Corporate
Procurement
And
Receiving
System

CPARS90 Requisitioning

User Guide

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TRAINING LOGON PROCEDURES AND INFORMATION

1. Type '**IMSE5'** at the FAC# prompt. (Green Screen)
2. Press <**Enter>**. The IMSE5 Application Menu will be displayed.
3. Type '**0'** on the COMMAND LINE.
4. Press **<Enter>**. The IMSE5 Logon screen will be displayed.
5. Type the ID the instructor assigns to you _____________ at the USERID prompt.
6. Type the assigned password at the PASSWORD prompt.
7. Press **<Enter>**. The IMSE5 Application Menu will be displayed again.
8. Type '**2'** on the COMMAND LINE.
9. Press **<Enter>**. The CPARS Master Menu will be displayed.
10. Press **<F5>** (Requisition Menu). Review MESSAGES WAITING.
11. Press **<F5>**. The CPARS-O-Gram will be displayed.
12. Press **<F11>**. The CPARS Requisition Menu will be displayed.

If you fail a logon attempt:

1. Press **<ESC>** to clear your screen.
2. Type '**IMSE5'** and press **<Enter>**.
3. Repeat steps 3-12 from the Training Logon Procedure above.

If your screen goes blank:

To go back to the FAC# prompt:

1. Type '**/RCL**' and press **<Enter>**.

   Note: [/] is in the lower right corner of the keyboard.

2. Repeat the Training Logon Procedure above.

To go back to the Application Menu:

1. Type '**/FOR <SPACE> SDMEN'U** and press **<Enter>**.

   Note: [/] is in the lower right corner of the keyboard.

2. Repeat steps 8-12 from the Training Logon Procedure above.

LINE ITEM PRICE TYPES / INDICATORS AND ERS CODES

Line Item Price Type / Indicator	Description	ERS Code / Printed Supplier Message
`F` **Firm**	No invoice, No price advice. Only the purchase order amount is paid.	1 Do not send invoice or price advice
`E` **Estimate**	No invoice, price advice is *optional* by line item. If no price advice is received by the payment due date, the purchase order price is paid. If the price advice is within accepted tolerances, the price advice amount is paid. Price advice outside accepted tolerance is sent to the Buyer for resolution.	2 If price is incorrect, send price advice (Optional)
`N` **Not paid without Manual Price Advice**	No invoice, price advice is *mandatory* by line item. If the price advice amount does not exceed the purchase order / release amount, the price advice amount is paid. Price advice amounts exceeding the purchase order / release amount are sent to the Buyer for resolution.	3 Send price advice (Mandatory) **Note**: This price type is not currently used.
`4` **Recurring (Firm)**	No invoice. No price advice. Requesters and / or Buyers establish criteria for fixed payments for specified intervals (weekly - WK, monthly - MO, quarterly - Q1). The first receipt is automatically generated on the purchase order / release promise date (up to 90 days in the past or any future date). Balance of receipts is automatically generated as directed by the specified intervals (UNIT OF MEASURE). A payment reference number (provided by the Supplier) may be entered on the purchase order / release, or on the Change Item Data screen for payment to be applied.	4 Recurring payment (do not send invoice or price advice)

CPARS90 REQUISITIONS REVIEW ACTIVITY

Order Retrieval by Various Criteria

1. From the Master Menu (or any sub-menu), which function key do you press to access the Procurement Menu? _____
2. From the Procurement Menu, which letter do you select to perform order retrieval? ___

You need to order desk and wall calendars. You know there was an order completed (closed) for these same items in December 1987, with Supplier DE47A.

3. How many calendars were previously ordered? ___________
4. How much was paid for each calendar on the previous order? ___________
5. Which function key do you press to exit Order Retrieval by Various Criteria? ___
6. Which function key do you press to return to the CPARS Master Menu? ___

BOSS90 Inquiries

1. From the CPARS Master Menu, which function key do you press to access BOSS90? ___
2. From the JC90 Main Menu, which number do you select to access BOSS90? ___
3. From the Blanket Order Main Menu, which number do you select to perform an inquiry? ___
4. From the BO Inquiry Menu, which number do you select to perform a search? ___
5. What chain command could have been used at the JC90 Main Menu to access the Blanket Order Search screen? ___________

You work at the Valencia Engine Plant. You want to order a pipe wrench (model #5510), and you would like to know if it is on a blanket. You know the Supplier code is SDA5A.

6. From the Blanket Order Header screen, which function key allows you to verify that this blanket covers your location? ___
7. Based on the information given **ABOVE** question 6, can you order from this blanket? __________
8. If your location was not listed under the coverage area, whom should you call to be added? ___________
9. On what blanket number can pipe wrench model #5510 be found? ___________
10. What is the blanket item number for this part? ___________
11. What word do you type on the command line to exit CPARS and JC90? ___________
12. Which function key do you press to exit IMS? ___

Finding Buyer Information

HINT: All of these Buyers are located at Regents Court Building (RCB).

1. What Buyer code should you use if you need to purchase web hosting? ___________
2. What Buyer code should you use if you need to purchase a soldering machine? ___________
3. If Melissa Coombs is the Buyer with whom you need to work, what commodity are you purchasing? ___________
4. If Susan Kalder is the Buyer with whom you need to work, what commodity are you purchasing? ___________
5. If you are to use Buyer code 4645, what commodity are you purchasing? ___________
6. If you are to use Buyer code 4728, what commodity are you purchasing? ____________

Finding Supplier Information

HINT: All of these Suppliers are in Michigan and have a Status Code of 90.

1. What is the GSDB code for Choctaw-Kaul Management Services in Detroit? ___________
2. What is the GSDB code for Performance Management, Inc. on Washington in Dearborn? ___________
3. Whose GSDB code is K9UXA? ______________________________
4. Whose GSDB code is AB38D? ______________________________

Answer the following based on the statement(s) made directly above each pair of questions.

"Oh, I don't know the exact name of the company – it's 'Quality something'. I do know that they are located on Fairlane in Livonia."

5. What is the company's full name? ____________________________________
6. What is the Supplier's GSDB code? ___________

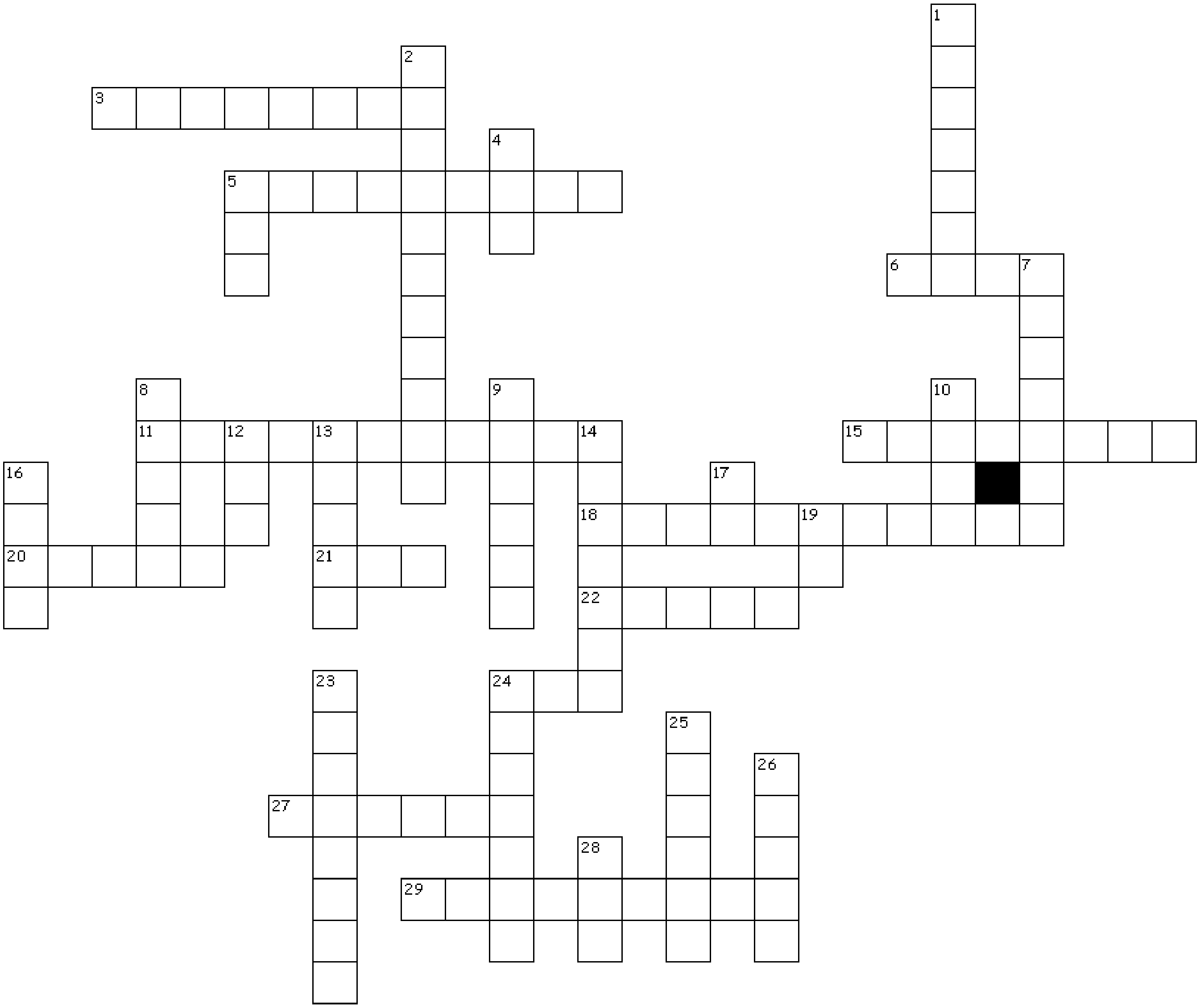
"Go with RJG Technologies in Traverse City. They're an active Supplier."

7. What is the company's address? ____________________________________
8. What is the Supplier’s GSDB code? ___________

"I don't know the company's name, but I do have the address written on a sticky note. It says One Campus Martius, in Detroit."

9. What is the company's full name? ____________________________________
10. What is the Supplier’s GSDB code? ___________

VOCABULARY REFRESHER



Across

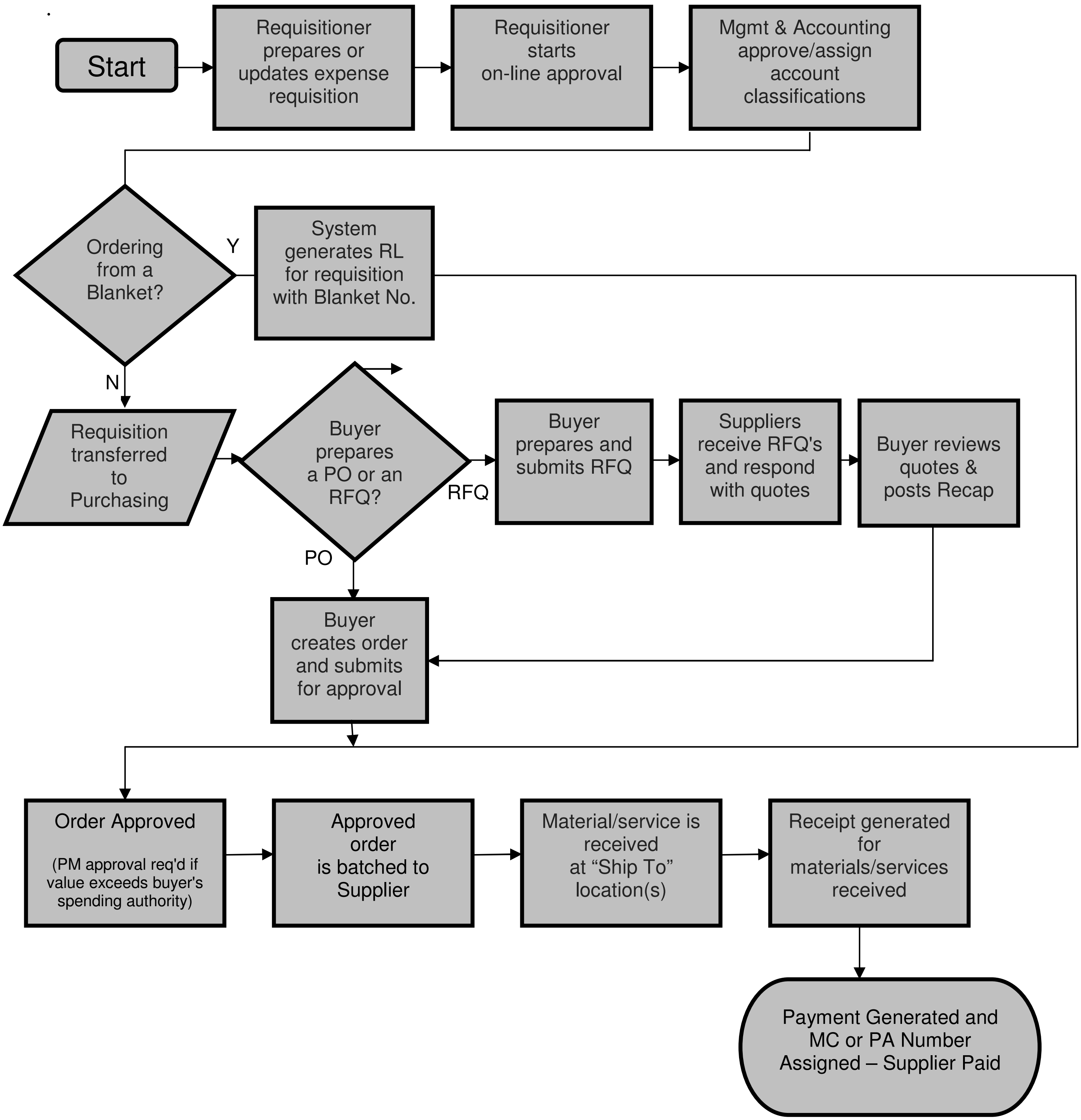
3. You can __________ a document to make changes during the online approval process.
5. Otherwise known as your 'in-box.' (2 words)
6. The five-digit ______ code is also known as a location code, or UCCS code.
11. It is important to verify your information on this screen once given access to CPARS, as some of it defaults to the requisitions you create. (2 words)
15. The type of change resulting when one alters a document's cost.
18. Corporate __________ and Receiving System (CPARS).
20. The system in which you write / set-up projects. (Acronym)
21. The type of document created when you simply ask the Buyer for quotes – no purchasing commitment is made. (Acronym)
22. Internal communications only seen by the Requisitioner, Buyer, and online Approvers.
24. Type this word on the command line to exit CPARS.
27. Typing **W** on the command line will access _____ help.
29. Pressing **<F1>** from most screens can be used to access __________. (2 words)

Down

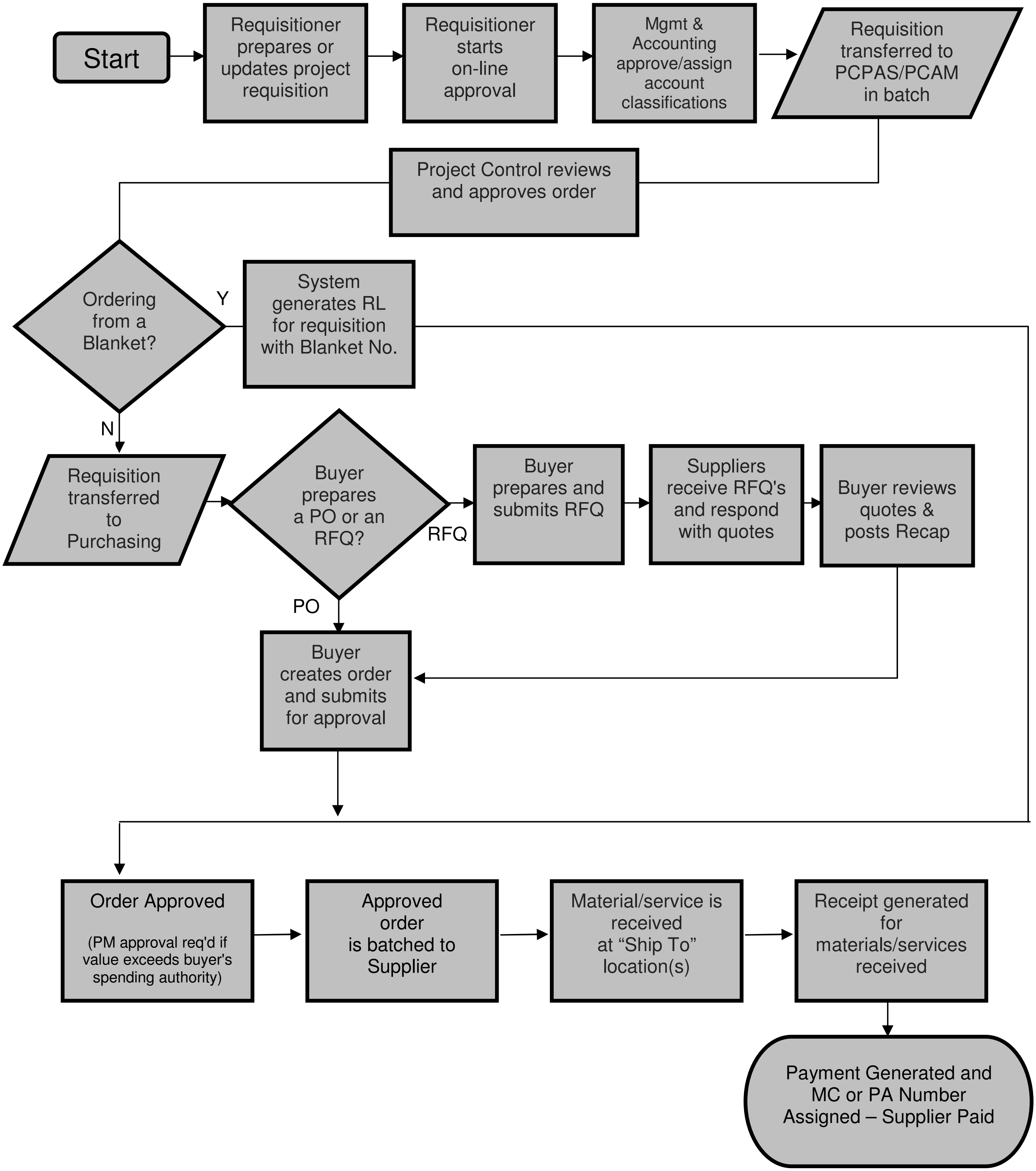
1. External communications – legally binding statements to the Supplier.
2. Every line item can have up to 999 pages of Extended __________.
4. This key moves your cursor to the next enterable field.
5. You must use this type of printer to print documents from CPARS. (Acronym)
7. This is used to provide your Buyer with recommended Suppliers from whom to get quotes. (2 words)
8. A four-digit _____ code is associated with a commodity and a person.
9. You can schedule a __________ meeting with potential Suppliers prior to their quote being due. (2 words)
10. Every requisition can have up to 999 _____ items.
12. The three-letter acronym for how orders are electronically sent to Suppliers.
13. This system verifies project validity, funds availability, and item appropriateness on a project requisition. (Acronym, may now be called PCAM at your location)
14. Use this type of requisition when the ordered goods / services are being billed to a department.
16. This key moves the cursor to the top field on the screen; in CPARS90 it takes you to the command line.
17. When both appear on the same screen, the _____ field takes precedence over the command line.
19. If goods / services requisitioned are on a blanket, CPARS will automatically generate a _____ when the online approval process is complete. (Abbreviation)
23. If you want to see what is happening with your document beyond the online approval process, you should check the __________ screen.
24. If terms and conditions are pre-agreed upon by the Ford Buyer and Supplier, then the goods / services can be ordered off of a __________.
25. RFQ = Request for __________. (Plural)
26. The five-letter acronym for the system that cuts checks to pay Suppliers.
28. Typing **A** on the command line will allow you to _____ a new requisition to CPARS.

CPARS Process Flows

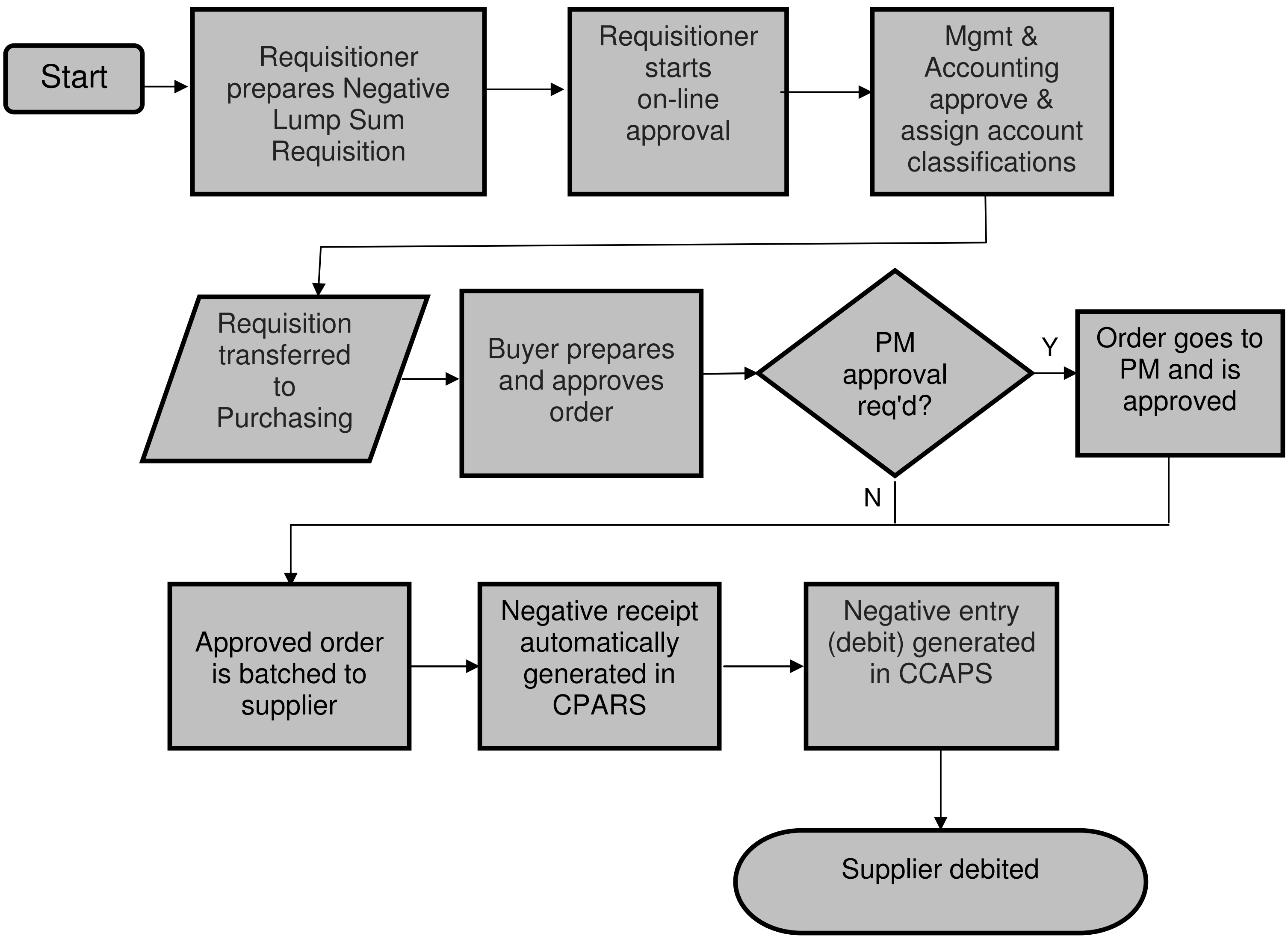
Expense Requisitions



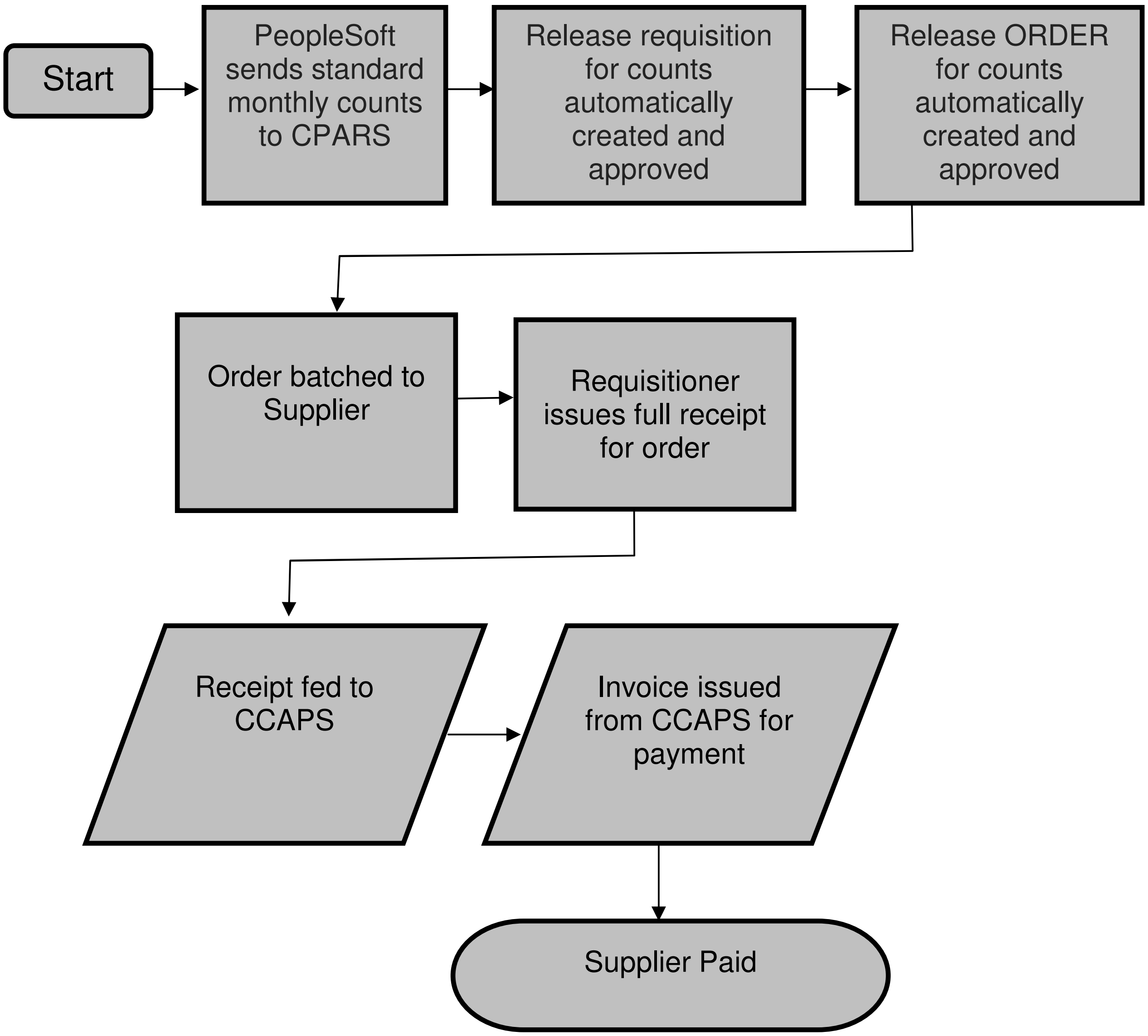
Project Requisitions



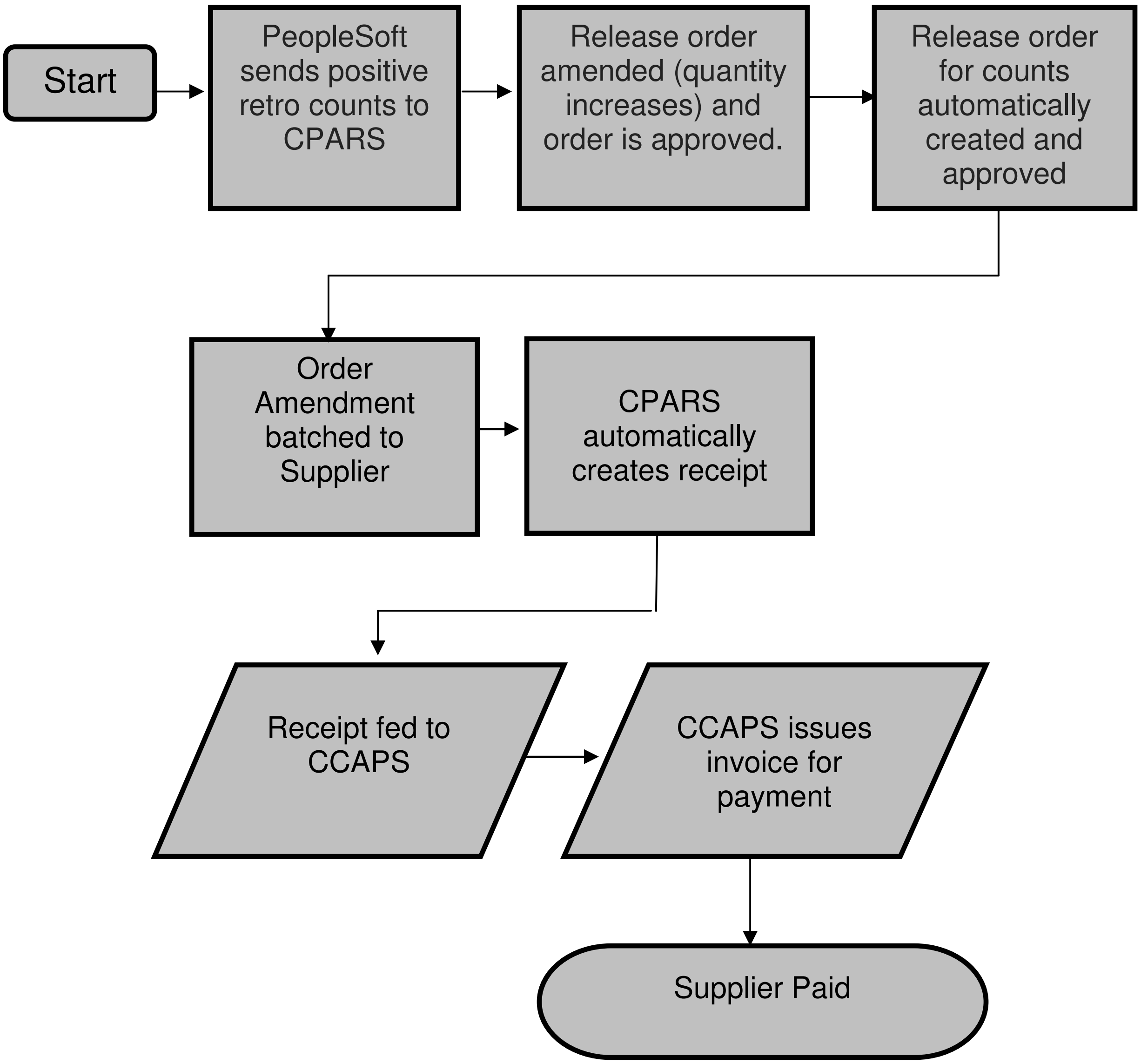
Negative Lump Sum Order Process (Healthcare Only)



Standard Count Payment Process



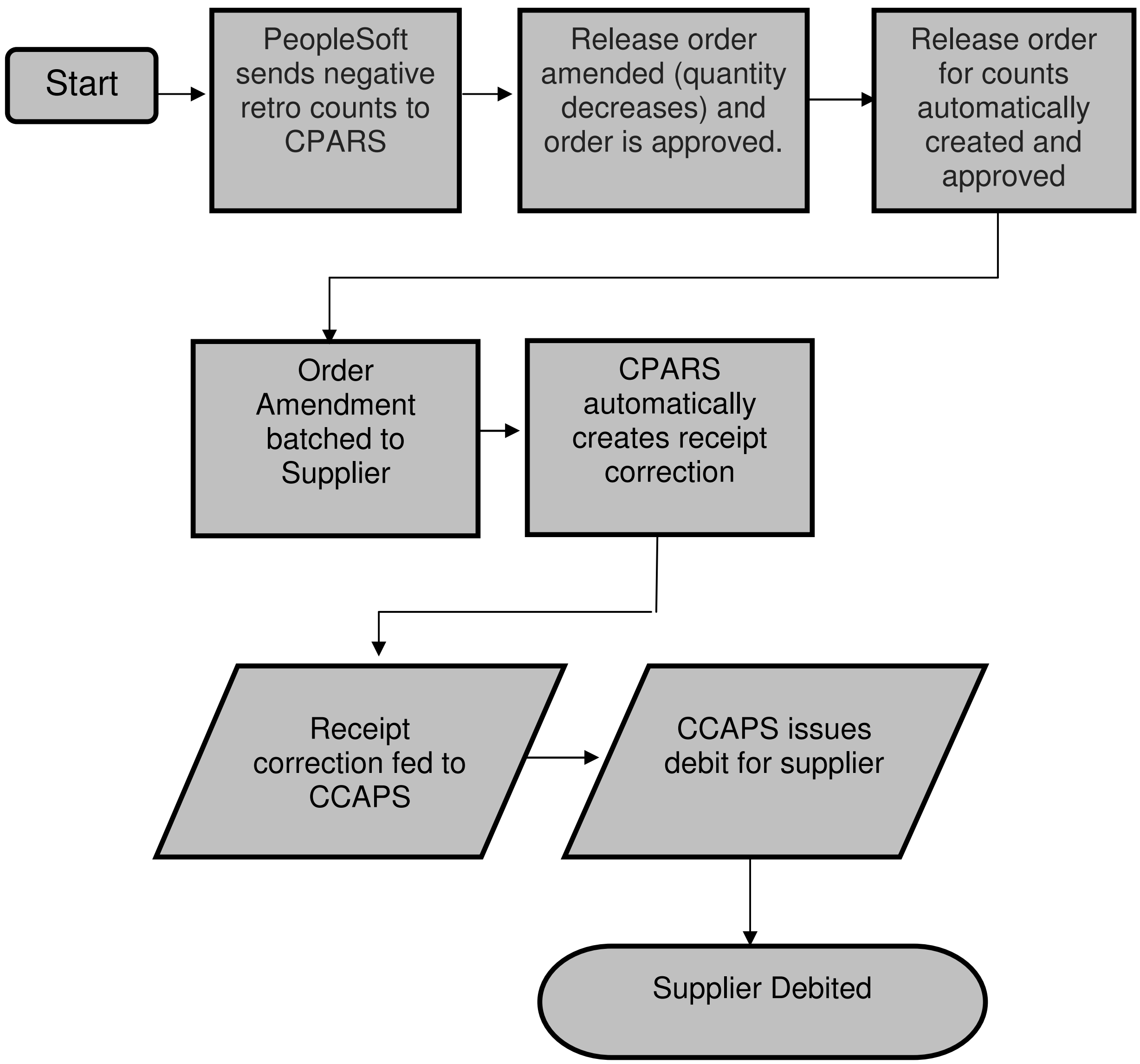
Positive Retroactive Count Payment Process



NOTE: No user intervention required for this process.

NOTE: Each time a receipt or receipt correction is created in CPARS, it is also communicated to PeopleSoft.

Negative Retroactive Count Payment Process



NOTE: No user intervention required for this process.

NOTE: Each time a receipt or receipt correction is created in CPARS, it is also communicated to PeopleSoft.

Getting Started

CPARS FUNCTIONS

The Corporate Procurement and Receiving System (CPARS) provide the following five main areas of functionality:

- **Requisitioning**: The process used to request the purchase of non-inventory expense or project goods and services.

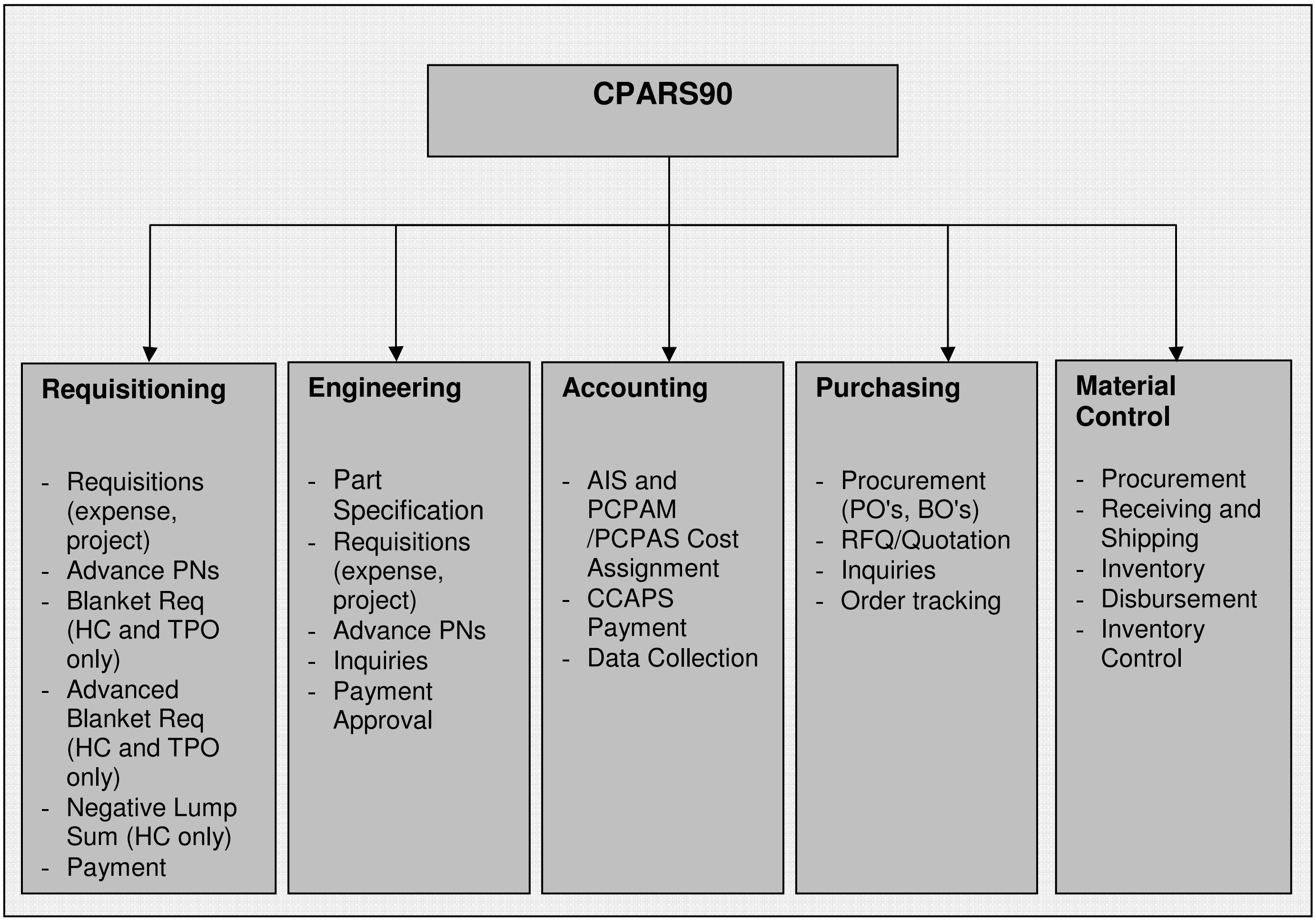
- **Part Specification**: The process used to identify items to be maintained in inventory or order on request.

- **Material Control**: The process used to record the receipt of all non-production items and the disbursement of inventory items, as well as obsolescence, cycle checking, and window requisitioning of those items.

- **Procurement**: The process used to request to purchase non-inventory items into a purchase order or blanket release.

- **Accounting**: The process used by accountants to approve and add account classifications for assigning costs for inventory and non-inventory items.

The following figure illustrates how these five major functions are distributed among job classifications.


CPARS90
Requisitioning
- Requisitions (expense, project)
- Advance PNs
- Blanket Req (HC and TPO only)
- Advanced Blanket Req (HC and TPO only)
- Negative Lump Sum (HC only)
- Payment
Engineering
- Part Specification
- Requisitions (expense, project)
- Advance PNs
- Inquiries
- Payment Approval
Accounting
- AIS and PCPAM /PCPAS Cost Assignment
- CCAPS Payment
- Data Collection
Purchasing
- Procurement (PO's, BO's)
- RFQ/Quotation
- Inquiries
- Order tracking
Material Control
- Procurement
- Receiving and Shipping
- Inventory
- Disbursement
- Inventory Control

SYSTEM INTERACTIONS

CPARS interacts with many other Ford systems. The main ones include:

- **Corporate Centralized Accounts Payable System (CCAPS)** – Receipt records generated in CPARS are transmitted to CCAPS in order to pay vendors.
- **Electronic Data Interchange (EDI)** – This system is used for transmitting documents such as purchase orders to a Supplier.
- **Global Supplier Database (GSDB)** – In CPARS, it is often referred to as the Uniform Company Coding System (UCCS). This system assigns each Supplier and Ford location a five-character code that is used on various documents.
- **Project Control and Asset Management (PCAM) –** The system used to approve and assign project account classifications to project requisitions prepared in CPARS. Many locations are now using this application, part of PeopleSoft, instead of PCPAS. It is planned that all of the Company will use PCAM.
- **PeopleSoft Benefits Application –** The system interfacing with CPARS to support an automated payment process for Healthcare transactions.
- **WebQuote –** Requests for Quotes created in CPARS for WebQuote enabled Suppliers are sent to WebQuote. Suppliers receive the RFQ and respond to the RFQ (create the Quote) using WebQuote. The quotes are sent to CPARS and automatically populate the recap screen.

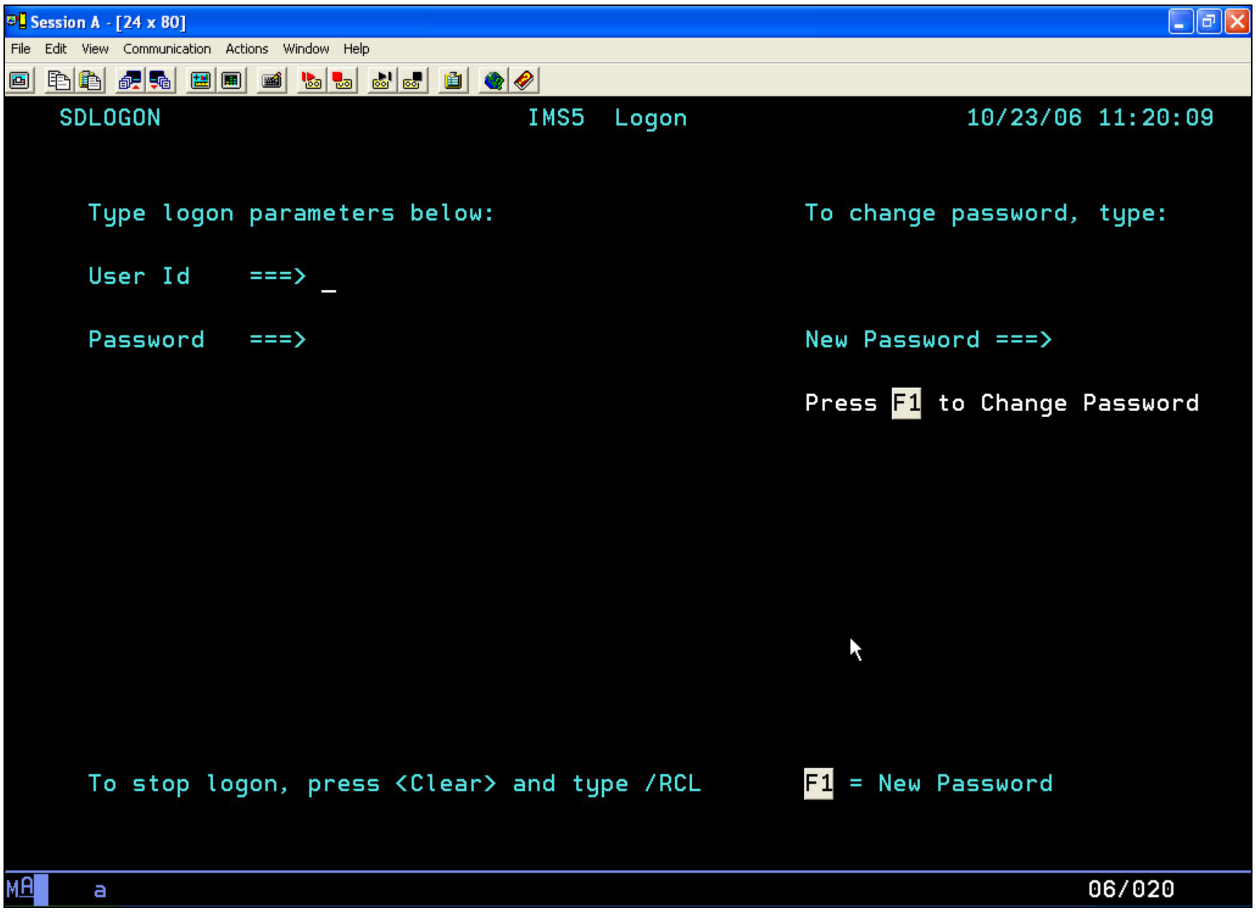
SIGNING ON TO CPARS

1. Open a 3270 screen.

2. Enter **'IMS5'** at the cursor at the bottom of the screen.

3. Press **<Enter>**.

   The Logon screen is displayed.



4. Enter your RACF ID in the User Id field.

5. Enter your password in the Password field.

6. Press **<Enter>**. The IMS5 Application Menu will be displayed.

7. Type **'2'** in the Command Line to select CPARS.

8. Press **<Enter>**. The CPARS Master Menu is displayed.

UPDATING YOUR PASSWORD

You are unable to re-use a password until the password has been changed 12 times. Passwords are set to expire every 45-60 days, depending on how the user has been set up.

1. Update your RACF ID password using P SYNC (www.changepassword.ford.com).

   OR

2. Enter your RACF ID.
3. Enter your old password.
4. Enter your new password.
5. Press **<F1>**.

SIGNING OFF OF CPARS

1. Press **<F12>**, from any sub-menu, to sign off of CPARS.

SYSTEM INFORMATION

This document may be used to access CPARS90 and to prepare, update, and inquire on Advance Purchasing Notifications (APNs) and expense / project requisitions.

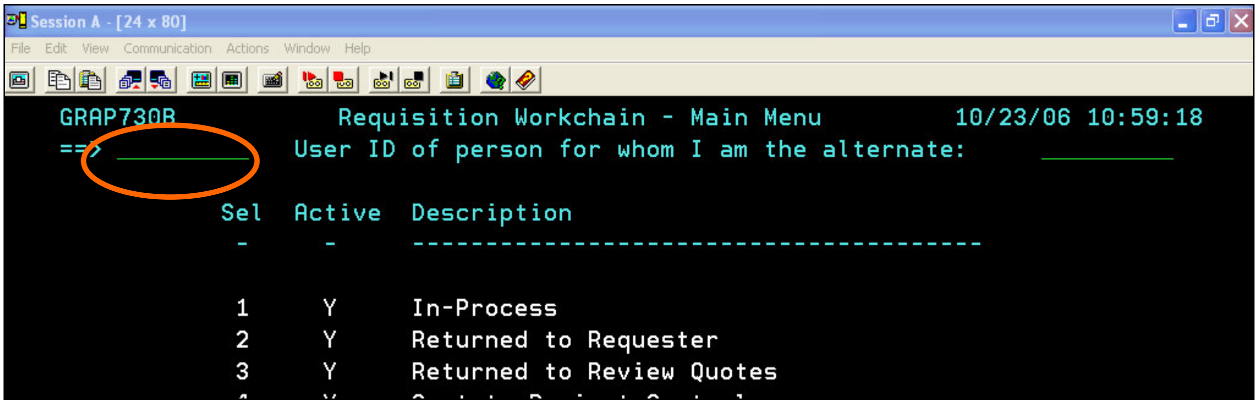
CPARS90 KEY DEFINITIONS

Note: Keys may differ depending on your computer's 3270 emulation package.

Key	Function
Right **<Ctrl>** or **<Enter>**	Accepts and processes data entered. **Note**: Both **<CTRL>**, on the bottom right of the keyboard and **<Enter>** on the numeric keypad perform this function.
<Alt>+<Scroll Lock> or Left **<Ctrl>**	Resets the keyboard when the cursor freezes.
<ESC>	Clears the screen and exits CPARS. This is not the preferred way to exit the application.
<F1>-<F12>	Accesses CPARS menus 1-12, and screens within documents
<F13>-<F24>	Accesses CPARS menus 13-24, and screens within documents. Press **<Shift>** (adds 12 to the F key) and the appropriate F key to access F commands higher than 12. For example, **<Shift>+<F1> = <F13>**. **<F1>** through **<F24>** may also be typed on the Command Line to perform this function.
<F1>	Displays "field help" for the field the cursor is located on.
<F7>	Displays the previous page of the document.
<F8>	Displays the next page of the document. **Note**: From any CPARS sub-menu**, <F8.>** displays the CPARS Master Menu
<F12>	Returns to the previous screen. **Warning**: From a CPARS sub-menu or the CPARS Master Menu, **<F12>** signs the user off the system.
<Tab>	Moves the cursor forward one field.
<Shift>+<Tab>	Moves the cursor backward one field.
<Home>	Moves the cursor to the top field on the screen; on most screens in CPARS90, this moves the cursor to the Command Line.

COMMAND LINE

The Command Line, located in the upper-left corner of all CPARS90 screens, is used to streamline procedures and process commands.



1. Type a command in the Command Line.

   For Example:

- A – Add
- C – Change

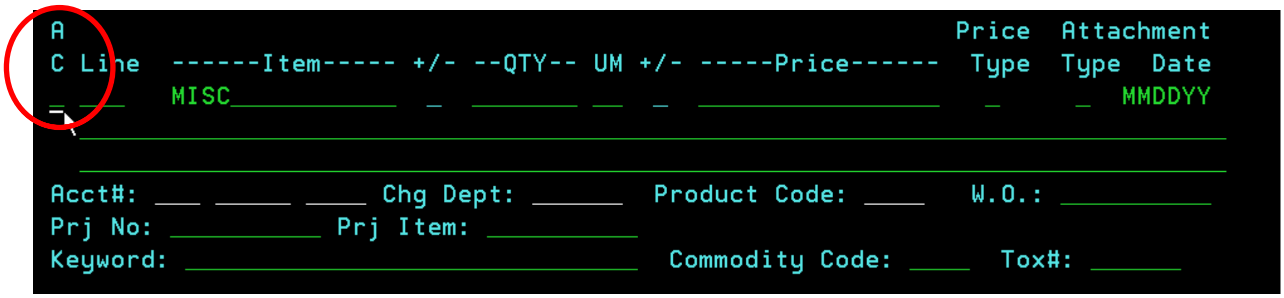
   For a complete list of available commands, refer to the following page.

2. Complete any other necessary fields.
3. Press **<Enter>**.

Command	Action
A (Add)	Records new documents or new information for existing documents
C (Change)	Records changes to existing documents or information
D (Delete)	Deletes existing documents. The message, 'Press enter to confirm delete' displays at the bottom of the screen. Press **<Enter>** to confirm the deletion.
M (Menu)	Returns to the previous menu.
F+ function key number	Displays a specific screen. Type **'F'** with the function key number and press <**Enter**> to display the screen. (Example: Type '**F16**' and press <**Enter**> to display Document Tracking.
I (Inquire)	Displays existing documents and information. Type '**I'** on the Command Line, the selected document number in the Doc No field, and press **<Enter>**.
Copy	Copies header information, line items, clauses, and a recommended bid list from an existing document onto a new document.
G + Screen Number	Displays a specific screen. Type '**G'** (go) and the last four characters of the screen number to display the screen. (Example: Type 'G405B' and press **<Enter>** to display the Requisition menu.)
Reassign	From the requisition header screens (GRAP733B and 734B), this command changes the Requestor on the document in any status. Also used to move documents from a key operator's Workchain to a Requestor's Workchain. **Note**: The User ID of the person to be assigned must also be included in the USER ID field. .
Sus (Suspend)	Freezes unrecorded information on a screen. **Note**: The suspended screen information is lost during sign off.
Res (Resume)	Displays a previously suspended screen with information existing on the screen when it was suspended.
WP (Word Process)	From several screens in CPARS, WP initiates the following: – Word wrapping – Eliminates blank spaces greater than one within paragraphs – Eliminates blank lines between paragraphs
RE (Retrieve)	Returns a document to the Requestor during the on-line approval process. This will remove the document from the Approver's Workchain and will transfer it into the Requestor's Workchain, where it can be updated or deleted. RETREIVE and RECALL can also be typed on the Command Line to perform the same function. This will **not** retrieve the document from Project Control or Purchasing.
W (What)	Displays on-line help for that screen.

AC FIELD

On some screens in CPARS90 you will notice an AC field in the left margin. Use this field to add, change, or delete information in a specific area of the screen.



1. Type one of the following commands in the AC field:

   - A (Add)
   - C (Change)
   - D (Delete)
   - X (Select)

2. Complete any other necessary fields.

3. Press **<Enter>**.

   Note: On most screens, the AC field and Command Line will not be used together; you may use only one.

ON-LINE HELP

CPARS90 provides 2 types of on-line Help for many screens and for many fields on those screens.

- Screen Help – Screen help provides specific information / instructions on how the screen works.

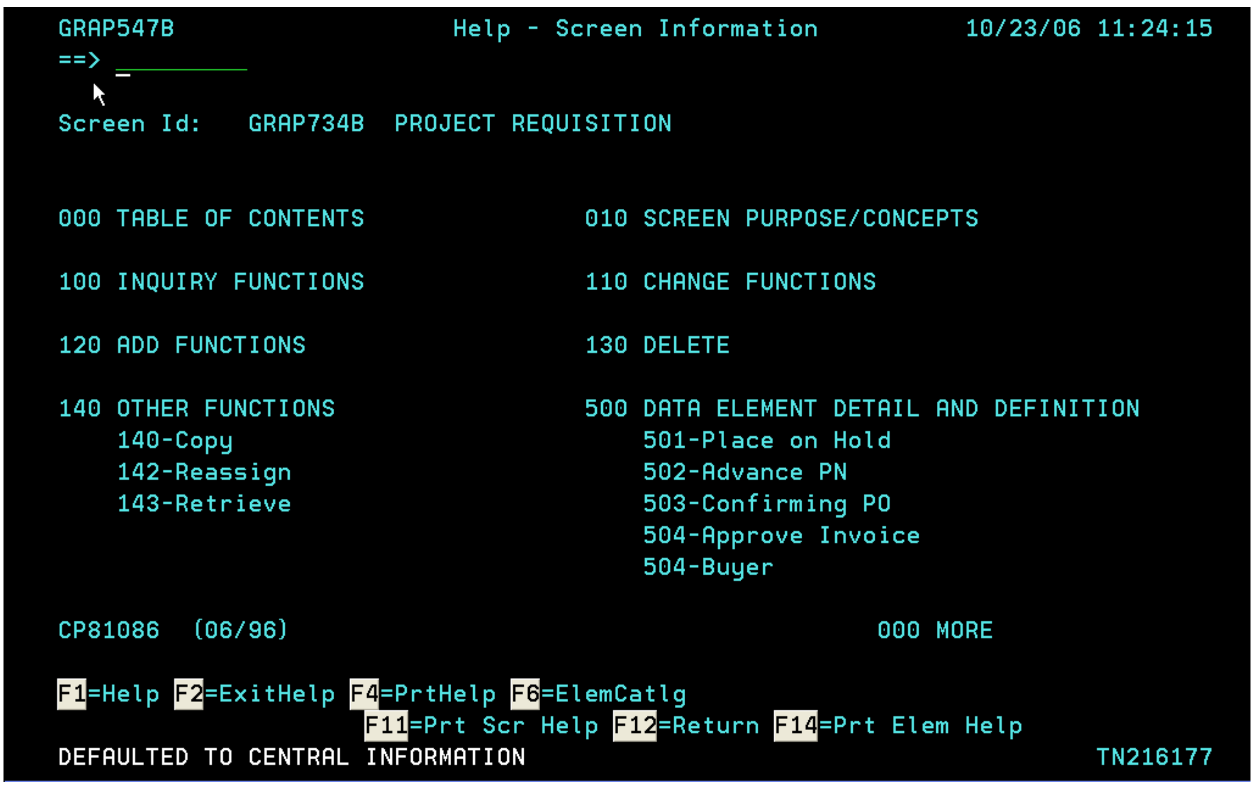
- Field Help – Field help describes the specific field on the screen and identifies the specific values that can be used in the field.

To access screen Help:

1. From any screen with a Command Line, type **'W'** (what) on the Command Line.

2. Press **<Enter>**. The system will display the Help screen.

   The Help – Screen Information screen will be displayed.



3. On the screens with a Table of Contents (as shown in the figure above), type the appropriate chapter selection code in the Command Line and press **<Enter>** to display detailed information on the selected topic.

4. Press **<F2>** or **<F12>** to return to the previous screen.

To access field help (only on screens with a Command Line):

1. Move the cursor to the desired field.

2. Press **<F1>**. The system will display the Help screen for field definitions.

3. Press **<F2>** or **<F12>** to return to the previous screen.

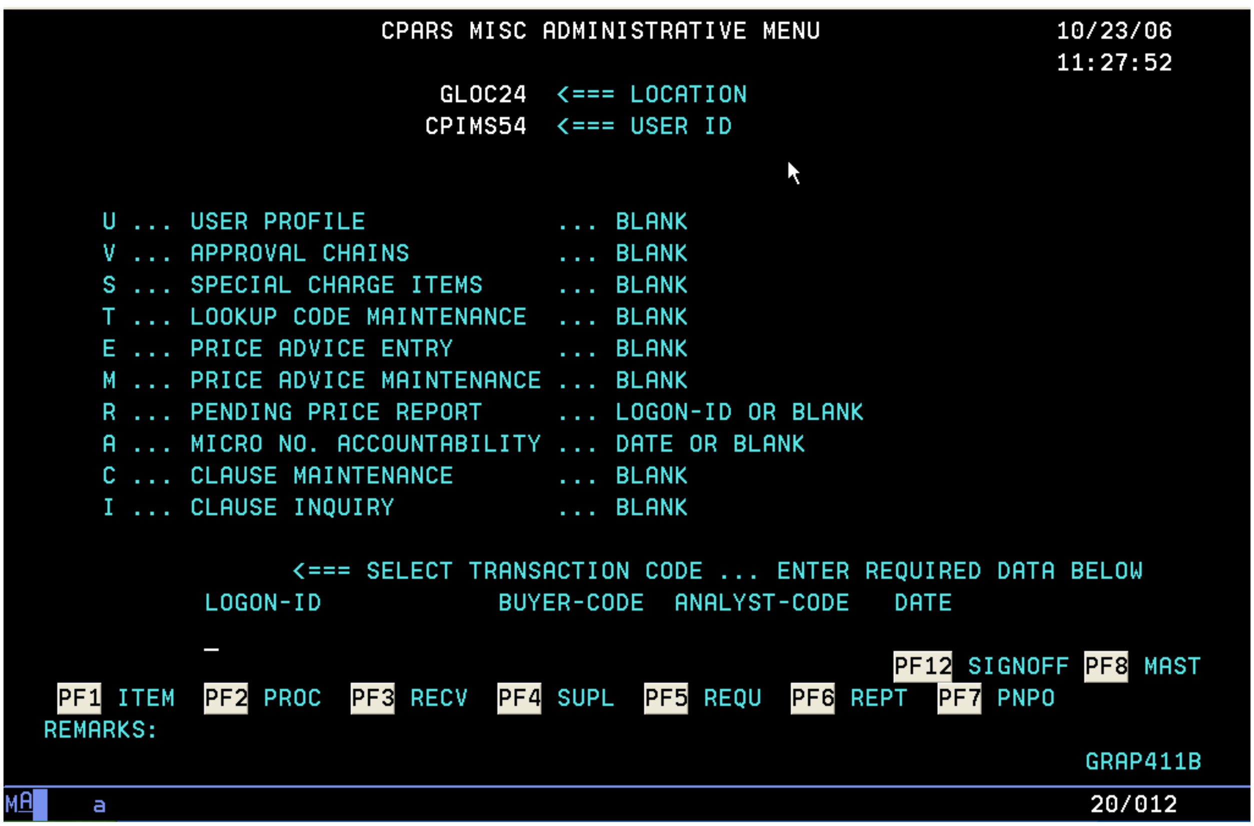
ADDING / UPDATING THE USER PROFILE

Every CPARS user **must** have a user profile. User profiles are typically created by the Security Administrator (some fields can only be updated by the Security Administrator), but are available for users to update as required. If you have not set up a user profile, please refer to the following procedures.

To access the User Profile (GRAP743B) screen:

1. Press **<F11>** (Administrative Menu (GRAP411B)) from the CPARS Master Menu (GRAP408B) or from any CPARS sub-menu to access the CPARS Misc Administrative Menu.

   The CPARS Misc Administrative Menu (GRAP411B) is displayed.



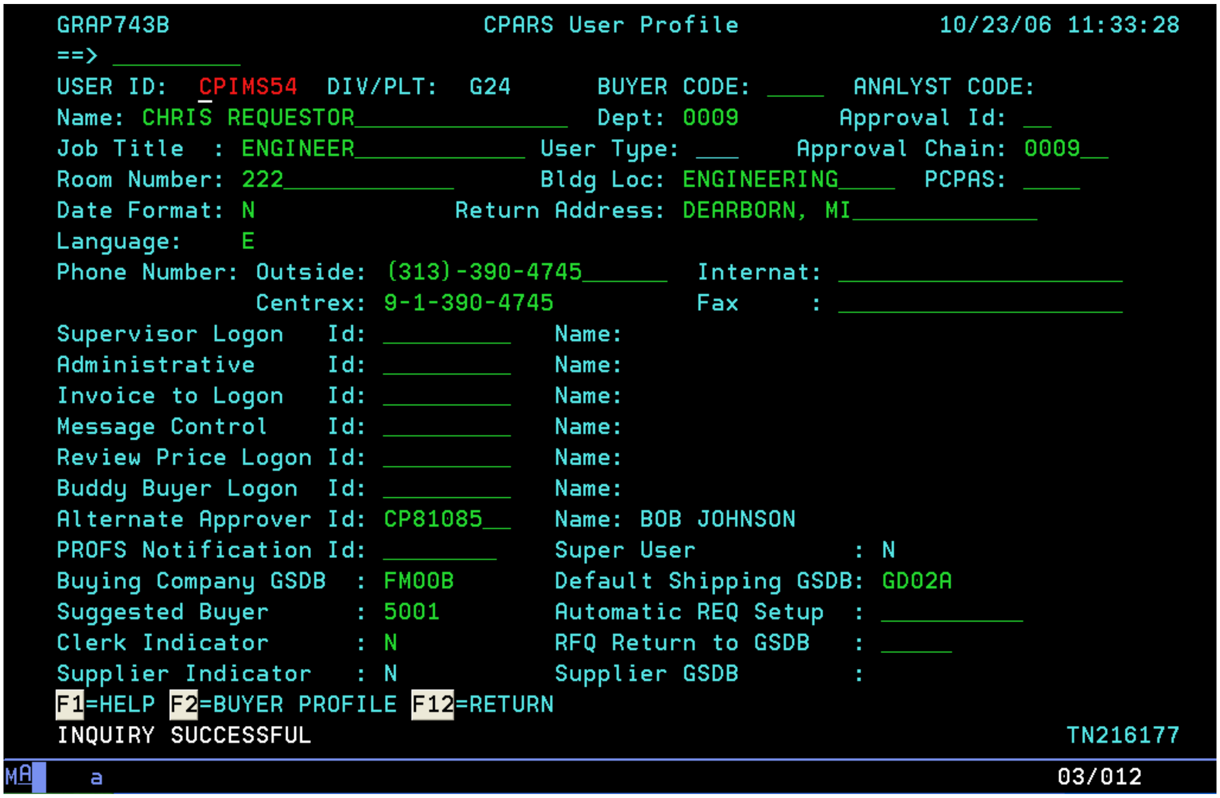
```
                          CPARS MISC ADMINISTRATIVE MENU                    10/23/06
                                                                            11:27:52
                              GLOC24  <=== LOCATION
                             CPIMS54  <=== USER ID

      U ... USER PROFILE              ... BLANK
      V ... APPROVAL CHAINS           ... BLANK
      S ... SPECIAL CHARGE ITEMS      ... BLANK
      T ... LOOKUP CODE MAINTENANCE   ... BLANK
      E ... PRICE ADVICE ENTRY        ... BLANK
      M ... PRICE ADVICE MAINTENANCE  ... BLANK
      R ... PENDING PRICE REPORT      ... LOGON-ID OR BLANK
      A ... MICRO NO. ACCOUNTABILITY  ... DATE OR BLANK
      C ... CLAUSE MAINTENANCE        ... BLANK
      I ... CLAUSE INQUIRY            ... BLANK

                   <=== SELECT TRANSACTION CODE ... ENTER REQUIRED DATA BELOW
             LOGON-ID            BUYER-CODE   ANALYST-CODE   DATE
             _
                                                            PF12 SIGNOFF PF8 MAST
   PF1 ITEM  PF2 PROC  PF3 RECV  PF4 SUPL  PF5 REQU  PF6 REPT  PF7 PNPO
  REMARKS:
                                                                             GRAP411B
MA    a                                                                       20/012
```

2. Type '**U**' (User Profile) in the Select Transaction Code field

3. (Only for those with RAPS access) Enter the appropriate division and plant code in the DIV and PLT fields.

4. Press **<Enter>**. The User Profile screen will be displayed.

   Note: You may also display the User Profile screen by typing **'G743B'** on the Command Line and pressing **<Enter>**.



5. To Add the User Profile, type '**A**' in the Command Line and enter data in the appropriate fields.

   Note: If the User Profile has already been created, refer to the Update User Profile section of this document.

6. When completed, press **<Enter>**. The message, 'Add Successful', is displayed.

7. When finished adding your profile, press **<F12>** to return to the CPARS Misc Administrative Menu.

To Update the User Profile (GRAP743B):

1. Access the User Profile screen from the CPARS Master Menu (GRAP408B), or any sub-menu, by pressing **<F11>**. The CPARS Misc Administrative Menu (GRAP411B) is displayed.

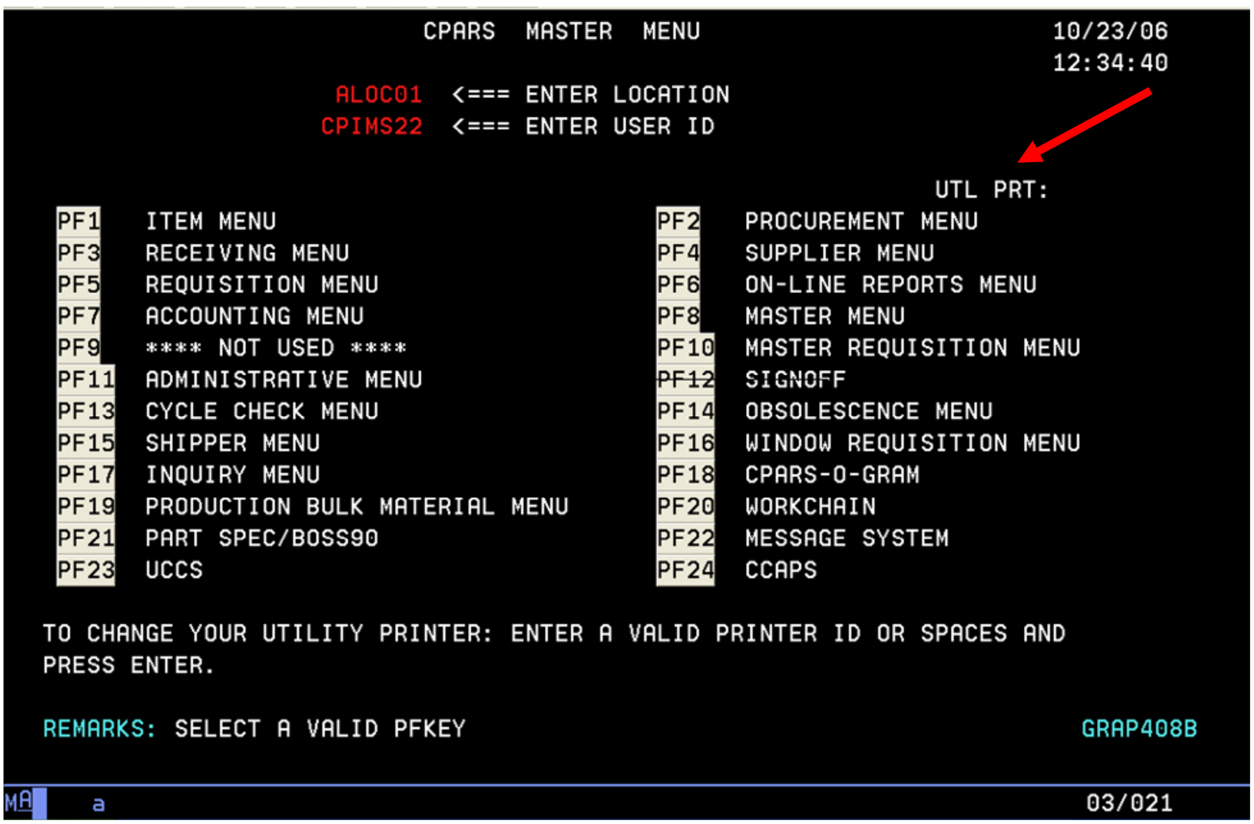
2. Type '**U**' (User Profile) in the <u>Select Transaction Code</u> field and press **<Enter>**. The CPARS User Profile (GRAP743B) screen is displayed.

3. Type C (change) on the <u>Command Line</u>, make any necessary changes, and press **<Enter>** to update the user profile. The message, 'Update Successful' will be displayed.

4. Press **<F12>** to return to the CPARS Misc Administrative Menu (GRAP411B).

CPARS MASTER MENU

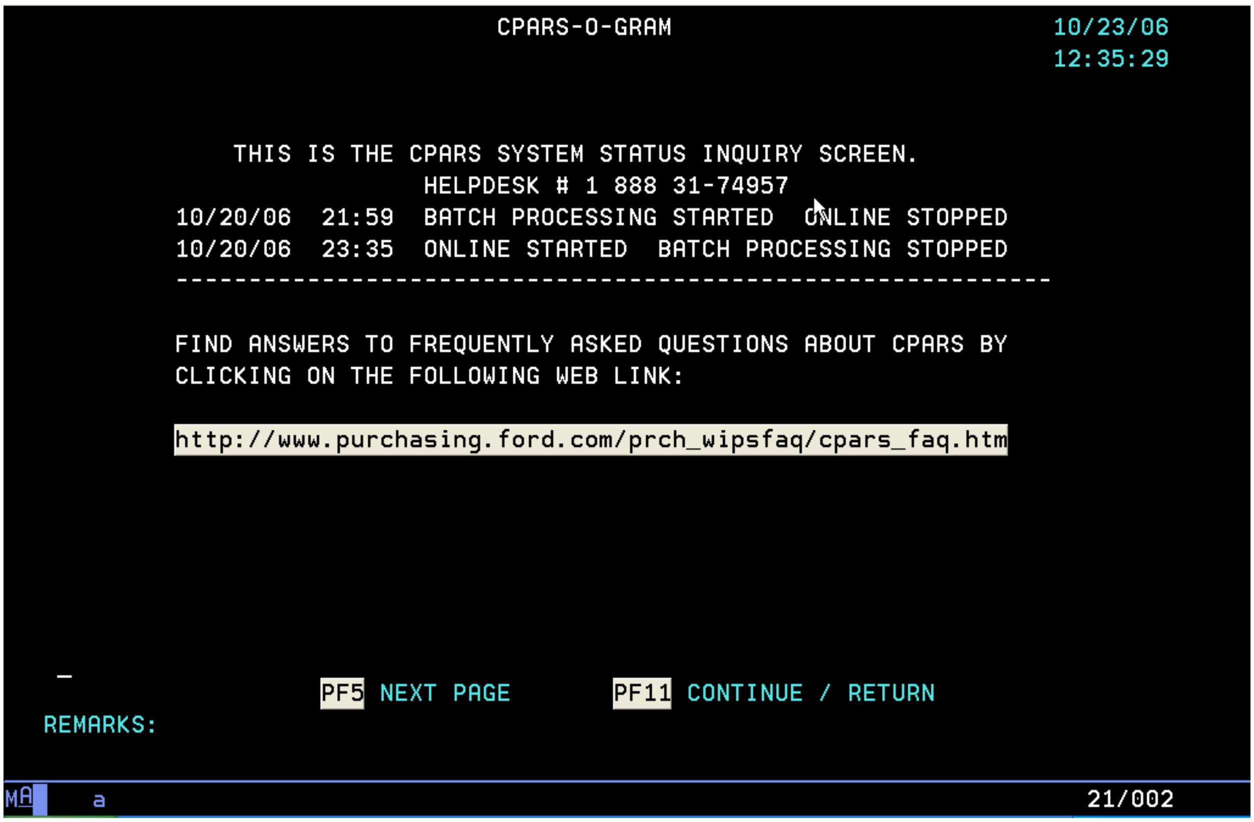
The CPARS Master Menu (GRAP408B) displays all of the options available in CPARS. Press the appropriate function key to make your selection. To specify a printer to which your CPARS documents should print, type the appropriate network printer ID (printers that start with the letters RVP) into the <u>UTL PRT</u> field and press **<Enter>**.



CPARS-O-GRAM

CPARS-O-GRAMS are notifications from CPARS. These notifications include information about batch process start times, expected system down times, and other bulletins. If there are any notifications when you first logon to CPARS, the CPARS-O-GRAM displays when you select a function. If there are multiple pages in the CPARS-O-GRAM, press **<F5>** to page forward. After reading the notification, press **<F11>** to continue to the function you originally selected.

To view the notifications while you are in CPARS at additional times, press **<F18>** from the CPARS Master Menu.



CPARS RESOURCES

FAB Card (Ford Auto-Buy)

FAB Card web page: www.dearborn.ford.com/fabcard

FAB Contact: Kim Berry (KBERRY15) at 313-322-1493

Mechanized Appropriation Request System (MEARS)

MEARS web page: www.finance.ford.com/mears

MEARS Contact: Pam Beck (PBECK2) at 313-323-7731

Project Control / Asset Management (PCAM) – Project Control System

PCAM webpage: http://www.asr.ford.com/cgi-bin/asri_html.pl?../html/train/PCAM_training.html

Ford Corporate Help Desk (SPOC — Single Point of Contact)

Help Desk phone: 1-888-317-4957 or 1-313-31-74957

Global Incident Reporting System (GIRS) web page: www.spoc.ford.com

Access GIRS from the Ford Hub by clicking Corporate Help Desk, and then click Report a Problem.

RACF ID Requests

RACF Security web page: http://www.cns.ford.com/racf/default.asp

Unauthorized Commitments

- Ford's policy on Unauthorized Commitments
  http://vd0495.pto.ford.com/purchasing/Unauthorized_Commitment_Policy.pdf

- Preventing Unauthorized Commitments Handbook:
  http://www.purchasing.ford.com/prch_hub/html/PreventingUnauthorizedCommitmentsHandbook.doc

- Ford's Emergency Procurement Policy
  http://www.dearborn.ford.com/fm/accntng/acpay66/apyprc66/6610/661050.html

FINDING INFORMATION ON THE PURCHASING PORTAL

http://my.purchasing.ford.com/

Finding Buyer Information

Use: Enables user to identify Buyers by using a commodity, a Buyer code, or a Buyer's last name.

URL: http://www.purchasing.ford.com/prch_org_dir/cgi-bin/buyrsearch.cgi

Navigation: From the my.purchasing.ford.com site, click the Purchasing Information tab. Click the *Purchasing Directory Search* link located under the Purchasing Organization portlet.

CPARS, WIPS, and Associated Systems Self-Help

Use: Enables users to find answers to frequently-asked questions (FAQs) regarding CPARS.

URL:
http://www.purchasing.ford.com/prch_wipsfaq/FREQUENTLY_ASKED_QUESTIONS.HTM

Navigation: From the my.purchasing.ford.com site, click the Purchasing Tools tab. Click the *CPARS, WIPS, and Associated Systems Self-Help* link under the Purchasing Tools portlet.

Global Supplier Database Home Page

Use: Enables user to identify Suppliers by using Supplier name, address, or GSDB code.

URL: http://www.purchasing.ford.com/prch_gsdb/html/gsdb.html

Navigation: From the my.purchasing.ford.com site, click the Purchasing Tools tab. Click *GSDB Home Page* link, located under the Purchasing Tools portlet to display the GSDB Home Page. On the GSBD Home Page, click the *Site Name and Address Search* link to display the GSDB Input Selection Criteria page.

Global Requisitioning Hub (GRH)

Use: Enables user to locate preferred Suppliers, and Buyer/commodity information. Also allows a non-CPARS user to create an electronic request for procurement services (eRPS).

URL: http://www.purchasing.ford.com/prch_hub/cgi-bin/hubprofile.cgi

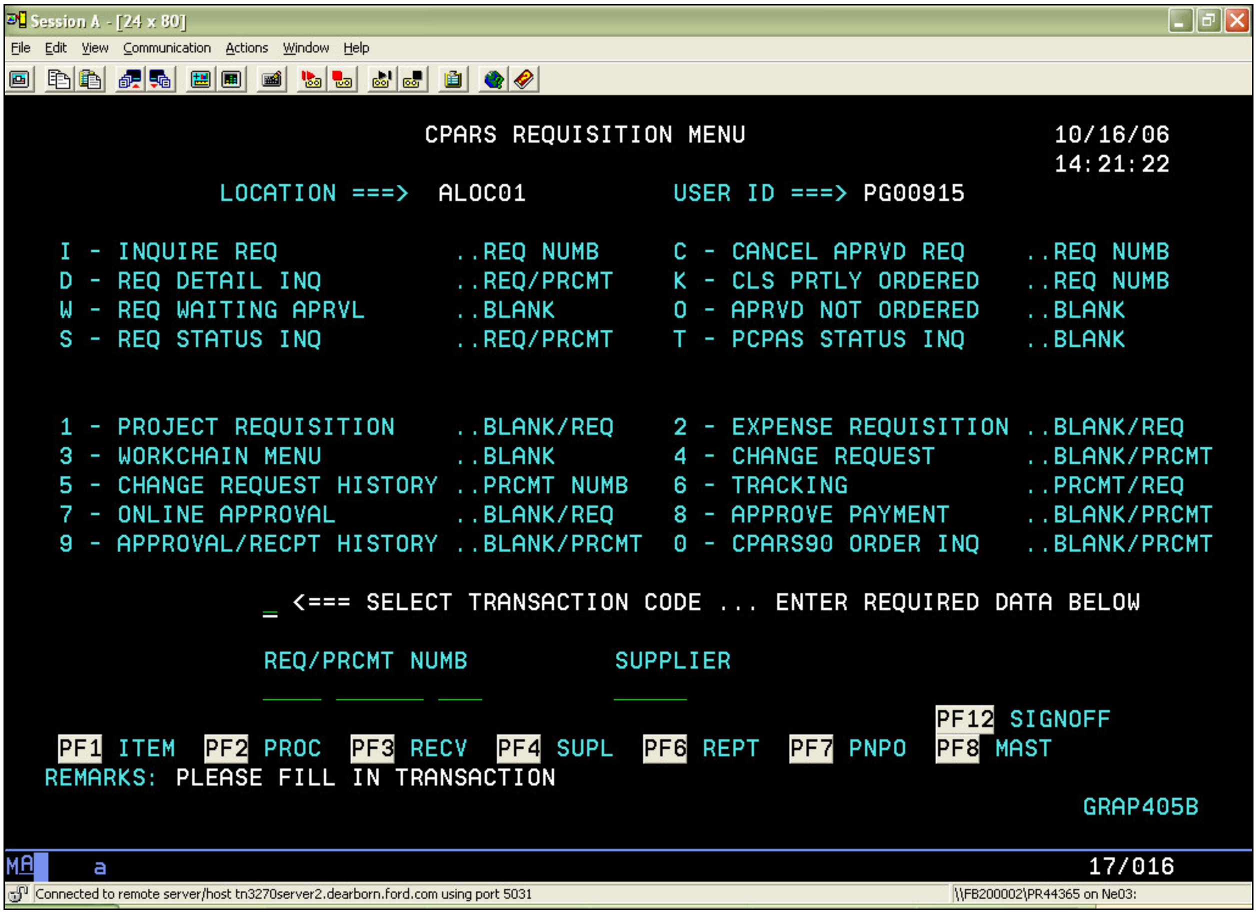
Navigation: From the my.purchasing.ford.com site, click the Purchasing Tools tab. Click the *Global Requisitions Hub – GRH* link located under the Purchasing Tools portlet.

> **Note:** Because the Purchasing Portal is customizable, the links detailed may not be displayed unless the user selects them. To select a link to be displayed, click the *Customize* link in the blue title bar of a portlet. Choose the appropriate selections, click **[Apply]** at the top of the page, and then click **[OK]**.

Creating and Modifying Requisitions

CPARS REQUISITIONING MENU

The CPARS Requisition Menu (GRAP405B) displays all of your options for Requisitioning. To access this menu, press **<F5>** from the CPARS Master Menu (GRAP408B).



Most of the work performed by Requisitioners will happen from this menu. The procurement menu (PF2) may be used for some tasks, as well as the Workchain (option 3).

This menu may be seen in three sections.

Top Section: This is original CPARS functionality. The Transaction code and the associated screen are listed. Use option **'T'** if you need to access PCPAS information. Option **'I'**, **'D'**, **'W'**, **'S'**, and **'O'** can be used to gather additional information.

Center Section: This is the CPARS 90 functionality. Use the one-character access code to navigate to the associated screen. Some selections require additional data to navigate to the associated screen. That additional required information is listed to the left of the screen name.

Bottom Section: These are function keys that allow you to navigate to other submenus. **<F11>**, is not displayed, but will navigate you to the MISC Administrative Menu (GRAP411B) to access the User Profile (GRAP743B), Clause Inquiry (GRAP721B) and other administrative tasks.

PREPARING REQUISITIONS

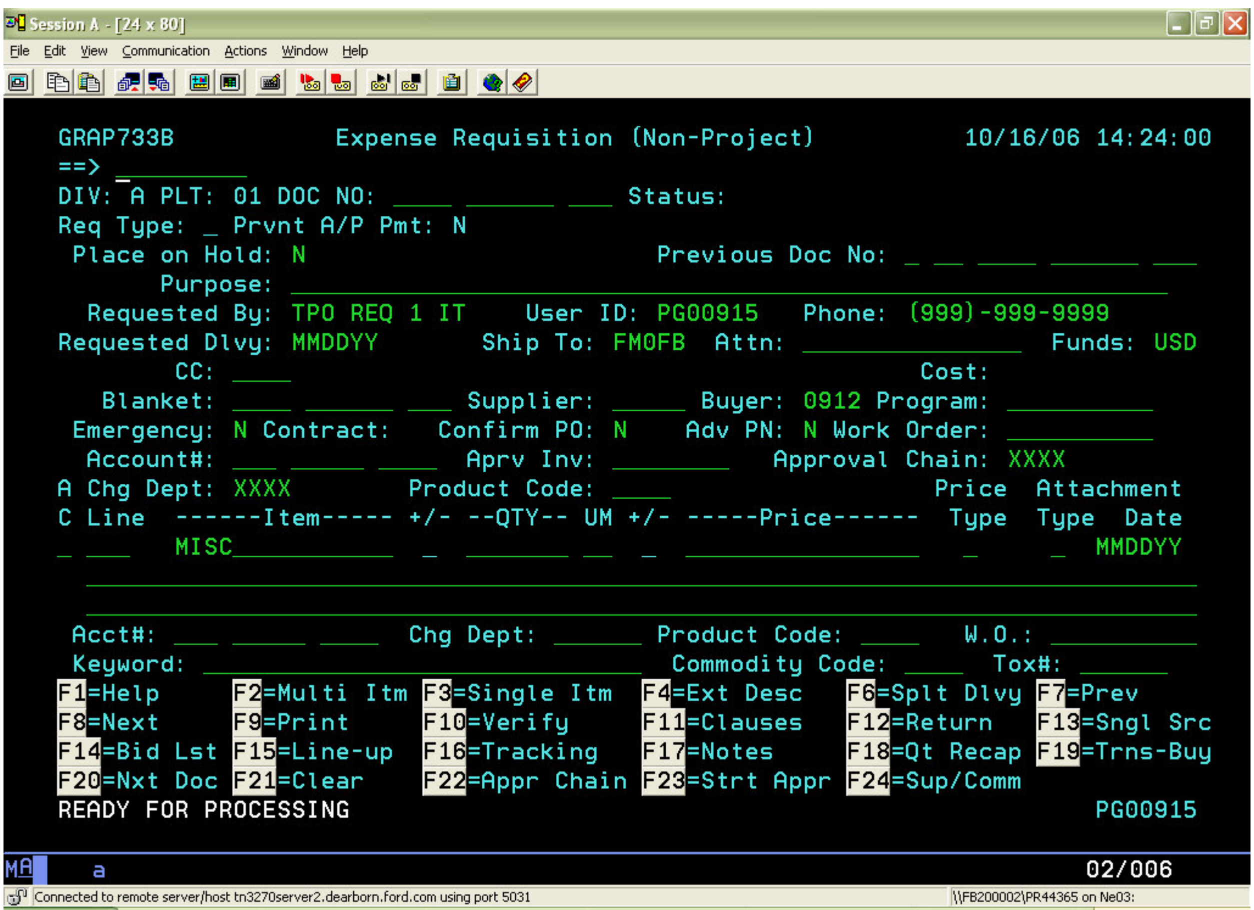
Use the Project Requisition screen or the Expense Requisition (Non-Project) (GRAP733B) screen to prepare header information for a requisition or Advance Purchase Notification (APN).

ADDING / CREATING AN EXPENSE REQUISITION

Use the Expense (Non-Project) Requisition (GRAP733B) screen to prepare a requisition or APN for expense purchases, this includes requisitions for Transportation and Healthcare. This screen allows you to specify requisition header information and add one line item. Adding additional line items is detailed elsewhere in this guide.

1. Press **<F5>** from the CPARS Master Menu (GRAP408B) or any CPARS sub-menu to access the CPARS Requisition Menu (GRAP405B).

2. Type '**2**' (Expense Requisition) in the Select Transaction Code field and press **<Enter>**. The Expense Requisition (Non-Project) (GRAP733B) screen is displayed.



3. Type '**A**' (add) on the <u>Command Line</u>.

4. Add general requisition information. Complete or change the information as required.

   Note: Remember to press **<F1>** from any field to access help for that field.

5. Add requisition line item information.

   - Type '**A**' (add) in the <u>AC</u> field next to the line item.

     Note: For Transportation LDE Commodity Code requisitions you will go directly to the Line Detail Element (GRAP760B) screen to enter requisition line information. Refer to the next section in this document for more Transportation specific information.

   - For Non Healthcare Requisitioners – Adding lines to the requisition will automatically generate the <u>Item Number</u> field 'MISC XXXXX'.

   - For Healthcare Requisitioners – The <u>Item Number</u> field will default to blank if the requisition line requires a Healthcare Item, enter a valid Healthcare item number. If a Healthcare item is not required this number will automatically be generated with 'MISC XXXXX'

   - Type information in the following **required** fields:

     - **Qty**: Quantity. For requisition lines with a Unit of Measure of **'SV'** or **'LO'** the quantity must be **'1'**.

       Note: Use **'SV'** (service) or **'LO'** (lot) when receipts are to be created against the value of the line, not the quantity.

       Note: For Transportation LDE Commodity Code requisitions, <u>Qty</u> should always be **'1'**.

     - **Price Type**: The coding system used by CPARS to determine the billing instructions that print on the order for Evaluated Receipt Settlement (ERS) payment purposes. **<u>IMPORTANT:</u> See the chart in the front of this manual for more details and definitions of codes to use.**

     - **UM**: Unit of measure. See Field Help for this field to view a list of all available units of measure.

       Note: For Transportation Line Detail Element Commodity Code, <u>UM</u> should be **'EA'**.

       Note: For Healthcare, if the <u>Item</u> field contains a Healthcare item number, the <u>UM</u> field will display the unit of measure and is not editable.

- **Description** (unlabelled): Detail what it is that you want to purchase here. Note that this is the only place where your Approvers and potentially Suppliers will view what you are ordering, so be specific.

  Although only two lines are seen on the Expense Requisition (GRAP733B) screen, **<F4>** (EXT DESC) will allow the user to add more information if necessary.

  For Transportation Line Detail Elements Commodity Codes: The Description will display

  Origin five-digit GSDB information – city and state

  Destination five-digit GSDB information – city and state

  Equipment Size – Service Type.

  This defaulted part of the description is not editable. However additional description information can be added to it (for more information, refer to the Extended Description section of this document)

  For Healthcare: If the Item field contains a Healthcare Item number the Description will display the Healthcare Item Description. This defaulted part of the description is not editable.

- **Price**: The amount of the purchase, in the currency listed n the FUNDS field in the header.

Note for SV or LO Units of Measure: When using service (SV) or lot (LO) units of measure, the only valid quantity is 1. These two units of measure allow you to do payment approval for a dollar amount, as opposed to a quantity.

For example, using **'SV'** as a unit of measure, you can pay $19.58 against an open PO. Using any other units of measure, the you can only approve a quantity of 1,2,3 etc.

Any crib, stores, or dock receipt using the **<F3>** Receipt menu, transaction R, against these items will generate full payment to the Supplier and close the item. To control partial or progress payments to the Supplier, enter your RACF ID in the Approve Invoice field on the Project / Expense Requisition (GRAP733B or GRAP734B) screen.

After the item has been received, or the service has been performed, use the Approve Payment by Item screen to make the appropriate payment.

6. Press **<Enter>** to add the information to the requisition. The 'Add Successful' message is displayed.

7. Press **<F11>** to add Clauses if necessary.

8. Press **<F13>** to add Single Source Justification if necessary.

9. Press **<F14>** to create / view the Bid list, if necessary.

10. Press **<F15>** to create / view a Line-Up Meeting, if necessary.

11. Press **<F17>** to add Notes for internal viewing, if necessary.

12. To add more line items to this requisition, press **<F2>** or **<F3>**.

13. Once the requisition is complete, **<u>if NOT an APN for a TPO LDE CC</u>**, press **<F23>** to start the on-line approval process. If requisition IS an APN or a TPO LDE CC, press **<F19>** to transfer to the Buyer to issue a Request for Quote.

    Note: Requisitions numbers are formatted as follows:

    <Division and Plant code> RQ <2 digits representing the year> <3 digits representing the Julian calendar date the requisition was created><3 character sequential (unique within a plant by day) string beginning with R01 and ending with T99>

    For example: RQ 05 010R05 would be the requisition number for the 5th requisition created at a particular plant on January 10, 2005.

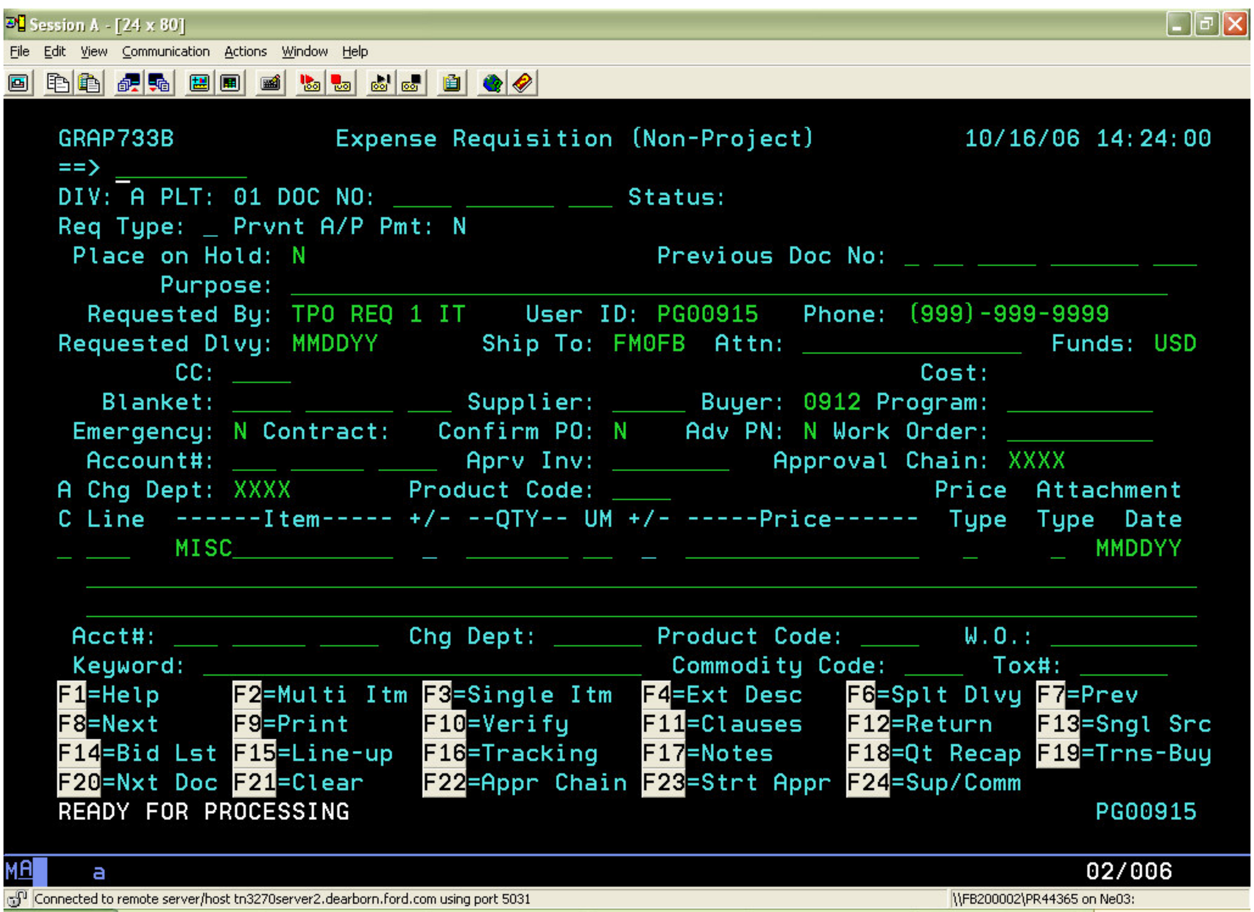
TRANSPORTATION – ADDING A LINE DETAIL ELEMENT EXPENSE REQUISITION

Transportation Requisitioners should use the Expense (Non-Project) Requisition screen to prepare a Blanket Requisition or a Blanket Advance Purchase Notification to define routes that require line detail elements.

This screen allows you to specify requisition header information and add one line item at a time with all the elements for the route for all Transportation Line Detail Elements Commodity Codes (i.e., KD01, KG01, KD04, KH01, KH02 and KH03).

1. Press **<F5>** from the CPARS Master Menu (GRAP408B) or any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**2**' (Expense Requisition) in the <u>Select Transaction Code</u> field and press **<Enter>**. The Expense Requisition (Non-Project) screen will be displayed.



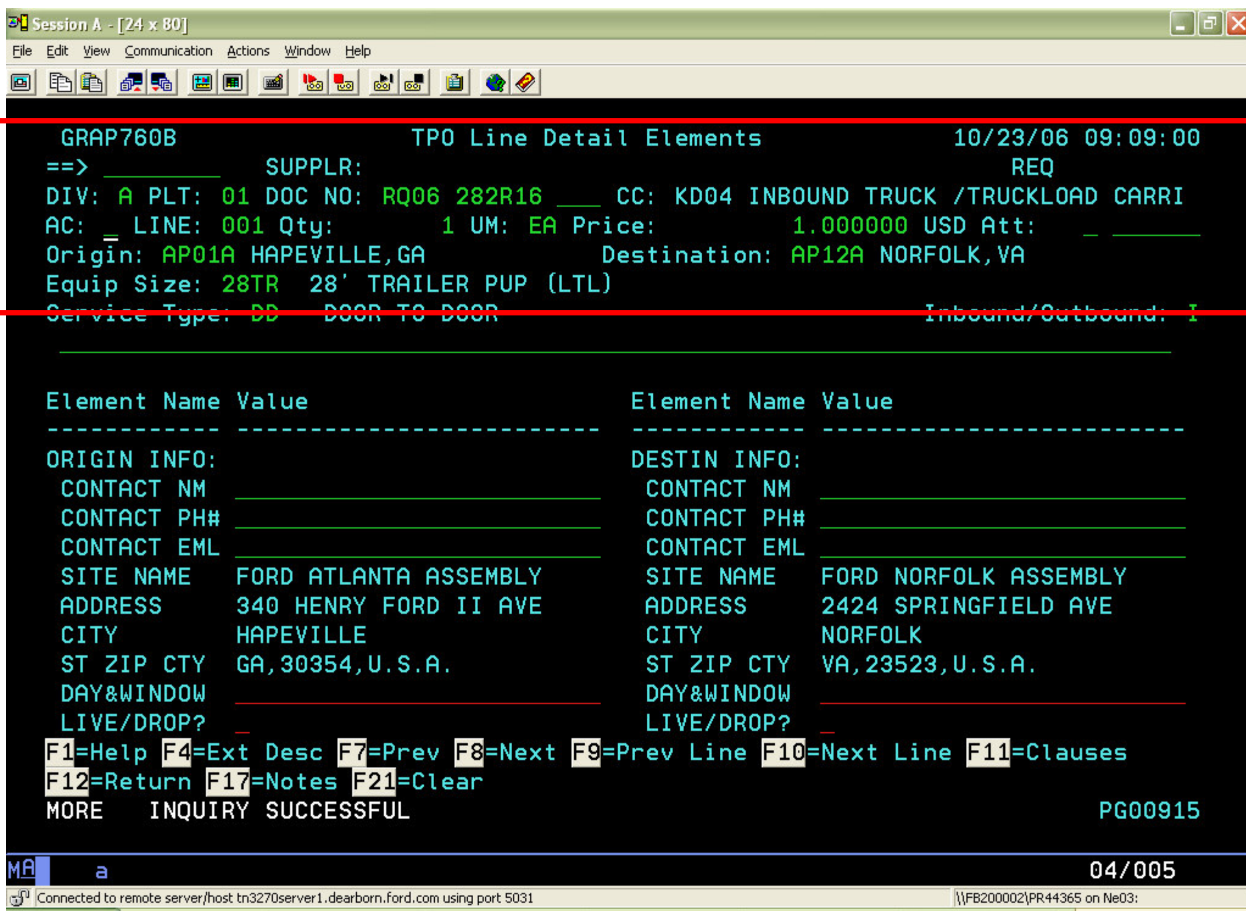
3. Type '**A**' (add) on the <u>Command Line</u>.

4. Add general requisition information in the header. (See the previous procedure for details on mandatory and optional fields.)

Note: For Line Detail Element Commodity Codes, the LDE commodity code MUST be entered before LDE specific line information can be added. Once the LDE commodity code has been indicated on this screen, the Req Type field will systematically designate the requisition as **'B'** type (Req Type will be protected) and the LE will be able to add line information on GRAP760B.

Note: Once an LDE Commodity Code has been designated on a requisition you will be unable to change it unless lines have not yet been added to the requisition. The commodity code can be changed if lines have not been added or an existing line has been deleted. The commodity code may also be changed if the change is to an acceptable alternate Commodity Code.

5. Once the header information is complete, add requisition line item information. Type '**A**' (add) in the AC field next to the line item
   OR
   Type **'LDE'** on the command line and press **<Enter>**. GRAP760B, The TPO Line Detail Elements screen displays. An example of a partially completed TPO Line Detail Elements Screen is shown below.



Note: Type **'WHAT'** on the Command Line to get information on what information goes into each LDE field. Field help is not enabled on this screen.

6. Complete the Header (indicated above) with the required information.

7. Continue to complete this screen by entering valid values for the origin and destination LDE fields. See the Appendix of this manual for more details on values and mandatory fields.

   Note: Mandatory fields for this area will vary by commodity code and are indicated in red on the screen.

8. If necessary, use the optional functions below to complete the requisition:

   - **<F7>** and **<F8>** keys to navigate to the next or previous group of line detail elements.
   - **<F9>** and **<F10>** keys to navigate between lines.
   - **<F11>** to navigate to the clause screen to add, change or delete clauses, to complete "fill-in" clauses, and to view clauses on existing documents. These clauses will print on requisition and purchasing documents.
   - **<F17>** to navigate to the Notes screen to enter internal notes for online Approvers and / or Buyers.
   - **'A'** entered in the AC field on an existing LDE line will create a copy of the line including all LDE data. After entering **'A'** in the AC field for the first screen of LDEs, **'C'** must be entered in the AC field of each additional LDE screen to support entry of additional data.
   - If **'Copy'** is used on GRAP733B for an LDE requisition, the entire requisition, including line and LDE data, will be copied.
   - **'D'** entered in the AC field on an existing LDE line will delete it.

9. Press **<Enter>** to validate the data entered. The 'Add Successful' message is displayed. If any data is in the wrong format for the specific field, an error message will display indicating the field and the error.

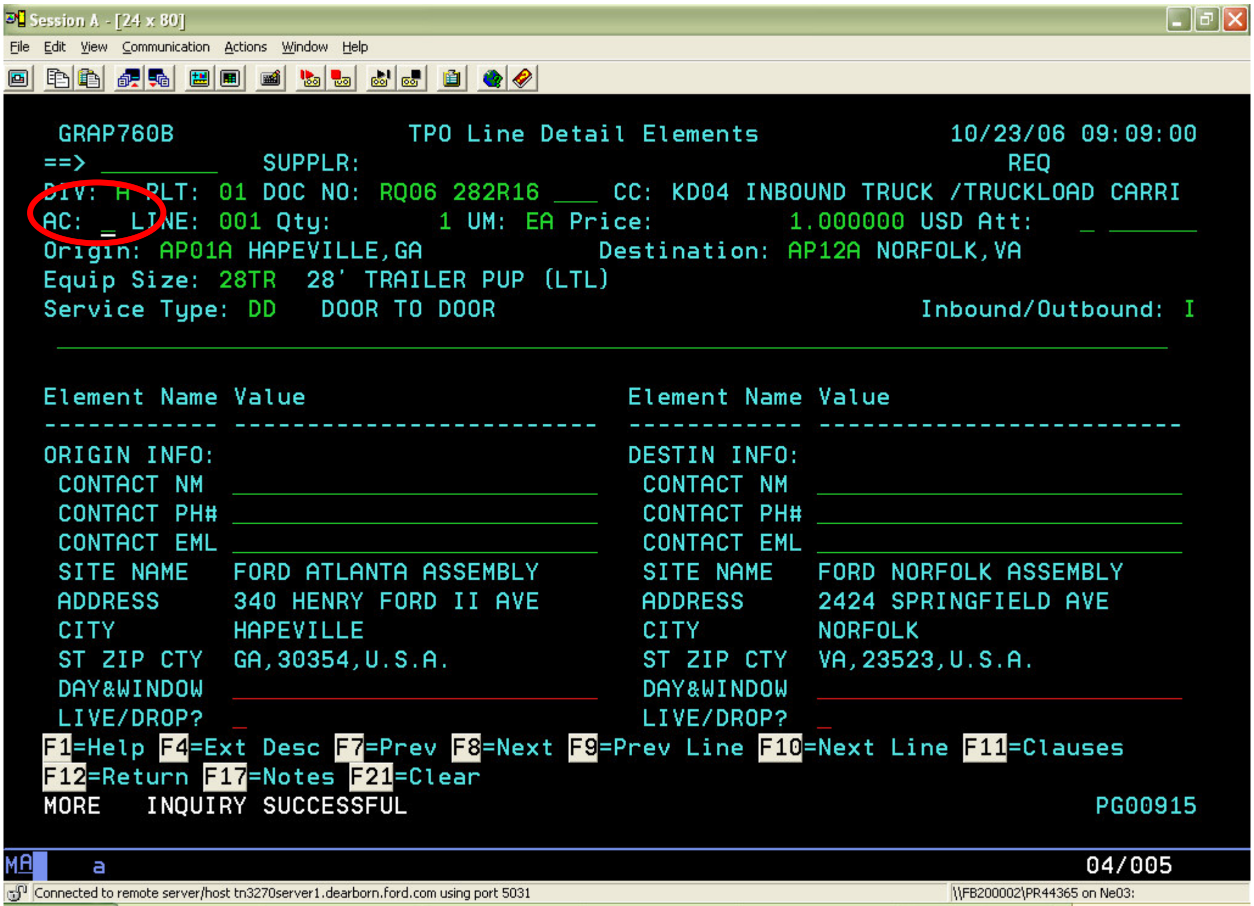
10. Once all fields are entered and correct, press **<F12>** to return to the requisition header.

11. If this completes your requisition, press **<F19>** to submit the requisition to the Buyer. 'Transferred to Purchasing' message is displayed to confirm the action. If any mandatory field were left blank on the GRAP760B screens, the first GRAP760B screen and an error message will display once <**F19**> is pressed. Use <**F8**> / <**F7**> and <**F10**> / <**F9**> to move between LDE screens and LDE lines to identify and correct the missing fields. The missing mandatory field will be indicated in red. You will not be able to complete the 'Transfer to Purchasing' action until all mandatory fields are complete.

Transportation – Copying LDE Line Item Information to another LDE Line

If you want to add another line to the requisition, and want to copy the previous line, complete the following steps:

1. From the TPO Line Detail Elements screen (GRAP760B), type '**A**' (add) in the AC field next to the line item and press **<Enter>**.



2. In the Line Header, verify the values that have populated from the previous line item. Change values as necessary for the new line.

3. Continue to complete this screen by entering or updating the valid values for the origin and destination LDE fields.

   Note: Mandatory fields for this area will vary by commodity code and are indicated in red on the screen.

4. If necessary, use the optional functions below to complete the requisition:

   - **<F7>** and **<F8>** keys to navigate to the next or previous group of line detail elements.

- **<F9>** and **<F10>** keys to navigate between lines.

- **<F11>** to navigate to the clause screen to add, change or delete clauses, to complete "fill-in" clauses, and to view clauses on existing documents. These clauses will print on requisition and purchasing documents.

- **<F17>** to navigate to the Notes screen to enter internal notes for online Approvers and / or Buyers.

- **'A'** entered in the AC field on an existing LDE line will create a copy of the line including all LDE data. After entering **'A'** in the AC field for the first screen of LDEs, **'C'** must be entered in the AC field of each additional LDE screen to support entry of additional data.

- If **'Copy'** is used on GRAP733B for an LDE requisition, the entire requisition, including line and LDE data, will be copied.

- **'D'** entered in the AC field on an existing LDE line will delete it.

HEALTHCARE – CREATING A NEGATIVE LUMP SUM REQUISITION

A Negative Lump Sum Order (Neg LS), once approved, is a purchase order resulting in a debit (potential savings to Ford) rather than a credit (payment to the Supplier). Creating a Negative Lump Sum requisition is the first step.

The process for creating a Negative Lump Sum Requisition is exactly the same as creating a PO, with the following exceptions:

- A Negative Lump Sum does not flow through the RFQ process and cannot be created using the copy functionality.

- Requisition and Purchasing Approvals are based on the absolute value of the requisition / order. For example, if the requisition / order is valued at -$550,000, it is treated / approved by CPARS as if the value is +$550,000.

- Once approved, the Negative Lump Sum order cannot be amended by the Buyer or Requisitioner. Change Requests cannot be generated by the Requisitioner for a Negative Lump Sum.

- Once approved, a negative receipt is automatically created by CPARS. This results in a debit being generated in CCAPS for the amount of the order. Requisitioners cannot manually create a receipt or adjust an existing receipt against a Negative Lump Sum order. A debit, in this context, is an invoice transaction where the Supplier owes Ford money.

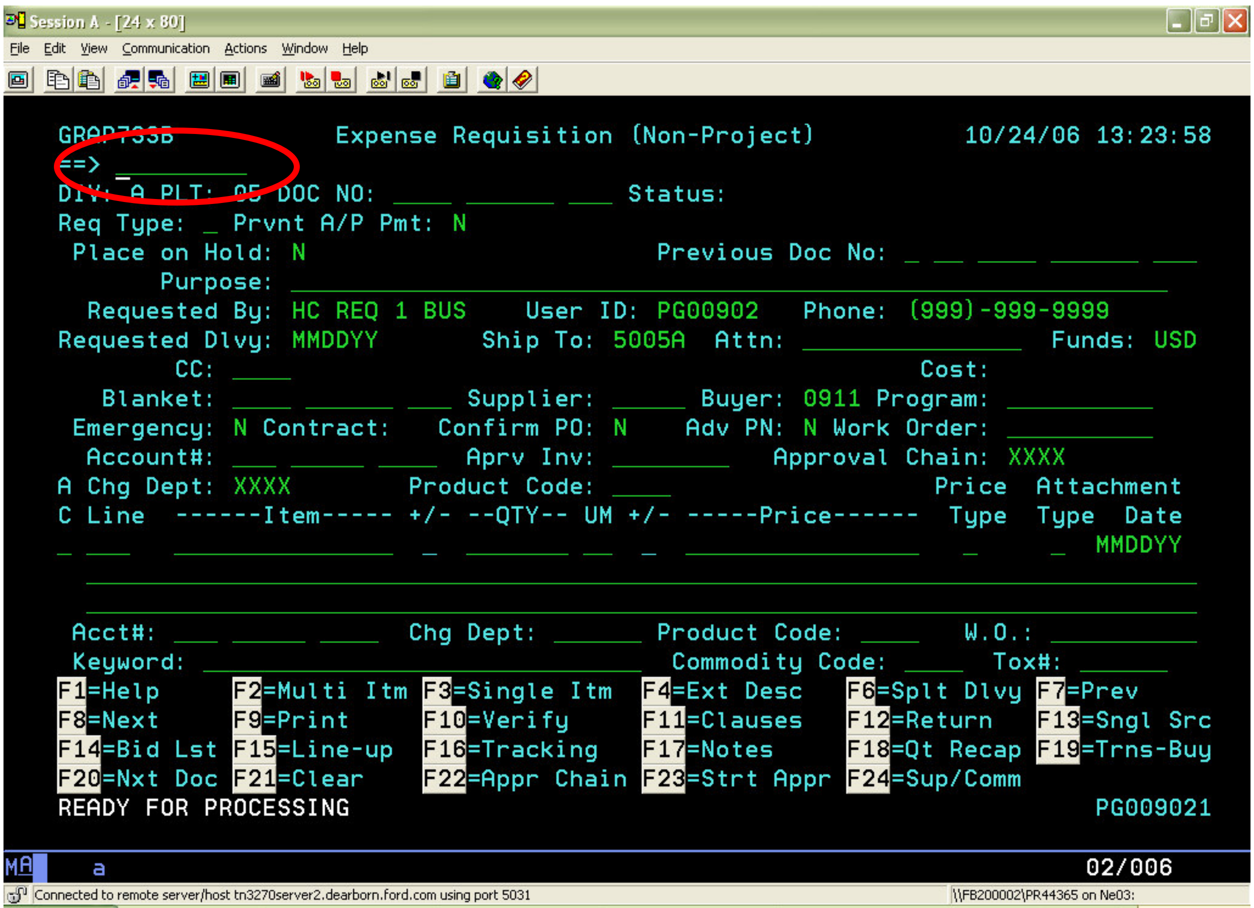
A Negative Lump Sum requisition is entered into the system when a request (off-line or via the Global Requisitioning Hub) comes from an appropriate Healthcare Management individual to start the process.

Creating a Negative Lump Sum Requisition

Create the Expense Requisition using the standard procedures to create the header and lines. Refer to the previous section titled Adding / Creating an Expense Requisition for more details.

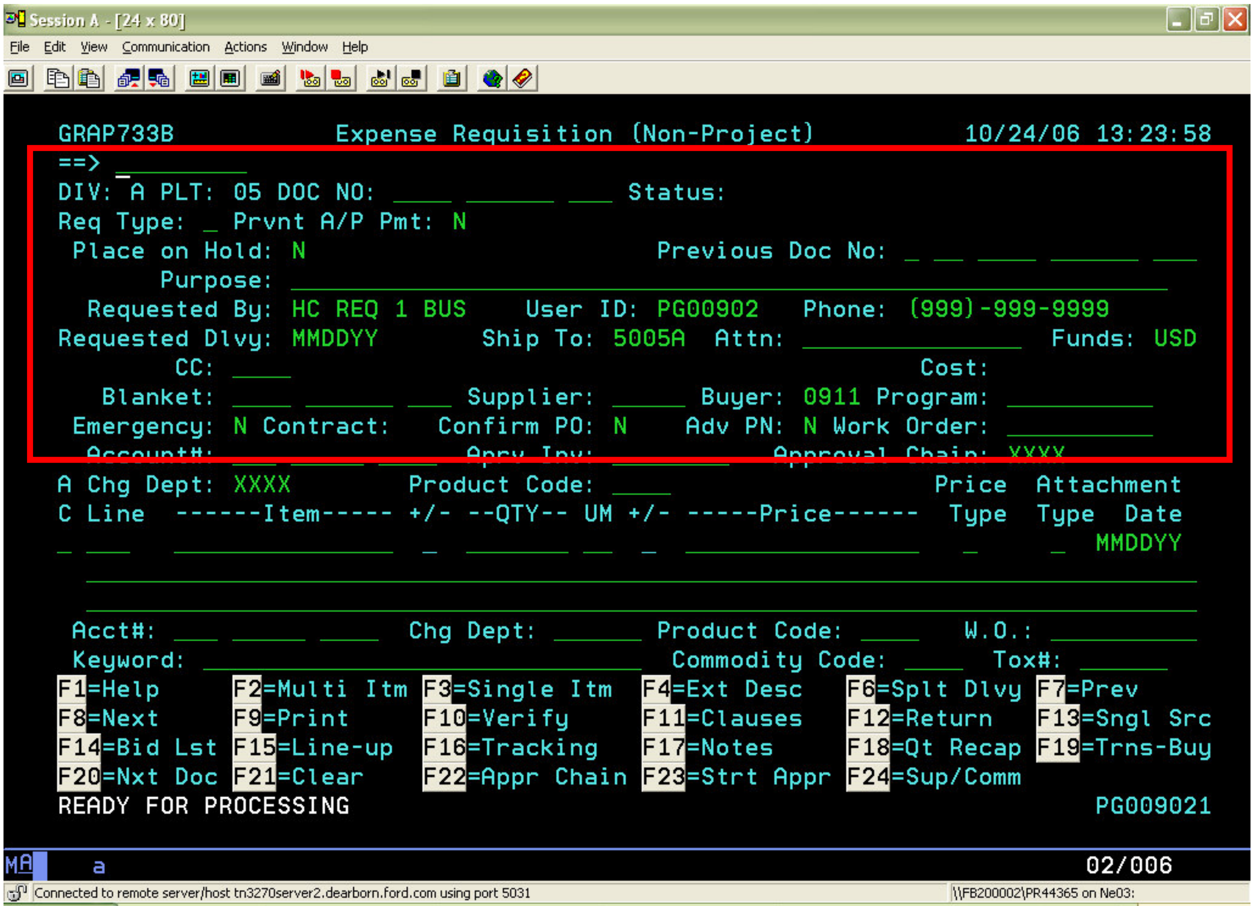
1. Press **<F5>** from the CPARS Master Menu (GRAP408B) or any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**2**' (Expense Requisition) in the Select Transaction Code field and press **<Enter>**. The Expense Requisition (Non-Project) (GRAP733B) screen is displayed.



3. Type '**A**' (add) on the Command Line.

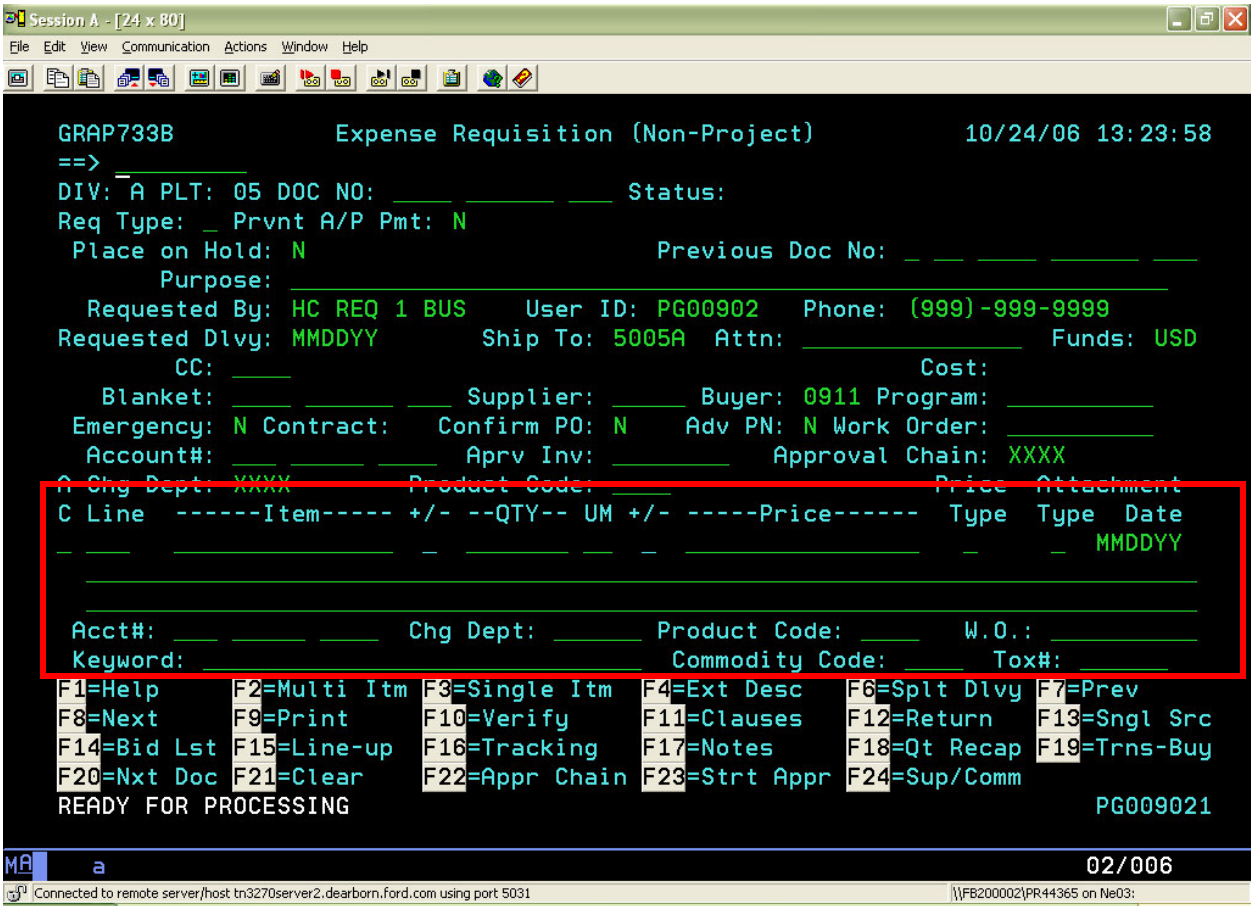
4. Add general requisition information in the header. Refer to the Creating Requisitions section of this document for more information.



Note: Remember to use the **<F1>** key from any field to access help for that field.

Note: For Neg LS requisitions, **'N'** must be entered in the Req Type field. If not, and it gets sent to the Buyer by mistake, the Buyer must return the requisition back for adjustment. The Buyer is not able to adjust the Neg LS flag. If you create a Neg LS requisition by mistake, you will not be able to change the Req Type from **'N'** to blank or **'B'** or from blank or **'B'** to **'N'** if lines have already been created and saved on the requisition. In this case, you must delete the requisition and create a new one.

5. Add requisition line item information.



Note: You cannot add a line to this type of requisition that results in a payment. In other words, you cannot mix requisition line items that would result in debits and credits on the same order.

Note: Multiple lines may be added. If multiple lines are added, the total value of the debit will equal the sum of all line totals.

6. Type '**A**' (add) in the <u>AC</u> field next to the line item.

7. Type information in the following **required** fields:

   - **Qty**: Quantity. If you are using the UM (unit of measure) of **'SV'** or **'LO'**, this field must be '**1**'.

     Note: Use **'SV'** (service) or **'LO'** (lot) when receipts are to be created against the value of the line, not the quantity.

   - **UM**: Unit of measure. Any unit of measure can be used for this type of transaction. If the <u>Item</u> field contains a Healthcare Item number the <u>UM</u> field will display the unit of measure automatically and is not editable.

   - **Price**: The amount of the purchase, in the currency listed n the <u>Funds</u> field in the header. Note that the amount entered here is the negative amount.

- **Price Type**: The coding system used by CPARS to determine the billing instructions that print on the order for Evaluated Receipt Settlement (ERS) payment purposes. Only the following price type can be assigned:

  F: Firm price which has been confirmed with the Supplier. No invoice or price advice required from Supplier

- **Description** (unlabelled): Enter information describing your negative lump sum circumstances. Note that this is the only place where your Approvers and potentially Suppliers will get this type of information, so be specific.

  Although only two lines are seen on the Expense Requisition (GRAP733B) screen, pressing **<F4>** EXT DESC displays a screen allowing you to add multiple pages of description for a line item.

  If a Healthcare item number was entered, the item description displays. This defaulted part of the description is not editable, but you may add to it if necessary.

8. Complete other optional fields as necessary to complete the requisition.

9. Press **<Enter>** to add the information to the requisition. The 'Add Successful' message is displayed.

10. Press **<F11>** to add Clauses if necessary.

11. Press **<F17>** to add notes, if necessary.

12. Press **<F2>** or **<F3>** to add more line items to this requisition if necessary.

13. Press **<F23>** to start the on-line approval process.

Negative Lump Sum Requisitions require finance and business approval before they reach Purchasing and will be sent through the Approval Chain identified on the Requisition Header. Existing approval rules apply and treat the total negative value in its absolute form (as a positive). For example, a negative lump sum requisition totaling -$1M should be submitted through the requisition approval process as if they were approving +$1M.

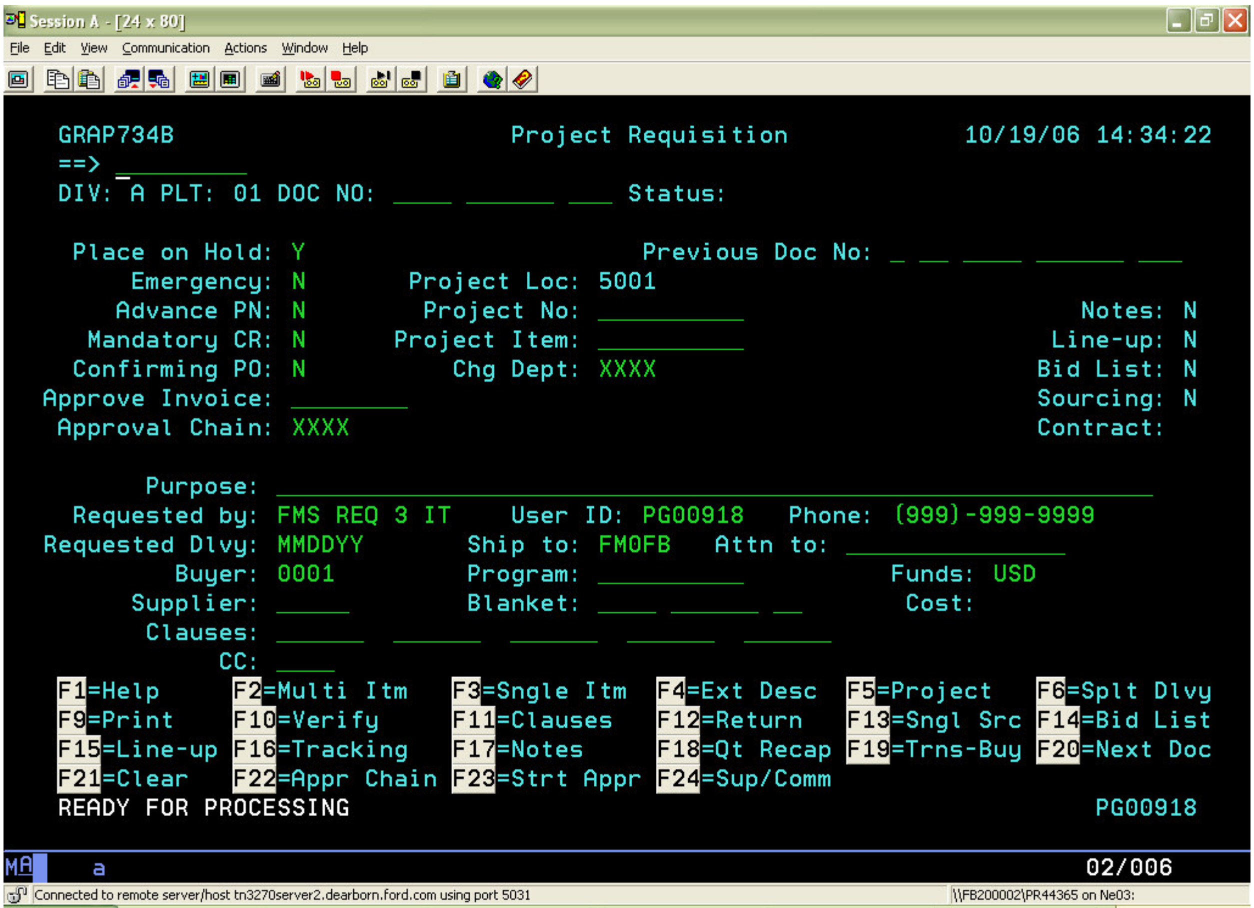
You may withdraw, delete at either the header or line level, or edit and resubmit for approval or re-approval if the requisition has not yet reached Purchasing.

ADDING A PROJECT REQUISITION

Use the Project Requisition screen to prepare header information for a project requisition or APN.

1. Press **<F5>** from the CPARS Master Menu or any CPARS sub-menu to access the CPARS Requisition Menu. The CPARS Requisition Menu is displayed.

2. Type '**1**' (Project Requisition) in the Select Transaction Code field and press **<Enter>**. The Project Requisition (GRAP734B) screen is displayed.



3. Type '**A**' (add) on the Command Line.

4. Add general requisition information. Complete or change the information as required.

   Note: Remember to press **<F1>** from any field to access help for that field.

   Note: When creating an APN, selecting Place On Hold will prevent the APN from going through to the PCPAS or PCAM approval process until a later time when you take it off hold. Place On Hold will prevent the requisition from being sent to the Buyer.

   By default, the Place On Hold indicator will be set to **'Y'**. Once the on-line approval process is complete, CPARS will automatically change the indicator to **'N'**. This allows PCPAS or PCAM to receive the document for approval.

5. Press **<Enter>** to record the information. The Add Successful message is displayed.

6. Press **<F2>**, to add multiple lines, or **<F3>**, to add a single line to the requisition. Adding lines is further explored in the following procedures.

ADDING LINE ITEMS TO A REQUISITION

Use either the Single (GRAP736B) or the Multiple (GRAP735B) Line Item Set-Up screen to add line items to an existing requisition. Add one line item at a time with up to 13 lines of description on the Single Line Item Set-Up (GRAP736B) screen. Add two line items at a time with up to two lines of description for each item on the Multiple Line Item Set-Up (GRAP735B) screen.

Note: Including a detailed description of each line item may reduce rejections from Approvers, project control, and purchasing.

Single Line Item Set-Up

1. Press **<F3>** from the Requisition (GRAP733B or GRAP734B) screen to access the Single Line Item Set-Up (GRAP736B) screen or press **<F2>** to access the Multiple Line Item Set Up (GRAP735B) screen.

   The Single Line Item Set-up (GRAP736B) screen is displayed.

2. Type '**A**' in the AC field next to the item(s) being added.

3. Type line item information in the following **required** fields:

   Note: If using the Multiple Line Item Set Up screen, you may add all items before pressing **<Enter>.**

6. Press **<Enter>** to record the line item information. The message, 'Line Item Has Been Created', will be displayed.

7. To add more line items press **<F21>** to clear the screen and repeat steps 2 through 6, for up to 999 line items.

Copying Line Item Information to Another Line Item

To copy line item information to another line item:

1. Type '**A**' in the AC field of the line item to be copied.

2. Remove the information in the Line and MISC fields and press **<Enter>** to create the copied line item.

3. Type '**C**' in the AC field next to the new item and type changes to any field(s), as necessary.

4. Press **<Enter>**. The message, 'Line Item Has Been Created', will be displayed.

5. Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

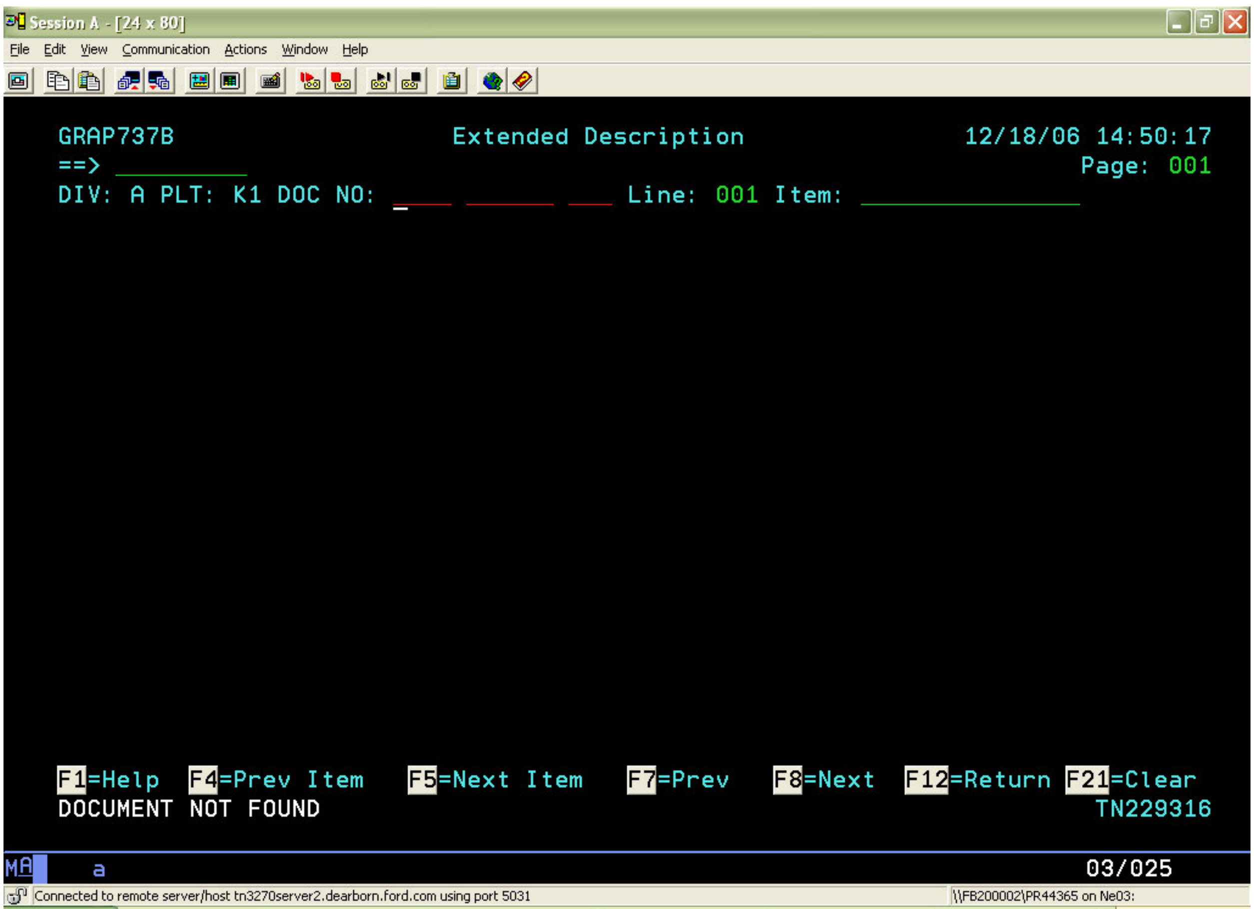
ADDING EXTENDED LINE ITEM DESCRIPTION

The Extended Description (GRAP737B) screen is used to add description information beyond the number of lines allowed on the Single (GRAP736B) or Multiple Line Item Set-Up screens.

1. Press **<F4>** from the Project / Expense Requisition (GRAP733B / GRAP734B) screen to display the existing description for the first line item on the requisition.

   Note: This screen can also be accessed from the Single or Multiple Line Item Set-Up screens by pressing **<F4>**.

   The Extended Description screen is displayed.



2. Press **<F5>** (Next Item) or **<F4>** (Prev Item) to locate the line item to be modified.

   Notes on Extended Description:

   The line number may also be accessed by typing the number in the Line field and pressing **<Enter>**.

For Transportation LDE Commodity requisition lines, the first two lines of the item description will contain the origin, destination, equipment size, service type, and inbound / outbound indicator (if applicable) values and this data will be protected from update. Additional description lines can be added to them.

For Healthcare, the first 2 lines of the item description is shown and protected from update. Additional description can be added from the third line on.

3. Type '**C**' (change) on the Command Line.

4. Type the extended description for the displayed line item and press **<Enter>**. The message, 'Update Successful', will be displayed.

5. (Optional) Type **'WP'** on the Command Line to word process the document. See the Word Processing Functions section of this document for more information.

6. Repeat steps 2 through 5 until extended descriptions for all line items are complete. The system will allow you to add up to 999 pages of extended description for each line item.

To add more pages to a description:

Note: Including a detailed description of each line item may reduce rejections from Approvers, project control, and purchasing.

1. Press **<F21>** to clear the screen. 'ADD' is displayed on the Command Line.

2. Type the remaining description and press **<Enter>**. The message, 'Line item description has been added' is displayed on the bottom of the screen.

3. Repeat steps 1 and 2 to add more pages.

4. Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

ASSIGNING SPLIT PROJECT AND ITEM INFORMATION TO A LINE ITEM

Use the Project Detail for PCPAS (GRAP711B) screen to split requisition line item cost assignments into multiple details with different projects, and / or project items.

1. While viewing an existing project requisition, press **<F5>**. The CPARS Project Detail for PCPAS (GRAP711B) screen will be displayed.

   Note: This screen may also be accessed from the Single or Multiple Line Item Set-Up screens.

2. Press **<F5>** to scroll forward to the line item to be split.

3. Type '**N**' (no) in the <u>Automatic Dtl Build</u> field.

4. Type '**A**' (add) in the <u>I</u> (Indicator) field.

5. Type information in the <u>Project #</u> and <u>Item #</u> fields.

6. Type the quantity for the detail in the <u>Qty</u> field.

   Note: If the U/M on the line item is **'SV'** or **'LO'**, this field is not functional.

7. Type the monetary amount for the detail in the <u>Amount</u> field.

   Note: If you are using a <u>U/M</u> other than **'SV'** or **'LO'** and this field is not completed, CPARS will complete it after processing is complete.

8. Press **<F6>**. The message, 'Update Processing Complete', will be displayed and the amount, if left blank and a <u>U/M</u> other than **'SV'** or **'LO'** is used, will be completed.

9. Repeat steps 4-8 for each line item project / item detail.

10. Press **<F5>** to display the next line item.

11. Repeat steps 2-10 until details have been created for all split line items.

12. Press **<F9>** to edit project and item detail records.

    - If all details are correct, the message, 'Details have been checked ok for committing' displays in the <u>Remarks</u> field.

    - If errors exist, the PCPAS Text / Reject Information screen displays with a description of the errors. Press **<F2>** to return to the details. Correct any errors and press **<F6>** to record the corrections. Press **<F9>** to re-check the details.

13. Press **<F3>** to return to the Project Requisition (GRAP734B) screen.

Note: If you have added multiple project details to a line item, the word **'Multiple'** will be displayed in white in the Project Number field on the Single Item Setup and Multiple Line Item Setup screens. It is only updateable on the CPARS Project Detail for PCPAS (GRAP711B) screen.

ADDING A MESSAGE TO SEND WITH PROJECT / ITEM DETAILS

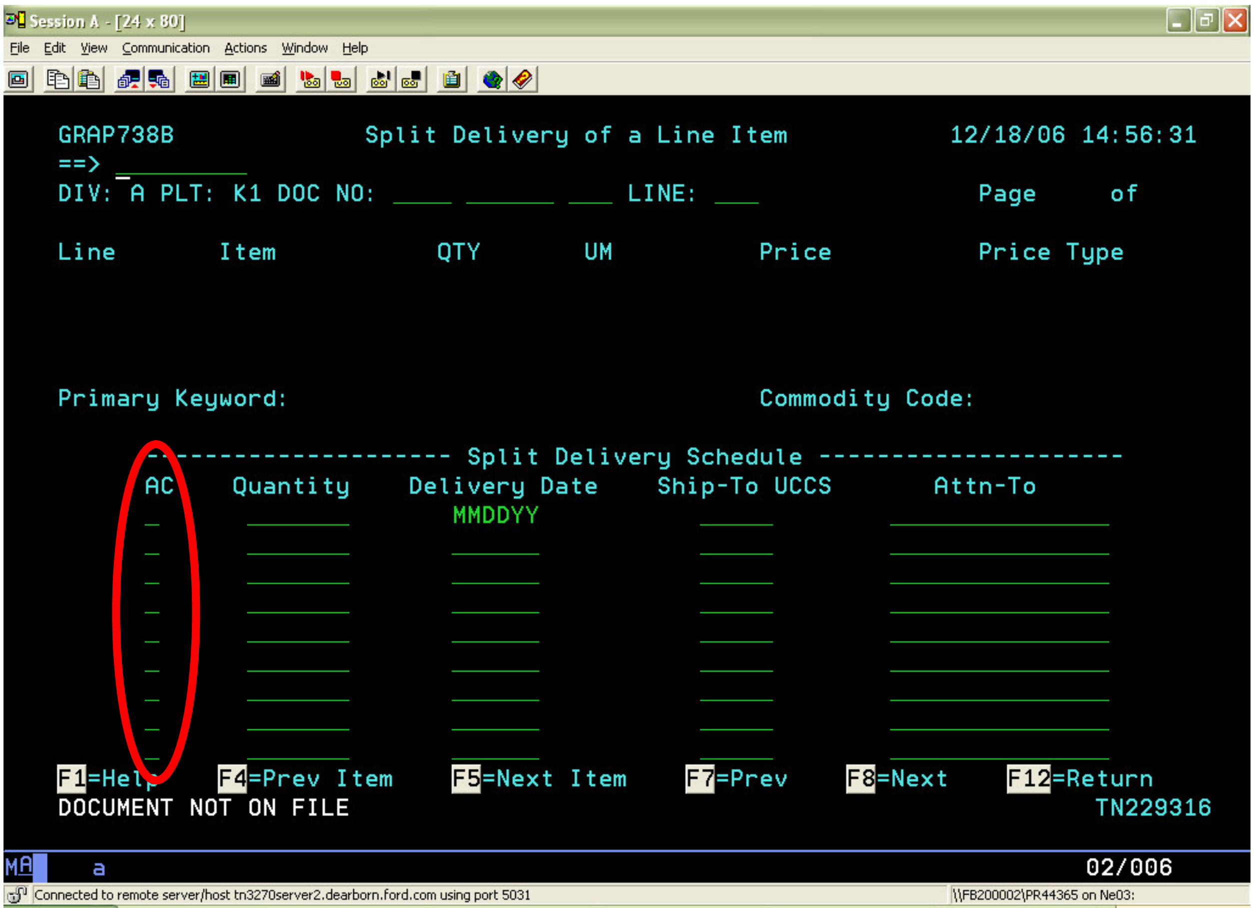
Use the PCPAS Text / Reject Information screen to create messages for transfer to Project Control with project / item details.

1. Press **<F5>** from the Project Requisition (GRAP734B) screen to access the CPARS Project Detail for PCPAS screen.
2. Press **<F10>** (PCPAS) Text Information.
3. Type up to 15 lines of text.
4. Press **<F6>** to record the message.
5. Press **<F3>** to return to the Project Requisition screen.

SCHEDULING SPLIT DELIVERY OF A LINE ITEM

Use the Split Delivery of a Line Item (GRAP738B) screen to schedule multiple delivery dates and / or locations for requisition line item quantities.

1. Press **<F6>** from the Project / Expense Requisition (GRAP733B / GRAP734B) screen. The first line item on the requisition is displayed.



Note: This screen can also be accessed from the Single or Multiple Line Item Set-Up screens by pressing **<F6>.**

2. Press **<F5>** (Next Item) and **<F4>** (Prev Item) to locate the line item to be split.

3. Type '**A**' (add) in the AC field and add split delivery information for up to 99 splits in the following fields:

   - Quantity
   - Delivery Date
   - Ship-To UCCS (Optional – Complete this if the deliveries are to be made to a location other than the one specified in the Ship To field on the Requisition Header screen.)

- Attn To (Optional – Complete this if the deliveries are to be made to an individual other than the one specified in the Attn To field on the Requisition Header screen.)

4. Press **<Enter>** to record the split deliveries. The Update Successful message is displayed.

   Note: If the sum of quantities entered in the split delivery schedule do not equal the line quantity total, a message will be displayed showing the line quantity and split delivery quantity. Update line quantities to correct the difference by adding a new delivery or correcting existing deliveries. This is an informational message only. You can still proceed with your changes.

5. To enter additional Split Deliveries, press **<F8>** and repeat steps 3 and 4.

6. Press **<F12>** to return to the previous screen.

Copying a Schedule to Another Line Item

To copy a schedule to another line item:

1. Display the schedule to be copied.

2. Type **'COPY'** on the Command Line.

3. Type the line number of the item to receive the schedule in the Line field and press **<Enter>**.

Copying a Schedule to All Items on the Requisition

To copy the schedule from one line item to all items on the requisition:

1. Display the schedule to be copied.

2. Type **'COPY'** on the Command Line.

3. Type **'ALL'** in the Line field and press **<Enter>**. The message 'Copy Successful' will be displayed.

4. Press **<F12>** to return to the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

   Note: If material is being shipped to a location other than the one on the header, the packing slip / invoice will need to be forwarded to the Requestor.

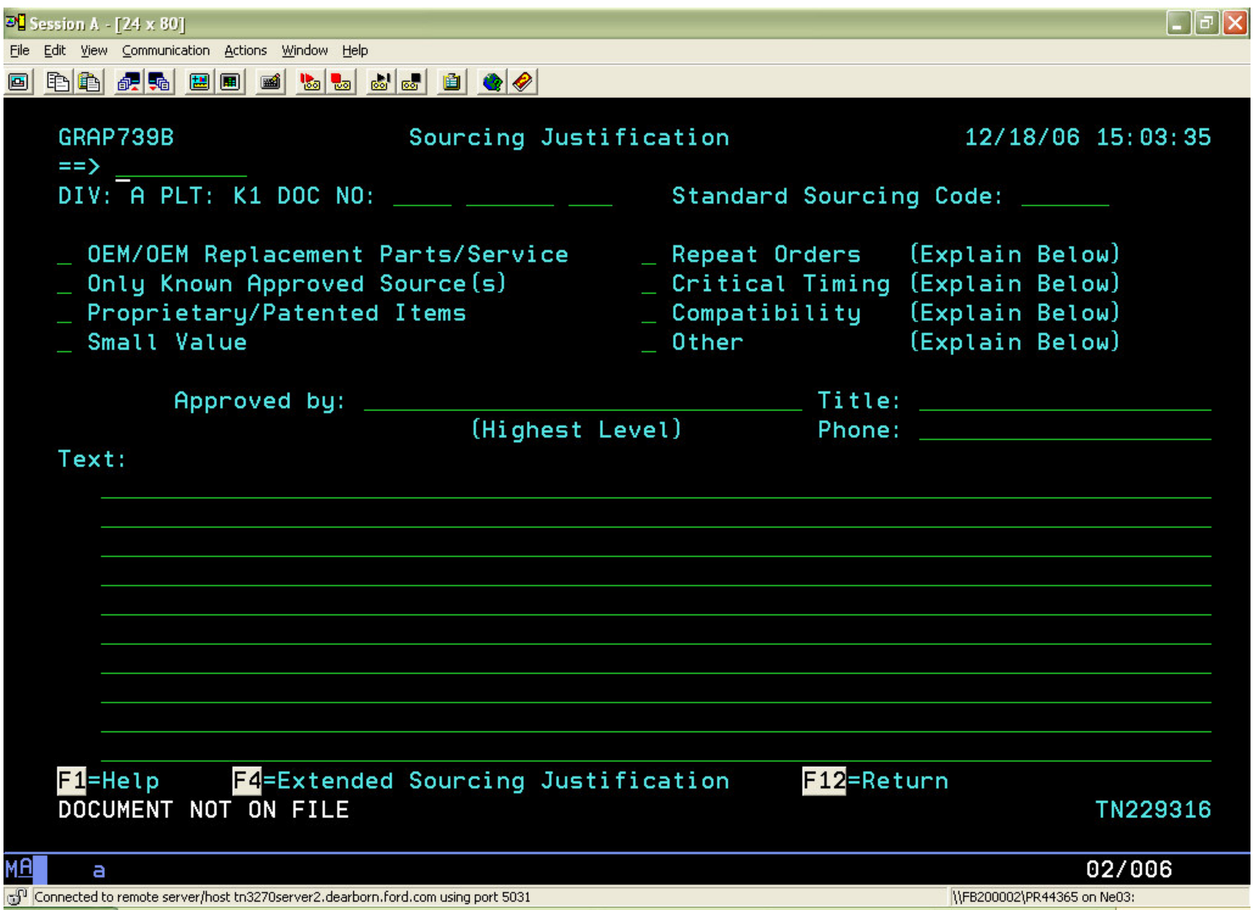
ADDING SOURCING JUSTIFICATION TO A REQUISITION

Use the Sourcing Justification (GRAP739B) screen to add single source justification to requisitions. This information will appear on the printed requisition and will be sent to on-line Approvers and the Buyer along with the requisition. <u>This is a recommendation to the Buyer and does not ensure that the requisition will not be competitively bid</u>. A sourcing justification letter is prepared:

- When the Requester does not want to have the requisition competitively bid.
- When the Requester is selecting a vendor for the order other than the low bid.

1. Press **<F13>** from the Project Requisition or Expense Requisition (Non-Project) screen.

   The Sourcing Justification screen is displayed.



2. Type '**A**' (add) on the <u>Command Line</u>.

3. Select one or more of the following justification methods:

   - **OPTIONAL**: Type a standard sourcing (clause) code in the Standard Sourcing Code field.

     Note: To view a list of clause codes, type **'G721B'** on the Command Line and press **<Enter>**. When done viewing the list of clauses, press **<F12>** to return to the Sourcing Justification screen and then add the clause code in the Standard Sourcing Code field.

   - Type '**X**' next to one or more of the preset justifications.

   - Type sourcing justification information in the text area.

4. Type the highest level Approver information in the Approved By, Title, and Phone fields. Alternatively, the RACF ID of the Approver may also be typed in the Approved By field.

5. Press **<Enter>** to record the sourcing justification information. The message, 'Update Successful,' will be displayed.

To add more sourcing justification text:

1. Press **<F4>** to access the Sourcing Justification Extended Description screen.

2. Type '**C**' (change) on the Command Line.

3. Type the extended sourcing justification and press **<Enter>**. The message, 'Update Successful,' will be displayed.

4. Press **<F12>** to return to the Sourcing Justification screen.

5. Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

   Note: If a project requisition was created, the Sourcing Indicator on the Project Requisition screen will now display **'Y'**.

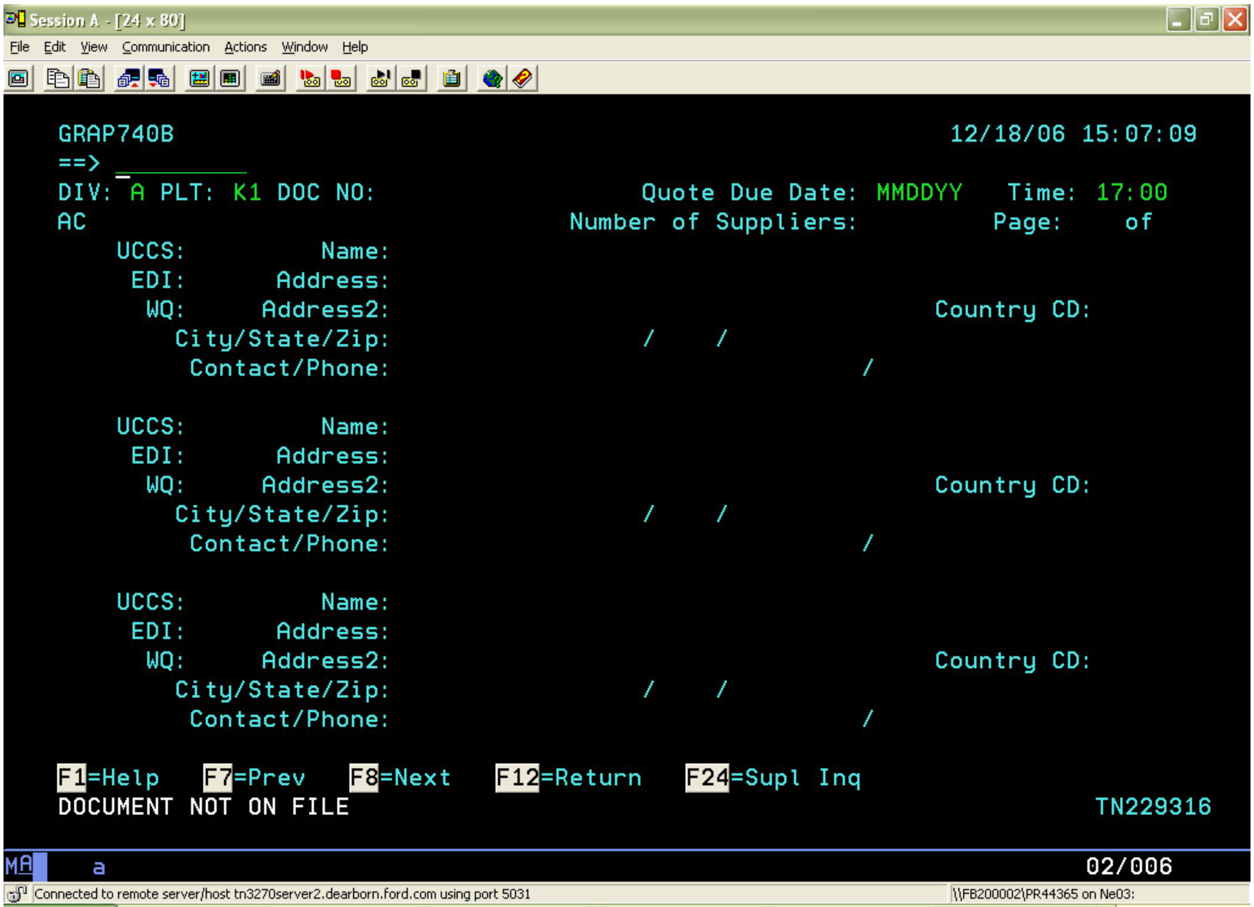
ADDING A RECOMMENDED SUPPLIERS BID LIST

Use the Recommended Suppliers (Bid List) (GRAP740B) screen to create a list of suggested Suppliers that you would like the Buyer to include on the RFQ. If a GSDB code was added on the Expense (GRAP733B) or Project (GRAP734B) screen, the Supplier will be displayed on the Recommended Suppliers Bid List as 'XXXX'. Requisitioners must add this Supplier to the bid list so the Buyer will see this Supplier when they create the RFQ.

> **Note**: The RFQ Bid List is finalized by the Buyer. The list may or may not include the Suppliers on the Recommended Bid List created by the Requisitioner. The RFQ Bid List can be changed by the Buyer without notification to the Requisitioner.

1. Press **<F14>** from the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

   The Recommended Suppliers (Bid List) screen is displayed.



2. Enter the suggested quote due date in MMDDYY format in the Quote Due Date field. Optionally, the user can change the Time field as necessary.

3. Add Suppliers.

   To add a Supplier with a GSDB code:

   - Type '**A**' (add) in the AC field.
   - Type the GSDB code for the Supplier in the UCCS field. Optionally, the Supplier contact's name and phone number may be entered in the Contact and / or Phone fields. Repeat for up to three Suppliers.
   - Press **<Enter>**. The name and address information in the UCCS will be displayed. The message, 'Process Successful,' will be displayed at the bottom of the screen. Additionally, the message, 'Add Successful,' will be displayed below the newly-added Supplier's data.

To add a non-UCCS / GSDB Supplier:

- Type '**A**' (add) in the AC field.
- Type information in the Name, Address, Country Code, City, State, Zip Contact, and Phone fields.
- Press **<Enter>**. A temporary GSDB code will be displayed. The message, 'Process Successful,' will be displayed at the bottom of the screen. Additionally, the message, 'Add Successful,' will be displayed below the newly-added Supplier's data.

4. To add more than three Suppliers press **<F8>** and repeat the steps above. The Bid list can include up to 25 Suppliers.

5. Press **<F12>** to return to the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

   Note: If a project requisition was created, the Bid List indicator on the Project Requisition (GRAP734B) screen will now display **'Y'** (yes).

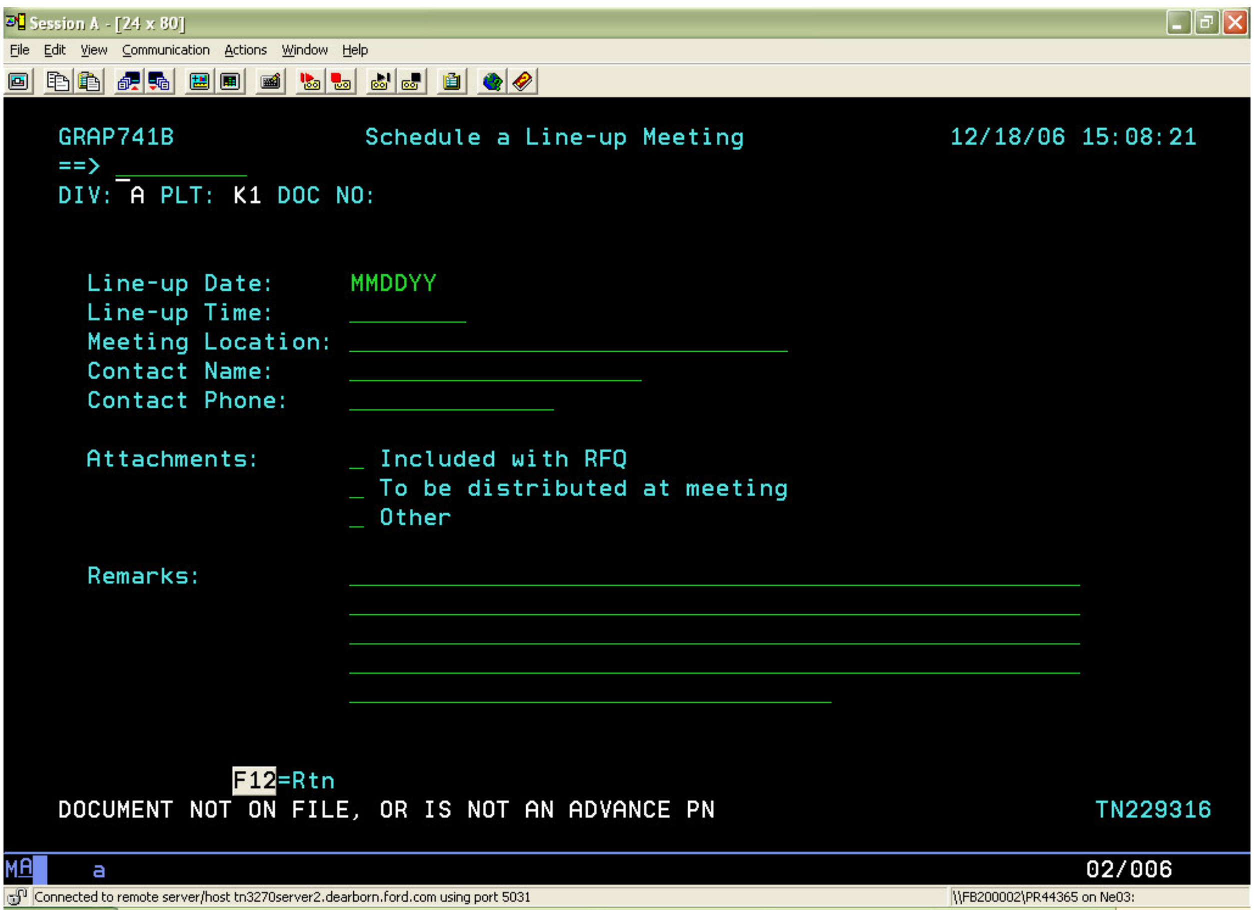
SCHEDULING A LINE-UP MEETING

Use the Schedule a Line-Up Meeting (GRAP741B) screen to schedule meetings with Suppliers selected to bid on the RFQ. This schedule information will appear on the printed requisition and will be sent to the on-line Approvers and the Buyer along with the requisition.

> **Note**: The Line-Up Meeting can be changed by the Buyer without notification to the Requestor.

1. Press **<F15>** from the Project Requisition or Expense Requisition (Non-Project) screen.

   The Schedule a Line-up Meeting (GRAP741B) screen is displayed.



2. Type '**A**' (add) on the Command Line.

3. Type information in the following fields:

   - Line-Up Date
   - Line-Up Time
   - Contact Name
   - Contact Phone

- Meeting Location

4. Type '**X**' next to one of the attachment delivery types.

5. Enter information in the Remarks field. (Optional)

6. Press **<Enter>** to record the meeting information. The message 'Add Successful' will be displayed.

7. Press **<F12>** to return to the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

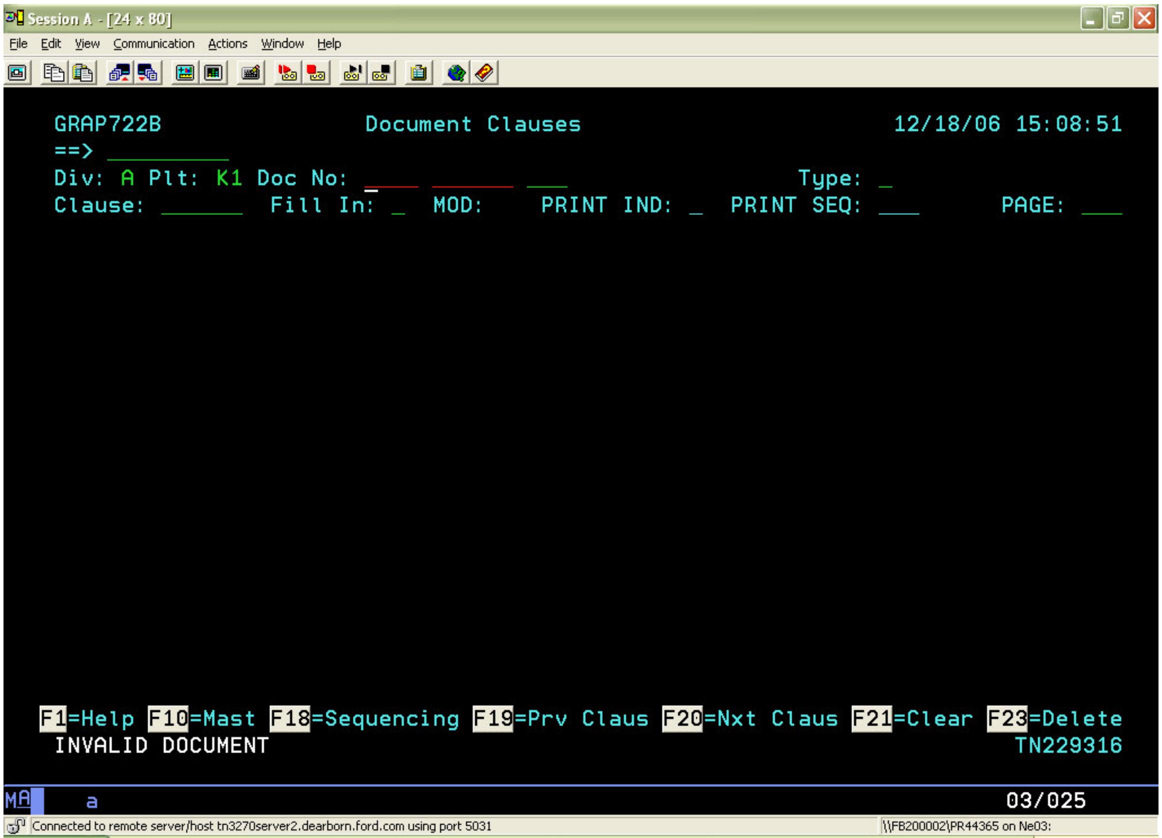
   Note: If a project requisition was created, the Line-Up indicator on the Project Requisition (GRAP734B) screen will now display **'Y'** (yes).

ADDING, CHANGING, OR DELETING A REQUISITION CLAUSE

Use the Document Clauses (GRAP722B) screen to add, change, or delete clauses, to complete 'fill-in' clauses, and to view clauses on existing requisitions. Clauses, additional information sent to the Supplier concerning the document, will normally print on the requisition, request for quote, and procurement documents.

1. Press **<F11>** from the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

   The Document Clauses (GRAP722B) screen is displayed.



2. Perform one of the following:

   Add a Clause:

   - Type '**A**' (add) on the Command Line.
   - Enter a preset clause code in the Clause field and press **<Enter>**. The clause will appear and the message, 'Add Successful', displays at the bottom of the screen. See the Inquiring on Clauses section below, for instructions on viewing clauses for your Division and Plant code.

   Change a clause or complete a fill-in clause:

   - Press **<F19>** (Prv Claus) or **<F20>** (Nxt Claus) to locate the clause to be changed.
   - Type '**C**' (change) on the Command Line.
   - Enter the changes and press **<Enter>**. The message, 'Update Successful', displays at the bottom of the screen.

     Note: WP (Word Processing) does not work on this screen.

Delete a clause:

- Press **<F19>** (Prv Claus) or **<F20>** (Nxt Claus) to locate the clause to be deleted.
- Type '**D**' (delete) on the Command Line and press **<Enter>**. The message, 'Enter yes to delete the entire clause; enter no to cancel delete, displays at the bottom of the screen.
- Type **'YES'** on the Command Line and press **<Enter>**. The message, 'Delete Successful', displays at the bottom of the screen.

3. Press **<F12>** to return to the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

   Note: From the Project Requisition screen, you may also enter up to five-clause codes in the Clause Code fields. You may also delete clauses by clearing the Clause Code displayed on this screen.

INQUIRING ON CLAUSES

Use the Clause Inquiry (GRAP721B) screen to view a listing of clauses for your division / plant code.

1. Type **'G721B'** on any CPARS90 Command Line and press **<Enter>** to display the Clause Inquiry (GRAP721B) screen.

   OR

   Press **<F11>** from the CPARS Master Menu (GRAP408B) or any CPARS Sub-menu, type '**I**' (Clause Inquiry) in the Select Transaction Code field and press **<Enter>**.
2. View the clauses listed.
3. Press **<F8>** to page forward through the list of Clauses. You may press **<F7>** to page backwards as well.
4. Record the clause code for clauses to be added to CPARS90 documents.
5. Press **<F12>** to return to the previous screen.

SEQUENCING CLAUSES ON A DOCUMENT

Use the Document Clause Sequencing screen to place the clause on the document in a specific order or to indicate a clause that you do not want to print on the RFQ / PO / RL.

> **Note**: The Buyer can suppress the clauses from printing on the RFQ / Purchase Order / Release and can also change the text of the clause(s).

1. Press **<F18>** from the Document Clauses (GRAP722B) screen.

2. To change the print order of the clauses on the document:

    - Type '**C**' (change) in the AC field.

    - Type the new sequence number for that clause in the New Prt Sequence field.

    - Type '**Y**' (yes) or space in the Prt Ind field to print this clause on the document. Type '**N**' (no) in this field if this clause should not print on the document.

    Note: Clauses will be printed by print sequence number (ascending) and then by clause code (alphabetically / ascending).

3. Press **<Enter>**.

4. Press **<F12>** to return to the Document Clauses (GRAP722B) screen. Press **<F12>** again to return to the Project Requisition (Grap734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

ADDING NOTES TO REQUISITIONS

Use the Notes screen to communicate information regarding the requisition to internal users, for example, on-line Approvers and the Buyer. Notes are not visible to Suppliers and are not included on PO's.

1. Press **<F17>** from the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B) screen.

2. Type '**A**' (add) on the Command Line.

3. Type the note in the text area and press **<Enter>**. The message, 'Process Successful', displays at the bottom of the screen and your RACF ID and name will appear in the User field.

4. To close up spaces greater that one, type '**WP**' (Word Processing) on the Command Line and press **<Enter>**. The message 'Process Successful' will be displayed.

To add pages to the note:

1. Press **<F21>** to clear the screen.

2. Repeat steps 2 and 3.

To change an existing note:

1. Type '**C**' on the Command Line and type any changes to the text area.

2. Press **<Enter>**.

   Note: Only the person who added a note can change it, however, others can copy the note.

3. Press **<F12>** to return to the Project Requisition (GRAP734B) or Expense Requisition (Non-Project) (GRAP733B)screen.

   Note: If a project requisition was created, the Notes indicator on the Project Requisition screen will now display **'Y'** (yes).

VERIFYING REQUISITION INFORMATION

Use the Requisition On-Line Verification (GRAP771B) screen to view a requisition as it will print. Change incorrect information by returning to the Project / Expense Requisition (GRAP734B / GRAP733B) screen.

1. Press **<F10>** from the Project Requisition or Expense Requisition (Non-Project) screen. The message, 'Document information is being retrieved – please press enter to view' displays.

2. Press **<Enter>** to display the first page of the requisition.

To view the remainder of the requisition:

1. Press **<F8>** to scroll forward or **<F7>** to scroll backward.

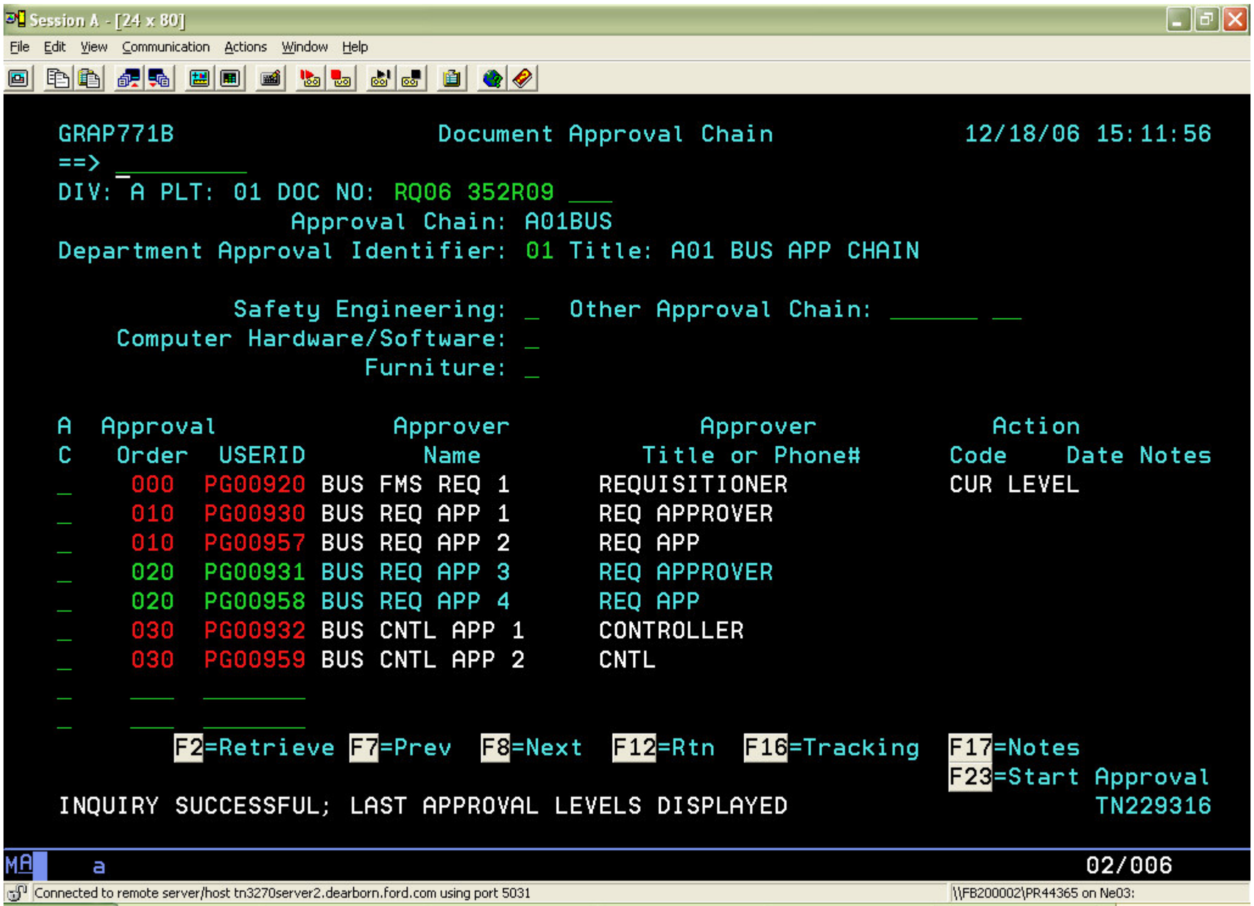
2. Press **<F10>** to view the first page or **<F11>** to view the last page.

3. To print the document to the network printer specified on the CPARS Master Menu, press **<F9>**. A draft copy of the document will be printed to allow for review.

4. Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

VIEWING AND UPDATING ON-LINE APPROVAL CHAINS

Use the Document Approval Chain (GRAP771B) screen to view and modify document approval chains.



Note: If the Approval Chain does not need to be modified or reviewed, press **<F23>** from the Project / Expense screen to start the on-line approval process.

Press **<F22>** from the Project Requisition or Expense Requisition (Non-Project) screen.

To replace system added department approval chains:

1. Type '**C**' (change) on the Command Line.

2. Overtype the identifier in the Department Approval Identifier field.

3. Press **<Enter>** to record the new department identifier.

Note: This will keep the first level of the original approval chain.

To add a special approval chain:

1. Type '**C**' (change) on the Command Line.

2. Type '**X**' next to one or more of the following approval chain titles:

   - Safety Engineering
   - Computer Hardware / Software
   - Furniture

3. Press **<Enter>** to record the special approval chains. The Approver(s) will be added to the chain. The message 'The document approvals have been updated' will be displayed.

To add another department's approval chain:

1. Type '**C**' (change) on the Command Line.

2. Type the approval chain department code and approval identifier in the Other Approval Chain field.

3. Press **<Enter>** to record the special approval chain.

To delete Special Approval Chain:

1. Type '**C**' (change) on the Command Line:

2. Delete the '**X**' next to the Special Approvers to be deleted.

3. Press **<Enter>.** The Approver(s) will be removed from the chain and the message 'The document Approver has been updated' will be displayed.

To add individuals to current document approval chain:

1. Type '**A**' (add) in the AC field next to each individual to be added.

2. Type the approval level in the Approval Order field for each individual to be added.

3. Type the CPARS User ID in the User ID field for each individual to be added.

4. Press **<Enter>** to record the added individuals. The message 'Update Successful' will be displayed.

5. To add individuals beyond the space allowed, press **<F8>** to access a blank second page and repeat steps 1-4.

   Note: Anyone added is in **addition** to the existing approval chain Approvers.

6. To send the requisition to the first Approver, press **<F23>**.

7. To delete an Approver you have added, type a '**D**' (delete) in the AC Field and press **<Enter>.**

8. Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

   Note: To view a list of approval chains for your location, you can run the CPARSAPCHN report from Mobius. To access Mobius, see the section on Contract Management.

VIEWING TRACKING INFORMATION

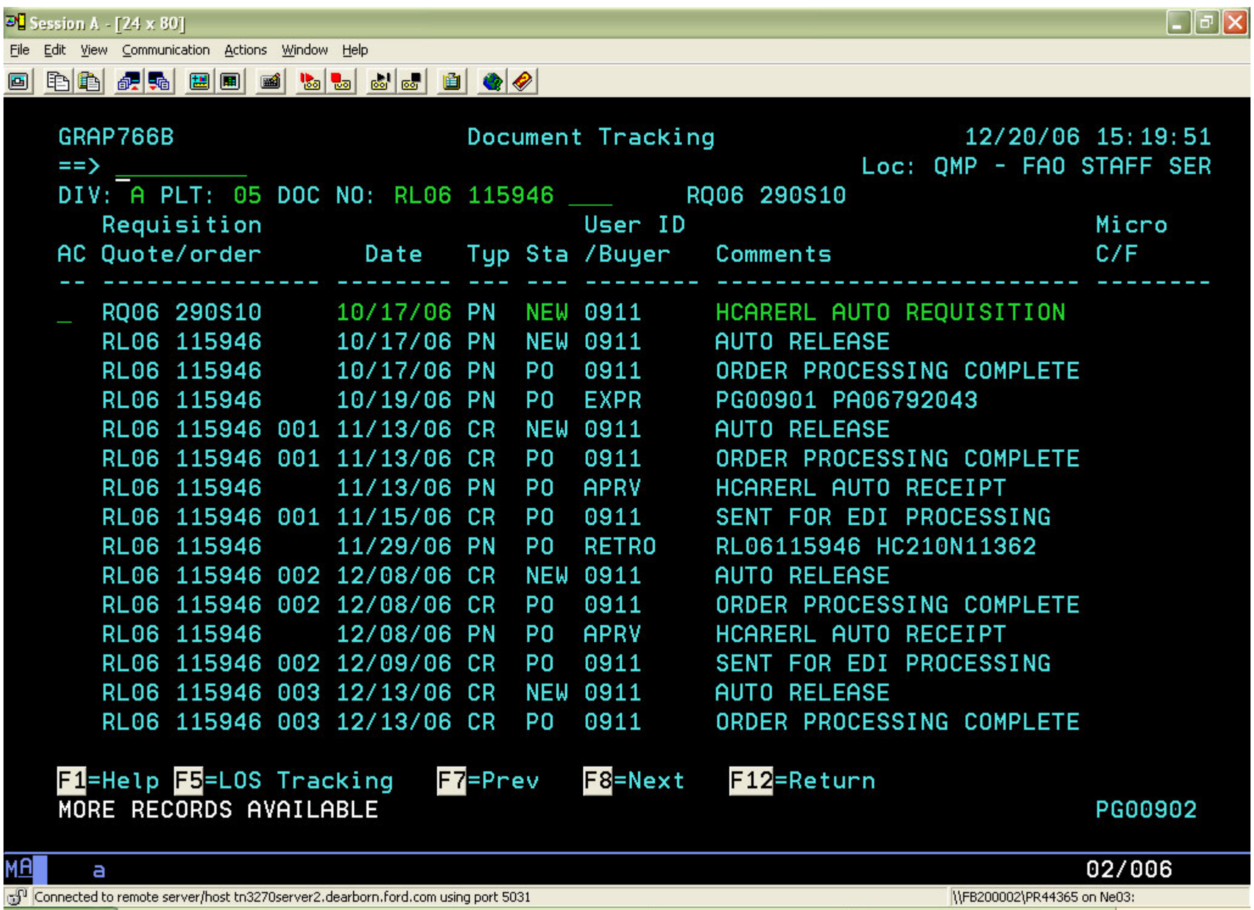
Use the Document Tracking screen to view all transactions (creation, transfer, approval, quote, purchase, receipt) for a specific document. This screen will identify exactly where a requisition / PO is at any step in the process.

1. Press **<F16>** from the Project / Expense Requisition screen.

   OR

   Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to display the Requisition Menu. Type **'6'** (tracking) in the <u>Select Transaction Code</u> field, type the document number in the <u>Req / Prcmt Numb</u> field, and press **<Enter>**.

2. Press **<F8>** (scroll forward) or **<F7>** (scroll backward) to view the tracking information.



To view the tracking information for another document:

1. Type '**I**' (inquire) on the Command Line.

2. Type the requisition or procurement number for the document in the Doc No field and press **<Enter>**.

   The Sta Field (Status Code) displays the current status of a document on a working screen or the change to a document status in the tracking records. The following codes listed are grouped by function and show those entries most likely to be seen by that function.

   Note: **B90** is displayed in the Sta field and identifies if a requisition resulted in the creation of a blanket or blanket amendment in BOSS90 (B90). The Comments field will display the blanket order number.

REQUESTER

ADD - Requisition Added

APP - Returned to <Name> / Rejected by <Name> / <Name> Bypassed

ATT - Transferred to Purchasing with an Attachment

DEL - Requisition Deleted

HLD - Requisition was not sent to Project Control

NEW - Approved by Project Control / Processed by Expense Accountant / Transferred to Purchasing

PRJ - Requisitions Sent to Project Control

REJ - Requisitions Rejected by Project Control

RTP - <Returned to Plant Reason Text>

RTR - Requisitions Returned to Requisitioner to Review Quotes

BUYER

ACR - Supervisor Approved Buyer Change Requests

APO - Supervisor Approved Purchase Orders

APP - Returned to <Name> / Rejected by <Name> / <Name>Bypassed

ARP - Supervisor Approved Recaps

ARQ - PA Approved RFQ / Bidders List

ARQ - Supervisor Approved RFQ / Bidder's List

ATT - Waiting for Attachments

BCR - Supervisor Rejected Buyer Change Requests

BNP - Change Request Started

INP - Order for Supplier <Supplier Name> / MISC <NNNNNN> Added

NEW - Buyer Assignment Approved / Document Transferred / Buyer Code was Changed / Attachments Received

PO - Order Processing Complete

PRT - Ready for Print

RFC - Request for Quotes Returned from Clerk

RFQ - Bid Due Date: MM/DD/YY / <Product Price Estimator's (PPE) Name>

RJO - Supervisor Rejected Purchase Orders

RJP - Supervisor Rejected Off-Line Requests

RJR - Supervisor Rejected Recaps

RRA - Bid Due Date Expired / Changed to RRA Status / Ready for Quote Analysis

RRC - Review Recaps Approved RFQ / Bidder's List

RRR - Recaps Returned from Requestor (PNs only)

RTP - <Return to Plant Reason Text>

SUPERVISOR

ATT - Waiting for Attachments

NEW - Assign New Documents / Buyer Assignment Approved / Document Transferred / Buyer Code Was Changed / Attachments Received

NIP - Review Off-Line Requests

RCR - Review Buyer Change Request

RJO - Rejected Purchase Orders

RJQ - Rejected RFQ / Bidder's List

RJR - Rejected Recaps

RPO - Review Purchase Orders for Placement

RRC - Review Recaps

RRP - Supervisor Approved Recaps

RRQ - Review Requests for Quotes

3. Press **<F12>** to return to the previous screen.

Copying Requisitions

An expense requisition can be copied to a project requisition and a project requisition can be copied to an expense requisition, easily by copying the requisition onto the proper screen, completing the additional information needed for the new type of requisition, and deleting the original requisition.

1. Display the original requisition.

2. Type **'COPY'** on the Command Line and press **<Enter>**.

   A new document number will be displayed in the Doc No field. The original requisition document number will appear in the Previous Doc No field.

3. To change document types, if the original is an expense requisition, type **'G734B'** on the Command Line and press **<Enter>** to display the Project Requisition (GRAP734B) screen. If the original is a project requisition, type **'G733B'** on the Command Line and press **<Enter>** to display the Expense Requisition (GRAP733B) screen.

- Delete the unneeded document by typing '**D**' on the Command Line and press **<Enter>**. Type '**Y**' on the Command Line and press **<Enter>**. The message 'Delete Successful' will be displayed.

Certain information that is specific to a document will not be copied. This information includes Notes, Account Information, Charge Department, Single Source Justification and the Line Up Meeting.

Note: When copying a requisition that has a bid list, do not add a Supplier to the requisition, add the Supplier to the bid list. This will ensure that the Buyer sees the added Supplier on the bid list.

Healthcare Requisitioners have the ability to:

- Copy blanket requisition (with all possible lines on the order) over to a new blanket order, then being able to adjust to what lines are actually needed for the new order.

- Copy release requisitions (with all possible lines on the order) over to a new release, then being able to adjust to what lines are actually needed for the new order.

- Copy release requisitions (with all possible lines on the order) over to a new release, then being able to adjust to what line are actually needed for the new order.

- Copy one type of Req (Blanket, Expense or Release) and create another type (Blanket, Expense, or Release). For example, you can take a blanket requisition, copy it and turn it into a release requisition.

Note: The Copy feature is unavailable for Negative Lump Sum requisitions.

Transportation LDE Commodity Requisitions / LE Requisitioners have the ability to:

- Copy an existing **'B'** type requisition over to a new requisition. This action will also copy all LDE line information. Adjustments can then be made to reflect requirements. **Note**: you will be unable to change the commodity code on copied requisitions unless:
    - All requisition lines are deleted or no lines are present.

      OR

    - The commodity code is an acceptable alternate.

All Other Transportation Commodity Requsitioners have the ability to copy one type of Requisition (blanket or expense) and create another type (blanket or expense). For example, you can take a blanket requisition, copy it, and turn it into an expense requisition.

Inquiries

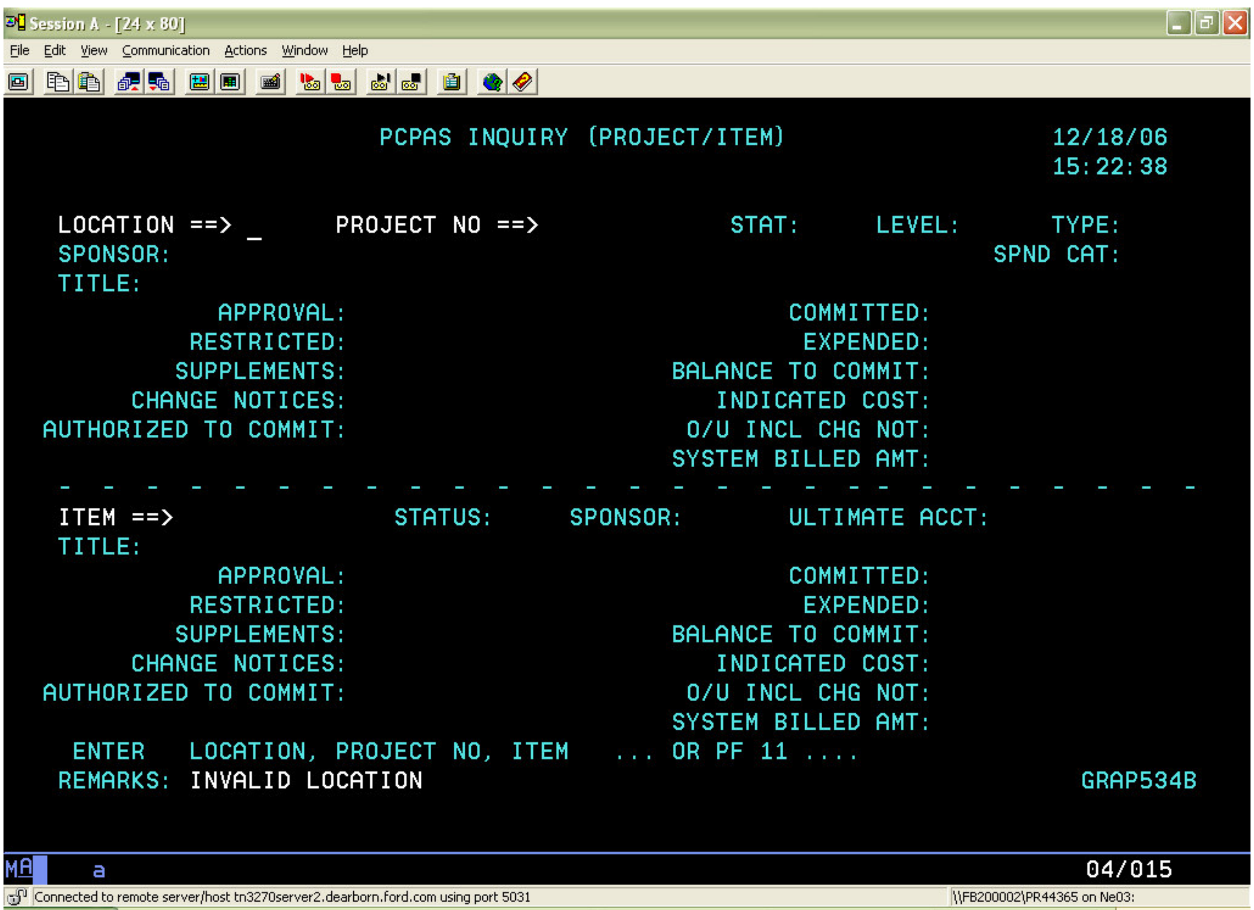
INQUIRING ON A PCPAS PROJECT

Use the PCPAS Inquiry (Project / Item) screen prior to preparing a project requisition to determine whether project and project item accounts have sufficient funds available. This inquiry only works for PCPAS projects. If your project is in Project Control / Asset Management (PCAM), inquiries are done within PCAM. Go to http://www.asr.ford.com/cgi-bin/asri_html.pl?../html/train/PCAM_training.html for documentation and training information for that application.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**T**' (PCPAS Status Inquiry) in the Select Transaction Code field and press **<Enter>**.

   The PCPAS Inquiry (Project/Item) screen is displayed.



3. Type project information in the following required fields:

- Location: Project Location Code
- Item: Project Item (alpha-numeric)
- Project No: Project Number

4. Press **<Enter>** to display the selected project and item information.

   Note: The upper portion of the screen refers to the entire project. The bottom portion of the screen refers to the specific project item listed. To display other project items, clear the project item field, type in the new project item and press **<Enter>**

   Note: This information is up to date, but not up to the minute. For up to the minute project details, access PCPAS.

5. To return to the CPARS Requisition Menu, press **<F11>**.

PERFORMING A BLANKET ORDER LINE / ITEM SEARCH

Purchasing can create blanket orders using Blanket Order Selection System (BOSS90). These blanket order items are assigned a unique Blanket Order Item Number, or MISC B number. The blanket orders and MISC B numbers can then be used to prepare requisitions. Users enter criteria on the CPARS Blanket Order Line / Item Search screen to search the blanket order database for blanket order lines which can be used for creation of a release requisition. Search results on this screen will include Healthcare items, MISC items and MISC B items.

You can then select the line from the search results and CPARS will automatically add the line to a requisition (with the blanket number and price) so you do not need to write down the MISC B number and <**F8**> through many, many pages in BOSS90 as the previous functionality required.

Requisitioners will only see blanket orders that they are authorized to use, active blanket orders, and may only add items from the same blanket to their expense requisition.

This search will not display all blanket lines. Blanket orders that exist for inventory materials that contain MCC numbers will not be displayed. Requisitioners will need to use existing BOSS90 search to find these items. For example, Office Supply blanket orders contain items with MCC numbers and will not be found.

> **Note**: TPO LDE BO's will not be visible using this functionality. Only blankets that are available for release are displayed here. To find Transportation LDE BO's use the BOSS90 blanket orders described in the next section.

Once you have added your expense requisition, this functionality can be accessed two ways:

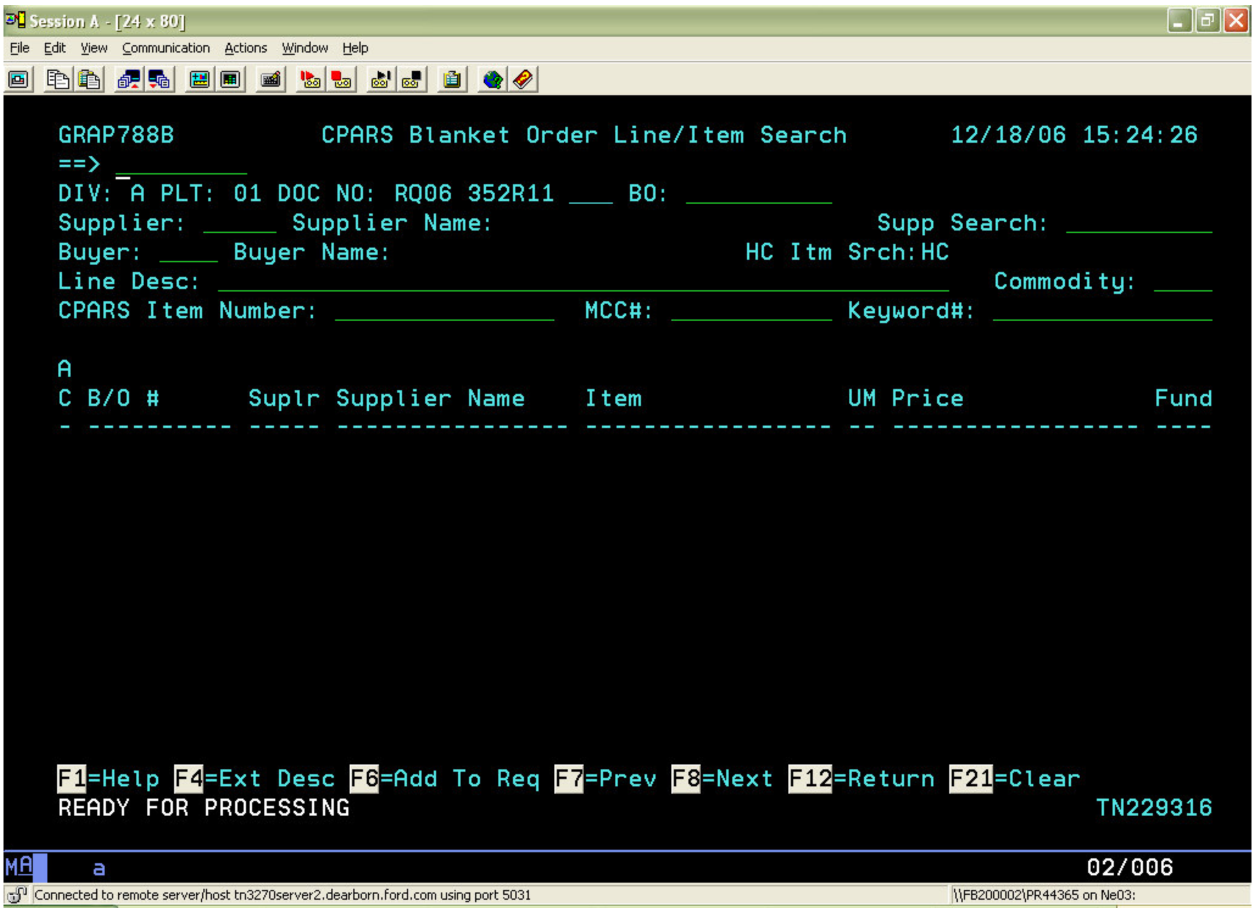
> **Note**: The CPARS Blanket Order Line / Item Search (GRAP788B) screen cannot be accessed from the Project Requisition (GRAP734B) screen, but it can be accessed from the Multiple Line Item Set-Up (GRAP735B) screen and the Single Line Item Set-Up

(GRAP736B) screen from within the project requisition. However, you may not add a blanket item to a project requisition using this functionality.

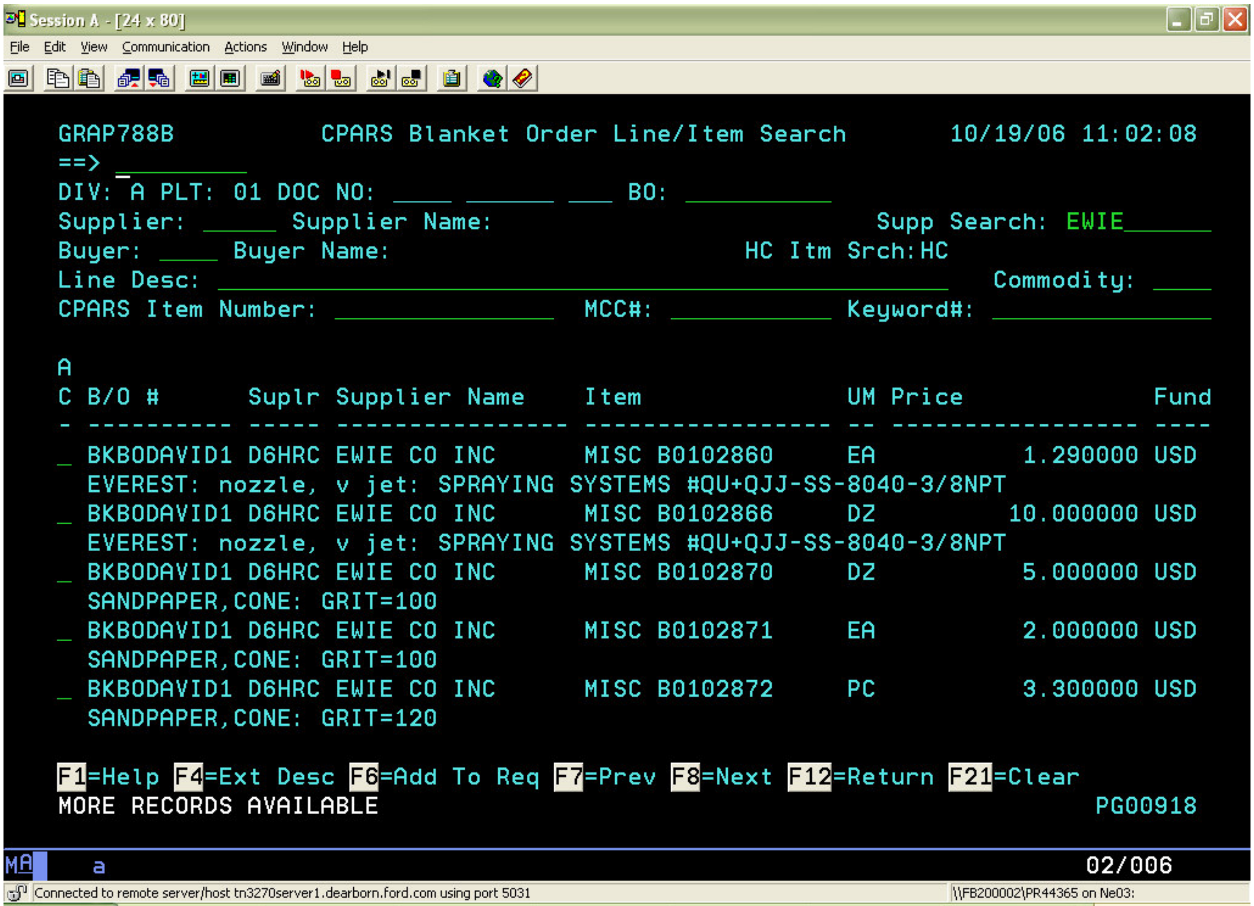
1. From the Expense Requisition screen, type **'SRCHBO'** or **'SBO'** on the Command Line. The CPARS Blanket Order Line / Item Search screen displays.

   OR

2. From the Multi-Item or Single Item Add screens, type **'SRCHBO'** or **'SBO'** on the Command Line. The CPARS Blanket Order Line / Item Search screen displays.



Enter your search parameters in any of the green fields in the header area and press **<Enter>** to display blanket lines or items that match the criteria entered by the user. The results display.


Session A - [24 x 80]
File Edit View Communication Actions Window Help
GRAP788B CPARS Blanket Order Line/Item Search 10/19/06 11:02:08
==>
DIV: A PLT: 01 DOC NO: BO:
Supplier: Supplier Name: Supp Search: EWIE
Buyer: Buyer Name: HC Itm Srch:HC
Line Desc: Commodity:
CPARS Item Number: MCC#: Keyword#:
A
C B/O # Suplr Supplier Name Item UM Price Fund
BKBODAVID1 D6HRC EWIE CO INC MISC B0102860 EA 1.290000 USD
EVEREST: nozzle, v jet: SPRAYING SYSTEMS #QU+QJJ-SS-8040-3/8NPT
BKBODAVID1 D6HRC EWIE CO INC MISC B0102866 DZ 10.000000 USD
EVEREST: nozzle, v jet: SPRAYING SYSTEMS #QU+QJJ-SS-8040-3/8NPT
BKBODAVID1 D6HRC EWIE CO INC MISC B0102870 DZ 5.000000 USD
SANDPAPER,CONE: GRIT=100
BKBODAVID1 D6HRC EWIE CO INC MISC B0102871 EA 2.000000 USD
SANDPAPER,CONE: GRIT=100
BKBODAVID1 D6HRC EWIE CO INC MISC B0102872 PC 3.300000 USD
SANDPAPER,CONE: GRIT=120
F1=Help F4=Ext Desc F6=Add To Req F7=Prev F8=Next F12=Return F21=Clear
MORE RECORDS AVAILABLE PG00918
MA a 02/006
Connected to remote server/host tn3270server1.dearborn.ford.com using port 5031
\\FB200002\PR44365 on Ne03:

NOW WHAT?

Once you have performed a search and have found the blanket items you wish to add to the current requisition, there are a few functions available.

To view the extended description for a line item:

1. Type **'X'** in the AC field and press <**Enter**>. The Item Extended Description screen is displayed.

2. To return to the list, press <**F12**>.

To add blanket items to the requisition:

1. Type **'A'** in the AC field next to the line item or items you want to add.

2. Press <**F6**>. The message, 'Selected Line Item(s) has been added' is displayed. This allows the user to add lines to the blanket order release requisition directly from the BO Search Result screen. Type '**A**' in the AC field next to the item to be added to the current requisition and press **<F6>**.

   Note: If the results are on multiple pages, the user must use **<F6>** to add lines from EACH PAGE before navigating to the next page to add additional items. Lines from multiple blanket orders cannot be added to a single requisition.

3. To add more line items, press <**F8**> to page forward through the list of line items.

Other commands available on the CPARS Blanket Order Line / Item Search include:

<F12> returns the user to the Expense Requisition screen

<F21> clears the screen

> **Note**: Once you add a line item from a blanket to a requisition using this screen, you can only search for items on that blanket.

PERFORMING A BOSS90 BLANKET SEARCH

Purchasing can create blanket orders for items, including Transportation LDE items (routes), using BOSS90 (Blanket Order Selection System). These blanket order items are assigned a unique Blanket Order Item Number, or MISC B number. For blanket orders that allow releases to be generated against them, MISC B numbers can then be used to prepare requisitions. Using the BOSS90 Blanket Order Inquiry (IDOA) screen allows users to view blanket order headers using various search criteria.

Before you begin, to access BOSS90, you must have access to Application Services screens. If you are using Part Spec, the access is already set. If not, contact your local systems security officer to obtain access.

BOSS90 stores information for blanket orders in a single database. Buyers and requisitioners (or any user with BOSS90 access) can search this central blanket order database for blanket order information. The search generates a list of blanket orders that meet specified criteria. The user can select a blanket order from the list and view the blanket order header and item information.

The Blanket Order Search (JC90IDOA) screen is used to search the blanket order database for blanket order information that meets specific criteria.

ACCESSING BOSS90

To access BOSS90, complete the following steps:

1. Access the CPARS Main Menu.

2. Access BOSS90 by pressing **<F21>** (**<Shift>**+**<F9>**). The system will display the JC90 Main Menu.

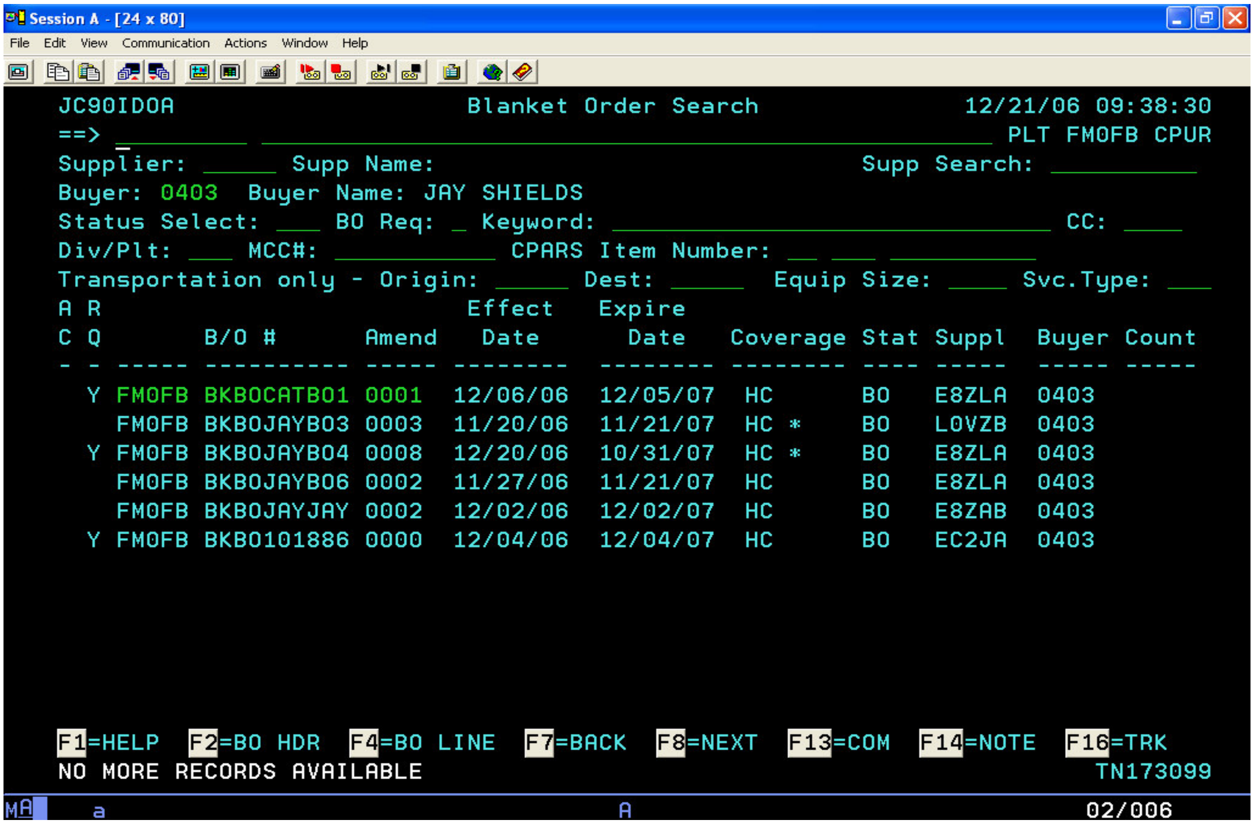
3. Type '**2**' on the <u>Command Line</u> and press **<Enter>** to display the Blanket Order Main Menu.

4. Type '**82**' on the <u>Command Line</u> and press **<Enter>** to display the BO Inquiry Search Menu.

5. Type '**1**' on the <u>Command Line</u> and press **<Enter>** to display the Blanket Order Search screen.

   Note: Alternatively, you can access the Blanket Order Search (IDOA) screen by chaining your commands together using commas. To do this type '**2**, **82**, **1**' on the <u>Command Line</u>, from the JC90 Main Menu, and press **<Enter>** to display the Blanket Order Search (IDOA) screen.

To access the Blanket Order Search (JC90IDOA) screen from the Blanket Order Inquiry Menu (JC90820A), type '**1**' on the Command Line and press **<Enter>**. Or to access the Blanket Order Search (JC90IDOA) screen from most BOSS90 screens, press **<F15>** (BO INQ) displayed with the F keys at the bottom of the screen.



- **BO Req -** One character field to search BO, BO amendments and BO Change Requests created by BO Req Process. Default is null and will show all BO's. Entering a "Y" in this field will display BO's, which are created by BO requisition, BO requisition amendment, or a BO Change Request.

- **Div/Plt -** The one character division and two-character plant code for the BO coverage.

- **RQ -** Indicator to show if the BO is created as part of the BO Req/ Req Amendment Process or not. Will display a "Y" in this field if the BO is attached to a requisition or requisition amendment. If BO is not attached to a requisition or requisition amendment, the value is null.

- **Stat** - Status of BO (Active or Expired) which matches search criteria. Valid values are 'BO', 'WBO', 'WPA', 'RFQ', 'CAN' or 'EXP.

- **Origin** – 5 digit GSDB code for LDE commodities. This is where the route begins and will contain city and state information.

- **Destination** –5 digit GSDB code field for LDE commodities. This is where the route will complete and will contain city and state information.

- **Equip Size –** The equipment size and type that will be utilized. For example, 53TR is a 53 foot trailer.

- **Service Type – The** type of service that will be performed for the route. For example, DD is door to door service.

- **Count –** Total number of lines, which match the search criteria in a single Blanket Order. If the MCC# is used as the search criteria, the count will not display.

SEARCH FOR BLANKET ORDERS

The Blanket Order Search (JC90IDOA) screen can be used to generate a list of blanket orders that meet search criteria. The system compares the search criteria entered with blanket orders stored in the database and displays only those blanket orders that meet the criteria entered by the user. The list includes only those blanket orders with a BO (approved) status unless otherwise specified.

Some Central Purchasing blanket orders are maintained manually. These are not part of the BOSS90 blanket order database.

1. Type '**I**' (inquire) on the Command Line.

2. Type in search criteria in one or more of the following fields:

- **CPARS Item # (Can also enter a HC Item number in this field)**
- **Commodity Code**
- **Supplier (name and/or code)**
- **Division Plant Code**
- **MCC#**
- **BO Line Description**
- **Supplier Site Code**
- **Buyer Code**
- **Status Select**
- **BO Req**

- **Origin** – 5 digit GSDB code for LDE commodities. This is where the route begins and will contain city and state information.
- **Destination** –5 digit GSDB code field for LDE commodities. This is where the route will complete and will contain city and state information.
- **Equip Size –** The equipment size and type that will be utilized. For example, 53TR is a 53 foot trailer.
- **Service Type –** The type of service that will be performed for the route. For example, DD is door to door service.

All searchable fields may be used independently or in conjunction with one another.

Note: If no Status is entered as a search criteria, the latest active, approved blankets will show as the search results. Using **'All'** as the Status with a Buyer code is recommended.

3. If you want to see blanket orders for your division plant code, enter your div/plant code in the Plant Select field.
4. Press **<Enter>** to conduct the search.

If blanket orders are found that match the search criteria, the list displays and either 'RECORD FOUND' or 'MORE RECORDS AVAILABLE' displays at the bottom of the screen.

If blanket orders are not found, the message 'NO RECORDS FOUND' displays at the bottom of the screen. Verify the search criteria and execute the search again.

VIEWING A SPECIFIC BLANKET ORDER

To view a specific Blanket Order complete the following steps:

1. Type '**X**' in the AC field next to the desired Blanket Order

2. Press **<Enter>**. The Blanket Order Header screen will display vendor information for the Blanket Order.

3. Press **<F4>** to view each item. If you find the item you wish to order, note the Blanket Order number and Blanket Order Item Number. Return to the appropriate requisition header screen and add requisition. Include the Blanket Order Number in the header. At the line item level, enter the Blanket Order Item Number in the MISC Field, and add the quantity.

4. Press **<F12>** to return to the Blanket Order Header screen.

5. Press **<F12>** again to return to the Blanket Order Search screen.

   Blanket Orders can be one of four types:

   - Item (I)
   - Commodity (C)
   - Time and Material (T)
   - Vendor Catalog (V)

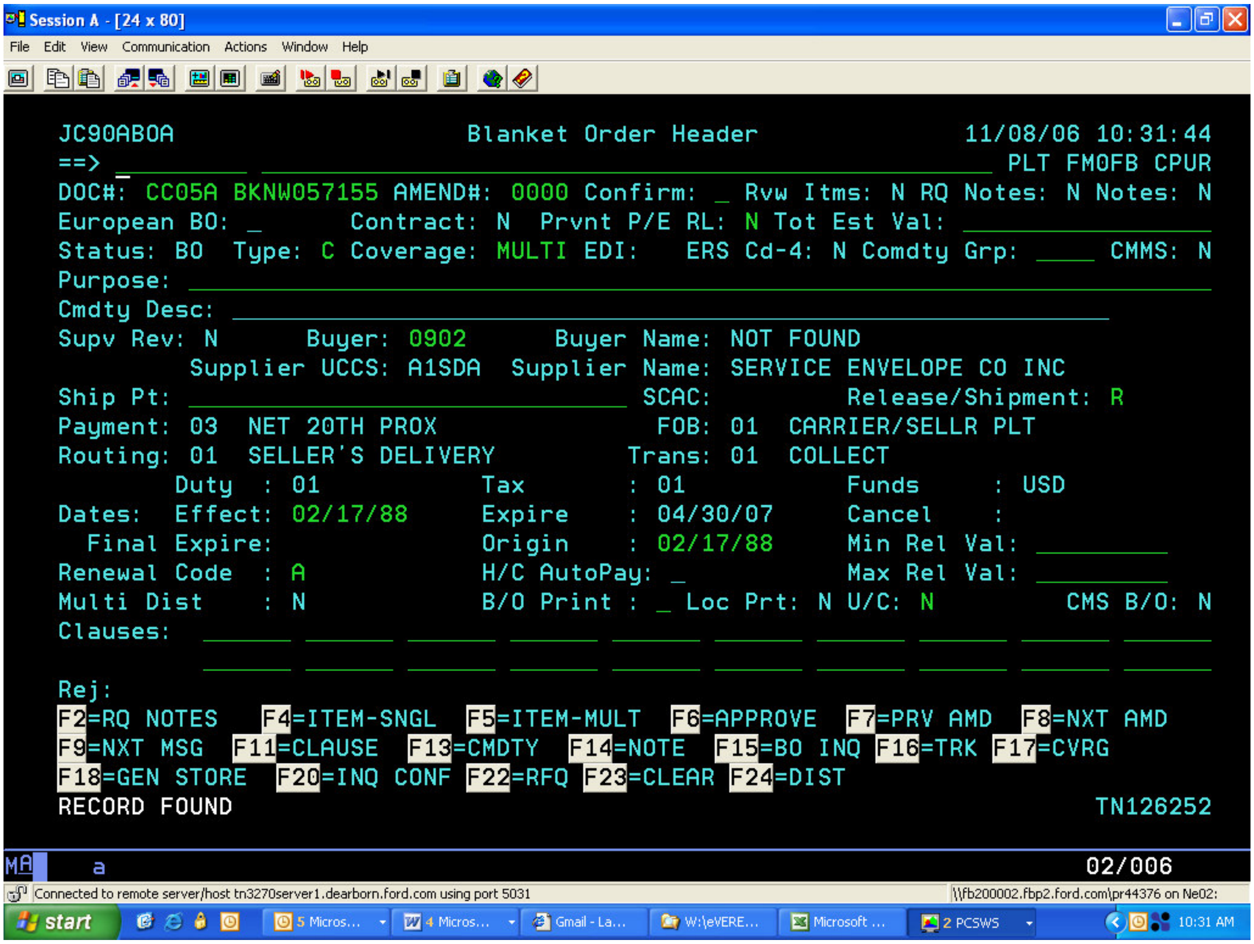
SELECTING AND VIEWING BLANKET ORDER INFORMATION

The Blanket Order Search screen can be used to select and view blanket order information from the generated list of blanket orders.

1. Inquire on blanket orders as described in Search for Blanket Orders, described above.

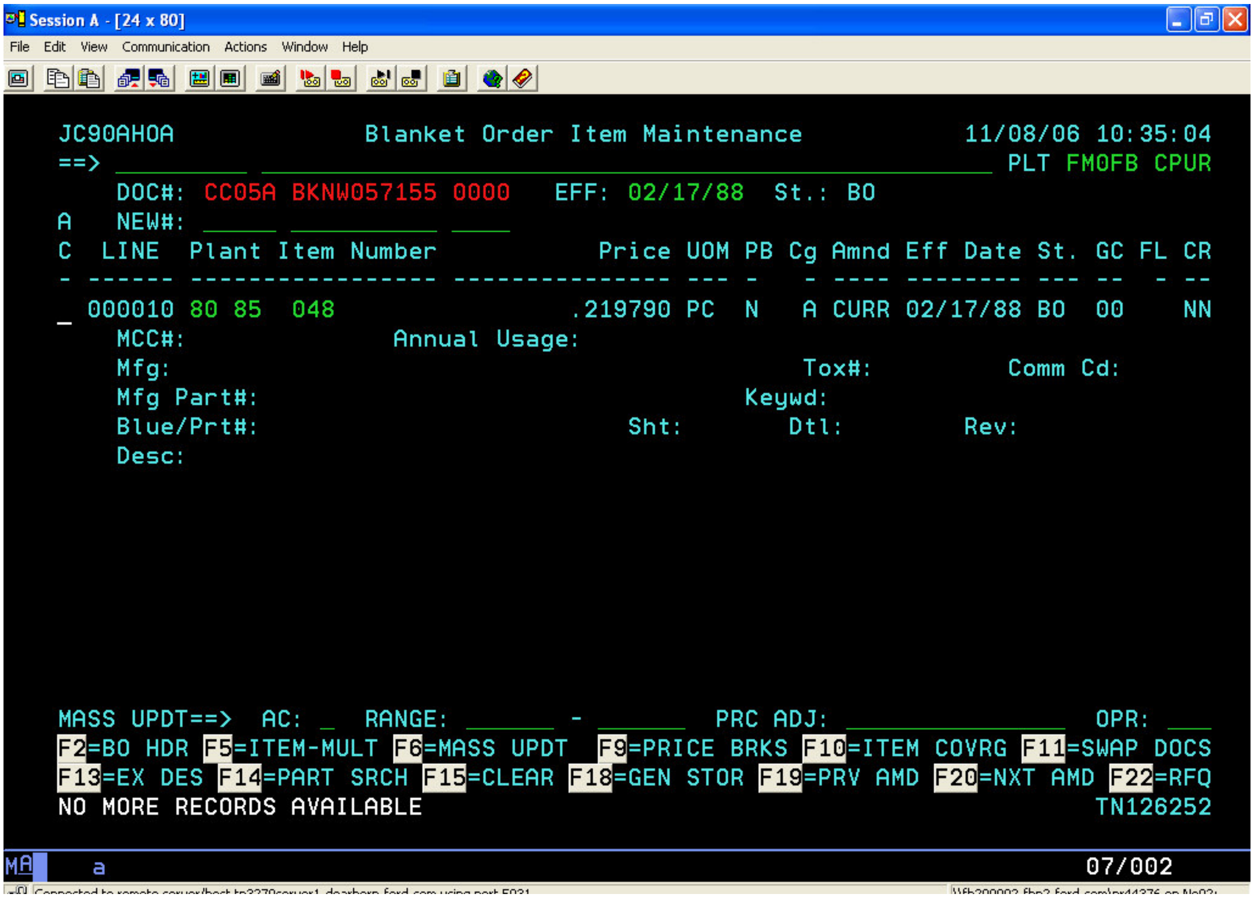
2. Type **'X'** (select) in the AC field to select the corresponding blanket order.

3. Press <**F2**> to display the Blanket Order Header (ABOA) screen for that blanket.



4. Review the Blanket Order Header (IDOA) screen.

5. Press **<F5>** to view the Blanket Order Item Maintenance (AHOA) screen.



The user will be able to transfer between BO Header / BO Line Screen and BO Search Screen by pressing the **<F12>** key. Results in the BO Search (IDOA) Screen should be retained when user returns from the BO Header / BO Line Screen.

Inquiring On Documents

Use the Project or Expense Requisition screens to view all requisition content including approval / procurement status.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**1**' (Project Requisition) or '**2**' (Expense Requisition) in the Select Transaction Code field.

3. Type the requisition number in the Req/Prcmt Numb field and press **<Enter>**. The Project Requisition or Expense Requisition (Non Project) screen is displayed.

4. Review the general requisition data.

To perform further requisition inquiries, press function keys displayed on the bottom of the screens.

- Press **<F10>** (Verify) to review all data included on the requisition.

- Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

- Press **<F12>** again to return to the CPARS Requisition Menu.

Use the Purchase Order Inquiry screen to view information regarding the content of purchase orders, releases, and change requests.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**0**' (CPARS90 Order Inq) in the <u>Select Transaction Code</u> field.

3. Type the procurement number in the <u>Req/Prcmt Numb</u> field and press **<Enter>**. The Purchase Order Inquiry screen is displayed.

4. Review the procurement data, billing and shipping terms, and item data for the line items.

5. To return to the CPARS Requisition Menu, press **<F12>**.

ACCESSING PROCUREMENT INFORMATION USING CPARS ORDER RETRIEVAL

Use the CPARS Order Retrieval by Various Criteria (GRAP503B) screen to view specific procurement information on a document.

1. Press **<F2>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Procurement Menu.

2. Type '**O**' (Order Retrieval) in the <u>Select Transaction Code</u> field and press **<Enter>**. The CPARS Order Retrieval By Various Criteria (GRAP503B) screen is displayed.

3. Type information in the following optional fields:

   - Div / Plt: Division and Plant Code
   - Open / Closed Ind {blank}:
     O (or blank) = open orders only.
     C = Closed orders only
   - Supplier: GSBD code of Supplier
   - Req User ID: RACFID of Requisitioner
   - Work Order: Work Order number
   - Buyer Code: Four digit Buyer code
   - Account: Account number in GEN S / ACC S / D format.
   - Req Dept: Requisitioning Department.
   - Prcmt Date Range: Two fields, both in MMDDYY format. Enter the opening date of the search in the first field, and the close date of the search in the second field.

Note: Leaving the Open/Closed Ind field blank or entering '**O**' will display open orders only. To view closed orders, enter '**C'** in the field.

4. Press **<Enter>** to display a list of procurement documents, based on the criteria specified.

5. Press **<F8>** to page forward or **<F7>** to page back.

To view specific procurement information on a document:

1. Type '**X**' in the SL field next to the document number and press **<F6>**. The CPARS Inquire Procurement screen is displayed.

2. Press **<F20>** to view extended description of the line items.

3. Press **<F3>** to return to the CPARS Order Retrieval by Various Criteria screen.

4. To clear all of the information on the screen, press **<F4>**
   OR
   To return to the CPARS Procurement Menu, press **<F11>**.

VIEWING PROCUREMENT INFORMATION

Use the CPARS Inquire Procurement screen to review general document information and line item information for requisitions that have been processed into procurement documents. Use this screen to locate purchase, receipt, and selected Supplier information.

1. Press **<F2>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Procurement Menu.

2. Type '**I**' (Inquire Prcmt) in the Select Transaction Code field.

3. Type information in the Procurement Numb or Requisition Numb field and press **<Enter>**. The CPARS Inquire Procurement screen will be displayed.

4. Review the procurement data, the billing and shipping terms, and the line item data.

5. To return to the CPARS Procurement Menu, press **<F11>**.

INQUIRING ON SUPPLIER INFORMATION & COMMODITY CODES

Inquiring on UCCS Supplier by Supplier Code:

Note: This information is also displayed in a web format on the Global Supplier Database Home Page on the Purchasing Portal. See the Finding Information on the Purchasing Portal section of this guide for more information.

Use the CPARS Inquire Supplier Code screen to verify Supplier information for a GSDB Supplier code.

1. Press **<F4>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Supplier Manu. (This screen may also be accessed by pressing **<F24>** on the Project Requisition or Expense Requisition (Non Project) screens.)

2. Type '**S**' (Inquire Supplier Code) in the Select Transaction Code field.

3. Enter the GSDB Supplier code in the Enter Supplier Code field and press **<Enter>**.

4. Review the Supplier information. If changes are necessary, you must contact the Buyer.

5. To return to the CPARS Supplier Menu, press **<F11>**.

Inquiring on UCCS Supplier by Name

Use the UCCS screens to locate a GSDB Supplier code for a Supplier:

1. Press **<F4>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Supplier Menu. (This screen may also be accessed by pressing **<F24>** on the Project Requisition or Expense Requisition (Non Project) screens.)

2. Type '**N**' (Supplier Name Inquire) in the Select Transaction Code field.

3. Type the name of the Supplier in the Enter Supplier Name field and press **<Enter>**. The search / Match screen will display exact matches, if found, for the Supplier name specified. If exact matches are not found, a list of Suppliers will be displayed starting with the first word in the Search For field.

4. Review the Search / Match screen. Press **<Enter>** to view additional Suppliers.

5. Type the selection number that appears to the far left of the selected Supplier in the Select No field and press **<F3>**. The Multiple Company Locations screen is displayed.

6. Type the number corresponding to the selected location in the Select No field and press **<F3>**. The Company / Location Information screen is displayed.

7. Review the top part of the screen for company information and the bottom for location information.

To return to the Search / Match screen:

1. Press **<F1>** (Menu). The UCCS Menu Page 1 screen is displayed.

2. Press **<F2>** (Search Functions). The Search / Match screen is displayed.

To change the type of search on the Search / Match screen:

1. Type '**INQ**' (inquire) in the CMND field.
2. Type '**K**' (Keyword; or another search type listed on the screen) in the Search Type field.
3. Type a name or word in the Search For field and press **<Enter>**.
4. To return to the CPARS Supplier Menu, press **<F11>** (CCAPS / CPARS Return).

Another way to find Supplier codes is to go to: http://www.purchasing.ford.com/prch_gsdb/html/gsdb.html and click the *Site Name & Address Search* link.

INQUIRING ON COMMODITY CODES

Use the Commodity Main Menu to find commodity codes, review Suppliers for a commodity, review location information, and review the Buyers for commodity.

1. Press **<F4>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Supplier Menu. (This screen may also be accessed by pressing **<F24>** on the Project Requisition or Expense Requisitions (Non Project) screens.)
2. Type '**2**' (Commodity Main Menu) in the Select Transaction Code field and press **<Enter>**. The Commodity Main Menu screen is displayed.
3. Type '**1**' (Commodity Search (High / Low)) on the Command Line and press **<Enter>**. The Commodity Search (High / Low) screen is displayed.
4. Type information in one of the following required fields:
   - High Commodity
   - Description
   - Low Commodity
5. Press **<Enter>** to display the commodity information.
6. Review the commodity information. Press **<F8>** to page forward or press **<F7>** to page back.
7. Type **'X'** in the AC field next to the selected commodity code and press **<F6>** (Comm Sourcing). The Commodity Sourcing screen is displayed.
8. To return to the Commodity Search (High / Low) screen, press **<F2>** or **<F12>**.

Searching for Location Information

To search for location information:

1. Type '**3**' in the Command Line to display the Ford Location Search screen.
2. Type one of the listed codes in the Continent field and press **<Enter>**.
3. Type one of the listed codes in the Country field and press **<Enter>**.
4. Type one of the listed codes in the Region field and press **<Enter>**. The screen will display a list of division / plant codes and locations.
5. Press **<F8>** to page forward or press **<F7>** to page back.
6. Press **<F12>** to return to the Commodity Sourcing screen.

Using the Purchasing Portal

This section covers finding information on the Purchasing Portal, http://my.purchasing.ford.com/.

FIND BUYER INFORMATION

The Purchasing Portal enables users to identify Buyers using a commodity, a Buyer code, or a Buyer's last name.

The following is the direct URL for finding Buyer information:

http://www.purchqualityadmin.ford.com/purch/pdir/PDIR_BCSearch.jsp

To navigate to this information from the Purchasing Portal:

1. Click the Purchasing Information tab from the Purchasing Portal.

2. Click the *Purchasing Directory Search* link located under the Purchasing Organization portlet.

CPARS, WIPS, AND ASSOCIATED SYSTEMS SELF-HELP

The Purchasing Portal enables users find answers to frequently asked questions (FAQs) regarding CPARS.

The following is the direct URL for CPARS FAQs:

http://www.purchasing.ford.com/prch_wipsfaq/frequently_asked_questions.htm

To navigate to this information from the Purchasing Portal:

1. Click the Purchasing Tools tab from the Purchasing Portal.

2. Click the *CPARS, WIPS, and Associated Systems Self-Help* link located under the Purchasing Tools portlet.

GLOBAL SUPPLIER DATABASE HOME PAGE

The Purchasing Portal allows users to navigate to the Global Supplier Database Home Page where they can identify Suppliers by using Supplier name, address, or GSDB code.

The following is the URL for finding Supplier information:

http://www.purchasing.ford.com/prch_gsdb/html/gsdb.html. From the Global Supplier Database (GSDB) Homepage, click the *Site Name and Address Search* link to search for and view Supplier detail.

To navigate to this information from the Purchasing Portal:

1. Click the Purchasing Tools tab from the Purchasing Portal.
2. Click the *GSDB Home Page* link located under the Purchasing Tools portlet.
3. Click the *Site Name and Address Search* link from the GSDB Home Page to display the GSDB Input Selection Criteria page.

GLOBAL REQUISITIONING HUB (GRH)

The Purchasing Portal allows users to navigate to the Global Requisitioning Hub where they can locate preferred Suppliers, and Buyer / commodity information. The GRH also allows a non-CPARS user to create an electronic request for procurement services (eRPS).

The following is the URL for finding the GRH:

http://www.purchasing.ford.com/prch_hub/cgi-bin/hubmain.cgi

To navigate to this information from the Purchasing Portal:

1. Click the Purchasing Tools tab from the Purchasing Portal.
2. Click the *Global Requisitioning Hub - GRH* link located under the Purchasing Tools portlet.

 Note: The Purchasing Portal is customizable, so the links detailed might not be displayed unless the user selects them to appear on the Purchasing Portal. To select a link to be displayed, click *Customize* in the blue title bar of a portlet. Choose the appropriate item, click **<Apply>** at the top of the page, and then click **<OK>**. This only has to be done once for each CDS ID.

 Note: The Global Requisitioning Hub is not available for Transportation LDE CCs and Healthcare.

Processing Payment Approval

The Approve Payment by Item (GRAP669B) screen can be used under certain circumstances, to approve payment for an item. This screen can only be used for inquiry if a CPARS ID other than your own is listed as the invoice Approver on the order. The Approve Payment by Item screen may also be displayed automatically when answering messages (ERS Open Order, Receipt, Quantity) from the message Workchain.

The Payment Approval / Receipt History (GRAP529B) screen displays all payment approvals, receipts, and payment history for an order. There are two main benefits to this screen. First, the check date and check number are displayed to provide a quick and accurate method of answering Supplier payment inquiries. Second, history information on all receipts and payment approvals is displayed to provide a summary of order receipt status. This screen is used for inquiry only.

APPROVING PAYMENT BY ITEM

If materials or services arrive at a non-Dock location, use the Approve Payment by Item screen to receive and authorize Supplier payment.

If a Requisitioner or invoice Approver receives an ERS Open Order Message or a CCAPS Receipt Message, after confirming receipt of an item on the message Workchain, the Requisitioner can authorize Supplier payment by accessing the Approve Payment by Item screen.

For dock locations, confirming the receipt of an item on the message Workchain causes a Receipt Authorization to print in the receiving area. The receiving clerk then enters the printed information into CPARS. For dock locations, this printing of packing slips does not apply to line items with the SV (Service) unit of measure.

For non-dock locations, the printing of packing slips does not apply to any items. If the printing of packing slips does not apply, these items must have payment authorized by a Requisitioner or invoice Approver on the Payment Approval screen.

If the order is flagged for Invoice Approval, the Approve Payment by Item screen is required to approve Supplier payment (receipt). If material for an invoice approval order is delivered to the dock, a receipt may be entered. The receipt will be given an NA status (not approved for payment) and Supplier payment will not be initiated.

Accessing the Approve Payment by Item screen

To access the Approve Payment by Item screen:

1. Press **<F5>** from the CPARS Master Menu to access the Requisition Menu.

2. Type '**8**' in the Select Transaction Code Field and type the six-digit base of the procurement number in the Req/Prcmt Numb field and press **<Enter>**.

OR

3. Press **<F9>** from the Payment Approval / Receipt History screen. The Approve Payment by Item screen displays.

Approving Full Payment on an Order

To approve full payment on an order:

1. Type '**A**' on the Command Line and type '**Y**' in the Apprv Item Cmplete field.

2. Type the packing slip / invoice number in the Packing Slip/Invoice field and the ship date in the Ship Date field.

   Note: If the Packing Slip/Invoice field is left blank, the six-digit base procurement number will be defaulted. This may lead to difficulties in aligning payments to specific invoices later, so be sure to enter the packing slip or invoice number when available.

   Note: In most circumstances, the Ship Date -- along with the applicable payment terms -- triggers the date payment will be made to the Supplier. It is important that you enter the actual ship date from the Supplier's invoice or shipper.

3. Press **<Enter>**. The message, 'Approval successful – payment approval No PAYY-XXXZZZ assigned' is displayed at the bottom of the screen.

   Note: The number is created using the following methodology: PAYY XXXZZZ, with YY being the two-digit year indicator (2005 would be 05), XXX being the Julian Calendar Date plus 500 (for example, January 1st would be 501), and ZZZ being the number of payment approvals done at that division and plant on that day (001-999).

4. Make a note of the payment approval number on the invoice, which you may have to file for record retention purposes. Check with your Controller's Office for more information about your location's specific practices.

Approving Partial Payment on an Order

To approve partial payment on an order:

1. Type '**A**' on the Command Line. Type the partial dollar amount (if **'SV'** or **'LO'** unit of measure) or partial quantity in the Approval Amt(Qty) field.

2. Type the packing slip / invoice number in the Packing Slip/Invoice field and the ship date in the Ship Date field.

   Note: If the Packing Slip/Invoice field is left blank, the six-digit base procurement number will be defaulted.

   Note: The Ship Date, along with payment terms, trigger the date payment will be made to the Supplier. It is important that you enter the actual ship date from the invoice or shipper.

3. (Optional) Type '**Y**' in the Close Line Item field to indicate that the item is complete and no back order will be sent.

4. Press **<Enter>**. The new open line amount or quantity is displayed in the Open Line Amt(Qty) field, and the Status field displays Partially Recd. The message, 'Approval successful – payment approval no PAYY-XXXZZZ assigned' is displayed at the bottom of the screen, with X, Y, and Z representing the appropriate character in the unique system-generated payment approval number.

5. Make a note of the payment approval number on the invoice, which you may have to file for record retention purposes. Check with your Controller's Office for more information about your location's specific practices.

Approving Payment on an Overage

To approve payment on an overage:

1. Type '**A**' on the Command Line,

2. Type the amount to be approved in the Approval Amt(Qty) field.

3. Type the packing slip / invoice number in the Packing Slip/Invoice field and the ship date in the Ship Date field.

   Note: If the Packing Slip / Invoice field is left blank, the 6-digit base procurement number will be defaulted.

   Note: The Ship Date, along with payment terms, trigger the date payment will be made to the Supplier. It is important that you enter the actual ship date from the invoice or shipper.

4. Type '**Y**' in the Approve Overage field.

5. Press **<Enter>**. The message, 'Approval successful – payment approval no PAYY-XXXZZZ assigned' is displayed at the bottom of the screen.

   Note: To prevent the order from going into Unaudited Status, the overage must be within tolerances. On expense items, local tolerances are in effect. Check with your Controller's Office to determine what your local tolerances are. Project Control determines project order tolerances. If tolerances are exceeded, the message "Tolerance Exceeded; Unaudited Receipt Generated" will display on the screen. No payment will be issued until the receipt is addressed using the Overshipped Material Workchain, detailed in the Workchain section of this document.

Correcting Prior Payment Approval

To correct a prior payment approval:

1. Type a division code in the Div field, a plant code in the Plt field, a document number in the Doc No field, an item number in the Item field, and the payment approval number of the payment to be corrected in the Payment Approval field.

2. Press **<Enter>**. (A correction can only be performed on a PA number.) All information for that payment approval number is displayed.

   Note: The Payment Approval number can be found on the Payment Approval / Receipt History screen.

3. Type '**C**' on the Command Line and type corrections in any of the following fields:

   - Apprv Item Cmplete
   - Approve Overage
   - Approval Amt
   - Close Line Item
   - Ship Date

4. Press **<Enter>**. The message, 'Correction Successful' is displayed at the bottom of the screen. The PA number in the Payment Approval No field is displayed with a 2-digit numeric suffix.

   Note: Changes should be made within one year of the initial payment. For payments which have already been issued, the Supplier will be credited or debited in its next payment cycle for the difference in payment values, based on your changes.

Reversing (Deleting) Prior Payment Approval

To reverse (delete) a prior payment approval:

1. Type a division code in the Div field, a plant code in the Plt field, a document number in the Doc No field, an item number in the Item field, a payment approval number in the Payment Approval No field and press **<Enter>**. (A reversal can only be performed on a PA number.) All information for that payment approval number is displayed.

   Note: The Payment Approval number can be found on the Payment Approval / Receipt History screen. See the next section, Inquiring on Order Receipt History, for details.

2. Type '**D**' on the Command Line and press **<Enter>**. The message 'Approval successfully reversed' is displayed at the bottom of the screen. The PA number in the Payment Approval No field is displayed with a 2-digit numeric suffix.

3. To return to the previous screen, press **<F12>**.

   Note: Changes should be made within one year of the initial payment. For payments which have already been issued, the Supplier will be credited or debited in its next payment cycle for the differences in payment values, based on your changes.

Payment Approval Not Allowed or Unauthorized

If you are paying on a PO and you get the message, 'Payment approval not allowed or unauthorized' complete the following:

1. Navigate back to the CPARS Requisition Menu Screen.

2. Pull up the PO number (This will take you to the 733b (expense screen) or 734b (project screen)).

3. Type '**C**' on the Command Line.

4. Enter the new RACF ID in the App Invoice field and press **<Enter>**.

   Note: If an update does not occur and allow you to pay, contact the Buyer and request the Buyer to update the field for you.

HEALTHCARE – EXPRESS RECEIVING

This functionality is available to Healthcare Receivers within Division Plant code A05 and A57 only. Other Division / Plant codes are currently unable to process this functionality.

Express Receiving is used to quickly authorize full or partial payments to a Supplier for materials or services received against a multi-line purchase order or release. This allows you to quickly view and issue one receipt for multiple order line items.

You may only access this screen from the Approve Payment by Item screen by pressing **<F2>**. From this screen, the receiver has the ability to fully receive all lines of an order at the touch of a button and generate one receipt (one PA number.)

To use the Express Receiving function, the user must first access the Approve Payment by Item screen:

1. Press **<F5>** from the CPARS Master Menu to access the Requisition Menu.

2. Type **'8'** in the Select Transaction Code Field and type the 6-digit base of the procurement number in the Req/Prcmt Numb field and press **<Enter>**.

   OR

3. Press **<F9>** from the Payment Approval / Receipt History screen. The Approve Payment by Item screen displays.

   Once the receiver presses **<F2> (EXPRESS)** from the Approve Payment by Item screen, the new Express Receiving screen will display with the following information:

   - **Div Plt Code** (display only)
   - **Order Number** (display only)
   - **Packing Slip / Invoice #** (a value manually entered by the receiver or a system generated number. The receiver can override the value at any time before processing the receipt by entering '**C**' on Command Line. This field is not mandatory and if the field is overridden and made blank by the receiver, the system should populates the field with last 6 digits of PO number. This value should apply to all lines processed.)

- **Ship Date** (enterable and mandatory – should apply to all lines) The receiver can override the value at any time before processing the receipt by entering '**C**' on Command Line.

- **PA No**. (Payment Approval No.) (blank until receipt is processed)

- **PO Line #** (display only) (First Line "Line" field can be used for Inquiry on Line Number)

- **Item** (display only)

- **UM** (display only)

- **Line Description** (display only)

- **Qty / Amt Ordered at a line level** (display only)

- **Open Qty / Amt at a line level** (display only)

- **Qty / Amt to be Received** (before receipt is generated) or **Received** (after receipt is generated) -default with Open Qty / Amt but can be adjusted if desired. For Qty, the value should be a whole numeric value (not fractional with decimals). For Amt, the value should support existing price edits (six spaces to the right of the decimal point). The value entered can be from zero (for no receipts) up to the Qty / Amt Open for that specific line (for a partial or full receipt).

4. To fully receive the line(s), press **<F2>**, the system will display a message indicating how many lines of the order are being received and request confirmation. To confirm, press **<F2>** again and the receipt number (PA number) will populate the PA Number field at the top of the screen.

5. To partially receive the line(s), adjust the qty / amount to be received by entering **'C'** on the AC field of the line you want to change and adjust the quantity in the Qty/Amt to be Received field to the desired value. If you do not want to receive the line at all, adjust the Qty/Amt to be Received to zero.

   - **Supplier Site (GSDB) and Name**

PEOPLESOFT / CPARS AUTOMATED PAYMENT PROCESS

There is an automated payment process built solely for Healthcare with interfaces exchanging data between PeopleSoft Carrier Payments (PSCP) and CPARS. The process is exactly the same as the Healthcare users used in eVEREST, a former Ford system. The only difference is the new Healthcare Item structure.

Further notes on this process are as follows:

1. CPARS sends blanket and blanket amendments to PSCP.

2. Each month, PSCP sends standard counts to CPARS and CPARS automatically generates new approved release orders in the system specific for that month's counts. Receipts for these standard count release orders are manually generated by the Healthcare Requisitioners.

3. In addition, PSCP will send retroactive counts to CPARS every month as well which are processed as quantity adjustments (up or down) to releases approved in prior months. The receipts for these transactions are automatically generated (not manually as is done for standard counts).

4. CPARS sends the approved release order / order amendment detail back to PSCP for verification, validation and historical purposes.

HEALTHCARE – PAYMENT PROCESSING

This section summarizes how Ford Healthcare processes payments. To revitalize the way employee demographic data is collected and how benefits are managed and paid, Ford processes payments via CPARS automatically or manually. These instructions provide more robust and controlled processes to support the financial needs of HCM (Healthcare Management), Finance, Purchasing and Carriers (Suppliers).

HealthCare Payments made through CPARS and CCAPS

Not all Healthcare payments are made through CPARS and CCAPS. Those that are can be summarized in two ways:

- **Automated Payments** – Some Healthcare benefits are automatically paid via release orders issued against a blanket order (BO) in CPARS. This is done when a specific rate or price is negotiated for a particular contract or count reported via HRIMS and / or NESC (e.g., HSM, Drug, Vision, Hearing, Dental, Foot Care, DME / P&O, and CDRs). These orders may be for insured healthcare premiums or administrative service fees for self-insured plans if paid on a capitated basis.

- **Manual Payments** – Some Healthcare benefits are paid through CPARS but are not issued through the automated payment process. These payments can be made using blanket purchase agreements (and their associated release orders) or purchase orders. Candidates for this method of payment are COBRA and Cash Pay for specific count benefits (HSM, Drug, Vision, Hearing, Dental, Foot Care, and DME / P&O), Drug Claims, Disability, Company Paid Life, Company Paid AD&D, Company Paid AD&D Claims, CCM, and VNA.

Automated Payment Process

Some health care benefits provided by Ford are paid to a Carrier based on a specific, agreed-upon price that was negotiated at the beginning of each contract year. Payments are generally paid monthly and are paid for each eligible member receiving the benefit. The number of contracts / members receiving the benefit is considered a count (or quantity), and is managed by

Ford's Benefit Application, and payments are made accordingly. For example, if the HMO rate for hourly active employees is $450 / contract, and records show 100 hourly active contracts are currently receiving this benefit, Ford pays the carrier $45,000.00 ($450 rate x quantity of 100) at the end of the month.

This process involves three (3) major systems:

- CPARS
- The Benefits Application
- IE Engine

All are tied together to provide a process that uses data from each system to manage the benefits covered by Ford. There is no interface between CPARS and IE Engine.

Creating a Blanket Order Requisition

The automated process begins with the creation and approval of a blanket order, which relies on close involvement between all stakeholders – Healthcare Management (HCM), Finance, Purchasing, and Suppliers. To create a requisition BO, do the following:

1. HCM and Finance identify the need to have an established blanket order (BO) for a particular Carrier. At this time, rates for the contract have not been negotiated and agreed upon. This request is provided off-line to the Requisitioner.

2. The Requisitioner creates an advance purchase notification (APN) requisition containing the appropriate APN line types and Healthcare items; the quantities and rates are set to one. No approval is required by HCM and Finance for APN requisitions; therefore, when the Requisitioner submits the APN requisition, it is routed directly to the APN tab of the appropriate Buyer's Workbench.

3. The APN requisition represents HCM's request for Purchasing to begin negotiations with the Carrier. When the Buyer sees the APN requisition, he or she begins negotiations with the Carrier in IE Engine.

4. After negotiations are complete in IE Engine, the Buyer returns the APN requisition to the Requisitioner with a note in the Return Reason field explaining that negotiations are complete. Purchasing provides the final rates.

5. The returned APN requisition moves to the Returned to Review Quotes Workchain, and indicates to HCM that Purchasing has completed negotiations with the Carrier.

6. The Requisitioner converts the APN requisition into a BO requisition by changing the APN field from **'Y'** to **'N'**. The Requisitioner updates the quantities (counts) and rates to reflect the total annual buy specific to that BO. The Requisitioner also enters the names of the Buyer and Supplier and enters a note in the Description field identifying which Blanket Order (BO) to create from the requisition, and attaches relevant notes or attachments.

7. The Requisitioner submits this BO requisition to HCM and Finance for approval. Approvers review all lines, including counts, rates, charge accounts and grand total, so they can budget accordingly.

8. After it is approved by HCM and Finance, the BO requisition moves to the New Documents Workchain tab of the Buyer's workbench. Based on the Description field of the requisition and Supplier connected with it, the Buyer will create the BO.

9. The Buyer creates the BO based on the <u>Description</u> field of the requisition and Supplier connected with it. This is done by checking all counts and rates, entering the title or label of the contract in the <u>Description</u> field of the BO, entering the coverage area (A57 and A05), entering the effective dates, and adding any necessary attachments (e.g., clauses or terms and conditions).

10. After the Buyer completes the BO, he or she submits it for Purchasing approval. The approval is based on the value listed in the <u>Amount Agreed</u> field of the BO, which should be equal to the total annual buy estimated and budgeted for that particular contract. See the details included with the initial BO requisition for that contract.

11. Once approved by Purchasing, the BO is automatically sent in real time to the Supplier. The Supplier receives a notification and may view the contents of the BO immediately. The Supplier will not be able to see the Amount Agreed value or the counts, only line item detail, rates, and attachments (e.g., clauses or terms and conditions).

Notes

- The BO is NOT the commitment between Ford and the Supplier. It is a conditional offer to purchase specified goods or services at stated prices (rates). It does not include a quantity term and a firm offer until Ford issues a release order specifying a quantity (count).

- A Requisitioner cannot issue a PO amendment against a BO.

- Any changes made to the BO after approval (except for new lines) must also be updated in IE Engine so the proper adjustments can be made to the financial database.

Automated Payment Process for Standard Counts

After the BO is approved in CPARS, the automated payment process will generate monthly release orders against this BO for payment. The general process is outlined below:

1. Once approved, the details of the BO will be sent electronically to the Benefits Application.

2. The Benefits Application matches the BO details for Healthcare items on each line and BO five-digit GSDB site code against the counts fed from HRIMS / NESC. After the counts are matched to the proper Healthcare line items, these details are electronically returned to CPARS to create a release order against the BO.

3. CPARS automatically creates and approves the monthly release orders. The following words appear in the header Description field of each order: "DO NOT MODIFY – Healthcare Automatically Generated Release Order."

4. The Requisitioner receives an approval notification in the Workchain labeled "New Documents."

   Note: The release order is the commitment between Ford and the Supplier. Unlike the BO the release order meets the following criteria:

   - It contains the rates and quantities (counts) required to calculate payment.
   - It contains the charge accounts to which each payment is booked.
   - It is the document the Requisitioner / Receiver will use to create the receipts for payment.
   - It references the BO it was issued against.

5. The Requisitioner approves payment using the Approve Payment by Item screen.

   Note: Express receiving is further explained within the Payment Approval section of this document.

6. After the receipt is generated, an invoice is automatically created and payment is made to the Carrier in accordance with the payment terms established on the order.

Automated Payment Process for Retro Counts

Retroactive adjustments occur for any coverage changes made with an effective date or transaction date in the prior months; any changes with an effective date in the current month will be handled as a retroactive change in the following month. The automated process to issue the payments for retro counts is very similar to the payment process for standard counts except the retro counts process will use the release orders issued every month rather than the BO. This ensures the price paid is always accurate and maintains a robust history for all retro count changes.

A retro count is represented as a release order amendment for a change in quantity. If the count is positive, the quantity of the order line item will be increased. If the count is negative, the quantity of the order line item will be decreased. Since the automated counts (retro or not) are sent once a month, each amendment generated will represent the retro impact to that release order for that month.

1. After a release order is automatically approved the first time, CPARS returns the order details to the Benefits Application. The Benefits Application computes the retro counts to be processed against that same release order in the months to follow. The Benefits Application calculates retro counts once a month.

2. If the retro count is **positive**, the system will process it in the following manner:

   - CPARS receives a positive retro count from the Benefits Application. Since this is an increase in quantity, CPARS automatically amends the release order for the increase and re-approves it. The quantity change generates a revision to the release order and is captured in order history.

   - After the release order is re-approved, the receipt for the increased quantity is automatically generated. This receipt is labeled as "Healthcare Automatically Generated Receipt." No manual work from the Requisitioner / Receiver is required for retro price adjustments.

   - After the receipt is generated, an invoice is automatically created and payment is made to the Carrier in accordance with the payment terms established on the order.

   - The Carrier receives a notification indicating a change has occurred. The notification describes how to view changes applied over the life of the release order.

3. If the retro count is **negative**, the system will process it in the following manner:

   - CPARS receives a negative retro count from the Benefits Application. Since this is a decrease in quantity, CPARS issues a return for the specified quantity so the corresponding debit can be issued.

     Note: The debit will not be realized until the next time the Carrier is paid. The amount to be debited will be withheld from the total amount being paid or credited.

   - Then, CPARS automatically amends the release order for the quantity decrease and re-approves it. The quantity change generates a revision to the release order and is captured in order history.

   - The Carrier receives a notification indicating a change has occurred. The notification describes how to view changes applied over the life of the release order.

Manual Payment Process

There are many situations when manual processing is required to make payment through CPARS. For instance, if the payment is not part of the automated count-based transaction method, it must be manually processed and paid using blanket purchase agreements (and their associated release orders) or purchase orders. Candidates for this method of payment include COBRA and cash pay for specific count benefits (e.g., HSM, Drug, Vision, Hearing, Dental, Foot Care, and DME / P&O), drug claims, disability, company-paid life, company-paid AD&D, company-paid AD&D claims, CCM, and VNA. Manual processing is required in the following situations:

1. Payment for a transaction is not derived from a specified rate or price established by Ford and the Carrier. For example, claim scenarios use the Healthcare Service line type in CPARS. Rather than a negotiated rate, the quantity represents the calculated value of the

order line, and the price or rate is always 1. COBRA and cash pay payments are also good examples of this.

2. The contract between Ford and the Carrier requires a purchase order. The automated processes use a combination of a BO and the release orders issued against it. By default, a purchase order transaction requires manual entry.

3. The order does not contain Healthcare line items. Since it will not be part of the automated process it requires manual entry. The long-term goal of Healthcare is to have an item for every occasion; however, the business has not yet created all of the required items.

4. The payment to be made is relevant to data that does not exist in CPARS. This means the history of payment between Ford and the Carrier is not in the system so the automated process will not be able to make payment systematically.

5. Negative lump sum orders (orders resulting in debits only).

   Note: NOT all Healthcare payments are made through CPARS. Some payments are made directly to the Carrier via some other medium (e.g., Treasury). For more information on these types of transactions, please contact your Ford Business Partner.

Business Rules for Creating Blanket Purchase Agreements

1. Create all Healthcare blanket purchase agreements using the 5001 Purchasing Ford Motor Company business unit.

2. Use only one blanket purchase agreement per five-digit Supplier site code.

3. Do not duplicate items on the same blanket purchase agreement.

4. Always complete the blanket purchase agreement Blanket Details form (Coverage Area) with both Healthcare plant codes (Orgs): A05 – Ford Parent and A57 – Ford Credit Co.

5. Always specify blanket purchase agreement effective dates (start and expiration dates).

6. Do not allow blanket purchase agreement effective dates to overlap.

7. Do not list PCPM and PMPM items together on the same blanket purchase agreement. However, PCPM or PMPM combined with the 4th item segment “Default” is allowed.

8. Make sure that each blanket purchase agreement is either a fully insured contract or self-insured contract, but not a combination of the two. To convert a fully insured contract to a self-insured contract or a self-insured contract to a fully insured contract, create a new blanket purchase agreement. Close the old blanket purchase agreement by resetting the expiration date and using Control menu > Close to close it from any future use.

9. Make sure that each blanket purchase agreement is either a PCPM or PMPM contract but not a combination of the two. To convert a PCPM contract to a PMPM contract (or vice versa), create a new blanket purchase agreement. Close the old blanket purchase agreement

by resetting the expiration date and using Control menu > Close to close it from any future use.

10. Do not add any negative lump sum lines on the blanket purchase agreement. This will cause a system error.

11. Do not apply any rate changes required after the initial BO is approved until they are processed through IE Engine. (Ensure that the finance database captures changes as well).

12. Make sure that blanket purchase agreements are in Approved status to support the automated process; otherwise, counts and retro counts must be manually processed.

13. Make sure that the price on a blanket purchase agreement line is equal to the price break line price.

14. Use the GSDB relationship table to verify which five-digit GSDB code should be used on the blanket purchase agreement.

INQUIRING ON ORDER RECEIPT HISTORY

The Payment Approval / Receipt History screen displays all payment approvals, receipts, and payment history for an order.

1. Press **<F5>** from the CPARS Master Menu to access the Requisition menu.

2. Type '**9**' (Approval / Recpt History) in the Select Transaction Code field.

3. Type the six-digit base of the procurement number in the Req/Prcmt Numb field and press **<Enter>**.

   OR

4. Press **<F9>** from the Approve Payment by Item screen.

The Payment Approval / Receipt History screen displays all payment approvals and / or receipts for the first line item on the order, along with the message, 'Inquiry Successful' at the bottom of the screen. The message, 'More Approvals / Receipts', displays if there are additional approvals and / or receipts for this line item. If there are no additional approvals and / or receipts for this line item, the message, 'Last Approvals / Receipts' is displayed.

You also have the ability to do the following functions:

- To page through approvals / receipts for the current line item, press **<F8>** to page forward and **<F7>** to page backward.

- To scroll through other line items, press **<F20>** to scroll forward and **<F19>** to scroll backward.

- To return to the previous screen, press **<F12>**.

Processing Change Requests

Change Requests allow you to update documents in Purchase Order (PO) or Release (RL) status, called "Procurement Document" in CPARS. Change requests are also called amendments and Notices of Revision (NORs).

Use the Change Request Process (GRAP746B) screen to select line items for revision from the procurement document to create a new requisition containing those line items. Modify the new requisition by changing existing information or adding new items – for example increase / decrease qty, prices for non-price line items, add a new line, etc. Changes can be made to either the price or quantity per line item, but not both on the same Change Request.

For Healthcare Requisitioners, blanket change requests may be generated:

- To request a new line be added to an existing blanket.
- To request deletion of an existing line from the blanket.
- To adjust the quantity of an existing line on the blanket.
- To contain any combination of the three adjustments specified above.

Healthcare requisitions and orders may contain Healthcare Items, MiscB items, or a combination of all three. A MiscB Item will be used in cases whereby an Healthcare item has not yet been created for an associated line of business. Examples include, miscellaneous adjustment or Cobra / cash pay lines.

> **Note**: If the change request will be retroactive, the original order date should be used as the requested delivery date.

ADDING CHANGE REQUESTS

DISPLAYING ORDER LINE ITEMS

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the Requisition Menu. The CPARS Requisition Menu is displayed.
2. Type '**4**' in the Select Transaction Code field.
3. Type the procurement number in the Req / Prcmt Numb field and press **<Enter>**. The Change Request Process (GRAP746B) screen is displayed with all line items on the order listed.

   Note: If the change request is for a Healthcare blanket, no lines will display. Instead, the user will establish the items to be adjusted either on the Expense Req (GRAP733B) screen or by using the Blanket Search screen to query the blanket lines and copy them to the change request before applying the adjustments.

To view the entire line item description(s), type '**I**' in the AC field(s) to select item(s) and press either **<Enter>** or **<F4>**.

CREATING A CHANGE REQUEST FOR SELECTED ITEMS

To create a change request for selected items:

1. Type '**A**' in the AC field(s) for the selected items and press **<Enter>**. The message, 'Add Successful' is displayed in the Remarks field. Press **<F8>** to page forward and select more items.

2. Press **<F5>** to display the new requisition. Update the new requisition to reflect the changes.

CREATING A CHANGE REQUEST FOR ALL ITEMS

To create a change request for all items:

1. Type over '**N**' in the Select All Items field with '**Y**' and press **<Enter>**. The message, 'Add Successful' is displayed in the Remarks field. If you want to add more line items, press **<F8>** to page forward.

2. Repeat Step 1 until all of the items have been selected.

3. Press **<F5>** to display the new requisition. Update the new requisition to reflect the changes. Note that the Blanket Order, Supplier, Buyer, and Funds fields cannot be updated on a change request.

   Note: The cost of a change request will be $0.00 until you change line items, and the Cost field will contain only the difference between your original order and the change request. This delta value will also drive which Approvers need to approved your document.

CREATING A CHANGE REQUEST WITH NO LINE ITEMS

To create a change request with no line items:

1. Type '**A**' on the Command Line and press **<Enter>**. The message, 'Add Successful' is displayed in the Remarks field.

2. Press **<F5>** to display the new requisition. Update the new requisition to reflect the changes.

REVISING ITEM QUANTITY

To revise an item quantity on the new requisition:

```
GRAP736B             Single Line Item Set-up              02/08/05 15:16:23
 ==> _________
 DIV: G PLT: 24 DOC NO: RQ05 039R02 ___ Cost:          0.00
 A                                                        Price  Attachment
 C Line   -----Item----+/---QTY-- UM +/- -----Price------  Type  Type  Date
 c 001  MISC 200022    _        3 EA  _        12.500000   N      _  MMDDYY
   ENHANCEMENTS MANUALS
```

1. Type '**C**' in the AC field(s) next to the selected line item.

2. Type a plus sign (+) or a minus sign (-) in the +/- field to the left of the quantity field. Use the plus sign (+) if the quantity is to be increased, or a minus sign (-) if the quantity is to be decreased.

3. Type over the displayed information in the Quantity field with the net quantity change. (Example: Original Quantity 50, New Quantity 60, Revision Quantity 10.)

4. Press **<Enter>** to record the quantity revision.

HEALTHCARE – DELETING A BLANKET LINE ON CHANGE REQUESTS

To delete an item from an existing blanket:

```
GRAP736B             Single Line Item Set-up              02/08/05 15:16:23
 ==> _________
 DIV: G PLT: 24 DOC NO: RQ05 039R02 ___ Cost:          0.00
 A                                                        Price  Attachment
 C Line   -----Item----+/---QTY-- UM +/- -----Price------  Type  Type  Date
 c 001  MISC 200022    D        3 EA  _        12.500000   N      _  MMDDYY
   ENHANCEMENTS MANUALS
```

1. Type **'C'** in the AC field(s) next to the selected line item.

2. Type a **'D'** for Delete in the +/- field to the left of the Quantity field

4. Press <**Enter**> to record the revision.

Revising Item Price

To revise an item price on the new requisition:

```
GRAP736B              Single Line Item Set-up                    02/08/05 15:16:23
 ==> _________
 DIV: G PLT: 24 DOC NO: RQ05 039R02 ___ Cost:            0.00
 A                                                          Price  Attachment
 C Line   -----Item---- +/- --QTY-- UM +/- -----Price------  Type  Type  Date
 c 001  MISC 200022      _         3 EA  _        12.500000   N      _  MMDDYY
   ENHANCEMENTS MANUALS
```

1. Type '**C**' in the AC field(s) next to the selected line item.

2. Type a plus sign (+) or a minus sign (-) in the +/- field to the left of the Quantity field. Use the plus sign (+) if the quantity is to be increased, or a minus sign (-) if the quantity is to be decreased.

   Note: Price Changes do not apply to Healthcare Blanket Change Requests.

3. Type over the displayed information in the Price field with the net price change. (Example: Original Price $20.00, New Price $25.00, Revision Amount $5.00)

4. Press **<Enter>** to record the price revision.

Inquiring on Change Request History

Use the Change Request History screen to view change request information (for example, change request numbers, status, and change request amount) for a particular procurement document.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu (GRAP405B).

2. Type '**5**' (Change Request History) in the Select Transaction Code field.

3. Type a procurement number in the Req/Prcmt Numb field and press **<Enter>** to review the change request information.The Change Request History (GRAP763B) screen is displayed.

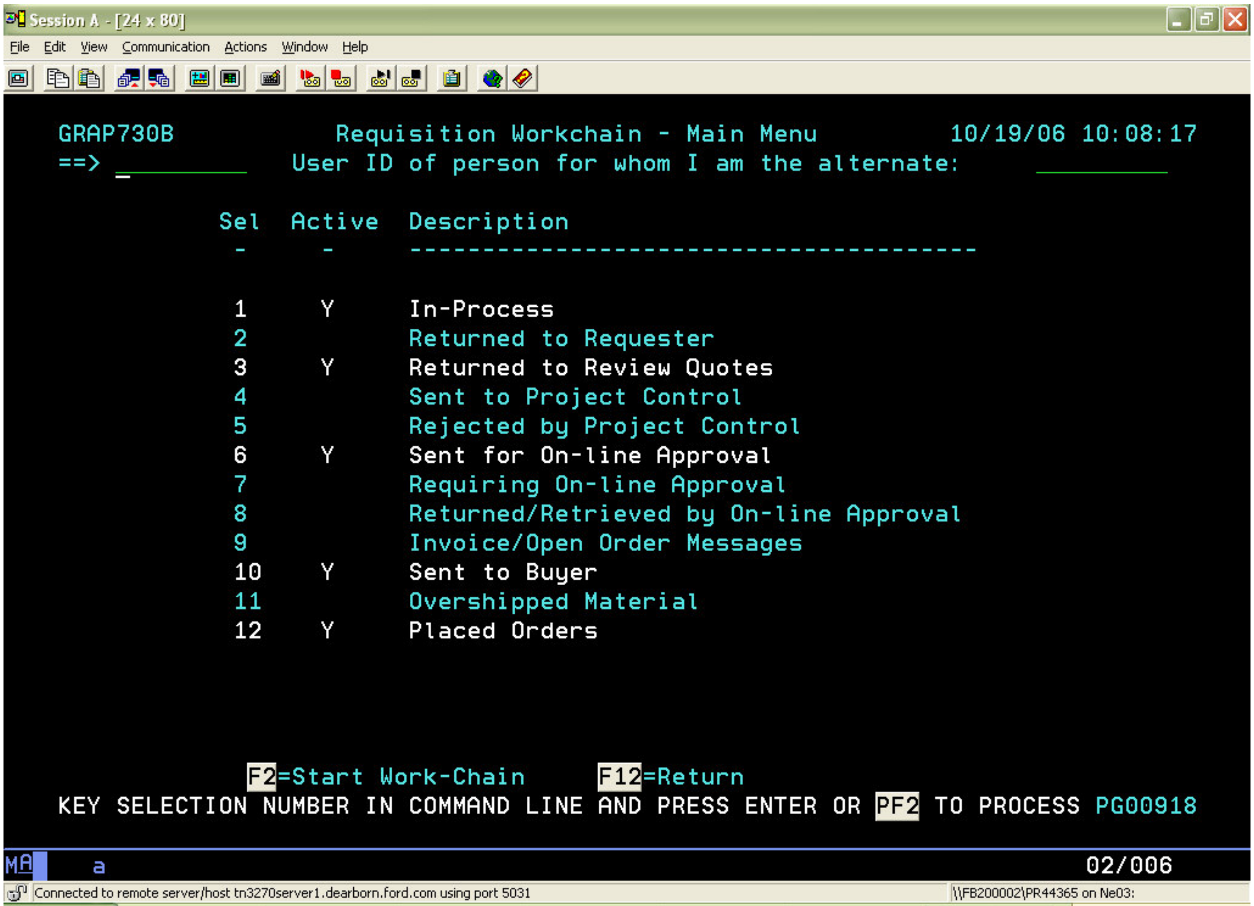
4. To view information on the original purchase order, press **<F2>**. The Purchase Order Inquiry (GRAP727B) is displayed. Review the appropriate data, and to return to the Change Request History (GRAP763B), press <**F12**>.

5. To view information for a specific Change Request, type '**X**' in the AC field next to the desired change request line, and then press **<F2>**. The Purchase Order Inquiry (GRAP727B) screen is displayed. Review the appropriate data and press **<F12>** to return to the Change Request History (GRAP763B) screen.

6. To return to the CPARS Requisition Menu, press **<F12>**.

Processing Requisition Workchain Documents

The Workchain Main Menu (GRAP730B) lists the various Workchains the Requestor may access to review documents. If the documents exist in a Workchain, the Active field will display '**Y**' and the Workchain description will be highlighted. The Active field will be blank if the Workchain has no documents.



DEFINITIONS FOR REQUISITIONING WORKCHAINS

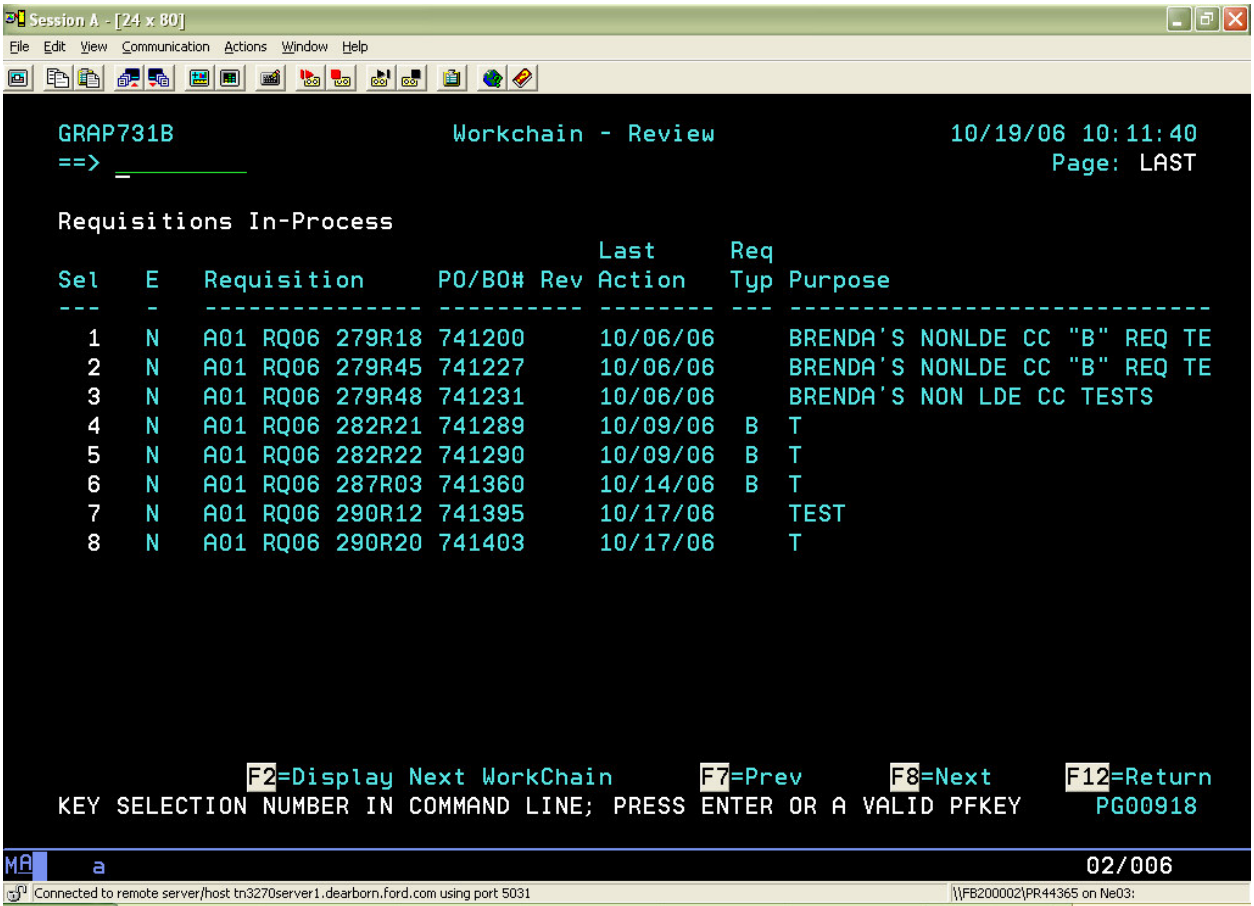
Workchain 1: In-Process

This Workchain allows you to look at requisitions that have been started, but have not gone through for approval. Use the In-Process Workchain to view or update requisitions and APNs before transferring to the Buyer or starting the online approval process. To access this Workchain:

1. Press **<F5>** from the CPARS Master menu or from any CPARS sub-menu to access the Requisition Menu.

2. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**.

3. Type '**1**' (In-Process) on the <u>Command Line</u>. The Workchain – Review (GRAP731B) screen displays.



4. Press **<F2>** to display the first document in the Workchain OR to choose a document to view, type a selection number on the <u>Command Line</u>, and press **<Enter>**. Once you access a document in the In-Process Workchain, you can review, modify and / or delete an in-process requisition. Those procedures are detailed below.

You also have the option to do any of the following:

- To print the document, press **<F9>**.
- To return to the Workchain Review screen, press **<F12>**.
- To transfer APNs to the Buyer, press **<F19>**.
- To display the next document in the In-Process Workchain, press **<F20>**.
- To start on-line approval, press **<F23>**.
- To return to the CPARS Requisition Menu, type '**M**' (menu) on the <u>Command Line</u> and press **<Enter>**.

CHANGING AN IN-PROCESS REQUISITION

To make changes to the document:

1. Press the function key associated with the screen where the change will be made.

2. Type '**C**' (change) on the Command Line (or, in the AC field).

3. Type any changes and press **<Enter>**. The message, 'Update Successful', is displayed in the Remarks field.

4. Press **<F12>** to return to the Project Requisition or Expense Requisition (Non-Project) screen.

DELETING AN IN-PROCESS REQUISITION

To delete the document:

1. Type '**D**' (delete) on the Command Line and press **<Enter>**. The message, 'Press Enter to Confirm Delete', is displayed in the Remarks field, and **'YES'** is displayed on the Command Line.

2. Press **<Enter>**. The document is now deleted from the database, even though the header information is still displayed.

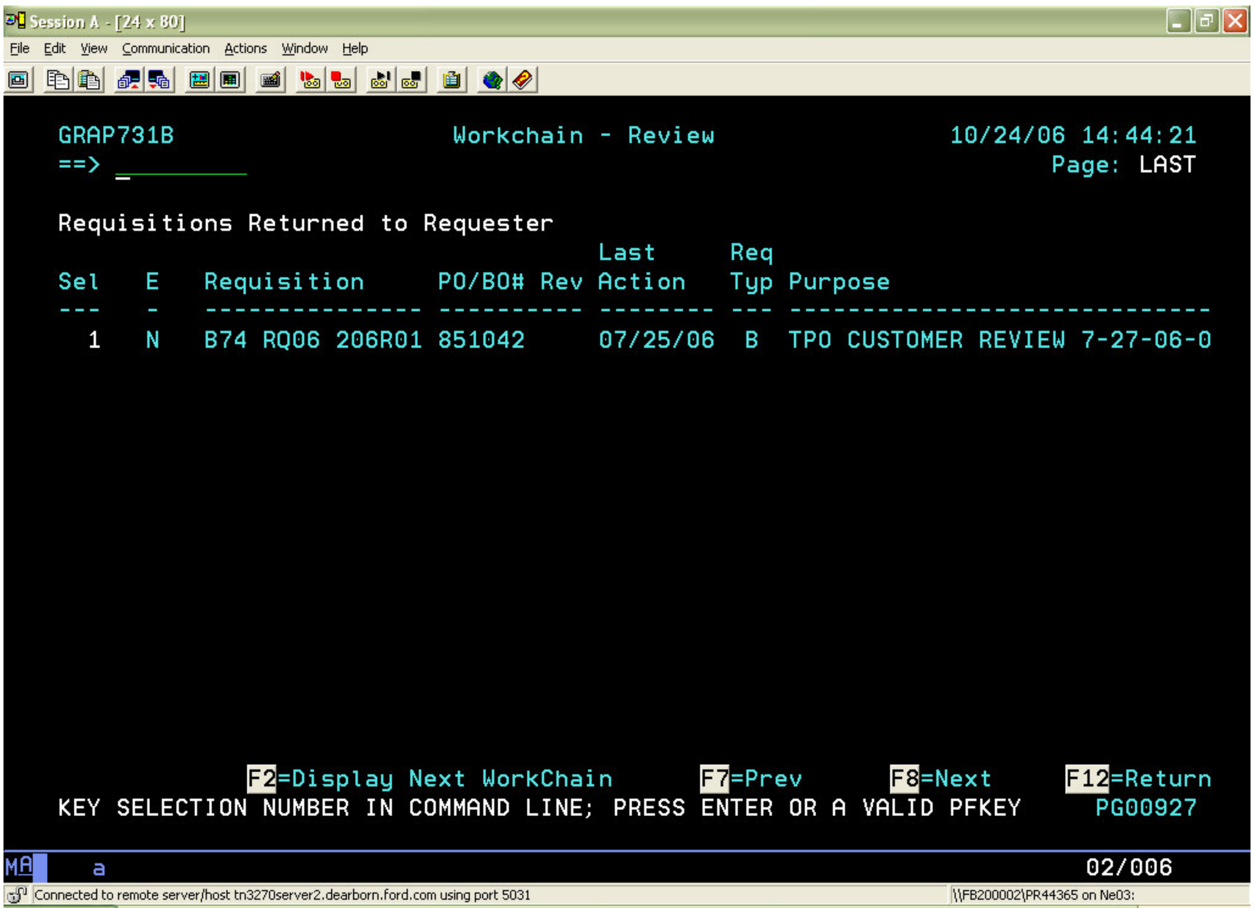
Workchain 2: Returned to Requestor

Use the Returned to Requestor Workchain to review, change, or delete APNs or PNs that have been returned by the Buyer.

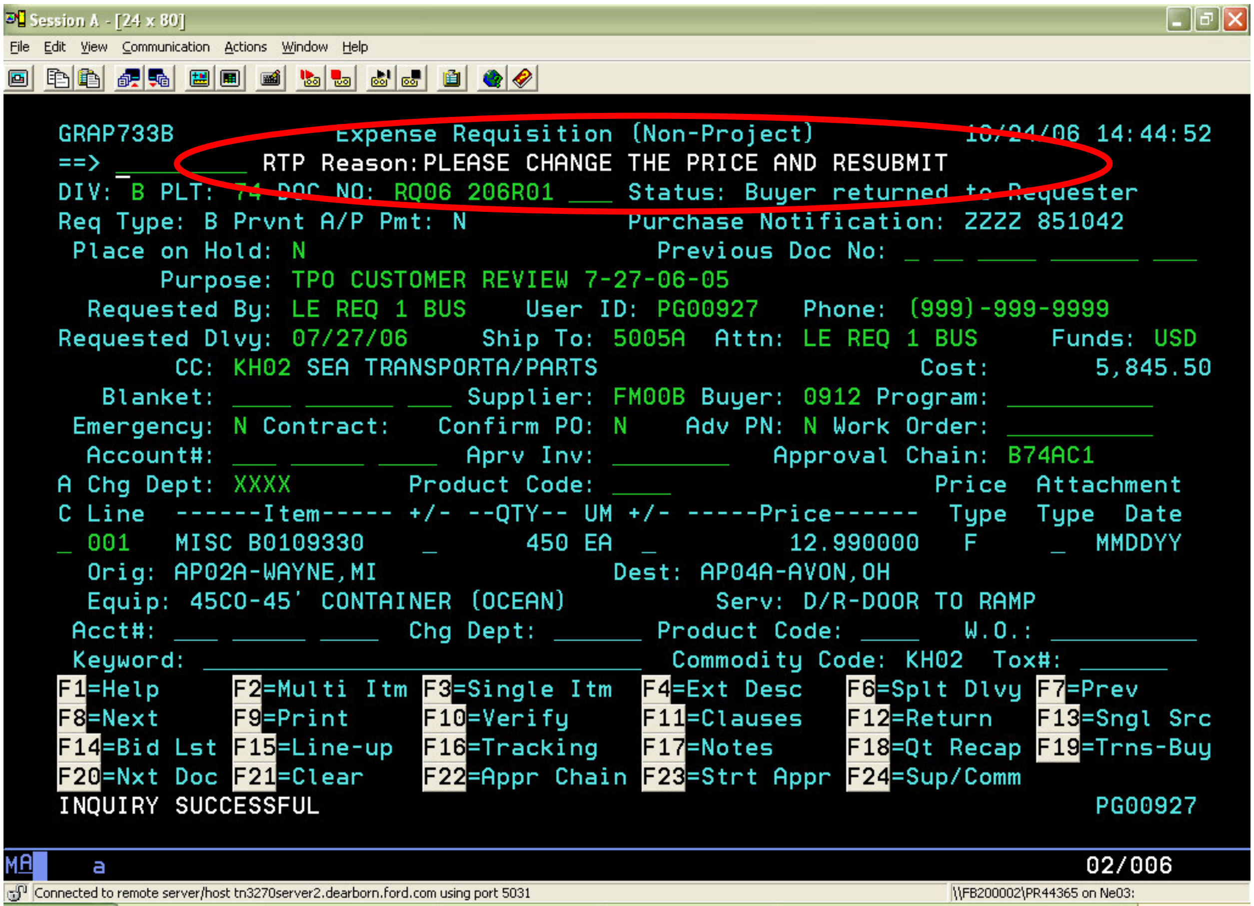
1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**.

3. Type '**2**' (Returned to Requester) on the Command Line and press **<F2>** to display the first document in the Workchain OR press **<Enter>** to display a list of documents.



4. Choose a document to view, type a selection number on the Command Line and press **<Enter>** to display the document. The document displays in the Expense (Non-Project) Requisition (GRAP733) screen, or Project Requisition (GRAP734B), depending on the document type.



5. Review the RTP Reason (Return to Processor) field and based on the reason, update or delete the document.

   To update the document:

   - Press the function key associated with the screen where the change will be made.
   - Type '**C**' (change) on the Command Line (or in the AC field).
   - Make any changes and press **<Enter>**. The message, 'Update Successful', is displayed in the Remarks field.
   - Press **<F12>** to return to the Project / Expense Requisition screen.
   - Restart the on-line approval process by pressing <**F23**>.

   To Delete the Document:

   - Type '**D**' (delete) on the Command Line and press **<Enter>**. The message, 'Press enter to confirm delete', is displayed, and '**YES**' is displayed on the Command Line.

- Press **<Enter>**. The document is deleted, although the requisition header information is still displayed o the screen.

You also have the option to do any of the following:

- To print the document press **<F9>**.
- To return to the Workchain Review screen, press **<F12>**.
- To transfer the APNs or approved requisitions to the Buyer, press **<F19>**.
- To display the next document in the Returned to Requester Workchain, press **<F20>**.
- To start on-line approval, press **<F23>**.
- To return to the CPARS Requisition Menu, type '**M**' (menu) on the Command Line and press **<Enter>**.

TRANSPORTATION – EDIT LDE'S AND RESUBMIT REQUISITION TO BUYER

If edits are required to the Line Detail Elements, steps 1-4 in the above procedure apply.

Once the requisition is displayed:

1. Enter '**C**' at the AC field at the line level and press **<Enter>.** The TPO Line Detail Elements screen displays.

2. Change the values in either the header fields (Qty, UM, Price, Origin, Destination, Equip Size, or Service Type) or any of the LDE fields and press **<Enter>.**

   Note: The mandatory fields on this screen will vary by commodity code. **'C'** must be in the AC field. LDEs must be committed to the system for each screen of data.

3. Press **<F8>** to go to the next block of LDE's to review information and modify if necessary.

4. Press **<F12>** to return to the requisition header.

5. Press **<F19>** to transfer the document back to Purchasing.

Workchain 3: Returned to Review Quotes

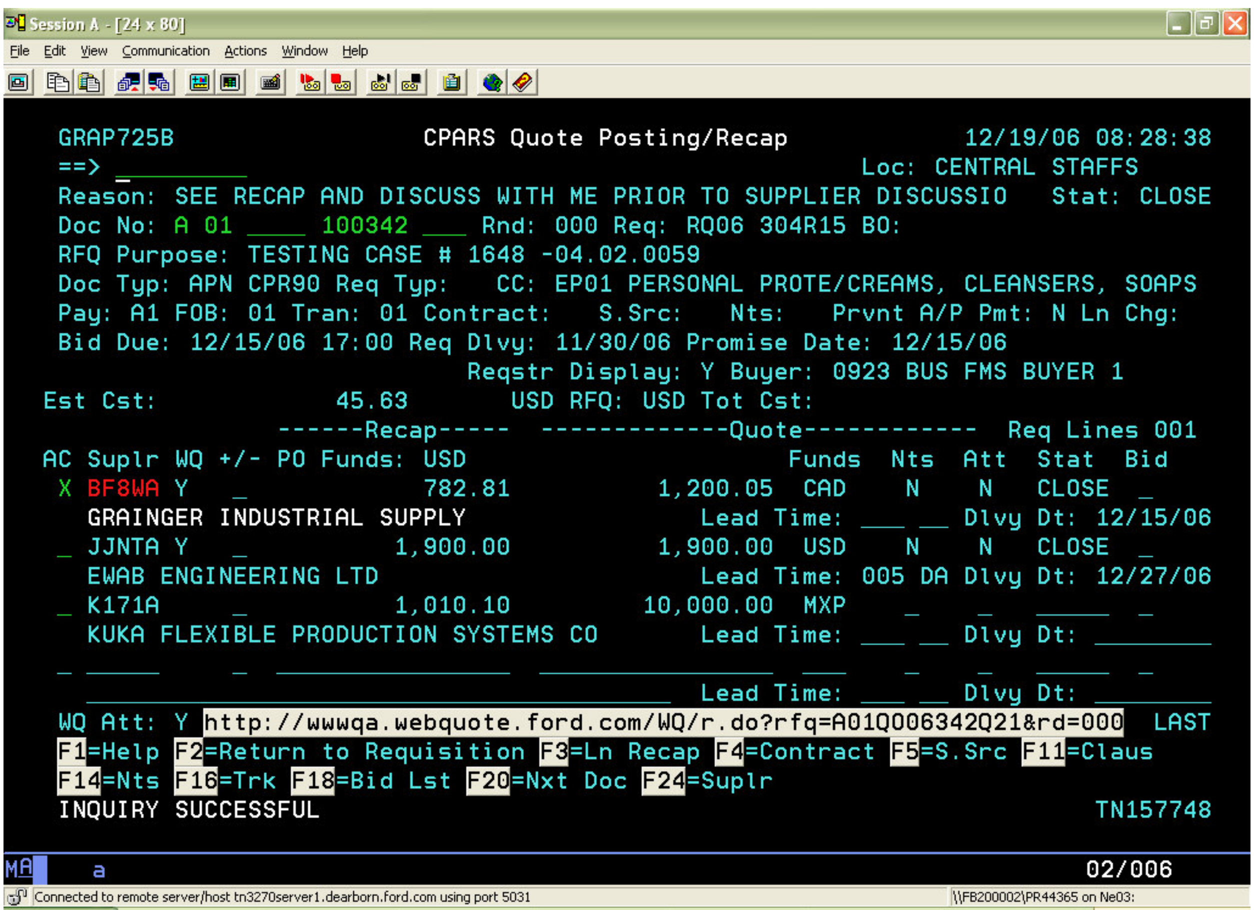
Use the Returned to Review Quotes Workchain to review quote recaps, change APNs into PNs, and delete quoted documents.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**. The Requisition Workchain Menu displays.

3. Type '**3**' (Returned to Review Quotes) on the Command Line and press **<F2>** to display the first document in the Workchain OR press **<Enter>** to display a list of documents.

4. If you have chosen to display a list of documents in the step above, choose a document to view, type a selection number on the Command Line and press **<Enter>.** The CPARS Quote Posting / Recap screen displays.



5. Review quote recap information. This screen displays Supplier codes in alphanumeric order. You may overwrite the first Supplier listed to show another Supplier first.

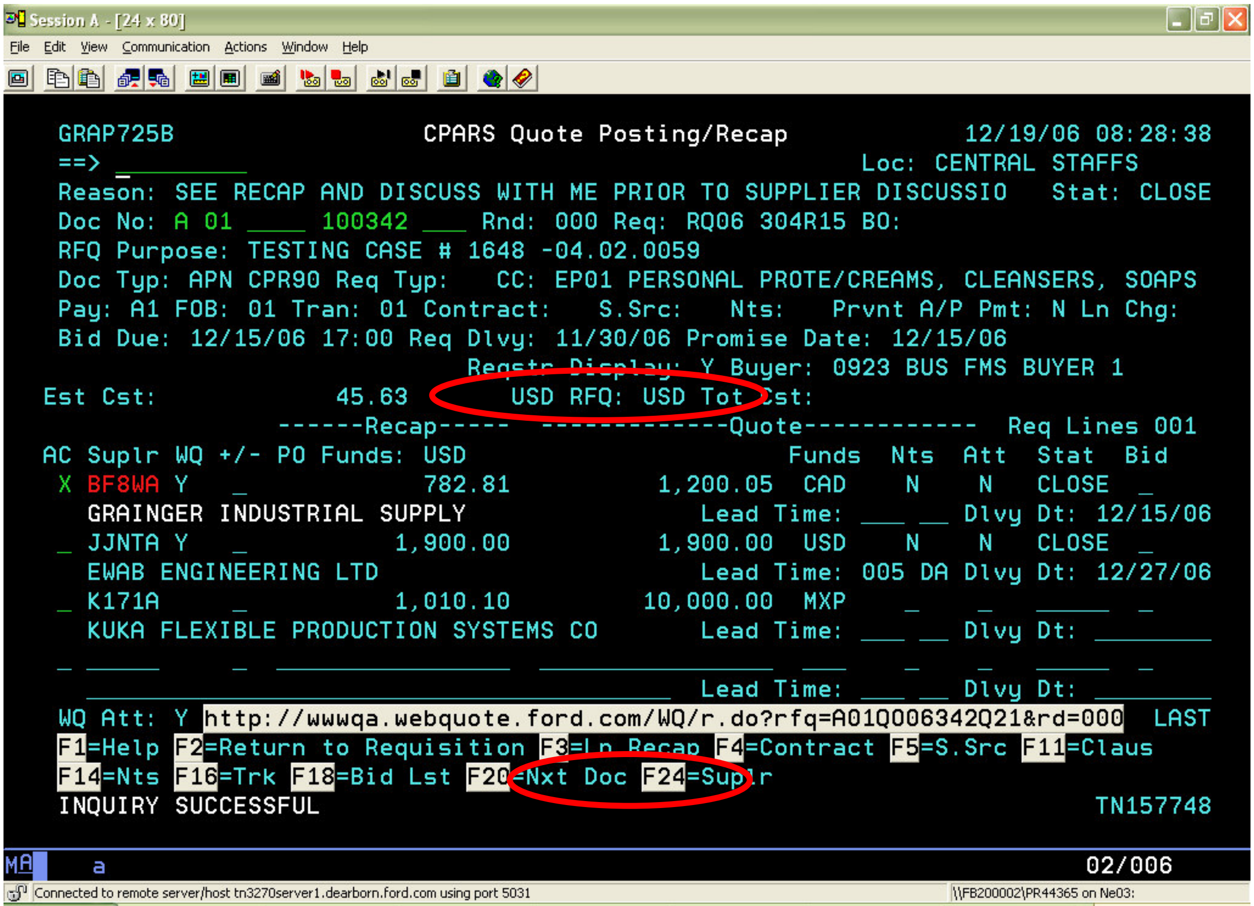
6. Complete field definitions for this screen are provided in the appendix.

Notes on Reviewing Funds: When reviewing funds information, it is important to take the following considerations into account.

Recap	Quote
Recap in the purchase order or blanket order funds.	Recap in Supplier funds.
Only the Buyer can update the recap amounts in this column. This defaults with the amounts entered in the Quote column (see below). These amounts are used to create purchase and blanket orders.	WebQuote systematically updates the amounts in this column when the Supplier submits a quote. The Buyer can, but is not required, enter the amounts in this column when RFQs are not sent to Suppliers through WebQuote. The screen will automatically convert these amounts into the PO / BO funds in the first column.
The screen converts the amounts into the appropriate currency amount in this column when the amounts in the quote column are updated. The screen converts the amounts in this column when the in this column are changed.	The screen does not update quote when Recap is changed.
The Buyer can enter the amounts in this column at the header, line item or LDE level. The screen will protect and display the total at the header level when amounts are populated at the line item level and at the LDE level.	The screen will allow quote amounts in this column to be maintained at the header or item or LDE level. The screen will protect and display the item total at the header level when amounts are populated at the item level. WebQuote will populate amounts at the lowest level when the Supplier returns a quote.
The Buyer can update the purchase order or blanket order funds when: • The requisition is not for a change request (displayed from base order); • The requisition is not for a CORA project order (displayed from requisition); • The purchase order has not been created (or deleted). The screen will default to the RFQ funds.	The Buyer can change quote funds when the RFQ has not been sent to the Supplier through WebQuote.

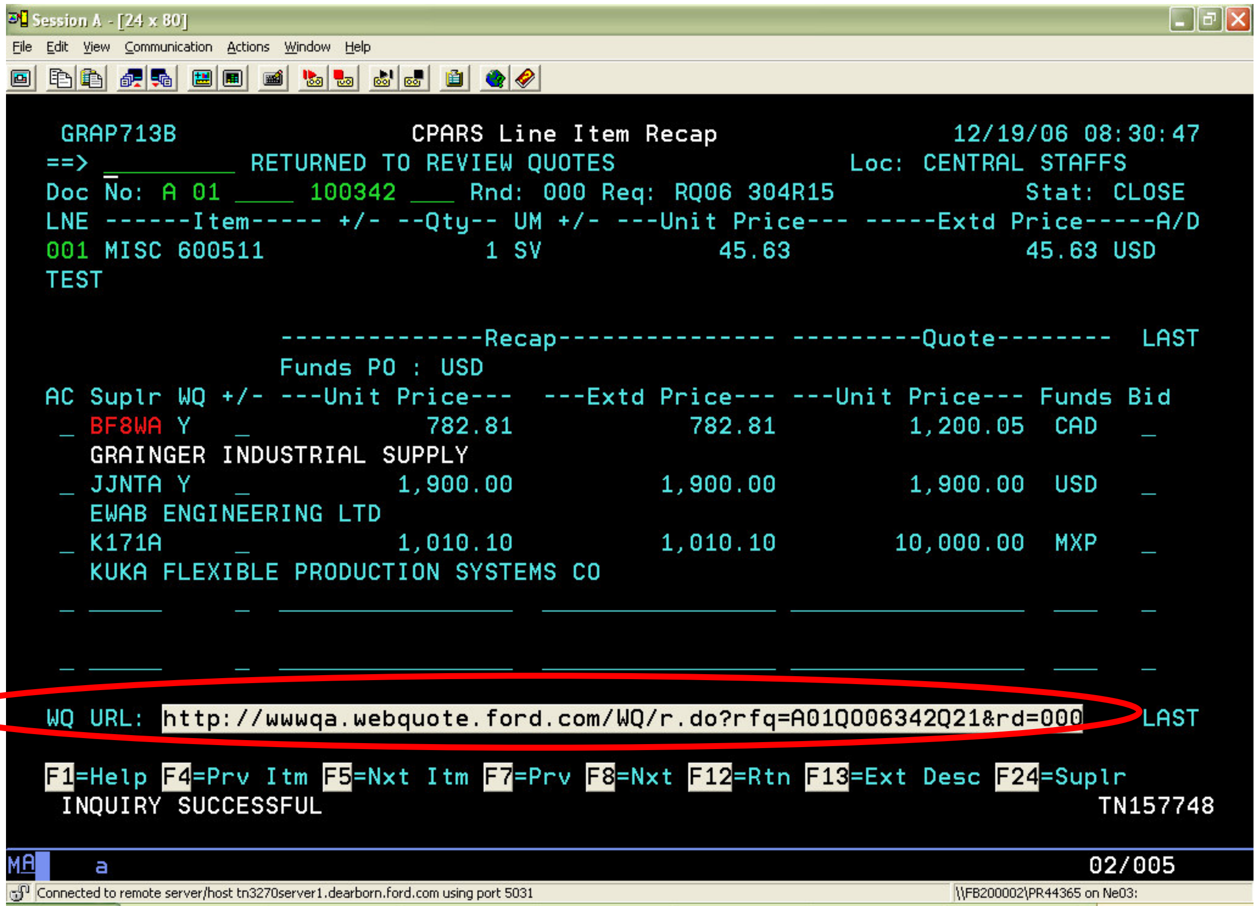
Line items are shown on the CPARS Line Item Recap screen (GRAP713B). **However, the Requisitioner may not be able to view the line items.** The Buyer may restrict access for the Requisitioner to view this information, including restricting the Requisitioners access to navigate to WebQuote to view complete quote information. Note the Reqstr Display field. If **'Y'** is displayed, Requisitioners may use the CPARS Line Item Recap screen, as well as use the highlighted link to navigate to WebQuote to review attachments and additional quote detail.

If the Reqstr Display field is **'N'** and the Requisitioner wants to review the Line Item Recap screen and WebQuote, the Buyer may change this flag WITHOUT the Requisitioner returning the document to the Buyer.



To access the Line Item Recap:

1. From the CPARS Quote Posting / Bid Recap (GRAP725B), press **<F3>** LN Recap to display the CPARS Line Item Recap (GRAP 713B) screen.



2. If available, the Requisitioner may view attachments online, via WebQuote, provided by the Supplier during the quoting process. Use the link near the bottom of the page to access these attachments from WebQuote via a browser.

   For Transportation Requisitioners only: A TPO Requisitioner may navigate to GRAP760B – the TPO Line Detail Elements Screen to review additional data for the recap by typing **'LDE'** on the Command Line and pressing **<Enter>**. Navigate through the LDE information by pressing **<F8>**.

3. Once you have reviewed all information, select the desired Supplier. To do this, type '**X**' in the AC field next to the selected Supplier and press **<F2>**. The requisition screen will be displayed, on either the Expense Requisition (GRAP733B) or Project Requisition (GRAP734B) screen depending ont the type of requisition. The GSDB code of the Supplier selected on the previous screen will be displayed in the Supplier field on the requisition header.

Perform one or more of the following:

Process an APN into a PN:

1. Type '**C**' (Change) on the Command Line.

2. Overtype the '**Y**' (yes) in the Advance PN field with '**N**' (no).

3. Make changes based on quote recap information and press **<Enter>**.

Make changes to line item information:

1. Press **<F2>** to access the Multiple Line Item Set-Up screen or **<F3>** to access the Single Line Item Set-Up screen.

2. Type '**C**' (change) in the AC field next to line item(s) to be changed.

3. Make changes and press **<Enter>**.

4. Press **<F12>** to return to the Project / Expense Requisition screen.

For TPO LDE Requisitions, see previous sections regarding restrictions for changing some document data.

Make changes to other document information:

1. Press the function key associated with the screen where the changes will be made.

2. Type '**C**' (change) on the Command Line (or in the AC field).

3. Type any changes and press **<Enter>**. The message, 'Update Successful', is displayed in the Remarks field.

4. Press **<F12>** to return to the Project / Expense Requisition screen.

Delete a PN or APN:

1. Type '**D**' (delete) on the Command Line and press **<Enter>**. The message, 'Press enter to confirm delete', displays and '**YES**' displays on the Command Line and press **<Enter>**.

Other options:

- To print the document, press **<F9>**.
- To return to the Workchain Review screen, press **<F12>**.
- To display the next document in the Returned to Review Quotes Workchain, press **<F20>**.
- To start on-line approval, press **<F23>**.
- To return to the CPARS Requisition Menu, type '**M**' (menu) on the Command Line and press **<Enter>**.

Workchain 4: Sent to Project Control

Use the Sent to Project Control Workchain to review requisitions sent to PCPAS but not yet approved or rejected.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**.

3. Type '**4**' (Sent to Project Control) on the Command Line and press **<F2>** to display the first document in the Workchain. Press **<Enter>** to display a list of documents.

4. If you have chosen to display a list of documents, choose a document to view, type a selection number on the Command Line and press **<Enter>** to display the document.

   Note: These documents can be viewed only and are not available for update. To update the document, contact the appropriate project personnel and ask that the document be rejected back to you.

To return to the Workchain Review screen, press **<F12>**.

To display the next document in the Sent to Project Control Workchain, press **<F20>**.

To return to the CPARS Requisition Menu, type '**M**' (menu) on the Command Line and press **<Enter>**.

Workchain 5: Rejected by Project Control

1. Use the Rejected by Project Control Workchain to view, update, or cancel requisitions rejected by PCPAS and PCAM.

2. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

3. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**.

4. Type '**5**' (Rejected by Project Control) on the Command Line and press **<F2>** to display the first document in the Workchain OR press **<Enter>** to display a list of documents.

5. If you have chosen to display a list of documents, choose a document to view, type a selection number on the Command Line and press **<Enter>** to display the document.

6. Press **<F5>** to access the project details.

7. Press **<F10>** to view reject messages sent by the project accountant.

To respond to the reject message:

1. Press **<F5>** to clear the text.

2. Type up to 15 lines of text and press **<F6>** to update the message.

3. Press **<F2>** to return to the project details.

To make changes to the Project Detail:

1. Press **<F5>** to scroll forward to the selected line item.

2. Type '**C**' (change) in the field next to the selected project / item detail.

3. Make project / item detail changes and press **<F6>** to update.

4. Repeat for all project / item detail changes.

5. Press **<F9>** Commit Edit to edit project and item detail records.

   - If all details are correct, the message, 'Details have been checked ok for committing' displays in the Remarks field.

   - If errors exist, the PCPAS Text / Reject Information screen displays with a description of the errors. Press **<F2>** to return to the details. Correct any errors and press **<F6>** to record the corrections. Press **<F9>** to re-check the details.

6. Press **<F3>** to return to the Project Requisition screen.

To send the document back to project control:

1. Type '**C**' (change) on the Command Line.

2. Overtype the '**Y**' (yes) in the Place on Hold field with '**N**' (no) and press **<Enter>**.

   Note: The document will NOT be sent to Project Control immediately, but only after batch processing. Documents are sent to Project Control at 11:00 and 17:00. Documents are sent to CPARS from Project Control at 13:00 and 18:00. If critical changes <cost (+/1), charged department, tox status, of a line item> have been made to the document, this will not be allowed. It MUST go through on-line approval again.

   Note: If Project Detail is changed, the common Ford Motor Company business practice is to send the requisition back through the Online Approval process.

You also have the option to do any of the following:

- To return to the Workchain Review screen, press **<F12>**.

- To display the next document in the Rejected by Project Control Workchain, press **<F20>**.

- To start on-line approval again, press **<F23>**.

- To return to the CPARS Requisition Menu, type '**M**' (menu) on the Command Line and press **<Enter>**.

Workchain 6: Sent for On-Line Approval

Use the Sent for On-Line Approval Workchain to view requisitions and APNs currently moving through the on-line approval process and to locate a requisition for retrieval.

1. Press <**F5**> from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Manu.

2. Type **'3'** (Workchain Menu) in the Select Transaction Code field and press <**Enter**>.

3. Type **'6'** (Sent for On-Line Approval) on the Command Line and press <**F2**> to display the first document in the Workchain OR press <**Enter**> to display a list of documents.

4. If you have chosen to display a list of documents, choose a document to view, type a selection number on the Command Line and press <**Enter**> to display the document.

You also have the option to do any of the following:

- To retrieve a document for update or deletion, type '**RE**' on the Command Line and press **<Enter>**.

  Note: Changes can only be made to the document at the Requestor's level.

- To return to the Workchain Review screen, press **<F12>**.

- To display the next document in the Sent for On-Line Approval Workchain, press **<F20>**.

- To view the Approval Chain and check the status of the document, press **<F22>**.

- To return to the CPARS Requisition Menu, type '**M**' (menu) on the Command Line and press **<Enter>**.

Workchain 8: Returned / Retrieved by On-Line Approval

Use the Returned or Retrieved by On-Line Approval Workchain to access and update the following:

- Requisitions returned from Approvers (with notes regarding questions or changes).
- Requisitions retrieved by originator (for changes or deletion).

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the Requisition Menu.
2. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**. The Requisition Workchaing – Main Menu (GRAP730B) is displayed.
3. Type '**8**' (Returned or Retrieved by On-Line Approval) on the Command Line.
4. Press **<F2>** to display the first document in the Workchain OR press **<Enter>** to display a list of documents.
5. If you have chosen to display a list of documents, choose a document to view, type a selection number on the Command Line and press **<Enter>** to display the document.
6. Press **<F22>** to view the Document Approval Chain screen. Note whether document was returned or retrieved.
7. To view tracking record of document, press **<F16>**. To scroll through the tracking record, press **<F8>** (forward) or **<F7>** (backward).
8. To view notes, press **<F17>**. The most recent note is displayed first. To scroll through notes, press **<F8>** (forward) or **<F7>** (backward). Rejecting Approvers must include a note.

To add a note:

1. From the Notes (GRAP767B) screen, press **<F21>** to clear the screen or use an existing note to start the new note.
2. Type '**A**' (add) on the Command Line.
3. Type the note in the text area.
4. Press **<Enter>** to record the note.
5. If additional pages are needed, press **<F21>** to clear the current page, type an '**A**' on the Command Line and type additional note text in the text area, then press **<Enter>**.
6. Press **<F12>** to return to the Requisition screen.

To make changes to the document:

1. Press the function key associated with the screen where the changes will be made.

2. Type '**C'** (change) on the Command Line (or in the AC field).

3. Type any changes and press **<Enter**>. The message, 'Update successful' is displayed in the Remarks field.

4. Press **<F12>** to return to the Project / Expense requisition (GRAP734B or 733B) screen.

To delete a PN or APN:

1. Type '**D**' (delete) on the Command Line and press **<Enter>**. The message, 'Press enter to confirm delete', is displayed in the Remarks field, and YES is displayed on the Command Line.

2. Press **<Enter>**.

Other options include:

- To restart the on-line approval process, press **<F23>**. If a critical change was made, the document will be sent to the fist level Approver(s). If any other change was made, the document will be sent to the Approver that returned it or from whom it was retrieved.

  Note: Critical changes are defined as changes to the following: the total cost of the requisition (+/-), the department being charged, the tox status of a line item (toxic to non-toxic and vice versa), and the department approval identifier.

- To return to the Workchain Review screen, press **<F12>**.

- To display the next document in the Returned / Retrieved by On-Line Approval Workchain, press **<F20>**.

- To return to the CPARS Requisition Menu, type **'M'** (menu) on the Command Line and press **<Enter>**.

Workchain 10: Sent to Buyer

Use the Sent to Buyer Workchain to review requisitions and APN's (Request for Quotes) that have been sent to the Buyer.

1. Press **<F5>** from the CPARS Master Menu or from any CPARS sub-menu to access the CPARS Requisition Menu.

2. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**.

3. Type '**10**' (Sent to Buyer) on the Command Line.

4. Press **<F2>** to display the first document in the Workchain OR press **<Enter>** to display a list of documents.

5. If you have chosen to display a list of documents, choose a document to view, type a selection number on the Command Line and press **<Enter>** to display the document.

   Note: These documents can be viewed only and are not available for update. If a change needs to be made by the Requisitioner, the Buyer must return the document.

Other options include:

- To return to the Workchain Review screen, press **<F12>**.
- To display the next document in the Sent to Buyer Workchain, press **<F20>**.
- To return to the CPARS Requisition Menu, type M (menu) on the Command Line and press **<Enter>**.

Workchain 11: Overshipped Material

This Workchain lists receipts in excess of the order quantity for any requisitions initiated using your RACF ID. Unresolved Receipts will remain in the Overshipped Material Workchain until corrective action is taken to resolve the unaudited receipt. Central accounting will not pay Suppliers for orders which have unaudited receipts.

When reviewing overshipped material transactions on GRAP761B, you may have the ability to process the corrective transactions required to resolve the Unaudited (UA) status receipt so that the payment to the Supplier can be made. The following process should be followed when resolving overshipments:

1. Determine the reason for the overshipment. Use the function keys at the bottom of the screen to review document tracking (**<F16>**) and determine if this is really an overshipment or an error associated with the processing of receipt.

2. Resolve the Unaudited receipt.

   a. Return the overshipment to the Supplier:
      - Clear the Unaudited receipt by pressing **<F2>** from the Overshipped Material (GRAP761B) screen. The clear Unresolved Receipt (GRAP686B) screen is displayed with necessary fields completed. Press **<F6>** to process the transaction. Press **<F11>** to return to the Overshipped Material (GRAP71B) screen.
      - Have a new receipt or payment approval processed for the order amount.
      - Arrange for the shipment of the overage to be returned to the Supplier.

      Note: If you do not have access to the Clear Unresolved Receipts screen (GRAP686B), contact the security administrator for your location to provide you with the appropriate screen access.

   b. Clearing a duplicate receipt for the same material
      - Clear the Unaudited receipt by pressing **<F2>** from the Overshipped Material screen. The Clear Unresolved Receipt screen is displayed, with the necessary fields pre-filled. Press **<F6>** to process the transaction. Press **<F11>** to return to the Overshipped Material screen (GRAP761B).

   c. Accepting the overshipment
      - From the Overshipped Material screen, press **<F4>** to transfer to the Change Request Process screen (GRAP746B) to create a change request for the order.
      - Follow the steps to create an amendment.

      Note: The Unaudited receipt is cleared at the time the change request is created, and the receipt is converted to a receipt against a requisition until the change request has completed the approval process and been placed by the Buyer.

Workchain 12: Placed Orders

Once any purchase order, blanket order, negative lump sum or release (including order amendments) is approved by Purchasing and placed, the documents will be found in this Workchain. Documents will remain in this Workchain for 45 days from the date the order is placed.

Answering Invoice / Open Order Messages

The CPARS Message Workchain will contain messages from Corporate Centralized Accounts Payable System (CCAPS) or from CPARS. When you have messages, the CPARS Master Menu will display the message, 'Message(s) Waiting' in the bottom right corner when you attempt to access a sub-menu.

Three types of messages may be sent on the Invoice / Open Order Messages Workchain:

1. An Evaluated Receipt Settlement (ERS) Open Order Message is sent by CPARS when a receipt has not been entered 30 days after promise date for an item on an ERS Order.

2. A Receipt Message is sent by CCAPS when an invoice has been received, but no receipt has been entered seven days after ship date.

3. A Quantity Message, also sent by CCAPS, is sent when a discrepancy exists between the invoice quantity and the CPARS receipt quantity.

The Receipt Authorization Report and the Request for Receipt Correction Report are reports used by the receiving clerk to process a receipt. Both reports will print in the receiving area under certain conditions, when a Requisitioner responds to an Open Order message or to a Receipt message.

ACCESSING MESSAGES FROM THE REQUISITION MENU

1. If '*Message(s) Waiting' is displayed in the lower right corner of the CPARS Master Menu, the Requisitioner has messages to answer in his / her Workchain. Press **<F5>** from the CPARS Master Menu. The message, 'Messages(s) Waiting Reenter PFKEY To Continue' is displayed in the Remarks field.

2. Press **<F5>** again. The CPARS-O-Gram is displayed.

3. Press **<F11>**.

   The CPARS Requisition Menu is displayed.

4. Type '**3**' (Workchain Menu) in the Select Transaction Code field and press **<Enter>**.

   The Workchain Menu (GRAP730B) is displayed.

   If there are open messages, '**Y**' (yes) is displayed in the Active field next to selection 9.

5. Type '**9**' (Invoice / Open Order Messages) on the Command Line and press **<Enter>**. The CPARS Message Workchain screen is displayed with the first open message.

Accessing Messages from the Messaging System:

1. Press **<F22>** (Message System) from the CPARS Master Menu. The message, 'Message(s) waiting reenter pfkey to continue' is displayed in the Remarks field.

2. Press **<F22>** again, the CPARS Message Workchain screen is displayed with the first open message.

ANSWERING ERS OPEN ORDER MESSAGES

The first of several possible messages is the ERS Open Order Message (GRAP627B). This message will say, 'Open Order with No Receipt 30 days from Promise Date. Confirm Receipt?' Complete one of the following steps to resolve this issue.

Use the CPARS90 Message Workchain to answer ERS Open order Messages by:

- Changing the Promise Date on the order. (**<F2>**)
- Indicating the invoice quantity / amount was received. (**<F4>**)
- Indicating the actual quantity / amount was received. (**<F5>**)
- Canceling the line item. (**<F9>**)
- Indicating the material was not received. (**<F10>**)

Changing the Promise Date on the Order

To change the promise date on the order:

1. Press **<F2>** (Change Promise Date), the Promise Date field will be activated and a '**C**' will appear on the Command Line.

2. Enter the new promise date and press **<Enter>**. The message will not recur until 30 days have elapsed from the new promise date without a payment approval being made for the item.

3. To view notes: Press **<F3>**.

Indicating the Ordered Quantity / Amount was Received

To indicate the **ordered** quantity / amount was received:

1. Press **<F4>** (Confirm Rcpt of Order Qty), the Ship Date and Pack Slip fields will be displayed.

2. Type the ship date in the Ship Date field and the packing slip / invoice number in the Pack Slip field, press **<F4>** again. One of the following occurs:

- The Approve Payment by Item screen displays with the order information if either the unit of measure is SV or LO or the Plant Print Option is turned off.
- The message, 'Receipt request processing complete', is displayed and a Receipt Authorization is sent to the printer defined in the CPARS Miscellaneous Text Table if the Plant Print Option is turned on or the order has SR or SP prefix.

Note: The Receiving Clerk enters printed information into CPARS to create a receipt for the order.

Indicating the Actual Quantity / Amount was Received

To indicate the **actual** quantity / amount was received:

1. Press **<F5>** (Correct Qty). The Ship Date, Pack Slip, and Correct Qty Is fields will appear.
2. Type the ship date in the Ship Date field, the packing slip / invoice number in the Pack Slip field, a quantity / amount in the Correct Qty Is field, and press **<F5>** again. One of the following occurs:

- If the Plant Print Option is turned on, the Approve Payment by Item screen displays with order information if the unit of measure is SV or LO. To finish processing the payment, follow the steps detailed in Payment Approval found elsewhere in this document.
- If the Plant Print Option is turned off, the message, 'Receipt request processing complete' displays and a Receipt Authorization is sent to the printer defined in the CPARS Miscellaneous Text Table if the Plant Print Option is turned on or the order has a SR or SP prefix.

Note: The Receiving Clerk enters printed information into CPARS to create a receipt for the order.

Canceling a Line Item from the Order

To cancel a line item from the order:

1. Press **<F9>** (Cancel Line Item). The message, 'Confirm cancel – enter 'yes' on command line and press PF9 again' will appear at the bottom of the screen.
2. Type **'YES'** on the Command Line, and press **<F9>** again. This sends a message to the Buyer to cancel the item.

Note: Do not use **<F9>** to cancel an item from a blanket order release. Use **<F5>** (Correct Quantity Is) with a quantity received of zero.

Other options include:

- To reject the ERS Open Order Message because the material was not received, press **<F10>**.
- To return to the Workchain – Main Menu, press **<F12>**.
- To view the next message, press **<F20>**.
- To view the Purchase Order Inquiry screen, press **<F21>**.
- To print the displayed message information at the Utility Printer, listed on the CPARS Master Menu, press **<F23>**.

ANSWERING RECEIPT MESSAGES

The second possible message is the Receipt message. This message will say, 'Invoice has no matching receipt.' This message occurs when the Supplier has sent an invoice to central account but no receipt or payment approval has been made at the plant. Complete one of the following steps to resolve this issue.

Use the CPARS90 Message Workchain to answer Receipt Messages by:

- Approving the invoice quantity. (**<F4>**)
- Indicating the actual quantity / amount was received. (**<F5>**)
- Indicating the material was not received. (**<F10>**)
- Manually replying to CCAPS. (**<F22>**)

To view notes: Press **<F3>**.

To approve the invoice quantity press **<F4>** (Apprv Inv Qty). One of the following occurs:

- The Approve Payment by Item screen displays with order information if the order requires invoice approval, the unit of measure is SV or LO, the line item has multiple project locations and / or brass tag assignments, or the Plant Print Option is turned off.
- The message, 'Receipt request processing complete' displays and a Receipt Authorization is sent to the printer defined in the CPARS Miscellaneous Text Table if either the Plant Print Option is turned on, the order has a SR prefix, or the item is a production item purchased through CPARS (**<F19>**) or a non-production stores item.

  Note: The Receiving Clerk enters printed information into CPARS to create a receipt for the order.

To indicate the actual quantity / amount was received:

1. Press **<F5>** (Correct Quantity Is). The Correct Quantity Is field will appear.

2. Type a quantity / amount in the Correct Qty Is field, and press **<F5>** again. One of the following occurs:

   - The Approve Payment by Item screen displays with order information if the order requires invoice approval, the unit of measure is SV or LO, the line item has multiple project locations and / or brass tag assignments, or the Plant Print Option is turned off.

   - The message, 'Receipt request processing complete' displays and a Receipt Authorization is sent to the printer defined in the CPARS Miscellaneous Text Table if either the Plant Print Option is turned on, the order has SR prefix.

     Note: The Receiving Clerk enters printed information into CPARS to create a receipt for the order.

Other options include:

- To reject the Receipt Message because the material was not received, press **<F10>**.

- To return to the Workchain – Main Menu, press **<F12>**.

- To view the next message, press **<F20>**.

- To view the Purchase Order Inquiry screen, press **<F21>**.

- To manually reply to a Receipt message from the CPARS Message Workchain screen, press **<F22>**. The Finance and Staff Systems (F&SS) Message System Menu displays. (See On-Line Help Screen Information {other functions} for instructions.)

- To print the displayed message information at the Utility Printer, listed on the CPARS Master Menu, press **<F23>**.

ANSWERING QUANTITY MESSAGES

The third possible message is the Quantity message. This message will say, "Invoice Quantity does not match receipt quantity." This message occurs when the Supplier has sent an invoice to corporate accounting and the invoice quantity differs from the receipt or payment approval done at the plant. Complete one of the following steps to resolve this issue.

Use the CPARS90 Message Workchain to answer Quantity Messages by:

- Approving the invoice quantity / amount. (**<F4>**)
- Approving another quantity / amount not on the invoice or receipt. (**<F5>**)
- Indicating that the original receipt quantity or amount is correct. (**<F10>**)
- Manually replying to CCAPS. (**<F22>**)
- View notes. (**<F3>**)

APPROVING THE INVOICE QUANTITY / AMOUNT

To approve the invoice quantity / amount:

1. Type '**C**' in the AC field and press **<F4>**.

   Note: (Optional) If the receipt number has a PA prefix, the Approve Payment by Item screen displays with the quantity / amount information form the Message Workchain screen.

If the Plant Print Option is turned on, a Request for Receipt Correction is sent to the printer defined in the CPARS Miscellaneous Text Table.

Note: The Receiving Clerk enters printed information into CPARS to correct the receipt quantity for an existing order.

Other options include the following:

- To indicate that the original receipt quantity / amount is correct, press **<F10>**.
- To return to the Workchain – Main Menu, press **<F12>**.
- To view the next message, press **<F20>**.
- To view the Purchase Order Inquiry screen, press **<F21>**.
- To manually reply to a Quantity message from the CPARS Message Workchain screen, press **<F22>**. The Finance and Staff Systems (F&SS) Message System Menu displays. (See On-Line Help screen Information {Other Functions} for instructions.)

To print the displayed message information at the Utility Printer, listed on the CPARS Master Menu, press **<F23>**.

Appendix

FIELD DEFINITIONS

GRAP743B

Login ID	Your Resource Access Control Facility (RACF) ID.
Building Loc	Building location.
Name	Your name as displayed on requisitions. This will default on CPARS expense and project requisitions.
Return Address	Mailing address for your location.
Dept	Your department number. This will default on CPARS expense and project requisitions.
Phone Number: Outside	Your ten-digit telephone number which can be dialed externally. This will default on CPARS expense and project requisitions.
Job Title	Your job title
User Type	This field can only be changed by your local Security Administrator and defines the type of user you are (HC, TPO, Requisitioner, etc.).
Default Shipping GSDB	The five-character GSDB code associated with the location where you want materials shipped to most often. When filled in, this code will be used as the default ship-to address on all project and expense requisitions created by the Requisitioner.
Approval Chain	Your default approval chain code (often, a department number). This will default on CPARS expense and project requisitions.
Suggested Buyer	The default Buyer to whom your documents will be sent. In most cases this will identify the applicable 'Document Assignment' Buyer for your organization. The Document Assignment individual will assign the requisition to the appropriate Buyer.
Room Number	Your room or cube number
Approval ID	Enter the default special approval chain number you want to be used
PCPAS	Your PCPAS ID
Internat	Your international telephone number, including country code
Centrex	Your internal Ford Motor Company telephone number
Fax	Your fax number

Invoice to Logon ID	Use the Invoice to Logon ID **ONLY** if the majority of your orders are project and will require invoicing and payment approval. Enter the RACF ID of the individual designated to control payment
Message Control ID	Use Message Control ID **ONLY** if another individual is designated to receive CPARS and CCAPS messages concerning receipt and quantity discrepancies for your orders. Enter the designated user's User ID in this field. This is generally applicable only to users who do not have payment approval authority in the system.
Alternate Approver ID	The RACF ID of a user you would like to access your Workchain.
PROFS Notification ID	The CDS ID of the user. If completed with a CDS ID, CPARS will check the Requiring Online Approval Workchain and the Returned / Retrieved By On-Line Approval Workchain hourly for activity. If any new documents are found, an E-mail is sent to the specified address. You will receive a detailed E-mail for each Req Approver action associated with your requests so you know what documents are with whom at any time during the approval process. If the you do not want to receive E-mails, keep this field blank.

GRAP733B

The following fields are system generated or protected for certain user types:

Requisition Field	Generated / Protected	Exception / Restrictions
Doc No – System assigned number for the requisition. Requisition numbers have the following format: **Note**: Each Doc No will include the div / plt code RQYY dddRnn RQ = Requisition YY = Year the requisition is created Ddd = Julian calendar date (number of the day of the year) Rnnn = Document sequence number	System Generated	
Previous Doc No – Identifies a previous document that the requisition was created from. This is used for copying requisitions	System Generated	
Prevent A/P Pymt – Flag to identify if payments will be handled outside of CCAPS. When the flag is **'Y'** receipts will not be allowed against the PO.	Defaults to **'N'** and Protected	Healthcare User can change to **'Y'**
Req Type – Identifies whether the requisition will become a Blanket Order, Negative Lump Sum Order, or Purchase Order. ' ' – Purchase Order **'B'** – Blanket **'N'** – Negative Lump Sum	Defaults to ' ' and Protected Defaults to 'B' and Protected for Designated Transportation Commodity Code (LDE)	Healthcare Usera can change to **'B'** or **'N'**. Any user can change to **'B'** for designated Transportation Commodity Codes (non-LDE)
Contract – Identifies if user has added contract management information	Defaults to **'Y'** if Contract Management Detail has been added to the requisition.	

The following fields do not contain any default information and you can update them as necessary.

Requisition Field	Mandatory?
Purpose – Summary of what is needed or what the requirements will be used for.	Yes
Requested Dlvy – The date the material / service is needed. Date format is MMDDYY.	Yes
Program – Program code associated with the Requisitioner material / service.	No
Supplier – The suggested Supplier for the material / services being requested.	No
Attn – The name of the person to be identified on the Packing Slip.	No
Aprv Inv – The RACF ID of the person that is required to enter the payment approval to authorize payment – dock receipts for documents with APRV INV ID will not be sent to CCAPS for payment.	No
Blanket – The blanket order number if the material / service is being released against a Blanket Order.	No
Commodity Code – Commodity Code associated with the material / service being requested.	No
Account Number – If all lines on the requisition are to be assigned to the same account number.	No
Product Code – If all lines on the requisition are to be assigned the same Product Code.	No
Work Order – If all lines on the requisition are to be assigned to the same Work Order.	Volvo Only

The following fields will be automatically populated when you create the requisition but you can update them.

Requisition Field	Defaulted from
Requested By – The person who needs the material / service	User Profile (GRAP743B)
User ID – The RACF ID of the person creating the requisition	User Sign-on to CPARS
Phone – The phone number of the person that should be contacted if the Buyer or Supplier has any questions	User Profile (GRAP743B)

Chg Dept – The department code of the department to be charged for the requisitioned material / service	User Profile (GRAP743B)
Ship To – UCCS / GSDB code for the location where the material is to be received or the service performed. **Note**: If GDSB code does not exist use XXXX	User Profile (GRAP743B)
Funds – Currency for the requisition Press **<F1>** for a list of valid funds codes	The local currency for the div / plt code on the requisition
Buyer – The Default Buyer Code (Document Assignment – will assign to appropriate Buyer) If you know the Buyer code of the Buyer that is responsible for the material / service you can insert the appropriate Buyer code	User Profile (GRAP743B)
Approval Chain – A code to indicate which Approval Chain the requisition will go through for approvals prior to being sent to Purchasing	User Profile (GRAP743B)
Place on Hold	Defaults to **'N'** for Expense Requisitions and **'Y'** for Project Requisitions
Emergency – **'Y'** indicates to the Buyer that the document requires special attention for quicker than normal processing. Use when: • The Requester / Requisitioner would like the Buyer to process an order as soon as possible, before other orders. • When the order is not an Unauthorized Commitment. Meaning you haven't committed to the Supplier and / or received material / services already. These are no longer emergencies. • When the request is not for an emergency type situation as outlined in Finance Manual Procedure 66-10-50. **Note**: In emergency situations where immediate action is necessary to protect the interests of Ford Motor Company, such as instances of fire, damages caused by elements, and unforeseen situations that have a major effect on safety or production), local management may authorize purchases as necessary to avert or mitigate the emergency circumstances. In these cases you should use the Emergency Commitment Procedure as outlined in Finance Manual procedure 66-10-50.	Defaults to **'N'**

Confirm PO - The confirming flag is used to notify the Buyer that materials / services were already committed to the Supplier. If the Requisitioner pre-committed the order, **'Y'** must be entered in the Confirming PO field. Otherwise, the system defaults to **'N'**. The message 'Confirming PO - Do Not Duplicate' will print out on the order to inform the Supplier not to send a double shipment of the materials to the Ford location. **Note**: Pre-committing an order should only occur when material or services are needed to avoid a major production stoppage, or other circumstances having a severe adverse affect on the company. In these circumstances, the Emergency Commitment Procedure should be used (FM 66-10-50)	Defaults to **'N'**
Adv PN – Request for Purchasing to obtain sourcing and pricing information. APN's are not required to go through approvals. Purchasing cannot issue an order against an APN **Note**: to send APN directly to Purchasing Press **<F19>**	Defaults to **'N'**

Field	**Description**
Item	Blanket order item number. **For HC Requisitioners**: The new Healthcare item structure OR MISC number for spot buys and Blanket Order Requisitions. This number has a nine- character alphanumeric structure and is equivalent to the four-segment item structure Healthcare users are used to in eVEREST. If a user enters a healthcare item number in the Item field, the description, unit of measure, commodity code and the Acct number / Charge Department automatically populate. The description and unit of measure and are not editable; the Requisitioner can only add to what is populated. For Blanket Order Amendment Requisitions for existing lines, the item number is the MISCB or Healthcare Item number. For new requisitions it will be MISC number if Healthcare Item is not used. **For Transportation Requisitioners:** The MISC number for spot buys and Blanket Order requisitions.
Keyword	Non-functional field
Commodity Code	Enter the four-digit code to specify what commodity the line item is, if it is different that what is listed in the header. At most locations and for most commodities, the Buyer will enter the commodity code.

Tox#	The Ford toxic material authorization number for the item (only use if the item is a tox item); toxic numbers are found in MATS.
Attachment Date	If you have specified an attachment type, use this field to detail the date the attachment was last revised (mandatory if Attachment Type entered)
Attachment Type	Use '**B**' (blueprint), '**T**' (toxic), '**S**' (safety) or '**A**' (all other) to specify a type of attachment that will be sent to the Buyer outside of CPARS (mandatory if Attachment Date entered).

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Field	**Description**
Line	Leave blank. This field will systematically populate after **<Enter>** is pressed.
Qty	Qty (Vol) for the route. This field should always be **'1'** unless otherwise indicated by the Buyer.
UM	Unit of Measure for the line. This field should always be **'EA'** unless otherwise indicated by the Buyer.
Price	Price for the route
Desc (OPTIONAL)	Area where additional descriptive information entered by the user and added to the protect line description.
Inbound / Outbound	Field to indicate whether the route is Inbound or Outbound for TPO commodity codes KD91(Bulk), KD94(Truck) and KE91(Intermodal). This field is enterable / updatable at the time of creation of the requisition. This field will be protected for update on RFQ, Quote. The valid values will be **'I'** (Inbound) and **'O'** (Outbound). Default will be blank.
Origin	Origin GSDB code field for LDE commodities. Once the GSDB Code is entered, the corresponding City, State will display next to Origin GSDB Code.
Destination	Destination GSDB code field for LDE commodities. Once the GSDB Code is entered, the corresponding City, State will display next to the Destination GSDB Code.
Equip Size	Designates the specific Equipment required for the material to be transported. The Equip Size description will populate once the code entered is validated.

<u>Service Type</u>	Designates the specific Service required to support the defined route. The Service Type description will populate once the code entered is validated.
<u>Attach Typ (OPTIONAL)</u>	Attachment type indicator along with the date to indicate that attachment is available for this document (offline)

GRAP734B

The following fields are system generated or protected for certain user types:

Requisition Field	Generated / Protected	Exception / Restrictions
Doc No – System assigned number for the requisition. Requisition numbers have the following format: **Note**: Each Doc No will include the div / plt code RQYY dddRnn RQ = Requisition YY = Year the requisition is created Ddd = Julian calendar date (number of the day of the year) Rnnn = Document sequence number	System Generated	
Previous Doc No – Identifies a previous document that the requisition was created from. This is used for copying requisitions	System Generated	
Prevent A/P Pymt – Flag to identify if payments will be handled outside of CCAPS. When the flag is **'Y'** receipts will not be allowed against the PO.	Defaults to **'N'** and Protected	Healthcare User can change to **'Y'**

Req Type – Identifies whether the requisition will become a Blanket Order, Negative Lump Sum Order, or Purchase Order. ' ' – Purchase Order **'B'** – Blanket **'N'** – Negative Lump Sum	Defaults to ' ' and Protected Defaults to 'B' and Protected for Designated Transportation Commodity Code (LDE)	Healthcare User can change to "B" or "N". Any user can change to "B" for designated Transportation Commodity Codes (non-LDE)
Contract – Identifies if user has added contract management information	Defaults to 'Y' if Contract Management Detail has been added to the requisition.	

The following fields do not contain any default information and you can update them as necessary.

Requisition Field	Mandatory?
Purpose – Summary of what is needed or what the requirements will be used for.	Yes
Requested Dlvy – The date the material / service is needed. Date format is MMDDYY.	Yes
Program – Program code associated with the Requisitioner material / service.	No
Supplier – The suggested Supplier for the material / services being requested.	No
Attn – The name of the person to be identified on the Packing Slip.	No
Aprv Inv – The RACF ID of the person that is required to enter the payment approval to authorize payment – dock receipts for documents with APRV INV ID will not be sent to CCAPS for payment.	No
Blanket – The blanket order number if the material / service is being released against a Blanket Order.	No
Commodity Code – Commodity Code associated with the material / service being requested.	No
Account Number – If all lines on the requisition are to be assigned to the same account number.	No
Product Code – If all lines on the requisition are to be assigned the same Product Code.	No

Work Order – If all lines on the requisition are to be assigned to the same Work Order.	Volvo Only

The following fields will be automatically populated when you create the requisition but you can update them.

Requisition Field	Defaulted from
Requested By – The person who needs the material / service	User Profile (GRAP743B)
User ID – The RACF ID of the person creating the requisition	User Sign-on to CPARS
Phone – The phone number of the person that should be contacted if the Buyer or Supplier has any questions	User Profile (GRAP743B)
Chg Dept – The department code of the department to be charged for the requisitioned material / service	User Profile (GRAP743B)
Ship To – UCCS / GSDB code for the location where the material is to be received or the service performed. **Note**: If GDSB code does not exist use XXXX	User Profile (GRAP743B)
Funds – Currency for the requisition Press **<F1>** for a list of valid funds codes	The local currency for the div / plt code on the requisition
Buyer – The Default Buyer Code (Document Assignment – will assign to appropriate Buyer) If you know the Buyer code of the Buyer that is responsible for the material / service you can insert the appropriate Buyer code	User Profile (GRAP743B)
Approval Chain – A code to indicate which Approval Chain the requisition will go through for approvals prior to being sent to Purchasing	User Profile (GRAP743B)
Place on Hold - ??	Defaults to **'N'** for Expense Requisitions and **'Y'** for Project Requisitions

Emergency – 'Y' indicates to the Buyer that the document requires special attention for quicker than normal processing. Use when: • The Requester / Requisitioner would like the Buyer to process an order as soon as possible, before other orders. • When the order is not an Unauthorized Commitment. Meaning you haven't committed to the Supplier and / or received material / services already. These are no longer emergencies. • When the request is not for an emergency type situation as outlined in Finance Manual Procedure 66-10-50. **Note**: In emergency situations where immediate action is necessary to protect the interests of Ford Motor Company, such as instances of fire, damages caused by elements, and unforeseen situations that have a major effect on safety or production), local management may authorize purchases as necessary to avert or mitigate the emergency circumstances. In these cases you should use the Emergency Commitment Procedure as outlined in Finance Manual procedure 66-10-50.	Defaults to **'N'**
Confirm PO - The confirming flag is used to notify the Buyer that materials / services were already committed to the Supplier. If the Requisitioner pre-committed the order, **'Y'** must be entered in the Confirming PO field. Otherwise, the system defaults to 'N'. The message 'Confirming PO - Do Not Duplicate' will print out on the order to inform the Supplier not to send a double shipment of the materials to the Ford location. **Note**: Pre-committing an order should only occur when material or services are needed to avoid a major production stoppage, or other circumstances having a severe adverse affect on the company. In these circumstances, the Emergency Commitment Procedure should be used (FM 66-10-50)	Defaults to **'N'**
Adv PN – Request for Purchasing to obtain sourcing and pricing information. APN's are not required to go through approvals. Purchasing cannot issue an order against an APN **Note**: to send APN directly to Purchasing Press **<F19>**	Defaults to **'N'**

GRAP736B

Field	Description
Item	If blanket item type the MISCB number from the line on the Blanket. If the requisition is not against a blanket CPARS will automatically generate a MISC number. For Healthcare Requisitioners: The Item field will be the new Healthcare item structure or MISC number for spot buys and blanket order requisitions. Blanket order amendment Requisitions for existing lines it will be MISCB or Healthcare Item number. For new blanket lines it will be MISC if the Healthcare Item is not used. For Transportation Requisitioners The Transportation LDE Commodity Codes, if **'A'** or **'C'** is entered in the AC field on this screen you will go to GRAP760B to complete their action. No other data entry can occur on this screen for LDE Commodity lines. The Item field will be the MISC number for spot buys and MISC B for **'B'** type requisitions.
Qty	Quantity. If you are using the UM (unit of measure) of 'SV' or 'LO', this field must be '**1**'.
Price Type	The coding system used by CPARS to determine the billing instructions that print on the order for Evaluated Receipt Settlement (ERS) payment purposes. See the table in the front of this manual for specific Price Type Indicators. **Examples**: Computer hardware on a 12 month lease for $100/month – The line item would include quantity of **'12'**, U/M of **'MO'**, price of '$**100'**, and price type **'4'**. DO NOT USE THIS PRICE TYPE when the charges can vary.
UM	Unit of measure. See Field Help for this field to view a list of all available units of measure. **Note**: For Transportation Line Detail Element Commodity Code, UM should be **'EA'**. **Note**: For Healthcare, if the Item field contains a Healthcare item number, the UM field will display the unit of measure and is not editable. **Note for 'SV' or 'LO' Units of Measure**: When using service (SV) or lot (LO) units of measure, the only valid quantity is 1. These two units of measure allow

	you to do payment approval for a dollar amount, as opposed to a quantity. For example, using 'SV' as a unit of measure, you can pay $19.58 against an open PO. Using any other units of measure, the you can only approve a quantity of 1,2,3 etc. Any crib, stores, or dock receipt using the **<F3>** Receipt menu, transaction R, against these items will generate full payment to the Supplier and close the item. To control partial or progress payments to the Supplier, enter your RACF ID in the <u>Approve Invoice</u> field on the Project / Expense Requisition (GRAP733B or GRAP734B) screen. After the item has been received, or the service has been performed, use the Approve Payment by Item screen to make the appropriate payment.
<u>Description (unlabelled)</u>	Detail what it is that you want to purchase here. Note that this is the only place where your Approvers and potentially Suppliers will view what you are ordering, so be specific. Although only two lines are seen on the Expense Requisition (GRAP733B) screen, **<F4>** (EXT DESC) will allow the user to add more information if necessary. **For Transportation Line Detail Elements Commodity Codes**: The <u>Description</u> will display: 1. Origin five-digit GSDB information – city and state 2. Destination five-digit GSDB information – city and state 3. Equipment Size – Service Type. This defaulted part of the description is not editable. However additional description information can be added to it (for more information, refer to the Extended Description section of this document) **For Healthcare**: If the Item field contains a Healthcare Item number the <u>Description</u> will display the Healthcare Item Description. This defaulted part of the description is not editable.
<u>Price</u>	The amount of the purchase, in the currency listed n the FUNDS field in the header.
<u>Keyword</u>	Non-functional field
<u>Commodity Code</u>	Enter the four-digit code to specify what commodity the line item is, if it is different that what is listed in the header. At most locations and for most commodities, the Buyer will enter the commodity code.

Tox#	The Ford toxic material authorization number for the item (only use if the item is a tox item); toxic numbers are found in MATS.
Attachment Date	If you have specified an attachment type, use this field to detail the date the attachment was last revised (mandatory if Attachment Type entered)
Attachment Type	Use '**B**' (blueprint), '**T**' (toxic), '**S**' (safety) or '**A**' (all other) to specify a type of attachment that will be sent to the Buyer outside of CPARS (mandatory if Attachment Date entered).

GRAP788B

Field	Description
BO	Enter valid BO number. For HC BO Change Request: The Blanket number will be displayed and protected from update. Healthcare users in A05 and A57 may add lines using **<F6>**.
Supp Search	Enter up to 10 alphabetic characters of the Supplier's name. Used to search for all blanket orders by name or portion of a name.
CPARS Item Number	Enter a valid MISCB number or Healthcare Item number.
Supplier	Enter valid 5 digit GSDB code.
HC Item No	This search field is specific to HC only and will display only when user is a Healthcare Requisitioner. Any valid Healthcare item segment may be entered.
Line Desc	Only used in conjunction with other search parameters. This parameter cannot be the only one specified before conducting the search. An asterisk (*) can be used as a wildcard in this field.
Commodity	Enter any valid commodity code, however, this field can only be used in conjunction with other search parameters.

JC90IDOA

Field	Description
Supplier	Enter the Supplier's UCCS or GSDB code. (optional)
Supp Search	Enter up to 10 alphabetic characters of the Supplier's name. This is used to search for all blanket orders by name or portion of a name. (optional)

Buyer Code	Enter the Buyer's four-digit Buyer code to see the blankets created by that Buyer.
Status Select	Blanket order statuses are: - Working Blanket Order (WBO) – A blanket created but not sent for approval or approved. - Waiting Purchasing Approval (WPA) – A blanket created and sent to a Lead Buyer or Supervisor for review and approval. - Blanket Order (BO) – A blanket has been created and approved. These can be used by Requisitioners. - Cancelled (CAN) – Blanket has been cancelled by the Buyer. Enter **'WBO'**, **'WPA'**, or **'BO'** in this field to see blankets in that status. (optional)
MCC#	Enter a Master Corporate Catalog (MCC) number to view blankets which contain that item. MCC numbers are only applicable to inventory items. (optional)
BO Req	Enter **'Y'** to display only blanket order requisitions. (optional. Applicable to transportation and Healthcare blankets only).
Keyword	Enter a keyword to display blankets which contain items with a particular keyword (e.g., nut, bolt, sheet, Etc.) Keywords are only used on inventory blankets. (optional)
Commodity	Enter any valid commodity code. (optional)
Plant Select	Enter a plant's GSDB code to view blankets which cover that plant. (optional)
Plant Item Number	Enter a plant item number (also called a general stores number) to find blankets which contain a particular plant item. Plant item numbers are only applicable to inventory items.
Origin	Transportation only fields: Enter the five-character GSDB code of the origin to find transportation blankets with that location as the origin.
Destination	Transportation only fields: Enter the five-character GSDB code of a destination to find transportation blankets that have that location as a destination.
Equip Size	Enter the equipment size to search for transportation blankets which feature that equipment size.

JC90ABOA

Field	**Description**
DOC#	A system or user assigned number that identifies the blanket order.
AMEND#	A system or user assigned number that identifies the amendment level of the blanket order.
Confirm	Determines if the confirmation screen is displayed when the blanket order is sent for approval or the quote is sent to print. Valid entries are **'Y'** yes the confirmation screen will display and **'N'** no the confirmation screen will not display.
Rvw Items	Indicates that CPARS inventory items have been added to the blanket order on the General Stores One Item Add for Release to B/O screen and need to be reviewed.
RQ Notes	Indicates if the BO or BO Amendment created via the BO Requisition contains Requisitioner notes. If a Requisition note exists, **'Y'** is displayed in this field. To view Requisition notes, select **<F2>** RQ Notes.
Notes	Indicates that a note is attached to the blanket order. Only the Buyer or the Buyer's Approver can add to or change the note. The note will not print as part of the blanket order. To view notes, press **<F14>** Note.
European BO	Indicates if this is a European Blanket Order.
Contract	Indicates whether any contracts have been specified for this Blanket Order. This field is fed from the BO Contract Management screen.
CMMS	**'Y'** in this field indicates that the blanket order is for production materials.
Status	Status of the blanket order. Status entries include: WBO Working Blanket Order WPA Waiting Purchasing Approval BO Approved Blanket Order RFQ Request For Quote CAN Cancel EXP Expire

<u>Type</u>	Blanket orders must be identified as one of the following types: I - Item- LINE ITEM SPECIFIC, Allows releases against only those items specified on the blanket. Example; CPARS item number, MISC B#, MCC#. V - Vendor Catalog- VENDOR CATALOG BLANKET, May be line specific and contain reference to a catalog. Allows releases against specific items, (: MCC#, MISC B# & PLT#) or B/O Header, (i.e.: MISC#). C- Commodity Code (Requires a Master Catalog commodity code in the Commodity Group field on the Blanket against B/O Header only. T - Time and Materials (Allows the Buyer to add time and material cost to a blanket order as specific items).
<u>Purpose</u>	A free form field that contains general remarks to help define the reason for the blanket order.
<u>Payment</u>	The payment terms used on Blanket Order releases.
<u>FOB</u>	The Free On Board terms used on Blanket Order releases.
<u>Routing</u>	The routing terms used on Blanket Order releases.
<u>Trans</u>	The transportation terms used on Blanket Order releases.
<u>Tax</u>	The tax terms used on Blanket Order releases.
<u>Funds</u>	The currency code used on Blanket Order releases.
<u>Dates</u>	All dates are in MMDDYY format. M=month, D=day, and Y=year: Effect - Effective date of the blanket order Expire - Expiration date of the blanket order Cancel - Cancellation date of the blanket order Final Expire - Final expiration date of the blanket order. Used only for 'evergreen' blanket orders Origin - Origin date of the blanket order
<u>Min Release Value</u>	Minimum Release - Europe only - The minimum value that a release can be issued for (NOTE: CORA does not currently validate this field).
<u>Max Release Value</u>	The maximum value that a release can be issued for without purchasing review. MISC B items will not be included in the MAX VALUE calculation. CORA and CPARS will validate this data - releases that exceed this value will be sent to the Buyer for placement.
<u>Renewal Code</u>	Defaults to A, indicating that the blanket order will be renewed automatically, or type **'Y'** for a one year contract or **'E'** for evergreen.

Prvnt P/E RL	Prevents the Requisitioner from entering a release against the blanket order. For transportation / Line Detail Elements CASS Commodity Code Blanket Orders, this field defaults to **'Y'** and cannot be changed. For Healthcare blanket orders, the flag should be **'N'** if the H/C AutoPay field is **'Y'**.
Tot Est Val	Displays the total estimated value of the Blanket Order. With transportation / Line Detail Elements Commodity Code Blanket Orders, this field is auto populated based upon the sum of all line totals with the total amount being calculated by the following formula: TOT ANL MOVE * Line Price * QTY. With Healthcare Blanket Orders, this field is auto populated based upon the sum of all line totals with the total amount being calculated from the following formula: Price * Qty / Vol. For other users this field will be a free form field and is optional.
Coverage	Identifies the first location or region that can create releases from the blanket order. To view all locations covered, press **<F17>** CVRG.
EDI	Indicates that the Supplier listed on the Blanket Order Header, Request For Quote, or Bid List is an electronic data interchange Supplier.
ERS Cd-4	Evaluated Receipts Settlement code which identifies the Supplier's invoicing procedure.
Comdty Grp	Commodities included on the blanket order.
Supv Rev	**'Y'** indicates that the Blanket Order will go to the Supervisor for review, regardless of the Buyer's approval limit. The default value is **'N'**.
Buyer	The Buyer code of the Buyer who owns the Blanket Order.
Buyer Name	The name of the Buyer who owns the Blanket Order.
UCCS	Supplier's GSDB Code.
Supplier Name	The Supplier name attached to the UCCS (GSBD Code).
Ship Pt	The address of the shipping point for the items on the blanket order.
SCAC	Displays the SCAC code from the Supplier GSBD. This field is mandatory for transportation / Line Detail Elements Commodity Code Blanket Orders.

Release/Shipment	**'R'** means that amendments will be retroactive to releases made after the "effective date" and **'S'** means that amendments will be retroactive to shipments made after the "effective date R - The amendment applies to all releases ISSUED on or after the date displayed in the Effective Date field. Releases generated on or after the effective date will be repriced. S - The amendment applies to all orders SHIPPED on or after the date displayed in the Effective Date field. The NEXT shipment of material against a blanket with a date equal to or after the effective date will cause the release and / or any receipts to be repriced.
Duty	The duty terms used on Blanket Order releases.
H/C AutoPay	Whether or not the Blanket Order is part of the automated payment process. Mandatory for H/C Buyer's Only. This field cannot be **'Y'** if Prvnt P/E RL field is **'Y'**.
Multi Dist	Multiple Distribution Points. Indicates if there is more than one distribution point. **'Y'** or **'N'** are valid entries.
B/O Print	Blanket Order Print. Defaults to **'A'** for new blanket orders (prints all information). Other entries include **'C'** for amendments (prints changes only), **'D'** to print items only, or **'N'** if a printout is not needed.
Loc Prt	Indicator for the Buyer to print the Blanket Order at the local location.
U/C	The Unauthorized Commitment (Pre-Commit) flag is used to indicate the Blanket Order is pre-committed to the Supplier.
CMS B/O	**'Y'** is displayed if at least one plant is covered by a Commodity Management Supplier. If not, '**N'** is displayed.
Clauses	Clause codes that are attached to the blanket order.
Rej	Displays the reason the Blanket Order was rejected.

JC90AHOA

Field	**Description**
DOC#	A system or user assigned number that identifies the blanket order.
Eff	Effective date of the blanket order.
St	Status of the blanket order. Status entries include WBO (working blanket order), WPA (waiting purchasing approval), BO (approved blanket order), RFQ (request for quote), CAN (cancel), and EXP (expire).
New#	The association code, blanket order number, and amendment number of a second blanket order. This is used when comparing two blanket orders or when splitting items from one blanket order to another.
Line	Item Line Number. Line number assigned to each item on a blanket order.
Plant Item Number	Plant's CPARS item number, MISC number, or MISC B number.
Price	Unit price of the item.
UOM	Unit of Measure.
PB	Price Breaks. Displays **'Y'** (yes – the item has a price break) or **'N'** (no price break available).
Cg	Change Group. Indicates the last change affecting the line item codes include, **'A'**, **'C'**, and **'D'**.
Amnd	Amendment Number. The amendment level at which the change took place.
Desc	Text describing the item.
Line Amt	This field will show the amount for Healthcare and Transportation / Line Detail Elements items. For Healthcare blanket orders, this value is calculated at by multiplying quantity by price. For Transportation blanket orders, this value is calculated by multiplying total annual move by price and by then by quantity [Tot Anl Move * Qty * Price].
Mfg	The Manufacturer's name.
Tox#	Ford toxic number for an item.
Comm Cd	Commodity code for item on the blanket order.

Mfg Part	Manufacturer's part number.
Eff Date	Effective date of the blanket order amendment.
GC	(Multiple plant locations only) the number of plants, within the blanket order coverage that use that CPARS item number.
FL	Flagged. **'F'** if the inventory item has been added to the blanket order on the General Stores-One Item Add for Release to B/O screen and not yet processed by the Buyer.
CR	(Multiple plant locations only) Indicates that the item is a valid CPARS item at user's location. Released indicates that the item can be released from user's location.
MCC#	Item's Master Control Catalog number.
Annual Usage	Estimated annual usage. For Healthcare and Transportation Buyers, the field will be displayed at Qty.
Qty	Healthcare Buyers will be able to enter the quantity or, if entered by the req, override the quantity that is fed from the blanket order requisition line information. This is used to calculate the line amount, and is a mandatory field. Transportation Buyers using a Line Detail Elements commodity code will see this field populated from the blanket order line quantity field of the blanket order. Transportation Buyers will be able to override this field from the transportation Line Detail Element screen.
MASS UPDT	This field, along with AC, Price Range, Price Adj., and OPR, are all used by Buyers for mass updates to blanket order line items.
Keywd	Keyword to identify the type of item on the blanket orders.
Blue / Prt#	Blueprint number.
Sht	Sheet number of the blueprint.
Rev	Revision number of the blueprint.
LDE	New command to navigate to the TPO LDE screen (AUOA) for data entry. This is a mandatory field for Transportation Buyers. Type **'LDE'** on the Command Line and press **<Enter>** to access the TPO Line Detail Elements screen.

GRAP731B

Field	Description
Sel	Type this number to open a particular document. Scroll through using **<F7>** and **<F8>** to see how many requisitions you have in the particular Workchain.
E	Identifies if the document has been flagged as an emergency. **'Y'** emergency req.
Requisition	The requisition number
PO / BO# Rev	This is the identifying number for the document. It will be the purchase order number if the document is a change request. For Healthcare blanket change requests, it is the blanket order number
Last Action	The date the last action on this document took place.
Req Type	The type of requisition. This will only be used for Healthcare and Transportation users. The value will be **'B'** (blanket) or **'N'** (negative lump sum).
Purpose	The purpose the Requisitioner entered on the requisition.

GRAP725B

Field	Additional Information
==> _________ (Command)	For transportation Requisitioners, you can enter **'LDE'** to view the Line Detail Element (GRAP760B) screen.
Reason	The Buyer can enter information in this field to specify the reason for closing the RFQ to further Supplier quotes, and when returning the document back to the Requisitioner. Approvers can use this field to state their reason for rejecting a recap.
Stat (Header)	Status. The screen will display the following statuses, which are valid for placed RFQs: OPEN: Suppliers can still submit quotes; CLOSE: Suppliers cannot submit quotes. The screen will display the DRAFT or VIEW when transmission of the RFQ is pending. The screen will put the RFQ in CLOSE status when the Buyer submits the recap for approval, returns the recap to the Requisitioner, or creates the order.
Doc No	The document number
Rnd	Round. This is the current RFQ placed round.
Req	Requisition number
BO: (RL View)	Blanket Order number

Field	Additional Information
Amend (BO View)	**'Y'** is in this field if the blanket order requisition is an amendment. Displayed only for BO requisitions.
RFQ Purpose	Reason for the RFQ as entered by the Requisitioner.
Req Type:	Requisition type: 'B': BO requisition 'N': Negative Lump Sum. ' ': Not BO or Negative Lump Sum requisition. This screen will be used to *approve* negative lump sum orders.
CC	Commodity code
Pay	The payment date code for this order.
FOB	Free on Board (FOB) defines the responsibility for material during shipment from point of origin to destination
Tran	Transportation indicates how associated freight charges for the order will be paid.
Contract	Indicates whether there are related contracts. Works with F4=Contract.
Ln Chg (*GRAP725B* only)	Displays whether items were added or deleted on the requisition since the RFQ was issued. Items can be added or deleted on APNs. Items can only be added on PNs.
Req Dlvy	Displays the requested delivery date from the requisition.
Promise Dt (PO View)	Displays date when the Supplier will deliver goods / services to the Ford location when not a BO requisition
Reqstr Display	Specifies whether line item recap information should be displayed to Requisitioner. Communicated to WebQuote Y: Requisitioner can see line item recap (default for APNs and APN CRs (CORA); N: Requisitioner cannot see line item recap (default when not APN).
Est Cst	Displays requisition amount
RFQ Funds	Currency or Funds Code for the request for quote.
Tot Cst	Display purchase order or release amount if an order has been issued.
PO Funds (Header) (PO View) BO Funds (Header) (BO View)	Currency or Funds Code for the PO or BO.
Suplr	Supplier for Recap
WQ	Indicates whether the RFQ was sent to the Suypp,ier through WebQuote. 'Y': RFQ sent to Supplier through WebQuote. ' ': RFQ not sent to Supplier through WebQuote.
+/- (Header)	Indicates whether the amounts are positive or negative for change requsts.
Recap (Header)	Used to specify the final recap amount to be used when crating the order.
Quote (Header)	Used to specify quote total in Supplier quote funds

Field	Additional Information
Funds (Quote) (Header)	Used to specify quote funds
Nts	Indicates whether there are Supplier notes in WebQuote Y or blank.
Att	Indicates whether there are Supplier attachments in WebQuote. Y or blank.
Stat (Supplier)	Displays RFQ status for Supplier. The screen will display the following Supplier status', which are valid for placed RFQs: OPEN: Supplier can still submit a quote; RFQ may have been reopened for correction (see OPEN command); CLOSE: Supplier cannot submit a quote; the *GRAP643B Receive Quote from WebQuote* will close the RFQ when the Supplier returns a quote.
Bid (Header)	Bid code as entered by the Buyer. Options include: " ": Valid bid. L: Late N: No Bid I: Incomplete R: No Response C: No Charge For bids conducted through WebQuote " " means that the Supplier has quoted every line item in the RFQ and 'N' means that the Supplier has not quoted every line.
Lead Time (header) (PO View)	Used to specify the lead time by the number of days, weeks, or months it will take the Supplier to deliver the materials / services.
(Lead Time UM) (PO View)	Used to specify the lead time unit of measure. Options include: • DA (Days), • WK (Weeks), or • MO (Months), or • YR (Years).
Dlvy Dt	Delivery Date

GRAP713B

Field	Additional Information
LNE	Line number of the item.
Item	Item number from the requisition.
+/- (Item Quantity)	Indicates whether item quantity is being increased or decreased for purchase and blanket order amendments. '+' indicates increase and '-' indicates decrease.
QTY	Item quantity.
UM	Unit of Measure.
+/- (Requisition Item Unit Price)	Indicates whether item quantity is being increased or decreased for purchase and bblanket order amendments. '+' indicates increase and '-' indicates decrease.
Unit Price (Requisition Item)	Unit price for the line item.

Extd Price (Requisition Item)	Extended price. This field is blank when item is deleted. For non-TPO items, extended price = unit price * quantity. For TPO items, extended price = (Price+(stop off fee * number of stop offs) *Quanity) * total annual move. Note that all line detail element values are positive.
A/D	Indicates whether the item was added or deleted since the RFQ was issued. This can happen when: • The Buyer returns the recap to the Requisitioner • The Requisitioner adds or deletes an item and sends it back to the Buyer • The Buyer does not re-RFQ Options are: "A": Item exists on requisition but not on RFQ. "D" Item exists on RFQ but not on requisition. " ": Item exists on both requisition and RFQ.
(Item Description)	Displays the first two lines of the item description. This field includes the transportation route description.
Supl (Item)	Identifies the Supplier site used for the quote.
+/- (Item Unit Price)	Indicates whether the unit price changes are positive or negative for change requests.
WQ (Item)	Indicates whether the RFQ was sent to the Supplier through WebQuote. "Y": RFQ sent to Supplier through WebQuote. " ": RFQ not sent to Supplier through WebQuote.
Recap Unit Price	Used to specify Supplier quote unit price in the funds of the purchase order or blanket order.
PO View PO Funds (Item) BO View BO Funds (Item)	Displays PO/BO funds entered at the header.
Recap Extd Price	Displays item extended price in PO funds. The screen will calculate and display the extended price when the unit price is changed. Except for TPO items, the extended price = unit price * quantity. For TPO items, extended price = (Price +(STOP OFF FEE * NUMBER OF STOP OFFS) * TOTAL ANNUAL MOVE. Stop off fee will be in RFQ funds. Amounts are displayed in North American format.
Quote Unit Price (Item)	Displays quote unit price in Supplier quote funds.
Funds (Quote) (Item)	Displays quote funds specified at the header level.

Bid (Item)	Describes the Supplier's bid. Can be modified by the Buyer. Must be: N: No Bid C: No Charge " ": Acceptable for a valid bid. Quotes provided through WebQuote: • " " when the Supplier has returned a bid for the item; • "N" when the Supplier has declined to bid the item. For bids conducted through WebQuote, " " means that the Supplier has quoted ever line item in the RFQ and "N" means that the Supplier has not quoted every line.
(Supplier Name – Item)	Supplier's name
WQ Att (Footer)	Indicates whether the Buyer or clerk added attachments in WebQuote to the RFQ.
WQ URL (Footer)	Used to display WebQuote URL for RFQ and related quotes.

GRAP713B

Field	Additional Information
MC / PA Number	The material control (MC) or payment approval (PA) number generated by the system when the item was received into CPARS. Note that MC numbers are generated by dock receipts, and PA numbers are generated by Requisitioner payment approvals.
STA:	Status of the receipt / payment approval transaction processed. Valid codes for quantity received or approved are the following: • OK - equals quantity ordered. • PR - is less than quantity ordered. • AC - is greater than quantity ordered. • CO - is less than quantity ordered; no back order. • SR - returned to Supplier for replacement. • SC - returned to Supplier; no replacement; order closed. • NA - Payment approval required (GRAP669B). • UA - Unaudited receipt. Corrective action required to complete payment to Supplier. • RR - Receipt against a requisition. Payment will be made when order placement has been completed.
Rec Date	The date the item was received into CPARS.

Ship Date	The date, entered on the Receipt (GRAP614B) screen or the Approve Payment by item (GRAP669B) screen, that the item shipped. This should be entered from the Supplier's invoice or packing slip.
Packing Slip Number	The packing slip number entered on the Receipt (GRAP614B) screen or the Approve Payment by Item (GRAP669B) screen, for the item. If no entry is made in CPARS, the last six digits of the procurement number will be displayed.
QTY / Recd	The quantity received, as entered on the Receipt (GRAP614B) screen or the Approve Payment by Item (GRAP669B) screen.
Unit Price	The price of the item from the order.
Invoice Number	The Supplier's invoice number, either as entered on the Receipt (GRAP614B) screen or the Approve Payment by item (GRAP669B) screen, or from CCAPS if CCAPS was invoiced for the order.
Extd Price	The extended price of the item. This is determined by CCAPS by multiplying the quantity received by the unit price.
Check No	The reference number for the Ford Motor Company check issued by CCAPS to the Supplier which would have included payment for this receipt / approval transaction. Remittance advice attached to this check number would provide details of receipt / approval transaction to assist the Supplier in reconciling payment with shipment / billing.
Check Date	The date that the Ford Motor Company check was issued to the Supplier that included payment for this line item.
CAPS Micro	The tracking number issued by CCAPS to track this payment.

ADDING HEALTHCARE ITEMS

The following is an example of the CPARS Healthcare Item Change Request Form. This form is used to add Healthcare items.

CPARS HEALTHCARE ITEM CHANGE REQUEST FORM

COMPLETION INSTRUCTIONS: (All instructions on the form are in italics.)

- *Section 1 and 4 must always be completed along with Section 2.A for Adding Items, 2.B for In-Activating Item or 2.C for Changing Existing Items, 2.D for Activating, In-Active Item.*

1. REQUESTOR INFORMATION

Requestor Name/CDSID:	cRobin Deaton/rdeaton1	Requesting Team:	Alternative Plans Finance
Reason for Request:	Add Retiree Items for HAP	Date Requested:	3/17/2006

2. ITEM INFORMATION

Requested Action:
- ☐ Add New Item *(Complete ALL fields in Sections 2.A)*
- ☐ In-Active Existing Item *(Complete only the fields that have changed in Section 2.B. Note: An item cannot be used to create any new documents in CPARS after it is in-activated.*
- ☐ Change Existing Item *(Complete Section 2.C))*
- ☐ Activate Item *(Complete Section 2.D)*

2.A ADD NEW ITEM

HC ITEM _________	Line Item Information			Charge Acct(s):		DIV PLT Codes:
HC#	Item Description (152 character limitation)	UM (EA or LO)	CC (Comm Code)	Acct/Subdiv	Chg Dept	A05 and/or A57
	Pls see attached					

2. B INACTIVE EXISTING ITEM Note: An item cannot be used to create any new documents in CPARS after it is in-activated. (Section 2.B)

HC ITEM _________				Charge Acct(s):		DIV PLT Codes:
HC#	Item Description	UM (EA or LO)	CC (Comm Code)	Acct/Subdiv	Chg Dept	A05 and/or A57

2.C CHANGE EXISTING ITEM

ADJUST FROM:

HC ITEM _________				Charge Acct(s):		DIV PLT Codes:
HC #	Item Description (152 character limitation)	UM (EA or LO)	CC (Comm Code)	Acct/Subdiv	Chg Dept	A05 and/or A57

ADJUST TO: *Note:* The Item Segments cannot be updated

				Charge Acct(s):		DIV PLT Codes:
	Item Description (152 character limitation)	UM (EA or LO)	CC(Comm Code)	Acct/Subdiv	Chg Dept	A05 and/or A57

C:\Documents and Settings\chocken\Local Settings\Temporary Internet Files\OLK21\Healthcare Item Change Request Form_RetireeLinesForHAP.doc
12/20/2006

Version 1.0

CPARS HEALTHCARE ITEM CHANGE REQUEST FORM

2.D ACTIVATE ITEM

HC ITEM _ _ _ _ _ _ _ _ _				Charge Acct(s):		DIV PLT Codes:
HC#	Item Description	UM (EA or LO)	CC(Comm Code)	Acct/Subdiv	Chg Dept	A05 and/or A57

3. NOTES / ADDITIONAL INFORMATION FOR WHEN ITEM(S) ARE SET UP: ITEM MANAGER SHOULD USE THE NOTES SECTION (F17) IN CPARS TO ADD THE APPRIORATE NOTES FROM THE REQUESTOR.

4. APPROVALS

4.A HEALTHCARE MANAGEMENT APPROVAL

I, as Healthcare Manager, have reviewed the changes requested above and concur.

Healthcare Manager Name: John Loomis **Healthcare Manager CDSID:** jloomis1 **Approval Date:** 3/20/06

4.B HEALTHCARE FINANCE APPROVAL

I, as Healthcare Finance, have reviewed the changes requested above and concur.

Healthcare Finance Name: Barbara Willim **Healthcare Finance CDSID:** bwillim **Approval Date:** 3/20/06

4.C HEALTHCARE PURCHASING APPROVAL

I, as Healthcare Purchasing, have reviewed the changes requested above and concur.

Healthcare Purchasing Name: Don Campbell **Healthcare Purchasing CDSID:** dcampbel **Approval Date:** 3/20/06

4.D PEOPLESOFT BENEFITS APPROVAL

I, as Peoplesoft Benefits, have reviewed the changes requested above and concur.

Peoplesoft Benefits Name: Trista Colbert **Peoplesoft Benefits CDSID:** tcolber1 **Approval Date:** 3/20/06

4.E CPARS HEALTHCARE – ITEM MANAGER

I, as CPARS Item Manager, have reviewed and completed the changes requested above.

CPARS User Name: Jay Shields **CPARS CDSID/USER ID:** JSHIELD4 **Completion Date:** 3/21/06

SUBMISSION INSTRUCTIONS:

C:\Documents and Settings\chocken\Local Settings\Temporary Internet Files\OLK21\Healthcare Item Change Request Form_RetireeLinesForHAP.doc
12/20/2006

Version 1.0

SUBMISSION INSTRUCTIONS:

The completed form should be emailed to the Healthcare Manager identified in section 4.A. The Healthcare Manager will then approve the request by forwarding the completed form from their individual email account to the Healthcare Finance Approver identified in Section 4.B. The Healthcare Finance Approver will then approve the request by forwarding the completed form from their individual email account to the Healthcare Purchasing Approver identified in Section 4.C. The Healthcare Purchasing Approver will then approve the request by forwarding the completed form from their individual email account to the Peoplesoft Benefits Approver identified in Section 4.D. The Peoplesoft Benefits Approver will then approve the request by forwarding the completed form from their individual email account to the CPARS Healthcare Item Manager identified in Section 4.E. The CPARS Healthcare Item Manager will then receive and complete the request via the CPARS Healthcare Item Maintenance screen. Upon completion, the CPARS Healthcare Item Manager with send an email to the original Requestor to confirm the item request has been completed and is ready for use in the CPARS system.

The purpose of the CPARS Healthcare Item Change Request Form is to simplify the collection of the required information to add / change / In-Activate / Activate Healthcare Items in the CPARS application. The CPARS Healthcare Item Change Request Form may be used by any person that has access to the Purchasing Portal.

REQUESTOR INSTRUCTIONS:

1. Complete the section(s) specified on the Form determined by the Requested Action.

   - Press the **<Tab>** key or mouse to move to each field.

   - Complete each field (some fields are text boxes and some are drop down menus) or attach and Excel spreadsheet if desired.

2. Save the Form as a Word file.

3. Forward the Form (Word file) as an attachment and the excel spreadsheet, if applicable as an email to the Healthcare Manager for approval. The Healthcare Manager's approval is required for ALL Healthcare Item requests. This includes adding / changing / In-Activate / Activating Items within the CPARS application.

   Note: The Form will be returned for correction if required information is missing.

HEALTHCARE MANAGER APROVAL INSTRUCTIONS:

1. Review the Form.

2. If you approve the Form, complete Section 4.A.

3. Save the Form.

4. Forward the Form as an attachment to an email, which states your approval to the Healthcare Finance Approver.

HEALTHCARE FINANCE APROVAL INSTRUCTIONS:

1. Review the Form.

2. If you approve the Form, complete Section 4.B.

3. Save the Form.

4. Forward the Form, the email from the Healthcare Manager stating their approval, along with a note stating your approval to the Healthcare Purchasing Approver.

HEALTHCARE PURCHASING APROVAL INSTRUCTIONS:

1. Review the Form.

2. If you approve the Form, complete Section 4.C.

3. Save the Form.

4. Forward the Form, the emails from the Healthcare Manager and the Healthcare Finance Approver stating their approval, along with a note stating your approval to the Peoplesoft Benefits Approver.

PEOPLESOFT BENEFITS APROVAL INSTRUCTIONS:

1. Review the Form.

2. If you approve the Form, complete Section 4.D.

3. Save the Form.

4. Forward the Form, the emails from the Healthcare Manager, the Healthcare Finance Approver and the Healthcare Purchasing Approver stating their approval, along with a note stating your approval to the CPARS Healthcare Item Manager.

CPARS ITEM MANAGER INSTRUCTIONS:

1. Review the Form and complete the request.

2. Upon completion, fill in Section 4.E.

3. Save the Form.

4. Send email back to originator / Requestor that the item change request has been completed and is ready for use in CPARS.

DETAIL FORM / FIELD INSTRUCTIONS:

1. Requestor Information

   This section is used to identify the individual that is completing this Form.

   - Requestor Name / CDSID – Enter the name or CDSID of the Requestor

   - Requesting Team – Enter the name of the Team requesting the Healthcare Item Change

   - Reason for Request – Enter the reason for the request

   - Date Requested – Enter the date of the request

   - Requested Completion Date – Enter the desired completion date of the request.

2. Requested Action

   This section indicates the action that is being requested.

   - Select Add New Item if you are requesting that a new item be added to CPARS. (Section 2.A)

- Select In-Activate Existing Item if you are requesting that an existing CPARS Healthcare Item be In-Activated. **Note**: An item cannot be used to create any new documents in CPARS after it is in-activated. (Section 2.B)

- Select Change Existing Item if you are requesting that an existing CPARS Healthcare item be changed. (Section 2.C)

- Select Activate Existing Item if you are requesting that an in-activated (existing) CPARS Healthcare item be re-activated.

3. Notes

   This section is used to add any additional notes that may be helpful when processing the request. The Item Manager should use the Notes section (F17) in CPARS to add the appropriate notes from the Requestor.

4. 4.A Healthcare Management Approval

   This section is used to obtain the required Healthcare Management approval.

   - Healthcare Manager Name – After reviewing and approving the Form, the Healthcare Manager should enter their name

   - Healthcare Manager CDSID - After reviewing and approving the Form, the Healtcare Manager should enter their CDSID

   - Approval Date - After reviewing and approving the Form, the Healthcare Manager should enter the date that they approved the Form

5. 4.B Healthcare Finance Approval

   This section is used to obtain the required Healthcare Finance approval.

   - Healthcare Finance Name – After reviewing and approving the Form, the Healthcare Finance Approver should enter their name

   - Healthcare Finance CDSID - After reviewing and approving the Form, the Healtcare Finance Approver should enter their CDSID

   - Approval Date - After reviewing and approving the Form, the Healthcare Finance Approver should enter the date that they approved the Form

6. 4.C Healthcare Purchasing Approval

   This section is used to obtain the required Healthcare Purchasing approval.

   - Healthcare Purchasing Name – After reviewing and approving the Form, the Healthcare Purchasing Approver should enter their name

- Healthcare Purchasing CDSID - After reviewing and approving the Form, the Healthcare Purchasing Approver should enter their CDSID

- Approval Date - After reviewing and approving the Form, the Healthcare Purchasing Approver should enter the date that they approved the Form

7. 4.D Peoplesoft Benefits Approval

   This section is used to obtain the required Peoplesoft Benefits approval.

   - Peoplesoft Benefits Name – After reviewing and approving the Form, the Peoplesoft Benefits Approver should enter their name

   - Peoplesoft Benefits CDSID - After reviewing and approving the Form, the Peoplesoft Benefits Approver should enter their CDSID

   - Approval Date - After reviewing and approving the Form, the Peoplesoft Benefits Approver should enter the date that they approved the Form

8. 4.E CPARS HEALTHCARE ITEM MANAGER

   This section is used to confirm the completion of the Item Change Request. After reviewing and completing the request, the CPARS Healthcare Item Manager should enter the following information listed below in the form and send an email to the original Requestor informing them the request has been completed. Lastly, the CPARS Healthcare Item Manager should keep records of all change requests for historical purposes.

   - CPARS User name.

   - CPARS CDSID / User Id:

   - Completion Date.

LDE AND LDE CC DEFINITIONS

LDE - Line Detail Elements (LDEs) are Buyer defined route components, or data elements, that are specific to the transportation route required. For example, LDEs required to define a truck route will be different than the LDEs used to define a route for ocean vehicle transports. LDEs are used:

- By Logistics Engineers (LEs) to specify the route required. LDEs are only available for entry on requisitions initiated by LEs once the LDE Commodity Code is entered.
- By Buyers to convey the route requirements to any quoting Supplier via a Request for Quote.
- By the Supplier when providing route details back to the Buyer via a quote.
- To define approved routes on Transportation Supplier's contracts (i.e., BOs).

LDE Commodity Codes - Transportation LDE Commodity Codes are:

- KD91 - BULK COMMODITY CARRIERS
- KD94 - TRUCK
- KE91 - INTERMODAL
- KG91 - PARTS / BULK RAIL
- KH92 - OCEAN PARTS
- KH93 - OCEAN VEHICLES

Of the above LDE Commodity Codes, only KD91, KD94, KE91, KG91, and KH92 are available for communication to Cass, a third party payment provider. This 'Cass Interface' designation is enabled for these specific LDE Commodities only when the TPO PMT indicator on the BO Header is populated with **'C'** for Cass by the Buyer. LDE BOs that have this designation will be communicated to Cass for Supplier invoice validation and payment purposes. Communication to any other Transportation third party payment providers or for other Transportation Commodity Codes are handled outside of the system.

TRANSPORTATION LINE DETAIL FIELDS

Commodity Code – KH93

Field Name	Field Description
IN/OUTBOUND	INBOUND / OUTBOUND INDICATOR
ORIGIN	ORIGIN
DESTINATION	DESTINATION
EQUIP SIZE	EQUIPMENT SIZE
SERVICE TYPE	SERVICE TYPE
ORIGIN INFO:	ORIGIN INFORMATION:
CONTACT NM	ORIGIN CONTACT NAME
CONTACT PH#	ORIGIN CONTACT PHONE
CONTACT EML	ORIGIN CONTACT EMAIL
SITE NAME	ORIGIN SITE NAME
ADDRESS	ORIGIN STREET ADDRESS
CITY	ORIGIN CITY
ST ZIP CTY	ORIGIN STATE POSTAL CODE AND COUNTRY
FREIGHT TERM	FREIGHT TERMS. This field is mandatory at the Quote level
EST FREQ	ESTIMATED FREQUENCY REQUIRED. This field can be edited at the RFQ level.
DESTIN INFO:	DESTINATION INFORMATION:
CONTACT NM	DESTINATION CONTACT NAME
CONTACT PH#	DESTINATION CONTACT PHONE
CONTACT EML	DESTINATION CONTACT EMAIL
SITE NAME	DESTINATION SITE NAME
ADDRESS	DESTINATION STREET ADDRESS
CITY	DESTINATION CITY
ST ZIP CTY	DESTINATION STATE POSTAL CODE AND COUNTRY
1ST SHIP DTE	FIRST SHIPMENT DATE. This field defaults to MMDDYY
HAZ MAT?	HAZARDOUS MATERIALS? This field is mandatory at the RFQ level
MODEL DESCRP	DESCRIPTION OF MODEL (E.G. F150 ESCAPE ETC.)
MODEL DIMENS	VEHICLE DIMENSIONS FOR MODEL
WEIGHT (LBS)	WEIGHT IN POUNDS FOR MODEL
TRADELANE	TRADE LANE
FORD DIV	FORD DIVISION
LOAD PORT	LOAD PORT
CONSIGNEE NM	CONSIGNEE NAME
PAY LOCATION	LOCATION RESPONSIBLE FOR PAYING THE FREIGHT BILL
TOT ANL MOVE	ANNUAL VOLUME FOR MODEL
DISCHRG PORT	DISCHARGE PORT
LANE/RTE ID	LANE OR ROUTE IDENTIFICATION CODE

FREIGHT FWDR	FREIGHT FORWARDER
CUSTOMS BRKR	CUSTOMS BROKER
TRANS SHPMNT	TRANS SHIPMENT. This field is mandatory at the Quote level.
NEW / EXIST?	NEW ROUTE OR EXISTING ROUTE?
NOTE TO SUPL	NOTE TO SUPPLIER. This field can be edited at the RFQ level
	2ND LINE FOR NOTE TO SUPPLIER. This field can be edited at the RFQ level
TRANSSHP PT1	TRANSSHIP PORT #1
PORT NAME	TRANSSHIP #1 PORT NAME. This field is mandatory at the quote level.
TRANS TIME	TRANSSHIP PORT #1 TRANSIT TIME. This field is mandatory at the quote level.
TRNSSHP FRQ	FREQUENCY TRANSSHIP PORT #1. This field is mandatory at the quote level.
PORT OF ORIG	PORT OF ORIGIN
TERM/BERTH	TERMINAL / BERTH AT PORT OF ORIGIN. This field is mandatory at the quote level.
DRAYAG CHRG	DRAYAGE: CHARGE AT ORIGIN. This field is mandatory at the quote level.
CONTAINER	PORT OF ORIGIN - CONTAINER:
STRGE FEES	CONTAINER STORAGE FEES AT ORIGIN. This field is mandatory at the quote level.
FREE TIME	CONTAINER FREE TIME AT ORIGIN. This field is mandatory at the quote level.
TRANSSHP PT2	TRANSSHIP PORT #2:
PORT NAME	TRANSSHIP #2 PORT NAME. This field is mandatory at the quote level.
TRANS TIME	TRANSSHIP PORT #2 TRANSIT TIME. This field is mandatory at the quote level.
TRNSSHP FRQ	FREQUENCY TRANSSHIP PORT #2. This field is mandatory at the quote level.
DISCHRG/DEST	PORT OF DISCHARGE / DESTINATION:
TERM/BERTH	TERMINAL / BERTH AT PORT OF DISCHARGE. This field is mandatory at the quote level.
DRAYAG CHRG	DRAYAGE CHARGE AT DESTINIATION. This field is mandatory at the quote level.
CONTAINER	PORT OF DISCHARGE / DESTINATION - CONTAINER:
STRGE FEES	CONTAINER STORAGE FEES AT DESTINATION / DISCHARGE. This field is mandatory at the quote level.
FREE TIME	CONTAINER FREE TIME AT DESTINATION / DISCHARGE. This field is mandatory at the quote level.
CONTAINER	CONTAINER:
DECON CHRG	CONTAINER DECONTAINERIZATION CHARGE. This field is mandatory at the quote level.
ALT ORIGIN	ALTERNATE ORIGIN SUGGESTED BY SUPPLIER
CONTACT NM	ALTERNATE ORIGIN CONTACT NAME. This field can be edited at the quote level.
CONTACT PH#	ALTERNATE ORIGIN CONTACT PHONE. This field can be edited at the quote level.

CONTACT EML	ALTERNATE ORIGIN CONTACT EMAIL. This field can be edited at the quote level.
SITE NAME	ALTERNATE ORIGIN SITE NAME. This field can be edited at the quote level.
ADDRESS	ALTERNATE ORIGIN STREET ADDRESS. This field can be edited at the quote level.
CITY	ALTERNATE ORIGIN CITY. This field can be edited at the quote level.
ST ZIP CTY	ALTERNATE ORIGIN STATE POSTAL CODE AND COUNTRY. This field can be edited at the quote level.
ALT DEST	ALTERNATE DESTINATION:
CONTACT NM	ALTERNATE DESTINATION CONTACT NAME. This field can be edited at the quote level.
CONTACT PH#	ALTERNATE DESTINATION CONTACT PHONE. This field can be edited at the quote level.
CONTACT EML	ALTERNATE DESTINATION CONTACT EMAIL. This field can be edited at the quote level.
SITE NAME	ALTERNATE DESTINATION SITE NAME. This field can be edited at the quote level.
ADDRESS	ALTERNATE DESTINATION STREET ADDRESS. This field can be edited at the quote level.
CITY	ALTERNATE DESTINATION CITY. This field can be edited at the quote level.
ST ZIP CTY	ALTERNATE DESTINATION STATE POSTAL CODE AND COUNTRY. This field can be edited at the quote level.
ADDTNL RATE1	ADDITIONAL RATE 1. This field can be edited at the quote level.
ADD RAT1 TYP	ADDITIONAL RATE #1 TYPE / EXPLANATION. This field can be edited at the quote level.
ADDTNL RATE2	ADDITIONAL RATE 2. This field can be edited at the quote level.
ADD RAT2 TYP	ADDITIONAL RATE #2 TYPE / EXPLANATION. This field can be edited at the quote level.
ADDTNL RATE3	ADDITIONAL RATE 3. This field can be edited at the quote level.
ADD RAT3 TYP	ADDITIONAL RATE #3 TYPE / EXPLANATION. This field can be edited at the quote level.
ADDTNL RATE4	ADDITIONAL RATE 4. This field can be edited at the quote level.
ADD RAT4 TYP	ADDITIONAL RATE #4 TYPE / EXPLANATION. This field can be edited at the quote level.
BAF	BUNKER ADJUSTMENT FACTOR. This field can be edited at the quote level.
THC	TERMINAL HANDLING CHARGE. This field can be edited at the quote level.
CAF	CURRENCY ADJUSTMENT FACTOR. This field can be edited at the quote level.
TOT TRANS TM	TOTAL TRANSIT TIME. This field is mandatory at the quote level.
CONTNR CHRG	CONTAINERAZATION CHARGES. This field is mandatory at the quote level.

FREQ OF SRV	FREQUENCY OF SERVICE. This field is mandatory at the quote level.
MODEL RATE	RATE FOR MODEL. This field is mandatory at the quote level.
MIN VOL RQD?	MINIMUM VOLUME REQUIREMENT? This field is mandatory at the quote level.
FF PWR ATY?	FREIGHT FORWARDER HAS POWER OF ATTORNEY TO MOVE MATERIAL? This field is mandatory at the quote level.
QUOTE NOTES	QUOTE NOTES:. This field can be edited at the quote level.
	2ND LINE FOR QUOTE NOTES. This field can be edited at the quote level.

Commodity Code – KH92

Field Name	Field Description
IN/OUTBOUND	INBOUND / OUTBOUND INDICATOR
ORIGIN	ORIGIN
DESTINATION	DESTINATION
EQUIP SIZE	EQUIPMENT SIZE
SERVICE TYPE	SERVICE TYPE
ORIGIN INFO:	ORIGIN INFORMATION:
CONTACT NM	ORIGIN CONTACT NAME
CONTACT PH#	ORIGIN CONTACT PHONE
CONTACT EML	ORIGIN CONTACT EMAIL
SITE NAME	ORIGIN SITE NAME
ADDRESS	ORIGIN STREET ADDRESS
CITY	ORIGIN CITY
ST ZIP CTY	ORIGIN STATE POSTAL CODE AND COUNTRY
FREQUENCY	FREQUENCY
CONSIGNEE NM	CONSIGNEE NAME
DESTIN INFO:	DESTINATION INFORMATION:
CONTACT NM	DESTINATION CONTACT NAME
CONTACT PH#	DESTINATION CONTACT PHONE
CONTACT EML	DESTINATION CONTACT EMAIL
SITE NAME	DESTINATION SITE NAME
ADDRESS	DESTINATION STREET ADDRESS
CITY	DESTINATION CITY
ST ZIP CTY	DESTINATION STATE POSTAL CODE AND COUNTRY
TOT ANL MOVE	TOTAL ANNUAL MOVE
HAZ MAT?	HAZARDOUS MATERIALS?
FREIGHT TERM	FREIGHT TERMS. This field is mandatory at the RFQ level.
1ST SHIP DTE	FIRST SHIPMENT DATE. This field defaults to MMDDYY.
ALT ORG GSDB	ALTERNATE ORIGIN GSDB
CONTACT NM	ALTERNATE ORIGIN CONTACT NAME
CONTACT PH#	ALTERNATE ORIGIN CONTACT PHONE
CONTACT EML	ALTERNATE ORIGIN CONTACT EMAIL

SITE NAME	ALTERNATE ORIGIN SITE NAME
ADDRESS	ALTERNATE ORIGIN STREET ADDRESS
CITY	ALTERNATE ORIGIN CITY
ST ZIP CTY	ALTERNATE ORIGIN STATE POSTAL CODE AND COUNTRY
LANE/RTE ID	LANE OR ROUTE IDENTIFICATION CODE. This field can be edited at the RFQ level.
FREIGHT FWDR	FREIGHT FORWARDER. This field can be edited at the RFQ level.
ALT DST GSDB	ALTERNATE DESTINATION GSDB
CONTACT NM	ALTERNATE DESTINATION CONTACT NAME
CONTACT PH#	ALTERNATE DESTINATION CONTACT PHONE
CONTACT EML	ALTERNATE DESTINATION CONTACT EMAIL
SITE NAME	ALTERNATE DESTINATION SITE NAME
ADDRESS	ALTERNATE DESTINATION STREET ADDRESS
CITY	ALTERNATE DESTINATION CITY
ST ZIP CTY	ALTERNATE DESTINATION STATE POSTAL CODE CODE AND COUNTRY
TRADELANE	TRADE LANE. This field can be edited at the RFQ level.
FORD DIV	FORD DIVISION. This field can be edited at the RFQ level.
PAY LOCATION	LOCATION RESPONSIBLE FOR PAYING THE FREIGHT BILL. This field can be edited at the RFQ level.
CUSTOMS BRKR	CUSTOMS BROKER. This field can be edited at the RFQ level.
NOTE TO SUPL	NOTE TO SUPPLIER. This field can be edited at the RFQ level.
	2ND LINE FOR NOTE TO SUPPLIER. This field can be edited at the RFQ level.
SAILING 1	SAILING 1:
% BUSINESS	PERCENTAGE OF BUSINESS. This field can be edited at the RFQ level.
SAILING 2	SAILING 2:
% BUSINESS	PERCENTAGE OF BUSINESS. This field can be edited at the RFQ level.
DEMURRAGE	DEMURRAGE. This field can be edited at the quote level.
DIVERSI RATE	DIVERSION RATE. This field can be edited at the quote level.
ADD RATE 1	ADDITIONAL RATE INFORMATION 1 (AMOUNT). This field can be edited at the quote level.
ADD RATE1EXP	ADDITIONAL RATE INFORMATION 1 (EXPLANATION OF CHARGE). This field can be edited at the quote level.
ADD RATE 2	ADDITIONAL RATE INFORMATION 2 (AMOUNT). This field can be edited at the quote level.
ADD RATE2EXP	ADDITIONAL RATE INFORMATION 2 (EXPLANATION OF CHARGE). This field can be edited at the quote level.
SAILING 1	SAILING 1
ORIGIN	SAILING 1 - ORIGIN:
TRUCK EXIT	THE NUMBER OF DAYS IT WILL TAKE TO MOVE A CONTAINER FROM THE ORIGIN TO THE EXIT PORT IF APPLICABLE. This field can be edited at the quote level.
DWL RL RAMP	THE AMOUNT OF DWELL TIME FOR THE CONTAINER PRIOR TO BEING LOADED ON THE RAIL IF APPLICABLE. This field can be edited at the quote level.

RAIL RAMP	ORIGIN SAILING 1 RAIL RAMP:
ORIG2PORT	THE NUMBER OF DAYS IT WILL TAKE THE CONTAINER TO GO FROM THE ORIGIN RAIL RAMP TO THE PORT RAIL RAMP IF APPLICABLE. This field can be edited at the quote level.
DWELL@PORT	THE AMOUNT OF DWELL TIME FOR THE CONTAINER PRIOR TO BEING LOADED ON THE OCEAN VESSEL. This field can be edited at the quote level.
PORT HNDLG	THE NUMBER OF DAYS FOR ORIGIN PORT HANDLING IF APPLICABLE. This field can be edited at the quote level.
PORT/PORT	THE NUMBER OF DAYS IT WILL TAKE TO MOVE THE CONTAINER FROM THE ORIGIN PORT TO THE DESTINATION PORT INCLUDE ALL TRANSSHIPMENT TIME IF APPLICABLE. This field is mandatory at the quote level.
SAILING 1	SAILING 1
DESTINATION	SAILING 1 - DESTINATION:
PORT HNDLG	THE NUMBER OF HOURS FOR DESTINATION PORT HANDLING IF APPLICABLE. This field can be edited at the quote level.
DWELL@PORT	THE AMOUNT OF DWELL TIME FOR THE CONTAINER PRIOR TO BEING LOADED ON THE RAIL/TRUCK IF APPLICABLE. This field can be edited at the quote level.
PORT2DEST	THE NUMBER OF DAYS IT WILL TAKE THE CONTAINER TO GO FROM THE PORT RAIL RAMP TO DESTINATION RAIL RAMP IF APPLICABLE. This field can be edited at the quote level.
DWL RL2TRK	THE AMOUNT OF DWELL TIME IT WILL TAKE BETWEEN OFF LOADING FROM THE RAIL TO LOADING ON TO THE TRUCK IF APPLICABLE. This field can be edited at the quote level.
TRK2DEST	THE NUMBER OF DAYS IT WILL TAKE TO MOVE A CONTAINER FROM THE PORT/RAIL RAMP TO THE DESTINATION IF APPLICABLE. This field can be edited at the quote level.
TOT TRNS TM	THE TOTAL TRANSIT TIME (INCLUDING ALL DWELL AND TRANSSHIPMENTS WAIT TIMES). This field is mandatory at the quote level.
SAILING 1	SAILING 1:
EXIT PORT	THE NAME OF THE SAILING 1 ORIGIN PORT OF LOAD. This field can be edited at the quote level.
ENTRY PORT	THE NAME OF THE SAILING 1 DESTINATION PORT OF OFFLOAD. This field can be edited at the quote level.
TRANSLD PRT	THE NAME(S) OF ANY TRANSSHIPMENT PORT(S) IF APPLICABLE. This field can be edited at the quote level.
DYS BTW SLG	THE NUMBER OF DAYS BETWEEN SAILINGS. This field can be edited at the quote level.
FXD DY DPRT	THE FIXED DAY OF THE WEEK FOR VESSEL DEPARTURE. This field can be edited at the quote level.
FXD DY ARVL	THE FIXED DAY OF THE WEEK FOR VESSEL ARRIVAL. This field can be edited at the quote level.
SAILING 1	SAILING 1
ORIGIN	SAILING 1 - ORIGIN:

RL/DRAY C1	SAILING 1: ORIGIN INLAND ROUTING RAIL OR DRAYAGE COMPANY 1. This field can be edited at the quote level.
INTRCH PT1	SAILING 1: ORIGIN INLAND ROUTING INTERCHANGE POINT 1. This field can be edited at the quote level.
RL/DRAY C2	SAILING 1: ORIGIN INLAND ROUTING RAIL OR DRAYAGE COMPANY 2. This field can be edited at the quote level.
INTRCH PT2	SAILING 1: ORIGIN INLAND ROUTING INTERCHANGE POINT 2. This field can be edited at the quote level.
RL/DRAY C3	SAILING 1: ORIGIN INLAND ROUTING RAIL OR DRAYAGE COMPANY 3. This field can be edited at the quote level.
INTRCH PT3	SAILING 1: ORIGIN INLAND ROUTING INTERCHANGE POINT 3. This field can be edited at the quote level.
SAILING 1	SAILING 1
DESTINATION	SAILING 1 - DESTINATION:
RL/DRAY C1	THE NAME OF THE RAIL/DRAYAGE COMPANY USED ON THE US SIDE FOR THIS MOVE IF APPLICABLE. This field can be edited at the quote level.
INTRCH PT1	THE CITY/STATE NAME WHERE THE CONTAINER CHANGES TRANSPORTATION MODES IF APPLICABLE. This field can be edited at the quote level.
RL/DRAY C2	THE NAME OF THE RAIL/DRAYAGE COMPANY USED ON THE US SIDE FOR THIS MOVE IF APPLICABLE. This field can be edited at the quote level.
INTRCH PT2	THE CITY/STATE NAME WHERE THE CONTAINER CHANGES TRANSPORTATION MODES IF APPLICABLE. This field can be edited at the quote level.
RL/DRAY C3	SAILING 1: DEST INLAND ROUTING RAIL OR DRAYAGE COMPANY 3. This field can be edited at the quote level.
INTRCH PT3	THE CITY/STATE NAME WHERE THE CONTAINER CHANGES TRANSPORTATION MODES IF APPLICABLE. This field can be edited at the quote level.
SAILING 2	SAILING 2
ORIGIN	SAILING 2 - ORIGIN:
TRUCK EXIT	THE NUMBER OF DAYS IT WILL TAKE TO MOVE A CONTAINER FROM THE ORIGIN TO THE EXIT PORT IF APPLICABLE. This field can be edited at the quote level.
DWL RL RAMP	THE AMOUNT OF DWELL TIME FOR THE CONTAINER PRIOR TO BEING LOADED ON THE RAIL IF APPLICABLE. This field can be edited at the quote level.
RAIL RAMP	ORIGIN - SAILING 2 RAIL RAMP:
ORIG2PORT	THE NUMBER OF DAYS IT WILL TAKE THE CONTAINER TO GO FROM THE ORIGIN RAIL RAMP TO THE PORT RAIL RAMP IF APPLICABLE. This field can be edited at the quote level.
DWELL@PORT	THE AMOUNT OF DWELL TIME FOR THE CONTAINER PRIOR TO BEING LOADED ON THE OCEAN VESSEL. This field can be edited at the quote level.
PORT HNDLG	THE NUMBER OF DAYS FOR ORIGIN PORT HANDLING IF APPLICABLE. This field can be edited at the quote level.
PORT/PORT	THE NUMBER OF DAYS TO MOVE CONTAINER FROM ORIGIN TO DESTINATION INCLUDING APPLICABLE TRANSSHIPMENT TIME. This field can be edited at the quote

	level.
SAILING 2	SAILING 2
DESTINATION	SAILING 2 - DESTINATION:
PORT HNDLG	THE NUMBER OF HOURS FOR DESTINATION PORT HANDLING IF APPLICABLE. This field can be edited at the quote level.
DWELL@PORT	THE AMOUNT OF DWELL TIME FOR THE CONTAINER PRIOR TO BEING LOADED ON THE RAIL/TRUCK IF APPLICABLE. This field can be edited at the quote level.
PORT2DEST	THE NUMBER OF DAYS IT WILL TAKE THE CONTAINER TO GO FROM THE PORT RAIL RAMP TO DESTINATION RAIL RAMP IF APPLICABLE. This field can be edited at the quote level.
DWL RL2TRK	THE AMOUNT OF DWELL TIME IT WILL TAKE BETWEEN OFF LOADING FROM THE RAIL TO LOADING ON TO THE TRUCK IF APPLICABLE. This field can be edited at the quote level.
TRK2DEST	THE NUMBER OF DAYS IT WILL TAKE TO MOVE A CONTAINER FROM THE PORT/RAIL RAMP TO THE DESTINATION IF APPLICABLE. This field can be edited at the quote level.
TOT TRNS TM	THE TOTAL TRANSIT TIME (INCLUDING ALL DWELL AND TRANSSHIPMENTS WAIT TIMES). This field can be edited at the quote level.
SAILING 2	SAILING 2:
EXIT PORT	SAILING 2 - NAME OF THE ORIGIN PORT OF LOAD. This field can be edited at the quote level.
ENTRY PORT	SAILING 2 - NAME OF THE DESTINATION PORT OF OFFLOAD. This field can be edited at the quote level.
TRANSLD PRT	SAILING 2 - NAME(S) OF ANY TRANSSHIPMENT PORT(S) IF APPLICABLE. This field can be edited at the quote level.
DYS BTW SLG	THE NUMBER OF DAYS BETWEEN SAILINGS. This field can be edited at the quote level.
FXD DY DPRT	THE FIXED DAY OF THE WEEK FOR VESSEL DEPARTURE. This field can be edited at the quote level.
FXD DY ARVL	THE FIXED DAY OF THE WEEK FOR VESSEL ARRIVAL. This field can be edited at the quote level.
SAILING 2	SAILING 2:
ORIGIN	ORIGIN - SAILING 2
RL/DRAY C1	SAILING 2: ORIGIN INLAND ROUTING RAIL OR DRAYAGE COMPANY 1. This field can be edited at the quote level.
INTRCH PT1	SAILING 2: ORIGIN INLAND ROUTING INTERCHANGE POINT 1. This field can be edited at the quote level.
RL/DRAY C2	SAILING 2: ORIGIN INLAND ROUTING RAIL OR DRAYAGE COMPANY 2. This field can be edited at the quote level.
INTRCH PT2	SAILING 2: ORIGIN INLAND ROUTING INTERCHANGE POINT 2. This field can be edited at the quote level.
RL/DRAY C3	SAILING 2: ORIGIN INLAND ROUTING RAIL OR DRAYAGE COMPANY 3. This field can be edited at the quote level.

INTRCH PT3	SAILING 2: ORIGIN INLAND ROUTING INTERCHANGE POINT 3. This field can be edited at the quote level.
SAILING 2	SAILING 2:
DESTINATION	SAILING 2 - DESTINATION:
RL/DRAY C1	THE NAME OF THE RAIL/DRAYAGE COMPANY USED ON THE US SIDE FOR THIS MOVE IF APPLICABLE. This field can be edited at the quote level.
INTRCH PT1	THE CITY/STATE NAME WHERE THE CONTAINER CHANGES TRANSPORTATION MODES IF APPLICABLE. This field can be edited at the quote level.
RL/DRAY C2	THE NAME OF THE RAIL/DRAYAGE COMPANY USED ON THE US SIDE FOR THIS MOVE IF APPLICABLE. This field can be edited at the quote level.
INTRCH PT2	THE CITY/STATE NAME WHERE THE CONTAINER CHANGES TRANSPORTATION MODES IF APPLICABLE. This field can be edited at the quote level.
RL/DRAY C3	THE NAME OF THE RAIL/DRAYAGE COMPANY USED ON THE US SIDE FOR THIS MOVE IF APPLICABLE. This field can be edited at the quote level.
INTRCH PT3	THE CITY/STATE NAME WHERE THE CONTAINER CHANGES TRANSPORTATION MODES IF APPLICABLE. This field can be edited at the quote level.
QUOTE NOTES	QUOTE NOTES:
	2ND LINE FOR QUOTE NOTES. This field can be edited at the quote level.

Commodity Code – KG91

Field Name	Field Description
IN/OUTBOUND	INBOUND / OUTBOUND INDICATOR
ORIGIN	ORIGIN
DESTINATION	DESTINATION
EQUIP SIZE	EQUIPMENT SIZE
SERVICE TYPE	SERVICE TYPE
ORIGIN INFO:	ORIGIN INFORMATION:
CONTACT NM	ORIGIN CONTACT NAME
CONTACT PH#	ORIGIN CONTACT PHONE
CONTACT EML	ORIGIN CONTACT EMAIL
SITE NAME	ORIGIN SITE NAME
ADDRESS	ORIGIN STREET ADDRESS
CITY	ORIGIN CITY
ST ZIP CTY	ORIGIN STATE POSTAL CODE AND COUNTRY
TOT WKL MOVE	TOTAL WEEKLY MOVES
CONSIGNEE NM	CONSIGNEE NAME
DESTIN INFO:	DESTINATION INFORMATION:
CONTACT NM	DESTINATION CONTACT NAME
CONTACT PH#	DESTINATION CONTACT PHONE

CONTACT EML	DESTINATION CONTACT EMAIL
SITE NAME	DESTINATION SITE NAME
ADDRESS	DESTINATION STREET ADDRESS
CITY	DESTINATION CITY
ST ZIP CTY	DESTINATION STATE POSTAL CODE AND COUNTRY
TOT ANL MOVE	TOTAL ANNUAL MOVE
HAZ MAT?	HAZARDOUS MATERIALS?
1ST SHIP DTE	FIRST SHIPMENT DATE. This field defaults to MMDDYY.
FORD DIV	FORD DIVISION
ALT ORG GSDB	ALTERNATE ORIGIN GSDB. This field can be edited at the quote level.
CONTACT NM	ALTERNATE ORIGIN CONTACT NAME. This field can be edited at the quote level.
CONTACT PH#	ALTERNATE ORIGIN CONTACT PHONE. This field can be edited at the quote level.
CONTACT EML	ALTERNATE ORIGIN CONTACT EMAIL. This field can be edited at the quote level.
SITE NAME	ALTERNATE ORIGIN SITE NAME. This field can be edited at the quote level.
ADDRESS	ALTERNATE ORIGIN STREET ADDRESS. This field can be edited at the quote level.
CITY	ALTERNATE ORIGIN CITY. This field can be edited at the quote level.
ST ZIP CTY	ALTERNATE ORIGIN STATE POSTAL CODE AND COUNTRY. This field can be edited at the quote level.
RTN RATIO	RACK RETURN RATIO
CONSIGNEE LO	CONSIGNEE LOCATION
ALT DST GSDB	ALTERNATE DESTINATION GSDB. This field can be edited at the quote level.
CONTACT NM	ALTERNATE DESTINATION CONTACT NAME. This field can be edited at the quote level.
CONTACT PH#	ALTERNATE DESTINATION CONTACT PHONE. This field can be edited at the quote level.
CONTACT EML	ALTERNATE DESTINATION CONTACT EMAIL. This field can be edited at the quote level.
SITE NAME	ALTERNATE DESTINATION SITE NAME. This field can be edited at the quote level.
ADDRESS	ALTERNATE DESTINATION STREET ADDRESS. This field can be edited at the quote level.
CITY	ALTERNATE DESTINATION CITY. This field can be edited at the quote level.
ST ZIP CTY	ALTERNATE DESTINATION STATE POSTAL CODE AND COUNTRY. This field can be edited at the quote level.
PAY LOCATION	LOCATION RESPONSIBLE FOR PAYING THE FREIGHT BILL. This field can be edited at the RFQ level.
NOTE TO SUPL	NOTE TO SUPPLIER
	2ND LINE FOR NOTE TO SUPPLIER
GRS WGT/LOAD	GROSS WEIGHT PER LOAD
ADD COMM INF	ADDITIONAL COMMODITY DESCRIPTION
RL ROUTE	RAIL ROUTE. This field is mandatory at the quote level.

RL THRU RATE	RAIL THROUGH RATE. This field is mandatory at the quote level.
INB TRANS TM	INBOUND TRANSIT TIME. This field is mandatory at the quote level.
OUT TRANS TM	OUTBOUND TRANSIT TIME. This field is mandatory at the quote level.
RATE AUTHRTY	CONTRACT / QUOTE NUMBER. This field is mandatory at the quote level.
CARRIER 1 RA	CARRIER 1 RATE FACTOR. This field can be edited at the quote level.
CARRIER 2 RA	CARRIER 2 RATE FACTOR. This field can be edited at the quote level.
CARRIER 3 RA	CARRIER 3 RATE FACTOR. This field can be edited at the quote level.
QUOTE NOTES	QUOTE NOTES:
	2ND LINE FOR QUOTE NOTES. This field can be edited at the quote level.

Commodity Code - KE91

Field Name	Field Description
IN/OUTBOUND	INBOUND / OUTBOUND INDICATOR
ORIGIN	ORIGIN
DESTINATION	DESTINATION
EQUIP SIZE	EQUIPMENT SIZE
SERVICE TYPE	SERVICE TYPE
ORIGIN INFO:	ORIGIN INFORMATION:
CONTACT NM	ORIGIN CONTACT NAME
CONTACT PH#	ORIGIN CONTACT PHONE
CONTACT EML	ORIGIN CONTACT EMAIL
SITE NAME	ORIGIN SITE NAME
ADDRESS	ORIGIN STREET ADDRESS
CITY	ORIGIN CITY
ST ZIP CTY	ORIGIN STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	ORIGIN DAY AND WINDOW
LIVE/DROP?	ORIGIN LIVE OR DROP
DESTIN INFO:	DESTINATION INFORMATION:
CONTACT NM	DESTINATION CONTACT NAME
CONTACT PH#	DESTINATION CONTACT PHONE
CONTACT EML	DESTINATION CONTACT EMAIL
SITE NAME	DESTINATION SITE NAME
ADDRESS	DESTINATION STREET ADDRESS
CITY	DESTINATION CITY
ST ZIP CTY	DESTINATION STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	DESTINATION DAY AND WINDOW
LIVE/DROP?	DESTINATION LIVE OR DROP

MILK RUN?	MILK RUN?
BORDER XNG?	BORDER CROSSING?
1 WAY MILES	ONE WAY MILES. This field is mandatory at the quote level.
WKL RTN RATI	WEEKLY RACK RETURN RATIO
TRANS TIME	ROUTE TRANSIT TIME
TOT ANL MOVE	TOTAL ANNUAL MOVE
GL PER MOVE	GALLONS OF FUEL REQUIRED PER MOVE
PAY LOCATION	LOCATION RESPONSIBLE FOR PAYING THE FREIGHT BILL
NOTE TO SUPL	NOTE TO SUPPLIER. This field can be edited at the RFQ level.
	2ND LINE FOR NOTE TO SUPPLIER. This field can be edited at the RFQ level.
HAZ MAT?	HAZARDOUS MATERIALS?
TEAM DRIVER?	TEAM DRIVER REQUIRED?
WEIGHT (LBS)	WEIGHT IN POUNDS
TOT WKL MOVE	TOTAL WEEKLY MOVES
# STOP OFFS	NUMBER OF STOP OFFS
TOT ANL DIST	TOTAL ANNUAL DISTANCE
MILES PER GL	MILES PER GALLON. This field is mandatory at the RFQ level.
1ST SHIP DTE	FIRST SHIPMENT DATE. This field defaults to MMDDYY
ADD COMM INF	ADDITIONAL COMMODITY INFORMATION. This field can be edited at the RFQ level.
STOP OFF FEE	STOP OFF FEE. This field is mandatory at the RFQ level.
STOP OFF 1	STOP OFF 1 GSDB AND SITE NAME
CONTACT NM	STOP OFF 1 CONTACT NAME
CONTACT PH#	STOP OFF 1 CONTACT PHONE
CONTACT EML	STOP OFF 1 CONTACT EMAIL
ADDRESS	STOP OFF 1 STREET ADDRESS
CITY	STOP OFF 1 CITY
ST ZIP CTY	STOP OFF 1 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 1 DAY AND WINDOW
LIVE/DROP?	STOP OFF 1 LIVE OR DROP
	STOP OFF 1 BLANK LINE
STOP OFF 2	STOP OFF 2 GSDB AND SITE NAME
CONTACT NM	STOP OFF 2 CONTACT NAME
CONTACT PH#	STOP OFF 2 CONTACT PHONE
CONTACT EML	STOP OFF 2 CONTACT EMAIL
ADDRESS	STOP OFF 2 STREET ADDRESS
CITY	STOP OFF 2 CITY
ST ZIP CTY	STOP OFF 2 STATE POSTAL CODE CODE AND COUNTRY
DAY&WINDOW	STOP OFF 2 DAY AND WINDOW
LIVE/DROP?	STOP OFF 2 LIVE OR DROP
	STOP OFF 2 BLANK LINE
STOP OFF 3	STOP OFF 3 GSDB AND SITE NAME
CONTACT NM	STOP OFF 3 CONTACT NAME

CONTACT PH#	STOP OFF 3 CONTACT PHONE
CONTACT EML	STOP OFF 3 CONTACT EMAIL
ADDRESS	STOP OFF 3 STREET ADDRESS
CITY	STOP OFF 3 CITY
ST ZIP CTY	STOP OFF 3 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 3 DAY AND WINDOW
LIVE/DROP?	STOP OFF 3 LIVE OR DROP
	STOP OFF 3 BLANK LINE
STOP OFF 4	STOP OFF 4 GSDB AND SITE NAME
CONTACT NM	STOP OFF 4 CONTACT NAME
CONTACT PH#	STOP OFF 4 CONTACT PHONE
CONTACT EML	STOP OFF 4 CONTACT EMAIL
ADDRESS	STOP OFF 4 STREET ADDRESS
CITY	STOP OFF 4 CITY
ST ZIP CTY	STOP OFF 4 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 4 DAY AND WINDOW
LIVE/DROP?	STOP OFF 4 LIVE OR DROP
	STOP OFF 4 BLANK LINE
STOP OFF 5	STOP OFF 5 GSDB AND SITE NAME
CONTACT NM	STOP OFF 5 CONTACT NAME
CONTACT PH#	STOP OFF 5 CONTACT PHONE
CONTACT EML	STOP OFF 5 CONTACT EMAIL
ADDRESS	STOP OFF 5 STREET ADDRESS
CITY	STOP OFF 5 CITY
ST ZIP CTY	STOP OFF 5 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 5 DAY AND WINDOW
LIVE/DROP?	STOP OFF 5 LIVE OR DROP
	STOP OFF 5 BLANK LINE
STOP OFF 6	STOP OFF 6 GSDB AND SITE NAME
CONTACT NM	STOP OFF 6 CONTACT NAME
CONTACT PH#	STOP OFF 6 CONTACT PHONE
CONTACT EML	STOP OFF 6 CONTACT EMAIL
ADDRESS	STOP OFF 6 STREET ADDRESS
CITY	STOP OFF 6 CITY
ST ZIP CTY	STOP OFF 6 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 6 DAY AND WINDOW
LIVE/DROP?	STOP OFF 6 LIVE OR DROP
	STOP OFF 6 BLANK LINE
STOP OFF 7	STOP OFF 7 GSDB AND SITE NAME
CONTACT NM	STOP OFF 7 CONTACT NAME
CONTACT PH#	STOP OFF 7 CONTACT PHONE
CONTACT EML	STOP OFF 7 CONTACT EMAIL

ADDRESS	STOP OFF 7 STREET ADDRESS
CITY	STOP OFF 7 CITY
ST ZIP CTY	STOP OFF 7 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 7 DAY AND WINDOW
LIVE/DROP?	STOP OFF 7 LIVE OR DROP
	STOP OFF 7 BLANK LINE
STOP OFF 8	STOP OFF 8 GSDB AND SITE NAME
CONTACT NM	STOP OFF 8 CONTACT NAME
CONTACT PH#	STOP OFF 8 CONTACT PHONE
CONTACT EML	STOP OFF 8 CONTACT EMAIL
ADDRESS	STOP OFF 8 STREET ADDRESS
CITY	STOP OFF 8 CITY
ST ZIP CTY	STOP OFF 8 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 8 DAY AND WINDOW
LIVE/DROP?	STOP OFF 8 LIVE OR DROP
	STOP OFF 8 BLANK LINE
STOP OFF 9	STOP OFF 9 GSDB AND SITE NAME
CONTACT NM	STOP OFF 9 CONTACT NAME
CONTACT PH#	STOP OFF 9 CONTACT PHONE
CONTACT EML	STOP OFF 9 CONTACT EMAIL
ADDRESS	STOP OFF 9 STREET ADDRESS
CITY	STOP OFF 9 CITY
ST ZIP CTY	STOP OFF 9 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 9 DAY AND WINDOW
LIVE/DROP?	STOP OFF 9 LIVE OR DROP
	STOP OFF 9 BLANK LINE
STOP OFF 10	STOP OFF 10 GSDB AND SITE NAME
CONTACT NM	STOP OFF 10 CONTACT NAME
CONTACT PH#	STOP OFF 10 CONTACT PHONE
CONTACT EML	STOP OFF 10 CONTACT EMAIL
ADDRESS	STOP OFF 10 STREET ADDRESS
CITY	STOP OFF 10 CITY
ST ZIP CTY	STOP OFF 10 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 10 DAY AND WINDOW
LIVE/DROP?	STOP OFF 10 LIVE OR DROP
	STOP OFF 10 BLANK LINE
LANE BAND	RAIL FUEL SURCHARGE BAND DESIGNATION. This field can be edited at the quote level.
DRAY MILES	ORIGIN - DESTINATION TRUCK MILES. This field can be edited at the quote level.
RAIL MILES	RAILROAD MILES. This field can be edited at the quote level.
SUG ALT RATE	SUGGESTED ALTERNATE RATE. This field can be edited at the quote level.
ALT RATE EXP	ALTERNATE RATE EXPLANATION. This field can be edited at the quote level.

QUOTE NOTES	QUOTE NOTES:
	2ND LINE FOR QUOTE NOTES. This field can be edited at the quote level.

Commodity Code – KD94

Field Name	Field Description
IN/OUTBOUND	INBOUND / OUTBOUND INDICATOR
ORIGIN	ORIGIN
DESTINATION	DESTINATION
EQUIP SIZE	EQUIPMENT SIZE
SERVICE TYPE	SERVICE TYPE
ORIGIN INFO:	ORIGIN INFORMATION:
CONTACT NM	ORIGIN CONTACT NAME
CONTACT PH#	ORIGIN CONTACT PHONE
CONTACT EML	ORIGIN CONTACT EMAIL
SITE NAME	ORIGIN SITE NAME
ADDRESS	ORIGIN STREET ADDRESS
CITY	ORIGIN CITY
ST ZIP CTY	ORIGIN STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	ORIGIN DAY AND WINDOW
LIVE/DROP?	ORIGIN LIVE OR DROP
DESTIN INFO:	DESTINATION INFORMATION:
CONTACT NM	DESTINATION CONTACT NAME
CONTACT PH#	DESTINATION CONTACT PHONE
CONTACT EML	DESTINATION CONTACT EMAIL
SITE NAME	DESTINATION SITE NAME
ADDRESS	DESTINATION STREET ADDRESS
CITY	DESTINATION CITY
ST ZIP CTY	DESTINATION STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	DESTINATION DAY AND WINDOW
LIVE/DROP?	DESTINATION LIVE OR DROP
MILK RUN?	MILK RUN?
BORDER XNG?	BORDER CROSSING?
1 WAY MILES	ONE WAY MILES. This field is mandatory at the quote level.
WKL RTN RATI	WEEKLY RACK RETURN RATIO
TRANS TIME	ROUTE TRANSIT TIME
TOT ANL MOVE	TOTAL ANNUAL MOVE
GL PER MOVE	GALLONS OR FUEL REQUIRED PER MOVE
PAY LOCATION	LOCATION RESPONSIBLE FOR PAYING THE FREIGHT BILL
NOTE TO SUPL	NOTE TO SUPPLIER.
	2ND LINE FOR NOTE TO SUPPLIER. This field can be edited at the RFQ level.
HAZ MAT?	HAZARDOUS MATERIALS?
TEAM DRIVER?	TEAM DRIVER REQUIRED?

WEIGHT (LBS)	WEIGHT IN POUNDS
TOT WKL MOVE	TOTAL WEEKLY MOVES
# STOP OFFS	NUMBER OF STOP OFFS
TOT ANL DIST	TOTAL ANNUAL DISTANCE
MILES PER GL	MILES PER GALLON. This field is mandatory at the RFQ level.
1ST SHIP DTE	FIRST SHIPMENT DATE. This field defaults to MMDDYY
ADD COMM INF	ADDITIONAL COMMODITY INFORMATION. This field can be edited at the RFQ level.
STOP OFF FEE	STOP OFF FEE. This field is mandatory at the RFQ level.
STOP OFF 1	STOP OFF 1 GSDB AND SITE NAME
CONTACT NM	STOP OFF 1 CONTACT NAME
CONTACT PH#	STOP OFF 1 CONTACT PHONE
CONTACT EML	STOP OFF 1 CONTACT EMAIL
ADDRESS	STOP OFF 1 STREET ADDRESS
CITY	STOP OFF 1 CITY
ST ZIP CTY	STOP OFF 1 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 1 DAY AND WINDOW
LIVE/DROP?	STOP OFF 1 LIVE OR DROP
	STOP OFF 1 BLANK LINE
STOP OFF 2	STOP OFF 2 GSDB AND SITE NAME
CONTACT NM	STOP OFF 2 CONTACT NAME
CONTACT PH#	STOP OFF 2 CONTACT PHONE
CONTACT EML	STOP OFF 2 CONTACT EMAIL
ADDRESS	STOP OFF 2 STREET ADDRESS
CITY	STOP OFF 2 CITY
ST ZIP CTY	STOP OFF 2 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 2 DAY AND WINDOW
LIVE/DROP?	STOP OFF 2 LIVE OR DROP
	STOP OFF 2 BLANK LINE
STOP OFF 3	STOP OFF 3 GSDB AND SITE NAME
CONTACT NM	STOP OFF 3 CONTACT NAME
CONTACT PH#	STOP OFF 3 CONTACT PHONE
CONTACT EML	STOP OFF 3 CONTACT EMAIL
ADDRESS	STOP OFF 3 STREET ADDRESS
CITY	STOP OFF 3 CITY
ST ZIP CTY	STOP OFF 3 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 3 DAY AND WINDOW
LIVE/DROP?	STOP OFF 3 LIVE OR DROP
	STOP OFF 3 BLANK LINE
STOP OFF 4	STOP OFF 4 GSDB AND SITE NAME
CONTACT NM	STOP OFF 4 CONTACT NAME
CONTACT PH#	STOP OFF 4 CONTACT PHONE
CONTACT EML	STOP OFF 4 CONTACT EMAIL
ADDRESS	STOP OFF 4 STREET ADDRESS
CITY	STOP OFF 4 CITY

ST ZIP CTY	STOP OFF 4 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 4 DAY AND WINDOW
LIVE/DROP?	STOP OFF 4 LIVE OR DROP
	STOP OFF 4 BLANK LINE
STOP OFF 5	STOP OFF 5 GSDB AND SITE NAME
CONTACT NM	STOP OFF 5 CONTACT NAME
CONTACT PH#	STOP OFF 5 CONTACT PHONE
CONTACT EML	STOP OFF 5 CONTACT EMAIL
ADDRESS	STOP OFF 5 STREET ADDRESS
CITY	STOP OFF 5 CITY
ST ZIP CTY	STOP OFF 5 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 5 DAY AND WINDOW
LIVE/DROP?	STOP OFF 5 LIVE OR DROP
	STOP OFF 5 BLANK LINE
STOP OFF 6	STOP OFF 6 GSDB AND SITE NAME
CONTACT NM	STOP OFF 6 CONTACT NAME
CONTACT PH#	STOP OFF 6 CONTACT PHONE
CONTACT EML	STOP OFF 6 CONTACT EMAIL
ADDRESS	STOP OFF 6 STREET ADDRESS
CITY	STOP OFF 6 CITY
ST ZIP CTY	STOP OFF 6 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 6 DAY AND WINDOW
LIVE/DROP?	STOP OFF 6 LIVE OR DROP
	STOP OFF 6 BLANK LINE
STOP OFF 7	STOP OFF 7 GSDB AND SITE NAME
CONTACT NM	STOP OFF 7 CONTACT NAME
CONTACT PH#	STOP OFF 7 CONTACT PHONE
CONTACT EML	STOP OFF 7 CONTACT EMAIL
ADDRESS	STOP OFF 7 STREET ADDRESS
CITY	STOP OFF 7 CITY
ST ZIP CTY	STOP OFF 7 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 7 DAY AND WINDOW
LIVE/DROP?	STOP OFF 7 LIVE OR DROP
	STOP OFF 7 BLANK LINE
STOP OFF 8	STOP OFF 8 GSDB AND SITE NAME
CONTACT NM	STOP OFF 8 CONTACT NAME
CONTACT PH#	STOP OFF 8 CONTACT PHONE
CONTACT EML	STOP OFF 8 CONTACT EMAIL
ADDRESS	STOP OFF 8 STREET ADDRESS
CITY	STOP OFF 8 CITY
ST ZIP CTY	STOP OFF 8 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 8 DAY AND WINDOW
LIVE/DROP?	STOP OFF 8 LIVE OR DROP

	STOP OFF 8 BLANK LINE
STOP OFF 9	STOP OFF 9 GSDB AND SITE NAME
CONTACT NM	STOP OFF 9 CONTACT NAME
CONTACT PH#	STOP OFF 9 CONTACT PHONE
CONTACT EML	STOP OFF 9 CONTACT EMAIL
ADDRESS	STOP OFF 9 STREET ADDRESS
CITY	STOP OFF 9 CITY
ST ZIP CTY	STOP OFF 9 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 9 DAY AND WINDOW
LIVE/DROP?	STOP OFF 9 LIVE OR DROP
	STOP OFF 9 BLANK LINE
STOP OFF 10	STOP OFF 10 GSDB AND SITE NAME
CONTACT NM	STOP OFF 10 CONTACT NAME
CONTACT PH#	STOP OFF 10 CONTACT PHONE
CONTACT EML	STOP OFF 10 CONTACT EMAIL
ADDRESS	STOP OFF 10 STREET ADDRESS
CITY	STOP OFF 10 CITY
ST ZIP CTY	STOP OFF 10 STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	STOP OFF 10 DAY AND WINDOW
LIVE/DROP?	STOP OFF 10 LIVE OR DROP
	STOP OFF 10 BLANK LINE
LANE BAND	RAIL FUEL SURCHARGE BAND DESIGNATION. This field can be edited at the quote level.
DRAY MILES	ORIGIN - DESTINATION TRUCK MILES (INTERMODAL). This field can be edited at the quote level.
RAIL MILES	RAILROAD MILES (INTERMODAL). This field can be edited at the quote level.
SUG ALT RATE	SUGGESTED ALTERNATE RATE. This field can be edited at the quote level.
ALT RATE EXP	ALTERNATE RATE EXPLANATION. This field can be edited at the quote level.
QUOTE NOTES	QUOTE NOTES:
	2ND LINE FOR QUOTE NOTES. This field can be edited at the quote level. This field can be edited at the quote level.

Commodity Code – KD91

Field Name	Field Description
IN/OUTBOUND	INBOUND / OUTBOUND INDICATOR
ORIGIN	ORIGIN
DESTINATION	DESTINATION
EQUIP SIZE	EQUIPMENT SIZE
SERVICE TYPE	SERVICE TYPE
ORIGIN INFO:	ORIGIN INFORMATION:
CONTACT NM	ORIGIN CONTACT NAME
CONTACT PH#	ORIGIN CONTACT PHONE

CONTACT EML	ORIGIN CONTACT EMAIL
SITE NAME	ORIGIN SITE NAME
ADDRESS	ORIGIN STREET ADDRESS
CITY	ORIGIN CITY
ST ZIP CTY	ORIGIN STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	ORIGIN DAY AND WINDOW
LIVE/DROP?	ORIGIN LIVE OR DROP
DESTIN INFO:	DESTINATION INFORMATION:
CONTACT NM	DESTINATION CONTACT NAME
CONTACT PH#	DESTINATION CONTACT PHONE
CONTACT EML	DESTINATION CONTACT EMAIL
SITE NAME	DESTINATION SITE NAME
ADDRESS	DESTINATION STREET ADDRESS
CITY	DESTINATION CITY
ST ZIP CTY	DESTINATION STATE POSTAL CODE AND COUNTRY
DAY&WINDOW	DESTINATION DAY AND WINDOW
LIVE/DROP?	DESTINATION LIVE OR DROP
1ST SHIP DTE	FIRST SHIPMENT DATE. This field defaults to MMDDYY
RTN RATIO	RACK RETURN RATIO
LANE/RTE ID	LANE OR ROUTE IDENTIFICATION CODE
1 WAY MILES	ROUTE MILEAGE PER RUN
TRANS TIME	ROUTE TRANSIT TIME
GL PER MOVE	GALLONS OF FUEL REQUIRED PER MOVE
PAY LOCATION	LOCATION RESPONSIBLE FOR PAYING THE FREIGHT BILL
CONSIGNEE NM	NAME OF CONSIGNEE
ADD COMM INF	ADDITIONAL COMMODITY INFORMATION. This field can be edited at the RFQ level.
HAZ MAT?	HAZARDOUS MATERIALS?
BORDER XNG?	BORDER CROSSING?
TOT ANL MOVE	TOTAL ANNUAL MOVE
TOT WKL MOVE	TOTAL WEEKLY MOVES
MILES PER GL	MILES PER GALLON
WEIGHT (LBS)	WEIGHT IN POUNDS
TEAM DRIVER?	TEAM DRIVER REQUIRED?
MX PORTION	MEXICO PORTION?
TOT ANL DIST	TOTAL ANNUAL DISTANCE
NOTE TO SUPL	NOTE TO SUPPLIER
	2ND LINE FOR NOTE TO SUPPLIER
SUG ALT RATE	SUGGESTED ALTERNATE RATE. This field can be edited at the quote level.
ALT RATE EXP	SUGGESTED ALTERNATE RATE EXPLANATION. This field can be edited at the quote level.
	2ND LINE FOR ALTERNATE RATE EXPLANATION. This field can be edited at the quote level.
QUOTE NOTES	QUOTE NOTES:

	2ND LINE FOR QUOTE NOTES. This field can be edited at the quote level.

EQUIPMENT SIZE AND SERVICE TYPE VALUES

CD Lookup type	CD Lookup code	DS Lookup text	In Active
EQUPSIZE	20CO	20' CONTAINER (OCEAN)	Y
EQUPSIZE	20FR	20' FLAT RACK (OCEAN)	Y
EQUPSIZE	**20NR**	20' NON OPERATING REEFER (OCEAN)	**Y**
EQUPSIZE	20HI	20' HIGH CUBE CONTAINER (OCEAN)	Y
EQUPSIZE	28TR	28' TRAILER PUP (BULK)	Y
EQUPSIZE	40CO	40' CONTAINER (OCEAN)	Y
EQUPSIZE	40FR	40' FLAT RACK (OCEAN)	Y
EQUPSIZE	40HI	40' HIGH CUBE CONTAINER (OCEAN)	Y
EQUPSIZE	**40NR**	40' NON OPERATING REEFER (OCEAN)	**Y**
EQUPSIZE	**40HN**	40' HIGH CUBE NON OPERATING REEFER (OCEAN)	**Y**
EQUPSIZE	40TR	40' STANDARD TRAILER (TRUCK)	Y
EQUPSIZE	45CO	45' CONTAINER (OCEAN)	Y
EQUPSIZE	45HI	45' HIGH CUBE CONTAINER (OCEAN)	Y
EQUPSIZE	**45NR**	45' NON OPERATING REEFER (OCEAN)	**Y**
EQUPSIZE	48AI	48' AIR RIDE (TRUCK)	Y
EQUPSIZE	48DF	48' DROP FRAME TRAILER (TRUCK)	Y
EQUPSIZE	48FB	48' FLAT BED (TRUCK)	Y
EQUPSIZE	48SO	48' SOFTSIDE TRAILER (TRUCK)	Y
EQUPSIZE	48TR	48' STANDARD TRAILER(TRUCK/INTERMODAL)	Y
EQUPSIZE	48TC	48' TRAILER TEMPERATURE CONTROL (TRUCK)	Y
EQUPSIZE	48TA	48' TRI AXLE (TRUCK)	Y
EQUPSIZE	50RA	50' REGULAR RAIL CAR (RAIL)	Y
EQUPSIZE	53AI	53' AIR RIDE(TRUCK/INTERMODAL)	Y
EQUPSIZE	53DF	53' DROP FRAME SUPER VAN (TRUCK)	Y
EQUPSIZE	53FB	53' DROP-DECK / FLAT BED (BULK)	Y
EQUPSIZE	53SO	53' SOFTSIDE TRAILER (TRUCK)	Y
EQUPSIZE	53TR	53' STANDARD TRAILER(TRUCK/INTERMODAL)	Y
EQUPSIZE	53TC	53' TRAILER TEMPERATURE CONTROL (TRUCK)	Y
EQUPSIZE	53TA	53' TRI AXLE (TRUCK)	Y
EQUPSIZE	60HI	60' HIGH CUBE (RAIL)	Y
EQUPSIZE	60ST	60' STANDARD RAIL CAR (RAIL)	Y
EQUPSIZE	60TW	6000 GALLON TANKWAGON (BULK)	Y
EQUPSIZE	6**5**TW	6500 GALLON TANKWAGON (BULK)	Y
EQUPSIZE	80TW	8000 GALLON TANKWAGON (BULK)	Y
EQUPSIZE	86HI	86' HIGH CUBE (RAIL)	Y
EQUPSIZE	89FF	89' FLAT FRAME (RAIL)	Y
EQUPSIZE	90TW	9000 GALLON TANKWAGON (BULK)	Y
EQUPSIZE	CONT	CONTAINER (OCEAN VEH.)	Y
EQUPSIZE	CNRO	CONTAINER AND ROLL ON / ROLL OFF (OCEAN VEH.)	Y
EQUPSIZE	DPTR	DUMP TRAILER (BULK)	Y
EQUPSIZE	GON	GONDOLO (RAIL)	Y

EQUPSIZE	LOLO	LIFT ON / LIFT OFF (OCEAN VEH.)	Y
EQUPSIZE	RORO	ROLL ON / ROLL OFF (OCEAN VEH.)	Y
EQUPSIZE	ROTR	ROLL-OFF TRAILER (BULK)	Y
EQUPSIZE	TNKR	TANKER CAR (BULK RAIL)	Y
SERVTYPE	BD	BORDER TO DOOR	Y
SERVTYPE	DB	DOOR TO BORDER	Y
SERVTYPE	DD	DOOR TO DOOR	Y
SERVTYPE	DP	DOOR TO PORT	Y
SERVTYPE	DR	DOOR TO RAMP	Y
SERVTYPE	DRE	DOOR TO REGION	Y
SERVTYPE	DW	DOOR TO WAREHOUSE	Y
SERVTYPE	PD	PORT TO DOOR	Y
SERVTYPE	PP	PORT TO PORT	Y
SERVTYPE	RD	RAMP TO DOOR	Y
SERVTYPE	RED	REGION TO DOOR	Y
SERVTYPE	WD	WAREHOUSE TO DOOR	Y

WORD PROCESSING FUNCTIONS

When using Word Processing, the following features are available. (Note that the word wrap feature only works when creating a paragraph; creating blank lines between paragraphs; and creating spaces within a paragraph.) Use the following conventions when adding or changing text for requisition line item descriptions, sourcing justifications, and notes.

Note: Any deviation from these procedures will cause unpredictable results.

To word wrap text and eliminate all blanks greater than one space within paragraphs:

1. Type '**WP**' (Word Process) on the Command Line.

2. Press **<Enter>**.

To create a paragraph:

1. Press the **<space bar>** six times, then type the paragraph text.

2. Press **<Tab>** to move to the next line.

3. Begin the second paragraph by again pressing the **<space bar>** six times and typing text.

To create blank lines between paragraphs:

1. Press the **<space bar>** six times and type a period (.).

2. Press **<tab>** to move to the next line.

3. Begin the next paragraph by again pressing the **<space bar>** six times and typing text.

To create spaces within a paragraph, type a period (.) for the selected number of spaces.

To insert text in a previously recorded paragraph (text may only be inserted within a single paragraph):

1. Type '**C**' (change) on the Command Line, then type a plus sign (+) at the end followed by the letter '**I**' (Insert).

2. Type the text to be inserted. Type another plus sign (+) at the end followed by the letter '**I**' (insert).

3. Press **<Enter>**.

To delete text from a previously recorded paragraph:

1. Type '**C**' (Change) on the Command Line, then type a plus sign (+) in the space before the text to be deleted.

2. Type a plus sign (+) on the last character of the text to be deleted followed by the letter '**D**' (delete).

3. Press **<Enter>**.

GLOSSARY

3270 emulation package	3270 emulator is a program that allows the user to access certain mainframe systems like CPARS. The program provides an environment that mimics the mainframe 'dumb terminals' that provided direct access to CPARS functionality.
AC field	The Action Code field allows for four entries: '**A**', to add, '**C**', to change, '**D**', to delete, and '**X**', to select.
Advance PN	The Requisitioner sends the requisition to the Buyer for sourcing and quoting before deciding whether to send it through the on-line approval process and proceeding with obtaining a purchase order.
Bid list	List of Suppliers the Requisitioner is recommending to the Buyer. The Buyer is not obligated to use any or all of these Suppliers.
Blanket order	A document with a Supplier that outlines the items that can be ordered, with prices, payment terms, delivery terms already agreed to between the Supplier and the Buyer. No promises to buy are made in a blanket order; the agreement simply states that if Ford buys from the vendor, it will do so at the costs and terms set forth in the blanket order.
BOSS90	Blanket Order Selection System
BO Req	
CCAPS	Corporate Centralized Accounts Payable System
Clause	Additional information sent to the Supplier regarding the document. Unless specified to not print, clauses will print on RFQs and procurement documents (POs and RLs). This is legal text.
Command Line	In CPARS90, the field which enables the user to designate what action is to be taken to the displayed document.
CPARS	Corporate Procurement And Receiving System
Critical Change	A critical change made to a document requires it to go through the on-line approval process again. Critical changes include changes in the total cost of a requisition (+/-), the charge dept, the toxic status of a line, and the dept approval identifier.

Go To Command	G + screen number - allows the CPARS user to go directly to a screen without maneuvering through the menus.
GSDB	Global Supplier Database - database that contains Supplier codes and information.
Healthcare	
LDE	
Line-Up meeting	A meeting where potential Suppliers gather to get more information about the item or items on a requisition that they will be quoting on.
MEARS	Mechanized Appropriations Request System. The system where projects are written.
Notes	Information about the document for internal access only, usually intended for on-line Approvers or Buyers to view.
PCPAS	Project Control and Property Accounting System
Requestor	The person who is requesting the goods or services. The Requestor is not necessarily the person who entered the order into CPARS. The Requestor may contact a Requisitioner to create the order or use the Global Requisitioning Hub to create a web-based requisition that will be sent to a Key User for CPARS order creation.
Requisition number structure	Requisition numbers are as follows: RQYY - DDDRXX where RQ stands for requisition, YY is the year the requisition was created, DDD is the Julian calendar date the requisition was created, and RXX is a number that starts at R01 to R99, S01 to S99, and T01 to T99.
Requisitioner	The individual who enters the order into CPARS. This person may or may not be the person who requires the goods or services.
Transportation	
UCCS	Uniform Company Coding System – Synonymous with the GSDB.
WP (Word Process)	Entering WP on the <u>Command Line</u> on certain screens initiates word wrapping, eliminates blank spaces (greater than one) within

paragraphs, and eliminates blank lines between paragraphs when user is writing or editing clauses or extended description of line items.