



SIMS eProcurement

Set up Guide

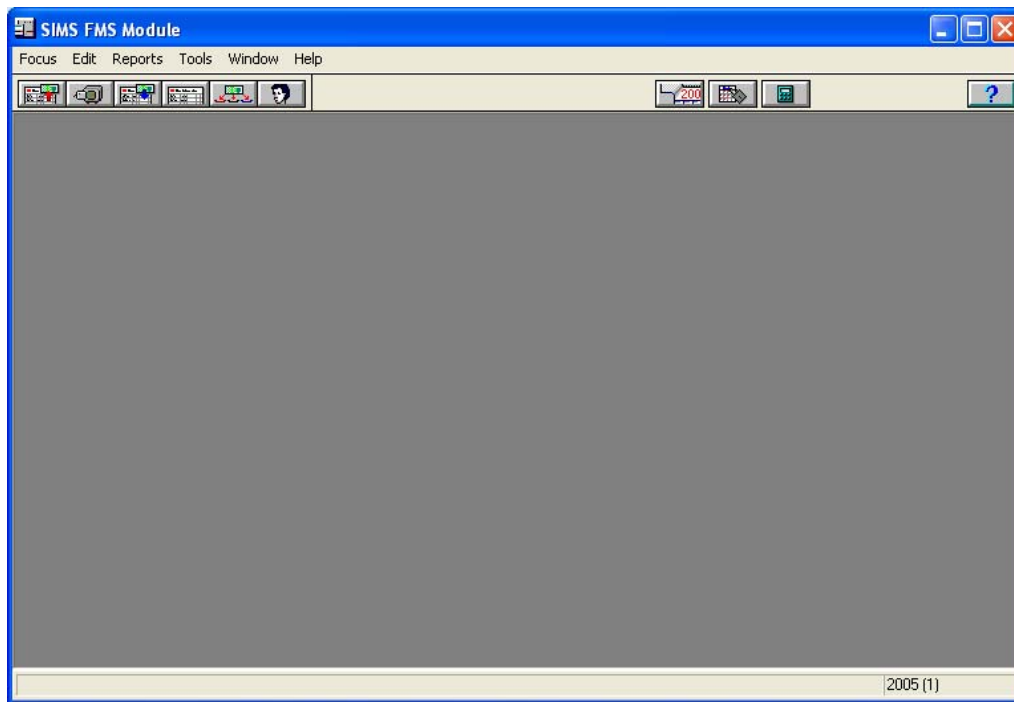
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1. Introduction

Before being able to take advantage of the SIMS eProcurement functionality it is necessary to perform some maintenance tasks within the SIMS FMS module. These instructions guide you through these tasks. The instructions assume you are using version 6.77 of SIMS FMS.

Start the SIMS FMS Module.



2. Establishment Details

From the tools menu select 'Establishment details'

Select tab 4: eProcurement

The screenshot shows the 'Establishment Details' dialog box with the 'eProcurement' tab selected. The dialog is divided into four tabs: '1: Basic Details', '2: Logo', '3: System Parameters', and '4: eProcurement'. The 'eProcurement' tab is active and contains three main sections:

- GENERAL:** Includes 'Transaction Currency' set to 'GBP' and 'System Language' set to 'en'.
- PUBLIC AND PRIVATE KEY ENCRYPTION:** Includes buttons for 'Generate Keys', 'View Public Key', and 'Export Public Key', along with a 'Generated On' field.
- IMPORT/EXPORT OPTIONS:** Includes a checkbox for 'Using Microsoft Outlook', an 'Outlook Profile Name' field, and 'Import Folder' and 'Export Folder' fields. The 'Import Folder' is 'd:\SIMSXML\theConsortium\in' and the 'Export Folder' is 'd:\SIMSXML\theConsortium\out'.

At the bottom of the dialog are 'Save', 'Cancel', and 'Help' buttons.

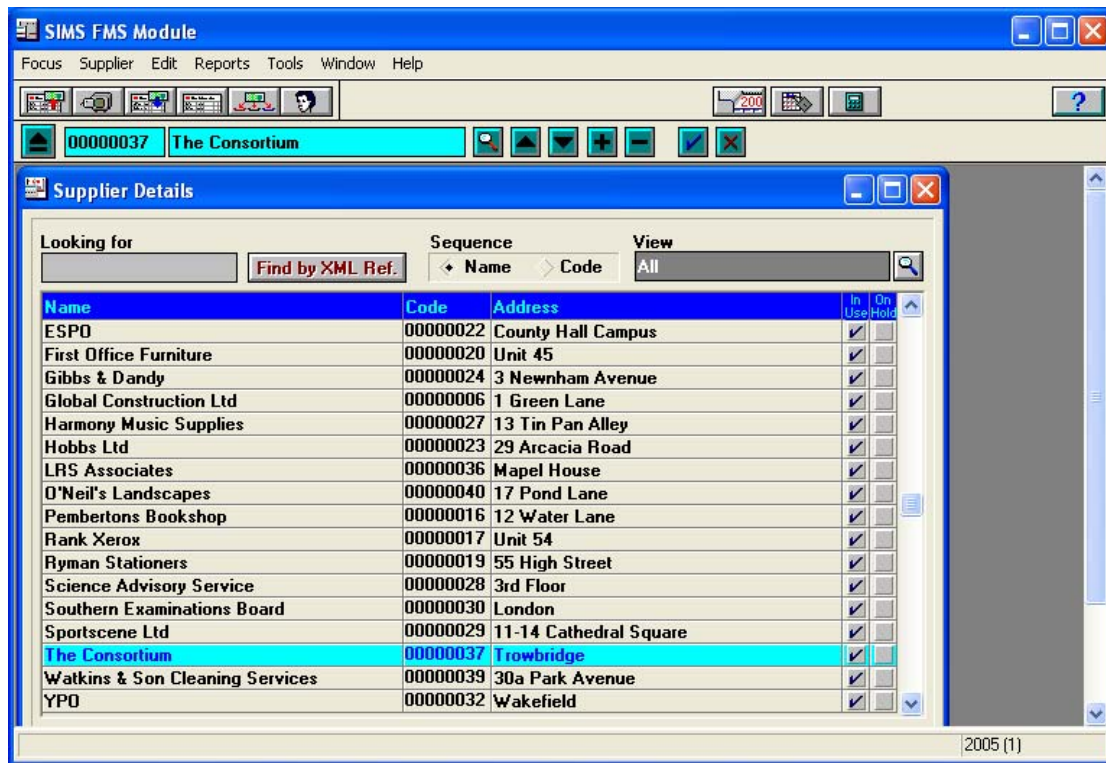
1. **Import Folder.** Enter the location of the folder where you will store the content orders received from the Consortium. This can be any folder on your PC. If the folder structure does not exist it will be created for you. The folder structure shown above could be used, but it is entered here just as an example.
2. **Export Folder.** Enter the location of the folder where you will keep orders prior to them being sent to the Consortium. This can be any folder on your PC. If the folder structure does not exist it will be created for you. The folder structure shown above could be used, but it is entered here just as an example.

Click the 'Save' button to save your changes

3. Supplier Details

From the Focus menu select Accounts Payable / Supplier.

Find the Consortium and double click to select



Select tab 1 - Basic.

The screenshot shows the 'Supplier Details' window in the SIMS FMS Module. The 'Basic' tab is selected, and the following information is visible:

- Name: The Consortium
- Date Opened: 1/04/2002
- VAT Registration No.: 639-7887-63
- Balance: 16.74
- Address: Trowbridge, Wiltshire
- Delivery Code: (empty)
- Delivery Terms: (empty)
- Account Number: C09510/000
- Contract Number: (empty)
- Credit Terms: 0 days
- Credit Limit: 0.00
- Min. Order: 0.00
- Order Method: X XML File
- In Use: In Use, On Hold
- Service: (empty)
- Unique Identifier: n/a, GLN, DUNs

1. **Account Number.** Enter your Consortium account number.
2. **Order Method.** Change the Order Method to 'X' (XML File).

Select tab 5 - eProcurement.

The screenshot shows a software window titled "SIMS FMS Module - [Supplier Details]". The window has a menu bar with "Focus", "Supplier", "Edit", "Reports", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is divided into tabs: "1: Basic", "2: Additional", "3: Catalogue", "4: Review", and "5: eProcurement". The "5: eProcurement" tab is selected and active. It contains three sections: "BASIC", "OPTIONS", and "ENCRYPTION".

BASIC

Purchasing Web Address:

e-mail Address Source 1:

e-mail Address Source 2:

e-mail Address Destination:

XML Supplier Reference:

OPTIONS

Copy XML File to e-mail Address

ENCRYPTION

Use File Encryption for Sending and Receiving

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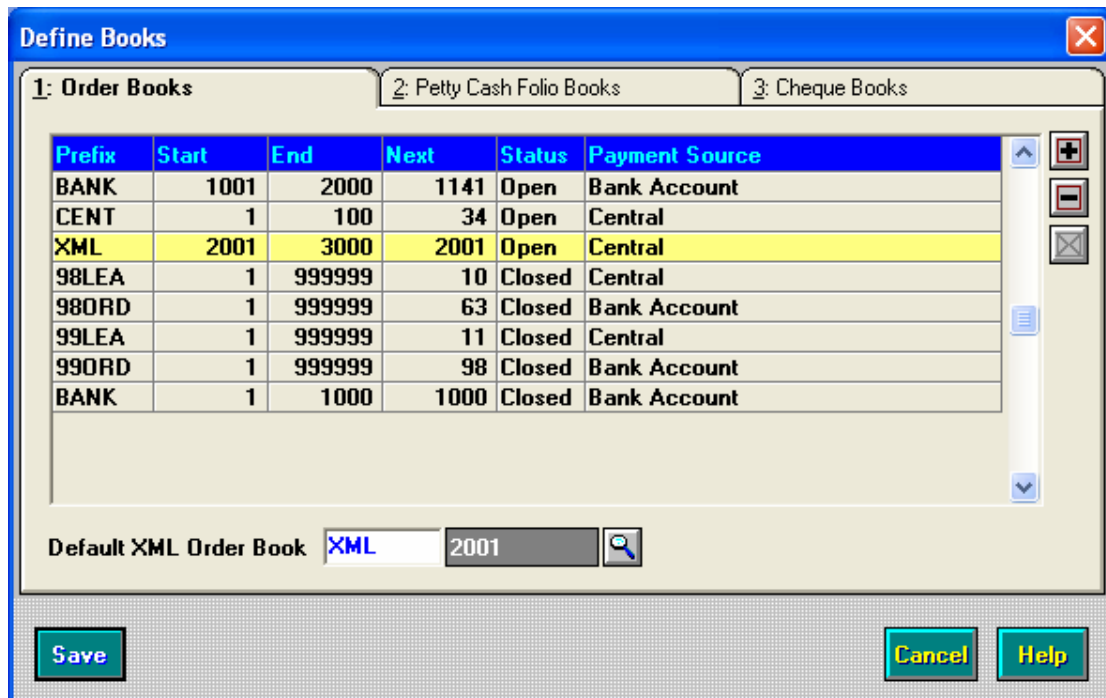
1. **Purchasing Web Address.** Enter the url of the Consortium web site. 'www.theConsortium.co.uk'
2. **email Address Source 1.** Enter a value of web.team@theConsortium.co.uk
3. **XML Supplier Reference.** If the XML supplier reference is blank enter a value of 'theConsortium'. If this field already contains a value then please can you send an email to web.team@theConsortium.co.uk informing us of the value in the field so we can update our internal Systems accordingly.

Save all changes by clicking on the 'blue tick'.

4. Books

Before you can import XML content orders, you must select a default XML Order Book. SIMS help recommends creating an order book for XML orders only.

From the Tools menu select Books



Enter a default XML Order Book. 'XML' is entered above as an example.

A new book can be created if required by clicking the '+' sign.

5. General Ledger

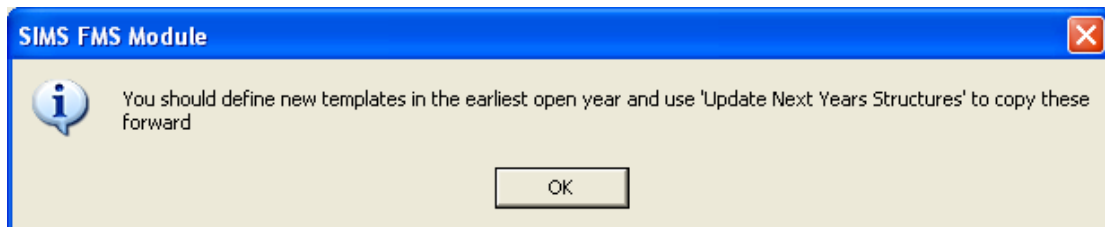
From the Tools menu select General Ledger Setup.

Select tab 9 eProcurement templates

To enable a Content Order to be imported from the Consortium, it is necessary to define at least one eProcurement template. The purpose of a template is to assign a ledger code, cost centre and fund to each line within the Content Order thus creating an unauthorised order and potentially reducing the amount of editing required. This unauthorised order can then be reviewed and edited in the normal manner.

Click the + sign to add a new template.

If you receive the following message click 'OK'



The screenshot shows a dialog box titled "eProcurement Template Details". It contains several fields for defining a template:

- Originator:** A text field containing "TAYLORGA".
- CC Mnemonic:** A text field that is currently empty.
- Cost Centre:** A text field containing "300" and a dropdown menu showing "Admin".
- Ledger Code:** A text field containing "5009" and a dropdown menu showing "Stationery - Admin".
- Fund Code:** A text field containing "01" and a dropdown menu showing "School Budget Share".

Below these fields is a checkbox labeled "Current Default Template" which is checked. At the bottom of the dialog are three buttons: "Save", "Cancel", and "Help".

For the Originator field enter the User ID that the user will use when accessing the Consortium web site.

Enter the relevant Cost centre/ Ledger Code / Fund Code associated with this user

A template should be set up for each Originator. One template can be defined as the default template which will be used if a template has not been defined for a particular user.