

# CPARS 2014 Launch

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## Subject: CPARS REQUISITIONER CHANGES - EFFECTIVE 12 OCTOBER 2014

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CPARS changes effective for all users were launched on October 12, 2014 to meet various business and audit requirements as well to support upcoming CPARS launches in Ford Asia Pacific and Ford Middle East & Africa locations.

Training sessions have been conducted and will continue to take place through October 21, 2014. Training material will be available by link to be provided by October 14th.

If you have any questions or need immediate assistance, please send an email to [CPARSHLP@ford.com](mailto:CPARSHLP@ford.com).

### Summary of Business Process Changes Now Supported in CPARS:

1. Cumulative Approvals – as a result of recent audit comments, a business practice change has been implemented in CPARS. Purchase Order amendments will no longer be evaluated for approval based only upon the value of the amendment. Instead, amendments will be routed for approval based upon the total cumulative amount of the Purchase Order and its amendments. This will impact both Requisition and Purchase Order approvals.
2. Service Indicator – to support additional tax requirements in global locations that will be launched on CPARS, line items will now need to identify if they are a service

### Key System Functionality Changes

Additional CPARS functionality and enhancements are added with this launch to help support our Global business environment. Included are:

1. Enhanced Email Notifications – see User Profile [PF11 from the Master Menu]
  - a) You can now select to receive email notifications when CPARS documents are sent to various different Workchains
  - b) New Notification Categories are available
2. Document Tracking - New tracking records written for:
  - a) Payment Approvals:
    - Corrections/Deletions of Payment Approval's – includes RACFID of person that made the correction
  - b) Dock Receiving:
    - Non Inventory dock receipts – includes RACFID of the person that created the receipt
    - Receipt correction / Wrong Item Received – includes RACFID of the person that created the correction
  - c) Change in "approve invoice id" on requisitioning screen
  - d) New PF Key –'F2' User Profile' - Pressing F2 will take you to the User Profile – where you can query on a RACFID or Buyer code
3. Delivery/Invoice Email address field added to requisitions – this field was added to provide a way for a requisitioner to let a Supplier know where to send proof of delivery/service so a receipt/payment approval

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can be entered. If email address is identified on the requisition – the following text will be displayed on PO's and Releases

SUPPLIER TO EMAIL DETAILED SUMMARY OF GOODS DELIVERY OR SERVICE  
PERFORMED CONSISTENT WITH THE PO OR STATEMENT OF WORK/PROPOSAL  
BEFORE RECEIPT CAN BE ENTERED AND SUPPLIER PAYMENT MADE  
PLEASE EMAIL THIS DETAILED SUMMARY TO EMAIL ADDRESS@XXXXX.COM

#### 4. Blanket Order Changes

- a) Coverage changes will need a Blanket Order Amendment
- b) Currency cannot be changed
- c) Only one Commodity code per blanket
- d) Payment Terms changes
  - North America blankets (Non Healthcare and TPO blanket requisitions) - Payment terms now held at plant level and not at Blanket header
  - Europe - Payment terms remain at BO Header

Please see the following pages for more details about CPARS changes for Buyers

Michael Gier  
Purchasing Systems Manager  
313-20-68247

## CPARS CHANGES HIGHLIGHTS – Requisitioner:

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1. **Expense Requisition Screen (GRAP733B):**- has been changed to provide more information on the requisition header without having to move from screen to screen. Expense requisition header is closely aligned with Project Requisition Header
  - a) Requisition line has been removed from Req Header – req lines need to be added on the ‘Line Item’ screen (F2)
  - b) Delivery/Invoice Email Field - email address that will be included on PO’s advising suppliers where to send ‘proof of delivery/service’ so receipts/payment approvals can be entered (see additional information above)
    - If Approve Invoice ID is entered on requisition – this field is mandatory
  - c) Supplier Name will be displayed next to the GSDB code on expense requisition
  - d) Requestor CDS ID added – CDS ID will be displayed to buyer as well as on other CPARS screens
  - e) Buyer CDS ID will be displayed next to the buyer code on the requisition
  - f) Line Count – display the number of the lines on the requisition
  - g) Clause Codes – requisitioners can add clause codes directly on requisition header (up to 10 can be added on the header, if additional clauses are needed they can be added on document clauses)
  - h) Bid List Indicator – identify if a bid list has been added to the requisition
  - i) Sourcing Indicator – identify if requisitioner has added Sourcing Justification
  - j) Notes Indicator – identify if notes have been added to the requisition
  - k) Line Up Meeting – identify if a line up meeting has been added to the requisition
  - l) PF Key’s have been updated to more clearly describe what they represent
    - Function key (F3) has been added to simplify Blanket Search functionality. Requisitioners can use PF3=Search BO to search for blanket orders and select blanket lines to a release. This PF Key is in addition to the existing ‘SRCHBO’ command line action.
2. **Project Requisition Screen (GRAP734B):**
  - a) Blanket Search functionality has been added allowing requisitioners to search for blanket orders and select blanket lines to a release. To perform blanket search use PF3=Search BO
  - b) Clause Codes – number of fields for entering clause codes has been expanded by 5
  - c) Requestor CDS ID added – CDS ID will be displayed to buyer as well as on other CPARS screens
  - d) Buyer CDS ID will be displayed next to the buyer code on the requisition
  - e) Delivery/Invoice Email Field - email address that will be included on PO’s advising suppliers where to send ‘proof of delivery/service’ so receipts/payment approvals can be entered (see additional information above)
    - If Approve Invoice ID is entered on requisition – this field is mandatory
  - f) PF Key’s have been updated to more clearly describe what they represent
3. **Document Approval Screen (GRAP771B):**
  - a) Approver’s CDS ID has been added next to the name of the approver. If CDSID not available their phone number will be displayed