Infor System21 Vendor Scheduling

Product Guide

Contents

About this guide

The purpose of this document is to describe the functions that can be used within the Vendor Scheduling Module.

Intended audience

The guide is intended for any users of the VS Vendor Scheduling business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Chapter 1   Overview

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Introduction

Businesses frequently need to purchase goods on a repetitive basis, and the accepted method of raising discrete purchase orders and receiving goods can be burdensome.

In addition there is often a requirement to source supply from different vendors with whom a contract may or may not exist. The Vendor Scheduling application will allow you to set up contracts and then to source the periodic supply, out of MRP, MPS or DRP, from one or more vendors.

If any one item appears on more than one contract, the Vendor Splitting Rules will be defined. These rules show how suggested requirements are allocated across multiple vendors and/or across multiple contracts for the same vendor.

Features of Vendor Scheduling

The features of the Vendor Scheduling Application are:

- Full purchase contract control
- Optional contract restrictions (e.g. maximum value)
- Support for automated multi-sourcing with splitting rules
- On-line review and maintenance of schedules
- Schedule sent via fax or EDI
- Support for re-ordering of consumable items (including automatic option)
- Full integration with other applications

Maintenance of Contracts

A contract may be maintained for purchase of one or more items from a vendor with details of effective dates, currency, total quantity, and value. More than one contract may be entered into for the same vendor and items. Items may be attached to the contract with appropriate price structures, sourcing rules and contract maximums for quality and value. Appropriate standard enquiries may be called to assist in this task.

It is possible to ensure that a Purchase Order related to a contract is given the same number as the contract. This is applicable where the P/O generation level is "one per contract". This feature is optional and is controlled by a company profile flag.

Contract Control

When a buyer has identified a source of supply and has completed all contractual negotiations, a Vendor Contract will be established to formalise the agreement. Each contract in Vendor Scheduling is for one vendor, although there may be many contracts for each vendor. The contract is divided into two main components:

- The contract header details, which relate to the contract as a whole
- The contract item details, which are specific to an individual item

Individual companies can authorise different users to have access to Contract Maintenance and can even further restrict those users who have the authority to authorise a contract. Once established and authorised, the contract would be printed and sent to the vendor for confirmation.

Each contract can optionally have further restrictions defined on the header and at item level. Traditionally many companies released blanket purchase orders that were open forever and had no quantity limits. The potential problem with this scenario is that if an employee were to order 5,000,000 instead of 5,000 (due to a keying error) the liability would be enormous. Using contract restrictions available within Vendor Scheduling, these liabilities can be minimised, particularly as the planning and re-ordering process becomes more automated, which leads to a reduction in the non-value adding activities of an organisation.

The restrictions available are:

- Effective from and to dates
- Maximum values (in whichever currency)
- Maximum quantity

Each of the above can be applied to header and/or item detail level. As these restrictions are firm, so that users cannot order more than the restriction allows, Vendor Scheduling includes a report to show which contracts are due to expire within X weeks, more than Y% complete and so on. The manual and automatic release tasks also produce exception reports showing contracts where dates or quantities have expired.

There is a lot more data that can be defined against a contract. For example, users can define up to nine authorisation periods to override those set at company level (typically Fabrication, Material, and Forecast etc.) as well as stipulating whether the schedule will be printed, and how often, whether it will be transmitted by Fax or EDI and whether history will be kept. The Vendor Scheduling application will also automatically track and update Cumulative Receipts, Cumulative Quantity Ordered, and Cumulative Quantity Returned for each item and each contract.

Vendor Managed Inventory (VMI)

Note: *vendor.connect, and the following contract types, are no longer supported.*

Two special contract types are available to support VMI (with vendor.connect). In this relationship, the vendor is allowed to view stock levels/usage and vendor schedules, and to control the P/Os and deliveries.

For a VMI Forecast contract (type 02), the P/O (of blanket type) is created manually and linked to the contract. Forecast demand from the planning systems is issued on a schedule as usual, except that the P/O is not updated.

For a VMI Usage contract (type 03), it is set up in a similar manner but is not processed through planning/sourcing and does not produce a schedule or update the P/O. It is purely a contract to PO relationship.

Multi-sourcing Rules

Many organisations have a policy of ordering certain high volume items from more than one vendor. This is supported in Vendor Scheduling. For each item, a sourcing table may be set up which will be used to calculate vendor and quantity for any supply requirements. The sourcing rules, at the highest level, determine the effective dates of the sourcing rules and whether to source by price, vendor percentage or overall percentages.

At item level, the rules determine the proportions that are placed on each vendor, or more particularly against each contract, and any batching rules that apply. The individual vendor's rules may or may not be attached to a contract.

The choice of three algorithms to be used to split the requirements for an item across multiple vendors is:

Least Cost

This method searches the available price/quantity information to determine the lowest priced supplier for a given quantity.

Overall Percentage

Using this method you can define the sources of supply and the relevant percentage that each source is expected to supply. An individual purchase requirement will be allocated in its entirety to the vendor that currently has the greatest variance between actual percentage of supply and the defined percentage in the splitting rules. This method is particularly relevant in a process industry where it will be necessary to order a complete tanker full of an item from any given supplier.

Individual Requirement Percentage

This method is the most commonly used and splits an individual purchase requirement (such as an MRP purchase suggestion) across multiple vendors according to the pre-defined splitting rules. The rules define the sequence of the vendors concerned, and can be controlled by effectivity dates.

This means that there can easily be different rules for different weeks or months of the year. For each vendor defined as a source of supply, the following rules can optionally be defined:

- Percentage split
- Maximum quantity
- Minimum quantity
- Round up to minimum quantity
- Round up to multiple quantity

The splitting rules work for all purchase requirements, irrespective of whether their source was MRP, DRP, MPS, or Inventory. Any combination of items controlled by Vendor Scheduling can have their purchase requirements automatically split across multiple vendors.

Only items that have the Vendor Scheduling indicator set on the Item Stockroom file will be considered for processing by Vendor Sourcing.

Create Suggestions from MRP/MPS or DRP

With the base data established, the supplier scheduler reviews the results of the latest MRP/MPS/DRP planning processes and then runs the Vendor Scheduling function. The scheduler then reviews the results of the process with the Schedule Maintenance facility. This will show all schedules, including those that have a source of supply problem that should be corrected before releasing the schedule.

Create Schedules Manually

The supplier scheduler may create a new issue of a schedule manually, without processing of the planning systems or sourcing. This is useful for interim issues and for items that are planned manually (e.g. packaging or prototype items, which are not under control of the planning systems). The schedule may then be maintained, released and issued in the normal manner.

Schedule Maintenance and Automatic Schedule Release

Vendor Scheduling offers the capability to automate the re-ordering process fully. Following an MRP planning run, an automatic update of supplier schedules can be initiated, which will action all the MRP purchase suggestions for items controlled by Vendor Scheduling. The automatic update function also provides a simulation facility, which prepares a pre-list report of all schedules without actually confirming the process. The report also lists contracts that have insufficient quantity remaining to fulfil the requirements of this planning cycle.

If schedules are generated that contain errors, such as insufficient quantity available on the contract, these schedules will be reviewed using the Schedule Maintenance facility. All schedules available for release are able to be viewed and amended using this facility.

Schedules can be sent to suppliers using any combination of three different methods: printed report, direct fax link or EDI. The choice of method is defined on the contract for each vendor/item

combination. There are four variations of print layout: two portrait and two landscape. Vendor Scheduling also offers the capability to send schedule data directly by fax or EDI.

Method of Use

Supply suggestions are converted into Vendor Schedules by comparing the pricing and sourcing parameters, from one or more vendors, to determine the preferred vendor(s) at any one time. The pricing and sourcing data may be contracted or may be for items not under contract. Similarly, the same item may be under two different contracts for the same vendor.

In addition to MRP, MPS or DRP, Inventory re-ordering will look at the sourcing rules for items that are multi-sourced and create a schedule albeit for a single delivery, when the stock levels reach the re-order point. Items not defined as Vendor Scheduled on the Item Stockroom file will not be processed by Vendor Sourcing.

There are three possible rules for multi sourcing for each item. These are lowest price, percentage of overall requirement and overall percentage. The multi sourcing header will define which of these is used for each item.

Caution: It is recommended that MRP/MPS items that are sourced through Vendor Schedules have filters set to allow Suggest and Delete only. It is possible to use Reschedule In, Reschedule Out, Increase Quantity and Decrease Quantity, but with caution, especially if sourcing rules are in use.

DRP runs, including Net Change, may be run any number of times between sourcing runs, since vendor sourcing will always pick up suggestions from the last run.

Once the source of supply has been determined, you may review the schedules for all vendors/contracts and the individual vendor's schedule with the ability to override the system generated quantities and dates. Thus, there will be no conflict between the number of times vendor sourcing is run and schedule review/release.

Alternatively, schedules may be created manually, independent of planning/sourcing runs, for interim revisions or for items that are not planned automatically. These are not subject to sourcing rules.

Caution: It is critical that the schedule print program is run after release and before the next vendor sourcing run.

After reviewing the schedule, the user may release or hold it. Schedules which are not held can be released for issue by the Auto Release task, in which case purchase order lines will be created or amended and the new schedule will be ready to be issued to the supplier.

Schedules may be printed or faxed during the Auto Release stage, or later. They may be sent via EDI later, in a separate task.

Facilities are provided to automate the Schedule Sourcing, Release and Print/Send functions. As confidence in the system grows, the purchase officers spend less time on managing the system and more time on exceptions and other value adding activities.

Purchase Order Numbering as per Contract Number

Normally, purchase orders (P/Os) are numbered from a prefix and range specified in the PM company profile. They can also be numbered manually.

Vendor Scheduling contracts are numbered from a prefix and current number specified on the Vendor Scheduling company profile, or manually.

If the Set P/O No to Contract No. (level 1) field in the company profile is **checked**, the following considerations apply:

The prefix settings or range should be different if the "one per contract" option is used. This prevents VS P/O numbers conflicting with other P/Os. Alternatively, if contracts and/or P/Os are numbered manually, this must be controlled appropriately to avoid conflict.

If the P/O generation level is "one per contract", any new contracts with P/O Generation level 1 will create a P/O numbered as per the contract, unless a P/O already exists with that number. In this exceptional case, the next unused number from the P/O range is taken instead. This conflict would not normally occur unless the P/O number was manually entered.

If the P/O generation level is not "one per contract", or P/O generation is at a lower level, the normal P/O range is used, independent of the contract number, as per non-VS P/Os.

For contracts of type 02 (VMI Forecast) or type 03 (VMI Usage), this option has no effect. For these the P/O must be created before the contract, or simultaneously. To ensure matching numbers it is the responsibility of the user to enter the contract number manually to match the pre-existing P/O, or to create the P/O with a matching number whilst creating the contract.

Supplier Delivery Schedules

Weekly patterns and specific dates for completion of delivery are maintainable at Supplier level and at lower levels if appropriate (e.g. for Contract, Item and /or stockroom).

> **Caution:** Contract-specific delivery schedules are only considered during maintenance of a schedule in **Schedule Maintenance [4/VSM].** Requirements provided by the planning systems into **Vendor Sourcing [1/VSP**] only take into account the delivery schedules related to the primary supplier and the item/stockroom or item. If appropriate, the due date is adjusted back to the closest delivery day.

Enquiries

There are four main enquiries which will allow you to review the schedule information on the system.

Enquire on Contract

This allows you to view the contract details. The enquiry is solely to provide static information concerning the contracts.

Enquire on Contract Item

This enquiry allows you to view the contract item details.

Enquire on Sourcing Rules

This enquiry allows you to enquire on multi sourcing rules set up for particular items.

Enquire on Schedule

This allows you to view details relating to a schedule that has been previously released and sent.

Reports

There are a number of reports which you can use to keep track of your schedules.

Contract Report

This allows you to list the contract details. The report is solely to provide static information concerning the contracts.

Contract Exception Report

This report allows you to determine those contracts which are about to expire, reach the limit etc. By careful selection of criteria, those contracts which are reaching the end of their life, or are close to the maximum values defined can be easily identified.

Sourcing Rules Report

This report allows you to report on multi-sourcing rules set up for particular stockrooms and/or items.

Schedule Exception Report

This reports you to list, by exception, the schedules which have been created. This will enable you to easily identify those items which may need manual intervention before the schedule is issued.

Schedule Summary Report

This report allows you to list the created schedules in a summary format selected by particular criteria to limit the report.

Chapter 2   Maintenance

2

Using Vendor Scheduling

You use Vendor Scheduling if you need to purchase goods on a repetitive basis, without raising discrete purchase orders for each requirement of goods. You can also source supply from different vendors, using contracts.

You can convert supply suggestions into Vendor Schedules by comparing the pricing and sourcing parameters, from one or more vendors, to determine the preferred vendors. You can contract the pricing and sourcing data, or have the same item under two different contracts with the same vendor. You can also use items without contracts, if required.

If you have an item on more than one contract, you must define vendor-splitting rules. Use these rules to define how to allocate suggested requirements across multiple vendors or multiple contracts for the same vendor or both.

Note: Vendor Scheduling only processes items which have the Vendor Schedule Item field checked in the Item Stockroom file.

You use Vendor Scheduling to set up contracts and source the periodic supply from one or more vendors, using MRP, MPS or DRP for planning.

Inventory re-ordering also uses the sourcing rules for multi-sourced items. This creates a schedule for a single delivery, when the stock levels reach the re-order point.

You must make sure that you associate filters to all MRP/MPS purchased items that you source using Vendor Schedules.

Caution: It is recommended that MRP/MPS items that are sourced through Vendor Schedules have filters set to allow Suggest and Delete only. It is possible to use Reschedule In, Reschedule Out, Increase Quantity and Decrease Quantity, but with caution, especially if sourcing rules are in use.

You can run the planning runs, including net change, any number of times between sourcing runs. Vendor sourcing only picks up suggestions from the last run.

Once the source of supply has been determined, you can review the schedules and override the quantities and dates, if necessary. Schedules may also be created and maintained manually, without using the planning/sourcing systems.

After reviewing the schedule, you may release or hold it. Schedules which are not held can be released for issue by the Auto Release task, in which case purchase order lines will be created or amended and the new schedule will be ready to be issued to the supplier.

Schedules may be printed or faxed during the Auto Release stage, or later. They may also be sent via EDI in a separate task, later.

You can automate the schedule sourcing and the release/print/send functions.

Note: Vendor Managed Inventory (VMI) contracts and vendor.connect are no longer supported.

Caution: You must run the Print/Send Schedules task after releasing a schedule and before you next use the Run Vendor Sourcing task.

Contract Maintenance [1/VSM]

You use this task to maintain a contract. You can enter details for the purchase of one or more items from a vendor. The details include effective dates, currency, total quantity and value. You can define more than one contract for the same vendor and items. You can attach items to the contract with price structures, sourcing rules and contract maximums for quality and value.

The contract is divided into three main components:

- Header details, which relate to the whole contract
- Item details, which are specific to an individual item
- Price structures, where you enter the pricing details for the contract

You can restrict the users who have the authority to authorise a contract. For more details on restricting access, refer to the Company Profile Maintenance section of this product guide. You can apply these restrictions to either the header or item detail. You can restrict:

- Effective from and to dates
- Maximum values (in whichever currency)
- Maximum quantity (in issue units of measure)

Since you cannot order more than the restriction allows, within Vendor Scheduling you can run a report to show which contracts expire within a specified time or are more than a specified percentage complete. The manual and automatic release options also produce exception reports showing contracts where dates or quantities have expired.

Note: Contracts cannot be raised against bonded warehouses.

Audit Files

Any changes you make to the contract header and items file are recorded on the contract audit files. When you create a record, a copy of the new record is created on the audit file with details including the user, time and date created.

Supplier Delivery Schedules

The Supplier Delivery Schedule allows the definition of the dates or days of the week when a Supplier makes deliveries to the receiving company. Delivery Schedules are primarily used to ensure that requirement (Purchase Order and Purchase Schedule) due dates are generated for the dates on which they are likely to be delivered. Such schedules may be specific to a contract or contract/item if appropriate. They may be maintained within Purchasing (**Supplier Delivery Schedule [12/PMM]**) or within Vendor Scheduling (at contract or contract/item level).

Caution: Contract-specific delivery schedules are only considered during maintenance of a schedule in **Schedule Maintenance [4/VSM].** Requirements provided by the planning systems into **Vendor Sourcing [1/VSP**] only take into account the delivery schedules related to the primary supplier and the item/stockroom or item. If appropriate, the due date is then adjusted back to the closest delivery day.

Contract Maintenance Selection Window

To display this window, select the Contract Maintenance task.

Use this window to select the vendor and contract you want to maintain.

Fields

Vendor

Enter a vendor, or supplier, code.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

You set up the suppliers in Accounts Payable.

You need not enter or select a value in this field if you select an existing contract in the next field.

Contract Number

If you are creating a new contract, and you specified on the company profile that you could enter manual contract numbers, enter the contract number. If you are using automatic contract numbering this field defaults to the next available contract number. The Vendor must be entered in this case.

To maintain an existing contract, leave the Vendor field blank and enter the contract number. The software automatically displays the vendor associated with the contract.

Press Enter to display the Contract Maintenance window.

Contract Maintenance Window

To display this window, press Enter on the Contract Maintenance Selection window.

You use this window to enter contract details. These defaults can be overridden at individual item level. The contract number and vendor details are displayed at the top of the window. The total order received and returned values and quantities for this contract are also displayed.

Fields

Contract Type

Enter or select the contract type for this contract as follows:

- 01 - Conventional Vendor Schedule

Note: vendor.connect is no longer supported; therefore types 02 and 03 should not be used.

- 02 - VMI Forecast

  This facilitates the production of forecasts sourced from MRP/MPS etc. and presented in the form of a Vendor Schedule. However, the associated Blanket Purchase Order is created manually and linked to the contract. Vendor Scheduling does not create or update the order; the supplier will determine when deliveries will take place by amending the blanket order line himself via vendor.connect. The stockroom/item should be supplied by the one supplier only; hence sourcing across multiple supplier/contracts is not relevant.

- 03 - VMI Usage

  This is similar to type 02 except that it is not fed by MRP etc. and will not produce any schedule. The supplier monitors usage and stock levels to determine when to schedule deliveries.

Note: For VMI contracts (type 02 and 03), a blanket Purchase Order (PO) must be created, with the required items, before the contract can be created. The item lines should have an appropriate quantity but no scheduled deliveries. The contract should then be added with a type of 02 or 03, the PO number being entered to link the contract to the order. The PO number should not be entered for a type 01 contract.

Stockroom

Enter the default stockroom for this contract.

Alternatively, use the prompt facility to select from the Select Stockroom pop-up.

You can leave this blank and define the stockroom at item level.

Note: Stockroom cannot be a bonded warehouse.

Currency Code

If you use multi-currency, enter or select the currency for this contract. This is used to calculate all limiting values for this contract.

Delivery Address

Enter the delivery address to use for the purchase orders generated from the contract.

This defaults to the default address code defined on the Purchase Management company profile.

Start Date

Enter or select the date from which this contract is active.

End Date

Enter or select the date on which the contract becomes inactive.

You can set up different date ranges for each item as long as they fall within this contract date range.

Maximum Value

Enter the maximum value of goods you can order against this contract.

Maximum Quantity

Enter the maximum quantity of items you can order against this contract.

If all the purchase units of measure on the contract are the same, this is accumulated in the issue unit of measure.

Description

Enter a description of the contract. This can be up to 30 characters in length.

P/O Number

If you only create one purchase order per contract, this field displays the purchase order number used. This is only displayed if you have created the purchase order. Entry is allowed for a VMI contract type.

Purchasing Officer

Enter the purchasing officer responsible for the contract.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

You define purchasing officers in Purchase Management.

Vendors Reference

Enter the vendor's reference for the contract. This can be up to 17 characters long.

Receiving Address

Enter a receiving address code for all purchase orders created for this contract.

You define the receiving addresses in Purchase Management.

Schedule History

Use this checkbox as follows to specify whether you want to save the schedule history for the contract:

Unchecked (default) - To delete the schedule history

Checked - To save the schedule history

P/O Delivery Instructions

Enter the delivery instructions to display on each purchase order created against this contract.

Alternatively, use the prompt facility to select from the Select Delivery Instruction Code pop-up.

You define these codes in Purchase Management.

P/O Creation Level

Enter the level at which you create the purchase orders.

Alternatively, use the prompt facility to select from the POCR Purchase Order Generate Level pop-up.

You can enter or select one of the following:

1 - To create one purchase order per contract

2 - To create one purchase order per contract item

3 - To create one purchase order per delivery (date) - in this case, several items required on the same date from the same supplier could be on the same purchase order.

4 - To create one purchase order per requirement

You define the available levels in Purchase Management Parameters and Miscellaneous Codes.

Note: Once you have specified the purchase order creation level for a vendor, this is the default for subsequent contracts for that vendor.

Note: The setting can be amended until the contract is established with Purchase Orders attached.

Note: If the value is changed, and as a result differs from the current default, a message pop-up is displayed.

Fax/EDI/Print

Use these checkboxes to specify how you send the schedule to the supplier. Select the method(s) you want to use to send released schedules by checking the required boxes.

Note: If required, you can select more than one method.

Functions

Print (F14)

Use this to print the entire contract.

Vendor Detail (F15)

Use this to display the Supplier Enquiry Details window. This enquiry displays details of the amounts on the Accounts Payable log and ledger for the vendor. For more information, refer to the Accounts Payable product guide.

What Bought (F16)

Use this to display the What Bought Enquiry window. You can use this enquiry to display details of items purchased from the contract supplier. For more information, refer to the Purchase Management product guide.

Copy Contract (F17)

You use this to copy the contract details and create a new contract. The Copy Contract pop-up is displayed.

Vendor Calendar (F18)

This allows a supplier delivery schedule to be maintained for this supplier/contract. Refer to Purchase Management task Supplier Delivery Schedule [12/PMM] for details of the windows applicable.

Horizons (F19)

This will display the Contract Authority pop-up.

Internal Text (F20)

Use this to enter free format text for this contract. This text is not printed or displayed on any documentation.

External Text (F21)

Use this to enter free format text for this contract. This text is printed on all documents and forms. If text exists, the function is highlighted.

Authorize/Revoke Authority (F22)

Use this either:

- To authorise a contract

Or

- To revoke authority

In either case, you must select **Update (F8)** to confirm.

Note: If specified on the company profile, you may need to enter a password to authorise a contract.

Select **Update (F8)** to save your changes. If you are creating a new contract, the Item Details pop-up is displayed; otherwise, the Contract Item Maintenance window is displayed.

P/O Creation Level Pop-up

To display this pop-up, change the P/O Creation Level for a vendor who has an existing default level and then select **Update (F8)** on the Contract Maintenance window.

You use this pop-up to choose whether the amended purchase order Creation Level is to be the new default value for this vendor.

Fields

P/O Creation Level for this Vendor

Use this checkbox as follows to specify whether to retain the existing default value for this vendor or to use this new value:

Unchecked - To keep the existing default value

Checked - To update the default for the vendor with the value

Note: For VMI Contract Types, 02 and 03, the setting is irrelevant and is forced to be 1. (these are no longer supported)

Press Enter to confirm the selection. If you are creating a new contract, the Item Details pop-up is displayed; otherwise, the Contract Item Maintenance window is displayed.

Copy Contract Pop-up

To display this pop-up, select **Copy Contract (F17)** on the Contract Maintenance window.

You use this pop-up to create a new contract by copying an existing contract. You can use this facility to renew existing contracts. In the new contract, the accumulated totals for each contract and contract item will be zero and the purchase order number will be blank.

Fields

New Contract

Enter the new contract number. If you are using automatic contract numbering this field defaults to the next available contract number.

Start Date/End Date

Enter or select the start and end date for the new contract. These dates must not overlap the dates for the contract you are copying.

Copy Option

Select one of the following:

Header - To copy only the contract header details

Header and Lines - To copy the header details and the item details, but not prices

Header, Lines, Prices - To copy all header details, contract items, and their respective prices

Select **Perform Copy (F8)** to copy the contract. The Contract Maintenance window is displayed with the details of the new contract.

Contract Authority Pop-up

To display this pop-up, select **Horizons (F19)** on the Contract Maintenance window.

The authority type descriptions in this pop-up initially come directly from the Company Profile definitions. When you are creating a new contract, Days will default from the Company Profile definitions. If you are maintaining a previous contract level authority type definition, that definition is presented, followed by any additional active authority types defined in the Company Profile.

Fields

Days

This field displays the number of days forward (from the issue creation date) that are to be included in this authorisation type horizon. This value must be greater than that of the prior authority type, or **999**. If it is left blank, the system will assume 999.

Note: The special value of 999 indicates an inactive horizon. If you wish to define a very long active horizon, it should be set to 998 or less.

<u>**Functions**</u>

Update (F8)

You use this to update any changes to the horizon days.

Select **Update (F8)** to return to the Contract Maintenance window.

Item Details Pop-up

To display this pop-up, select **Update (F8)** on the Contract Details Maintenance window when creating a new contract.

Alternatively, select Item Details against an item or select **Add (F10)** on the Contract Item Maintenance window.

You use this pop-up to enter details for each item on this contract.

<u>**Fields**</u>

Item

Enter the Inventory item number.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

If you are maintaining a contract, this field displays for information only.

Stockroom

Enter a stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

You must have defined the entered item for this stockroom.

This defaults to the stockroom entered at contract level.

Note: Stockroom cannot be a bonded warehouse.

Start Date

If this is to be different from the contract default, enter or select the start date for this item. This is not displayed for contract type 03.

End Date

If this is to be different from the contract default, enter or select the end date for this item. This is not displayed for contract type 03.

Maximum Value

If this is to be different from the contract default, enter the maximum value you can purchase for this item.

Maximum Quantity

If this is to be different from the contract default, enter the maximum quantity you can purchase for this item (in issue units of measure).

Purchase UoM

You must enter the purchase unit of measure for this item.

Alternatively, use the prompt facility to select from the Purchase/Issue Unit Selection pop-up.

This defaults to the purchase UoM defined in Inventory Management, but you can use the Inventory issue or stock UoM.

Schedule Print Frq

You must use these two fields to specify the frequency with which the schedule is issued to the vendor.

Enter one of the following:

D - in the first field and the number of days between schedule issues in the second field. For example, enter D 001 to issue the schedule every day.

W - in the first field and the number of weeks between the schedule issues in the second field. For example, enter W 002 to issue the schedule every other week.

M - in the first field and the day of the month you issue the schedule in the second field. This number must not be greater than 28. For example, to issue the standard script schedule on the 15th of each month, enter M 015.

Functions

P/O Enquiry (F15)

Use this to view the current purchase orders associated with this contract item on the Orders by Contract Item window. This shows the purchase order lines as of the current issue, allowing for receipts etc.

Item/Vendor Profile (F16)

Use this to display the item supplier details. You can then maintain the item and vendor details. For more information, refer to the Purchase Management product guide.

Prices (F17)

Use this to enter a price structure for this contract item. The Price Structure Selection pop-up is displayed.

Multi-Sourcing (F18)

Use this to set up or maintain the multi-sourcing rules. The Multi-Sourcing Rules Maintenance Selection window is displayed.

Horizon (F19)

Use this to display the Contract Item Authority pop-up.

Internal Text (F20)

Use this to enter free format text for this contract. This text is not printed or displayed on any documentation.

External Text (F21)

Use this to enter free format text for this contract. This text is printed on all documents and forms. If text exists, the function is highlighted.

Select **Update (F8)** to save the details. The Contract Item Maintenance window is displayed.

Price Structure Selection Pop-up

To display this pop-up, select **Prices (F17)** on the Item Details pop-up. Alternatively, select Prices from the Contract Item Maintenance table.

You use this pop-up to select the price structure that you want to maintain for the contract item. You can set up multiple price structures for the item, but they cannot have overlapping effectivity dates.

Re-pricing of any associated Purchase Orders will occur based upon eligibility rules. The rules include:

- Re-price parameter is set **on** for the company (IN Description VSPR/REPRICE, Limit = 1)
- Due date on the VS Contract PO Line is greater than or equal to the System Date
- VS Contract PO Line for the specific requirement/due date has no goods received
- VS Contract PO is not in use by another process

Fields

Qbreaks

This contains an asterisk (*) if more than one quantity break applies to a line.

Functions

Add New Structure (F10)

You use this to add a new price structure.

Select a line or select **Add New Structure (F10)** to display the Item/Contract Price Structure Maintenance window.

Contract Item Authority Pop-up

To display this pop-up, select **Horizon (F19)** on the Item Details pop-up.

The authority type descriptions in this pop-up come directly from the company profile definitions. When you are creating a new contract/item, Days will default from the contract level authority definition. If you are maintaining a previous contract/item level authority type definition, that definition is presented, followed by any additional authority types defined in the company profile authority definition.

Fields

Days

This field displays the number of days forward (from the issue creation date) that are to be included in this authorisation type horizon. This value must be greater than that of the prior authority type, or **999**. If it is left blank, the system will assume 999.

Note: The special value of 999 indicates an inactive horizon. If you wish to define a very long active horizon, it should be set to 998 or less.

Select **Update (F8)** to make any changes and return to the Item Details pop-up.

Item/Contract Price Structure Maintenance Window

To display this window, either use Select against a line or select **Add New Structure (F10)** on the Price Structure Selection pop-up.

Use this window to set up a price structure for purchase orders raised against this contract. If you have defined a price profile for the vendor and item within Purchase Management, this is the default displayed on this window.

The item, vendor and contract details are displayed at the top of the window. For each existing break, the reference, quantity and price are displayed.

Fields

Ref

To amend a quantity break, enter the reference number and then press Enter.

Leave this field blank to define a new quantity break.

Quantity

Enter the maximum quantity of items for this price. The final break must have a value of 99999999.99, which is the default if no quantity is entered.

Price

Enter the price for this quantity break. This relates to the issue unit of measure or the purchase unit of measure specified on the contract.

Functions

Chg. Effectivity Dates (F15)

If you are maintaining an existing price structure, you can use this to change the effectivity dates. The dates cannot overlap any other existing price structure for this item on this contract. This is not available if you are creating a new price structure.

Any change to the effectivity dates will result in re-pricing of the associated Purchase Orders based upon eligibility rules. The rules include:

- Re-price parameter is set **on** for the company (see 1/INM VSPR/REPRICE, Limit=1)
- Due date on the VS Contract PO Line is greater than or equal to the System Date
- VS Contract PO Line for the specific requirement/due date has no goods received
- VS Contract PO is not in use by another process

Select **Update (F8)** to save the details. The Contract Item Maintenance window is displayed.

Contract Item Maintenance Window

To display this window, select **Update (F8)** on the Contract Maintenance window or on the Item Details pop-up.

Use this window to select an item to maintain, or add a new item to a contract. The contract and vendor details are displayed at the top of the window. For existing items, the maximum quantity and value and start and end dates are displayed.

Options

Item Details

Use this to maintain the item details on the Item Details pop-up.

This is the default selection.

Accumulated Totals

Use this to change the accumulated values.

The Item Accumulated Values pop-up is displayed. Enter the password defined on the company profile.

Delete

Use this to delete these item details.

You can only delete items if you have not raised purchase orders against the contract for this item. You can also delete any multi-sourcing rules for this contract item. Confirm the deletion by pressing Enter.

Prices

Use this to define the price structures for purchase orders raised against this contract. The Price Structure Selection pop-up is displayed.

Vendor Calendar

This allows a supplier delivery schedule to be maintained for this supplier/contract/item. Refer to Purchase Management task **Supplier Delivery Schedule [12/PMM]** for details of the windows applicable.

Functions

Add (F10)

Use this to add a new item to the contract, using the Item Details pop-up.

Select Item Details or select **Add (F10)** to display the Item Details pop-up.

Item Accumulated Values Pop-up

To display this pop-up, select Accumulated Totals against an item on the Contract Item Maintenance window.

Use this pop-up to compare the accumulated values and quantities for this item in this contract with the allowed maximum values and quantities.

Note: To access this pop-up you must enter the password defined on the Vendor Scheduling company profile. For more details, refer to the Company Profile Maintenance section of this product guide.

The default values displayed are accumulated within System21. If you change any values or quantities at item level, they also change at contract header level.

Fields

Ordered Value

Enter the value ordered for this contract.

Received Value

Enter the total value of all the receipts of this item in this contract. You register receipts when you receive the item in Purchase Management.

Returned Value

Enter the total value of returns for this item in this contract. This is calculated in Purchase Management.

Ordered Quantity

Enter the ordered quantity for this contract.

Received Quantity

Enter the total quantity of all the receipts for this item in this contract. You register receipts when you receive the item in Purchase Management.

Returned Quantity

Enter the total quantity of returns held for this item in this contract. This is calculated in Purchase Management.

Select **Update (F8)** to save your changes and return to the Contract Item Maintenance window.

Contract Item Maintenance [2/VSM]

Use this task to maintain the details of the item on a contract.

You select the details you want to maintain by item and stockroom.

Note: Contracts cannot be raised against bonded warehouses.

Note: Most of the windows displayed are described in the Contract Maintenance section of this product guide.

Contract Item Maintenance Selection Window

To display this window, select the Contract Item Maintenance task.

Use this window to select the item and stockroom for which you want to maintain details.

Fields

Item

Enter the item code.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom code.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Note: Stockroom cannot be a bonded warehouse.

Effective Date

Enter or select the effective date. This defaults to the current date, but can be amended.

Press Enter to display the Contract Item Maintenance Select Contract window.

Contract Item Maintenance Select Contract Window

To display this window, press Enter on the Contract Item Maintenance Selection window.

This window displays the item and stockroom details and lists the current contracts for the item stockroom combination. For each contract, the contract number, maximum quantity and value, start and end dates, and vendor are displayed.

Options

Item Details

Use this to display the Item Details pop-up.

This is the default selection.

Accumulated Totals

Use this to change the accumulated values

The Item Accumulated Values pop-up is displayed. Enter the password defined on the company profile.

Delete

Use this to delete these item details

You can only delete items if you have not raised purchase orders against the contract for this item. This also deletes any multi-sourcing rules for this contract item. Confirm the deletion by pressing Enter.

Vendor Calendar

This allows a supplier delivery schedule to be maintained for this supplier/contract/item. Refer to Purchase Management task **Supplier Delivery Schedule [12/PMM]** for details of the windows applicable.

Functions

Add (F10)

Use this to add a new item to an existing contract using the Item Details pop-up.

Select Item Details or select **Add (F10)** to display the Item Details pop-up.

Sourcing Rules Maintenance [3/VSM]

Use this task to set up a sourcing table for each item. You use this table to calculate the vendor and quantity for any supply requirements. You use sourcing rules when you source a high volume item from more than one vendor.

Note: If an item/supplier profile is set to Inactive, this will prevent the supplier being specified in the sourcing rule for that item.

At the highest level, the sourcing rules determine the effective dates and whether to source by price, vendor percentage or overall percentages. At item level, the rules determine the proportions placed

on each vendor or against each contract and any batching rules that apply. You can attach the individual vendor's rules to a contract.

You can use one of three methods to split the requirements across multiple vendors:

- Lowest price
- Percentage of individual requirement
- Overall percentage

Lowest Price

This rule allocates the requirement to the supplier with the lowest price for the quantity required. You can define this information in one of two places: contract details or the item/supplier profile.

The software finds the lowest price for the quantity, by checking the contract price breaks, and the item/supplier profile price breaks. If only one supplier has the lowest price, then the software allocates the entire requirement to this supplier. It converts the prices to base currency and compares them at base currency level before selecting the vendor.

If two suppliers have the same price and one of them is the preferred supplier defined in Inventory Management, the software uses this supplier. If both are defined, then the primary one is used first and then the secondary. If neither supplier is defined, then the software uses the supplier with the highest year to date value (from the Accounts Payable period balance files). Otherwise, the software allocates the suppliers in alphabetical order.

Percentage of Individual Requirements

This rule allocates an individual requirement to more than one vendor. The software bases the allocations on the multi-sourcing details. It only considers a vendor if the contract is current and considers each of the criteria in turn.

First, it checks the apportionment value. This is the proportion allocated to the specified vendor, if no other restrictions apply to the supply quantities. It accumulates all the proportion values for the vendors. The software divides the value of each vendor by this total and then multiplies this by the overall item requirement to give the requirement fraction per vendor. If you do not enter proportion values, the rule goes down the list of vendors, trying to allocate the entire requirement to one vendor.

After determining the apportioned value, the software checks the contract maximum. If this is exceeded, the software allocates to this supplier up to the contract limit, and allocates the remainder to other suppliers. If this is not possible, the software checks if you can exceed the contract value. If you can, the software allocates the outstanding amount to the original supplier; otherwise, you cannot satisfy the supply. You can only exceed the contract values once per contract.

You must not exceed the contract item maximum quantity. If the derived value exceeds this limit, the software orders the maximum and the remainder is allocated to the next vendor in the sequence. If you cannot satisfy the entire requirement in this way, the software adds the remainder to the preferred vendor defined on the multi-sourcing rule header.

If the amount allocated does not reach this the minimum order quantity for a supplier, the software ignores the supplier and, if you did not **check** the Round to Minimum field, moves to the next in the sequence. If you did **check** this field, the software rounds up the quantity to the minimum amount.

For example, if the allocated amount is 300, and the minimum quantity is 500, the software allocates 500 to this supplier.

If you enter a number in the Round to Multiple field, the software rounds the amount allocated up to a whole number multiple of this amount. If the software has not rounded the amount originally allocated, the software rounds the quantity up to the next multiple of the purchase unit of measure. After allocating an amount to the first vendor, the software re-apportions the amount of the original requirement left to the remaining vendors. This is repeated down the list in sequential order until the original requirement is satisfied. If there is still some demand unsatisfied, the software adds this to the preferred vendor defined on the multi-sourcing rule header file.

Note: *If rounding or re-allocating any left over requirement exceeds the maximum quantity, there is neither re-calculation nor any attempt to correct this problem.*

Overall Percentage

This is very similar to the Proportion of Individual Requirements rule, but the software allocates the amount using the overall allocation amount to date for the particular rule. You maintain these values at multi-sourcing rule item level by schedule release.

With this rule, you can allocate an individual requirement to a particular vendor as a whole, but use a different vendor each time.

The software retrieves the quantities to date for each item on the multi-sourcing rule detail file. It calculates the total for all vendors and divides each vendor's quantity by the total to determine the proportion allocated to each vendor to date.

The software calculates the required proportion as for the individual requirements (dividing the individual proportions on the multi-sourcing rules by the total for all proportions). It then subtracts the actual to-date proportions from the multi-sourcing rule proportions and determines the vendor with the greatest difference (this is the vendor with the least allocation so far). The software allocates the entire requirement to this vendor.

The maximum rule does not apply. The round to minimum and round to multiple rules apply in the way as the proportion of overall requirements.

If the allocated amount is below the vendor's minimum, and the Rounding to Minimum field is **unchecked**, the software uses the vendor with the second greatest difference. If the requirement falls below the minimum order quantities for all suppliers, and the rounding flags are **unchecked**, the software allocates the whole to the preferred vendor.

Multi-sourcing Rules Maintenance Selection Window

To display this window, select the Sourcing Rules Maintenance task.

Use this window to select a particular item and source for which you want to define a multi-sourcing rule.

Fields

Item

Enter the required Inventory item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Demand Type

Select one of the following to identify the source of the demand for the item:

MRP (1)

MPS (2)

DRP (3)

Inventory (4)

*ALL (9) - Use this to establish a rule for all demand points.

Demand Point

Enter the point of demand from which you source the item.

If you have specified that sourcing comes from **Inventory**, enter a stockroom.

If the source is from **MPS** or **MRP**, enter a production model.

If you entered ***ALL** in the Demand Type field, leave this field blank.

The prompt facility is available on this field, allowing you to select from either the Select Model or the Stockroom Selection pop-up according to the demand type.

Functions

Select Existing (F10)

Use this to select an existing rule from a list.

Press Enter to display the Multi-sourcing Rules Maintenance window.

Multi-sourcing Rules Maintenance Window

To display this window, enter the details and then press Enter on the Multi-sourcing Rules Maintenance Selection window.

Use this window to define the rule and the effectivity dates for the item and demand point selected. You can also define the type of multi-sourcing rule to apply to the requirements for the particular source and item.

Fields

Rule Number

If you are amending details for an existing rule, this field is display only. Otherwise, select one of the following as the rule type you want to use for this rule:

Lowest price (1)

Percentage of individual requirement (2)

Overall percentage (3)

Effective Date

Enter or select the effective dates for this rule. If you leave these fields blank, the rule is always current.

Select **Update (F8)** to save the details. If you selected Lowest price, the Multi-sourcing Rules Maintenance window is displayed. If you selected Percentage of individual requirement or Overall percentage, the Vendor Rules Maintenance window is displayed.

Vendor Rules Maintenance Window

To display this window, select Percentage of individual requirement or Overall percentage in the Rule Number field and then press Enter on the Multi-sourcing Rules Maintenance window.

Use this window to enter details which control the allocation of requirements to various vendors for rules **Percentage of individual requirement** and **Overall percentage**. The rule number and the cumulative order quantity are displayed.

Fields

Preferred Vendor

You must enter the preferred vendor.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

This vendor receives the order when you cannot satisfy the order using any existing rules.

Sequence

Enter the order in which you want to process the vendors.

Contract

Enter a contract number for the specified vendor, to which any raised purchase orders apply. You cannot enter the same contract number more than once for a set of multi-sourcing rules.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

Vendor

Enter the vendor to whom this rule applies.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

This must be defined in Accounts Payable.

Amount

Enter the proportion of the requirement allocated to this vendor. This must be a number between 0.01 and 100.00. This is optional for rule **Percentage of individual requirement**, but mandatory for rule **Overall percentage**.

Maximum Quantity

You can optionally enter the maximum amount you can order in a single requirement from this vendor.

Note: For rule Overall percentage, this field is not displayed.

Days

Enter the maximum number of days' supply you can order from this vendor.

Note: For rule Overall percentage, this field is not displayed.

Minimum Quantity

You can optionally enter the minimum quantity you can order as an individual requirement from this vendor.

Rounding to Minimum

Use this checkbox as follows:

Unchecked (default) - Not to round up the allocation to the minimum order quantity

Checked - To round up the allocation to the minimum order quantity

Rounding Multiple

If you want to round the requirement quantities, enter the value to use as the multiple. Leave this value as zero for no rounding. For example, if you enter 5 and the requirement is 13, the software orders 15 (5 x 3).

Functions

Add (F10)

Use this to add a new rule on the Add New Multi-sourcing Vendor/Contract pop-up. The fields displayed are the same as on this window.

Update/Keep History (F15)

Use this to save any changes. This has the effect as **Update (F8)**, except that the software does not delete any rule entries for expired contracts.

Select **Update (F8)** to confirm the window values and display the Multi-sourcing Rules Maintenance Selection window. Select **Exit (F3)** to leave the task.

Schedule Maintenance [4/VSM]

You use this task to maintain a schedule for an item. You can release or hold any schedule and add to or amend an existing schedule quantity or date.

*Note: If an item/supplier profile is set to Inactive, this will prevent the schedule being released via **Update/Release (F6)**.*

Note: The same will apply if a profile is set to Unauthorised and the schedule has any firm requirements (other than cancellations or zero quantity).

Note: You can only maintain schedules that have not yet been released via the Auto-release Schedules task.

When you release a schedule, and it has been released by the Auto-release Schedules task, purchase orders are updated immediately, but you may issue the schedule (by paper, fax or EDI) in a separate process.

You can use this task to review the schedules produced from MRP, MPS and DRP. This shows all schedules that have a source of supply problem that you need to correct before releasing the schedule.

Manually created schedules may also be entered and maintained here.

During Schedule Maintenance, the text 'Amended Reservation' against a PO line indicates that the requirement has changed. In addition, an enquiry is available to show the details of the changes to the date and/or quantity. This also shows the purchase order number.

Auto Release

You can fully automate the re-ordering process. After doing an MRP planning run, you can initiate an automatic update of supplier schedules, which creates purchase orders for all the MRP purchase suggestions for items controlled by Vendor Scheduling. Alternatively, you can run a simulation, which prepares a report of all schedules without actually confirming them. This lists contracts that have insufficient quantity remaining to fulfil the requirements of this planning cycle.

The software processes the current schedule. It checks the vendor, then the item, then the stockroom and finally the contract. If you only include schedules due for release, the software only processes the schedule if the expected date on the schedule header is earlier than or the same as the entered release date. It will not process any held or exception schedules. This process also updates the purchase orders. After the software has processed a schedule, it sets the status to Released/To Issue. The schedule is therefore available for print/fax/EDI, and may be issued immediately or in a separate run. Issue via EDI must always be completed by the separate Send Schedules task.

Manual schedules are always classed as due for release immediately (on date of addition), although they are initially in a held status upon creation, and so need to be maintained and set as Released (via **Update/Release (F6)**).

For each schedule, the software checks the schedule up to the final date in the first authorisation period (normally Fabrication) and converts the schedule into a purchase order. If you create one purchase order for the contract, the software gets the purchase order number from the contract header. If you produce one purchase order for all items on a contract, the purchase order number is the next number from Purchase Management company profile (or it may be set to the contract number if this is requested via the Company profile). If you produce one purchase order for each item, the software retrieves a new number for each item.

The software creates the purchase orders in the currency and unit of measure specified on the contract. It also attaches landed costs if they exist at item/supplier level.

Supplier Delivery Schedules

If a Supplier Delivery Schedule exists for the Supplier/Contact/Item, Supplier/Contract, Supplier/Stockroom/Item, Supplier/Item or Supplier then it is used to validate the due date of any new requirement added (manually) to the schedule.

Schedule Maintenance Selection Window

To display this window, select the Schedule Maintenance task. Use this window to select the schedules you want to display.

Fields

Planner

Enter the planner for whom you want to display schedules.

To display the schedules for all planners, enter ***ALL**.

Item

Enter an item to display all schedules for that item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Vendor

Enter a vendor to display all schedules for that vendor.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Functions

Add Schedule (F10)

Use this to display the Schedule Maintenance - Add window, ignoring any entries in Planner, Item or Vendor. This allows a new issue of a schedule to be created when it has not been generated by the latest planning/sourcing processes. It will be based upon the previous issue (if any).

Select the required criteria and press Enter to display the Schedule Maintenance Select Item window, or select **Add Schedule (F10)** to create a new manual schedule.

Schedule Maintenance - Add Window

To display this window, select **Add Schedule (F10)** on the Schedule Maintenance Selection window.

Use this window for the manual addition of a schedule for an item/stockroom. The requested item/stockroom must be supported by an existing vendor scheduling contract of type 01 (normal) or 02 (VMI Forecast).

This can be for an item where either of the following applies:

- The item is demand planned, but no schedule was suggested for the item, because there was no demand in the upstream system (or the item was not included in the latest planning/sourcing run).

- The item is not yet, or will never be, demand planned by MPS, MRP, etc. Packaging material is a typical example. Another example is, when a prototype item has not yet been established in a planning process, but initial requirements or forecasts need to be issued in the interim.

Where the contract/item being added has previously had a schedule issued, any outstanding firm requirements and any previous forecasts are retrieved as the basis for the schedule. It is then possible to add and maintain requirements for the schedule using the normal maintenance function.

When creating a manual schedule, it is possible to select a schedule from those created manually on their last issue. Alternatively, if the item code and stockroom are entered, the appropriate contract can be selected from a list of corresponding current contracts.

> **Caution:** Unreleased manual schedules will be deleted by a sourcing run for any of the planning systems (MRP, MPS, DRP or IN). This is the same as for demand-sourced schedules. You are warned that this will happen by a message on the submission screen. It is therefore possible for a manual (interim) schedule to be lost, or replaced by an automatically generated schedule, before reaching the point of issue/print.

It is also possible to delete any schedule that is awaiting release/issue, whether created manually or via sourcing. This is done on the Schedule Maintenance window.

Fields

Item

Unless you are selecting **Existing (F10)**, you must enter a valid item code in this field.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Unless you are selecting **Existing (F10)**, you must enter a valid stockroom code in this field.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

The item/stockroom combination must exist on the Stockroom Balance file, and must be flagged as a Vendor Schedule item.

Planner

You can optionally enter a planner. This field is not validated because planners are defined in different ways in manufacturing and DRP. As a result, Vendor Scheduling never validates the planner. A blank planner code is allowed on schedules. An entry here allows segregation of schedules by planner code if required, or by category; for example, MAN could signify a manual schedule.

This is used for any schedule created, whether using **Existing (F10)** or not.

Schedule Type

This is only displayed if usage of 830/862 schedule types is active, i.e. if the Inventory Description VSPR (830/862) has a Limit of **1**.

If this field is shown, select one of the following:

*830 (default) - For a Release

*862 - For a DCI/Call Off

If the field is not displayed, the release type is assumed to be *830 (Release)

This is used for any schedule created, whether using **Existing (F10)** or not.

Functions

Existing (F10)

Use this to display the Schedules Last Issued Manually window, listing current item/stockroom/contracts where the previous issue was via a manually added schedule. A schedule can be selected from this list.

Press Enter to validate your entries and display the Contract Selection window, or select **Existing (F10)** to display the Schedules Last Issued Manually window.

Contract Selection Window

To display this window, press Enter on the Schedule Maintenance - Add window.

This window displays a list of current contracts for the item/stockroom/current date. This includes both demand-sourced and manually scheduled contracts.

If no contracts exist for the selection criteria, the message "No records for the above selection" will be displayed in the body of the window.

Unreleased schedules that are already available for maintenance are excluded, as are contracts of type 03 (VMI usage).

Options

Create

Use this to create a schedule for this contract (for the item shown). Only one entry can be selected.

A warning is given if the schedule type entered does not agree with the latest issued schedule for this contract/item/stockroom.

A warning is also given if the last issue was automatically demand-sourced.

The manual schedule is created with the planner code and schedule type as entered on the Schedule Maintenance - Add window.

See the Schedule Creation section below for more details of the derivation of requirements on the schedule.

Select Create against a contract to create a schedule for that contract (for the selected item). The Schedule Maintenance - Select window is then shown with the Item field pre-filled with the selected item code.

Schedules Last Issued Manually Window

To display this window, select **Existing (F10)** on the Schedule Maintenance Selection window.

This window shows a list of item/stockroom/contracts where the previous issue was for a manually created schedule, and the contract is current. A selection can be made from this list.

If no such contracts exist for selection, the message "No records for the above selection" will be displayed in the body of the window.

Unreleased schedules that are already available for maintenance are excluded, as are contracts of type 03 (VMI usage).

Options

Create

Use this to create a schedule for this contract (for the item shown). Only one entry can be selected.

A warning is given if the schedule type entered does not agree with the latest issued schedule for this contract/item/stockroom.

A warning is also given if the last issue was automatically demand-sourced.

The manual schedule is created with the planner code and schedule type as entered on the Schedule Maintenance - Add window.

See the Schedule Creation section below for more details of the derivation of requirements on the schedule.

Select Create against a contract to create a schedule for that contract (for the selected item). The Schedule Maintenance - Select window is then shown with the Item field pre-filled with the selected item code.

Schedule Creation

Selection of a valid contract, on either the Contract Selection window or the Schedules Last Issued Manually window, will regenerate the schedule as explained below.

- If there is no previous issue of this schedule, a schedule is created without any requirements. The schedule is given a status of Held.

- If there is a previous issue of this schedule, a schedule is created with requirements. The schedule is given a status of Held. The initial requirements are derived firstly from outstanding purchase order reservations (including overdue) and secondly from the previously issued forecasts (only if they are dated after the latest purchase order requirement and on/after current date). The status (horizon) of each requirement is re-evaluated based upon the current date, schedule type and any override horizons. If the contract type is 02, purchase order reservations are irrelevant and all the requirements are taken from the previous schedule issue, but excluding those dated before the current date.

- If the schedule is type*862 (Call-off) and the previous schedule issue was an *830 (Release), any requirements beyond the *862 horizon end are dropped.
- Conversely, if the schedule type is *830 (Release) and the previous schedule was an *862 (Call off), the new schedule is generated from the *862 and then any requirements beyond the *862 are appended from the latest prior *830 (if one exists).

Horizons, including overrides, are re-calculated, not taken from the original schedule. Any requirements beyond the last horizon end-date are excluded from the schedule upon issue.

Caution: The above process gives a 'best guess' starting point for the new schedule and cannot be guaranteed to be correct for all scenarios.

After creation, the Schedule Maintenance Selection window is presented with the item code pre-filed with the relevant item. Therefore, any other unreleased schedules for that item are also shown on pressing Enter. Manually added schedules are identified on the Schedule Maintenance Select Item window by the Man field being shown as **checked**.

The schedule should then be selected and maintained as for any automatic schedule, allowing the addition, amendment or deletion of requirements. It must then be released from hold.

Schedule Maintenance Select Item Window

To display this window, enter the selection criteria and then press Enter on the Schedule Maintenance Selection window.

Use this window to select the schedule required. The list matches the criteria entered on the Schedule Maintenance Selection window. Schedules with the highest exception errors are displayed at the top. Released schedules are not displayed. Manually added schedules are identified by the Man field being shown as **checked**.

Use Select against a schedule to be reviewed/maintained in the Schedule Maintenance window.

Schedule Maintenance Window

To display this window, use Select against a schedule on the Schedule Maintenance Select Item window.

Use this window to review or change the schedule and release it. The item and vendor details are displayed at the top of the window. For each due date, the scheduled quantity and status are displayed. The status is the period defined on the company profile. For more information, refer to the Vendor Scheduling Company Profile section of this product guide.

The line description is shown as **Amended Reservation** if the date and/or quantity have been changed.

If a schedule has been created manually, the literal **MANUAL** appears in the heading section of the window.

Fields

Schedule Quantity

Enter the quantity you want to schedule for the displayed date. This defaults from the schedule record.

This allows you to manipulate all schedule quantities except cancellations. This includes schedule requirements falling within the first authorisation horizon and linked to purchase order details (denoted by the text **Purchase reservation**). Details relating to dates without demand requirements but for which purchase order details currently exist (i.e. cancellations), are displayed but unavailable for maintenance. However, they can be deleted, effectively re-instating the ordered quantity for that date, which may then be amended if required.

*Note: Schedule details that fall within the first Authorisation horizon are used by **Auto-release Schedules [10/VSP]** to amend purchase order details. If you enable planning applications to plan changes to confirmed purchase orders or maintain schedule details that are linked to purchase order details, you will effectively be updating those linked purchase order details. You should familiarise yourself with the consequences of such changes in the context of the Vendor Scheduling Re-pricing functional enhancement that is also included in System21.*

Caution: Changes that are made in Schedule Maintenance may well be overridden on the next planning/sourcing cycle unless corresponding changes in demand/forecasts are visible to MRP/MPS etc.

Options

Delete

Use this to delete the schedule line. This will set the quantity to zero. However, if the line is a cancellation, this is effectively reversed, re-instating the original quantity as a reservation.

Enquire

Use this to display the Requirement Details pop-up

Functions

Updte/Release (F6)

Use this to update the status of the schedule so that it can be released when you next run the Auto-Release Schedules task. This also updates any quantity changes and checks the contract maximums. Any schedule created manually will initially be held and will need to be released after entry or amendment of requirements.

Updte/Hold (F8)

Use this to update the schedule and place it on hold pending further manual review. This also updates quantity changes and checks the contract maximums, but does allow the schedule to be auto-released/issued.

Add Requirement (F10)

Use this to add a new requirement in the Add Requirement pop-up.

Delete (F11)

Use this to remove this version of the schedule to prevent it being issued. It is then as if the schedule had not been sourced or manually added. A subsequent sourcing run, or manual

addition, is required to re-issue the schedule. Confirmation is requested via the Confirm Delete pop-up.

Deletion does not affect the associated purchase order lines and does not result in any schedule issue.

You are allowed to delete an automatically generated schedule as well as a manually created schedule.

Current Purchase Orders (F15)

Use this to view the current purchase orders associated with this contract item on the Orders by Contract Item window. This shows the purchase order lines before this suggested issue, and hence any new/amended reservations are not represented.

If the schedule has no associated contract, all purchase order lines for this item/stockroom, which are not associated with a specific contract, are shown.

Text (F21)

Use this to add any text you want to print on the schedule.

Select **Update/Release (F6)** to save any changes. This validates the quantity changes against contract maximums (both contract header and contract item level). The schedule is then eligible for issue. The Schedule Maintenance Select Item window is re-displayed.

Requirement Details Pop-up

To display this pop-up, select Enquire against a line on the Schedule Maintenance window.

This pop-up shows the details of the requirement, including any purchase order number and any changes to date or quantity.

Fields

Nature

This displays one of the following:

- Purchase Reservation
- Amended Reservation (date)
- Amended Reservation (quantity)
- Amended Reservation (date and quantity)
- Not Reserved
- Cancellation

All detail fields are shown irrespective of nature but in some cases some will be blank or zero.

Note: The Original Date and Original Qty fields are as applicable to the previous issue of the schedule before any changes recommended by the sourcing system. They are not affected by subsequent interactive amendments to the current issue. However, the Date, Quantity and Nature fields represent the latest result of any interactive amendments.

Select **Previous (F12)** to return to the Schedule Maintenance window.

Add Requirement Pop-up

To display this pop-up, select **Add Requirement (F10)** in the Schedule Maintenance window.

This pop-up allows the addition of a new requirement to the schedule.

<u>**Fields**</u>

Required Date

Enter or select the required delivery date for this requirement. It must be on or after the current date. If there is a relevant Delivery Schedule then the entered date is validated to determine whether it conforms to the Delivery Schedule. If it does not conform then a warning is given but continuation is allowed.

Alternatively a date may be selected via the **Delivery Dates (F15)** function.

Quantity Required

Enter the quantity of the requirement. This must be a positive value in the unit of measure of the contract item.

<u>**Functions**</u>

Delivery Dates (F15)

Use this to display the Delivery Schedule Dates Pop-up, if one is applicable. A date may be selected from the list shown.

Press Enter to add the requirement and return to the Schedule Maintenance window.

Report on Contracts [11/VSM]

Use this task to print a report containing contract details. This report prints all the details entered using the Contracts Maintenance task, in contract number order.

You can specify a range of contracts to include in the report. You can also specify the details to be printed.

Contract Report Window

To display this window, select the Report on Contracts task. Use this window to specify criteria for the contract reports.

Fields

Contract From/To

Enter the range of contract numbers to include in the report. These do not have to be existing contract numbers. To select only one contract, enter the same number in both fields.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

Vendor From/To

Enter the range of vendors whose contract details you want to include in the report.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Purchasing Officer From/To

Enter the range of purchasing officers whose contract details you want to include in the report. The value entered must be either blank or a valid purchasing officer.

Alternatively, use the prompt facility to select from the Select Purchasing Officer pop-up.

Start Date Range From/To

Enter or select a date range to limit the list of contracts. Contracts with no dates defined are also listed.

Include Only Current Contracts

Use this checkbox as follows:

Unchecked - To list all contracts which satisfy the entered criteria

Checked - To include only contracts with an end date greater than the current date (including future contracts)

Type of Run

Select one of the following to specify the type of report:

Headers only (1) (default) - To print only the contract header information

Headers and details (2) - To print the contract header and item details information

Headers, details and prices (3) - To print the contract header, the item details and the pricing structure

Select **Submit (F8)** to print the report.

Report Contract Exceptions [12/VSM]

Use this task to produce a report, which lists those contracts which are about to expire, or reach previously defined limitations. The report lists all the contracts or contract items that satisfy the exception criteria entered on the window.

If the selection is by header, the item column is blank. The Maximum column headings can be Value or Quantity, depending on the selection entered.

The percentage listed in the report is the actual percentage of the exception.

Contract Exception Report Window

To display this window, select the Report Contract Exceptions task. Use this window to specify the range of information included in this report.

Fields

From/To

Use these fields for the ranges to include in the report.

To select only one value, enter the same value in both the From and To fields. Leave the To field blank to produce a list starting from the value entered in the From field. Leave the From field blank to produce a report from the start of the selection up to the value entered in the To field.

Alternatively, use the prompt facility to select from the relevant pop-up.

You do not need to enter valid values in the Contract or Item ranges. All the other entries must be valid values.

Note: *You must complete at least one of these fields.*

Select on Header or Items

Select one of the following to define the selection criteria for the remaining fields:

Header (1) - To select on contract headers

Items (2) - To select on item details on a contract

Contracts Due to Expire Within

Enter the number of days from the current date in which the contract expires. Any contract which expires by this date is included in the report.

Contracts Cumulatives to Date

Amount Received Greater Than

Enter a percentage. This selects the contracts where (cumulative amount received / maximum amount x 100) is greater than this percentage.

Amount Ordered Greater Than

Enter a percentage. This selects the contracts where (cumulative amount ordered / maximum amount x 100) is greater than this percentage.

Select by Quantity or Value

Select one of the following to specify the way in which the software calculates the percentage used in the previous two fields:

Quantity (0) - To calculate the cumulative percentage by quantity

Value (1) - To calculate the cumulative percentage by value

Note: Enter either an ordered or received percentage.

Select **Submit (F8)** to produce the report.

Report Sourcing Rules [13/VSM]

Use this task to produce a report listing the multi-sourcing rules set up for particular stockroom or items or both.

This report prints all the details entered for rules using the Sourcing Rules Maintenance task.

Multi-sourcing Rules Report Window

To display this window, select the Report Sourcing Rules task.

Use this window to enter the selection criteria for this report.

<u>**Fields**</u>

Demand Type

Select one of the following to specify the demand type to include in the report:

MRP (1) - To include rules for MRP demand

MPS (2) - To include rules for MPS demand

DRP (3) - To include rules for DRP demand

Inventory (4) - To include rules for Inventory demand

*ALL (9) - To include the rules which you use for all demand types

All Demand types (X) - To include all defined rules regardless of the demand type

Demand Point

Enter the range of models, centres or stockrooms to include in the report. Enter stockrooms for Inventory demand types, centres for DRP demand types, models for MRP and MPS demand types.

Alternatively, use the prompt facility to select from the relevant pop-up for the demand type.

Item

Enter the range of items to include in the report. You do not need to enter a valid item; you can just indicate the start and end of a list.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Start Date Range

Enter or select a date range to limit the list to multi-sourcing rules with a start date within the period entered. Rules with no dates defined are also listed.

Include Only Current Rules

Use this checkbox as follows:

Unchecked - To list all rules which satisfy the criteria

Checked - To only list rules with an end date greater than the current date (including future rules)

Select **Submit (F8)** to produce the report.

Chapter 3   Processing

3

The Vendor Sourcing Process

You run a batch job to process the source data from MRP, MPS, DRP, and Inventory re-ordering.

- MRP and MPS

  The source data for this multi-sourcing batch job is the same for both MRP and MPS. The task reads the supply file by company and active model code (from the MRP company profile), retrieving the company, stockroom, item, planner, quantity, due date and time, and demand, or supply date. This selects records which satisfy the entered selection criteria, have not been processed, and are defined as purchase items used in Vendor Scheduling.

- DRP

  This works in a similar way to the MRP/MPS run. The main difference is that the selection includes the DRP centre. This selects records using the same criteria as the MPS/MRP run, except that you must have defined the item to a distribution centre.

- Inventory re-ordering

  You can create vendor sourcing records from Inventory re-order point calculations. This is so that you can include items not controlled by MRP, MPS or DRP in contracts.

Note: Vendor Sourcing only processes items which have the Vendor Schedule Item field checked in the Item Stockroom file.

Running Multi-Sourcing

Vendor Sourcing checks each source record against the multi-sourcing rules to select the correct vendor. If an item has a contract, but no multi-sourcing rules, this only checks the contract maximums. Even if you have not defined multi-sourcing rules for the item, the items are displayed on the schedule. You can review these requirements using the Schedule Maintenance task. For more information on Schedule Maintenance and Multi-sourcing Rules, refer to the Maintenance chapter of this product guide.

This process produces two files, the schedule header and schedule detail. Once the software has determined the allocated amounts for each vendor, it creates the schedule records, with the appropriate priority. If the software can allocate more than one priority, it allocates the highest priority.

You define the priorities in the Inventory Descriptions file, under major type PRTY.

> **Caution:** Regarding Supplier Delivery Schedules:-
> Requirements provided by the planning systems into Vendor Sourcing only take into account the delivery schedules related to the primary supplier and the item/stockroom or item. If appropriate, the due date is then adjusted back to the closest prior delivery day. However, contract-specific delivery schedules are only effective for new requirements added manually during maintenance of a schedule in **Schedule Maintenance [4/VSM].**

Run Vendor Sourcing [1/VSP]

Use this task to process all suggested supply records created by MRP, DRP, and MPS. This also processes the requirements created from Inventory re-order point processing.

Note: If an item/supplier profile is set to Inactive, this will either prevent that supplier being considered (even if a valid active contract is found) or will create a schedule exception.

Note: If a profile is set to Unauthorised, an exception is created and any firm requirements will not be allowed to be released.

Note: Any contracts with a contract type of 03 will not be processed.

Note: This task only processes items which have the Vendor Schedule Item field checked in the Item Stockroom file.

Run Vendor Sourcing Window

To display this window, select the Run Vendor Sourcing task.

Use this window to specify which records you want to process.

Note: The fields displayed on this window depend upon the System21 applications you have installed on your system. For example, if you do not use DRP, the Include DRP Suggestions field is not displayed.

Fields

Include Inventory Suggestions

Use this checkbox as follows:

Unchecked - Not to include Inventory re-order point suggestions

Checked - To include Inventory re-order point suggestions

Include DRP Suggestions

Use this checkbox as follows:

Unchecked - Not to include DRP suggestions

Checked - To include DRP suggestions

Include MRP Suggestions

Use this checkbox as follows:

Unchecked - Not to include MRP suggestions

Checked - To include MRP suggestions

Include MPS Suggestions

Use this checkbox as follows:

Unchecked - Not to include MPS suggestions

Checked - To include MPS suggestions

Sourcing Run for *830 or *862

Use this field to specify whether the sourcing run is for *830 or *862 schedules.

This is suppressed, and *830 is assumed, if the Inventory Description 830/862 for major type VSPR has a limit set to **0**. All schedules created within the current Vendor Sourcing run will carry the schedule type value. This is visible within the Schedule Enquiry, Maintenance, Reprint and Resend tasks. An associated description is printed on schedules.

Note: All existing schedules where the schedule type value is blank will automatically be updated to contain *830.

Note: The 862 schedule is used for short-term call-offs (TDS, DCI etc.). It overrides the buckets to daily, and restricts the horizons to the first one only (or more if configured in Description 862DESC). For EDI, 862 schedules are placed in a separate set of files to simplify mapping and control of both types.

Select **Submit (F8)** to submit the job. This runs the Vendor Sourcing process. If the Override Horizon field is checked in the Vendor Scheduling Company Profile, the override horizons defined there are used instead of the standard horizons.

Report Schedule Exceptions [5/VSP]

Use this task to list those schedules which have exceptions.

You can use this report to identify the items which you may need to amend before you issue the schedule. You can choose the schedules to be printed by:

- Contract
- Stockroom code
- Item
- Item group major
- Item group minor
- Item class

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- Planner
- Vendor

The period headings on the report are the date, week or the calendar period defined on the calendar. The quantities are the schedule requirements which fall within the selected period.

Schedule Exception Report Window

To display this window, select the Report Schedule Exceptions task.

Use this window to specify the information you want to include in the report.

<u>Fields</u>

From/To

Enter the range of information to include in the report.

The prompt facility is available for every field.

To select only one item, enter or select the same value in both the **From** and **To** fields. Leave the **To** field blank to produce a list starting from the value entered in the **From** field. Leave the **From** field blank to produce a report listing all items up to and including the value entered in the **To** field.

You do not need to enter a valid contract number and item. All the other entries must be valid values.

Note: You must complete at least one of the following fields to create the exception report.

Multi-sourced Items Report

Use this checkbox as follows:

Unchecked - Not to limit the report to multi-sourced items

Checked - To include only those items which have more than one current vendor

Only List Items with Arrears

Use this checkbox as follows:

Unchecked - Not to limit the report to items in arrears

Checked - To include only those items whose requirements are in arrears

Items with Deliveries Before

Enter or select a date to limit the report to schedules with at least one delivery on or before this date. This defaults to four weeks from the current date.

Sequence By

Select one of the following to specify how to sequence the report:

Vendor/item (1) - To sequence the report by vendor and then by item

Item/vendor (2) - To sequence the report by item and then by vendor

Select **Submit (F8)** to produce the report.

Report Schedule Summary [6/VSP]

Use this task to list schedules in summary format.

You can choose the schedules to be printed by:

- Contract
- Stockroom code
- Item
- Item group major
- Item group minor
- Item class
- Planner
- Vendor

The period headings on the report are the date, week, or the calendar period defined on the calendar. The quantities are the schedule requirements which fall within the selected period.

Schedule Summary Report Window

To display this window, select the Report Schedule Summary task.

Use this window to enter the selection criteria for this report.

Fields

From/To

Enter the range of information to include in the report.

The prompt facility is available for every field.

To select only one item, enter or select the same value in both the **From** and **To** fields. Leave the **To** field blank to produce a list starting from the value entered in the **From** field. Leave the **From** field blank to produce a report listing all items up to and including the value entered in the **To** field.

You do not need to enter a valid contract number and item. All the other entries must be valid values.

Note: *You must complete at least one of the following fields to create the report.*

Only List Items with Arrears

Use this checkbox as follows:

Unchecked - Not to limit the report to items in arrears

Checked - To include only those items whose requirements are in arrears

Number of Time Buckets to List

Use this field to select the number of time buckets to include in the report. You define these in company profile maintenance. This field defaults to 10 time buckets and limits the number of lines per vendor and items.

Select one of the following:

10 - To print the overdue bucket plus nine further buckets on one line

19 - To print the overdue bucket plus 18 time buckets on two lines

28 - To print the overdue bucket plus 27 time buckets on three lines

Schedules to be Released By

You must enter or select a date. All schedules due for release before this date are printed. This defaults to seven days from the current system date.

Sequence By

Select one of the following to specify how to sequence the report:

Vendor/item (1) - To sequence the report by vendor and then by item

Item/vendor (2) - To sequence the report by item and then by vendor

Select **Submit (F8)** to produce the report.

Auto-Release Schedules [10/VSP]

Use this task to release schedules for issue. You can also use this task to submit the Print/Send function immediately after the release process. You can select ranges and status of schedules for release. Schedules which are On Hold, or not on Normal Schedule status are <u>not</u> eligible for release.

You can select a range of schedules using contract number, stockroom, item, item groups, item class, planner and vendor.

You can release schedules that are not due for issue. By default, this only releases schedules if the elapsed days from the previous release date are greater than the number of days set up for the contract or item. If you need to perform the run early, for example, because of bank holidays, set the assumed release date to a future date.

You can produce a pre-list before you release the schedules.

You can also specify that you want to print, fax, or send the schedules using EDI.

Note: This will suppress the updating of orders for contract types 02 and 03. However, the system should not be set up to allow demand to be fed into type 03 Usage Contracts.

Releasing schedules will result in re-pricing of the associated Purchase Orders based upon eligibility rules. The rules include:

- Re-price parameter is set **On** for the company (see 1/INM VSPR/REPRICE, Limit=1)
- Due date on the VS Contract P/O Line is greater than or equal to the System Date
- VS Contract P/O Line for the specific requirement/due date has no goods received
- VS Contract P/O is not in use by another process

When a new contract of type 01 is first issued, with requirements in the first horizon and having a P/O Generation Level of **1**, the P/O number of the generated P/O is determined as follows:

- If the Set P/O No. to Contract No. (Level 1) field is **unchecked**, the P/O number is set to the next available number from the Purchase Management purchase order range.
- If the Set P/O No. to Contract No. (Level 1) field is **checked**, the P/O number is set to the contract number unless this P/O number already exists. If the P/O number already exists, the P/O number is set to the next available number from the Purchase Management purchase order range.

For other P/O Generation levels, the Purchase Management purchase order range is always used. This is because multiple P/Os support a single contract.

The P/O generation level is taken from the contract. Where no contract applies, the setting from the company profile is used (as entered in the P/O Generation Level, When No Contract field).

The Set P/O No. to Contract No. (Level 1) field is also taken from the company profile.

Auto-Release of Schedules Window

To display this window, select the Auto-Release Schedules task.

Use this window to enter the selection criteria for the automatic release of schedules to be issued. This window displays who ran the last release, and what the actual and assumed release dates were.

Fields

From/To

Enter the range of information to include in the report.

The prompt facility is available for every field.

To select only one item, enter or select the same value in both the **From** and **To** fields. Leave the **To** field blank to produce a list starting from the value entered in the **From** field. Leave the **From** field blank to produce a report listing all items up to and including the value entered in the **To** field.

You do not need to enter a valid contract number and item. All the other entries must be valid values, if entered.

Assumed Release Date

Enter or select an assumed release date to force the release of schedules. Do this to release schedules early. This defaults to the current date.

Note: The Earliest Release Date for a manual schedule is set to the date of its addition.

Include Not Due for Release

This field defaults to the previous value used by your user ID.

Use this checkbox as follows:

Unchecked - Not to include schedules not due for release

Checked - To include schedules not due for release

Report Unreleased Schedules

This field defaults to the previous value used by your user ID.

Use this checkbox as follows:

Unchecked - Not to include unreleased schedules

Checked - To include unreleased schedules

Type of Run

Select the type of run required as follows:

Pre-list (1) - To produce a report showing which schedules would be released, but not actually release the schedules. This only reports schedules with requirements in the first horizon, showing the proposed purchase order changes/additions. Horizons beyond the first are not shown.

Release (2) - To release the schedules and update the purchase orders. The schedules then await issue/send (by **Print/Send Schedules [11/VSP].**

Release and print (3) - To release the schedules, update the purchase orders and print, fax or send the details by EDI. The Text to Print pop-up is displayed.

<u>Functions</u>

Submit Without Print (F10)

This is only available on re-display of the window if you have set the Type of Run field to **Release and Print**. Use this to release the schedules without printing the details.

Note: After you have released a schedule, subsequent release runs do not pick it up. In addition, it is no longer available for maintenance.

Select **Submit (F8)** to submit the batch job that releases the schedules.

If the run selected is Release and Print, the Text to Print pop-up is displayed.

Print/Send Schedules [11/VSP]

Use this task to start the Schedule Print/Send batch job. Before you can use this task, you must have released the schedules (using 10/VSP). This task picks up the schedules released by auto-releasing that have not already been printed or sent and fall within the selection criteria. All schedules to print or send have already updated the purchase orders.

You can issue schedules by printer, fax or EDI, according to the setting on the contract.

You define the print format and time bucketing (days, weeks or periods) on the company profile. When you print the schedule, the software takes account of the time buckets and horizons and saves the bucketed quantities on a Schedule Print History file. The software also saves the arrears at the time of printing.

To translate the time bucketing into actual calendar dates, the software uses the Inventory calendar to define week end and period end dates.

Schedule Print and Send Calculations Processing

First, the software determines arrears by reading all purchase order lines, before the current date, by combination of vendor, item, stockroom or contract number. It finds the cumulative year to date receipts from the contract item record, if a contract exists, or by checking all the receipts in the current year.

It picks up the current week and period number from the Inventory calendar. If any of the periods (fabrication, material, or forecast) are in weeks or periods, the software accumulates the schedule records into totals and writes these values to the Schedule Print History file.

Note: *The way in which arrears are handled depends upon the setting in the Inventory Descriptions file under major type VSPR. If ARREARS830 is set to 1, arrears are re-stated. If in use, the arrears are added into the first time bucket on the schedule.*

Print Released Schedules Window

To display this window, select the Print/Send Schedules task.

Use this window to select the range of schedules to print. All parameters on the window default to those previously used by your user ID. You can select a range of schedules using contract number, stockroom, item, item groups, item class, planner and vendor.

This only prints schedules with a status of Updated/To Issue (6). This sets the status of the schedule to Printed/Sent (8).

Fields

From/To

Enter the range of information to include in the report. The prompt facility is available for every field.

To select only one item, enter or select the same value in both the **From** and **To** fields. Leave the **To** field blank to produce a list starting from the value entered in the **From** field. Leave the **From** field blank to produce a report listing all items up to and including the value entered in the **To** field.

You do not need to enter a valid contract number and item. All the other entries must be valid values.

Press Enter to validate the data and then select **Submit (F8)** to display the Text to Print pop-up.

Text to Print Pop-up

To display this pop-up, select **Submit (F8)** on the Auto Release of Schedules window or the Print Released Schedules window.

Use this pop-up to enter any text to print on the schedule. If you entered text in Schedule Maintenance, this is printed instead.

Fields

Text to Print

Enter any text to include on the schedule printouts.

Press Enter to submit the batch print job.

Enquire on Contract [15/VSP]

Use this task to view the contract details in enquiry mode only.

The windows displayed in this task are the same as those in the Contract Maintenance task. For more information on the fields displayed, refer to the Contract Maintenance section of this product guide.

Contract Enquiry Selection Window

To display this window, select the Enquire on Contract task.

Use this window to enter the vendor and contract number for which you want to display contract details.

Fields

Vendor

Enter a vendor.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Contract Number

Enter a contract number.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

Press Enter to display the Contract Enquiry window.

Contract Enquiry Window

To display this window, enter a vendor and contract and then press Enter on the Contract Enquiry Selection window.

This window displays the contract header information. The information displayed includes:

- Contract number
- Vendor name and address
- Stockroom
- Start and end date
- Ordered, received, and returned values and quantities
- Authorisation details

<u>**Functions**</u>

Print (F14)

Use this to print details of the selected contract.

Vendor Detail (F15)

Use this to display the Supplier Enquiry. For more information, refer to the Accounts Payable product guide.

What Bought (F16)

Use this to display the Supplier - What Bought Enquiry. For more information, refer to the Purchase Management product guide.

Horizons (F19)

Use this to display the Contract Authority pop-up. For more information, refer to the Contract Maintenance section of this product guide. In enquiry mode, changes cannot be made.

Internal Text (F20)

Use this to display the internal text. This text is not printed on any documentation.

External Text (F21)

Use this to display the external text. This text is printed on all customer documentation.

Authorisation (F22)

Use this to display the Authorisation pop-up, which states whether this contract is authorised.

Press Enter to display the Contract Item Enquiry window.

Contract Item Enquiry Window

To display this window, press Enter on the Contract Enquiry window.

Use this window to select an item for which you want to display the details. The contract and vendor details are displayed at the top of the window. For each item, the stockroom, maximum quantity and value, and start and end dates are displayed.

Options

Item Details

Use this to display the Item Details Enquiry pop-up.

This is the default selection.

Accumulated Totals

Use this to display the Item Accumulated Values Enquiry pop-up.

Prices

Use this to display and maintain the price structures for this item.

Select Item Details against an item to display the Item Details Enquiry pop-up.

Item Details Enquiry Pop-up

To display this pop-up, select an item with Item Details on the Contract Item Enquiry window.

This pop-up displays:

- Item details
- Stockroom
- Start and end dates
- Maximum value and quantity
- Purchase and issue UoM
- Schedule print frequency
- Date last issued

Functions

P/O Lines (F15)

Use this to display the current purchase order position associated with this contract item in the Orders by Contract Item window.

Item/Vendor (F16)

Use this to display the item and vendor profile details on the Item Supplier Profile Maintenance window. For more information, refer to the Purchase Management product guide.

Prices (F17)

Use this to display the price structures for this contract item. The Price Structure Selection pop-up is displayed.

Multi-sourcing (F18)

Use this to display the Sourcing Rules enquiry for this item.

Horizons (F19)

Use this to display the Contract Authority window. For more information, refer to the Contract Maintenance section of this product guide. In enquiry mode, changes cannot be made.

Internal Text (F20)

Use this to display the internal text. This text is not printed on any documentation.

External Text (F21)

Use this to display the external text. This text is printed on all customer documentation.

Select **Exit (F3)** to leave the enquiry or **Previous (F12)** to return to the Contract Item Enquiry window.

Item Accumulated Values Pop-up

To display this pop-up, select Accumulated Totals against an item on the Contract Item Enquiry window.

This pop-up displays:

- Item details
- Stockroom
- Maximum, ordered, received, and returned value
- Maximum, ordered, received, and returned quantity

Select **Previous (F12)** to return to the Contract Item Enquiry window.

Enquire on Contract Item [16/VSP]

Use this task to enquire on contract item details.

The windows displayed in this task are the same as those in the Contract Item Maintenance task. For more information on the fields displayed, refer to the Contract Item Maintenance section of this product guide.

Contract Item Enquiry Selection Window

To display this window, select the Enquire on Contract Item task.

Use this window to select the item and stockroom for which you want to see contract details.

Fields

Item

Enter an item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Enter a stockroom.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Effective Date

Enter or select the effective date. This defaults to today's date.

Press Enter to display the Contract Item Enquiry Select Contract window.

Contract Item Enquiry Select Contract Window

To display this window, enter the details and then press Enter on the Contract Item Enquiry Selection window.

Use this window to select the contract for which you want to display details. This window displays the item and stockroom details. For each contract, the contract number, maximum quantity and value, start and end dates, and vendor is displayed.

Options

Item Details

Use this to display the item details on the Item Details Enquiry pop-up.

This is the default selection.

Accumulated Totals

Use this to display the accumulated totals on the Item Accumulated Values Enquiry pop-up.

Select **Exit (F3)** to leave the enquiry.

Enquire on Sourcing Rules [17/VSP]

Use this task to view the [multi-sourcing](#) rules set up for particular items.

The windows displayed in this task are the same as the windows in the Sourcing Rules Maintenance task. For more information on the fields displayed, refer to the Sourcing Rules Maintenance section of this product guide.

Select Existing Rule for Item Pop-up

To display this pop-up, select the Enquire on Sourcing Rules task.

Use this pop-up to select the rule for which you want to display details. For each rule, the item, demand type, demand point, rule type, and start and end dates are displayed.

Select a rule (of type 2 or 3) to display the Vendor Rules Enquiry window.

Vendor Rules Enquiry Window

To display this window, select a rule on the Select Existing Rule for Item pop-up.

The information displayed includes:

- Item details
- Demand type
- Effective dates
- Preferred vendor
- Maximum and minimum quantity for each vendor
- Rounding details for each vendor
- Cumulative order quantity

Select **Exit (F3)** to leave the enquiry.

Enquire on Schedule [18/VSP]

Use this task to view details relating to a schedule which you have released and sent to the customer.

Schedule Enquiry Selection Window

To display this window, select the Enquire on Schedule task.

Use this window to select the item and vendor for which you want to view the schedule details. The selection window defaults to a Vendor/Item sequenced view. This view includes only current schedules (the most recent issue), but both 830 and 862 schedules, in a summary format.

Fields

Position to Vendor (or Item)

Enter a vendor (or item) to display the information starting from that vendor (or item).

Select Schedule Type

A specific schedule type may be entered to limit further any view to a specific schedule type (*830 or *862). The default is to select all (*ALL).

Options

Internal View

Use this to display the internal details for this schedule on the Schedule Enquiry window.

This is the default selection.

Vendor View

Use this to display the Schedule as Issued to Vendor enquiry window.

Display Text

Use this to display the external schedule text.

Functions

Fold/Unfold (F21)

Use this to toggle between Summary and Detail views. The Detail view provides additional information, including Issue Date, Contract, Stockroom, Issue Number, and Schedule type (*830 or *862).

Change View (F22)

Use this to toggle between Vendor and Item views.

Current/History (F23)

Use this to toggle between the Current view, showing latest issued schedules only, and the History view, which shows all issued schedules, including all past issues not yet purged or archived.

Note: In the Current view, only the latest issue of each schedule is shown. It will not show both the latest 830 and latest 862 for a schedule.

*Note: If *ALL is selected, the latest issue irrespective of 830/862 is shown. For *830 selected, only schedules whose latest issue is an 830 are shown. The same applies for *862.*

Note: Therefore, the [History](#) view should be used if it is necessary to be able to determine the latest 830 and latest 862 for a schedule.

Select **Internal View** or **Vendor View** against a line to display the appropriate schedule enquiry view.

Schedule Enquiry Window

To display this window, select Internal View against a line on the Schedule Enquiry Selection window.

This window shows, in date sequence, all of the requirements for the selected schedule.

The field, beginning with the Prior Cum balance (the Cumulative Received for the contract item), reflects the scheduled Cumulative to Date balances for the schedule. This balance is commonly used to reduce confusion when communicating schedule information with suppliers. However, all quantities are in stock issue units rather than the Contract [UoM](#) (which is used for issued quantities and schedule maintenance).

Arrears appear as pre-issue-dated requirements even if the Re-stated Arrears task is in use.

The information displayed includes:

- Vendor details
- Item details
- Issue number and date
- Schedule type
- Stockroom
- Delivery date required
- Required and cumulative quantity

Functions

Additional Details (F13)

Use this to display more information on the Additional Details pop-up.

Current P/Os (F15)

Use this to view the current purchase order lines associated with this contract item on the Orders by Contract Item window. This is not the order position at the point of issue of the original schedule.

If the schedule has no associated contract, all outstanding purchase order lines for the item/stockroom, which are not associated with a specific contract, are shown.

Select **Exit (F3)** to leave the enquiry.

Additional Details Pop-up

To display this pop-up, select **Additional Details (F13)** on the Schedule Enquiry window.

This pop-up displays basic schedule details, such as the vendor's address and contact (including telephone numbers), along with the delivery address for the schedule, delivery instructions and any special comments.

Select **Previous (F12)** to re-display the Schedule Enquiry window.

Orders by Contract Item Window

To display this window, select **Current P/Os (F15)** on the Schedule Enquiry window. This window is also available from other tasks within Vendor Scheduling.

The lines shown will be restricted to those that are outstanding and are associated with the contract, item and stockroom selected.

If the schedule has no associated contract, all outstanding purchase order lines for the supplier/item/stockroom, which are not associated with a specific contract, are shown.

If the contract is of type 02 or 03, the lines are from the purchase order that is linked to the contract.

Fields

Item

You can use this field to change to any other valid item code. If the item is on the contract, data will be displayed.

Due Date/Promised Date

These dates are highlighted individually if they are before the current date.

Options

Detail

Use this to view the Order Summary window for the selected order. Initially, this shows only the outstanding deliveries, for this item/stockroom only.

This is the default selection.

Text

Use this to view any internal order text.

Functions

Item Orders (F10)

Use this to view the Orders by Item window, showing the complete position of outstanding orders for the item, irrespective of supplier, contract and stockroom. This function may be used even if the entered item is not present on this contract.

Select **Cancel (F12)** to re-display the Schedule Enquiry window.

Schedule as Issued to Vendor Window

To display this window, select Vendor View against a line on the Schedule Enquiry Selection window.

This window displays the schedule as it was issued to the vendor. This relates directly to the information that was issued to the vendor via print, FAX or EDI.

The details displayed are those as calculated on release of the schedule, showing requirements in time buckets as opposed to the 'raw' dated requirements. They are expressed in the purchase UoM defined at contract/item level.

Functions

Receipts/Arrears (F13)

Use this to show the details as at the time of issue on the Prior Receipts and Cumulatives pop-up.

Current P/Os (F15)

Use this to show the current purchase order position associated with this contract item in the Orders by Contract Item window. This is not the position as at the time of schedule issue.

Select **Exit (F3)** to leave the enquiry.

Prior Receipts and Cumulatives Pop-up

To display this pop-up, select **Receipts/Arrears (F13)** on the Schedule as Issued to Vendor window.

This pop-up displays the details of prior receipts and the figures for cumulative receipts, arrears/past due and rejects as at the time of issue.

Press Enter or **Previous (F12)** to re-display the Schedule as Issued to Vendor window.

Send Schedules [21/VSP]

Use this task to start the batch function to extract the vendor schedules you want to send by EDI from the database.

This only extracts released schedules flagged for sending by EDI on the vendor contract. The EDI vendor schedule is then added to the EDI mailbox send queue.

You can print a control list, showing the schedules sent via this run.

If you flagged the schedules for printing on the vendor contract, you can also print the schedules.

This task performs the following:

- It copies the schedule data from the vendor schedules database into the Application Interface files.
- If the Add to Mailbox flag is set, it translates the schedule data into an outgoing EDI mailbox.
- It produces a control report showing the details selected.
- It updates the status of the schedules to Sent by EDI.

Send Vendor Schedules Window

To display this window, select the Send Schedules task.

Use this window to enter the selection criteria for the schedules you want to send using EDI.

Fields

Add Vendor Schedules Directly into Mailbox

Use this checkbox as follows:

Unchecked - To hold the extracted vendor schedules in the Application Interface database

Checked - To add the vendor schedules into the EDI mailbox send queue

Control List Inclusion

Select one of the following:

All schedules (1) - To print a list of all Vendor Schedules sent via EDI

Exceptions only (2) - To print only schedules which contain an error

Select **Submit (F8)** to submit the batch function. All EDI schedules awaiting send are extracted, whether of type 830 or 862. A separate set of AI files is used to hold each type.

Reprint/Resend Schedules [80/VSP]

This task uses the format of the Schedule Enquiry Selection window (18/VSP), but supports the selection of schedule issues to re-print or to re-print and re-send. This window has the same functions as the Schedule Enquiry Selection window, but different selection options.

Schedule Reprint Select Schedule Window

To display this window, select the Reprint/Resend Schedules task.

Use this window to select the schedules you want to re-print or re-print and re-send. Selections may be mixed.

Fields

Position to Vendor (or Item)

Enter a vendor (or item) code to re-display the window starting at that code.

Select Schedule Type

A specific schedule type may be entered to limit further any view to a specific schedule type (*830 or *862). The default is to select all (*ALL).

Options

Reprint

Use this to re-print a schedule that was originally issued as a printed schedule (in whichever layout it was originally printed).

This is the default selection.

If the schedule was not originally printed, the selection will be ignored.

Reprint & Resend

Use this to re-issue a schedule that was originally sent via EDI or FAX. If it was also printed, it will be re-printed as well.

Functions

Fold/Unfold (F21)

Use this to toggle between Summary and Detail views. The Detail view provides additional information, including Issue Date, Contract, Stockroom, Issue Number, and Schedule type (*830 or *862).

Change View (F22)

Use this to toggle between Vendor and Item views.

Current/History (F23)

Use this to toggle between the Current view, showing latest issued schedules only, and the History view, which shows all issued schedules, including all past issues not yet purged or archived.

*Note: EDI transactions generated by **Auto-release Schedules [10/VSP]**, when you choose to print as part of the job) and those generated by **Print/Send Schedules [11/VSP]** are normally not sent until **Send Schedules [21/VSP]** is selected. Reprint/Resend Schedules, however, has the Send Schedules process built into it. If EDI transactions are generated from the Re-print/Re-send Schedules task, all pending EDI transactions, including those queued up from prior iterations of **Print/Send Schedules** and **Send Schedules,** will be sent.*

Note: To avoid any conflict of current issue data with re-sent issue data, it is advisable to ensure that the pending EDI data is sent before any re-sending.

Select **Submit (F8)** to submit the selections for processing. If any are to be sent via EDI, the EDI runtime prompt will be presented.

Report Cascading Release Analysis [81/VSP]

Use this task to produce a report which lends visibility to trends over multiple *830 schedule issues, which may not be readily apparent without such a view.

The report aggregates schedule details into 7 calendar day *buckets* (based upon schedule requirement due date), beginning with the Date From provided. The bucketed requirements for all included issues of all included schedules are printed in ten buckets covering the 10 weeks from the **Date From**.

Cascading Supplier Release Analysis Selection Window

To display this window, select the Report Cascading Release Analysis task.

Vendor, Item (**From** and **To**) and **Date From** are mandatory entries. A range of schedule issue numbers is optional. Blanks will be assumed to mean include all *830 schedule issues.

Fields

Vendor

You must enter a vendor.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Item/To

You must enter an item range.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Issue #/To

You can optionally enter a range of issue numbers.

Date From

You must enter or select a date.

Note: This report is most useful when only a single contract and stockroom are applicable to a supplier/item. Otherwise, there could be more than one set of schedule issues, which could confuse the selection and reporting by issue number.

Select **Submit (F8)** to submit the report for processing.

Report Net Changes [82/VSP]

The purpose of this task is to produce a report which provides visibility of significant schedule quantity variances for a nominated authority type between the selected issue number and the previous issue.

The report compares schedule quantities by date (for the specified authorisation type) and prints dates with a percentage difference between the two schedules in excess (using the absolute value of the difference) of the threshold level specified (if any). Dates with no differences are always excluded from this report.

Net Change Report Selection Window

To display this window, select the Report Net Changes task.

On this window, the Vendor, Contract, Item, Warehouse, Issue # and Horizon (Authorisation Type) fields are mandatory. Threshold Level is a percentage and is optional.

Fields

Vendor

You must enter a vendor.

Alternatively, use the prompt facility to select from the Supplier Search pop-up.

Contract

You must enter a contract.

Alternatively, use the prompt facility to select from the Select Contract pop-up.

Item

You must enter an item.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Warehouse

You must enter a warehouse.

Alternatively, use the prompt facility to select from the Stockroom Selection pop-up.

Issue #

You must enter an issue number.

Horizon

You must enter an authorisation type.

Threshold Level

You can optionally enter this as a percentage.

Note: If the schedule issues selected are of a different type (830/862), the comparison may be of limited use, especially if a horizon beyond horizon 1 is selected.

Select **Submit (F8)** to submit the report for processing.

Chapter 4   Utilities

4

Inventory Descriptions File Settings

Standard settings are installed within types EDI and VSPR. See the section on EDI Considerations below for the EDI settings.

The VSPR settings are:

830/862

Set limit = **1** if both types of schedule are in use (default is **0**). A setting of **0** suppresses the 830/862 prompt on the Sourcing Run Selection window.

ARREARS830

Set limit = **1** to activate Re-stated Arrears for 830 schedules (default is **0**).

ARREARS862

Set limit = **1** to activate Re-stated Arrears for 862 schedules (default is **0**).

830DESC

This is the description of schedule type 830 to be printed on schedules and shown on some windows. It could be set to **Release**, for example. The maximum usable length is 12 characters. The default is blanks.

862DESC

This is the description of schedule type 862 to be printed on schedules and shown on some windows. It could be set to **Ship**, for example. The maximum usable length is 12 characters. The default is **DCI**.

Note: The limit on 862DESC determines the number of horizons to include on the 862 schedules (default 1).

REPRICE

Set limit = **1** to set on re-pricing.

EDI Considerations

There are a number of AI details that are specific to outbound vendor schedules. These are outlined below.

The schedule document must be defined as an active document within AI.

Schedules will not be extracted to the AI interface files unless the vendor has been defined as a trading partner within AI. In addition, the schedule document must be defined as active for the trading partner and the contract header must have EDI selected.

If you do not wish the standard System21 *zero correction* process (which adds a minus 9999 to every numeric field in the outbound schedule interface files that contains a zero) to occur, set position 1 of data area AI001 to **0** (zero).

There are some fields in the outbound schedule interface files that are populated from the contents of the Inventory Descriptions file. The installation will automatically update the Inventory Descriptions file with these new parameters, but it is your responsibility to revise the description values so that they are meaningful. See the Inventory Descriptions file under Major Type EDI.

Description Code	Description Value
MTLISSUEID	17-character name of company, division or department
TIMEZONE	2-character code
CONTACTPHN	10-character phone number that the vendor may call
FABAUT	Number of the Authority type used for Fabrication Authority (default 1)
MTLAUT	Number of the Authority type used for Material authority (default 2)

Vendor Scheduling Company Profile [1/VSU]

Use this task to define the company parameters. These determine how Vendor Scheduling runs on your system.

Note: *You must set up the company details before you can use any part of the Vendor Scheduling software.*

You can define nine authorisation periods. These are used as defaults, which you can override when maintaining contracts.

You can also specify override time spans, which override all time periods set in contracts, and you can then plan schedules accordingly.

Maintain Profile Records Window

To display this window, select the Vendor Scheduling Company Profile task. Use this window to select the company for which you want to maintain records.

Select a company to display the Company Profile Maintenance window.

Company Profile Maintenance Initial Window

To display this window, select a company on the Maintain Profile Records window.

This window carries only the Override Horizon field. The actual horizons are maintainable in the next pop-up.

Fields

Override Horizon

Use this checkbox as follows:

Unchecked - To use the standard horizon time spans as they are set at contract/item level

Checked - To activate the override of the standard horizon time spans

The override horizon settings will be applied to all contracts whilst this is activated.

On subsequent runs of Vendor Sourcing, the override settings will be displayed to show that all sourced schedules will adhere to those overrides.

Press Enter to display the Horizon Authorisations pop-up.

Horizon Authorisations Pop-up

To display this pop-up, press Enter on the Company Profile Maintenance Initial window.

This pop-up allows up to nine active authorisation types to be defined. A maximum of four authorisation types are shown at one time. Authorisation types are active when they are set to less than 999.

Fields

Description

This is the full description for this authorisation type. This is a company-wide selection and cannot be modified by contract.

Note: *At least one authorisation type must be defined.*

ABV

This is the abbreviation used for this authorisation type on screens and reports where the full description cannot be used. This is a required value if a description has been entered. This is a company-wide selection and cannot be modified by contract.

Days

This is the number of days forward (from the issue creation date) that are to be included in this authorisation type horizon. This value must be greater than that of the prior authority type, or 999. If it is left blank, the system will assume 999. At least one horizon should be defined as less than 999.

The actual length of the authority period is the **Days** value less the **Days** of the previous horizon.

Note: The special value of 999 indicates an inactive horizon. If you wish to define a very long active horizon, it should be set to 998 or less.

Over

This is the number of days to be used in place of the **Days** value for this authorisation type (at contract/item level), if the Override Horizon field is checked. This value must be greater than that of the prior authority type, or 999. If it is left blank, the system will assume 999. If the Override Horizon field is checked, at least the first horizon must have a value less than 999 in the Over field. This is a company-wide selection and cannot be modified by contract.

Note: The special value of 999 indicates an inactive horizon. If you wish to define a very long active horizon, it should be set to 998 or less.

SPB

The Schedule Print Bucket is the aggregation (bucketing) to be used for this authorisation type when printing schedules and generating electronic schedules. This value must be **1** (Days), **2** (Weeks) or **3** for (Periods). This is a company-wide selection and cannot be modified by contract. For 862 schedules, this is always overridden to be Days.

HWT

The High Water Table field denotes whether the user wants high water values to be calculated and held for this authorisation type. This value must be **Y** (Yes) or **N** (No). It is recommended that Y be used for authorisation types which represent financial obligations. This is a company-wide selection and cannot be modified by contract.

The High Water quantities are recorded in file VSP38, the current highest quantity having STAT = blank and historical quantities having a STAT = 8. There are no standard reports/enquiries on this data, so you will need to use query or reporting utilities to analyse it.

Note: If both the Days and Over fields are 999, the authorisation type is considered completely inactive. However, if an inactive authorisation type has been previously used in a contract definition, an item/contract definition, or when generating schedules, the Description and ABV values should not be blanked, in order that these horizons still have authorisation type descriptions available.

Press Enter to display the Company Profile Maintenance Contract window.

Company Profile Maintenance Contract Window

To display this window, press Enter on the Horizon Authorisations pop-up.

Use this window to define the contract authorisation and numbering details. You can also enter a password to restrict entry to contract authorisation.

Fields

Password Required on Contract Authorisation

Use this checkbox as follows:

Unchecked - If you do not want to password protect contract authorisation

Checked - If you do want to password protect contract authorisation. You should then specify the password in the Password field.

Password

If you checked the Password Required on Contract Authorisation field, enter a password using a maximum of 10 characters.

Note: The passwords are not displayed on window as you enter them.

Password for Altering Contract Accumulated Values

Enter the password required to change the contract-accumulated values. You can use a maximum of 10 characters.

Last Contract Number

Enter the last contract number used. This is normally system-generated; however, you can override it. This is incremented every time you raise a contract.

Default Contract Number Initial Letter

You must enter the letter with which you want to prefix any system-generated contract number.

Allow Entry of Manual Contract Number

Use this checkbox as follows:

Unchecked - If you do not want to use manual contract numbers. You cannot then enter or override any contract numbers on any contract maintenance window.

Checked (default) - If you want to allow use of manual contract numbers

Press Enter to display the Company Profile Maintenance Planner window.

Company Profile Maintenance Planner Window

To display this window, press Enter on the Company Profile Maintenance Contract window.

Use this window to enter the default planner and define more contract defaults.

3BUtilities

Fields

Default Planner Code

Enter the five-character default planner code. This is used in schedule maintenance.

Schedule Print Format

This field allows you to specify which print format you wish to use for the printed vendor schedule document.

Select one of the following:

One per page - portrait 1 (1) (default) - To print the schedule in portrait format

One per page - landscape (2) - To print the schedule in landscape format but restrict the print to one item per page

Many per page - landscape (3) - To print the schedule in landscape format with multiple items per page

One per page - portrait 2 (4) - To prints the schedule in portrait layout 2 (This is based on the variation originally used in US version AP2.4.)

Note: With landscape layout, fixed bucket positioning is applied. This means that for given horizon lengths and bucket types, the buckets for each authority are printed in consistent positions on the page, from one schedule issue to the next. With portrait layout, the positioning is still variable depending upon the issue day of the print and the presence or absence of requirements in leading/trailing buckets.

More Than One Contract per Purchase Order

Use this checkbox as follows:

Unchecked - If you only allow one contract per purchase order

Checked - If you can create multiple contracts per purchase order

P/O Generation Level, When No Contract

Select the default to use for items with no associated contract:

One per delivery (3) - To generate a purchase order for each delivery (date). In this case, several items required on the same date from the same supplier could be on the same purchase order.

One per requirement (4) - To generate a purchase orders for each requirement.

Set P/O No. to Contract No. (Level 1)

Use this checkbox as follows:

Unchecked (default) - If the P/O number is set to the next available number from the PM purchase order range

Checked - If contract-level P/Os are created with the same number as their related contract.This will only apply to contracts of type 01 that use P/O generation level 1 (one P/O per contract). If the contract number conflicts with a pre-existing P/O, the next available P/O number is used (from the normal PO range).

Note: If this field is checked, the PM P/O. number range and VS contract range should be different. This may be achieved by using a different prefix and/or numeric range.

Note: For contracts of type 02 (VMI Forecast) or type 03 (VMI Usage) this field has no effect. For these, the P/O must be created before the contract, or simultaneously. It is the responsibility of the user to enter the contract number manually in order to match the pre-existing P/O, or to create the P/O with a matching number whilst creating the contract.

Note: This setting has no impact on existing contracts that already have an associated P/O.

Allow Contract Values to be Exceeded

Use this checkbox as follows:

Unchecked (default) - If you cannot exceed contract values

Checked - If you can exceed contract values

Allow Schedule without Active Contract

Use this checkbox as follows:

Unchecked - To prevent the creation of schedules if a valid contract is not found. This makes the use of contracts mandatory.

Checked - To allow the creation of schedules if a valid contract does not exist

Select **Update (F8)** to confirm and save the details. The Maintain Profile Records window is re-displayed.

Schedule Purge [2/VSU]

Use this task to remove old schedules.

You can specify the last date for which you want to keep schedules.

You can also select a specific supplier and/or item, and may specify whether purged schedules are to be archived.

Note: If you do not run this task regularly, it can take a long time to run.

Schedule Purge Window

To display this window, select the Schedule Purge task.

Use this window to specify the date before which you want to delete schedules.

Fields

Delete Schedules for Vendor

You can optionally enter a specific vendor.

Schedules for Item

You can optionally enter a specific item.

Schedules Created Before

If a date is entered or selected in this field, it cannot be a future date.

Caution: It is advisable to enter or select a date (e.g. 2 months prior to the current date) to ensure that recent schedules are retained for enquiry, etc.

Note: At least one selection parameter must be provided. If multiple selection parameters are entered, they establish a compound selection test.

Archive Schedules

Select one of the following:

No (N) - If the selected schedules headers, their associated schedule details, and the records containing a frozen view of schedule, will all be deleted from the Vendor Scheduling production files

Yes (Y) (default) - If the selected records will be copied to special archive files before being purged from the production files

These files are named VSP40AR, VSP42AR, VSP45AR and VSP50AR through to VSP54AR and their data is not used subsequently by System21. You must decide when and how to access, clear and/or backup these files.

Note: User access to this task should be carefully controlled. An inappropriate purge definition could result in a complete loss of schedule data.

Note: Archived schedule data is not available for display or printing using standard Vendor Scheduling enquiries and reports.

Note: If all issues of a schedule are purged, future issues of that schedule will be numbered beginning with issue number 1.

Select **Submit (F8)** to submit the batch job to delete the schedules.

Appendix A Glossary

A

Audit Files

Audit files are a log of all changes made to specific areas of the software.

Call Off

The quantity required by a customer for a specific delivery

Consignment

All items despatched to a customer in one delivery

Delivery Requirement

The quantity required by the customer for a specific delivery

Effective Quantity

The total quantity required by the customer over the life of the schedule

History

The previous issues of the schedule

Individual Requirement Percentage

This is a multi-sourcing algorithm which splits the individual purchase requirement across multiple vendors according to pre-defined splitting rules.

Multi-sourcing

You use multi-sourcing to set up rules to order high volumes from more than one vendor. For each item, you define a sourcing table used to calculate vendor and quantity for any supply requirements.

P/O

This is an abbreviation for Purchase Order.

Quantity Price Break

Use this to enter different prices for different quantities. The quantity price break is the amount up to which a price applies.

Retrospective Invoicing

The ability to impose historical price increases, or reductions, on to a customer

Schedule Purge

This is the removal of old schedules to keep your system tidy.

Splitting Rules

For each vendor defined as a source of supply for an item, you can split the item requirement as follows:

- Percentage split

- Maximum quantity
- Minimum quantity
- Round up to a minimum quantity
- Round up to a multiple quantity

These rules work for all purchase requirements.

Time Buckets

Units of time used within the software, for example, days, weeks, periods

UoM

Abbreviation for Unit of Measurement

Vendor Managed Inventory (VMI)

The Vendor has access to stock levels, usage, demand etc and is able to control the deliveries and the supporting Purchase Order. Special contract types allow support of VMI in Vendor Scheduling.

Vendor Splitting Rules

These show how suggested requirements are allocated across multiple contracts for the same vendor.