PR Creation via Bulk Upload (Bill of Materials) File

Table of Contents:

Bulk Files

A comprehensive list of parts, items and other materials required to create a product or fulfill large order requirements. This list once uploaded will auto create a Purchase Requisition. Items contained in a Bulk Upload may include internal catalog and free text supplier items or services.

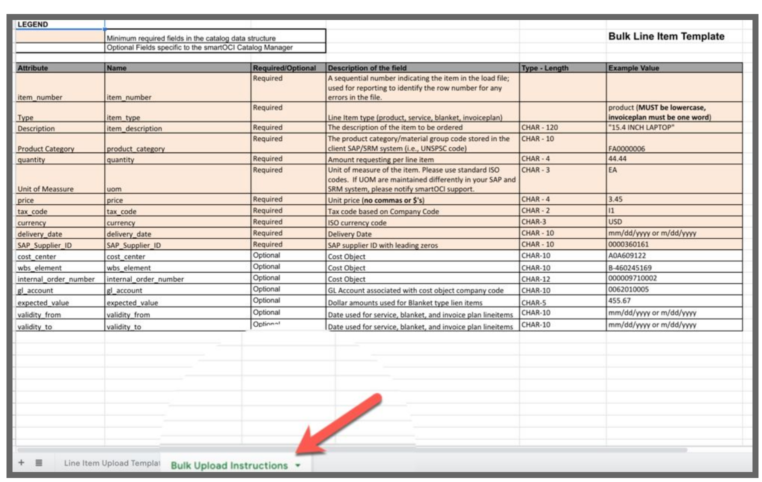
Bulk File Creation

Using the [Bulk Upload Template](), add data indicated as a required field (marked in peach)

- Use the 'Bulk Upload Instructions' tab within this document to help guide completion.

- For Catalog line items only **3** fields are required;

    ✓ Item_number



LEGEND

	Minimum required fields in the catalog data structure
	Optional Fields specific to the smartOCI Catalog Manager

Bulk Line Item Template

Attribute	Name	Required/Optional	Description of the field	Type - Length	Example Value
item_number	item_number	Required	A sequential number indicating the item in the load file; used for reporting to identify the row number for any errors in the file.		
Type	item_type	Required	Line Item type (product, service, blanket, invoiceplan)		product (**MUST be lowercase, invoiceplan must be one word**)
Description	item_description	Required	The description of the item to be ordered	CHAR - 120	"15.4 INCH LAPTOP"
Product Category	product_category	Required	The product category/material group code stored in the client SAP/SRM system (i.e., UNSPSC code)	CHAR - 10	FA0000006
quantity	quantity	Required	Amount requesting per line item	CHAR - 4	44.44
Unit of Meassure	uom	Required	Unit of measure of the item. Please use standard ISO codes. If UOM are maintained differently in your SAP and SRM system, please notify smartOCI support.	CHAR - 3	EA
price	price	Required	Unit price (**no commas or $'s**)	CHAR - 4	3.45
tax_code	tax_code	Required	Tax code based on Company Code	CHAR - 2	I1
currency	currency	Required	ISO currency code	CHAR-3	USD
delivery_date	delivery_date	Required	Delivery Date	CHAR - 10	mm/dd/yyyy or m/dd/yyyy
SAP_Supplier_ID	SAP_Supplier_ID	Required	SAP supplier ID with leading zeros	CHAR - 10	0000360161
cost_center	cost_center	Optional	Cost Object	CHAR-10	A0A609122
wbs_element	wbs_element	Optional	Cost Object	CHAR-10	B-460245169
internal_order_number	internal_order_number	Optional	Cost Object	CHAR-12	000009710002
gl_account	gl_account	Optional	GL Account associated with cost object company code	CHAR-10	0062010005
expected_value	expected_value	Optional	Dollar amounts used for Blanket type lien items	CHAR-5	455.67
validity_from	validity_from	Optional	Date used for service, blanket, and invoice plan lineitems	CHAR-10	mm/dd/yyyy or m/dd/yyyy
validity_to	validity_to	Optional	Date used for service, blanket, and invoice plan lineitems	CHAR-10	mm/dd/yyyy or m/dd/yyyy

- ✓ item_id
- ✓ quantity

- For non-catalog line items, an employee must provide as much of the material/service information as possible, as this will help build out the line item information the supplier requires to fulfill the order.
- The Upload file must be saved as a .csv or a .xlsx for the system to accept it.

**Line item limit is 1,000.*

Note: Employees can manipulate (remove) any columns that are not required. The columns can also be reordered.

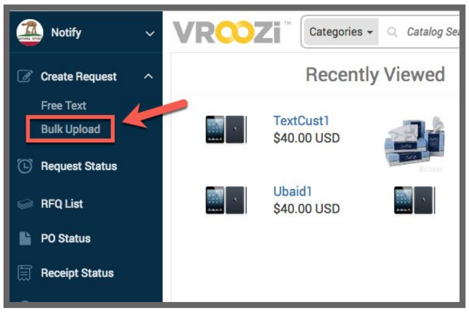
File Specifications

- ***Requester Name*** only needs to be entered once for Item #1. Unless it changes the remaining rows can be left blank. They will inherit the same Name.
- ***Shipping address*** if left blank will default to the Requester's default shipping address.
  - Will inherit all other contact details set in employee defaults. (attn, email, phone, number)
  - Each address can have its own 'attn'
  - Each ***ship to address*** requires its own row even if the line item is the same.
- ***Price*** cannot be changed in the Bulk Upload for catalog items.
  - Should only be entered for free text items included in the upload.
- ***Per Quote*** - Specify Price cannot be done in the bulk file, must be manually edited.
- ***Tax codes and Tax Values*** will be auto-calculated for organizations using a tax connector.
- ***Shipping Charges*** may be added if known. Shipping charges will not be auto-calculated post upload.
- ***Validity Period (to-from)*** designates the specific period the services are approved for. If left blank at the file, employee will be prompted to enter the service date.
- ***Delivery Date*** unless entered will default to Supplier lead team configured in the Supplier Record

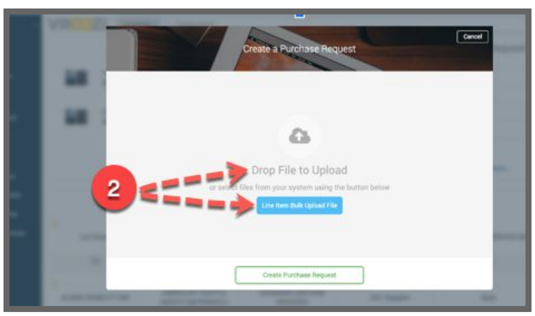
If changes are required to an item(s) in the bulk file, they can be manually edited at the Requisition draft. Alternatively, employees can change the bulk file and re-upload.

Bulk Upload Process

1. Select 'Bulk Upload'



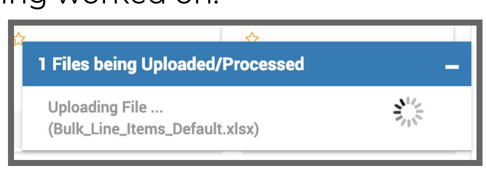
2. Upload using drag and drop or selecting 'Line Item Bulk Upload' to open the standard file selection utility. (shown below)
    - Compatible files will end in ***.xlsx***, ***.xls***, or ***.csv***.
    - Only 1 file can be uploaded at a time



3. Once the document is successfully uploaded the file name will appear and the 'Create Purchase Request' button will become enabled. (shown below)
4. Tracking widget pictured below will be visible in the bottom right corner of your screen, displaying the number of files being processed with status messages.
5. Users can browse the application during upload and will be notified upon completion or if there are any errors.

Upload Progress

- The tracker will also have a minimized state, where the employee will only see the blue header, with a count of the files being worked on.
- The employee will only be able to dismiss



the tracker from the screen, once all files in the queue have finished processing. And have either been converted into a PR successfully or have failed processing. The tracker will also indicate if the PR upload was successful, partially successful or failed to load.

- The tracker will provide the employee with a direct link to the newly created PR, and if applicable, it will also provide a link to the error report.

Note: Multiple files can be uploaded in succession Each of which will result in a new PR being created. The tracker will display progress for each file currently being updated.

View the Downloaded PR

Once processing is complete, employees will be able to open the newly created PR by clicking on the success notification.

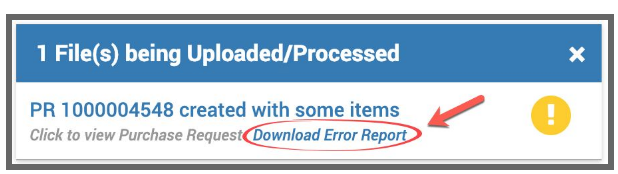
Successful Bulk file Upload

Selecting a file that has been successfully converted to a PR, will take the employee to the relevant PR.

For successful PR creation, the employee that uploaded the file will receive an email letting them know that the PR was created. The employee will be able to access the PR from this email. If the employee is not currently logged into the application, in the same browser, they will be asked to authenticate themselves.

Failed Bulk file upload

Click on *Download Error Report*, to download and view the error report. (shown on the next page) Employees will also receive an email notifying them their file did not pass validation.



They will be able to access the PDF error report from this email. The employee will not be asked to reauthenticate, in order to see the error report.

Purchase Request Error Report

Upload Error Log 10-05-2019 03:02 PM PDT

Record No.	Remarks
1.	Item Id 578932 is not available in the system
1.	Line Item 1 GL Account Number is invalid
2.	Item Id 8884282 is not available in the system
2.	Line Item 2 GL Account Number is invalid

Please reupload the file after fixing these issues.

The system will create a partial PR with the line items that were successfully loaded.

The Requester has the option to fix the errors encountered within the partially created PR or by making the changes directly to the Bulk template and reloading the template.

> **Note:** Re-uploading the Bulk template will create a new PR document.

Documentation of Split Accounting at the Line Item

Account Assignment Distribution can be split 1 of 3 ways:

1. Select Split Account Assignment Distribution
   - By Quantity (Column U)
   - By Value (Column V)
   - By Percent (Column W)

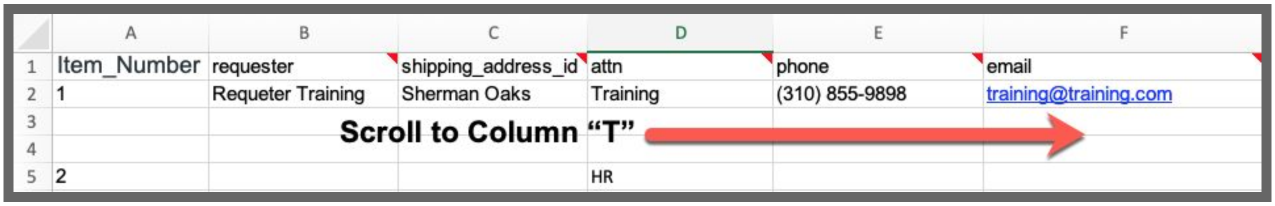
U	V	W
split_account_by_qty	split_account_by_percentage	split_account_by_value

Split Accounting Process

1. Enter the line item number and complete all required fields for that line item

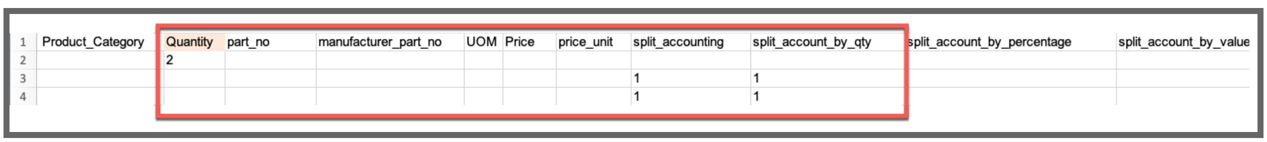
- Leave Columns T-W and all accounting segments blank as these will be completed in the following rows.

2. In the rows directly below the line item, leave all columns blank except for the Split Accounting details.
   - A new line item number should not be entered. To link the split item specifications, do not enter a line item number for these rows. Instead scroll over the split item columns. In the original template these are columns U-X.
   - Regardless of which split type (quantity, percentage or value) is assigned, at least 2 rows will be designated for the split details.
     - A line item being split 3 ways will use the preceding 3 lines to enter the value and accounting segments.



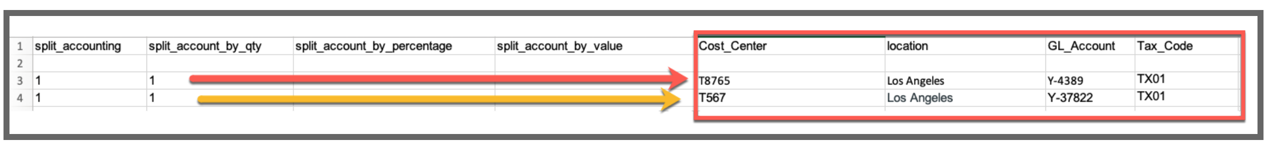
	A	B	C	D	E	F
1	Item_Number	requester	shipping_address_id	attn	phone	email
2	1	Requeter Training	Sherman Oaks	Training	(310) 855-9898	training@training.com
3						
4						
5	2			HR		

3. In column “T” enter the item number the split account will correspond to.
   - *Example below demonstrates the split accounting for line item 1 and a split quantity of 2 .*



	Product_Category	Quantity	part_no	manufacturer_part_no	UOM	Price	price_unit	split_accounting	split_account_by_qty	split_account_by_percentage	split_account_by_value
2		2									
3								1	1		
4								1	1		

4. Once the values for the split type are entered, the applicable accounting segments for each split must be completed.



	split_accounting	split_account_by_qty	split_account_by_percentage	split_account_by_value	Cost_Center	location	GL_Account	Tax_Code
2								
3	1	1			T8765	Los Angeles	Y-4389	TX01
4	1	1			T567	Los Angeles	Y-37822	TX01

5. Enter all other bulk upload items.