eSettlements Supplier Integration Specifications: University of Michigan Contract Items Master Table

1. INITIAL CREATION OF THE CONTRACT ITEMS MASTER TABLE

Brief Overview

The University of Michigan maintains a Contract Item Master Table for each supplier contract awarded. The University is using PeopleSoft version 9.2 eSettlements and eSupplier modules and has the ability to load and maintain contract items using a flat file loader. The *Contract Items Load File* is created by the Supplier using the University's *Item Loader MS Excel workbook* and following the specifications in this document. Once the file is approved by Procurement Services, the file is uploaded into the *Contract Items Master Table* (PeopleSoft application used to manage contract items and pricing) by Procurement Services. eSettlements Supplier documentation (including the Item Loaders *MS Excel workbook* and definitions) is posted at **http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements**).

Creating the First File for the Contract Items Master Table

For the initial set up of the Supplier's contracted items in the University's Item Master Table, the Supplier must work with Procurement Services to be enabled as an eSettlements Supplier and follow the specifications listed in Section 1.1 of this document.

The initial file will contain the items that the Supplier has contracted with the University of Michigan. Generally this file contains items with guaranteed discount pricing that is typically held for a one-year period or longer. This file may also contain items under contract with fluctuating prices that have an Account Code (Field 10) that is different from the default Account Code of the University Contract. If the item has fluctuating prices it is referred to as List Price (Field 16) and should have a value of "Y". The Supplier should confer with their assigned Contract Administrator before including any items with fluctuating prices.   This initial item file must be approved by the Procurement Agent who awarded the contract.

The initial load of items are jointly managed by a member of Procurement Services IT implementation group, assigned University Contract Administrator, and member(s) from the Supplier's implementation group. This joint working group will continue to work together until the Contract Items Master Table is loaded and functioning correctly.

The Initial Item Loader tool with the Item Definitions (Excel file) is available at: **http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements** .

Suppliers must use the *Initial Contract Items Loader* provided by the University to create the Contract Items Load File. The tool is an MS Excel workbook with a macro that will create an xls and a flat file in the correct fixed length format. Suppliers are required to submit their item files in the xls format to their Contract Administrator. Once the file has been approved by Procurement Services, the Procurement Services IT representative will create the .dat file and load the Item Master Table.

Subsequent Files with New Items for the Contract Items Master Table

After the initial set up of the Supplier's contracted items in the University's Contract Items Master Table, the Supplier will continue to work with Procurement Services and follow the specifications listed in Section 1.1 of this document. Subsequent additions to the Contract Items Master Table are jointly managed by the assigned University Contract Administrator and the Supplier's designated representative.

All changes to the Contract Items Master Table must be approved by the Contract Administrator prior to the effective date of the change(s). Standard contract language requires the Supplier to provide a 30-day written notice to the Contract Administrator prior to the requested effective date. Suppliers should verify their contractual notification requirements.

1.1 FILE SPECIFICATIONS –INITIAL CONTRACT ITEMS MASTER TABLE

The file specifications listed in this section are used for brand new items that have been added to the contract with fixed pricing or unique Account number requirements. Examples, (1) new contract award and this is the initial contract setup, and (2) the supplier already has an established contract but now there is a new item on market. Supplier has fixed price for one year and Procurement Services has approved adding the item to the contract.

Supplier must submit data in fields that are Optional within this table when that field has been identified as required by the contract.

Field #	Field Information	St Pos	Length	Type	Required Field	Format	How to Use
1	Record Type	1	1	Char	Y	Uppercase	The valid value for new items to be load is "1" and indicates this is a new item to be added to the Item Master Table. Every row submitted on the file must have a "1" assigned.
2	Supplier ID	2	10	Char	Y	Numbers Only	This is the Supplier ID number assigned to the supplier by the University. Obtain this number from the Purchasing Agent and/or the CA. This number can be "hard coded" as it does not change.
3	Supplier Item ID	12	50	Char	Y	Mixedcase	This is the Supplier's unique number assigned to the item or service sold to the University. This is the item number used by your customers to place orders. This is a key auditing field. The format of the Item Master Table records, M-Marketsite catalog numbers, and item numbers submitted on the invoice/packing list must be exactly the same. This includes capitalizations, spaces, etc. The Supplier Item ID number is used in combination with the UOM (Field 6) and Supplier Price (Field 15) during the invoice auditing process. Errors can result in stop payment and/or short paid invoices.
4	Supplier Location	62	6	Char	N		The value of this field is 000001. This field can be left blank and the value will be defaulted. If they choose to, Suppliers may "hard code" 000001.
5	Item Description	68	254	Char	Y	Mixedcase	This is the description of the product or service associated with Field 3. The format of the description in the Item Master Table records, M-Marketsite catalog numbers, and description submitted on the invoice must be exactly the same. When an item is one of many similar items, enter the common name (noun) first, followed by a comma and more descriptive information with the level of detail increasing from left to right. Note: if the description is longer than 254 characters the file will fail.

Field #	Field Information	St Pos	Length	Type	Required Field	Format	How to Use
6	Supplier UOM	322	3	Char	Y	Uppercase	This is the unit of measure of how the University purchases the item/service from the Supplier. The UOM used has to be a valid UOM that the University accepts. The Supplier UOM is used in combination with the Supplier Item ID (Field 3) and Supplier Price (Field 15) during the invoice auditing process. Errors can result in stop payment and/or short paid invoices. If a Supplier Item ID (Field 3) has more than one UOM, each combination must be submitted on separate lines. All Fields must be completed for each line. The Supplier should contact the CA BEFORE including new/different UOMs in the Item Load File.
7	Item Effdt	325	10	Date	N	YYYY/MM/DD	The University uses effective dating to validate invoice prices against the Contract Item Master Table. This is typically the date of the contract issuance. If you leave the field blank, the current date (i.e., load date) will default into the field. Verify the date with the CA.
8	Item Eff Status	335	1	Char	N	Uppercase	This is the status of the contract item. For new items, the field value is "A". If the field is left blank, the Supplier Item ID will be loaded with an "Active" status.
9	Item Category	336	8	Char	N	Uppercase	This field is used to help the University identify the item/service category. Suppliers are requested to submit UNSPSC information. Verify with the University CA on which UNSPSC you plan to use.
10	Account	344	6	Integer	N	Numbers Only	This is an internal University financial code that is assigned based on the commodity/service categories. It is important for customers as it is used to record and summarize financial transactions such as assets, liabilities, fund balances, revenues, expenses, statistics or budget accounts. Leave this field blank. The University will populate.
11	Manufacturer ID	350	50	Char	N	Uppercase	Supplier may populate this field with a manufacturers name or its recognized acronym. For equipment over $5,000 this field is required.
12	Manufacturer Item ID	400	50	Char	N	Mixedcase	A unique number assigned by the Manufacturer to the item or part sold. For equipment over $5,000 this field is required.
13	Supplier Catalog ID	450	20	Char	N	Mixedcase	A code assigned by the supplier to the specific catalog where the item is listed.
14	Model	470	30	Char	N	Mixedcase	Model number assigned by the supplier for the product.

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Field #	Field Information	St Pos	Length	Type	Required Field	Format	How to Use
15	Supplier Price	500	16	Number	N	#####.######	This is the approved University contract price for the Supplier Item ID (Field 3). Pricing is typically two places past the decimal. However, contract pricing can be up to 5 places past the decimal. This is a key field in the auditing process. The price in the Contract Item Master, M-Marketsite Catalog, Purchase Order, and Invoice should all match exactly. Errors may result in stop payment or short payment.
							If the price is greater than two places past the decimal, during the invoicing payment process, the system will multiply the Supplier Price times the quantity purchased and calculate the extended price. The system will then round the invoice line to two places past the decimal.
16	List Price	516	1	Char	N	Uppercase	This field is left blank for all contracted items/services that have long-term fixed pricing. For contracted items with fluctuating prices, "Y" is the valid value. If this field is left blank, invoices will be audited against Field 15 and invoice short payments could result.
17	Item Comments	517	254	Char	N	Mixedcase	Leave blank. Populated by the University.
18	Supplier Previous Price	771	16	Number	Y	########.#####	This is the price the supplier was charging the university before this contract was effective.
19	Percent of Change	787	5	Number	Y	#.####	This number indicates the percentage change in the item price. The formula is Supplier Previous Price (Field 18) divided by the Supplier Price (Field 15) and then rounded to 4 places past the decimal. If the result is 1.0 there is no price change; greater than one indicates an increase in price; and less than one indicates a reduction in price.

2. CHANGES (MAINTENANCE) TO THE CONTRACT ITEMS MASTER TABLE

Brief Overview
After the initial load of the Contract Items Master Table, it is the responsibility of the Contract Administrator and the Supplier to accurately maintain the information contained in the Contract Items Master Table. Contract Items Load File(s) submitted to make changes to an item number already in the Contract Items Master Table are referred to as Items Maintenance Files in this document.

Requested changes must either be within the terms of the contract or approved by the Procurement Agent prior to forwarding the changes to the Contract Administrator

Making Changes to Items Already in the Contract Items Master Table
The Supplier will submit Items Maintenance Files whenever it is necessary to make changes to items/services in the Contract Items Master Table. Examples include, changing prices, adding additional unit of measures (UOM), correcting UOM errors, modifying item descriptions, and inactivating items (we don't delete items).

The Specifications for the Initial Item Loader and the Maintenance Item Loader are similar. Field value may vary depending upon if it is a new item or updating an existing item. The major difference between the two Item Loaders is that the Maintenance Loader has two additional fields. These are Supplier Previous Price (Field 18) and Percent of Change (Field 19). All Items Maintenance Files must include Field 18 and Field 19.

All requests to modify, add, or inactivate items in the Contract Items Master Table must be forwarded to the assigned Contract Administrator. All changes to the Contract Items Master Table must be approved by the Contract Administrator prior to the effective date of the change(s). Standard contract language requires the Supplier to provide

a 30-day written notice to the Contract Administrator prior to the requested effective date. Suppliers should verify their contractual notification requirements.

Suppliers must send an email to the assigned Contract Administrator with an attachment of the proposed Items Maintenance File(s). Suppliers are requested to submit separate files for the following five categories:

1.   Price changes to items already loaded in the Contract Items Master Table

2.   Changes to Item Description (Field 5) and/or Supplier UOM (Field 6) for items already loaded in Contract Items Master Table

3.   Inactivate Items (Note: All items remain active unless a record specifies inactivation)

If multiple changes are needed for the same item number or there are less than 10 changes total, Suppliers should contact their Contract Administrator and agree upon the best way to submit the maintenance updates.

The Maintenance Item Load File with the Item Definitions (Excel file) is available for downloading from:
http://procurement.umich.edu/supplier-resources/supplier-portal/electronic-settlements .

2.1 File Specifications - Items Maintenance Files for the Items Master Table

Field #	Field Information	St Pos	Length	Type	Required Field	Format	How to Use
1	Record Type	1	1	Char	Y	Uppercase	The valid value for new items to be load is "2". Every row submitted on the file must have a "2" assigned. "2" indicates the item information is being updated. This includes price changes, UOM changes, and description changes.
2	Supplier ID	2	10	Char	Y	Numbers Only	This is the Supplier ID number assigned to the supplier by the University. Obtain this number from the Purchasing Agent and/or the CA. This number can be "hard coded" as it does not change.
3	Supplier Item ID	12	50	Char	Y	Mixedcase	This is the Supplier's unique number assigned to the item or service sold to the University. This is the item number used by your customers to place orders. This is a key auditing field. The format of the Item Master Table records, M-Marketsite catalog numbers, and item numbers submitted on the invoice/packing list must be exactly the same. This includes capitalizations, spaces, etc. The Supplier Item ID number is used in combination with the UOM (Field 6) and Supplier Price (Field 15) during the invoice auditing process. Errors can result in stop payment and/or short paid invoices.
4	Supplier Location	62	6	Char	N		The value of this field is 000001. This field can be left blank and the value will be defaulted. If they choose to, Suppliers may "hard code" 000001.

Field #	Field Information	St Pos	Length	Type	Required Field	Format	How to Use
5	Item Description	68	254	Char	Y	Mixedcase	This is the description of the product or service associated with Field 3. The format of the description in the Item Master Table records, M-Marketsite catalog numbers, and description submitted on the invoice must be exactly the same. When an item is one of many similar items, enter the common name (noun) first, followed by a comma and more descriptive information with the level of detail increasing from left to right. Note: if the description is longer than 254 characters the file will fail.
6	Supplier UOM	322	3	Char	Y	Uppercase	This is the unit of measure of how the University purchases the item/service from the Supplier. The UOM used has to be a valid UOM that the University accepts. The Supplier UOM is used in combination with the Supplier Item ID (Field 3) and Supplier Price (Field 15) during the invoice auditing process. Errors can result in stop payment and/or short paid invoices. If a Supplier Item ID (Field 3) has more than one UOM, each combination must be submitted on separate lines. All Fields must be completed for each line. The Supplier should contact the CA BEFORE including new/different UOMs in the Item Load File.
7	Item Effdt	325	10	Date	N	YYYY/MM/DD	The University uses effective dating to validate invoice prices against the Contract Item Master Table. This is the effective date approved by Procurement Services for making changes and updates to the contract items. If you leave the field blank, the current date (i.e., load date) will default into the field. Verify the date with the CA.
8	Item Eff Status	335	1	Char	N	Uppercase	This is the status of the contract item. For active or valid items, the field value is "A". If a Supplier Item ID has been discontinued and it needs to be inactivated in the Contract Items Master Table, the field value is "I". (The University does not delete items) If the field is left blank, the Supplier Item ID will be loaded with an "Active" status.
9	Item Category	336	8	Char	N	Uppercase	This field is used to help the University identify the item/service category. Suppliers are requested to submit UNSPSC information. Verify with the University CA on which UNSPSC you plan to use.
10	Account	344	6	Integer	N	Numbers Only	This is an internal University financial code that is assigned based on the commodity/service categories. It is important for customers as it is used to record and summarize financial transactions such as assets, liabilities, fund balances, revenues, expenses, statistics or budget accounts. Leave this field blank. The University will populate.
11	Manufacturer ID	350	50	Char	N	Uppercase	Supplier may populate this field with a manufacturers name or its recognized acronym. For equipment over $5,000 this field is required.

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Field #	Field Information	St Pos	Length	Type	Required Field	Format	How to Use
12	Manufacturer Item ID	400	50	Char	N	Mixedcase	A unique number assigned by the Manufacturer to the item or part sold. For equipment over $5,000 this field is required.
13	Supplier Catalog ID	450	20	Char	N	Mixedcase	A code assigned by the Supplier to the specific catalog where the item is listed.
14	Model	470	30	Char	N	Mixedcase	Model number assigned by the Supplier for the product.
15	Supplier Price	500	16	Number	N	#####.######	This is the approved University contract price for the Supplier Item ID (Field 3). Pricing is typically two places past the decimal. However, contract pricing can be up to 5 places past the decimal. This is a key field in the auditing process. The price in the Contract Item Master, M-Marketsite Catalog, Purchase Order, and Invoice should all match exactly. Errors may result in stop payment or short payment. If the price is greater than two places past the decimal, during the invoicing payment process, the system will multiply the Supplier Price times the quantity purchased and calculate the extended price. The system will then round the invoice line to two places past the decimal.
16	List Price	516	1	Char	N	Uppercase	This field is left blank for all contracted items/services that have long-term fixed pricing. For contracted items with fluctuating prices, "Y" is the valid value. If this field is left blank, invoices will be audited against Field 15 and invoice short payments could result.
17	Item Comments	517	254	Char	N	Mixedcase	Leave blank. Populated by the University.
18	Supplier Previous Price	771	16	Number	Y	##########.#####	This is the U-M contract price in the Item Master Table before the price change submitted in Field 15 of this file is made. This price can be lower or higher that Field 15 depending upon if the price has increased or decreased, respectively.
19	Percent of Change	787	5	Number	Y	#.####	This number indicates the percentage change in the item price. The formula is Supplier Previous Price (Field 18) divided by the Supplier Price (Field 15) and then rounded to 4 places past decimal. If the result is 1.0 there is no price change; greater than one indicates an increase in price; and less than one indicates a reduction in price.

3. Error Handling

The Supplier is responsible for delivering a valid Item File. If the Contract Administrator encounters error(s) during the upload process, the supplier is contacted. The Contract Administrator will help identify the error and remedy. The Supplier is responsible for correcting the error(s) and resubmitting the Item File.

4. Contact Information

If a Supplier is unsure of which Contract Administrator is assigned to their contract, the Supplier should email strategicca@umich.edu and ask for assistance.

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