

## SIMS Finance – Import Supplier Catalogues

This article outlines the process for setting up and importing an external catalogue produced in the SIMS format to a Supplier. **Catalogues can only be imported against Central defined suppliers.**

**Step 1** – Setting up a supplier for catalogue import - **only required if this has not been previously completed otherwise proceed to Step 2**

### ICE200 – Import and Provider Details Maintenance

ICE200 - Import and Provider Details Maintenance

Provider ID	Contact Name	Post Code	Contact Telephone	Contact Mobile Telephone	Contact Email	Provider Type	Active	Options
YPO	YPO Contact					Single Supplier	Y	Del
SPETAC	SPETAC Contact					Single Supplier	Y	Del
YPO	YPO Contact					Single Supplier	Y	Del

Click **New Provider** button

Provider Details

Provider ID:

Provider Type:

Supplier:

Provider Company Name:

Address:

Post Code:

Provider Contact Details

Contact Name:

Contact Telephone:

Contact Mobile Telephone:

Contact Email:

Other

Single Catalogue Format:

Category Scheme Used:

Category Scheme:

Reports for first Upload:

Report Level:

Active: ☒

Save Cancel

Enter the following on the **Provider Details Tab**

Provider ID – **Type in the Supplier Name**

Provider Type – **Choose Single Supplier**

Supplier – Select **Relevant Supplier** from the organisation list of CENTRAL suppliers

Contact name – **Type in the Supplier Name**

Single Catalogue Format – **Select 'Linked to Suppliers (Separate File Format for each Supplier)'**

Report Level – **Select Detailed**

Click **Supplier Details Tab**

Buyer – Select Head Office Buyer

Catalogue Format – Select **SIMS**

Provider Details

Supplier Details

Import Definitions

Buyer: 000001 \* Head Office Buyer

Update Internal Catalogue: N - All Items Updated to External Catalogue

Default Product:

Catalogue Format: SIMS \* SIMS Finance Catalogue File

Supplier Item Mask

Mask Required: ☐

Mask:

Pad Mask: -- Select --

Prices

Fixed Price Catalogue: ☐

Apply Supplier Discount: ☐

Supplier Discount: 0.00

Allow Manual Price Amendment: ☐

Price Amendment Tolerance Percentage: 0.00

Price Amendment Tolerance Value: 0.00

Authorisation

Authorise New Items: ☐

Authorise Description Changes: ☐

Authorise Price Changes: ☐

Authorise Price Tolerance Percentage: 0.00

Authorise Price Tolerance Value: 0.00

Active: ☒

Save Cancel

Click **Import Definition Tab**

Click **Add New Import** button

New Import Definition Details

Import Details

Processing Details

Provider Details

Import ID: [Yellow Bar]

Description: [Orange Bar]

Catalogue Format:

Import Full Catalogue: ☐

Auto Submit RSS819 Catalogue Index Update For Provider: ☒

Import Method

Import Method: ☒ RFS ☐ Local ☐ FTP ☐ HTTP ☐ SFTP

Secure URL: ☐

Delay for ICE620 (Minutes):

FTP Mode: Active

FTP Transfer Type: ASCII

Delete Files After Transfer: ☐

File in RFS Directory:

Key Store

Keystore Type: [Dropdown]

Keystore Name:

Keystore Password:

Certificate Type: -- Select --

Ok & New Ok Cancel

Enter the following:-

Import ID – **Type in the Supplier Name Without any Spaces**

Description – **Type in the Supplier Name**

New Import Definition Details

Import Details

Processing Details

Provider Details

Import ID: SUPPLIER

Description: Supplier

Catalogue Format:

Import Full Catalogue: ☐

Auto Submit RSS819 Catalogue Index Update For Provider: ☒

Import Method

Import Method: ☒ RFS ☐ Local ☐ FTP ☐ HTTP ☐ SFTP

Secure URL: ☐

Delay for ICE620 (Minutes):

FTP Mode: Active

FTP Transfer Type: ASCII

Delete Files After Transfer: ☐

File in RFS Directory: ICE\_SUPPLIER:

Key Store

Keystore Type: [Dropdown]

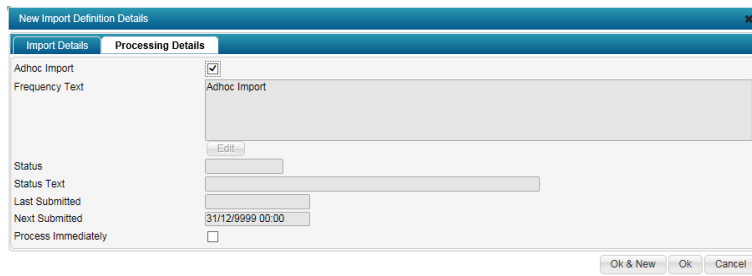
Keystore Name:

Keystore Password:

Certificate Type: -- Select --

Ok & New Ok Cancel

Click the **Processing Details Tab** and Tick the **Adhoc Import** Tick Box

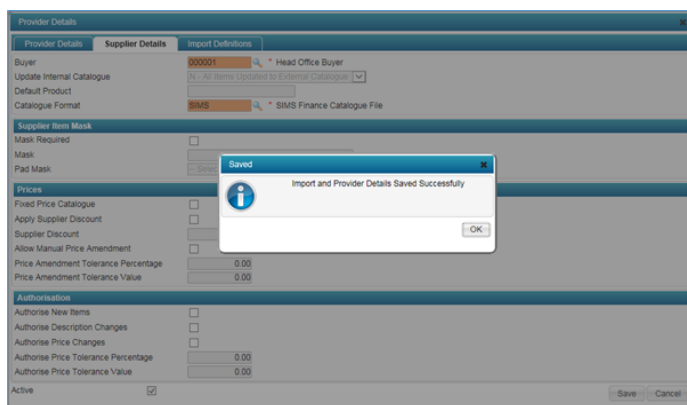


The 'New Import Definition Details' dialog box has two tabs: 'Import Details' and 'Processing Details'. The 'Import Details' tab is active, showing a list of fields: 'Adhoc Import' (checked), 'Frequency Text' (empty), 'Status' (empty), 'Status Text' (empty), 'Last Submitted' (empty), 'Next Submitted' (31/12/9999 00:00), and 'Process Immediately' (unchecked). The 'Processing Details' tab is also visible, showing 'Adhoc Import' and an 'Edit' button. At the bottom right, there are three buttons: 'Ok & New', 'Ok', and 'Cancel'.

Click the **Ok** button.

Click the **Supplier Details Tab**

Click the **Save** button



The 'Provider Details' dialog box has three tabs: 'Provider Details', 'Supplier Details', and 'Import Definitions'. The 'Supplier Details' tab is active, showing fields for 'Buyer' (000001), 'Update Internal Catalogue' (All Items Updated to External Catalogue), 'Default Product' (SIMS), and 'Catalogue Format' (SIMS Finance Catalogue File). Below these are sections for 'Supplier Item Mask', 'Prices', and 'Authorisation'. A 'Saved' message box is overlaid on the dialog, stating 'Import and Provider Details Saved Successfully' with an 'OK' button. At the bottom right, there are 'Save' and 'Cancel' buttons.

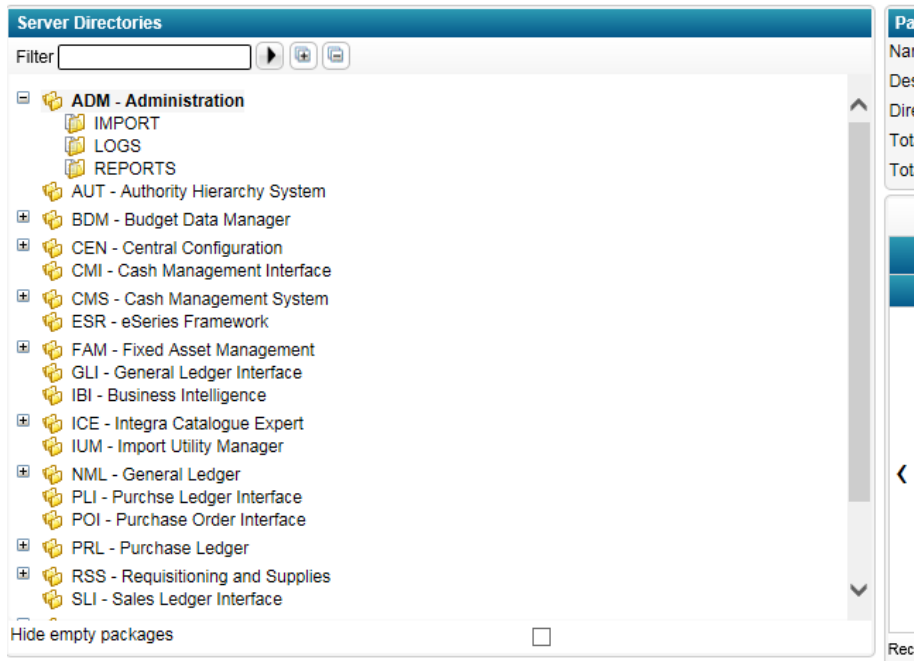
Click the **Ok** button and the new Provider will be in the list.

**Step 2** - To upload a catalogue (This example uses supplier The Consortium)

The catalogue file first needs to be uploaded into the file manager for the correct provider.

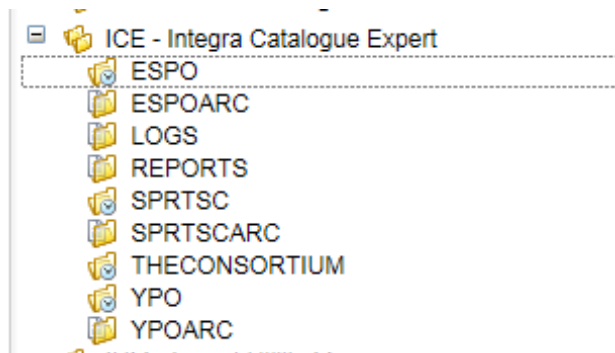
Open **SPC420 – File Manager**

## SPC420 - File Manager

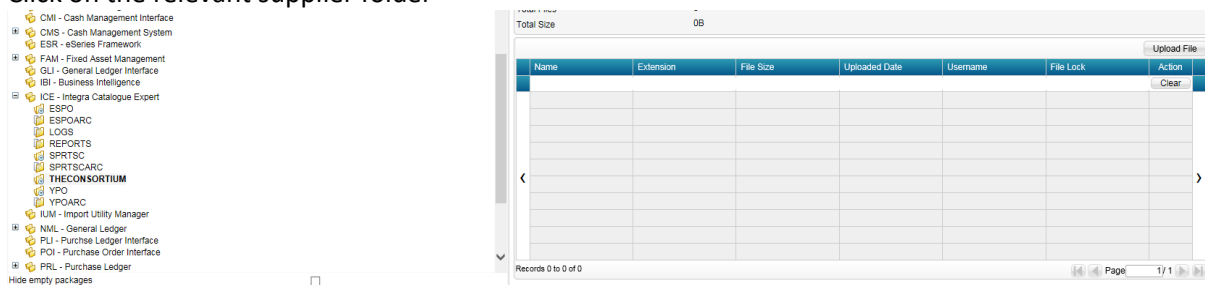


### Expand folder ICE – Integra Catalogue Expert

This will show folders for each of the providers that have been configured in ICE200



### Click on the relevant supplier folder



On the Right hand side click **Upload File** button.

Upload File

File

Upload

Package

ICE

Integra Catalogue Expert

Server Dir

THECONSORTIUM

School ID

999999

The Capita Academy Trust

Name

Extension

Transfer Type

☒ ASCII
☐ Binary

Update

Cancel

Click **Upload** button and Browse for TheConsortium catalogue csv file.

Upload File

File

TheConsortium2018.csv

Upload

Package

ICE

Integra Catalogue Expert

Server Dir

THECONSORTIUM

School ID

999999

The Capita Academy Trust

Name

THECONSORTIUM2018

Extension

CSV

Transfer Type

☒ ASCII
☐ Binary

Update

Cancel

Click **Update** and the file will be uploaded into the filemanager

- AUT - Authority Hierarchy System
- BDM - Budget Data Manager
- CEN - Central Configuration
- CMi - Cash Management Interface
- CMS - Cash Management System
- ESR - eSeries Framework
- FAM - Fixed Asset Management
- GLI - General Ledger Interface
- IBI - Business Intelligence
- ICE - Integra Catalogue Expert
  - ESPO
  - ESPOARC
  - LOGS
  - REPORTS
  - SPRTSC
  - SPRTSCARC
  - THECONSORTIUM

Upload File

Name	Extension	File Size	Uploaded Date	Username	File Lock	Action
THECONSORTIUM2018	CSV	2308KB	22/10/2018 13:59:40	T3UATADMIN		<div>Clear</div> <div>View</div>

To Import the catalogue

Open **ICE600 – Process Catalogue Import**

ICE600 - Process Catalogue Import

Options

Run Selected

Import ID	Adhoc Import	Provider ID	Description	Frequency Text	Status	Status Text	Last Submitted	Next Submitted	Active
<input type="checkbox"/> ESPO	Y	ESPO	Espos	Adhoc Import	JOB	ICE620 Job 2071 - Complete	28/08/2018 17:06:11	31/12/9999 23:59:59	Y
<input type="checkbox"/> SPRTSC	Y	SPRTSC	Sportscene Ltd	Adhoc Import	JOB	ICE620 Job 93 - Complete	05/04/2018 12:13:56	31/12/9999 23:59:59	Y
<input type="checkbox"/> THECONSORTIUM	Y	THECONSORTIUM	The Consortium	Adhoc Import	JOB	ICE620 Job 87 - Complete	05/04/2018 10:33:52	31/12/9999 23:59:59	Y
<input type="checkbox"/> YPO	Y	YPO	YPO	Adhoc Import	JOB	ICE620 Job 87 - Complete	05/04/2018 10:33:52	31/12/9999 23:59:59	Y

Tag **THECONSORTIUM**

ICE600 - Process Catalogue Import

Options

Run Selected

Import ID	Adhoc Import	Provider ID	Description	Frequency Text	Status	Status Text	Last Submitted	Next Submitted	Active
<input type="checkbox"/> ESPO	Y	ESPO	Espos	Adhoc Import	JOB	ICE620 Job 2071 - Complete	28/08/2018 17:06:11	31/12/9999 23:59:59	Y
<input type="checkbox"/> SPRTSC	Y	SPRTSC	Sportscene Ltd	Adhoc Import	JOB	ICE620 Job 93 - Complete	05/04/2018 12:13:56	31/12/9999 23:59:59	Y
<input checked="" type="checkbox"/> THECONSORTIUM	Y	THECONSORTIUM	The Consortium	Adhoc Import	JOB	ICE620 Job 87 - Complete	05/04/2018 10:33:52	31/12/9999 23:59:59	Y
<input type="checkbox"/> YPO	Y	YPO	YPO	Adhoc Import	JOB	ICE620 Job 87 - Complete	05/04/2018 10:33:52	31/12/9999 23:59:59	Y

Click **Run Selected** button to start the process and schedule the job.

This process can take some time – there is up to a 2 minute delay before the job begins press F5 to refresh the page and eventually it will say the job has been submitted with an ID.

ICE600 - Process Catalogue Import										Options
										Run Selected
<input type="checkbox"/>	Import ID	Adhoc Import	Provider ID	Description	Frequency Text	Status	Status Text	Last Submitted	Next Submitted	Active
<input type="checkbox"/>	ESPO	Y	ESPO	Espo	Adhoc Import	JOB	ICE620 Job 2071 - Complete	28/08/2018 17:06:11	31/12/9999 23:59:59	Y
<input type="checkbox"/>	SPRTSC	Y	SPRTSC	Sportscene Ltd	Adhoc Import	JOB	ICE620 Job 93 - Complete	05/04/2018 12:13:56	31/12/9999 23:59:59	Y
<input type="checkbox"/>	THECONSORTIUM	Y	THECONSORTIUM	The Consortium	Adhoc Import	JOB	Submitted the following ICE620 job: 2385	22/10/2018 14:04:07	31/12/9999 23:59:59	Y
<input type="checkbox"/>	YPO	Y	YPO	YPO	Adhoc Import	JOB	ICE620 Job 87 - Complete	05/04/2018 10:33:52	31/12/9999 23:59:59	Y

The job can be monitored in **SPC400**

SPC400 - Job Enquiry									Options
Search » Jobs									Refresh Grid
School ID	Job ID	Program ID	Description	Username	Status	Submitted Date	Completed Date	Action	
999999	2385	ICE620	ICE Catalogue Update	Integra Admin	(0) Generating Updates... Processing Entry 601 of...	22/10/2018 14:04:07		View	
000012	2384	NML691	Summary Views	Integra Admin	(2) Processed	22/10/2018 07:31:01	22/10/2018 07:31:31	View	
000011	2383	NML691	Summary Views	Integra Admin	(2) Processed	22/10/2018 07:31:01	22/10/2018 07:31:21	View	

The process will check through the catalogue to ensure the entries in the catalogue are acceptable. Then will start the process of importing them into the ICE catalogue store. Once complete it will automatically run the **RSS819** catalogue index process to make the catalogue available for that supplier.

The Consortium catalogue has approximately 42000 items. To import into your tenant it takes approximately 65 minutes.

Once completed  
ICE600 – would show

ICE600 - Process Catalogue Import										Options
										Run Selected
<input type="checkbox"/>	Import ID	Adhoc Import	Provider ID	Description	Frequency Text	Status	Status Text	Last Submitted	Next Submitted	Active
<input type="checkbox"/>	ESPO	Y	ESPO	Espo	Adhoc Import	JOB	ICE620 Job 2071 - Complete	28/08/2018 17:06:11	31/12/9999 23:59:59	Y
<input type="checkbox"/>	SPRTSC	Y	SPRTSC	Sportscene Ltd	Adhoc Import	JOB	ICE620 Job 93 - Complete	05/04/2018 12:13:56	31/12/9999 23:59:59	Y
<input type="checkbox"/>	THECONSORTIUM	Y	THECONSORTIUM	The Consortium	Adhoc Import	JOB	ICE620 Job 2385 - Complete	22/10/2018 14:04:07	31/12/9999 23:59:59	Y
<input type="checkbox"/>	YPO	Y	YPO	YPO	Adhoc Import	JOB	ICE620 Job 87 - Complete	05/04/2018 10:33:52	31/12/9999 23:59:59	Y

SPC400 – would show

SPC400 - Job Enquiry									Options
Search » Jobs									Refresh Grid
School ID	Job ID	Program ID	Description	Username	Status	Submitted Date	Completed Date	Action	
999999	2386	RSS819	RSS Catalogue Index Update	Integra Admin	(2) Processed	22/10/2018 14:58:25	22/10/2018 15:09:30	View	
999999	2385	ICE620	ICE Catalogue Update	Integra Admin	(2) Processed	22/10/2018 14:04:07	22/10/2018 14:58:25	View	

The full catalogue can be viewed using

**ICE400 – Catalogue Enquiry**

Enter the **Provider Id** for **The Consortium** and click **Search**

ICE400 - Catalogue Enquiry

Options

Catalogue Enquiry

Search Results

Export Grid Data

Provider ID	Supplier	Part Number	Quantity of Measure	Description	Category	Price Effective Date	Extra Search Narrative	Action
								Clear
THECONSORTIUM	The Consortium	000009	1	IRONING BOARD COVER	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000013	1	ARTMIX 1LITRE 12 ASSSTD COLOURS	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000018	1	RMIX ASSORTED 24 X 600ML	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000019	1	RMIX METALLIC/PEARL ASST 12X300ML	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000021	1	VALUE SPIRAL BOUND NOTEBOOKS A4 PK6	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000022	1	VALUE SPIRAL BOUND NOTEBOOKS A5 PK6	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000023	1	CRAYPAS JUNIOR ARTIST PK12	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000024	1	CRAYPAS JUNIOR ARTIST PK25	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000025	1	CRAYPAS JUNIOR ARTIST PK50	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000026	1	CRAYPAS JUNIOR ARTIST CLASS PK432	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000027	1	PENTOUCH METALLIC FINE SILVER PK12	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000028	1	PENTOUCH METALLIC FINE GOLD PK12	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000030	1	PENTOUCH METALLIC MEDIUM SILVER PK12	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000031	1	PENTOUCH METALLIC MEDIUM GOLD PK12	ALL	22/10/2018		View
THECONSORTIUM	The Consortium	000033	1	TORK PREMIUM FOAM SOAP M 6 x 1L	ALL	22/10/2018		View

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