Version 25 | Trapeze Enterprise Asset Management

Enterprise Purchasing

Administrator Guide

Trade Secret | February 2025

Technical Support

Trapeze provides several ways to connect with the Customer Care team. Please provide detailed information to the representative. If you are reporting an issue by e-mail, include any error messages, screen shots of your problem, and steps to replicate the issue.

Customer Care is available Monday through Friday, 8:00 a.m. to 8:00 p.m., Eastern Standard Time.

Toll-Free Telephone:	1-877-411-8727
E-mail:	cc@trapezegroup.com
FTP Site:	https://ftps.trapezegroup.com/
Web Site:	https://collaborate.trapezegroup.com

The website provides access to Trapeze Collaborate which offers resources to implement and operate the software, search knowledge, participate in communities, log/track service requests, sign-up for release alerts, view product health recommendations, and download updates or documentation. For secure access to Collaborate, contact Customer Care through the website or by calling the number above.

Product Compatibility

Refer to the latest Product Compatibility information on Trapeze Collaborate for requirements including operating system information, databases, Crystal reports, network protocol, HTTP servers and browsers that are supported.

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Contents

1. Overview

Enterprise Purchasing enables you to create requisitions, requests for bids, responses to requests for bids, and purchase orders. The same screens and workflow can be used to order or receive stock parts, non-stock parts, commercial services, fees, and shipping costs throughout the Shop Activity portals.

The Enterprise Purchasing tables and screens are separate from the Classic Purchasing screens available in previous releases.

If you plan to convert to Enterprise Purchasing from the Classic Purchasing workflows and functionality, it is imperative that you set up a test instance of your application and database, switch the test instance to the Enterprise Purchasing model, and conduct testing to determine how your organization will use it. You will also need to rework all reports and interfaces to other systems that your organization relies on, or use the new reports provided in Crystal Reporting.

⚠ Important: It is recommended that the transition to Enterprise Purchasing is performed with the assistance of your Trapeze Project Professional so that they can identify and make changes prior to migration, as well as assist in the data cleanup that is necessary for making the transition.

Assumptions

❗ Do not use the browser's **Back** button in the Web Modules as unanticipated results may occur.

❗ Do not open or use the same instance of the Web Modules in multiple browser windows or tabs. This can cause errors or unexpected performance issues.

Why Convert to Enterprise Purchasing?

Migrating to Enterprise Purchasing is necessary prior to support ending for the classic purchasing workflows. Enterprise Purchasing replaces previous purchasing processes with the following enhanced functionality.

- Full functionality of the Storekeeper Portal
    - Generate Requisitions or Purchase Orders for out of stock or on-demand parts directly from parts requests
    - Generate Requisitions or Purchase Orders for requested commercial repairs directly from commercial requests

    - Electronic updates on purchasing status (ORDERED, RECEIVED, READY FOR PICKUP)

- Ability to have multiple types of Purchase Orders
    - Stocked, Non-stocked, and Rebuilt Parts
    - Shipping (separate or added to parts cost)
    - Fees
    - Fuel for bulk tanks
    - Equipment
- Enhanced Inventory Count Management
    - Receive and issue fractional quantities
    - Inventory count improvements
    - Multiple part bin locations
    - Audit trail improvements
- Enhanced parts replenishment features
    - Support for min/max or EOQ
    - Model to supply satellite stockrooms from a central or regional warehouse

Improvements to workflows and processes are highlighted below:

- Use the same screens and workflow to order or receive stock parts, non-stock parts, commercial services, fees, and shipping costs
- Start with a requisition and convert to a purchase order
- Track requests for bid/quote/proposal and the vendor responses before converting to requisition or a purchase order
- Perform approvals by line item and header for any stage of the purchasing process
- User-defined statuses for any stage of the purchasing process
- Streamlined and flexible receipts process
- Header and line item data tracked at different stages of the purchasing process
- Track vendor sub-locations/stores, multiple contacts, and contract price breaks

The following table compares the features previously available with Classic Purchasing and updated functionality available with Enterprise Purchasing.

Activity	Classic Purchasing	Enterprise Purchasing
Approvals	Managed outside of the system	Record approvals on purchase orders and line items; require approval at any stage of the purchasing process; easy to determine what is pending approval.
Bids, quotes, requisitions	Confusing hide/show of fields; limited data capability	Separate line item types for stock parts, non-stock parts, commercial items, and fees; expanded data capability (notes; attributes; associated files)
Fees	No separate line item for shipping and other special fees; not easy to charge shipping or other special fees to work order without affecting inventory cost	Separate line items for fees and shipping costs; record freight amount on receipt transaction for inclusion in inventory costs; record special fees separately from inventory receipt
Generate purchase orders and requisitions	No	Yes
Immediate issue to work orders	One work order per line item	Issue to multiple work orders; perform direct issues
Inventory management method supported	Centrally, By Location	Centrally, By Location, Enterprise
Inventory system supported	EOQ	EOQ, Min-Max

2. Transitioning to Enterprise Purchasing

Transitioning to Enterprise Purchasing involves the following high-level steps.

Warning: Perform this transition on a test system prior to transitioning to Enterprise Purchasing in your production environment.

1. Close all purchase orders (POs).

    i. Process end of period and purge obsolete database entries to close the purchase orders.

2. Set up Enterprise Purchasing via Enterprise Portal. Enterprise Portal can be accessed by clicking the Screens button in the upper, left corner of the system. See Setting up Enterprise Purchasing for additional information.

    i. On the Data > Parts Items > Setup > Options screen, change the **Manage parts order** and **EOQ** values to ENTERPRISE.

    ii. On the Data > Enterprise Purchasing Setup screens and the Data > Setup > Organization Structure > Locations > Primary Information screen, enter the setup data for Enterprise Purchasing.

3. Update or create new reports and any other interfaces to other systems.

4. Restart all applications.

5. Enter new purchase orders.

Important: Once you begin managing parts by enterprise, you will not be able to access any of the previous purchasing screens except for the Data > Purchasing > Parts Order Management screen. Historical purchase orders can be viewed on the Parts Order Management screen, but all other functions will be disabled.

It is recommended that the transition to Enterprise Purchasing is performed with the assistance of Trapeze Professional Services. Professional Services will use the Enterprise Purchasing Migration Tool to facilitate your organization's transition. The following information highlights key points regarding the migration tool:

- The tool is intended for one-way migration; once the tool is run, your organization must proceed to Enterprise Purchasing.
- The tool automates the process of transferring open purchase order data to Enterprise Purchasing tables (EPO_Main).
- Your organization must update all custom reports that use classic Purchase Order tables or create new AdHoc queries for these.

- The tool cannot handle all errors, as some are customer or scenario specific. Trapeze will work with your organization to outline the proper batch-processing or manual fixes required for special errors.

Please see the *Enterprise Purchasing Migration Tool* guide for additional information about the migration tool and process.

3. Setting up Enterprise Purchasing

The Setup screens enable you to specify initial statuses and requirements for requisitions, purchase orders, and requests for/responses to bid/quote/proposal. You can also use them to define approval types, attributes, and purchase types.

Note: The following setup options are not used in Enterprise Purchasing: Order Header Types, Price Types.

These screens are accessed through the Enterprise Portal. From the Main Menu, go to Setup > Enterprise Purchasing to access the following screens.

Options

The Options screen enables you to specify various options to drive the purchasing process, including approval requirements, defaults for approval type and statuses, and other business rules for requisitions, purchase orders (POs), requests for bid/quote/proposal (RFB/Q/P), and responses to requests for bid/quote/proposal.

Line Item Other IDs

The Line Item Other IDs screen enables you to create non-part identifiers for purchasing line items. You can use other IDs to define and categorize different types of line items. For example, if you want to standardize the description of FEES or SHIPPING line items, you can define another ID for them.

Attributes

The Attributes screen enables you to define new or update existing attributes. Examples of attributes include purchase terms, late penalties, and reference numbers. You can assign attributes to purchasing entities (such as POs) and specify whether they apply to specific line item types (such as stock parts).

Purchase Types

The Purchase Types screen enables you to create purchase types, define the entities on which they are used, such as requisitions or purchase orders, and drive other business rules such as the maximum allowed dollar amount and whether immediate receipt is allowed.

You can also define the structure of each entity’s default ID. For example, a purchase order can have automatic numbering turned off (NONE), set to the standard structure of the ID (STANDARD), or be assigned a custom structure (CUSTOM).

The standard structure is: [LOC]-[YR]-[SEQ:7]

Where the system will:

- Replace [LOC] with the location ID on the entity header.
- Replace [YR] with the current year specified on the Data > Setup > Options screen.
- Replace [SEQ:#] with a generated sequential number zero-padded to the specified number of digits.

As an alternative, you can define your own custom structure by combining static text with one or more of the preceding tags in any order.

Statuses

The Statuses screen enables you to create status IDs and define the entities on which they are used, such as requisitions or purchase orders.

Statuses can apply to the entire entity or to specific line items.

A status is specified as PENDING, OPEN, or CLOSED. This setting drives certain business rules for stages of the purchasing process. For example, a purchase order with an OPEN status is considered to have been sent to the vendor and the quantity is on order.

RFB/Q/P Vendor Statuses

The RFB/Q/P Vendor Statuses screen enables you to create status IDs with a description. These are used on the Vendors tab on the Request for Bid/Quote/Proposal screen to help you manage submittals.

Return Reasons

The Return Reasons screen enables you to define the reason why a part was returned to a manufacturer or vendor.

4. Understanding Key Differences with Enterprise Purchasing

Parts Location Changes in Enterprise Purchasing

The EOQ tab on the Data > Parts Items > Location Information screen has been renamed Replenishment. The tab includes options that apply only to the Enterprise Purchasing Replenishment screen.

If you have been managing parts ordering and EOQ values BY LOCATION, you may continue using your current EOQ settings in Enterprise Purchasing.

If you have been managing parts ordering and EOQ values CENTRALLY, you must update data for each part at each location for which you would like to make these changes. To update, do the following:

1. Copy the following information from the Purchasing Info tab on the Data > Parts Items > Primary Information screen to the Purchasing Info tab on the Data > Parts Items > Location Information screen: manufacturer name, manufacturer part number, model, preferred vendor ID, and preferred repairer.
2. Copy all of the information on the Purchasing Notes and Stock Mgt tabs on the Data > Parts Items > Primary Information screen to the Purchasing Notes and Stock Mgt tabs on the Data > Parts Items > Location Information screen.
3. Copy all of the information on the EOQ tab on the Data > Parts Items > Primary Information screen to the Replenishment tab on the Data > Parts Items > Location Information screen.
4. Use the Data > Parts Items > Setup > Units of Measure screen to create a new Units of Measurement table.
5. Confirm that the unit of measure on the Data > Parts Items > Primary Information screen is the issuing unit of measure and that any purchasing units of measure that are larger than this are defined in the Units of Measurement table

If you would like to use min-max instead of EOQ, change the Replenishment method from NONE or EOQ to MIN-MAX and set the minimum available quantity and maximum available quantity values.

Unit of Purchase and Vendor Part Records

If a vendor part record does not exist for the item on the old purchase order, it will not have an order unit of measure value on the old purchase order. Enterprise Purchasing sets the default purchase unit of measure per the part location record.

Part Positional Information

Part positional information is not carried over to new purchase orders because this information is only stored on receipts in Enterprise Purchasing, and receipts are not being created during migration. Enter positional data on the line when a PO is received in Enterprise Purchasing.

Sales Tax

Classic purchasing had options to add sales tax on both purchasing and receiving sides (a checkbox on the PO and Receipt screen line items).

Enterprise Purchasing looks-up the sales tax rate and applies it automatically (although this can be changed or set to 0). Therefore, by default, when POs are migrated, even if **Add sales tax** was not checked, the value on order automatically has sales tax added.

Order Counts and Values in Classic versus Enterprise Purchasing

In Enterprise Purchasing, the **Order quantity due out** and **Order value due out** fields (located on the Movement tab of the Parts – Location Information screen) are counted as part of the total **Qty on Order** and **Value on order** fields located on the Parts – Primary Information screen, Stock Status tab.

5. Using Enterprise Purchasing

Enterprise Purchasing workflows are accessed throughout the Shop Activity Portals. The Enterprise Portal contains the screens that interact with the various workflows. These screens can be accessed directly through the main menu of the Enterprise Portal under Enterprise Purchasing. The following screens are available:

- Replenishment
  - Replenishment Management
  - Generate Replenishment List
  - Calculate Replenishment Parameters
- Requisitions
- Purchase Orders
- Requests for Bid/Quote/Proposal
- Responses to RFB/Q/P
- Receipts
- Put-away Cards
- Invoice Receipt Discrepancies
- Dock Receipts

Process information for each of these screens is available through Help which can be accessed by clicking **Help** in the upper, right corner of each screen. Help can also be accessed by clicking **Help** from the upper, right corner of the main application page and searching for Enterprise Purchasing.