PETAL

User Training Manual

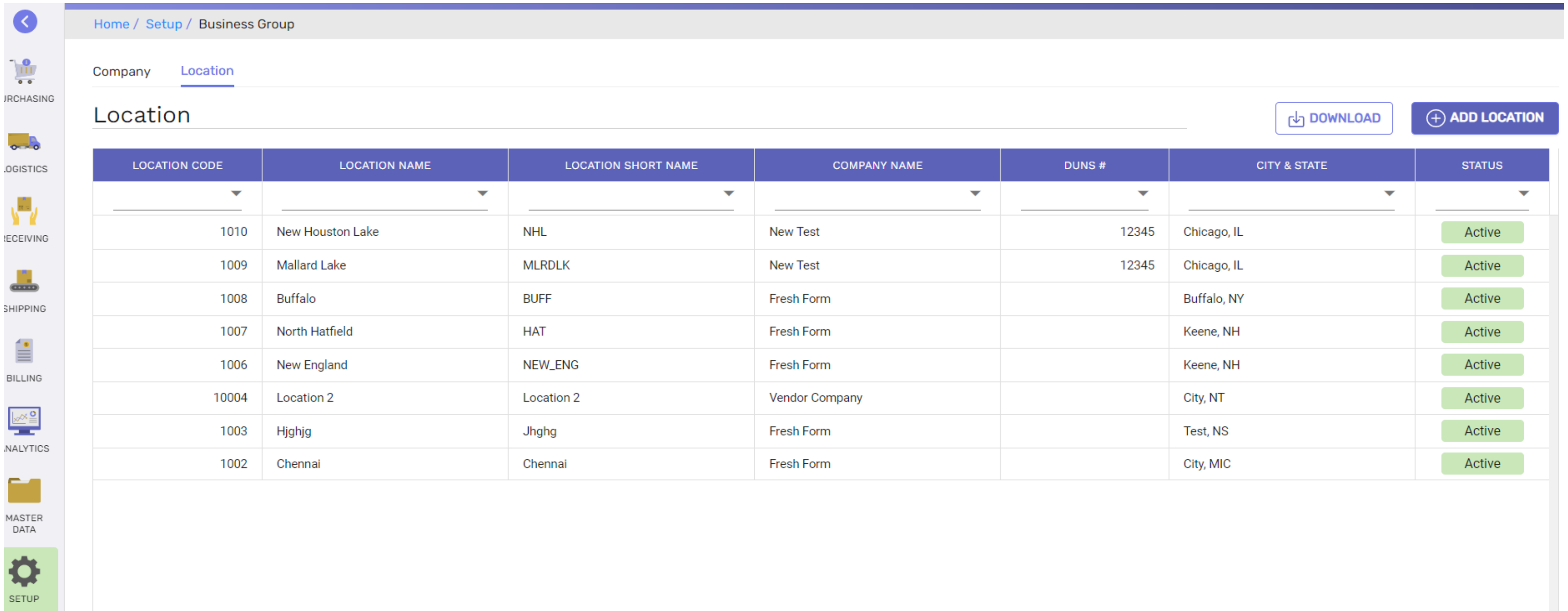
LLPT 1.1 -Application Setup V2.0

CONTENTS

- Location
- Application Configuration
- Lookups
- Notifications
- Notification Events
- Notification Types

LOCATION

Navigation: Setup -> Business Group -> Location



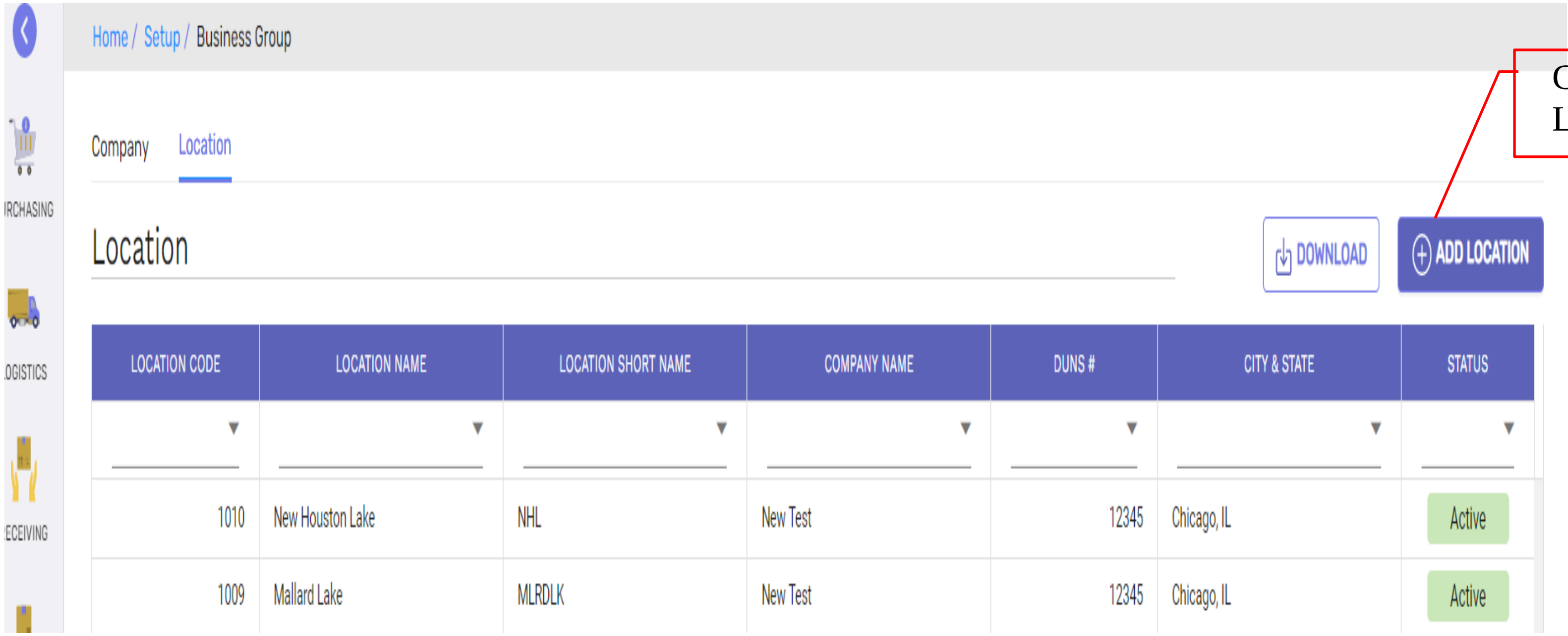
LOCATION CODE	LOCATION NAME	LOCATION SHORT NAME	COMPANY NAME	DUNS #	CITY & STATE	STATUS
1010	New Houston Lake	NHL	New Test	12345	Chicago, IL	Active
1009	Mallard Lake	MLRDLK	New Test	12345	Chicago, IL	Active
1008	Buffalo	BUFF	Fresh Form		Buffalo, NY	Active
1007	North Hatfield	HAT	Fresh Form		Keene, NH	Active
1006	New England	NEW_ENG	Fresh Form		Keene, NH	Active
10004	Location 2	Location 2	Vendor Company		City, NT	Active
1003	Hjghjg	Jhghg	Fresh Form		Test, NS	Active
1002	Chennai	Chennai	Fresh Form		City, MIC	Active

- The location section contains the summary information of all operating business locations defined for the client.

- Column positions can be changed, data can be filtered and downloaded to excel using the download option.

LOCATION

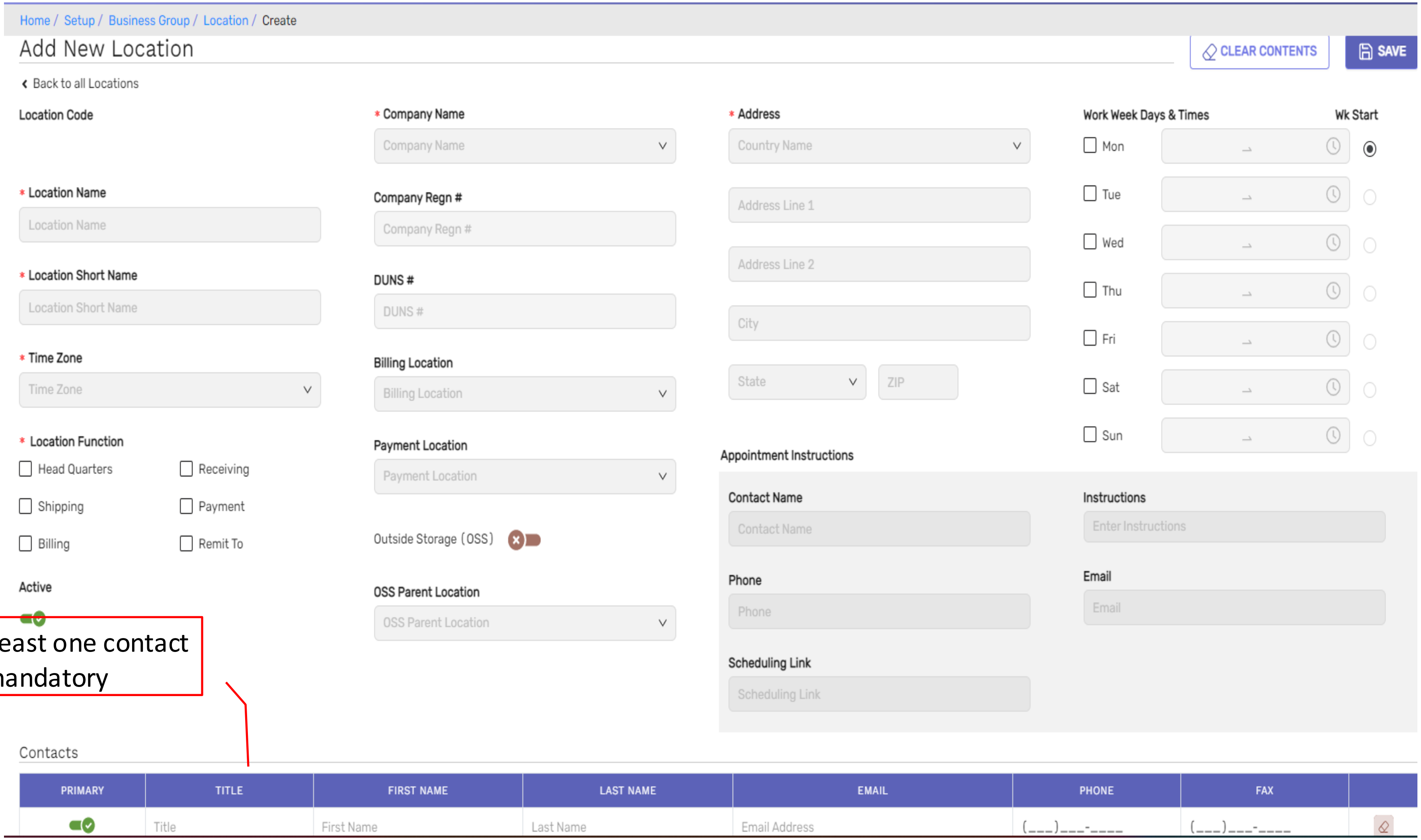
How to define a new location?



Click on add Location

- "A new location can be defined by clicking on 'Add Location,' which opens the location definition page."
- Location information of the vendor gets defaulted to purchase order screen for buyer while creating the PO's.

LOCATION



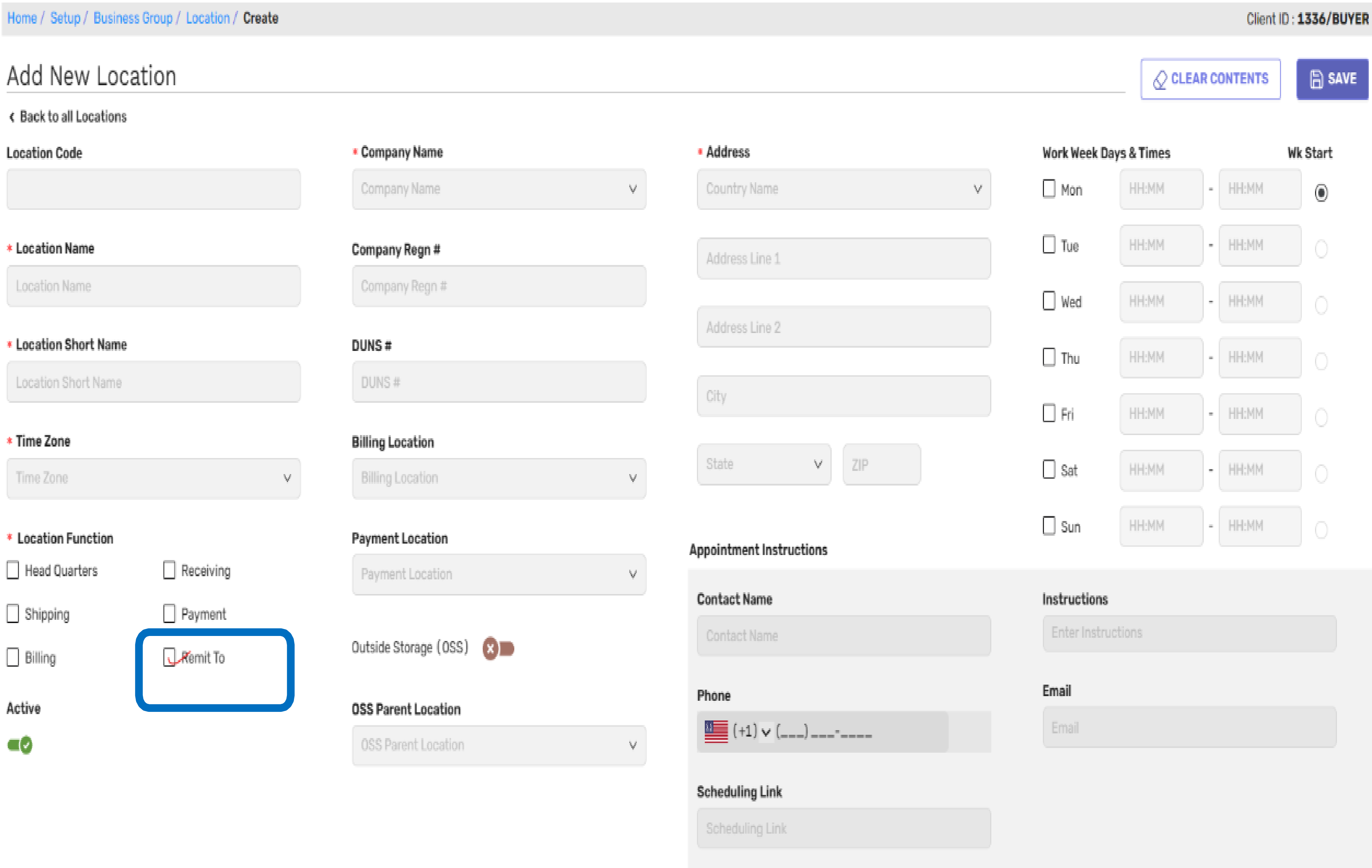
At least one contact is mandatory

LOCATION

- Location screen is provided to define the business location information in the system.
- All Mandatory fields are marked with (*).
- Location code is optional.
- Location short name is visible on transactions such as Purchase orders, Invoices, loads etc.
- Location function indicates the type of operations performed from that location. A Location enabled for ‘Shipping’ is visible under the "Ship From" drop-down of the purchase order.
- Work week schedule helps buyers to know the operational window of the location. for planning their transportation loads from that location
- Appointment instructions help the buyer reach out to the person in charge at that location for clarification of any questions.
- Contact information of the location is an optional field.
- At least one Location needs to set as ‘remit to Flag’, as this Location will appear in the dropdown list of the remit to locations in billing screen and it will allow you to process an Invoice.

LOCATION

LIMN LABS



APPLICATION CONFIGURATION

LIMN LABS

Navigation: Setup -> Application Configuration

Application Configuration contains the system setups that facilitate, control and regulate the transactional processing of functionalities.

This section contains five sub sections, i.e.:

I. **Calendar** – Transactional / Reporting calendar that is followed by business.

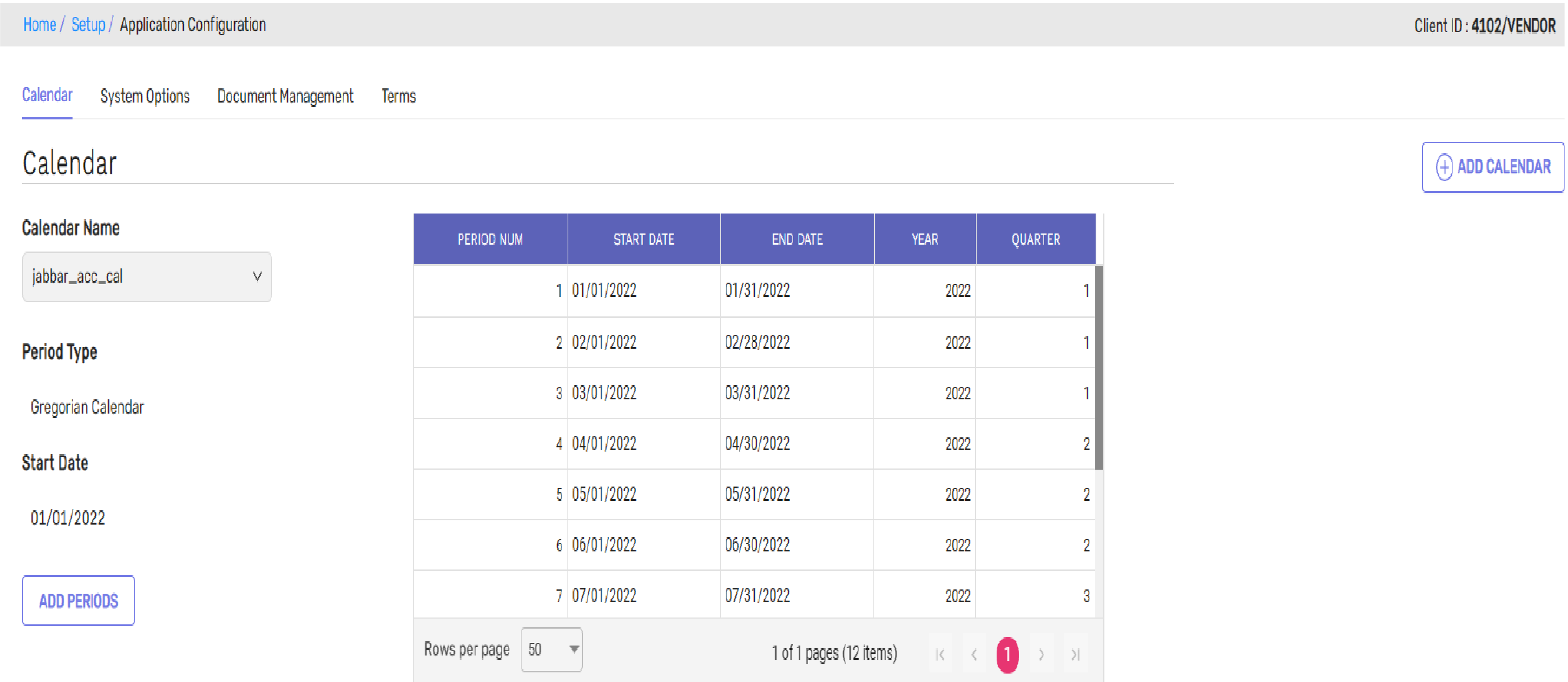
II. **System Options** – These are system level parameters that are interlinked with overall processing like currency, decimal separator, group separator, time zone that client is in, language, date format for transactions and master data sequencing options.

III. **Document Management** – This section controls the client's transactional numbering sequencing preferences.

IV. **Terms** – Terms are relevant for vendors and carriers to configure and assign to their customers for billing purposes.

APPLICATION CONFIGURATION

Navigation: Setup -> Application Configuration

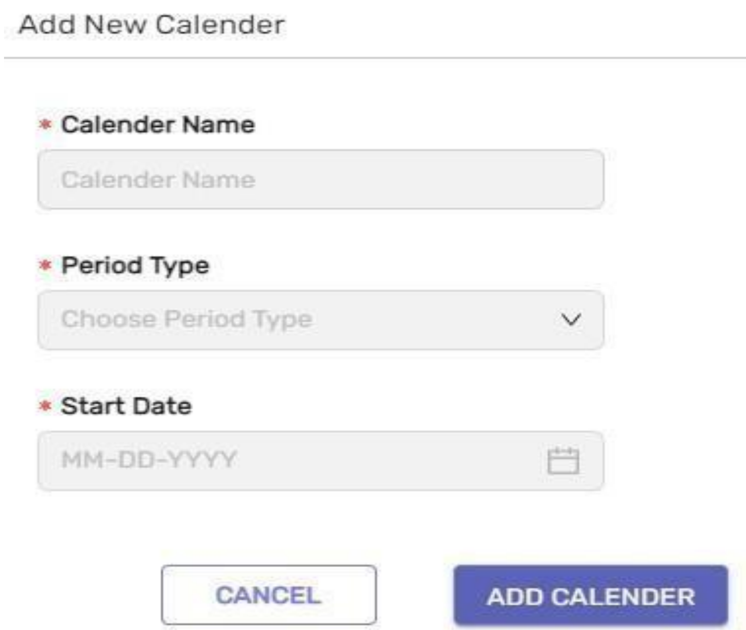


- Calendar configuration is an optional set up.

APPLICATION CONFIGURATION

Calendar:

Click on Add calendar in 'calendar' tab



a. Provide the name for calendar

For ex: 'XYZ Transaction Calendar'

b. Choose period type. It has 2 default types 4-4-5 calendar and Gregorian (regular) calendar

c. Start date for the calendar

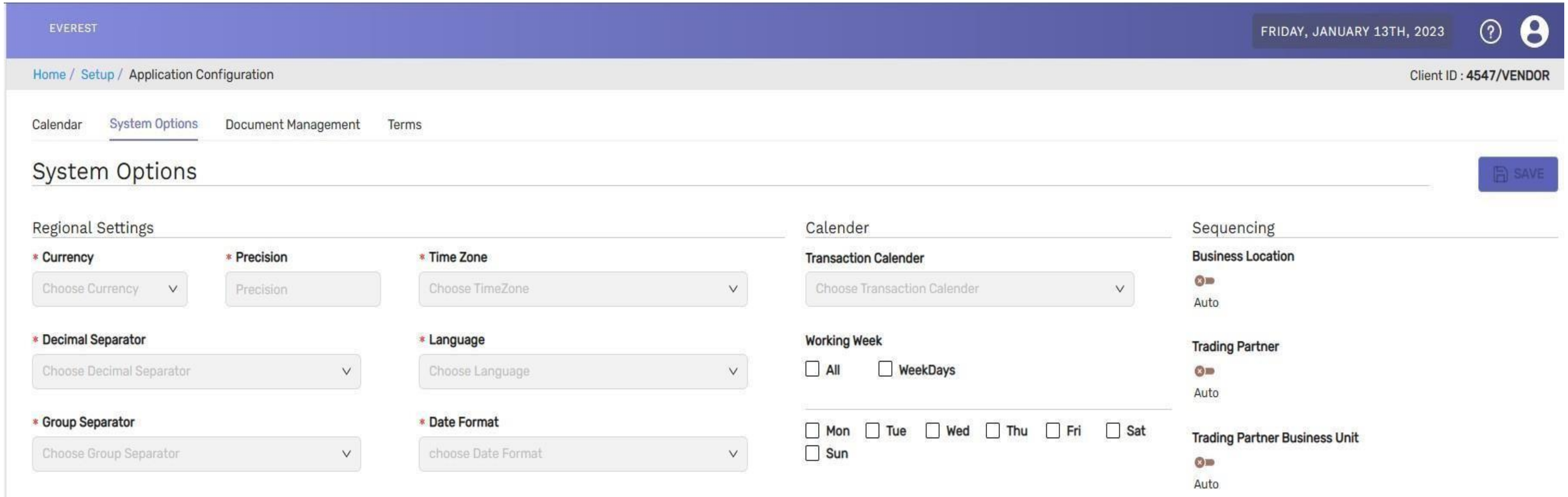
Then click on 'Add Calendar'

PERIOD NUM	START DATE	END DATE	YEAR	QUARTER
1	01/01/2023	01/31/2023	2023	1
2	02/01/2023	02/28/2023	2023	1
3	03/01/2023	03/31/2023	2023	1
4	04/01/2023	04/30/2023	2023	2
5	05/01/2023	05/31/2023	2023	2

APPLICATION CONFIGURATION

LIMN LABS

System Options:



- System options are the controls being defined for the system with that client
- Currency, Currency precision whether 2 or 4 decimals, decimal separator, Language, Amount group separator, date format to represent the date on transactions and time zone are some of the basic application-level configurations that can be completed here.

APPLICATION CONFIGURATION

System Options:

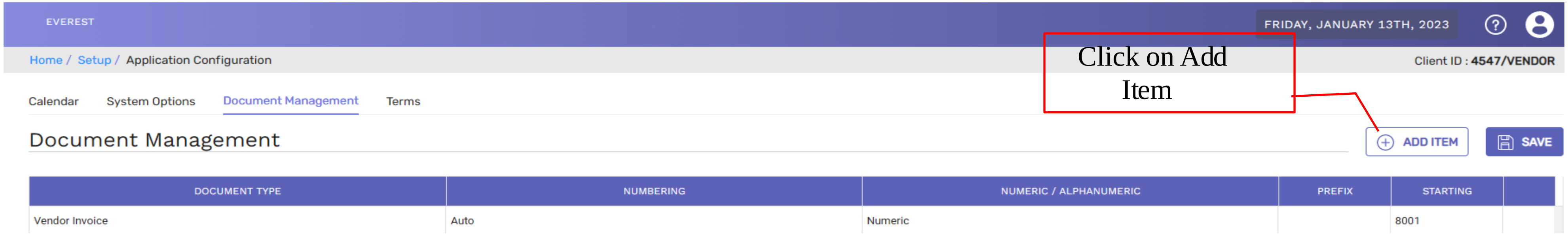
- Calendar dropdown is provided with list of values only when a calendar is defined in previous step
- Working week is an optional set up and indicative only
- **Sequencing**: Sequencing configuration is for generating numbering sequences on locations, trading partners and partner business units. If a client sets this toggle to automatic, the system will generate the number and assign it to the new trading partner or partner site, or location defined. If this is set to be ‘Manual’ then every record defined by the user should be provided with a unique number.

Click on SAVE once the updates are done.

APPLICATION CONFIGURATION

Document Management:

Click on document management tab to navigate and configure the transactional level number sequencing for the client.



- The document management section contains the transaction numbering preferences of the client for each of the transaction type applicable as per the client's business type i.e. customer/vendor/carrier.
- If Client is a Vendor, then they would only see Document type as "**Vendor Invoice**".

APPLICATION CONFIGURATION

- **Numbering:** Vendor needs to select either Auto or Manual where auto means, System will generate the Invoice number (Incremental way) while creating the Invoice & Manual means vendor needs to input the Invoice number while creating them each time.

- **Numeric/Alphanumeric:** If vendor selects the numbering as ‘Auto’ then, vendor needs to specify whether Invoice number should be only Number or Alphanumeric values as well.

Note: It can be left blank, if vendor selects Numbering as “Manual”.

Prefix: If Vendor wants to start the Invoice number with a particular format, they need to mention it or else it can be left as blank. EX: Invoice_; INV- ; etc.

Note: It can be left blank, if vendor selects Numbering as “Manual” Click on **SAVE** once numbering sequence is defined.

APPLICATION CONFIGURATION

LIMN LABS

Terms:

Click on terms tab to navigate and configure the payment term information which eventually can assign to the trading partner records for billing due date calculation purposes.

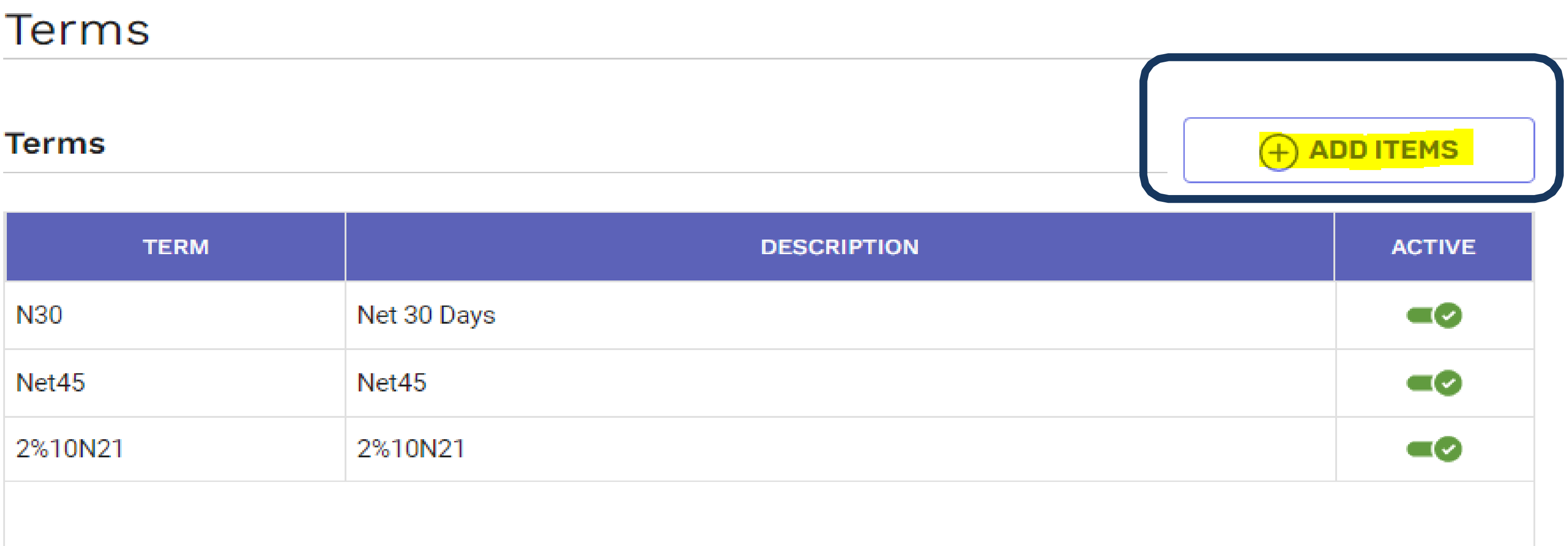
The Terms section contains 2 parts, i.e.

- Term Definition – contains the name and description of the term
- Term lines definition – Select the term definition to see the details of the term lines
    - Adding New Terms.

  Adding New Terms

- Click on “**Add Items”**

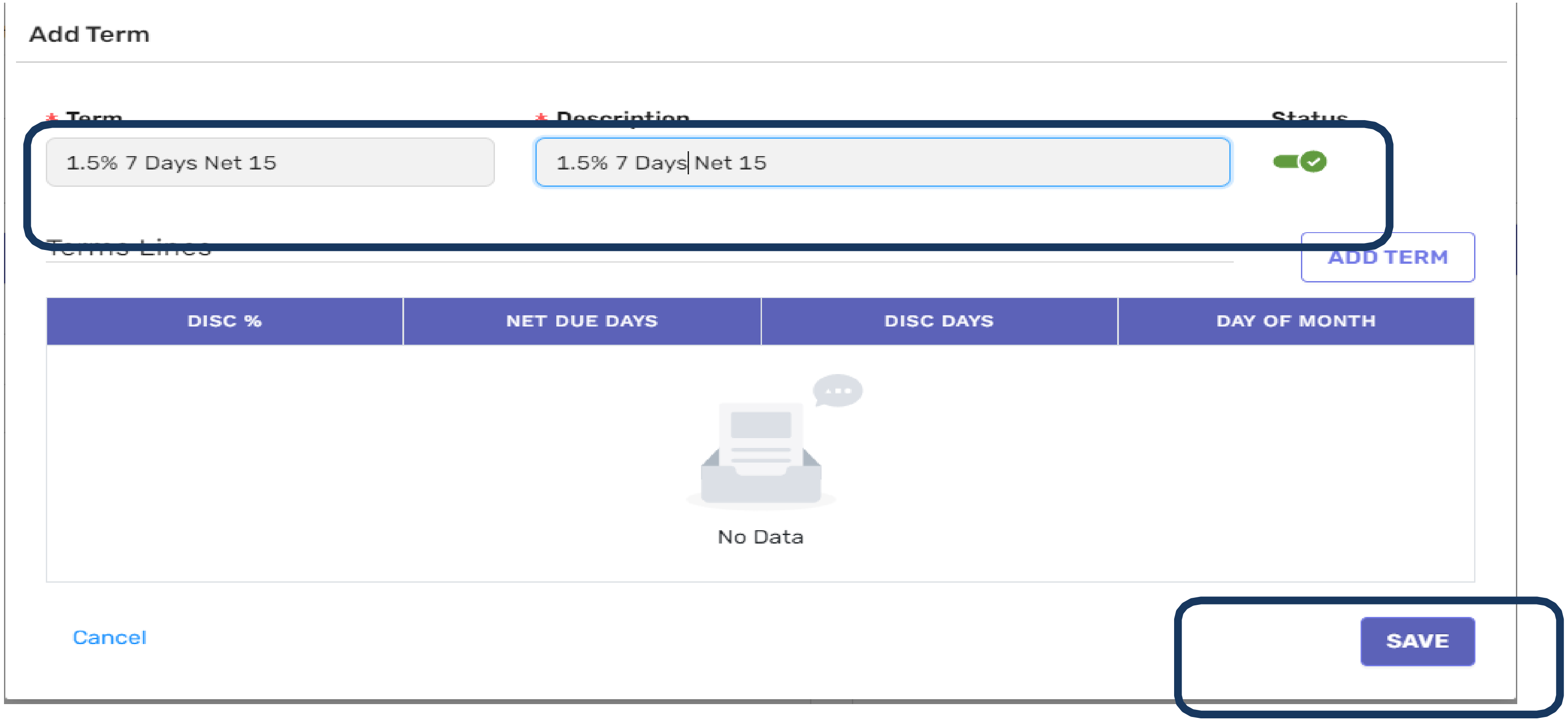
APPLICATION CONFIGURATION



TERM	DESCRIPTION	ACTIVE
N30	Net 30 Days	
Net45	Net45	
2%10N21	2%10N21	

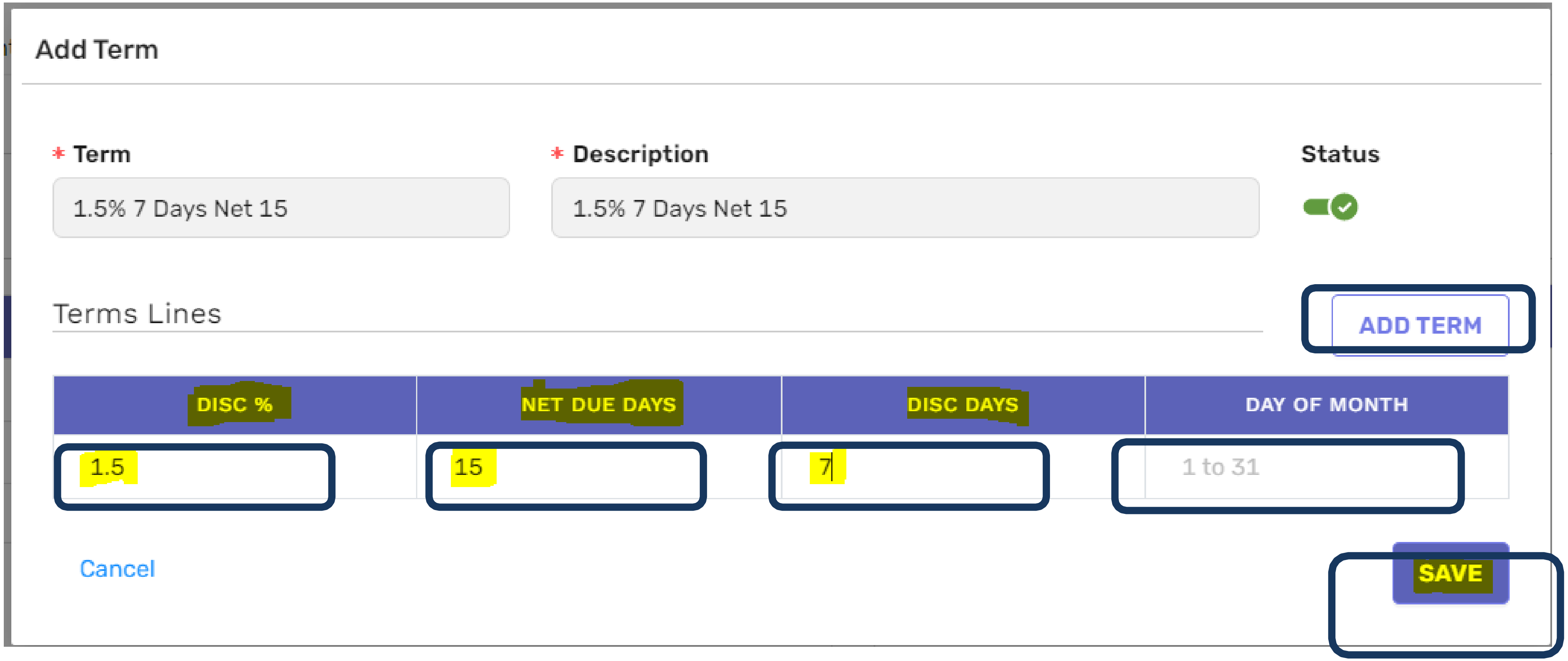
- ➢ Term Definition Opens up: – Enter Term name & Terms description and click on “Save”.

APPLICATION CONFIGURATION



➢ Click on “**ADD TERM**” to add Term line definition.

APPLICATION CONFIGURATION



- Terms Lines: Can’t be Blank, as Term Lines are the detail that captures the Discount, Net Due days & Discount Days for Billing

APPLICATION CONFIGURATION

DISC% Conditions:

- Discount % should not be blank
- It only accepts numeric or integer values
- Percentage symbol is not required

Ex1: For the terms: 1.5% 7 Days Net 15, the Disc% should be: 1.5 & not 1.5%

Ex: 2: For the terms: Net 15, the Disc% should be: 0 & not Blank Value (It means there is no Discount) Note: If there is NO Discount%, then always keep DISC% value as “0” & do not leave it Blank.

NET DUE DAYS Conditions:

- NET DUE DAYS should not be blank.
- It only accepts numeric value & it Mentions the Number of days in which vendor is expecting the payment without discount

Ex1: For the terms: 1.5% 7 Days Net 15, the NET DUE DAYS will be: 15 & not N15 or Net15 (Only Number values should be entered)

Ex: 2: For the terms: Net 15, the NET DUE DAYS will be: 15 & not N15 or Net15

Note: Always enter NET DUE DAYS only in Number and no words or any other characters

APPLICATION CONFIGURATION

DISC DAYS CONDITIONS

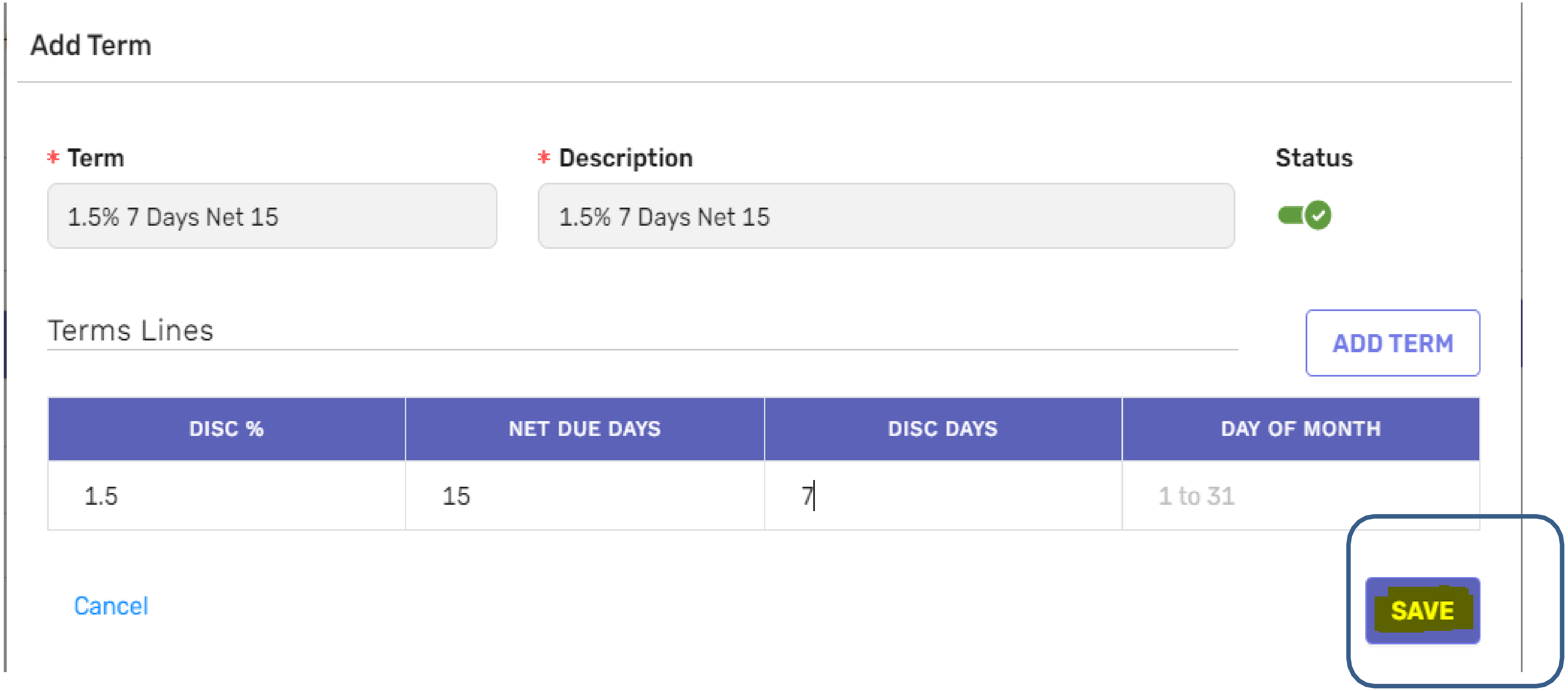
a. It can be Blank if there is no Discount

b. It only accepts numeric value & it Mentions the Number of days in which vendor is expecting the payment with discount

Ex1: For the terms: 1.5% 7 Days Net 15, the DISC DAYS will be: 7 & not DISC7 (Only Number values should be entered)

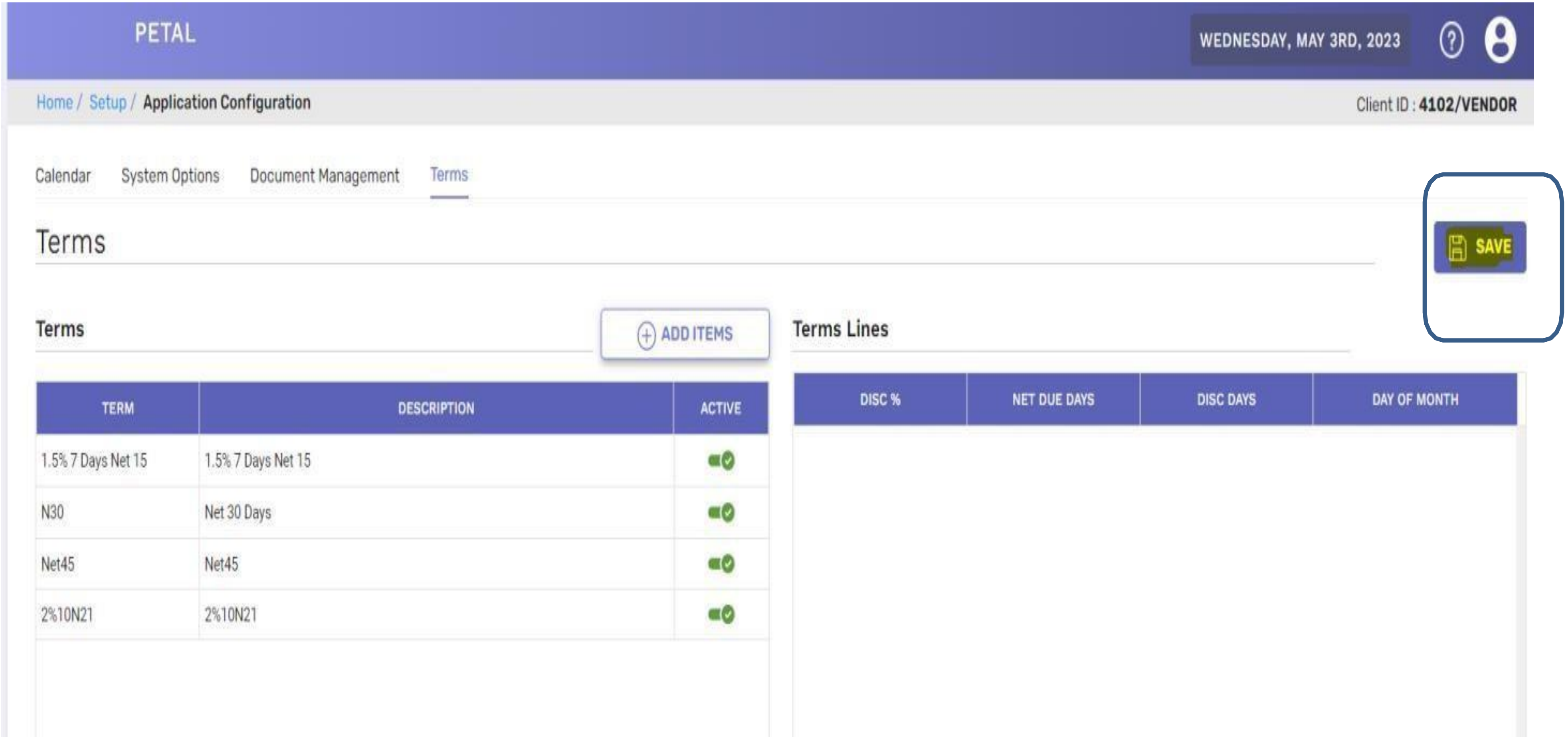
Ex: 2: For the terms: Net 15, the DISC DAYS can be left Once the Term Lines are Added, then Click on “Save”.

APPLICATION CONFIGURATION



Click on “Save” again at Header section (Refer image below) & “Record Processed Successfully” message will be displayed.

APPLICATION CONFIGURATION



LIMN LABS

Inactivate Terms Definition:

Select the Terms which needs to “Inactivated”.

Terms

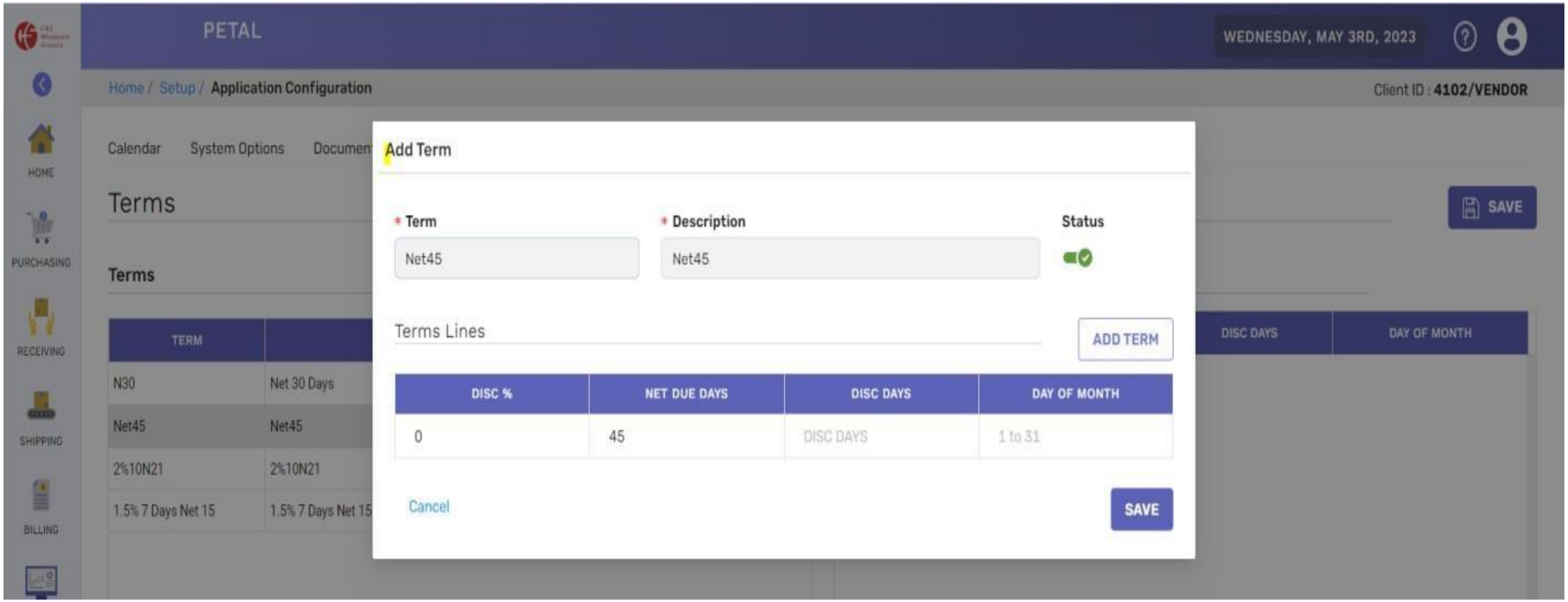
Terms

ADD ITEMS

TERM	DESCRIPTION	ACTIVE
N30	Net 30 Days	
Net45	Net45	
2%10N21	2%10N21	
1.5% 7 Days Net 15	1.5% 7 Days Net 15	

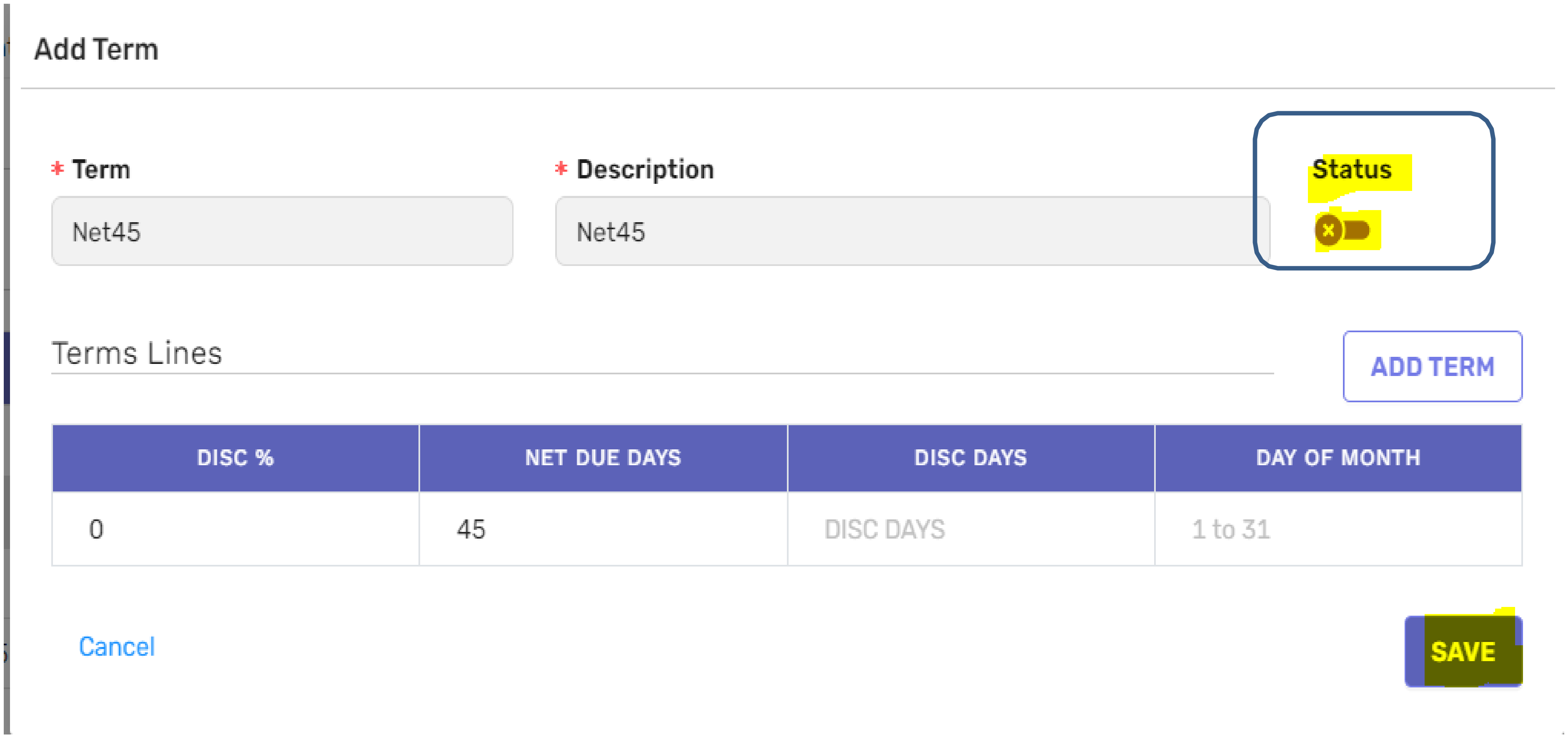
APPLICATION CONFIGURATION

Double click on the Selected Terms & New pop-up window Opens up.



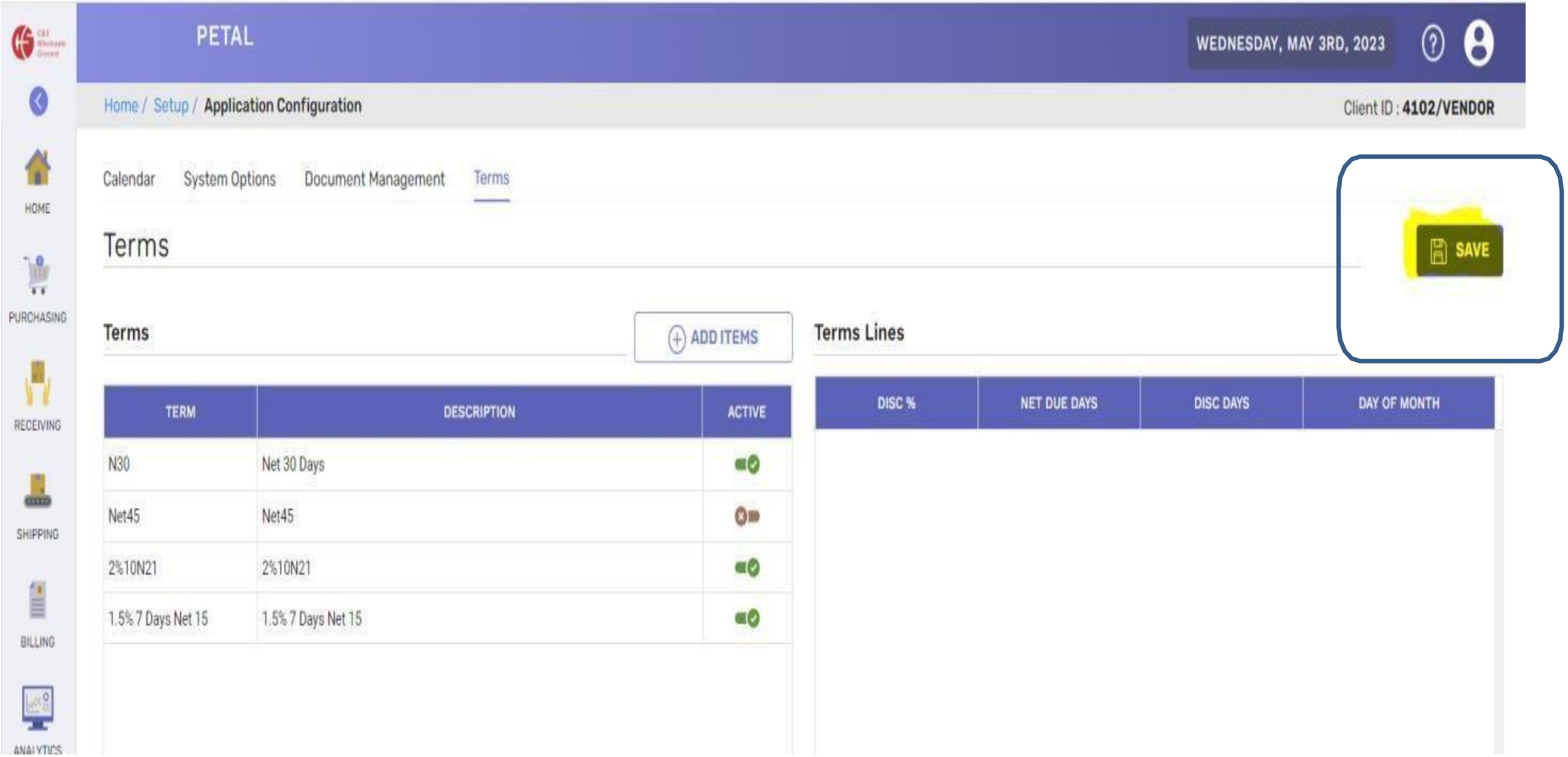
APPLICATION CONFIGURATION

Update the Status (by inactivating the toggle) & it should change from Green to Red & Click on “Save”



APPLICATION CONFIGURATION

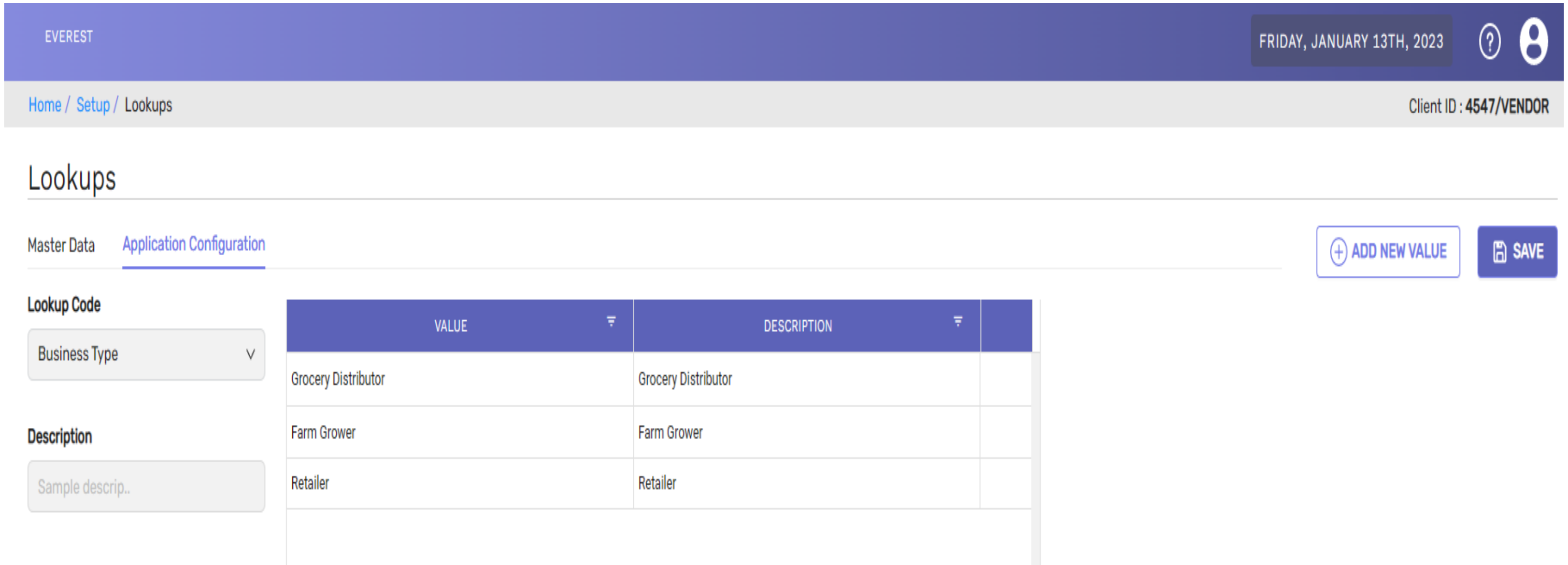
Click on “Save” again at the Header section.



LOOK UPS

Navigation: Setup -> Lookups

Lookups, as the name suggests, are the values that are common at multiple places.



- Look ups that are allowed to add with additional values by clients are accessible and allowed to add values by clicking on 'Add New Value' button.
- All the available lookup codes are grouped as Master data lookups and Application configuration lookups. Relevant codes can be seen from the drop down in each of the tabs.

NOTIFICATIONS

Navigation: Setup -> User Preferences-> Notifications

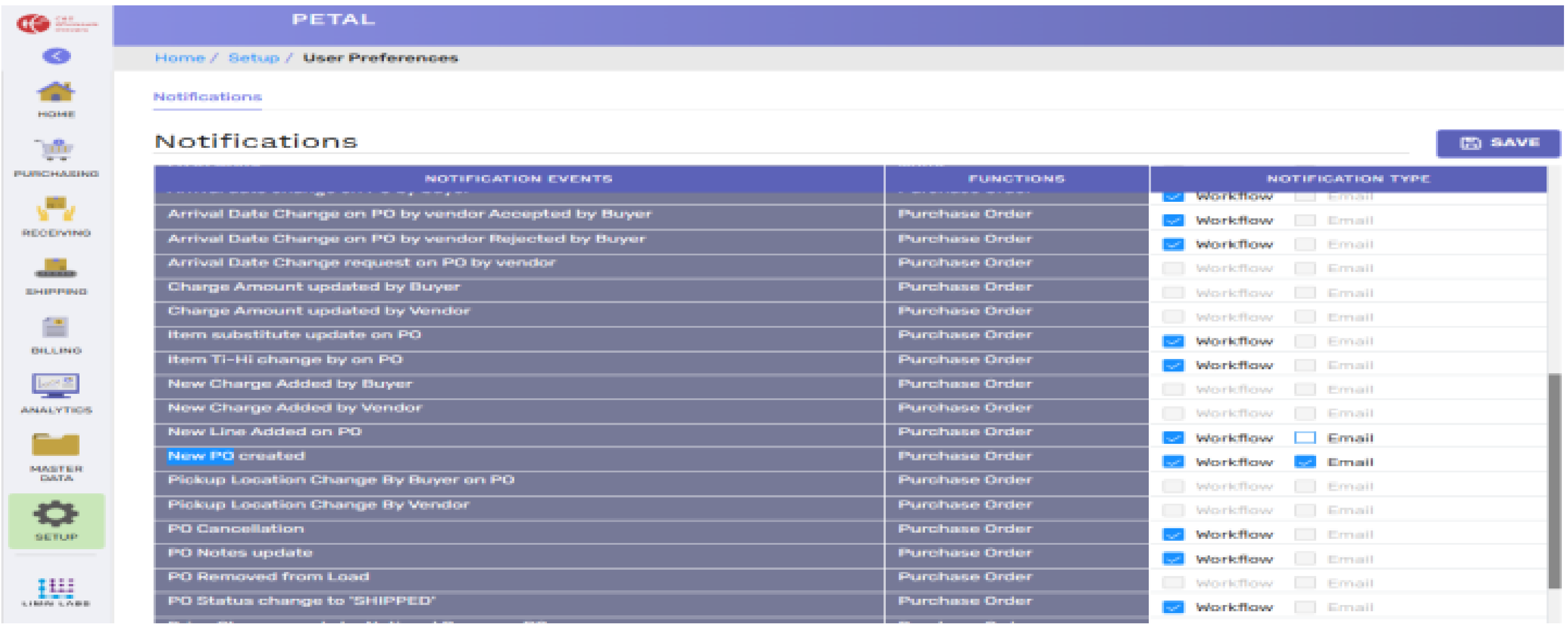
- The current PETAL functionality does not provide an option for the users to set their own email / workflow (Home screen notification window) notification preferences for various transactional events sourced by the system.

- Customer (Buyer) Admin user only can configure and control which notification should be sent for whom.

- A new solution is going into production, which allows users to set their own email / workflow preferences.

- By default, all the users preferences are set based on the admin (Buyer side) enabled notifications. Any user who wants to overwrite the default preferences can now be able to do by navigating through the below path.

NOTIFICATIONS



NOTIFICATIONS

- Users will see all the notification events PETAL provides but they will have an option to enable / disable specific events those were configured by Admin (buyer side).

- For ex: If admin (Buyer) enables email for New PO created to only 'order processor' role on vendor side, then users with order processor role can only be to set their preference on that notification type. Other roles such as 'Shipping Admin' or 'Billing Admin' will have that notification as grayed out.

- Any notification event admin (buyer side) did not enable are not available to be enabled by vendor side users.

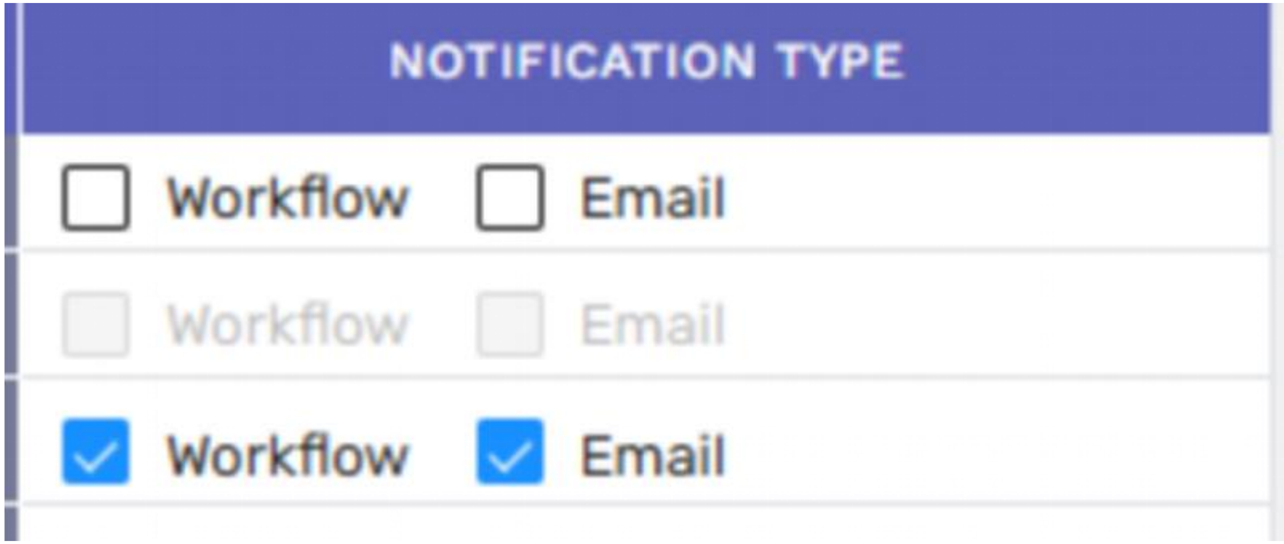
- When admin (Buyer side) disables an event for a specific vendor role from buyer admin screen, it will disable the event for all vendor users assigned with that role.

Note: Any event in grayed out mode needs to be checked back with buyer and get it enabled based on the business need.

- Users can enable active notification email and/or workflow check box, so that they start receiving emails and/or view home screen notification. They stop receiving emails/access home screen notifications when the check box is unchecked.

NOTIFICATIONS

- What are different Notification Types:



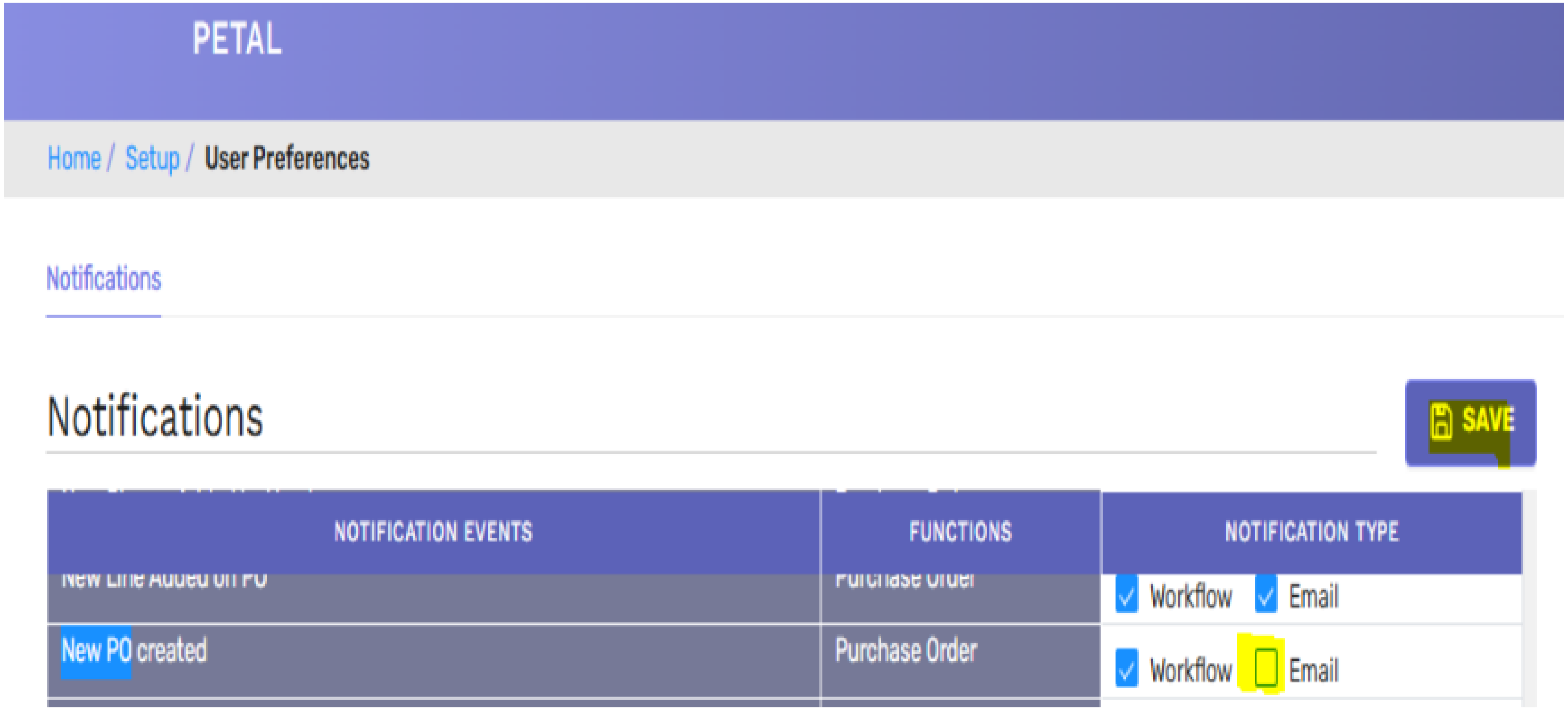
- **Workflow**: Once User logs into Petal system, on Home Page, Under Task list, where Users will view FYI and To Do Notifications.

- **Email**: Users will receive email notification for business transactions such as PO create, price modification, quantity change etc.

NOTIFICATIONS

- Finally, after making the needed changes on the Notification event, Select **Save**

- Your notification preferences will be updated, and the changes will apply to all future Transactions & only applicable for the user account you logged in.



THANK YOU