

CPARS

Corporate Procurement & Requisitioning System

Global Convergence

Seminar protocols – please mute your phone

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Seminar Aims

- Provide an introduction to the CPARS Global Launch
- Explain how CPARS is changing to support global use
- Explain how changes to CPARS might affect you
- Describe where to find additional information about CPARS
- List how to support yourself when using CPARS
- Describe what to do if you get stuck

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Seminar Structure

- **Seminar Structure**
 - Presentation via PowerPoint
 - Includes screen prints with annotations
- **Discussion / Q&A – Ad Hoc from the Floor**
 - Use WebEx Chat to ask questions
- **Duration 1 hour**
 - About 45 minutes presentation
 - 15 minutes for Q&A

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Seminar Outcomes

- **Seminar**
 - Describe what is changing in CPARS
 - Explain how these changes affect using CPARS
 - Explain where to find details of these changes
- **Intent**
 - Is a confidence builder
 - Is a knowledge building exercise
 - Is not a hands-on training event

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CPARS Global Convergence

- **One Ford Vision**
 - A single, global Non Production requisitioning & purchasing system
 - CPARS selected as the platform
- **Will be launched globally over the next several years**
 - Middle East & Africa
 - Asia Pacific
 - including Australia and New Zealand
 - Europe
 - Replaces CORA Requisitioning
 - South America (Brazil/Argentina)

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CPARS Global Convergence

- **Existing CPARS met our North American business needs**
- **Needs to be enhanced to satisfy different business and legal constrains in other regions**
- **Is tightly integrated with the Global Accounts Payable System (GAPS) being deployed**
- **Much of what is being changed is 'under the hood' so will not affect you**
- **Wherever possible the changes you will see should help to make using the system a bit easier**

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CPARS Changes

▪ Processes with significant changes

➤ Email Notifications

- You can now select to receive email notifications when CPARS documents are sent to various different Workchains
- Emails can now be sent to email addresses other than @ford.com
- New notification categories available

➤ Cumulative Requisition Approvals (Change Requests)

- A mandatory finance requirement, not linked to CPARS Global Convergence
- The approval required is based upon the sum of the Purchase Order and all amendments/change requests

➤ Payment Approval – Additional Approval Reviews (Future launch)

- Will allow payment approvals to be routed to up to two additional approval reviewers
- You can define your own payment approval routings

CPARS Changes

▪ Email Notifications

➤ What you need to do if you currently use email notifications

- Access your existing CPARS “User Profile”
 - Press F11 from the CPARS Main Menu to open the Administration Menu
- Confirm that the email address in the new “User Email” field is where you would like your email notifications to be sent
- Access your new “Notification Profile” to review the options and change as needed

➤ If you don't currently use emails

- Consider the new functionality – it's much better
- Would it work for you?

➤ New Email Notifications available

- Requisitioners – Overshipped Material
- Buyers – New Documents or documents rejected for buyer action

▪ Let's have a look

CPARS Changes - Email Notifications (old)

```

Europe - B - TCU18983
File Edit View Communication Actions Help

GRAP743B          CPARS User Profile          22/09/14 06:36:08
==>
USER ID: W#EZ01_ DIV/PLT: A01   BUYER CODE: 0409 ANALYST CODE:
Name: ANTONY BONE              Dept: ET&D      Approval Id:
Job Title : TRAINING CONSULTANT_ User Type: VHD      Approval Chain:
Room Number: GB-15/1C-B02-C_    Bldg Loc: DUNTON      PCPAS:
Date Format: E                  Return Address: POB
Language : E ENGLISH           Key Requisitioner:
Phone Number: Outside: 01268-405172 Internat: #44-1268-405172
Centrex: 8738-5172            Fax :
Supervisor Logon Id: N#S0NP   Name: NICOLA PIERRE
Administrative Id:
Invoice to Logon Id:
Message Control Id:
Review Price Logon Id:
Buddy Buyer Logon Id:
Alternate Approver Id:
PROFS Notification Id: TBONE1_ Super User : N
Buying Company GSDB : FM00B   Default Shipping GSDB: FM00B
Suggested Buyer : 0001      Requestor Indicator :
Clerk Indicator : N         RFQ Return to GSDB :
Supplier Indicator : N      Supplier GSDB :
F1=HELP F2=BUYER PROFILE F12=RETURN
INQUIRY SUCCESSFUL          W#EZ01
M# b                          02/006
    
```

Currently here is your CDS Id

PROFS Notification Id: TBONE1_



CPARS Changes - Email Notifications

To get to your User Profile, use F11 – Administration Menu from the main CPARS menu when you logon.

```

File Edit View Communication Actions Help

GRAP743B          CPARS User Profile          22/09/14 06:35:02
==>
USER ID: W#EZ01_ DIV/PLT: A01   BUYER CODE: 0186 ANALYST CODE:
Name: ANTONY BONE              CDS ID: TBONE1_ User Role: BFE FS: N
Dept: ET&D      Approval Chain:
Date Format: E (DD/MM/YY) Language: E ENGLISH Key Req'r:
Phone: Internal: (126)-870-2322 International: 44-1268-702322
International Fax: 999 Bldg Loc: TRAFFORD HOUSE_
Supervisor Logon Id: S#OPC99   Name: TIM CLINESMITH Code: 0894
Invoice to Logon Id:
Message Control Id:
Review Price Logon Id:
Buddy Buyer Logon Id:
Buddy Inventory Analyst Id:
Alternate Req'r/Aprv Id:
Buddy Receipt Aprv Id:
Delivery/Invoice Email: TBONE1@FORD.COM
User Email: TBONE1@FORD.COM
Super User : N Default Shipping GSDB: FM00B
Requestor Indicator : _ Buying Company GSDB : FM00B
Clerk Indicator : N RFQ Return to GSDB :
Supplier Indicator : N Supplier GSDB : Suggested Buyer: 0186
F1=HELP F2=BUYER PROFILE F3=NOTIFICATION PROFILE F12=RETURN
INQUIRY SUCCESSFUL          W#EZ01
    
```

User Profile is option U from the Administration Menu.

You will find further details on how to set up your defaults on the Purchasing Self Help Portal

Remember that you can set up a whole series of defaults on this screen that help reduce what you need to enter with repeat buys – for example, the code of the buyer who usually handles your requisitions or the approval chain you normally use.



CPARS Changes - Email Notifications

To Set up your Notification Preferences

```
GRAP743B          CPARS User Profile          22/09/14 06:35:02
==> C
USER ID: WHEZ01_ DIV/PLT: A01 BUYER CODE: 0186 ANALYST CODE:
Name: ANTONY BONE          CDS ID: TBONE1_ User Role: BFE FS: N
Dept: ET&D Approval Chain: Approval Id: PCAM:
Data Format: E (DD/MM/YY) Language: E ENGLISH Key Req'r:
E-mail: (126)-870-2322 International: 44-1268-702322
Fax: 999 Bldg Loc: TRAFFORD HOUSE
Logon Id: SSOPC99 Name: TIM CLINESMITH Code: 0894
Logon Id:
Message Control Id:
Review Price Logon Id:
Buddy Buyer Logon Id:
Buddy Inventory Analyst Id:
Alternate Req'r/Aprv Id:
Buddy Receipt Aprv Id:
Delivery/Invoice Email: TBONE1@FORD.COM
User Email: TBONE1@FORD.COM
Super User: N Default Shipr: GSDB: FM00B
Requestor Indicator: _ Buying Com: GSDB: FM00B
Clerk Indicator: N RFQ Return: GSDB:
Supplier Indicator: N Supplier: Suggested Buyer: 0186
F1=HELP F2=BUYER PROFILE F3=NOTIFICATION PROFILE F12=RETURN
INQUIRY SUCCESSFUL WHEZ01
ME a 02/006
```

STEP 1
Enter your full email address
(remember to use 'C' on the
command line)

STEP 2
Press F3 to open the new
Notification Profile screen (791B)



CPARS Changes - Email Notifications

To Set up your Notification Preferences

```
GRAP791B          CPARS Notification Profile    22/09/14 06:48:44
==> C
USER ID: WHEZ01_ DIV/PLT: A01 BUYER CODE: 0186 ANALYST CODE:
NAME: ANTONY BONE

Place a 'Y' in the appropriate field(s) to receive Email Notifications for
CPARS documents sent to your Workchain.

REQUISITIONER/APPROVER:
Requisition/Buyer CR Sent for Approval : y
Requisition Returned to Requisitioner  : _
Requisition Approval Completed         : y
Overshipped Material                   : _
Payment Approval for Review             : _

PURCHASING BUYER:
New/Returned Document : _ RFQ/Recap Approved/Rejected : _
PO/BO/CR Rejected     : _ Buyer CR Rejected by Requisition Approver : _

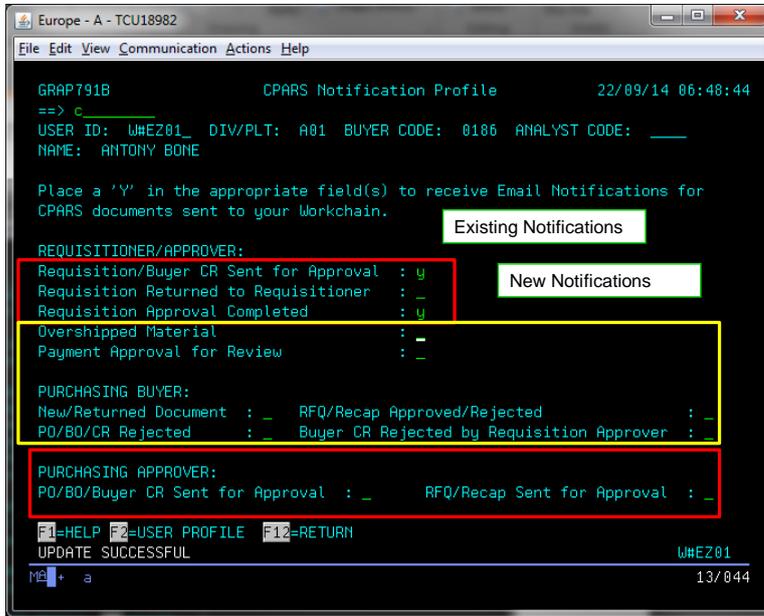
PURCHASING APPROVER:
PO/BO/Buyer CR Sent for Approval : _ RFQ/Recap Sent for Approval : _

F1=HELP F2=USER PROFILE F12=RETURN
UPDATE SUCCESSFUL WHEZ01
ME a 13/044
```

STEP 3
Select the workchain changes
you wish to be notified about



CPARS Changes - Email Notifications



CPARS Changes – Cumulative Requisition Approvals

- Document approval chains will be built using the 'Cumulative Amount' (PO amount and all subsequent amendments)
 - A Finance requirement, not part of Global CPARS
 - Any requisition amendment is accumulated whatever the status

Existing

New



CPARS Changes – Cumulative Requisition Approvals

The Cumulative amount used for the level of approval needed can be seen on the Change Request History screen (GRAP763B).

Remember – it is only the amount on the Amendment that is being approved, the cumulative amount is only used to work out the level of approval needed

```

==>
DOC#: A 01 P007 100383   REQ#: R007 253R05   Date Placed :   09/11/07
Buyer: 0923  BUS FMS BUYER 1   BUYER1   Date Last Amend :   05/13/11
Suplr: M062D THE MAGEE CARPET COMPANY   Orig Amt   USD :   2460.00
                                           Current Amt USD :   1260.00

Purpose: REQ TRAINING CLASS - PO'S FOR CHANGE REQUEST
-----
AC  CR#  Date   Requisition  Stat Fund  Chg Request Amt  Cumulative Amt
-----
003  05/13/11  RQ10 103R01  PO   USD          1200.00-        350.00
      REQ TRAINING CLASS - PO'S FOR CHANGE REQUEST
002  RQ08 154R06  APP  USD           520.00-        1550.00
      REQ TRAINING CLASS - PO'S FOR CHANGE REQUEST
001  RQ07 255R25  APP  USD           390.00-        2070.00
      QTY & PRC CHANGEREQ TRAINING CLASS - PO'S FOR CHANGE REQUEST
000  09/11/07  RQ07 253R05  PO   USD           2460.00         60.00
      REQ TRAINING CLASS - PO'S FOR CHANGE REQUEST
    
```

Amendment amount

Cumulated Approval amount

F1=Help F2=View Document F7=Prev F8=Next F12=Return F16=Tracking
 NO MORE RECORDS AVAILABLE PG00932
 M062D a 20/055

CPARS Changes

- **Screens with significant changes:**
 - CPARS User Profile (GRAP743B)
 - Expense Requisition (Non-Project) (GRAP733B)
 - Clauses added to req header – clause codes can be added on req header
 - Delivery notification – if email in this field – PO's and RL's will advise supplier to send proof of delivery to this email address
 - Multiple Line Item Set-up (GRAP735B)
 - Project Requisition (GRAP734B)
 - “Search Blanket” has been added – requisitioners can now search blanket orders for Project requisitions
- **Many other screens have minor label and cosmetic changes**
 - Including reducing the number of PF keys displayed
 - Requisitioner and Buyer CDSID will be displayed
 - International phone numbers supported
- **We have looked at User Profile and Workchains**
- **Now let's look at Expense Requisitions (733B) and Line Set-ups (735))**

CPARS Changes - Expense Requisition (GRAP733B) Existing

What we have had

An item line

Function keys for multiple lines and single line



CPARS Changes - Expense Requisition (GRAP733B) New

What we have now

No item line



CPARS Changes - Expense Requisition (GRAP733B)

New

The screenshot shows the GRAP733B Expense Requisition screen. A callout box titled "What we have now" contains the following text:

- No item line
- Clauses can be added on the header

The screen displays various fields for requisition details, including Requested Dlvty, Ship To, Attn, Notes, Emergency, Blanket No, Contract, Line-up, Advance PN, Work Order, Line Count, Bid List, Confirming PO, CC, Sourcing, Approve Invoice, Dlvty/Inv Email, RQ Att, Requested By, User ID, Requestor CDS, Approval Chain, Charge Dept, Account #, Product Code, Program, Cost, Funds, Suplr GSDB, and Buyer. A red box highlights the "Clauses:" section, which lists various F-key functions such as F1=Help, F2=Line Items, F3=Search BO, F4=Funds Lookup, F5=Buyer Responsibility, F6=Print, F7=Verify, F8=Clauses, F9=Return, F10=Single Source, F11=Bid List, F12=Line-up, F13=Tracking, F14=Notes, F15=Quote Recap, F16=Send to Buyer, F17=Next Doc, F18=Clear, F19=Approval Chain, F20=Start Approval, F21=Suplr/CC, and F22=READY FOR PROCESSING.



CPARS Changes - Expense Requisition (GRAP733B)

New

The screenshot shows the GRAP733B Expense Requisition screen. A callout box titled "What we have now" contains the following text:

- No item line
- Clauses can be added on the header
- Single F-key to add items (F2)

The screen displays various fields for requisition details, including Requested Dlvty, Ship To, Attn, Notes, Emergency, Blanket No, Contract, Line-up, Advance PN, Work Order, Line Count, Bid List, Confirming PO, CC, Sourcing, Approve Invoice, Dlvty/Inv Email, RQ Att, Requested By, User ID, Requestor CDS, Approval Chain, Charge Dept, Account #, Product Code, Program, Cost, Funds, Suplr GSDB, and Buyer. A red box highlights the "F2=Line Items" function in the "Clauses:" section.



CPARS Changes - Expense Requisition (GRAP733B)

New

What we have now

- No item line
- Clauses can be added on the header
- Single F-key to add items (F2)
- Search for a Blanket Order (F3)

Also available on Project Requisition (GRAP734B)



CPARS Changes - Expense Requisition (GRAP733B)

New

What we have now

- No item line
- Clauses can be added on the header
- Single F-key to add items (F2)
- Search for a Blanket Order (F3)
- Delivery / Invoice Addressing

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 on req will be inserted)



CPARS Changes – Line Item Set-up (GRAP735B) Existing

What we have had

Cluttered Function Key list

No service indicator

The screenshot shows the GRAP735B Multiple Line Item Set-up screen. The function key list is as follows:

```

F1=Help F3=Single Itm F4=Ext Desc F5=Project F6=Splt Dlvry F7=Prev
F8=Next F9=Print F10=Verify F11=Clauses F12=Return F13=Sngl Src
F14=Bid Lst F15=Line-up F16=Tracking F17=Notes F20=Nxt Doc F21=Clear
F24=Sup/Comm
    
```

The service indicator field is empty.

CPARS Changes – Line Item Set-up (GRAP735B) New

What we have now

A Service indicator – is this a good or a service? Needed for tax and customs in many countries around the world

The screenshot shows the GRAP735B Multiple Line Item Set-up screen. The service indicator field is now populated with 'Y'.

```

Service: Y
PURCHASE OF TRANSLATION TO SPANISH SERVICE
    
```

The function key list is the same as in the previous slide.

Simple Guidelines for Service Indicator – "Y" or "N" are the valid entries for this field

- Y** = the majority of the value of the item is for work performed by a person, group, company, etc.
- N** = the majority of the value of the item is for a physical good

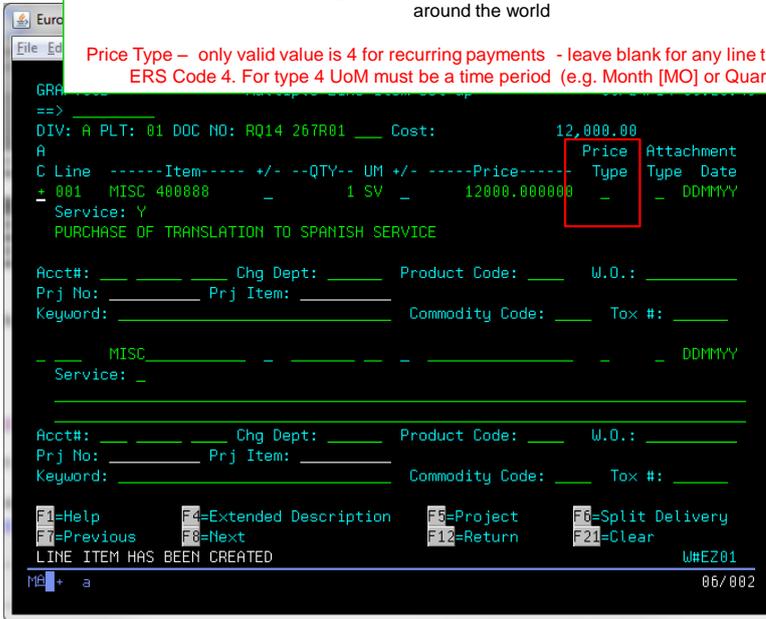
CPARS Changes – Line Item Set-up (GRAP735B)

New

What we have now

A Service indicator – is this a good or a service? Needed for tax and customs in many countries around the world

Price Type – only valid value is 4 for recurring payments - leave blank for any line that will not be ERS Code 4. For type 4 UoM must be a time period (e.g. Month [MO] or Quarter [Q1])



CPARS Changes – Line Item Set-up (GRAP735B)

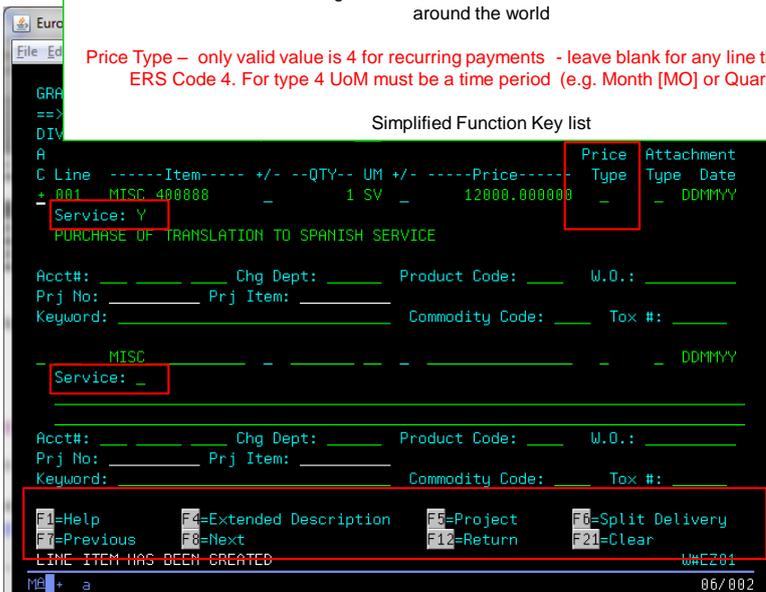
New

What we have now

A Service indicator – is this a good or a service? Needed for tax and customs in many countries around the world

Price Type – only valid value is 4 for recurring payments - leave blank for any line that will not be ERS Code 4. For type 4 UoM must be a time period (e.g. Month [MO] or Quarter [Q1])

Simplified Function Key list



On-line help has been updated for Price Type and Service Indicator to explain these changes in detail

CPARS Changes – where do I find more

- **For more information:**

- **Look on the Self Help Portal**

- Under Guides; [CPARS Requisitioning inc Requestors](#)
- Under Quick Routes

- **Got any questions**

- **October 13 – 24th:**

- Send email to CPARSHLP@ford.com
- OR

- **Raise a ticket using the simple form on-line**

- See here for easy to follow steps to follow
- http://www.purchasing.ford.com/prch_systems_manuals/prch_systems_manuals_common/html/raising-incidents.html

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CPARS Changes – Summary

- **CPARS is to be the global solution for Non Production Requisitioning and Purchasing**
- **System functionality changes needed to satisfy business, legal and tax requirements globally**
- **Most changes are cosmetic such as label changes and clean-up of function keys**
- **Main Processing changes**
 - **Enhanced email notifications**
 - **Cumulative Approvals**
 - A Finance requirement
 - **Ability for requisitioner to identify a Delivery Notification ID – this will prompt a 'clause' on all orders that states:**
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 on req will be inserted)
- **Main screen changes**
 - **Expense Requisitions (733B)**
 - **Multiple Item Lines Set-up (735B)**
 - **User Profile (743B)**
- **Future enhancements**
 - **Payment Approval Reviews**
 - **Worklists**
- **To find out more**
 - **Look on the Self Help Portal**

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