

## Requisition Item Upload Template Functionality

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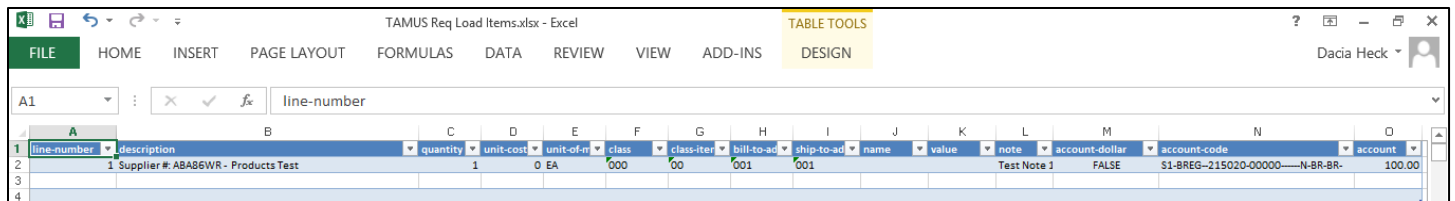
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### Requisition Item Upload Template

The following key items will assist in uploading contract items to a Requisition.

#### Item Upload Template

Use the template provided by Periscope Holdings.



The following fields are within the template:

Field Name	Required/Optional	Comment
line-number	Required	Unique integer value which is used to number the line item and correlates with the Item # field within BidBuy. Use sequential line numbering 1, 2, 3, 4...
Description	Required	Item description that supports up to 4,000 characters. The value here correlates with the Description field within BidBuy. The description configured here will be searchable using Quick Buy.
Quantity	Required	The number of the item that is to be ordered. The value here correlates with the Quantity field within BidBuy. This value can be '0'.

unit-cost	Required	The unit cost of the item being ordered. The value here correlates with the Unit Cost field within BidBuy. This value can be '0'.
unit-of-measure	Required	A valid BidBuy unit of measure associated with the item to be ordered. The value here correlates with the UOM field within BidBuy and must match the standard list of UOM values configured in the system.
class	Optional	The 3-digit NIGP code associated with the item to be ordered. The value here correlates with the NIGP Class field within BidBuy.
class-item	Optional	The 2-digit NIGP code associated with the item to be ordered. The value here correlates with the NIGP Class Item field within BidBuy.
bill-to-address-id	Required	A unique integer value that corresponds to the bill to address that BidBuy assigns to a specific address. If unsure, use 001 and update post-upload.
ship-to-address-id	Required	A unique integer value that corresponds to the ship to address that BidBuy assigns to a specific address. If unsure, use 001 and update post-upload.
Name	Optional	The column name associated with a defined line item custom column on the requisition. This name should correlate with column named assigned within BidBuy.
Value	Optional	The value of the custom column defined in the name field above. The value here correlates with the custom column name defined in BidBuy associated with the above name.
Note	Optional	Any line item note information that is to be associated to the line item. The value here correlates with the line item Notes tab within BidBuy.
account-dollar	Required (If accounting required for Org)	True or False value. When set to true then the account field is a specific dollar amount allocation. When set to false, the account field should be set to a percentage amount allocation.
account-code	Required (If accounting required for Org)	The account that should be associated to the line item. The value here correlates with the line item Accounting tab within BidBuy. A valid account code must be added due to system settings requiring accounting.

account	Required (If accounting required for Org)	The amount either represented as a specific dollar amount or percentage based on the account-dollar value of true or false. The value here correlates to the Percent or Dollars field at the line item level within BidBuy.
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### Data Cleansing

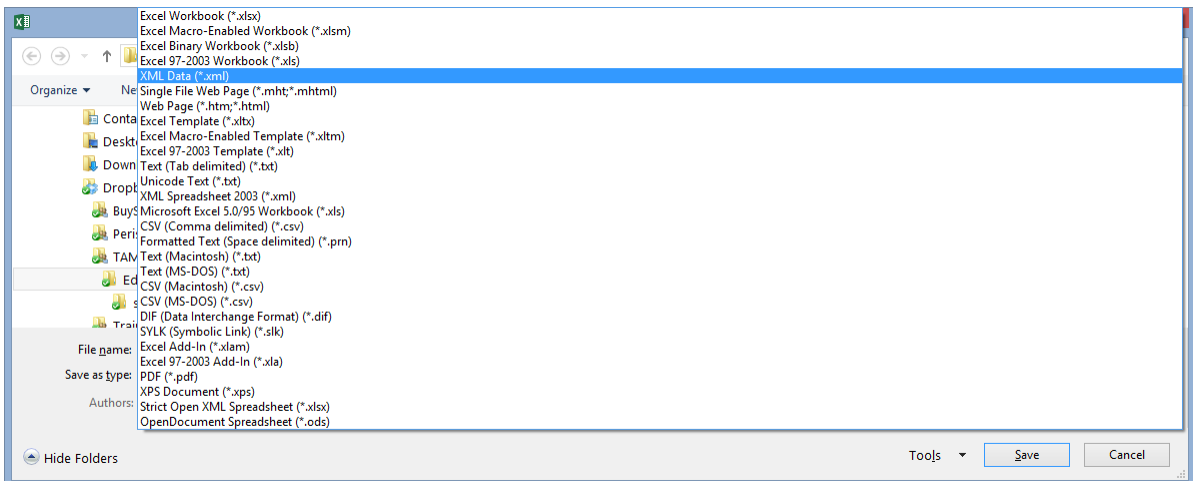
When populating the Description column of the template; please take into account that the document will be converted to XML. Special characters that are not XML compliant should not be used. In order to ensure no special characters are used at the beginning or end of the Description column; it is advised to use the CLEAN formula in excel or save into Notepad prior to adding to the excel file.

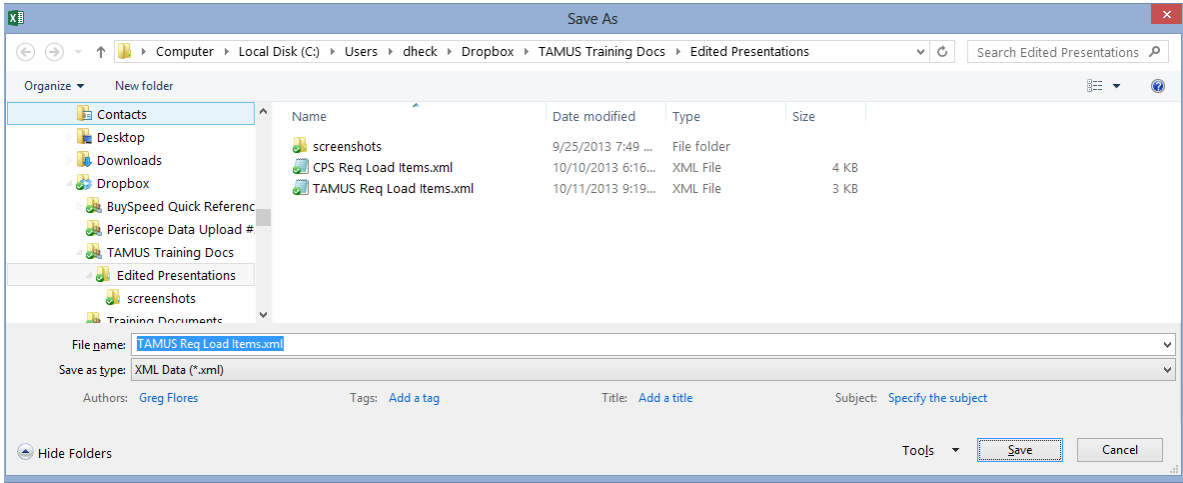
1. Open the Item Upload template.
2. Insert a new column after the 'description' column.
3. Add the following formula **=CLEAN([@description])**
4. Copy new column and paste values into the description column
5. Delete the added column

### Save as XML

After populating the template; save as XML prior to uploading to a Requisition.

1. Select File > Save As
2. Select dropdown next to 'Save as type'
3. Select XML Data (\*.xml) from the list



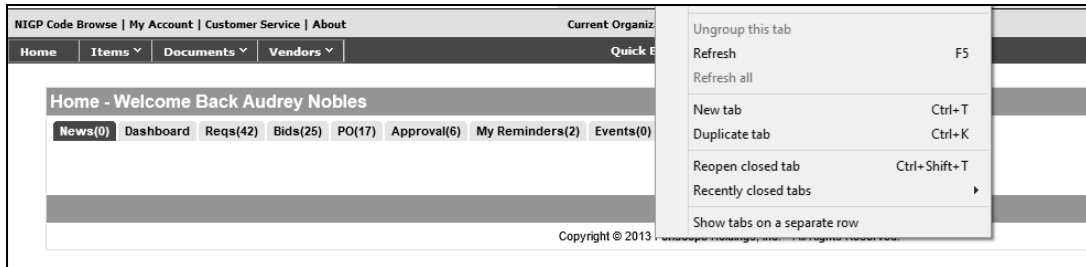


### Uploading to a Requisition

When uploading, there is a default 30-minute timeout for the web server. If the upload takes over 30-minutes and has an error in the upload, the end user will not receive the error message because the web server will timeout. If the upload completes successfully, the items will be uploaded even with a timeout.

In order to prevent a timeout, the user can open multiple tabs in their browser window (Chrome is preferred for this step).

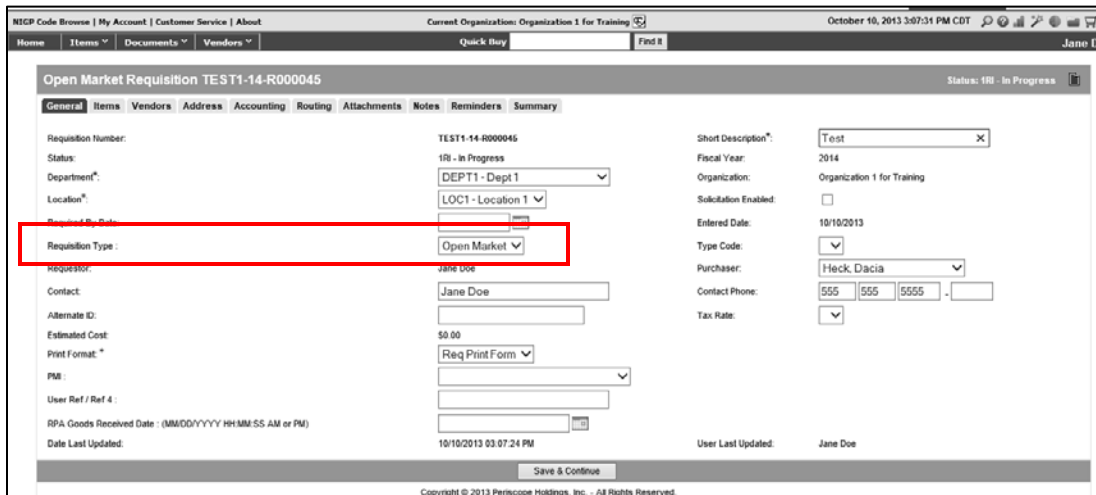
1. Open browser and login to BidBuy.
2. Select the browser tab, right-click, and select 'Duplicate tab'.



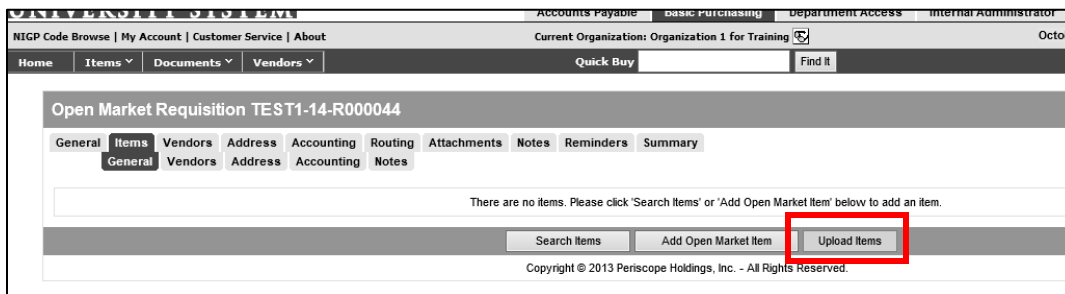
3. Click back to the first tab; using a **Department Access** or **Basic Purchasing** user account, create a Requisition to begin Item Upload.



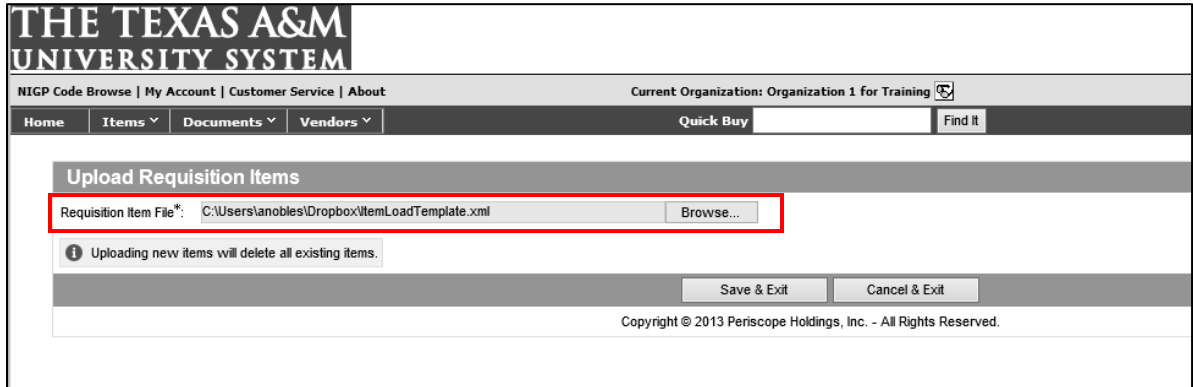
4. In order to upload items, user must create an **Open Market Requisition, Direct Open Market Requisition or Demand Requisition**.



5. Under the **Items** tab, select **Upload Items**.



6. Select the Item Load Template file. **Note: Must be saved in XML format.**



7. While the upload is occurring in your first tab, the second tab is available to select various tabs every 15-minutes. This will prevent the web server from timing out.
8. XML file is parsed and validated immediately by BidBuy for errors. User is then presented with items tab upon the successful upload.

Item #	Print Sequence	Quantity	Unit Cost	Net Unit Cost	UOM	Total Discount Amt	Tax Rate	Tax Amount	Freight	Total Cost	Delete
1	1.0	1.0	\$200.98	\$200.98	EA	\$0.00		\$0.00	\$0.00	\$200.98	<input type="checkbox"/>
2	2.0	1.0	\$205.00	\$205.00	EA	\$0.00		\$0.00	\$0.00	\$205.00	<input type="checkbox"/>
3	3.0	1.0	\$210.00	\$210.00	EA	\$0.00		\$0.00	\$0.00	\$210.00	<input type="checkbox"/>
Total										\$615.90	

- a. In case of errors, user is presented with an appropriate message for corrective action. Corrective action should be applied within the macro enabled Excel spreadsheet and the file exported and uploaded again through BidBuy.
- b. Each time a file is processed by BidBuy any existing requisition line items are deleted and replaced with the new set of line items that have been successfully uploaded.

### Post Item Upload

After the Items have been uploaded; click through each tab of the Requisition to update any items. Items that will most likely need updating:

1. Vendor Tab – select Vendor to include on the Requisition
2. Address Tab – select Ship-to-Address and Bill-to-Address (if these were left with the 001 default in the Upload template, they will need to be updated)
3. Accounting Tab – account codes are required at the item-level during the upload. Post upload, the accounting should be reviewed and saved at each item level or re-added from the Accounting header and ‘rebuild for all items’ selected if needed.

### User Roles Requirements

In order to upload items to the Requisition, the user must have either of the following selected for their user account:

1. Department Access, with *Allow Requisition Item Import* checked; or
2. Basic Purchasing, with *Allow Requisition Item Import* checked

Roles*	
<input checked="" type="checkbox"/> Basic Purchasing	<input type="checkbox"/> Can Open Formal Bids <input type="checkbox"/> Can Create Demand Requisition <input checked="" type="checkbox"/> Allow Requisition Item Import <input type="checkbox"/> Allow Contract Import <input type="checkbox"/> Disallow Ad-Hoc Reporting
<input checked="" type="checkbox"/> Organization Administrator	
<input checked="" type="checkbox"/> Department Access	Department Access Role Privilege Type: <input type="text" value=""/> (A department/location superuser must be a requisitioner) If Department Access user, set up this user as <input type="text" value="Requisitioner"/> <input type="checkbox"/> User is an Approver <input type="checkbox"/> Disallow Ad-Hoc Reporting <input type="checkbox"/> Allow PO Receipts for Department Access Role <input type="checkbox"/> Enable Change Order Creation <input type="checkbox"/> Department Buyer Enabled <input checked="" type="checkbox"/> Allow Requisition Item Import