

QUICK REFERENCE GUIDE

Epro Billing Location

03/12/2015

New Billing Location Functionality

This quick reference guide will address several updates that have been made related to the Billing Location field that impacts ePro requisitions, sourcing events and purchase orders.

1. Added Billing Location field to the ePro requisition.
2. When an event is created by copying requisition line(s), the Billing Location entered on the requisition populates the event Billing Location field.
3. Event Billing Location value is populated in the Billing Location field on the Award Details page when events are awarded.
4. When the Expedite Requisition process is used to source requisition line(s), the Billing Location entered on the requisition populates the PO Billing Location field.

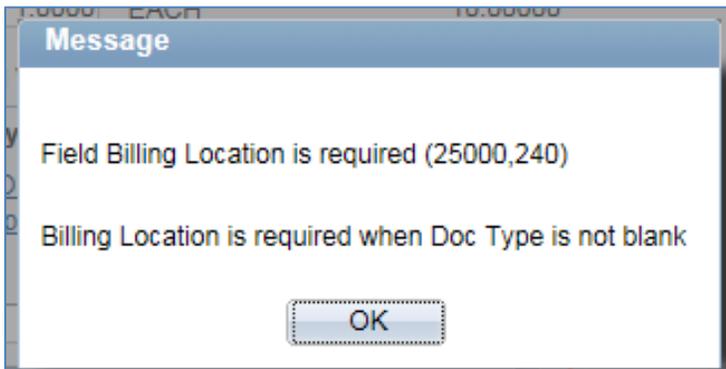
See below for more detailed information related to each of the updated areas.

1. New Billing Location field on the ePro Create Requisition Definition page

The screenshot shows the 'Create Requisition' web application interface. At the top, there are navigation tabs: 'Favorites', 'Main Menu', 'eProcurement', and 'Create Requisition'. Below the tabs is a progress bar with three steps: '1. Define Requisition' (highlighted in yellow), '2. Add Items and Services', and '3. Review and Submit'. The main content area is titled 'Specify requisition name, requester, and other information that applies to the entire requisition.' It contains several input fields: 'Business Unit' (G0201), 'Department of Administration', 'Origin' (445), 'Commissioners Office', 'Doc Type (Buyer Only)' (OMR-Open Market Req), '*Requester' (FIFER02), 'Erik Fernstrom', '*Currency' (USD), 'Requisition Name', 'Agency Reference', and 'Priority' (Medium). A red box highlights the 'Billing Location' field, which contains the value 'ARB040101'. Below the form is a 'Continue' button and a 'Notify' button.

The new Billing Location field is on the Requisition Definition page.

- The Billing Location field is only required when the Document Type = OMR or CEO. If the document type is left blank (for inventory transactions), the Billing Location is not required.
- If the document type equal CEO or OMR and the Billing Location field is not populated, the following error message displays:



To address the error:

- Return to the Requisition Definition page and either enter a Billing Location or update the document type field depending on the transaction.

2. Billing Location Entered on Requisition Populates Event Billing Location Field

The screenshot shows the 'Event Contact Details' form in a web application. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Sourcing > Create Events > Event Details'. Below the breadcrumb is a 'Create an Event' link. The main heading is 'Event Contact Details'. The form is divided into two sections: 'Payment & Currency Information' and 'Event Contact'.

Payment & Currency Information:

- *Currency: USD (with a search icon) and an [Exchange Rate](#) link.
- *Rate Type: CRRNT (with a search icon)
- *Origin: 446 (with a search icon)
- Pay Method: (dropdown menu)
- Rate Date: 03/10/2015 (with a calendar icon)
- Payment Terms: (with a search icon)
- Allow bids in other currencies
- Tax Exempt
- Billing Location: G020010000 (with a search icon, highlighted with a red box)
- Buyer: FIFER02 (with a search icon)
- Exempt ID: (empty field)

Event Contact:

- Contact Name: Erik Fernstrom (with a [View Address](#) link)
- Email ID: Swift.Testing@state.mn.us
- Phone: 555 555 5555
- Fax Number: (empty field)
- GoTo: (dropdown menu) with a 'Go' button

At the bottom of the form are several buttons: 'Save Event Changes', '< Return to Event Overview', 'Refresh', 'Add', and 'Update/Display'.

- A Billing Location value is required on all events. The value defaults from the Sourcing Business Unit setup.

- When an event is created without referencing a requisition line(s), the default Billing Location value is not updated automatically but can be updated manually until the event has been posted.

The screenshot shows the 'Event Contact Details' form. The 'Payment & Currency Information' section includes fields for Currency (USD), Pay Method, Payment Terms, Billing Location (ARB040101), Buyer (FIFER02), Rate Type (CRRNT), Rate Date (03/10/2015), and Origin (446). There are also checkboxes for 'Allow bids in other currencies' and 'Tax Exempt'. The 'Event Contact' section includes fields for Contact Name (Erik Fernstrom), Email ID (Swift.Testing@state.mn.us), Phone (555 555 5555), and Fax Number. A 'View Address' link is present. At the bottom, there are buttons for 'Save Event Changes', 'GoTo', 'Go', 'Return to Event Overview', 'Refresh', 'Add', and 'Update/Display'.

- When a requisition line(s) is used to create the event line, the Billing Location value from the requisition populates the Billing Location value on the event when the event is saved. Again, this value can be updated as needed until the event is posted.
- If line(s) from multiple requisitions were used to create the event lines and the Billing Location value on the referenced requisitions are not the same, the following error message displays when the event is saved:

The error message dialog box contains the following text: "Billing Location value between copied requisitions is not the same. (25000,241). Billing Location value between copied requisitions is not the same. Please only copy requisitions where the Billing Location is the same." An "OK" button is located at the bottom center of the dialog.

To address the error:

- Edit the event and ensure that all referenced requisitions have the same Billing Location value.
- If needed update the requisitions or create separate events.

3. Event Billing Location Populates Billing Location Field on Award Details Page

The screenshot shows the 'Award Details' page in the SWIFT system. The page title is 'Award Details' and it includes a breadcrumb trail: 'Favorites | Main Menu > Sourcing > Maintain Events > Event Workbench > Analyze Events > Award Events'. There is a 'New Window' button in the top right corner.

Under the 'Award Details' section, there are links for 'Award Summary' and 'Review Constraints'. A checkbox 'Hold From Further Processing' is checked. The 'Responses Received' is 0. The page displays various award details including Business Unit (G0201), Origin (446), Event ID (2000003536), Round (1), Version (1), Event Name (TST), and Status (Pending Award). The event date is 03/10/2015 2:50PM CDT.

There are several display options checked: 'Display bids', 'Display all bids', 'Display bid scores', 'Display bid's total bid price', and 'Display factors'. The 'Award Details' section shows the Bidder Name as 'BITUMINOUS ROADWAYS, INC.' and the Bidder Type as 'Vendor'. The Buyer is 'FIFER02'. The Award Type is 'Purchase Order', which is highlighted with a red box. The Award Currency is 'Event' and 'USD'. The Billing Location is 'T790001000', which is also highlighted with a red box. The Award Number is '1', also highlighted with a red box. The Total Award is 8,0000.

The 'Award Lines' table is shown below:

Line	Item ID	VndrItem Rel	Item Description	Group ID	UOM	Award Quantity	Awarded Price	Extended Price
1		<input type="checkbox"/>	IST1		EA	1.0000	8.0000	8.0000

A 'Post Award' button is located at the bottom right of the page.

- When an event is awarded, the event Billing Location populates the Billing Location field on the Award Details page.
- The value can be updated before the award is posted.
- The Billing Location value is only populated when the Award Type = Purchase Order.
- If the Award Type does not equal Purchase Order, the Billing Location is left blank.

4. Requisition Billing Location Populates PO Billing Location when the Expedite Requisition Process is Used

The Expedite Requisition process is currently only used for construction related business processes.

The screenshot shows the 'Expedite Requisitions' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > eProcurement > Buyer Center > Expedite Requisitions'. Below this is a search section titled 'Search Requisition Schedule Lines' with instructions: 'To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.' The search criteria include: Business Unit (G0201), Requisition ID (1000000074), Category, Vendor Name, Requisition Name, Requester, and Buyer. There is a checkbox for 'Include Lines With No Vendor' which is checked. Below the search criteria are 'Search' and 'Clear' buttons.

The main section is 'Requisition Schedule Lines' with a table of results:

Include	Requisition ID	Line	Sched	Item Description	Select	Vendor Name	Location	PO Qty	UOM	Price	Curr.	Amount Only
<input checked="" type="checkbox"/>	1000000074	1		1 TST_LN1	<input type="checkbox"/>	BITUMINOUS-001	001	10.0000	EA	1.00 USD		N
<input checked="" type="checkbox"/>	1000000074	2		1 TST_LN2	<input type="checkbox"/>	BITUMINOUS-001	001	1.0000	EA	15.00 USD		N
<input checked="" type="checkbox"/>	1000000074	3		1 TST_LN3	<input type="checkbox"/>	BITUMINOUS-001	001	1.0000	EA	20.00 USD		N

Below the table are controls: 'Include All/Exclude All', 'Select All/Deselect All', a search box, and an 'Apply Vendor to Selected Lines' button.

The bottom section is 'Build Purchase Order' with instructions: 'To send all included requisition schedule lines to the staging tables where they will be converted into purchase orders, select a default buyer and click the Submit button. The default buyer is used on the purchase order only if another buyer is not found on the staging tables or default hierarchy, or if the transactions are consolidate by buyer.' It includes a 'Default Buyer ID' field (FIFER02) and a 'Build POs as Approved' checkbox. There are 'Submit' and 'Preview' buttons.

At the bottom left, there is a link: 'Go to Process Monitor'.

- Select the applicable requisition lines and submit the request for processing.
- Click the Go To Process Monitor link.

The screenshot shows the 'Process Monitor' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > eProcurement > Buyer Center > Expedite Requisitions > Process Monitor'. Below this are tabs for 'Process List' and 'Server List'. The 'Process List' tab is active.

The 'View Process Request For' section includes filters: User ID (FIFER02), Type, Last, Hours (1), Server, Name, Instance, Run Status, and Distribution Status. There is a 'Refresh' button and a 'Save On Refresh' checkbox which is checked.

The main section is 'Process List' with a table of results:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1901931		PSJob	M_POCRE	FIFER02	03/11/2015 8:24:57AM CDT	Success	Posted	Details
<input type="checkbox"/>	1901930		Application Engine	FS_BP	FIFER02	03/11/2015 8:23:14AM CDT	Success	Posted	Details

Below the table are links: 'Go back to Expedite Requisitions', 'Save', and 'Notify'. At the bottom left, there are links: 'Process List | Server List'.

- When the Run Status for the M_POCRE process is Success and the Distribution Status is Posted, navigate to the PO search page.

[Favorites](#) | [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)
New Window ? Help

Maintain Purchase Order

Purchase Order

Business Unit: G0201 **Origin:** 446 Commissioners Office **PO Status:** Open
PO ID: 3000003576 [Approval Exception](#) **Budget Status:** Not Chk'd
Copy From: **Hold From Further Processing**

Header
***PO Date:** 03/11/2015 [Vendor Search](#) [Response Documentation](#) **Doc Tot Status:** Valid **Agency Reference:**
Expiration Date:
***Vendor ID:** 0000192548 BITUMINOUS ROADWAYS INC **Receipt Status:** Not Recvd **Doc Type:** CEO-Contract Encumbering Order
***Vendor:** BITUMINOUS-001 [Vendor Details](#) ***Dispatch Method:** Phone
***Buyer:** 01012279 Bacchus,Roger AA **Amount Summary**
PO Reference: Online Src From Req 1000000074 **Merchandise:** 210.00
***Billing Location:** ARB040101 [Billing Address](#) **Freight/Tax/Misc.:** 0.76
Total Amount: 210.76 USD
Encumbrance Balance:

[Header Details](#) [Activity Summary](#)
[PO Defaults](#) [Document Status](#)
[Requisitions](#) [Add Comments](#)
[PO Activities](#) [Add ShipTo Comments](#)

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status
1		TST_LN1	10.0000	EA	4323000	1.00000	10.00	Open
2		TST_LN2	1.0000	EA	4322250	100.00000	100.00	Open
3		TST_LN3	1.0000	EA	4322330	100.00000	100.00	Open

- The PO is created and the Billing Location value from the requisition is populated on the PO. The value can be updated as needed before the PO is dispatched.

If line(s) from multiple requisitions where selected for the process and the Billing Location value on the referenced requisitions are not the same, the following error message displays when the request is submitted for processing:

[Favorites](#) | [Main Menu](#) > [eProcurement](#) > [Buyer Center](#) > [Expedite Requisitions](#)
New Window ? Help

Expedite Requisitions

Search Requisition Schedule Lines

To locate requisition schedule lines that have been approved and are available for manual conversion into purchase orders, edit the criteria below and click the Search button.

***Business Unit:** G0201 **Category:**
Requisition ID: **Vendor Name:**
Requisition Name: **Include Lines With No Vendor**
Requester:
Buyer:

Include	Requisition ID	Line	Sched	Item Description	Curr.	Amount Only
<input checked="" type="checkbox"/>	1000000073	3	1	TST_LN3	20.00	USD N
<input checked="" type="checkbox"/>	1000000072	2	1	TST_LN2	15.00	USD N
<input type="checkbox"/>	1000000072	3	1	TST_LN3	20.00	USD N
<input type="checkbox"/>	1000000071	3	1	TST_LN3	20.00	USD N
<input type="checkbox"/>	1000000049	1	1	LN1	100.00	USD N
<input type="checkbox"/>	1000000048	1	1	LN1	100.00	USD N
<input type="checkbox"/>	1000000043	1	1	LN1	100.00	USD N

Include All/Exclude All **Select All/Deselect All**

Message

Billing Location value between selected requisitions not the same. (25000,242)

To address the error:

- Ensure that the Billing Location value is the same for all referenced requisitions based on the selected requisition lines and submit the request again.