitation list activities related to the selected solicitation. If the Vendor Solicitation link was selected via the page-level menu on the Vendor Notification search page, then no filtering occurs on Vendor Solicitation List. You can transition back to the Vendor Notification page by selecting the **Back** button or the page-level Vendor Notification Related Page link.

Note: This table also exists as a hidden database table in Vendor Self Service. The Vendor Notification tables between Financial and VSS are synchronized when the VSS/Financial Synchronization Process runs.

Vendor Solicitation List

The Vendor Solicitation List (VENDSLST) page allows you to view, insert, modify and delete vendor solicitation list activities related to the selected solicitation. When a user navigates to the VENDSLST page using Global Search, the page opens displaying all automatic solicitation-vendor combination records that exist along with any additional manual vendor solicitation list information that has been recorded by users.

Records can be added to the VENDSLST page in one of three ways:

> Matching Record on VENDNOT

When a new record is populated on the Vendor Notification (VENDNOT) table, the system creates a matching record on the Vendor Solicitation List (VENDSLST) table with a **Vendor Solicitation List** type of *Notification* for that Solicitation/Vendor combination. The system selects records from the VENDNOT table with the **Email/Letter Type** value shown in the list below and inserts a matching record on the VENDSLST page:

- Vendor Notification (VENNOT): When a Solicitation is published, the appropriate vendors are notified.

- Solicitation Amendment (SOLAMD): When a Solicitation is modified, notification is sent to all vendors who have already responded to that Solicitation.

- Solicitation Cancellation (SOLCAN): When a Solicitation is cancelled, notification is sent to all vendors who have already responded to that Solicitation.

The **Email/Letter Type** field is a display only field and is only populated by records automatically added from the VENDNOT table. Therefore, it cannot be updated on any manual inserts or modifications to existing entries.

For automatic updates when the system inserts a corresponding entry to VENDSLST from VENDNOT page, the fields are mapped as follows:

- Vendor Solicitation List - Automatic records are inserted to VENDSLST with Vendor Solicitation List type of 'Notification'.

- Solicitation Doc Code - Inferred from VENDNOT.

- Solicitation Doc Dept - Inferred from VENDNOT.

- Solicitation Doc Id - Inferred from VENDNOT.

- Solicitation Doc Version - This value on VENDNOT is inferred from the SO Doc Header for the latest Final version of the Solicitation.

- Amendment - Inferred from VENDNOT.

- Vendor Code - Inferred from VENDNOT.

- Vendor Name - Inferred from Vendor/Customer.

- Contact Name - Inferred from VENDNOT.

- Contact Email - Inferred from VENDNOT.

- Correspondence Type - Inferred from VENDNOT.

- List Date - Inferred from Date/Time Sent on VENDNOT.

- Email/Letter Type - Inferred from VENDNOT.

- Created By - Batch User ID associated with the Load to Advantage batch job, for example, defaults to the current effective user who runs the synchronization job.

- Created On - Inferred from Date/Time Sent on VENDNOT.

- Modified By - On insert, the values are set to same value as Created By.

- Modified On - On insert, the values are set to same value as Created By.

*Note: Records that are automatically added to the VENDSLST page from VENDNOT cannot be modified or deleted.

› Created by a SR/SRW Transaction

When a SR or SRW transaction is submitted in CGI Advantage Financial a record is automatically added to the VENDSLST table. Sealed bids in Vendor Self Service are added to the VENDSLST page after the sealed bid has been opened, exported from VSS, loaded to Advantage in Draft and then submitted to Final.

The following fields are populated on VENDSLST for the SR/SRW transactions:

- Vendor Solicitation List – The value is set to Response/Bid.

- Solicitation Doc Code, Doc Dept, Doc ID and Doc Version Number are populated with the referenced Solicitation transaction information. The Transaction column in the grid displays a hyperlink comprised of a concatenation of Solicitation Doc Code, Solicitation Doc Department, Solicitation Doc ID and Solicitation Transaction Version number for the associated solicitation.

- List Date – Infers the Response Date from the SR/SRW Header.

- Procurement Folder – Infers and displays the value from associated SO Header.

- Vendor Code and Vendor Name fields – Infers and displays values from the Header of the SR/SRW transaction.

- Contact Information fields – Infers and displays values from the associated Vendor Code on Vendor/Customer, if available. Specifically, if the selected Vendor Code has an Ordering address set to Default Record and the contact information fields on Vendor/Customer have been provided these values are inferred and displayed in the corresponding fields.

› Manually Inserted by a User

An authorized Advantage User can manually add entries to the Vendor Solicitation List (VENDSLST) page. Based on the reason that the entry is being added, the correct value must be selected in the Vendor Notification List field.

- Notification

- Scenario 1 - If an unregistered vendor has picked up a paper copy of the solicitation package, an Advantage Financial user can insert a new record to the VENDSLST table entering Solicitation Transaction information (Solicitation Doc Code, Solicitation Doc Dept, Solicitation Doc ID and Solicitation Version Number) and populating the Vendor Name, and Contact information such as Correspondence Type, Contact Email, Contact Name, Contact Phone and Contact Fax.

- Scenario 2 - A registered vendor requests a copy of a solicitation notification package in a situation where they were not registered for the commodities associated with a solicitation. In this case, the user manually inserts a record setting the **Vendor Solicitation List** field to *Notification*, entering Solicitation Transaction Information (Solicitation Doc Code, Solicitation Doc Dept, Solicitation Doc ID and Solicitation Version Number) and Vendor Code using the pick field. The Vendor Name is inferred from Vendor/Customer and if the ordering address for the selected Vendor Code on Vendor/Customer has the Default Record flag set to 'true', the Contact information fields (Contact Email, Contact Name, Contact Phone, Contact Phone Extension and Contact Fax) are populated with inferred values from the selected vendor record. The user can change the inferred values, if necessary.

- Pre-Bid Conference

- An Advantage User must set the **Vendor Solicitation List** field to *Pre-Bid Conference* when recording a vendor's attendance to a Pre-Bid Conference for a specified Solicitation. The user must also specify valid Solicitation Transaction information (Solicitation Doc Code, Solicitation Doc Dept, Solicitation Doc ID, Solicitation Doc Version) and Vendor Code (or Vendor Name). Since the *Pre-Bid Conference* type is selected, the Conference Location, Vendor Attendee 1 and either Vendor Attendee Email 1 or Vendor Attendee Phone 1 fields are required.

- Intent to Bid

- The *Intent to Bid* value should be selected for the **Vendor Solicitation List** field when manually adding a record for a vendor that has submitted or expressed an intention to bid on the listed Solicitation. Valid Solicitation Transaction information (Solicitation Doc Code, Solicitation Doc Dept, Solicitation Doc ID, Solicitation Doc Version) must be provided. And since *Intent to Bid* is selected, either the Vendor Code or Free-Form Vendor information must be populated as well.

- Response/Bid

- The *Response/Bid* value should be selected for the **Vendor Solicitation List** field when manually adding a record for a vendor that has submitted a response or bid for a given solicitation. It should be noted that in most circumstances the *Respond/Bid* entries will be automatically generated when the SR/SRW transaction are submitted in Advantage Financial. However, the system supports manual entry if the SR/SRW will not be created in Advantage.

For various reasons, a vendor may decide to remove themselves from further consideration for a Solicitation. In this situation, the **Discontinued** flag in the General Information tab on the VENDSLST page (in Edit mode) must manually be selected for all records that exist for the vendor for the specified Solicitation. If the **Discontinued** flag is selected for the vendor for one entry associated with the Solicitation, Advantage will not automatically select the flag for all other entries. If the **Discontinued** flag is selected, the **Discontinued Date** is required but will default to the current application system date if left blank.

If the **Procurement Security** (PROC_SECURITY) parameter on the Application Parameters table is *true* and the **Procurement Administrator** flag on the Procurement User (USER) table is *true* for the current user, then only the following users may update the VENDSLST record: the related Procurement Folder's Buyer, member of Buyer Team, Manager or Member of Management Team, or current user (who is a Procurement Administrator). If the **Procurement Security** parameter on Application Parameters is *false*, then the Manager can make the changes or if no buyer assignment then anyone can make changes.

Note: Historical records (**Historical Procurement Folder** field is set to *Yes*) are hidden, by default, when opening this page. However, if a user locates and selects a historical procurement folder on an existing page (for example, Procurement Management) and then navigates to the Vendor Solicitation List page the related entries are shown on VENDSLST even though the procurement folder is historical. If opening from Global Search, historical records are only displayed, if the **Historical Procurement Folder** field on the search window has been set to *blank* or *Yes*. If the **Historical Procurement Folder** search field is set to *No*, then all historical records are hidden. Records are set to historical as a result of running the Procurement Folder Historical Update process.

This page contains the following actions/links:

› Row-Level actions/links

- Vendor Notification – The **Vendor Notification** hyperlink transitions the user to the VENDNOT page filtered by the selected solicitation. The user can transition back to the VENDSLST page by selecting the **Back** action or by selecting the **Vendor Solicitation List** action on the VENDNOT page.
- Procurement Management – The **Procurement Management** action transitions the user to the Procurement Management page filtered by the associated solicitation's procurement folder. The user can transition back to the VENDSLST page by

selecting the **Back** action or by clicking the **Vendor Solicitation List** action on the Procurement Management page.

Vendor Transaction History

The Vendor Transaction History (VTH) inquiry allows you to search for specific information related to vendor transactions. By entering specific search criteria in the Query tab and selecting the **Apply** action, results of your query are then displayed in the Results tab of the page. The number of records that will be returned is limited by the **VTH_MAX_REC_COUNT** parameter on the Application Parameters table. If the number of records in your results set exceeds this parameter, an error will be issued and you will be asked to refine your search criteria. In addition to querying vendor history, you may also download the results to an excel spreadsheet using the actions available via the Grid Actions menu. Finally, you can also transition to other pages for more information related to the Vendor or Payment for which you are searching. This page is divided into the following areas:

> Filter Section

The following are some general rules that apply to the Filter section of the VTH page:

- At a minimum, the **Vendor/Customer Code** must be populated. The Vendor/Customer Code can be entered or chosen by using the pick list. If the Vendor/Customer Code is not entered, an error is issued after selecting the **Apply** action. You can only search for single Vendor/Customer Code at a time. If more than one Vendor/Customer Code is entered, an error is issued.

- This section supports wildcard searches for all fields except for Vendor/Customer Code.

- Multiple values can be entered in all fields (except Vendor/Customer Code) by separating the values with a comma.

- The **Address ID** pick is filtered by Vendor/Customer Code (as long as Vendor is populated).

- If the **Transaction Code** is entered in combination with **Transaction Type**, it must be valid for the Transaction Type. If the Transaction Code is not valid for the Transaction Type, an error is issued.

- If **Sub Fund** is entered, **Fund** is required.

- If **Sub Unit** is entered, **Unit** is required.

- If **Sub-Object** is entered, **Object** is required.

- The following Transaction Types are included when querying vendor transactions on this page:

  - RQ - if a Vendor Code has been used on the transaction

  - PO

  - PR

  - ABS

- AD

- MD

- DC

- CR - only CR transactions with an Event Category of REF (Refund)

- RE – only RE transactions with an Event Category of REF (Refund)

- IET – only IET transactions where the Initiator Code on the transaction Header is equal to R (Receivable/Buyer). (Note: Includes Cancellation versions, since cancellation of these transactions represents a cancellation of an internal transfer rather than a transaction cancellation.

- ITA – only ITA transactions where the Initiator Code on the transaction Header is equal to R (Receivable/Buyer). (Note: Includes Cancellation versions, since cancellation of these transactions represents a cancellation of an internal transfer rather than a transaction cancellation.

- JV - if a Vendor Code has been used on the transaction

- PYRL

- Since some query fields only apply to certain transactions, when these fields are populated, only those Transaction Types are searched to improve on performance.

  - When querying on Vendor Invoice Number, the only Transaction Types searched are: PR, ABS, AD, MD, DC

  - When querying on Bank Account Code, the only Transaction Types searched are: PR, ABS, AD, MD, DC, CR,JV, PRYL

  - When querying on Check Number, the only Transaction Types searched are: AD, MD, DC

  - When querying on Check Description, the only Transaction Types searched are: PO, PR, ABS, AD, MD, DC, PYRL

- CGI Advantage only returns records that meet all specified search criteria. If the search result is greater than the number of records specified in the **VTH_MAX_REC_COUNT** parameter on the Application Parameters table, then an error message is displayed that indicates the query retrieved too many records and the number of records the system found. No records are returned in this situation.

› Results Section

After you have entered your search criteria and clicked the **Apply** link, the search results are displayed in a grid at the bottom of the page. As mentioned previously, CGI Advantage only returns records that meet all specified search criteria, and the result must be less than or equal to the number of records allowed on Application Parameters.

The number of records displayed on each page in the grid is limited. To view additional records in the results click on the **First**, **Previous**, **Next** and **Last** links. You can also sort the results in the grid. Initially records are sorted by **Record Date**. Column sorts are allowed on the following fields:

- Record Date (default)

- Transaction Number

- Referenced Transaction Number

- Vendor Invoice Number

- Check Number

- Check Status

Certain transactions will not contain all data in the results section of the page. If the transaction does not contain the data, the fields will remain blank. For example, Purchase Order transactions will not have Check Number or Bank Account Code.

Displayed Fields:

- **Record Date** – The Record Date on the selected transaction (RQ, PO, PR, ABS, AD, MD, DC, RE, CR, IET, ITA, JV, or PYRL).

- **Number** – This column includes the Transaction Code, Transaction Department, and Transaction ID. All transactions and referenced transactions contain a link to open the latest version of the transaction and view the transaction details. When you close the transaction, you are taken back to where you were when you left the VTH page. For example, if you were on the second page of the results when the transaction link was selected, you will be taken back to the second page of the results when you close out of the transaction. If you click on a transaction link for a transaction that has been archived, an error message is received, indicating that the transaction cannot be opened.

- **Phase** – The Transaction Phase for the selected transaction (RQ, PO, PR, ABS, AD, MD, DC, RE, CR, IET, ITA, JV, or PYRL). The result is displayed as *F* for Final and *C* for Cancelled. Transactions in *Draft* or *Pending* Phase are not displayed. Only the latest final version of a transaction is displayed. For example, if there are three previous versions of the same transaction, only the last submitted version of the transaction is displayed. If the last transaction is a *Cancellation* version, no version of that transaction is displayed. The only exception to this rule is for Transaction Type AD and MD. For these two Transaction Types, it represents a check cancellation, not a transaction cancellation.

- **VL** – The Vendor Line Number for the selected transaction (RQ, PO, PR, ABS, AD, MD, DC, RE, CR, IET, ITA, JV, or PYRL).

- **CL** – The Commodity Line Number for the selected transaction (RQ, PO, PR, ABS, AD, MD, DC, RE, CR, IET, ITA, JV, or PYRL). This column is blank for transactions that do not have a commodity line.

- **AL** – The Accounting Line Number for the selected transaction (RQ, PO, PR, ABS, AD, MD, DC, RE, CR, IET, ITA, JV, or PYRL).

- **AL Amount** – The Line Amount for the selected transaction (RQ, PO, PR, ABS, AD, MD, DC, RE, CR, IET, ITA, JV, or PYRL).

- **Referenced Transaction**: This column includes the Referenced Transaction Code, Referenced Transaction Department, and Referenced Transaction ID for the transaction listed in the number column. It includes all reference types (including Memo). It can include:

    - Referenced Requisitions,

    - Referenced Purchase Orders,

    - Referenced Payment Requests, or

    - Referenced Receivables

- **Vendor Invoice No.** - The Vendor Invoice Number from the associated transaction (PR, ABS, AD, MD, or PYRL).

- **Bank Account Code** – The Bank Account Code from the selected transaction (PR, ABS, AD, MD, DC, CR, IET, ITA, JV, or PYRL).

- **Check Number** – The Check Number from the associated transaction (AD, MD, or DC).

- **Check Status** – The Check Status from the associated transaction (AD, MD, or DC).

- **Check Description** - The Check Description from the associated transaction (PO, PR, ABS, AD, MD, DC, or PYRL).

› Special Actions

When the **Calculate Total** action has been selected, the Line Amount of all of the result records are summed and displayed in the **Total AL Amount** field. In the case of Disbursement Transactions (AD and MD), transactions with a Phase of *Cancelled* are not included in the calculation.

The VTH page allows the results from a query to be exported to a CSV file by selecting the Export > Viewable Columns, Export > Available Columns, Export All > Viewable columns or Export All > Available columns action in the Grid Actions menu. Refer to the "Export Grid Results to CSV" topic in the *CGI Advantage Page/Table User Guide* for detailed instructions on how to export the results to a CSV file and how to use an import wizard to open the file in Microsoft Excel.

› Page Transitions

The Vendor Transaction History page contains transitions to other pages in CGI Advantage to provide more detailed information. Each page that you transition to contains a **Back** button. When you click the **Back** action you are taken back to where you were when you left the Vendor Transaction History page. For example, if you were on the second page of the results when the **Paid Check** link was selected, you will be taken back to the second page of the results when you click on the **Back** button on Paid Check. The following transitions are provided at the bottom of the VTH page.

- **Check Reconciliation** – This link transitions you to the Check Reconciliation (CHREC) page. The records displayed on CHREC are filtered based on the Bank Account Code and Check Number from the selected VTH record. If the selected

record on VTH does not have a Bank Account Code and Check Number, all records are returned for the page. Note: If you cannot find a check on this page, transition to the Paid Checks (PDCHK) table, which includes checks that have been reconciled.

- **Paid Check** – This link transitions you to the Paid Check (PDCHK) page. The records displayed on PDCHK are filtered based on the Bank Account Code and Check Number from the selected VTH record. If the selected record on VTH does not have a Bank Account Code and Check Number, all records are returned for the page.

- **Vendor Invoice Registry** - This link transitions you to the Vendor Invoice Registry (VIR) page. The records displayed on VIR are filtered based on the Vendor Code and Vendor Invoice Number from the selected VTH record. If the selected record on VTH does not have a Vendor Invoice Number, the records displayed are filtered only by Vendor Code.

- **Customer Information** - This link transitions you to the Customer Information (CUSTS) page. The records displayed on CUSTS are filtered based on the Customer Code from the selected VTH record. If the record selected on VTH is not a customer, you are transitioned to the Customer Information page but no data is displayed.

- **Disbursement Query** – This link transitions you to the Disbursement Query (DISBQ) page. The Transaction Number (Code, Dept, and ID) on DISBQ will automatically be populated based on the transaction selected on VTH before the transition. Because DISBQ is a query page, you will need to select the Apply link once on the DISBQ page.

- **Matching Status** – This link transitions you to the Matching Status (MATA) page. The records displayed on MATA are filtered based on the Transaction Code, Transaction Department, Transaction ID, and Vendor Code from the selected VTH record. The Transaction Code, Transaction Department, and Transaction ID on MATA will only be populated if the selected record in the grid on VTH is of the PO Transaction Type.

- **Lifecycle Inquiry** – This link transitions you to the Lifecycle Inquiry (LINQ) page. The search fields on LINQ are populated based on the Transaction Code, Transaction Department, and Transaction ID from the selected VTH record. You must select the Forward or Backward buttons to initiate the search on the LINQ page.

- **Vendor Payment History** – This link transitions you to the Vendor Payment History (VPAY) page. The search fields on VPAY are automatically populated based on the value in the search fields on the VTH page and the query is automatically initiated when transitioning to VPAY from VTH.

Advanced - Setup

CGI Advantage Financial allows you to tailor your system to meet your accounting procedures, budgeting practices, and reporting requirements. Review of the various options and controls available is part of the configuration of any application before going live. 'What functionality will be used and how' should be decided before data conversion begins and especially before system users begin entering transactions. It is recommended that you do not change many options or controls in the middle of the fiscal year and some should never be changed after going live. If changed, the integrity of your accounting records may be jeopardized. This topic will detail which options can be changed any time, only for a new fiscal year, or never.

Note: All transactions that are created without specifying the Transaction ID, must be set up on the Auto Numbering (ADNT) table. For example, transactions created by the Procurement Expert Mode.

Procurement Setup can be divided into the following logical areas:

- Application Parameters (APPCTRL)

- Integration Parameters (INTCTRL)

- System Options

- CGI Advantage Inventory Management Tables

- Procurement Workload Setup

- Transaction Control Setup

- State Specific Setup

- Value List Tables

- Vendor/Customer Setup

- W-8 Forms Setup

- Protest and Post Award Dispute Tracking Setup

Application Parameter

Although officially listed as an Infrastructure table, the Application Parameter table is one that is part of general system configuration. Options on this table are set once and do not vary by year, fund, department, transaction, or other factors. The table is very generic in its design so that it can host many different types of options with the **Parameter Name** and **Parameter Value** fields. Of the controls on this table, those listed below directly relate to the Procurement area. Each is discussed in other tabs in this user guide where functionality is detailed that uses the application parameter. **Note**: Any changes to records on this table should be followed by a bounce of all servers used for CGI Advantage Financial.

› Procurement Controls

Parameter	Description
Amendment Number Prefix (AMND_NUM_PRFX)	Determines the prefix that will be used when auto generating the Amendment Number.
Amendment Title (AMD_TTL)	This parameter provides the ability to configure the Amendment Title that will be sent along with the link in each modification solicitation webservice call to the Business Assistance Virtual Network (BAVN) website.
Amendment Note (AMD_NOTE)	This parameter provides the ability to configure the Amendment Note that will be sent along with the link in each modification solicitation webservice call to the Business Assistance Virtual Network (BAVN) website.
Allow Date of Birth for Company (ALW_DOB_FOR_COMPANY)	This parameter controls the usage of the Date of Birth (DOB)/Marital Status field at the time of vendor registration and vendor maintenance. The delivered value for this parameter is *No*. • If the Parameter is set to *Yes*, then the system will allow the user to enter the DOB/Marital Status when the Organization Type = *Company* or *Individual*. • If the Parameter is set to *No*, then the system will allow the user to enter the DOB/Marital Status only when the Organization Type = *Individual*.
BAVN Details (BAVN_DET)	This parameter provides the ability to configure the text that will be sent along with the link in each solicitation webservice call to the Business Assistance Virtual Network (BAVN) website.
Buyer Notification based on the transaction phase (BUYR_NOTIF_VALIDATE)	This parameter determines when Buyer Assignment Notifications are issued. Valid values are True or False. The delivered value is True. • True – Buyer assignment notifications are issued immediately when the

	buyer assignment is made (on validate). • False – Buyer assignment notifications are issued upon finalization of the transaction.
Buyer Notification on creation/assignment of procurement folder (BUYR_TEAM_NOTIF_RECIPIENTS)	This parameter determines the recipient(s) of Buyer Assignment notifications, if a Buyer Team is assigned to the procurement transaction (that is, Transaction Type is RQ, PO, SO, or MA). Valid values are 1, 2, 3 or 4. The delivered value is 4. • 1 – Only the assigned Manager of the Buyer Team • 2 – Entire team (excluding manager) • 3 – Entire team (including manager) • 4 – First Buyer listed on the Buyer Team
BYPASS_BUYR_POPUP_ALERT (Bypass Buyer Popup Alerts)	If this parameter is set to true then pop-up alerts are not sent to newly assigned buyers/buyer teams for a Procurement Folder. If this parameter is set to false, then buyer assignment pop-up alerts are sent.
Catalog Administrator Email (CATALOG_ADMIN_EMAIL)	This parameter provides the email address for the automatic email notification that is sent when the Catalog Upload process completes successfully. The email address entered in this parameter infers as the default value to the Catalog Administrator Email field when a user navigates to either the Catalog Upload page in VSS or clicks the Transform link from the Catalog File page in Advantage Financial. The delivered value for this parameter is blank.
Catalog Administrator Name (CATALOG_ADMIN_NM)	This parameter provides the catalog administrator's name for the automatic email notification that is sent when the Catalog Upload process completes successfully. The name entered in this parameter infers as the default value to the Catalog Administrator Name field when a user navigates to either the Catalog Upload page in VSS or clicks the

	Transform link from the Catalog File page in Advantage Financial. The delivered value for this parameter is blank.
Catalog Commodity Code Match (CATALOG_COMM_MATCH)	The parameter indicates whether the Commodity Code for all Catalog lines being loaded must match the Commodity Code on the Master Agreement's Commodity line. The delivered value for this parameter is True, which requires the Commodity Codes to match. If the value for this parameter is changed to False, then the Commodity Codes for the Catalog Lines being loaded do not have to match the Commodity Code for the Master Agreement Commodity line.
Catalog FTP User ID (CAT_FTP_USER_ID)	Indicates the FTP User ID to use to move the Catalog files to the server indicated in the CAT_FTP_HOST parameter. Refer to the "Catalog Management" topic for more information.
Catalog FTP Password ID (CAT_FTP_PASSWORD_ID)	Indicate the Password ID corresponding to the encrypted password on the Encrypted Batch Parameters (ENBP) page to use with the Catalog FTP User ID to move the Catalog files. Refer to the "Catalog Management" topic for more information.
Catalog Upload Maximum Error Limit (CATUPLD_MAX_ERR_LIMIT)	This parameter establishes the cutoff point at which the system will stop the catalog transformation process. The system will accumulate all errors that occur during the catalog file transformation process. The process will stop if the Catalog Upload Maximum Error Limit is met. Once the Catalog Upload Maximum Error Limit has been reached the process will stop the transformation process and end with a Failed Status. The delivered value for this field is 200. A value must exist for this parameter; blank or zero are not allowed.
Enable Email Alert Notification (ENABLE_EMAIL_ALRT_NOT)	This is a system wide setting to turn on/off the email alert notification feature. Valid values are true or false. The delivered value is false. The parameter must be set to true to enable email alert notifications.

Assemble External Terms and Conditions (FORMS_ASSEMBLY)	When a transaction is set up on the Assembly Configuration table, and the **Assemble External Terms and Conditions** parameter is set to *True* on the Applications Parameters table, when the transaction goes to Final the system automatically initiates the Assembly Process. If this parameter is set to True, then the View Assemble Request link is visible on transactions that allow the Assembly functionality. WARNING: Usage of the value 'True' for this Application Parameter will require the establishment of a record on the Print Job Setup (IPJB) and Assembly Configuration tables for each Procurement Transaction type, not just for the Procurement Transaction type for which Forms Assembly functionality is desired. Failure to do this will result in the rejection of Procurement transactions, which contain the Default Form field (ex. SO, PO and MA Transaction types), but for which a record is not defined on these two tables.
Matching Fiscal Year to the Budget Fiscal Year (MATCH_BFY_FY)	When set to *true*, the system will default the MATCH_FY and APD parameter values to the accounting lines of all Payment Request transaction codes created from copy forward or the Matching process when the Budget Fiscal Year of a referenced Purchase Order accounting line is the prior Budget Fiscal Year. That comparison uses the default Fiscal Year of the Application Date to determine prior or current year. On those Payment Request transactions that are manually created (e.g. not the ones from the Matching process) these defaults will only occur if the Fiscal Year and Period fields on the accounting line are blank. Once inferred, the values can be manually overridden if desired. There will be no inference if this parameter is set to *false*. Also, if the parameter is set to *true* there will be no inference if: • There is no referenced accounting line • The current Budget Fiscal Year is used • The payment request is on the Payroll (PYRL) transaction type

	• The payment request is on the Accounting Based Spending (ABS) transaction type
	• The Payment Request is created from the Matching Status (MATA) page
	• The Payment Request is manually entered to reference a Purchase Order
	• The Budget Fiscal Year is 9999
Accounting Period used when MATCH_BFY_FY is set to *true* (MATCH_APD)	The default Accounting Period to be used on the accounting line when the parameter MATCH_BFY_FY is set to *true*. The parameter must be set when MATCH_BFY_FY is *true*. The value in this parameter will have to change if Purchase Orders are left open and not rolled and the original APD is closed (For example, 12 is closed so 13 has to be used).
Fiscal Year used when MATCH_BFY_FY is set to *true* (MATCH_FY)	The default Fiscal Year to be used on the accounting line when the parameter MATCH_BFY_FY is set to *true*. The parameter must be set when MATCH_BFY_FY is *true*. The value in this parameter has to be adjusted with each passing year just as a new Fiscal Year starts. To forget to do so will result in transactions failing with a closed Fiscal Year being used and the FY < BFY condition that is typically prevented with BFY Staging.
Lock Buyer Default (LOCK_BUYER_DEFAULT)	When a transaction that first creates a Procurement Folder goes to *Final*, this parameter indicates the default setting for the Lock Buyer flag on the Procurement Management page.
Procurement Security (PROC_SECURITY)	If the value is set to true, the user is prevented from modifying any state of procurement or grantor projects where they are not the buyer/coordinator, manager, or member of a buyer/coordinator or manager team, and they are not designated as Procurement Administrator on the Procurement User (USER) table. This procurement security affects the following pages: Procurement, Procurement Milestones, Procurement Transaction Viewer,

	Protest, Procurement Notes, Vendor Solicitation List, Claims Tracking, Bid Deposit, Procurement Bonds, Contract Assignment, Letters of Credit, and Warranty.

Prevent Stock Request update after Confirmation Issue
 	
(PREVENT_SRQ_UPDT_AFTER_CI)
	This parameter controls if modifications are allowed on the Stock Request (SRQ) transaction after a Confirmation Issue (CI) has been processed referencing the Stock Request.
	
	The following two values are valid for this parameter:
	
	• If set as *Yes*, then the following logic will be applied on the Inventory Stock Request (SRQ) modification.
	
	  • If no commodity line for the SRQ transaction is issued or released; the header, accounting distribution, commodity line, and accounting line can be modified.
	
	  • If no commodity line for the SRQ transaction is issued or released, the existing accounting distribution line/accounting line cannot be deleted; however, they can be modified and new commodity lines can be added.
	
	  • If one or more commodity lines for the SRQ transaction is issued or released; the header and accounting distribution cannot be modified and no new commodity line or accounting line can be added.
	
	  • If one or more commodity lines for the SRQ transaction is issued or released (full or partial quantity); any commodity line/accounting line with issued or released quantities cannot be modified.
	
	  • If all commodity lines for the SRQ transaction are issued or released (full or partial); then no modification is allowed to any component.
	
	• If set as *No*, the system will allow modifications to the SRQ transaction. The validation occurs only when the

	user tries to reduce the quantity to less than the Issued or Released quantity.
	The default value for this parameter is *No*.
Require Matching Quantity (REQ_MATCH_QTY)	This parameter determines when Received and Paid values are not equal whether an overrideable error is issued on PR Transaction Type transactions. If REQ_MATCH_QTY parameter is set to true, then the following logic is invoked:
	1. For line type of Item, if the Quantity Received and Quantity Paid for are not equal, the PR Transaction Type transaction generated rejects and system issues an overrideable error.
	2. For line type of Service, if the SC Amount Received and SC Amount Paid for are not equal, the PR Transaction type transaction generated rejects and system issues an overrideable error.
Default SR Wizard Transaction Code (SR_WIZARD_DOC_CD)	The default Transaction Code for transactions created from the Solicitation Response Wizard.
Shopper Maximum Record Count (SHOP_MAX_REC_COUNT)	This value limits the number of records that can be returned during queries made on the Shopper (SHOP) page.
Shopper Auth Dept Control (USE_AUTH_DEPT_SHOPPER)	If the value for this parameter is *True*, then the Search Results for the Available from MA Catalogs, Available from PunchOut Catalogs, and Available on Master Agreements tabs are filtered by the user's Home Department against the values in the MA Authorized Dept field on the Master Agreement. If the value for this parameter is *False* then the search results are not filtered based on the user's Home Department.
Shopper DO PRC Control (USE_DO_PRC_SHOPPER)	If the value of this parameter is *DO*, then the value in the Delivery Order Default field on the System Options table is defaulted to the Code field on the Shopper - Checkout page (if the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog).
	If the value of this parameter is *PRC*, then the value in the Payment Request Default field on

	the System Options table is defaulted to the Code field on the Shopper - Checkout page (if the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog).
Shop Search Characters to Escape (SHOP_SEARCH_ESCAPE_CHARS)	This parameter is used to indicate the characters that should be escaped in the 'Search For' field on the Shopper (SHOP) page, if your site is using either an Oracle or a DB2 database. It supports multiple values. The values are listed in a string. For example, a value of "!%$-&" will escape all five characters, !, %, $, -, &.
	The system will insert a backslash (\) character in front of any character listed in SHOP_SEARCH_ESCAPE_CHARS parameter which is found in the SHOP 'Search For' search string. For example, if you search for TEST-DOC-MA, then the system submits the query as TEST\-DOC\-MA.
Update Extended Description (EXTENDED_DSCR)	This parameter controls if modifications are allowed for the Extended Description field on the Procurement transactions.
	The following two values are valid for this parameter:
	• If set to *Yes*, then the system will revert back the Extended Descriptions to their descriptions from the previous versions of a Procurement transaction for the Inventory commodities.
	• If set to *No*, then the system will not make any changes to the updates made to the Extended Description. The system will save the modified value in the Extended Description field.
	The default value for this parameter is *No*.
Number of Days to consider SR to be eligible for Discount (SR_DISC_ELIGIBLE)	This parameter is used to set the Discount Eligible (DISC_ELBLE_FL) flag on the Solicitation Response transaction Header. Once entered, it is then available on the Evaluation transaction Bid Tabulation line for filtering. Based on the following condition, the system sets the Discount Eligible flag (database field not displayed in UI) on the SR Header:

	• If Discount 1 Days on the SR Header is equal to or greater than this parameter value, then the Discount Eligible flag is set to 1. • If Discount 1 Days on the SR header is not entered or is less than this parameter value, then the Discount Eligible flag is set to 0. The default value for this parameter is 0.
Override Advanced Shopper Search Syntax (SHOP_OVERRIDE_ADV_SEARCH_SYNTAX)	This parameter is used to define the logic used in the Shopper (SHOP) page for the 'Search For' search string. The valid values are *True* and *False*. The default value is *False*. If this parameter is set to *False*, the Shopper search logic uses the standard database specific syntax that is used for searches. If this parameter is set to *True*, the following logic is applied: • If your site is using an Oracle database, upon searching, the system captures any instance of an asterisk (*) in the search string and replaces it (in the background) with the % symbol before submitting the query to the database. For example, if you search for *PAPER*, the system submits the query as %PAPER% • If your site is using either an Oracle or a DB2 database, the system looks at the Shop Search Characters to Escape (SHOP_SEARCH_ESCAPE_CHARS) parameter to identify the characters that should be escaped in the search string. The system inserts a backslash (\) character in front of any character listed in SHOP_SEARCH_ESCAPE_CHARS parameter which is found in the SHOP 'Search For' search string. For example, if you search for TEST-DOC-MA, the system submits the query as TEST\-DOC\-MA. • If your site is using a SQL Server database, upon searching, the system appends double quotes to

	each end of the SHOP 'Search For' text string before submitting the query to the database. For example, if you search for OFFICE SUPPLIES, the system submits that search query as "OFFICE SUPPLIES".
UR Grouping Ctrl Default (UR_GROUPING_CTRL_DEFAULT)	This parameter sets the value of the Group Purchases By field on the Shopping Cart Checkout page. The parameter contains the options *Allow System to Choose Grouping* and *Group All PO Commodities Together*, designated by values of 1 and 2, with 1 being the default value. • When this parameter value is 1 (*Allow System to Choose Grouping*), the Group Purchases By field on the Shopping Cart Checkout page is set to the CVL value of *Allow System to Choose Grouping*. • When this parameter value is 2 (*Group All PO Commodities Together*), the Group Purchases By field on the Shopping Cart Checkout page is set to the CVL value of *Group All PO Commodities Together*.
UR Grouping Ctrl Enabled (UR_GROUPING_CTRL_ENABLED)	This parameter determines if the Group Purchases By field on the Shopping Cart Checkout page is editable or system defaulted. If the parameter value is set to *Yes*, you are able to manually edit the Group Purchases By field directly on the Shopping Cart Checkout page. If the parameter value is set to *No*, the field cannot be edited. The default value for this parameter is *No*.
UR Default RQ All PO Commodities Grouped as One (UR_DEFAULT_RQ_ALL_PO_COMM)	This parameter establishes the default Transaction Code to be used by the UR transaction during the creation of destiny transactions from Universal Requestor Group 7 (Commodities Grouped As One). The default value for this parameter is *RQS*.
UR Default RQ Unstructured Commodities (UR_DEFAULT_RQ_UNSTRUCTURED)	This parameter is used to specify the default Transaction Code to be used by the UR transaction during the creation of destiny transactions from Universal Requestor Group 0 (Unstructured Commodities). The default value for this parameter is *RQS*.

Infer Current Master Agreement Price (INFER_CURR_MA_PRICE	If the value is set to true, then the system will re-infer the Master Agreement Price onto the Order when the Order is being modified. If the value is set to false, then the Price on the Order will not change when modifying the Order and will remain the original value from when the Order was first submitted to final.
Maximum Attachments Allowed on Solicitations (MAX_ATTACH_LIST_SOL)	This value defines the maximum number of attachments that can be attached to any Solicitation transaction. The maximum value allowed for this parameter is 100 and should be a numeric value equal to or greater than 1 and less than or equal to 100.
Required Unit Price from Invoice (USE_INOICE_PRICE)	This parameter determines the Price that is used when generating the Payment Request (PRM) transaction. If set to *true*, the PRM is generated by using Invoice Price. If set to *false*, the PRM is generated by using the lowest price between the Order and Invoice when using a matching indicator that includes the Invoice.
Enable Unique Numbering to Generate Authorization Award Number	This parameter has two valid values of *True* and *False*. It is used to determine if the system auto-generates the Authorization Award Number field on the transaction types of CMR, MA, MMR and the transaction sub-type of CT upon the Validate or Submit action. If set to *True* and the **Authorization Award Number** of the CMR, MA, MMR or CT sub-type transaction is blank then the system auto-generates the **Authorization Award Number**.
PunchOut Overall Delay (in milliseconds) (PUNCH_OUT_OVERALL_DELAY)	This is the maximum amount of time, in milliseconds, that the PunchOut Controller (the little message window that pops up when the user initiates a PunchOut session) will wait for the user to cleanly exit their PunchOut session (by checking out or by cancelling in such a way that an empty shopping cart is communicated back to Advantage) before the PunchOut Controller will terminate. For example, if set to 200,000, then the PunchOut Controller will wait a maximum of 200 seconds before automatically terminating the PunchOut Controller and thus allowing the normal Advantage time-out to eventually occur, because, perhaps the user walked

	away from their machine and forgot about their PunchOut and Advantage sessions. As long as the PunchOut Controller is active, the normal Advantage time-out process will not activate. Generally, this should be set to an amount of time that is reasonable for a user to complete their vendor site PunchOut session in a timely manner. If this value is set to low, then the PunchOut Controller may terminate prematurely and the user may not be properly navigated to their generated UR transaction upon checkout. If this value is set to high, then the Advantage session may be kept alive beyond an amount of time that is acceptable for a site's security standards.
PunchOut Status Check Delay (in milliseconds) (PUNCH_OUT_STA_CHK_DELAY)	This is the amount of time, in milliseconds, that the PunchOut Controller will wait before requesting an update from Advantage on the status of the user's PunchOut session. For example, if this is set to 2,000 milliseconds, then the PunchOut Controller will request an updated status from Advantage every 2 seconds. The PunchOut Controller requests status updates from Advantage for the following kinds of events: Has the user checked out of the PunchOut site with a shopping cart (i.e. posted a PunchOutOrderMessage to Advantage to generate a UR)? Has the user cancelled out of the PunchOut session with an empty shopping cart (i.e. Cancel action supported by some PunchOut sites that cleanly ends the PunchOut session with an empty shopping cart / PunchOutOrderMessage)? Has an error occurred while attempting to establish the PunchOut session? It is recommended to keep this delay between 2,000 and 5,000 milliseconds (2-5 seconds). Setting it too low will result in too many unnecessary update requests being sent to Advantage. Setting it too high will result in delays in the user's experience, primarily as they check out of the vendor site and transition back into Advantage.
Non-PCard Delivery Order Transaction Code (PUNCH_OUT_DO_DOC_CD)	This parameter stores the transaction code that will be created upon submitting the Universal Requestor (UR) transaction created from the Non-Pcard Punch-out Orders.

Max Jobs Allowed by the System (MAX_ALLOWED_JOBS)	This parameter is used during processing of Solicitation Response (SR) transactions from the Solicitation Response Automation Generation (SRAG) page only. The parameter value specified only allows that number of jobs to be scheduled simultaneously for SRAG when the user clicks either the **Create Response** or **Create No Response** links from the SRAG online page. The parameter value should not be blank.
Solicitation Vendor List Response Required (SO_VEND_LST_RESP_RQD)	This parameter is used to determine if each and every vendor listed on the solicitation's Vendor List needs to have a completed SR before the EV transaction can process. If this parameter is set to *Yes*, each and every vendor listed on the solicitation's Vendor List needs to have a completed SR before the EV transaction can process. If this parameter is set to *No*, an EV transaction can process without requiring responses from every vendor from the solicitation's Vendor List.
Bypass Invoice Search Create Transaction Page (INSRCH_BP_CREATE_DOC_PG)	This parameter is used to determine if the Create Transaction page from the Invoicing Search (INSRCH) page is bypassed. If the parameter value is set to *True*, the system bypasses the Create Transaction page on INSRCH page. If the parameter value is set to *False*, the system does not bypass the Create Transaction page on the INSRCH page. The default value for this parameter is *False*.
Invoice Search Default Transaction Code (INSRCH_DEFAULT_DOC_CD)	This parameter specifies the Transaction Code which is used to create Invoice transactions via the Invoicing Search (INSRCH) page if the Bypass Invoice Search Create Transaction Page (INSRCH_BP_CREATE_DOC_PG) parameter is set to *True*. The default value for this parameter is *IN*.
Receiving Search Default Transaction Code (RCSRCH_DEFAULT_DOC_CD)	This parameter specifies the Transaction Code which is used to create Receiver transactions via the Receiving Search (RCSRCH) page.

	The default value for this parameter is *RC*.
RESET BUYER (RESET_BUYR)	This parameter is intended for Procurement transactions with a Transaction Type of MA, PO, RQ or SO. When the parameter value is No, the Reset Buyer Action is inactivated or disabled. When set to Yes, the Reset Buyer Action is activated or enabled.
Create One CLMTRK per RC (CREATE_CLMTRK_RC)	This parameter controls whether the system should create one CLMTRK record per RC transaction on submission or if the system should create one CLMTRK record for each commodity line available on the RC transaction. • If the parameter is set to *Yes*, the system creates one CLMTRK record per RC transaction having a rejected quantity to be returned. • If the parameter is set to *No*, the system creates a CLMTRK record for each commodity line available in the RC transaction having a rejected quantity to be returned.
Infer Buyer Form MA (INFER_BUYR_FROM_MA)	If set to *False*, it will generate a new Procurement Folder and then will use the buyer assignment logic to generate a new buyer for the new folder. If set to *True*, it will assign the buyer from the MA as the buyer for the new folder.
Refresh TC Mods Warning (REFRESH_TC_MODS_WARNING)	This parameter, when set to *True*, indicates that the system will issue a warning when Terms and Conditions are out of date on Award modifications. If this parameter is set to *False*, the system will not issue a warning on Award modifications.
Infer Final Destination (INFER_FINAL_DESTINATION)	This parameter, when set to *False*, indicates that the system will infer the Shipping Location to the Procurement transaction's Commodity Lines based on the Shipping Location on the Procurement User page. If set to *True*, the system will infer the Shipping Location based on the Final Destination Location on the Procurement User page.

	This parameter is delivered as *False*.
Invoiced Date Inference on IN Transaction (IN_DT_INFER)	This parameter, when set to *True*, indicates that the Invoiced Date on the IN transaction is defaulted to the current application date when the transaction is created. If this parameter is set to *False*, then the Invoiced Date is not defaulted to current application date when an IN transaction is created. The default value for this parameter is *True*.
Received Date Inference on RC Transaction (RC_DT_INFER)	This parameter, when set to *True*, indicates that the Received Date on the RC transaction is defaulted to the current application date when the transaction is created. If this parameter is set to *False*, then the Received Date is not defaulted to current application date when a RC transaction is created. The default value for this parameter is *True*.
RQWRKB Maximum Record Count (RQWRKB_MAX_REC_COUNT)	This parameter limits the number of records that can be returned during queries made on the Requisition Workbench page. The default value for this parameter is *2000*.
RQWRKB Maximum Record Select (RQWRKB_MAX_REC_SELECT)	This parameter limits the number of records that can be selected on the Requisition Workbench page to create a purchase order. This parameter value should not exceed the Max Line limit for PO_DOC_COMM as defined on the Transaction Component Requirements (DCREQ) table in the Administration application. The default value for this parameter is *500*.
RQWRKB Infer Vendor Code (RQWRKB_INFER_VEND)	This parameter, when set to *True*, indicates that the system allows the inference of Vendor Code on the Create Order transaction page from the RQ Vendor line. If set to *False*, the Vendor Code will be set to blank when the Create Order transaction page is opened.
Infer User Home Department on SHOP page (SHOP_USER_HOME_DEPT_INFER)	This parameter is used to control the Department Code that is inferred on the Shopper (SHOP) page. If this value is set to *True*, the system infers the user's home

	Department value into the Department search field on the Shopper (SHOP) page. If this parameter is set to *False*, the system does not infer any value into the Department search field on the SHOP page. The delivered value for this parameter is *False*.
Garnishment Vendor BTRC (GAR_VEND_BTRC)	This parameter is used to identify Garnishment Vendors. Vendor records with this BTRC number will not be required to be identified as a Purchasing Agent Vendor or Services Vendor.
Blanket Authority Monthly Limit (BLANKET_AUTH_MT_LIMIT)	This parameter sets the monthly limit for the blanket authority on the PO transactions. (Blanket authority is set up using Budget structure 52). Note: In addition to this, you will need to set up BORULEs to enforce the monthly limit defined on this parameter for the PO transactions.
Buyer Assignment Logic (BUYR_ASSIGNMENT_LOGIC)	This parameter determines which method of Buyer assignment should be used. Two methods available are *STANDARD* and *WKLAR* (Workload Assignment). Please refer to the "Buyer Logic" topic for more details.
Default Active to Yes on Commodity Pick (DFLT_ACT_COMM_PICK)	This parameter is used to filter records from the Commodity (COMM) and Inventory (INVN) tables when using the picklists on the applicable pages and transactions. If this parameter is set to *Yes*, then picks to COMM and INVN will be filtered to only show Active records. If it is set to *No*, then all records from the COMM and INVN tables will be displayed in the picklists.
External Contract URL (EXT_CONTRACT_URL)	This parameter is used to store the link for any external system that displays the Master Agreement transaction. This is also displayed on the MA transaction header. BOFORMULA can be setup to append the link to add transaction details to it.
Payment Request Referenced Transaction Vendor Code (PR_REF_DOC_VEND_CD)	This parameter identifies the vendor codes to be used as placeholder values on the Master Agreement (MA) and Purchase Order (PO) transaction types. When populated with a Vendor/Customer code, if this placeholder Vendor/Customer code is used on a MA or

	PO transaction types, an override of COA precedence for the Vendor/Customer code value will be allowed on the referencing Payment Request (PR) transaction. A PR transaction referencing a MA or PO transaction type containing a placeholder Vendor/Customer code will allow update of the vendor to a different vendor for payment. The parameter's value will accept a comma delimited list. If left blank, no vendor is designated as a placeholder.
Master Agreement Override Lock Order Flag (MA_OVERRIDE_LOCK_ORD_FL)	This parameter controls the ability to modify some of the fields on the Purchase Order (PO) transactions types that reference a Master Agreement (MA) with a Commodity Line type of *Catalog* and Lock Order Specifications field set to *Yes*. • When MA_OVERRIDE_LOCK_ORD_FL is set to *True*, the following fields will allow manual modification: Special Instructions, Supplier Part Description Instructions, Material Request Number, Purchaser Instructions, Supplier Instructions, and Requestor ID. • When MA_OVERRIDE_LOCK_ORD_FL is set to *False*, the Master Agreement (MA) and Purchase Order (PO) transactions types that have a Commodity Line Type of *Catalog* will default the Lock Order Specification and order specifications from the referenced Master Agreement (MA) transaction. Manual modification of the following fields: Special Instructions, Supplier Part Description Instructions, Material Request Number, Purchaser Instructions, Supplier Instructions, and Requestor ID are not allowed.
Enable Send to CLM (ENABLE_SEND_TO_CLM)	This parameter indicates whether the Send to CLM action on the Evaluation (EV) transactions is enabled or activated to generate an XML file that contains EV information to Contract Lifecycle Management (CLM) in a nightly interface.

	When this parameter is set to *Yes*, the Send to CLM action is enabled or activated and when this parameter is set to *No*, the Send to CLM Action is inactivated or disabled. The delivered value for this parameter is *No*.
Construction EV Default XML Path (EV_DEFAULT_XML_PATH)	A Construction Contracts specific parameter that defines the file path where Financial Management System (FMS) will create the EV XML file.
Procurement Officer Name (PROC_OFFICER_NM)	Procurement Officer Name that is part of the XML file that is used while Printing the Master Agreement (MA) transaction type. By including this field in the XML, it can then be added onto the printed form by customizing the form to display it.
Requisition transactions not to include on RQWRBK (RQWRKB_ EXC_RQ)	This parameter limits the display of records on the results grid of the Requisition Workbench page. If this parameter is set to *Yes*, the Commodity line is removed from the Requisition Workbench when the Purchase Order (PO) is in a Phase of *Draft*, *Pending,* or *Final*. If set to *No*, the Requisition Commodity line is removed from the Requisition Workbench once the PO is processed to *Final*. The default value for this parameter is *No*.
Prevent Copy forward from PO/DO transactions to PR transactions when PCARD is populated. (PRVNT_COPY FWD)	- When the parameter value is *No*, the system will allow a user to Copy Forward PO/DO transactions to PR transactions. - When the parameter value is *Yes* and Pcard is populated on the Header of the PO/DO transaction, then the system will not allow users to use the Copy Forward action to create PR transactions. The default value for this parameter is *No*.
Vendor Portal URL (ADV_VENDORPORTAL_URL)	This is the URL used to transition to a site maintained internal website from the VSS portal.
Export Modified Solicitation (EXPORT_MODIFIED_SO)	This parameter exports expired Solicitation transactions from Advantage Financial to Vendor Self Service when the Published Date

	on the Solicitation transaction is blank and the Solicitation expired on the current date.

›   Vendor/Customer Controls

Parameter	Description
Display Inactive Commodities in VSS (DISP_INACT_COMM)	This parameter indicates whether inactive commodities should be displayed in VSS. When set to true inactive commodities will be displayed in VSS. When set to false inactive commodities will not be displayed in VSS.
Registration Thank You Display Vendor Registration (DISP_VEND_REG_APP)	This parameter controls the display of the Vendor Registration Application link and the corresponding text on the Thank You Page at the end of VSS registration.
Add Location Thank You Display EFT Registration Form (ADD_LOC_THK_YOU_DISP_EFT_REG_FORM)	This parameter controls the display of the EFT Information Form link and the corresponding text on the Thank You Page at the end of the Add Business Location registration process in VSS.
Add Location Thank You Display Vendor Registration Application (ADD_LOC_THK_YOU_DISP_VEND_REG_APP)	This parameter controls the display of the Vendor Registration Application link and the corresponding text on the Thank You Page at the end of the Add Business Location registration process in VSS.
Add Location Thank You Display W-9 Certification Form (ADD_LOC_THK_YOU_DISP_W9_CERT_FORM)	This parameter controls the display of the Download Substitute W-9 Certification Form link and the corresponding text on the Thank You Page at the end of the Add Business Location registration process in VSS.
Add Location Thank You PDF Section Text (ADD_LOC_THK_YOU_PDF_SEC_TXT)	This parameter controls the text that is displayed above the PDF files on the Thank You Page at the end of the Add Business Location registration process in VSS.
Add Location Thank You Page Text (ADD_LOC_THK_YOU_PG_TXT)	This parameter controls the text that is displayed under the title on the Thank You Page at the end of the Add Business Location registration process in VSS.

Allow Account Activation Verification (ALW_ACCT_ACTV_VERIFY)	This parameter identifies the type of information that a vendor needs to provide when attempting to activate an account in VSS that already exists in Advantage Financial.
Allow EFT Registration (ALW_EFT_REG)	This parameter determines of a vendor is allowed to enter and maintain EFT information for their account in VSS.
Multiple Locations Allowed for Headquarters Account (ALW_MUL_LOC_HEAD_ACC)	This parameter defines whether or not a vendor has the option to create and maintain child accounts under their Headquarters Account.
Allow Vendor Business Types (ALW_VEND_BUS_TYP)	This parameter determines of a vendor is allowed to enter and maintain business type information for their account in VSS.
Allow Vendor Registered Commodities (ALW_VEND_REG_COMM)	This parameter determines of a vendor is allowed to enter and maintain commodity information for their account in VSS.
Allow Vendor Service Areas (ALW_VEND_SERV_AREA)	This parameter determines of a vendor is allowed to enter and maintain service area information for their account in VSS.
Registration Thank You Display EFT Information Form (DISP_EFT_REG_FORM)	This parameter controls the display of the EFT Information Form link and the corresponding text on the Thank You Page at the end of VSS registration.
Registration Thank You Display W-9 Certification Form (DISP_W9_CERT_FORM)	This parameter controls the display of the Download Substitute W-9 Certification Form link and the corresponding text on the Thank You Page at the end of VSS registration.
Registration Thank You PDF Section Text (THK_YOU_PDF_SEC_TXT)	This parameter controls the text that is displayed above the PDF files on the Thank You Page at the end of VSS registration.
Registration Thank You Page Text (THK_YOU_PG_TXT)	This parameter controls the text that is displayed under the title on the Thank You Page at the end of VSS registration.

VSS days for SO Recent Amendments (VSS_DFLT_AMND_DAYS)	Allows a user to view all Solicitations that have been Amended within the number of days specified on this parameter.
VSS days for SO Recent Awards (VSS_DFLT_AWD_DAYS)	Allows a user to view all Solicitations that have had an award issued within the number of days specified on this parameter.
VSS days for SO Closing Soon (VSS_DFLT_CLSN_DAYS)	Allows a user to view all Solicitations that will close within the number of days specified on this parameter.
VSS days for SO Recent Intents (VSS_DFLT_INT_DAYS)	Allows a user to view all Solicitations that have had an Intent to Award posted within the number of days specified on this parameter.
VSS days for SR Recent Closings (VSS_DFLT_RCNT_CLSN_DAYS)	Allows a user to view all Solicitation Responses related to Solicitations that have a closing date within the number of days specified on this parameter.
VSS days for SR Recent Closings (VSS_DFLT_RCNT_CLSN_DAYS)	Allows a user to view all Solicitation Responses related to Solicitations that have a closing date within the number of days specified on this parameter.
VSS days for SR Recent Responses (VSS_DFLT_RCNT_RESP_DAYS)	Allows a user to view all Solicitation Responses that were submitted within the number of days specified on this parameter.
VSS Maximum Number of Months (VSS_MAX_NUM_ELAPS_MTHS)	This parameter determines the amount of historical Financial Transaction information that will be available to vendors in VSS.
Verify Catalog Crosswalk table (VERF_CATX)	This parameter determines the default value for the Verify Catalog Crosswalk parameter within the Catalog Load process. If set to *Yes*, the system will set the VERIFY_CATX parameter to *Yes* on the Catalog Load Job. If set to *No*, the system will set the VERIFY_CATX parameter to *No* on the Catalog Load Job respectively.
Notify VSS Registered Vendors Only (NOTIFY_VSS_REG_VEND_ONLY)	Determines whether notifications based on certain event criteria will be sent to VSS-Registered vendors only (when true) or to

	all vendors with valid email addresses (when false). Note: The VSS Registered flag on the eMall section on the Vendor/Customer table will be checked if the vendor/customer is registered with VSS.
VCM Discard flag for non-VSS initiated VCMs (VCM Discard)	This value is set to Yes to enable the VCM Discard logic for non-VSS initiated VCMs. If the value is set to No or the record does not exist, the baseline discard logic is used for discarding VCMs.
VCM DISCARD (VCM_DISCARD)	If marked as true, the system will set the status of the VCMT records to Rejected when the related VCM transaction is discarded. If marked as false, the system will not make these changes to the VCMT records.
VCM Certification Transaction Description (VSS_CERT_HDR_DOC_DESC)	This parameter provides the default value for the Transaction Description field on the Header of Vendor Customer Modification (VCM) transactions created by the Create Certification Transaction batch job.
VCM Modification Transaction Description (VSS_MOD_HDR_DOC_DESC)	This parameter provides the default value for the Transaction Description field on the Header of Vendor Customer Modification (VCM) transactions created by the Tracking Table to VCM batch job.
VSS VCC Transaction Department (Transaction Department)	Transaction Department to be used for VSS VCC transactions.
VSS IN Transaction Unit (VSS_IN_DOC_UNIT)	This parameter defines the Transaction Unit Code for the invoices that are created in VSS and sent to Advantage Financial. If this parameter is not found or does not contain a value then the Agreement Transaction Unit Code will be mapped to the Invoice.
VSS VCC Transaction Code for Activating an Existing Account (VSS Activate Existing Account)	VSS VCC Transaction Code for Activating an Existing Account

VSS VCC Transaction Code for Adding a Location as a Guest (VSS Add Location as Guest)	VSS VCC Transaction Code for Adding a Location as a Guest.
VSS VCC Transaction Code for Adding a Location as a User (VSS Add Location as User)	VSS VCC Transaction Code for Adding a Location as a User.
VSS VCC Transaction Code for New Registration (VSS New Registration)	VSS VCC Transaction Code for New Registration.
Activate Verification Days (ACTIVATE_VERIFN_DAYS)	This property is used to determine the minimum number of days since the last verification to trigger user account verification.
VSS Access Instructions (VSS_ACCESS_INSTR)	Vendor instructions to access VSS. This information is included in emails when a Solicitation is modified.
VSS Customer Care Information (VSS_CUST_CARE)	Customer Care contact information that is included in certain emails sent to vendors.
VSS Transaction Model (VSS_DOC_MODEL)	Parameter that determines if the VSS Transaction Model is to be used. If the value is set to true, then VCM transactions will be created when updates are made from the Vendor/Customer Account Maintenance in VSS.
VSS Email From Address (VSS_EMAIL_ADDR)	The "From" address for certain emails sent to vendors. (Note that most use the address on the Email Letter Generation table.)
VSS URL (VSS_URL)	The VSS URL that is included in Solicitation emails sent to vendors.
VTH Maximum Record Count (VTH_MAX_REC_COUNT)	This value limits the number of records that can be returned during queries made on the Vendor Transaction History and Vendor Payment History pages. This value also limits the number of records that can be exported to a CSV file when the Export or Export All actions are selected.

VSS IN Transaction Code (VSS_IN_DOC_CODE)	This parameter indicates the IN Transaction Code that will be used to create invoice transactions in Financial after an invoice is successfully submitted in VSS. The default value for this field is INVSS.
IN Transaction Department (VSS_IN_DOC_DEPT)	This parameter indicates the IN Transaction Department Code that will be used to create invoice transactions in Financial after an invoice is successfully submitted in VSS. If no value is specified for this parameter the system will use the Agreement Transaction Department Code.
Vendor/Customer Address Phone Number Required (ADDRESS_PH_REQ)	This parameter will determine if the Phone Number under the Address Information section for Vendor/Customer records is required or not. When the parameter is set to 'true', the system will require the Phone Number on the Address section of the vendor/customer record to be entered. When the parameter is set to 'false', the system will not require the Phone Number on the Address section of the vendor/customer record to be entered.
Bypass Terms and Conditions (BYPASS_TERMS_AND_COND)	Bypass Terms and Conditions
Default vendor security realm (DFLT_VEND_SEC_REALM)	This property is used to set the default LDAP security realm for new vendors registering in the system.
Display only (DISPLAY_ONLY)	This parameter defines the security role that you want to assign to users when the *Display Only* Access Level has been assigned to a user. Note: In Security setup, a Display role should be defined with Read Only access.
Max Download Lines for Download (MAX_DOWNLOAD_LINES)	The maximum number of lines that can be downloaded in VSS.
Vendor Self Service app (ENROLL_APP_AUTH)	The Vendor Self Service application assigned to VSS Users.

Enrollment Home Department Code (ENROLL_HOME_DEPT_CD)	The Home Department Code assigned to all enrolling vendor users.
External Check Number Length (EXT_CHK_NUM_LEN)	The length of the External Check Number.
Internal Check Number Length (INT_CHK_NUM_LEN)	The length of the Internal Check Number.
Number of days back that a vendor can view financial inquiries (INQ_MAX_ELAPSED_DAYS)	Use this to set the number of days back a vendor could view data from the financial inquiry in VSS. When each of the search pages is opened the system will automatically search on the current system date - parameter. The From Date cannot exceed this value.
VSS time for SR warning (VSS_DFT_WARN_TIME)	This parameter is used by the Response transaction in VSS. The value for this parameter indicates the amount of time, prior to the Solicitation close time, when users will receive a warning on the Response transaction in VSS.
VSS Environment URL (VSS_EXT_URL)	The URL for the VSS Environment that is included in E-Mail Notifications.
Allow VSS Vendor Attachments (ALLOW_VSS_VEND_ATT)	This parameter controls whether VSS vendors are allowed to add attachments to their accounts during VSS Registration and Maintenance. A value of *Yes* enables the functionality, while a value of *No* disables it.
Delete VSS Vendor Attachments (DEL_VSS_VEND_ATT)	This parameter controls whether VSS vendors have the ability to delete attachments added to their VSS accounts. A value of *Yes* enables the functionality, while a value of *No* disables it.
Allow W-8 Forms (ALW_W8_FORMS)	This parameter determines whether the W-8 Form functionality is enabled. For VSS, the vendors are allowed to add W-8 Form information to their accounts during VSS Registration and Maintenance. A value of *Yes* enables the functionality and a value of *No* disables it.

Delete VSS W-8 Forms (DEL_W8_FORMS)	This parameter determines whether VSS vendors have the ability to delete W-8 Form records from their VSS accounts. A value of *Yes* enables the functionality and a value of *No* disables it.
System populates W-8 Received fields (VSS_W8_RECEIVED)	This parameter determines whether the VSS application automatically populates the W-8 Received and W-8 Received Date fields when a W-8 Form is entered by the user. A value of *Yes* enables the functionality and a value of *No* disables it.
System populates W-9 Received fields (VSS_W9_RECEIVED)	This parameter determines whether the VSS application automatically populates the W-9 Received and W-9 Received Date fields when a 1099 record is entered by the user. A value of *Yes* enables the functionality and a value of *No* disables it.
Masking Enabled in Email Notifications (MASK_EMAIL_ENABLE)	This parameter controls whether field masking in email notifications is enabled. Field masking is enabled when the value of this parameter is *True* and it is disabled when the value of this parameter is *False*.
Masking Fields in Email Notifications (MASK_EMAIL_FIELDS)	This parameter controls what data sensitive fields are masked when they are included in the message of an email notification generated in either Advantage Financial or Vendor Self Service. The data sensitive fields are only masked if the MASK_EMAIL_ENABLE parameter is set to *True*. Default values are: TIN, PNT_TIN, FGN_TAX_ID, ABA_NO, ROUT_ID.
Masking Format in Email Notifications (MASK_EMAIL_FORMAT)	This parameter controls how many characters (starting from the right) are revealed on the masked fields in email notifications. The default value is *4*. For example a value of *4*, would mask and display a TIN value of *123456789* to *XXXXX6789*.
Allow Grants (ALW_GRNTR)	This parameter controls the display of the Grant Opportunities and Grant Applications sections in VSS. If the parameter is set to *Yes*, these areas are

	displayed. If the parameter is set to *No*, these areas are hidden in VSS.
VSS Grant Funding Request Transaction Code (VSS_GFR_DOC_CD)	This parameter indicates the Transaction Code that is used to create grant funding request transactions in Advantage Financial after a grant funding request is successfully submitted in VSS. The default value for this parameter is GFR.
VSS Grant Funding Request Transaction Department (VSS_GFR_DOC_DEPT)	This parameter indicates the Transaction Department Code that is used to create grant funding request transactions in Advantage Financial after a grant funding request is successfully submitted in VSS. If no value is specified for this parameter the system uses the Transaction Department Code from the referenced agreement transaction.
VSS Grant Funding Request Transaction Unit (VSS_GFR_DOC_UNIT)	This parameter indicates the Transaction Unit Code that is used to create grant funding request transactions in Advantage Financial after a grant funding request is successfully submitted in VSS.
Allow VSS vendors to choose their healthcare provider designation (ALW_ACA_VSS)	This parameter controls whether the Healthcare Provider field is displayed and can be updated when the vendor registers or updates their account in VSS. A value of *True* indicates that the Healthcare Provider field is displayed as an editable field in VSS. If the value is *False*, then the Healthcare Provider field can only be updated in Financial.
Require Consistent Healthcare Provider Designation between HQ and Location (REQ_CONSISTENT_ACA_HQ_LOC)	This parameter enforces a Headquarter to Location constraint for all vendors, forcing locations to have the same Healthcare Provider designation as their Headquarter. A value of *True* enforces the Headquarter to Location constraint. The default for this parameter is *False*.
Health Care Provider EFT Enrollment (ACA_EFT_HEADER)	This parameter enables and sets a header label for the EFT enrollment tabs on the VSS registration pages specifically for the Healthcare Providers which allows the registrants to easily identify the tabs that apply to EFT enrollment. For example, this parameter could be set to "Health Care

	Provider EFT Enrollment" and that label would appear as a header above the EFT-related tabs on the registration pages, clearly denoting where the EFT tabs are for health care providers.
Configurable ACA instructional text for Healthcare Provider EFT enrollment (ACA_EFT_ENROLL_TXT)	This parameter allows you to define the text that is displayed on the Step 2: My Business Information page. The text defined in this parameter appears underneath the header and above the EFT Enrollment section for the healthcare providers, giving further instruction or clarification on the EFT enrollment process to the healthcare providers. The default text for this parameter is: "The following four tabs display and capture the information as required by the Federal Law for Health Care Provider EFT Enrollment. If you choose to enroll in EFT as part of the registration, fill out the Financial Institution Information section."
The default value of the Remittance Advice Transmission Mode CVL field during VSS registration. (VSS_REMT_TRANS_MODE_DFLT)	This parameter defines the default value of the Remittance Advice Transmission Mode CVL field that is displayed during VSS registration. The following are the default values for Remittance Advice Transmission Mode CVL field if the vendor enters EFT information: *0- <blank>, 1 – Postal, 2 – Email-As an Attachment*, and *3 – Email Embedded HTML*.
Display Secondary Vendor (SHOP_DISPLAY_SEC_VEND)	When the parameter is *True*, the Shopper page will display primary and secondary vendor lines from the MA. When the parameter is *False*, the Shopper page will display only primary vendor lines. The delivered value for this parameter is *True*.
Infer Dept from SCUSER on VCUST (INFER_DEPT_FROM_SCUSER_ON_VCUST)	This parameter, when set to *True*, indicates that the Department value on the Vendor/Customer (VCUST) page and on the Vendor Customer Creation (VCC) transaction is inferred and populated from the user's Home Department on the User Information (SCUSER) page. If the parameter is set to *False*, then the

	Department is not inferred by the system. This parameter is delivered as *False*.
Filter Vendor Picks on Tables (FILTER_VEND_PICK_ON_TBL)	This parameter, when set to *True*, indicates that a pick list accessed from a vendor field on any page in the system will be filtered to display only the records for the user's Home Department. In addition to records for the user's Home Department, the pick displays vendor records whose Department field has a wildcard value of ALL or is blank. If this parameter is set to *False*, the vendor field pick list will not be filtered and will display all records from the Vendor/Customer (VCUST) table. This parameter is delivered as *False*.
Allow Automated Activation Code by VCM (ALW_AUTO_ACTIVATION_VCM)	This parameter determines whether a VCM transaction is automatically created in Financial for administrators to approve the activation code requestor's information. If set to *Yes*, the requestor's information is sent to Financials and an VCM transaction is created in Financial when a user requests their Activation Code in VSS. The VCM has the user's information like phone number and email, with the Send Activation Code field set to *Yes*. When the VCM is approved and synced back to VSS, it will send a notification to the user with their Activation Code. If this parameter is set to *No*, then the VCM must be manually created in Financial by an administrator when they receive the Request Activation Code (ACTREQ) notification.
Verify Activation Hint (VERIFY_ACTIVATION_HINT)	This parameter defines the text that should be displayed in the "Vendor Verification Based on" field when the "Verify My Locations By" field is set to *Activation Code* in the VCUST, VCC, and VCM pages. The default value of this parameter is "*Please enter the Activation Code provided to you by the system administrator*".
Default EFT Status (DEFAULT_EFT_STA)	Default Status when EFT Status is left blank in Financial or banking information is

	updated in VSS. E for EWS Requested or P for Prenote Requested.
Enable EPP (ENABLE_EPP)	This parameter determines if the Environmental Preference section needs to be displayed on the commodity lines of procurement transactions. If set to *Yes*, the Environmental Preference section and fields will be available on Procurement transactions in Financial and on the Solicitation Response transaction in VSS. If set to *No* the Environmental Preference section and fields will be hidden.
Require Business Tax Information on Active Vendor (REQ_BUS_TAX_INFO)	This parameter, when set to *True*, requires the Business Tax Number be populated on the active Vendor/Customer (VCUST) records. If set to *False*, the Business Tax Number is not required on VCUST. This parameter is delivered as *False*.
1099 Domestic Address Validation (1099_CITY_ST_ZIP_VALIDATION)	This parameter, when set to *Yes*, validates the address information entered on 1099 Reporting Information, 1099 Reported Income, and 1099 External Reported Income with the values entered on the City State ZIP (CSZ) table to verify the entered values are a valid combination. If set to *No*, then the address information entered on 1099 Reporting Information, 1099 Reported Income, and 1099 External Reported Income will not be verified against the value entered on the City State ZIP (CSZ) table.
Prevents dual entry of TIN field (PRVNT_DUAL_TIN_ENTRY)	This parameter, when set to *True*, enables the Create Taxpayer ID and Re-Enter Taxpayer ID fields on Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transactions. When set to *False*, both fields on VCC/VCM are protected and are not editable. Note: Create Taxpayer ID and Re-Enter Taxpayer ID are tertiary fields and can be displayed using Configure Page (DESIGNER).
Bypass Address Validation (BYPASS_SYSWIDE_AD_VAL)	When set to *True*, this parameter bypasses the address validation process (this will be useful for foreign address and

	such instances, where address validation is not needed). When set to *False*, the address validation process is triggered is triggered upon the validate/submit of the Vendor/Customer Creation (VCC) and Vendor/Customer Modification (VCM) transactions.
Allowed Melissa Address Validation Error Codes (MELISSA_ERR_CODE_ALLOWED)	Provides the list of error codes that are allowed for Melissa address validation. The delivered values are: AE15, AE16, AE17, AE20, and AE21.

Integration Parameters

The Integration Parameters (INTCTRL) table is similar to the Application Parameters table. This table allows authorized users to configure different parameters keyed by **Department, Unit, Resource Name,** and **Parameter Name**. This table supports the ability to list **Department** and **Unit** as *ALL* or specify a specific **Department** and **Unit**, or a specific **Department** and a **Unit** of *All*. It does not allow a **Department** of *ALL* with a specific **Unit** to be entered.

Processes using this table first look for a specific **Department** and **Unit** and if that is not found, then the process looks for an *ALL* entry for *Unit* with a specific **Department**; otherwise, the process looks for an entry with a **Department** of *ALL* and a **Unit** of *All*. If the process still does not find an entry, then CGI Advantage assumes there are no integration parameters for this resource.

For reference data that is not keyed by **Department** or **Unit**, the *ALL* entry is used.

Parameter	Description
COND_CD	The value that is defaulted into the Condition field on the Receiver transaction in Advantage when Maximo is installed. On the Receiver this code indicates the condition under which the item or service is being received and is required when the Quantity or Contract Service Amount does not equal the Purchase Order. This parameter provides a default so transactions being integrated from Maximo can process without an error being issued that the field is required.
MAXIMO_INSTALLED	When set to true, this parameter indicates that Maximo has been set up for the specified Department, Unit, and Application Resource. When set to false, this parameter indicates that Maximo has not been set up for the specified Department, Unit, and Application Resource.
MAXIMO_STATUS	The value that is defaulted into the External Status field on Master Agreement transactions when integrating with an external application like Maximo. This provides the status

	assigned to the generated contract within the external system. Supported values are APPR (recommended) for approved or WAPPR for waiting approval in Maximo.
REAS	The value that is defaulted into the Reason field on the Receiver transaction in Advantage when Maximo is installed. On the Receiver this area provides an explanations or additional documentation and is required when the Quantity or Contract Service Amount does not equal the Purchase Order. This parameter provides a default so transactions being integrated from Maximo can process without an error being issued that the field is required.
VSS_IN_TOLERANCE_CONDITION_CD	The value that is defaulted into the Condition Code field in a VSS Invoice transaction during validate or submit when the Quantity, Unit Price or Service Amount are different than the referenced agreement but are within the tolerances defined for the agreement.
VSS_IN_TOLERANCE_REASON	The value that is defaulted to the Reason field in a VSS Invoice transaction during validate or submit when the Quantity, Unit Price or Service Amount are different than the referenced agreement but are within the tolerances defined for the agreement.

System Options

The System Options table provides a set of characteristics that guide accounting activities for the different functional areas in the application on a yearly basis. Each control or option set on System Options is associated with one or more business rules that drive actions throughout the system. However, those business rules do not exist on System Options. This table is just a collection of flags, rules, and controls that guide processes that read these options and controls.

Records on System Options are unique by fiscal year. A year-end process exists to populate the table with values for a coming year so you do not have to enter them manually unless you choose.

Some features of System Options will resemble those in previous versions of CGI Advantage Financial, while many will be new. Although System Options has one page code that is found through the Global Search feature, you will find the single entry leads actually into different pages for different functional areas. These areas are represented on the left-hand menu of the page for easy navigation: Expense, General, Revenue, and Fixed Assets. Instead of separate page codes for each area, they are consolidated into just one.

Certain System Options options are followed by a flag that will allow overrides. Depending on the option, those overrides can be in one or more places. A centrally controlled application will likely have these flags unchecked so that similar settings in other more decentralized areas will not be used. However, the decision to override options is made on an option by option basis usually resulting in a mix of ones overridden and not. If allowed to override, it does not mean that the control has to be defined at the lower level. Application logic will use the lower level if set and if not, the System Options option will be used. More information on where the overrides can be set is detailed in the listing of controls later in this guide.

This topic only contains the options and controls that affect the Procurement area. Refer to the "System Options" topic in the *CGI Advantage - Financial Administration User Guide* for information on the other options and controls that appear on System Options.

› Expense Controls

The following table describes the Expense options and controls found on System Options, for the Procurement area:

Option/Control	Description
Require UR Accounting	If this option is selected, then at least one Accounting Line must exist for each Commodity Line on the UR transaction.
Auto Submit From UR	If this option is selected, then when the UR becomes Final, all subsequent transactions will automatically be submitted.

› General Controls

The following table describes the General options and controls found on System Options, for the Procurement area:

Option/Control	Description
Renewal Days	This field is used as the default number of days in advance to alert a buyer that a contract is about to expire. It is used when the Master Agreement does not specify a number of days. The default value is zero.
Commodity Code Registration Level	This option determines at what level of detail vendors may register themselves for commodities. It is also used as the default level of detail for any commodity searches in the system. Valid values are Class, Item, Group and Detail. The default is Item.
Procurement Type ID	This option indicates the type of procurement selected when the procurement was created.
Default Procurement Type	This option indicates the default procurement type when the user does not enter one.
Print Tracked PO Changes Only	If the **Track Changes** field is selected on the Header tab of the PO under the Modification subsection and the **Print Tracked PO Changes Only** field is also selected, then when you print the PO, only the changes will be printed instead of the entire transaction.

Matching Level	This field allows you to define the Matching Level at a system-wide level. Valid options are: *Transaction*, *Commodity*, and *Transaction-Commodity*.
Matching Precedence	This field defines the matching precedence at a system-wide level. Valid options are: *Transaction* or *Commodity*. The **Matching Precedence** field must have a value of *Transaction* or *Commodity* when the **Matching Level** has a value of *Transaction-Commodity*.
Update Vendor Pending Change Table	This field directs the application table to update a Vendor Pending Change table whenever an update is made to the Vendor/Customer table. Such tracking is essential to Financial applications that also use the Vendor Self Service (VSS) application because the Financial to VSS synchronization job reads the table and updates VSS.
Delivery Order Default	This field specifies the Delivery Order transaction code that will be defaulted in the Code field on the Shopper - Checkout page if the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog and the USE_DO_PRC_SHOPPER parameter on the Application Parameters page is set to *DO*. This field contains a pick to the Procurement Transaction Control (PRDOC) table, and only allows you to choose transaction codes with a Transaction Subtype of *DO*.
Payment Order Default	This field specifies the Payment Request transaction code that will be defaulted in the Code field on the Shopper – Checkout page if the contents of the shopping cart are from one vendor on the same Master Agreement or MA Catalog and the USE_DO_PRC_SHOPPER parameter on the Application Parameters page is set to *PRC*. This field is also used to determine the Transaction Code that is created when the Universal Requestor transaction has been submitted and the Create Payment check box has been selected for a Commodity Group that references a Master Agreement.
VSS Unit Required	The **VSS Unit Required** flag defines if a Unit code is required for VSS vendors/customers at a system wide level.
Calculate Legal Name	This flag defines if the Legal Name of a Vendor/Customer should be calculated by the system at a system wide level.
Enable Vendor Types	This flag controls the enforcement of vendor type validation: • If Enable Vendor Types is set to *Yes*, the system will enable the logic for selecting the vendors as service and/or commodity and restrict transactions to use commodity vendors, service vendors, or both. • If Enable Vendor Types is set to *No*, the system will disable the logic for selecting the vendors as service and/or commodity and

	restrict transactions to use commodity vendors, service vendors, or both.

CGI Advantage Inventory Management Tables

If the Inventory Control Subsystem is implemented, the following tables must be setup in CGI Advantage Inventory Management in order to process requisitions for inventory transactions:

- Inventory table

- Warehouse table

Please refer to the *CGI Advantage Inventory Management User Guide* for information on the above tables.

Procurement Workload Setup

The Workload Manager within CGI Advantage Procurement allows you to monitor and allocate the workload of buyers or teams of buyers, in terms of dollar value, complexity, commodity, procurement type, and number of procurements in process.

Managers can view the workload of the buyers they supervise and adjust procurement specific completion requirements. Buyers have two views: Procurements I Manage and Procurements My Team Manages.

Procurement Workload Setup is divided into the following setup areas:

- Procurement User Tables

- Manager and Buyer Tables

- Workload Tables

- Commodity Tables

Procurement User Tables

CGI Advantage Procurement users must be added to the Procurement User table before creating transactions or being assigned to the Buyer or Manager tables. The Procurement User table is dependent upon several other tables, which must be setup first. This topic covers each of the tables and how they interrelate. The following diagram shows the relationships and dependencies between the tables.
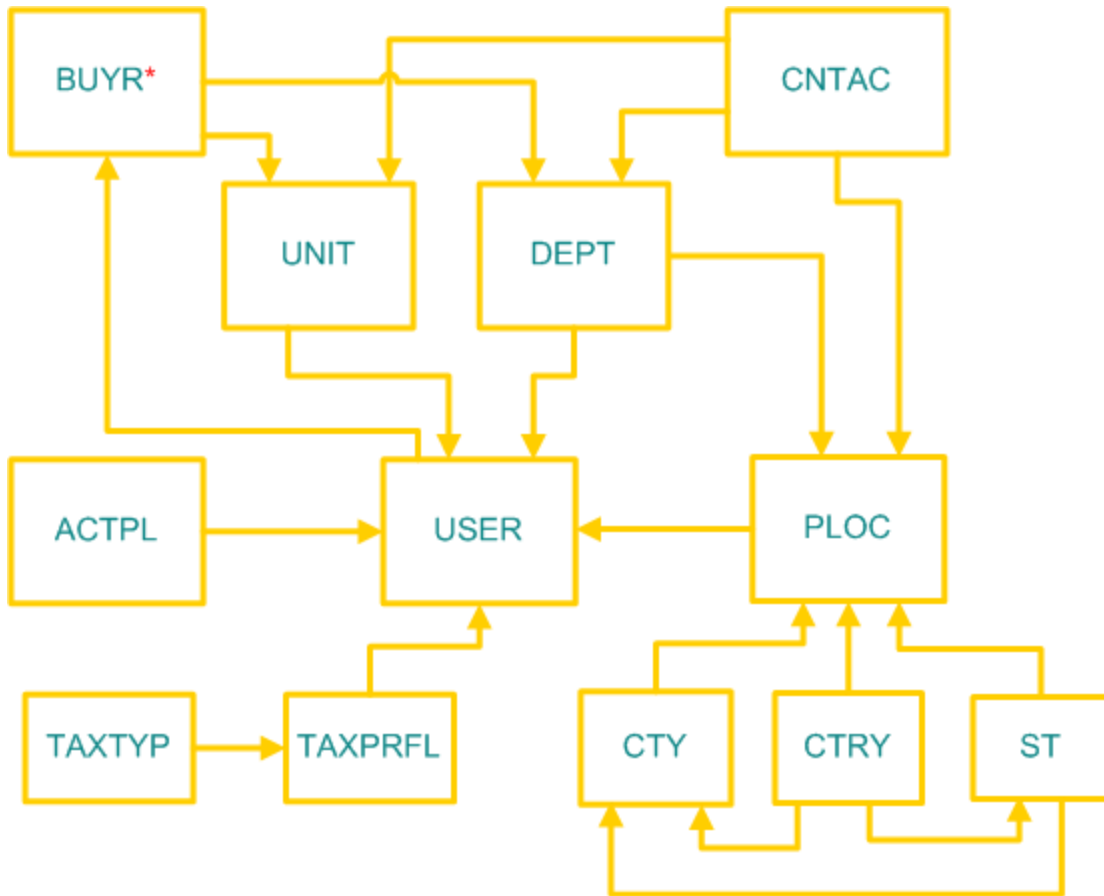
Setup Steps by Group:

Group 1

- Country (CTRY)

Group 2

- County (CTY)

Group 3

- State (ST)

Group 4

- Contact (CNTAC)

- Accounting Template (ACTPL)

- Tax Type (TAXTYP)

Group 5

- Department (DEPT)

- Tax Profile (TAXPRFL)

Group 6

- Unit (UNIT)

- Site (SITE)

Group 6

- Procurement Location (PLOC)

Group 7

- Procurement User (USER)

Accounting Template

The Accounting Template (ACTPL) table saves fund and detail accounting information in a template for easy data entry. On a transaction, if there is no value in the **Accounting Profile** field, but there is a value in the **Accounting Template** field, then on Validate/Submit the system will build the accounting line using the Accounting Template value. Accounting templates only complete blank fields. If a template is changed on a transaction, then element fields should be cleared so that the new template can infer values.

Configuration Points:

- Department must exist on the Department table.

- Must be marked as **Active** to use it on transactions.

- Edits do not exist for the Fund Accounting and Detail Accounting fields on this table. All edits are performed when validating or submitting transactions that use the template.

- Accounting templates can be assigned to users on the Procurement User table.

Contact

The Contact (CNTAC) table identifies Advantage users associated with particular activities. Refer to the "Contact" section in the *CGI Advantage - Financial Administration User Guide* for more information.

Configuration Point:

- The **Chart of Accounts** option must be selected to choose the contact on the Department (DEPT) table.

Country

The Country (CTRY) table allows you to establish and maintain country records. This table is pre-loaded into CGI Advantage Procurement.

Configuration Points:

- First you need to set up countries on the Country table

- Next, States/Provinces are assigned to countries on the State table.

- Lastly, you can setup the counties on the County table. When you select a State from the **State** pick list, the **Country** code is automatically inferred.

County

The County (CTY) table assigns counties to states. This table must be set up prior to adding a vendor or customer to the Vendor Customer table.

Configuration Points:

- First you need to set up countries on the Country table

- Next, States/Provinces are assigned to countries on the State table.

- Lastly, you can set up the counties on the County table. When you select a State from the **State** pick list, the **Country** code is automatically inferred.

Department

The Department (DEPT) table defines valid Department codes for a specific fiscal year. **Department** is a centralized or decentralized organizational Chart of Accounts element. Refer to the "Organization Elements" topic in the *CGI Advantage - Chart of Accounts User Guide* for more information.

Configuration Points:

- This table also allows you to assign a **Central Buyer/Team** and/or a **Decentralized Buyer/Team** for a specific Department. Advantage assigns workload based on the **Department** if one is not provided for the Commodity or Unit. Buyers must first be set up on the Buyer table, and Buyer Teams must first be set up on the Buyer Team table.

- Using the first commodity line on a transaction, if the **Line Amount** is greater than the **Threshold** field on the URCTRL table, then the department's Central Buyer/Buyer Team is assigned. Otherwise, the department's Decentralized Buyer/Buyer Team is assigned.

Procurement Location

The Procurement Location (PLOC) table is used to define the shipping and billing address for each procurement location. Each address is assigned a **Location Code**, which is used by clients to quickly default shipping and billing information in Advantage when entering Procurement transactions. A **Department Code** and **Contact Name** can also be specified on this table.

The **Location Type** field specifies the type of location. Various tables and transactions use this field to provide filtered lists and check validation. For example, on the Warehouse table only locations with a **Location Type** of *Warehouse* can be selected from the **Warehouse Location** pick list. On the Receiver (RC) transaction only locations with a **Location Type** of *Shipping* can be selected from the **Receiving Location** pick list. On the Header of Solicitation (SO) transactions, only locations with a **Location Type** of *Bid Receiving* can be selected from the **Bid Receiving Location** pick list. In the Final Destination Location field on the Procurement User table, only locations with a Location Type of *Final Destination* can be selected.

Configuration Points:

- Contacts must first be added to the Contact table, before they can be selected from the Contact Code field on the table.

- Shipping and Billing Locations can be assigned to users on the Procurement User table.

Procurement User

The Procurement User (USER) table contains the names of all users that are able/authorized to create procurement transactions, while additionally allowing users to define a series of default information that will be applied to transactions based on the Requestor ID on Procurement transactions. Information established on this table defaults to all transactions to speed the transaction data entry process. The information may be changed on a specific transaction, with the exception of the User ID of the transaction's creator.

Configuration Points:

- After a **User ID** is selected, the Name and Department is inferred from the User Information table in the Administration application.

- The **Office Location** field is required because it is inferred on the Solicitation transaction for two separate fields. Based on the Requestor ID for the Requesting Office field and the Issuer ID for the Issuing Office field.

- If a Shipping Location and Billing Location are assigned for a user, the user will not have to select these fields on any of their transactions. Shipping and Billing Locations are set up on the Procurement Location table. The Infer Shipping Location From field on the Procurement Transaction Control page indicates whether the Shipping Location on a transaction is inferred form the Requestor's or Issuer's profile on the Procurement User page.

- A **Tax Profile** and **Accounting Template** or **Accounting Profile** can also be assigned on this table. The pick list for the Tax Profile is populated from the Tax Template table. The Accounting Templates are set up on the Accounting Template table and the Accounting Profiles are set up on the Accounting Profile (ACTPR) table. CGI Advantage Procurement automatically populates the appropriate tabs of the user's procurement transactions based on the fields that have been assigned to their user id on this table.

- Procurement administrators are also indicated on this table. This table contains a **Procurement Administrator** check box which if selected, allows the user to bypass procurement-specific security edits before the user makes changes to the procurements. Refer to the "Application Parameters (APPCTRL)" topic for additional information on the **Procurement Security** (PROC_SECURITY) parameter.

- If INFER_FINAL_DESTINATION is set to *True* on the Application Parameter page, then the Shipping Location on a transaction is inferred from the Final Destination Location field on this table.

Site

The Site (SITE) table stores external site information and how it relates to Department. The **Source System** field indicates whether the external site originated in Advantage or Maximo. This table is used to support the integration with the Maximo application.

Configuration Point:

- Departments must first be set up on the Department (DEPT) table.

State

The State/Province Codes (ST) table establishes State/Province codes. This is a pre-loaded table in CGI Advantage Procurement. However, each site can select one state/province as the default state/province for all new records on address and location information pages.

Configuration Points:

- First you need to setup countries on the Country table

- Next, States/Provinces are assigned to countries on the State table.

- Lastly, you can setup the counties on the County table. When you select a State from the **State** pick list, the **Country** code is automatically inferred.

Tax Template

The Tax Template (TAXPRFL) table allows you to establish tax templates. Tax Templates group Tax Types into templates. Tax Templates define taxes that are charged on commodities. The template allows you to break down the total tax into its various parts. For example, a template named Local Tax might be broken down into *City*, *County* and *State* tax types. Each tax type has a specified percent or dollar amount assigned to it. Existing Tax Template records cannot be modified if there are open transactions that have used the specified Tax Template record.

Configuration Points:

- Tax Templates can be assigned to users on the Procurement User table.

Tax Type

The Tax Type (TAXTYP) table allows you to set up tax types and define percentages or dollar values for each tax type. You may also specify whether or not it is a **Use Tax**. *City*, *County* and *Luxury* are examples of possible Tax Types.

Configuration Points:

- A Tax Type must be setup on the Tax Type table before it can be selected on the Tax Template table.

Unit

The Unit (UNIT) table allows you to define unit codes and associated information related to the unit. This element is an organizational chart of accounts element that is not required in the system. Refer to the "Organization Elements" topic in the *CGI Advantage - Chart of Accounts User Guide* for more information.

Configuration Points:

- Departments must first be set up on the Department (DEPT) table.

- This table also allows you to assign a **Central Buyer/Team** and/or a **Decentralized Buyer/Team** for a specific Unit. Advantage assigns workload based on the Unit if one is not provided for the Commodity. Buyers must first be set up on the Buyer (BUYR) table, and Buyer Teams must first be set up on the Buyer Team (WBUYR) table.

Manager and Buyer Tables

After a user is added to the Procurement User table, he/she can be designated as a buyer and/or manager within CGI Advantage Procurement. After managers are added to the Manager table, buyers are created and assigned to managers on the Buyer table. Managers and buyers can then be assigned to manager and buyer teams.
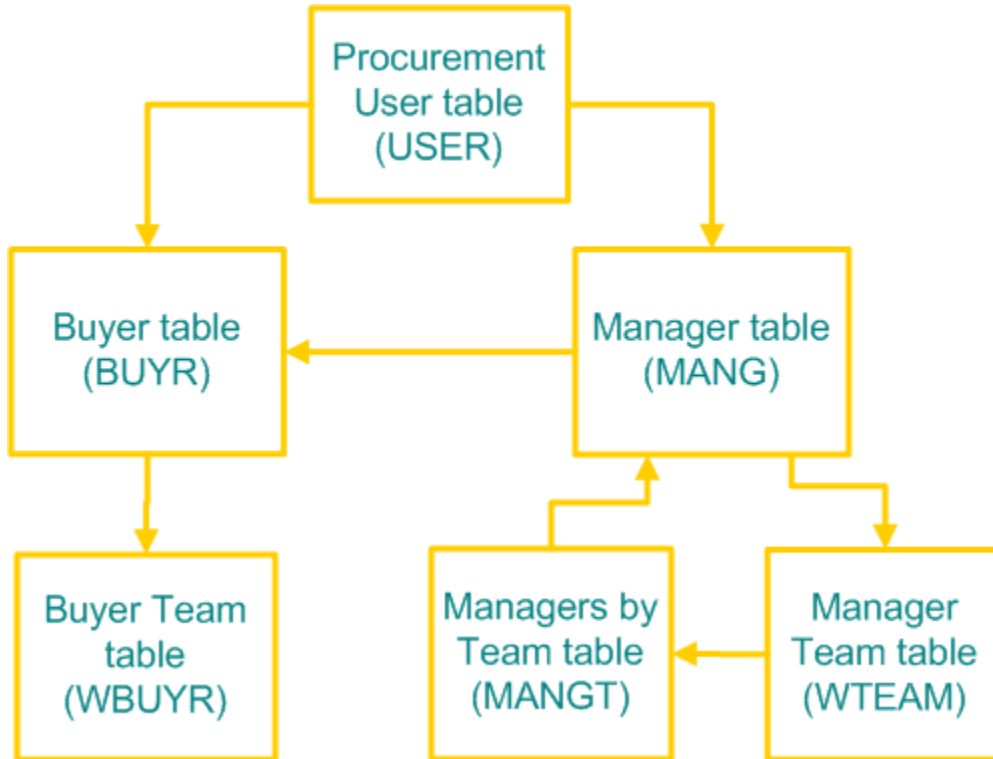
Group 1:

- Manager (MANG)

Group 2:

- Buyer (BUYR)

- Manager Team (WTEAM)

Group 3:

- Managers by Team (MANGT)

- Buyer Team (WBUYR)

Buyer

The Buyer (BUYR) table allows you to set up a list of Buyers to be used throughout the system. Every buyer that will be using CGI Advantage Procurement must be added to the Buyer table and assigned a manager. A Buyer is an individual responsible for the procurement of goods or services. When a record is added to the BUYR page, the **Active** flag is automatically checked. You may inactivate a Buyer in the

system by clearing the Active flag. This may only be done if the Buyer is not referenced on any of the following pages: Universal Requestor Control (URCTRL), Commodity (COMM), Unit (UNIT), or Department (DEPT).

Configuration Points:

- A Buyer must first be set up on the Procurement User table before he/she can be selected in the **Buyer** field.

- Managers must be set up on the Manager (MANG) table before he/she can be selected in the Manager field on the Buyer table.

- A buyer can be assigned to one/more commodity codes on the Commodity table and Universal Requestor Control (URCTRL) table.

- If a buyer is designated as the Central Buyer for a department on the Department (DEPT) table, then the department is listed on the Departments tab of the Buyer table in Edit mode. A buyer can be the Central Buyer for more than one department.

- If a buyer is designated as the Central Buyer on the Unit (UNIT) table, then the Fiscal Year/Department/Unit record is listed on the Units tab of the Buyer table in Edit mode. A buyer can be the Central Buyer for more than one Fiscal Year/Department/Unit combination.

Buyer Team

The Buyer Team (WBUYR) table allows you to create teams of buyers responsible for the procurement of goods and services. Team members are assigned to the team from this page.

Configuration Points:

- Each team is assigned a unique Team ID.

- Managers must first be added to the Manager (MANG) table and Buyers to the Buyer (BUYR) table.

- Each team is assigned a manager.

- Buyers are added to the team in the first grid under the scalar tab.

Notes:

- If a buyer team is designated as the Central Buyer Team for a department on the Department (DEPT) table, then the department is listed in the second grid under the scalar tab. A buyer team can be the Central Buyer Team for more than one department.

- If a buyer team is designated as the Central Buyer Team on the Unit (UNIT) table, then the Fiscal Year/Department/Unit record is listed in the third grid under the scalar tab. A buyer team can be the Central Buyer Team for more than one Fiscal Year/Department/Unit combination.

- A buyer team can be assigned to one/more commodity codes on the Commodity table and Universal Requestor Control (URCTRL) table.

Manager

The Manager (MANG) table allows you to define and maintain a list of workload managers. Workload managers view and manage procurements assigned to buyers and buyer teams that are the responsibility of the workload manager. Every user that will be managing procurements and buyers within CGI Advantage Procurement must be added to the Manager table. When a record is added to the Manager page, the **Active** flag is automatically checked. You may inactivate a Manager in the system by clearing the Active flag. This may only be done if the Manager is not referenced on the Procurement Type page.

Configuration Points

- Managers must first be added to the Procurement User table.

- The **Department** will default from the User Information table in the Administration application, after choosing a User ID in the **Manager** field and selecting **Save**. You can override the inferred Department.

- Managers can be assigned to Procurement Types on the Procurement Type table.

Notes

- If a manager is assigned to a Manager Team on the Manager Team (WTEAM) table, then the team is listed on the Team tab on the MANG table, when viewed in Edit mode. (If a manager is just managing the Manager team, then the team will not appear on the Team tab for the manager).

Managers by Team

The Managers by Team (MANGT) table allows you to assign managers to a workload team of other managers. Managers can be added to teams on the Manager Team (WTEAM) table or on this table. However, the workload team must first be set up on the Manager Team (WTEAM) table before you will be able to select it from the **Team** field pick list.

Configuration Points:

- Before a manager is assigned to an existing Manager Team, the user selected must first be added to the Manager (MANG) table.

- All entries on this table update the Managers Team (WTEAM) table, and vice versa.

Manager Team

The Manager Team table allows you to assign managers to a workload team of other managers. Every user that will be managing procurements and buyers within Advantage Procurement must first be added to the Manager table.

Configuration Points:

- Each Manager Team is assigned a Manager to manage the team. This person is specified in the Manager field on the Manager tab in Edit mode. The user selected must first be added to the Manager (MANG) table.

- Managers are added to the manager team on the Team tab in Edit mode. The user selected must first be added to the Manager (MANG) table.

- All entries on this table update the Managers by Team (MANGT) table, and vice versa.

Workload Tables

The Workload Manager within CGI Advantage Procurement allows you to monitor and allocate the workload of buyers or teams of buyers, in terms of: Dollar value, Complexity, Commodity, Procurement Type and number of procurements in process.

Managers can view the workload of the buyers they supervise by Procurement Folder and adjust procurement specific completion requirements. Buyers have two views: My Workload and My Team Workload by Procurement Folder.
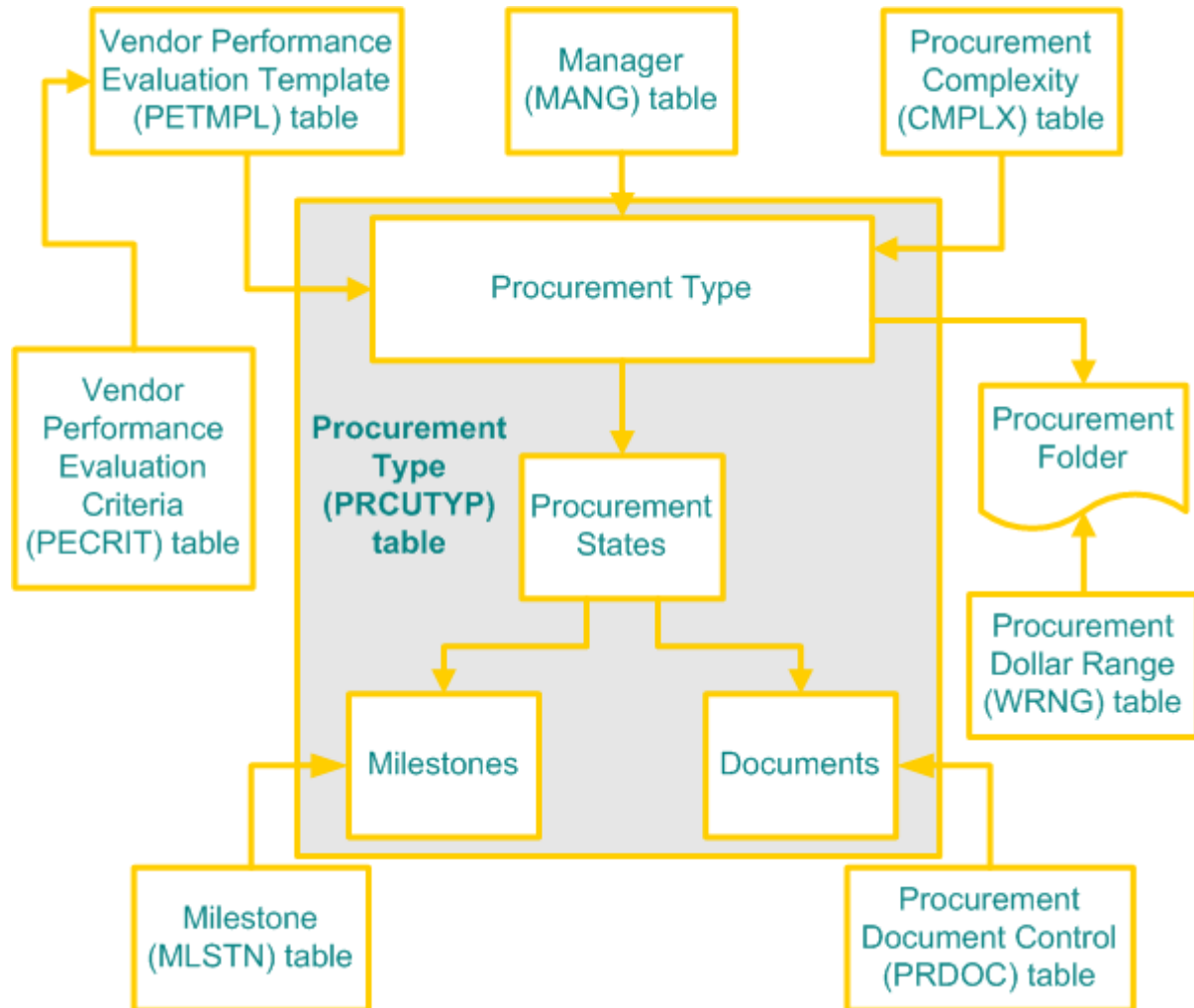
Group 1

- Procurement Complexity (CMPLX)

- Milestone (MLSTN)

- *Vendor Performance Evaluation Criteria (PECRIT)

- Procurement Dollar Range (WRNG)

- *Procurement Transaction Control (PRDOC)

- *Manager (MANG)

Group 2

- *Vendor Performance Evaluation Template (PETMPL)

Group 3

- Procurement Type

The tables with an * preceding the name are discussed under a different topic of this user guide. The link takes you to that topic. All other tables are organized under this topic in alphabetical order.

Milestone

The Milestone (MLSTN) table allows you to configure milestones, which are displayed in the state viewers and are used to calculate buyer performance. Milestones serve as a roadmap to the successful completion of a State. Milestones are first set up on this table. Milestones are then assigned to each Procurement State within a Procurement Type on the Milestones tab of the Procurement Type table. If a Milestone is required, then a buyer must complete the milestone before the State will be deemed completed.

Configuration Points:

On this table, you enter information that describes a milestone, which includes:

- **Days Required for Completion** - The amount of time required for milestone completion. This value can be changed for a specific Procurement by a manager using the **Procurements I Manage** or **Procurements My Team Manages** links displayed on the Procurement Management table.

- **Days Before Buyer Alert** - The number of days in advance of the milestone due date that a notification should be sent to the Buyer.

- **Days Before Manager Alert** - The number of days in advance of the milestone due date that a notification should be sent to the Manager.

- **Issue Alert check box** - Whether alerts should be issued for buyers and mangers. Alerts are only issued if this check box is selected.

Procurement Complexity

This page allows you to configure a list of levels used to rate the complexity of procurements. This is a pre-loaded table in CGI Advantage Procurement. After establishing complexity ratings, you are then able to select a default complexity rating for each Procurement Type on the Procurement Type table.

Configuration Points:

- A manager applies a complexity level to a specific procurement. Complexity levels default to "1", which is "standard". Applying complexity levels either increases or decreases the number of days to complete a requirement and the number of days for each milestone for that procurement type.

- At a minimum this table must have a complexity rating of 1.00 as Average. (The complexity number is multiplied by the number of required days to finish each milestone within the

procurement to calculate the total number of required days. By establishing the average complexity with a rating of 1.00, the total number of days required will exactly equal the total number of days required to complete each milestone.)

Notes:

- Complexity levels provide the manager a method of evaluating buyer/buyer team workloads.

- A manager can view a buyer's performance based on the assigned complexity of the procurement on the Buyer Deadline Performance by Complexity (BDPCX) page. And a manager can view a team's performance based on the complexity of the procurement on the Team Deadline Performance by Complexity (TDPCX) page.

Procurement Dollar Range

The Procurement Dollar Range (WRNG) table allows you to set dollar value ranges for procurements assigned to a buyer or buyer team.

Configuration Points:

- This table assigns a Range Code to a specific range of values. For example, a Range Code of 1 can be assigned to all procurements whose dollar value is between $0.00 and $25,000.01.

Notes:

- The Buyer Deadline Performance by Dollar Range page and the Team Deadline Performance by Dollar Range page display a buyer's/team's performance based on the number of times a buyer/team reaches his or her event deadlines for procurements that fall within the dollar ranges established on this page.

Procurement Type

The Procurement Type (PRCUTYP) table allows you to establish and maintain the types of procurement that are allowed in Advantage Procurement. Procurements must have assigned to them a Procurement Type; a Procurement Type acts like a template. The Procurement Type defines:

- The types of transactions that can be associated with a procurement

- A list of milestones that are tracked during each procurement state

› Options for configuring Procurement Types

- Determine which procurement states apply to the procurement type
- Determine within each of the procurement states, the following:

- Which transactions (transaction codes) apply to the state

- The first transaction listed acts as the "default" transaction for the state

- Transaction Codes can only be added that belong to the Procurement (PROC) Transaction Category as defined on the Transaction Control (DCTRL) table.

- Which milestones should be tracked for this procurement state:

- Which of these milestones are required for the procurement state to be completed

- How many days should it take to complete each of these milestones (from the start of the state)

  › Examples of Procurement Types

  - Unclassified - Procurements that do not fit into any other defined procurement type. The *Unclassified* Procurement Type defaults to transactions, if the **Procurement Type** field is left blank on submit. This Procurement Type comes pre-loaded with CGI Advantage and cannot be deleted.
  - Delivery Order - Orders made from an established master agreement.
  - Decentralized Purchase - Purchase orders that do not need to be processed by a central purchasing office.
  - Purchase Order - Purchase orders that must be processed by a central purchasing office.
  - Master Agreement - Master Agreement defines prices and terms and conditions for goods and services.
  - Contract - Establishes a contract or complicated order.
  - Professional Services - Procurement for professional services.
  - Construction - Procurement for construction goods and services.

CGI Advantage Procurement allows you to define as many procurement types as your business requirements dictate (for example, small purchases, capital equipment, construction, professional services). For each procurement type, milestones and the business rules for processing are assigned.

Defining Procurement Types consists of the following steps:

1. Creating Procurement Types

2. Assigning Procurement Complexity

3. Assigning Procurement States

4. Assigning Milestones

5. Assigning Transactions

Creating Procurement Types

Procurement Types are created on the Procurement Type table. Procurement Types are built based on the users' needs.

Configuration Points:

- Each Procurement Type must be assigned a unique ID in the Procurement Type field on the Procurement Type tab of the transaction.

- The Default Commodity Code field on the Procurement Type (PRCUTYP) page utilizes the Commodity (COMM) table to validate if the Commodity Code is active. A user receives an error if the Commodity Code entered is not active. This field is optional on the PRCUTYP table. Once a Commodity Code is selected, the Commodity Code will default to the Requisition (RQ) and Purchase Order (PO) transaction types when a line has been inserted on the transaction. The defaulting of a Commodity Code on a PO transaction will only occur when there is no reference transaction information on the Commodity Line section. For example, if a user creates a PO transaction via copy forward or from the requisition workbench, then there is no inference onto

the new transaction, unless there is a new Commodity line inserted and there is no reference information.

- Each Procurement Type is assigned a manager in the Manager field. This manager is in charge of assigning buyers for each request created within the Procurement Type if one is not system assigned by commodity or department. Managers must first be set up on the Manager (MANG) table.

- A Performance Evaluation Template is assigned for each Procurement Type. Advantage Procurement uses this template to determine which evaluation criteria to use when creating a Performance Evaluation (PE) transaction. The Performance Evaluation (PE) transaction is used to evaluate the vendor that was awarded the order or contract. The Performance Evaluation templates are set up on the Vendor Performance Evaluation Template table.

Assigning Procurement Complexity

The complexity rating assigned to a Procurement Type is extremely important. This rating helps to determine how long it will take for a request to go through the entire procurement process. This is important because a buyer's performance is evaluated on whether or not they are completing their required tasks on time for their procurements.

Configuration Points:

- Complexity ratings are set up on the Procurement Complexity (CMPLX) table. After establishing complexity ratings, you are then able to select a default complexity rating for each Procurement Type in the **Complexity** field on the Procurement Type tab of the Procurement Type table.

Note:

- The complexity number is multiplied by the number of required days to finish each milestone within the procurement to calculate the total number of required days. By establishing the average complexity with a rating of 1.00, the total number of days required will exactly equal the total number of days required to complete each milestone.

- A manager can change the complexity rating for a particular procurement within a procurement type by using the **Procurements I Manage** or **Procurements My Team Manages** links displayed on the Procurement Management page.

Assigning Procurement States

Each Procurement Type has multiple Procurement States assigned to it. The States are assigned to the Procurement Type on the States tab of the Procurement Type table.

Configuration Points:

- Insert a line for each State that should be associated with the Procurement Type. Each Procurement Type must have the Award State and Post Award state added to this tab, the rest are optional.

- A Default Transaction Code is assigned to each State within a Procurement Type. The transactions codes are established on the Procurement Transaction Control table.

- Allowable transactions for each State for a procurement type are defined on the Transactions tab of the Procurement Type table.

- After establishing the States, the user will then need to define the milestones for each of the States within a Procurement Type.

Assigning Milestones

Milestones are assigned to each Procurement State within a Procurement Type on the Milestones tab of the Procurement Type table.

Configuration Points:

- Insert a record for each Milestone that should be associated with the selected Procurement State for the selected Procurement Type. Milestones are first set up on the Milestone table.

- The Days Required for Completion defaults from the Milestone table. You can change the number of days required to complete the milestone, if it needs to be different from the default value assigned on the Milestone (MLSTN) table.

- By checking the **Milestone Required** check box, a buyer must complete the milestone before the State will be deemed completed. If this option is not checked, then the milestone will be optional.

- The system multiplies the number of days specified to complete each milestone by the complexity rating to calculate the total number of days required to complete the entire procurement process. A manager or buyer can check off completed milestones on the Milestone tab of the Procurement Management page.

Assigning Transactions

Allowable transactions for each State of a Procurement Type are defined on the Transactions tab of the Procurement Type table.

Configuration Points:

- Transaction Codes are established on the Procurement Transaction Control table before they can be selected in the **Transaction Code** field.

- Transaction Codes can only be added that belong to the Procurement (PROC) Transaction Category as defined on the Transaction Control (DCTRL) table.

- Users can only create the transactions assigned to their particular State for their Procurement Type when they are using the New Transaction action within the Procurement Management page.

Commodity Tables

This section reviews how to setup commodities for buyer and casual user purchasing. The Commodity Code is first setup on the Commodity table, and is then used on several other tables and transactions within Advantage Procurement. The Commodity Code can be used with workload management by assigning buyers or buyer teams to the commodity code on the Commodity and/or Universal Requestor Control table.
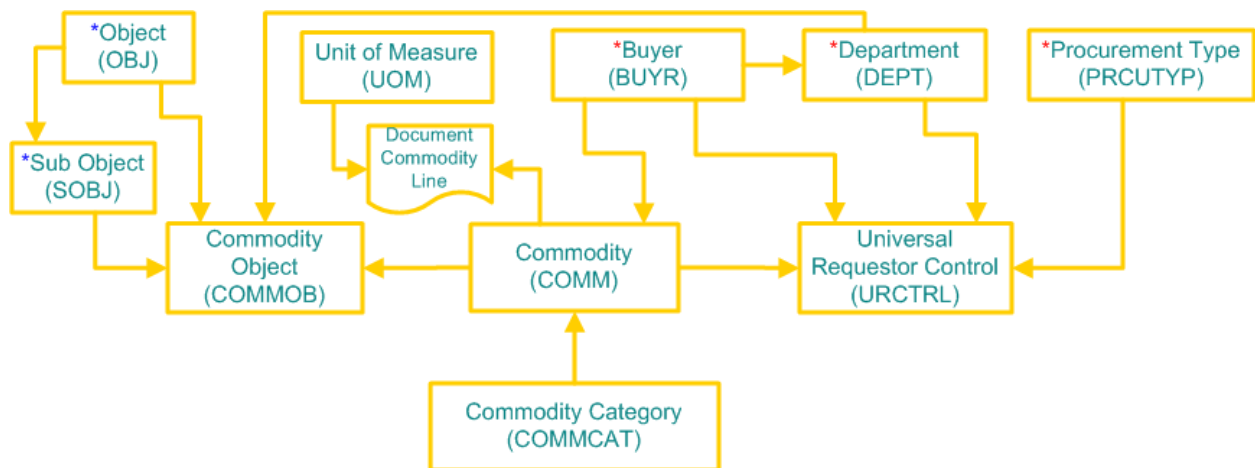
Group 1:

- Unit of Measure (UOM)

- Commodity Category (COMMCAT)

Group 2:

- Commodity (COMM)

Group 3:

- Commodity Object (COMMOB)

- Universal Requestor Control (URCTRL)

- Item (ITEM)

- External Commodity Crosswalk (ECOMMX)

- Internal Commodity Crosswalk (ICOMMX)

- Electronic Data Interchange Unit of Measure Crosswalk (UOMC)

The tables with an * preceding the name in the diagram are discussed in a different topic of this user guide. All other tables are organized in this tab in alphabetical order.

Commodity

The Commodity (COMM) table allows you to setup and maintain goods and service commodity codes. Commodity codes allow you to categorize, identify, and track purchases and consumption information.

Configuration Points:

› General Information

- The Commodity (COMM) table has **Class**, **Item**, **Group** and **Detail** fields that are modeled after the National Institute of Government Procurement (NIGP) structure. If the **Structured Commodity** check box is selected, then the **Class** field must have

three digits and the **Item** and **Group** fields must have two digits. The **Detail** field provides another seven characters for further categorization of commodity codes.

- If **Structured Commodity** is chosen, a **Class/Item** combination must be created before it is used in combination with the **Group** field. Likewise, a **Class/Item/Group** combination must be created before they can be used in conjunction with a **Detail** field.

- The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. The NAICS categories and definitions were designed and documented in such a way to allow business establishments to determine the most appropriate NAICS code for their business and can be used for procurement and regulatory purposes. The **NAICS** field allows you to assign a NAICS category to an Advantage commodity record for reporting purposes. The NAICS Code can be used when you run reports that capture procurement transactions by NAICS categories. If the NAICS code is not known, you can search for the six digit NAICS code on the North American Industry Classification System website and select the code that best fits with the Commodity Code and manually enter the code in the **NAICS** field on the COMM table. For example: The NAICS code that would apply to Commodity records used for Highway, Street and Bridge Construction may be assigned NAICS code *237310* or Commodity records used for Electrical Contractors and Other Wiring Installation Contractors may be assigned NAICS code 238210.

- The **Category** field is not a required field on this table. The Commodity Category set up on the Commodity Category table as the default record will automatically be inferred into this field upon saving or validation. However, you can select a different Category by using the pick list which allows you to choose a valid Category from the COMMCAT table. Different Commodity Category codes can be assigned to any commodity record regardless of the Commodity Class hierarchy, that is, Class, Item, Group, or Detail.

- **Active** is another important field and must be checked if you want to be able to use the commodity.

- Extended Description is required if the Inventory flag is checked.

› General Option Flags

- If **Fixed Asset** is checked then CGI Advantage Procurement will know to go to the Commodity Fixed Asset Threshold table for additional rules.

- The Commodity table allows you to designate whether the commodity is stored in Inventory by selecting the **Inventory** flag.

- The **Class Item in Grouping** option is used on the Universal Requestor. The default grouping is by Class. If this option is checked then it will also sort by the combination of **Class** and **Item**.

- **Surplus** indicates that the item is no longer needed and may be sold.

- The **Freight** flag will be used to designate a commodity code for recording freight charges. This commodity would be used on a separate commodity line on the transaction. Refer to the "Freight" topic for more information.

- The **External Service** field indicates whether the commodity is a "service" commodity shared between Maximo and Advantage. When the Commodity Code is used on a transaction with a **Line Type** of *Service* and Maximo is installed certain edit rules and logic are triggered.

- The **Contract Withholding Exempt** check box indicates whether the payment line is exempt from contract withholding. If the **Contract Withholding Exempt** check

box is selected for the commodity on the Commodity table, then all accounting lines for that commodity will be exempt from Contract Withholding. For more information on Contract Withholding, refer to the Tax Reporting User Guide.

- The **Master Agreement** flag is automatically selected (checked) when the Commodity is available for order from a Master Agreement. If the **Mandatory Source** flag is selected on the Master Agreement for the Commodity, then the **Mandatory Source** flag on the COMM page is automatically selected as well. If the Mandatory Source flag is selected, then the Mandatory Source functionality is initiated if a user tries to purchase that commodity. Refer to the "Mandatory Source Functionality" topic for more information.
- The **Grant** flag on the Commodity (COMM) page indicates whether the selected Commodity Code is a Grant Code.
- The **Catalog** flag is automatically selected (checked) when an active record is available for the corresponding Commodity in the Catalog Maintenance (CATM) table. If the Catalog flag is *True*, then the Inventory Replenishment Review job will refer to the CATM table to identify if there is an eligible Catalog record available for replenishment.

› Specifications/Instructions

- You can use the standard Specifications/Instructions section of this table to type a specification that you always want included on an award for this commodity.
- You are also required to check the **SDS** (Safety Data Sheet) option if the commodity is hazardous. This option requires you to verify on the Receiver that the SDS has been received.

› Assignments

- Use the Assignments section to assign a **Buyer** or a **Buyer Team** to the commodity. Buyers must be setup on the Buyer (BUYR) table before they can be selected on this table. Buyer Teams must be setup on the Buyer Team (WBUYR) table before they can be selected on this table.
- Select an **Expeditor** to speed up the procurement process.

This page contains the following actions/links:

› Record-Level Actions/Links

- Commodity Object - Transitions you to the Commodity Object page, which displays all object(s) that have been assigned to the selected commodity code. You can add/remove records from this page.
- Commodity Fixed Asset Threshold - Transitions you to the Commodity FA Threshold page, which displays all thresholds that have been assigned to the selected commodity code. For more information, refer to the *CGI Advantage Fixed Assets User Guide*.

› Page-Level Actions/Links

- **Mandatory Source Master Agreement Lines** - Transitions you to the Mandatory Source Master Agreement Lines page, which lists all MA Commodity lines that are identified as a Mandatory Source.

Commodity Category

The Commodity Category (COMMCAT) table allows you to set up valid Commodity Category records that are associated with a **Commodity Code** on the Commodity (COMM) table.

Configuration Points:

- You must specify a unique **Category Code** and **Description** for each record.

- You can also specify one record on this table as the default record by selecting the **Default Category Code** check box. This record will be inferred in the **Category** field on the Commodity table when a record is first created, or if the field is blank when a record is being saved. A user has the option of choosing a different **Category**.

- You can specify a Category Code as Environmentally Preferred Purchase (EPP) compliant for each record.

Commodity Object

The Commodity Object (COMMOB) table allows you to set up specific **Objects/Sub Objects** for a specific commodity code.

Configuration Points:

- Commodity Codes must first be set up on the Commodity (COMM) table.

- Multiple Objects/Sub Objects can be assigned to a commodity for each department. The first Object/Sub Object in the list for a department will be the default; you can choose any of the other valid Objects/Sub Objects for your department.

- If a commodity does not have an Object/Sub Object assigned to it, then all available Objects/Sub Objects can be used.

- Data is entered into this table by clicking the **Commodity Object** link on the Commodity table, or by accessing the table from Global Search.

External Commodity Crosswalk

The External Commodity Crosswalk (ECOMMX) table is used to crosswalk the supplier's commodity code to the Advantage client's commodity code scheme when the buyer checks out from the supplier's site. This table is used either when the Commodity Crosswalk is enabled on the PunchOut Control table or when the Enable Commodity Code Crosswalk (T/F) parameter is set to *True* in the Load EDI Invoices chain job. When used for Punchout, the crosswalk table record is populated based on the External Commodity Code scheme specified on the PunchOut Control table. When used in the Load EDI Invoices chain job, the table crosswalks qualifier codes and their related ID's (found in the IT1, SLN, and SAC segments) to the Advantage client's commodity code scheme. A combination of Vendor Customer Code (or ALL), Qualifier/Scheme, and External Identifier are used to uniquely derive the commodity code. The Vendor Customer Code field is used to indicate the vendor that the crosswalk record applies to. ALL may be used as a wildcard value to indicate a record is applicable as a default for all vendors.

For Punchout, when the buyer checks out from the supplier site the system uses this table to determine the commodity code to be populated on the Universal Requestor transaction and subsequently the Delivery Order transaction. If no match is found, the buyer is required to select a commodity code on the Delivery Order transaction.

For the Load EDI Invoices chain job, if the parameter is set to True the system uses this table to determine the commodity code to populate on the invoice. If a match is not found on this table, and a

default commodity code is not provided, then an EDI 824 error would be created, which would prevent the invoice from being created.

Configuration Points:

- Internal Commodity Codes must first be set up on the Commodity table.

Internal Commodity Crosswalk

The Internal Commodity Crosswalk (ICOMMX) table is used to crosswalk the Advantage client's commodity code to the supplier's commodity code scheme when the buyer electronically transmits the Purchase Orders created in Non-PunchOut mode. This table is used only when the Commodity Crosswalk is enabled on the PunchOut Control table. The crosswalk table record is populated based on the combination of Internal Commodity, Vendor Customer, and Qualifier/Scheme.

Configuration Points:

- Internal Commodity Codes must first be set up on the Commodity table.

Electronic Data Interchange UOM Crosswalk

Since EDI allows hundreds of two digit units or basis of measurement (UOM) codes that can be used for EDI transactions, these EDI UOM codes might not align with the UOM codes you use. As a result, it may be necessary to use a crosswalk if your UOM codes are not the same as the ones passed in EDI transactions. The Electronic Data Interchange UOM Crosswalk (UOMC) page allows you to enter these crosswalk records that translate UOM codes to UOM codes you use.

This page simply permits a translation of the UOM code to another code of the equivalent measure and not a recalculation of quantity or unit price. For example, the system translates MR (ASC X12 UOM code for meter) to the Advantage equivalent UOM code for meter, but does not translate a UOM code for meter to an Advantage UOM code for foot while also multiplying quantity by 3.28084 (feet per meter) and unit price by 0.3048 (meters per foot).

Job parameters for the Load EDI Invoices chain job determine if the values on the UOMC crosswalk should be used or if the unit of measure codes in the EDI file should be used directly when processing the EDI file.

Configuration Points:

- Unit of Measure Codes must first be set up on the Unit of Measure table.

Item

The Item (ITEM) table stores Items from Maximo (when integrated with Advantage), so that users can validate the **External Item ID** entered on the transactions, such as PO, RQ, and PRC. This table also allows you to associate a Commodity Code with each Item. This integration allows Advantage to use a structured Commodity Code (NIGP) and a more detailed code in Maximo (Item). When transactions are passed between Maximo and Advantage, both the Item and Commodity code are passed. The **Source System** field indicates whether the Item originated in Advantage or Maximo.

Unit of Measure

The Unit of Measure (UOM) table defines all possible units of measure. This table populates the pick list for the **Unit of Measure** field on all transactions. This is a pre-loaded table in CGI Advantage Procurement.

Configuration Points:

- Enter a unique **Unit of Measure** identification code and **Description**.

- Select the **Unit of Weight** check box if it is a measure of weight (for example, Ounce).

## Universal Requestor Control

Departments use the Universal Requestor Control table to identify the **Dollar Threshold**, **Procurement Type**, and **Buyer** associated with a commodity. Commodities must be established on the Universal Requestor Control table to be used on a Universal Requestor transaction.

Configuration Points:

- A value of *ALL* can be entered in the **Commodity Code** field in order to apply a threshold to all commodities.

- A Central Procurement Office may elect to establish UR controls specific to a department by adding an entry to the table with their specific Department Code. The table may also be established with the **Department Code** equal to *ALL*.

- The Universal Requestor Control table sets up a delegated threshold amount (may be $0.00) for each commodity. The Central Procurement Office then specifies a Procurement Type for the transactions created under the threshold and over the threshold amount. An agency buyer or buyer team may also be assigned to each commodity and Procurement Type.

- Information on this table can be established at any level of the commodity code structure. For high-level control, you would enter the **Commodity Class** with an Item of 00 when establishing the table record. Then any commodity within the **Commodity Class** would use the same control. For control at the lowest level, you would enter the **Commodity Class**, **Item**, **Group**, and **Detail**. This would establish control at a specific detail commodity level.

- If a commodity selected on a Universal Requestor transaction falls under two Universal Requestor Control table records, the system will select the most restrictive control.

Transaction Control Setup

Several transaction control tables must be set up before you can create transactions within CGI Advantage Procurement. The Transaction Category, Transaction Type, and Transaction Control tables must be set up first, then the Procurement specific control tables can be set up. All of the tables in the following diagram with an asterisk before the table name are discussed in the "Transaction Configuration" topic in the *CGI Advantage - Financial Administration User Guide*, except for the Procurement Type table, which is discussed in another topic in this user guide.
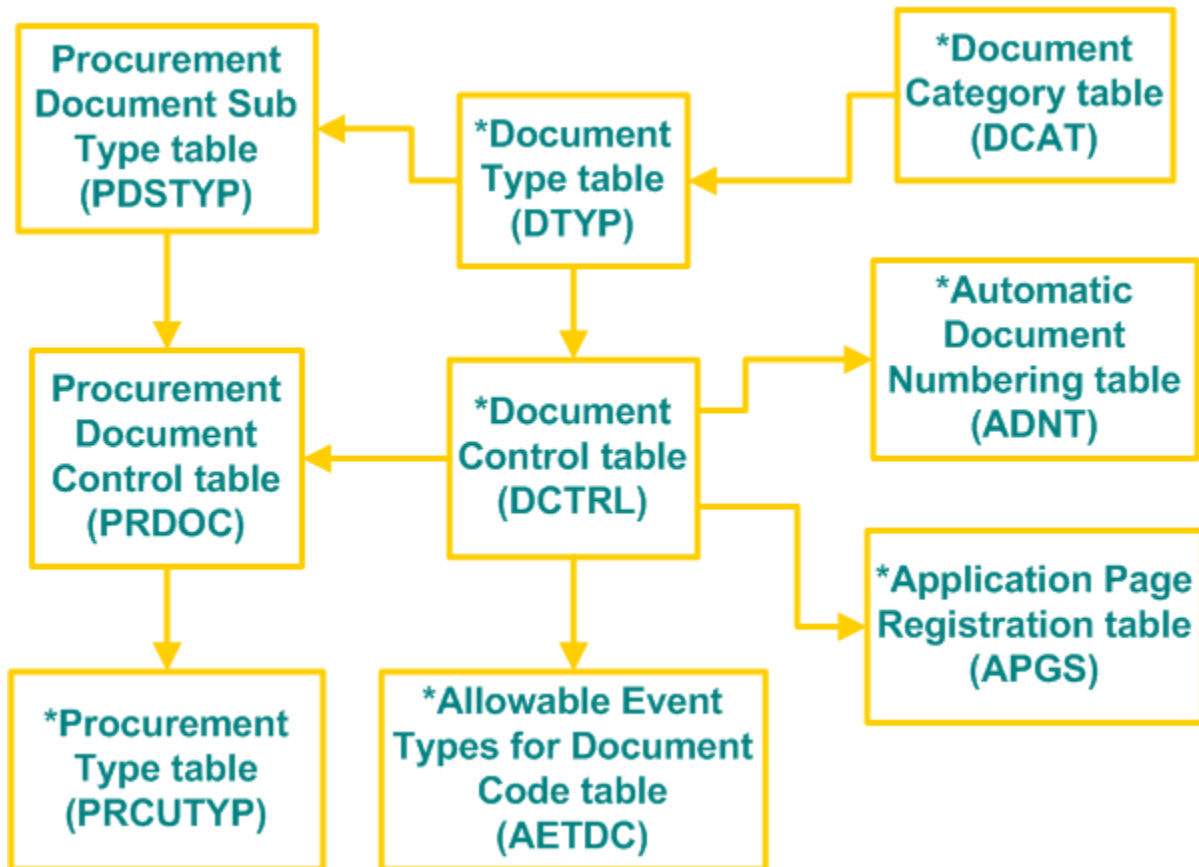
Group 1

- Procurement Transaction Sub Type (PDSTYP)

Group 2

- Procurement Transaction Control (PRDOC)

Miscellaneous Transaction Setup Tables:

- Assembly Configuration

- Transaction Print Action (PRNACTN)

- Print Resource Setup (IPRS)

- Reporting One (PRRPT1)

- Reporting Two (PRRPT2)

- Reporting Three (PRRPT3)

Assembly Configuration

All CGI Advantage transactions that support the Assembly Process must first be defined and configured on the Assembly Configuration (ASCG) table. This table is only accessible from the CGI Advantage Administration Application.

Configuration Points:

- The SO, PO, and MA Transaction Types support the Assembly Process. For each transaction code, the system utilizes existing print setup tables to define the Print Resource, Application Resource, and Print Job for the Assembly Process. The Assembly Process references this table for information required to execute to the job.

- In addition, the Assembly Configuration table allows you to indicate the maximum wait time and ping frequency to the Print Resource Server. The **Max Wait Time for Assembly Job (in min)** field specifies the maximum period of time that the system will attempt to connect to the Print Resource Server. The system will fail the job if the system cannot connect to the Print Resource Server within the indicated time. The **Ping Frequency to Print Resource** (in sec) field indicates the frequency at which the system will attempt to connect to the Print Resource Server. For example, if the **Max Wait Time for Assembly Job** field is 1 minute and the **Ping Frequency to Print Resource** is 30 seconds, then the system will attempt to connect every 30 seconds until the minute is up.

Related Topic(s):

- Assembly Process

Transaction Print Action

The Transaction Print Action (PRNACTN) page allows users to specify the Transaction Type, Transaction Code and Print Action that will be used when printing transactions and assembling forms. The following fields are displayed on the page:

- Transaction Type

- Transaction Code

- Print Action

- Default Value

Configuration Points:

The Print Action field defines the **Print Actions** available for the Transaction Type and Transaction Code combination. Valid options are *blank* and *Hide Inactive Print Lines*. If *Hide Inactive Print Lines* is chosen and the **Default Value** flag is selected, then inactive lines will not be printed (that is, only lines that do not have the Inactive Line flag selected are printed). If *Hide Inactive Print Lines* is chosen and the **Default Value** flag is not selected, then active lines and inactive lines are printed.

For Inactive Procurement Lines functionality, this page can control both how the SO, MA and PO Forms will be printed as well as how these transactions will be assembled:

- Forms Printing: Inactive procurement lines will be printed or not printed based on the value in this field. If *Hide Inactive Print Lines* is chosen in the **Print Action** field and the **Default Value** flag is selected, then when the user opens the Print Dialog page from the SO, MA or PO Transactions,

the Hide Inactive Procurement Lines flag will be selected, and the transaction will not print inactive lines. (Note: The Default Value can be changed on the Print Dialog page.)

- Transaction Assembly: The Assembly Batch Process will include or not include inactive procurement lines based on the value in this field. If *Hide Inactive Print Lines* is chosen in the **Print Action** field and the **Default Value** flag is selected, then when the SO, MA or PO Transactions are assembled the generated PDF file will not include inactive lines. In addition, if Assemble Transaction Action is selected on the SO, MA or PO Transaction, when the user opens the Assembly Form Selection page the Hide Inactive Procurement Lines flag will be selected. (Note: The Default Value can be changed on Assembly Form Selection page.)

Special Note: Records are not required on the Transaction Print Action table. If no records are found on this page then forms will be printed and assembled with inactive lines.

Print Resource Setup

The print resource and parameters are defined using the Print Resource Setup (IPRS) page. You can configure an Email print resource for certain procurement transactions to default the recipient, subject, message text, and sender information. The functionality to default the information applies only when you open the transaction, click the **Print** action within the transaction menu, and then select Email output.

The following **recipient default** is supported:

- When you print Purchase Order (PO) type transactions, Master Agreement (MA) type transactions, Standard Requisitions (RQS transaction code), or General Routing (GR) type transactions to an Email print resource that has the EMAIL_TO_FIELD print resource parameter defined, it is used to default the recipient email address.

- If the EMAIL_TO_FIELD print resource parameter is not defined and you are printing Purchase Order (PO) type transactions, Master Agreement (MA) type transactions, or Standard Requisitions (RQS transaction code) to an Email print resource, the recipient email address is defaulted to the email address from the transaction vendor if available.

The following **subject, message text, and sender default** is supported when you print Purchase Order (PO) type transactions, Master Agreement (MA) type transactions, Standard Requisitions (RQS transaction code), or General Routing (GR) type transactions to an Email print resource:

- If the Email print resource has the EMAIL_NOT_CNFG_TYPE print resource parameter defined, which points to a valid External Email and Letter Configuration (ELGT) record, the ELGT's Subject, Header Text, and Automatic Sender Email Address are used to default the subject, message text, and sender email address, respectively.

- If the EMAIL_NOT_CNFG_TYPE print resource parameter is not defined or the ELGT record is not found:

  - Subject defaults to <Transaction Name> - <Transaction Code> - <Transaction Department> - <Transaction ID> - <Transaction Description>

  - Sender defaults from header's Buyer email if available. If Buyer team is assigned, defaults to the email of the Buyer Team Manager.

- If the Print Resource is *Email*, the Email message will be blank and can be entered by the user when printing the transaction.

- If the Print Resource is any of the following: *Email Buyer*, *Email Vendor*, *Email Requestor Issuer*, or *Email Buyer Requestor Issuer*, then the Email message infers from the Print Resource Setup (IPRS) page. The user is able to modify the email message when printing the transaction.

Configuration Points:

Set up ELGT record(s) to store the default subject, message text, and sender information.

Define EMAIL_NOT_CNFG_TYPE and EMAIL_TO_FIELD print resource parameters for Email print resources that are used with Purchase Order (PO) type transactions, Master Agreement (MA) type transactions, Standard Requisitions (RQS transaction code), or General Routing (GR) type transactions.

Print Resource Parameters

Parameter	Description of Parameter	Note
EMAIL_NOT_CNFG_TYPE	ELGT record used to default email fields	
EMAIL_TO_FIELD	Comma separated email fields to default to Email Address. Format is <data object name>__<attribute name>.	Examples • Default to PO header's Requestor and Issuer email: PO_DOC_HDR__RQSTR_EMAIL_AD, PO_DOC_HDR__ISSR_EMAIL_AD • Default to MA vendor line's Vendor email: MA_DOC_VEND__ EMAIL_AD • Default to RQ header's Buyer email: RQ_DOC_HDR__BUYR_EMAIL_AD

Special Note: The General Routing transaction type does not have any delivered procurement forms for printing.

Refer to the "External Email and Letter Configuration" topic in this guide for more information about the External Email and Letter Configuration (ELGT) table.

Refer to the "Print Resource Setup" topic in *CGI_Advantage_4_BIRT_Migration_Guide.pdf* for information about day zero print resources and print resource parameters.

Procurement Transaction Control

The Procurement Transaction Control (PRDOC) table is used to set options and establish required fields for the Procurement Transactions. This is a pre-loaded table in CGI Advantage Procurement. A Transaction Subtype indicates the programmatic functionality with which the transaction should be associated. For example, the Purchase Order transaction type has three possible subtypes: PO, DO, and SC.

- All PO transactions that you want to act like a PO should have a subtype of PO.

- All PO transactions that you want to act like a DO should have a subtype of DO.

- All PO transactions that you want to act like a SC should have a subtype of SC.

This allows you to identify an unlimited number of PO transactions with a subtype of PO, DO or SC, along with a unique Transaction Code and Transaction Code Name on the Procurement Transaction Control (PRDOC) table.

Configuration Points:

- Transaction Types must first be set up on the Transaction Type table. Refer to the "Transaction Type" topic in the *CGI Advantage - Financial Administration User Guide* for more information.

- Procurement specific Transaction Subtypes are setup on the Procurement Transaction Sub Type table.

- Transaction Subtypes are assigned to Transaction Types on the Transaction Control table.

- Select the Grantor check box for transactions that should only allow Commodity Codes with the Grant flag selected on the Commodity page.

- Of all the transaction codes in the PO Transaction Type, the CBDL is one that is intended to be system-generated and to process without error. To that end, care should be taken on this page to not set the CBDL (or local clone) up with configurations that will cause it to fail. One such example is not to select the Load T&C by Procurement Type check box as this requires CBDLs to be loaded with accounting lines, which they are not because they automatically generate. In short, the CBDL should be no more restrictive than the Transaction Codes it is used to liquidate nor require user interactions.

- Note: It is important that the value of the fields on Procurement Transaction Control in CGI Advantage Financial be in synch with the value of the same field on the Procurement Transaction Control database table in Advantage Vendor Self Service.

Procurement Transaction Sub Type

The Procurement Transaction Sub Type (PDSTYP) table defines all available transaction codes (transaction subtype) for each transaction type. This is a pre-loaded table in CGI Advantage. The Sub Types set up on this table are selected on the Procurement Transaction Control table.

Configuration Points:

- New Sub Types cannot be entered on this table. The subtypes are hard coded in CGI Advantage.

- You can modify the transaction names on this table.

Reporting One

The Reporting One (PRRPT1) table is a site configurable table that allows the addition or modification of reporting codes that are used to reference competitive and non-competitive orders.

Configuration Points:

- If the **Default** flag is selected for a record on the table, the system populates the values from that record on each transaction that has a **Reporting 1** field. Only one record on the Reporting One table can have the **Default** flag selected.

Reporting Two

The Reporting Two (PRRPT2) table is a client configurable table that allows the addition or modification of reporting codes that are used to reference competitive and non-competitive orders.

Configuration Points:

- If the **Default** flag is selected for a record on the table, the system populates the values from that record on each transaction that has a **Reporting 2** field. Only one record on the Reporting Two table can have the **Default** flag selected.

Reporting Three

The Reporting Three (PRRPT3) table is a client configurable table that allows the addition or modification of reporting codes that are used to reference competitive and non-competitive orders.

Configuration Points:

- If the **Default** flag is selected for a record on the table, the system populates the values from that record on each transaction that has a **Reporting 3** field. Only one record on the Reporting Three table can have the **Default** flag selected.

State Specific Setup

Several tables provide input the one or more transactions in the Procurement States.

The following table provides input to the Requisition State transactions:

- Cancellation Code (CANCCD)

The following tables provide input to the most Procurement States:

- Shipping Method (SHIPMETH)

- Terms and Conditions (TRMC)

- Terms and Conditions Template (TRMTM)

The following tables provide input to the Solicitation State transactions:

- BAVN Department Crosswalk (BVNDEPT)

- Evaluation Criteria (EVL)

- Evaluation Criteria Template (EVLTM)

- External Template (ETMPL)

- Vendor List Template (VENDLSTT)

- North American Industry Classification System (NAICS)

The following table provides input to the Solicitation and Solicitation Response State transactions:

- External Email and Letter Configuration (ELGT)

- Manage Email Letter Generation (EMAIL)

- Solicitation Events (SOLEVT)

- Solicitation Events Template (SOLEVTMP)

The following table provides input to the Solicitation and Requisition State transactions:

- Special Instructions (SPIS)

- Product Certification (PCERT)

- PunchOut Control (POCTRL)

The following table provides input to the Solicitation, Solicitation Response and Evaluation State transactions:

- Line Item Preference (LNITMPRF)

The following tables provide input to the Evaluation State transactions:

- Disqualification Reason (DISQRS)

The following tables provide input to the Award State transactions:

- Award Method (AWMD)

- Award Sub Method (AWSMD)

- Award Class (AWCL)

- Award Reason Code (AWRCD)

- Award Closed Type (AWCLTP)

- Award Type (AWTP)

- Cited Authority (CAUTH)

- Compliance Criteria (CMPC)

- Contract Goals Header (CTGH)

- Contract Goals Line (CTGL)

- MA Reference for Authorized Departments (AUTHREF)

- MA Reference for Authorized Units (AUTHREFU)

- NAIC Insurance Code (NAIC)

- Insurance Type (INST)

- Recycled Content Detail (RCDT)

- Worksites (WSCT)

The following tables provide input to the Post Award State transactions:

- Condition (COND)

- Transaction Procedures (DOCPR)

- Vendor Performance Evaluator (PEEVALR)

- Performance Evaluation Ranking (PERANK)

- Vendor Performance Evaluation Criteria (PECRIT)

- Vendor Performance Evaluation Template (PETMPL)

The Commodity Extended Description page is not a setup table but it is accessed by the RQ, SO, PO and MA Transaction Types if additional information needs captured for the Extended Description field on the Commodity tab.

Award Category

The Award Category (AWCG) table is used to set up the values used indicate the type of personal service provided under the agreement. Examples of award category include: Professional Services - Legal, Maintenance & Operation - Office Equipment, Maintenance of Motorized Equipment, Crisis Intervention, Custodial Services, and Food Related Services.

Award Class

The Award Class (AWCL) table is used to set up the values used to indicate how the award is funded. Examples of award class include: Expense/ General Contract, Capital, Concession/Revenue, Requirements/Expense, and Requirements/Capital.

Award Closed Type

The Award Closed Type (AWCLTP) table is used to set up the values used to indicate how the agreement was concluded or terminated. Examples of closed type include: Assigned, Completed, Defaulted, Error, and Terminated for Convenience.

Award Method

The Award Method (AWMD) table captures the following information:

- Indicate what method of procurement is used for the purchase

- Record the manner the contract was awarded

- Control information about available options at the Solicitation level

- Drive edits relating to the maximum dollar amount

- Determine approvals required

Examples of Award Method include: Competitive Sealed Bidding, Request for Proposal, Pre-Qualified Bidders List, and Sole Source. Dollar values are associated with each method of award. These dollar levels are used to drive the approval process based on award method and dollar value of award.

Award Reason

The Award Reason (AWRCD) table is used to set up the values used to indicate the reasons for engaging a service that caused a change to the existing award or the creation of a new award. Examples of reason codes include: Cost Effective, Obtain Special Expertise, Obtain Personnel/ Expertise Not Available, Perform a Service Not Needed Long-Term, Accomplish Work within Limited Time, and Avoid Conflict of Interest.

The agreement transactions allow for the entry of a primary and secondary reason for hiring an outside consultant. The primary reason is required if the Award Type is indicated as Consultant. The secondary reason is optional but desired.

Award Sub Method

The Award Sub Method (AWSMD) table is used to set up the values that further define the award method. The Award Sub Method field on the Contract (CT1), Master Agreement (MA), or Centralized Purchase Order (POC) is required if the Award Sub Method Required flag is checked on the Award Method. Examples of Award Sub Method codes include: Single Bid, Multiple Responses/ Lowest Chosen, and Revenue - Highest of Multiple Responses.

Award Type

Values on the Award Type (AWTP) table are used to indicate the agreement type. Typical examples of Award Type records include: Construction, Consultant, Franchises, Requirements, and Miscellaneous Property Rental.

The Award Type Table includes the following flags:

- **Award Reason Required**: This flag controls whether at least one Award Reason code is required on an agreement that uses this Award Type.

- **Worksite Required**: This flag when selected on the Award Type table controls whether **Worksite 1** is required on the transaction.

- **Allowed on Master Agreement**: This flag controls if the Award Type selected is a valid Award Type for Master Agreements.

BAVN Department Crosswalk

The BAVN Department Crosswalk (BVNDEPT) table matches Advantage Financial departments to the departments in the Business Assistance Virtual Network (BAVN). This table is used to match departments between the two systems for the Solicitation Interface with BAVN.

When sending Solicitation details to BAVN through the webservice call, the process will look at the Transaction Department of the Solicitation to find the corresponding BAVN Department on the BAVN Department Crosswalk (BVNDEPT) table and send the matching Department ID to BAVN.

If there is no entry on the BVNDEPT table for the corresponding Solicitation's Transaction Department, then the process will not send a BAVN Department with the webservice call, and the solicitation will fail to post to BAVN.

Cancellation Code

The Cancellation Code (CANCCD) page is used to define the Cancellation Code and Cancellation Reason used on the Requisition transaction.

Cited Authority

The Cited Authority (CAUTH) page is referenced by transactions using the **Cited Authority** field. The Cited Authority represents the Authority that enables a user to enter the specific transaction for the amount specified on the transaction.

The following edits occur when a record is saved on this table:

- Upon save, if the Transaction Code is of the PO or MA Transaction Type and the combination of the Transaction Code, Cited Authority, and Transaction Department are the same but Procurement Type is different than another existing record, then the record is saved without error.

- Upon save, if the Transaction Code is of the PO or MA Transaction Type and the combination of the Transaction Code, Cited Authority, Transaction Department and Procurement Type are the same as another existing record, then an error is issued that duplicate records are not allowed.

- Upon save, if the Transaction Code is not of the PO or MA Transaction Type and the combination of the Transaction Code, Cited Authority and Transaction Department are the same as another existing record, then an error is issued that duplicate records are not allowed.

When transactions are submitted that contain a **Cited Authority** value on the Header, the system performs a look up to the Cited Authority table based on the Cited Authority entered on the transaction, the Transaction Code of the transaction, and the Transaction Department Code of the transaction. If this look-up is unsuccessful, the system performs a second lookup to the table using the Cited Authority entered on the transaction, the Transaction Code of the transaction, and the Transaction Department of *ALL*. Once the correct record is retrieved, the system performs additional validations to verify that the transaction meets all of the requirements for use of the Cited Authority on the transaction. For example, the transaction must have a matching Procurement Type (not applicable for Payment transactions), must be within the dollar limit bounds established by the Maximum Amount and Minimum Amount values, and must have a Record Date within the Effective From and To date values.

The following two fields on the Transaction Control (DCTRL) table determine whether the **Cited Authority** field is required for a specific Transaction Code:

- Cited Authority Required When Referencing MA

- Cited Authority Required on non-reference AL

Refer to the "Transaction Code (Transaction Control)" topic in the *CGI Advantage Financial Administration User Guide* for additional details on these two fields. For transactions of the PO and MA (Transaction Type) that require Cited Authority validation must have a valid Cited Authority entered in the **Cited Authority** field on the transaction.

Commodity Extended Description

The Commodity Extended Description page is accessed by selecting the **Additional Extended Description** action on the Commodity tab of RQ, SO, PO and MA Transaction Types or by selecting the **More Extended Description** action on the Catalog Maintenance page. This page provides a larger scrollable text box for entering data into the Extended Description field. In addition, this page displays the Commodity Group and Commodity Line Item numbers of the current record if the source record is a RQ or a SO transaction. If the source transaction represents a PO or a MA transaction, the Commodity Line Item field is displayed on the page.

The Commodity Extended Description page has Cancel, Save, and Return to Line Item actions. The **Cancel** action allows you to cancel out of this page without saving any of the entered information. The Save action allows you to save the information on the page without returning to the transaction. The **Return to Line Item** action saves the information entered and returns you to the previous page. Once the Return to Line Item action is chosen the text is still visible in the Extended Description field; however, it can only be updated by selecting the Additional Extended Description action/More Extended Description, if larger than the area that can be captured in the Extended Description field.

Compliance Criteria

The Compliance Criteria (CMPC) table is used to create Compliance Criteria Codes that can be selected from Compliance Criteria fields on the Award Details tab of certain award transactions, such as the Contract (CT) and Master Agreement (MA) transactions.

Condition

The Condition (COND) table is a pre-loaded table in CGI Advantage Procurement. This table is used to set up the Condition Codes required on Receiver and Invoice transactions when ordered amounts do not equal what was received or invoiced. Examples of conditions are: *Overage* and *Underage.*

Contract Goals Header

The Contract Goals Header (CTGH) table is used to capture basic primary contractor's information such as:

- Total amount of the subcontract;

- Target subcontracting percentage of the contract to be allocated to subcontractors;

- Industry classification of the contract;

- Whether the subcontractors are used for the first and/or after the first year of the contract;

- Indicator if the Contract has been audited;

- Qualified Joint Venture flag;

- Indicator if the Contract has requested a participation waiver;

- Indicator if the Contract was granted a participation waiver.

Sub Contract Utilization fields allow you to specify the goals of assigning the contract to various minority group(s). This assignment is done by selecting a value from one of the five Minority Type fields and entering a percentage for that Minority Type.

Only transactions with a **Phase** of *Final* or *Pending* can be added to the CTGH page. The specified vendor or sub-vendor must be valid on the Vendor/Customer table and specified on the appropriate level (vendor or sub-vendor) on the contract transaction. Direct manual updates to an existing record are not allowed. You should copy and paste the record, make the needed changes, and then save the new record. The number in the **Sequence** field is automatically updated by Advantage. The **Current Record** field is automatically selected for the most recent record (that is, the one with the greatest number in the **Sequence** field). This field is available as a search criterion, so that you can narrow your search to only the most current records on the Contract Goals Line page. You can delete a record on this table if it does not have a corresponding record on the Contact Goals Line page.

The **Contract Goals Line** action transitions you to the Contract Goals Line page. Only records with the same Transaction Code, Transaction Dept, Transaction ID and Vendor code values are displayed.

Contract Goals Line

The Contract Goals Line (CTGL) page is used to capture subcontractors and subcontract specific information, such as:

- Subcontract start and end dates;

- Subcontract amount;

- Subcontract Description;

- Responsible Department (Agency);

- Contact name and phone number of the subcontract;

- Subcontract's industry classification

The Business Type tab displays information specified on the Business Type component of the Vendor/Customer table for the sub-vendor entered on this page. This information corresponds to the Business Type, as well as the associated Minority Type and Status as specified in the corresponding fields on the Vendor/Customer table. Only the Business Types where the Certification Date is greater than the current System Date are displayed.

A record can only be saved on this page if a corresponding record exists on the Contract Goal Header page (that is, the Vendor Code, Transaction Code, Transaction Dept, and Transaction ID combination match a record on Contract Goal Header). Direct manual updates to an existing record are not allowed. You should copy and paste the record, make the needed changes, and then save the new record. The number in the **Sequence** field is automatically updated by Advantage. The **Current Record** field is automatically selected for the most recent record (that is, the one with the greatest number in the

Sequence field). This field is available as a search criterion, so that you can narrow your search to only the most current records.

The **Contract Goals Header** action transitions you to the Contract Goals Header (CGTH) page. Only records with the same Transaction Code, Transaction Dept, Transaction ID and Vendor code values are displayed.

Default Procurement Type by Department

The Default Procurement Type by Department (DFPTD) page is used to define, by Department, the default Procurement Type that is inferred onto procurement transactions. This inference only happens when Procurement Type field is blank on the procurement transactions. If a user has manually populated the field, that value is not overwritten.

This page is used as a step in the Procurement Type ID inference logic. When a procurement transaction is created, if the Procurement Type is left blank, the system looks to multiple pages in the system, including the DFPTD page, to determine how to populate this field.

Disqualification Reason

The Disqualification Reason (DISQRS) page allows users to enter information related to disqualification reasons; this information includes a **Disqualification Reason Code**, **Disqualification Reason Message**, and a **Disqualification Reason Explanation**. The Disqualification Reason Codes entered on this page can be selected on the Evaluation (EV) transaction for a specific vendor that is being disqualified during bid evaluation. If the **Disqualify Vendor** check box is selected on the EV transaction, then a valid **Disqualification Reason Code** must be selected on the EV transaction.

Evaluation Criteria

The Evaluation Criteria (EVL) library allows a buyer to define the criteria that will be used for evaluating the Vendor responses to the Solicitation. During setup of an evaluation criterion, the type of response that a vendor should provide for the criteria is specified. The **Response Type** can be *Text*, *Date*, *Yes/No*, *Number*, or *None*.

Buyers assign possible points to the criteria on the Solicitation transactions. Vendors respond to the criteria on the Solicitation Response transaction, and evaluators score each criterion on the Evaluator transaction.

You can set up a template of multiple evaluation criteria on the Evaluation Criteria Template (EVLTM) table or from Solicitation transactions.

Evaluation Criteria Template

A library of Evaluation Criteria Templates resides on the Evaluation Criteria Template (EVLTM) table. The templates represent pre-defined groups of Evaluation Criteria that the buyer can use for similar procurements. Evaluation Criteria are set up on the Evaluation Criteria (EVL) table before they can be added to a template on this table.

Buyers choose the templates set up on this table on Solicitation transactions. Buyers assign possible points to each criterion in the template on the Solicitation transactions. Vendors respond to the criteria on

the Solicitation Response transaction, and evaluators score each criterion on the Evaluator transaction. Templates can also be added to this table via the Solicitation transaction.

When a template is created and an individual criterion is inserted on the Criteria tab for the template, you must indicate whether the vendor must provide a response to the criterion on the Solicitation Response transaction by selecting *Yes* or *No* from the Response Required column on the Criteria tab. If you do not populate the Response Required field, then it defaults to *Yes*. This value can be changed on individual Solicitation transactions.

External Email and Letter Configuration

The External Email and Letter Configuration (ELGT) table is used to determine the emails or letters that can be automatically sent from the system as well as indicate the configurable text that will make up the email/letter. In addition to the client-specified text that can be indicated in the table, system generated text will also be included in the emails/letters. The system-generated text identifies specific information intended to assist the User in identifying the purpose of the correspondence. Some of the system-generated text that is included in the emails and letters can be considered confidential or sensitive. In order to prevent this sensitive data from being displayed in the generated emails and letters, you can indicate that certain fields be masked in the emails and letters. This functionality is controlled through the following three parameters on the Application Parameters page: Masking Enabled in Email Notifications (MASK_EMAIL_ENABLE), Masking Fields in Email Notifications (MASK_EMAIL_FIELD), and Masking Format in Email Notifications (MASK_EMAIL_FORMAT). Please see the "Application Parameter" topic for more information.

This table can be accessed online through CGI Advantage and Vendor Self Service (VSS), and is synchronized with VSS through the Export from Advantage and Load to VSS Batch Processes. If a VSS Admin user changes any of the values in VSS, then the SA13 job will display the difference. You can either update the values in Financial to match the values in VSS Admin or update the values in VSS Admin to match the values in Financial.

› Configuration Points

Comments from a specific VCM transaction can also be included in some of the emails or letters. These comments are entered in the **Extended Description** field on the Header of the transaction. If the user selects the **Send Comments to Vendor** check box on the Header, and the **Comments Included** flag for the corresponding Email or Letter type on this table is selected, then the Extended Description text is included in the email or letter sent to the vendor.

All emails are sent to the email address of the user submitting the change. The **Automatic Sender Email Address** field allows the "from" account that is displayed on all emails to be determined. This account is the inbox/sent box that can be monitored for returned email, if necessary. The **SMTP Server Name** field is used to specify the server where the Automatic Sender Email Address resides on.

Letters will be sent to the Legal Address associated with the Vendor's Taxpayer ID Number. In the case of the Change to Legal Information letter, the notification will be sent to both the old and new Legal Address of the Vendor.

The **Send Email/Letter** field determines whether an email or letter should be sent by the system. If this option is not selected then a notification will not be sent.

› Emails generated by VSS

Please refer to the appropriate run sheet guide for detailed information on the batch jobs that generate the emails.

Email/Letter Type	Email/Letter Title	Description
ACTREQ	Request Activation Code Email	The Financial Administration user is notified that the vendor is requesting an Activation Code to activate an existing account. All information entered on the Request Activation Code page in VSS is included in the email. The email also indicates whether the email address that the vendor entered is found in the vendor's contacts.
ACTCOD	Activation Code Email	The email is generated to a vendor when their activation request is approved. An Activation Code and a link to the VSS site is included in the message.
ADDLOC	Adding a Location to an existing HQ	The Headquarters Master users are notified when a New Location (vendor) is added to an existing Headquarters.
ADDUSR	User Added to VSS Email	This email is generated when a new user account is added to an existing vendor in VSS. The email is sent as a confirmation message to the new user.
CNTCHG	Contacts Updated Email	This email is generated when any of the fields on the Vendor Contact tab are updated.
EMACHG	Email Address Change	If a user changes their email address on the User Information tab of the vendor record, an email will be sent to the user's old and new email address reporting the change. This email is triggered when a user saves a new email address.
EXIVEN	Welcome Existing Vendor	Emailed when an existing vendor establishes a new VSS account. This would occur when a user registers and finds their location exists but they are not yet VSS-registered. This email is triggered when the Vendor initiated the registration process by clicking the New Vendor Registration link and the VCC transaction is submitted to Final.
FINACT	Financial Activity Email	Emailed to notify payees/vendors when new awards (agreements) or payments are available for them to view in VSS. This notification is only sent to the users tied to a VSS-activated vendor account that have access to the Financial Transactions section.

NEWREG	Welcome New Registrant	Emailed when a new Vendor establishes a VSS account. Notifies the vendor that their registration has been received and is currently being reviewed for approval. This email is triggered when the VCC transaction is submitted to Final and the Vendor initiated the registration process by clicking the New Vendor Registration link.
NOTAWD	Notice of Award	When an award is finalized for a Solicitation, all vendors who responded to that Solicitation are notified.
NOINAW	Notice of Intent to Award	Notifications are sent when an Award is created for the Solicitation. All vendors who have responded to the Solicitation are notified of the pending award.
OESCNF	Online Email Submission Confirmation	This notification is a confirmation email sent to the VSS users whenever they post an online question.
RSPACT	Solicitation Response Accepted	A notification is sent to the user to confirm the successful submission of a Solicitation Response. The email is sent to the person who submitted the transaction and the person who originally created the transaction. The user can update the ELGT table to configure where the various fields are displayed and in what order within the email.

Example: If the user does not want to display the Total Bid in the email, they can delete the {10} and {11} tags under the Your Response Details on the RSPACT record.

Section details	Tagged fields
Solicitation Details: {0} : {1}	{0} – Solicitation {1} – <Solicitation transaction ID>
{2} : {3}	{2} – Description {3} – <Solicitation Description>
{4}/{5}:{6}/{7}	{4} – Closing Date {5} – Closing Time {6} – <Closing Date> {7} – <Closing Time>

		Your Response Details: {8} : {9} {10} : {11} {12}/{13} : {14}	{8} – Response ID {9} – <Solicitation Response transaction ID> {10} – Total Bid {11} – <total bid> {12} – Web Response Date {13} – Web Response Time {14} – <response date and time>
		Your Location Details: {15} : {16} {17} : {18}	{15} – Headquarters Legal Name {16} – <legal name of headquarters> {17} – Location Name {18} – <name of the location>
RSPMOD	Solicitation Response Modified	Notifications are sent when a modified Solicitation Response transaction is finalized in VSS. Solicitation Response transactions can be modified up until the Solicitation Closing Date and Closing Time is reached. The email is sent to the person who submitted the transaction and the person who originally created the prior version of the transaction. The user can update the ELGT table to configure where the various fields are displayed and in what order within the email. Example: If the user does not want to display the Total Bid in the email, they can delete the {10} and {11} tags under the Your Response Details on the RSPMOD record.	

Section details	Tagged fields
Solicitation Details: {0} : {1}	{0} – Solicitation {1} – <Solicitation transaction ID>

		{2} : {3}	{2} – Description {3} – <Solicitation Description>
		{4}/{5}:{6}/{7}	{4} – Closing Date {5} – Closing Time {6} – <Closing Date> {7} – <Closing Time>
		Your Response Details: {8} : {9} {10} : {11} {12}/{13} : {14}	{8} – Response ID {9} – <Solicitation Response transaction ID> {10} – Total Bid {11} – <total bid> {12} – Web Response Date {13} – Web Response Time {14} – <response date and time>
		Your Location Details: {15} : {16} {17} : {18}	{15} – Headquarters Legal Name {16} – <legal name of headquarters> {17} – Location Name {18} – <name of the location>
RSPWDR	Solicitation Response Withdrawal	A notification is sent to the originator of the Solicitation Response when it is withdrawn in the VSS application. The user can update the ELGT table to configure where the various fields are displayed and in what order within the email. Example: If the user does not want to display the Total Bid in the email, they can delete the {10} and {11} tags under the Your Response Details on the RSPWDR record.	

Section details	Tagged fields
Solicitation Details:	{0} – Solicitation

		{0} : {1}	{1} – <Solicitation transaction ID>
		{2} : {3}	{2} – Description {3} – <Solicitation Description>
		{4}/{5}:{6}/{7}	{4} – Closing Date {5} – Closing Time {6} – <Closing Date> {7} – <Closing Time>
		Your Response Details: {8} : {9} {10} : {11} {12}/{13} : {14}	{8} – Response ID {9} – <Solicitation Response transaction ID> {10} – Total Bid {11} – <total bid> {12} – Web Response Date {13} – Web Response Time {14} – <response date and time>
		Your Location Details: {15} : {16} {17} : {18}	{15} – Headquarters Legal Name {16} – <legal name of headquarters> {17} – Location Name {18} – <name of the location>
SOLAMD	Solicitation Amendment	When a Solicitation is modified, a notification is sent to all vendors who have already responded to that Solicitation or who have added the Solicitation to their SO Watchlist in VSS. This notification contains a URL that directs the vendor to the detail view of the Solicitation transaction's Amendment History section.	
SOLCAN	Solicitation Cancellation	When a Solicitation is cancelled, a notification is sent to all vendors who have already responded to that Solicitation or who have added the Solicitation to their SO Watchlist in VSS. This notification contains a URL	

		that directs the vendor to the detail view of the Solicitation transaction's Amendment History section.
SOQANS	Solicitation Answer Submitted	When a buyer responds to a vendor's question about a posted solicitation, which was either recorded offline or entered via VSS, this notification is generated when the record is synched to VSS.
SRCREQ	Solicitation Response Clarification Requested	When a buyer or evaluator submits a Clarification Request on a VSS-generated SR transaction in Financial, this notification is generated and sent to the VSS vendor indicating that additional clarification is required for the submitted SR. Two notifications are generated, one to the VSS user that submitted the response and the other to the VSS Vendor Account's Primary Account Administrator (unless they have the same email, in which case only one notification is generated).
SUBACQ	Account Question	This email is generated when a VSS user posts an online question via the Questions about my Account page from the VSS Help page.
SUBERQ	Need more information for the Error Messages	This email is generated when a vendor posts an online question via the **Submit Question** button on the error message tab of a transaction.
SUBGNQ	General Question	This email is generated when a VSS user posts an online question via the General Question page from the VSS Help page.
VENNOT	Vendor Notification	When a Solicitation is published, the appropriate vendors are notified. Vendors are notified based on the following criteria: • If there is a Vendor List present on the Solicitation, then all vendors on that list are notified. • If there are free form vendors, all vendors on the free form list should be notified. • If vendors are not included on the Vendor List tab, then any vendors who are registered for any of the commodities associated with the solicitation are notified. • The Contact on the default Procurement Address should be notified if the Correspondence Type is *Email*.
VEREML	Verification Email	This notification is generated to verify the authenticity of the email that is provided by a user when creating a VSS account. After completing the initial registration

		steps, a verification email with a system-generated link is sent to the email address that the user provided. The user can only complete the VSS registration process by using the link provided in the verification email.
VDOVBD	Vendor Overbid for Surplus Auctions	Notifications are sent to the vendor during surplus auction bids when someone submits a higher bid. This is calculated on a line-by-line basis.
VDUNBD	Vendor Underbid for Solicitations	Notifications are sent to the vendor during reverse auction bids when someone submits a lower bid. This is calculated on a line-by-line basis.
VSSINS	Invoice Received	Notifications are sent to confirm receipt of an invoice in VSS. Notifications are sent to both the contact email from the Invoice Header in VSS and the email address for the VSS user that submitted the invoice.

› **Emails or letters generated by Advantage**

Please refer to the appropriate run sheet guide for detailed information on the batch jobs that generate the emails and letters. For Travel related emails, refer to the "External Email and Letter Configuration (ELGT)" topic in the *Travel and Expense Management User Guide*.

Email/Letter Type	Email/Letter Title	Description
AWCNCL	Vendor Notification of Cancellation of Award	This email is sent to the Vendor(s) referenced on the Vendor tab of the award transaction (PO or MA Transaction Type). The email notifies the vendor that the award transaction has been cancelled. An AWCNCL record is added to the Manage Email Letter Generation (EMAIL) table when the award transaction is cancelled. The email is sent by the Email/Letter Generation process. (Note: This email is not sent for award transactions with a CBDL Sub Type. If there are multiple vendors with the same email address, then only one notification is sent per cancelled award transaction. The email is sent to the Email Address entered on the Vendor tab of the award transaction. If no email is found, then a record is not added to the EMAIL table.)
AWDFIN	Buyer/Requestor Notification of Finalized Award	This email is sent to the Buyer and Requestor referenced on the award transaction (PO or MA Transaction Type). The email notifies the Buyer and Requestor that the award transaction is finalized. An AWDFIN notification record is added

		to the Manage Email Letter Generation (EMAIL) table when the award transaction is finalized. The email is sent by the Email/Letter Generation process. (Note: This email is not sent for award transactions with a CBDL Sub Type. If the Buyer and Requestor are the same user, then only one email is sent. If the Buyer's Email Address/Requestor's Email Address fields are blank on the Header of the award transaction, then the email address for the Buyer/Requestor (respectively) on the User Information (SCUSER) table in the Administration application is used. If an email address is not provided, then a record is not added to the EMAIL table.)
ADDTIN	Add Vendor to Existing TIN Letter	This letter is generated when a new inactive vendor/customer record is inserted on the Vendor/Customer table and if another vendor/customer code with the same TIN currently exists on the Vendor/Customer table. The letter is sent to the 1099 address associated with the TIN.
AECPLN	Initial Vendor Complaint Email	This email is used to send a notification to the agency who has registered a complaint against a vendor.
AEFLUP	Follow-up Vendor Complaint Email	This email is used to send a notification to the agency who has registered a complaint against a vendor. It is used to inform them that a follow-up notification has been sent to the vendor.
CATEM	Catalog and Picture File Load Successful	This email is generated when the catalog and picture load ends successfully. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM2	Catalog File Failed; Picture File Failed	This email is generated when the catalog and picture load fails and the job ends unsuccessfully. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM3	Catalog File Failed; Picture File Warning	This email is generated when the Catalog load fails and only the Picture File Extensions have been validated. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM4	Catalog File Successful; No Picture File specified	This email is generated when the Catalog load is successful; however, no Picture file was

		specified. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM5	Catalog File Failed; No Picture File specified	This email is generated when the Catalog load is unsuccessful and no Picture File has been specified. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM6	Picture File Successful; No Catalog File specified	This email is generated when the Picture load is successful; however, no Catalog file was specified. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM7	Picture File Failed; No Catalog File specified	This email is generated when the Picture load is unsuccessful and no Catalog File was specified. The email is sent to the email address provided in the User Email Address batch parameter.
CATEM8	Catalog File Successful; Picture File Failed	This email is generated when the Catalog load is successful, but the Picture load is unsuccessful. The email is sent to the email address provided in the User Email Address batch parameter.
CATFM1	VSS Catalog Upload Successful	Generated when the CIF Catalog File is transformed via VSS by the Vendor. The Email is sent to the VSS Vendor Contact Email indicating that the upload process has completed successfully.
CATFM2	Catalog Transformation Process Successful	Generated when the CIF Catalog File is transformed via VSS by the Vendor. The Email is sent to the Catalog Administrator Email indicating that the upload process has completed successfully.
CERAPL	Certification Approved Letter	Generated when a newly established VSS account has been approved. This letter will be sent when the VCM transaction updates to "Final" status, the Vendor Active Status changes from Inactive to Active, and the VSS-Initiated flag on the Header is checked.
CERAPP	Certification Approved	Emailed when a newly established vendor VSS account has been approved. This email will be sent when the VCM transaction updates to "Final" status, the Vendor Active Status changes from Inactive to Active, and the VSS Initiated flag on the Header is checked.

CERREJ	Certification Rejected	Emailed when a new vendor's registration in VSS is rejected. This email will be sent when the VCM transaction is updated to "Final" status, the Vendor Active Status changes to VSS Rejected, and the VSS-Initiated flag on the Header is checked.
CHGAPP	Changes Approved	Emailed when VSS-initiated modifications have been approved. This email is generated by the Tracking Table Export batch process.
CHGADDE	Mailing Address Change with Contact Email Address	This email is generated if the vendor's mailing address has been changed and the vendor has a Contact Email Address in the system. The email notification is sent to the Contact Email Address associated with the address that was changed and includes details of the mailing address modification. This notification is also sent to the vendor users that have the Account Maintenance flag set to *Yes* (Checked) in the Email Notification tab of the VSS User Information section. Note: If the contact email address and the user email address are the same, then the system only sends the notification to the user email address to avoid sending duplicate notifications.
CHGADDL	Mailing Address Change without Contact Email Address	This letter is sent if the vendor's mailing address has been changed and the vendor does not have a Contact Email Address in the system. These letter notifications are sent to both the old mailing address (before modification) and new mailing address (after modification).
CHGEFT	Change to EFT Information Letter	This letter is sent to notify the Legal Address that EFT information has been modified. This letter is generated by the Tracking Table Export batch that processes the data from the Tracking Table when the status is Approved and the VSS-Initiated flag is selected and when any of the following fields are modified: • ABA Number or Financial Institution Name • Account Type or Type of Account at Financial Institution • Account Number or Provider's Account Number with Financial Institution • Routing ID Number or Financial Institution Routing Number

CHGLEG	Change to Legal Information Letter	This letter is generated when a VCM transaction goes to Final, the VSS-Initiated flag in the Header is selected, if the TIN or TIN Type are updated on the Vendor/Customer table, or if the 1099 table has been updated with changes to any of the following Legal Information fields: • Name • Address • City • State • Postal/Zip Code The Change to Legal Information letter will be sent to the Legal Address on the 1099 table that existed prior to the changes as well as the newly updated Legal Address.
CHGPAY	Change to Payment Address Letter	This letter is sent to notify the Legal Address that payment address information has been modified. This letter is generated by the Tracking Table Export batch process for any records selected by the batch process if any of the following fields change for Address ID associated with a Payment Address Type and are in an Approved status: • Street 1 • Street 2 • City • State • Zip/Postal Code This letter is sent to all Taxpayer ID Numbers that are using the changed address code as their payment address.
CHGREJ	Changes Rejected	Emailed when VSS-initiated modifications are rejected. This email is generated by the Tracking Table Export batch process.
CHGSUB	Changes Submitted	Emailed when a modification to the vendor record is submitted. This email includes all changes that were submitted for a single tracking number and is generated by the Process Changes Submitted batch process.
CNTCHG	Contact Email Address Change	This email is sent if the vendor's contact email address has been changed. This email is generated if the vendor's contact email address has been changed in one of the following ways: vendor update via the VSS application, submission of a VCM transaction, direct updates

		to the vendor's VCUST record, or updates to any of the Vendor Contacts tables. This email notification is sent to the old contact email address and to the new contact email address. This notification is also sent to the vendor users that have the Account Maintenance flag set to *Yes* (Checked) in the Email Notification tab of the VSS User Information section. Note: If the contact email address and the user email address are the same, then the system only sends the notification to the user email address to avoid sending duplicate notifications.
CTASGN	Contract Assignment	An email is sent when a new record is added to the Contract Assignment (CNTCASGN) table. An email is sent to all users associated with the Assignor Vendor Code and Assignee Vendor Code where the Account Maintenance Email Notification Flag is selected in VSS or the **Correspondence Type** is *Email* on the Address tab of Vendor/Customer in Advantage. The Default Procurement Address contact for both the Assignor Vendor Code and Assignee Vendor Code will also be notified, if the **Correspondence Type** is *Email* and a valid email address is provided.
		If the **Notify VSS Registered Vendors Only** (NOTIFY_VSS_REG_VEND_ONLY) parameter is *true*, then an email is sent to VSS-Registered vendors only. If the parameter is *false*, then an email is sent to all vendors with valid email addresses. Note: The **VSS Registered** flag on the eMall tab on the Vendor/Customer table will be checked if the vendor/customer is registered with VSS.
DELEADD	Email Address Deleted	This letter is sent if the vendor's contact email address has been deleted. This letter is generated if the vendor's contact email address has been deleted in one of the following ways: vendor update via the VSS application, submission of a VCM transaction, direct updates to the vendor's VCUST record, or updates to any of the Vendor Contacts tables. This letter notification is sent to the mailing address of the respective contact person. In addition, when a contact email address is deleted, the Contact Email Address Change (CNTCHG) email is sent to the old contact email address.

EFTRJT	EFT Pre-Note has been rejected	An email is sent when the **EFT Status** field on the Vendor or Address level on the Vendor/Customer table is changed to *Pre-Note Rejected*. If the **Notify VSS Registered Vendors Only** (NOTIFY_VSS_REG_VEND_ONLY) parameter is *true*, then an email is sent to VSS-Registered vendors only. If the parameter is *false*, then an email is sent to all vendors with valid email addresses. Note: The **VSS Registered** flag on the eMall tab on the Vendor/Customer table will be checked if the vendor/customer is registered with VSS.
EXIVDL	Welcome Existing Vendor Letter	Sent when an existing vendor registers on VSS for the first time. As with the email, this occurs when a user registers but finds their location exists but they are not yet VSS-registered. This letter is triggered when the VSS Registered flag on the Vendor/Customer table is selected during an update action and is sent to the vendor's legal address.
MAILRT	Vendor mail has been returned	An email is sent when the **Mail Returned** check box is changed to true (selected) on the Vendor Address table. An email is sent to all users associated with that Vendor Code where the Account Maintenance Email Notification Flag is selected in VSS or the **Correspondence Type** is *Email* on the Address tab of Vendor/Customer in Advantage. If the **Notify VSS Registered Vendors Only** (NOTIFY_VSS_REG_VEND_ONLY) parameter is *true*, then an email is sent to VSS-Registered vendors only. If the parameter is *false*, then an email is sent to all vendors with valid email addresses. Note: The **VSS Registered** flag on the eMall tab on the Vendor/Customer table will be checked if the vendor/customer is registered with VSS.
PEFIN	Buyer Notification of Finalized Performance Evaluation	This email is sent to the Buyer associated with the Procurement Folder for the Performance Evaluation (PE) transaction. The email notifies the buyer that the PE transaction has been finalized. A PEFIN record is added to the the Manage Email Letter Generation (EMAIL) table when the PE transaction is finalized. The email is sent by the Email/Letter Generation process. (Note: This email is not sent if the Buyer field is

		blank on the Procurement Management table for the Procurement Folder. If the Email Address is blank on the User Information (SCUSER) table in the Administration application, then a record is not added to the EMAIL table.)
PROINT	Protest Initiated	When the Protest Status field on the Protest (PRTST) page is set to *Initiated*, a notification is sent to the buyer and buyer team associated with that protest record. The email is sent only once when the status is initially set to Initiated.
PROSTA	Protest Status is changed	When the Protest Status field on the Protest (PRTST) page is changed and the current status is not equal to *Intent to Protest*, a notification is sent to the buyer and buyer team associated with that protest record.
SOLAMD	Solicitation Amendment	When a Solicitation is modified, a notification is sent to all vendors who have already responded to that Solicitation. This notification contains a URL that directs the vendor to the detail view of the Solicitation transaction's Amendment History section.
SOLCAN	Solicitation Cancellation	When a Solicitation is cancelled, a notification is sent to all vendors who have already responded to that Solicitation. This notification contains a URL that directs the vendor to the detail view of the Solicitation transaction's Amendment History section.
SOQREC	Solicitation Question Received	When a vendor submits a question for a Solicitation in VSS and the question is synched to Financial, this notification is generated in Financial to confirm receipt of the question. This notification can also be generated in Financial if an internal user enters the question on behalf of a VSS vendor or enters the vendor's email.
SRCREC	Solicitation Response Clarification Received	When a vendor updates a clarification-requested SR in VSS, this notification is generated to the buyer indicating that the VSS vendor has updated their response based on the clarification request action.
VENSTA	Vendor Status is no longer active	An email is sent when the Vendor Active Status field is changed from Active to any other status. An email is sent to all users associated with that Vendor Code where the Account Maintenance Email Notification Flag is selected in VSS or the

		Correspondence Type is *Email* on the Address tab of Vendor/Customer in Advantage. If the **Notify VSS Registered Vendors Only** (NOTIFY_VSS_REG_VEND_ONLY) parameter is *true*, then an email is sent to VSS-Registered vendors only. If the parameter is *false*, then an email is sent to all vendors with valid email addresses. Note: The **VSS Registered** flag on the eMall tab on the Vendor/Customer table will be checked if the vendor/customer is registered with VSS.
VECPLN	Initial Vendor Complaint Email	This email is used for sending the notification to the vendor against whom a complaint is registered.
VEFLUP	Follow-up Vendor Complaint Email	This email is used for sending notification to the vendor to follow-up on the initial complaint notification.
VLCPLN	Initial Vendor Complaint Letter	This letter is used for sending the notification to the vendor against whom a complaint is registered. This Email/Letter Type is used when the vendor to be notified does not have an email address.
VLFLUP	Follow-up Vendor Complaint Letter	This letter is used for sending notification to the vendor to follow-up on the initial complaint notification. This Email/Letter Type is used when the vendor to be notified does not have an email address.

External Template

The External Template (ETMPL) page allows the users to enter information related to External Template Name and the associated Department. The External Template Name entered on this page is used on the Solicitation Transaction Type. If the user enters the External Template Name on the Solicitation Transaction Type that is not part of the ETMPL page, the system will issue an error.

The records created on this table cannot be deleted if the record has been used on a Solicitation transaction.

Insurance Type

The Insurance Type (INST) table is used to indicate which types of insurance have been provided by the payee/vendor for the agreement.

Line Item Preference

The Line Item Preference table allows you to establish the Line Item Preference records that can be selected during the solicitation process. The following fields are required if a record is added to this table: Preference Code, Preference Code Name, and Weight Factor %.

Buyers can assign up to 5 Line Item Preference records to a commodity line on a Solicitation transaction, and then vendors can request to be approved for any of the Line Item Preference records on the Solicitation Response transaction. If the buyer approves the Line Item Preference request from the vendor on the Evaluation (EV) transaction, then the Weight Factor % and Dollar Cap $ entered for the Line Item Preference record are included when calculating the adjusted bid price.

MA Reference for Authorized Departments / Units

The MA Reference for Authorized Departments (AUTHREF) and MA Reference for Authorized Units (AUTHREFU) tables maintain the spending for every Department/Unit combination when ALL is entered in the Department/Unit fields and/or Exclude Department/Exclude Unit is selected on the Authorized Department/Authorized Unit sections on the Master Agreement. This table tracks the ordered amounts of each Department/Unit that reference the Master Agreement so that the Spending Limit and Not to Exceed amounts entered on the MA are enforced.

The Procurement Management link allows you to transition to the Procurement Management (PRCUID) page in the All States view filtered by the selected Procurement.

Manage Email Letter Generation

The Manage Email Letter Generation (EMAIL) table allows you to view and manage emails and letters before they are sent via the Email Letter Generation batch job. This page allows the recipient details of the e-mail to be edited and also the deletion of the corresponding e-mail record from the table.

NAIC Insurance Code

Values on the NAIC Insurance Code (NAIC) table are used to indicate the insurance company(s) providing the policy for the payee/vendor. The provider's name, address, and corresponding 5-digit code are provided directly from NAIC on an annual basis.

North American Industry Classification System

The North American Industry Classification System (NAICS) table stores valid NAICS codes that indicate the commodities being requested on a Solicitation transaction. When a user enter NAICS codes on the Solicitation transaction, the values entered will be compared against the values on this table.

Product Certification

The Product Certification (PCERT) table allows the user to configure product certifications approved by the departments.

PunchOut Control

The PunchOut Control (POCTRL) table allows you to configure the various PunchOut settings and establish required fields for the PunchOut transactions.

Recycled Content Detail

The Recycled Content Detail (RCDT) page is used to record the various classifications of Recycled Content Product information as identified by State and Local government agencies. The Recycled Content records established on this table can be selected on the Commodity tab on the following transactions:

- Purchase Order (PO)

- Delivery Order (DO)

- Contract (CT)

- Service Contract (SC)

- Commodity Based Transaction Lapse (CBDL)

- Recurring Purchase Order (RPO)

- Buysense Purchase Order (POB)

- Contract Modification Request (CMR)

- Master Agreement (MA)

- *Master Agreement Modification Request (MMR)

*Note: The Recycled Content fields are included on the Commodity T & C tab for the MMR transaction code.

Required Department

The Required Department (RQDEPT) table is used to define if the Department Code field is required or optional for the associated page code. If the Active flag is Yes for the page code, then the Department Code field is required on that page. You may not add or delete records from this page. You may only update and save the value of the Active flag.

This page contains records for the following page codes:

- PRRPT1 - Procurement Reporting 1

- PRRPT2 - Procurement Reporting 2

- PRRPT3 - Procurement Reporting 3

- SOLEVT - Solicitation Events

- SOLEVTMP - Solicitation Events Template

- SPIS - Special Instructions

- TRMC - Terms and Conditions

- TRMTM - Terms and Conditions Template

Shipping Method

The Shipping Method (SHPMETH) table defines all available shipping methods (*U.S. Postal Service*, *UPS*, *Vendor*, etc.) This is a pre-loaded table in CGI Advantage.

Solicitation Events

The Solicitation Events (SOLEVT) table is used to create and store a list of events which would take place once a Solicitation is initiated. The records on this table are used on the Solicitation transactions to schedule the events. The Solicitation Events records are also used on the Solicitation Events Template (SOLEVTMP) table to create a template for a specific set of events.

The records created on this table can be deleted even if the record has been used on a Solicitation transaction. However, a record cannot be deleted if it has been used on the Solicitation Events Template table.

Solicitation Events Template

The Solicitation Events Template (SOLEVTMP) table is used to group the individual Solicitation Events, created on the Solicitation Events table, under a single Template ID. Using this page, you also have the ability to define the sequence in which the events should occur and specify the number of days for each event. The templates created on this page are used on the Solicitation transactions.

The records created on this table can be deleted even if they have been used on the Solicitation Transactions. You can use an Event Code only once under a single Template ID.

Special Instructions

The Special Instructions (SPIS) page is used to establish "pre-established" special instructions for use on Requisition and Purchase Order transactions. Special Instructions help convey information or instructions associated with a request or order (for example, "Vendor to deliver goods" or "Department to pick-up"). Code, Name, and Details are all required fields.

Terms and Conditions

The Terms and Conditions (TRMC) library supports the setup of reusable, standard terms and conditions that will be in a central location available to all. CGI Advantage uses a time stamp to keep track of when the term or condition was added and when it was last updated.

Buyers select the terms and conditions on Procurement transactions. Vendors must adhere to the terms and conditions. You can setup a template of multiple terms and conditions on the Terms and Conditions Template table or from Solicitation transactions.

Configuration Points:

- Define the Terms and Conditions for goods and services to be used during the Solicitation process.

- Enter a unique identification and name for the Terms and Condition. Description is also required, but the **Section** field is optional.

Terms and Conditions Template

Terms and Conditions can be grouped together and stored as templates on the Terms and Conditions Template (TRMTM) table, for use in similar procurements. All templates can be stored by buyer, commodity or department.

Configuration Points:

- Terms and Conditions must be set up on the Terms and Conditions table before they can be selected on the Terms and Conditions tab on this table in Edit mode.

- Terms and Conditions Templates can also be added to this table by Solicitation transactions (Add Templates section on Header).

Transaction Procedures

The Transaction Procedures (DOCPR) page is used to identify the required and optional procedures that the procurement professional should follow for successful completion of the Performance Evaluation (PE), Renewals (RN) or Termination (TM) transactions.

Any Procedure which has the Required flag checked must be recorded as complete within its associated transaction (PE, RN or TM) before that transaction can be successfully submitted to *Final*.

Vendor List Template

The Vendor List Template (VENDLSTT) table groups vendors together in a template, so they can easily be added to Solicitations. Vendor List Templates can be directly added to this table, or they can be added to this table from a Solicitation transaction via the **Vendor List** field and Add Template check box on the Header tab). You can select this template on Solicitation transactions by using the pick list for the **New Vendor List** field on the Header tab.

Configuration Points:

- You must specify a unique Vendor List ID, Title, Buyer, Department and Commodity Class.

- Only vendors that have a Correspondence Type selected for their Procurement Contact can be added to this table.

Vendor Performance Evaluation Criteria

The Vendor Performance Evaluation Criteria (PECRIT) table is used to set up the criteria that a vendor will be evaluated against. The criterion set up on this table can be selected on the Criteria tab on the Performance Evaluation (PE) transaction or it can be added to templates on the Vendor Performance Evaluation Template table.

Vendor Performance Evaluation Template

The Vendor Performance Evaluation Template (PETMPL) table assigns one or more criteria to an evaluation template, which will populate the Criteria tab on the Performance Evaluation (PE) transaction. Each criterion must first be set up on the Vendor Performance Evaluation Criteria table.

After a template is set up, it can be assigned to a Procurement Type on the Procurement Type table. The Performance Criteria associated with the selected template are loaded to the PE transaction when the **Load Criteria and Procedures** action is selected on the PE.

Vendor Performance Evaluator

The Vendor Performance Evaluator (PEEVALR) table is used to assign an evaluator to an award. This evaluator is then chosen in the **Evaluator ID** field on the Performance Evaluation (PE) transaction for that award.

Volume Discount Trigger

The Volume Discount Trigger (VDTRG) table is used to manually enter the discount triggers for the Master Agreement (MA) transaction types. These triggers will create new versions of the MA transactions they reference. The user must specify the Transaction Code and Department Code, as well as a unique Transaction ID, Vendor Line, and Volume Discount Tier for each record.

Performance Evaluation Ranking

The Performance Evaluation Ranking (PERANK) table enables users to configure business process specific vendor performance ranking schemes. The Rank Parameters set for a specific group will be displayed as options in the Rank drop down field on the Criteria tab of the Performance Evaluation (PE) Transaction types.

The PERANK table consists of following fields:

- Rank Group ID - The unique identification for the ranking scheme defined by the user. This ID will be used to reference the ranking group on the Procurement Type (PRCUTYP) table.

- Rank Group Name - The name for the ranking group defined by the user.

- Description - This field describes the nature of the procurement group associated with the ranking group.

- Sequence - The unique number assigned to a record that determines the order in which the records are displayed.

- Rank Parameter - Assessment rating used and defined by the user.

- Rank Score - Score assigned to a Rank Parameter defined by the user.

- Comments Required - Flag that indicates whether the Rank Comments text field on the PE Transaction type is required or not. If checked, an error will be issued upon validation if the Rank Comments field is left blank. Otherwise, this field is optional and no error is issued when it is left blank.

Workload Assignment Rules

The Workload Assignment Rules (WKLAR) table allows you to set up Buyer assignment rules for workload assignment by transaction and department and it is invoked when the BUYR_ASSIGNMENT_LOGIC parameter on the Application Parameter (APPCTRL) table is set to *WKLAR*.

Worksites

The Worksites (WSCT) table is used to indicate in which borough/community board(s) the work is being performed.

Value List Tables

Value List tables provide options for their corresponding drop-down fields on transactions and sometimes tables. All of these tables come pre-loaded with CGI Advantage Procurement. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact a system administrator to bounce the VLS.

- Delivery Type (DLVRTYP)
- Bond Type (BNDTYP)
- Deposit Type (DPSTYP)
- Free on Board (FRBD)
- Warranty Type (WTYTYP)
- Termination Type (TRMTYP)
- Payment Type (PYMTTYP)
- Solicitation Category (SOCAT)
- Vendor Complaint Email Template (VCET)
- General Routing Category (GRCAT)
- General Routing Sub Category (GRSCAT)

Delivery Type

The Delivery Type (DLVRTYP) page allows you to set up a list of delivery types that can be used to correspond with a Shipping Method on transactions. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact a system administrator to bounce the VLS.

Bond Type

The Bond Type (BNDTYP) table defines available Bond Types that can be chosen on various procurement transactions. This table must be set up before a user can enter bid bond information on the Procurement Bonds (PBOND) table during the Post Award State. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact a system administrator to bounce the VLS.

Deposit Type

The Deposit Type (DPSTYP) table defines the Deposit Types that can be selected on the Bid Deposit table. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact a system administrator to bounce the VLS.

Free on Board

The Free on Board (FRBD) table allows you to set up a pick list of Free on Board (FOB) options that can be selected on various procurement transactions. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact a system administrator to bounce the VLS.

The following options for Free on Board that come pre-loaded with CGI Advantage are:

› FOB Shipping Point, Freight Allowed

- Seller - Liable for and pays freight charges.
- Buyer - Liable for goods in transit.
- Seller pays freight and charges buyer. Freight line on Purchase Order transaction. Freight line on Invoice transaction.

› FOB Shipping Point, Freight Collect

- Seller - No liability.
- Buyer - Liable for and pays freight charges. Also liable for goods in transit.
- Buyer pays carrier directly. No freight line on Purchase Order or Invoice transactions.

› FOB Shipping Point, Freight Prepaid and Charged Back

- Seller - Pays freight charges.
- Buyer - Liable for freight charges and goods in transit.
- Seller pays freight and charges buyer. Freight line on Purchase Order transaction. Freight line on Invoice transaction.

› FOB Destination, Freight Collect

- Seller - Liable for goods in transit.
- Buyer - Liable for and pays freight charges.
- Buyer pays carrier directly. No freight line on Purchase Order or Invoice transactions.

› FOB Destination, Freight Prepaid

- Seller - Liable for and pays freight charges. Also liable for goods in transit.
- Buyer - No liability.
- Freight is built into unit cost. No freight line on Purchase Order or Invoice transaction OR
- Freight is known at time of Purchase Order issuance.

› FOB Destination, Freight Collect and Allowed

- Seller - Liable for freight charges and goods in transit.
- Buyer - Pays freight charges, but charges the cost back to the seller.

- Buyer pays carrier directly, then bills vendor separately. No freight line on Purchase Order or Invoice transactions.

Warranty Type

The Warranty Type (WTYTYP) table defines available warranty types that can be chosen on various procurement transactions. This table must be set up before a user can enter warranty information into the Warranty table during the Post Award State. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact a system administrator to bounce the VLS.

Termination Type

The Termination Type (TRMTYP) table is used to set up allowable termination types, which can be chosen on the Termination (TM) transaction. This is a pre-loaded table in CGI Advantage. Updates can be made to this table online; however, changes will not take effect until the VLS is bounced. Contact your System Administrator for assistance.

Payment Type

The Payment Type (PYMTTYP) table is used to set up available payment assignment types. This is a pre-loaded table in CGI Advantage. Changes can be made online; however, the VLS must be bounced in order for the changes to take effect. Contact your System Administrator for assistance.

Solicitation Category

The Solicitation Category (SOCAT) table is used to define the solicitation categories used by a site. The table is available in Advantage Financial and synched to a hidden table in Advantage Vendor Self Service (VSS) as a part of the One Time Export Batch job. The Solicitation Category table is not editable or viewable in VSS.

The Solicitation Category field is displayed in the following procurement areas:

- Header of the SO Transaction Type transaction allowing the user to define the solicitation category on the transaction.

- Procurement Type table

- Procurement Transaction Control table

Vendor Complaint Email Template

The Vendor Complaint Email Template (VCET) table is used to define the types of email templates that may be used to generate notifications in support of vendor complaint tracking. The records on this table are used while registering complaints against a vendor through the Performance Evaluation (PE) transaction or directly on the Protest table.

General Routing Category

The General Routing Category (GRCAT) page is used to define the primary types of routings for the General Routing (GR) and the Authorization Request (AUTHSRQ) transactions.

General Routing Sub Category

The General Routing Sub Category (GRSCAT) page is used to define the secondary types of routings for the General Routing (GR) and the Authorization Request (AUTHSRQ) transactions.

Vendor/Customer Setup

The Vendor/Customer table allows you to set up all vendors and customers that are used throughout CGI Advantage Procurement. The Vendor/Customer table is dependent upon several other tables.

The following tables will either be set up before or immediately after implementation.

- Address Type

- Business Type (BTYP)

- Business Types by Commodity

- *County (CTY)

- Country (CTRY)

- Disbursement Priority by Class and Business Type

- State/Province Codes (ST)

- Languages

- Headquarter Account

- Vendor ABA

- Legacy Source System

- Vendor/Customer

- Master Address

- Master Contact

- Historical Vendor Information (HVI)

- Internal Vendor Accounting Data

- Rejection Reason

- System Crosswalk

- Vendor Commodity Maintenance

- Vendor Customer Configuration

- VCM Tracking Table

Depending on your site's security setup, records can be added to the Vendor/Customer table via two ways:

- Manually add a record to the table by selecting the **Create** button.

- Create a record via the Vendor/Customer Creation (VCC) transaction. The VCC can be created by selecting the **Create New Record** action on the Vendor/Customer table or you can create the VCC via the Transaction Catalog.

Depending on your site's security setup, records can be modified on the Vendor/Customer table via two ways:

- Manually modify a record by selecting Edit from the row-level menu.

- Modify a record by creating a Vendor/Customer Modification (VCM) transaction. The VCM can be created by selecting the **Modify Existing Record** action via the row-level menu on the Vendor/Customer table or you can also create the VCM transaction via the Transaction Catalog.

Tasks

For instructions on how to change a Vendor's Headquarter, refer to the "Change a Vendor's Headquarter" topic.

Address Type

The Address Type table is a pre-loaded table in Advantage Procurement and is not available online. This table provides values for the **Address Type** field on the Vendor/Customer table and VCM and VCC transactions when assigning an address to a vendor or customer record. If changes need to be made to the Address Type table after implementation, contact your System Administrator.

Business Type

The Business Type (BTYP) page allows you to maintain a list of the Business Types that can be selected for a vendor or customer on the Business Type tab of the Vendor/Customer table, Vendor Customer Creation (VCC) transaction or the Vendor Customer Modification transaction. Business Types identify information about the vendor or customer's operation. Business Types may be used to identify the type of ownership for the business (for example, Minority Owned, Woman Owned), or can identify the type of operation (for example, Manufacturer, Retailer).

Buyers can optionally assign a Weight Factor % and Dollar Cap $ to each Business Type record. The percentage entered in the Weight Factor % field is applied to the associated Business Type record and is used to calculate the adjusted bid price on the Evaluation transaction. The Dollar Cap $ allows you to specify the maximum dollar cap amount that will be used to calculate the adjusted bid price on Evaluation transactions.

Business Types by Commodity

The Business Types by Commodity (BTBC) page allows you to define relationships between business types and commodity categories. The following fields are required on the BTBC page: Vendor/Customer, Business Type, and Commodity.

If you accessed this page by clicking the **Vendor Business Type by Commodity** action on the Vendor/Customer table, then the records are filtered based on the Vendor/Customer that was selected on the Vendor/Customer table. If no records exist, upon transition, then no records are returned. You can

add a new record or select the **Back** action to return to the Vendor/Customer table. If no records are displayed on Business Types by Commodity when the **Back** action is selected, then you are transitioned back to the Vendor/Customer table displaying all records; otherwise, you are transitioned to the selected Vendor/Customer on the Vendor/Customer table.

When inserting a new record on Business Types by Commodity, if this page was accessed by clicking the **Vendor Business Type by Commodity** action on the Vendor/Customer table, then the **Vendor/Customer** field is inferred from the record that was selected on Vendor/Customer. If no records were displayed on Vendor/Customer, or this page was accessed in another way (such as Global Search), then the Vendor/Customer field is not automatically populated when inserting a new record.

Disbursement Priority by Class and Business Type

This page establishes the default disbursement priority based on the Vendor Classification and Business Type. If not specified, the Default Priority is set to 99, which is the lowest priority. If more than one Business Type is available for the Vendor, the highest (lowest number) priority is assigned as the default.

Languages

The Languages table allows you to associate languages spoken with a specific vendor address. This page is accessed by selecting the row-level action, **Language**, available on the Address tab of the Vendor/Customer table.

Headquarter Account Table

The Headquarter Account table allows you to maintain Headquarter Account Vendor/Customer Information. Headquarter Accounts represent the "legal entity" or "ownership entity" of an organization. Multiple Vendor/Customer records can be associated with one Headquarter Account.

Each Headquarter Account must have a unique Taxpayer ID (EIN, SSN/ITIN/ATIN) assigned by the government. The Taxpayer ID established for the Headquarter will then be used by each of the Vendor/Customer Location records associated with that Headquarter. If 1099 reporting is applicable, all transactions with the Vendor/Customer Locations associated with that Headquarter Account would be reported on the 1099 form for that Headquarter Account.

Vendor ABA

This page allows you to establish banking institutions where EFT (Electronic Funds Transfer) data will be sent. The records on this table represent the banks ABA (American Bankers Association) routing number. Only one record needs to be established on this table for each unique ABA number.

When a Vendor/Customer is set up to receive payments via EFT, the account number for the Vendor/Customers bank account will be established on the Prenote/EFT section of the Vendor/Customer record and be associated with one of the banking institutions in this table via their ABA number.

The Domestic Branch of Foreign Bank field in this page indicates whether the banking institutions established are foreign bank branches or not. This field is an optional tertiary field.

Legacy Source System

The Legacy Source System (LGSYS) page allows you to define external systems that maintain vendor records and have unique numbers that identify the vendors. This page allows you to establish Legacy Source System Name and Legacy Source System Descriptions. Records can then be selected on a Vendor/Customer Creation (VCC) transaction, Vendor/Customer Modification (VCM) transaction and Vendor/Customer (VCUST) table to be associated with the Advantage vendor record.

Vendor/Customer

The Vendor/Customer (VCUST) page, supported by the Vendor Customer Creation (VCC) and Vendor Customer Modification (VCM) transactions, is the location for the primary definition of vendors and customers. Vendor and customer definition are dependent upon several other reference pages before an entity is considered ready for use. For information pertaining to Customer Self Service, refer to the "Vendor / Customer" topic in the *CGI Advantage Accounts Receivable User Guide*.

Please be aware that there may be fields available in the definition of a Vendor/Customer record that are not initially visible without an adjustment on Configure Page (DESIGNER). Such fields include: the indication of a Retired Employee and Retirement Date.

The Vendor/Customer table is divided into the following tabs:

- **Vendor/Customer** - Allows you to edit/view general information about a vendor/customer.

- **Address** - Every vendor may have a Procurement, Payment and Billing Address, along with an Effective From Date, Correspondence Type and a Contact Name and Phone number. Email may also be required if the correspondence type is Email. Address Types are set up on the Address Type table.

- **Business Type** - This tab allows you to specify business types for a particular vendor. This information will be used when a Solicitation transaction is being published. A buyer may want all In-State retailers to receive notice of the solicitation, by selecting the business type here; the buyer does not need to choose the vendors individually. Business Types are set up on the Business Type table.

- **Service Area** - This tab allows the Service Area where this Vendor/Customer operates to be selected. Services Areas are used to associate a geographical area with a Vendor/Customer.

- **Commodity** - This tab allows the recording of areas of interest/commodities that the vendor offers. The vendor has the option of registering for specific commodity items, general commodity classes or both, depending on the option chosen for the Commodity Code Registration Level field on the System Options table.

  If a Vendor uses the Vendor Self Service application (VSS) they may register themselves for these commodities and will be notified via email when a solicitation is created, changed or cancelled for one of their commodities. If the Registration Level on System Options is set to Item, the vendor may register at the Class level and but still receive solicitation notices for all commodity items within the particular class. This avoids the vendor needing to register for each individual item within a commodity class if all apply to their organization.

  Based on user security settings, you can also assign/remove commodities for vendors using the Vendor Commodity Maintenance (VENDCOM2) page. Any commodities added or removed using VENDCOM2 are also updated on the Commodity tab on the Vendor/Customer table and vice versa.

- **W-8 Form -** This tab allows you to establish and maintain a vendor's W-8 Form information. For a W-8 Form to be tied to the Vendor/Customer, you must first enter the W-8 Form Type. Values for this field are derived from the W-8 Form Type table. You then enter the W-8 Form Version. The values available for this field are derived from the available W-8 Form Versions for the selected W-8 Form Type. The designated Default Version for the associated W-8 Form Type appears first in the list of available values.

  The W-8 Form Information tab is then dynamically populated by the system based on the selection made for the W-8 Form Type and W-8 Form Version. The tab is populated with fields based on the records in the W-8 Form Field and W-8 Form Part tables that are tied to the selected W-8 Form Type/W-8 Form Version combination.

- **Authorized Department** - This tab allows you to establish a list of departments that are authorized to use this Vendor/Customer code on transactions. This page is only checked when the **Restrict Use by Department** flag is active on the associated Vendor/Customer Location record.

- **Prevent Spending** - This tab allows you to establish a list of departments where you would like to Prevent New Spending. The entries on this table are only in effect when the **Prevent New Spending** field in the Disbursement Options section of the Vendor/Customer Location record is equal to *For Specific Departments*.

- **Certification** - This tab is used to certify all vendors and customers in Advantage. Certification is conducted through two fields for vendor records and two fields for customer records, **Active Status** and **Approval Status**.

- **Vendor User** - This tab displays information about Vendor Self Service (VSS) users associated with a specific Vendor/Customer record.

- **Vendor Attachment** - This tab allows you to view and download the attachments added by Vendor Self Service (VSS) users.

This page contains the following actions/links:

› Record-Level Actions/Links

  The Vendor/Customer table allows you to update or add information through the following links:

  - **Headquarters** – Allows you to update Vendor/Customer headquarter information such as Web Address, Account Code, Taxpayer ID and so forth.

  - **Add 1099 Information Entry** – Allows you to define valid Taxpayer ID Number and TIN Type combinations and tax related information for the 1099 Reporting process. Refer to the "Vendor/Customer (VCUST)" topic in the *CGI Advantage - Tax Reporting User Guide*, for more information.

  - **Add 1042-S Reporting Information Entry** - Allows you to define valid names and mailing address information for foreign vendors who are subject to Form 1042-S reporting. (Please note that before you can use the Add 1042-S Reporting Information Entry link a record must exist for the TIN and TIN Type combination on 1099I.) Refer to the

"Vendor/Customer (VCUST)" topic in the *CGI Advantage - Tax Reporting User Guide*, for more information.

- **Vendor Business Type by Commodity** – Allows you to define valid relationships between business types and commodity categories. The BTBC table opens with records filtered by the selected Vendor/Customer on Vendor/Customer. If no records exist, upon transition, then no records are returned. You can select **Insert** to add a new record, or select the **Back** link to return to Vendor/Customer. If no records are displayed on BTBC when the **Back** link is selected, then you are transitioned back to the Vendor/Customer table displaying all records; otherwise, you are transitioned to the selected Vendor/Customer on Vendor/Customer.

- **Vendor Transaction History** - allows you to search for specific information related to vendor transactions.

The following actions/links transition you to an inquiry page that allows you to search for additional vendor information:

- **Modification Query** - The Vendor Customer Modification Query allows you to search by either Vendor or transaction-specific information to locate a specific VCM transaction.

- **Master Contact** - This page allows you to search through all vendor contacts entered into Advantage.

- **Master Address** - This page allows you to search through all unique addresses entered into Advantage.

- **Vendor Commodity** - This page allows you to search through all vendor's that have registered for commodities in Advantage.

- **Vendor Address** - This page allows you to search through all address lines that have been associated with a specific vendor address record on the Address tab of the Vendor/Customer table.

- **Vendor Business Type** - This page allows you to search through all vendor's that have registered for business types in Advantage.

- **Vendor Service Area** - This page allows you to search through all vendor's that have registered for service areas in Advantage.

- **Historical Vendor Information** - This page allows you to establish and maintain a history of vendor customer code and vendor name information due to vendor mergers, acquisitions and other re-organizations.

- **Vendor Notes** - This page allows you to add, modify or delete dated notes for an existing vendor/customer record.

Master Address

This page allows you to view vendor addresses associated with your vendor/customer record. You can also use the Search fields to narrow the list of addresses. You can modify/delete the addresses listed on this page. You can also add new addresses. If the address already exists, then select the line of the address of interest and click the Vendor/Customer row-level action to return to the Vendor/Customer page. The Vendor/Customer record associated with the address chosen on the Master Address page is shown.

Note: This page can only be accessed via the **Master Address** action on the Address tab of the Vendor/Customer table.

Master Contact

This page allows you to view vendor contacts associated with your vendor/customer record. You can also use the Search fields to narrow the list of contacts. You can modify/delete the contacts listed on this page. You can also add new contacts. If the contact already exists, then select the line of the contact of interest and click the Vendor/Customer row-level action to return to the Vendor/Customer page. The Vendor/Customer record associated with the contact chosen on the Master Contact page is shown.

Note: This page can only be accessed via the **Master Contact** action on the Address tab of the Vendor/Customer table.

Historical Vendor Information

The Historical Vendor Information (HVI) page is used to establish and maintain a history of vendor customer code and vendor name information due to vendor mergers, acquisitions and other re-organizations. This page can be accessed from Global Search or by clicking the **Historical Vendor Information** link on the Vendor/Customer table. When this page is accessed from Vendor/Customer, the records are pre-filtered based on matching the selected vendor record on the Vendor/Customer page to either the Current or Related Vendor Code on the Historical Vendor Information table to display historical vendor information.

Records are not automatically added to this page. You must add a new record on this page and then select a valid code from the Current Vendor Customer pick list.

- If only the Legal Name and/or Alias/DBA Name have changed, then you can select the same code in the Related Vendor Customer field. Now you can provide the new names in the Related Legal Name and/or Related Alias/DBA Name fields, enter a date that the change becomes effective in the Effective Date field, and select Save.

- If a new Vendor record has been created, then select the new code in the Related Vendor Customer field, enter a date that the change becomes effective in the Effective Date field, and select Save. A warning is issued if the code entered in the Related Vendor Customer field is not valid on the Vendor/Customer table. If you are referencing a vendor from an external system, then ignore this warning; otherwise, please select a valid code from the pick list. After selecting Save, the values from the Legal Name and Alias/DBA Name fields on Vendor/Customer are inferred to the HVI page if the fields on HVI are blank.

Note: Changes made on this page are not applied to any other location in Advantage.

The **Current Vendor Information** link transitions you to the Vendor/Customer table and is filtered based on the value selected in the Current Vendor Customer field. The **Related Vendor Information** link transitions you to the Vendor/Customer table and is filtered based on the value selected in the Related Vendor Customer field. If not match is found after selecting one of the links, then the Vendor/Customer

page is displayed with no records returned. Select **Close** to return to the Historical Vendor Information page.

Internal Vendor Accounting Data

The Internal Vendor Accounting Data (IVAD) table allows you to establish seller fund and detail accounting data for Internal Vendors, as well as bank account and event type information used for posting logic. The page has two primary uses. The first is for the manual Commodity Based Internal Payment Request (PRCI) and the automatic Commodity Based Internal Matching Payment Request (PRMI). The second is with Internal Costing to record seller accounting.

Field Name	Required / Optional	Field Description
Vendor Customer	Required	A valid and active vendor code should be selected when defining an IVAD record. If only a customer, there is no use of IVAD at this time. Contrary to the name of the page, the vendor does not have to be flagged as an internal one. It is most often so, but it is not required. The reason for allowing external vendors is to facilitate interfaces that need to determine the COA to use on a payment request based on the vendor.
Legal Name	System-set	The name infers from the Vendor Customer record.
Alias / DBA	System-set	The Alias / DBA infers from the Vendor Customer record.
Bank	Optional	A bank can optionally be specified so that it is used instead of defaulting from Fund.
Single Event Type	Optional	Although an optional field, this event type is used on seller accounting lines generated by the Internal Costing Chain when both the Inter and Intra-COA Seller Event Type values are blank. This is the only event type field used on the Internal Payment Request transactions (PRCI and PRMI). When running internal costing where there is seller accounting because the Internal Cost Rate (INCR) has the Internal Vendor Account field populated, either this or the two other event type fields is required. The Single Event Type is used when there is no need for the Inter-COA Definition field. This could be the case if charge credits are being posted or one of the internal event types that uses cash as the offset and does not do fund comparisons (for example, IN30, IN32, IN36 or IN38). When using the Internal Payment Request transactions, if it is not 100% certain that the Fund and Sub Fund on IVAD will always be different than that of the accounting

Field Name	Required / Optional	Field Description
		lines, then use of an event type such as IN30, IN32, IN36 or IN38 is encouraged to prevent transaction rejections.
Get COA from Employee ID	Optional	When recording Internal Costing events for Usage Type of *Labor,* the process has an option to use the COA from IVAD or the COA specified on the Employee Information (EMPID) page when creating seller accounting lines. A setting of *true* in this indication will direct the process to EMPID instead of IVAD. If an EMPID is not found or the COA there are blank, the process will default back to IVAD. There is no option to mix COA values between IVAD and EMPID. Meaning, if even one COA element is populated on an employee's EMPID record, then only the EMPID COA elements are used, even if it's an incomplete set of codes.
Inter-COA Seller Event Type	Optional	Although an optional field, this event type is required when the Inter-COA Definition setting is used. The event is placed on seller accounting lines generated by the Internal Costing Chain and the Inter-COA Definition is not met between the buyer and seller accounting lines. When running internal costing where there is seller accounting because the Internal Cost Rate (INCR) has the Internal Vendor Account field populated, either this and the corresponding 'intra' event type are used or the Single Event Type field is required. Common event types for this field are IN01, IN02, IN04, and IN05.
Intra-COA Seller Event Type	Optional	Although an optional field, this event type is required when the Inter-COA Definition setting is used. The event is placed on seller accounting lines generated by the Internal Costing Chain and the Inter-COA Definition is met between the buyer and seller accounting lines. When running internal costing where there is seller accounting because the Internal Cost Rate (INCR) has the Internal Vendor Account field populated, either this and the corresponding 'intra' event type are used or the Single Event Type field is required. Common event types for this field are IN03 and IN06.
Inter-COA Definition	Optional	When using Internal Costing to record both seller and buyer entries and there is a need to use different event types when the parties differ in a certain way with respect to COA. If that is not a concern this field is left *blank.*

Field Name	Required / Optional	Field Description
		When the two parties should be compared to determine the appropriate event type, one of the following options should be selected. • *Fund* • *Fund and Department* • *Fund, Department and Appropriation* • *Appropriation Classification* • *Fund, Department, and Appropriation Classification* Depending on the value selected one or more COA fields will be required so the comparison can be done, even if the Accounting Template field is used.
Accounting Template	Optional	When using IVAD for Internal Costing, an accounting template can be used to provide all or some of the necessary COA to the seller accounting line.
COA	Mixture	When using an IVAD record for Internal Costing, if not using the Inter-COA Definition field, all COA are optional as the Accounting Template can supply all the necessary COA. When using an IVAD record for the Internal Payment Requests, the fields are optional and the Accounting Template is not applicable. Please ensure that all the necessary COA are entered and any not entered will infer to prevent transactions created by Internal Costing or Internal Payment Requests from failing.

Rejection Reason

This page allows you to establish Rejection Reason records that can be selected on a Vendor/Customer Modification (VCM) transaction that is being rejected.

System Crosswalk

This page enables you to associate codes from systems outside Advantage that represent an Advantage Vendor/Customer. By creating an entry in the System Crosswalk page for an Advantage Vendor/Customer record, you can define what code in an external (Non Advantage) system represents this same Vendor/Customer.

On this page, you can:

- Define a Chart of Account (COA) element to filter a record or records by agency category

- Define what code in an external (Non Advantage) system represents this same Vendor/Customer

- Define an identification that represents the external system

- Enter text to describe the system for which this code is to be used

Vendor Commodity Maintenance

The Vendor Commodity Maintenance page allows you to search through all vendors that have registered for commodities in Advantage. At a minimum, you must enter a valid value in the Vendor/Customer or Legal Name fields. You can use wildcards in the search fields. Once you have entered your search criteria all matching records are returned in the gird.

To view the assigned commodities for a specific vendor, select the **View** row-level action. The commodities assigned to the vendor are displayed on the Assigned Commodity Details tab. You can also narrow the list of commodities for a vendor based on Commodity and/or Class.

The Assigned Commodities Details tab allows you to assign commodities to the selected vendor or remove commodities assigned to the selected vendor.

- To remove commodities that are assigned to the vendor select the check box next to all commodities that need removed. Next, select the **Delete Selected (on this page)** link to remove all selected commodities from this vendor.

- To assign commodities to the selected vendor, select the **Assign Commodities** link. This transitions you to the Assign Commodities page. The Assign Commodities page allows you to narrow the search results by entering information in the Commodity or Class fields. You can navigate through the grid by using the **First**, **Prev, Next**, and **Last** links. The vendor can be registered for specific commodity items, general commodity classes or both, depending on the option chosen for the Commodity Code Registration Level field on the System Options table. Select the check box next to all commodities that need assigned to the vendor. Next, select the **Assign Selected (on this page)** link. A message is returned informing you as to whether the commodity/commodities were successfully added for the vendor. You can continue adding more commodities or you can select the **Back** button to return to the Vendor Commodity Maintenance page.

Select the line of the vendor of interest and click the **Vendor/Customer** link to navigate to the Vendor/Customer page. The Vendor/Customer associated with the line chosen on the Vendor Commodity Maintenance page is shown.

Vendor Business Tax Certification

The Vendor Business Tax Certification (VBTC) page allows you to record the Business Tax Registration Certificate of the vendor along with recording the Business Tax Compliance. Advantage can then be configured to prevent payment if the vendor is not compliant.

- This table tracks whether the Business Tax Number can be used by multiple vendors.

- The VBTC information can be created or updated through an external interface load program or directly online.

- Based on Application Parameter (APPCTRL), REQ_BUS_TAX_INFO, Business Tax Number will be required or optional on the Vendor / Customer (VCUST) page and Vendor Customer Creation (VCC)/Vendor Customer Modification (VCM) transactions.

- Based on the Business Tax Edit field on the Transaction Control (DCTRL) table, the transactions will verify the Business Tax Compliance status. This validation is applicable only to the ABS, IN, and PR Transaction Types. Error message A8742 "Vendor Business Tax Number is not Compliant", can be modified to the appropriate error level.

Vendor Customer Configuration

The Vendor Customer Configuration (VCNFG) page allows you to establish the default length, prefix, and/or require auto numbering for the Vendor Customer code, Address ID, and Contact ID. The External Business Type Certification Allowed field determines whether a vendor can modify the certification fields from within Advantage Financial (Financial). The Commodities, Service Areas, Attachments, and Business Types fields determine whether a Commodity, Service Area, attachment and/or Business Type is required for a new vendor, required for all vendors, or not required.

This page also allows a Wildcard Vendor/Customer Code to be established. This wildcard Vendor/Customer code can then be used on the Unit of Measure by Vendor and Item (UOMV) table. Note, that the value entered in this field cannot exist on the Vendor/Customer (VCUST) table as a vendor code. The default value is provided as *ALL*.

The TIN Verification, DUNS Verification, Custom Verification, and Activation Code Verification fields allow you to specify how existing vendor accounts are verified in VSS. The verification field used depends on the verification option that the vendor chose when setting up the account. Valid values are:

- *Automated* – This is the baseline delivered value.

- If selected, and the vendor's email is found on the existing account, then the Activation Code is immediately emailed to the vendor after selecting the Activate Account action in VSS.

- If selected, and the vendor's email is not found on the existing account, then the user is taken to the Request Activation Code page after selecting the Activate Account action in VSS. See below for information on the Request Activation Code page.

- *Hide* – If selected, then VSS registrants cannot select that verification option during registration. Also, the verification option won't be displayed on the Activation page when activating an existing vendor account. This value cannot be selected for the Activation Code Verification field, if the Custom Verification field is not set to *Hide*.

  For any existing vendor records that have a verification method which has been set to *Hide*, the system will default to use the Activation Code Verification method.

- *Manual* – If selected, then the user is taken to the Request Activation Code page after selecting the **Activate Account** action in VSS. See below for information on the Request Activation Code page.

Each of the verification methods above can have different values and independent of each other. For example, if **Activation Code Verification** is set to *Automated* and **TIN Verification** is set to *Manual* on VCNFG, and the vendor has **Verify my Location by** set to *Use My TIN*, then the VSS logic will use the *Manual* verification process. Similarly, if **Verify my Location by** is set to *Activation Code*, then the *Automated* verification process is used.

The Request Activation Code page acts as the starting point for a vendor needing to obtain their activation code. The vendor has to include information like their name, phone number and email which helps the administrator in Financial in verifying their identity. Upon clicking **Submit** on the Request Activation Code page, a notification (ACTREQ) is generated to the internal Financial admin user, which is set up on the ELGT table. This is to start the Activation Process in Financial. As part of this email notification, and to make the review process easier, it contains a field that lets the admin user know if the email is part of the vendor contacts. It eliminates the need for the admin user to have to do that manually. The Financial admin user must set the Send Activation Code field to *Yes* either via a VCM transaction or on the Vendor/Customer table. After submitting the VCM (with Send Activation Code set to *Yes*) and running the Synchronization processes, an email is sent to the vendor with the Activation Code. The admin user can also choose to reject the VCM that is created or set the Send Activation Code field to *No* on VCUST, if they do not approve the vendor requesting to activate the account. Note: The ALW_AUTO_ACTIVATION_VCM parameter on the Application Parameter table in VSS determines whether the VCM is automatically generated.

When the TIN Enforcement flag is selected on this page, the Taxpayer ID and TIN Type fields are required in the Vendor/Customer Creation (VCC), Vendor/Customer Modification (VCM), and Vendor/Customer (VCUST) pages for all active vendors except the miscellaneous and internal vendors, if the 1099 Classification, 1042-S Ch. 3 Recipient Code, and 1042-S Ch. 4 Status Code fields are left blank.

When the Send to IRS Enforcement flag is selected on this page and when a new record is added to the 1099 Reporting Information (1099I) table through the Vendor/Customer Creation (VCC) or Vendor/Customer Modification (VCM) transaction or the Name field is modified in the existing record on 1099I or the Name field is modified through the VCM transaction, the Send to IRS flag is automatically selected on 1099I.

The field values set on this page must match between CGI Advantage Financial and Vendor Self Service.

This is a configuration table used to establish vendor customer configurations and it is assumed once it is established, it will not be changed. Any changes to this table require significant investigation to verify that the new settings do not cause records to be generated that error out because of existing data.

Vendor/Customer Creation (VCC) Transaction

The Vendor/Customer Creation (VCC) transaction allows you to add new records to the Vendor/Customer table, 1099 Reporting Information table, and the Customer Account Options table. This transaction can be sent through workflow and approvals. Only one Vendor/Customer record can be entered on this transaction. (A single record may be both an Vendor and a Customer.)

The Vendor/Customer Creation (VCC) transaction cannot be modified or cancelled once it has been submitted to Final. A Vendor/Customer Modification (VCM) transaction must be created to reverse the effects of the original transaction. The VCC transaction cannot reference any other transaction in Advantage and it cannot be referenced by any other transaction in Advantage.

Depending on your site's security setup, records can be added to the Vendor/Customer table manually or through the Vendor Customer Creation (VCC) transaction by clicking the **Create New Record** button. The VCC transaction can also be created from the Transaction Catalog.

When the TIN Enforcement flag is selected on the Vendor Customer Configuration (VCNFG) page, the Taxpayer ID and TIN Type fields are required on this page for all active vendors except the miscellaneous and internal vendors, if the 1099 Classification, 1042-S Ch. 3 Recipient Code, and 1042-S Ch. 4 Status Code fields are left blank.

When the DFLT_VERIFY_MY_LOC_BY parameter on the Application Parameter (APPCTL) table is set to *True*, the Verify My Location By field on the Vendor Customer Creation (VCC) transaction will default to *Create My Own*.

A VCC transaction can also be created by selecting the **Add New Customer Account** action on Customer Account Options (CACT). Refer to the "Customer Account Options" topic in the *CGI Advantage Accounts Receivable User Guide* for information about the Customer Account Options.

When the Customer Self Service (CSS) related fields are updated and the CSS Status is *Requested*, on submitting the VCC transaction, the system automatically generates a Customer User Maintenance (CDOC) transaction. Refer to the "Customer Self Service" topic in the *CGI Advantage Accounts Receivable User Guide* for information about CSS.

Vendor/Customer Modification (VCM) Transaction

A Vendor/Customer Modification (VCM) transaction is used to modify or add to an existing vendor or customer record. This transaction is used to update Vendor Customer table information, Customer Account Options table information, and 1099 Reporting Information table information. This transaction can be sent through workflow and approvals. Changes submitted through this transaction will only apply to a single record.

Examples of when a VCM transaction should be used include the following:

- Modifying Organization or EFT/Prenote Information

- Adding a new address for an existing Vendor Customer record

- Modifying an existing address

- Adding a new Customer Account record

- Modifying an existing Customer Account record

- Modifying a Vendor's Legal Address or other 1099 information

- Adding 1099 Reporting Information for a new Taxpayer ID Number

- Modifying an existing record's Legal Name

- Creating an "active" vendor when an active customer already exists, or vice versa

- Adding, updating, or deleting a vendor's W-8 Form information

The VCM transaction cannot reference any other transaction in Advantage and it cannot be referenced by any other transaction in Advantage. The VCM transaction cannot be copied, and it cannot be modified once it has a **Status** of *Final*.

The VCM transaction can be created by selecting the **Modify Existing Record** action on the Vendor/Customer table or Customer Account Options table. The VCM transaction can also be created from the Transaction Catalog.

When the TIN Enforcement flag is selected on the Vendor Customer Configuration (VCNFG) page, the Taxpayer ID and TIN Type fields are required on this page for all active vendors except the miscellaneous and internal vendors, if the 1099 Classification, 1042-S Ch. 3 Recipient Code, and 1042-S Ch. 4 Status Code fields are left blank.

The Vendor Customer Modification Query allows you to search by either Vendor or transaction-specific information to locate a specific VCM transaction. Links are provided to open the VCM transactions. The Vendor Customer Modification Query can be accessed from Global Search or from the Vendor/Customer table. If the Vendor Customer Modification Query is accessed from Vendor/Customer, then all VCM transactions that have a Vendor/Customer Code matching the Vendor/Customer Code on the selected Vendor/Customer record are displayed.

When the Customer Self Service (CSS) related fields are updated and the CSS Status is *Requested*, on submitting the VCM transaction, the system automatically generates a Customer User Maintenance (CDOC) transaction. Refer to the "Customer Self Service" topic in the *CGI Advantage Accounts Receivable User Guide* for information about CSS.

Vendor Customer Modification Tracking

The Vendor Customer Modification Tracking (VCMT) table stores changes to Vendor/Customer records submitted by VSS and interfaces. This table does not store changes related to VCM transactions that are created by users within the application.

The Vendor Customer Modification Tracking table is used to create VCM transactions based on Prefix and Tracking Number. It shows the old value and new value of each change, in addition to tracking the status of changes once the corresponding VCM transactions are processed. Valid values for the **Status** field are: *Pending Approval, Approved*, and *Rejected*. The **Status** is set to *Pending Approval* when the record is first added to the VCM Tracking Table. The **Status** is set to *Approved* when the corresponding VCM transaction is submitted to Final and the **Changes Rejected** box is unchecked. The **Status** is set to *Rejected* when the VCM transaction is submitted to Final and the **Changes Rejected** flag is checked.

Additionally, if a VCM transaction is discarded from the Transaction Catalog, the following outcomes are possible based on the VCM Discard (VCM_DISCARD) parameter on the Application Parameters table and the setting of the **VSS-Initiated** flag on the VCM transaction:

- If the VCM_DISCARD parameter on the Application Parameters table is set to *True* and the **VSS-Initiated** flag on the VCM is not selected, then the **Status** on the Vendor Customer Modification Tracking table will be set to *Rejected* whenever a draft VCM Transaction is deleted (discarded) from the Transaction Catalog. In addition, the VCM Transaction Code, Transaction ID and Transaction version fields will remain populated on the Vendor Customer Modification Tracking table.

- If the VCM_DISCARD parameter is set to *False* and **VSS-Initiated** flag is not selected, then records are simply removed from the Vendor Customer Modification Tracking table when the VCM is deleted (discarded).

- If the **VSS-Initiated** flag is selected (and the VCM_DISCARD parameter is set to either *True* or *False*), when a VCM transaction is deleted (discarded) the record remains on the Vendor Customer Modification Tracking table, but the Transaction Code, Transaction ID and Transaction Version fields are blanked out. In this case, a new VCM transaction will be generated the next time the Tracking Table to VCM batch job is run.

This table also provides detailed information used in emails sent to VSS users, informing them of the status of their account changes.

All fields on this table are protected and cannot be modified by an online user.

W-8 Forms Setup

The W-8 Forms Setup functionality allows you to configure the types, parts and fields that make up the various IRS W-8 Forms, allowing you to capture the W-8 Form information for foreign vendors in CGI Advantage. The W-8 Form setup tables allow you a great deal of freedom in choosing how to configure the various W-8 Form Types including what fields to display, what labels those fields will have, and what information will be required. This allows you to determine how closely you want to follow the IRS W-8 Form guidelines, or based on your specific needs, whether additional information should be required. CGI Advantage Financial allows you to capture the W-8 Form information from a foreign vendor using the W-8 Form component on the Vendor/Customer page, as well as the VCC and VCM transactions in Financial. Additionally, a W-8 Form page is available in the VSS Registration process, as well as a W-8 Form sub-section under the Account Information section so that VSS vendors can add and update their W-8 information via VSS and have the information synch to Financial. All the information displayed on the W-8 Form components and pages in Financial and VSS are dynamically rendered by the applications based on the configuration in the below W-8 Form setup tables, giving you a very quick and efficient method to update the W-8 Forms based on the latest requirements.

- W-8 Form Type (W8FTYP)

- W-8 Form Part (W8FPRT)

- W-8 Form Field (W8FFLD)

- W-8 Form Field List (W8FFLST)

W-8 Form Type

The W-8 Form Type (W8FTYP) page is used to setup the various IRS W-8 Form Types and their corresponding versions, based on the IRS Form date. This is also the page where a Default Version is designated for each W-8 Form Type or a corresponding Perjury Statement is configured, which forces VSS vendors to confirm the accuracy of their W-8 Form information during the Vendor Registration and Maintenance process. This page acts as the starting point for creating a new W-8 Form or updating an existing W-8 Form.

W-8 Form Part

The W-8 Form Part (W8FPRT) page is used to configure the various form parts/tabs that are associated with the IRS W-8 Form types. The W-8 Form Parts divide the various W-8 forms into relevant tabs based on the required information and the vendor's status. The W-8 Form Part page allows the association of W-8 Form Part Names and Part Numbers to W-8 Form Types and W-8 Form Type Versions. Once a W-8 Form Part is established, W-8 Form Fields can be assigned to the Part, determining what information is displayed and in what order.

W-8 Form Field

The W-8 Form Field (W8FFLD) page is used to configure the specific fields appearing on each part of each W-8 Form. This configuration table is the basis for how the W-8 components/pages on Financial and VSS are built, which fields are displayed, and which fields are required. Based on the setup done on the W-8 Form Type and W-8 Form Part tables, fields are associated with the W-8 Form Type, Version and Part. The Field Name, Number and Data Type can also be set on this table, and you may indicate whether or not the fields are required.

W-8 Form Field List

The W-8 Form Field List (W8FFLST) page is used to configure the various lists that are a part of the IRS W-8 Forms. The W-8 Form Field table uses the records configured on this table to generate the appropriate list values for the List ID fields, which are the fields on the W-8 Form Field page that have a Data Type of *List*.

Protest and Post Award Dispute Tracking Setup

The Protest (PRTST) page serves as the central repository to track protest and post award disputes in CGI Advantage. Refer to the "Protest and Post Award Dispute Tracking" topic for information on how protests and disputes can be tracked in CGI Advantage. This tab includes information on the reference tables that provide input to the PRTST page. Information is also included on setting up the PRTST page.

- Protest Action (PACTN)

- Protest Action Template (PTMPL)

- Protest Type (PRTSTTYP)

- Protest (PRTST)

Protest Action

The Protest Action (PACTN) page defines the list of actions that can be assigned by the buyer to a Protest record on the Protest page. When an action is recorded on the Protest page, the **Days Required for Completion** field from this table is used to infer the value for the **Estimated Completion Date** field.

Estimated Complete Date = (Current System date + Number of calendar days recorded in the Days Required for Completion field).

When an action is recorded on the Protest page, the **Days before Buyer Alert** field from this table is used to infer the value for the **Alert Days** field.

On the Protest Action Template page, you can create Protest Action Templates by grouping individual Actions from this page.

Protest Action Template

The Protest Action Template (PTMPL) page allows a buyer to create Protest Action Templates by grouping individual Actions from the Protest Action table. Creating and saving Action Templates allows the buyer to group actions that are frequently used together. The buyer can select the template in the Protest Action Template field on the Protest tab of the Protest table in Edit/Create mode. All Actions associated with the selected template are automatically added to the Actions tab of the Protest record after selecting Save.

Protest Type

The Protest Type (PRTSTTYP) page allows you to define the list of Protest Types that can be selected by buyers on a protest record. The Protest Type value is used for reporting purposes only and has no associated functionality in the system.

Protest

The Protest (PRTST) page serves as the central repository to track protest and post award disputes in CGI Advantage. The page can be accessed via Global Search or by clicking the **Protests** row-level action on the Procurement Management page. On newly inserted records, transaction reference information is required to infer the associated procurement folder information. The most current, final version of the SO, PO, MA, PE and TM Transaction Types can be referenced on the Protest page. Since multiple protest/disputes can be entered against a procurement folder the system automatically generates a unique Protest ID for each record on the page.

- When accessed from the Procurement Management page, this page is pre-filtered to only display protest and dispute tracking records related to the Procurement Folder that was selected on Procurement Management, including historical procurement folders. Newly inserted records are pre-populated with the Procurement Folder, Procurement Title, Procurement Type ID, Procurement Type, Buyer, and Buyer Team of the associated Procurement Folder on Procurement Management.

- When accessed from Page search, all protest and dispute records related to non-historical procurement folders are displayed on the PRTST page. On newly inserted records, the Procurement Folder is inferred from the entered transaction reference information (Transaction Code + Doc Dept + Transaction ID) and the Procurement Type ID, Procurement Type, Buyer, and Buyer Team are inferred from the associated Procurement Folder.

The buyer should complete all applicable fields on the Protest tab. The Buyer should manually select a value in the **Protest Status** field to indicate the status of the protest/dispute. Each Protest Status has a hidden **Final** indicator that indicates whether the protest/dispute has reached a "final" resolution. If a transaction is being processed that references a Procurement Folder that has one or more outstanding protests/disputes (that is, the Final indicator is not selected), then an overrideable error is issued. The following table lists each Protest Status value and indicates whether the Final indicator is selected for that value.

Protest Status	Final
Intent to Protest	
Initiated	
In Progress	
Withdrawn	Yes
Denied	Yes
Sustained	Yes
Resolved	Yes

An overrideable error message is issued on the PO, MA, PR and MD Transaction Types to alert users that the transaction has one or more outstanding protests/disputes. A protest/dispute is considered outstanding if the Protest Status does not have the Final indicator selected (that is, *Intent to Protest*, *Initiated*, and *In Progress*). The Status History tab maintains the history of the Protest Status.

If the **Protest Action Template** field is populated on the Protest tab, then all Actions associated with the template are automatically added to the Actions tab. You can manually change the information inferred from the template. You can remove actions added by the template, and you can manually add Actions to the Actions tab by selecting valid Actions from the **Action** pick list. If the value in the Protest Action Template field is changed, then all existing actions associated with the template, and all manually added actions are deleted from the Actions tab. However, if at least one action has been completed (that is, the Completed flag is Yes on the Actions tab), then a change to the Protest Action Template field is prohibited and any additions/deletions must be done from the Actions tab.

The Action field provides a pick to the Protest Action table. When an action is recorded on the Protest tab, the **Days before Buyer Alert** field from the Protest Action table is used to infer the value for the **Alert Days** field. When an action is recorded on the Protest tab, the **Days Required for Completion** field from the Protest Action table is used to infer the value for the **Estimated Completion Date** field.

> Estimated Completion Date = (Application System Date + number of calendar days recorded in the Days Required for Completion field on the Protest Action page).

The Action records are added to the Action tab upon Save.

The Protest Action Alerts batch process sends alerts to buyers and buyer teams regarding incomplete protest actions that are flagged for an alert. An alert is sent if <u>all</u> of the following are true:

- A Protest Action record has an Alert Date that is equal to or less than the current system date. (Note: The batch job calculates the Alert Date, and it is not visible on the Protest page. Alert Date = Estimated Completion Date – Alert Days), AND

- The value selected in the Protest Status field does not have the Final indicator selected, AND

- The Completed flag has not been selected for a Protest Action record, AND

- The Issue Alert flag is selected.

Refer to the "Protest Action Alerts" run sheet in the *Procurement Run Sheets* guide for more information.

Buyers can upload documentation related to the proceedings by selecting the **Attachments** action on the Protest tab.

When a new protest record is saved, a **Protest Filed?** flag is checked on the Procurement Management page indicating that a protest has been filed for the associated Procurement Folder. The Protest Filed? flag is automatically unchecked if all Protest records associated with the Procurement Folder on the Protest page have been deleted.

If the **Procurement Security** (PROC_SECURITY) parameter on the Application Parameters page is *true* then only the following users may update the Protest record: the related Procurement Folder's Buyer, member of Buyer Team, Manager or Member of Management Team, or any user that is identified as a Procurement Administrator on the Procurement User page. If the Procurement Security parameter on Application Parameters is *false*, then a Manager can make the changes or if no buyer is assigned then anyone can make changes.

The Protest page can also be used to capture agency initiated complaints against a vendor or a specific vendor contract. You may enter records onto this page in two ways; either via submitting a Performance Evaluation (PE) transaction or through manually entering the record on this table. If the record is created through a PE transaction, all the required data is inferred from the PE transaction upon submission of the PE transaction to Final. If the record is created manually, then you must manually enter all the required data.

If a record is added to the Protest table (either manually or via the PE transaction), with the Complaint Email Type field populated, then the system infers the corresponding Email/Letter Type from the Email/Letter Generation (ELGT) table and creates two records on the Manage Email Letter Generation (EMAIL) table. The first record created on the EMAIL table is used to send a message to the vendor against whom the complaint is registered, while the second record is used to send a message to the agency who has registered the complaint against the vendor.

Advanced - Batch Processing

The Procurement area has many batch and chain jobs. Please refer to the appropriate topic below for a list of all batch and chain jobs. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the *CGI Advantage Financial - Procurement Run Sheets* guide or other guide as indicated by the Batch Catalog Section column in the following topics.

- Batch Jobs

- Chain Jobs

- Report Jobs

Batch Jobs

The batch jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage Financial - Procurement Run Sheets.*

Job Name	Description	Batch Catalog Section
Agreement Renewal Notification	This job issues alerts to the Buyer or any member of the Buyer Team assigned to a Master Agreement or Contract transaction in order to notify users when a Master Agreement or Contract is expired. Notifications can also be sent at a specified number of days prior to the Master Agreement or Contract Expiration Date.	Procurement
Assembly Request Cleanup	The Assembly Request Cleanup process deletes records from the Assembly Request table (R_ASEM_REQ) as well as the matching entries on the Batch Job tables (BS_AGENT, BS_AGENT_LOG, and BS_AGENT_PARM) that are selected based on the items in the parameter tab.	Procurement
Catalog Indexing	The Shopper (SHOP) page allows users to enter a single search value and search against multiple columns on various source data objects. In order to accomplish this, the Catalog Indexing batch job adds a special index to each table that needs to be included in the search. Please note: This job is not applicable when the database platform is IBM DB2 UDB because DB2 Net Search Extender (NSE) Administration commands cannot be directly called from an application. Please consult your System Administrator to inquire about the database update index task schedule and/or to request for the updates to be effected before the next scheduled iteration.	Procurement

Catalog Load Process	This job loads the vendor's catalog file to the Catalog Maintenance table, and then attaches the Catalog File to the Master Agreement Commodity Line. The job also unzips all Catalog Picture files and attaches them as individual records to the Agreement Catalog Picture Attachment table and then attaches the zip file to the Master Agreement Commodity Line. Refer to the "Catalog Management" topic for more information on the Catalog functionality.	Procurement
Close Buysense PO's	This job closes buysense purchase orders so that a procurement-only environment can archive these purchase orders.	Procurement
Close Expired Agreement	Used to close Master Agreements that have expired before the date indicated in the **Expiration Date** parameter for the job.	Procurement
Contract Copy	This batch job copies Contract (CT) transactions using the baseline transaction copy command. It selects CT transactions to copy based on the selection criteria passed in the job parameters.	Procurement
Deliver Ariba Information	This job sends XML files and catalog CIF files to buysense.	Procurement
Transaction Assembly	The Assembly functionality is available on the SO, PO, and MA Transaction Types. This process assembles specific transaction tabs, all of the attached Terms and Conditions, and all of the Supporting Transactions attached to the transaction within a single formatted PDF transaction. The Assembly Process may be executed during the transaction's Draft, Pending or Final phase on demand and it is executed automatically when the procurement transaction is submitted to final.	Procurement
Headquarters Unique ID Cleanup	This job manages auto-generated Address ID and Contact ID sequence numbers by Headquarters Account. This job removes all unused Headquarter IDs.	Procurement
Insurance Expiration Notification	This job sends a notification email to the appropriate buyer when a record on the Insurance Certificate table is about to expire or has expired.	Procurement
Master Agreement copy	This batch job copies Master Agreement (MA) transactions using the baseline transaction copy command. It selects MA transactions to copy based on the selection criteria passed in the job parameters.	Procurement
Milestone Alerts	This job sends alerts to procurement buyers and managers according to the milestone rules on the Milestone table. The	Procurement

	process searches for uncompleted milestones in open procurements when the Milestone rules indicate alerts are to be sent and the uncompleted milestone's Expected Completion Date meets the "number of days" threshold set for the buyer/buyer team or for the manager.	
Process MA Pending Table	This job assesses all pending Master Agreement Orders and Expenditures from the Pending Table against the specified MA. The process retrieves the records from the Pending table and updates the corresponding components on the MA.	Procurement
Procurement Folder Historical Update	This job sets the **Historical Procurement Folder** field to *Yes*, based on user defined parameters. The **Run Mode** parameter indicates whether the selected records are updated in the system or only listed in a report. Valid values are: 1 – "Report" or 2 – "Update".	Procurement
Protest Action Alerts	This job sends alerts to buyers and buyer teams regarding incomplete protest actions that are flagged for an alert. Refer to the "Protest and Post Award Dispute Tracking Setup" topic for information on setting up the Protest tables. An alert is sent if all of the following are true: • A Protest Action record has an Alert Date that is equal to or less than the current system date. (Note: The batch job calculates the Alert Date, and it is not visible on the Protest page. Alert Date = Estimated Completion Date – Alert Days) • The value selected in the Protest Status field does not have the Final indicator selected. • The Completed flag has not been selected for a Protest Action record. • The Issue Alert flag is selected.	Procurement
Renew Agreements	This job creates modification Master Agreements (MA) and Contract (CT) for all Renewals (RN) effective on a given date.	Procurement
Update Department on Buyer and Manager Table	When a user's home department is changed on the User Information (SCUSER) page in the Admin application, this job updates the Buyer (BUYR) and Manager (MANG) tables with the new home department value.	Procurement
Vendor Complaint Tracking	This job is used as part of the Protest area. This job determines which Vendors have failed to respond to the complaint and issues follow up notifications for them.	Procurement

Commodity and Stock Item Deactivation	This job is used to deactivate commodities that have been marked for de-activation on the Commodity table.	Procurement
Automated Volume Discount	This job is used to automatically create a new Draft Modifications of the MA transaction type based on the Auto-Volume Discount Information. This job first updates the Net Paid to Vendor based on the MA Pending Total (R_MA_PEND_TOT) records created by the AD/EFT and MD transactions. If the Net Paid to Vendor is increased beyond a volume discount tier threshold amount a trigger will be inserted to the new Volume Discount Trigger (VOL_DISC_TRIG) table. The job will then look at the VOL_DISC_TRIG table and create a new draft of the MA transaction with the volume discount amounts calculated, email the procurement analyst who has issued the MA transaction type, and put the information for the new draft into a report.	Procurement

Chain Jobs

The chain jobs are listed alphabetically in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the jobs (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage Financial - Procurement Run Sheets.*

Job Name	Description	Batch Catalog Section
Matching Transaction	The Matching Transaction job initiates payments to Vendors when orders meet certain Matching criteria per commodity line item. This chain process generates and submits a Matching Payment Request (PRM), or Matching PR - Negative (PRN with an Inverse Reference Type), and/or Internal Matching Payment Request (PRMI). Each transaction code is created under a different situation. The most common, the PRM, is created when the Invoice and/or Receiver that was matched contain a Partial or Final Reference Type. The PRN is created when the Invoice matched contains an Inverse Reference Type. The PRMI is created when the vendor matched is marked as an Internal Account on the Vendor Customer table. Refer to the "PR Transaction Type" topic in the *CGI Advantage Financial - Accounts Payable User Guide* for more information on the Payment Request transactions.	Matching Manager

MA Batch Print	This chain job is a group of two batch jobs that work together to print Master Agreement Transaction Types based on the selection criteria passed as batch parameters.	Procurement
PO Batch Print	This chain job is a group of 3 batch jobs that work together to print Purchase Order Transaction Types based on the selection criteria passed as batch parameters and then create a report of the transactions which were printed.	Procurement

Report Jobs

The report job is listed in the below table and the last column indicates the location in the Batch Catalog. For detailed information on the job (such as when to run, input, output, and process parameters) refer to the associated run sheet in the following user guide: *CGI Advantage Financial - Procurement Run Sheets.*

Job Name	Description	Batch Catalog Section
Master Agreement Activity Report	This job generates a report that lists the total amount encumbered and expended for all active Master Agreements in a given fiscal year. The report can be generated in 2 modes: Summary (focusing on spending at the Contract and Vendor level), and Detail (focusing on spending at the more granular Commodity Line level).	Procurement

Advanced - Reports

Reports can be created from CGI Advantage Financial or they can be created from CGI infoAdvantage, if installed at your site. Refer to one of the following topics for more information.

- CGI Advantage Financial Reports

- CGI infoAdvantage

- CGI Advantage Insight

CGI Advantage Financial Reports

The major reports generated from CGI Advantage in the Procurement area are listed alphabetically in the below table. To learn more about the job that generates a specific report, refer to the *CGI Advantage - Procurement Run Sheets* guide.

Report Name	Description
Transactions Awaiting Archival Report	This report is generated by the Procurement Folder Historical Update job. The report lists the transactions that are linked to the Procurement Folders being marked as historical but are still present in the Transaction Catalog (that is, have not been archived).
Master Agreement Activity Report	This report is generated by the Master Agreement Activity Report job. The report lists the total amount encumbered and expended for all active Master Agreements in a given fiscal year. The report can be generated in 2 modes: Summary (focusing on spending at the Contract and Vendor level), and Detail (focusing on spending at the more granular Commodity Line level).
Procurement Archival Details Report	This report is generated by the Procurement Folder Historical Update Batch job. The report contains the list of all Procurement Folders, and each folder's child table records, that will be marked as historical (if the job is run in update Mode).
PO Print Registry Report	This report is generated by the PO Batch Print chain job. This reports lists the Purchase Order transactions that were printed by the chain job.
User Home Department updates to Buyer and Manager Table Report	This report is generated by the Update Department on Buyer and Manager Table job. The report displays all the old values and the updated new values for the Department field from the BUYR and MANG tables that are being updated.

CGI infoAdvantage

For sites that have implemented infoAdvantage, please refer to the below for the universe and report information specific to this functional area.

- Universes - Please refer to the *CGI_infoAdvantage_4_Financial_Universes_Guide* for more information on the universe that exists for this functional area.

- Reports - The sample reports and templates can be found under the CGI Resource Library link: https://sdc.cgi.com/aal/

CGI Advantage Insight

For sites that have implemented Insight, please refer to the below for the semantic model information specific to this functional area.

- Semantic Model - Please refer to the *CGI_Advantage_Insight_4_Semantic_Model_Guide* for more information on the model that exists for this functional area.

Advanced - Unique Features

The following functionality is only available for your site if the associated functionality is enabled. Please refer to each topic for more information:

- Authorization of Services

- Vehicle Maintenance Information

Authorization of Services

The Authorization of Services functionality in Advantage allows a site to require approval before authorizing disbursements for various services, including personal services, which are tied to specific Commodity Codes. This functionality is controlled by the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page. By default, this parameter is set as *false*. If a site wants to enable this functionality, then this parameter should be set to *true*. When set to *true*, this parameter allows a site to require approval before authorizing disbursements for various services including personal services, which are tied to specific Commodity Codes. When set to *false*, no approval is needed.

When the ENABLE_COMM_ASR parameter is set to *true*, the tables and fields mentioned in the following sections are available in the application, along with specific rules/edits:

- Transaction Information

- Authorization Setup

- Authorization Service Alert Process

- Historical Authorization Information

Transaction Information

If the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to *true*, then additional fields exist on the following transactions. Refer to the corresponding topic for more information.

- RQS and RQN Transactions

- PO and CT Transactions

- IN Transaction

- PRC and PRM Transactions

An entry exists on the Transaction Control (DCTRL) table for the following transaction, which is associated with the GR Transaction Type. As this transaction is specific to this feature, it will be set to inactive by default.

- Authorization Request (AUTHSRQ) Transaction

RQS and RQN Transactions

On the RQS and RQN transactions, if the selected Commodity Code is subject to Authorization approval (that is, the **Requires Authorization** check box is selected on the Commodity table), then the Commodity Code selected must be associated with a valid Authorization Number or the Authorization Exception field must be populated. If an Authorization Number does not exist on the Authorization (ASR) page for the Commodity Code and Department, then you must request a new Authorization Number. This request can be made directly on the Authorization page or by creating an Authorization Request (AUTHSRQ) transaction.

- The Authorization Number cannot be changed from one version to another. However, if the Authorization Number was blank in the previous version, you can populate in the subsequent version.

- The Service From and Service To dates entered on the transaction should be within the service dates on the Authorization table.

PO and CT Transactions

On the PO and CT transactions, if the selected Commodity Code is subject to Authorization approval (that is, the **Requires Authorization** check box is selected on the Commodity table), then the following applies:

- The Commodity Code selected must be associated with a valid Authorization Number or the Authorization Exception field must be populated. If an Authorization Number does not exist on the Authorization (ASR) page for the Commodity Code and Department, then you must request a new Authorization Number. This request can be made directly on the Authorization page or by creating an Authorization Request (AUTHSRQ) transaction.

- Once the transaction goes to *Final*, the transaction Line Amount will be added to the Expended Amount on the Authorization table for the associated Authorization Number.

- Upon finalization of a Modification PO, the delta amount (difference between the Final version and the Modification version), is added to the Expended Amount on the Authorization table. If the modification reduces the line amount, this will create a "negative delta" amount which, when added to the Authorization Expended amount will reduce that amount.

- Upon finalization of a Cancellation PO, the full line amount is removed (subtracted) from the Expended Amount on the Authorization table for each line and their referenced Authorization Numbers.

- The Authorization Number cannot be changed from one version to another. However, if the Authorization Number was blank in the previous version, you can populate in the subsequent version.

- The Service From and Service To dates entered on the transaction should be within the service dates on the Authorization table.

IN Transaction

On the Commodity tab of the IN transaction, if the selected Commodity Code is subject to Authorization approval (that is, the **Requires Authorization** check box is selected on the Commodity table), then the following fields exist: Authorization Number, Authorization Name, Authorization Exception Number, and

Authorization Exception Name. These fields are inferred from the referenced award transaction. Additionally, the IN transaction will perform the following validations:

- If the commodity code requires Authorization approval and is not State-wide or Non-Juris pre-authorized or has expired and the Authorization Number and Authorization Exception Number are blank, the system shall issue an overrideable error message that an Authorization approval code is required.

- If the Authorization Number is populated, the system shall perform multiple validations to ensure the Authorization Number entered on the PR transaction is valid and is appropriate for the IN transaction's Department, Unit, Commodity Code, Service Dates and is also active.

- The Authorization Number cannot be changed from one version to another. However, if the Authorization Number was blank in the previous version, you can populate in the subsequent version.

- The Service From and Service To dates entered on the transaction should be within the service dates on the Authorization table.

PRC and PRM Transactions

On the Commodity Component of the PRC and PRM transactions, if the selected Commodity Code is subject to Authorization approval (that is, the **Requires Authorization** check box is selected on the Commodity table), then the following fields exist: Authorization Number, Authorization Name, Authorization Exception Number, and Authorization Exception Name. These fields are inferred from the referenced award transaction. Additionally, the PR transaction will perform the following validations:

- If the commodity code requires Authorization approval and is not State-wide or Non-Juris pre-authorized or has expired and the Authorization Number and Authorization Exception Number are blank, the system shall issue an overrideable error message that Authorization approval code is required.

- If the Authorization Number is populated, the system shall perform multiple validations to ensure the Authorization Number entered on the PR transaction is valid and is appropriate for the PR transaction's Department, Unit, Commodity Code, Service Dates and is also active.

- The Authorization Number cannot be changed from one version to another. However, if the Authorization Number was blank in the previous version, you can populate in the subsequent version.

- The Service From and Service To dates entered on the transaction should be within the service dates on the Authorization table.

Authorization Request (AUTHSRQ) Transaction

The Authorization Request (AUTHSRQ) transaction belongs to the General Routing (GR) Transaction Type and exists as a record on DCTRL. Since most of this feature is enabled if the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to *true*, the DCTRL entry for this transaction is set to inactive. The AUTHSRQ transaction allows a buyer to request approval for a new Authorization Number based on dollar amount. When the AUTHSRQ transaction is submitted to *Final*, a record is inserted on the Authorization (ASR) table, and a new Authorization Number is created.

The AUTHSRQ transaction may also be used to update an existing Authorization record. An AUTHSRQ transaction can be created from the Transaction Catalog. By selecting the **View Latest Authorization** link from the row level Related Actions menu on the Authorization (ASR) page, the highest version number transaction will be opened and updates can be made for an existing Authorization record. Any changes made on the AUTHSRQ transaction will update the Authorization page when the AUTHSRQ is submitted to *Final*. An error is issued when the Current Authorization Number field is updated on the modification version of the AUTHSRQ transaction.

The Authorization Request (AUTHSRQ) Transaction Code contains the same sections as the General Routing (GR) Transaction Code. Please refer to the General Routing (GR) "Header" topic for information shared between the AUTHSRQ and GR. Only the differences between the AUTHSRQ and GR are listed below:

- The Header section of the AUTHSRQ contains the following fields, which do not exist on the GR transaction. The following fields are required if you are adding a new record to the ASR page:

- Commodity Code

- Service From

- Service To

- Positions Eliminated

- Employees Affected

- Re-Employ

- Authorization Name

- Requesting Department

- Adjustment to Authorized Amount

- Funding Source

- SPC/IC

- Union/NERE Code 1

- Notification Date 1

If the Union/NERE Code 2, Union/NERE Code 3, Union/NERE Code 4, or Union/NERE Code 5 fields are populated, then the corresponding Notification Date field is also required, and vice versa.

- If you are updating an existing record on the ASR page, then the following field is required:

- Current Authorization Number

- The following fields are protected on the ASR page:

- Original Authorized Amount

- Current Authorized Amount

- Authorized Amount

- The following fields are removed from the Header section of the AUTHSRQ page, which exists on the GR transaction:

- Status

- The following fields are renamed on the Header section of the AUTHSRQ page, which exists on the GR transaction.

- Transaction Name to Nature of Service

- Transaction Description to Justification for Standard(s)

Authorization Setup

If the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to *true*, then setup is required on the following tables.

- Commodity (COMM)

- Authorization (ASR)

Commodity

If the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to *true*, then the following fields are available on the Commodity (COMM) table.

- The **Requires Authorization** check box should be selected if the Commodity Code requires approval. If this check box is selected, then a record must exist on the Authorization (ASR) page for the selected Commodity Code.

- The **Requires Pre-Authorization** check box should be selected if the Commodity Code has been pre-authorized.

- The **Non-Jurisdiction** check box should be selected if the Commodity Code is outside jurisdiction.

- The **Authorization Active To Date** can only be populated if the **Requires Pre-Authorization** or **Non-Jurisdiction** check boxes are selected.

Refer to the "Commodity" topic for additional information about the Commodity table.

Authorization

The Authorization (ASR) page allows Buyers to track valid authorizations as well as the expenditures made against them. This page is only used if the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to *true*. By default, the Searchable flag for the ASR record on Application Page Registration (APGS) is not checked; therefore, the page cannot be accessed via the Global Search functionality, unless that setting is changed. Records can be manually added to this page (if authorized) or records can be added by an Authorization Request (AUTHSRQ) transaction. Records can be updated directly on this page, or the AUTHSRQ transaction can update existing records on this page. By selecting the **View Latest Authorization** link from the row level Related Actions menu on the Authorization (ASR) page, the highest version number transaction will be opened. If no Authorization Request ID is available on the ASR table, clicking the **View Latest Authorization** link will issue an error. The required modifications can be entered on the AUTHSRQ transaction, and then once it is submitted to *Final*, the corresponding record on the Authorization page is updated.

The following fields are required, if creating a new record on this page:

- Commodity Code

- Department

- Service From

- Service To

- Category

- Sub Category

- Authorized Amount

- Positions Eliminated

- Employees Affected

- Re-employ

- Funding Source

- SPS/IC

- Union/NERE Code 1

- Notification Date 1

- Nature of Service

- Justification for Standard(s)

If the Union/NERE Code 2, Union/NERE Code 3, Union/NERE Code 4, or Union/NERE Code 5 fields are populated, then the corresponding Notification Date field is also required, and vice versa.

Authorization Exception

The Authorization Exception (ASRE) page allows you to set up exception records that can be used on other pages in Advantage to bypass a commodity that is flagged as requiring Authorization approval (that is, the Requires Authorization check box is selected on the Commodity table). This page is only used if the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to *true*. By default, the Searchable flag for the ASRE record on Application Page Registration (APGS) is not checked; therefore, the page cannot be accessed via the Global Search functionality, unless that setting is changed.

Authorization Service Alert process

The Authorization Service Alert process will select records from the Authorization page where the Service To date is within the specified number of days to create an alert for the expiring soon authorization records. The process will issue alerts to the requestor of the Authorization Request transaction or the creator of the Authorization record on the Authorization (ASR) page. Refer to the *CGI Advantage Procurement Run Sheets* guide for more information on the "Authorization Service Alert" process.

Historical Authorization Information

The Historical Authorization Information (ASRHIST) inquiry allows you to search for specific information related to Authorization transactions. By entering specific search criteria in the Filters section and selecting the Apply action, results of your query are then displayed in the Results tab of the page. Only final RQ, PO, IN, PR, and AUTHSRQ transactions that have an Authorization number populated are displayed on the ASRHIST page. In addition to querying the history of authorizations, you may also download the results to an excel spreadsheet using the Export > Viewable Columns, Export > Available Columns, Export All > Viewable columns or Export All > Available columns actions. Refer to the "Export Grid Results to CSV" topic in the *CGI Advantage Page/Table User Guide* for detailed instructions on how to export the results to a CSV file and how to use an import wizard to open the file in Microsoft Excel. You can also transition to other transactions for more information related to the authorization for which you are searching. This page is only used if the Authorization of Services (ENABLE_COMM_ASR) parameter on the Application Parameter (APPCTRL) page is set to true. By default, the Searchable flag for the ASRE record on Application Page Registration (APGS) is not checked; therefore, the page cannot be accessed via the Global Search functionality, unless that setting is changed.

This page is divided into the following areas:

› **Filters Section**

The following are some general rules that apply to the Filter section of the ASRHIST page:

This section supports wildcard searches for all fields.

Multiple values can be entered in all fields by separating the values with a comma.

The following Transaction Types are included when querying authorization transactions on this page:

- GR (only AUTHSRQ transaction code)

- RQ

- PO

- PR

- IN

› **Results Section**

After you have entered your search criteria and clicked the Apply link, the search results are displayed in a grid at the bottom of the page.

The number of records displayed on each page in the grid is limited. To view additional records in the results, click on the First, Previous, Next and Last links. You can also sort the results in the grid. Initially, records are sorted by Transaction Date (descending). Column sorts are allowed on the following fields:

- Authorization Number

- Transaction Commodity

- Transaction Code

- Transaction Department

- Transaction Unit

- Transaction Service From

- Transaction Service To

- Transaction Date

Certain transactions will not contain all data in the Results section of the page. If the transaction does not contain the data, the fields will remain blank.

Displayed Fields:

- Authorization Number - The Authorization Number for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Authorization Name - The Authorization Name for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Commodity - The Commodity for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction - This column includes the Transaction Code, Transaction Department, and Transaction ID. All transactions and referenced transactions contain a link to open the latest version of the transaction and view the transaction details. When you close the transaction, you are taken back to where you were when you left the ASRHIST page. For example, if you were on the second page of the results when the transaction link was selected, you will be taken back to the second page of the results when you close out of the transaction. If you click on a transaction link for a transaction that has been archived, an error message is received, indicating that the transaction cannot be opened.

- Transaction Code - The Transaction Code for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Department - The Transaction Department used for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Unit - The Transaction Unit used for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Version - The Transaction Version for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Function - The Transaction Function for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ). Example: Final, Modification and so on.

- Transaction Date - The Record Date on the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Vendor Line - The Vendor Line Number for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Commodity Line Number - The Commodity Line Number for the selected transaction (RQ, PO, IN, and PR). This column is blank for transactions that do not have a commodity line.

- Transaction Commodity - The Commodity for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Line Amount - Transaction amount on grid for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ). For transactions without accounting lines (for example, IN) the amount will reflect the Item Total for the selected Vendor Line and Commodity Line. For transactions with accounting lines, the amount will reflect the Line Amount for the selected Vendor Line and Commodity Line. For transaction without vendor or commodity lines, the amount will reflect the Adjustment to Authorized Amount for the selected transaction.

- Transaction Service From - The Service From date for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Transaction Service To - The Service From date for the selected transaction (RQ, PO, IN, PR, and AUTHSRQ).

- Original Requested Amount - The Original Requested Amount is for the amount authorized for the selected authorization. This field is populated from the ASR page. When the new AUTHSRQ transaction is created, the Original Requested Amount is populated.

- Authorized Amount - The Authorized Amount is for the amount authorized for the selected authorization. This field is populated from the ASR page.

- Expended Amount - The Expended Amount for the selected authorization. On the ASR page, this is sum of all the amounts from the RQ, PO, and PR transactions.

- Open Amount - The Open Amount for the selected authorization. On the ASR page, this is calculated field. Open Amount = Authorized Amount minus (-) Expended Amount.

Vehicle Maintenance Information

The ability to track vehicle maintenance information is available in various procurement and inventory transactions. Specifically, the following fields in the accounting distribution and accounting lines of the Purchase Order (PO), Requisition (RQ), SN (Stock Return), SRQ (Stock Request), and OC (Over-the-Counter Stock Issue) transaction types exist to support transactions related to vehicle maintenance for a client's fleet of vehicles:

- Repair Order Number
- Shop Number

- Job Code / Vehicle Equipment Number

These fields must be made visible in the applicable transaction(s) in order to be used. Data entry of these fields at the accounting distribution level is recommended if there are multiple commodity lines because you can enter the data once and efficiently distribute to all accounting lines.

The vehicle maintenance information can be made required for specific combinations of Department, Fund, and Appropriation Unit. If those values entered in the transaction's accounting line match the values specified in the following three related records in the Application Parameters (APPCTRL) page, the Repair Order Number field is required:

- Department list for Vehicle Maintenance fields (VMS_DEPT_LST)

- Appr Unit list for Vehicle Maintenance fields (VMS_APPR_UNITS)

- Fund list for Vehicle Maintenance fields (VMS_FUND_LST)

There are no other edits related to these fields except that, if Repair Order Number is populated, the value must be at least 6 digits. If applicable, this vehicle maintenance information can then be exported to an external vehicle management system.

- The same three fields were also added to the accounting distribution line on the same transaction types. This way, they will be entered once and inferred to accounting lines.

- Fields are delivered as *Tertiary*, and Configure Page (DESIGNER) can be used to display them.

- Added three VMS-related parameters to the Application Parameters (APPCTRL) page to respectively define the Departments, Appropriation Units, and Funds that may use the VMS fields.

Frequently Asked Questions

This topic contains a list of frequently asked questions and answers for the Procurement area.

› How is the Buyer/Buyer Team assigned to a Procurement?

Please refer to the "Buyer Logic" topic in this user guide for details on how the Buyer or Buyer Team is assigned to a Procurement.

› How is Freight recorded on transactions?

Please refer to the "Freight" tab in this user guide for details on how to record Freight on award, invoice and payment request transactions.

› How do I change a vendor's Headquarter?

Please refer to the "How to Change a Vendor's Headquarter" tab in this user guide for details on how to change a vendor's assigned Headquarter.

Appendix

This topic contains the following appendices:

- Appendix A: Oracle Database Special Characters and Reserved Words

- Appendix B : Microsoft SQL Server Database Special Characters and Reserved Words

- Appendix C: Including Images within the Transaction Assembly Process

- Appendix D: List of Delivered Procurement Forms

Appendix A: Oracle Database Special Characters and Reserved Words

The Override Advanced Shopper Search Syntax (SHOP_OVERRIDE_ADV_SEARCH_SYNTAX) parameter on the Application Parameters page, when set to *True*, is used to define the logic used in the Shopper (SHOP) page for the 'Search For' search string. For an Oracle database, upon searching, the system captures any instance of an asterisk (*) in the search string and replaces it (in the background) with the % symbol before submitting the query to the database. For example, if you search for *PAPER*, the system submits the query as %PAPER%. In addition, the system looks at the Shop Search Characters to Escape (SHOP_SEARCH_ESCAPE_CHARS) parameter to identify the characters that should be escaped in the search string. For example, if you enter a value of "!%$-&", the system will escape all five characters, !, %, $, -, &. The system inserts a backslash (\) character in front of any character listed in SHOP_SEARCH_ESCAPE_CHARS parameter which is found in the SHOP 'Search For' search string. For example, if you search for TEST-DOC-MA, the system submits the query as TEST\-DOC\-MA.

Sources	http://docs.oracle.com/cd/E11882_01/text.112/e24436/cqspcl.htm#i1006256		
Reserved Word	**Reserved Character**	**Operator**	**Expanded Information**
ABOUT	(none)	ABOUT	to search for transactions that are about soccer: 'about(soccer)'
ACCUM	,	Accumulate	to search for at least one occurrence of the query terms with assigned weights for relevancy
AND	&	And	to search for at least one occurrence of each of the query terms
BT	(none)	Broader Term	to expand a query to include the term defined in the thesaurus as a broader term for term
BTG	(none)	Broader Term Generic	to expand a query to include all terms defined in the thesaurus as broader generic terms for term

BTI	(none)	Broader Term Instance	to expand a query to include all the terms defined in the thesaurus as broader instance terms for term
BTP	(none)	Broader Term Partitive	to expand a query to include all the terms defined in the thesaurus as broader partitive terms for term
EQUIV	=	Equivalence	to specify an acceptable substitution for a word in a query
FUZZY	?	fuzzy	to expand queries to include words that are spelled similarly to the specified term
(none)	{}	escape characters (multiple)	to escape a string of characters or symbols such that everything inside a set of braces is part of the escape sequence; escaping a single character causes the escaped character to become a separate token in the query; use }} to include the close brace in the expression
(none)	\	escape character single	to escape a single character or symbol such that only the character immediately following the backslash is escaped; use \\ to indicate the backslash character
(none)	()	grouping characters	to group terms and operators found between the characters
(none)	[]	grouping characters	to group terms and operators found between the characters but to prevent penetrations for the expansion operators (fuzzy, soundex, and stem)
HASPATH	(none)	HASPATH	to find all XML transactions that contain a specified section path; index must be created with the PATH_SECTION_GROUP for the operator to work.
INPATH	(none)	INPATH	to do path searching in XML transactions; index must be created with the PATH_SECTION_GROUP for the operator to work.
MINUS	-	MINUS	to search for transactions that contain one query term such that the presence of a second query term causes a lower search rank
NEAR	;	NEAR	to return a search score based on the proximity of two or more query items; higher scores result from query items that are physically closer together

NOT	~	NOT	to search for transactions that contain one query and not another
NT	(none)	Narrower Term	to expand a query to include all the lower level terms defined in the thesaurus as narrower terms for term
NTG	(none)	Narrower Term Generic	to expand a query to include all the lower level terms defined in the thesaurus as narrower generic terms for term
NTI	(none)	Narrower Term Instance	to expand a query to include all the lower level terms defined in the thesaurus as narrower instance terms for term
NTP	(none)	Narrower Term Partitive	to expand a query to include all the lower level terms defined in the thesaurus as narrower partitive terms for term
OR	|	OR	to search for transactions that contain at least one occurrence of any of the query items
PT	(none)	Preferred Term	to replace a term in a query with the preferred term that has been defined in a thesaurus for the term
RT	(none)	Related Term	to expand a query to include all related terms that have been defined in a thesaurus for the term
(none)	$	stem	to search for terms that have the same linguistic root as the query term
(none)	!	soundex	to expand queries to include words that have similar sounds
SQE	(none)	Stored Query Expression	to call a stored query expression created with the CTX_QUERY.STORE_SQE procedure
SYN	(none)	Synonym	to expand a query to include all the terms that have been defined in a thesaurus as synonyms for the specified term
(none)	>	threshold	at the expression level to eliminate transactions in the result set that search score below a threshold number; at the query term level to select a transaction based on how a term scores in the transaction

TR	(none)	Translation Term	to expand a query to include all defined foreign language equivalent terms
TRSYN	(none)	Translation Term Synonym	to expand a query to include all the defined foreign equivalents of the query term, the synonyms of query term, and the foreign equivalents of the synonyms
TT	(none)	Top Term	to replace a term in a query with the top term that has been defined for the term in the standard hierarchy (BT, BT) in a thesaurus
(none)	*	weight	to multiply the search score by a given factor for a query item
(none)	%	wildcard character (multiple)	to specify that any characters can appear in multiple positions represented by the wildcard
(none)	_	wildcard character (single)	to specify a single position in which any character can occur
WITHIN	(none)	WITHIN	to narrow a query down into transaction tabs (zone tabs, field tabs, attributes tabs, sentence tabs, or paragraph tabs)0
There are different groups of precedence orders.			
	Precedence order #1 (operators)		
		EQUIV (=)	
		NEAR (;)	
		weight (*), threshold (>)	
		MINUS (-)	
		NOT (~)	
		WITHIN	
		AND (&)	

		OR (|)	
		ACCUM (,)	
	Precedence order #2 (operators and characters)		
		Wildcard Characters	
		ABOUT	
		stem ($)	
		Fuzzy	
		soundex (!)	
	Precedence order #3 (other operators)		
		no sense of precedence	
Precedence can be altered by using the grouping characters: (,), [, and].			
	w1 & w2 | w3 as opposed to w1 & (w2 | w3)		

Appendix B: Microsoft SQL Server Database Special Characters and Reserved Words

The Override Advanced Shopper Search Syntax (SHOP_OVERRIDE_ADV_SEARCH_SYNTAX) parameter on the Application Parameters page, when set to *True*, is used to define the logic used in the

Shopper (SHOP) page for the 'Search For' search string. For a SQL Database, upon searching, the system appends double quotes to each end of the SHOP 'Search For' text string before submitting the query to the database. For example, if you search for OFFICE SUPPLIES, the system submits that search query as "OFFICE SUPPLIES".

Source	http://msdn.microsoft.com/en-us/library/ms142571.aspx	
Special characters		
"		enclosed, to search for specific terms, such that "term1 term2" looks for occurrences this exact sequence of characters; vs. term1 term2 searches for term1 AND term2 within the text
*		multiple character wildcard with text enclosed in double quotation marks; "term*" searches for words that begin with the prefix term; "term1 term2*" searches for phrases that begin with the prefix term1 and then begin with the prefix term2
()		evaluation grouping
Boolean operators		
	AND	
	OR	
	AND NOT	
~	NEAR	to search for terms in close proximity to each other
Keywords		

|	FORMSOF(INFLECTIONAL, "term")	to search for all the different verb tenses of term or the singular and plural forms of term
	term WEIGHT(x)	to search for term with a weighting value of x, where x is between 0.0 (low) and 1.0 (high), inclusive, to specify the degree of importance for found instances of term

Appendix C: Including Images within the Transaction Assembly Process

Steps:

1. Create a word file or if you already have an .xml transaction (Word document saved as .xml using Microsoft Office Word 2003 or later) then you can use that .xml transaction.

2. If you have a picture, you must first insert it as a link to the transaction (using the Microsoft Word options "Insert-->Picture-->From File-->**Link to File**"). Do not insert objects directly into your transaction.
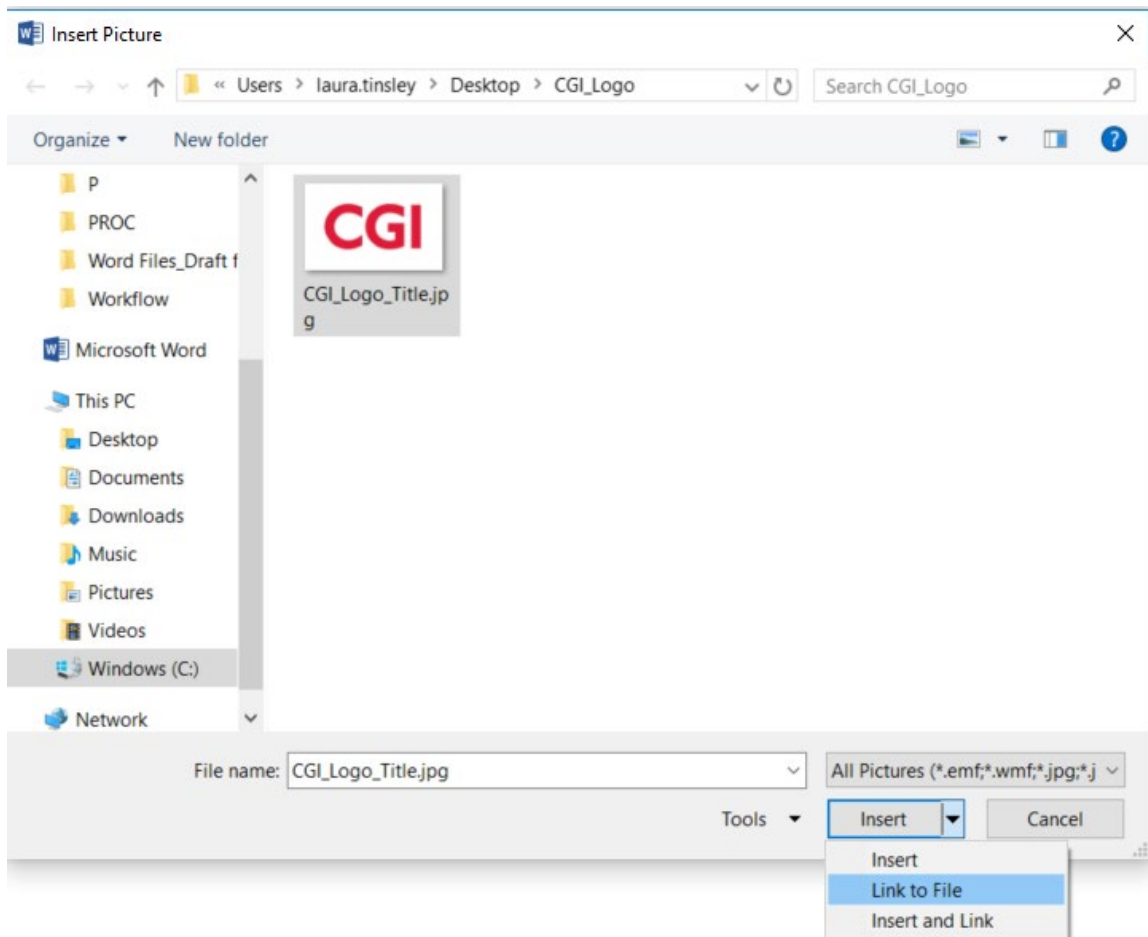
3. Save this word file as <transaction_name>.xml or if it is already .xml just save it.
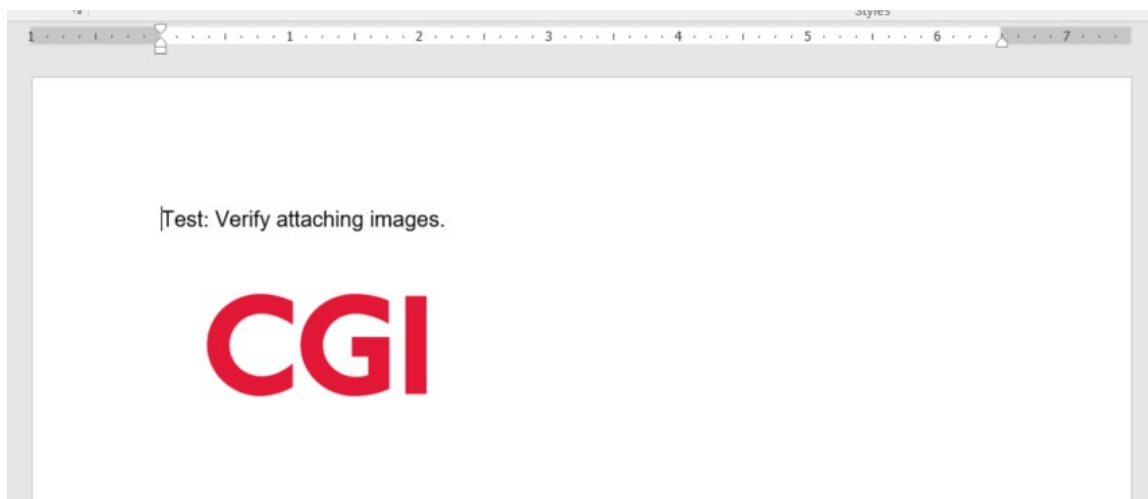
4. Upload the .xml file as an attachment to the T&C or Supporting Transactions component with an attachment Type of *Transaction XML*.

5. The picture file (.jpg or .gif file) should be uploaded as a separate attachment with an attachment type of *Image*.

    The image attachment and the .xml file (with the link) should be on the same transaction component (that is, T&C or Supporting Transactions).

6. Now Run the Assemble Transaction job (on Header).

7. Successful execution of the job will generate a PDF transaction on Header.

8. For attaching multiple images, you must insert images as **link** to .xml as described earlier. Multiple images can be uploaded in two ways:

    a. You can upload the image one by one as the normal procedure.

    b. Zip the images in <any filename>.zip and upload this zip file to the component (T&C or Supporting Transaction) with file type "Image(s) zipped".

    Attach ZIP file as File type "Image(s) zipped"

Appendix D: List of Delivered Procurement Forms

Some of the forms listed below can be initiated using the Assembly functionality, which allows users to generate an Adobe Acrobat version of the transaction on-demand when the Assembly Request link on the Header of the transaction is selected or the system automatically generates the PDF transaction when a transaction is processed with a Phase of Final. Before the Assembly functionality can be initiated, all CGI Advantage transactions that support the Assembly Process must first be defined and configured on the Assembly Configuration table in the Administration application. Please refer to the "Assembly Configuration" topic for more information. Note: You do not have to use the Assembly functionality to use

the new forms. Some of the forms can be printed by using the Print action on Final versions of the corresponding transaction.

Description	Form Name
MA_FORM_ADV	Master Agreement Form 1
PE_FORM_ADV	Performance Evaluation
PO_FORM_ADV	Purchase Order Form 2
PO_FORM_RECEIVER_ADV	Purchase Order-Buyer's Copy
PO_FORM_VENDOR_ADV	Purchase Order-Seller's Copy
RN_FORM_ADV	Renewal
RQ_FORM_ADV	Requisition
TM_FORM_ADV	Termination
DO_FORM_ADV	Delivery Order
MA_FORM_ADV2	Master Agreement Form 2
PO_FORM_ADV2	Purchase Order Form 2
RC_FORM_VEND	Return Items to Vendor