User Guide on New Vendor and Customer Templates

_____________________________GROUP IT – CFGS (Team MDM)_________________________________

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Version Control

Title	User Guide on New Vendor And Customer Templates			
Description	Providing guidance on how to use new Business Partner (Vendor & Customer) Master Data Templates			
Created By	H.D.Saumya Sandamali – Data Analyst			
Date Created	26-08-2021			
Maintained By	H.D.Saumya Sandamali – Data Analyst			
Version Number	Modified By	Modifications Made	Date Modified	Status
1.0	N/A	N/A	N/A	Initial Draft

1) How To Send The Request Email:

Always follow the below instructions when you send vendor and customer requests. Otherwise Robot will not accept the request.

Attachments:

Consider the following instructions for both the cases a) and b).

a) If you have only one request to send
b) If you have more than one request to send

Request Template:

Excel file	Vendor/Customer master data templates shared by CFGS - *Can be found at http://insite.cflb.biz/req_forms.aspx*
File extension	**.xlsm** (Macro enabled excel)
Number of requests per file	**One** request per file
File name	**One** word name (Ex:Perera)

Business Documents:

Possible document types	BR / NIC / VAT,SVAT
Allowed file types	PDF
Document Name	'Document type'-'Name of the corresponding Excel file' Ex: BR-Perera / NIC-Perera / VAT-Perera / SVAT-Perera

Final Email Attachment:

Number of attachments	One attachment only
Attachment type	A Compressed Folder
Allowed compressed file type	**.rar** only
Attachment Name	For Vendor Requests : "**Vendor Requests**" For Customer Requests : "**Customer Requests**"
Compressed folder can include	Master data excel template/s Business document/s

Note:

- *Even if you have one file to send, include it in a separate folder, name it with the permitted attachment name and compress that folder to obtain the final attachment to be sent. Never compress the excel file.*
- *Don't send Customer and Vendor requests together. Send them as separate requests in separate emails*

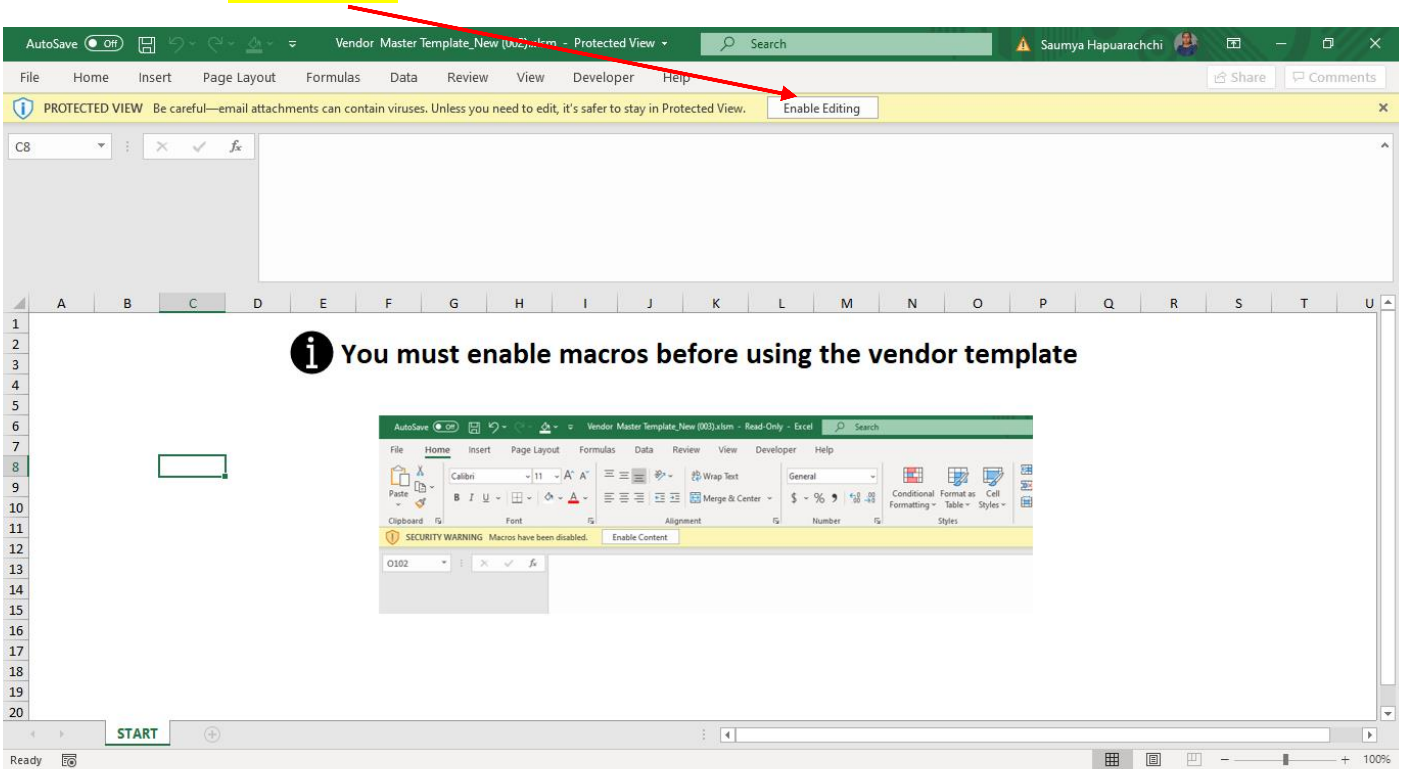
Email:

Email Subject	For Vendor Requests : "**Vendor Requests**" For Customer Requests : "**Customer Requests**"
Attachment	Compressed (**.rar**) file only
To	tikiri@cflb.biz
CC	mdm@cflb.biz ebcit@creasy.lk (EBC Users) thilina@mis.cwmackie.com (CWM Users)

2) How To Open And View The Template:

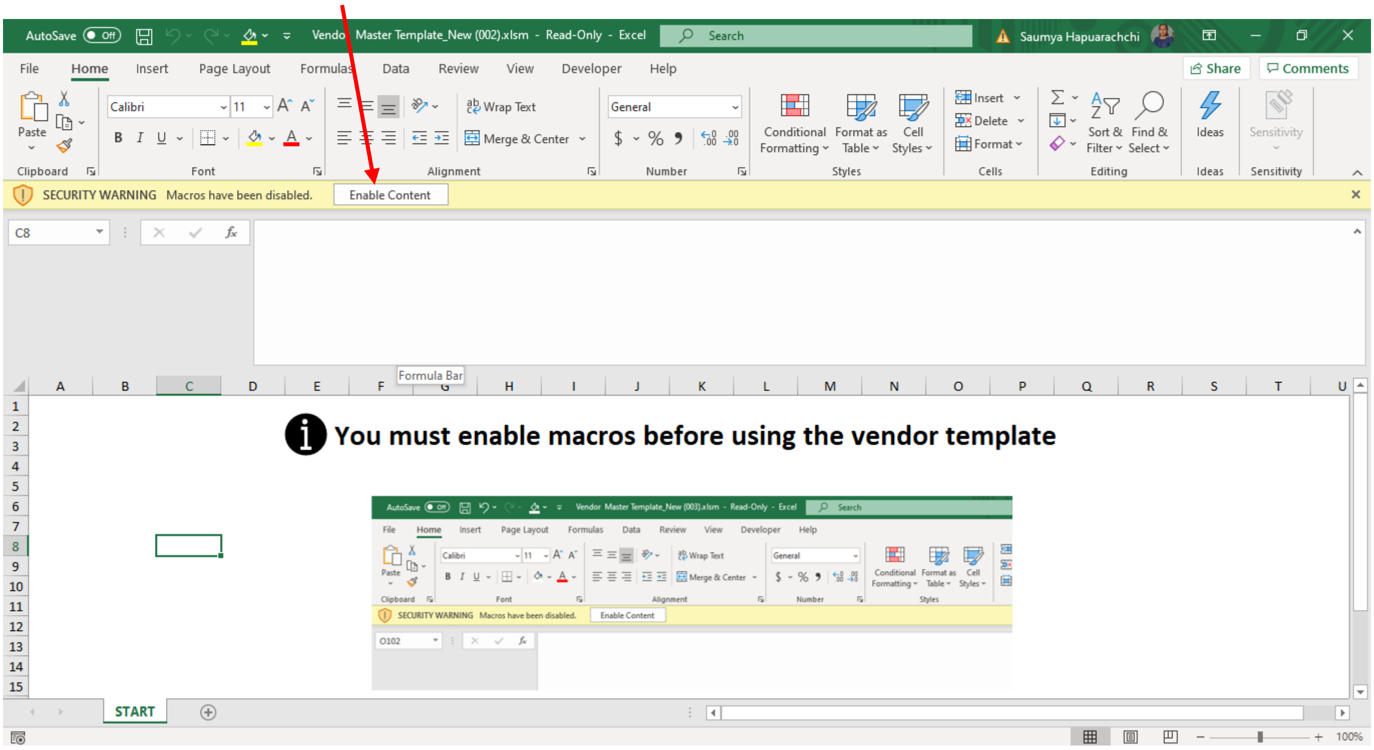
Protected view:

- This is the first view of the file once you open it
- User must enable editing first, to proceed further



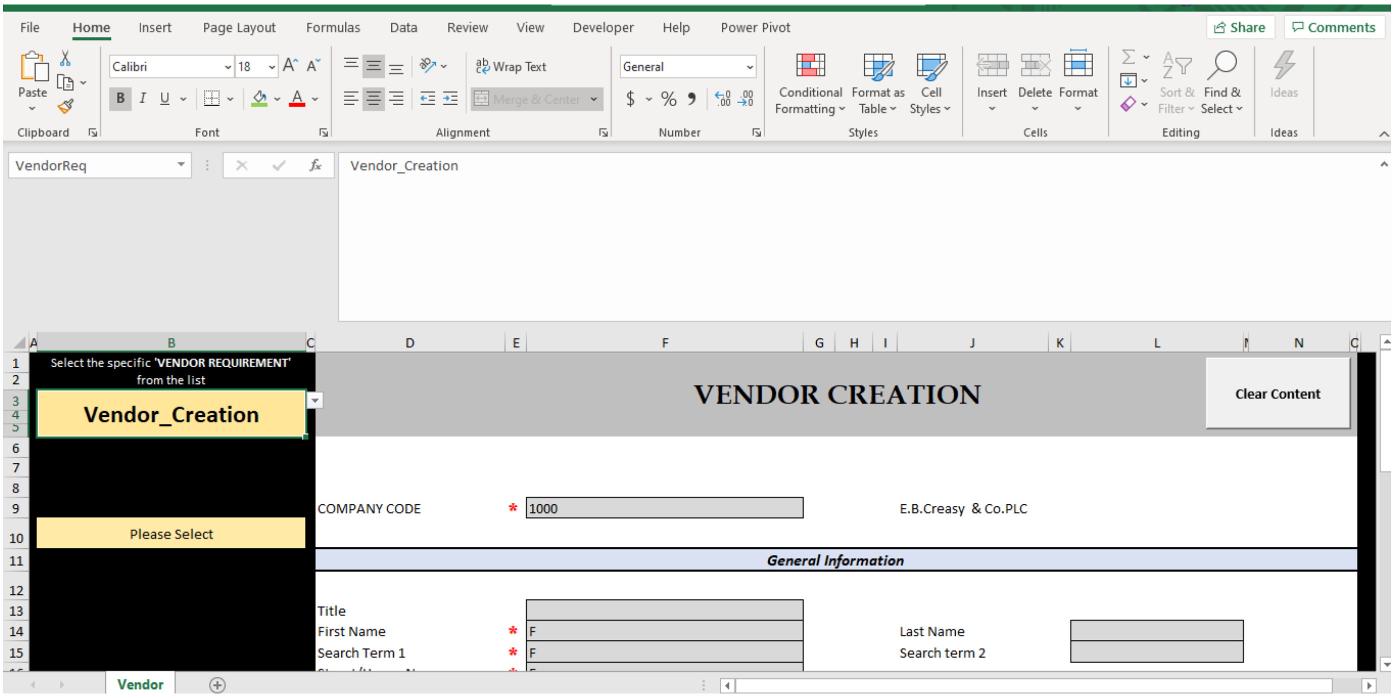
Macro Disabled view:

- Then you must enable macro to view the master data template



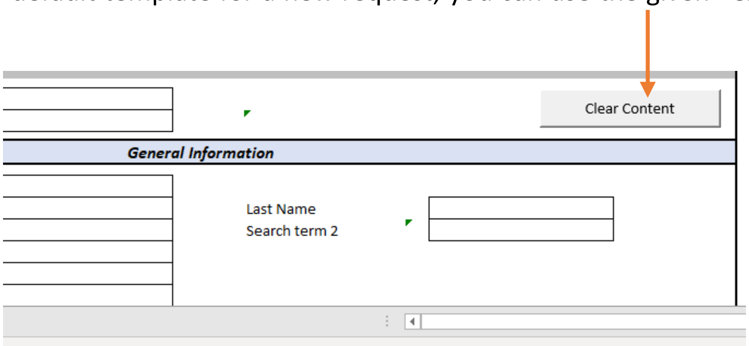
Template View:

- Now the master data template can be seen, and user can fill the template.

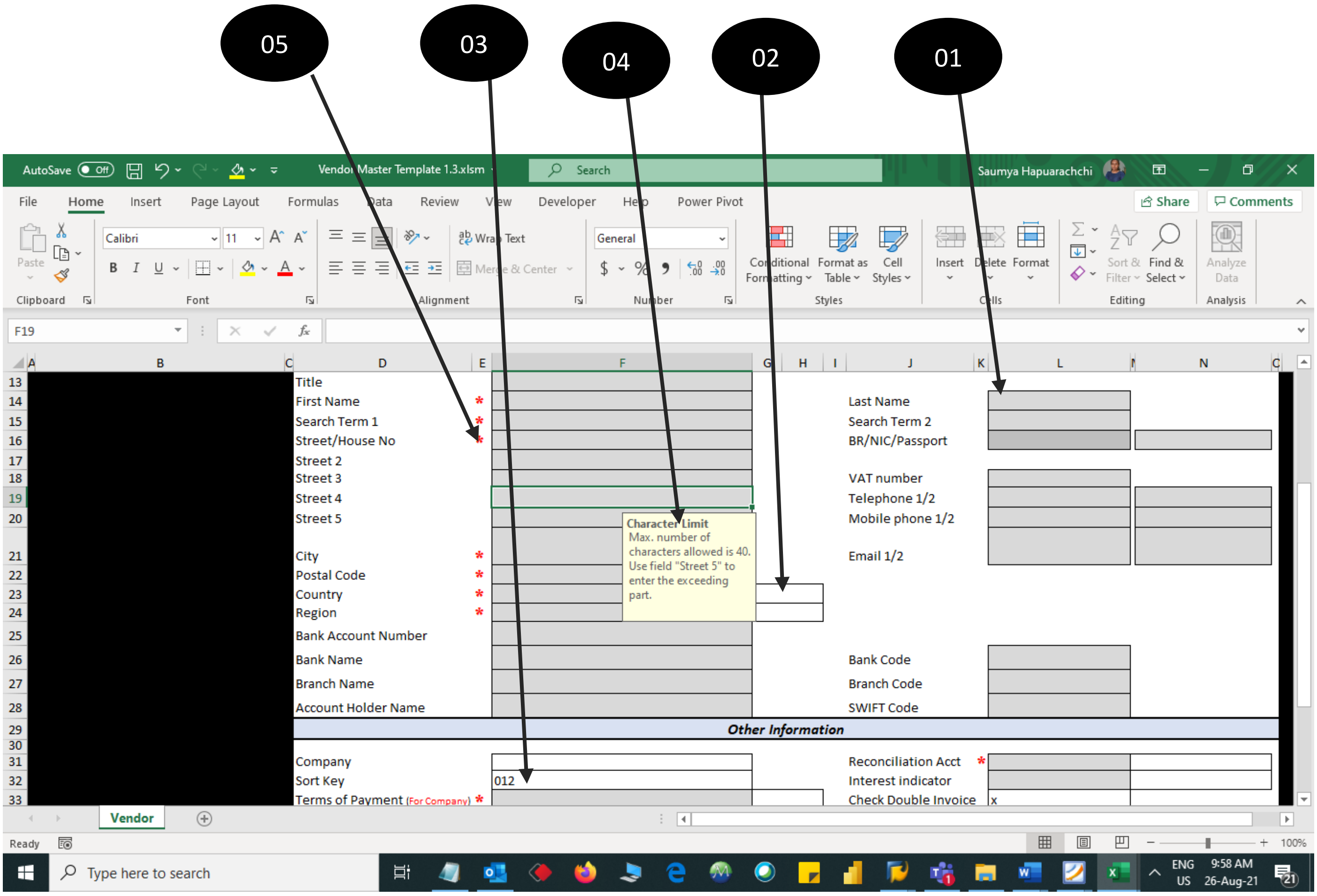


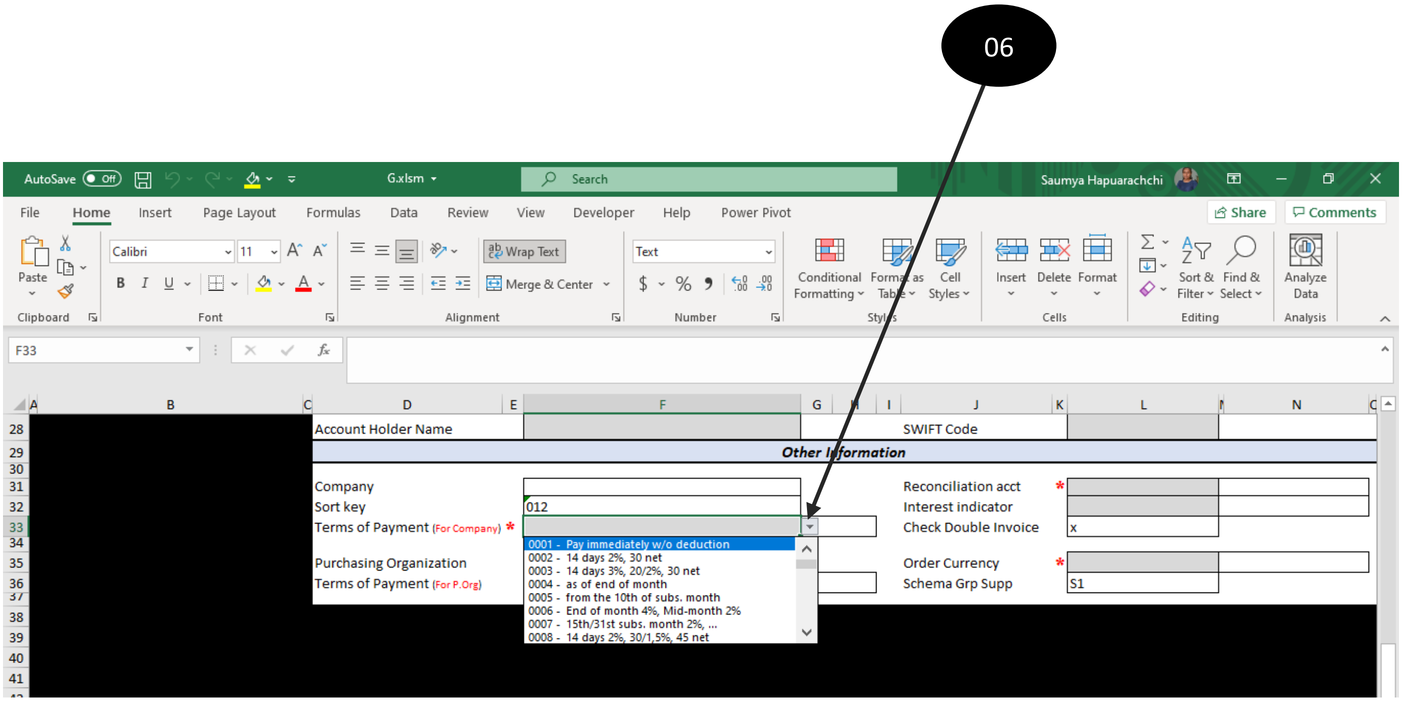
3) How To Save The Template:

- Template cannot be saved empty (Due to validations). So, every time, **make sure all the mandatory fields are filled**.
- No need to fill the template in uppercase. When you save the template, inputs will be automatically converted into UPPERCASE
- Every time you use a copy of your default template for a new request, you can use the given **"Clear button"** to clear the already saved inputs.



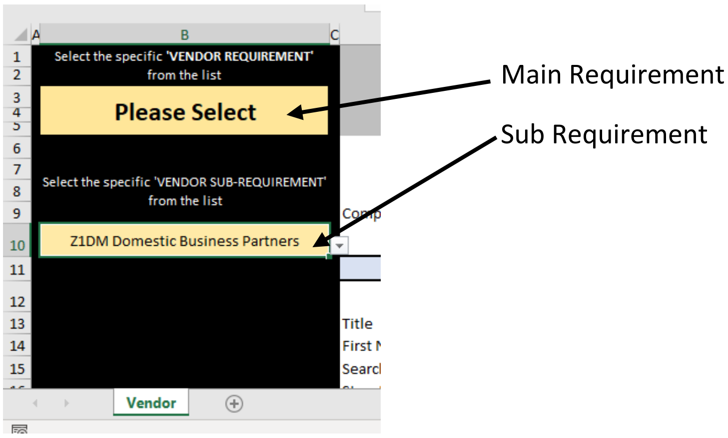
4) Template Appearance:





		Description	Special notes
01	Grey color cells	Editable data fields	User can enter data in these fields
02	White empty cells	Non editable data display fields	These fields will be automatically filled based on data you entered.
03	White non-empty fields	Non editable data fields	These fields have already been filled with a default value. Don't try to change them
04	Instruction notes		These notes will appear once you select a specific field. It includes instructions to be followed, limitations if any, relevant to that field
05	Red asterisk (*)	Mandatory fields	Must be filled all or user will not be allowed to save the data otherwise
06	Drop down lists		Must select inputs only from given drop-down or user will not be allowed to save the data otherwise

5) How to Specify the requirements:



Main requirement

- First, user must select the specific **main requirement**

VENDOR	CUSTOMER	Comment
Vendor Creation	Customer Creation	To create a new Vendor or a Customer
Vendor Extension	Customer Extension	To extend existing Business Partner to your Company as a Vendor or a Customer
Vendor Change	Customer Change	To Change already maintained information of a Business Partner

Note:

- *To extend already existing Vendor as a Customer, you must send a Customer request.*
- *To extend already existing Customer as a Vendor, you must send a Vendor request.*

Sub requirement

- Under each main requirement there is a **sub requirement**. Secondly, user must select the sub requirement.

MAIN REQUIREMENT	SUB-REQUIREMENT	COMMENT
Vendor Creation	Z1DM Domestic Business Partners Z2FR Foreign Business Partners Z5EM Employee Business Partners Z6IL Investments/Loans Business Partners Z3IC Inter Company Business Partners Z7ON One time Business Partners	
Vendor Extension	Extend Both FI Vendor and Vendor Extend Only FI Vendor Extend Only Vendor	- To extend to Company and Purchasing Organization both - To extend to Company only - To extend to Purchasing Organization only
Vendor Change	General Information Other Information Both General & Other Information	- To change any General Information - To change Company or Purchasing Organization related information - To change any General, Company related or Purchasing Organization related information together
Customer Creation	Z1DM Domestic Business Partners Z2FR Foreign Business Partners Z3IC Inter Company Business Partners Z7ON One time Business Partners	
Customer Extension	Extend Both FI Customer and Customer Extend Only FI Customer Extend Only Customer Extend only Credit Segment	- To extend to Company and Sales Area both - To extend to Company only - To extend to Sales Area only - To extend to Credit Segment only
Vendor Change	General Information Other Information Both General & Other Information	- To change any General Information - To change Company or Sales Area or Credit Segment related information - To change any General, Company related, or Sales Area related or Credit Segment related information together

Note:

- *Can use "Change" option to request **more than one** change at a time.*
- *If you want to maintain a new information for a business partner, (Which has not been maintained in the system currently), You have to send a change request*
    - *Ex: Telephone number 2*