Nautical Systems Enterprise

Purchasing User Manual

POWERFUL | SIMPLE | RELIABLE

Version 6.5.14

September 2020

Section 1 Introduction

1.1 Overview of NS

NS includes a hierarchy of equipment, supplies, parts, resources, and financial cost centers. **NS** helps not only with the proper planning and maintenance of a vessel but provides the accurate and comprehensive record keeping required by class societies, flag and port state regulations, and financial auditors.

1.2 The Purchasing Process

The **NS** purchasing process encompasses the complete material and service ordering cycle. The cycle begins with the origination of a requisition or order, continues with a Request For Quotation (RFQ) process through to purchase order and delivery, ending with invoicing and payment of the supplier.

The purchasing process begins with the generation of requisitions (requisition templates) or some companies may use orders (order templates). The order turns into a REQ at the office. The requisition is Authorized signaling that it is ready for processing.

An RFQ can be raised and issued to suppliers. Quotes are received and then entered on the RFQ for Evaluation and Approval. A purchase order is created and Issued to the winning supplier. The delivery site is responsible for recording Delivery of the goods.

The vendor sends an invoice to the company requesting payment and the invoice is matched with the PO. The NS Invoice Approval performs a 3-way match confirming the items have been received/delivered and confirms the PO quantities and prices are correct. If the match is successful, the invoice is Approved.

NS can then interface the Approved invoice with the accounts payable module of your accounting software for processing of the payment.

With **NS,** users can see the status of required items at each part of the process, with updated quantities, prices, and status.

NS Enterprise Purchasing Manager module is a purchasing and inventory functions in **NS**. As with other **NS Enterprise** products, purchasing is where users can perform analysis and reporting on the fleet as a whole or on individual vessels. Purchasing also has valuable financial reporting capabilities for budget and cost analysis.

The purchasing portion of the **Maintenance and Purchasing** module contains a comprehensive purchasing cycle from requisitions to delivery of goods on board the vessel. It includes inventory control for one site or across multiple sites. The facilities include:

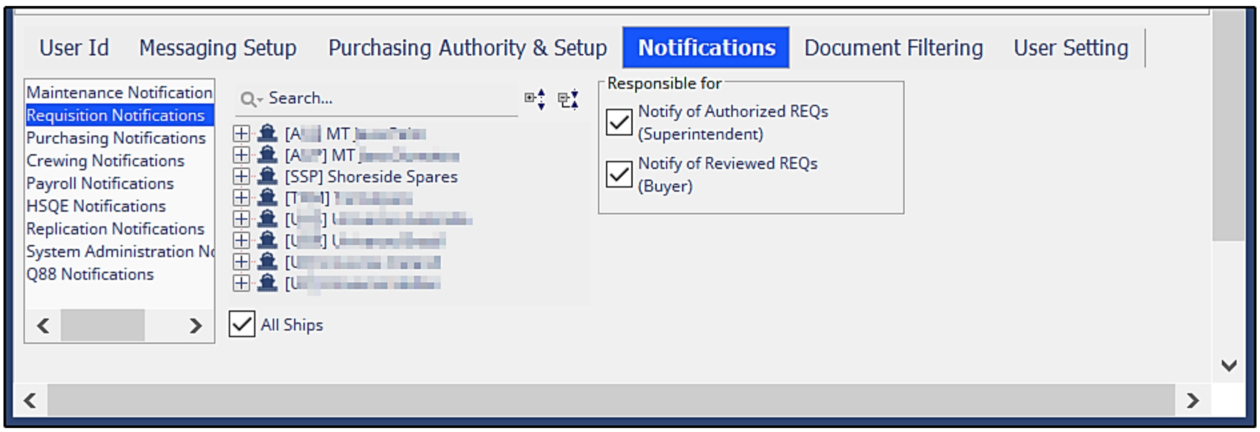
- Cart and Orders
- Requisitions
- Materials contracts
- Requests for quotation
- Proactive and reactive expediting
- Warehousing features

- Inventory control
- Projects

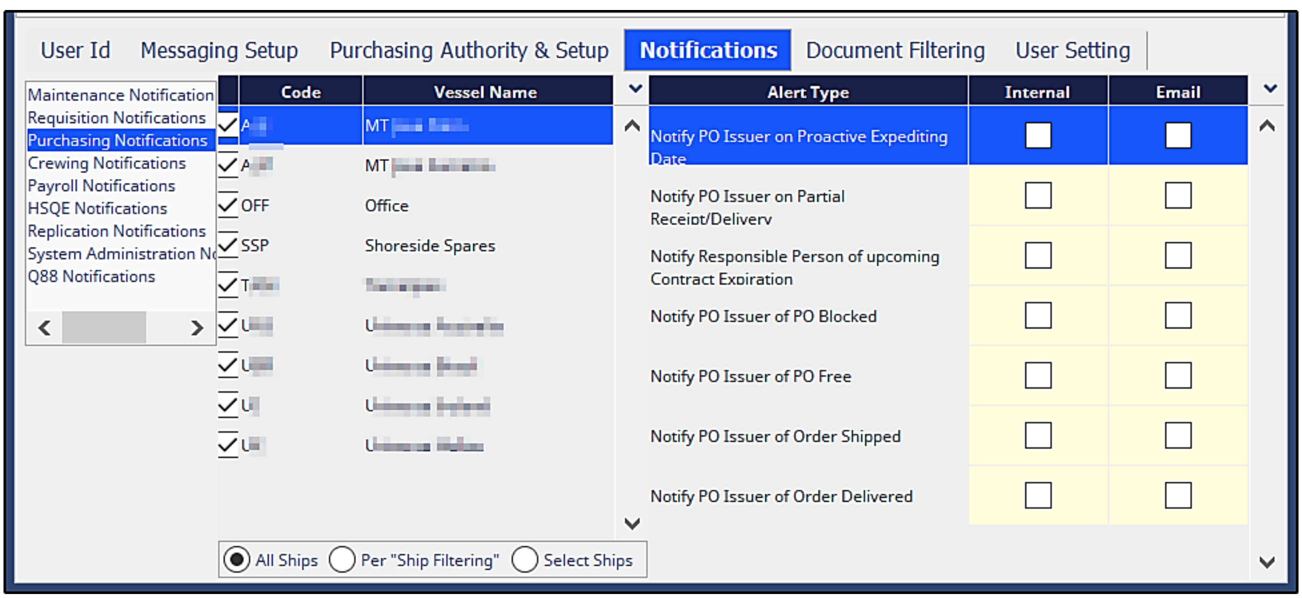
Equipment and parts are the main components of the Maintenance and Purchasing module. Records need to be kept on both the purchasing and inventory of equipment and parts. This document details procedures and records regarding the purchasing and inventory of equipment and parts.

On the **User's profile record→Notifications Tab→Purchasing Notifications** link allows the configuration for users to receive notification for specific actions that have occurred in the NS Enterprise Purchasing module. Contact the System Administration to configure the settings for each user.

Requisition Notifications include:



Purchasing Notifications include:



NOTE: NS Purchasing Search List Window

1. If any document is edited, the document is marked with a Red color to indicate that it has been edited.

2. If any document is edited and that document screen is closed, the row for that document will remain highlighted.

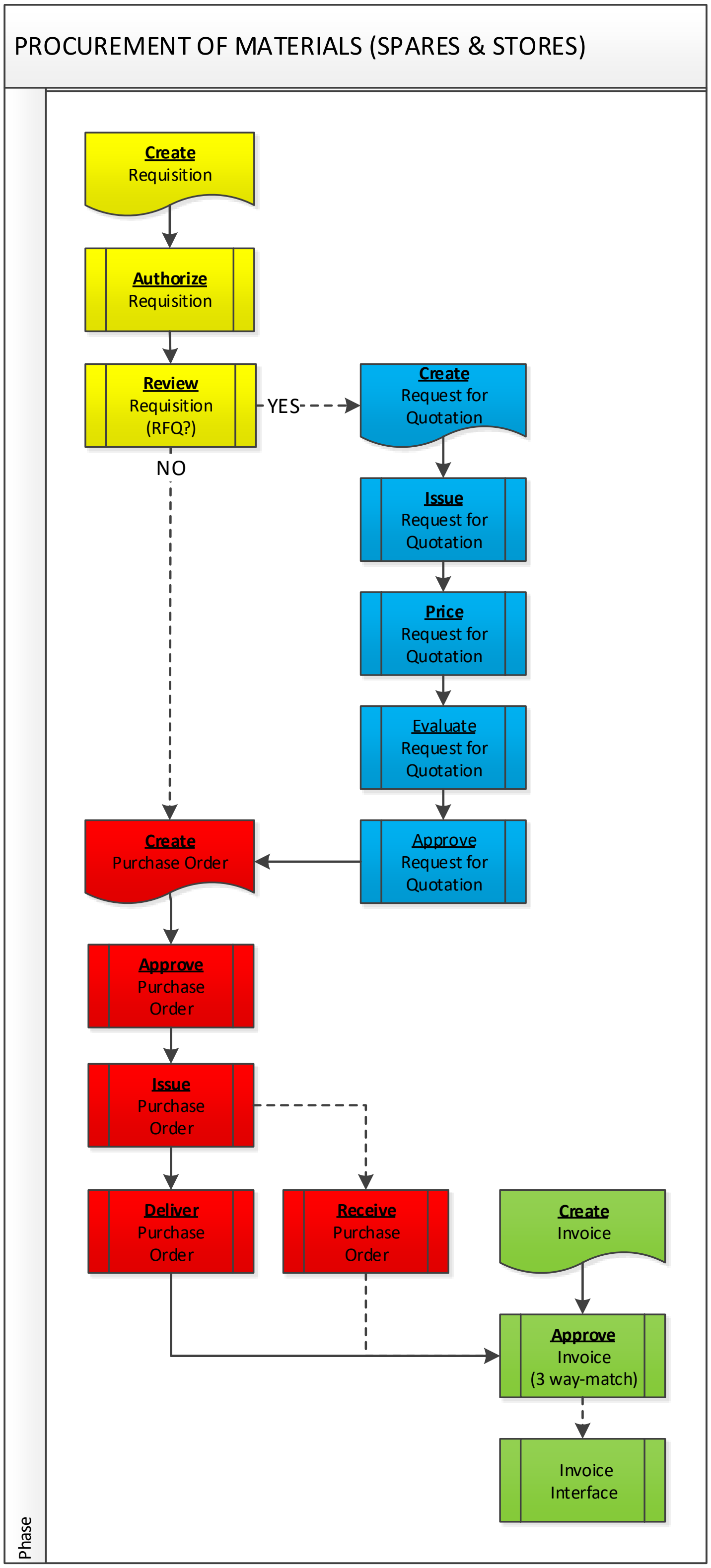
3. The edited documents indicator will be reset on Search button click.

NOTES:

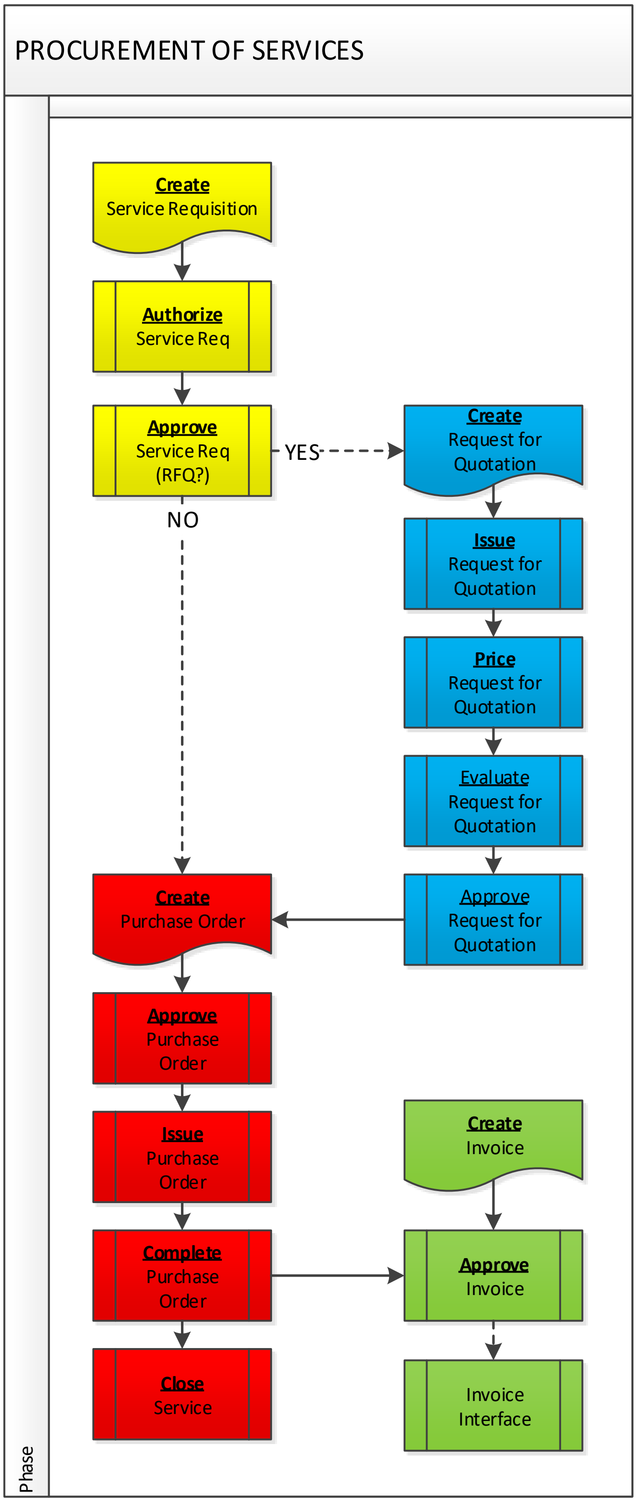
- **Adding File Attachments -** Users can utilize a drag and drop functionality on any of the File Attachment Tabs.

- If the message was sent to multiple users, the message window has a “Reply to All” option.

1.3 Materials Purchasing



1.4 Service Purchasing



1.5 Document Approval Setup

The **Document Approval Setup** matrix is used to create approval limits for different types of Purchase Orders and/or Request for Quotation and other NS Documents. For example, purchase orders for "**Spares**" may go through a different approval process than purchase orders for "**Fuel**". The approval process for purchase orders for "**Spares**" may include people that can approve limits up to a specified level while the people that can approve purchase orders for "**Fuel**" can have higher limits. This is done by setting up a different matrix for each identifier. See the **General Data** user manual for more details on how this is configured.

Section 2 Hierarchy

The **NS Enterprise** hierarchy organizes machinery equipment, consumables, and jobs according to functional and physical relationships. The hierarchy is displayed in the form of the Equipment Explorer. The hierarchy is the organizational representation of the systems, equipment, parts, and consumables on board a vessel. Machinery and stores are located quickly by "drilling-down" through the various levels. The system hierarchy is user defined by your company.

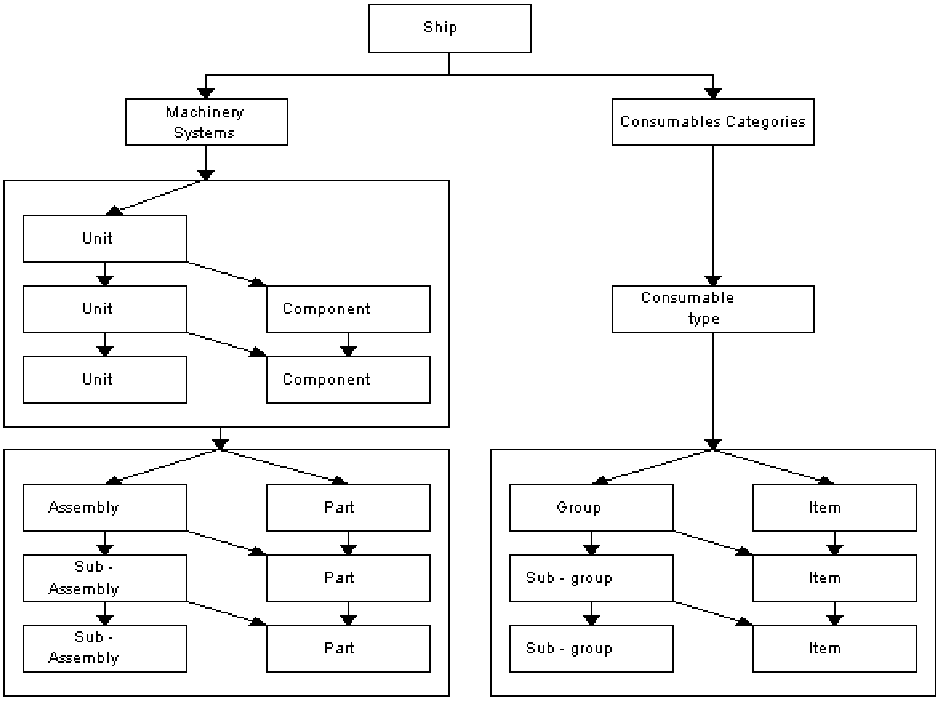
Machinery equipment, consumables and jobs are displayed in the hierarchical structure corresponding to their actual physical interrelationships. This method provides comprehensive cross-referencing among machinery items and stores without requiring specialized code numbering systems. However, code numbering systems can be accommodated, if desired. As a result, the user has the capability to search for an item by location in the hierarchy or its physical location on the vessel. For example, engineers on a vessel are more adept at finding items by equipment and parts than by equipment identification numbers. This design results in a rapid initial learning curve, enhances the ability of the office staff and shipboard crew to perform data maintenance, and eases the task of finding materials to be purchased or used in maintenance events.

The hierarchical system is used in both the maintenance and purchasing processes of the module, but in different ways. The maintenance side uses the hierarchy to list systems and equipment that are maintained. The purchasing side uses the hierarchy to track the materials included in inventory. Some items listed in the purchasing view are not visible in the maintenance view because all items need to be accounted for in inventory, but not all items are maintained items.

There are two reports at the ship level regarding the hierarchy. These are the **Equipment Hierarchy** report and the **Equipment Particulars** report.

A hierarchy can be imported into **NS Enterprise** from an Excel spreadsheet or copied from an identical or similar ship.

2.1 Purchasing Hierarchy



The hierarchy on the purchasing side is used for inventory and to organize equipment and consumables. It is subdivided into Machinery Systems (for the machinery equipment spares) and Consumable Categories.

The **Machinery Systems** include units, components, and parts just like the Maintenance Hierarchy; however, it also includes assemblies and sub-assemblies. Assemblies are a group of parts that work together as a unit but are not maintained as a unit. For example, a cylinder cover is listed as an Assembly in the Purchasing Hierarchy. Cover, gasket, O ring, screw, guide pin and nut are parts listed under this Assembly heading. These are not maintainable parts but are items that need to be listed in the inventory.

The **Consumables Categories** are subdivided into consumable types. Consumable types are further broken down into groups, sub-groups, or items. Examples of consumable categories are:

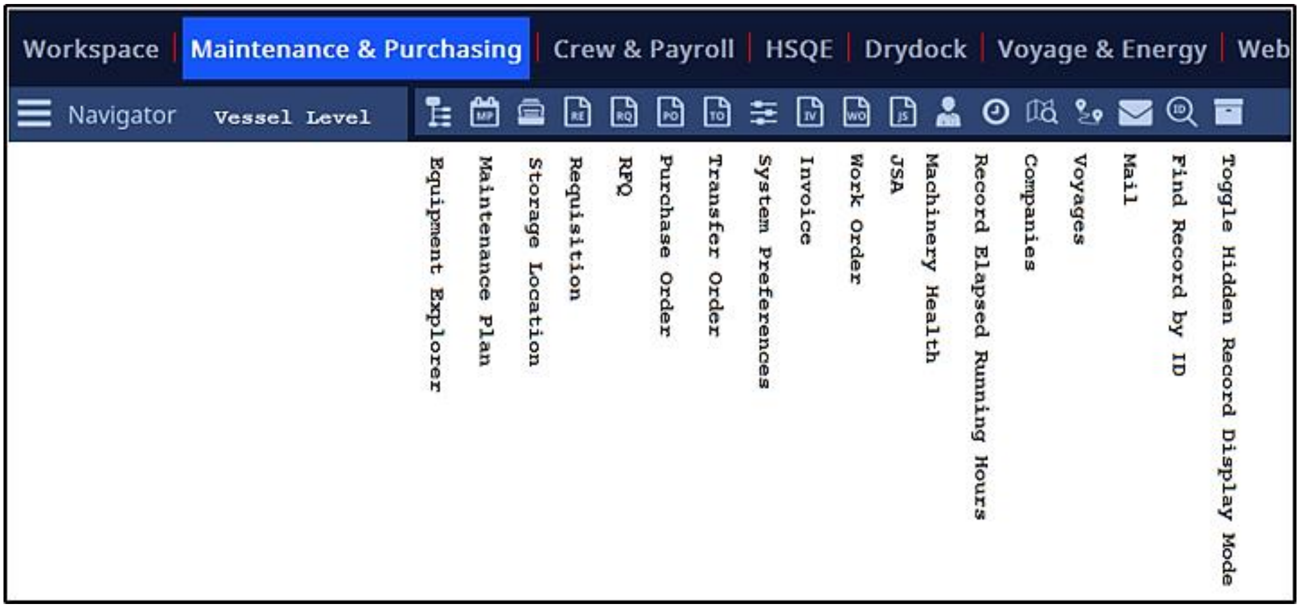
- Deck and Engines Stores
- Chemicals
- Paints
- Provisions

2.2 Equipment Explorer

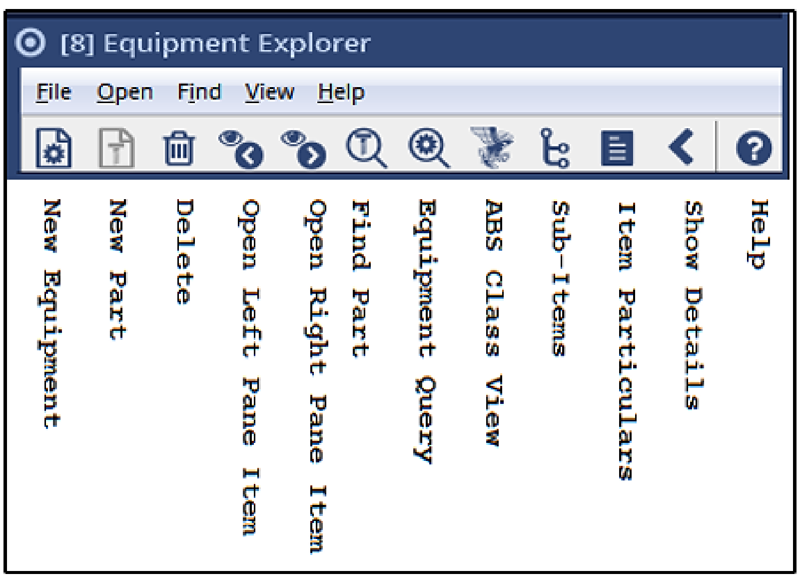
The **Equipment Explorer** is the center of the **Purchasing** module hierarchy. All items that are purchased or stored are listed on the **Equipment Explorer**. The **Equipment Explorer** window can be viewed from the fleet level or the ship level.

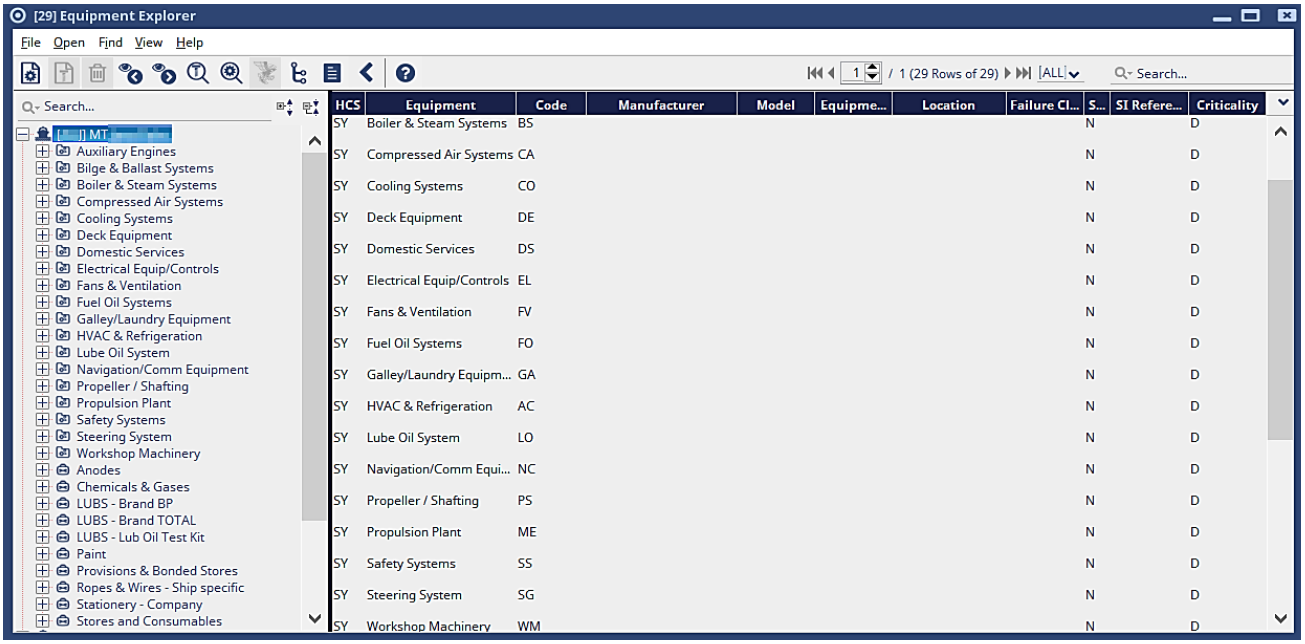
NOTE: This manual focuses on the purchasing portion of the **Equipment Explorer**.

1. Click the **Equipment Explorer** button from the **Navigator** pane in the **Maintenance and Purchasing** module.



The **Equipment Explorer** window opens.





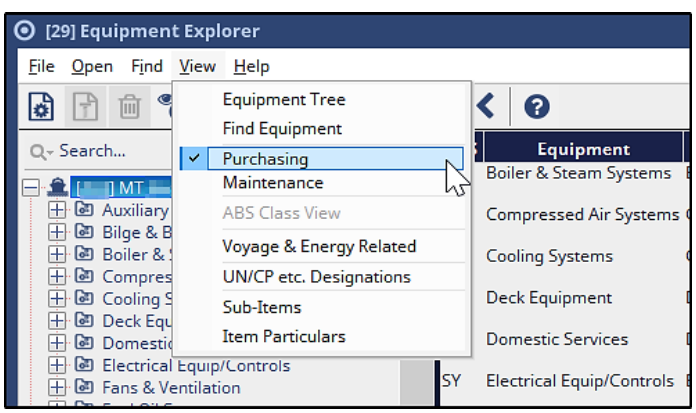
The **Equipment Explorer** window differs depending on the view. All ships in the fleet are listed in the left pane of the window when the fleet view is used. Click the + sign preceding each ship for the hierarchy of systems for each ship.

Only the systems for one vessel are listed when the **Equipment Explorer** is viewed from the ship view.

The items defined in the hierarchy below these systems can be viewed by clicking the + sign preceding each item.

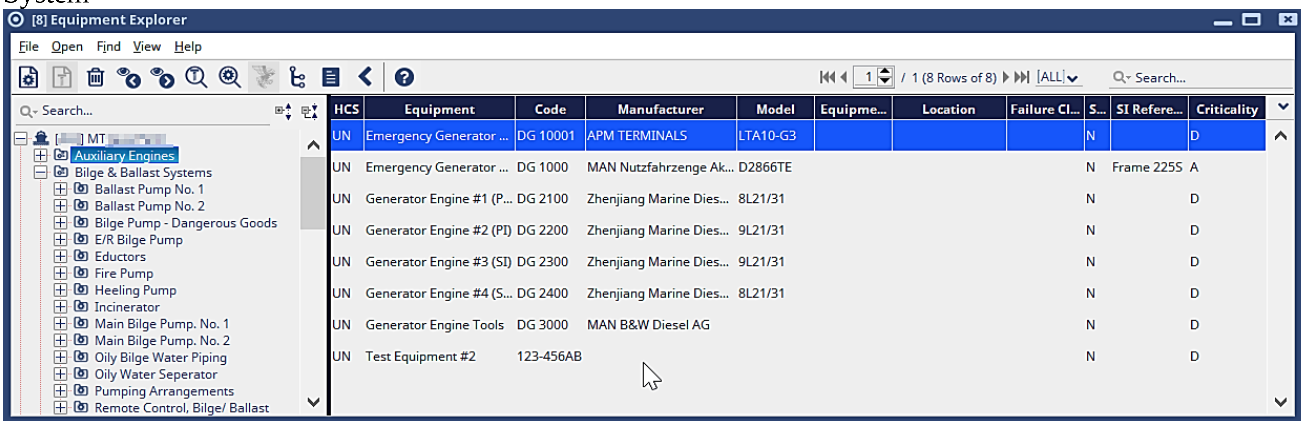
All systems that have been defined on the ship are listed in the left pane of the window when the ship view is used. Equipment defined under these systems can be viewed by clicking the + sign preceding each system or in the right panel.

2. Select **View → Purchasing** from the **Equipment Explorer** window for the purchasing view. Equipment / assembly name, equipment number and manufacturer are displayed in the right pane when a **system or unit** is highlighted on the left pane. Parts, consumables, part number and the number of that part on hand are displayed in the right pane when **an equipment or assembly** is highlighted in the left pane.

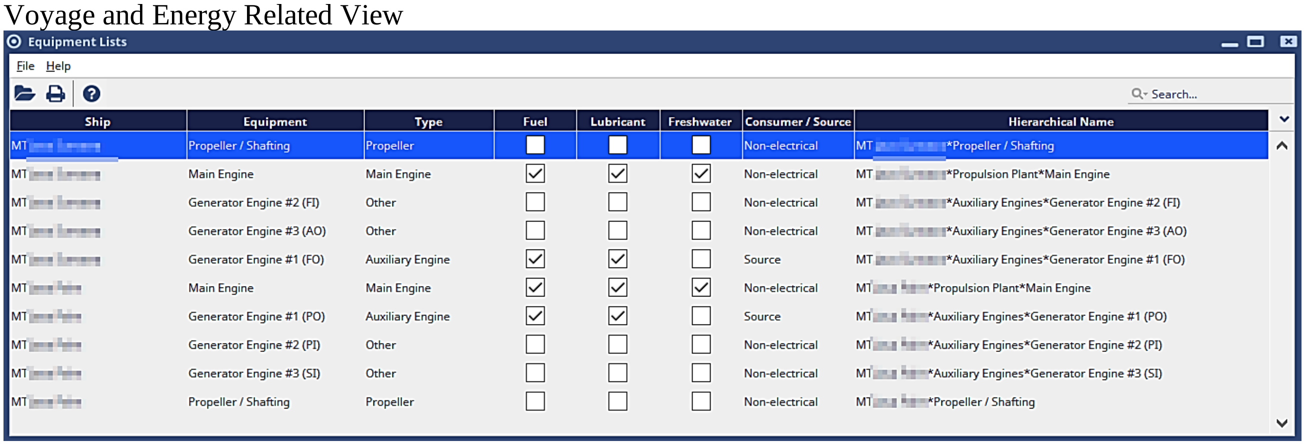


Equipment

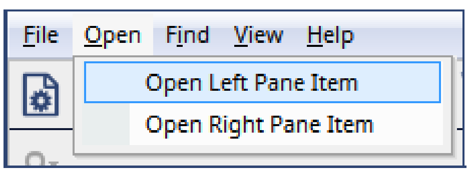
System

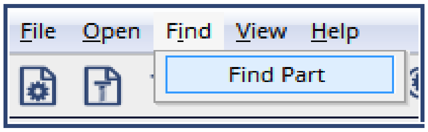
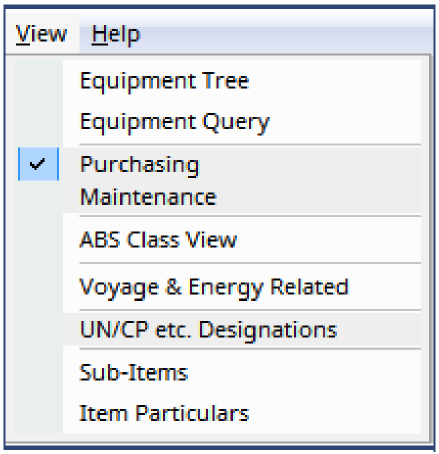


Voyage and Energy Related View

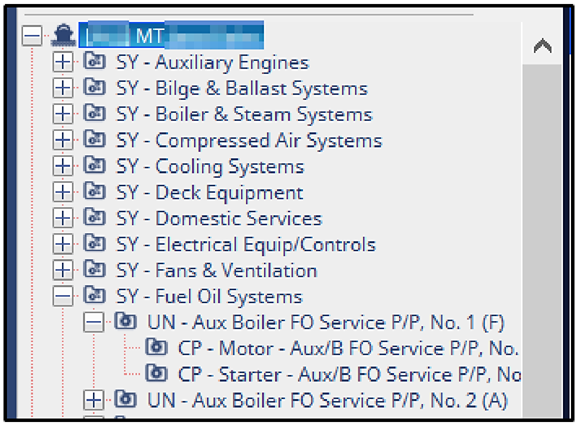


The following table lists the menu bar and toolbar options available on the Equipment Explorer window.

Option	Description
File→	The **File** drop down menu contains options to manipulate a file.
New → New Equipment New Part	Select the **New** option / button to create new equipment or part.
Delete	Select the **Delete** option / button to delete the selection highlighted in the left pane of the **Equipment Explorer** window. A confirmation message box opens for verification of the item to be deleted. **NOTE:** BE CAREFUL! Deleting a parent item also deletes all child items in the hierarchy beneath it.
Close	Select the **Close** option to close the **Equipment Explorer** window.
Open→ 	The **Open** drop-down menu contains options to open specific windows.
Open Left Pane Item	Select the **Open Left Pane Item** option / button to open the window for the item highlighted in the left pane of the **Equipment Explorer** window.
Open Right Pane Item	Select the **Open Right Pane Item** option / button to open the window for the item highlighted in the right pane of the **Equipment Explorer** window.
Find→	The **Find** drop down menu contains the option to find a part. **NOTE:** Do not confuse a part with equipment. This option ONLY searches for parts.

Option	Description
Find Part  	Select the **Find Part** option / button to open the **Search Companion** window to find a part.
View→  	The **View** drop down menu contains options to change what is displayed in the **Equipment Explorer** window.
Equipment Tree	Select the **Equipment Tree** option to display the equipment hierarchy in the left pane of the **Equipment Explorer** window.
Equipment Query	Select the **Equipment Query** option / button to display the **Search Companion** window to search for equipment.
Purchasing	Select the **Purchasing** option to display equipment and parts that are contained in the inventory. Purchasing is the default view of the **Equipment Explorer** window.

Option	Description
Maintenance	Select the **Maintenance** option to display maintained equipment and parts. The maintenance hierarchy is displayed in the left pane of the **Equipment Explorer** window and the jobs associated with the equipment or part highlighted in the left pane is listed in the right pane. The items included in the maintenance hierarchy are: • Machinery systems • Units • Components • Maintained Parts **NOTE: Consumable Category** and **Consumable Type** are visible in the **Maintenance** view. These are included because they are main headings NOT because they are maintained.
ABS Class View	Select **ABS Class View** option is only available to users with **ABS Enhanced Survey Integration**. Contact your ABS account manager for details on this option.
Voyage and Energy Related	Displays only the equipment that has consumption and usage being tracked via **Voyage Manager** module.

Option	Description
UN/CP etc. Designations 	Select the **UN/CP etc. Designations** option to view the designation (and number of pieces) of each item in the hierarchy. This includes: • SY – System • CC – Consumable Category • UN – Unit • CP – Component • PT – Part • MPT – Maintained Part • CT – Consumable Type • AS – Assembly • SA – Sub-assembly • GR – Group • SG – Sub-Group • IT - Item
Sub-Items	Select the **Sub-Items** option / button to view the sub-items in the right pane under the item highlighted in the left pane. This is selected by default. For example, the parts listed under highlighted equipment, sub-parts listed under a highlighted part, or sub-assemblies listed under a highlighted assembly are listed in the right pane.
Item Particulars	Select the **Item Particulars** option / button to view the details in the right pane of the item highlighted in the left pane.
Show Details	Click the **Show Details** button to toggle open / close the right pane of the window
Help	The option in the **Help** drop down menu is **Help.** Select this option to open the online help.

NOTE: Keep the hierarchy in mind when creating equipment.

2.2.1 *Add or Edit Equipment*

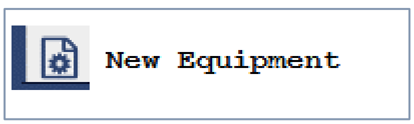
Equipment can be added or edited from the fleet view or the ship view. The procedure is the same whether equipment is added or information on the **Equipment** window is changed. The fleet view allows the central office to add equipment to any or all ships in the fleet at one sitting. A ship can only add equipment to itself in the ship view.

Edit equipment by opening the **Equipment** window and editing the needed fields.

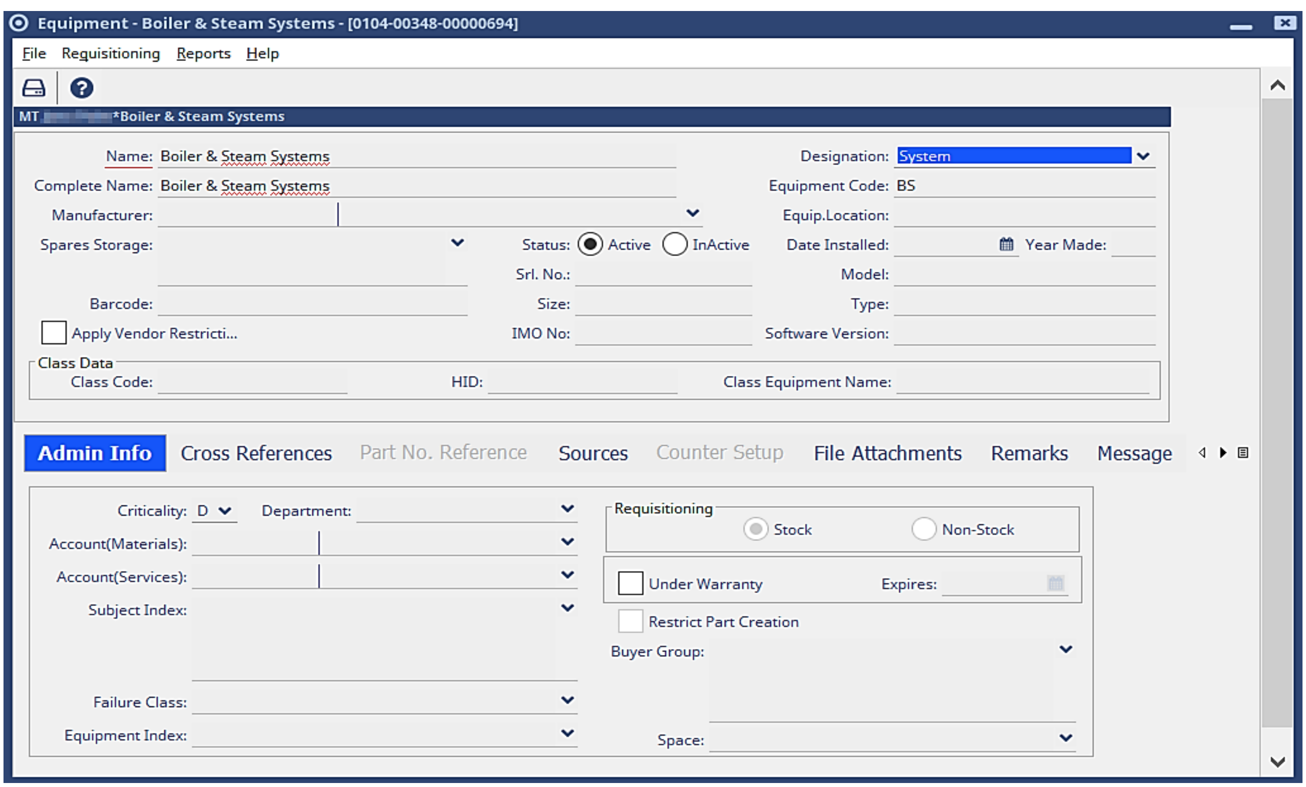
NOTE: Hierarchy for a new vessel can be copied from an established hierarchy using the **Copy Ship Materials Classification** in the fleet level view on the **Maintenance and Purchasing** window.

A hierarchy can be copied, modified, and then imported into a new vessel using the import hierarchy procedure.

1. Open the **Equipment Explorer** window.
2. Click the **New Equipment** button on the **Equipment Explorer** toolbar.



The **Equipment – New** window opens. The name of the ship is displayed on the first line of the window. The name of the ship and the name of the item that the new equipment is subordinate to are listed if this new item is not at the top level of the hierarchy.



-- OR –

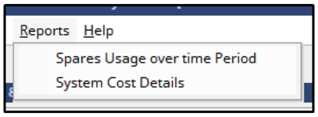
Click to select the equipment from the left side of the **Equipment Explorer** window to edit equipment that has already been created. Click the **Open Left Pane Item** button on the **Equipment Explorer** toolbar.

There are several fields and tabs on the **Equipment** window. The menu bar, toolbar, fields, and tabs are explained in the following section.

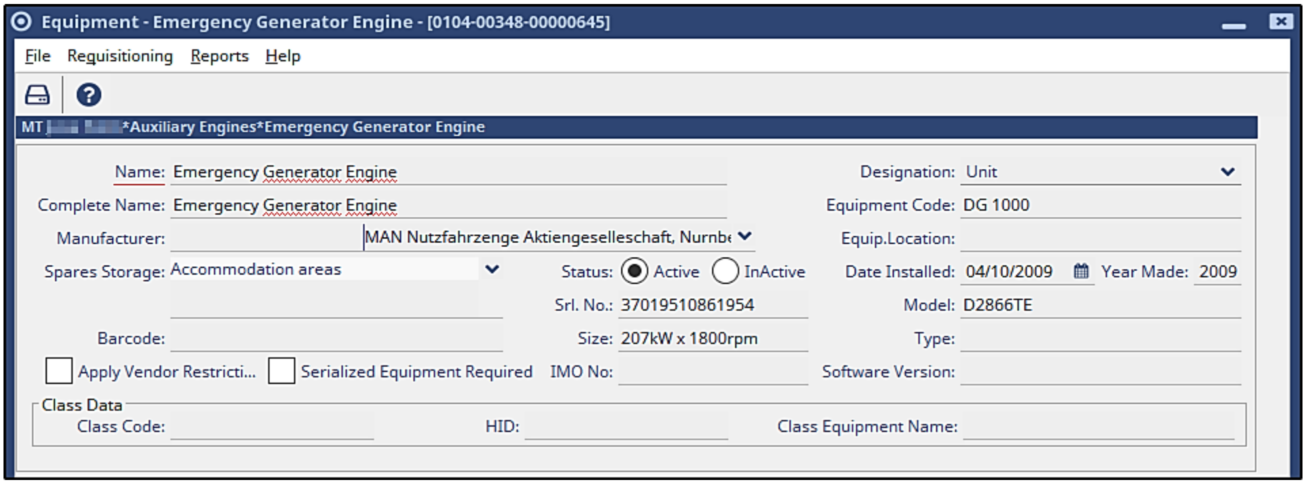
Equipment Window

The options on the **Equipment** window menu bar and toolbar are:

Option	Description
File→	The **File** drop down menu contains options to manipulate a file.
Save	Select the **Save** option / button to save any changes made on the **Equipment** window.
Relog	Relog allows the user to replicate this document to all applicable remote sites for either a missing document or inconsistent data between sites.
Requisitioning→	The **Requisition** drop down menu contains options to create requisitions to replenish parts listed below the specified equipment in the hierarchy to the maximum, minimum, or reorder level. This option is similar to the Requisitioning option from the **Part** window except this option creates requisitions for all parts associated with this equipment that need replenishing to the level selected. The **Inventory Replenishment Preview** option creates a report with information on the parts to help determine whether a requisition needs to be created to replenish inventory to the maximum level, minimum level, or reorder level. The **Inventory Replenishment** adds the parts to an existing requisition for the equipment the parts are under in the hierarchy if a requisition exists that has NOT been approved. A new requisition is created if none exists or one has already been approved to replenish inventory to the maximum level, minimum level, or reorder level.

Option	**Description**
Reports→ 	The **Reports** drop down menu contains options to create different kinds of reports. Any report selected opens the **Report Options** window. Click the radio button to select where this report should be sent. The options are: • **Screen** – displays the formatted report on the computer screen. Click the **OK** button to generate the report. The report displays on the computer monitor when it is complete. • **Printer/Fax** – sends the report to the assigned printer. The **Print** window opens when the report is complete to select the printer. • **File** – the field next to the **File** radio button opens when this option is selected. Click the dropdown menu to select the type of format for the saved report. Click the **OK** button. The **Save As** window opens to select the directory where the report is to be saved. • **Email** – The **Email** option allows the user to attach the report to a **MS Outlook** message.
Spares Usage over time period	The **Spares Usage over time period** report is available under the System, Consumable Category, Unit, Consumable Type and Component designations. The **Spares Usage over time period** report displays the parts used over a designated time period. This time period is specified on the **Report Option** window. Click the **Calendar** buttons at the end of the **Start Date** and **End Date** fields to select the date range for the information contained on the report.
System Cost Details	The **System Cost Details** report is available under the System and Consumable Category designations when viewing a System equipment record. The **System Cost Details** report breaks down the total cost of a system by equipment, time period and type of document. The cost is determined by the documents such as purchase orders and work orders that contain the equipment listed under the specified system in the hierarchy. Click the **Calendar** buttons at the end of the **Start Date** and **End Date** fields to select the date range for the information contained on the report.
Help	The option in the **Help** drop down menu is **Help**. Select this option / button to open the online help.

The fields on the **Equipment** window are:



1. Type the name of the system or equipment in the **Name** field. THIS IS A REQUIRED FIELD.

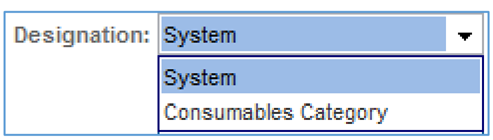
   There is no naming convention, but the name of the equipment or consumable type should identify the piece of machinery. This is important when there is duplicate equipment on board.

NOTE: Whatever is typed in the **Name** field is repeated in the **Complete Name** field when the cursor is moved out of the **Name** field. A more descriptive name can be typed in the **Complete Name** field.

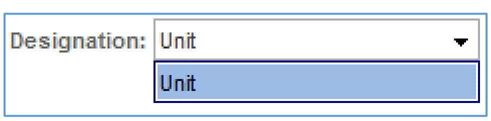
2. Click the dropdown menu on the **Designation** field to select the classification. This is a required field that is automatically filled by default. The default value can be changed.

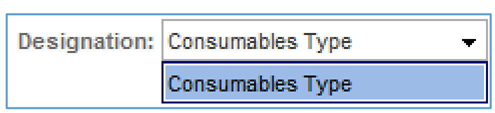
   The options in this field vary depending on the position in the hierarchy.

   The options are **System** or **Consumable Category** if it is directly under the ship.

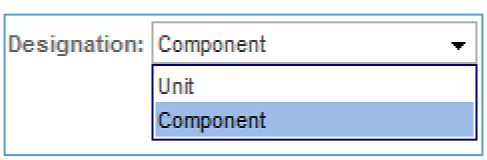


The option is **Unit** if it is under a **System** or is a **Consumable Type** if it is under a **Consumable Category**.





The options are **Unit** or **Component** if it is under a **Unit.**



A unit is a piece of machinery that may run independently from its owner machinery. A component is a piece of machinery that only runs when its owner machinery is running. Unit and component designations are also important when dealing with running hours.

For example, the auxiliary blower is a unit under the main engine. It only runs on startup and then shuts off. But the turbocharger is a component under the main engine because it runs the whole time the main engine runs. The main engine is a unit because it is directly under the System Propulsion and Steering and only units can be entered directly under systems.

When the main engine is operating, so are the turbochargers. NS Enterprise has a single running-hour entry to update the register of all the items and the jobs that are associated with the main engine, its maintained parts, its components, and any components-maintained parts.

The other fields on the **Equipment – New** window are:

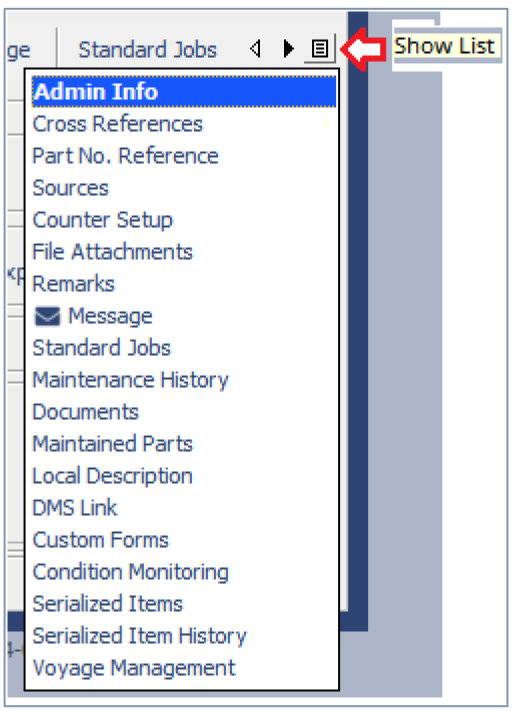
Field	**Description**
Completed Name	This field fills with the same value that is typed in the **Name** field. A more descriptive name can be typed in the **Complete Name** field.
Equipment Code	Type an alphanumeric equipment code in the **Equipment Code** field. **NS Enterprise** can find equipment records by this code.
Manufacturer	There are two sections in the **Manufacturer** field. Either field can be filled first. The other field completes with referenced information from the **Companies** window.  Type the **manufacturer code** in the first section (shaded white) if it is known. The second section automatically fills if this manufacturer has been created in the **Companies** window. Click the dropdown menu at the end of the second section to open the **Available Companies** window. The **Company Type** field is filled by default. Click the dropdown menu at the end of the **Company Type** field to change the default selection. Complete any of the other fields on the Search tab to narrow the search for the manufacturer to complete this field. Click the **Search** button at the bottom of the **Search** tab to execute the search. Companies meeting the criteria are listed on the right side of the **Available Companies** window. Double click on the manufacturer of the product to select, close the **Available Companies** window and the display the selected manufacturer in the **Manufacturer** field of the **Equipment** window. **NOTE:** The **Manufacturer** field applies to equipment and NOT to consumables.

Field	Description
Equipment Location	Type a location of the equipment in the **Equipment Location** field. This field is alpha-numeric. The **Equipment Location** field is included in the **Equipment Details** report and the **Equipment Particulars** portion of the **WO/SR/NAJ form.**
Spares Storage	The **Spares Storage** field specifies where the equipment is stored and is related to inventory. Click the down-arrow to select the storage locations where parts for this equipment are stored.
Status	Select the **Status** from the radio button to identify whether the equipment is installed or removed. The default selection is "**Active**". This field is used in preventive maintenance to determine whether the equipment is currently part of the ship's maintenance plan.
Date Installed	Click the **Calendar** button at the end of the **Date Installed** field to open the **Calendar** window to select the month, day, and year that the equipment was installed.
Year Made	Type the year the equipment was made in the **Year Made** field.
Srl. No.	Type the serial number of the equipment in the **Srl. No.** field. **NOTE:** The **Srl. No.** field applies to equipment and NOT to consumables.
Model	Type the model number of the equipment in the **Model** field. **NOTE:** The **Model** field applies to equipment and NOT to consumables.
Barcode	Enter the corresponding barcode for the equipment.

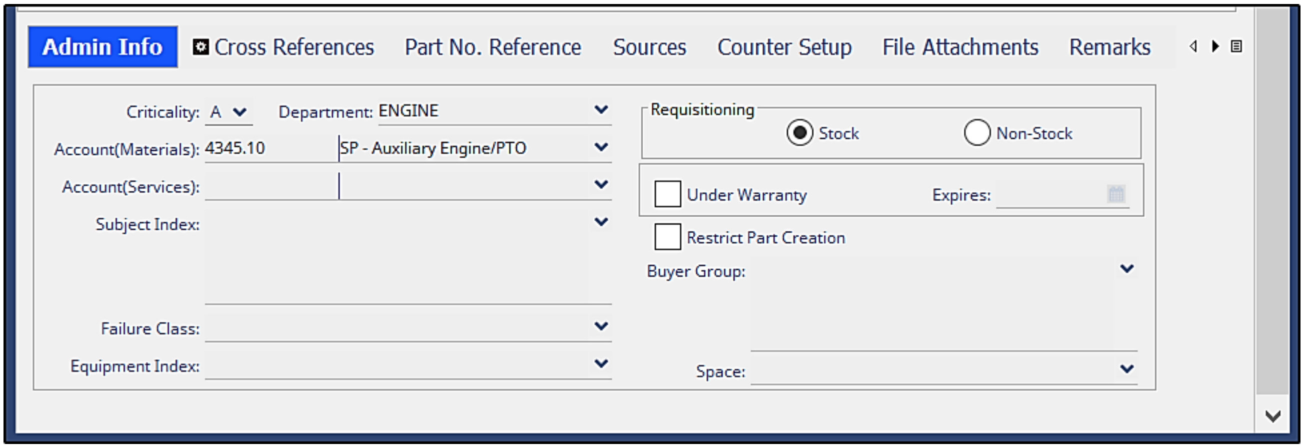
Field	Description
Apply Vendor Restriction check box	Click the **Apply Vendor Restriction** check box to indicate that only vendors specified on the **Sources** tab can be used for any requests for quotations or purchase orders regarding this equipment. A user with the **Override Vendor Restriction** authorization can use vendors not specified on the **Sources** tab. **NOTE:** There is a new system preference **"Restrict vendor selection for Stores/Spares PO".** When this preference is set to **YES**, when selecting a vendor for a PO the user will be prompted to display Spares or Stores Vendors for selection. Based on the user's election the list of vendors will be filtered to automatically display either Spares (Parts) or Stores (Consumables) only. Two new Company Type identities, "**Spares Supplier**" and "**Stores Supplier**" have been added to enable this filtration capability. When selecting a vendor for a PO, the Vendor selection window will automatically display all Consumables suppliers only.
Serialized Equipment Required check box	If this box is checked, then any time a Serialized Equipment is removed from the Equipment, the system displays a message that a new Serialized Equipment must be installed into the Equipment before the Equipment screen is closed. **NOTE:** This only applies when a Serialized Equipment is being removed from the Equipment.
Size	Type the size of the equipment, if applicable, in the **Size** field. **NOTE:** The **Size** field applies to equipment and NOT to consumables.
Type	Type the kind of equipment in the **Type** field. **NOTE:** The **Type** field applies to equipment and NOT to consumables.
IMO No.	Enter the IMO No. of the vessel.
Software Version	Version of the software that is currently installed in the vessel.

Field	Description
Class Data Section	The **Class Data** section was added to include classification information. The fields in this section are: • **Class Code** – classification code which is the UID of the vessel • **HID** – Hierarchy Identification Number • **Class Equipment Name** – the name by which the equipment is referenced by the class society **NOTE:** Only authorized users can add or edit information in these fields.

Tabs include:



Admin Info Tab



The **Admin Info** tab contains general information regarding the equipment. This includes the department responsible for the equipment and other purchasing information.

The fields on the **Admin Info** tab are:

Field	Description
Criticality	Click the dropdown menu in the **Criticality** field to select the priority rating of the equipment. The options are A, B, C and D with A being the highest priority. The default selection is "D". It is suggested that the value "A" be used to designate equipment that is critical from a safety standpoint in connection with the ISM code requirements. "B" can be used to designate equipment which is critical from an economic/quality standpoint, which is related to the goals of ISO. The "C" and "D" designations can be used for less critical equipment.
Department	Click the dropdown menu at the end of the **Department** field for a list of departments. The **Department List** window opens. Double click on a department to close the **Department List** window and add the selected department to the **Department** field of the **Equipment** window. Authorized users can add new departments from the **Department List** window.

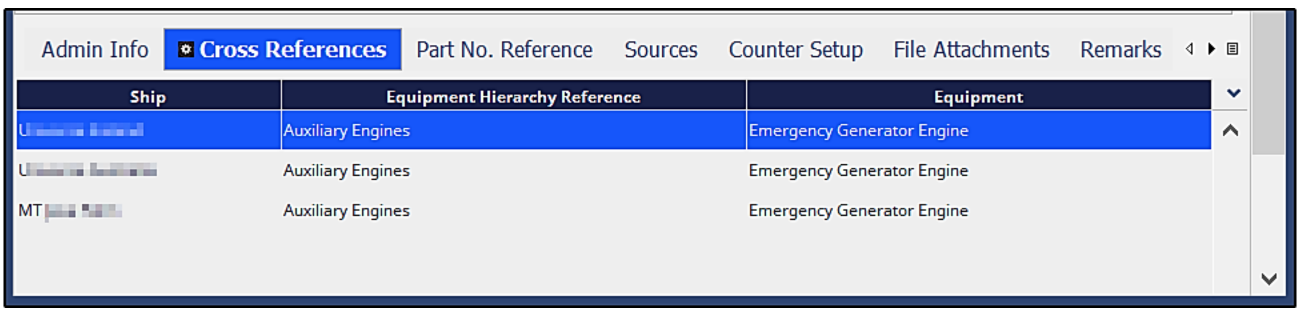
Field	Description
Account (Materials)	Select the account that materials associated with this equipment are credited to in the **Account (Materials)** field. This account number is the default number included in any requisition for materials for this equipment. There are two sections in the **Account (Materials)** field. Either field can be filled first. The other field completes with referenced information from the **Available Accounts** window. -- OR -- Click the dropdown menu at the end of the second section to open the **Available Accounts** window. Double click on the account associated with materials for the equipment to close the **Available Accounts** window and add the account to the **Account (Materials)** field. Authorized users can add new accounts from the **Available Accounts** window or from the **Companies** window.
Account (Services)	Select the account that services associated with this equipment are credited to in the **Account (Services)** field. This account number is the default number included in any requisition for services for this equipment. There are two sections in the **Account (Services)** field. Either field can be filled first. The other field completes with referenced information from the **Available Accounts** window. -- OR -- Click the dropdown menu at the end of the second section to open the **Available Accounts window.** Double click on the account associated with services for the equipment to close the **Available Accounts** window and add the account to the **Account (Services)** field. Authorized users can add new accounts from the **Available Accounts** window or from the **Companies** window.
Subject Index	Click the dropdown menu at the end of the **Subject Index** field to select a reference from the **Subject Index Selection** window for cross referencing and query purposes. One or more items can be selected. Select the subject index associated with the equipment. Double click on a selection from the left side of the **Subject Index Selection** window to move it to the right side of the window. More than one selection can be made, but they can only be moved to the right side of the window one at a time. Click the **OK** button on the **Subject Index Selection** window to accept the selections and close the window. These subject indexes are listed in the **Subject Index** field. Authorized users can add new indexes to the **Subject Index** from the **General Data** module.

Field	Description
Failure Class	Click the dropdown menu at the end of the **Failure Class** field to select the appropriate Failure Class.
Equipment Index	The **Equipment Index** field is used to clarify the type of equipment such as equipment, consumable, sub-system placeholder, non-equipment, ship manager faux ship of Fleet Vessel for use with the fleets. Click the dropdown menu at the end of the **Equipment Index** field. The **Equipment Index List** window opens. Double click on a selection to close the **Equipment Index List** window and add the selection to the **Equipment Index** field. Authorized users can create new terms for the equipment index. An Equipment Index is an index term.
Requisitioning	Click the radio button in the **Requisitioning** section to indicate whether the equipment is included in inventory. • Stock – included in inventory. Inventory update is performed. • Non-Stock – not included in inventory. No inventory update is required.
Under Warranty check box	Click the **Under-Warranty** check box to indicate if this equipment is under warranty.
Expires	The **Expires** field becomes available when the **Under-Warranty** check box is checked. Click the **Calendar** button at the end of the **Expires** field to select the date that the warranty expires.
Restrict Part Creation	When checked the user is restricted in certain cases to create / edit part or group even if the user has Part/consumable Create /edit authorization. Equipment and consumable category check box indicate if create / edit restriction is to be applied for parts and groups under this particular equipment or consumable. If Equipment or consumable category has the restrict part create/edit check box checked, then user would require existing authorization of create/edit AND also the newly added authorizations of create/edit part for restricted equipment

Field	Description
Buyer Group	Click the dropdown menu at the end of the **Buyer Group** field to select the group authorized to purchase the equipment. The groups displayed on the **Buyer Group Selection** window are dependent on the user profile. Specific equipment may only be purchased by certain groups. Double click a buyer group on the left side of the **Buyer Group Selection** window to move it to the right side of the window. Continue making selections until all groups authorized to buy this equipment are listed on the right side of the **Buyer Group Selection** window. Click the **OK** button to close the **Buyer Group Selection** window and list the groups in the **Buyer Group** field. Authorized users can create new buyer groups from the **Buyer Group Selection** window. Buyer groups are index terms.
Space	Click the dropdown menu to select the appropriate Space.

Cross References Tab

The **Cross References** tab contains information regarding the same equipment that is contained on other vessels or the same equipment located in another part of the same ship. The **Cross-Reference** label on the tab add a gear icon when entries are made on this tab.



NOTE: Equipment that is cross referenced share the same parts listing. Any new parts entered in any of the equipment that is cross referenced are entered into all the equipment that is cross referenced together. This includes the storage locations and the quantities of the spare parts if the equipment is on the same vessel.

The selected equipment is listed on the **Cross References** tab by default.

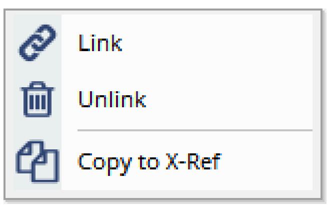
The fields on the **Cross-Reference** tab are:

Field	Description
Ship Name	The name of the ship where the cross-referenced equipment is located
Equipment Hierarchy Reference	The name of the equipment or system in the preceding level of the hierarchy of the cross-referenced equipment.
Equipment	The name of the cross-referenced equipment

NOTE: Equipment MUST be cross referenced to add sites to the **Other Sites** tab on the **Parts** window.

Add or Link Equipment in Cross References Tab

1. Click the **Link** button from the **Equipment** window toolbar when the **Cross References** tab is active to add a cross reference.



The **Equipment Explorer** window opens with the selected equipment checked in the left window and the details about the equipment in the right window.

NOTE: All ships in the **NS Enterprise** system are listed at the bottom of the **Equipment Explorer** window if it is opened at the fleet level. The equipment on these vessels is listed within these vessel hierarchies.

The **Equipment Explorer** window for the vessel is opened if it is opened from the ship level.

2. Find the equipment that the selected equipment is linked to in the left window of the **Equipment Explorer.**

3. Click the check box to select the equipment. More than one selection can be made.

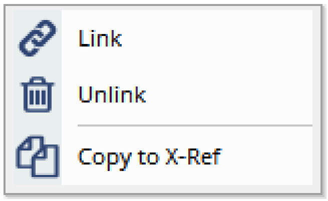
4. Click the **Select** button on the **Equipment Explorer** toolbar. The **Equipment Explorer** window closes, and the selected equipment is displayed on the **Cross References** tab.

Helpful Hint: Right-click anywhere within the **Cross References** tab to get the **Link, Unlink** and **Copy to Cross Reference** options.

Delete or Unlink Equipment in Cross References Tab

1. Click to highlight the equipment to be unlinked on the **Cross References** tab.

2. Right-click on the **Cross References** tab for a list of options.



3. Click the **Unlink** option. A confirmation message box opens.

4. Click **Yes** in the message box to unlink the equipment and close the message box. The selected equipment is removed from the **Cross References** tab and is no longer linked.

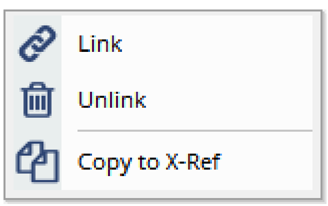
Copy to X Ref

The **Copy to X Ref** option is only available from the **Equipment** window menu bar or right-click within the **Cross References** tab. This option copies information from this equipment to the cross-referenced equipment.

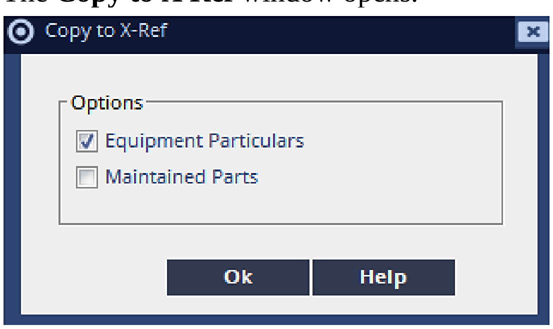
1. Click **Cross References → Copy to X Ref** from the **Equipment** window menu bar

   -- OR –

   Select the **Copy to X Ref** option from the menu that opens when you right-click on the **Cross References** tab.



The **Copy to X Ref** window opens.



2. Click the check box to select the information to be copied to the cross-referenced equipment. One or both options can be selected.

Equipment Particulars – copies the following information:

- Model
- Equipment Code
- Style
- Type
- Size
- Year Made
- Remarks
- Manufacturer
- Account
- Department
- Subject Index
- Spares Storage Location (only copied to equipment of the same ship)
- Sources (vendors)
- Part Number Reference

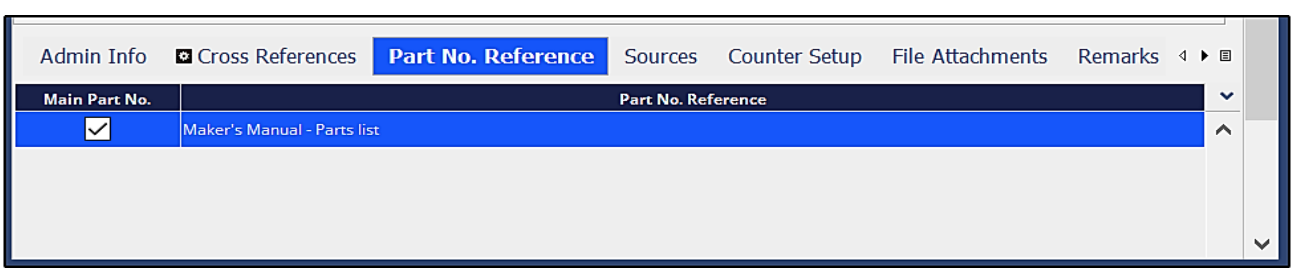
Maintained Parts – copies information from the **Maintained Parts** tab

3. Click the **OK** button on the **Copy to X-Ref** window to accept the options selected and close the **Copy to X-Ref** window.

   A message box opens confirming that the options selected have been copied to all cross-referenced equipment.

NOTE: Any equipment particulars in the cross-referenced equipment is overwritten with this procedure. Maintained parts are NOT overwritten. Any new parts added to the original equipment are added to the cross-referenced equipment with this procedure, but parts are NOT deleted.

Part. No. Reference Tab



The **Part Number Reference** tab is used to add the reference manual names for the part numbers used on a piece of equipment. There can be several reference manuals for each piece of equipment.

NOTE: **Part number references** MUST be created prior to part creation. Part numbers are used extensively throughout the **Maintenance and Purchasing** module. Having the correct part number and its corresponding reference manual is essential.

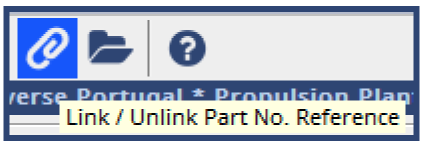
The fields on the **Part Number Reference** tab are:

Main Part No. – Click the check box in the **Main Part Number** column to indicate the primary manual used for parts. This is the manual used to check part numbers throughout the **Maintenance** and **Purchasing** module. The main reference can be changed at any time.

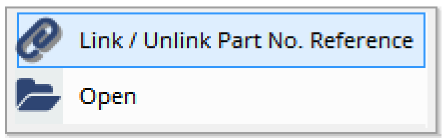
Part No. Reference – the name of the reference manual

Add or Link a Reference in Part No. Reference Tab

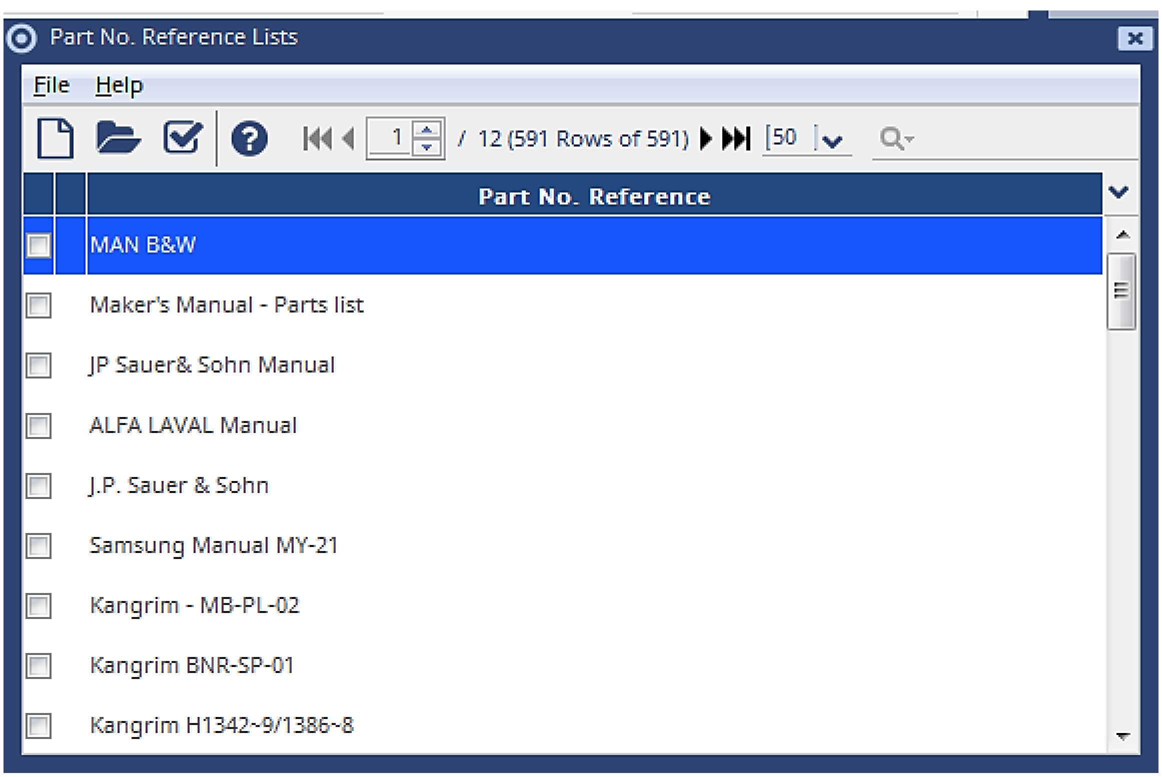
1. Click the **Link / Unlink Part No. Reference** button from the **Equipment** toolbar or right-click in an open area of the **Part Number Reference** tab to add a part number reference.



OR

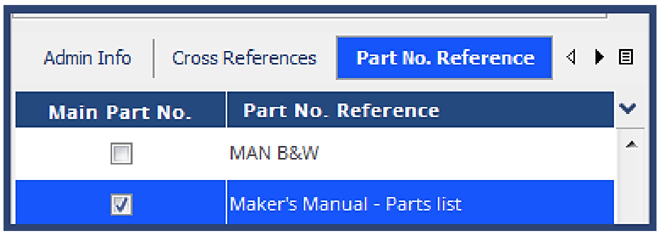


The **Part No. Reference Lists** window opens.



2. Select the check box preceding the part number reference and click the select toolbar icon from the **Part No. Reference List** window. Authorized users can add new references from the **Part No. Reference List** window. Multiple references can be selected.

3. Click the check box in the **Main Part No.** check box to specify the primary manual used for part numbers. The **Main Part No.** selection is used for reference in several other places within the **NS Enterprise** system.



Helpful Hint: Right-click anywhere within the **Part No. Reference** tab to get the **Link / Unlink** option.

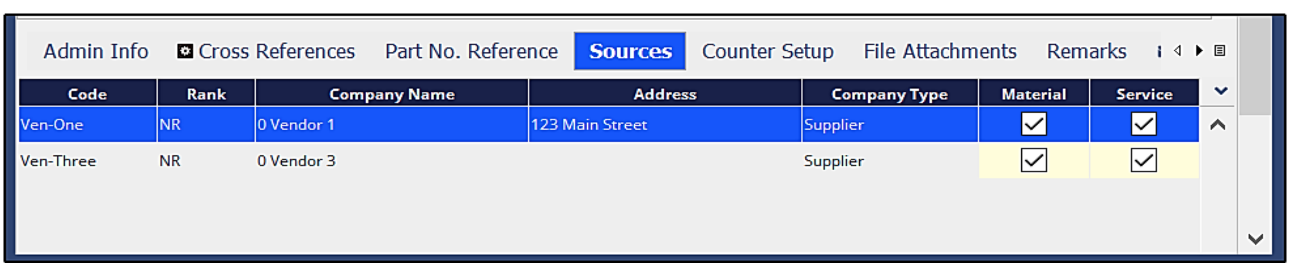
Delete or Unlink a Reference in Part No. Reference Tab

1. Click the **Link / Unlink Part No. Reference** button from the **Equipment** toolbar to remove a part number reference from the **Part Number Reference** tab. The **Part No. Reference List** window opens.

NOTE: Click to uncheck the **Main Part No.** check box if the reference to be unlinked is used as the main part number reference. References that are selected as the main part reference CANNOT be unlinked or deleted.

2. Uncheck the check box preceding the Part number reference and click the select toolbar icon to remove a reference. The selected references are removed from the **Part No. Reference** tab.

Sources Tab



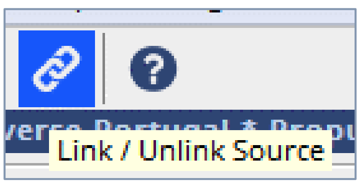
The **Sources** tab contains basic vendor information for ordering parts for this equipment.

The fields on the **Sources** tab are:

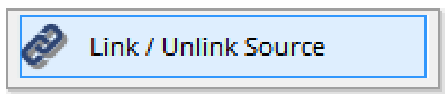
Field	Description
Code	The vendor code
Rank	The rank of satisfaction given to the vendor with "A" as the best and "D" as the poorest.
Company Name	Vendor Name
Address	Address of the vendor
Company Type	The Vendor's type of business
Material and Service check box	Identifies if the item is a material or service for the contract

Add or Link a Source in Source Tab

1. Click the **Link / Unlink Source** button from the **Equipment** toolbar or right-click in an open area on the **Sources t**ab to add a source.



OR



- The **Companies List** window opens.

2. Click the **Search** tab to view available search filters. Select one or more of the filters on the **Search** tab.

NOTE: Criteria MUST be entered on the **Search** tab to generate the search. Clicking the **Search** button without selecting in any field generates no results.

3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. All the companies that meet the search parameters are listed on the right side of the window.

4. Click the check box to select the company or vendor used to purchase parts for this equipment. More than one company can be selected.

   Authorized users can add new companies from the **Companies List** window.

5. Click the **Select** button in the **Companies List** toolbar to add the selected companies to the **Sources** tab and close the **Companies List** window.

Helpful Hint: Right-click anywhere within the **Sources** tab to get the **Link/Unlink** option.

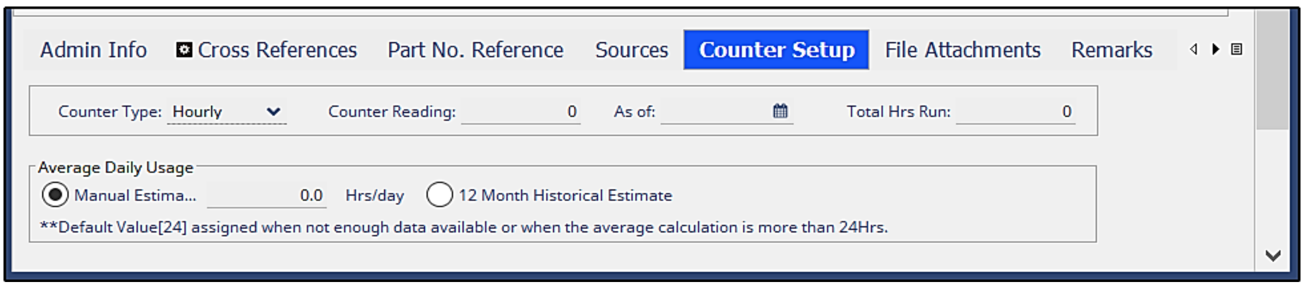
Delete or Unlink a Source in Sources Tab

1. Click the **Link / Unlink Source** button from the **Equipment** toolbar to delete a source.

   The **Companies List** window opens.

2. Type the name of the company to be unlinked or deleted from the **Source** tab in the **Company Name** field on the **Search** tab.
3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. The companies meeting the search parameters are listed on the right side of the window. The company listed on the **Sources** tab has a check mark in the check box preceding the company name.
4. Click the check mark to uncheck the box.
5. Click the **Select** button in the **Companies List** toolbar to delete the unchecked companies from the **Sources** tab and close the **Companies List** window.

Counter Setup Tab



The **Counter Setup** tab is used to set the counter readings of the serialized item under this equipment in the hierarchy. This reading is used to schedule jobs by the number of hours that the serialized item is used. This tab is applicable to maintenance.

File Attachments Tab

The **File Attachments** tab is universal to most **NS** documents and windows. Any kind of file can be attached to the equipment through the **File Attachments** tab.

Remarks Tab

The **Remarks** tab is a free form text tab. Any comments or remarks pertaining to the serialized item are recorded on the **Remarks** tab. These comments and remarks are viewed by all who have access to this tab.

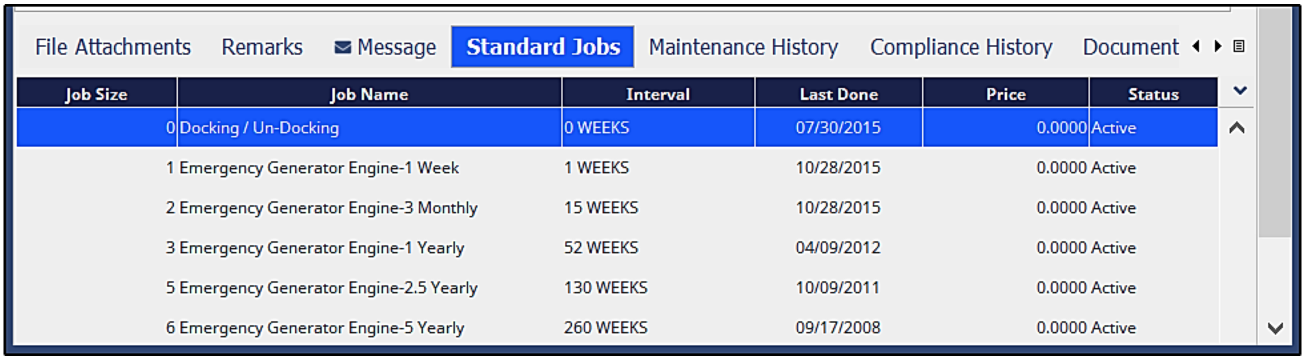
Message Tab

The **Messages** tab is a type of email system. It provides a way to send messages between users in reference to the piece of equipment. It is different from a regular email system because it is specific to **NS** and the section from which the message is created. A message from this equipment **Message** tab can only be retrieved from the same equipment **Message** tab by the recipient.

NOTE: If the message was sent to multiple users, the message window has a "Reply to All" option.

Standard Jobs Tab

The **Standard Jobs** tab lists the standard jobs for the specified equipment. Jobs are added to the tab automatically by the system when the standard jobs are created.

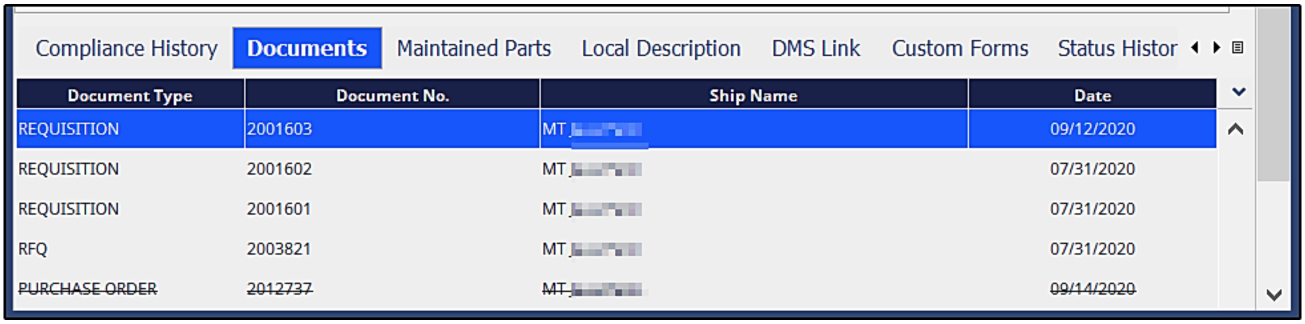


Maintenance History Tab

Compliance History Tab

Documents Tab

The **Documents** tab lists the documents associated with the purchasing and inventory on the specified equipment. These documents are requisitions, request for quotations, purchase orders and invoices. Documents are added to this tab when they are created and involve this equipment. Some fields on these documents can be edited by authorized users at the ship level.

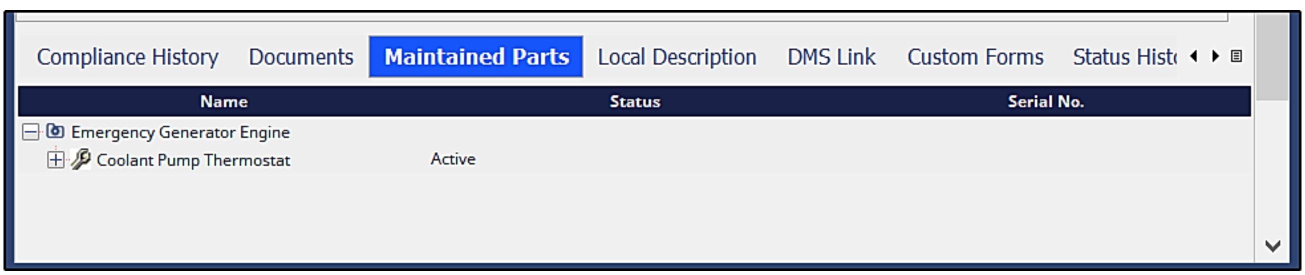


The fields on the **Documents** tab are:

Field	Description
Document Type	The type of document
Document Number	The document number
Ship Name	The name of the ship where the specified equipment is located
Date	The date the document was created

Double click the document in the **Documents** tab to open the document.

Maintained Parts



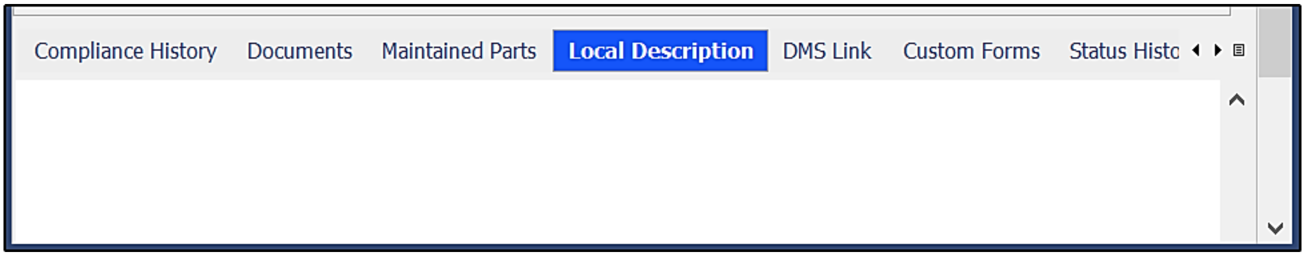
The **Maintained Parts** tab displays the list of maintained parts for a piece of equipment. Maintained parts are different than the **Parts** listed in the hierarchy because they track the maintenance and running hours of a specific part. The **Parts** listed on the hierarchy are more generalized and used for inventory.

For example, a ship's engine can have "x" number of cylinders. All these cylinders are exactly the same. So, for inventory purposes, "x" number of cylinders are listed plus any of the same cylinders that might be in spares. But, for maintenance purposes each cylinder has a different history. One cylinder may have been repaired twice with 10,000 running hours, whereas another cylinder may be brand new with zero running hours. This information is specific to a particular part and needs to be recorded. This is the maintained part.

See **Maintenance User Manual** for more details about this tab.

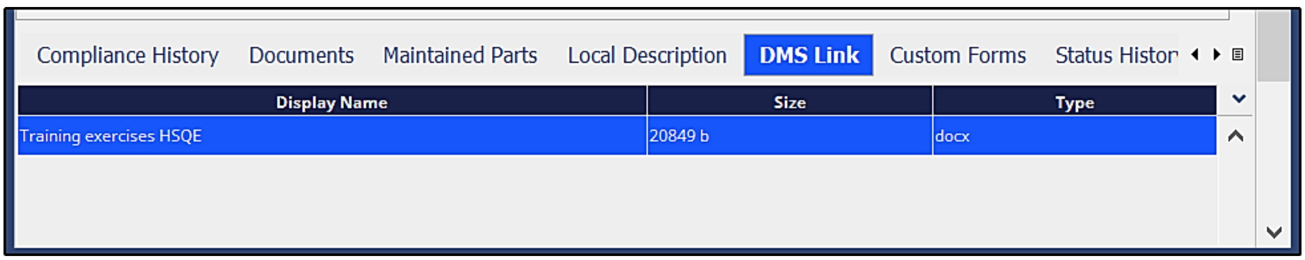
Local Description Tab

The **Local Description** tab is a free form text tab. Use this tab to type information about the equipment in a language other than English. This information is viewed by all who have access to this tab.



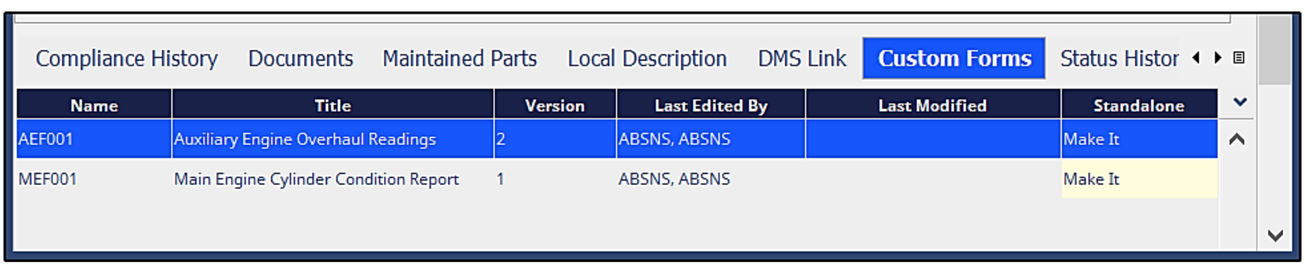
DMS Link Tab

The **DMS Link** tab is used to attach documents from the **Document Management System (DMS)** module to the equipment.



NOTE: The **DMS Link** tab is only available if the **Document Management System** module is part of your company's **NS Enterprise** suite of modules.

Custom Forms Tab



Custom Forms tab allows the user to link **Custom Form Templates** to **Equipment/Part** Documents.

If linking a template, the **Equipment** document must first be saved.

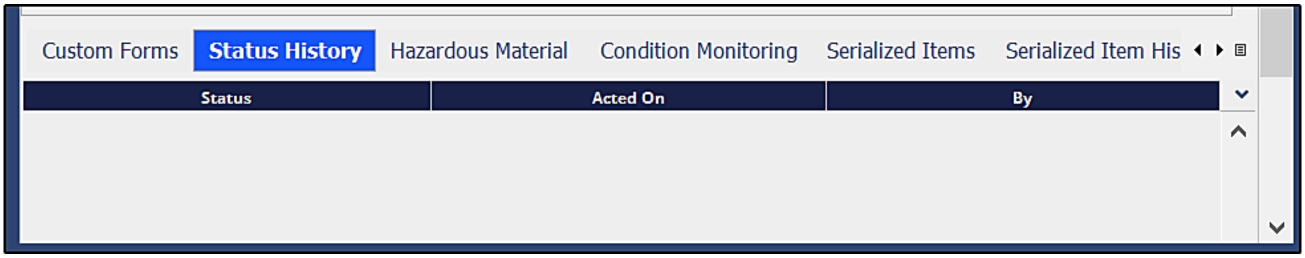
Selecting the **Link Template** menu option opens the **Custom Forms Search Navigator** window.

Select the **Concept** by checking the appropriate check box, click **OK** and then the **Search** button.

Highlight the template in the **List** window and click on the **Select** toolbar icon to close the **Custom Forms Search** window and return to the **Custom Forms** tab on the **Equipment/Part** document.

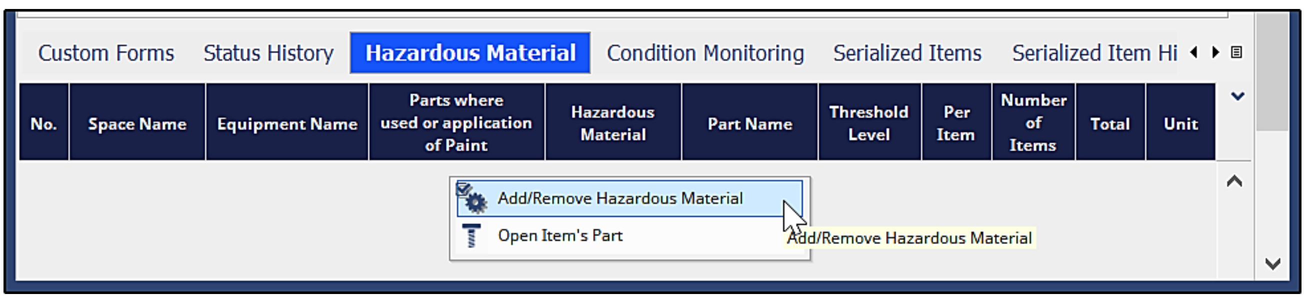
Status History Tab

Any changes done to the document are indicated and recorded in this tab.



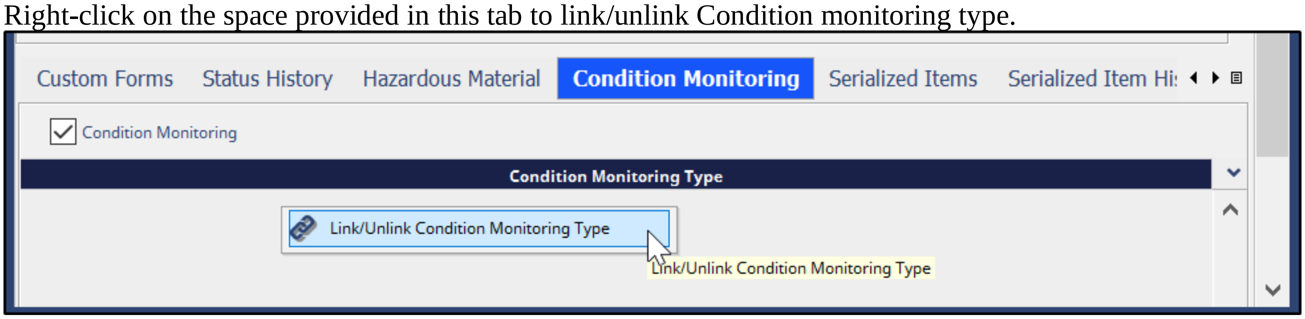
Hazardous Material

Hazardous materials are indicted in this tab. Right-click on the space provided to **Add/Remove Hazardous material** or to **Open Item's Part.**



Condition Monitoring Tab

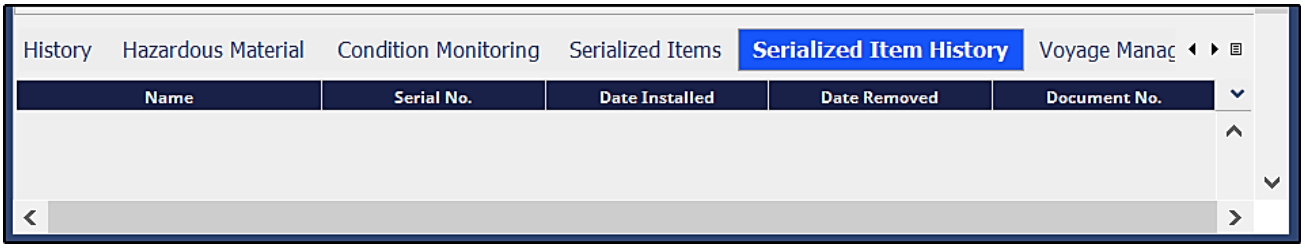
Right-click on the space provided in this tab to link/unlink Condition monitoring type.



NOTE: Equipment MUST be set up for condition monitoring before it is available from any **Equipment** field associated with condition monitoring.

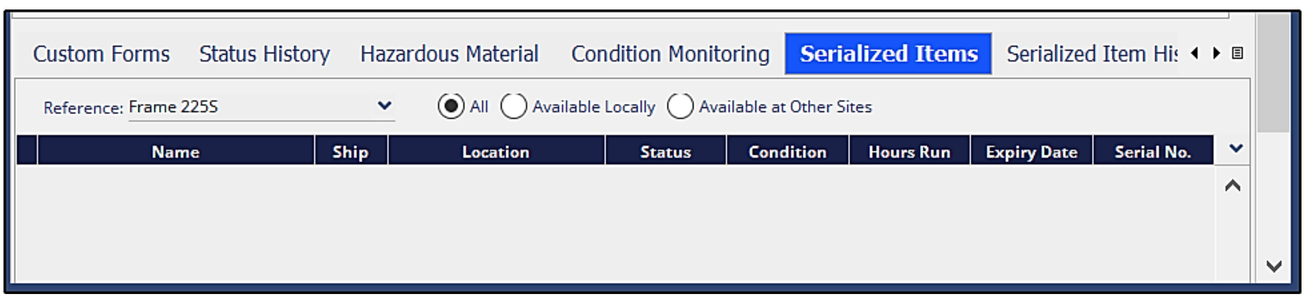
Serialized Item History Tab

The **Serialized Item History** tab displays a list of all serialized items that have been in this equipment slot throughout the lifetime of the vessel.



Serialized Items Tab

The Maintenance user manual also has details on installing and removing serialized items. When this tab is selected, **Serialized Item** menu options are available. The menu options allow the user to **Install, Remove, View Installed Item, Create Serialized Item, Edit Serialized Item** or **Change the Status** of a **Serialized Item**. **Serialized Item** tab displays a list of all serialized parts with the same SI reference.



Menu Option	Description
Install	Select the **Install** option to install the part as a serialized item.
Remove	The **Remove** option becomes available when the maintained part has been installed as a serialized item. Select the **Remove** option to remove the part as a serialized item. A serialized item is removed to be repaired, used as a spare part, or discarded. Discarded items CANNOT be installed again.

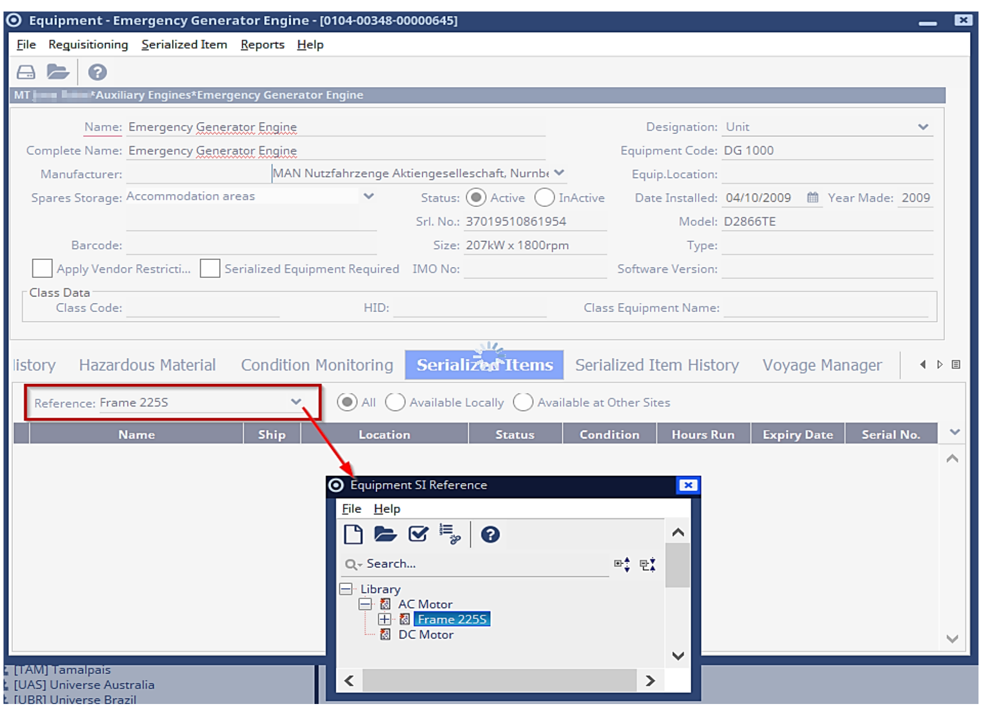
Menu Option	Description
View Installed Item	Selecting this menu option opens the selected serialized item on the **Serialized Item** tab to allow the user to view the details for the serialized item.
Create Serialized Item	Before selecting this menu option, the SI reference must have been selected. Selecting this menu option allows the user to create a new serialized item.
Edit Serialized Item	Selecting this menu option opens the selected serialized item on the **Serialized Item** tab to allow the user to edit the details for the serialized item.
Change Status	Selecting this menu option opens the selected serialized item on the **Serialized Item** tab to allow the user to edit the **Status** field for the serialized item.

Add or Edit a Serialized Item

Creating a Serialized Item

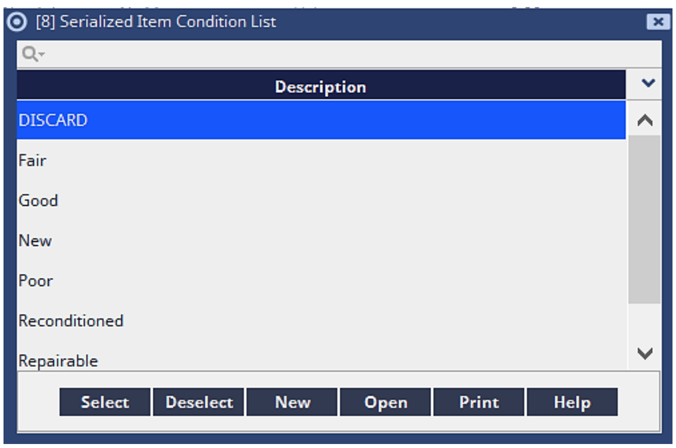
On the **Serialized Items** tab click on the dropdown menu at the end of the **Reference** field to open the **Equipment SI Reference** library, select the **Reference**.

When creating a new **Serialized Item**, user must first select the **SI reference** on the **equipment record→Serialized Item** tab before selecting the menu option **Serialized Item→Create New Serialized Item**.

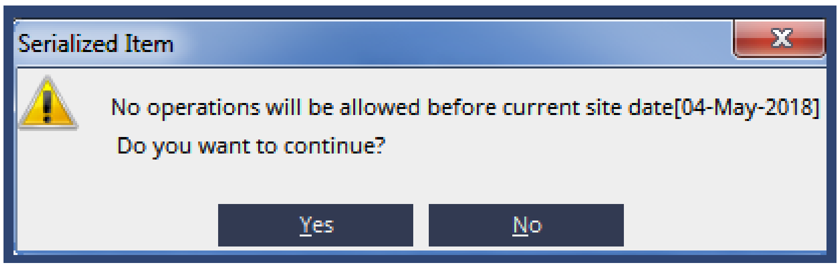


Click on the menu option **Serialized Item→Create Serialized Item**. The **Serialized Item – New** window opens.

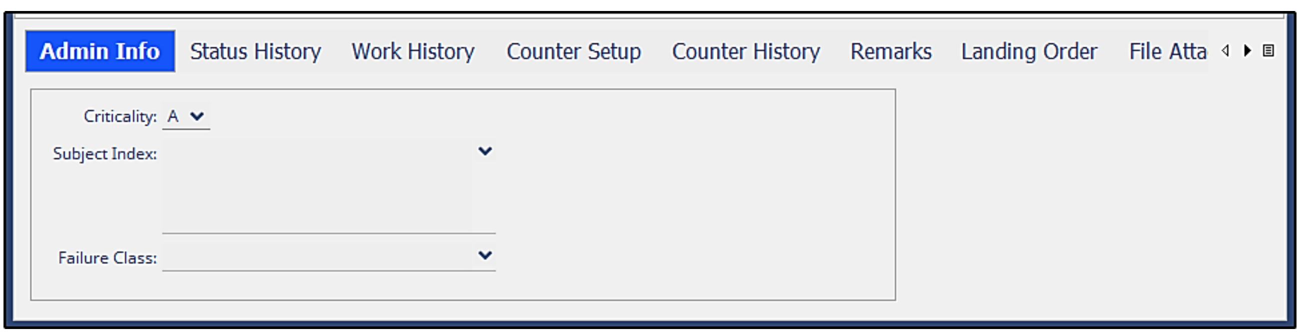
The fields on the new **Serialized Item** window are:

Field	Description
Name	Auto populates with the SI reference, however the user can add additional information to further identify the name of the serialized item.
Serial No.	Enter in the serial number of the item
SI Reference	Auto populates when the SI reference is chosen
Date Acquired	The date the serialized item was received/delivered.
Model	Enter in the model number for the serialized item
Condition	Clicking on the dropdown menu at the end of the field opens the serialized item condition list window. Select the description that best fits the condition of the serialized item. 
Expiry Date	If the serialized item has a warranty/certification, enter in the date the warranty/certification will expire.
Type	Used for further classification of the item, similar to the type field used for equipment. Type of the Serialized Item.
Manufacturer	Auto populates with the manufacturer based upon the SI reference.
Value	The value of the item at the time it was acquired.
Size	Enter in the dimensions of the items, e.g. 3x3x3 or 3-inch gauge steel
Status Details	Free form text field

Field	Description
Remaining Hours	If this is a serialized item that needs to be maintained on a maintenance schedule or the running hours need to be tracked, enter in the number of remaining hours before its next maintenance is required. This also might be the number of remaining hours before the item is to be discarded in the case the serialized item is a once time use item.
Year Made	The year the item was built.
Stock	Used for further classification of the part. This is a free text field to be used for further classification of the part.
File	Used for further classification of the part. This is a free text field to be used for further classification of the part.
HID	Hierarchy Identification Number
Class Name	
Class Code	Classification code which is the UID of the vessel
Current Status Section	
IMO No.	The corresponding IMO No. of the vessel
Software Version	The version of the software installed in the vessel.
Site	This field is tied to the “Where Installed” because the Serialized Part is currently installed in a Maintained Part, the Site field automatically sets to the Ship to which the Maintained Part belongs and cannot be changed. For a non-installed Serialized Part (i.e., which is not installed in any Maintained Part), the Site field is determined by the site where the item is physically located, e.g. on board the vessel or located at a warehouse or repair facility.
Status	Uses an index term called “**Serialized Item” Status** with pre-populated with values: “Installed”, “Repair Locally”, “Repair Ashore”, “Spare”, “Recommend Discard”, “Discarded”. There are restrictions and logic associated with selection of these values. Default value for a new Serialized Part is “Spare”.
Where Installed	A read only, calculated field. It will display the equipment name and maintained part name where the serialized part is installed. If the serialized part is not currently installed, it will be blank.
Location	This is required to display the location where the part is installed, stored, or located at any given time.

Field	Description
Date	
SI Repair Status	Tracks the status and progress of a serialized item which is being repaired ashore
Vendor	
Current Site Date	THIS IS A REQUIRED FIELD. If choosing today's date and clicking save will return a message,  Click **Yes** to save the new record, close the new Serialized Item window and a new row will display on the **Serialized Item** tab of the associated equipment window.

Admin Info Tab



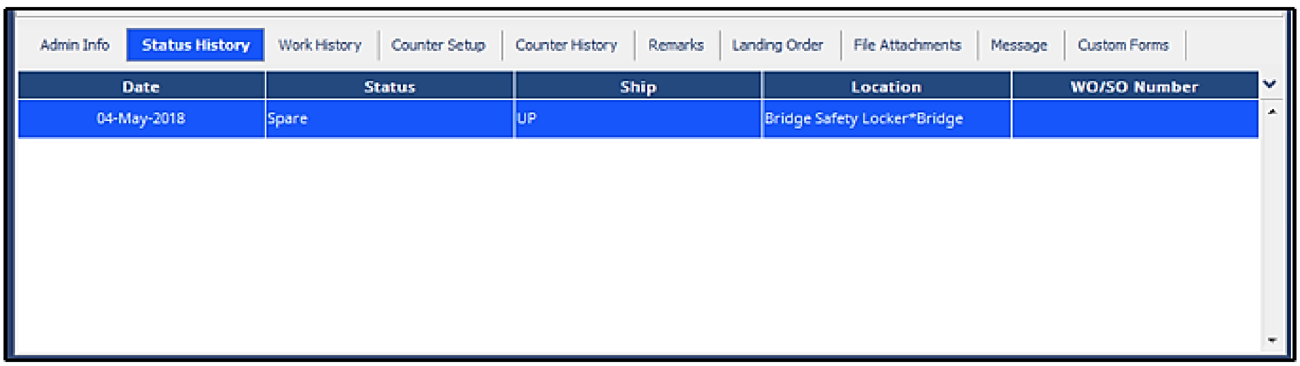
The fields on the **Admin Info** tab are:

Field	Description
Criticality	A, B, C, or D

Field	Description
Subject Index	Index Term Values are the same index term currently used for Equipment Subject Index. Click on the dropdown menu at the end of the Subject Index field to open the Subject Index selection window. Select the subject index by clicking the arrows to move the item from the left to right side of window. Clicking the OK button closes the subject index selection window and returns the value to the **Admin Info** tab.
Failure Class	Select the appropriate Failure Class from the dropdown menu.

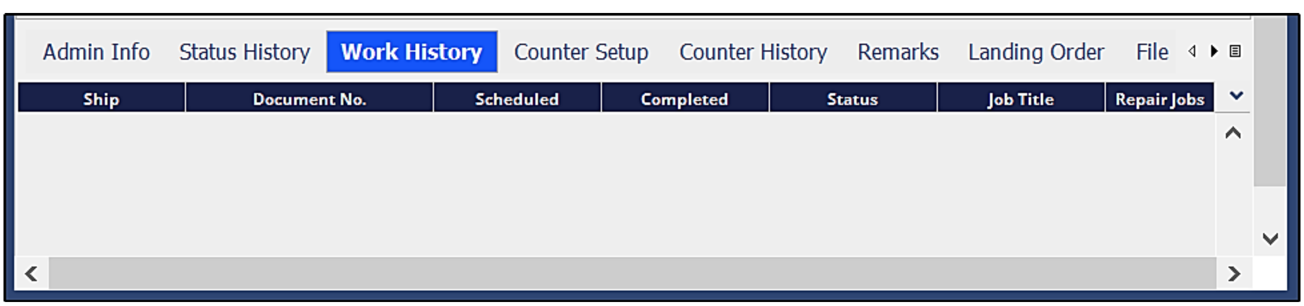
Status History Tab

The **Status History** tab is capturing the history throughout the lifecycle of the serialized item.



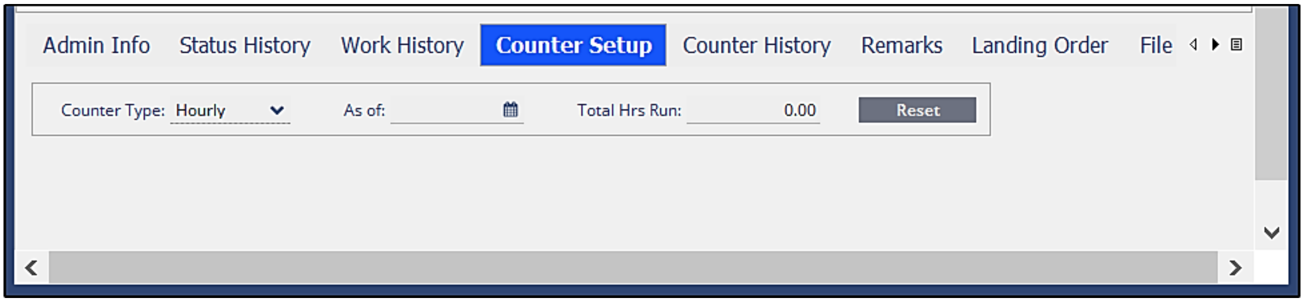
Work History Tab

The **Work History** tab auto populates with the work history associated to the serialized item throughout its life cycle.

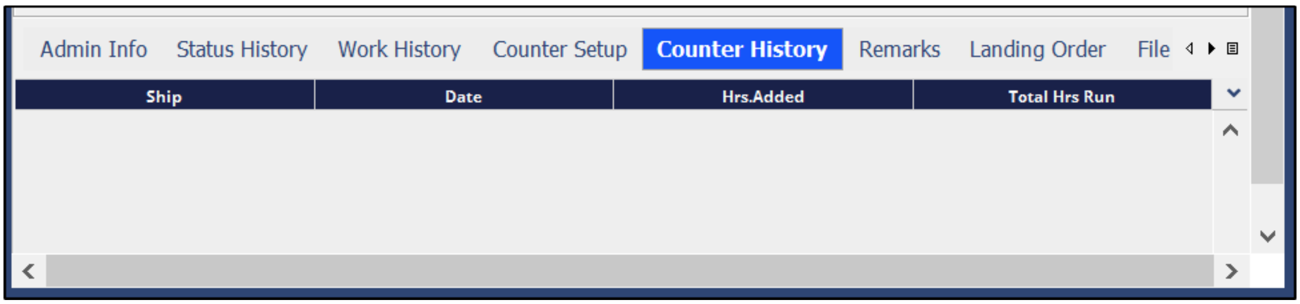


Counter Setup Tab

The **Counter Setup** tab is used to set the counter readings of the serialized item under this equipment in the hierarchy. This reading is used to schedule jobs by the number of hours that the serialized item is used. This tab is applicable to maintenance**.**

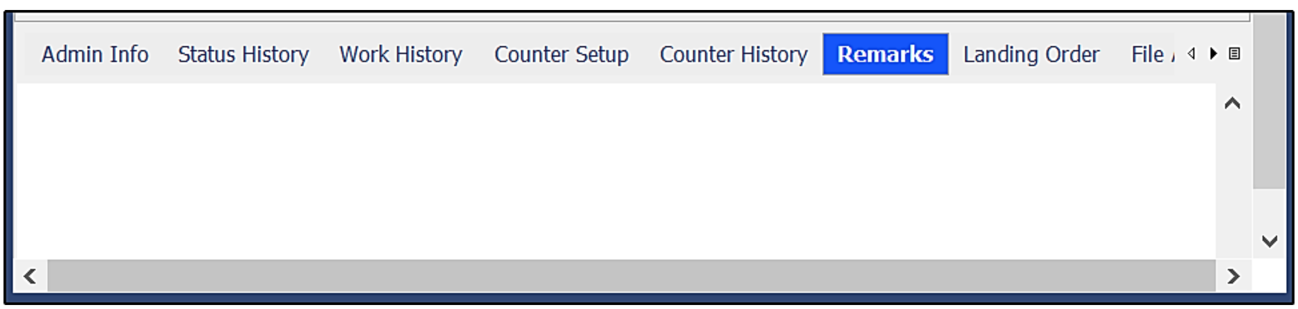


Counter History Tab



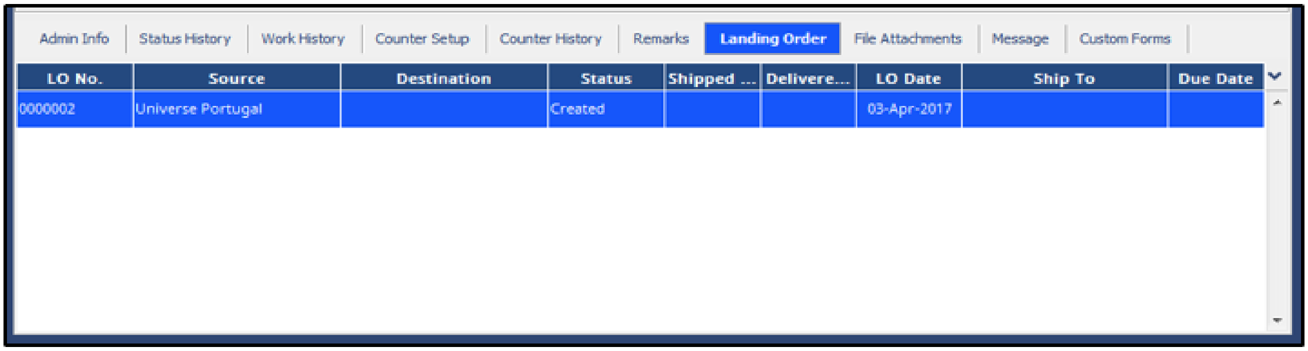
Remarks Tab

The **Remarks** tab is a free form text tab. Any comments or remarks pertaining to the serialized item are recorded on the **Remarks** tab. These comments and remarks are viewed by all who have access to this tab.



Landing Order Tab

This is a list of all the **Landing Orders** that are linked to the specific serialized item.



File Attachments Tab

The **File Attachments** tab is universal to most **NS Enterprise** documents and windows. Any kind of file can be attached to the equipment through the **File Attachments** tab.

Message Tab

The **Messages** tab is a type of email system. It provides a way to send messages between users in reference to the piece of equipment. It is different from a regular email system because it is specific to **NS Enterprise** and the section from which the message is created. A message from this equipment **Message** tab can only be retrieved from the same equipment **Message** tab by the recipient.

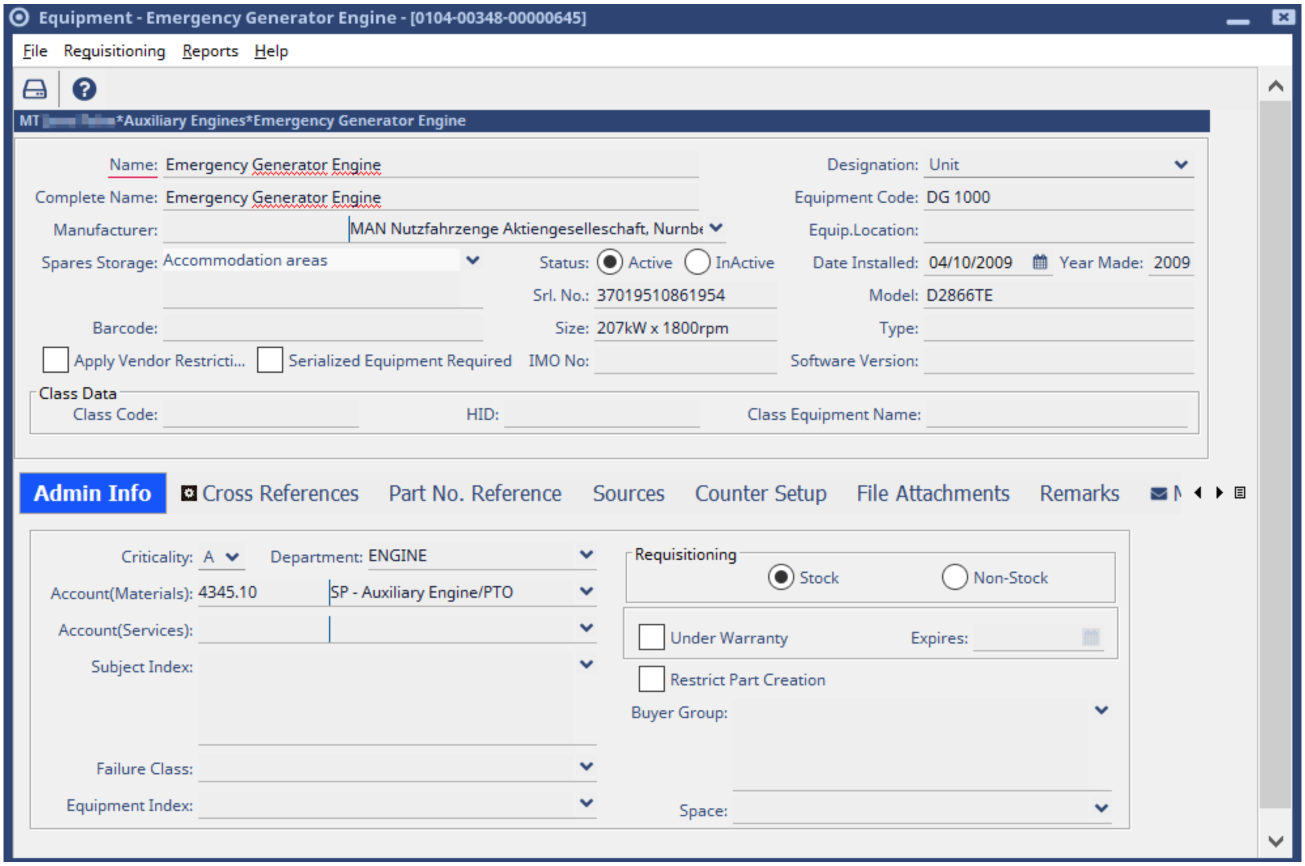
NOTE: If the message was sent to multiple users, the message window has a “Reply to All” option.

Custom Forms Tab

This is a list of all the **custom form templates** linked to a serialized item.

Editing a Serialized Item

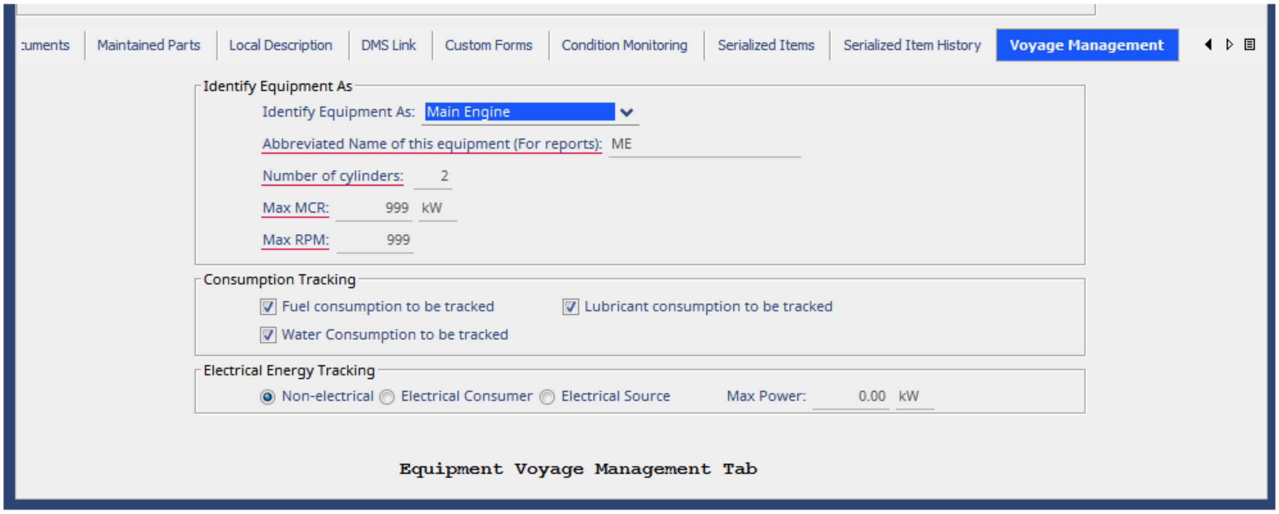
On the **Equipment→Serialized Items** Tab double click to open the **Serialized Item** record. Make appropriate changes to the serialized item record and save the changes before existing the window and returning to the equipment record.



Voyage Manager Tab

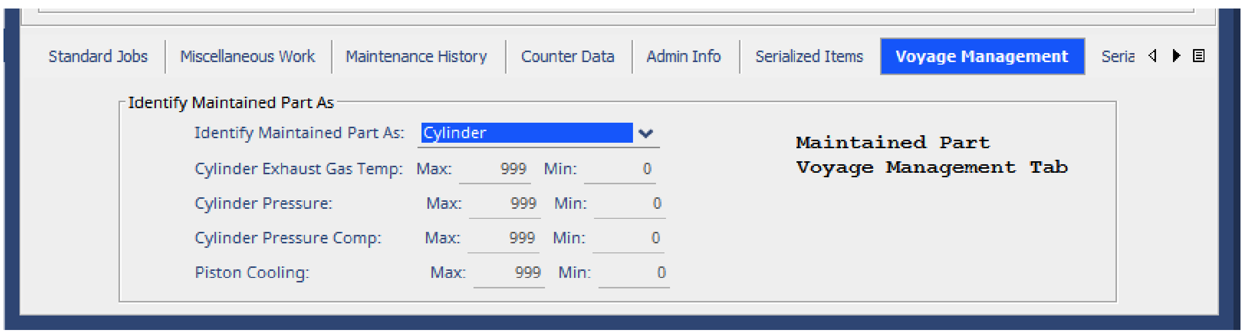
Equipment Voyage Management tab differs from a **Maintained Part Voyage Management** tab. Both tabs contain the minimum/maximum values used with Voyage Documents in Voyage Manager and Vessel Performance and whether the equipment is to be tracked for consumption or electrical energy efficiencies.

Equipment Voyage Management tab



Equipment Voyage Management Tab

Maintained Part Voyage Management tab



Maintained Part Voyage Management Tab

2.2.2 *Add or Edit a Part*

Parts can be added to equipment from the fleet or ship view as well as from the purchasing or maintenance view.

NOTE: Parts can only be added under Units, Components or Assemblies on the hierarchy.

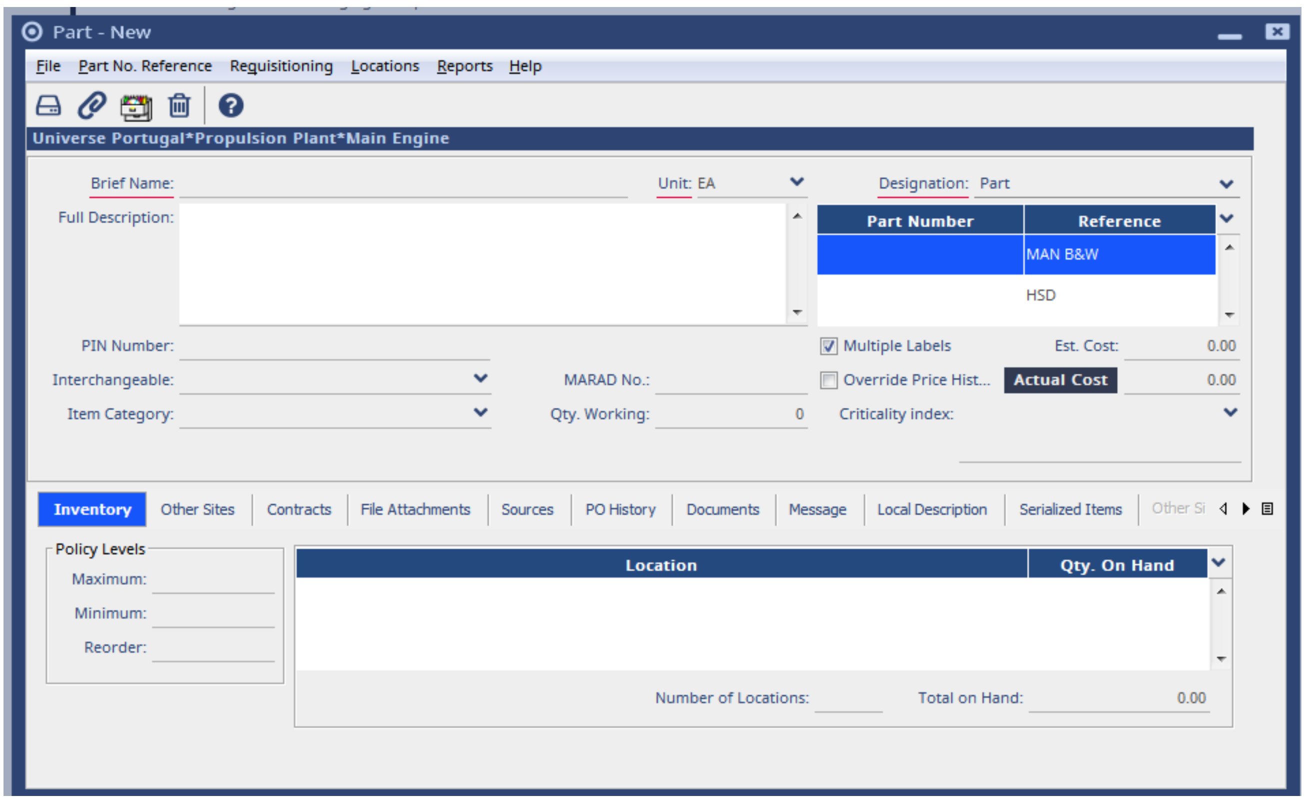
The procedure for adding a part is the same no matter which view it is created from. The fleet view allows the central office to add parts to any or all ships in the fleet at one sitting. A ship can only add parts to itself in the ship view.

NOTE: Parts can also be added to the hierarchy as **Type-In** items from the requisition, request for quotation (RFQ) and the purchase order.

Editing a part can be done in the purchasing view from either the fleet or ship views. Open the **Part** window from the **Equipment Explorer** and edit the necessary fields. The fields and procedures to edit them are the same as adding a new part.

1. Open the **Equipment Explorer** window from the ship level.
2. Click to highlight the equipment that the part is to be listed under.
3. Click the **New Part** button on the **Equipment Explorer** toolbar.

The **Part – New** window opens. The name of the ship and the name of the equipment that the new part is subordinate to are displayed in the first line of the window.



-- OR –

1. Click to select a part from the left side of the **Equipment Explorer** window to edit a part that has already been created.
2. Click the **Open Left Pane Item** button on the **Equipment Explorer** toolbar to open the **Part** window for the selected part.

There are a number of fields and tabs on the **Part** window. The menu bar, toolbar, fields, and tabs are explained in the following sections.

The options on the **Part** window menu bar and toolbar are:

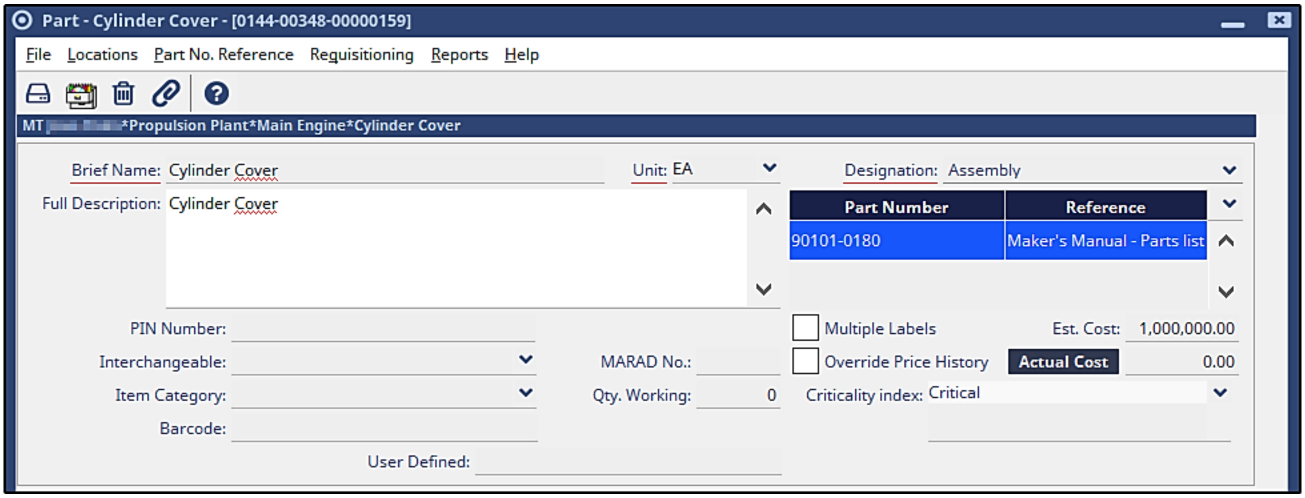
Option	**Description**
File→	The **File** drop down menu contains options to manipulate a file.
Save	Select the **Save** option / button to save any changes made on the **Part** window.
Relog	Relog allows the user to replicate this document to all applicable remote sites for either a missing document or inconsistent data between sites.
Part No. Reference→	The **Part Number Reference** drop down menu contains the option to link or unlink a part number reference manual to the part. **NOTE:** Part number references MUST be created prior to part creation. Part numbers are used extensively throughout the **Maintenance and Purchasing** modules. Having the correct part number and its corresponding reference manual is essential. The part number reference selected for the unit, component, or assembly that this part is under in the hierarchy is selected by default. New part number references can be added, but this default reference CANNOT be deleted unless it is deleted from the parent unit, component, or assembly.
Link/Unlink Part No. Reference	Select the **Link/Unlink Part Number Reference** option / button to open the **Part Number Reference Lists** window. Double click on the reference manual on the left side of the window to move the selection to the right side of the window. Click the **OK** button to accept the selections on the right side of the window, close the **Part No. Reference Lists** window and list the selected reference in the **Part Number / Reference** field of the **Part** window.
Requisitioning→	The **Requisitioning** drop down menu contains options to create requisitions to replenish this part to the maximum, minimum or reorder level designated on the **Inventory** tab of the **Part** window. The **Inventory Replenishment Preview** option creates a report with information on the part to help determine whether a requisition needs to be created. The **Inventory Replenishment** adds the part to an existing requisition for the equipment the part is under in the hierarchy if a requisition exists that has NOT been approved. A new requisition is created if none exists or one has already been approved.

Option	Description
Locations→	The **Locations** drop down menu contains options regarding storage and removal of inventory. The **Locations** option is available when the **Inventory** tab is active on the **Part** window.
Storage Locations	The **Storage Locations** option / button opens the **Storage Locations** window for the selected part. These storage locations are used on the **Inventory** tab of the **Part** window.
Delete Inventory Data	The **Delete Inventory Data** option / button deletes the selected storage locations and the quantity on hand information from the **Inventory** tab of the **Part** window. This option is used to clear the system of this information so new information can be added. **NOTE:** BE CAREFUL! The information CANNOT be retrieved once the button or option is selected and the information is deleted.
Reports→	The **Reports** drop down menu contains options to create different kinds of reports. Any report selected opens the **Report Options** window. Click the radio button to select where this report should be sent. The options are: • **Screen** – displays the formatted report on the computer screen. Click the **OK** button to generate the report. The report displays on the computer monitor when it is complete. • **Printer/Fax** – sends the report to the assigned printer. The **Print** window opens when the report is complete to select the printer. • **File** – the field next to the **File** radio button opens when this option is selected. Click the dropdown menu to select the type of format for the saved report. Click the **OK** button. The **Save As** window opens to select the directory where the report is to be saved. • **Email** – The Email option allows the user to attach the report to a **MS Outlook** message.

Option	Description
Time Phased Part Usage	The **Time Phased Part Usage** report is a report of the usage of the selected part as indicated through purchase orders and requisitions. Click the **Calendar** button at the end of the **Start Date** and **End Date** fields to select the time frame of the report. **NOTE:** There is no data on the report if no purchase orders or requisitions containing this part have been created. **NOTE:** If a work order is cancelled that has inventory recorded, the parts are returned to stock with the same value as they were prior to being deducted for the work order.

Option	Description
Print Labels	The **Print Labels** option prints labels containing the following information: **Ship, Equipment,** **Manufacturer,** **Part name,** **Pin,** **Location (2 sections),** **Number of parts available,** **Date labels were printed,** **Bar code of part** There are two options in the **Select Number of Labels to Print** portion of the **Report Option** window to print labels: **Per Items on Hand**– the **Per Items on Hand** option prints **one label** for the part **unless** the **Multiple Labels** check box on the **Part** window is checked. Then it prints one label for every part on hand of that part. For example, there are 3 pistons on hand according to the **Inventory** tab on the piston **Part** window. The **Multiple Labels** check box is NOT checked so only 1 label for pistons is printed regardless that there are 3 on hand. However, using the same example, the **Multiple Labels** check box is checked, and three labels are printed for pistons. **Other Number** – the **Other Number** option prints the number of labels specified in this field for each storage location if the **Multiple Labels** check box is checked. For example, the number 2 is typed in the **Other Number** option field. There are 3 roller bearings in Storage A and 3 roller bearings in Storage C. Two labels are printed for roller bearings in Storage A and 2 labels are printed for Roller Bearings in Storage C. Only one label per storage location is printed if the **Multiple Labels** check box is NOT checked regardless of the value typed in the **Other Number** field.
Part Detail	The **Part Detail** report displays information from the fields on the **Part** window as well as the **Inventory** tab and **Local Description** tab.
Print SI Labels	The **Print SI Labels** option prints labels for serialized items.
Parts Manual Assembly	Options are **Standard**, **Barcode** and **Extended Format**
Help	The option in the **Help** drop down menu is Help. Select this option to open the online help.

The fields on the **Part** window are:



1. Click in the **Brief Name** field to type the name of the part. THIS IS A REQUIRED FIELD.

   There is no naming convention, but the name of the part should identify the part. This is important when there are multiple parts with the same name on board.

   NOTE: Whatever is typed in the **Brief Name** field is repeated in the **Full Description** field when the cursor is moved out of the **Brief Name** field.

2. Click the dropdown menu at the end of the **Unit** field to select the unit of measure used for this part. The **Available Units** window opens with a list of units of measure. Authorized users can add new units of measure from this window or the General Data module.

   THIS IS A REQUIRED FIELD that is automatically filled with the default unit of measure. This default value can be changed.

   The **Unit** field can only be edited for an existing part if:

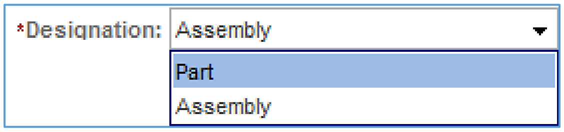
   - The part information has NOT been replicated
   - A spares record has NOT been created
   - This part is not included in any document such as a purchase order or requisition

   NOTE: Inventory quantities MUST be adjusted manually if the unit of measure is changed. A warning message box opens stating this fact.

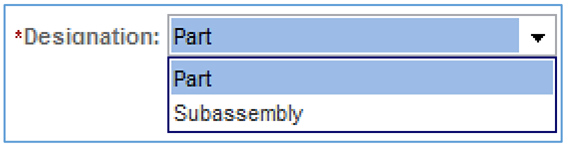
3. Click the dropdown menu on the **Designation** field to select the classification. THIS IS A REQUIRED FIELD that is automatically filled by default. This default value can be changed.

   The options in this field vary depending on the position in the hierarchy.

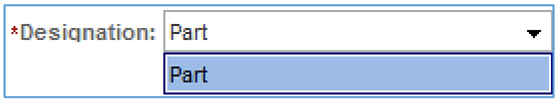
   The options are Part or Assembly if it is directly under a Unit or Component.



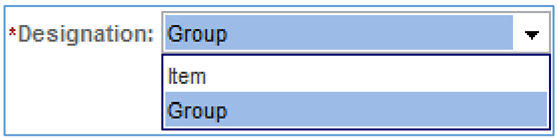
The options are Part or Subassembly if it is under an Assembly or Subassembly.



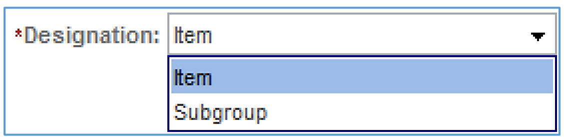
The option is Part if it is under a Part.



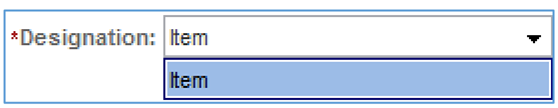
The options are Item or Group if it is under a Consumable Type.



The options are Item or Subgroup if it is under a Group or Subgroup.



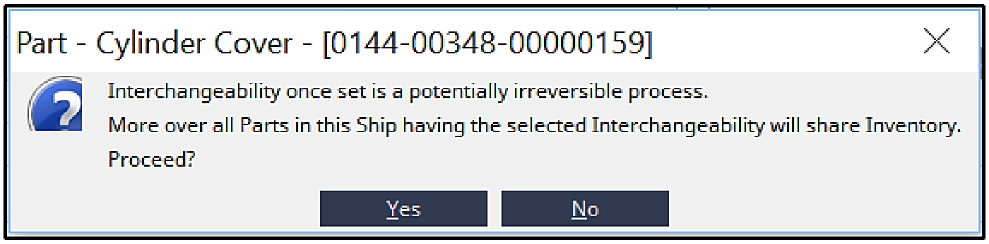
The option is Item if it is under an Item.



The other fields on the **Part** window are:

Field	Description
Full Description	Whatever is typed in the **Brief Name** field is copied to the **Full Description** field. The **Full Description** field is used to type more details or an expanded explanation of the **Brief Name** field.

Field	Description
Part Number and Reference	**NOTE:** Part number references MUST be created prior to part creation. Part numbers are used extensively throughout the **NS Enterprise Maintenance and Purchasing** modules. Having the correct part number and its corresponding reference manual is essential. The **Reference** portion of this field is automatically filled with the **Reference** selected for the Unit, Assembly or Component that this part is under in the hierarchy. New part number references can be added, but this default reference CANNOT be deleted unless it is deleted from the parent unit, component, or assembly. Click the **Link / Unlink Part No. Reference** button on the toolbar to add or delete a part number reference. Click in the **Part Number** field of the selected reference to add the part number for this part.
PIN Number	Type the **PIN number** in the **PIN Number** field. The **PIN number** is used to distinguish a part or consumable item from other parts with the same name. The same PIN number can be used for several parts with different names if the part is the same. The **PIN number** has the same function as the interchangeability term used in the **Interchangeable** field. This field indicates any parts designated as interchangeable with this part.
Multiple Labels check box	Click the **Multiple Labels** check box to print more than one label for this part. The number of labels printed depends on the selection made when the **Print Labels** option is selected on the **Report** drop down menu of the **Parts** window menu bar. Only one label prints for the part regardless of how many of this part is in inventory if this check box is unchecked. It is checked by default.
Estimated Cost	Type the estimated cost of this part in the **Estimated Cost** field. The **Estimated Cost** field is associated with the **Override Price History** check box. **NS Enterprise** uses the pricing history for a part as the basis of any pricing used in reports. The pricing history is created from past purchase orders and requests for quotations (RFQ) for this part. However, the value in the **Estimated Cost** field is used if the **Override Price History** check box is checked.

Field	**Description**
Interchangeable	Identical parts installed in unrelated equipment or called by a different name are defined as interchangeable. These parts are linked by a common index term that is defined in the **Part Interchangeability** window. Click the dropdown menu at the end of the **Interchangeable** field to identify this part with an interchangeability index term. A message box opens cautioning that interchangeability is irreversible and verifying that you want to continue.  Click the **Yes** button to proceed. The **Available Interchangeabilities** window opens. Defined interchangeability terms are listed on this window. Authorized users can add new terms to this window. All parts with the same index term selected in the **Interchangeable** field can be substituted for each other. These parts can be instantly found in any storage location by clicking the **Find a Part** button on the **Equipment Explorer** window and searching by the **Interchangeable** field. The stock of interchangeable parts is included in the inventory count of the particular item in certain inventory reports.
MARAD No.	The **MARAD number** is available to companies upon request. It is used to identify the inventory, such as the part's specific location. The **MARAD number** differs from the **PIN number** because a **PIN number** is the same across the fleet whereas the **MARAD number** is specific to a ship or warehouse.
Override Price History check box	The **Override Price History** check box and the **Estimated Cost** field work together. **NS Enterprise** uses the pricing history for a part as the basis of any pricing used in reports. The pricing history is created from past purchase orders and requests for quotations (RFQ) for this part. Click the **Override Price History** check box to disregard any price history and use the value in the **Estimated Cost** field for these reports. **NOTE:** Checking this check box has NO validity if no price history for this part is available or no value is listed in the **Estimated Cost** field.
Actual Cost button	Click the **Actual Cost** button to calculate the cost of the part as specified in the **Inventory Valuation Method** system preference in the **System Administration** module. The value in this field is calculated in real time and only available at the time it is used. The actual cost of the part can be recalculated every time the **Part** window is opened.

Field	Description
Item Category	**Item Category** is used to categorize items for reporting purposes. Click the dropdown menu at the end of the **Item Category** field to select a category. The **Item Category List** window opens with a list of categories defined in the **General Data** module. Authorized users can create more categories from the **Item Category List** window. An example of categorization is "Lubricants" and "Fuels".
Qty. Working	Type how many of this part are being used in the piece of equipment in the **Qty. Working** field.
Criticality Index	Click the **Search** button to open the **Part Criticality Index Selection** window. Double click on the Criticality description to move the selection to the right-hand window. More than one description may be used. When all **Criticality Indexes** are in the right-hand window already, click the **OK** button to close the **Part Criticality Index Selection** window and continue editing the remaining fields on the new part window.
User Defined	User has the option to label this field

Inventory Tab

The **Inventory** tab on the **Part** window contains information regarding the inventory of this part for the selected ship or warehouse. This includes the maximum, minimum and reorder level for this part as well as where the parts are stored and the number of spare parts on hand.

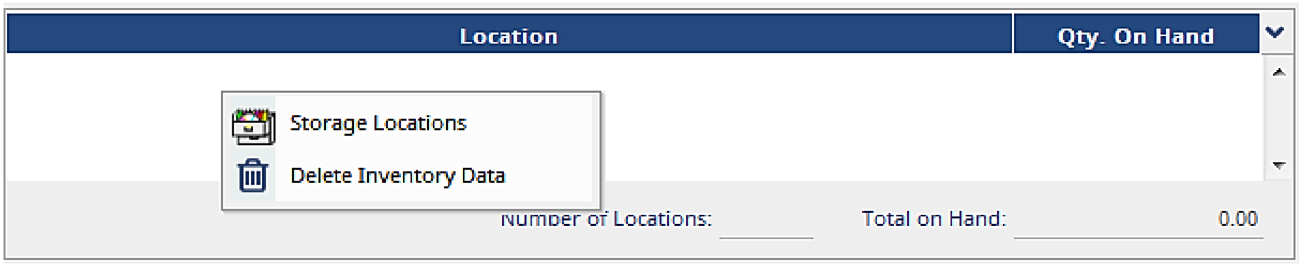
NOTE: The inventory information contained on the **Inventory** tab changes if the part is interchangeable with other parts or the equipment the part is under is cross referenced. For example, the Forward and Aft Turbochargers of the Main Engine are cross referenced. One ball bearing is used during the overhauling of the Forward Turbocharger of this ship. The **Quantity on Hand** of the Aft Turbocharger of this ship is also reduced by one piece. However, the inventory levels of ball bearings for the Forward and Aft Turbochargers on other ships in the fleet are NOT affected.

The fields on the **Inventory** tab are:

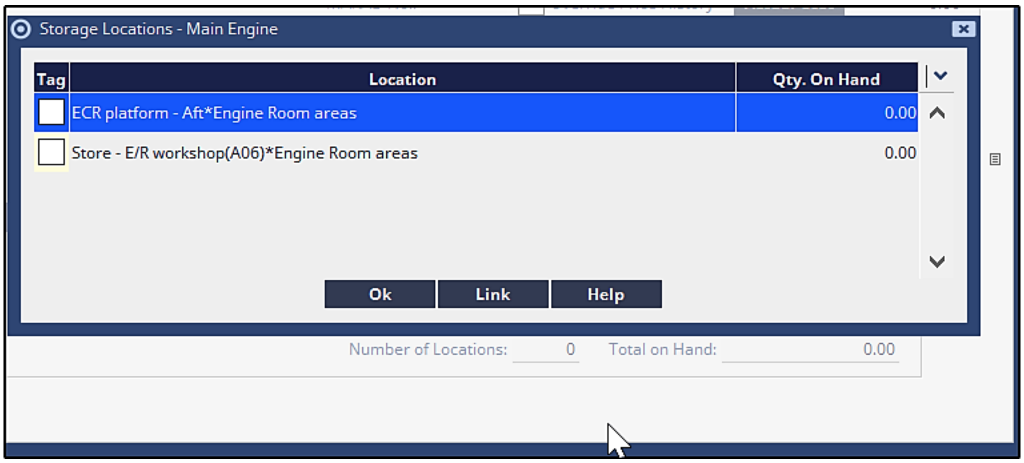
Field	Description
Maximum	Type the maximum number of this part to be kept in inventory according to inventory policy in the **Maximum** field. Having this number of spares in inventory indicates this part is fully stocked. This field can be used to set the parameters for semi-automatic ordering
Minimum	Type the minimum number of this part to be kept in inventory according to inventory policy in the **Minimum** field. Having this number of spares in inventory is the minimum acceptable number. This field can be used to set the parameters for semi-automatic ordering.
Reorder	Type the “trigger” number for reordering this part in the **Reorder** field. The part needs to be reordered when inventory falls below this value. This field can be used to set the parameters for semi-automatic ordering.
Location	The **Location** field lists the storage locations where spares of this part are kept. **NOTE:** Locations are ONLY listed if there is a non-zero value in the **Quantity on Hand** field.
Quantity on Hand	The **Quantity on Hand** field displays the number of this part in inventory in the specified storage location.
Number of Locations	The **Number of Locations** field displays the total number of storage locations listed in the **Location** field.
Total on Hand	The **Total on Hand** field displays the total number of this part in all storage locations listed in the **Location** field.

Select Storage Locations

1. Right-click in an open area in the locations section on the **Inventory** tab of the **Part** window to add a storage location to the **Inventory** tab.



The **Storage Locations** window opens for the equipment that the part is under in the hierarchy.



2. Click the check box to select the storage locations in the **Location** column of the **Storage Locations** window that contain spares of the part.

NOTE: The storage locations listed on the **Storage Locations** window are the ones designated in the **Spares Storage** field on the **Equipment** window.

Authorized users can add storage locations to the **Storage Locations** window.

3. Type the quantity on hand of the specified part in the **Quantity on Hand** column for each checked storage location.

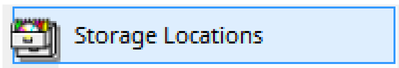
4. Click the **OK** button on the **Storage Locations** window to close the **Storage Locations** window and list the storage locations with a value in the **Quantity on Hand** column on the **Inventory** tab of the **Parts** window.

Add Storage Locations to the Storage Location Window

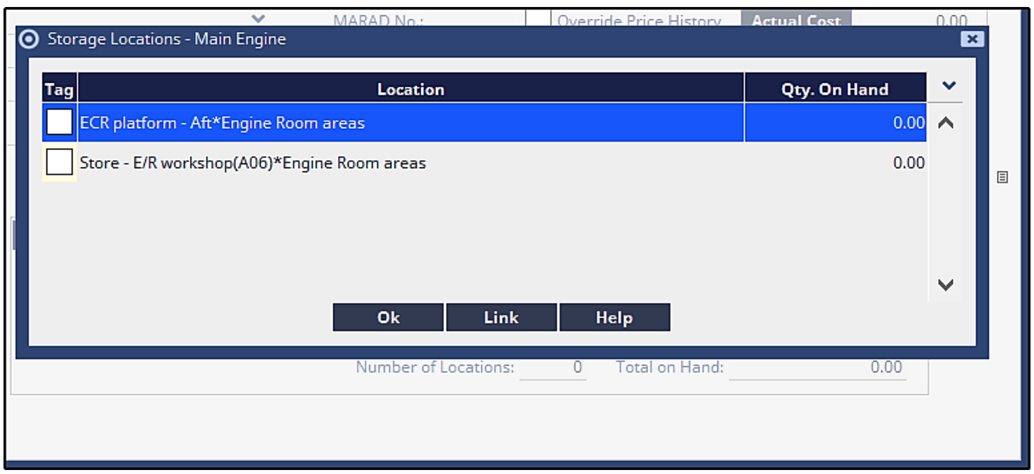
Storage locations can be added from the **Storage Locations** window. These locations are also added to the **Spares Storage** field on the **Equipment** window that the part is under in the hierarchy.

NOTE: Storage locations are added to the **Equipment** window from the **Storage Locations** window, but locations CANNOT be removed from the **Equipment** window through the **Storage Locations** window. These locations are removed through the **Spares Location** field on the **Equipment** window.

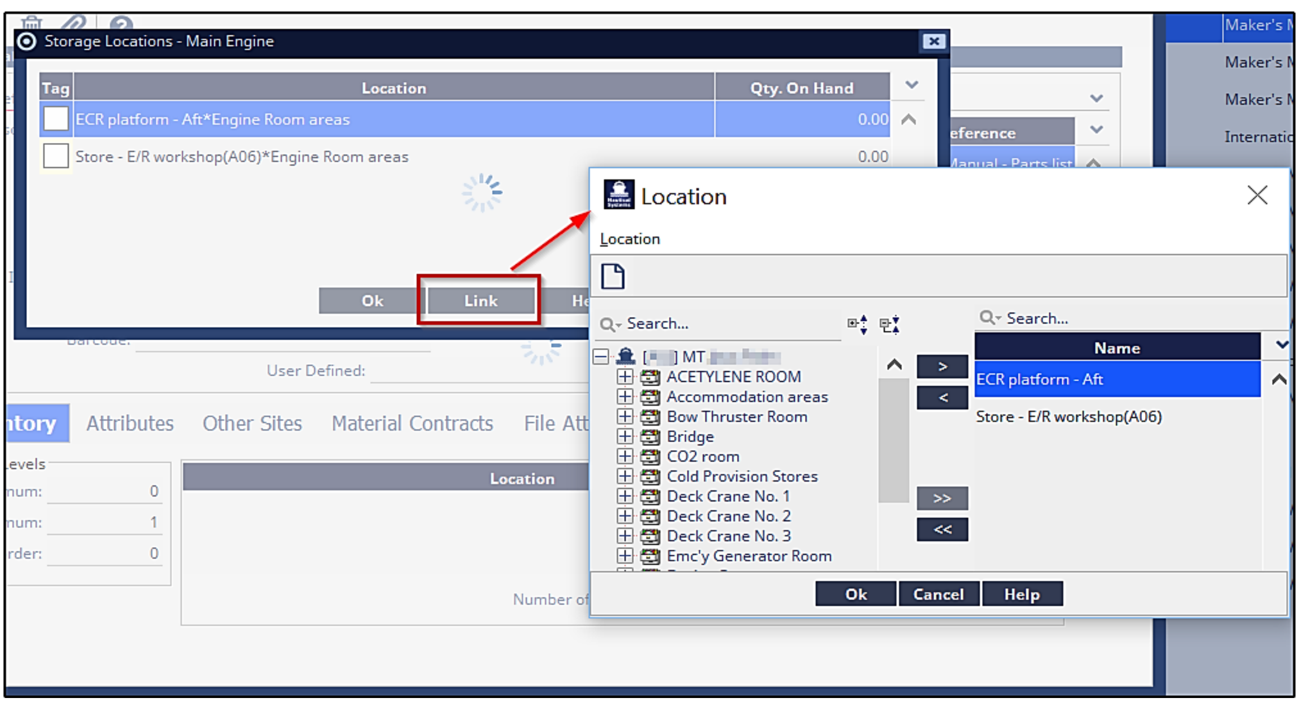
1. Click the **Storage Locations** button on the **Part** window.



The **Storage Locations** window opens.



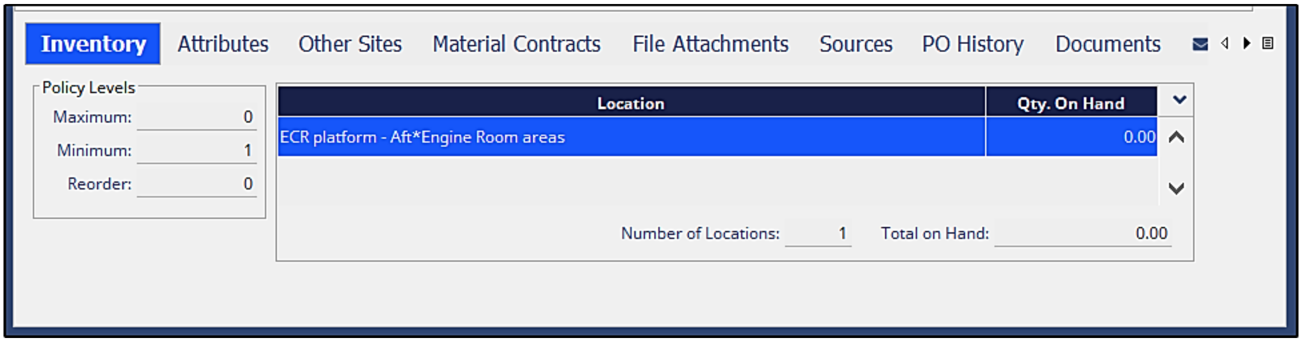
2. Click the **Link** button on the **Storage Locations** window. The **Location** window opens with all the defined storage locations not selected for this equipment listed in the left side of the window.



3. Double click on a storage location in the left side of the window to move it to the right.

4. Continue selecting locations to be added until all locations to be added to the **Storage Locations** window are listed on the right side of the window.

5. Click the **OK** button to close the **Locations** window and list the selected locations on the **Storage Locations** window.



Attributes Tab

The Attributes tab displays the information on hazardous materials such as type, code, class, amount, and unit of measure. Other information includes if part is hazardous, manufacturer recommended, subject to customs, stocked or warehoused.

Other Sites Tab

The **Other Sites** tab displays the quantity-on-hand of the part on each ship that carries this part in its inventory. Sites are copied to this tab from the **Cross References** tab on the **Equipment** window that the part is under in the hierarchy.

NOTE: Information on this tab is only visible to the central office. The shipboard data base does NOT display this information.

Material Contracts Tab

The **Material Contracts** tab displays contracts that include this part. Contracts are added to this tab when one is created that includes this part. **The Material Contracts→ Open** menu option and the **Open** button are added to the menu bar and toolbar when the **Contracts** tab is active.

NOTE: A contract for this part MUST exist before it is listed on this tab.

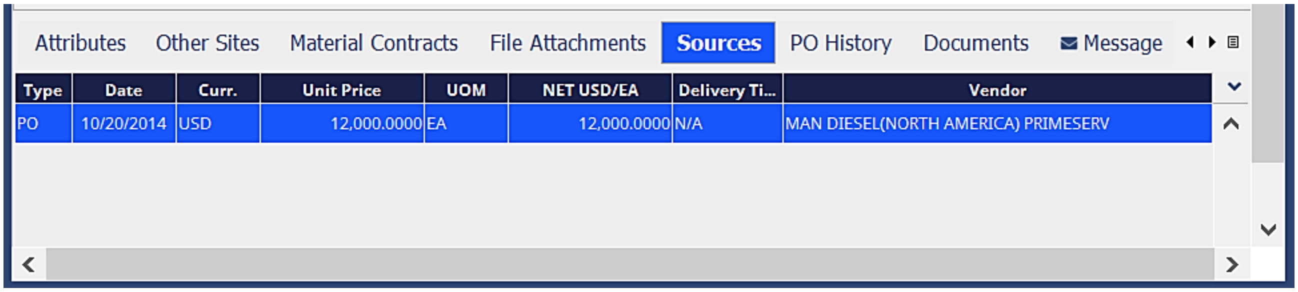
Contracts can be viewed or edited from this tab.

1. Select a contract on the **Material Contracts** tab.
2. Click the **Open** button from the **Part** window. The **Contract** window for the selected contract opens.

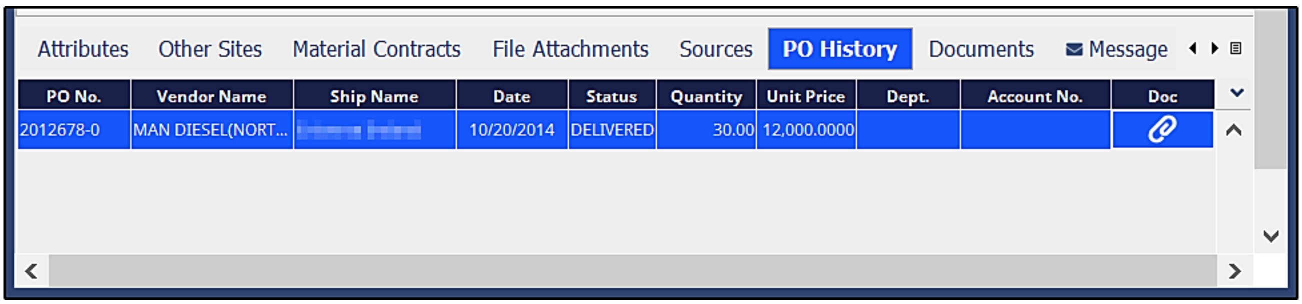
File Attachments

Sources Tab

The **Sources** tab contains basic vendor information for ordering for this part.



PO History Tab



The **PO History** tab displays the purchasing history of the part through purchase orders.

The **Document→ Open** menu option and **Open** button are added to the menu bar and toolbar when the **PO History** tab is active.

NOTE: Information on this tab is only visible to the central office or a multi-ship site. The shipboard data base does NOT display this information.

Purchase orders can be viewed from this tab. The fields on this tab are:

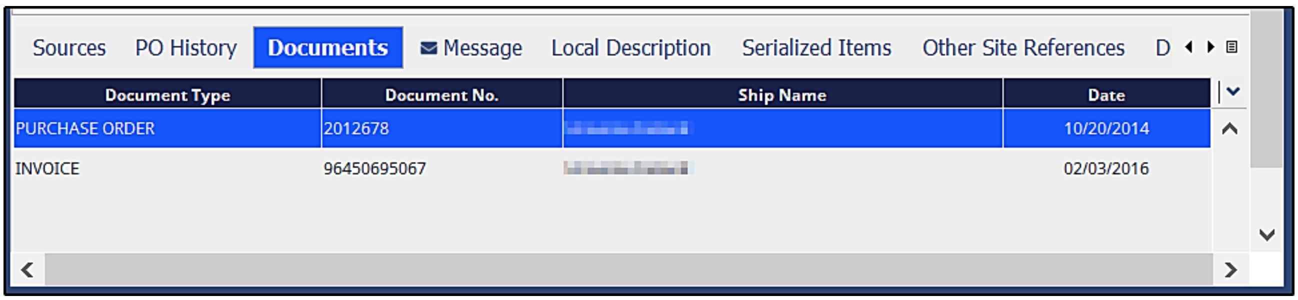
Field	Description
PO Number	The number of the purchase order
Vendor Name	The name of the company supplying the part.
Ship Name	The name of the ship that requested the part.
Date	The date of the purchase order
Status	The status of the purchase order.
Quantity	The quantity of this part listed on the purchase order
Unit Price	The price of the part per unit

Field	Description
Dept	The department request the part
Account No.	The account number listed in the header of the purchase order.
Document	Indicates if other PO-related document is linked to this item.

Double click on a purchase order to open the **Purchase Order** window.

Documents Tab

The **Documents** tab lists the documents associated with the purchasing and inventory for the specified part. These documents are requisitions, requests for quotations, purchase orders and invoices.



Information is added to the **Documents** tab when the part is included in the creation of the document.

The **Documents→ Open** menu option and **Open** button are added to the menu bar and toolbar when the **PO History** tab is active.

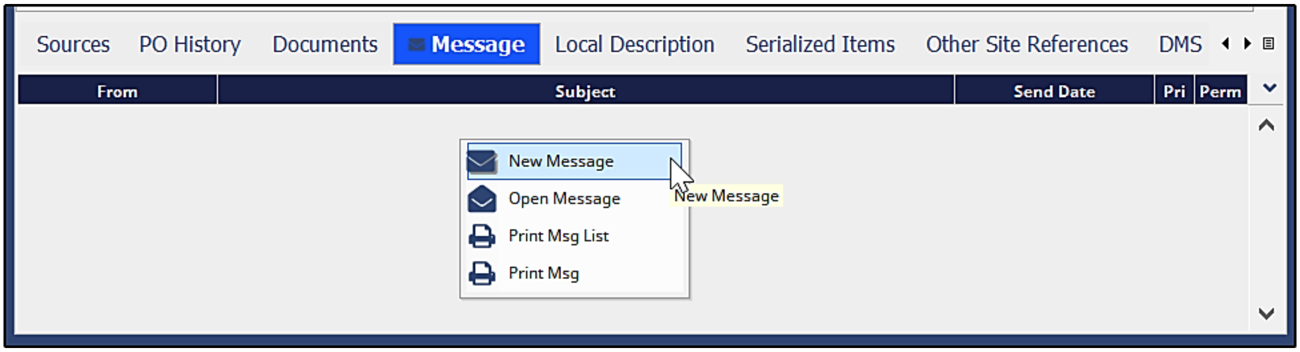
The fields on the **Documents** tab are:

Field	Description
Document Type	The type of document
Document Number	The document number
Ship Name	The name of the ship requesting the part
Date	The date the document was created.

Double click on a document to open the **Document** window.

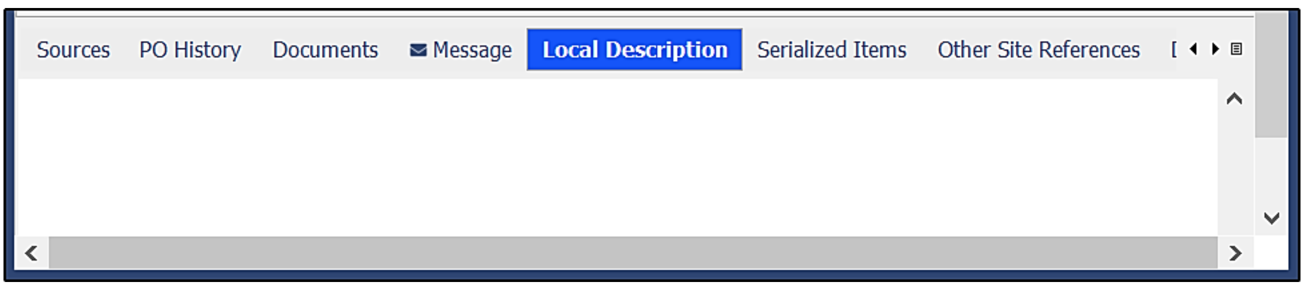
Message Tab

The **Messages** tab is a type of email system. It provides a way to send messages between users in reference to the piece of equipment. It is different from a regular email system because it is specific to **NS** and the section from which the message is created. A message from this equipment **Message** tab can only be retrieved from the same equipment **Message** tab by the recipient.



Local Description Tab

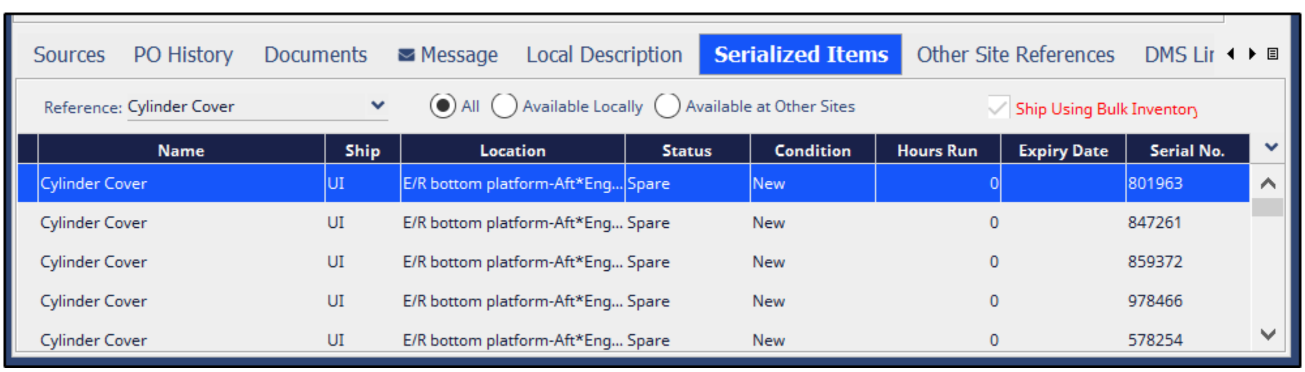
The **Local Description** tab is a free form text tab. Use this tab to type information in a language other than English. This information is viewed by all who have access to this tab.



Serialized Items Tab

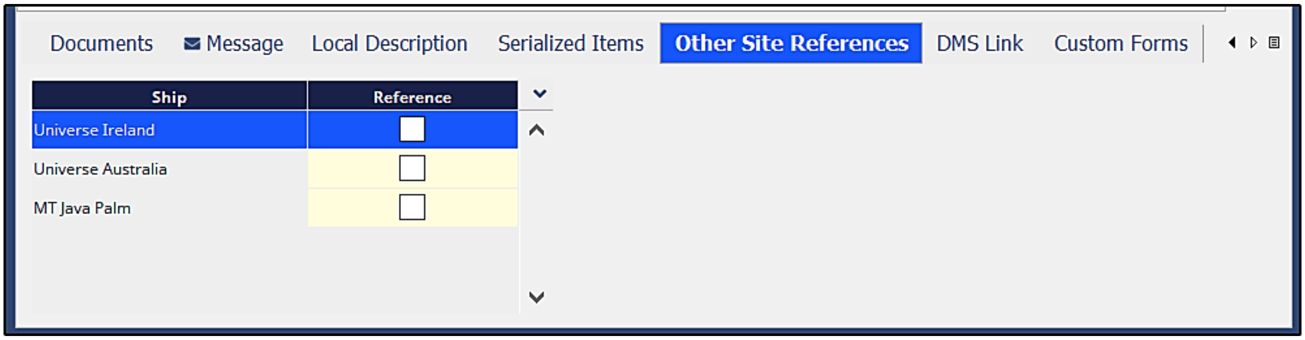
Installing/Removing serialized items requires a work order document. **Transfer orders** are used to transfer serialized materials from one ship or shore location (Source) to another (Destination).

This tab is used to create work orders when installing a serialized item.



Other Site References Tab

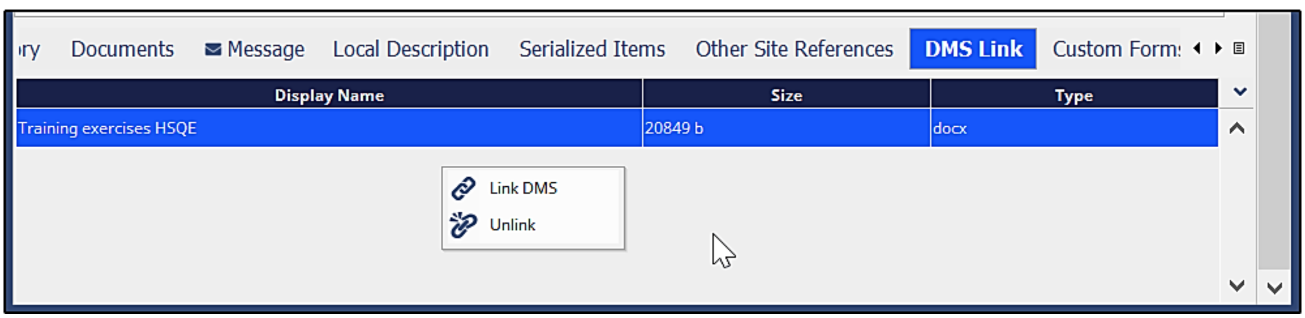
Displays all vessels where the part is used. This is applicable for equipment that is cross referenced. If the reference tab is checked, then inventory from other vessels is displayed in the **Other Sites** tab.



DMS Link Tab

NOTE: The **DMS Link** tab is only available if the **Document Management System** module is part of your company's **NS** suite of modules.

The **DMS Link** tab is used to attach documents from the **Document Management System (DMS)** module to the equipment. Right-click on the DMS link field to view actions.

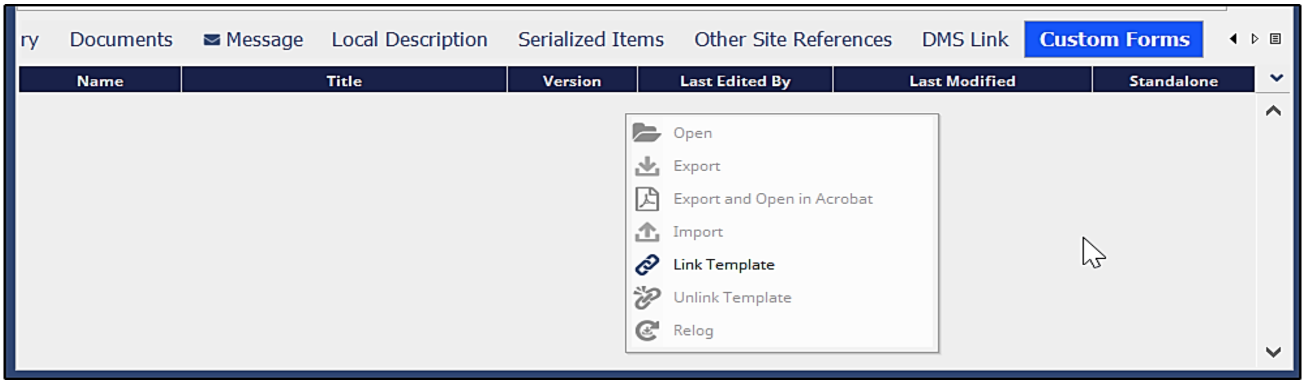


NOTE: The **Document Management System** module is one of the web-based modules in **NS**. It is used to store, organize, and track electronic documents and images. These documents can then be linked to equipment and documents within **NS**.

Custom Forms Tab

Custom Forms fields allow the user to link **Custom Form Templates** to Equipment/Part records.

Right-click on the DMS field to view the actions.



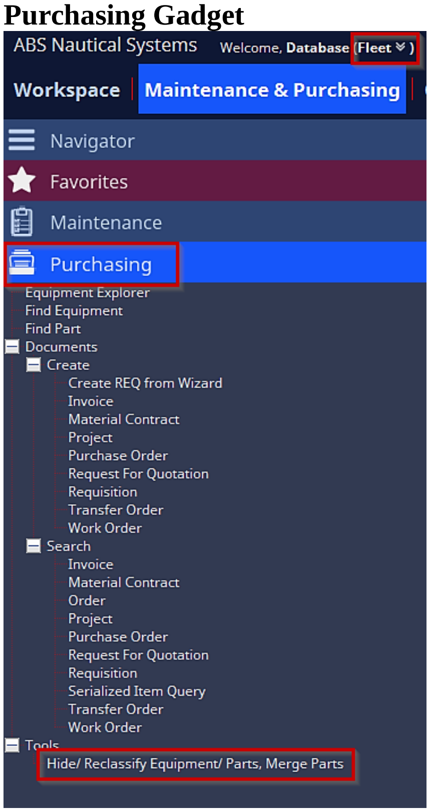
2.2.3 *Merge Parts*

Sometimes parts are created that actually are the same as another part. Both parts may also contain inventory. These parts can be merged into one part and their inventories merged in **NS Enterprise**.

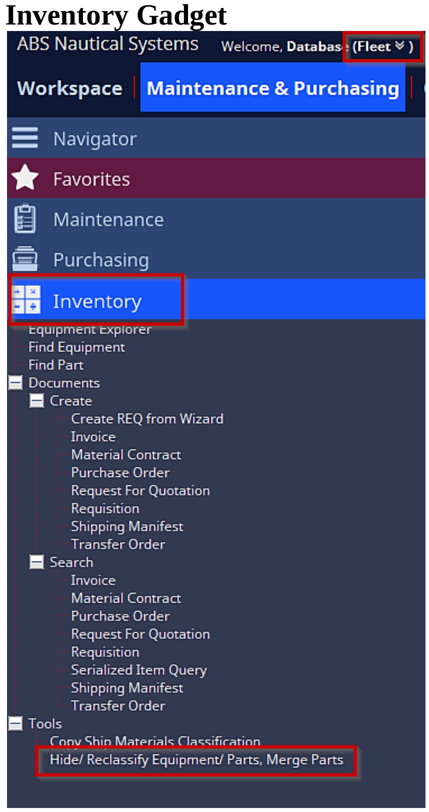
NOTE: Only parts can be merged. Systems, equipment, consumable types, and components CANNOT be merged.

1. Select **Tools → Hide / Reclassify Equipment / Parts, Merged Parts** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module at either the ship level or the fleet level.

Purchasing Gadget



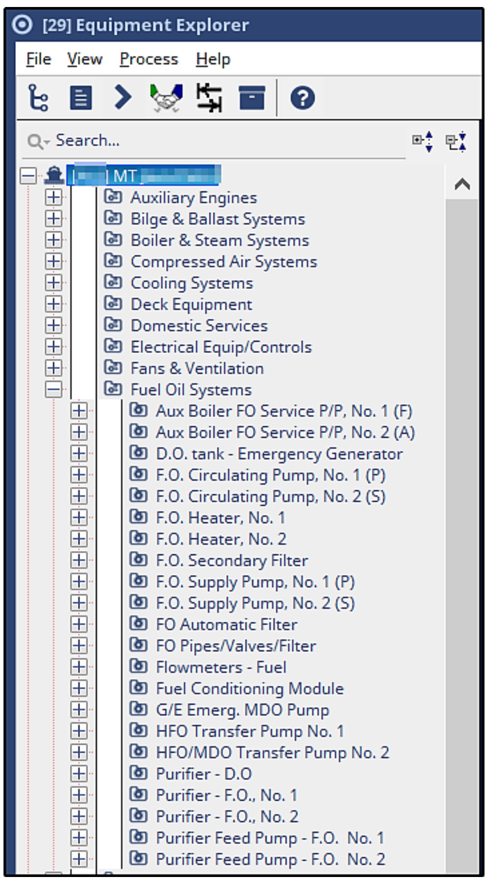
Inventory Gadget

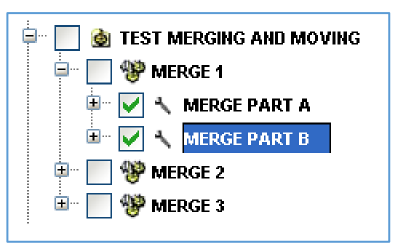


An **Equipment Explorer** window opens. This **Explorer** window has a different menu and toolbar than the **Equipment Explorer** used to create equipment and parts. This **Explorer** window is used specifically for hiding or moving equipment as well as hiding, merging, or moving parts. The menu bar and toolbar are equipped to perform those procedures.

2. Drill down through the hierarchy to locate the parts to be merged.
3. Click the check boxes preceding the parts to be merged. The parts are merged into the first part selected. For example, Merge Part A and Merge Part B are to be merged. If Merge Part A is selected before Merge Part B, the items in Merge Part B are merged into Merge Part A. If Merge Part B is selected before Merge Part A, then all items are merged into Merge Part B.

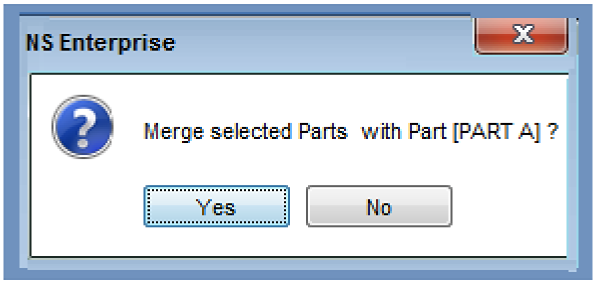
NOTE: All sub-items listed under the part are also merged so these check boxes do NOT need to be checked if the parent part is being merged.





4. Click the **Merge** button on the **Equipment Explorer** window.

A message box opens confirming the merging of parts.



5. Click the **Yes** button on the message box to confirm the merge and close the message box.

   The parts are merged into one part and the other selected parts are hidden. These parts can be used again, but they must be "unhidden".

NOTE: Parts that are merged on one ship are also merged on all ships where the parent equipment is cross referenced.

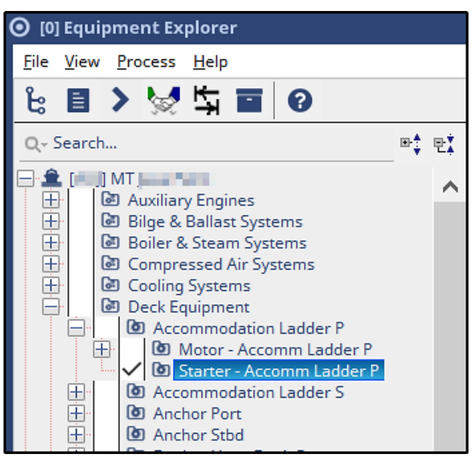
2.2.4 *Hide Equipment or Parts*

Equipment and parts that are no longer used can be hidden or archived to reduce the number displayed on the **Equipment Explorer** window. These same equipment and parts can also be viewed or "unhidden".

1. Select **Tools → Hide / Reclassify Equipment / Parts, Merged Parts** from the Purchasing gadget on the **Navigator** pane in the **Purchasing** module at the fleet or ship level.

   The **Equipment Explorer** window opens. This **Explorer** window has a different menu and toolbar than the **Equipment Explorer** window used to create equipment and parts. This **Explorer** window is used specifically for hiding or moving equipment as well as hiding, merging, or moving parts. The menu bar and toolbar are equipped to perform those procedures.

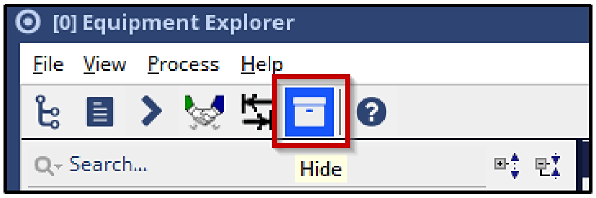
2. Drill down through the hierarchy to locate the equipment or parts to be hidden.
3. Click the check boxes preceding the equipment or parts to be hidden.



More than one piece of equipment or part can be hidden at one time by clicking the check boxes for all equipment and parts that are to be hidden.

NOTE: All sub-locations listed under the hidden equipment or parts are also hidden so these check boxes do NOT need to be checked if the primary equipment or part is being hidden.

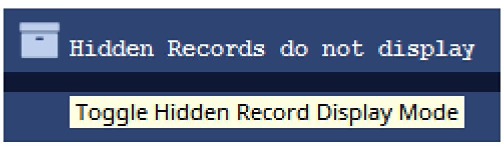
4. Click the **Hide** button on the **Equipment Explorer** window.



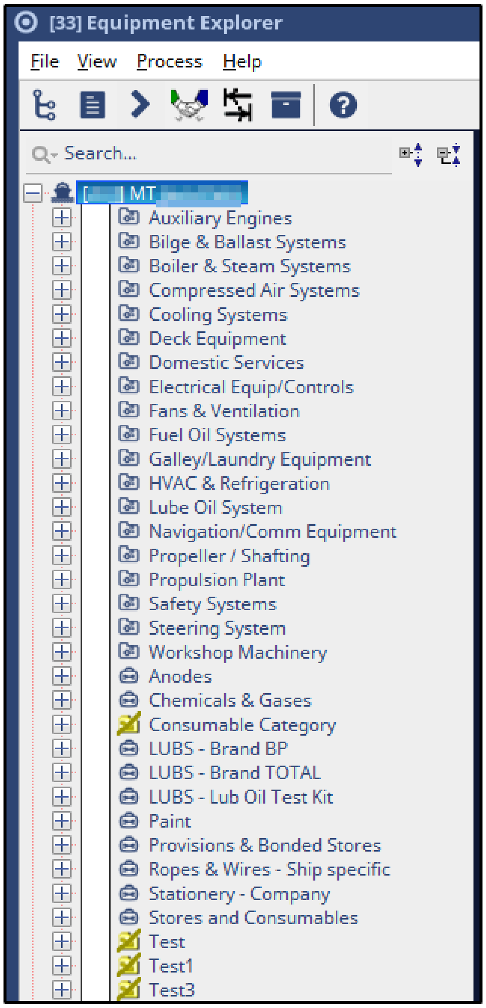
The selected equipment or part is removed from view on the **Equipment Explorer** window.

View Hidden Equipment or Part

1. Click the **Toggle Hidden Record Display Mode** button from the **Navigator** pane in the **Purchasing** module.



2. Select **Tools → Hide / Reclassify Equipment / Parts, Merged Parts** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module to open the **Equipment Explorer** window.



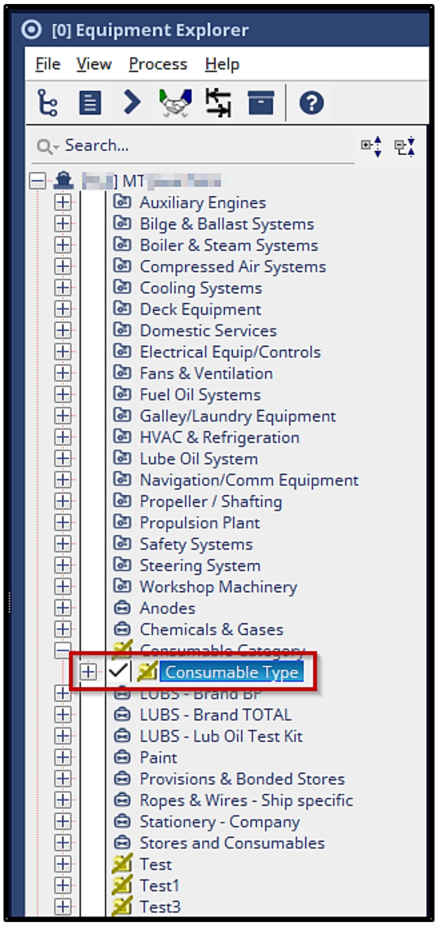
Unhide Hidden Equipment or Part

Unhiding equipment or parts is different than viewing them. They are visible in the hierarchy on the **Equipment Explorer** window without using the toggle.

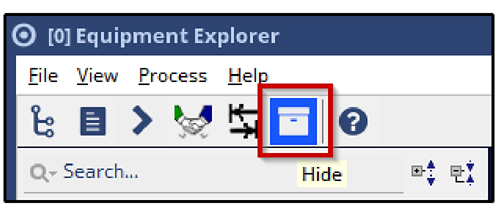
1. Click the **Toggle Hidden Record Display Mode** button from the **Navigator** pane in the **Purchasing** module.

2. Select **Tools → Hide / Reclassify Equipment / Parts, Merged Parts** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module to open the **Equipment Explorer** window.

3. Click to check the box preceding the equipment or part to be unhidden.



4. Click the **Hide** button on the **Equipment Explorer** window



The previously hidden equipment or part is again visible on the **Equipment Explorer** window.

2.2.5 *Move Equipment or Parts*

Equipment and parts can be moved from one position on the hierarchy to another. The **Tools** drop down menu does NOT list "Move" as an option, it is called "**Reclassify Equipment**". It is called reclassify because it redefines the relationship of the part or equipment within the hierarchy.

NOTE: Equipment or parts CANNOT be moved to a location that is a sub-item of the equipment or part. For example, equipment CANNOT be moved "under" a part.

There are two ways to move equipment or parts from one position in the hierarchy to another:

- Drag and Drop
- Conventional method

NOTE: Both methods move all sub-items listed under the equipment or parts.

Drag and Drop

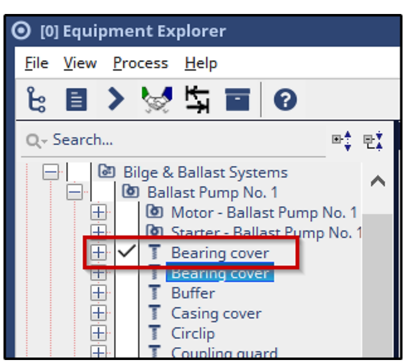
1. Right-click on the equipment or part to be moved.
2. Continue depressing the left mouse button and "drag" the equipment or part to the destination location on the hierarchy.
3. Release the mouse button to "drop" the equipment or part into the destination location on the hierarchy.

Conventional Method

1. Select **Tools → Hide / Reclassify Equipment / Parts, Merged Parts** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module.

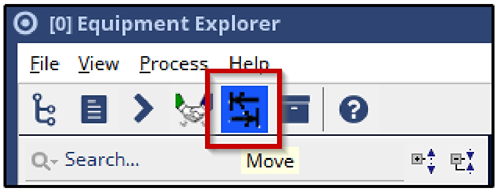
   The **Equipment Explorer** window opens.

2. Click the check boxes preceding the equipment or parts to be moved.



NOTE: All sub-items listed under the equipment or part are also moved so these check boxes do NOT need to be checked if the primary equipment or part is being moved.

3. Click to highlight the destination position where the equipment or parts are to be moved. DO NOT CLICK THE CHECK BOX!
4. Click the **Move** button on the **Equipment Explorer** window



A message box opens to confirm the locations to be moved.

5. Click the **Yes** button on the message box to confirm moving the equipment or part and close the message box.

   The equipment or part is moved.

2.2.6 *Search for Equipment or Parts*

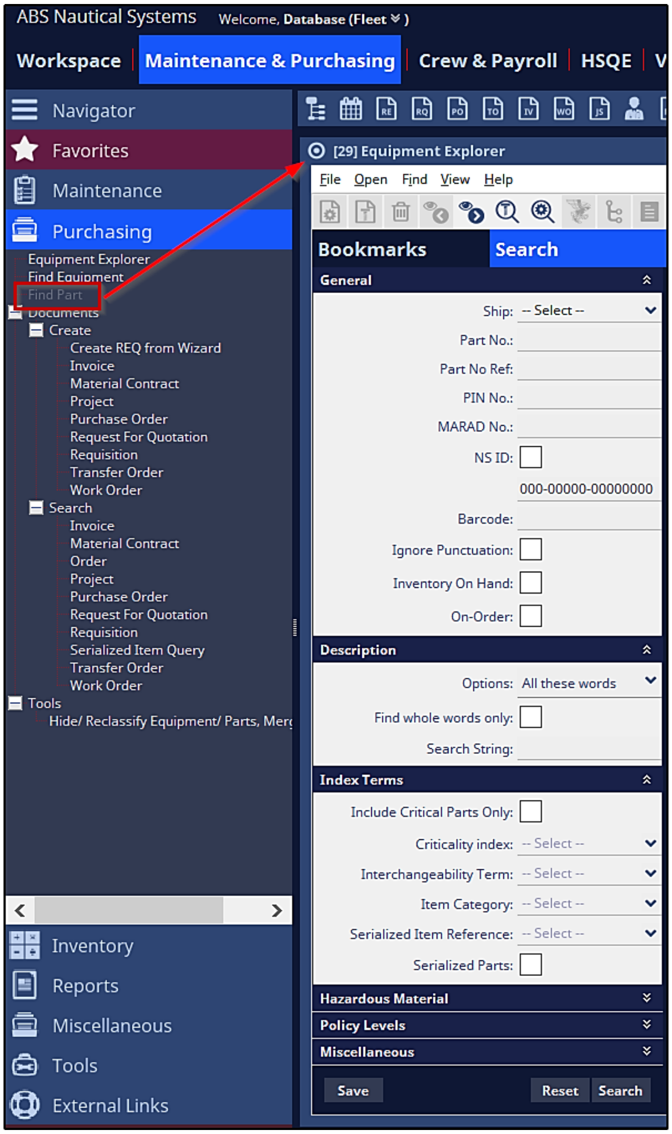
The Equipment Explorer provides options for locating parts or equipment.

Find Part

Locate a part with the Find Part button on the Equipment Explorer toolbar.

1. Click the **Find Part** button on the **Equipment Explorer** toolbar to search for a part.

The window changes to display the options for finding a part.



2. Click the dropdown menu at the end of the field to open the **Select Ship** window. Tick the check box to the left of the Ship's name to select a vessel(s) and then the OK button to close the **Select Ship** window and display the ship name(s) in the **Ship** field.

3. Complete other fields on the Search Companion panel to narrow the list of parts. The more parameters entered shortens the number of results found.

Other fields on the **Find Part** Search Companion are:

Field	Description
General Section→	
Part No.	Type the part number in the **Part Number** field.
Part No. Reference	Type the part number reference of the part in the **Part Number Reference** field.

Field	Description
PIN No.	Type the **PIN number** of the part in the **PIN Number** field.
MARAD No.	Type the **MARAD number** of the part in the **MARAD Number** field.
NS ID / Bar Code	Click the check box next to the **NS ID / Bar Code** field to open the field for entry. All other fields on the **Search Companion** section are greyed out when this check box is clicked because the **ID / Bar Code** field is specific to a part. Enter the ID or bar code of the part in the field.
Ignore Punctuation check box	Click the **Ignore Punctuation** check box to disregard the punctuation in the search parameters.

Description Section→	The **Description** section contains specifics regarding the search parameters:
	• **Options:**
	  ◦ **All these words** – Click the All these words radio button to only include results that contain all the words in the **Search String** field.
	  ◦ **Any of these words -** Click the Any of these words radio button to include results that contain any of the words in the **Search String** field.
	  ◦ **The exact phrase** – Click The exact phrase radio button to only include results with the words in the exact order as typed in the **Search String** field.
	• **Find whole words only** check box – Click **the Find whole words only** check box to only include results containing whole words with no abbreviations.
	• **Search String** – Type words to be searched within the parameters in the Search String field. Then select one of the radio buttons:

Index Terms Section	
Include Critical Parts Only check box	Click the **Include Critical Parts Only** check box to only include the parts with the **Critical** check box checked in the header of the **Part** window.
Criticality Index	Click the dropdown menu to open the **Part Criticality Index Selection** window. Check the check box for the Criticality description. More than one description may be used. When all **Criticality Indexes** are in the right-hand window, click the **OK** button to close the **Part Criticality Index Selection** window and continue adding filters for the search for part search companion.

Field	Description
Interchangeability Term	Click the dropdown menu at the end of the **Interchangeability Term** field to select the interchangeable part index term to search by. The **Available Interchangeabilities** window opens. The window contains a list of the part interchangeability index terms defined on the **Interchangeability List** window in the **General Data** module. Double click a term on the left side of the window to move it to the right side of the window. More than one selection can be made. Click the **OK** button to close the **Available Interchangeabilities** window and add the selections to the Interchangeability Term field.
Item Category	Click the dropdown menu at the end of the **Item Category** field to select the category of items to be included in the search. The **Item Category Selection** window opens. A list of item category index terms is listed on this window. Double click on a term from the left side of the window to move it to the right side of the window. Continue making selections until all terms to be included in the query are listed on the right side of the window. Click the **OK** button to close the **Item Category Selection** window and list the selections in the **Item Category** field.
Serialized Item Reference	Click the dropdown menu at the end of the field to open the **Serialized Reference** window to select the serialized item reference(s) to be included in the search.
Serialized Parts Check box	Checking this check box will filter search to look only for parts that are serialized.
Hazardous Material→	
Part Attributes	Click the dropdown menu to select the part attribute.
Hazard Class	Click the dropdown menu to select the hazard class.
UN Hazard Code	Click the dropdown menu to select the UN hazard code.
IHM Hazard Type	Click the dropdown menu to select the IHM hazard type.
Hazardous Material check box	Tick the box if the part/s to be searched is a hazardous material.
Policy Levels→	
Maximum	Input the value for maximum level.
Minimum	Input the value for minimum level.
Reorder	Input the reorder value.

Field	Description
Miscellaneous Section→	
Custom Forms	Click the dropdown menu at the end of the field to open the **Custom Forms** window to select the Custom Forms to be included in the search.
Manufacturer Recommended	Tick the box if searching for manufacturer recommended part/s.
Warehoused	Tick the box if searching for warehoused part/s.
Subject to Customs	Tick the box if searching for part/s which are subject to customs.
Stocked	Tick the box if searching for stocked part/s.

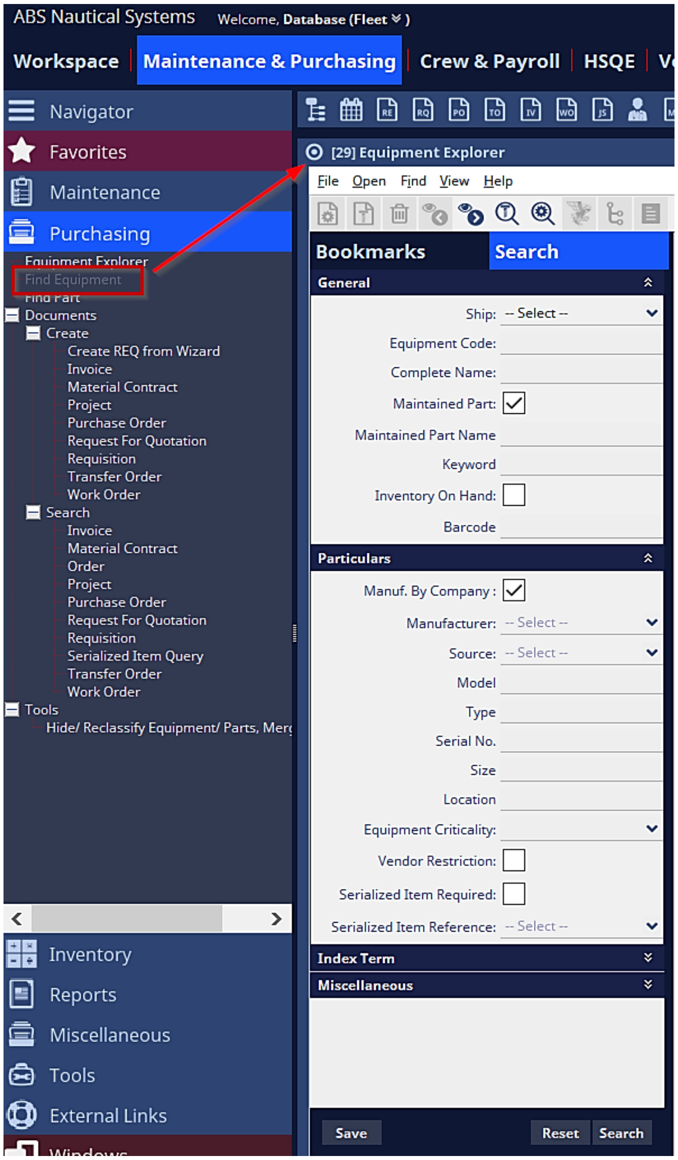
4. Click the **Search** button to begin the search process. The right side of the window displays all items meeting the specified requirements.
5. Double click the desired item in the list of found parts. The **Part** window for that item opens.

Equipment Query

Locate equipment with the **Equipment Query** button on the **Equipment Explorer** toolbar.

1. Click the **Equipment Query** button on the **Equipment Explorer** toolbar to search for equipment.

   The **Equipment Query** window opens.

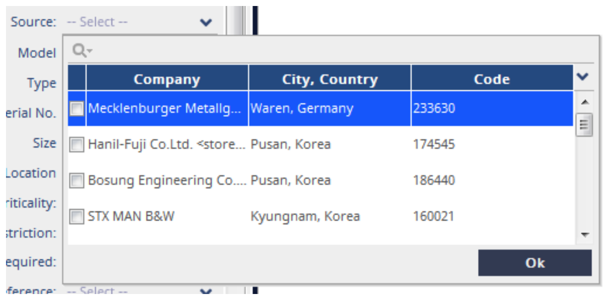


2. Click in the field to type the required parameter or click the **Search** button on the selected field for a list of options to search for the desired equipment.

NOTE: Parameters must be entered in the correct case. The more parameters entered shortens the number of results found.

The fields on the **Equipment Query** Search Companion panel are:

Field	Description
General Section→	
Ship	Click the dropdown menu at the end of the **Ship** field for a list of ships. Select the ship where the equipment is located. This is only necessary if the **Equipment Query** is done from the fleet level. This field is automatically filled when accessing from the ship level.
Equipment Code	Type the equipment code of the equipment in the **Equipment Code** field. This is a free form text field.
Complete Name	Type the name of the equipment in the **Complete Name** field. A partial name can be used. This is a free form text field.
Maintained Part check box	Leave the **Maintained Part** check box checked to include the maintained parts for the equipment in the query. It is checked by default.
Maintained Part Name	Type the name of a specific maintained part in the **Maintained Part** field. This includes equipment that have this maintained part in the equipment query.
Keyword	Type a word or words that may be included in the description of the equipment in the **Keyword** field.
Inventory On Hand	Tick the box to search for equipment with inventory on hand.
Barcode	Enter the barcode to search for a specific equipment.
Particulars Section →	
Manuf. by Company check box	By default, this is checked and will filter the search to look only at company records that are identified as a manufacturer
Manufacturer	Click the dropdown menu at the end of the **Manufacturer** field for a list of manufacturers. The **Manufacturer Spares** window opens. This window is the same as the **Available Companies** window except that the **Company Type** field is auto filled with “Manufacturer Spares.” Click the **Search** button at the bottom of the **Search** tab to generate the search or complete other parameters on the **Search** tab to narrow the search before clicking the **Search** button. Double click on a selection to close the **Manufacturer Spares** window and add the selection to the **Manufacturer** field.

Field	Description
Source	Click the dropdown menu at the end of the field to open a **list of Companies** to select vendor(s) to be used in the search 
Model	Type the model number of the equipment in the **Model** field. This is a free form text field.
Type	Enter the type of equipment in the **Type** field. This is a free form text field.
Serial Number	Type the serial number of the equipment in the **Serial Number** field. This is a free form text field.
Size	Type the size of the equipment in the **Size** field. This is a free form text field.
Location	**Equipment Location** – Type a location of the equipment in the Equipment Location field. This field is alpha-numeric. The **Equipment Location** field is in the header of the **Equipment** window
Equipment Criticality	Click the dropdown menu at the end of the field to select the level of **user defined equipment criticality** to be included in the search
Vendor Restriction check box	Click the **Apply Vendor Restriction** check box to indicate that only vendors specified on the **Sources** tab can be used for any requests for quotations or purchase orders regarding this equipment and to be included with this search.
Serialized Item Required check box	Tick the box if this is a serialized item requirement.
Serialized Item Reference	Click the dropdown menu at the end of the field to open the **Serialized Reference** window to select the serialized item reference(s) to be included in the search.
Index Term Section→	
Equipment Index	**Equipment Index** – Click the dropdown menu at the end of the **Equipment Index** field to select the index term associated with the equipment. The **Equipment Index** field is on the **Admin Info** tab of the **Equipment** window

Field	Description
Subject Index	Click the dropdown menu at the end of the **Subject Index** field for a list of subject index terms. The **Subject Index** window opens. Highlight the subject index term. Click the **Select** button on the **Subject Index** window toolbar to close the window and add the selection to the **Subject Index** field. **NOTE:** The **Subject Index** field is on the **Admin Info** tab of the **Equipment** window.
Failure Class	Click the dropdown menu to select the failure class.
Miscellaneous Section→	
CM Equipment Only check box	**CM Equipment Only** check box – Click the **Condition Monitoring Equipment Only** check box to search only equipment that has the **Condition Monitoring** check box clicked on the **Condition Monitoring** tab of the **Equipment** window.
Monitoring Type	**Monitoring Type** – Click the **Search** button to select the type of condition monitoring to include in the query. The **Condition Monitoring Type Selection** window opens
Class Equipment Only check box	**Class Equipment Only** check box – Click the **Class Equipment Only** check box to only include equipment where the **Class Data** section of the **Equipment** window is completed
Eq Class Name	**Equipment Class Name** – Type the class name for the equipment in the **Equipment Class Name** field. This is the name used in the **Class Equipment Name** field in the **Class Data** section of the **Equipment** window.
EQ Class Code	**Equipment Class Code** – Type the class code for the equipment in the **Equipment Class Code** field. This is the code used in the **Class Code** field in the **Class Data** section of the **Equipment** window
Custom Forms	Click the dropdown menu at the end of the field to select which **custom forms** to be included in the search

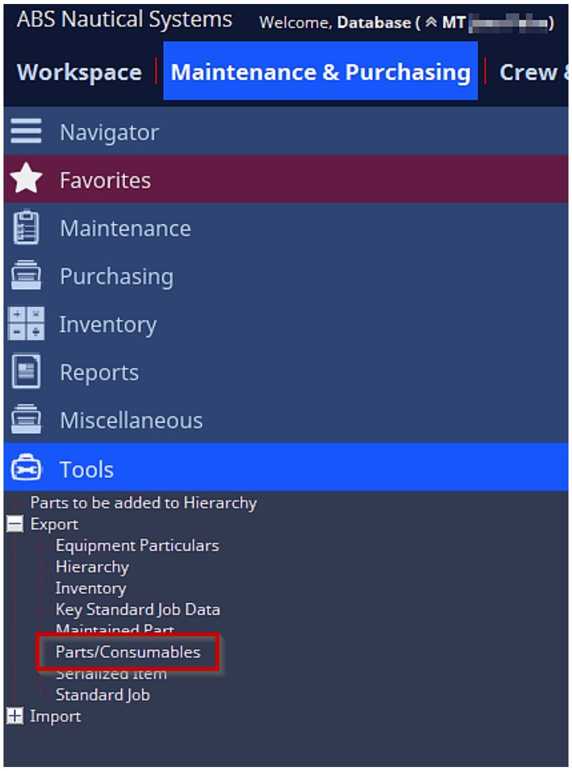
3. Click the **Search** button at the bottom of the **Search Companion** panel to generate the search. The results are displayed on the right side of the window when the search is complete.

4. Double click on the desired item in the search results. The **Equipment** window for that item opens.

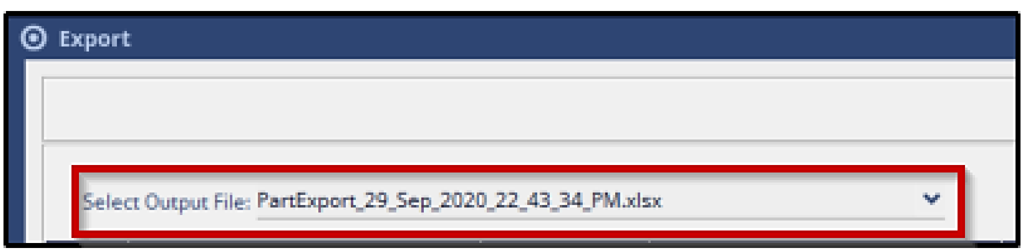
2.2.7 *Exporting Parts*

Exporting parts is done at Ship Level.

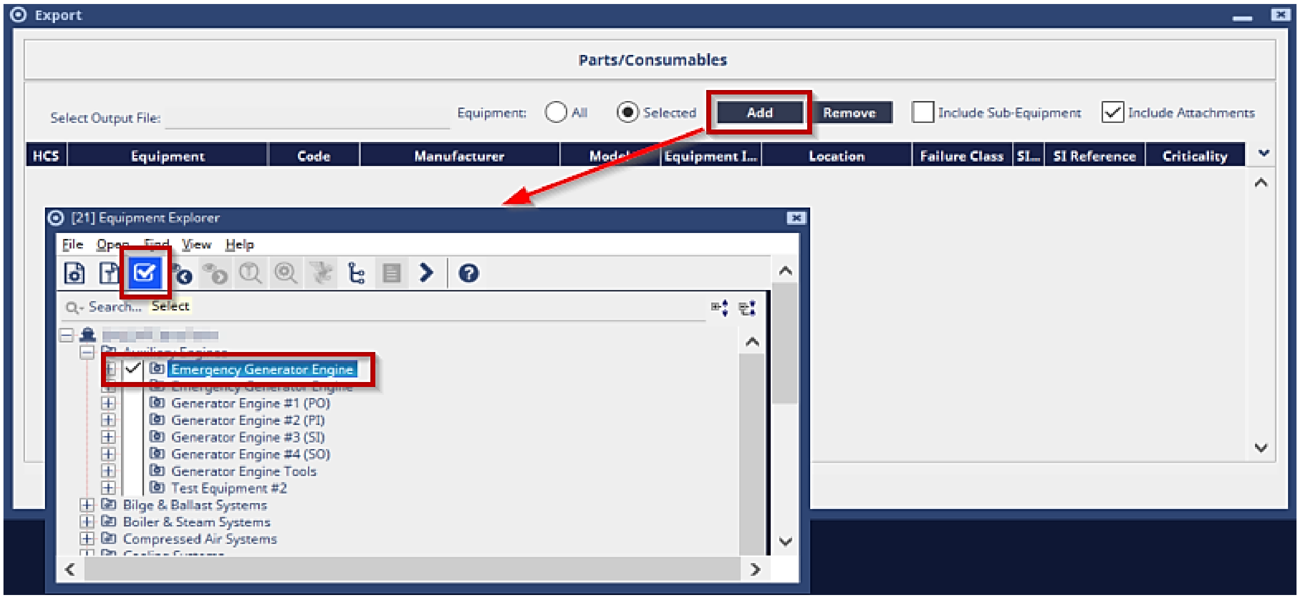
1. From the **Maintenance and Purchasing** module, go to **Tools ➔ Export ➔ Part/Consumables**



2. On the **Export** screen, select the output file from the dropdown menu. Select if **All** or **Selected** equipment will be included.

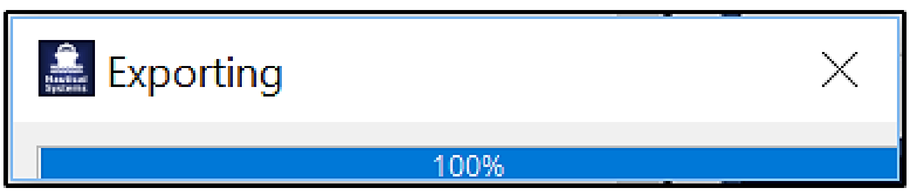


- If **All** is selected, it may take longer for the process to finish. Add/Remove buttons will be disabled.
- If **Selected** is chosen, click the **Add** button to select equipment to include in the export.
- Tag the equipment and click the **Select** icon in the toolbar.

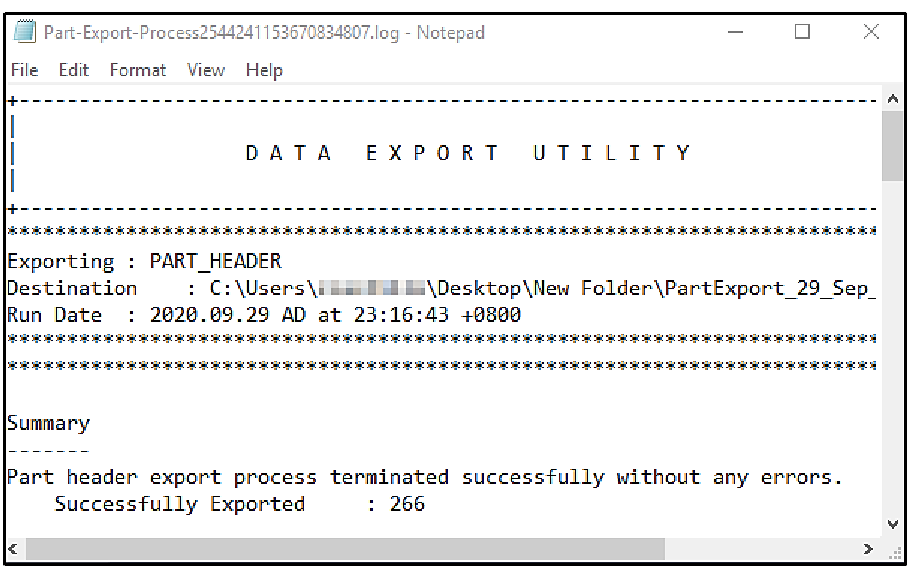


- ○ Click **Remove** icon if equipment will be excluded from the export.

- Click **Ok**.
  - ○ A progress bar will be shown on the screen.



- ○ A notepad file will be displayed after the completion of the process.



2.3 Storage Locations

Storage locations are an important part of the **Purchasing** module. They assist in locating parts and materials on the ship. A storage location for materials MUST be indicated:

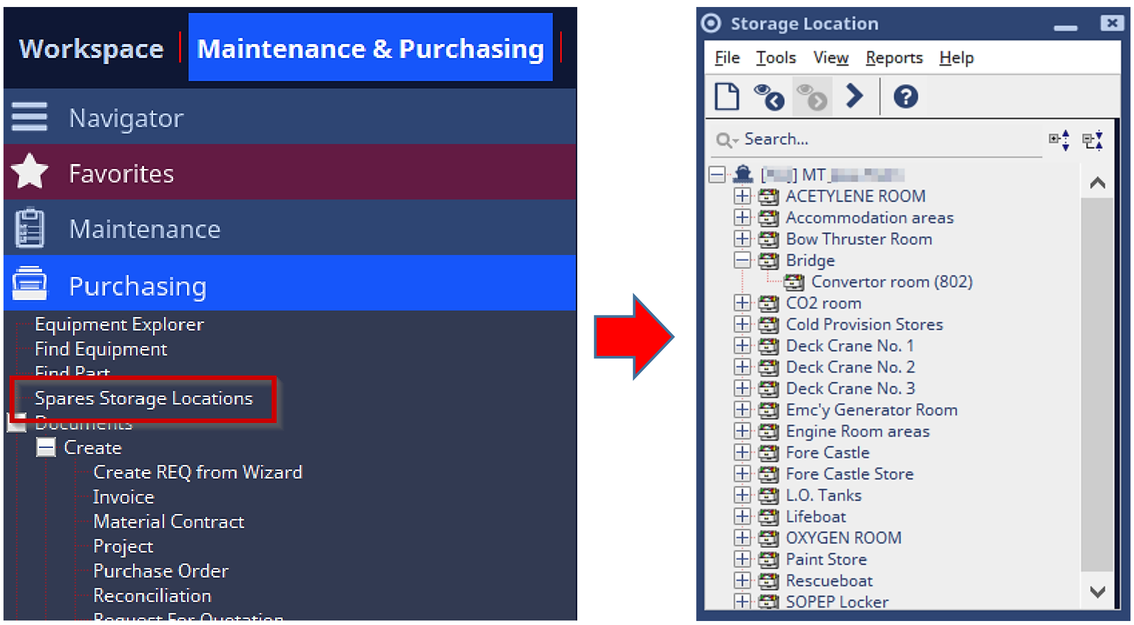
- To accept delivery of items on a purchase order.
- As the location for items moved from one ship to another in a transfer order.
- To approve an invoice created in **NS Enterprise** because materials must be indicated as delivered on a purchase order to approve the invoice for those items.

The storage location is usually designated when the equipment and parts are set up in the hierarchy.

The storage locations are defined in a hierarchical fashion. Locations are defined in levels. For example, several storage rooms can be defined with multiple cabinets in each room. Each cabinet can contain numerous shelves and drawers. Each of these "levels" is defined on the Storage Location tree.

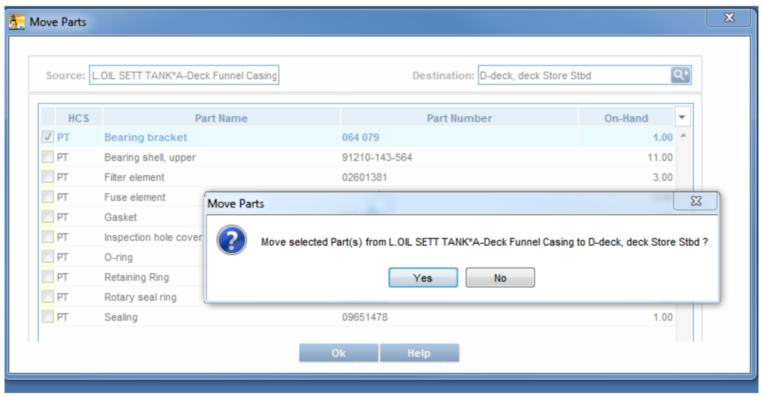
Storage locations can be created independent of equipment or parts by selecting **Spares Storage Locations** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module of the **ship view.**

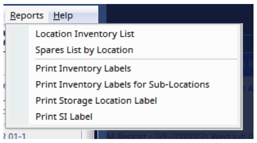
The **Storage Location** list window opens.



The options and buttons on the **Storage Location** list window menu and tool bars are:

Option	Description
File→	The **File** drop down menu contains options to manipulate a file.
New	Select the **New** option / button to create a new storage location. The **Storage Location** window opens.
Open Location	Select the **Open Location** option / button to open the **Storage Location** window for the selected location. The **Storage Location** window contains details regarding the location.
Open Part	The **Open Part** option / button is available when the parts within a storage location are listed on the right side of the **Storage Location** list window. The parts in the selected storage location are listed on the right side of the **Storage Location** list window when the **Parts** button is clicked in the **Storage Location** list window toolbar. Click to highlight a part on the right side of the **Storage Location** list window. Select the **Open Part** option / button to open the Part window for the highlighted part.  **NOTE:** Double click on the part on the right side of the **Storage Location** list window and the **Part** window opens.
Close	Click the **Close** option to close the **Storage Location** list window.
Tools→	The **Tools** drop down menu contains "action" options for the **Storage Location** list window.

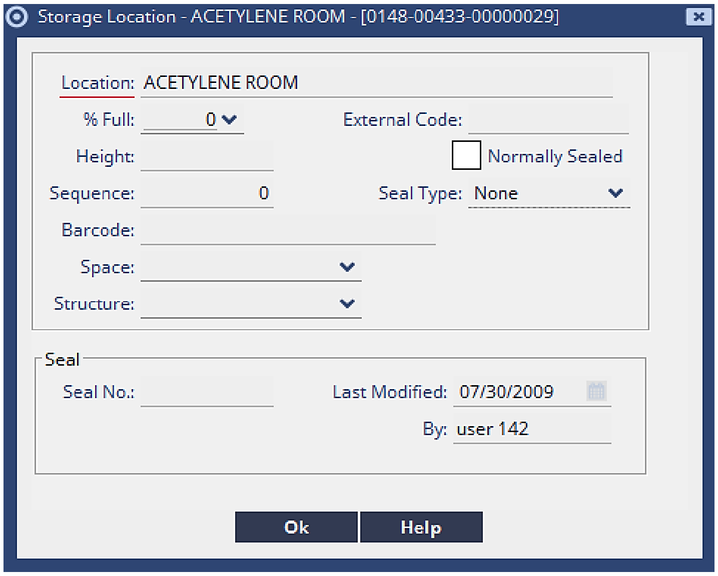
Option	Description
Move Parts	Select the **Move** option to move parts from one storage location to another. Click to highlight a storage location. The **Move Parts** window opens with a list of parts located in this storage location. Click the dropdown menu at the end of the **Destination** field to select the storage location where the parts are to be moved. The **Storage Location** list window opens. Highlight the storage location where the parts are to be moved and click the **Select** button. The **Storage Location** list window closes, and the destination storage location is displayed in the **Destination** field of the **Move Parts** window. Click the check box preceding the parts to be moved. Click the **OK** button. A message box opens verifying that parts are to be moved.  Click the **Yes** button to close the message box and start the move procedure. The **Move Parts** window closes when the procedure is completed.
View→	The **View** drop down menu contains different details of the storage locations that can be viewed on the **Storage Location** list window.
Parts	Select the **Parts** option / button to add an extra section to the **Storage Location** list window displaying the parts and quantity on hand of those parts in the upper section and other ships within the fleet that are cross referenced to the equipment.  **NOTE:** The cross-referenced information is only visible to the central office.

Option	Description
Reports→ 	The **Reports** drop down menu contains options to generate reports or labels for the storage location. Any selection opens the **Report Options** window. Click the radio button to select where this report should be sent. The options are: • **Screen** – displays the formatted report on the computer screen. Click the **OK** button to generate the report. The report displays on the computer monitor when it is complete. • **Printer/Fax** – sends the report to the assigned printer. Click the **OK** button. The **Print** window opens when the report is complete to select the printer. • **File** – the field next to the **File** radio button opens when this option is selected. Click the dropdown menu to select the type of format for the saved report. Click the **OK** button. The **Save As** window opens to select the directory where the report is to be saved. • **Email** – The Email option allows the user to attach the report to a **MS Outlook** message.
Location Inventory List	Select the **Location Inventory List** option to create a report of the items stored in the highlighted storage area. The report only contains the items in the highlighted storage location – NOT the sub-locations. The report includes the part name, number, manufacturer, bar code, quantity, and unit of measure.
Spares List by Location	The **Spares List by Location** report lists all the “spare” parts or materials contained in each storage location. The **Report Options** window includes a section to select which locations and parts are included on the report. Click the **All** radio button if all locations are to be included on the report or click the **Select** radio button to open the **Locations** field to select which locations are to be included on the report. Click the check box to select if the quantities of items on order are to be included on the report or if the report is to include only critical parts.

Option	Description
Print Inventory Labels	Select the **Print Inventory Labels** option to print labels for the highlighted storage location including all vessels where the equipment is cross referenced. There are two options in the **Select Number of Labels to Print** portion of the **Report Option** window to print labels: • **Per Items on Hand**– this option prints **one label** for each group of this part in the storage location **unless** the **Multiple Labels** check box on the **Part** window is checked. Then it prints one label for every part on hand of that part. For example, there are 3 pistons on hand according to the **Inventory** tab on the piston **Part** window. The **Multiple Labels** check box is NOT checked so only 1 label for pistons is printed regardless that there are 3 on hand. However, using the same example, the **Multiple Labels** check box is checked, and three labels are printed for pistons. • **Other Number** – the **Other Number** option prints the number of labels specified in this field for each storage location if the **Multiple Labels** check box is checked. For example, the number 2 is typed in the **Other Number** option field. There are 3 roller bearings in Storage A and 3 roller bearings in Storage C. Two labels are printed for roller bearings in Storage A and 2 labels are printed for Roller Bearings in Storage C. Only one label per storage location is printed if the **Multiple Labels** check box is NOT checked regardless of the value typed in the **Other Number** field.

Option	Description
Print Inventory Labels for Sub-Locations	Select the **Print Inventory Labels for Sub-Location** option to print labels for the sub-locations of the highlighted storage location. Labels are printed for all items in the sub-locations of the selected storage location. **NOTE:** Labels are only printed for the sub-locations of the selected location – NOT the highlighted location. There are two options in the **Select Number of Labels to Print** portion of the **Report Option** window to print labels: • **Per Items on Hand**– this option prints **one label** for each group of this part in the storage location **unless** the **Multiple Labels** check box on the **Part** window is checked. Then it prints one label for every part on hand of that part. For example, there are 3 pistons on hand according to the **Inventory** tab on the piston **Part** window. The **Multiple Labels** check box is NOT checked so only 1 label for pistons is printed regardless that there are 3 on hand. However, using the same example, the **Multiple Labels** check box is checked, and three labels are printed for pistons. • **Other Number** – the **Other Number** option prints the number of labels specified in this field for each storage location if the **Multiple Labels** check box is checked. For example, the number 2 is typed in the **Other Number** option field. There are 3 roller bearings in Storage A and 3 roller bearings in Storage C. Two labels are printed for roller bearings in Storage A and 2 labels are printed for Roller Bearings in Storage C. Only one label per storage location is printed if the **Multiple Labels** check box is NOT checked regardless of the value typed in the **Other Number** field.
Print Storage Location Label	Select the **Print Storage Location Label** to print a label for the storage location. This label includes the date the label was printed, the storage location name and a bar code.
Print SI Label	Prints **Serialized Item Labels**
Help	Select the **Help** option or button to open the online help for the active window.

2.3.1 *Storage Location Window*



Storage locations can be created independent of equipment or parts by selecting **Spares Storage Locations** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module of the **ship view.**

The **Storage Location** window is used to define or edit information on the storage location.

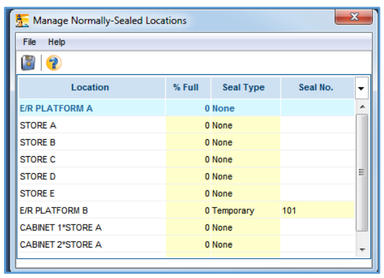
The fields on the **Storage Location** window are:

Field	Description
Location	Click in the **Location** field to type the name of the storage location or change the existing name. THIS IS A REQUIRED FIELD.
% Full	Click the dropdown menu on the **% Full** field to select the percentage of the capacity in the storage location that is being used.
External Code	The **External Code** field is system generated. This is a code that is linked to the external system when a storage location is imported into **NS Enterprise**.
Height	Click in the **Height** field to type the height of the storage location. This is an alphanumeric field that contains eight characters so the **height** as well as the **unit of measure** can be entered in this field.
Normally Sealed	Click the **Normally Sealed** check box to indicate that the storage location is sealed and to select a value for the **Seal Type** field. **NOTE:** The **Normally Sealed** check box is only available if the **Track Inventory Seals** preference is set to "**Yes**" in the **System Preferences** table in the **System Administration** module.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Sequence</td><td>The Sequence field is used by the new scanner feature to assign logical sequence information to each location in the order it should be inventoried. The scanner handheld uses this field to create cycle count groups. Contact your ABS Nautical Systems Account Manager for details.</td></tr>
<tr><td>Seal Type</td><td>The Seal Type field is not available from this window because seal numbers need to be assigned for temporary and permanent seal types. Seal numbers are unique and cannot be recycled. A grid of all storage locations, % full, seal type and seal number are available from Tools → Manage Normally Sealed Locations on the Inventory gadget of the Navigator pane in the Purchasing module at the ship level.

NOTE: Only authorized users can select “Permanent” as a seal type.

Seal types are assigned from the Manage Normally Sealed Locations window.



Click in the Seal Type column of the storage location for dropdown menu to change the seal type.

The Seal Number column on the Manage Normally Sealed Locations window becomes available when Permanent” or “Temporary is selected in the Seal Type column.

NOTE: Seal numbers MUST be assigned to save any changes on the Manage Normally Sealed Locations window.

Click the Save button to close the Manage Normally Sealed Locations window. The seal type is displayed in the Seal Type field and the seal number is displayed in the Seal Number field of the Storage Location window.</td></tr>
<tr><td>Barcode</td><td>Enter the barcode of the equipment.</td></tr>
<tr><td>Space</td><td>Click the dropdown menu to select a space where the equipment will be linked.</td></tr>
<tr><td>Structure</td><td>Click the dropdown menu to select a structure where the equipment will be linked.</td></tr>
</table>

Field	Description
Seal section	The **Seal** section contains information regarding the seal number, who assigned the seal number and the date the seal was applied. The fields in this section are system generated. They are completed through the **Manage Normally Sealed Locations** window. • **Seal Number -** The **Seal Number** field is system generated. It contains the number of the seal assigned to a permanent or temporary seal type. Seals are broken through an inventory change such as moving apart from one storage location to another or through part usage. Seal numbers are unique and are not recycled. They are assigned to a storage location from the **Manage Normally Sealed Locations** window. • **Last Modified** – The **Last Modified** field is system generated and contains the date that the seal number was assigned. • **By** – The **By** field is system generated and contains the username of the person who assigned the seal number through the **Manage Normally Sealed Locations** window.

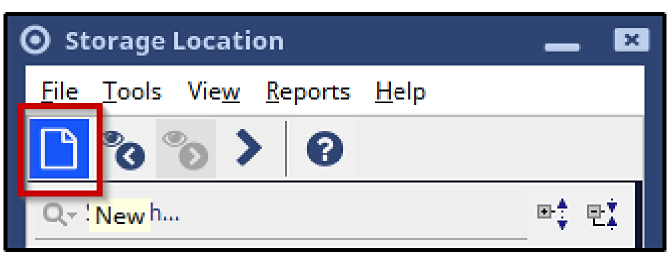
2.3.2 *Create a Storage Location*

Storage locations need to be created because they are an essential part of the purchasing process. Storage locations are needed in the delivery of materials on the purchase order, when moving items from one ship to another and to approve invoices.

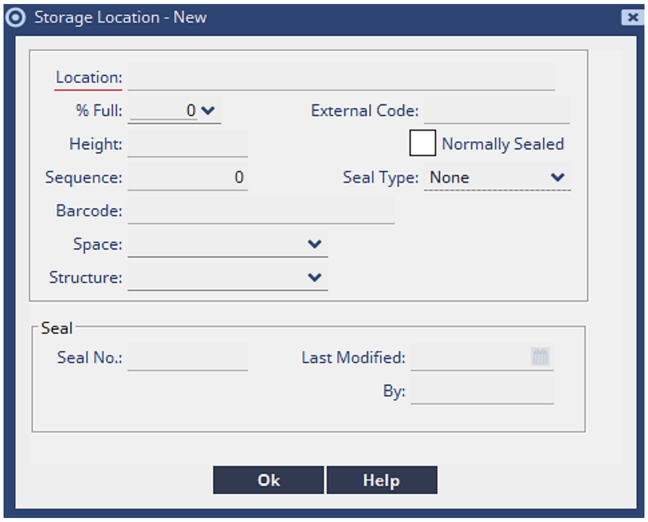
NOTE: Highlight a storage location in the **Storage Location** list window hierarchy to add any sub-locations within that location.

For example, click to highlight Store A and then click the **New** button on the **Storage Locations** list window toolbar to add Cabinet 1 under Store A. Click to highlight Cabinet 1 to add Drawer 1 beneath Cabinet 1.

1. Click the **New** button on the **Storage Location** list window toolbar.



The **Storage Location** window opens.

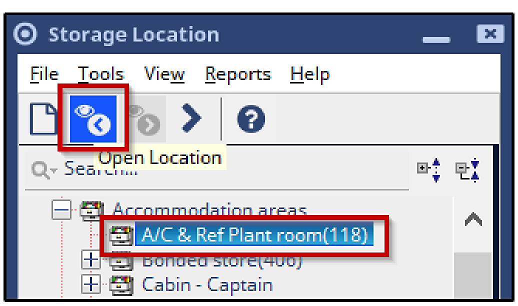


2. Click in the **Location** field to type the name of the new storage location. THIS IS A REQUIRED FIELD.
3. Complete the other fields on the **Storage Locations** window as needed.
4. Click the **OK** button on the **Storage Locations** window to close the window and add the location to the **Storage Locations** list window.

NOTE: Storage locations CANNOT be deleted once they are created. They can be hidden when they are no longer needed.

2.3.3 *Edit a Storage Location*

1. Highlight the storage location to be edited on the **Storage Location** window hierarchy.
2. Click the Open button on the **Storage Location** window toolbar.



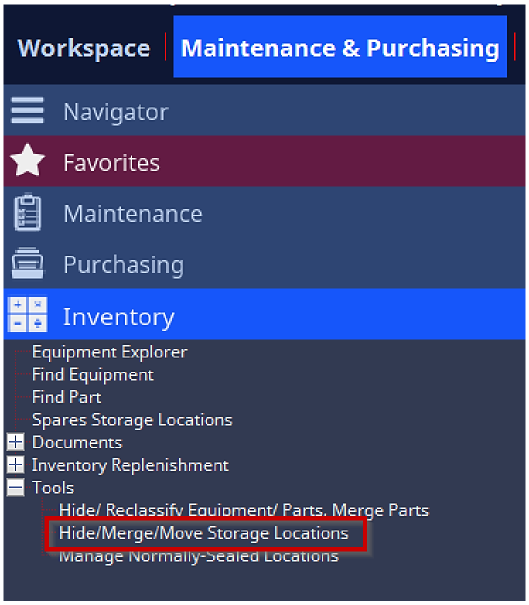
The **Storage Locations** window opens for the highlighted location.

3. Change the information that needs to be edited.
4. Click the **OK** button to save the information that was changed and close the **Storage Location** window.

2.3.4 *Hide a Storage Location*

Storage locations cannot be deleted once they are created. They can, however, be hidden from view. These same storage locations can also be viewed or "unhidden".

1. Select **Tools → Hide / Merge / Move Storage Locations** from the **Inventory** gadget on the **Navigator** pane in the **Purchasing** module.

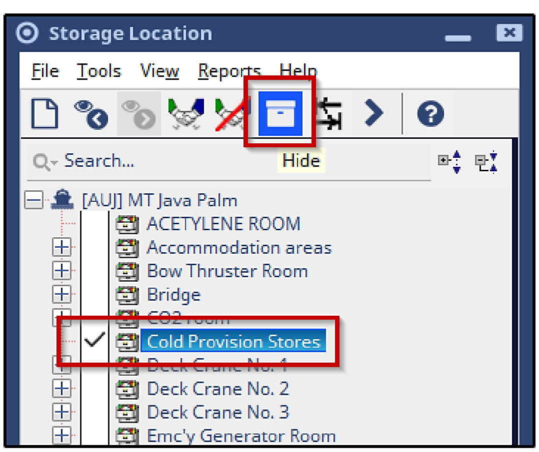


A **Storage Location** list window opens with new options in the menu bar and toolbar.

2. Click the check box preceding the storage location to be hidden. More than one storage location can be hidden at one time by clicking the check boxes for all storage locations that are to be hidden.

NOTE: All sub-locations listed under the hidden location are also hidden so these check boxes do NOT need to be checked if the primary location is being hidden.

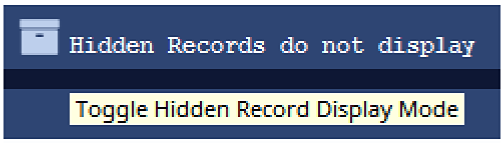
3. Click the **Hide** button on the **Storage Location** window toolbar.



The selected storage location is removed from the **Storage Location** window.

View a Hidden Storage Location

1. Click the **Toggle Hidden Record Display Mode** button on the **Navigator** pane toolbar in the **Purchasing** module.



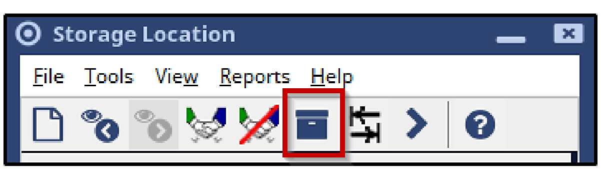
2. Select **Tools → Hide / Merge / Move Storage Locations** from the **Inventory** gadget on the **Navigator** pane in the **Purchasing** module to open the **Storage Locations** list window.

Unhide a Hidden Storage Location

1. Click the **Toggle Hidden Record Display Mode** button on the **Navigator** pane toolbar in the **Purchasing** module.

2. Select **Tools → Hide / Merge / Move Storage Locations** from the **Inventory** gadget on the **Navigator** pane in the **Purchasing** module to open the **Storage Locations** list window.

3. Click the **Hide** button on the **Storage Location** window toolbar.



The previously hidden storage location is now restored to the **Storage Location** list window.

2.3.5 *Merge Storage Locations*

It may be necessary at times to merge the contents of two or more storage locations into one.

NOTE: Locations that are merged CANNOT be unmerged.

Selecting Hide/Merge/Move Storage Locations from **Purchasing→Tools** at ship level combines the contents of one or more storage locations into one storage location. The "merged" locations are still visible on the **Storage Location** list window – only the contents have been combined. This option also combines the contents of one or more storage locations into one storage location and hides the other storage locations from view.

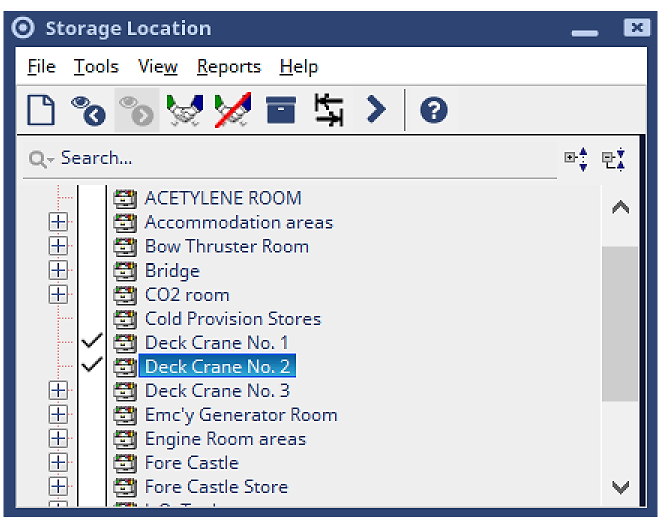
IMPORTANT NOTE: BE CAREFUL HIDING STORAGE LOCATIONS WITH SUB-LOCATIONS. The locations that are merged into the one location are hidden in the **Storage Location** window. All items in any sub-locations under these locations are also hidden along with the contents in these sub-locations. The contents in the sub-locations are NOT merged.

The procedure to merge locations is similar to the merge and hide procedure. The only differences are the buttons to do the procedure and what is displayed on the Storage Location list window after the process.

1. Select **Tools → Hide / Merge / Move Storage Locations** from the Inventory gadget on the **Navigator** pane in the **Purchasing** module to open the **Storage Locations** list window.

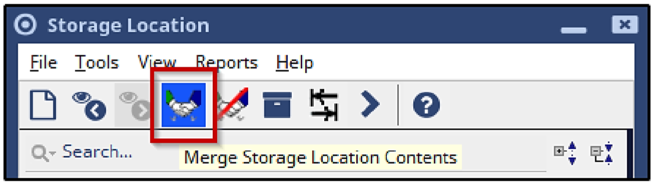
   A **Storage Location** list window opens.

2. Click the check boxes preceding the storage locations to be merged. The storage locations are merged into the first location selected. For example, Cabinets 1 and 2 are to be merged. If Cabinet 1 is selected before Cabinet 2, the items in Cabinet 2 are merged into Cabinet 1. If Cabinet 2 is selected before Cabinet 1, then all items are merged into Cabinet 2.



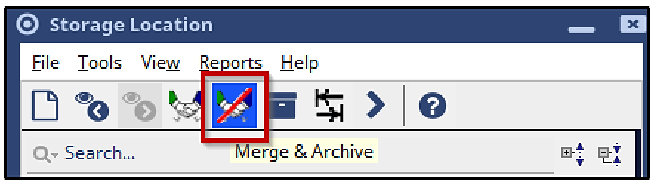
3. Click the **Merge Storage Location Contents** button on the **Storage Location** list window to combine the contents in the selected storage locations into the first storage location selected.

This procedure merges the contents, but all storage locations are still visible on the **Storage Location** list window.



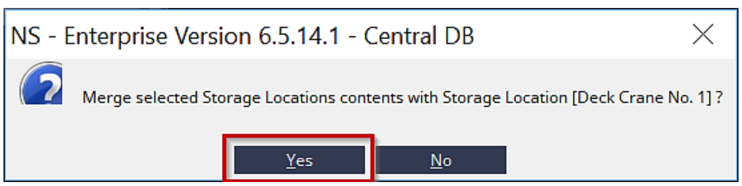
-- OR –

Click the **Merge and Archive** button on the **Storage Location** list window to combine the contents in the selected storage locations into the first storage location selected. This procedure merges the contents and hides the emptied storage locations on the **Storage Location** window.



A message box opens confirming the merging of locations.

4 Click the **Yes** button on the message box to confirm the merge and close the message box.



The contents of the storage locations are merged into one location and all selected locations are still visible on the **Storage Location** list window **if** the **Merge Storage Location Contents** button was clicked.

The contents of the storage locations are merged into one location and the other selected storage locations are hidden on the **Storage Location** list window **if** the **Merge and Archive** button was clicked.

2.3.6 *Move Storage Locations*

Storage locations can be moved from one position on the hierarchy to another. There are two ways to move a storage location from one position in the hierarchy to another:

- Drag and Drop
- Convention method

Drag and Drop

1. Click and hold the left mouse button on the location to be moved.

NOTE: All sub-locations listed under the location are moved if the "parent" location is moved.

2. Continue depressing the left mouse button and "drag" the location to the destination location.

3. Release the mouse button to "drop" the storage location into the destination location.

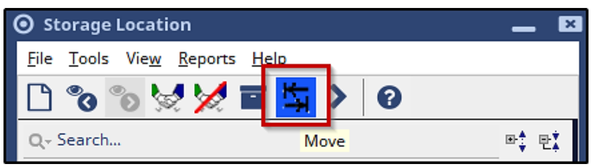
Conventional Method

1. Click the check boxes preceding the storage locations to be moved.

NOTE: All sub-locations listed under the locations are also moved so these check boxes do NOT need to be checked if the primary location is being moved.

2. Click to highlight the position where the storage locations are to be moved. DO NOT CLICK THE CHECK BOX!

3. Click the **Move** button on the **Storage Location** window.



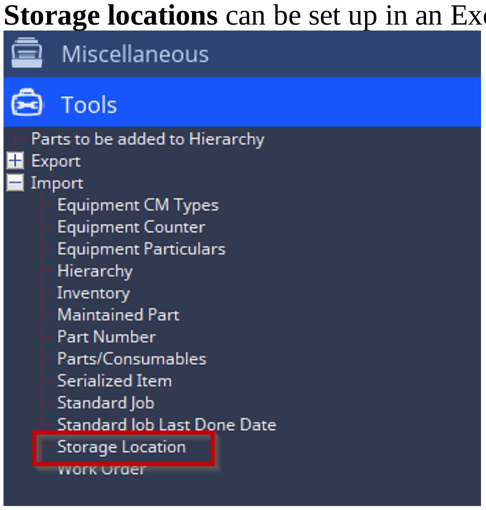
A message box opens to confirm the locations to be moved.

4. Click the **Yes** button on the message box to confirm moving the storage location and to close the message box.

The storage location is moved.

2.3.7 *Import Storage Locations*

Storage locations can be set up in an Excel spreadsheet and imported into **NS Enterprise**.



Section 3 Material Contracts

A record of contracts with outside vendors for materials is maintained in the **Material Contracts** portion of **NS Enterprise**. Contracts are visible from the fleet view or the ship view. Contracts for all ships are visible from the fleet view. Only the contracts for that ship are visible from the ship view.

NOTE: Only authorized users can see the **Material Contracts** option from the fleet or ship level views on the **Purchasing** module. There are two authorizations regarding contracts under **Authorizations Profile** in the **System Administration** module.

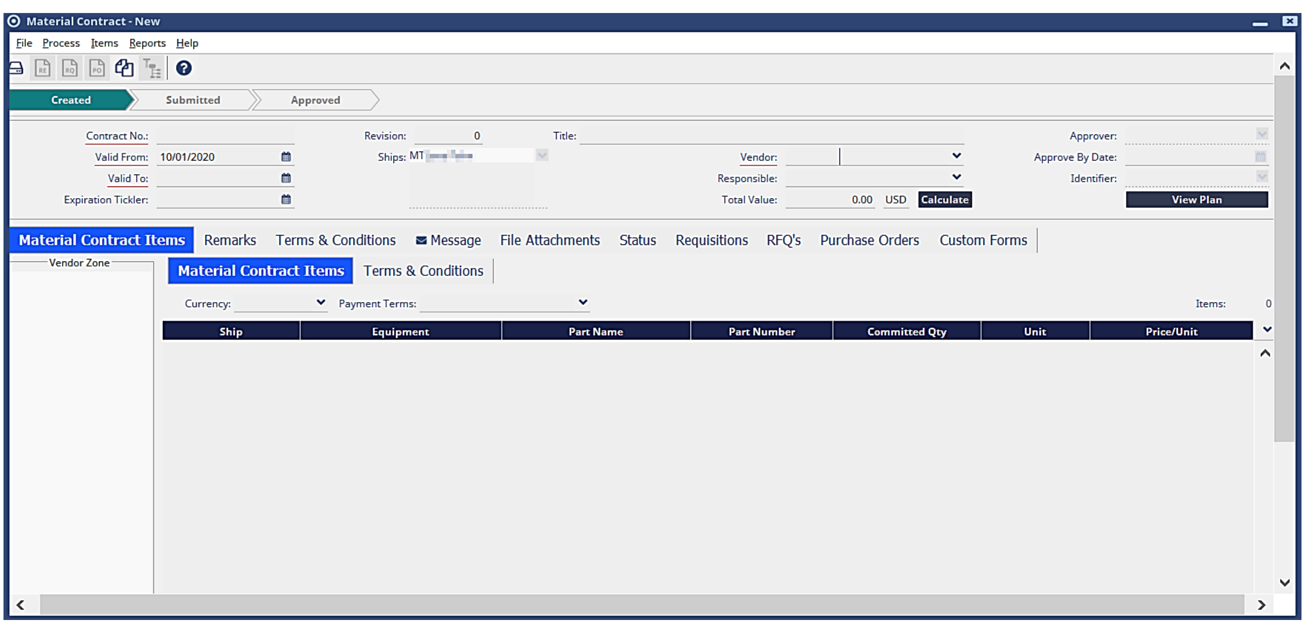
The "**View Contracts**" authorization only allows users to view contracts, whereas the "**Enter / Edit Contracts**" allows the user to create or edit the contract. This user MUST also have the "View Contracts" authorization to see the **Material Contracts** option from the module.

Select **Documents → Search → Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module to find existing contracts.

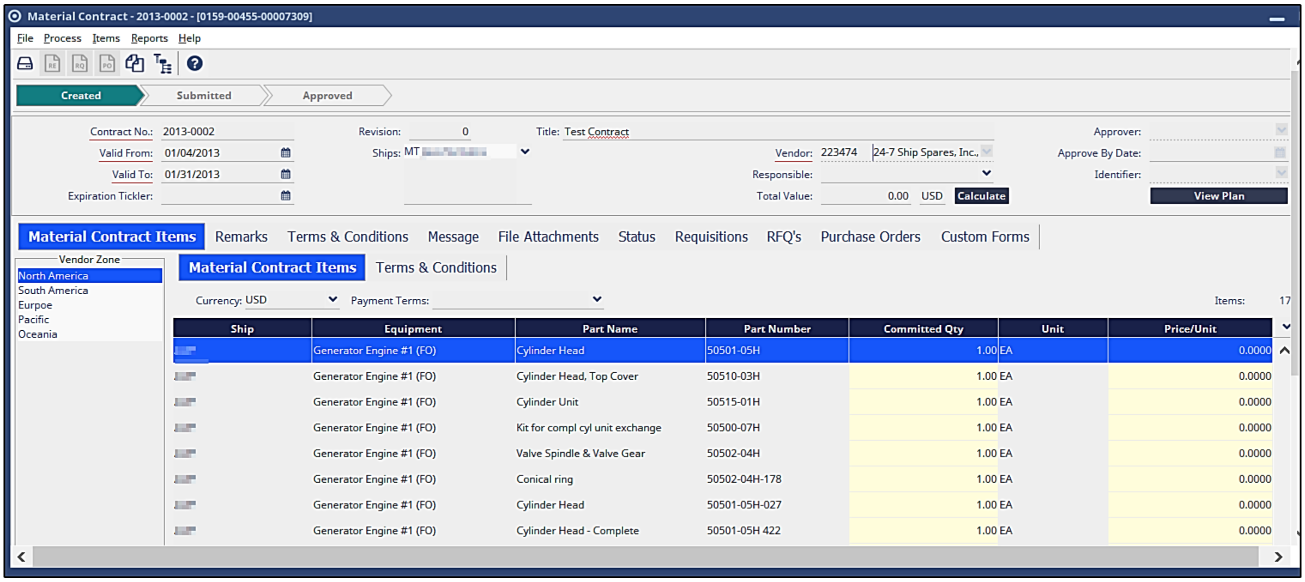
The **Contract Search** window opens. Select parameters on the **Search** tab to find specific contracts or use a wild card value in the **Document Number** field to list all existing contracts.

Click the **Search** button at the bottom of the **Search** tab to generate the search. Contracts meeting the parameters defined on the **Search** tab are listed on the right side of the **Contract Search** window. Double click on a contract to open the **Contract** window.

Select **Documents → Create → Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module to create new contracts. A **Material Contract – New** window opens. See the **Create a Contract** portion of this section for details on creating a new **Contract**.



3.1 Material Contract Window



The options and buttons on the **Material Contract** window menu bar and toolbar are:

Option	Description
File→	The **File** drop down menu contains options to manipulate a file.
Save	Select the **Save** option / button to save any changes to the **Contract** window.
Relog	Relog allows the user to replicate this document to all applicable remote sites for either a missing document or inconsistent data between sites.
Process→	The **Process** drop down menu contains options of activities regarding contracts.
Submit for Approval	Submits the document for an authorized user's approval.
Approve	Only authorized users can approve a material contract.
Reject Approval	Only authorized users can reject a material contract.
Un-approve	Only authorized users can un-approve a previously approved material contract.
Revise	Done if an already approved contract needs to be amended.
Reconcile Zones	Reconciles the different zones in the contract.

Option	Description
Cancel	Cancels a material contract.
Create Requisition	Creates a requisition within the material contract.
Create RFQ	Creates an RFQ within the material contract.
Create PO	Creates a PO within the material contract.
Copy Contract	Copy the material contract.
Hide	Hide the material contract.
Items→	The **Items** drop down menu contains activities regarding the items in the contract.
New Item	Select the **New Item** option / button to add a new item to the **Contract Items** tab.
Open Item	Highlight an item on the **Contract Items** tab. Select the **Open Item** option to open the **Contract Item** window for contract details about the selected item.
Open Item's Part	Highlight an item on the **Contract Items** tab. Select the **Open Item's Part** option to open the **Part** window of the selected item.
Delete Item	Highlight an item on the **Contract Items** tab. Select the **Delete Item** option to delete the selected item. A delete confirmation window opens. Click the **Yes** button to close the confirmation window and delete the selected item.

Option	Description
Reports→	The **Reports** drop down menu contains options to generate different types of reports. Any report selected opens the **Report Options** window. Click the radio button to select where this report should be sent. The options are: • **Screen** – displays the formatted report on the computer screen. Click the **OK** button to generate the report. The report displays on the computer monitor when it is complete. • **Printer/Fax** – sends the report to the assigned printer. The **Print** window opens when the report is complete to select the printer. • **File** – the field next to the **File** radio button opens when this option is selected. Click the dropdown menu to select the type of format for the saved report. Click the **OK** button. The **Save As** window opens to select the directory where the report is to be saved. • **Email** – The **Email** option allows the user to attach the report to a **MS Outlook** message.
Material Contract Form	Includes the zones and terms & conditions in the contract.
Material Contract Release Report	Shows the whole content of the material contract in report form.
Help	Click the **Help** option / button to open the online help.

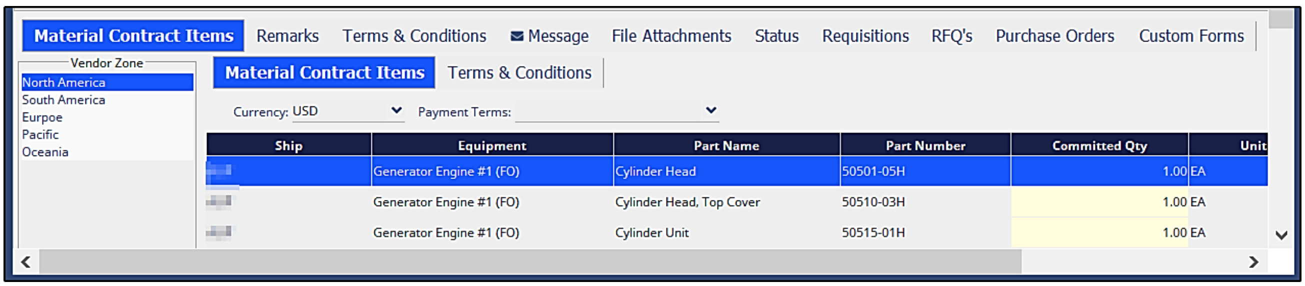
The fields on the **Contract** window are:

Field	Description
Contract Number	Type the contract number in the **Contract Number** field. This is an alpha-numeric field. THIS IS A REQUIRED FIELD.
Revision	Automatically changes once the material contract is revised.
Title	Type a title for the contract in the **Title** field.
Approver	The authorized person to approve/reject/un-approve a material contract.
Valid From	Click the **Calendar** button at the end of the **Valid From** field to select the beginning date of the contract.
Valid To	Click the **Calendar** button at the end of the **To** field to select the ending date of the contract.

Field	Description
Ships	The **Ship** field is automatically filled if the contract is created from the ship level. Click the dropdown menu at the end of the **Ships** field to select the ships this contract applies to if the contract is created from the fleet level. This also allows the contract administrator to control which ships can issue purchase orders against the contract.
Vendor	Click the dropdown menu at the end of the **Vendor** field to select a vendor from the **Available Companies** window. Select criteria on the **Search** tab to locate the vendor for the contract. Click the **Search** button at the bottom of the **Search** tab to execute the search. Companies meeting the criteria are listed on the right side of the **Available Companies** window. Double click on the company the contract is associated with to select, close the **Available Companies** window, and display the selected company in the **Vendor** field. THIS IS A REQUIRED FIELD.
Approve By Date	Click the calendar icon to select the date.
Expiration Tickler	Click the **Calendar** button at the end of the **Expiration Tickler** field to select a date prior to the end of the contract so that the system can issue a reminder to the person listed in the **Responsible** field that the contract is about to expire. This message is automatically generated and sent to that person's **Work Inbox** in **NS Enterprise**. **NOTE:** The **Notify Responsible Person of Upcoming Contract Expiration** check box **MUST be checked in** the **user's profile** to receive these notifications.
Total Value	Type the total value of the contract in the default currency. This is just a reference value because it can change depending on the cost of items in different zones.
Calculate button	Click to calculate the total value.
View Plan	Click to view the approval plan setup, if applicable.
Responsible	Click the dropdown menu at the end of the **Responsible** field for a list of users. Select the user responsible for the contract. This person must have the "Enter / Edit Materials & Service Contracts" authorization. This is the person that receives the reminder from the system if a date is set in the **Expiration Tickler** field.
Identifier	Select an entry from the dropdown menu.

Field	Description
Vendor Zones	The **Zones** field is read-only. It is filled when the vendor is selected. **Zones** are the areas where the vendor has price differentials for the same item. These zones are defined on the **Zones** tab of the **Company** window for the selected vendor. The price differential for each zone is assigned on the **Contract Items** tab of the contract.
Currency	Click the dropdown menu at the end of the **Currency** field to change the type of currency used in the contract. The value listed by default is the reference currency.
Payment Terms	Click the dropdown menu to select the payment term from the list.

3.1.1 *Material Contract Items Tab*



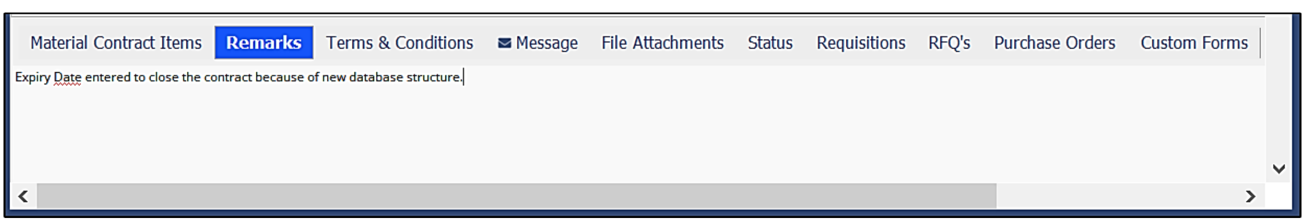
The **Material Items** tab is a list of the material items, committed quantity, unit type and unit price included on the contract.

NOTE: Items CANNOT be added to this tab until a vendor is selected in the **Vendor** field on the contract.

See the **Create a Contract** portion of this section for details on adding and deleting items on the **Contract Items** tab.

3.1.2 *Remarks Tab*

The **Remarks** tab is a free form text tab. Type any remarks regarding the contract on this tab.

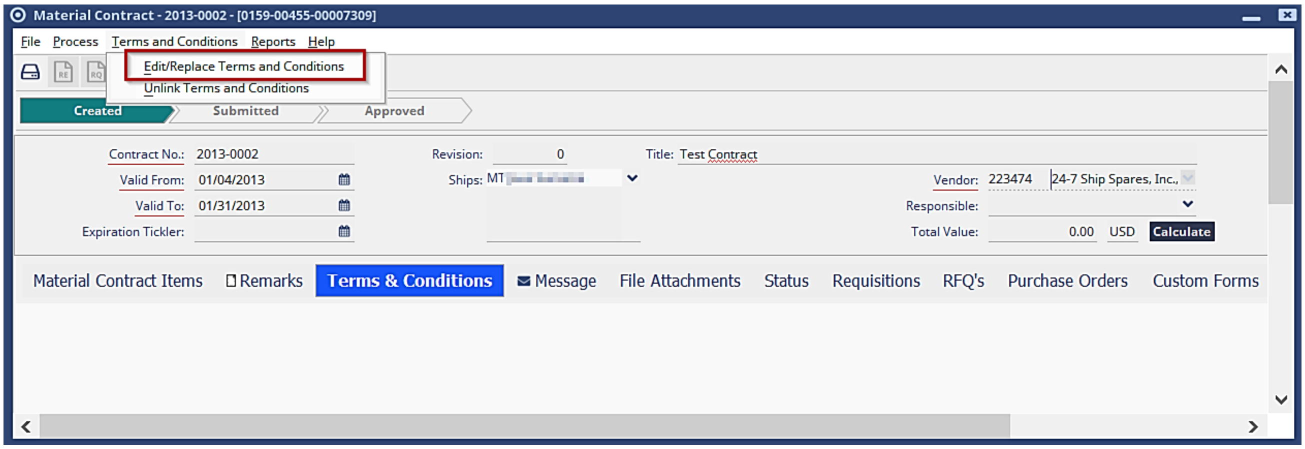


3.1.3 *Terms and Conditions Tab*

The **Terms and Conditions** tab contains text regarding the terms and conditions of the contract. **NS Enterprise** has the ability to filter by vessel or site the terms and conditions for documents.

This tab is filled using index terminology set up in the **Legal / Administrative Text Data** window. This is general text used in many contracts or legal documents. Several sections of text can be set up under different headings and all inserted into the same tab of terms and conditions.

1. Click the **Edit / Replace Terms and Conditions** button on the **Material Contracts** window toolbar.

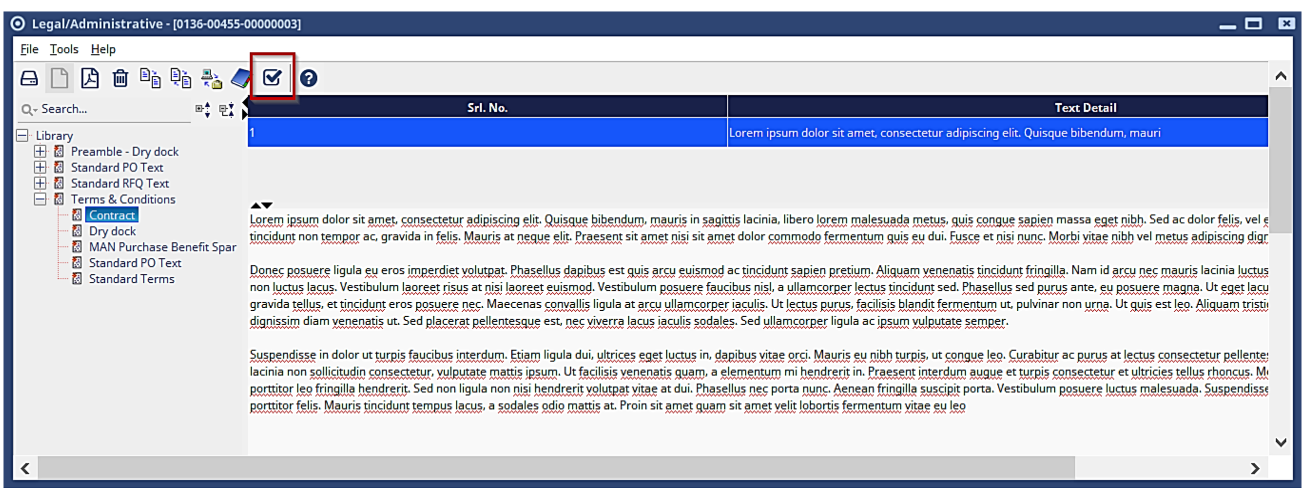


The **Legal / Administrative** window opens.

2. Select the text under the **Library** heading on the panel on the left of the **Legal / Administrative** window to be used on the **Terms and Conditions** tab. The text detail for the selected term is displayed on the right side of the **Legal / Administrative** window.

Authorized users can create new text from the **Legal / Administrative** window or from the **General Data** module.

3. Click the **Select** button on the **Legal / Administrative** window. The **Legal / Administrative** window closes, and the selected text is copied to the **Terms and Conditions** tab of the **Contracts** window.



3.1.4 *Message Tab*

NOTE: The user must have messaging set up in their user profile by the System Administrator before messages can be sent or received.

Internal messages regarding the contract display on the **Messages** tab. A history of messages regarding the contract can be maintained and viewed.

NOTE: If the message was sent to multiple users, the message window has a "Reply to All" option.

3.1.5 *File Attachments Tab*

The **File Attachments** tab is used to add attachments to the **Contract** window. Attachments can be any type of file including documentation, drawings, or spreadsheets.

3.1.6 *Status Tab*

The **Status** tab lists the status of the contract. This includes when it was created and by whom, when it was authorized and by whom, as well as if it is expired, cancelled, or hidden. All this information is recorded by the system.

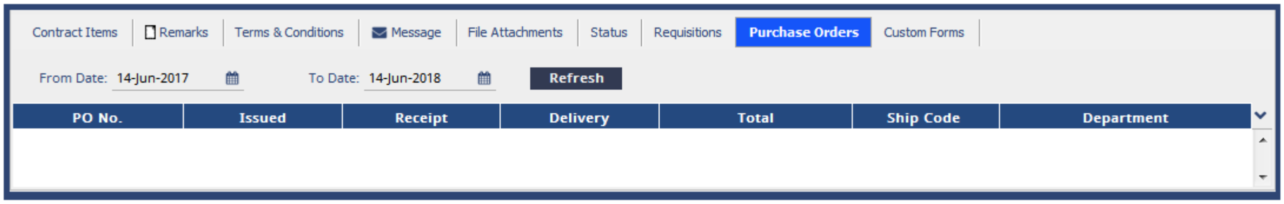
3.1.7 *Requisitions Tab*

The **Requisitions** tab lists all requisitions that are linked to the contract from the **Contract** field of the **Admin Info** tab of the requisition.

Double click on a requisition on the **Requisitions** tab to open the selected requisition.

NOTE: A contract MUST be authorized before it is listed in the **Available Contracts** window. This is the window that opens when a contract is selected on requisitions and purchase orders.

3.1.8 *Purchase Orders Tab*



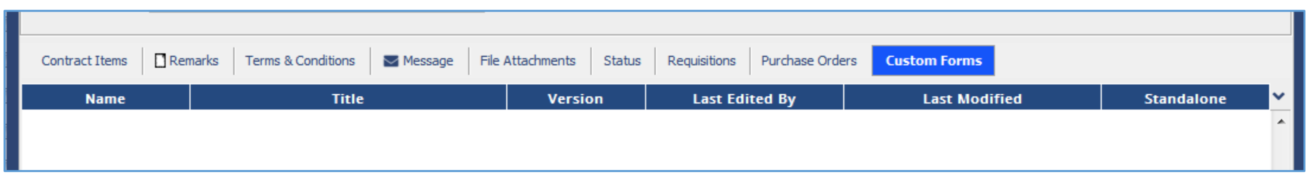
Click the **Calendar** button at the end of the **From Date** and **To Date** fields to select the date range of purchase orders linked to the contract.

Double click on the purchase order on the **Purchase Order** tab to open the **Purchase Order** window of the selected purchase order.

NOTE: A contract MUST be authorized before it is listed in the **Available Contracts** window. This is the window that opens when a contract is selected on requisitions and purchase orders.

3.1.9 *Custom Forms Tab*

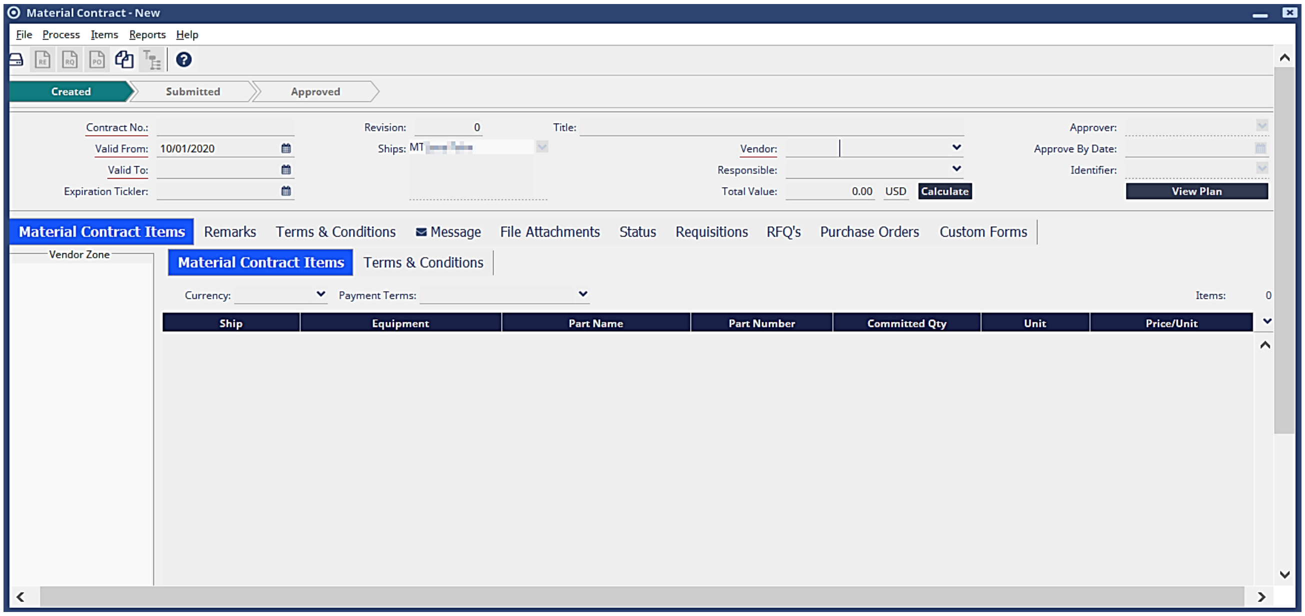
Allows the user to link a **Custom Form** template to the materials contract.



3.2 Create a Contract

Contracts can be created from the fleet or ship level by authorized users.

1. Select **Documents → Create → Materials Contract** from the Inventory or Purchasing gadget on the **Navigator** pane in the **Purchasing** module. The **Contracts – New** window opens.



2. Complete the fields in the header of the contract.
3. Add material items to the **Contract Items** tab.
4. Add any remarks regarding the contract to the **Remarks** tab.
5. Add the terms and conditions of the contract to the **Terms and Conditions** tab.
6. Attach any related documentation on the **File Attachments** tab.
7. Click the **Save** button on the **Contracts** window to save the information and close the contract window.

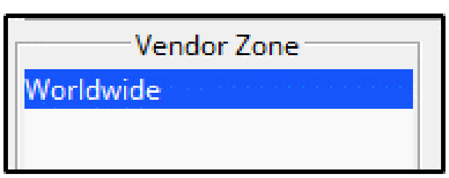
3.2.1 *Add Items*

Items pertaining to the contract are added to the **Contract Items** tab. The price differential for the zones listed in the **Zones** field of the **Contract** window is entered on this tab. This procedure is slightly different than adding items for a contract without zones.

With Zones

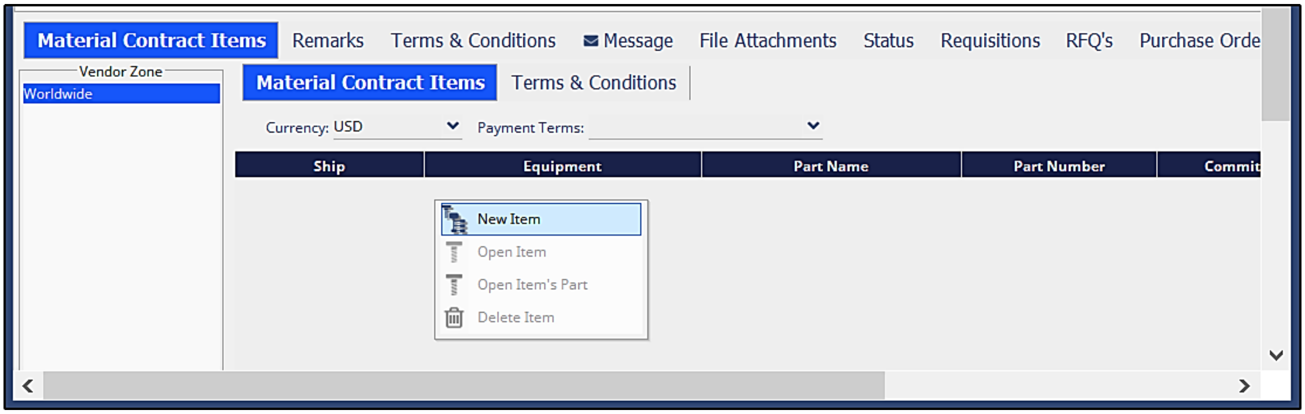
Prices for items on a contract are automatically entered when that item is added to a purchase order. The price for the item is determined by the zone in which the Ship to location on the purchase order is located.

1. Highlight a zone in the **Zones** field on the header of the contract.



2. Click the **Contract Items** tab if that is not the active tab.

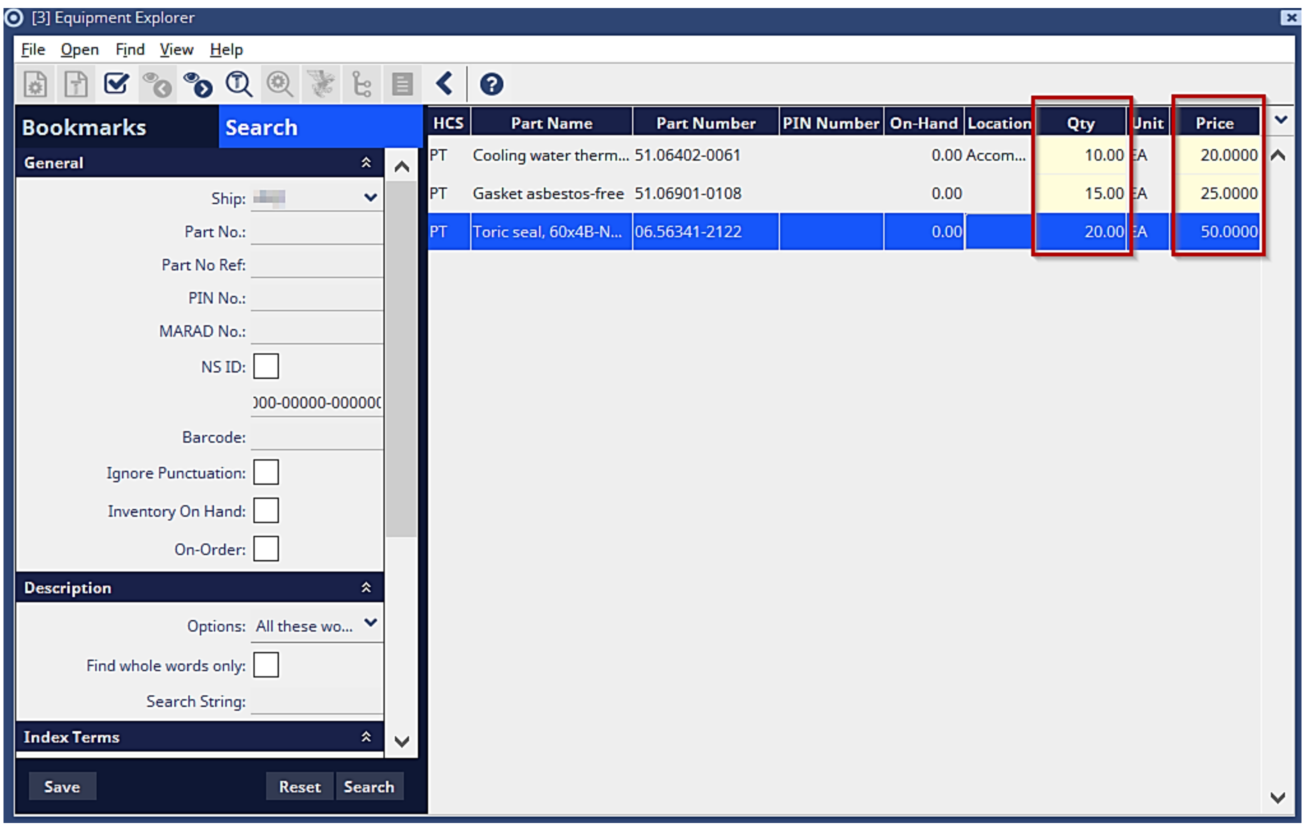
3. Right-click on the material contract items field and select **New Item**.



The **Equipment Explorer** window opens.

4. When at ship level, select the equipment on the left side of the **Equipment Explorer** window.

   Click **Find Part** from the tool bar to open **Equipment Explorer** Search Companion window. Enter in filter criteria, if any and click the **Search** button at the bottom of the window. The results will display in the right side of the window.

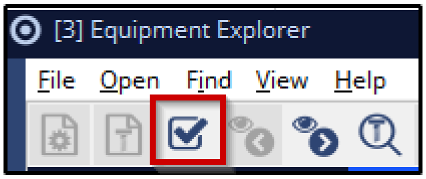


5. Type the number of items contracted to purchase in the **Quantity** column of the part or parts.

6. Type the unit price for the highlighted zone for that item in the **Price** column.

7. Repeat steps to add items and prices for this zone.

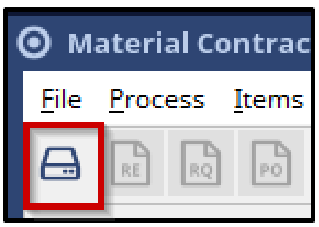
8. Click the **Select** button on the **Equipment Explorer** window toolbar to close the window and add the selected parts, quantities, and prices to the **Contract Items** tab.



NOTE: Parts can be selected from different pieces of equipment prior to clicking the **Select** button. **NS Enterprise** "remembers" the quantities and prices of parts entered even when a different piece of equipment is selected. The parts with a quantity and price are added to the **Contract Items** tab when the **Select** button is depressed.

9. Repeat the process for each zone listed in the **Zones** field of the **Material Contract** window.

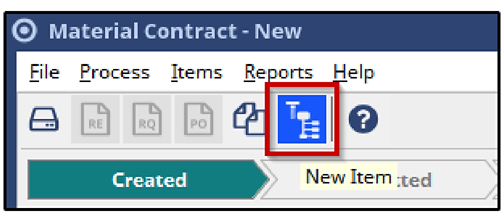
10. Click the **Save** button on the **Material Contract** window when all items for each zone are entered on the **Contract Items** tab.



Without Zones

1. Click the **Material Contract Items** tab if that is not the active tab.

2. Click the **New Item** button on the **Material Contracts** window to add an item to the **Material Contract Items** tab.

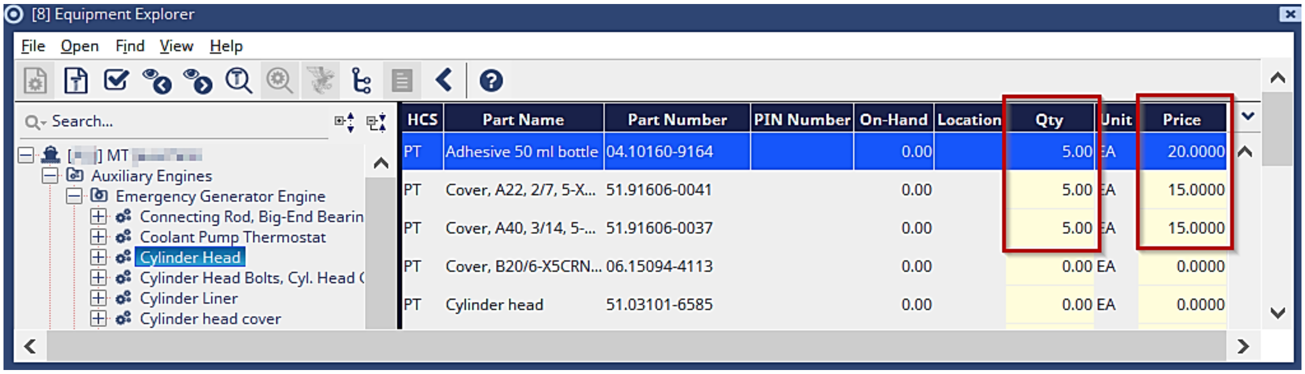


The **Equipment Explorer** window opens.

2. Select the equipment on the left side of the **Equipment Explorer** window. The list of parts under the selected equipment is listed on the right side of the **Equipment Explorer** window.

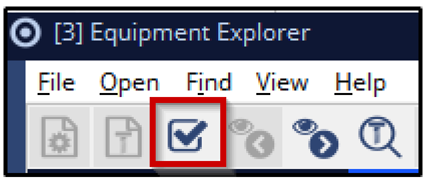
4. Type the number of items contracted to purchase in the **Quantity** column of the part or parts in the **Equipment Explorer** window.

5. Type the unit price for the contracted item in the **Price** column of the **Equipment Explorer** window.



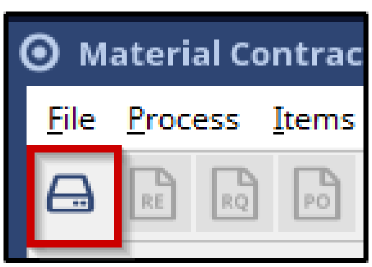
6. Continue selecting parts, entering the contract quantity, and price of each part until all contracted parts from the vendor are selected.

7. Click the **Select** button on the **Equipment Explorer** window toolbar to close the **Equipment Explorer** window and list the selected parts on the **Contract Items** tab.



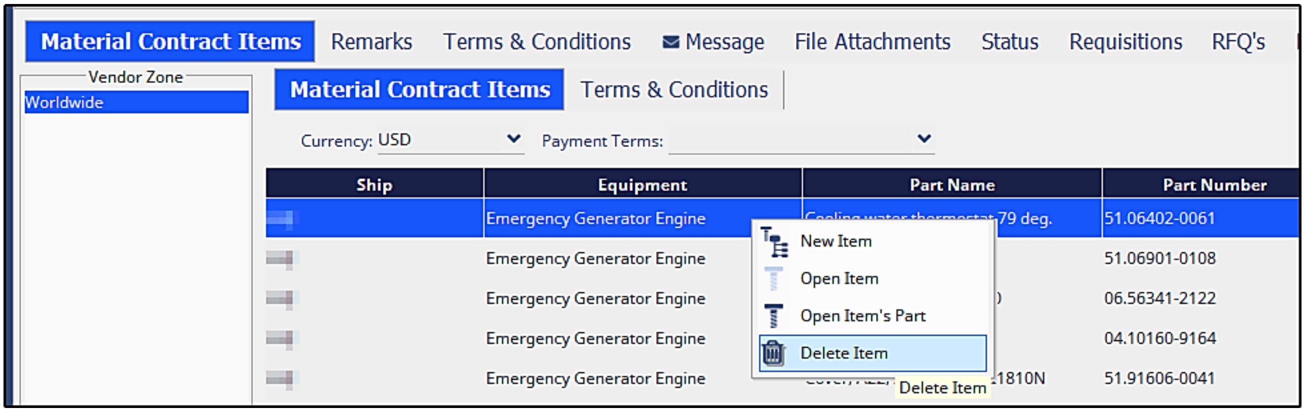
NOTE: Parts can be selected from different pieces of equipment prior to clicking the **Select** button. **NS Enterprise** "remembers" the quantities and prices of parts entered even when a different piece of equipment is selected. The parts with a quantity and price are added to the **Contract Items** tab when the **Select** button is depressed.

8. Click the **Save** button on the **Contract** window when all items are added to the **Contract Items** tab.

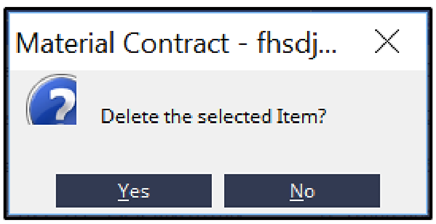


3.2.2 *Delete Items*

1. Click to select an item on the **Material Contract Items** tab.
2. Select **Items→Delete Item** from the **Material Contracts** window menu bar. A delete confirmation window opens.



3. Click the **Yes** button to close the confirmation window and delete the selected item.



3.3 *Submit for Approval*

Created material contracts must be submitted for approval of the authorized user/s.

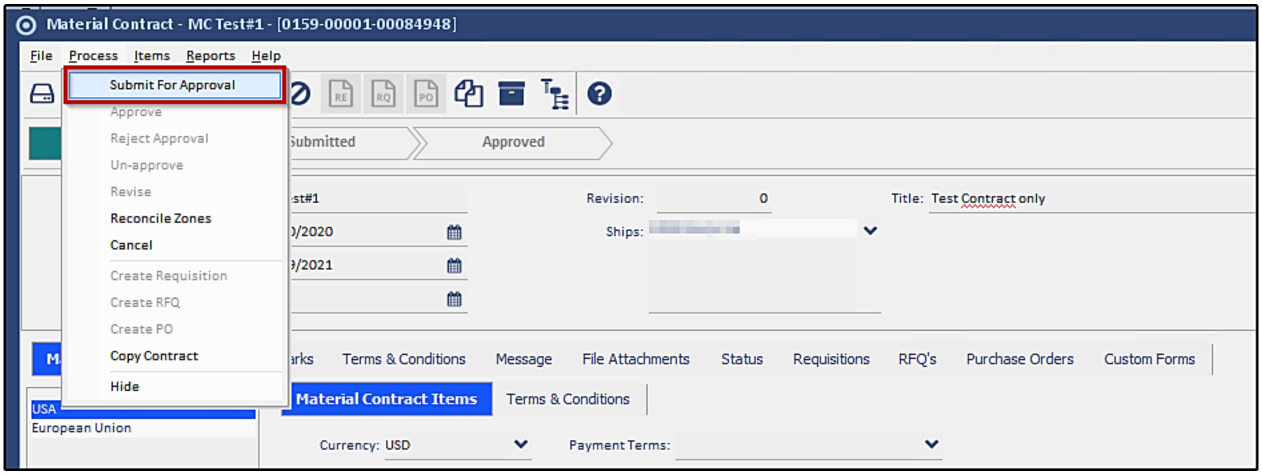
1. Select **Documents → Search→ Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module. The **Contract Search** window opens.

2. Select parameters from the **Search** tab to limit the search results.

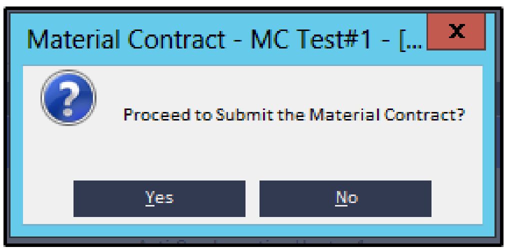
3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of contracts that meet the criteria are listed on the left side of the window.

4. Double-click the contract to be submitted.

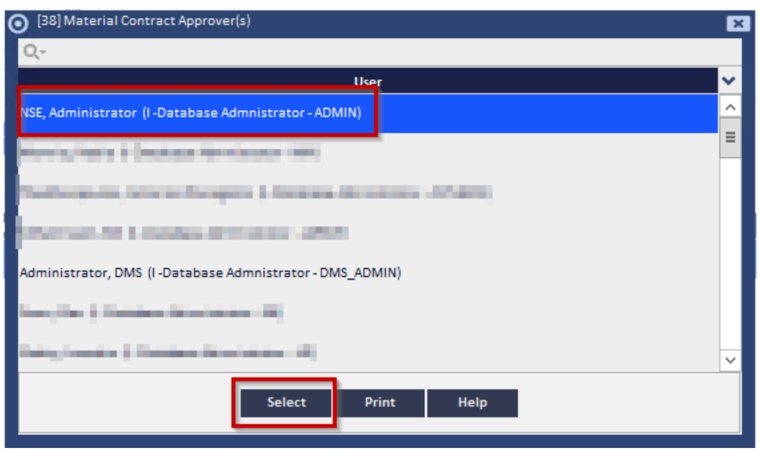
5. Go to **Process** from the menu bar, then select **Submit for Approval.**



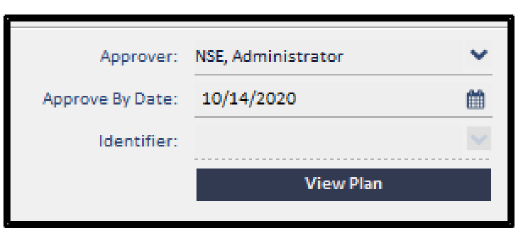
6. Click **Yes** on the confirmation message that will be displayed on the screen.



7. Select an Approver from the **Material Contract Approver(s)** screen.



- Selected Approver will be indicated in the **Approver** field in the Material Contract screen.

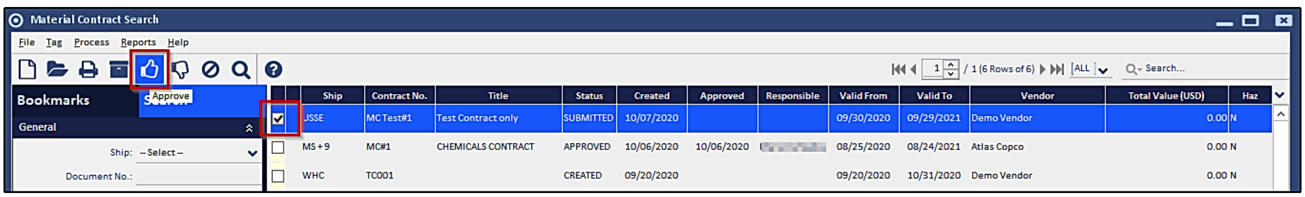


3.4 Approve a Material Contract

Contracts MUST be approved to be listed in any of the lists / windows other than the Contract Search list.

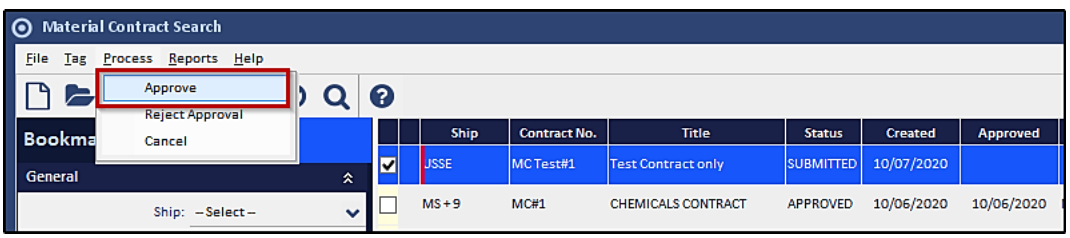
At least one item **MUST** be listed on the **Contract Items** tab to approve a contract.

1. Select **Documents → Search→ Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module. The **Contract Search** window opens.
2. Select parameters from the **Search** tab to limit the search results.
3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of contracts that meet the criteria are listed on the left side of the window.
4. Click the check box preceding the contract number of the contract to be approved. Several contracts can be selected to be approved at the same time.
5. Click the **Approve** button on the **Contract Search** toolbar to authorize the selected contract(s). This button is only active for authorized users.

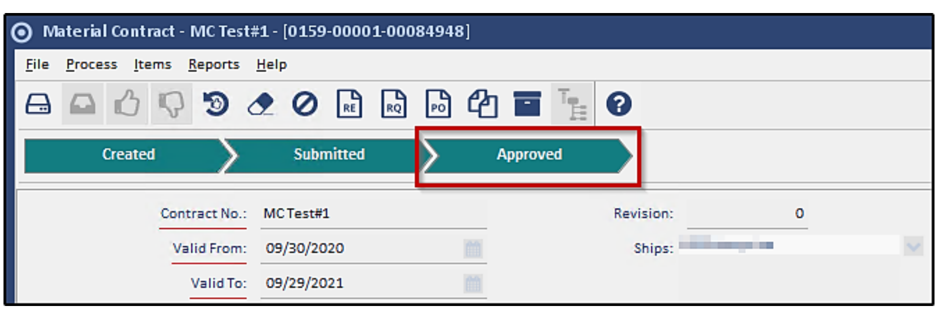


OR

Go to **Process** from the menu bar, then select **Approve**.



6. Select **Yes** on the confirmation screen that will be displayed. This will proceed in approving the contract.

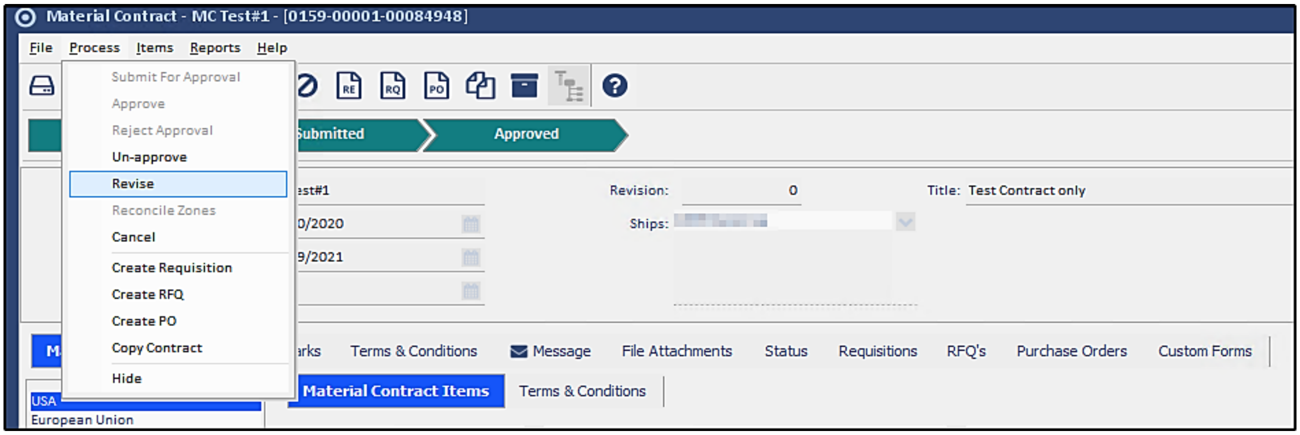


3.5 Revise a Contract

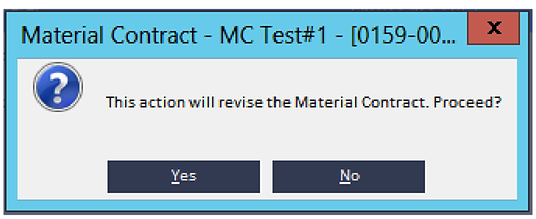
An approved contract can still be revised if changes need to be done in the contract.

1. Search and open the contract to be revised.

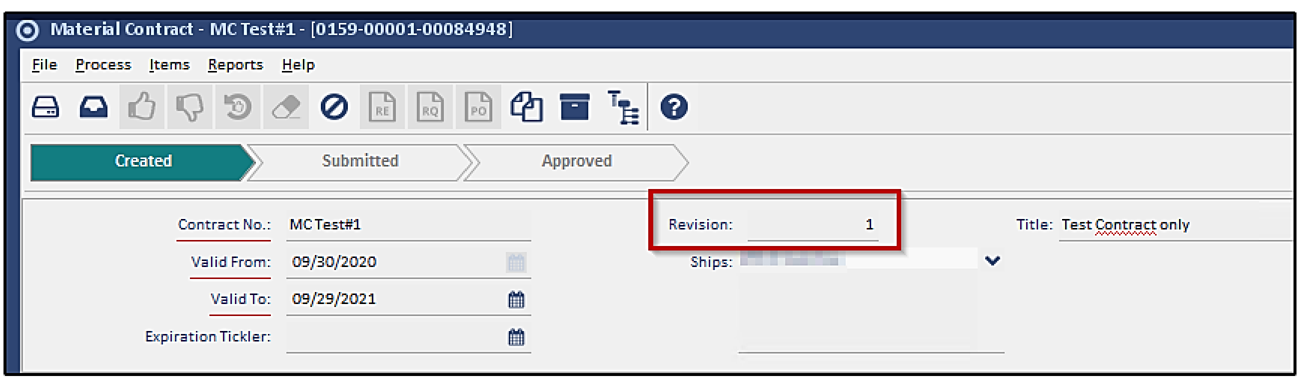
2. Go to **Process**, then select **Revise**.



3. Select **Yes** on the confirmation message that will be displayed on the screen.



- The contract will go back to the **Created** status, but the **Revision No.** will change from “0” to “1”.



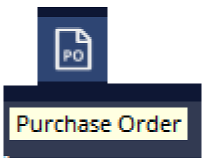
3.6 Contracts Release Orders

The **Contracts Release Orders** are the same as a purchase order except they deal with items that are included in a contract agreement. There are two ways to create a **Contract Release Order**.

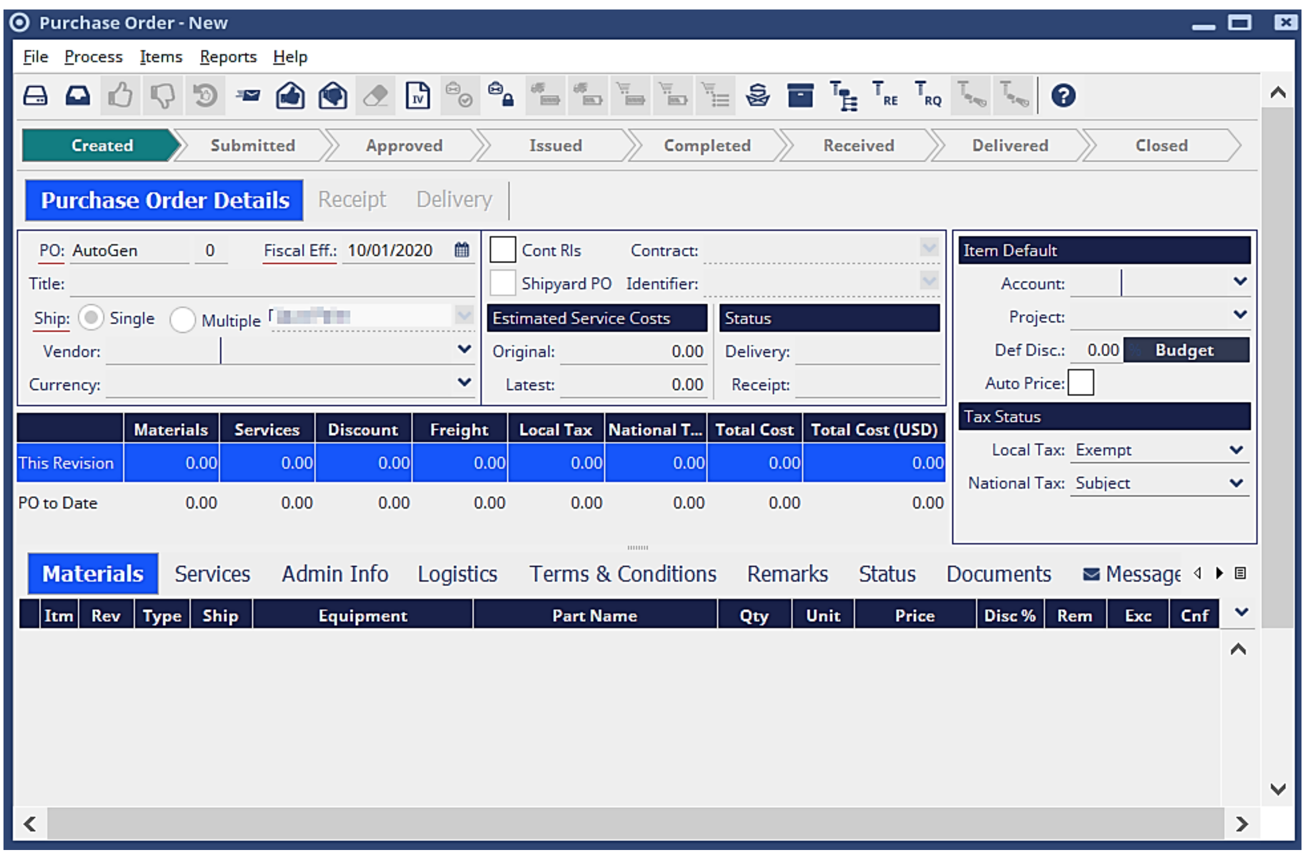
- Create a new purchase order and click the contract release radio button.
- Create a new purchase order from the requisition where the contract is specified in the **Admin Info** tab of the requisition.

3.6.1 New Purchase Order

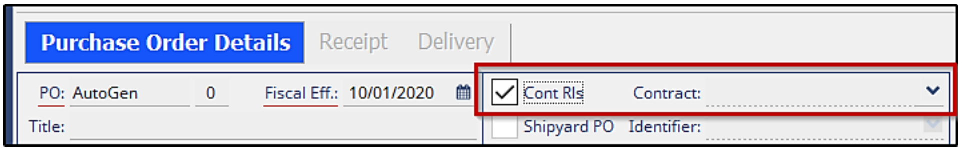
1. Select **Documents → Create → Purchase Order** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module.



The **Purchase Order – New** window opens.

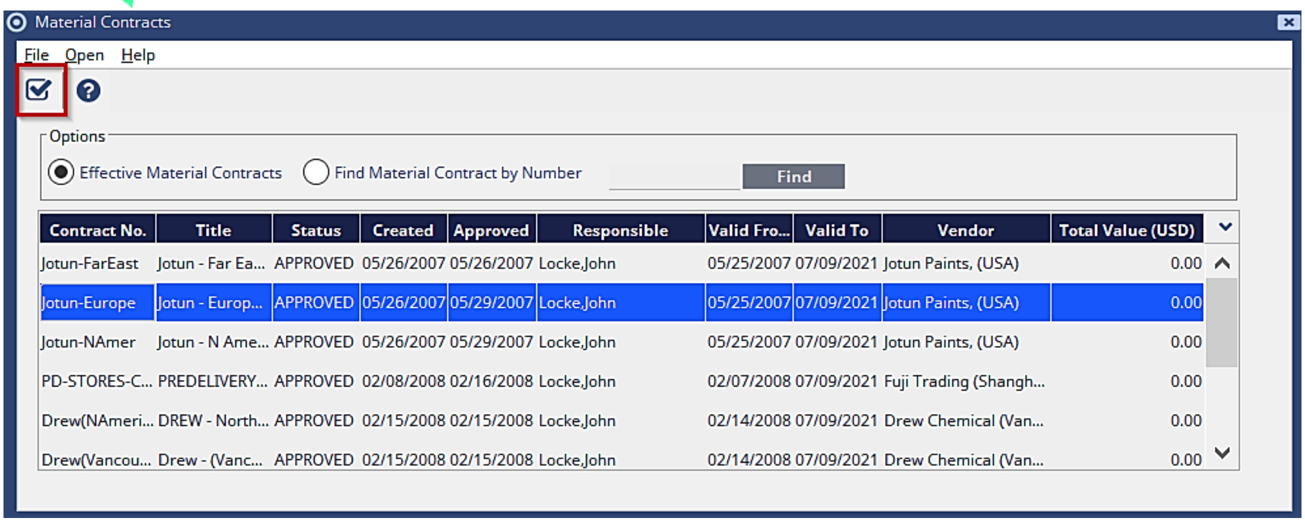


2. Click the **Cont Rls** check box on the **Purchase Order – New** window. The **Contract** field opens.

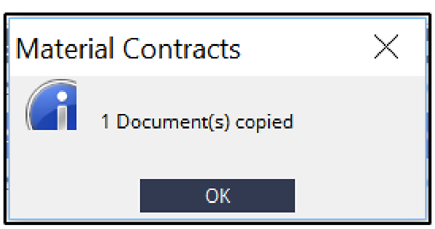


3. Click the dropdown menu at the end of the **Contract** field to open the **Material Contracts** window.

NOTE: A ship must be selected before the **Material Contracts** window will open if this purchase order is created from the fleet level.



4. Click to highlight the contract associated with this purchase order.
5. Click the **Select** button on the **Contracts** window to close the window and list the selected contract number in the **Contract** field of the purchase order. The **Vendor** and **Currency** fields automatically fill when the contract is selected.
   - A notification of a copied document will be shown on the screen. Click **Ok**.

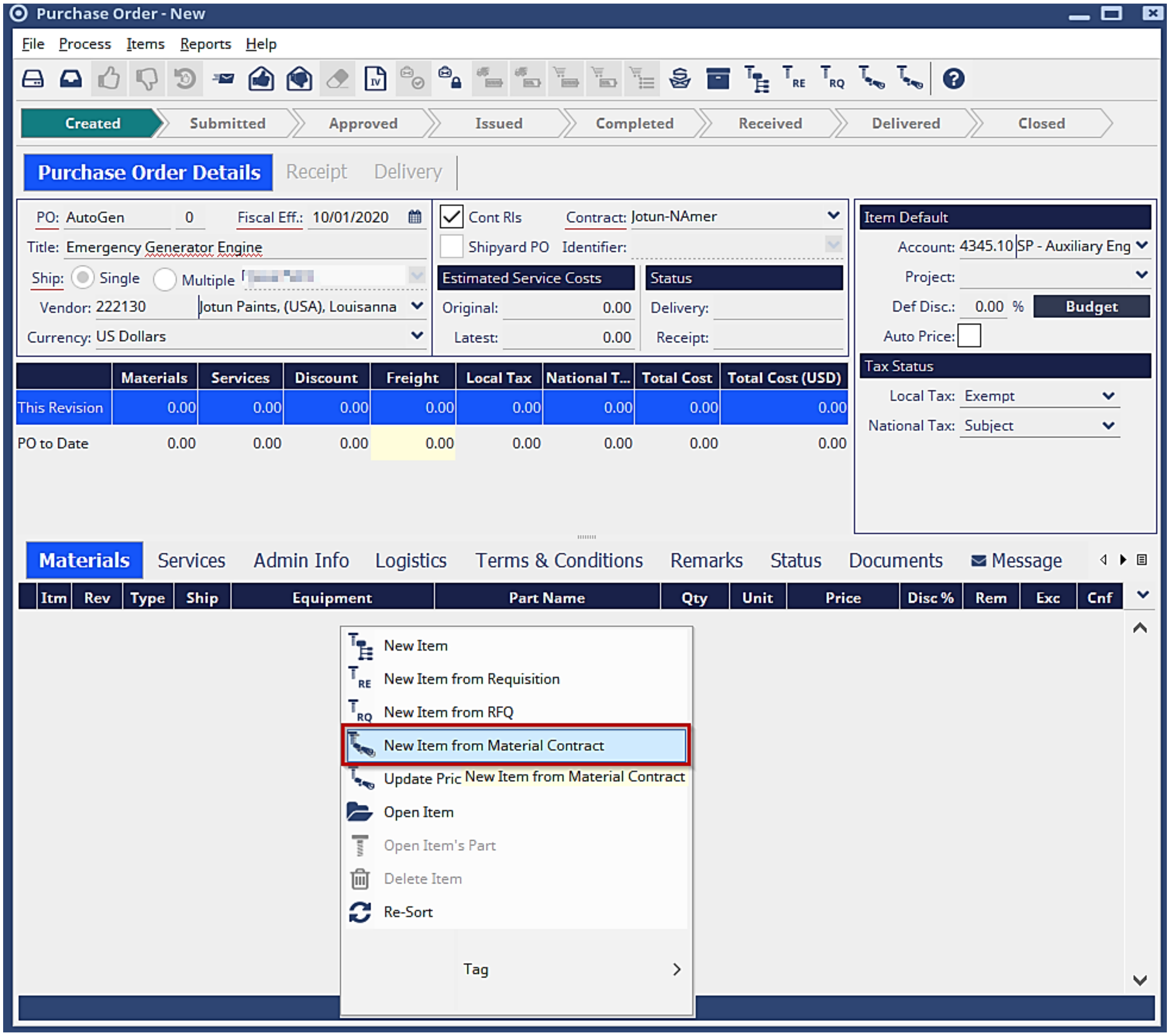


6. Complete the rest of the information on the top portion of the purchase order.

NOTE: Complete the **Ship To** field on the **Admin Info** tab of the purchase order prior to selecting materials if the contract has price differentials for zones. The prices are based on the zone where the ship to address is located.

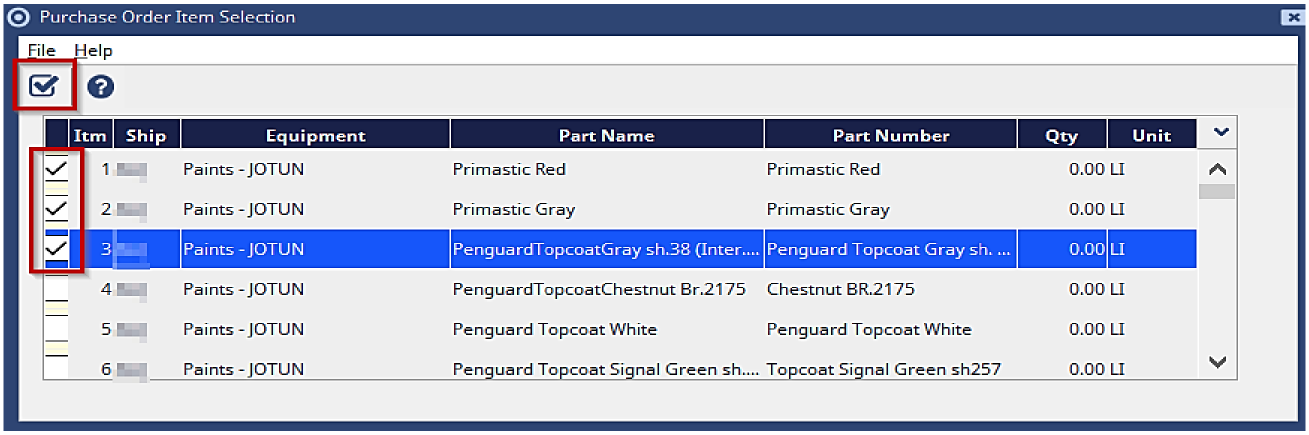
7. Click the **Materials** tab of the purchase order.

8. Click the **New Item from Material Contract** button on the **Purchase Order** toolbar or right-click in an open area on the **Materials** tab.

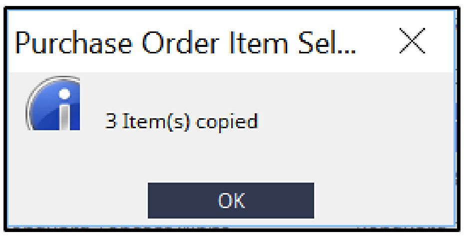


The **Purchase Order Item Selection** window opens with a list of all the items listed on the **Contract Items** tab of the contract.

9. Click the check box preceding each item from the **Purchase Order Item Selection** window to select the ones to be ordered on this purchase order.



10. Click the **Select** button on the toolbar. A message box opens confirming the number of selections made.

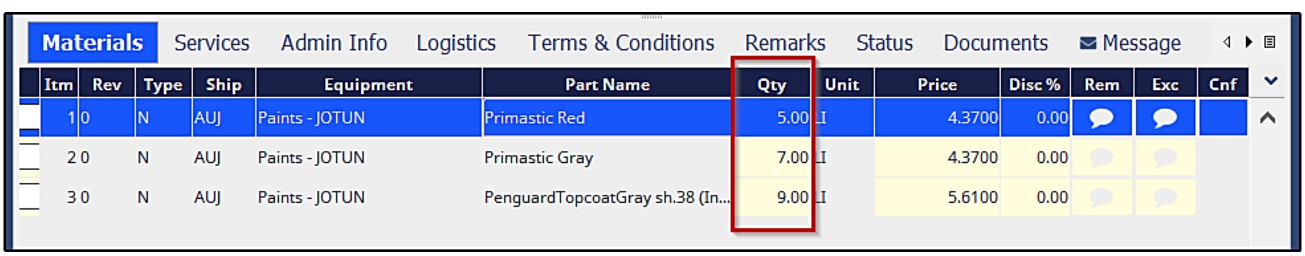


11. Click the **OK** button to close the message box. The **Purchase Order Item Selection** window closes, and the selected items are listed on the **Materials** tab of the purchase order with the contract price.

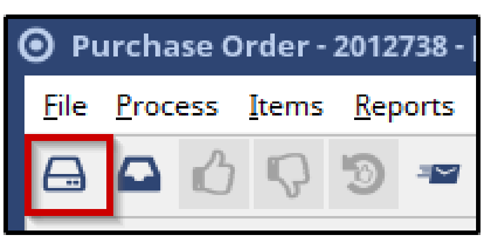
NOTE: The prices for the default zone are listed if the **Ship To** field on the **Admin Info** tab is blank or a zone is not defined for that location.

12. Click in the **Quantity** column of the **Materials** tab to type the number of the selected item to be ordered. Repeat this step until all items on the **Materials** tab have a value in the **Quantity** column.

13. Complete the rest of the purchase order.

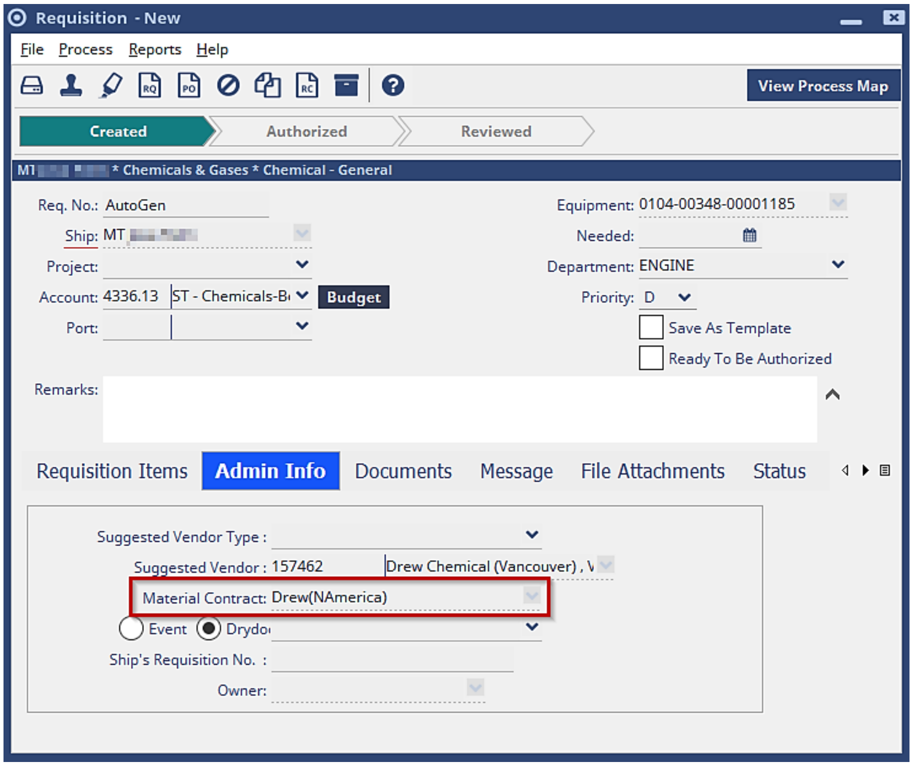


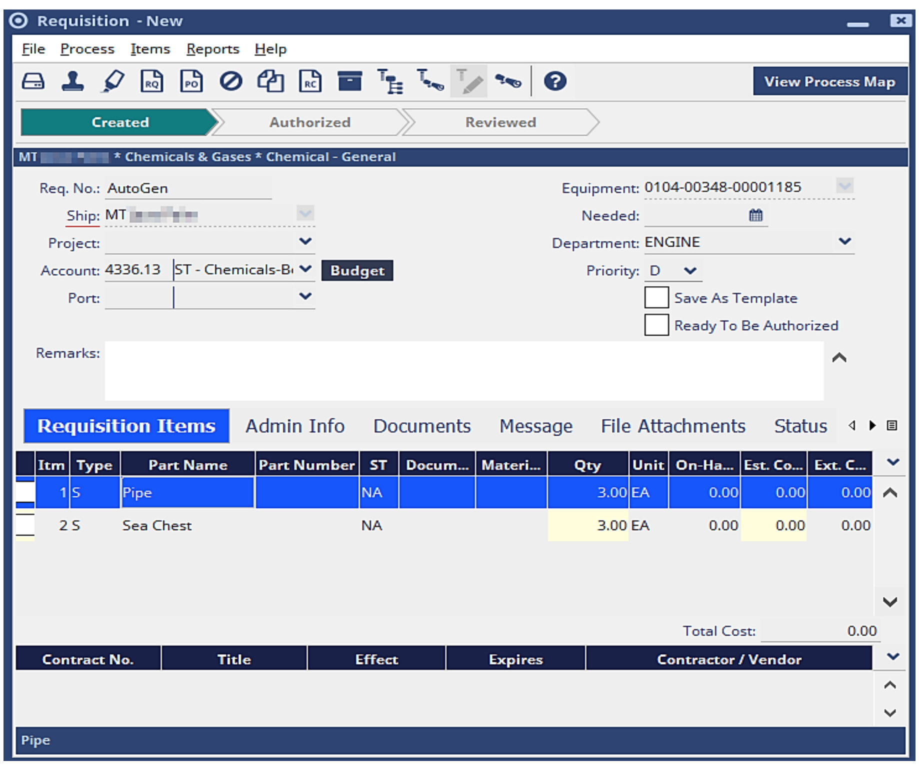
14. Click the **Save** button on the **Purchase Order** window.



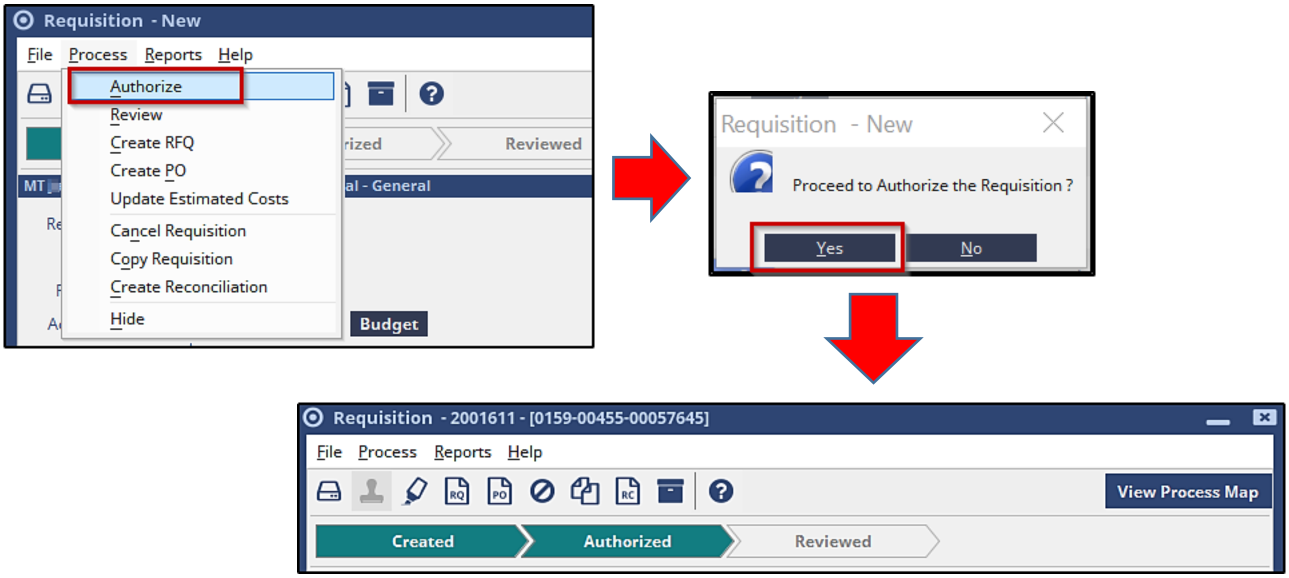
3.6.2 *Contract Specified Requisition Converted to Purchase Order*

A requisition must be created with a contract specified on the **Admin Info** tab for this procedure.

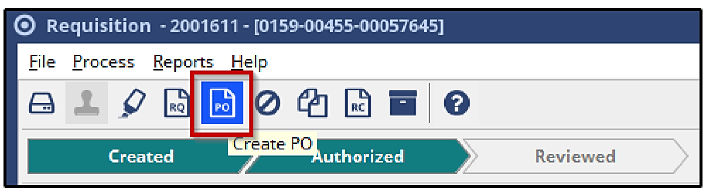




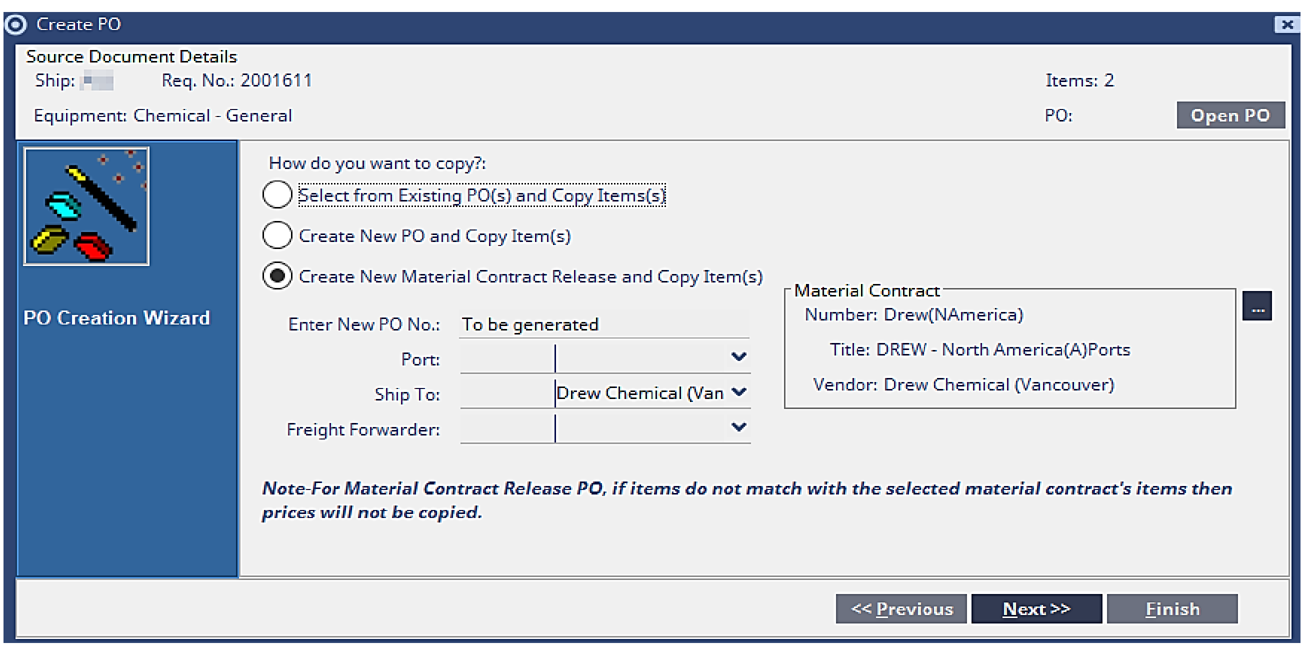
This requisition **MUST** be authorized and reviewed before a purchase order can be created.



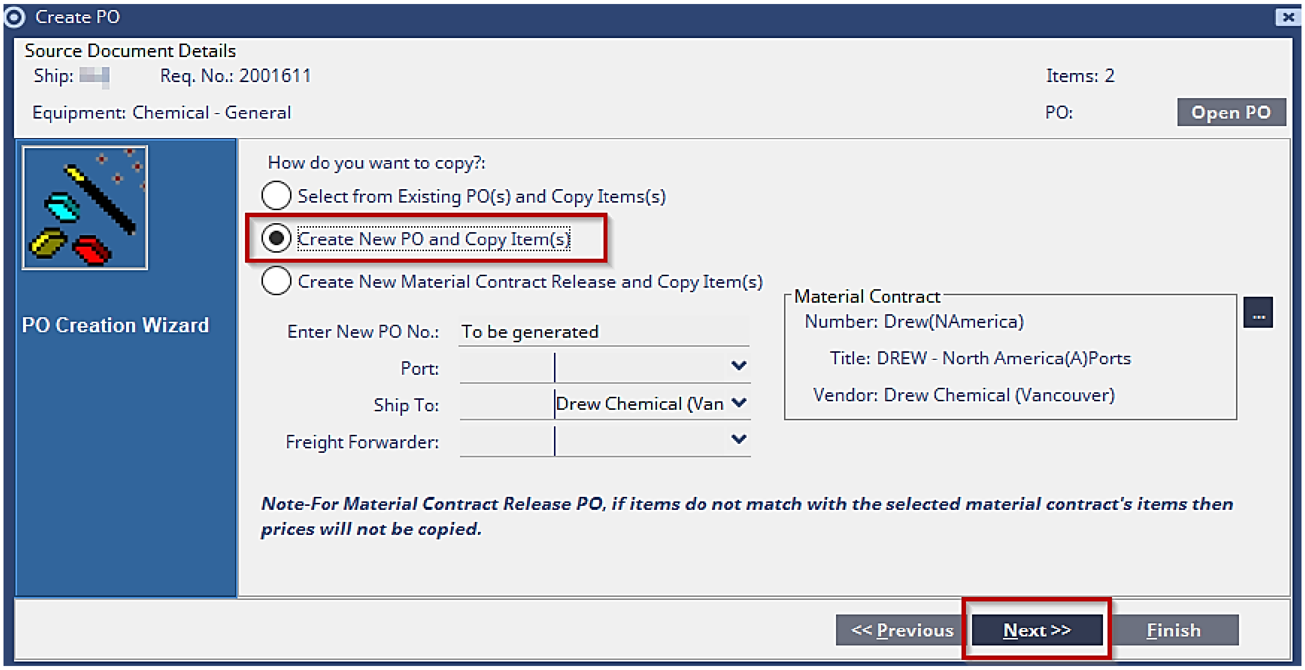
1. Click the **Create PO** button on the authorized and reviewed requisition toolbar.



The **PO Creation** wizard opens. Notice that the information regarding the equipment and contract information are already shown on the wizard window.



2. Click the **Create New PO** and **Copy Items** radio button for this procedure.

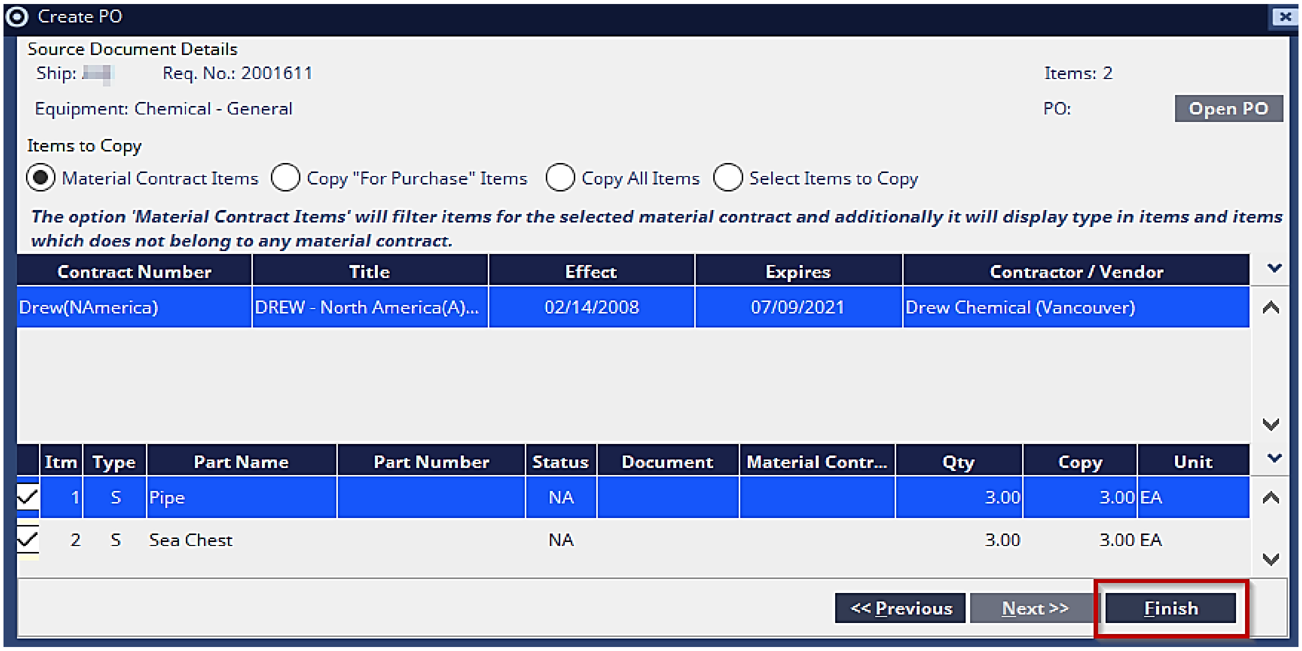


3. Click the **Next** button. Another **Create PO** window opens.

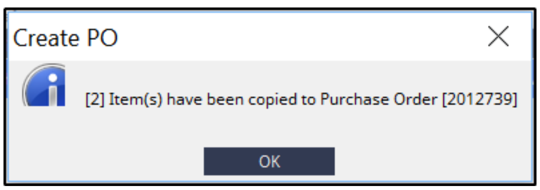
4 Click the radio button to select the items for the purchase order. The choices are:

- **Material Contract Items –** a list of all the items from the Material Contract are listed.
- **Copy "For Purchase" Items** – only the items that were designated "For Purchase" when the requisition was reviewed are copied to the purchase order.
- **Copy All Items** – all items listed on the requisition are listed on the purchase order
- **Select Items to Copy** – a list of all the items from the requisition are listed. Click the check box preceding each item to select the ones for the purchase order

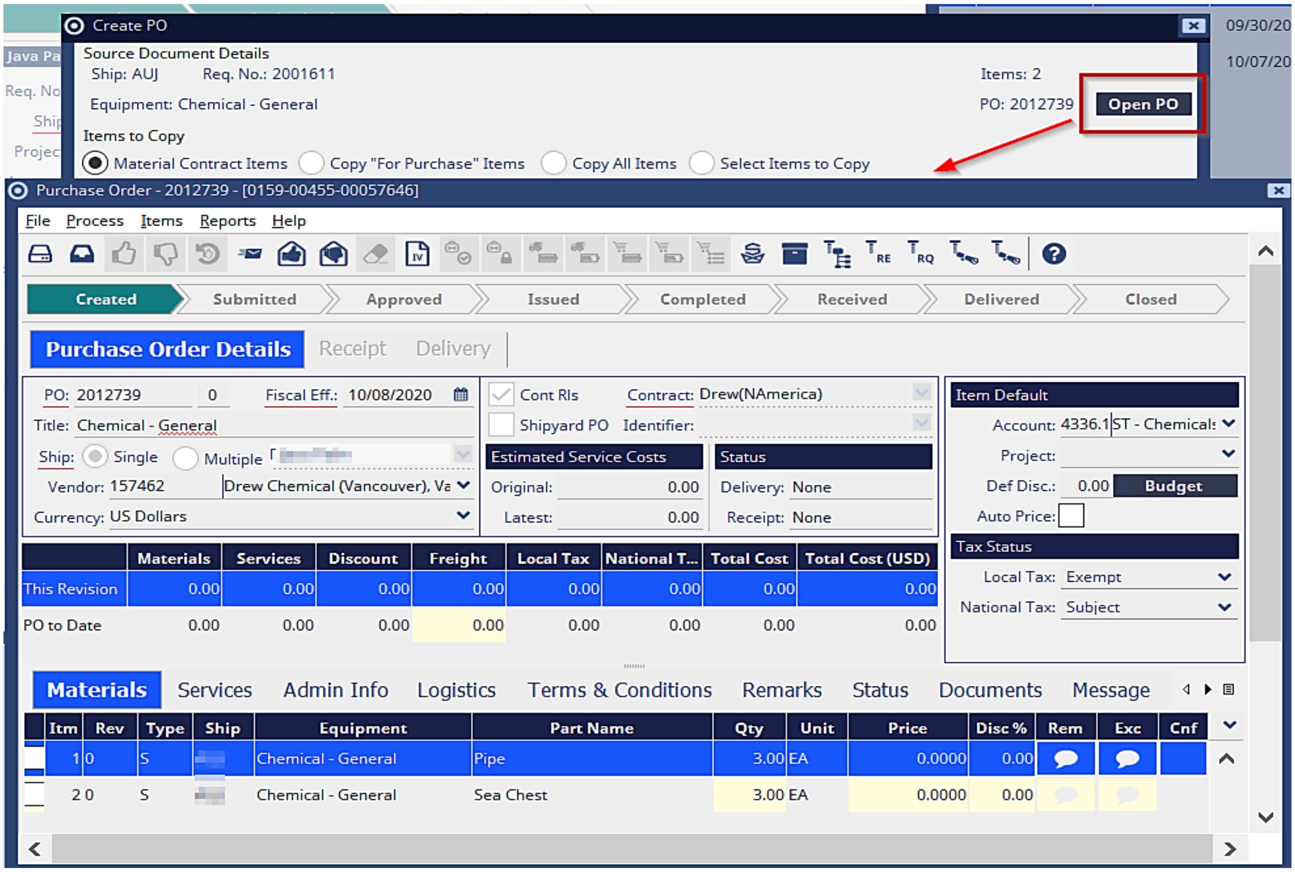
5 Click the **Finish** button. A confirmation message box opens confirming the purchase order has been created, how many items are on the purchase order and the purchase order number.



6 Click the **OK** button to close the message window.



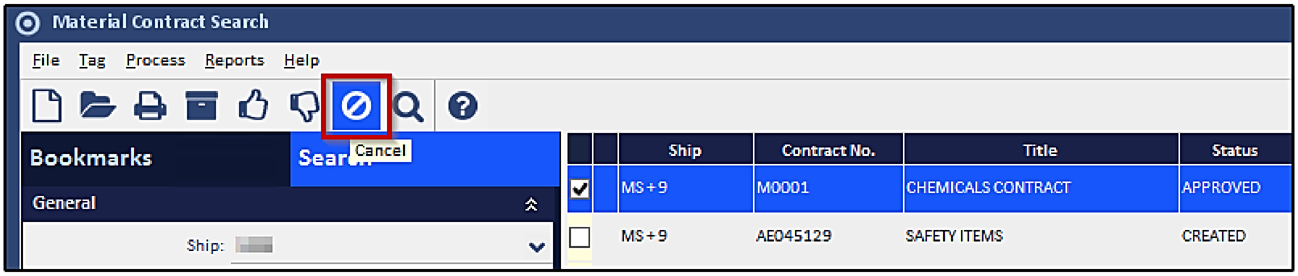
7. Click the **Open PO** button that has been activated on the **Create PO** window to view the purchase order. The purchase order is complete and ready to be approved.



3.7 Cancel a Contract

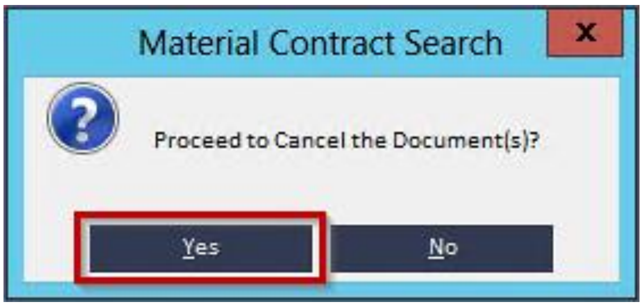
Contracts can be cancelled individually, or multiple contracts can be cancelled at one time. Cancelled Contract documents on the search list screen are visually distinctive (using a strikethrough font) from other records displayed on the search results.

1. Select **Documents → Search → Material Contract** from the Purchasing gadget on the Navigator pane in the Purchasing module. The **Contract Search** window opens.
2. Select parameters from the **Search** tab to limit the search results.
3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of contracts that meet the criteria are listed on the right-hand side of the window.
4. Click the check box in front of the contract to be cancelled. Continue "tagging" contracts until the check boxes in front of all contracts to be cancelled are checked.

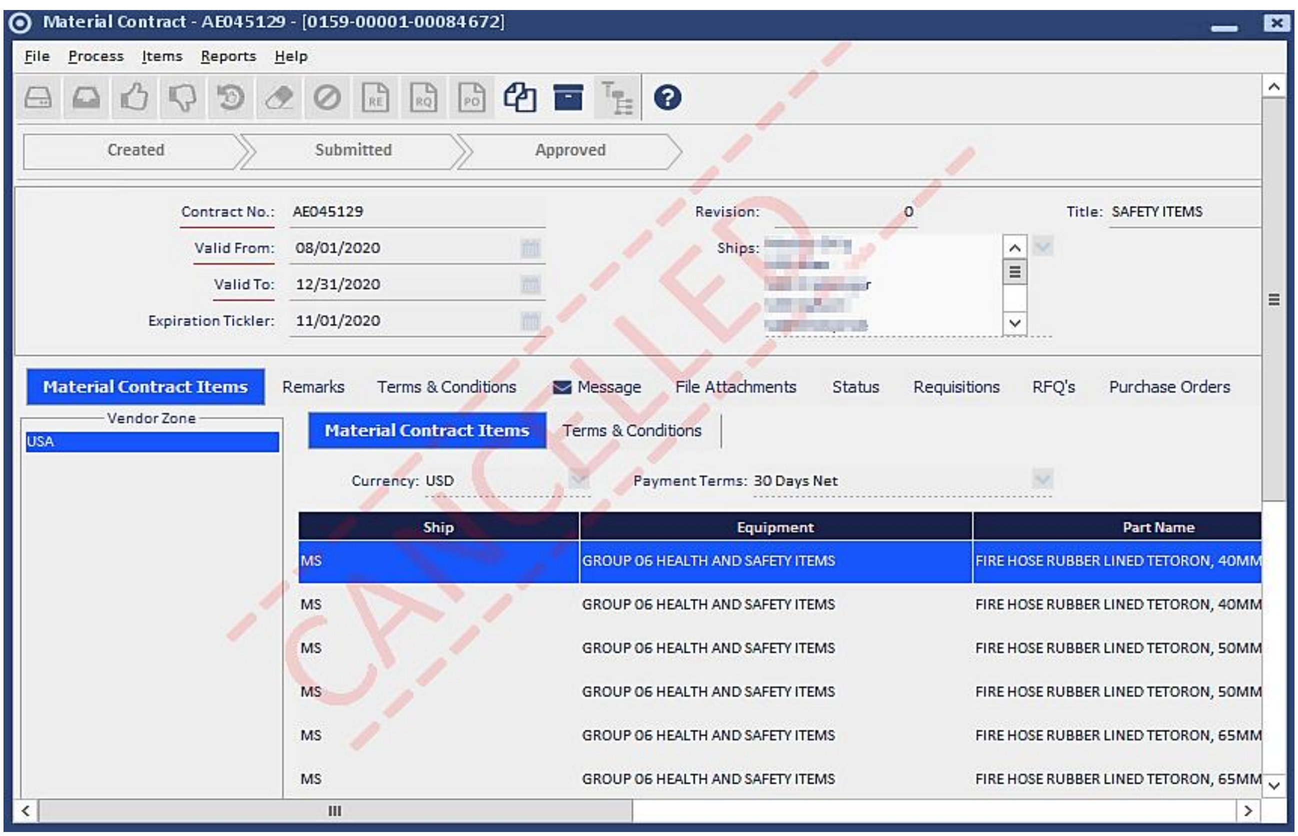


5. Click the **Cancel** button on the **Contract Search** window toolbar. A confirmation message box opens verifying that the selected contracts are to be cancelled.

6. Click the **Yes** button on the message box to close the message box and cancel the selected contracts.



All checked contracts are cancelled. A "**Cancelled**" watermark is stamped across the cancelled contract.



NOTE: Other documents associated with a contract are not affected when a contract is cancelled.

The cancelled contract is still listed on the **All Contracts** window.

Contracts can also be cancelled from the individual **Contract** window.

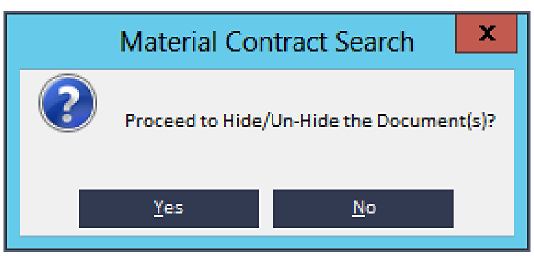
1. Double click on the contract to be cancelled from the **Contract Search** window. The **Contract** window opens with the details for the selected contract.
2. Click the **Cancel** button on the **Contract** window toolbar.

   A confirmation message box opens verifying that the contract is to be cancelled.
3. Click the **Yes** button on the message box to close the message box and cancel the contract. The **Contract** window remains open. A "Cancelled" watermark is stamped across the cancelled contract.

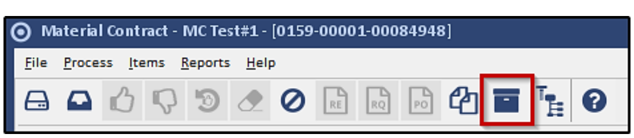
3.8 Hide a Contract

Contracts that are no longer used can be hidden or archived to reduce the number of contracts displayed. These same contracts can also be viewed or "unhidden".

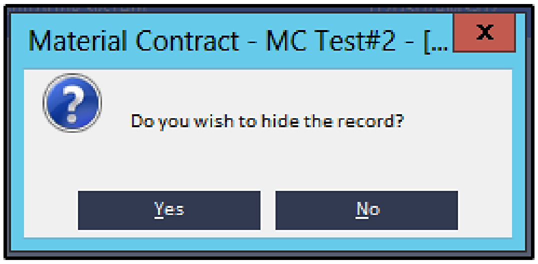
1. Select **Documents → Search → Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module. The **Material Contracts Search** window opens.
2. Select any parameters from the **Search** tab to limit the search results.
3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of contracts that meet the criteria are listed on the right-hand side of the window.
4. Click the check box preceding the contract to be hidden. More than one selection can be made.
5. Click the **Hide** button on the toolbar to hide the tagged/checked contracts from view. A **Hide** message box opens.
6. Click the **Yes** button to hide the selected contract and close the message box.



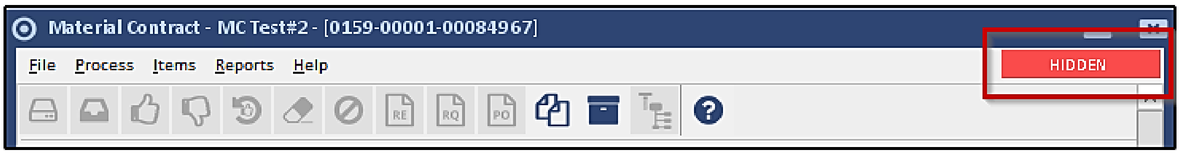
Individual contracts can be hidden from the **Material Contract** window by clicking the **Hide** button on the **Contract** window toolbar.



A **Hide** message box opens.



The **Contract** window remains open and "Hidden" is displayed in the upper right-hand corner of the window.

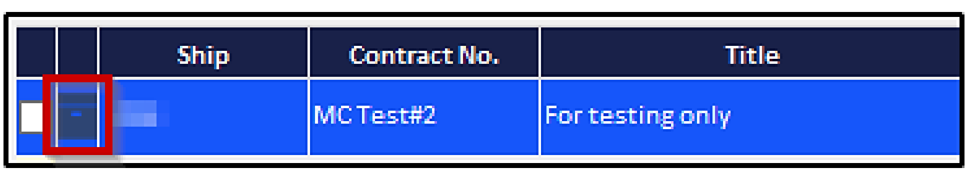


3.8.1 *View a Hidden Contract*

Hidden contracts can be viewed once they are "hidden".

1. Click the **Toggle Hidden Record Display Mode** button on the **Navigator** pane in the **Purchasing** module.

2. Select **Documents → Search → Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module. The **Contracts Search** window opens.
3. Select any parameters from the **Search** tab to limit the search results.
4. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of contracts that meet the criteria are listed on the right-hand side of the window. The hidden record is indicated with the **Hide** symbol preceding the contract.

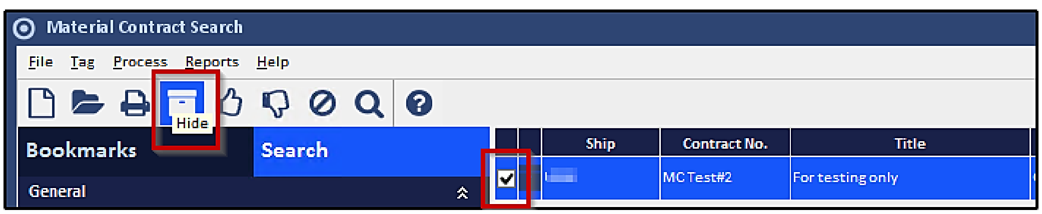


3.8.2 *Unhide a Hidden Contract*

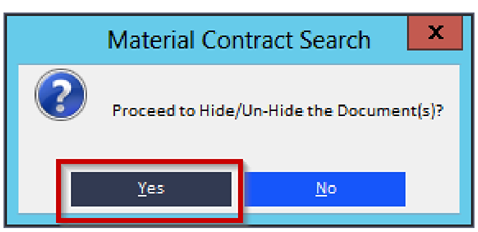
A previously hidden contract can be "unhidden" from view. Unhiding a contract is different from viewing a contract. Unhiding replaces the contract in the list of records without the toggle process.

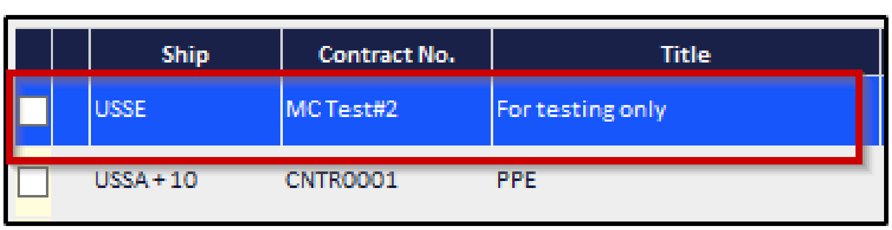
1. Click the **Toggle Hidden Record Display Mode** button on the Navigator pane in the Purchasing module.

2. Select **Documents → Search → Material Contract** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module. The **Material Contracts Search** window opens.
3. Select any parameters from the **Search** tab to limit the search results.
4. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of contracts that meet the criteria are listed on the right-hand side of the window. The hidden record is indicated with the Hide symbol preceding the contract.
5. Click the check box preceding the hidden record to be unhidden.
6. Click the **Hide** button on the toolbar. The **Hide** message box opens.



7. Click the **Yes** button to unhide the selected contract and close the message box. The **Hide** symbol disappears, and the contract is again visible in the contract list.





Section 4 Requisitions

The purchasing process begins with the generation of requisitions onboard the ship. The ship authorizes the requisitions, signaling to the Purchaser they are ready for processing. In the case of Service Requisitions (SR), the onshore Technical Supervisor approves the SR before advising the Purchaser to begin processing.

4.1 Requisitions for Materials

NOTE: Requisitions for machinery parts are typically created from a work order.

Requisitions for consumables not directly associated to a maintenance task, such as coveralls, gloves, grease, or welding electrodes do not require a work order.

Requisitions are shipboard requests for materials replicated to the office for their review, purchase, and delivery. Requisitions require onboard authorization prior to action by the office.

Materials are items such as spare parts, stores, consumables, lubricants, chemicals, provisions, medical supplies, stationary, safety equipment, and navigational aids.

Requisitions are categorized by various stages as the purchasing cycle evolves:

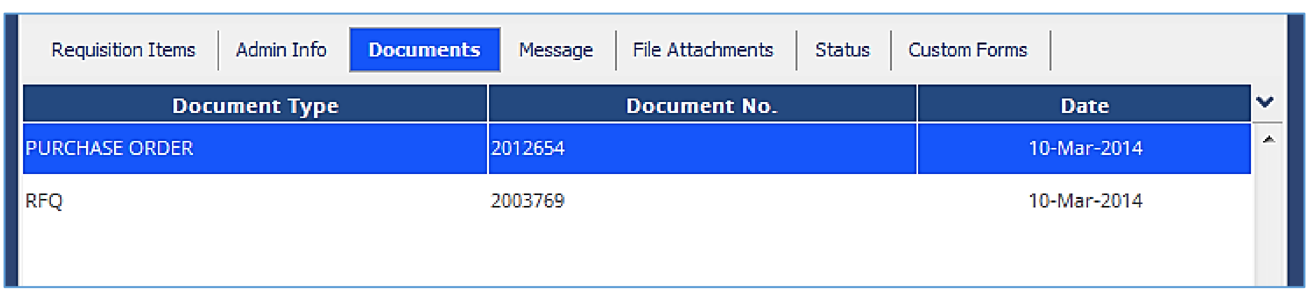
- **To Be Authorized**: Requisitions that have not been authorized by the designated person onboard. Authorization is the signal to the office to act on a requisition.
- **Outstanding**: Requisitions requiring some or all the line items (requisition items) to be delivered onboard (as per the associated purchase order).

NOTE: A separate requisition MUST be prepared for each separate piece of equipment. **NS** enforces this. Separate requisitions can later be combined in the purchasing process.

4.2 The Requisition Document

The **Requisition** document is used by the ship to communicate to the office *what* materials are needed and *when* they are needed.

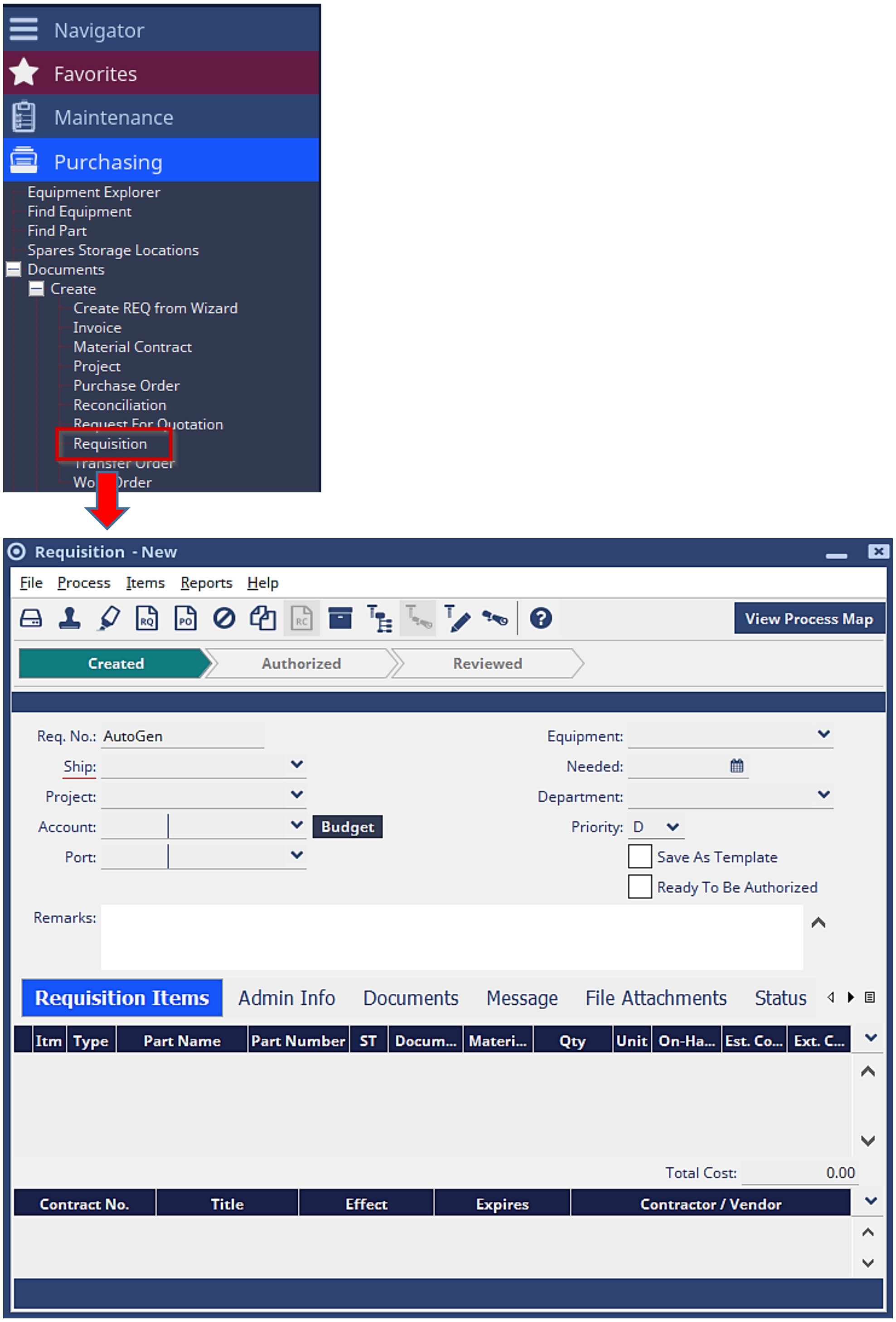
Users can see other linked documents, such as work order's, RFQ's, PO's and invoices from the **Documents** tab on a requisition.



4.3 *Creating a Requisition Directly*

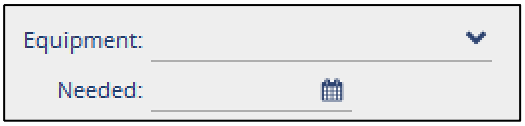
Requisitions can be created directly for consumable items and for stock replenishment.

1. Select **Documents** → **Create** → **Requisition** from the **Purchasing** menu on the **Navigator** in the **Maintenance and Purchasing** workspace. The **Requisition** window opens.

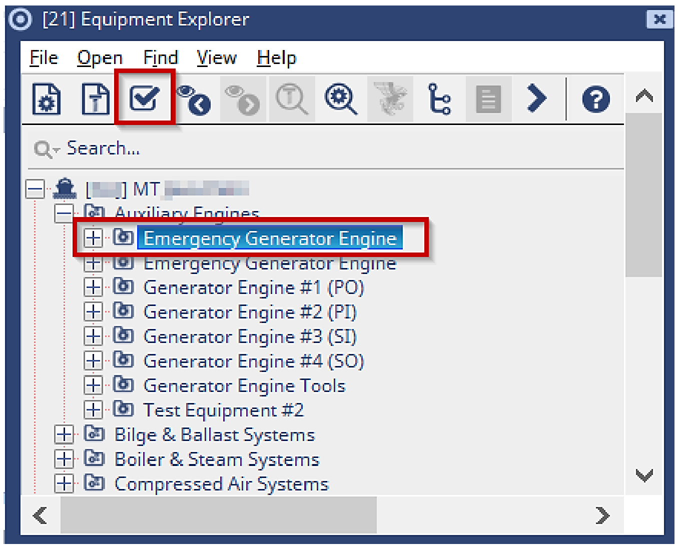


2. If at fleet level, select ship.

3. Click the dropdown menu at the end of the **Equipment** field.



4. The **Equipment Explorer** window opens with a list of equipment specific to the vessel opens. Drill-down through the menu to locate the desired equipment. Highlight the equipment; → click **Select** to link the equipment.



5. Click the **Calendar** at the end of the **Needed** field to select the date the items on the requisition are needed aboard the vessel. It is important to enter this date as it carries through to the RFQ and PO.

6. Click the dropdown menu at the end of the **Priority** field to select the priority of the requisition.

   The **Needed** and **Priority** fields work together to coordinate the importance of the items listed on the requisition.

7. Designate a department in the **Department** field.

8. Select a budget account code in the first section of the **Account** field if one is not linked to the equipment. Click the dropdown menu at the end of the **Account** field to open the **Available Accounts** window. Highlight the account to use and click the select button to close the **Available Accounts** window and populate the new **Requisition account** field.

NOTE: The Owner field on the Admin Info screen is also available when searching for Requisitions.

The new requisition can be saved at this point or user can add line items. If saved, the user will need to search for the specific requisition and open the document to continue processing the new requisition to add and/or edit line items

4.4 Adding and Editing Line Items on a Requisition

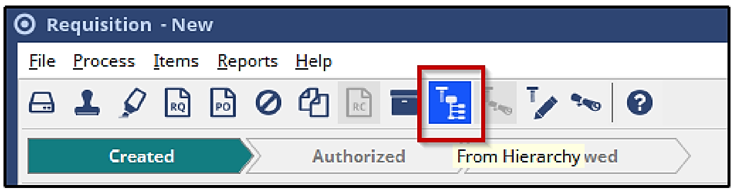
4.4.1 *Add Items*

Items are added to the requisition on the **Requisition Items** tab. Items can be added from a hierarchy or from a contract.

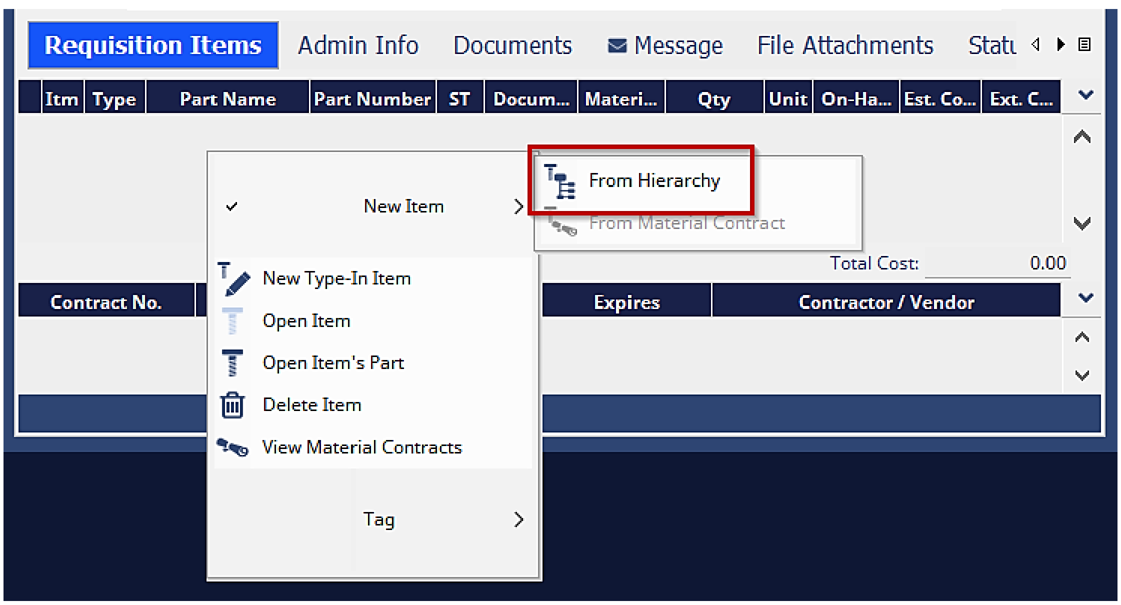
From Hierarchy

Items can be added to a requisition by using the hierarchy in the **Equipment Explorer**.

1. Click **From Hierarchy** on the **Requisition** window toolbar to select a new item from the hierarchy.

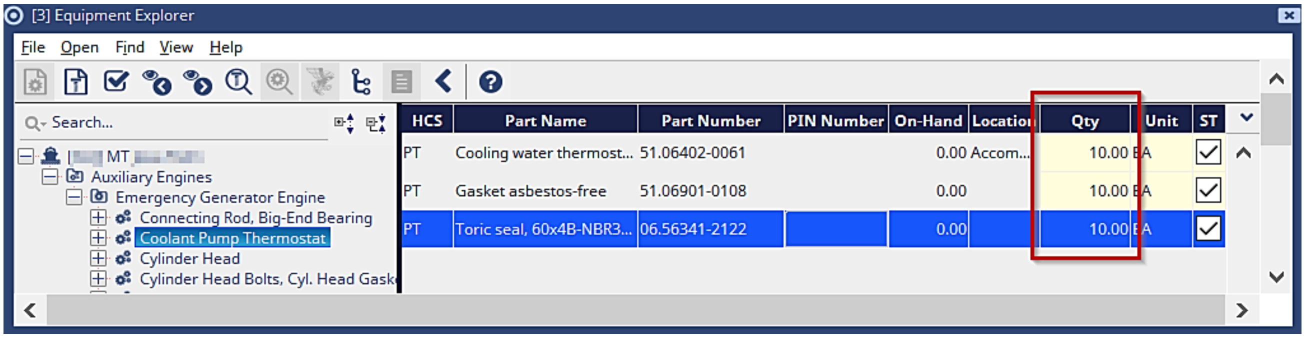


Users can also right-click in the **Requisition Items** tab field and choose **New Item From Hierarchy**.



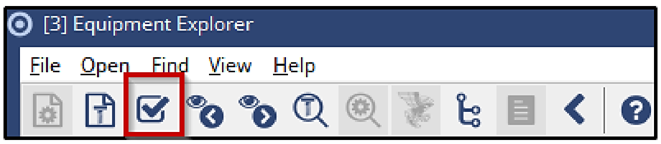
- The **Equipment Explorer** window opens to the equipment selected in the **Equipment** field. All defined parts associated with that equipment are listed under the equipment and in the right section of the window.

2. Enter the quantity for each part to be ordered in the **Quantity** field of the **Equipment Explorer** window.



Continue entering the quantities of parts until all parts needed on the requisition have been specified.

3. Click **Select** on the **Equipment Explorer** window to select all parts with a quantity other than zero. The **Equipment Explorer** window closes, and these parts are added to the **Requisition Items** tab.



4. Click **Save** on the **Requisition** window toolbar.

NOTE: Quantities can be changed in the **Quantity** column of the **Requisition Items** tab once they are listed on the tab. This can ONLY be done prior to authorization. No changes can be made after the requisition has been authorized.

Message the Purchaser when users' need to change quantities after the requisition has been authorized.

From Contract

A contract MUST be specified on the **Admin Info** tab before items from a contract can be added to a requisition.

NOTE: The contract can ONLY be specified when the requisition is created. The **Contract** field on the **Admin Info** tab is no longer available once the requisition has been saved after creation.

Items can be added to the requisition from both the hierarchy and from the contract when creating a requisition associated with a contract.

1. Click **From Contract** on the **Requisition** window toolbar to select items from the contract items. Only authorized contracts are available.

The **Contract Items** window opens.

5. Click the check box preceding the contract items to be added to the requisition.

NOTE: The value listed in the **Quantity** column of the **Contract Items** window is the number of that item that are on the contract.

3. Enter the number of the checked item to be ordered in the **Quantity** column of the **Contract Items** window.
4. Continue entering the quantity of each item needed from the **Contract Items** window.
5. Click **Select** on the **Contract Items** window to close the window then add the selected items and their quantities to the **Requisition Items** tab.

NOTE: Notice that the contract number is listed in the **Contract** column of the **Requisition Items** tab when items are from a contract.

6. Click **Save** on the **Requisition** window.

NOTE: Quantities can be changed in the **Quantity** column of the **Requisition Items** tab once they have been listed on the tab. This change is reflected on the **Contracts Items** window if the part is from a contract.

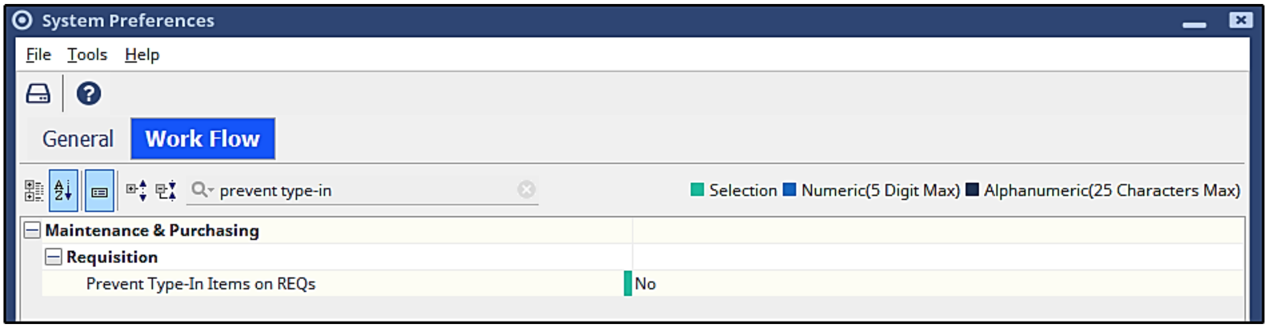
Changes can ONLY be done prior to authorization. No changes can be made after the requisition has been authorized.

4.4.2 *Type - In Items*

Items to be purchased that are not listed in the hierarchy are type-in items.

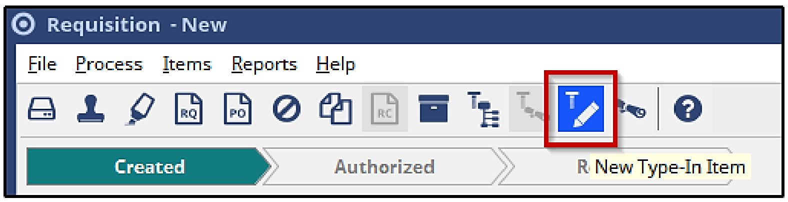
NOTE:

- Type-in items are only for **EMERGENCY** spares needed, but not found in the database.
- The system preference "**Prevent Type-In Items on REQs**" which defaults to "**No**" controls whether the user can add a type-in item to Requisition or not.

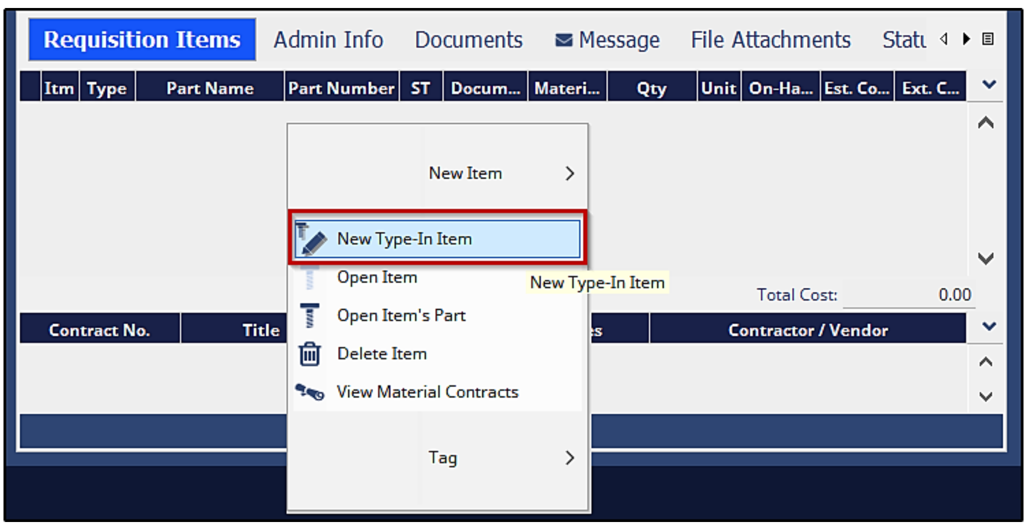


For all other situations, message the responsible person and ask for the spare or consumable item to be entered in the database.

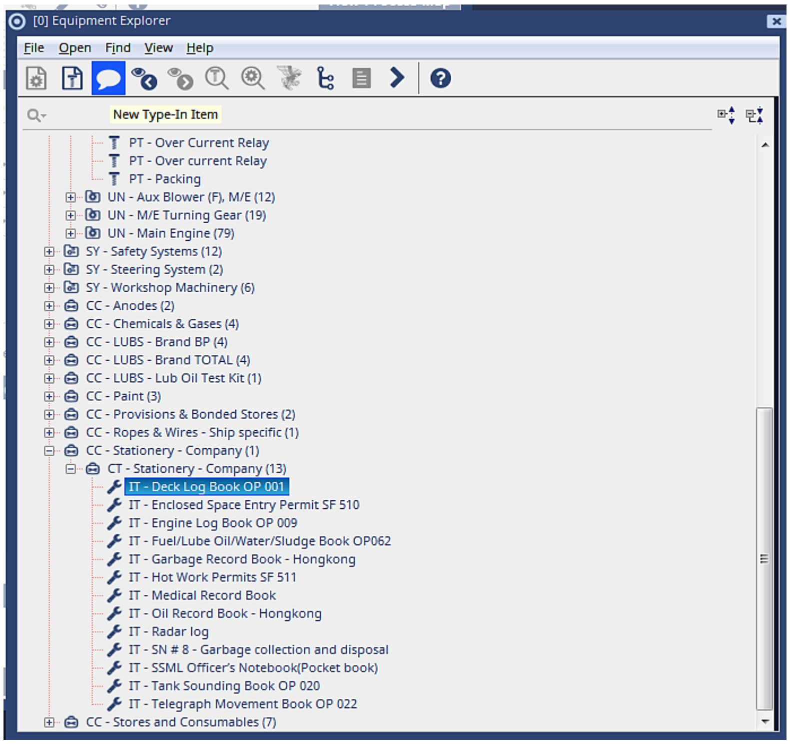
1. Click **New Type-In Item** on the **Requisition** window.



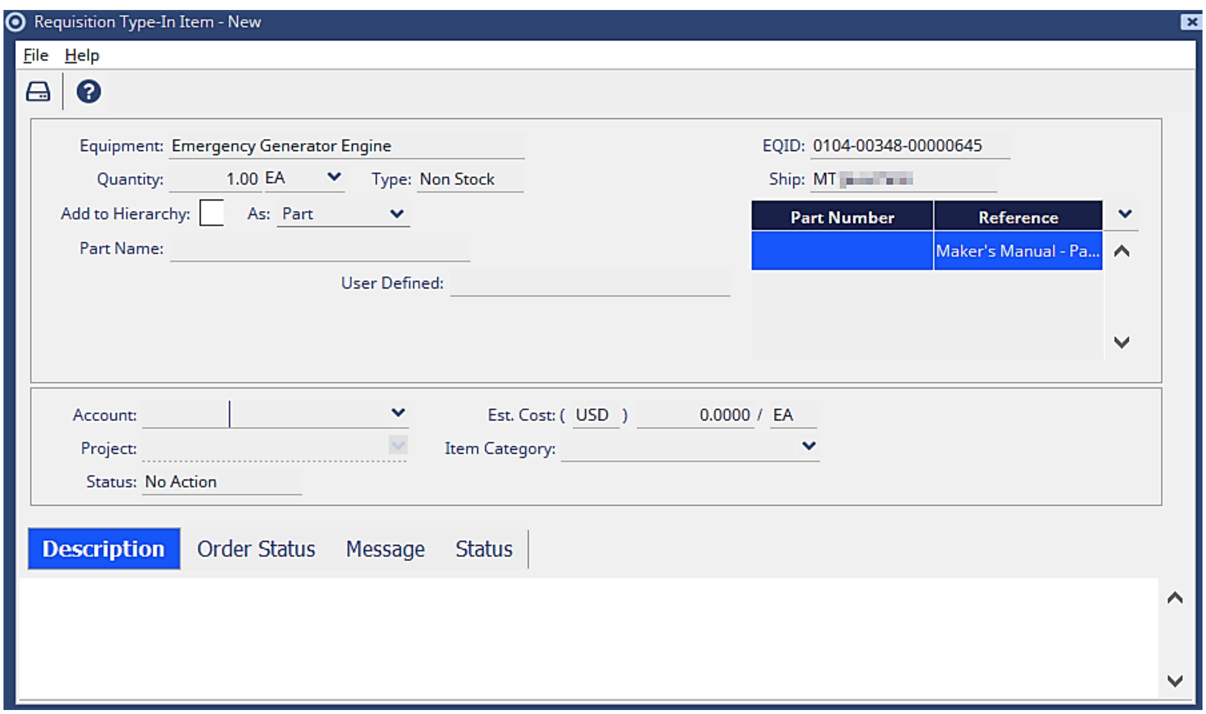
2. Users can also right-click on the **Requisition Items** tab field and choose **New Item From Hierarchy**.



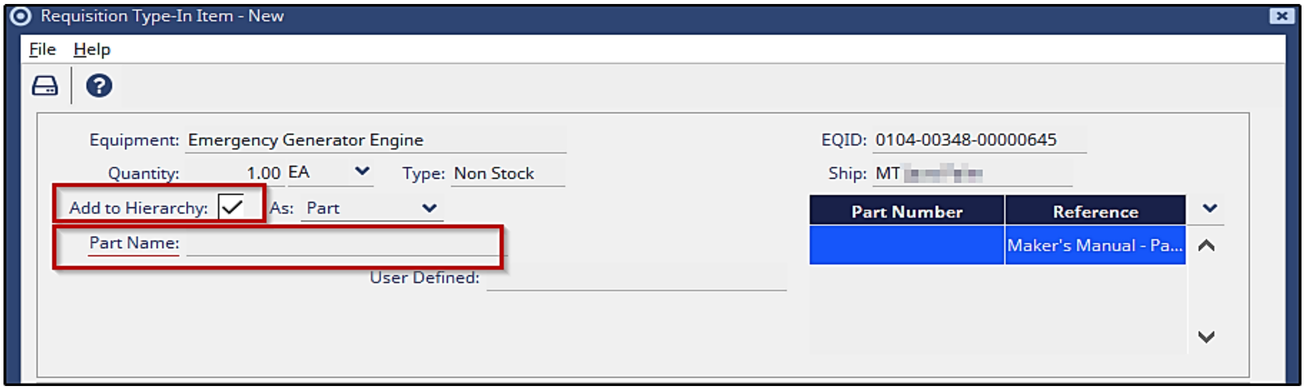
3. The **Equipment Explorer** window opens. Drill down in the hierarchy to the system where the item will be associated. Click on the **New Type-In Item** toolbar icon on the **equipment explorer** window.



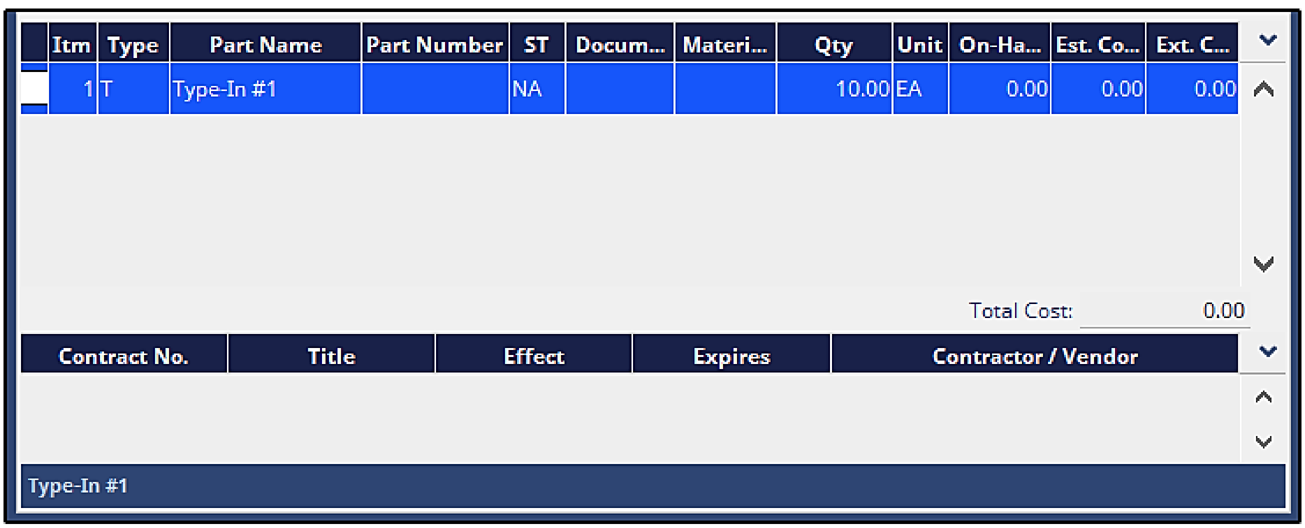
4. The **Requisition Type- In Item – New** window opens. Most of the fields are already filled with information from the requisition.



- When creating a new Type in Item, there may be times when an item should be kept in stock or kept as a spare. It can be added to the equipment hierarchy for the equipment identified in the **Equipment** field by checking the box Add to hierarchy as well as how it should be added. The **Part Name** field is only available when Add to Hierarchy check box is checked. It can be identified as a part or as an assembly.



5. Click in the **Quantity** field to enter the quantity required.
6. Click **Search** at the end of the **Quantity** field to select the unit of measure for the quantity selected. The **Available Units** window opens.
7. Click in the **Estimated Cost** field to enter the estimated cost, if known.
8. Click in the **Description** tab to enter the description of the part. The part name should be entered in the first line of the description as it is displayed in the **Part Name** column of the requisition. A more detailed description of the part can be entered at the beginning of the next line.
9. Click **Save** on the **Requisition Type-In Item – New** window toolbar to add the item to the requisition. The item is listed on the **Requisition Items** tab of the requisition.



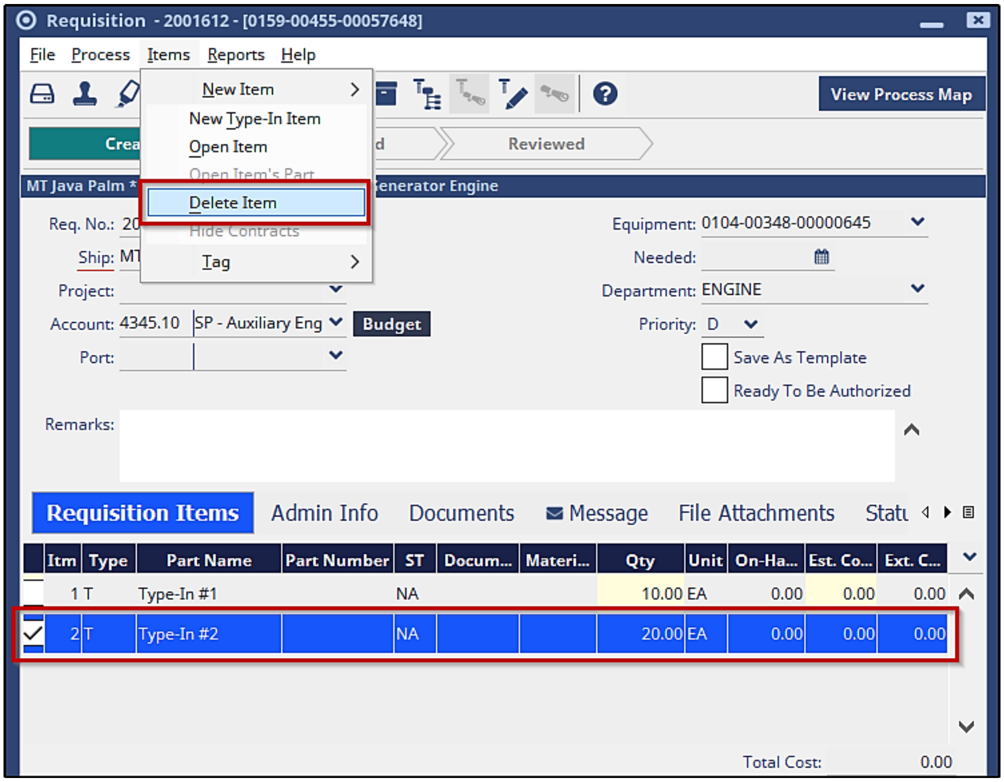
NOTE: The description of a type-in item can be viewed at any time by double clicking on the item in the **Requisition Items** tab of the **Requisition** window.

4.4.3 *Delete Items*

Items can only be deleted prior to authorization.

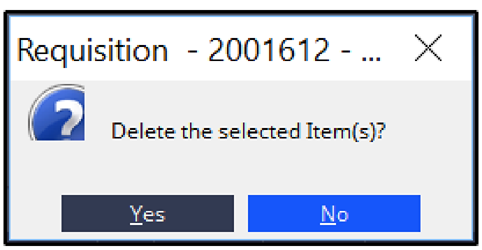
1. Tag the check box next to the item to be deleted on the **Requisition Items** tab.

2. Select **Items→ Delete Item** from the **Requisition** window menu bar.



A delete confirmation message box opens.

3. Click **Yes** to close the message box and delete the selected item.



4. Click **Save** on the **Requisition** window to save the changes.

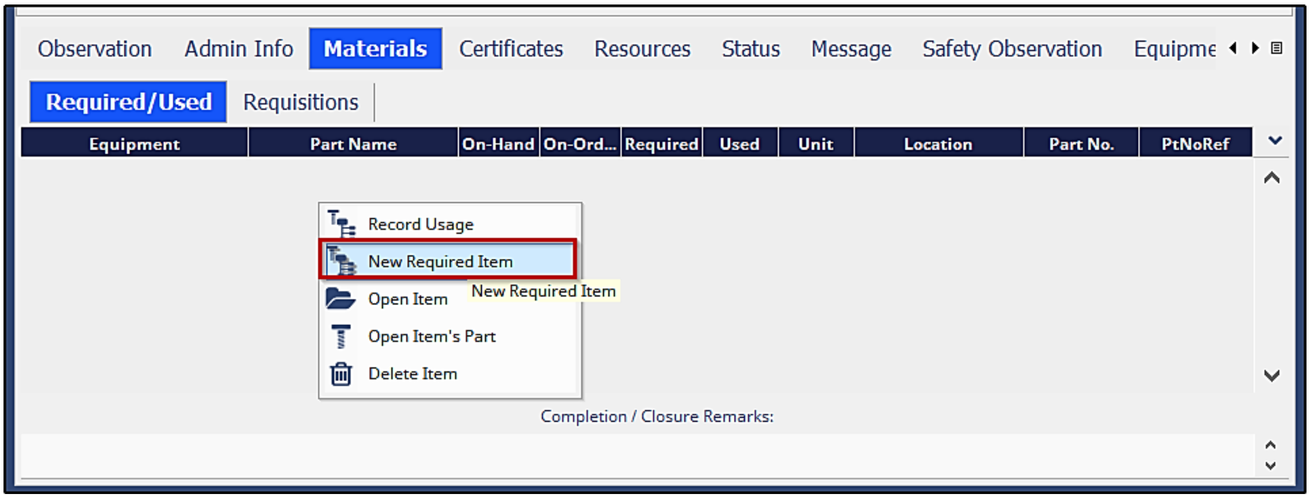
NOTE: Items can only be deleted prior to authorization. Contact the Purchaser to delete items after authorization.

4.5 Creating a Requisition from a Work Order

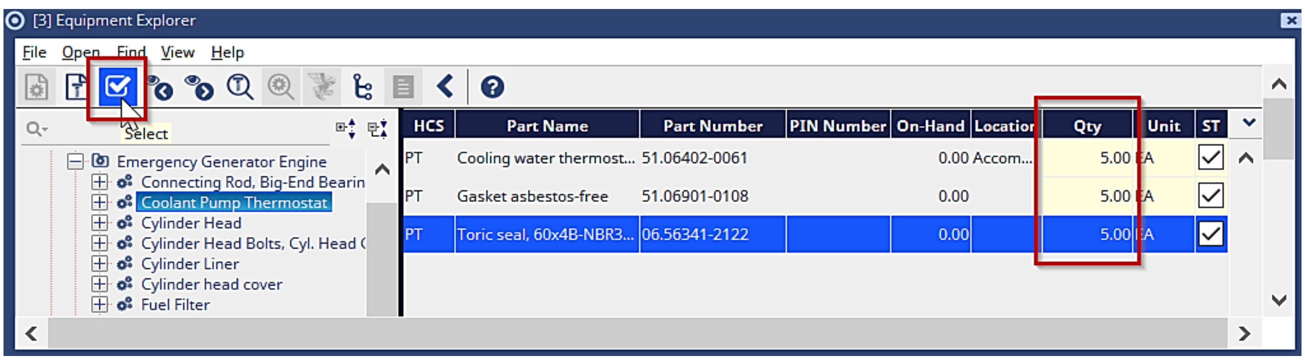
The preferred way of creating a requisition is to generate it from required and/or used items on a work order.

Be sure to add materials required, not only to complete the job, but also to restore inventory levels after the maintenance has been completed when creating a work order.

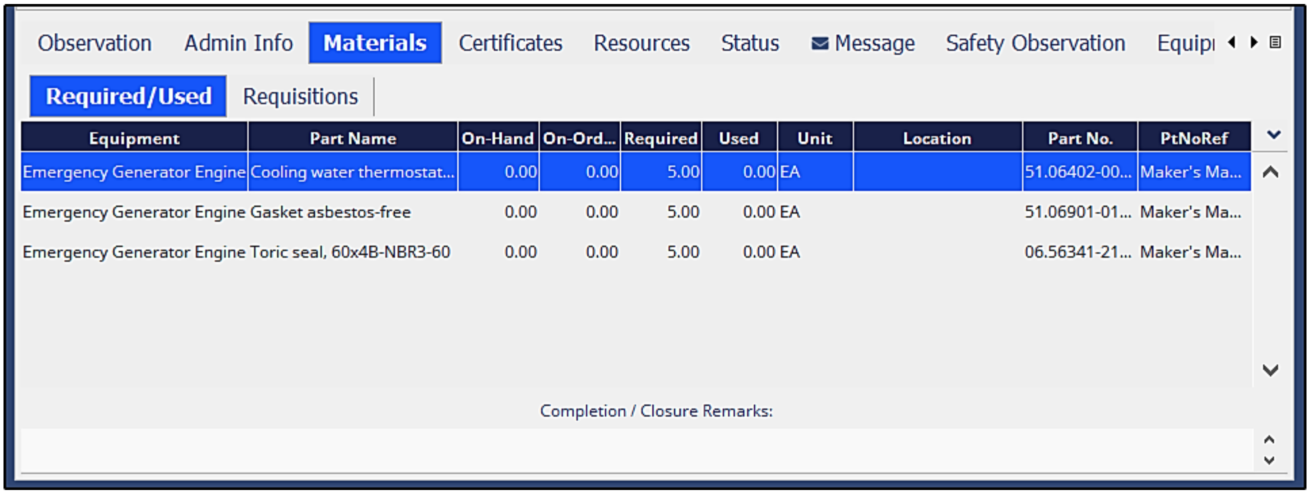
1. Open a **Work Order** from the **Maintenance Plan**, from a search window from the **Navigator** pane in **Maintenance and Purchasing** Module or create a new work order.
2. Go to the **Materials** tab. Right-click on the Materials tab and choose **New Required Item** to add items**.** This opens an **Equipment Explorer** window at the linked equipment. It displays the top of the hierarchy if there is no equipment linked.



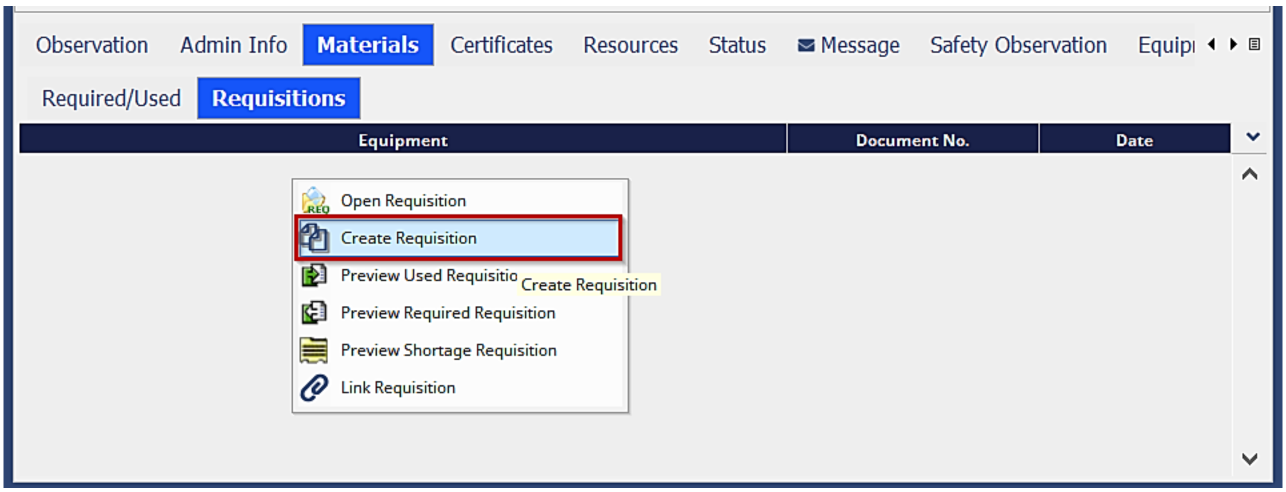
3. Enter the quantities required in the right-side pane of the **Equipment Explorer**. Then click **Select**.



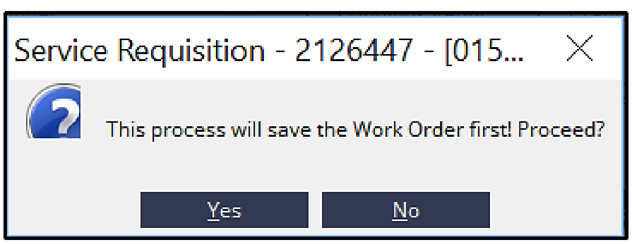
The items are linked to the work order.



4. The **Requisition** sub-tab on the **Materials** tab of the **Work Order** window is used by the Materials man to create a requisition if parts need to be ordered for the job. Right-click button in the **Requisitions** sub-tab and choose **Create Requisition**



5. A message box opens requesting to save the work order if it has not been saved. Click **Yes.**

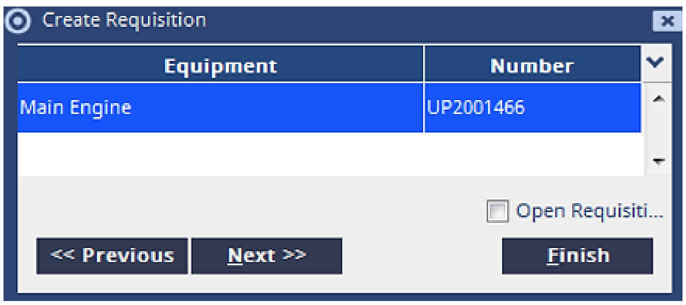


6. The **Requisition Creation** Wizard opens.

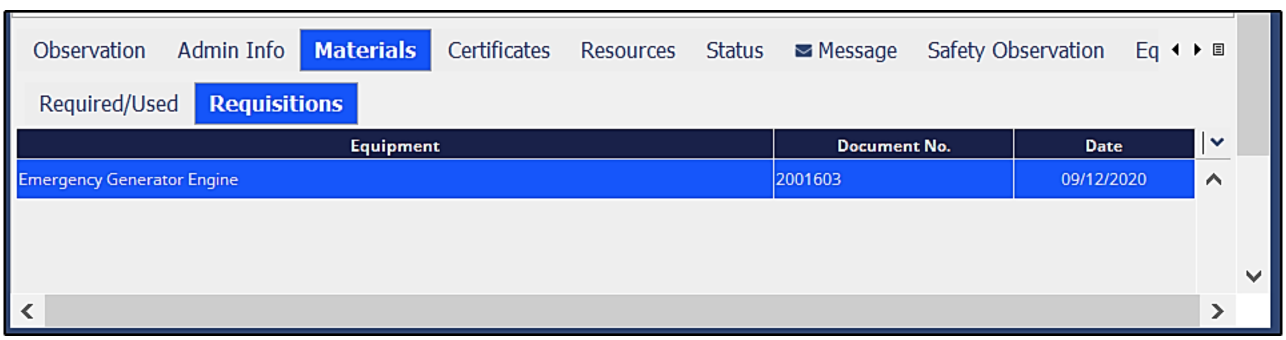
   Click the radio button to select what type of requisition is to be created.

   - **Required** – a requisition for the number of parts required. This number is taken from the **Required** column of the **Required/Used** tab
   - **Used** – a requisition for the number of parts used. This number is taken from the **Used** column of the **Required/Used** tab.

7. Click **Next**. The **Requisition** window lists the different types of equipment that the parts listed on the **Required/Used** tab belong to and the requisition number.



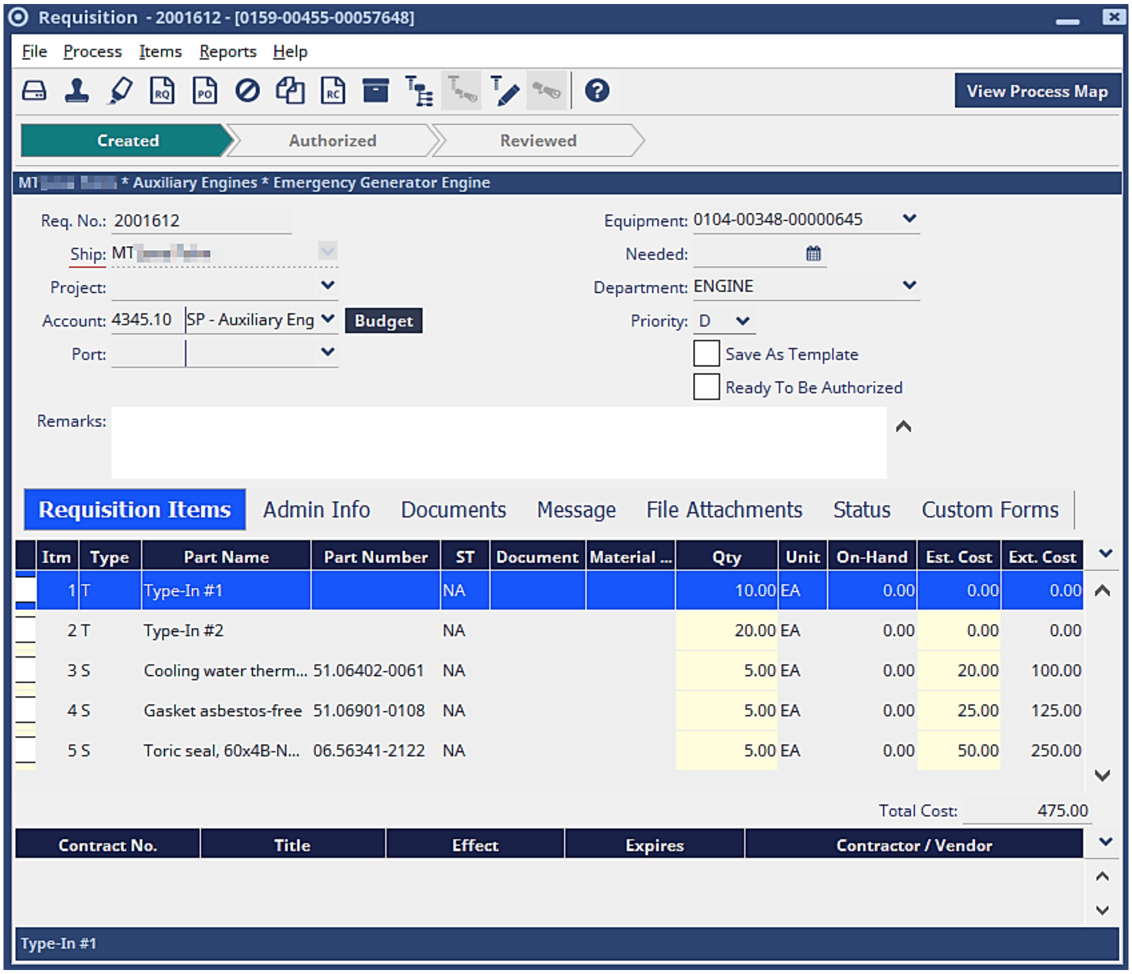
8. Click **Finish** to create the requisition. The **Requisition Creation Wizard** window closes. If this impacts the work order a message will display.
9. The requisition is displayed on the **Requisition** tab.



NOTE: Requisitions are created for each piece of equipment. **NS** automatically creates a separate requisition for each piece of equipment if the parts selected for the work order are linked to several different pieces of equipment.

4.6 *Modifying an Un-Authorized Requisition*

The information in the header section of a requisition can be changed until it is authorized. The only fields in the header that cannot be changed prior to authorization are the **Ship** and the **Requisition Number**.



Points to remember regarding modification of a requisition:

- Items can be added or deleted from the requisition prior to authorization.
- Items can no longer be added or deleted by the ship once it has been authorized.
- Items can be added or deleted on a requisition by the Purchaser after Authorization.
- NO changes can be made to a requisition after it is reviewed and processed.

1. Locate the requisition to be modified by selecting **Search → Requisition** from the **Purchasing** menu on the **Navigator**. Search for Status "**To be Authorized**".

   Alternately, users can open the requisition from the **Materials/Requisitions** tab on the WO from which it was created.

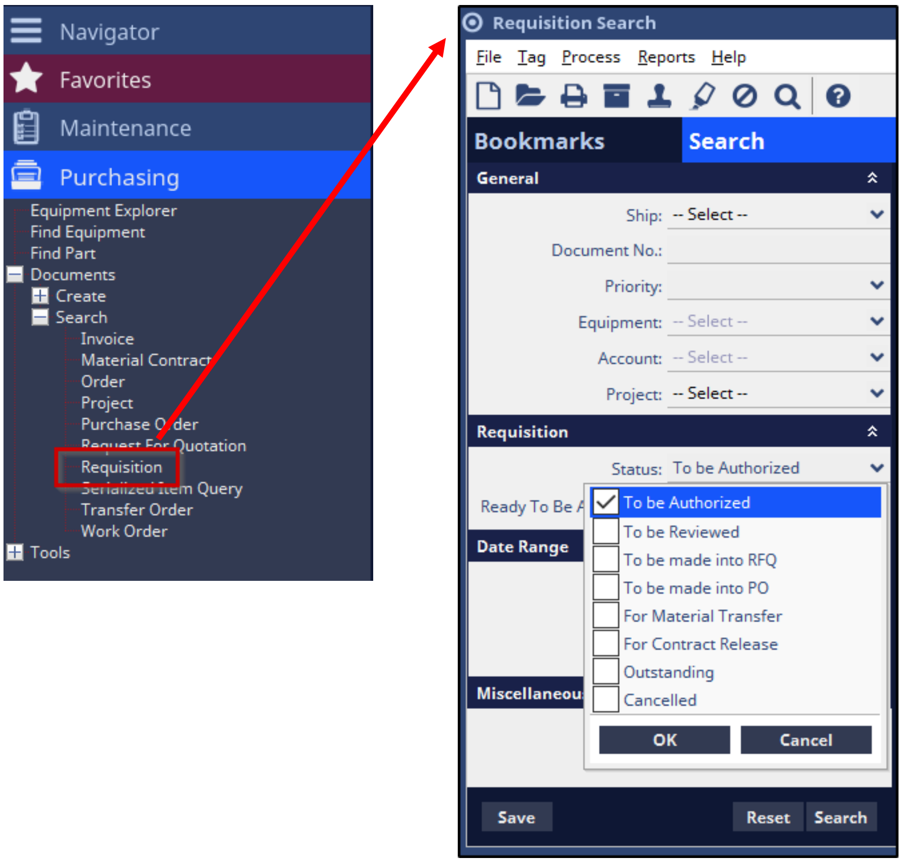
2. Double click the requisition to be changed to open.

3. Make changes to the requisition according to the parameters in the **Adding and Editing Line Items on a Requisition** portion of this section.
4. Click **Save** on the **Requisition** window when the changes have been completed.

4.7 Authorizing a Requisition

Authorized users authorize all requisitions.

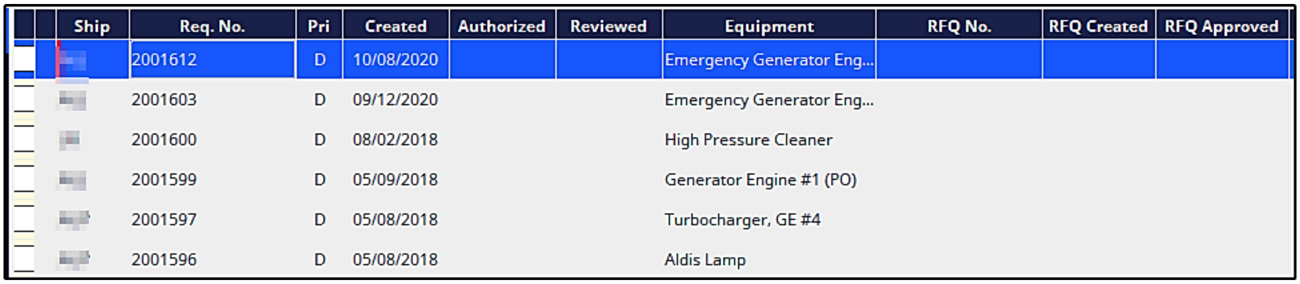
1. Create a list of Requisitions to be Authorized by selecting **Search → Requisition** from the **Purchasing** menu on the **Navigator**. Search for Status "**To be Authorized**".



Requisitions can be authorized individually or in a group.

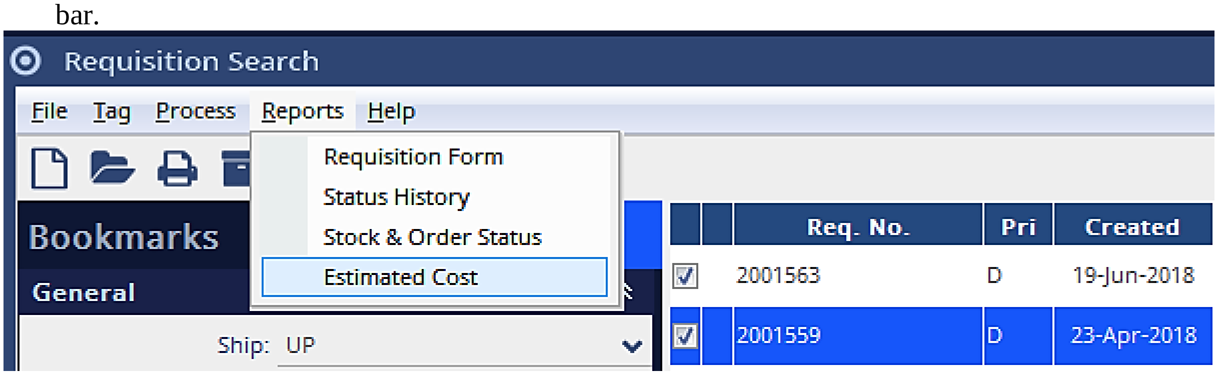
4.7.1 *Individual Requisition*

1. Double click on the requisition to be authorized from the **Requisition Search** list created. The **Requisition** window for the requisition opens.

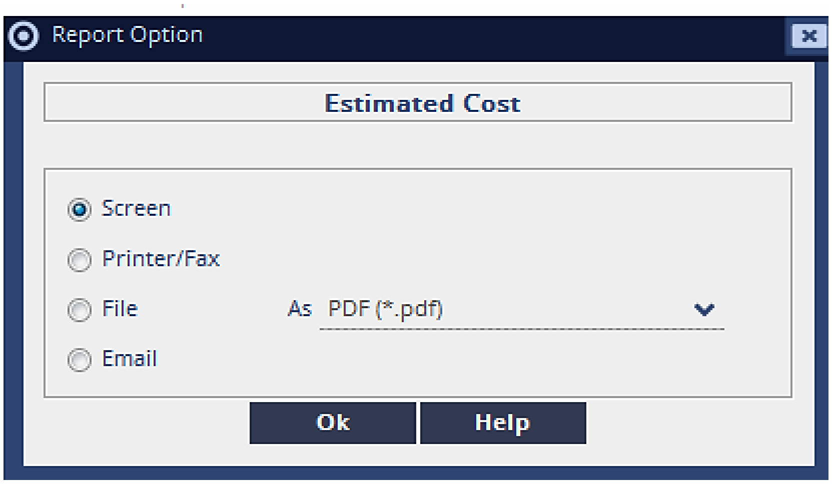


	Ship	Req. No.	Pri	Created	Authorized	Reviewed	Equipment	RFQ No.	RFQ Created	RFQ Approved
		2001612	D	10/08/2020			Emergency Generator Eng...			
		2001603	D	09/12/2020			Emergency Generator Eng...			
		2001600	D	08/02/2018			High Pressure Cleaner			
		2001599	D	05/09/2018			Generator Engine #1 (PO)			
		2001597	D	05/08/2018			Turbocharger, GE #4			
		2001596	D	05/08/2018			Aldis Lamp			

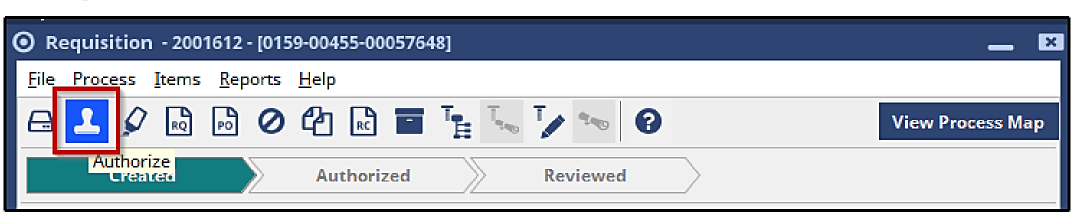
2. Confirm that the items needed to be ordered on the **Requisition Items** tab before authorizing a requisition. Users can view the estimated cost of the requisition. Choose **Reports → Estimated Cost** from the menu bar.



Choose one of the **Report** options. A Report with historical cost data is generated.

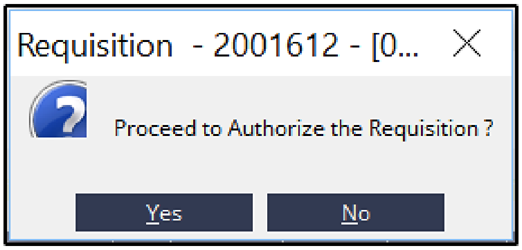


3. Open the requisition to be authorized. Click **Authorize** on the **Requisition** window to authorize the requisition.



NOTE: The **Authorize** button is only available to users with permission to authorize requisitions.

4. A message box opens to confirm the authorization process. Click **Yes** to proceed with the authorization process. The message box closes, and the authorization process begins. There are no visible changes on the requisition when the authorization process has been completed.



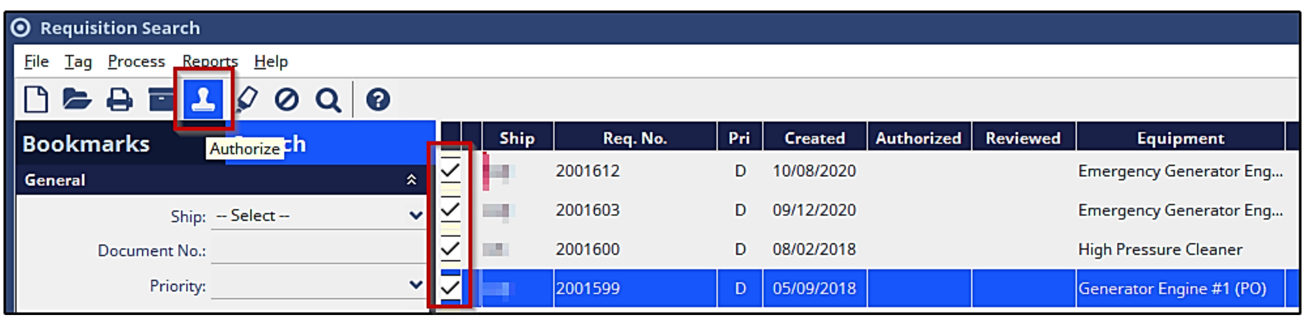
5. Click **Save**.

4.7.2 *Multiple Requisitions*

Multiple requisitions can be authorized at one time.

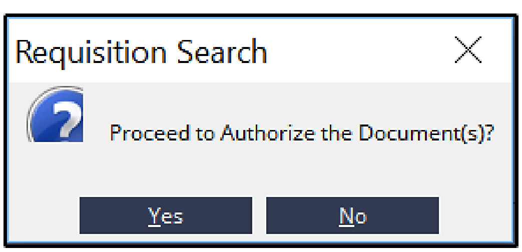
1. Tag the check box next to the requisitions to be authorized on the **Requisition Search** window.
2. Users can view the estimated cost of all the tagged requisitions. Choose **Reports → Estimated Cost** in the menu bar of the search window.

   Choose one of the **Report Options**. Reports for each requisition with historical cost data are generated.
3. Click the **Authorize** button on the **Requisition Search** window to authorize the selected requisitions.



4. A message box opens to confirm the authorization process.

   Click **Yes** to proceed with the authorization process. The message box closes, and the authorization process begins.



The selected requisitions are removed from the **Requisitions to be Authorized** window when the process has been completed.

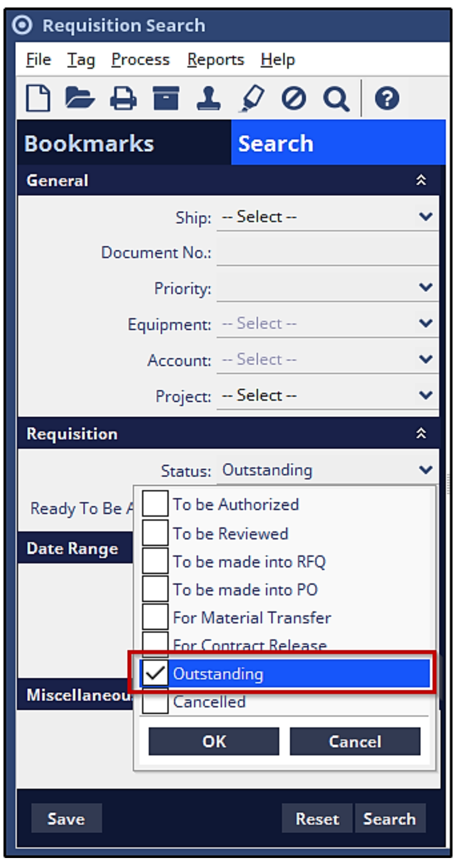
NOTE:

- The requisitions that have been authorized either individually or in a group are no longer listed in the **Requisitions to be Authorized** search. They are listed in the **Outstanding Requisitions** search.
- The "**Ready to be Authorized**" checkbox is indicated in the requisition screen which will be available until the requisition is authorized. It is also available as a search parameter in the search screen.

4.7.3 *Track an Outstanding Requisition*

Users can track the status of a Requisition by using the Outstanding Requisitions search.

1. Create a list of outstanding requisitions by selecting **Search → Requisition** from the **Purchasing** menu on the **Navigator**. Search for Status "**Outstanding**".



The **Outstanding Requisitions** search window contains a list of outstanding requisitions.

2. Double-click on the requisition to be viewed. The **Requisition** window for the selected requisition opens.
3. Click the **Documents** tab on the **Requisition** window to view the list of documents linked to this requisition (e.g., POs).
4. Double-click on a document to view the details.

4.8 *Copy a Requisition*

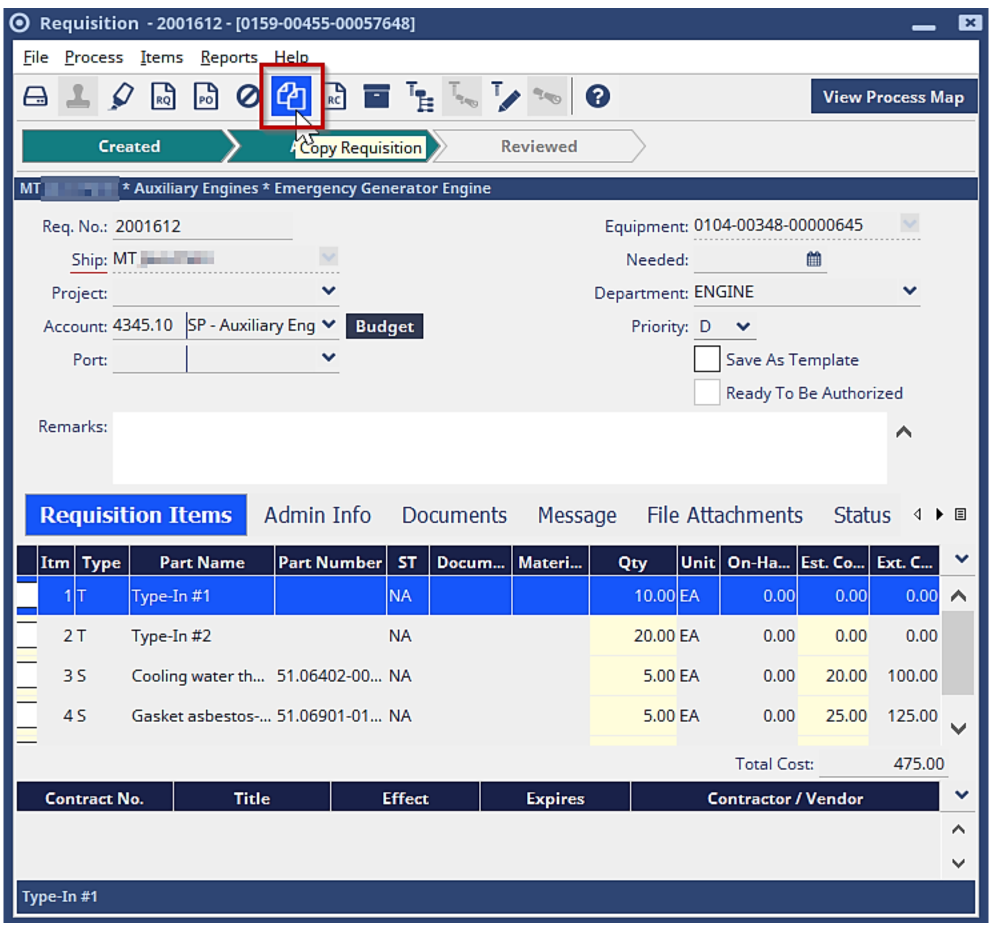
NS allows users to copy a requisition, for example, to create a new requisition with all the same items as an existing requisition. Requisitions that have been filled can also be copied.

1. Open the requisition that needs to be copied.

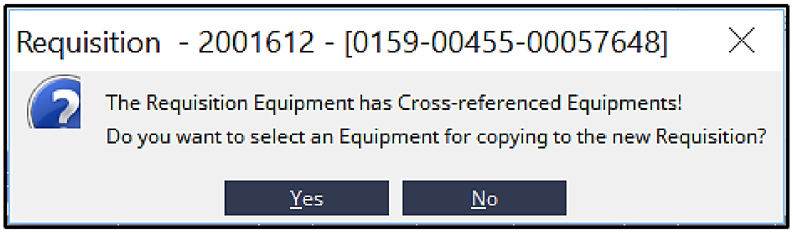
   Users can perform a search for the requisition, tagging filters as necessary

   Or search from the document list on a work order or purchase order

2. Click **Copy Requisition** on the **Requisition** window.

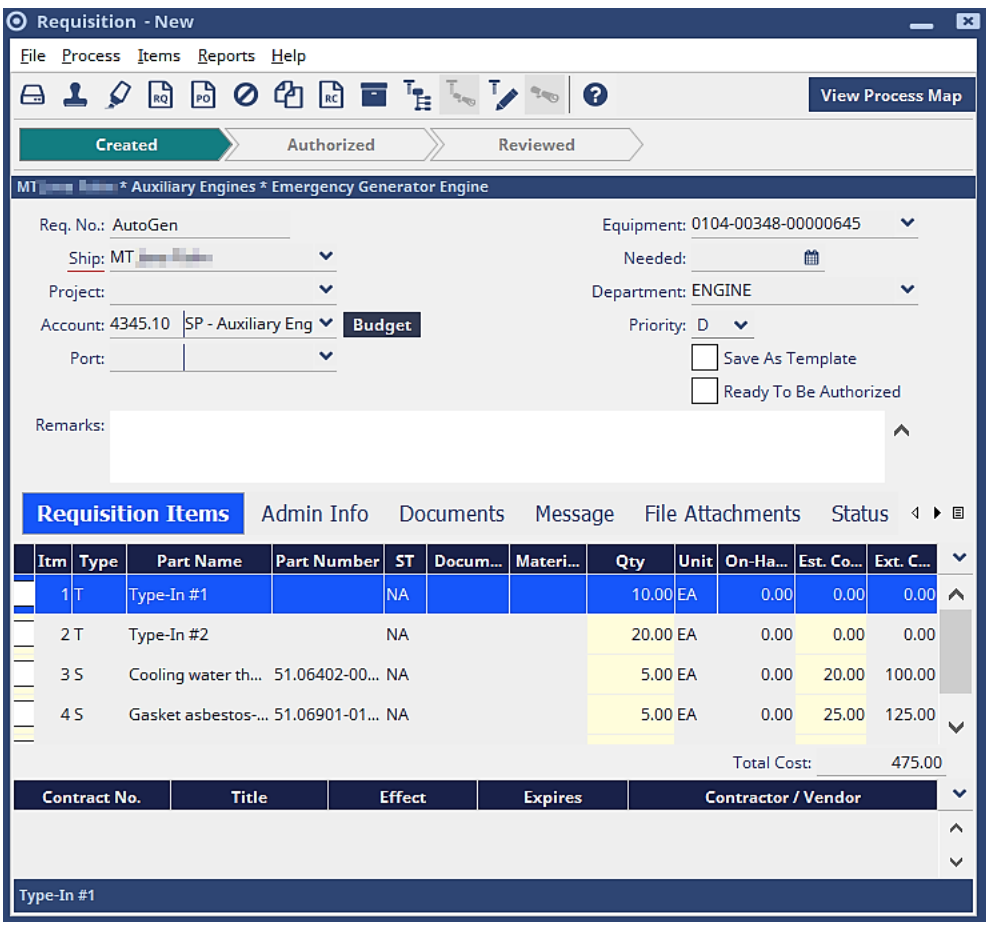


3. A message box opens if the equipment linked to the original requisition is cross referenced.



This message box is not displayed if there is no cross-referenced equipment.

4. Click **Yes** to close the message box and continue. A list of cross-referenced equipment opens.
    - Click to highlight the correct equipment.
    - Click the **Select** button.
5. Complete the necessary information on the **Requisition – New** window that opens with the copied information from the previous requisition. Any information on the new requisition can be changed.



6. Add or delete items, change quantities, dates, etc. for the new requisition.
7. Click **Save** on the **Requisition – New** toolbar to save the new requisition. The requisition is generated as a newly created requisition that is not authorized.

4.9 Requisition Review

Reviewing a requisition is a procedure where the user can designate what is to be done with any particular line item.

NS has been set up to **auto review** requisitions. All items are automatically designated for pricing when a requisition is authorized. It is automatically designated for **Contract Release** if an item is linked to a contract.

Sometimes, instead of pricing an item on an **RFQ**, users might want to arrange for a transfer, directly purchase the item, put it on hold, change quantities or cancel a particular item (but not the whole requisition).

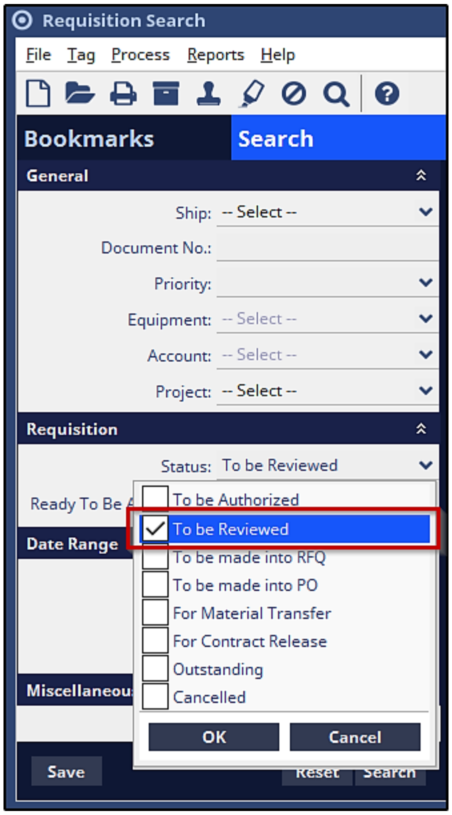
Users can manually review a requisition and designate line items to one of the following statuses:

- No Action
- To be priced
- For Purchase
- For Transfer
- Rejected

4.9.1 *Review*

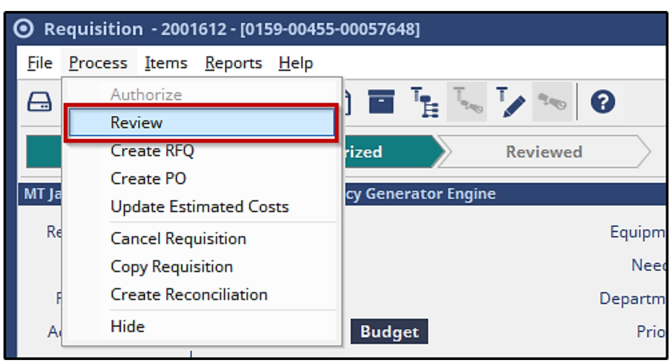
To review a requisition:

1. Select **Documents → Search → Requisitions** from the **Purchasing** menu on the **Navigator.** Choose "**To Be Reviewed**" from the **Status** field in the filters.

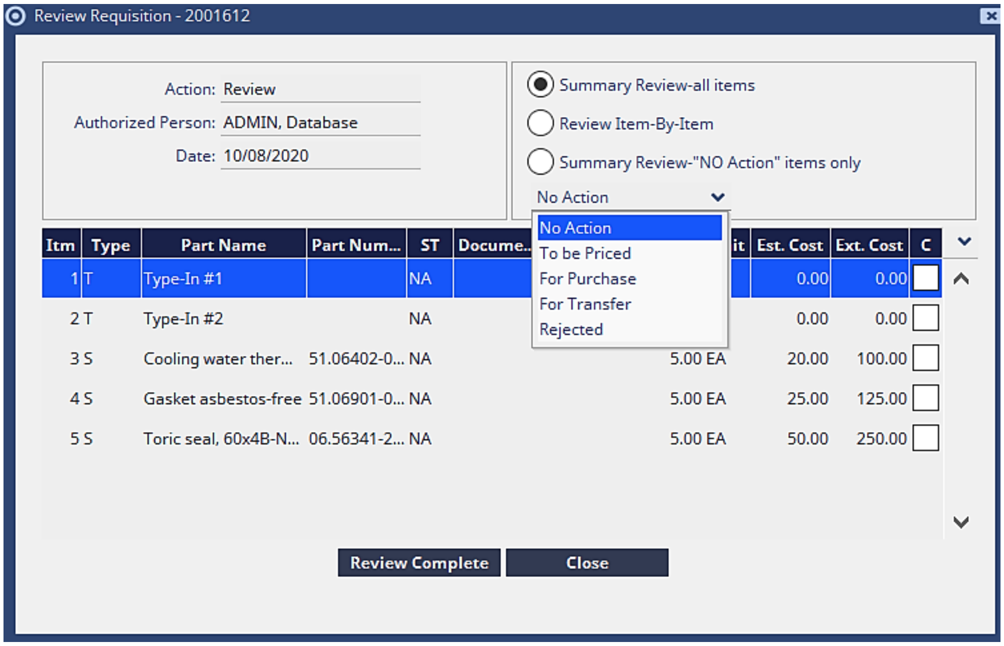


Double click the requisition to open it.

2. Click **Review** or choose **Process → Review.**



3. A window opens. Users can review all items at once by choosing the **Summary Review – all items** radio button. Users can review items one by one by choosing **Review Item-by-Item**. Users can also review all items with a NO Action status by choosing the **Summary Review – "No Action" Items only** radio button.



4. The drop-down menu is used to change the status of the line items to one of the following:
   - **No Action** – Nothing will be done to the line item. It will not carry forward to an RFQ, PO or TO.
   - **To be priced** – The line item will carry forward to an RFQ when using the RFQ wizard.
   - **For Purchase** – The line item will carry forward to a PO when using the PO wizard.
   - **For Transfer** – The line item is ready to be placed on a Transfer Order. There is no TO wizard.
   - **Rejected** – The line item is rejected.
5. When rejecting an item, users type in the quantity to be rejected. For example:

   The ship has requested 4 of a certain item.

   The order quantity needs to change to quantity of 2.
   The user will reject 2.
   To reject, choose **Review Item-by-Item** and then type in "2" in the quantity field.
   Click **Save**.

   There will be 2 items that are rejected, while 2 remain with a status designating them to be priced.

6. If a situation occurs where the users wants to see how the budgets looks before ordering the items at some future date the user would review the requisition and set the status to **No Action.** The requisition will remain, unable to be processed, but not lost or canceled, this places the requisition on hold.

4.9.2 *Requisition Searches*

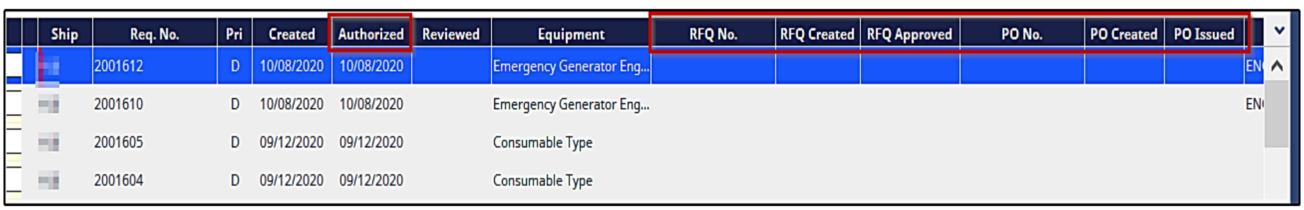
Users can search for requisitions with various types of items, such as items to be priced or items marked for transfer, from the Navigator.

Select **Documents → Search → Requisitions** from the **Purchasing** menu on the **Navigator** to find requisitions awaiting review**.** Choose filters for the desired search.

- When an item is reviewed for pricing, it will display in the **Requisitions to be made into RFQ** search. By default, all new requisitions other than those with only contract items are found in this search.
- When an item is reviewed for purchase, it will display in the **Requisitions to be made into PO** search.
- When an item is reviewed for transfer, it will display in the **Requisitions for Material Transfer** search.
- When a requisition has contract items linked, it will display in the **Requisitions for Contract Release** search.

NOTE:

- Columns such as authorized, RFQ No., RFQ Created, RFQ Approved, PO No., PO Created and PO Issued are displayed in the Requisition Search screen result instead of the Issue Date.



4.10 *Smart Procurement*

The Smart Procurement will ease the processing of requisitioned items through the purchasing cycle via a single wizard driven interface. This will guide the users through the creation and processing of various purchasing documents.

Following process are included in this enhancement:

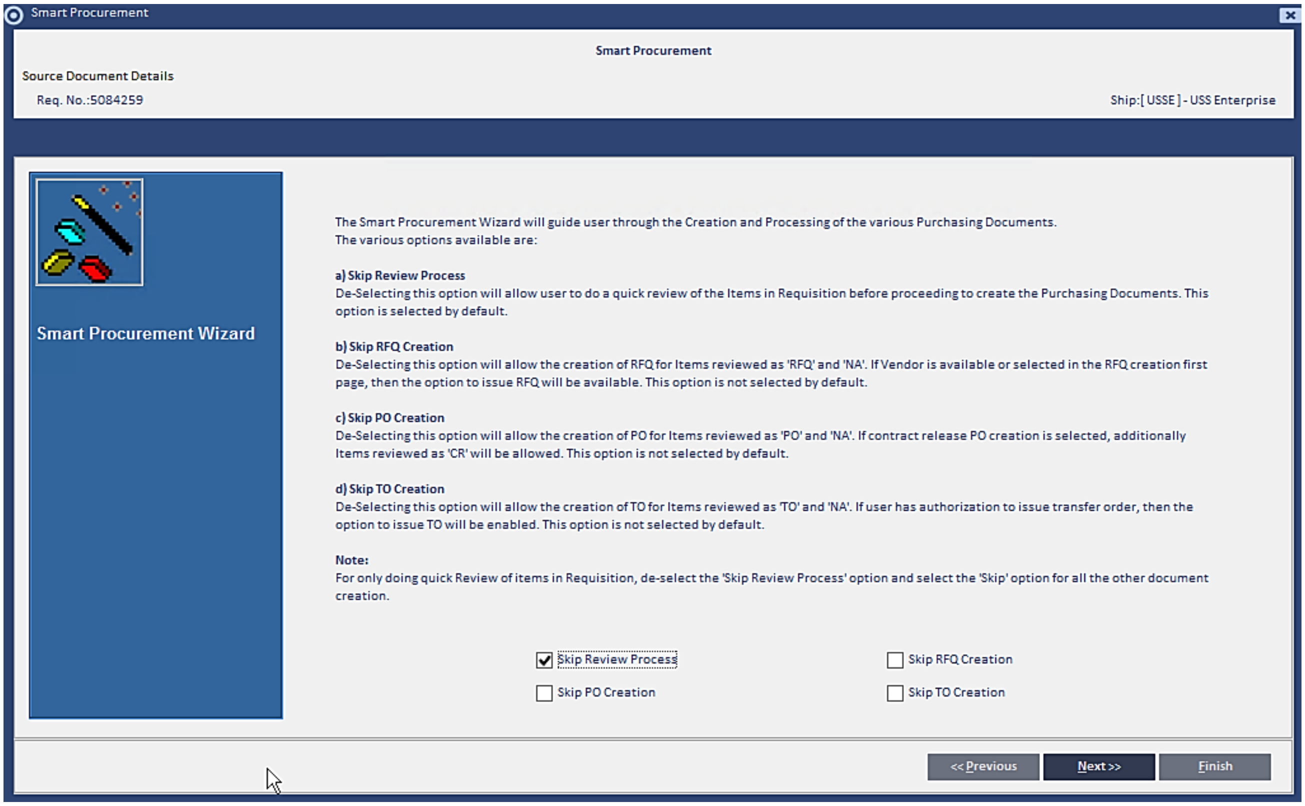
1) **Skip Review Process -** De-Selecting this option will allow user to do a quick review of the items in Requisition before proceeding to create the Purchasing Documents. For only doing quick Review of items in Requisition, de-select the 'Skip Review Process' option and select 'Skip' option for all the other documents.

2) **Skip RFQ Creation -** De-Selecting this option will allow the creation of RFQ for items reviewed as 'RFQ' and 'NA'. If Vendor is available or selected in the RFQ creation first page, then the option to issue will be available.

3) **Skip PO Creation -** De-Selecting this option will allow the creation of PO for items reviewed as 'PO', 'CR' and 'NA'. If contract release PO creation is selected, then additionally items reviewed as 'CR' will also be allowed.

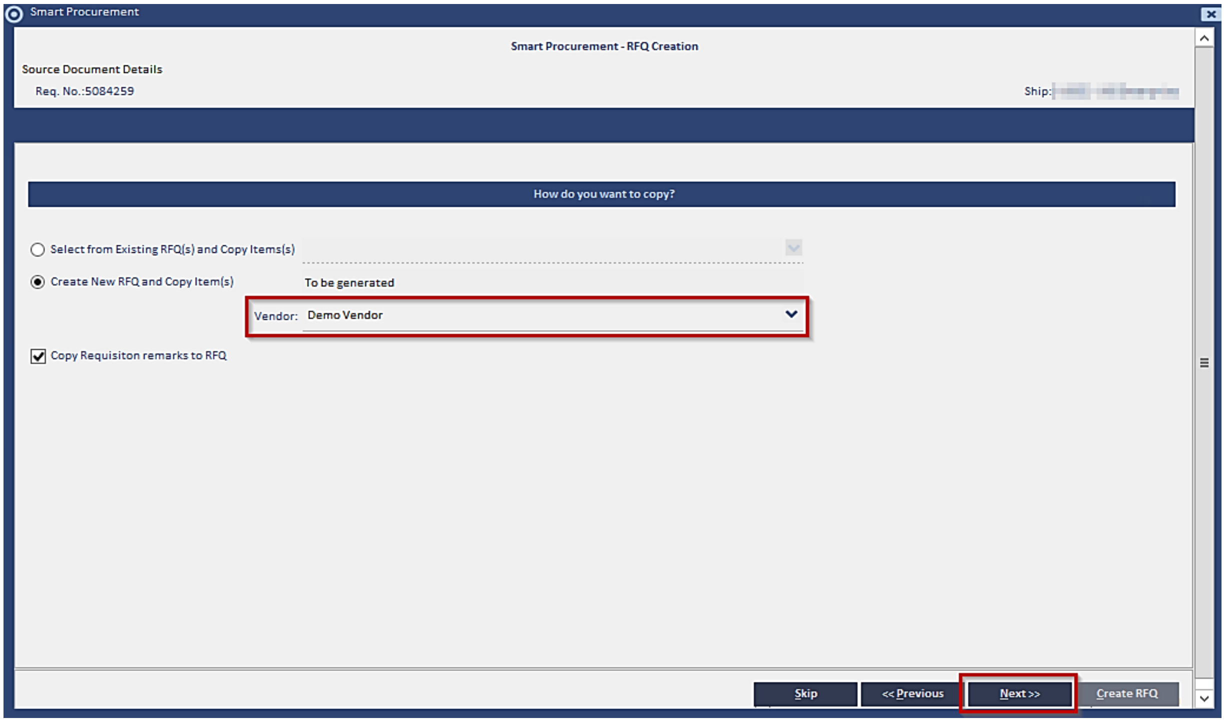
4) **Skip TO Creation -** De-Selecting this option will allow the creation of TO for items reviewed as 'TO' and 'NA'. If user has authorization to issue transfer order, then the option to issue TO will be enabled.

By default, only "**Skip Review Process**" option is checked.

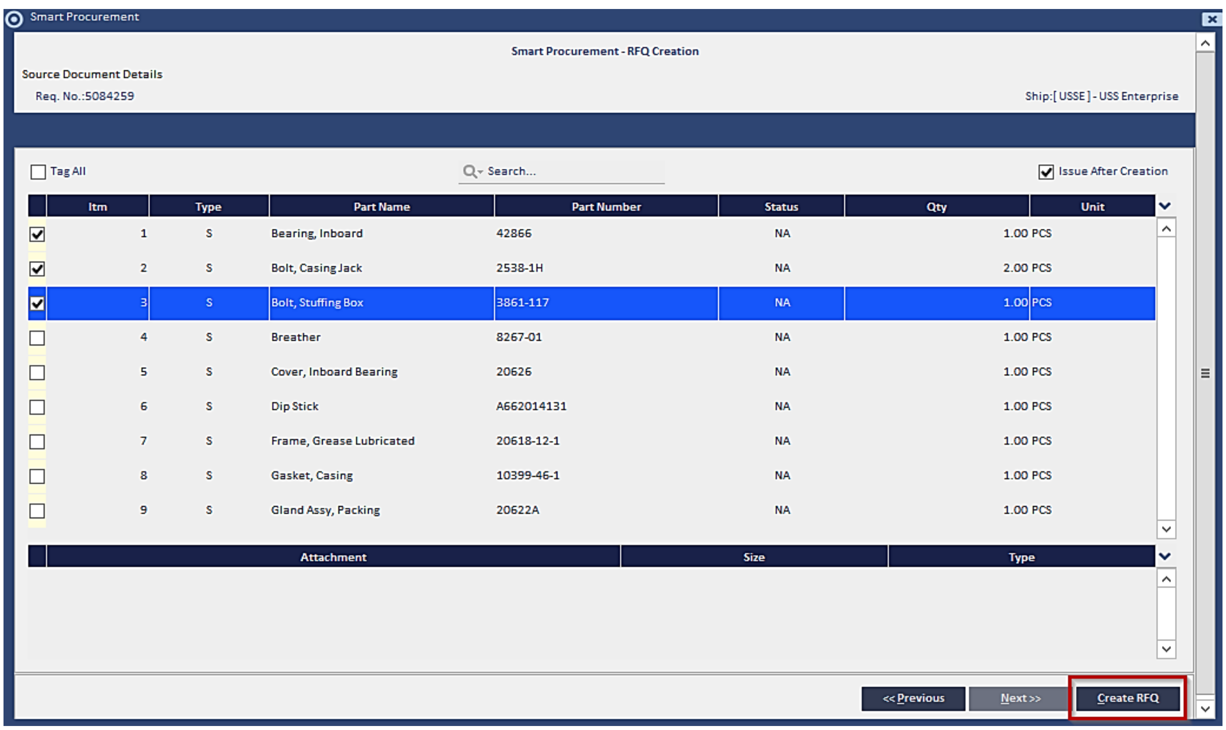


- Click **Next**.

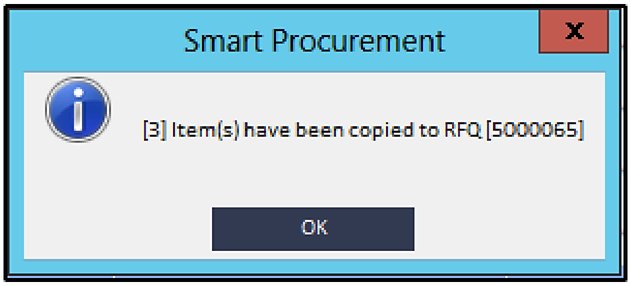
- On the Smart Procurement screen, select whether to create a new RFQ or copy from an existing one. Select the Vendor from the dropdown list. Then click **Next**.



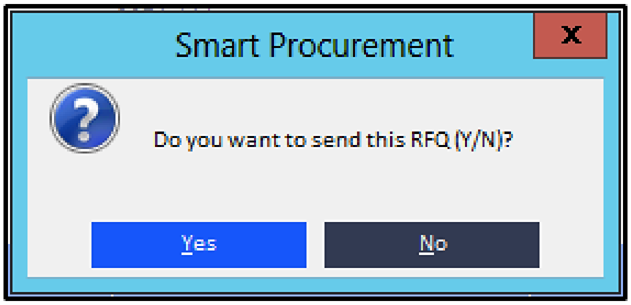
- In the following screen, tag the items to include in the RFQ. Then click the **Create RFQ** button.



- A confirmation message will be displayed on the screen. Click **Ok**.



- Another message will be displayed on the screen. Click **Yes** to send the RFQ to the vendor/s and click No if not sending to vendor/s.



4.11 Creating Requisitions for Service

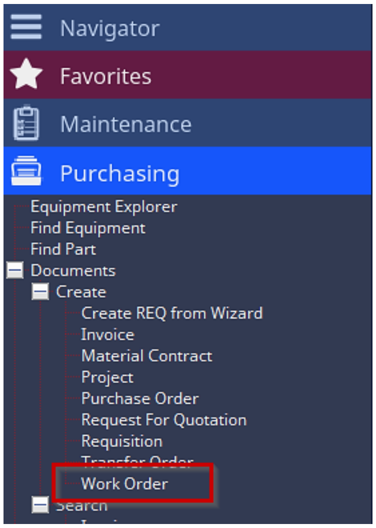
Requisitions for service differ from requisitions for materials in several ways:

- Materials and service requisitions are reviewed / authorized by the authorized user onboard the rig
- Service requisitions are approved by the Technical Supervisor on shore.
- Service requisitions and service orders are linked to a work order found in the Maintenance Plan.

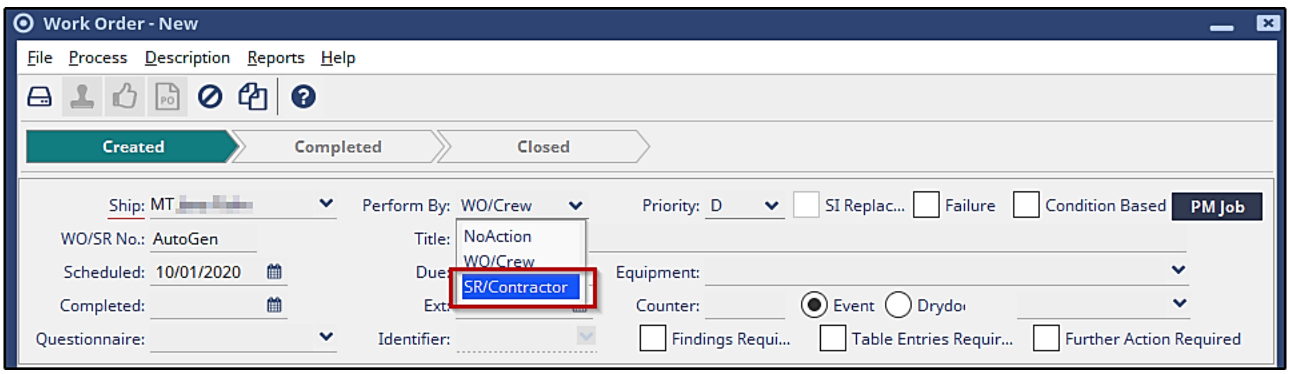
The Purchaser processes both materials and service requisitions into either an RFQ or PO.

Service Requisitions are a combination of a **Work Order** and a **Requisition**. They are used to request work by outside contractors. A service requisition is created when users select **SR/Contractor** in the **Perform by** field of the work order.

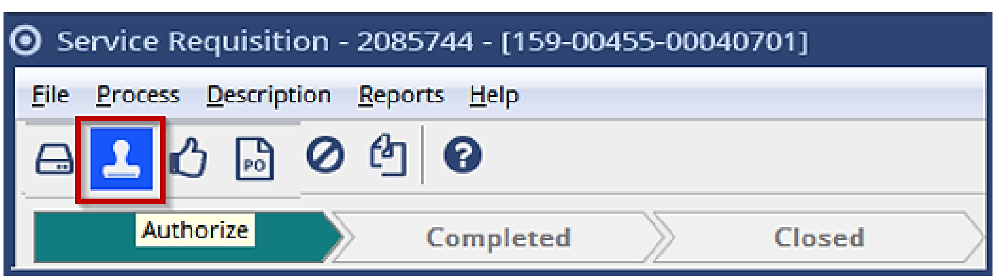
1. Choose **Documents → Create → Work Order** from the **Maintenance** menu on the **Navigator**.

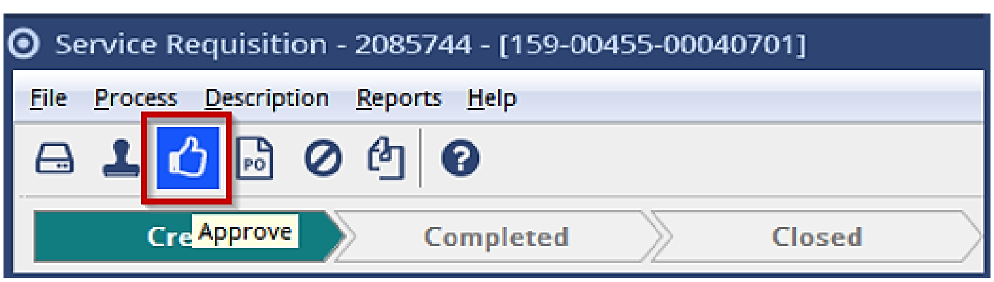


2. Choose **SR/Contractor** in the **Perform by** field. This creates a service requisition rather than a traditional work order.



3. The main difference between a work order and a service requisition is the service requisition needs to be both **Authorized** and **Approved.**





4.11.1 *Description Tab*

The instructions written on the **Description** tab need to be extremely detailed and thorough. This is because the **Description** tab contains the information that potential vendors use to price the job, as well as to define the work to be performed.

If the description is not complete, the contractor may not anticipate the complete scope of the job and may not be able to carry out the work.

4.11.2 *Authorize Service Requisition*

Since a service requisition is a requisition as well as a work order, the service requisition needs to be authorized. Once the SR has been prepared, a message is sent to the Head of Department / Chief Engineer to review the SR for technical content. The **HOD** and/or **Chief Engineer** then sends a message to the authorized user for service requisition authorization.

Choose **Documents → Search → Work Orders** from the **Maintenance** menu on the Navigator to find service requisitions to be authorized. Select service requisitions that have been scheduled using the filters.

NOTE: Searches can be saved and put on the **Workspace** area for easy future access.

Authorization signals the office to act on the requisition.

4.11.3 *Approve Service Requisition*

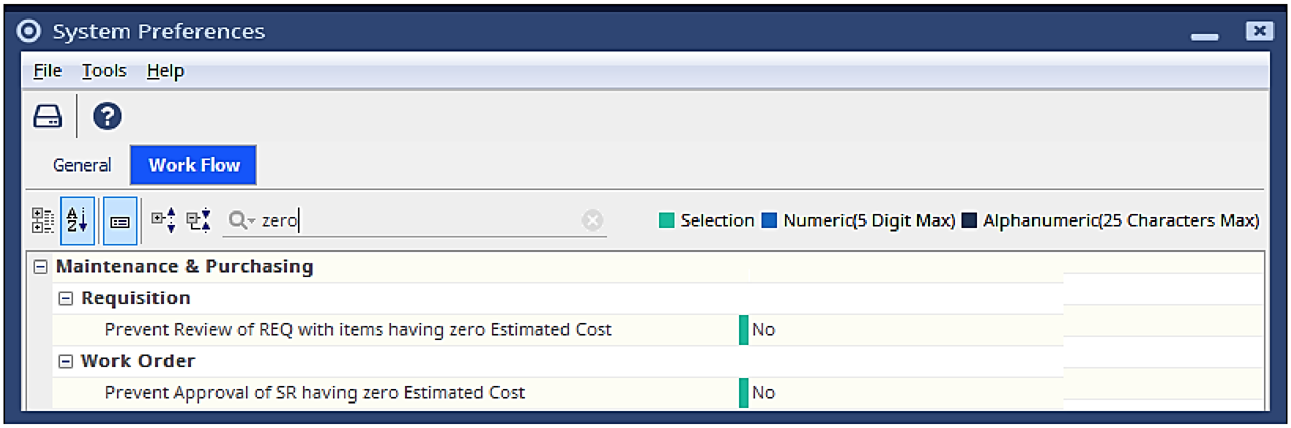
The **Approva**l process takes place in the office. A service purchase order is created once the service requisition is approved. This is shown in the **Maintenance Plan**.

Choose **Documents → Search → Work Orders** from the **Maintenance** menu on the Navigator. Select service requisitions that have been authorized using the filters.

The next action point is when the contractor comes to the ship.

4.12 Creating Requisition from Wizard

There is a system preference for **Requisitions with Zero Estimated Costs**, "**Prevent review of REQ with items having zero Estimated Cost**" with two possible options "Yes/No". The default value is "No".

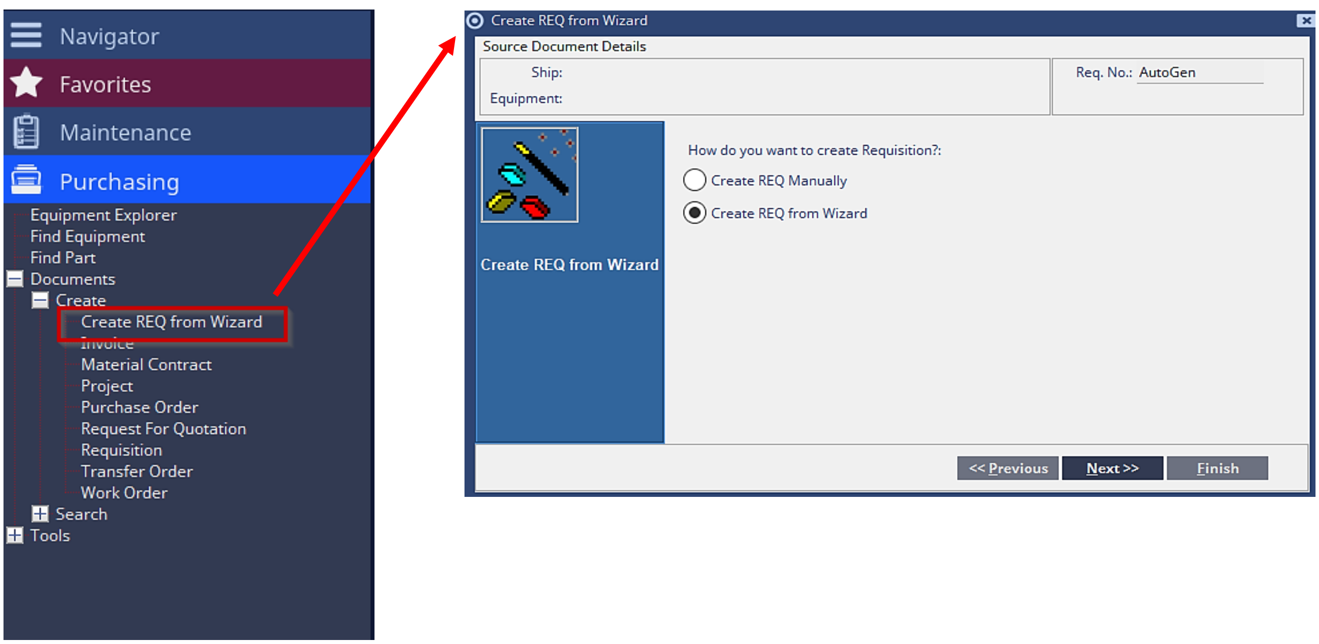


If system preference is set as “**Yes**”, the user cannot review REQs that have at least one-line item with zero estimated cost.

When user fills estimated cost against each item then the user can review the Requisition.

If system preference is set as “**Yes**”, the estimated cost field on part window is also updated with the estimated cost value filled against that part on REQ window.

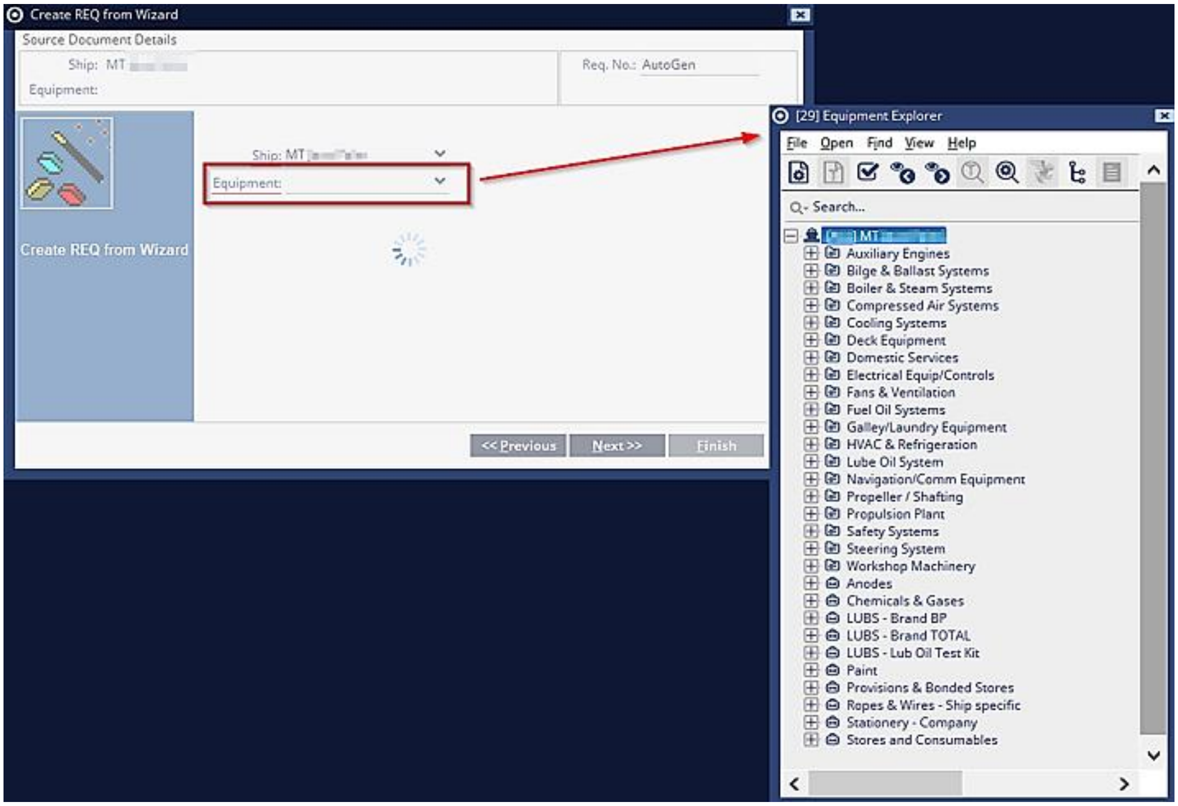
Select **Purchasing → Create → Create REQ from Wizard** from the **Purchasing** gadget to open the **Requisition Wizard** window.

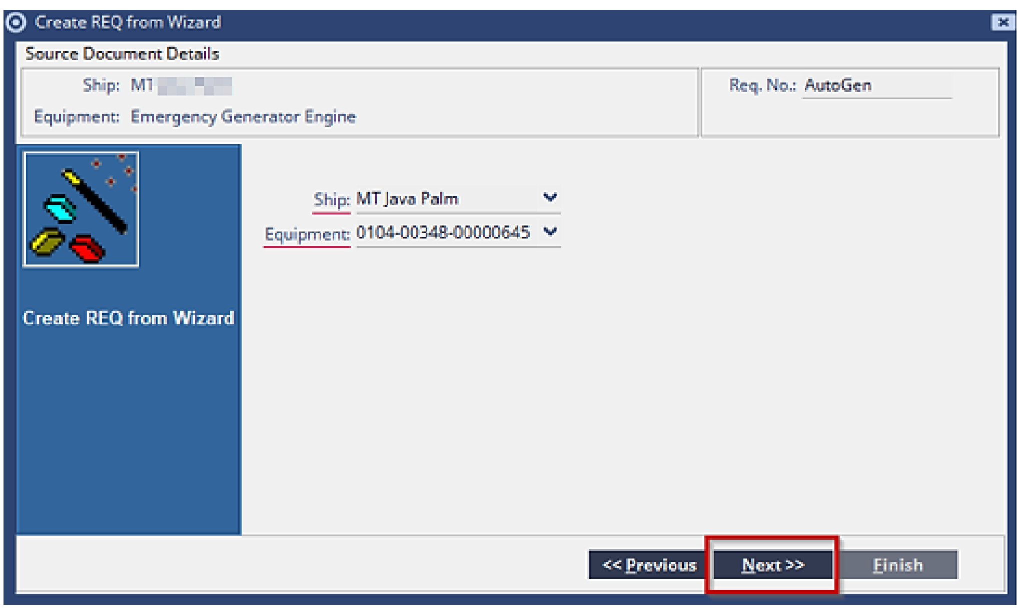


1. Click the **Next** button to progress to the next window of the wizard.

2. Select the **Ship** and **Equipment**. Clicking on the dropdown menu at the end of the **ship** field opens the **Select Ship** window. Select the Ship and click the **OK** button to close the **Select Ship** window.

3. Click on the dropdown menu at the end of the **equipment** field to open the **Equipment Explorer** for the selected ship. Navigate through the equipment hierarchy to locate and select the equipment and/or part to be ordered.



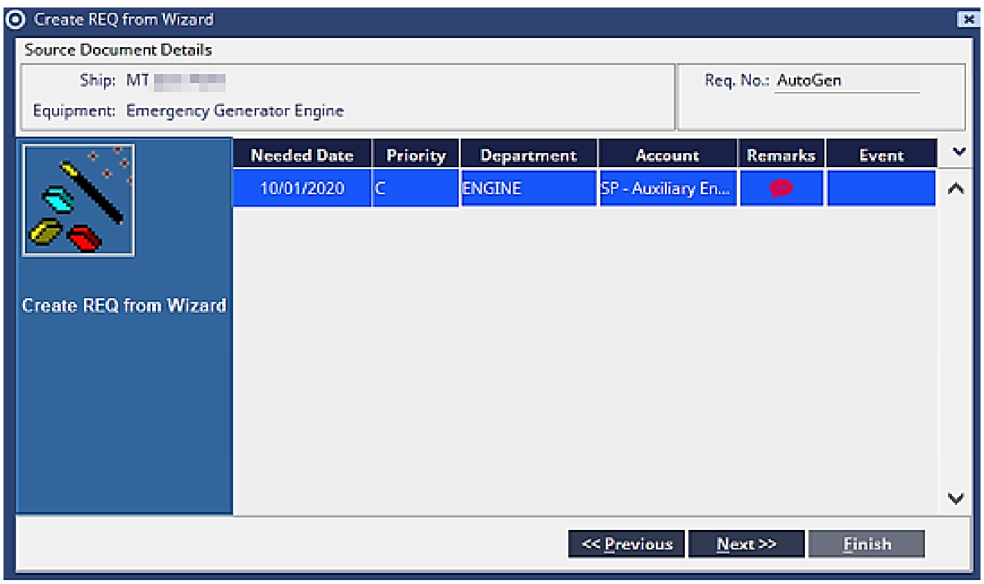


4. Click the **Next** button to progress to the next window of the wizard to enter in the needed by date, priority, any remarks, or event that it should be linked/associated with. By default, the priority will be whatever priority, department and account was assigned to the equipment. All fields are editable. Enter all information relevant to this requisition.

If remarks are entered the remarks icon will change.

Icon No Remarks

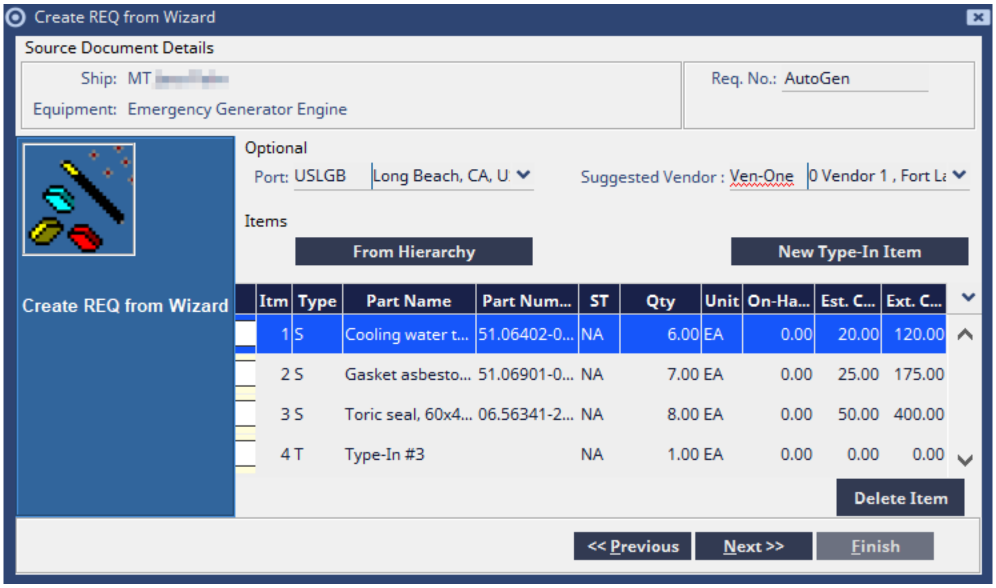
Icon with Remarks



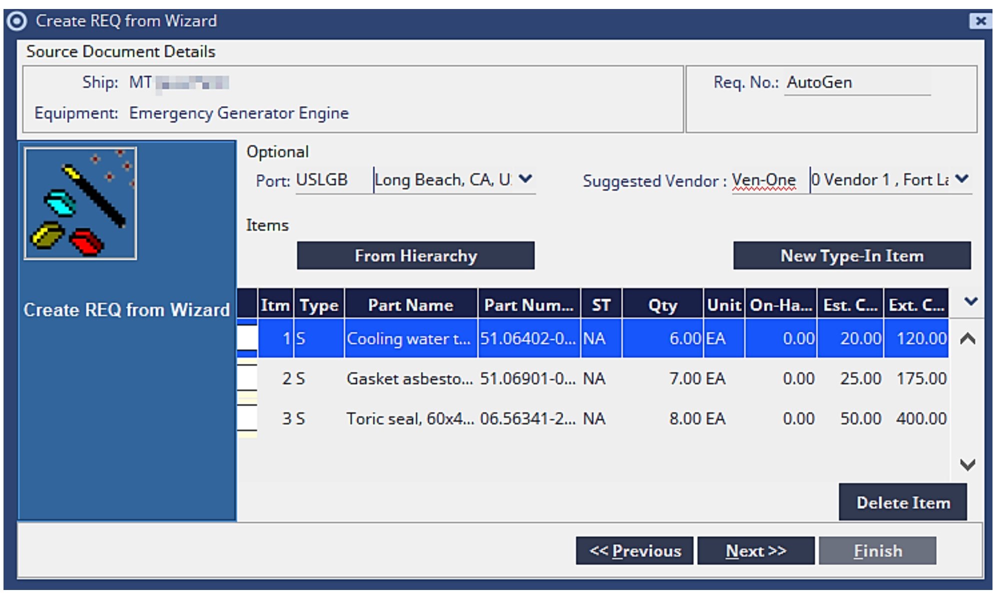
5. Click the **Next** button to progress to the next window of the wizard to enter in line items for the requisition. Line Items can be added from the equipment hierarchy or a new **Type-In** Item. Entering in a **Port** or **Suggested Vendor** can also be added to the requisition at this time, but the fields are also optional.

6. If **Port** is needed, click on the dropdown menu at the end of the **Port** field to open the **Cities and Countries Search** navigator pane.

7. If a **vendor** is needed, click on the dropdown menu at the end of the **Suggested Vendor** field to open the **Companies search** navigator pane.



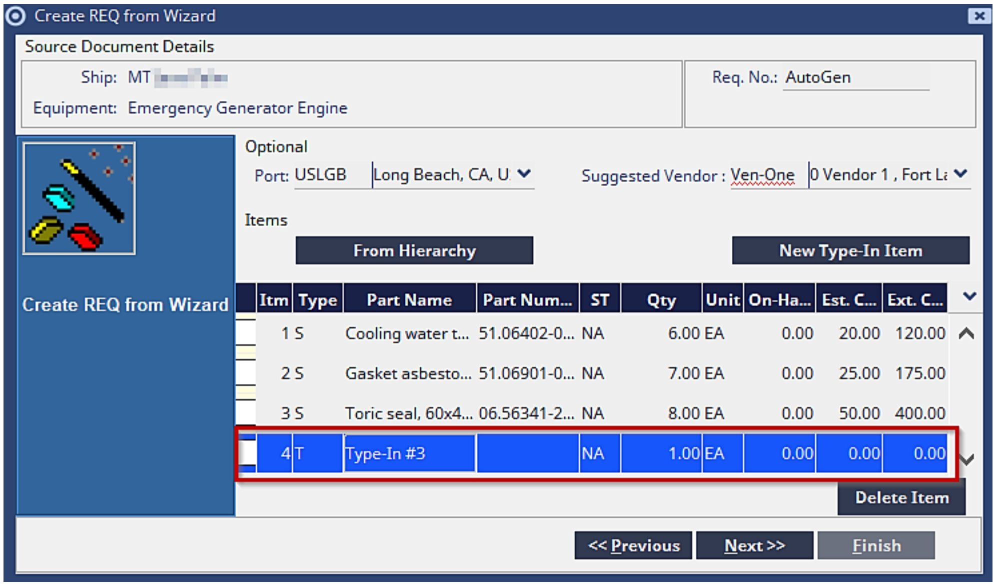
8. Click on the **From Hierarchy** button to open the **Equipment Explorer** at the level of the equipment selected on the first wizard window. Enter in the quantities for those items needed. Click the **select** icon to return to the wizard window.



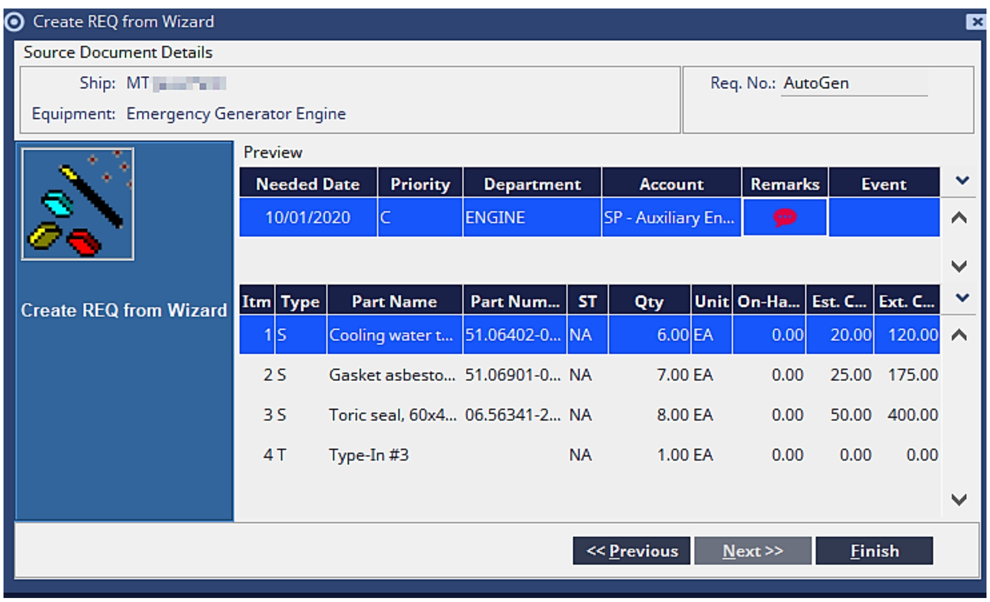
9. Clicking on the **New Type-In Item** button opens the **Requisition Type-In Item – New** window.

10. Enter in the information needed for the **Type-In** item, e.g. if it should be added to the hierarchy, Part Name, Account, Project (if there is a project) and save.

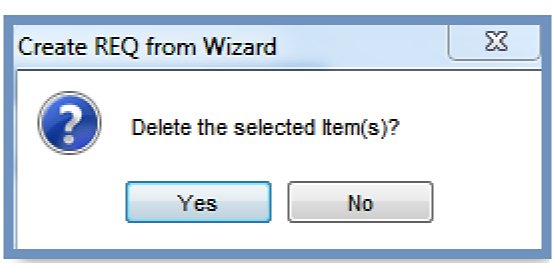
If not being added to hierarchy, the description will be the part name that displays in the wizard.



11. Click the **Next** button to progress to the next window of the wizard.

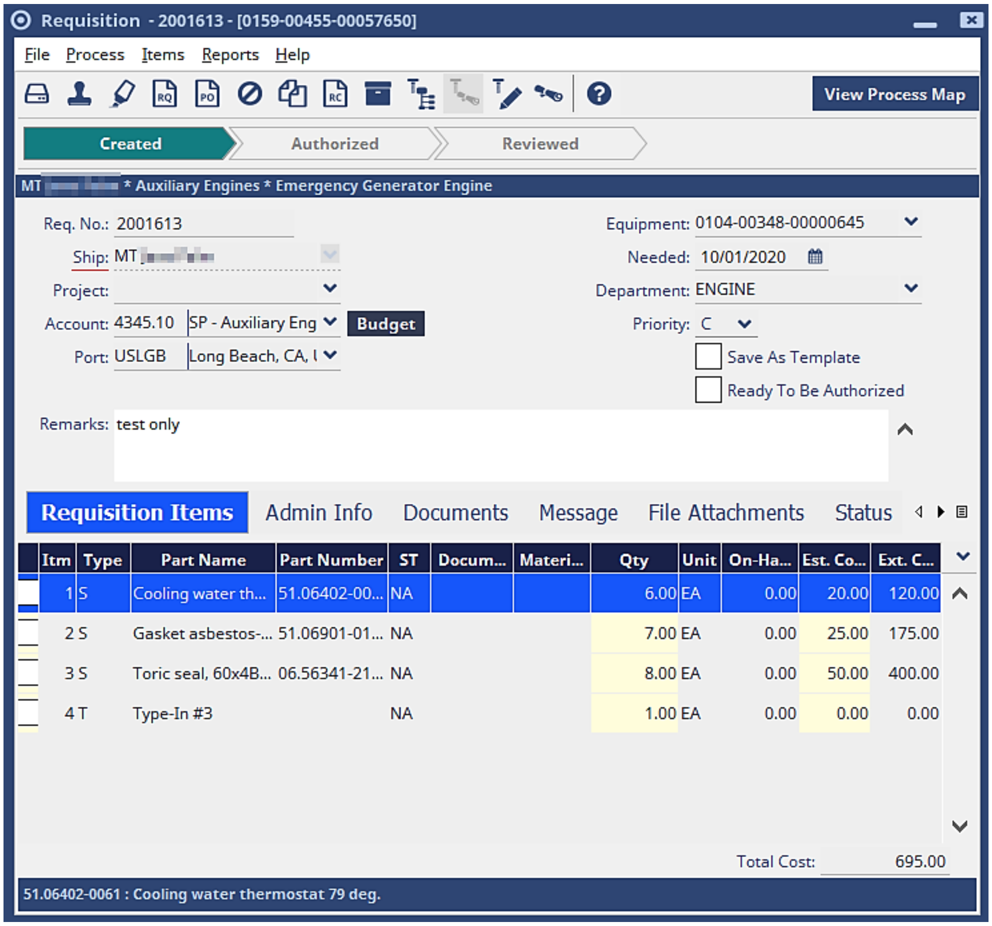


NOTE: If a line item was added in error, check the check box preceding the line item and click the delete Item button. A confirmation button will appear, Click **Yes** if the line item needs to be deleted.



12. The next wizard window is a preview window to allow the user to review the entire requisition for Ship Name, Equipment, and all line item information. Click the **Finish** button to create the requisition.

13. Clicking the **Finish** button exits the requisition wizard and opens the newly created Requisition.



4.13 *Requisition Templates*

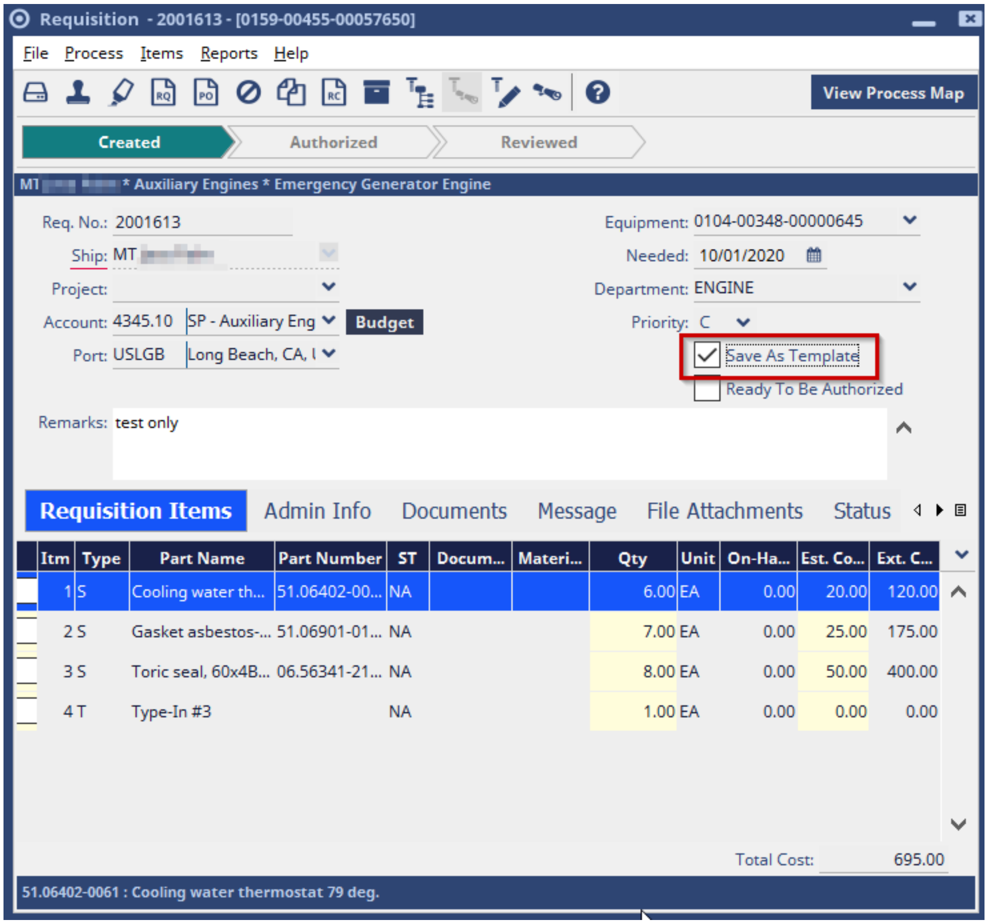
NS Enterprise provides a utility to save a requisition as a template for frequently purchased items. These templates provide a way to copy basic information, equipment, and items into a new requisition.

Saving a requisition as a template saves time by placing the requisition in a template library instead of having to search through hundreds of requisitions for the one containing the information needed.

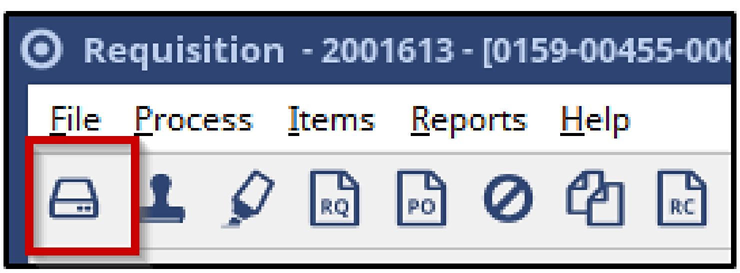
Requisitions created from the template are NOT authorized or reviewed.

NOTE: The **Save as Template** check box is only available to users authorized to create or edit requisitions.

1. Open or create a requisition to make a template.
2. Click to check the **Save as Template** check box on the **Requisition** window.

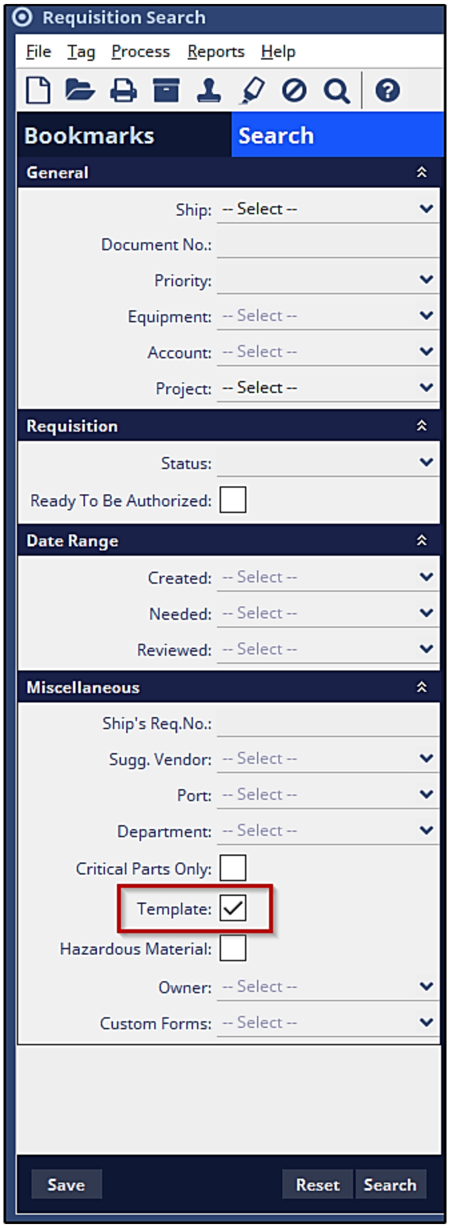


3 Click the **Save** button to save the requisition as a template.



4.13.1 *Find Templates*

1. Select **Documents → Search → Requisitions** from the **Purchasing** gadget on the **Navigator** pane of the **Purchasing** module. The **Requisitions Search** window opens.
2. Click to check the **Template** check box in the **Miscellaneous** section of the **Search** tab on the **Requisition Search** window.



3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of templates opens on the right side of the window.
4. Double click on a template to open the **Requisition** window.

4.14 Copy a Requisition

There are two ways to copy information from one requisition to another.

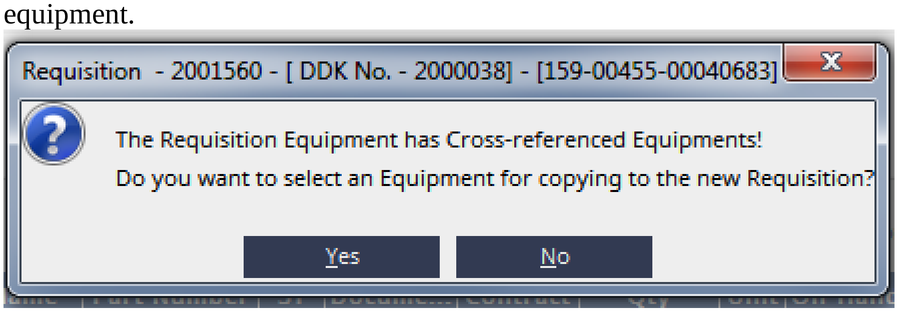
- Copy the information on a requisition
- Copy the information from a template

4.14.1 *Copy a Requisition Without Creating a Template*

Sometimes information on a requisition is needed on another requisition. This information may be repetitive at the time, but not necessarily something to be kept as a template for other requisitions. This information can be copied without creating a template.

1. Select **Documents → Search → Requisitions** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module.
2. Select the appropriate criteria to find the requisition to be copied.
3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of requisitions opens on the right side of the window.
4. Double click on the appropriate requisition. The **Requisition** window opens.
5. Click the **Copy Requisition** button on the **Requisition** window toolbar.

A message box opens if the equipment is cross-referenced. Skip the next step if there is no cross-referenced equipment.



6. Click "**Yes**" on the **Requisition** message box to continue. A list of cross-referenced equipment is displayed.
   a. Click to highlight the correct equipment.
   b. Click the **Select** button.
7. Complete the necessary information on the **Requisition – New** window that opens with the copied information. Any information on the new requisition can be changed.

NOTE: The ship can be changed if the requisition is created from the fleet level. It cannot be changed if it is created from the ship level. The **Project, Voyage**, and **Date Needed** fields are not copied to the new requisition if the ship on the new requisition is changed.

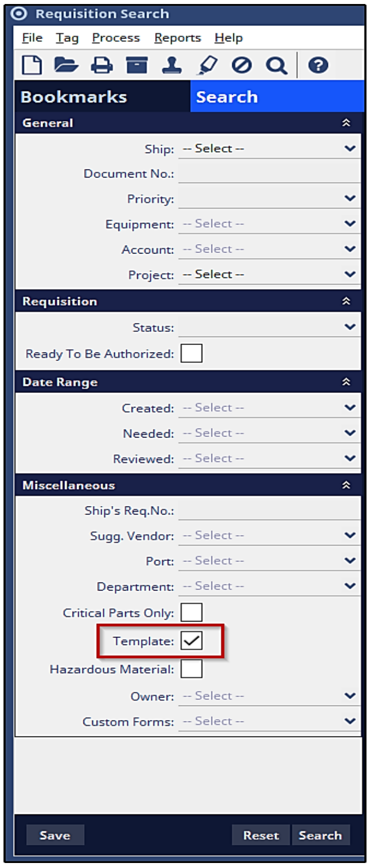
8. Click the **Save** button on the **Requisition – New** toolbar to save the new requisition.

The requisition is generated as a newly created requisition that is not authorized or reviewed. All line items have a "**No Action**" status.

4.14.2 *Copy a Requisition Template*

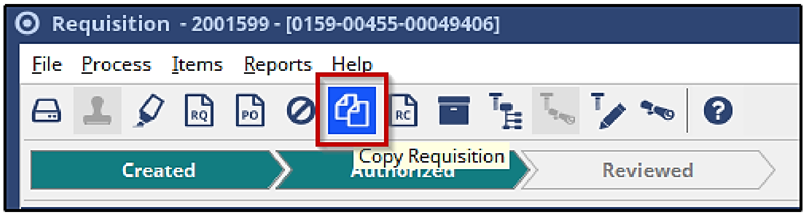
Saving a requisition as a template saves time by placing the requisition in a template library instead of having to search through hundreds of requisitions for the one containing the information needed. The following steps describe how to use this template to create a new requisition.

1. Select **Documents → Search → Requisitions** from the **Purchasing** gadget on the **Navigator** pane in the **Purchasing** module.
2. Click the **Templates** check box in the **Miscellaneous** section on the **Search** tab to find a template.

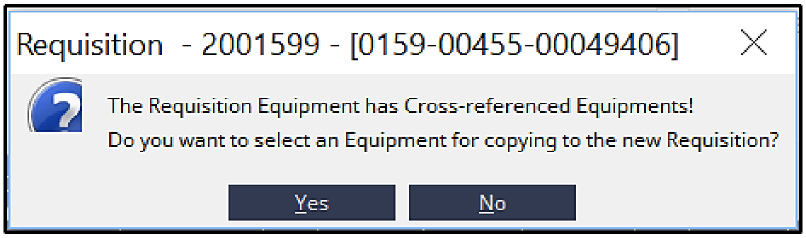


3. Click the **Search** button at the bottom of the **Search** tab to initiate the search. A list of requisition templates opens on the right side of the window.
4. Double-click on the template to be used. The **Requisition** window opens.

5. Click the **Copy Requisition** button from the **Requisition** window toolbar.



A message box opens if the equipment is cross-referenced. Skip the next step if there is no cross-referenced equipment.



6. Click "**Yes**" on the **Requisition** message box to continue. A list of cross-referenced equipment is displayed.
   a. Click to highlight the correct equipment.
   b. Click the **Select** button.
7. Complete the necessary information on the **Requisition – New** window that opens with the copied information from the requisition template. Any information on the new requisition can be changed.

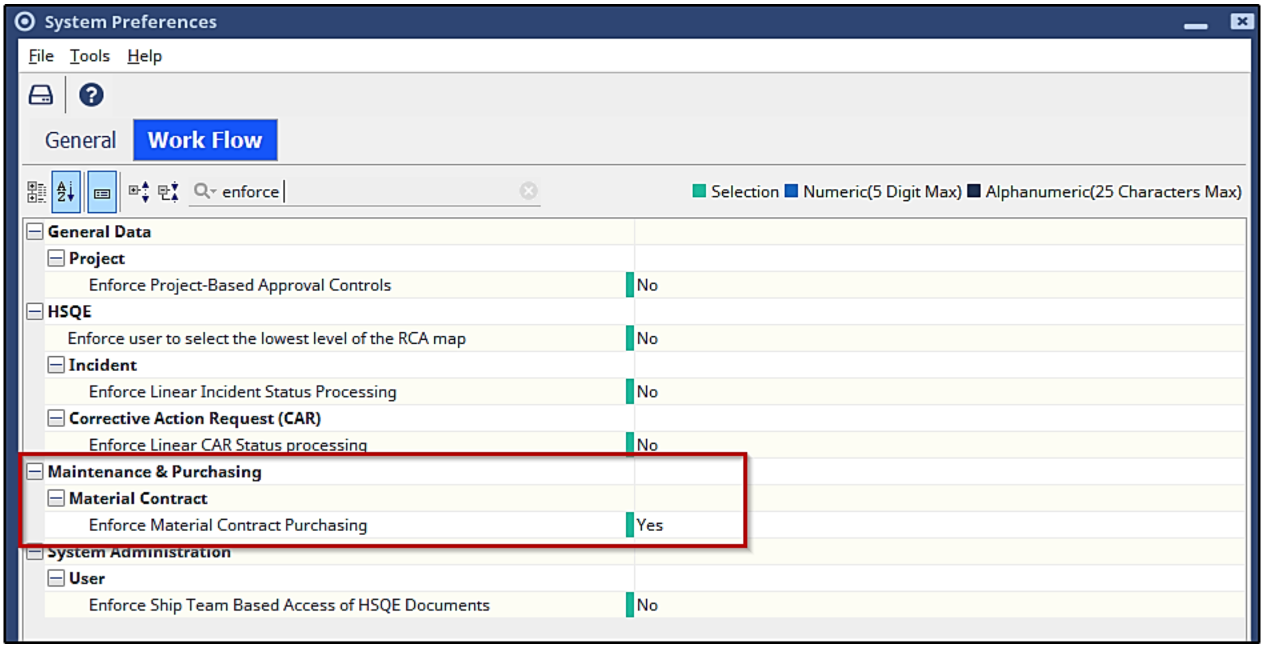
NOTE: The ship can be changed if the requisition is created from the fleet level. It cannot be changed if it is created from the ship level. The **Project, Voyage** and **Date Needed** fields are not copied to the new requisition if the ship on the new requisition is changed.

8. Click the **Save** button on the **Requisition – New** toolbar to save the new requisition.

   The copied requisition is generated as a newly created requisition that is not authorized or reviewed. All line items have a "**No Action**" status.

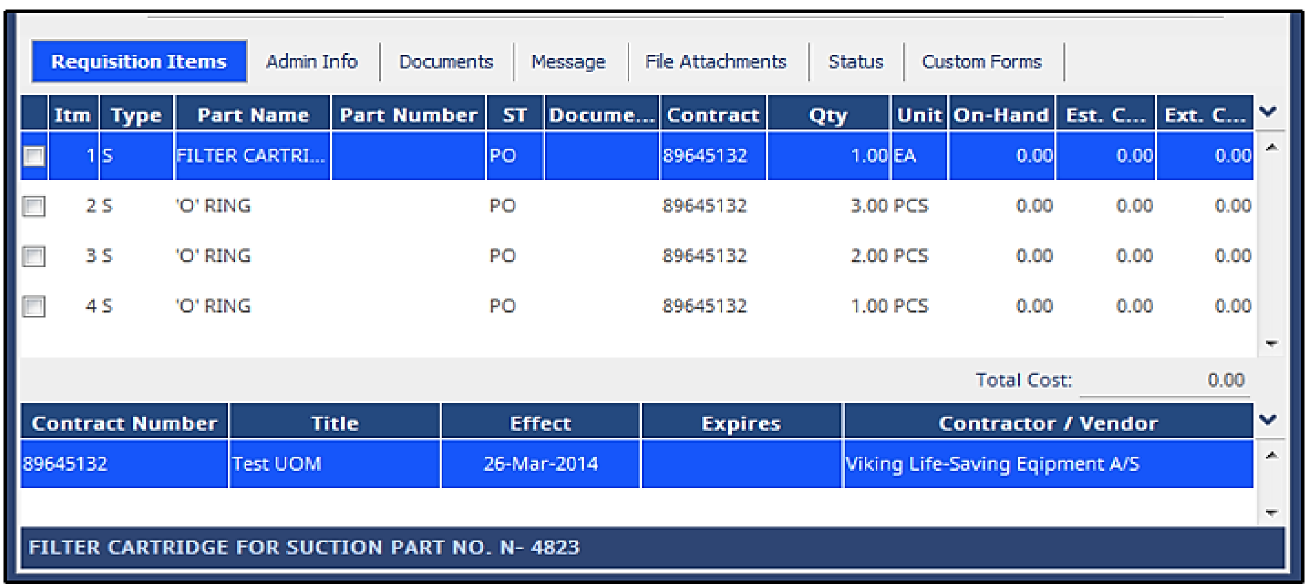
4.15 Enforce Contract Purchasing

Companies can enforce the purchasing of items listed on a contract over items not associated with a contract by setting the "**Enforce Contract Purchasing**" system preference to "Yes". The user does not have to familiar with vendor contracts when creating a requisition when the "**Enforce Contract Purchasing**" preference is used.



The following changes are made to the requisition to streamline the process:

- The **Requisition Items** tab is split with a contract portion at the bottom of the tab when items are added. A contract does NOT need to be specified on the **Admin Info** tab of the requisition. The system checks to see if items listed on the requisition are associated with a contract. Contract information is displayed in the **Contract** section if the item is listed on a contract.



- Requisition items can only be selected "**From Hierarchy**" and NOT "**From Contract**". The **Items→New Item→From Contract** option from the menu bar and the **From Contract** button on the toolbar are not necessary because the system automatically checks to see if the items entered on the **Requisition Items** tab are listed on a contract.

- The status of contract items is automatically changed to "**PO**". This eliminates the need to review items. Requests for quotation are not needed because prices for these items are already on a contract.

- The **Create New Contract Release and Copy Item(s)** radio button is automatically selected on the **Create PO** wizard window when the **Create PO** button is clicked on the requisition.

NOTE: The **Create New Contract Release and Copy Items** radio button is clicked by default and is the only choice for authorized users when the **Enforce Contract Purchasing** system preference is set to "**Yes**" and a contract exists for the items on the requisition. Only the users with the "**Override Contract Purchases**" authorization can select a different radio button.

Type a number for the purchase order in the **Enter New PO Number** field if the purchase order number is not automatically generated.

Click the dropdown menu at the end of the **Contract** section. The **Available Contracts** window opens with all contracts that contain the items from the requisition.

Double click on a contract to close the **Available Contracts** window and add the selection to the **Contract** section of the **Create PO** wizard.

Click the **Next** button. Another **Create PO** wizard window opens to select the items to be copied to the purchase order.

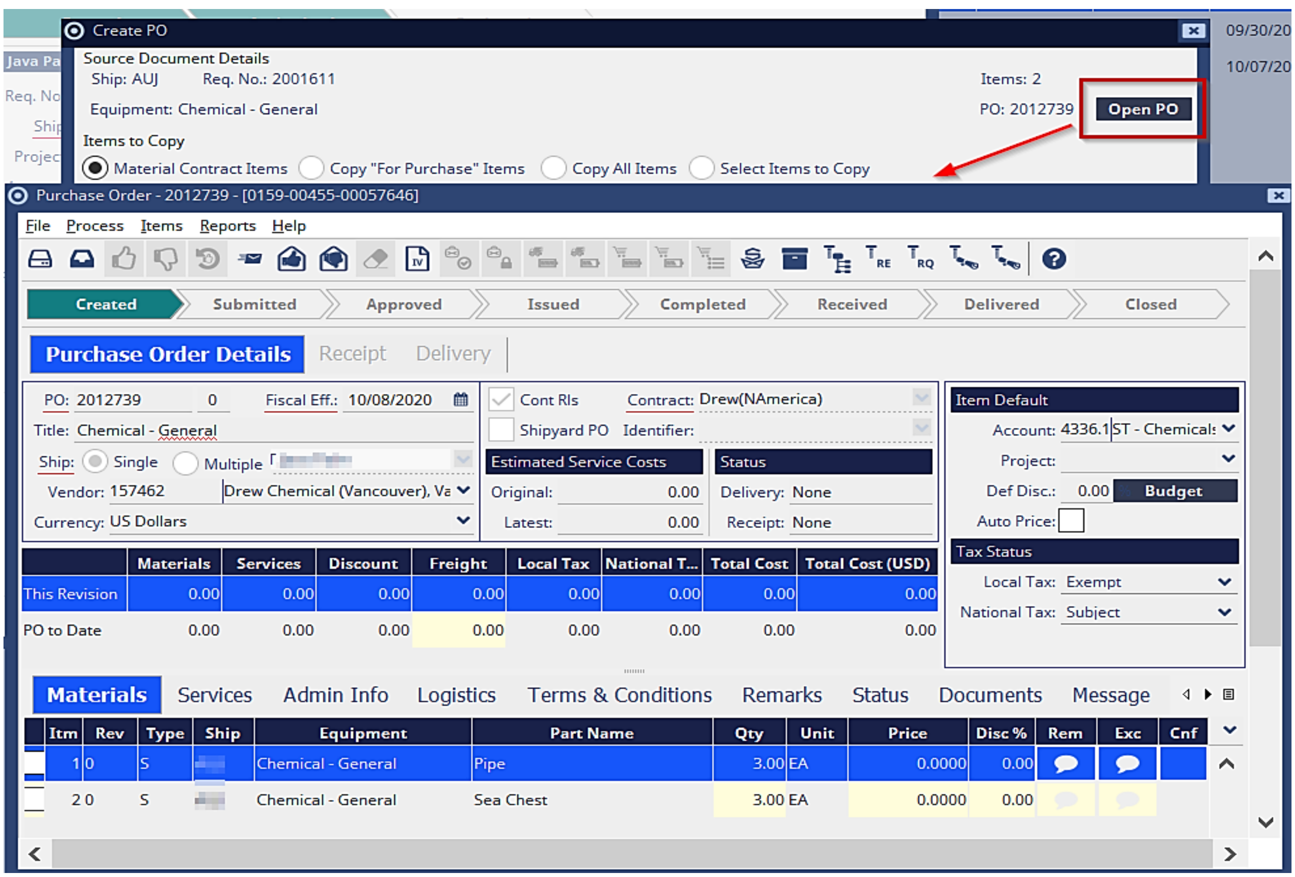
NOTE: Only the items from the contract are listed on this window. If there are contract items and non-contract items on the same requisition, generate a purchase order for the contract items first. Then review the non-contract items and process as necessary (RFQ or PO).

Click the radio button to select which item(s) is to be included on the **PO**:

Option	Description
Material Contract Items	Includes a list of all items in the Material Contract.
Copy “For Purchase” Items	Select the **Copy “For Purchase” Items** option to copy the items to the purchase order.
Copy All Items	Select the **Copy All Items** option to copy all items regardless of status to the PO.
Select Items to Copy	Select the **Select Items to Copy** option for a list of all items on the requisition. Click the check box preceding each item to select the ones to be included on the purchase order regardless of status.

Click the **Finish** button when the items are selected. A message box opens when the purchase order is completed. This message box lists the number of items copied to the PO and the PO number of the newly created purchase order.

Click the **Open PO** button to view the purchase order.



Click the **X** in the upper right corner of the **Create PO** wizard window to close the wizard window.

- Requisitions with contract items can be found easily from the **Search** tab on the **Requisition Search** window by selecting "**For Contract Release**" from the **Status** field.

4.16 Cancel a Requisition

NOTE: BE CAREFUL! The cancellation process is irreversible. Once a requisition is cancelled, it cannot be reactivated. A cancelled requisition can be found by selecting "**Cancelled**" from the **Status** field in the **General** section on the **Search** tab of the **Requisition Search** window.

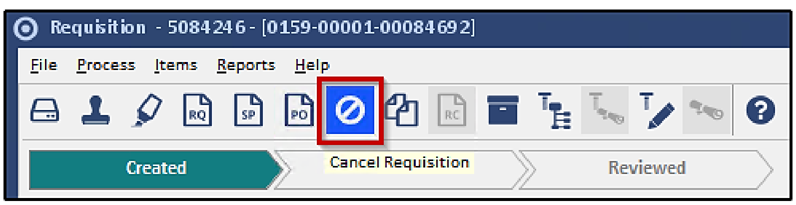
A requisition can be cancelled from the **Requisition** window or from the **Requisition Search** window. Requisitions can be cancelled individually or in groups.

Cancelled Requisition documents on the search list screen are visually distinctive (using a strikethrough font) from other records displayed on the search results.

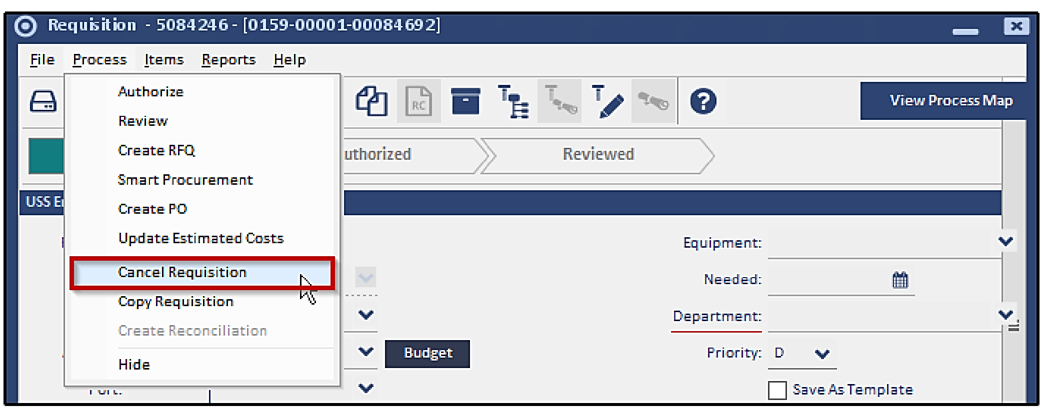
The System Preference "**Prevent Cancellation of Processed Requisition**", when set to "**Yes**", will prevent the cancellation of requisition if there is RFQ/PO/TO link to it. The default value is "**No**"

4.16.1 Cancel an Individual Requisition

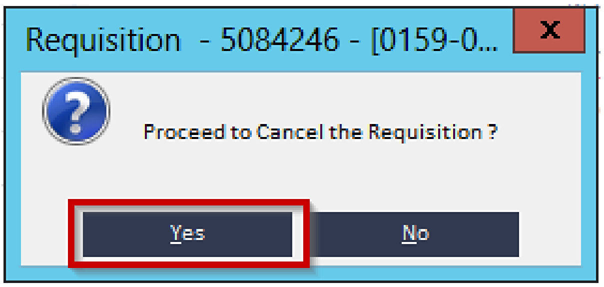
1. Open a requisition.
2. Click the **Cancel Requisition** button in the **Requisition** window toolbar or from the **Process** menu bar.



OR

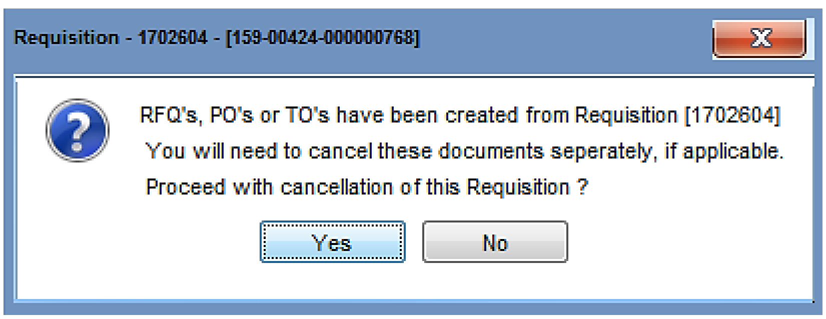


3 Click the **Yes** button to confirm the cancellation, close the message box and remove the requisition from all requisition lists except the Cancelled list window.



NOTE: A requisition is NOT removed from the **Requisition Template** list if it was checked as a template and not unchecked prior to cancellation.

An additional message box opens if there are any documents, such as purchase orders, request for quotations or transfer orders associated with the requisition.

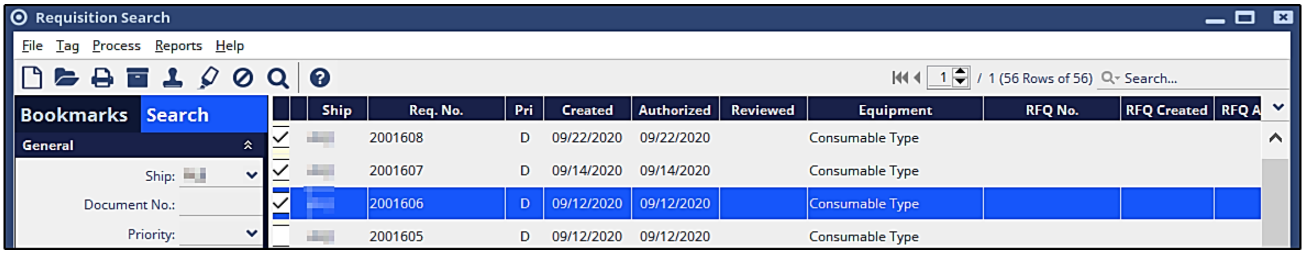


This message box is only a reminder that these documents exist and confirming that the requisition is to be cancelled. These documents MUST be cancelled from their own document **(RFQ** window, **PO** window, or **TO** window) windows. Canceling the requisition does NOT cancel these documents.

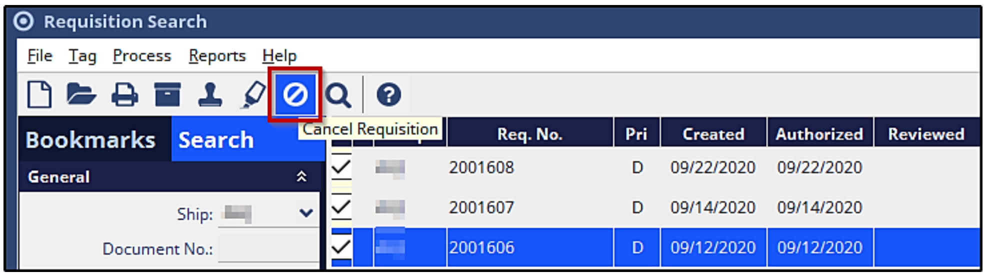
4.16.2 *Cancel Multiple Requisitions*

More than one requisition can be canceled at one time from any of the requisition list windows.

1. Select **Documents→ Search→ Requisition** from the **Purchasing** gadget on the **Navigator** pane of the **Purchasing** module. The **Requisition Search** window opens.
2. Select parameters on the **Search** tab of the **Requisition Search** window to find the requisitions to be cancelled.
3. Click the check box preceding the list of requisitions to be cancelled.

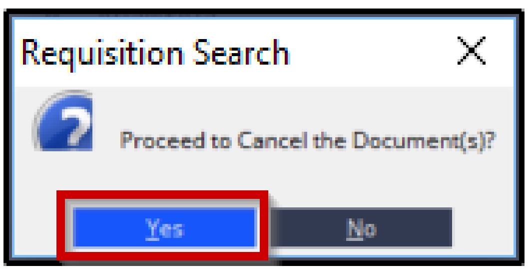


4. Click the **Cancel** button from the toolbar on the **Requisition Search** window.



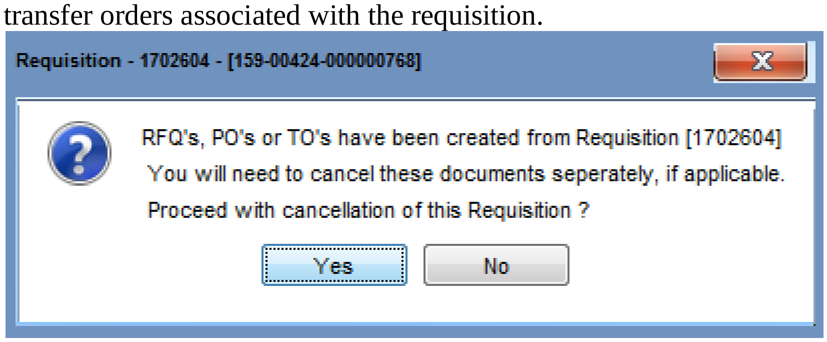
A confirmation message box opens.

5 Click the **Yes** button to confirm the cancellation, close the message box and remove the requisitions from the requisition list.



NOTE: A requisition is NOT removed from the **Requisition Template** list if it was checked as a template and not unchecked prior to cancellation.

An additional message box opens if there are any documents, such as purchase orders, request for quotations or transfer orders associated with the requisition.



This message box is only a reminder that these documents exist and confirming that the requisition is to be cancelled. These documents MUST be cancelled from their own document (**RFQ** window, **PO** window, or **TO** window) windows. Canceling the requisition does NOT cancel these documents.

4.17 Hide a Requisition

Requisitions that are no longer needed can be hidden or archived to reduce the number of requisitions displayed. These same requisitions can also be viewed or "unhidden".

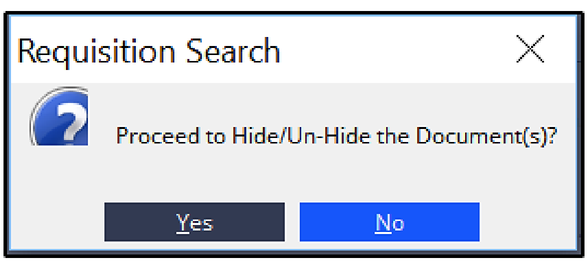
NOTE: Hiding a requisition is different than canceling a requisition because hidden requisitions can still be viewed from any of the applicable requisition list windows when the **Toggle Hidden Record Display Mode** button is clicked from the **Navigator** pane in the **Purchasing** module.

The **Hide** option is available from the individual requisition window or any of the requisition list windows.

4.17.1 *Hide an Individual Requisition*

1. Open a requisition.
2. Click the **Hide** button on the **Requisition Search** toolbar.

The **Hide** message box opens.

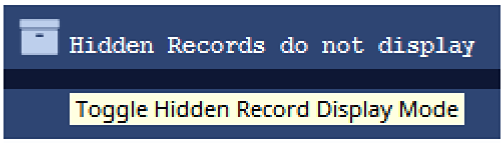


The **Requisition** window remains open, but the last action on the **Status** tab is "**Hidden**". All the fields on the **Requisition** window change colors to indicate that they are no longer editable.

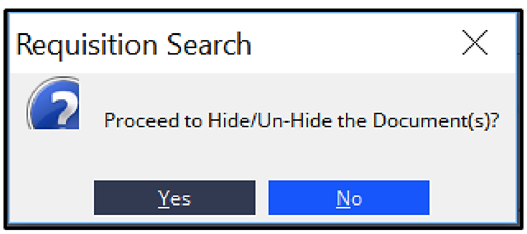
4.17.2 *Hide Multiple Requisitions*

More than one requisition can be hidden at one time from any of the requisition list windows.

1. Select **Documents→ Search→ Requisition** from the **Purchasing** gadget on the **Navigator** pane of the **Purchasing** module. The **Requisition Search** window opens.
2. Select parameters on the **Search** tab of the **Requisition Search** window to find the requisitions to be hidden.
3. Click the check box preceding the requisitions to be hidden.
4. Click the **Hide** button on the toolbar of the **Navigator** pane to hide the tagged/checked requisitions from view.



The **Hide** message box opens.

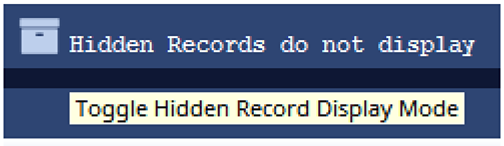


5. Click the **Yes** button to hide the selected requisition(s) and close the message box. The highlighted requisitions are hidden from view.

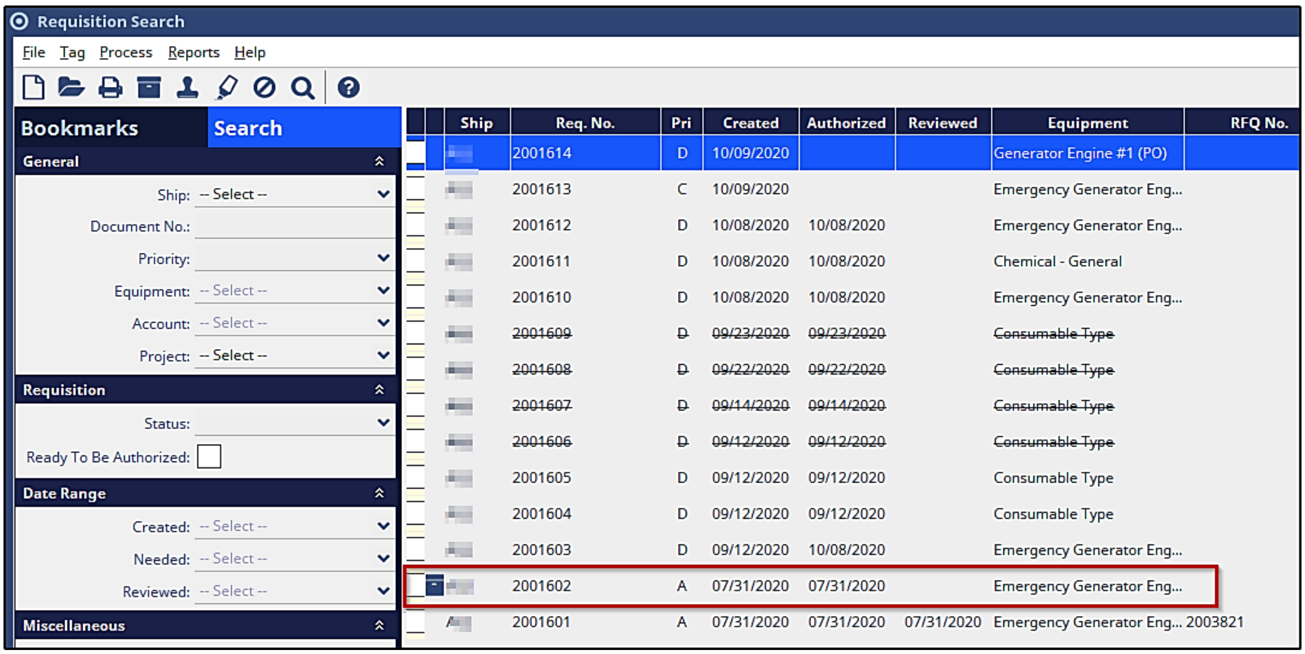
4.17.3 *View a Hidden Requisition*

Hidden requisitions can be viewed once they are “hidden”.

1. Click the **Toggle Hidden Record Display Mode** button from the toolbar on the **Navigator** pane in the **Purchasing** module.



2. Open the requisition list window containing the hidden requisition. The hidden record is indicated with the hide symbol preceding the requisition.

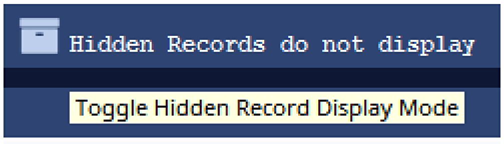


3 Double click on the requisition to open the **Requisition** window for the hidden requisition.

4.17.4 *Unhide a Hidden Requisition*

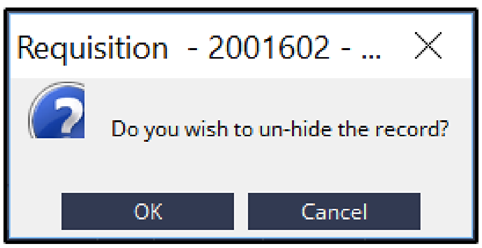
A previously hidden requisition can be “unhidden” from view. Unhiding a requisition is different from viewing a requisition. Unhiding replaces the requisition in the list of records without the toggle process.

1. Click the **Toggle Hidden Record Display Mode** button from the toolbar on the **Navigator** pane in the **Purchasing** module.



2. Click to select the hidden record.
3. Click the **Hide** button on the toolbar. The **Hide** message box opens.

4. Click the **Yes** button to unhide the selected requisition and close the message box. The hide icon disappears, and the requisition is again visible in the requisition list window.

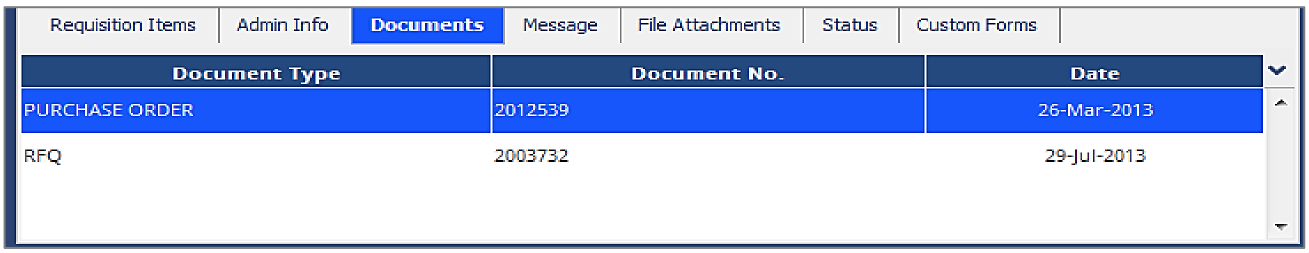


Section 5 Request for Quotation – RFQ

The **RFQ** or request for quotation facilitates and documents the process by which the Purchaser coordinates the competitive bidding process and evaluates the pricing information received to award the order to a vendor. RFQ's can also be issued for service.

The Purchaser normally creates an RFQ from a requisition using the RFQ wizard. Authorized users assign vendors, add remarks, and issues the RFQ. Vendors supply pricing information which is entered on the RFQ. The **LC** then evaluates the RFQ and designates which vendors will provide which items. The RFQ is then approved and is ready to be carried forward to a purchase order.

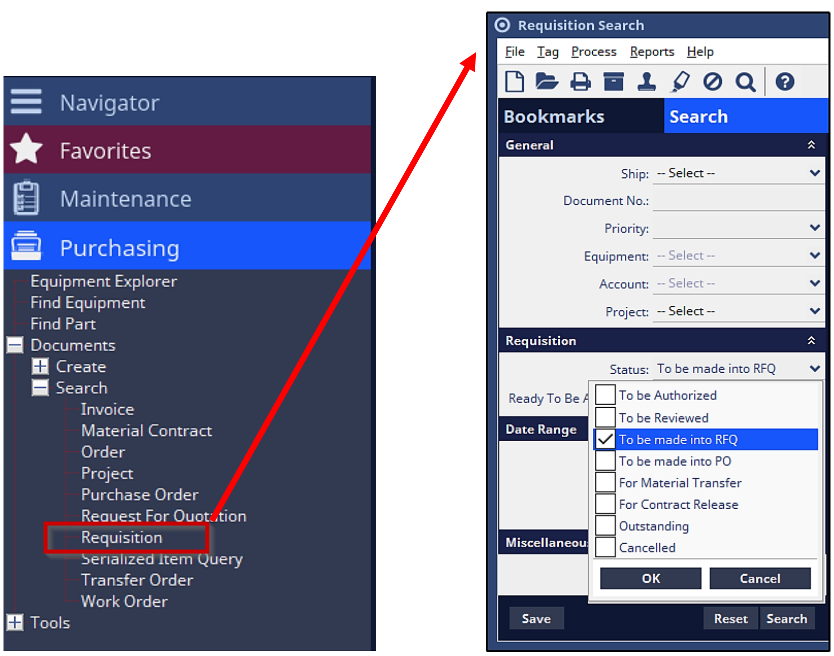
The crew can find the RFQ related to their requisition by going to the **Documents** tab on the requisition.



5.1 Create RFQ using the Wizard

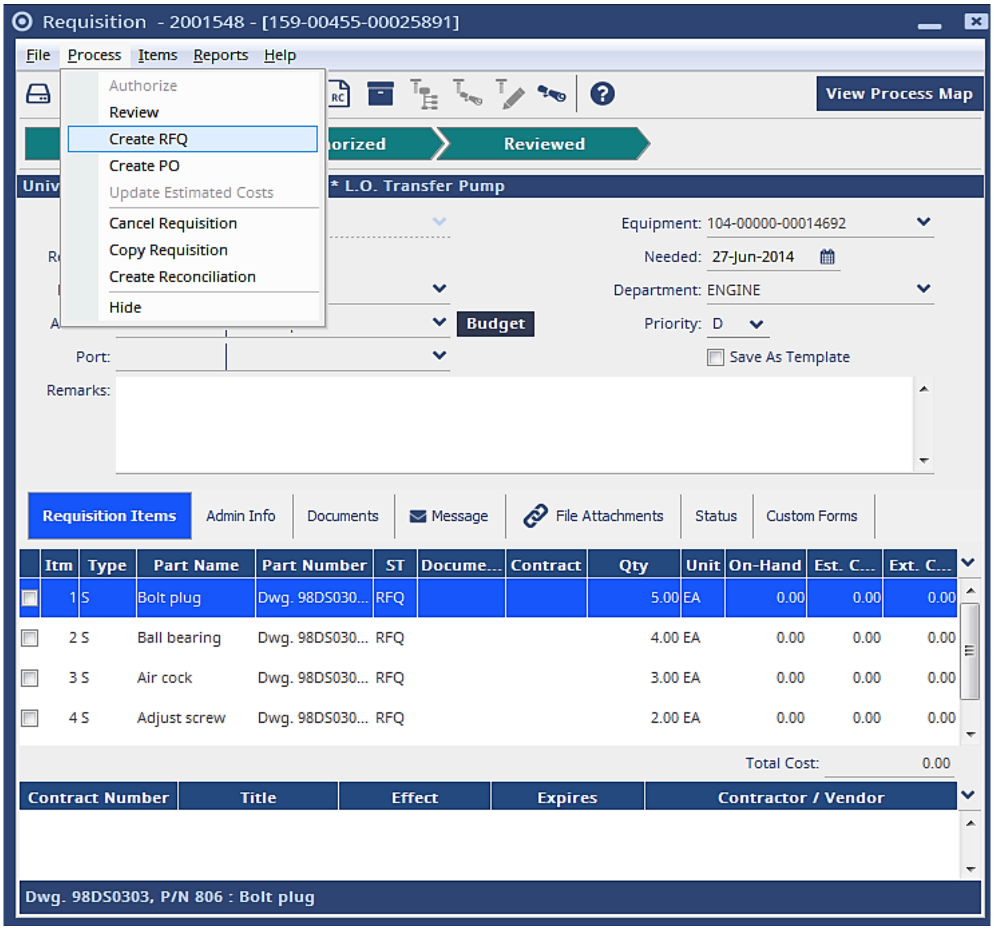
All items (other than contract items) are automatically designated to be priced when the ship creates a requisition. The Purchaser can use the RFQ wizard to generate an RFQ directly from the requisition.

1. Select **Documents → Search → Requisitions** from the **Purchasing** menu on the Navigator**.** Choose "**to be made into RFQ**" from the **Status** filter.

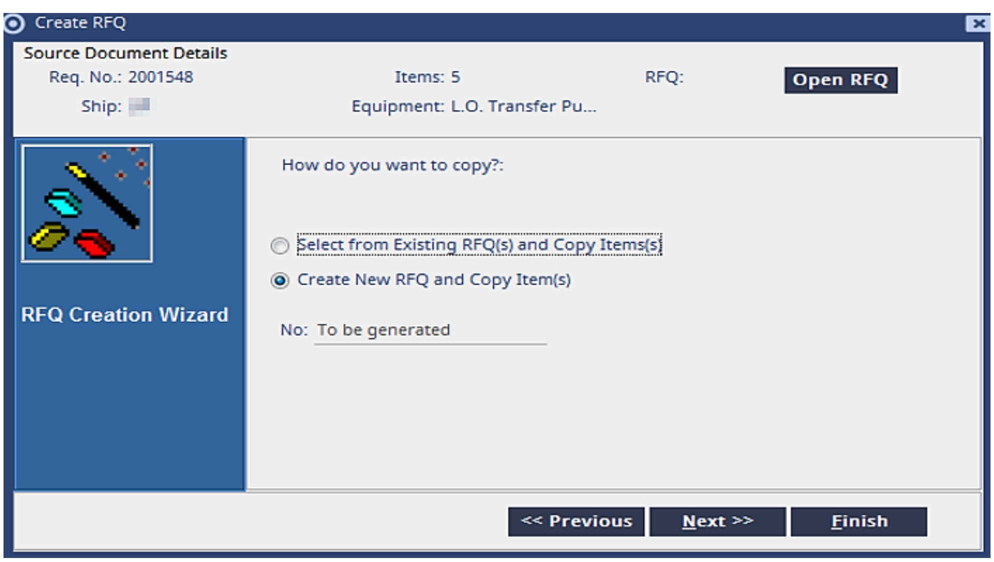


Open the requisition to price.

2. Click **Create RFQ** to create a new RFQ from this requisition.



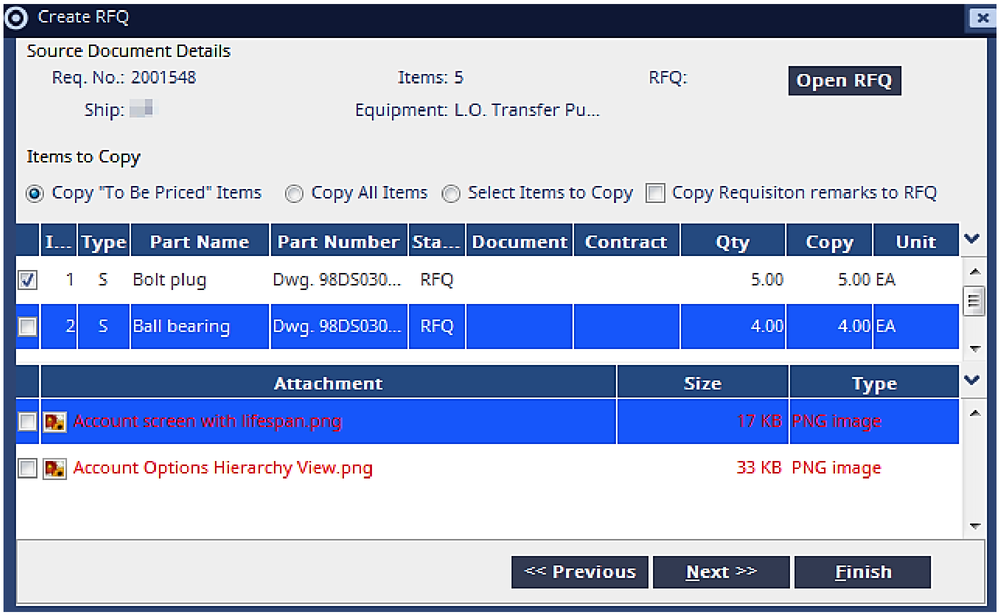
3. The RFQ wizard window opens. Users can create a New RFQ or add the items from this requisition to an existing RFQ.



Most often the user will be creating a new RFQ, but there are several instances where user may want to add these items to an existing RFQ.

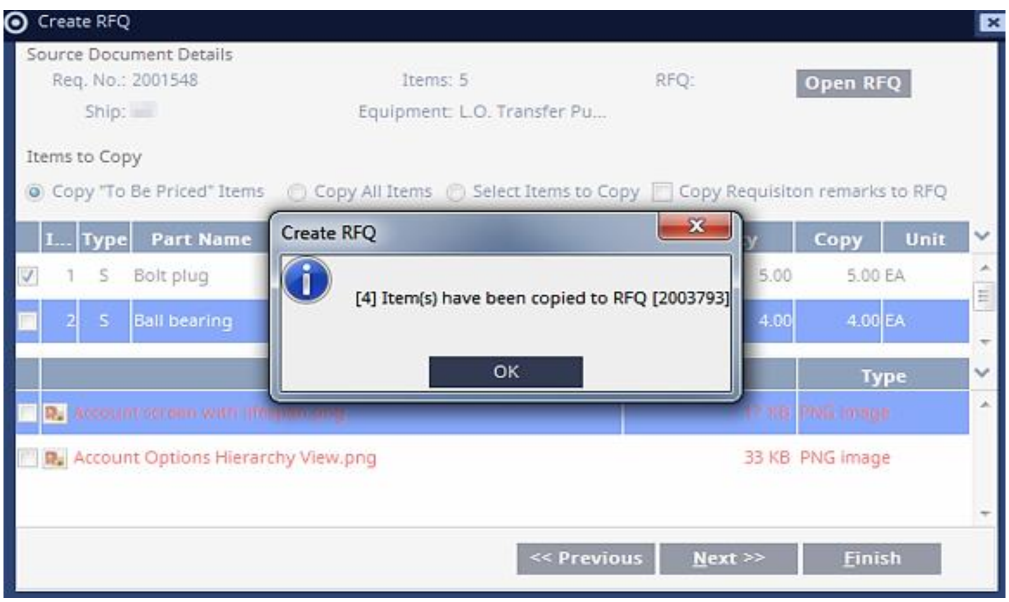
For instance, 5 requisitions for **IMPA** items were created on a scheduled stores order. There is one requisition for each account code, yet all these items will most likely be provided by the same vendor.

On the **first** requisition choose **to create a new RFQ** radio button. On the remaining requisitions, choose the option to **Select from existing RFQ(S) and Copy Items.** This window opens:



After selecting to create a new RFQ or add to an existing RFQ, Click **Next.**

4. Choose **Copy "To be Priced" Items** and click Finish.
5. Click **OK** on the confirmation box.



6. Users can open the RFQ from here and continue with the process and save any changes to the RFQ document.

5.2 Creating a new RFQ and adding items to an Existing RFQ

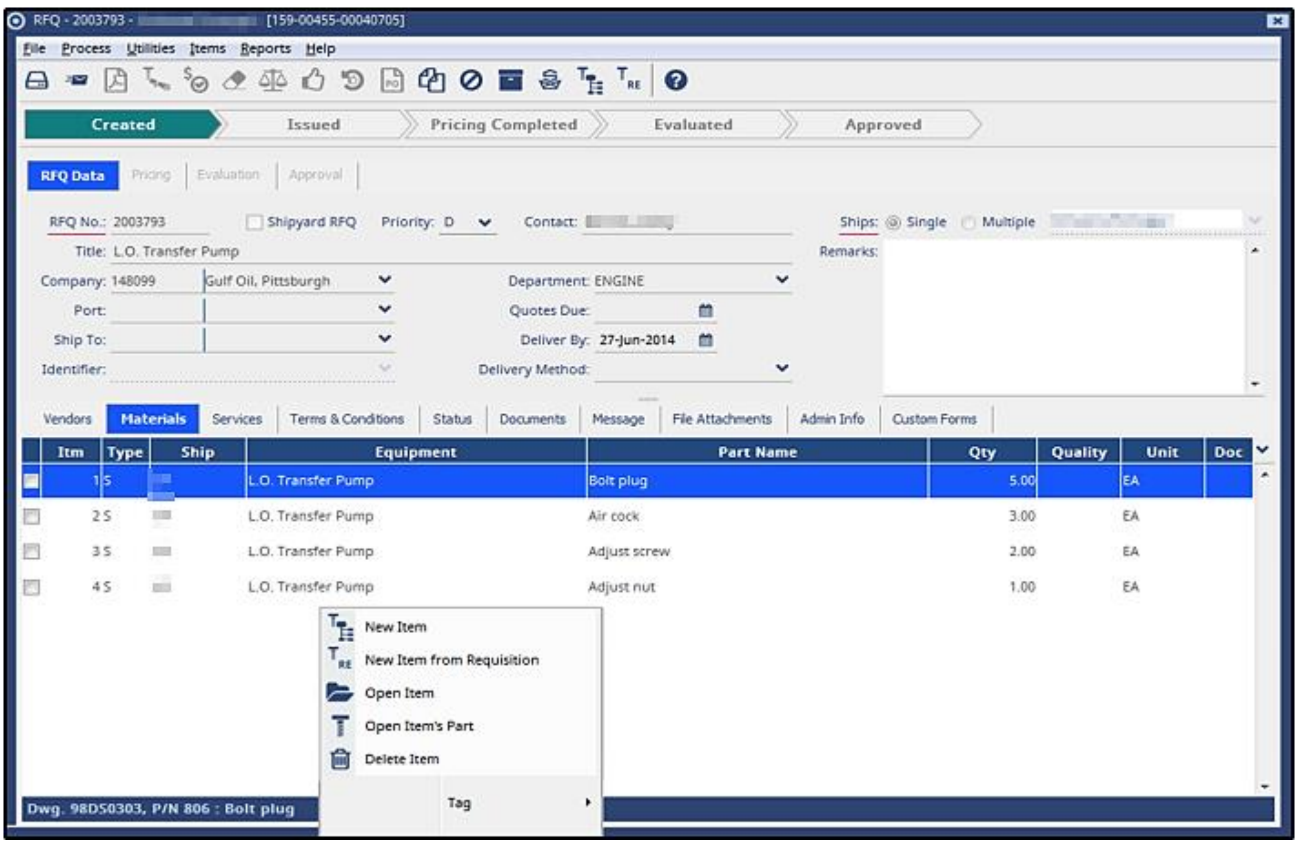
Users can create a new RFQ directly and then add new items or items from a requisition.

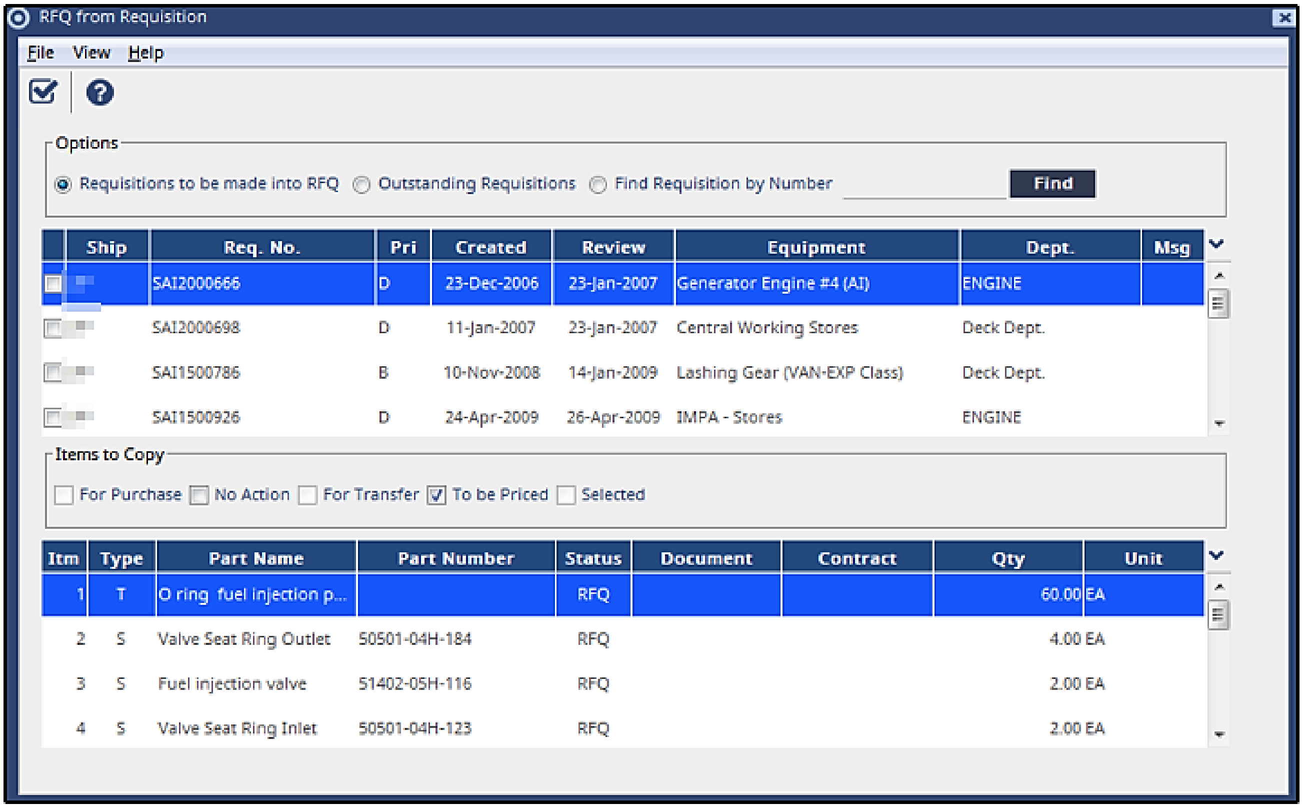
1. Select **Documents → Create → Request for Quotation** from the **Purchasing** menu on the Navigator.
2. The ship is automatically populated if it is created at the ship level. Choose a ship(s) if created at the fleet level.

3. Go to the **Materials** tab and right click in the tab. Select **New Item** to open the Equipment Explorer where users can add items as was shown in the **Adding and Editing Line Items on a Requisition** portion of the **Requisition** section.

The **New Item from Requisition** opens a query window where users can select a requisition.

- Highlight a requisition to see the line items. In the **Items to Copy** field, tag the box **To Be Priced**.
- Tag the box on the left side of the highlighted requisition and click the **Select** button. The items with a status of RFQ are brought onto the RFQ.





Deleting Items from an RFQ

To delete an item from an RFQ.

1. Open the **RFQ**.
2. Click on the **Materials** tab and tag one or more items to be deleted.
3. Go to the menu bar and choose **Items → Delete Item**

   —OR—

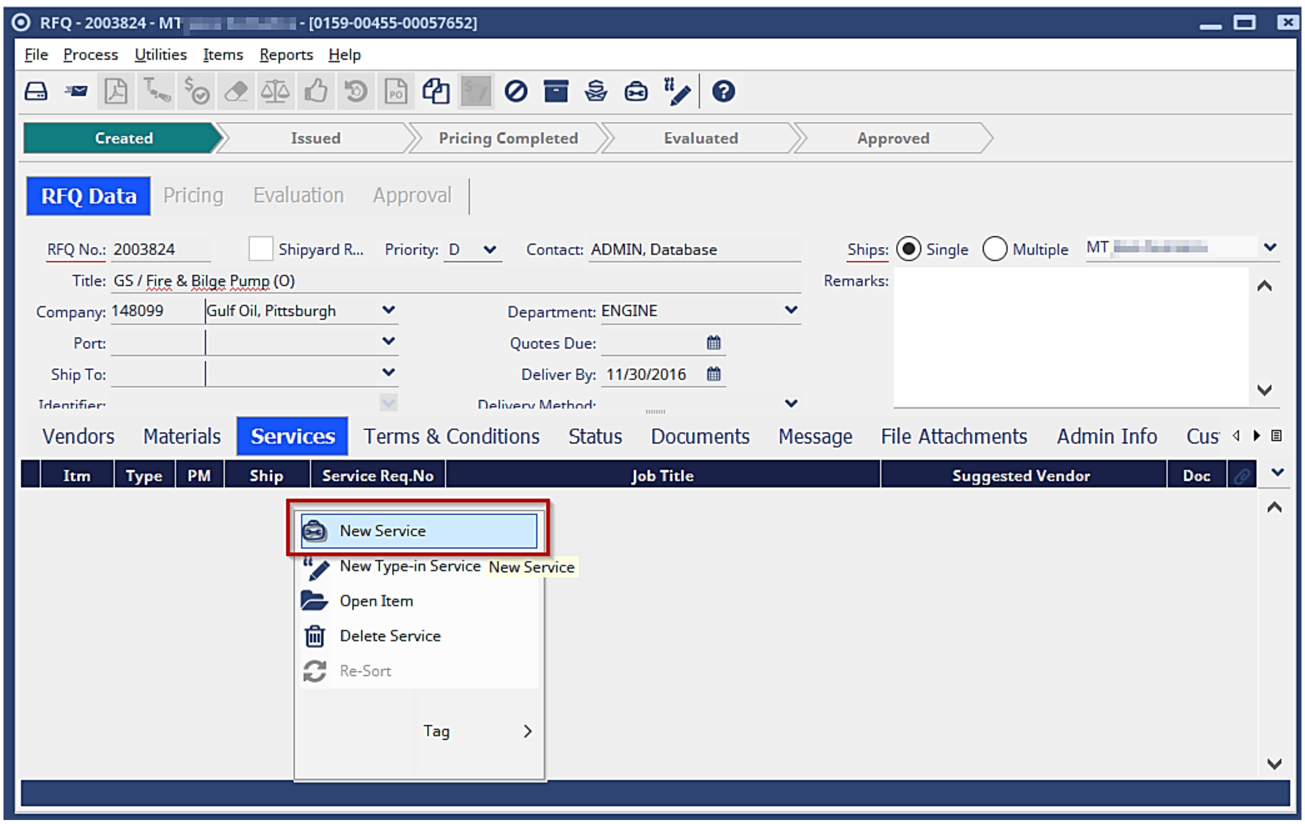
   Right-click in the tab and choose **Delete Item**

4. The item is deleted from the RFQ and returned to the requisition from which it was originally carried forward. It is available to be linked to another RFQ; or to be reviewed and designated for purchase or transfer. It must be rejected on the original requisition if the item is to be cancelled.

5.3 Creating RFQ for Service

Users can create a new RFQ and then add new service items or service items from a requisition. However, the best way to create an RFQ is from an event.

1. Select **Documents → Create → Request for Quotation** from the **Purchasing** menu on the **Navigator**.
2. The ship is automatically populated if it is created at the ship level. Choose a ship(s) if created at the fleet level.
3. Go to the **Services** tab → right-click in the tab. Select **New Service.**

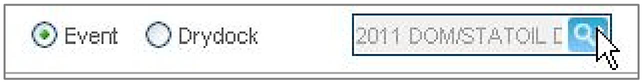


- **New Service** opens a Search window to search for existing service requisitions.
- **New Type In Service** opens a window which is exactly like a service requisition.

5.4 Creating an RFQ from a Maintenance Event

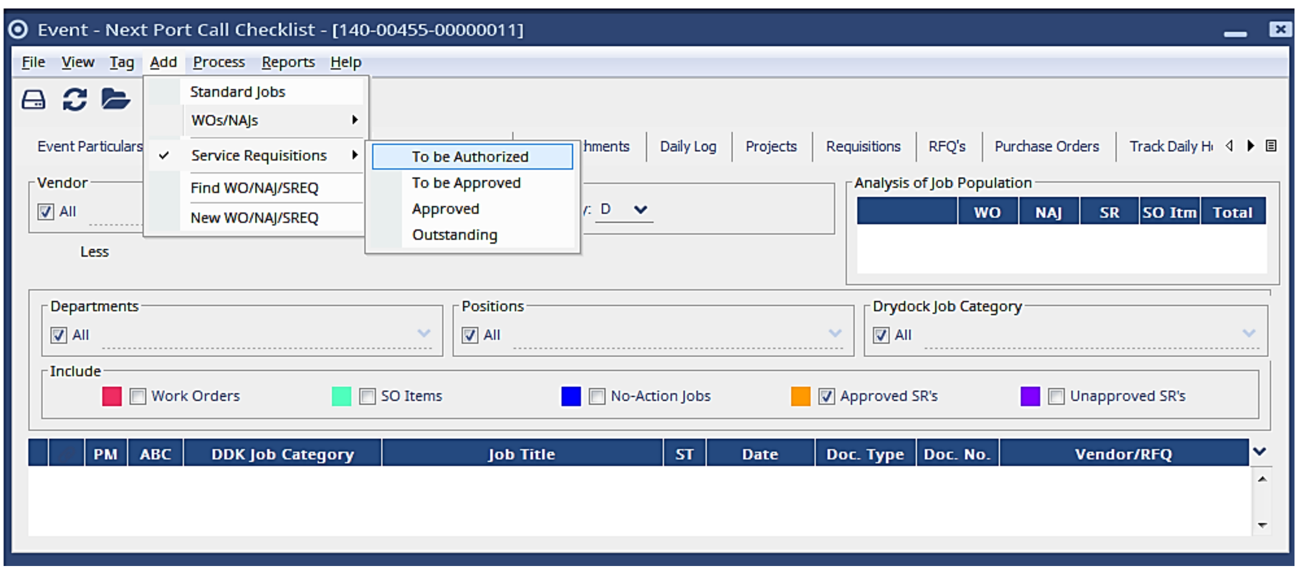
The best way to create an RFQ for Service is from a **Maintenance Event**.

1. Link a **Service Requisition** to an event. Open the service requisition and link an event in the event field.

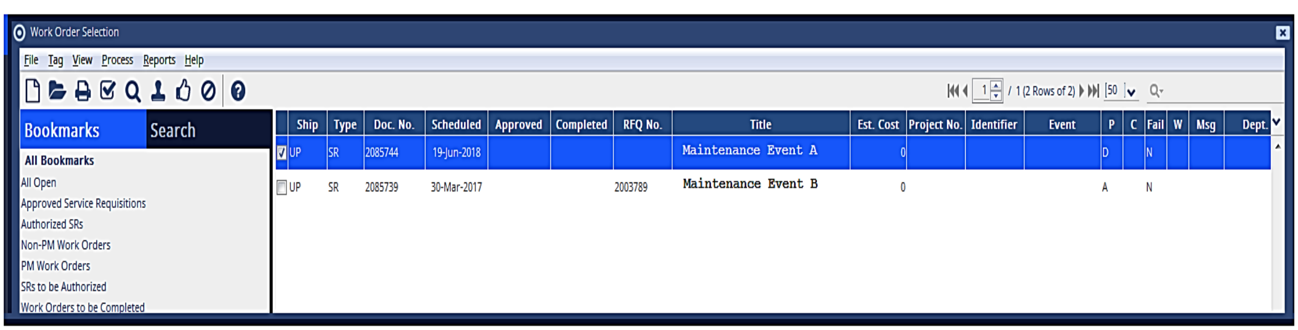


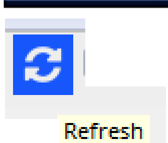
This can also be done directly from the event. Search for and open an event.

2. From **Maintenance→ Documents → Search→ Maintenance Events**, search for the specific maintenance event and open the document. Go to the **Job List** tab and then choose **Add → Service Requisitions → any of the queries** from the menu bar. Find the service requisition and link it to the event.

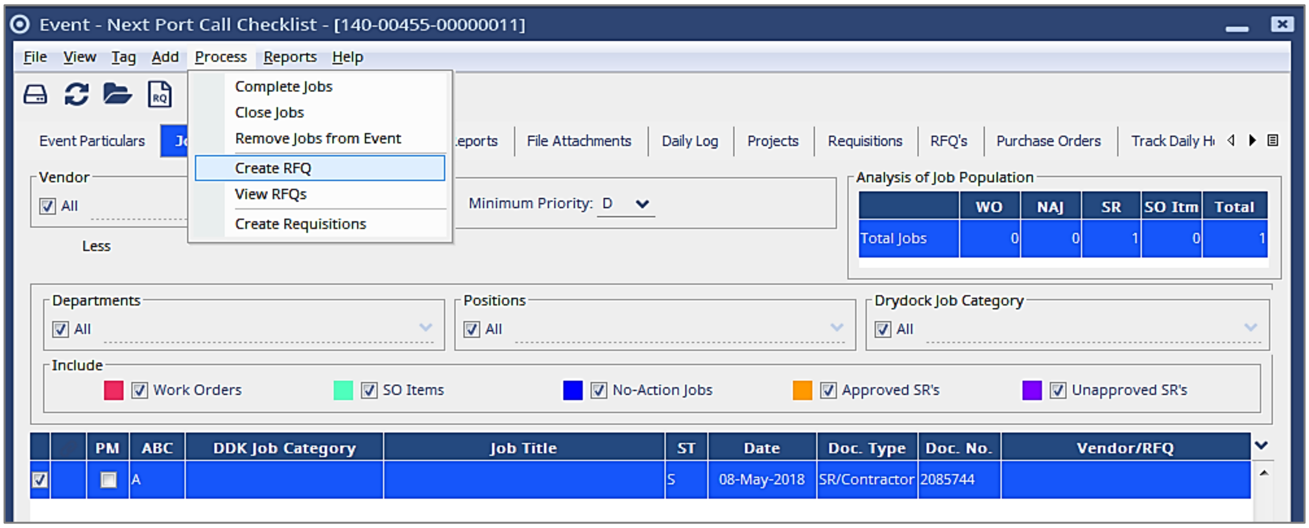


3. Go to the job list in the event. Tag the check box for **Approved Service Requisitions**. Click the **Refresh** button and the service requisition will be listed.

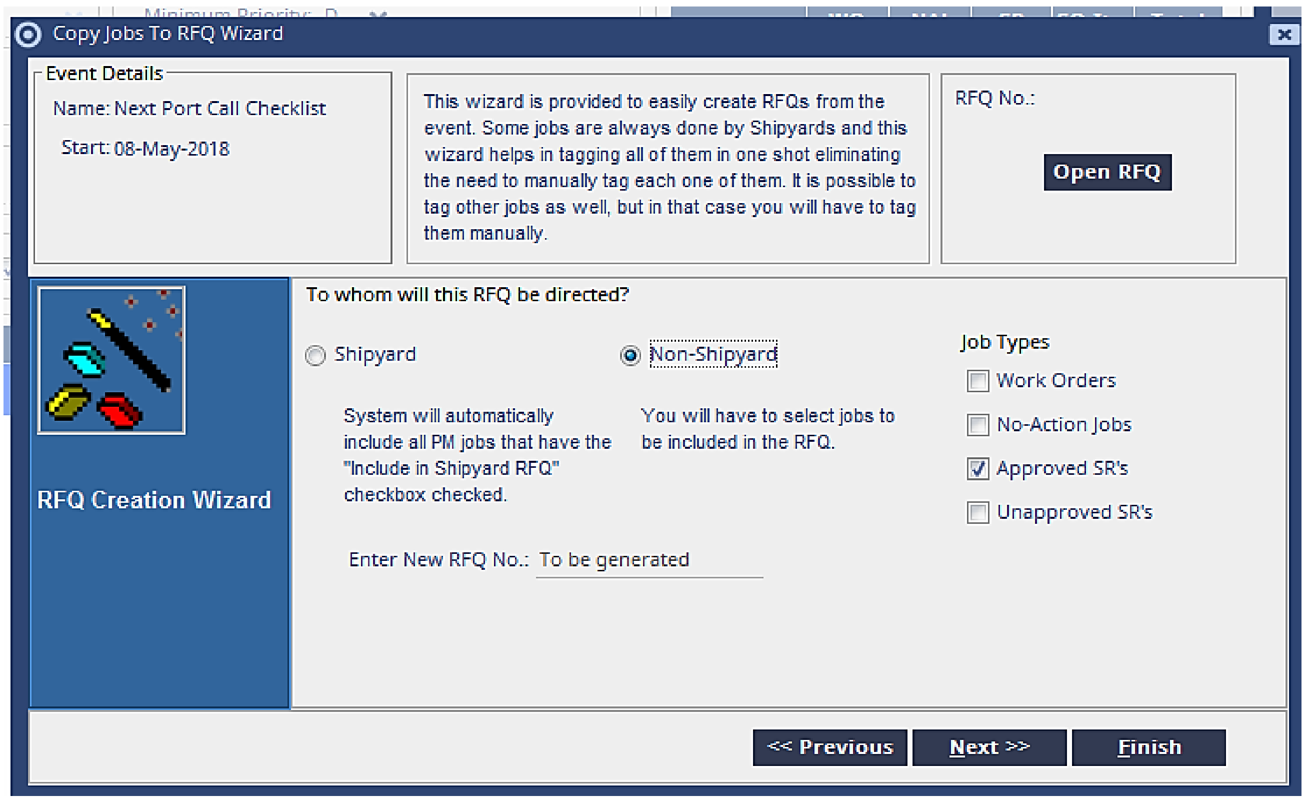




4. Tag the check box of the service requisition, then click the **Create RFQ** wizard button. This creates a service RFQ.



5. The **RFQ Event Wizard** window opens. Choose **Non-Shipyard**. Select the **Job Types**. Then click **Next**. Users can create multiple RFQ's if there is more than one service requisition linked to the event.

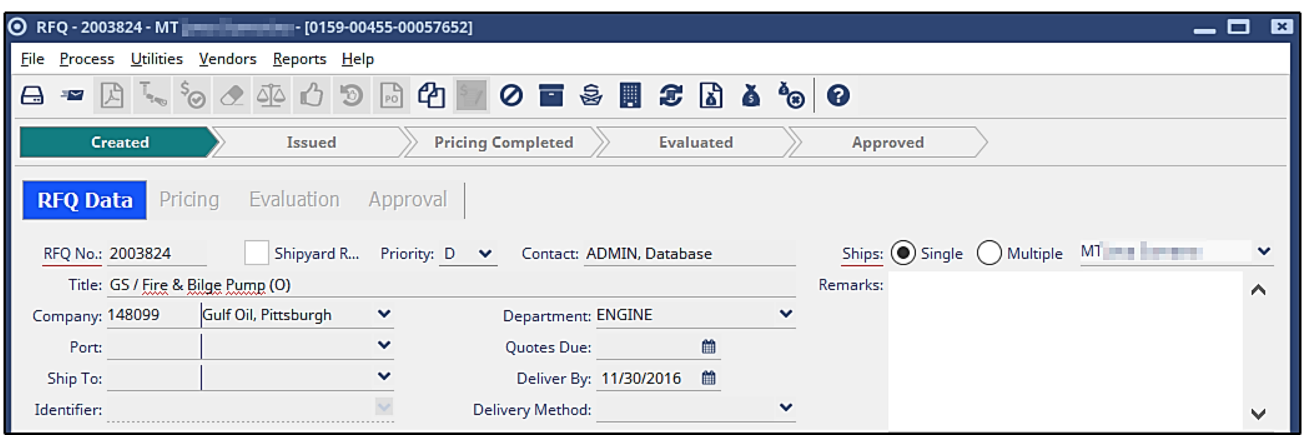


6. Tag the service requisition and click **Finish**. The RFQ is generated.

- Users can open the RFQ from here and continue the process.

5.5 *Filling out an RFQ and Adding Vendors*

1. Fill out the main header.



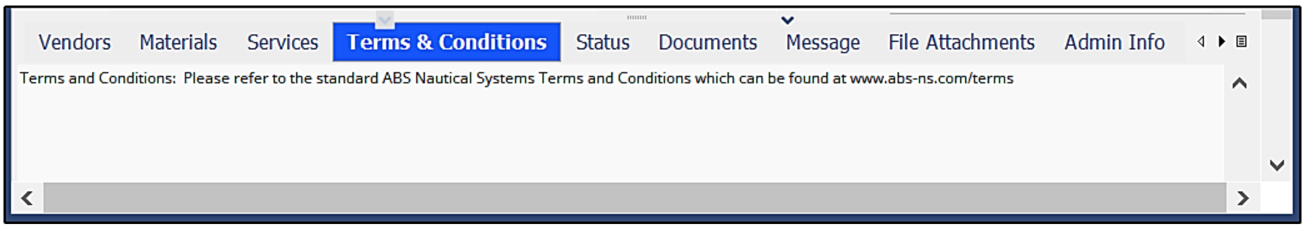
- Enter a descriptive **Title**, which carries forward to the purchase order.
- Designate a **Quotes Due** date.
- Designate a **Deliver By** date. If a **Needed by** date is entered on the requisition, it is carried forward here.

- Designate a **Port**, if relevant.
- Designate a **Ship To** company, such as a freight forwarder, if relevant.
- Designate one or more **Ships,** if the RFQ is created at the Fleet level.
- Add **Remarks**. These remarks are visible to all vendors to whom the RFQ is issued.

2. Go to the **Terms and Conditions** tab.

   Choose **Terms and Conditions → Edit/Replace Terms and Conditions** from the menu bar.

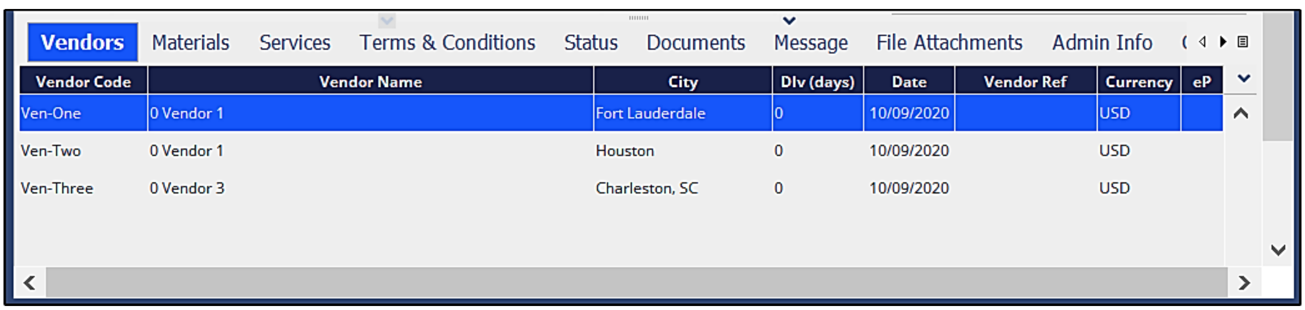
   This opens a text library, where users can choose text to link to the RFQ.



3. Click on the **Vendors** tab and right-click in the tab to add vendors that the requisition can be issued to.

   As a minimum add at least one vendor must be added, but multiple vendors may be added.

- **Select/Deselect Vendors** opens a company query screen. Search for the vendor by tagging the check box next to the vendor and click **Select**



- **Auto Select Vendors** adds vendors who either have supplied these materials in the past or are linked to the **Equipment** on the **Sources** tab.

4 Be sure to attach all relevant files on the **File Attachments** tab.

5.6 *Issuing RFQ's*

Once the RFQ has linked materials or service the main header information is auto populated and can be issued to each of the linked vendors.

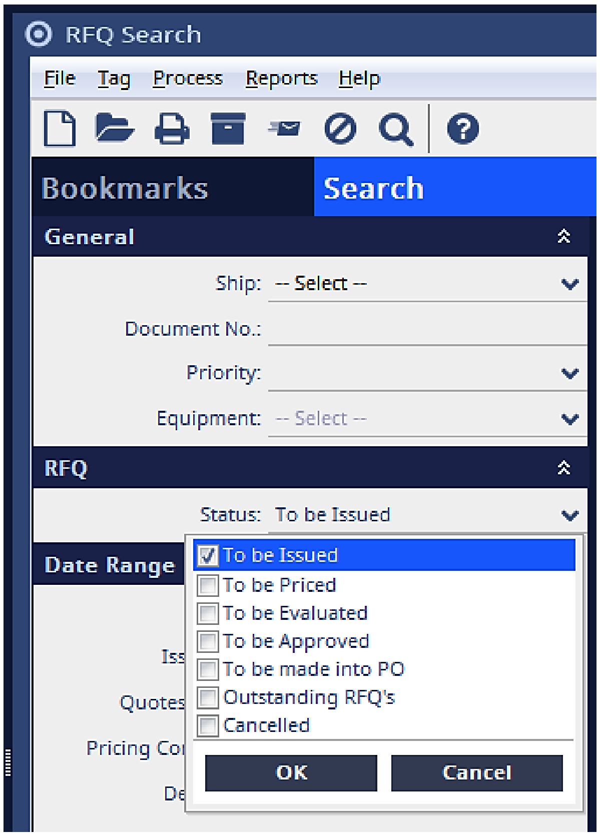
The act of Issuing infers "sending" the RFQ to the linked Vendors. On the Company record this is called the Procurement Method. There are four Procurement Methods which determine how an RFQ can be sent to the

Vendor. The options are set individually on each Company/Vendor record. During the Issue, the system will prompt you to send the RFQ accordingly.

The options are: **Traditional (Manual), NS 5 eProcurement, ShipServ, Email**:

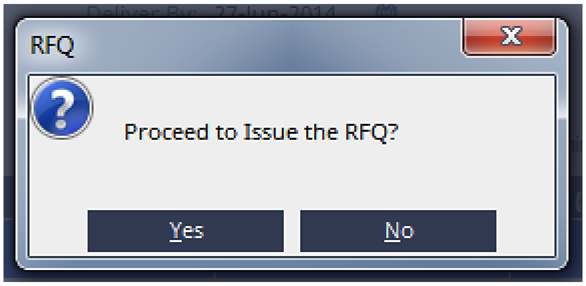
The method used will depend on how your company is configured.

1. Click **Issue** to issue the RFQ.

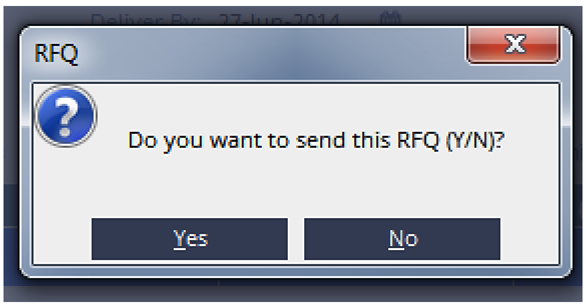


2. An **E** is found in the **eP** column on the **Vendor** tab if a vendor is setup for e-Procurement. The RFQ is issued via the e-Commerce interface.

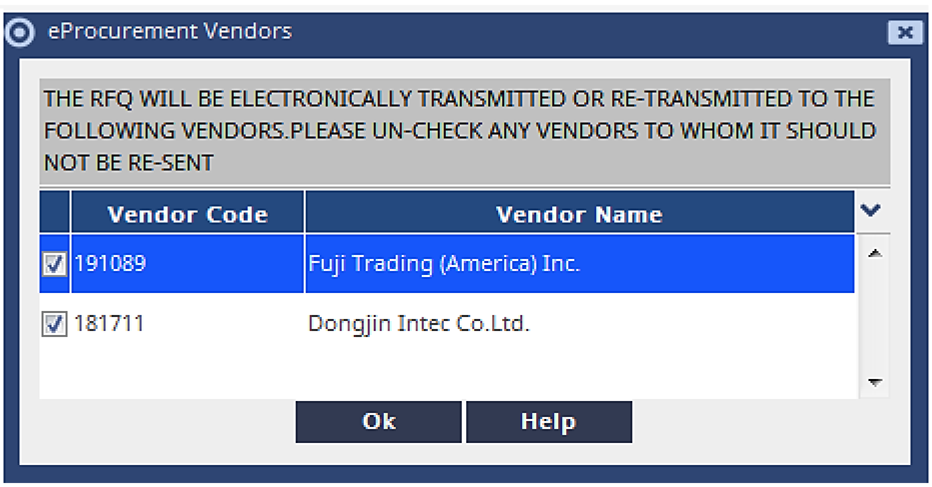
3. An issue confirmation message opens. Click **Yes**.



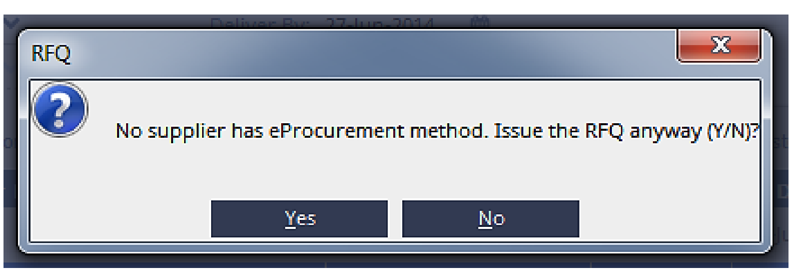
4. If e-Procurement is set up for any of the vendors, the following confirmation message will display. Click **Yes**.



5. A window opens listing the vendors' setup with e-Procurement. Tag or un-tag as necessary to issue the RFQ. Click **OK**.



6. If e-Procurement is not set up for a particular vendor, the RFQ must be issued via email. If e-Procurement is not setup for **ANY** vendor on other RFQ, this warning message will display.



NOTE: If e-Procurement is set up for one or more vendors, but **NOT ALL VENDORS**, users will not receive this warning message.

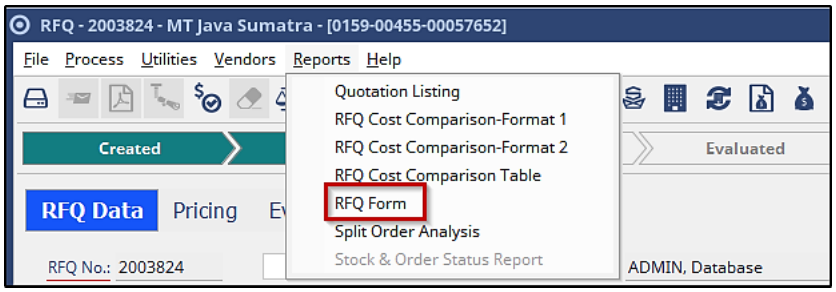
Issuing the RFQ by email to the vendor without e-Procurement occurs, but the user will not receive a warning message.

7. Choose **Utilities → Export to Excel Sheet** from the menu bar to issue an RFQ via email.

An **Export** window opens. Designate an **Output Folder** where the Excel files will be stored. Click on the dropdown menu at the end of the **Select Output Folder** field. Navigate to the area where file is to be stored. Click **Open** to return to the export window.

Click **OK** to export the RFQs. The Excel files are created.

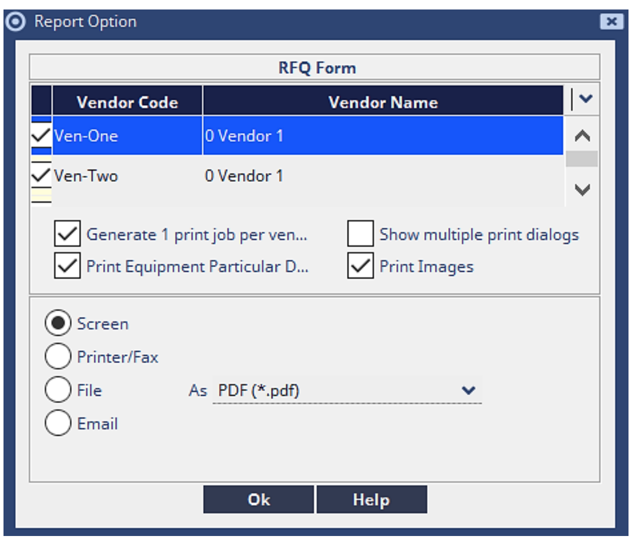
8. Choose **Reports → RFQ Form i**n the menu bar.



9. Tag the check box next to the vendor(s) to select which RFQ are to be issued via email.

   If the vendor has e-Procurement, be sure to **un-Tag** his check box here. All check boxes are tagged by default.

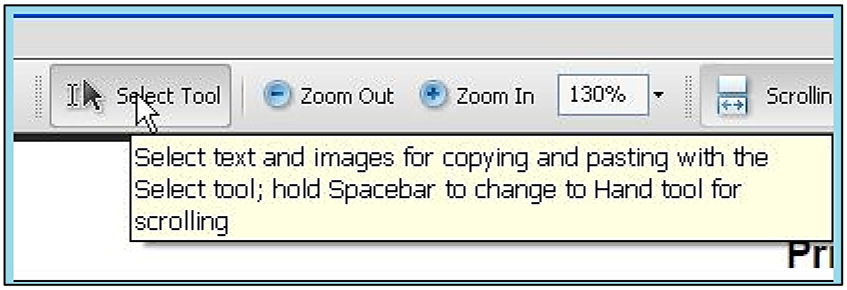
Choose the **Screen** radio button and click **OK**.



10. A PDF is generated for each vendor.

11. Users must do the following for each vendor:

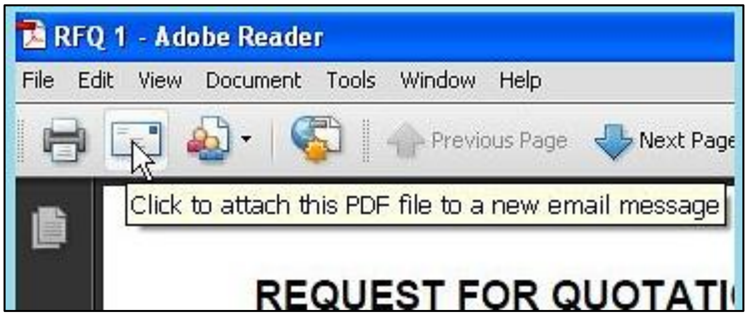
    - Go to the PDF and choose the **Select Tool** on the Adobe Reader



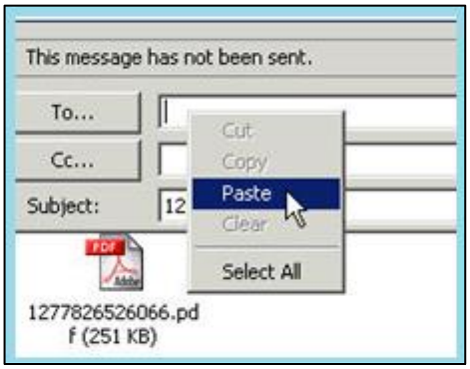
- Highlight the email address of the vendor. Some versions of Acrobat may be set up to create an email directly.

- Right-click on the highlighted email address and choose **Copy to Clipboard**

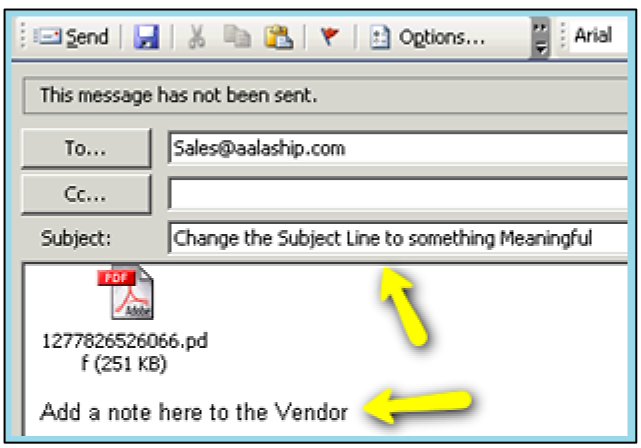
- Click the **email** button on Adobe Reader. This creates a new email with the PDF file already attached



- Paste the email address in the **To** field



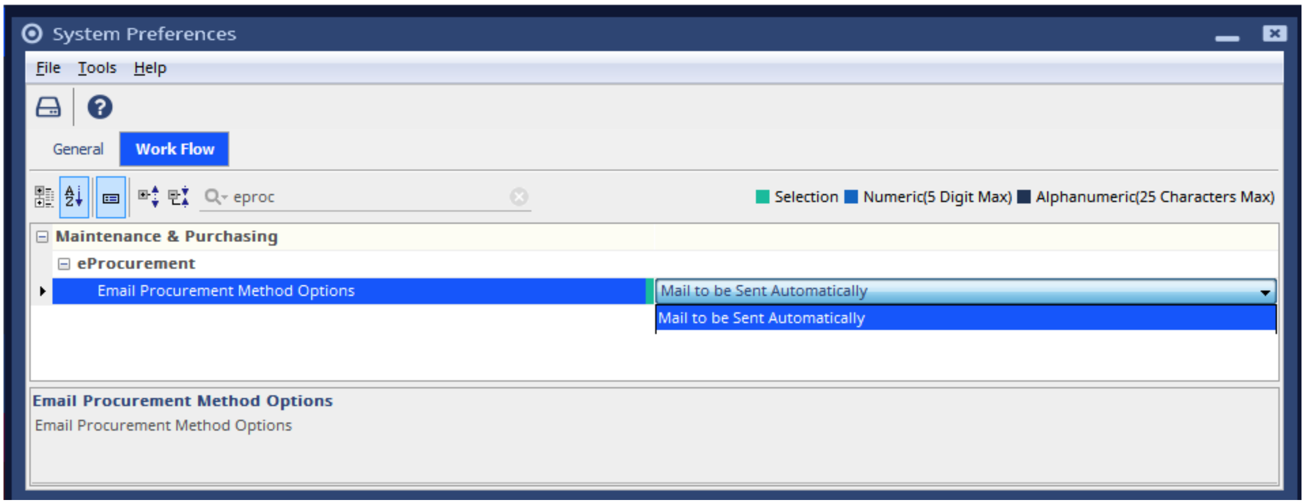
- Users need to also attach the Excel File for this Vendor to the email.
- Change the **Subject** of the email to something meaningful and add a note to the vendor in the body of the email. Click **Send.**



5.7 *eProcurement*

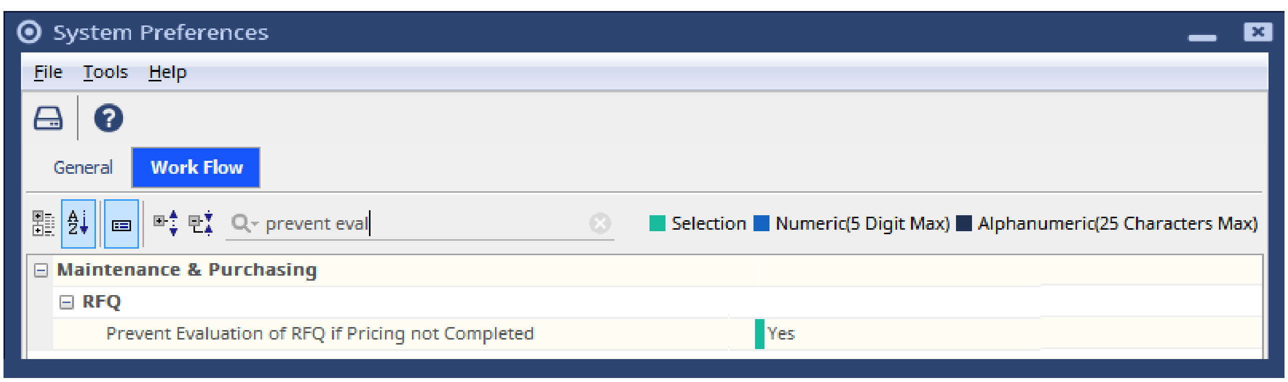
eProcurement is a separate product that can be used with **NS Enterprise** to electronically transmit request for quotations and purchase orders to vendors. Contact your ABS Nautical Systems account manager for more information regarding **eProcurement**.

NOTE: **Effective in v6.4.3** when a RFQ or PO is issued for a **ShipServ** vendor the information is placed in the message queue automatically. The **PO Form All items** report is generated automatically and will be attached to the mail and sent to the vendor.The email address will be picked up from the email field of the address on the vendor record that has been selected. If no email is specified a warning displays that the email could not be sent because the email address is missing. The option to send the **email automatically** is a **System Preference**.



5.7.1 *"Prevent Evaluation of RFQ is Pricing not Completed" set to Yes*

When system preference is set to **Yes,** the user must complete the pricing before evaluating the RFQ. For authorized users, a new menu option is enabled **Process→ Complete Pricing** is enabled once RFQ is issued.

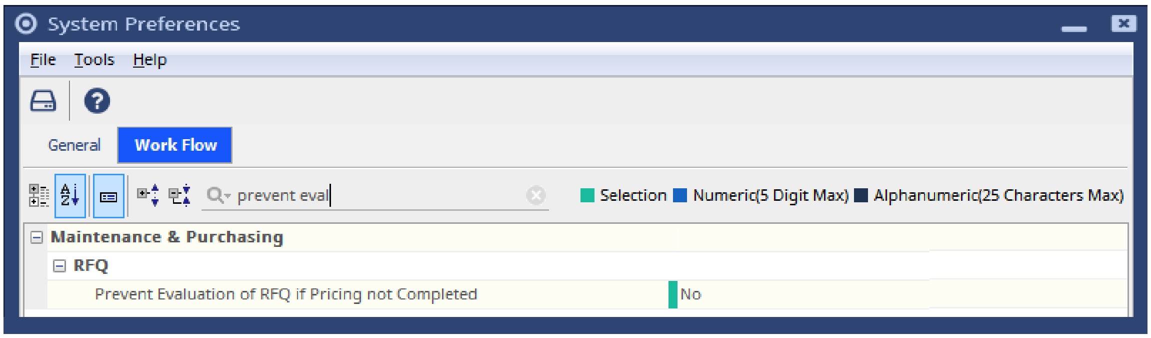


NOTE: If using the **eProcurement** product for Vendor information and all item prices are loaded the check box will rename to "**Pricing Completed**". The Remarks will show that the pricing is completed using the **eProcurement** method.

As soon as Pricing is completed, the "**Revise Pricing**" menu option will be enabled in order to change the Price of the Items.

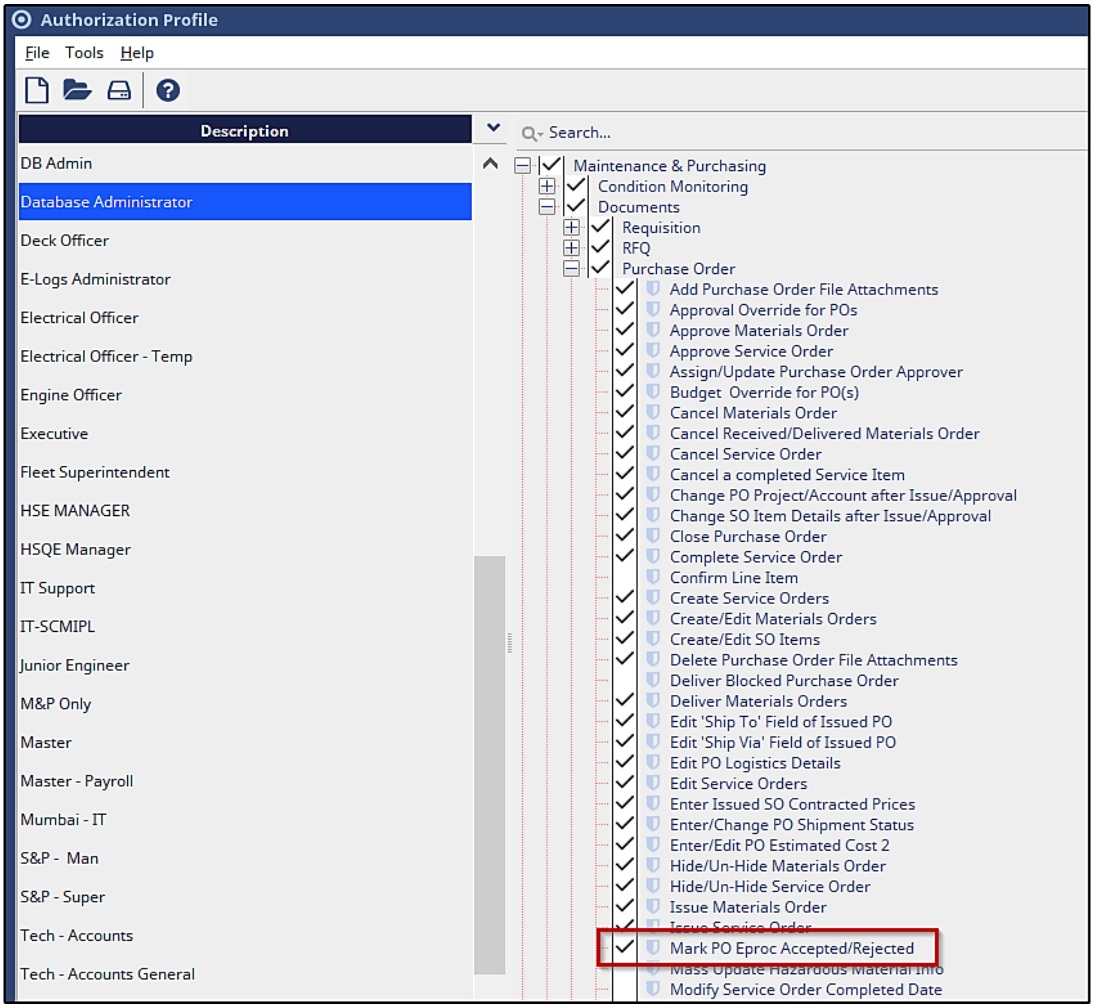
5.7.2 *"Prevent Evaluation of RFQ is Pricing not Completed" set to No*

The default setting is "**No**'. If set to "**No**" the user can directly evaluate the RFQ once the RFQ is issued.



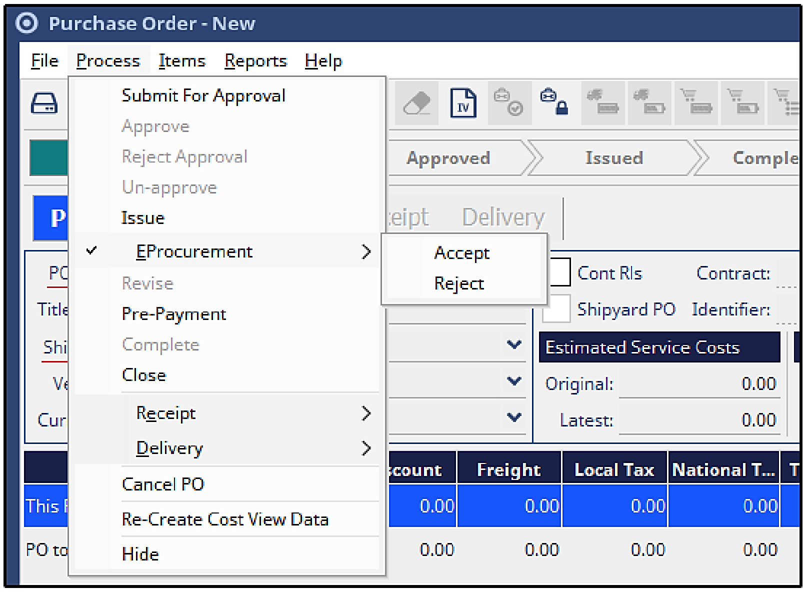
5.7.3 *Accepted/Rejected eProcurement*

There is an authorization "**Mark PO EProcurement Accepted/Rejected**" that can be given to users as part of their Authorization options.



The authorization and utilization of the two system preferences allows vendors the ability to transmit acceptance or rejection of a purchase order as part of **eProcurement**, however the authorized user also has the ability to manually enter this information if the vendor is not accessed through **eProcurement.**

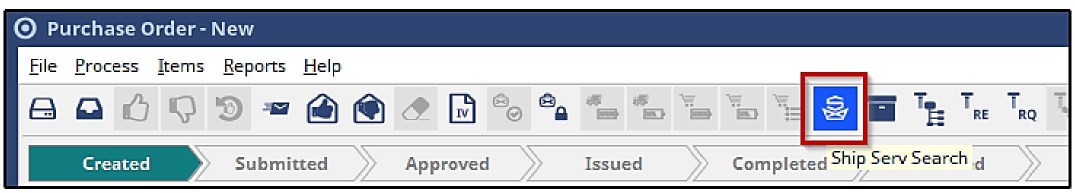
The status “**Accepted**" is part of the "**Issued PO**" list window. The new statuses have also available in the **Process** menu options on the **Purchase Order** windows.



5.8 ShipServ

ShipServ Search is an independent software used to search for approved maritime suppliers of spares, stores, or services.

Click the **ShipServ Search** icon.



The **ShipServ Search** window opens.

The fields on the **ShipServ Search** window are:

Field	Description
Blank Field	Type the criteria of the company or product to be searched in the blank field at the top of the window.
Radio buttons	Click the radio button to indicate a product search or a company search.
Country	Click the dropdown menu at the end of the **Country** field to select the country where the product is to be picked up or the company needs to be located. The **Select Country** window opens.
Port	Click the dropdown menu at the end of the **Port** field to select the port where the product is to be picked up or where the company needs to be located. The **Cities and Countries Search Navigator** window opens.
Only Show Suppliers in Selected Country check box	Click the **Only Show Suppliers in Selected Country** check box if the search is limited to the selected country.
Search button	Click the **Search** button to initiate the search.

5.9 "Copy Prices from Contract

Prices can also be copied from an existing contract if needed.

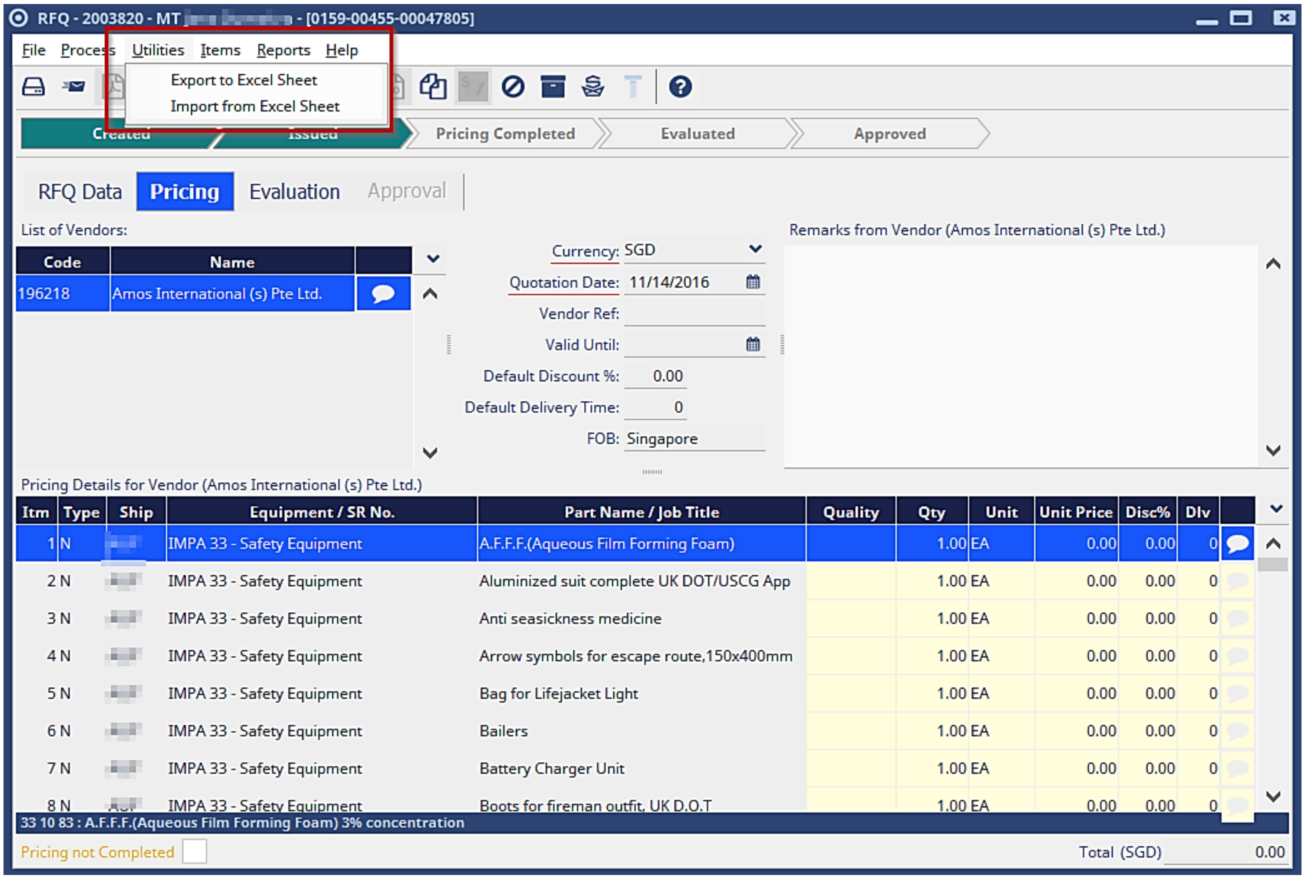
1. Click the **Pricing** tab on the **RFQ** window.
2. Click to highlight a vendor with a contract from the **Vendors List** box.
3. Click the **Copy from Contract** button.

   The contract prices are copied for all items listed on the contract that are also listed on the request for quotation.
4. Add the prices for any non-contract items.

NOTE: Contracts are NOT listed on the **Documents** tab of the RFQ even if items are copied from a contract.

5.10 Export / Import Price Quotations to Vendors

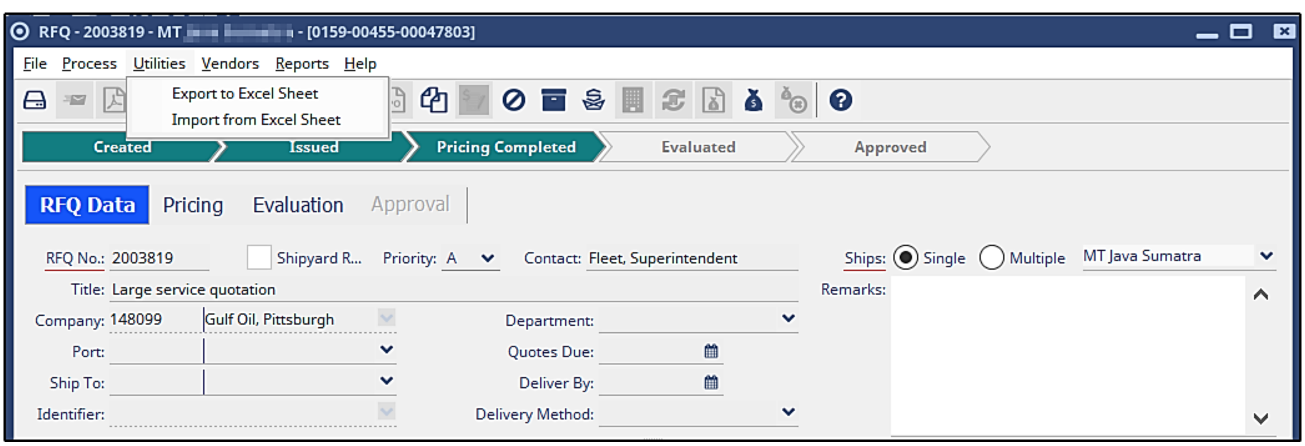
NS Enterprise can export a request for quotation to an Excel spreadsheet format to email to vendors for pricing and then import that spreadsheet back into the RFQ with the pricing information.

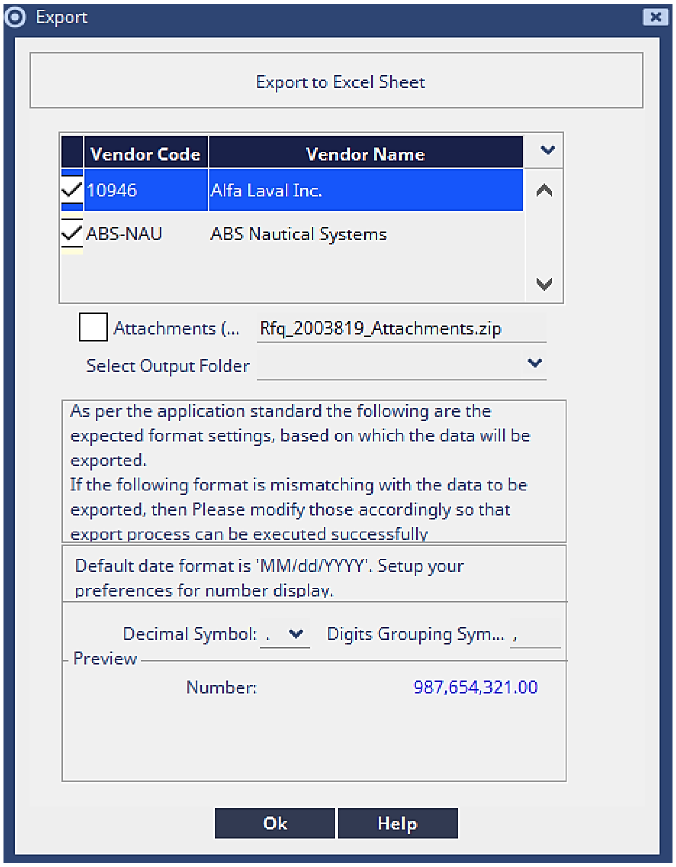


5.10.1 *Export to Excel Sheet*

NOTE: Header information, **Vendors** sub-tab and **Materials** sub-tab MUST be completed on the request for quotation prior to exporting to Excel. **NS Enterprise** uses this information to complete the same fields on the spreadsheet.

1. Select **Utilities → Export to Excel Sheet** from the **RFQ** window menu bar. The **Export** window opens displaying all vendors listed on the **Vendors** sub-tab.



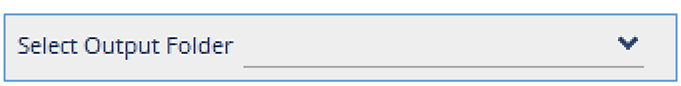


2. Click the check box to uncheck any vendors that an Excel spreadsheet is NOT to be created for. All vendors are checked by default. A separate Excel spreadsheet with all items listed on the **Materials** sub-tab is created for each vendor.

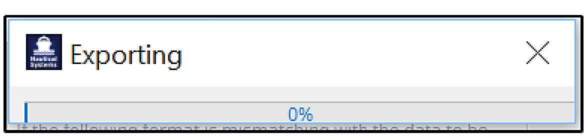
3. Click the dropdown menu at the end of the **Select Output Folder** field to select the directory where the spreadsheets are to be created. The **Open** window opens.

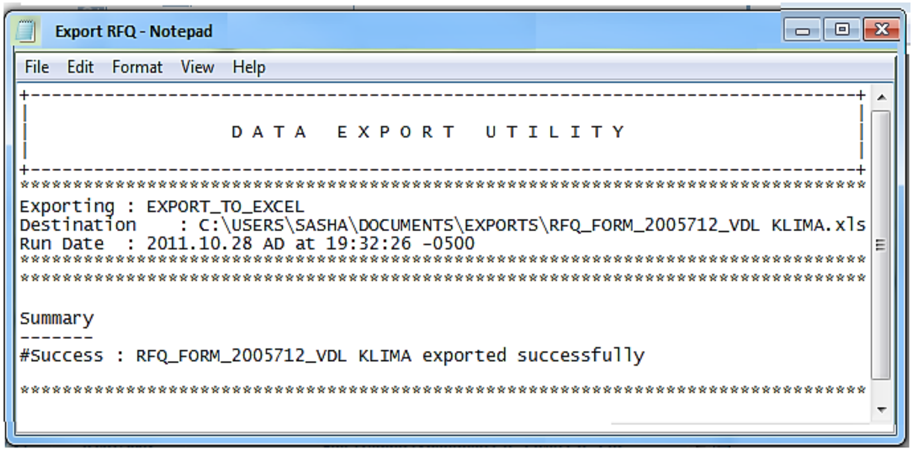
4. Select a directory and file name.

5. Click the **Open** button to close the **Open** window and add the directory and file name to the **Select Output Folder** field.

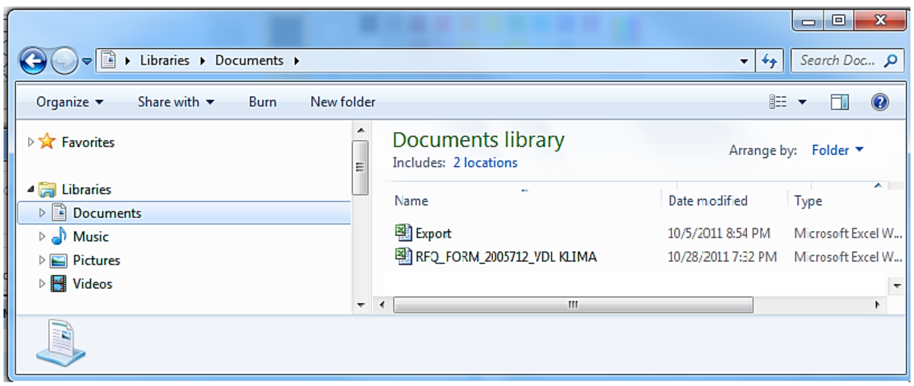


6 Click the **OK** button to start the export procedure. An **Export** progress bar is displayed. The progress bar and **Export** window close when the process is completed. Notepad opens with a summary of the process.





7. Locate the folder specified in the **Select Output Folder** field. The spreadsheets are listed with the RFQ number and vendor name.



The spreadsheets can be emailed to each vendor. These spreadsheets can be imported back into the RFQ when they are returned by the vendor.

NOTE: The **RFQ Excel** sheet exports the Item quality from the **RFQ pricing** tab.

The **Quality** is exported as a dropdown list containing the Item Quality Index terms defined in NS.

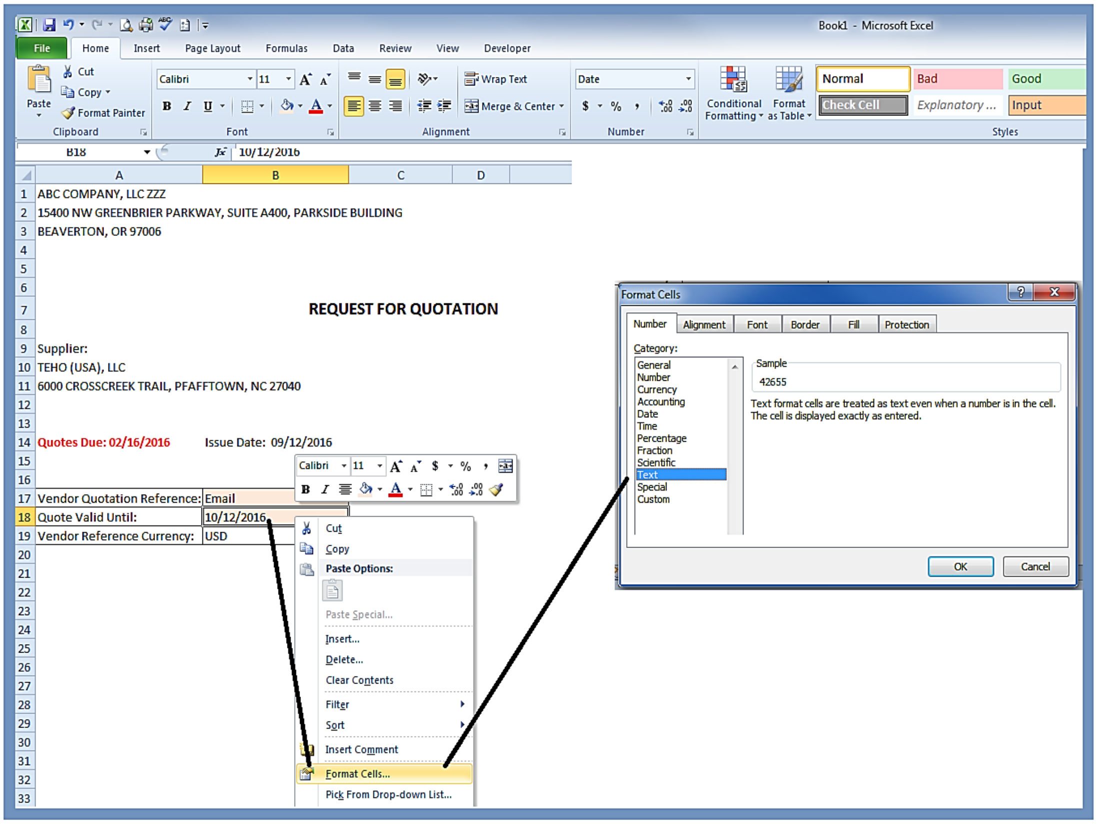
Vendors can select the quality of the items being quoted and the quality will then be imported from the excel sheet.

The **PO Form** and **PO Form Report -** All Items have been enhanced to include the Item **Quality** field in the reports.

5.10.2 *Import from Excel Sheet*

Save the Excel spreadsheets returned by the vendors on the computer. Use the **Import from Excel Sheet** option to enter the information into the **Pricing** tab of the RFQ. Each spreadsheet is imported into the RFQ individually.

NOTE: Open the returned spreadsheets to change the format of the **Validity of Quotation** field to “**Text**”. This field does not import correctly and causes an error in the summary if the format is not changed.

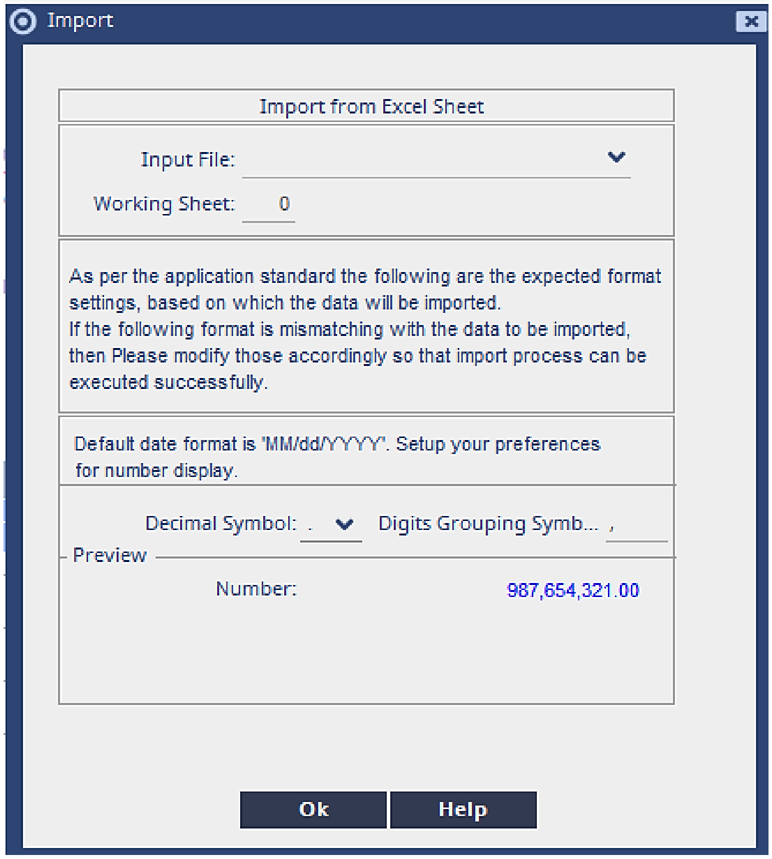


Right-click on the field for a drop-down list of options.

Click **Format Cells** to open the **Format Cells** window. Select **Text** on the **Number** tab.

Click the **OK** button to close the **Format Cells** window.

1. Open the **RFQ** that the returned Excel spreadsheets are associated with.
2. Click to make the **Pricing** tab active on the **RFQ**.
3. Select **Utilities → Import from Excel Sheet** from the **RFQ** window menu bar. The **Import** window opens.



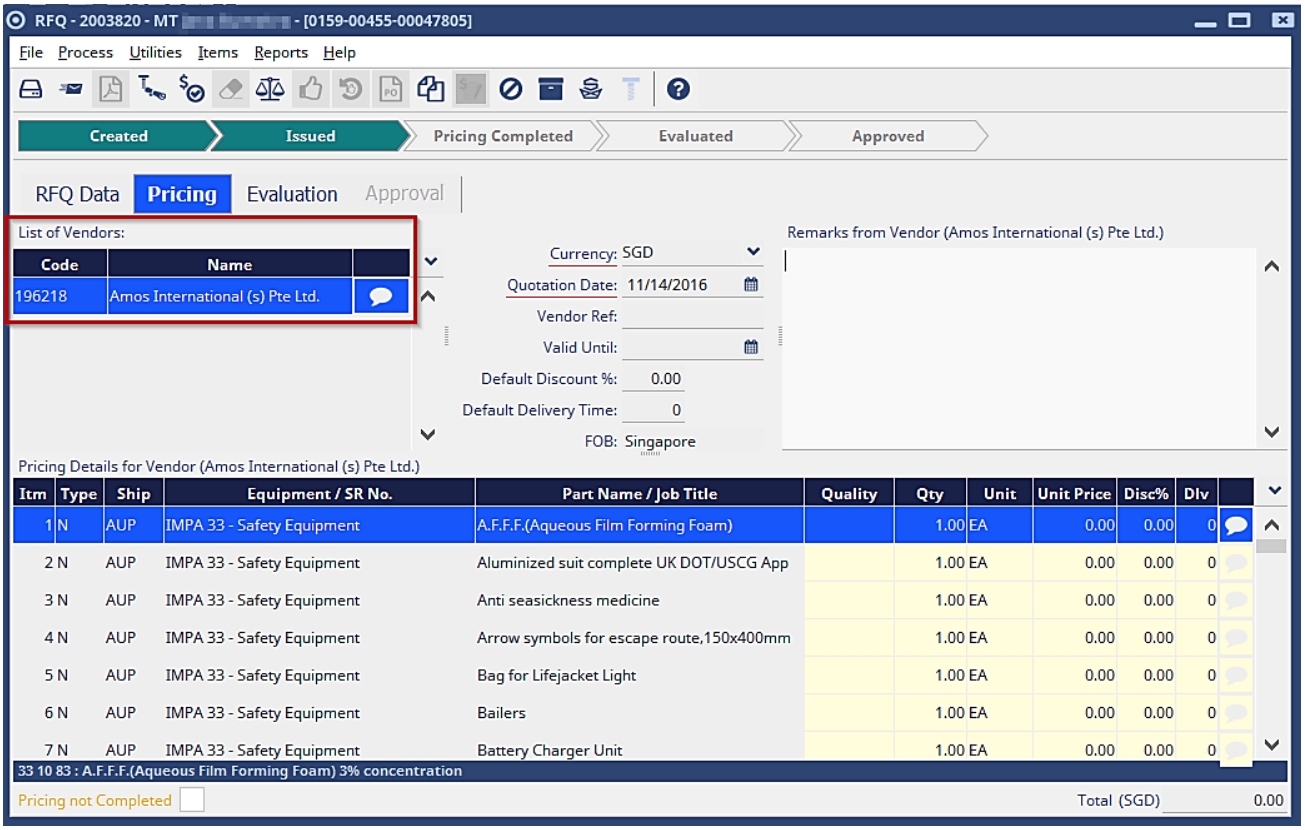
4. Click the dropdown menu at the end of the **Input File** field to find the Excel spreadsheet returned by a vendor to be imported. The **Open** window opens.

5. Double click on the spreadsheet to be imported. The **Open** window closes, and the file name is displayed in the **Input File** field of the **Import** window.

6. Click the **OK** button to start the import process. The **Import** window closes, and Notepad opens with a summary of the process when the import process is complete.

7. Close **Notepad**.

8. Highlight the vendor in the **List of Vendors** section of the **Pricing** tab whose Excel spreadsheet was imported. The pricing information from the spreadsheet has completed the information for the items listed as well as the **Valid Until** and **Vendor Reference** fields in the header.



Repeat steps until the pricing information for all vendors has been imported.

NOTE: If using the **Export/Import with Vendor** information and all item prices are loaded through the excel the check box will rename to "**Pricing Completed**". The Remarks will show that the pricing is completed using the excel load. As soon as Pricing is completed, the "**Revise Pricing**" menu option will be enabled to change the price of the items.

5.11 Pricing an RFQ

The next step in the RFQ process is to enter the pricing information.

NOTE: If e-Commerce is set up for a vendor, prices are entered automatically. Otherwise the Purchaser needs to enter these prices by importing the Excel file that was exported or by entering the pricing data manually.

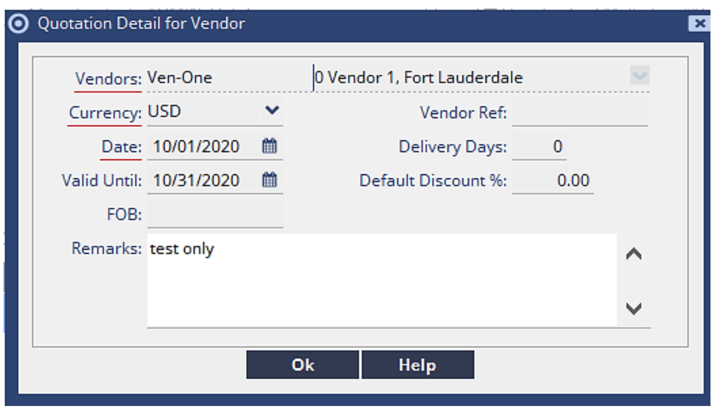
1. Choose **Documents → Search → Request for Quotation** from the **Purchasing** menu on the Navigator**.** Filter for Status "to be Priced."
2. Select the **RFQ** from the query by double clicking.
3. If the vendor has returned the Excel file with pricing information, users can import this file and the pricing information will transfer to the RFQ.

   Choose **Utilities → Import from Excel Sheet** from the menu bar.

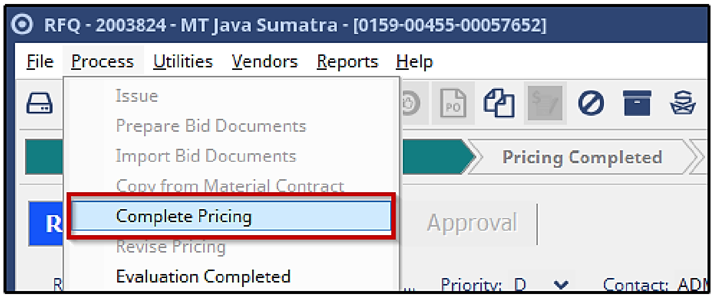
An **Import** window opens. Designate the relevant Excel **Source File** to be imported. Click on the dropdown menu at the end of the **Input Folder** field. Navigate to the area where file is located. Click **Open** to return to the **Import** window.

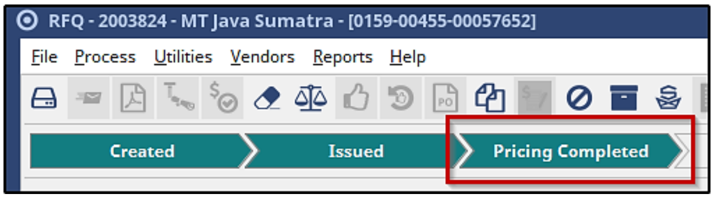
Click **OK** to import the Vendor's data. The user will need to repeat these steps for each vendor.

4. If the vendor has not entered pricing information on an Excel file, enter the information manually. Choose the **Pricing** tab of the RFQ and highlight the vendor to select and to enter pricing.
5. Fill out the main header for each vendor
   - Currency is automatically chosen
   - Quotation date by default is the current date, but can be changed
   - Vendor Ref is the vendors document number
   - Enter a Valid Until date
   - Enter a Discount, if applicable
   - Change the Default Delivery time, if applicable
   - Enter in the **FOB**. This allows the quotation to accurately reflect the delivery terms for the order. This field copies to the PO.
   - Enter any remarks



6. Enter the price for each item in the currency selected for that vendor. Users can enter any remarks about an item by clicking the note icon on the far right of the line item. Users can also change quantities.
7. Do this for each vendor. When the prices have all been entered.
8. When all the prices are entered use the **Process** menu and select Complete Pricing. This will place a check in the **Pricing Complete** check box indicating the RFQ is available for Evaluation.





NOTE: Changing Vendor is still allowable on priced quotations. Right-click on a Vendor on the RFQ's Vendor tab will pop up the supplier search screen and lets the user select the replacement vendor.

5.12 Evaluation of an RFQ

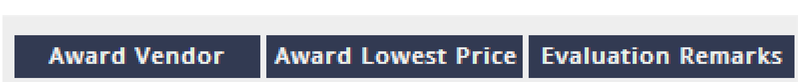
The RFQ must be evaluated to choose a vendor. Go to the **Evaluation** tab.

If users have selected the **Converted for comparison** radio button, **NS** converts the quotes from each vendor to USD.

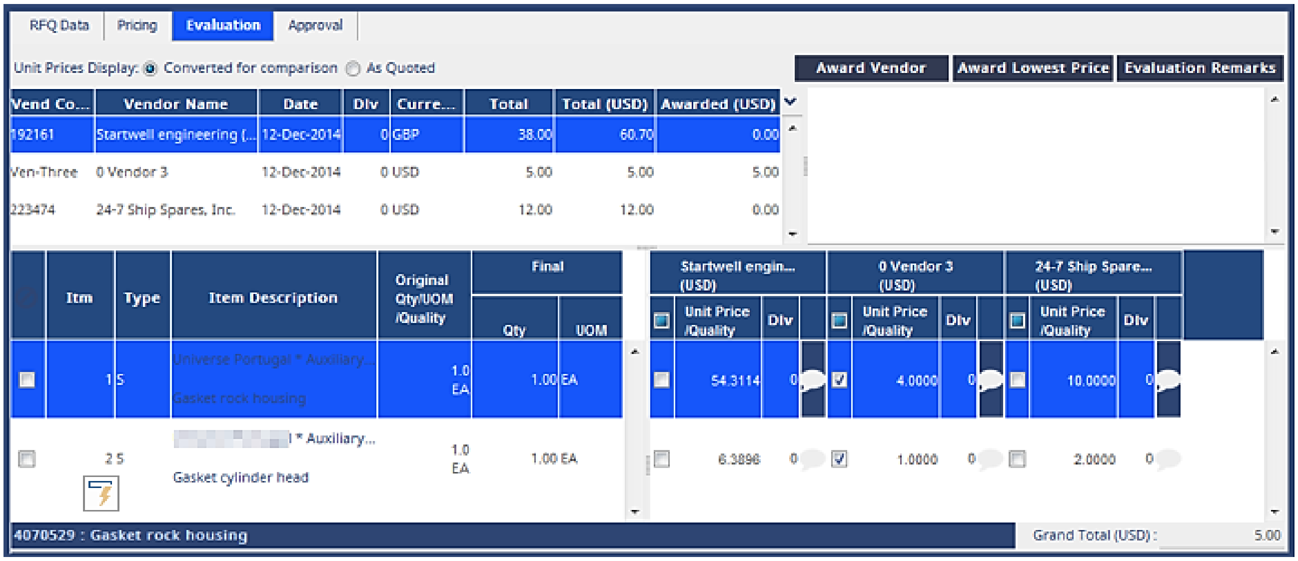
Users can award vendors in any combination:

- One vendor for the entire order
- Lowest priced vendor for each item
- Any other combinations are also allowed

1. To award a vendor, highlight the vendor and click **Award Vendor**. To award the lowest priced vendor for each item, click **Award Lowest Price**. Users can add remarks by clicking **Evaluation Remarks**.

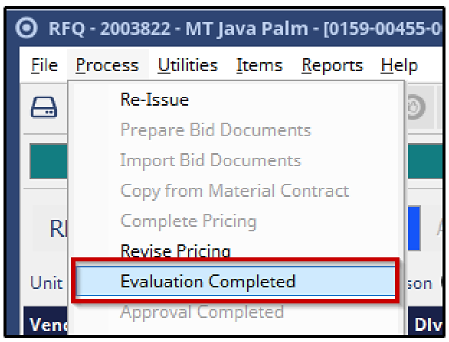


2. If users want to award a different combination of vendors per item, tag the boxes manually in the lower pane of the evaluation tab.

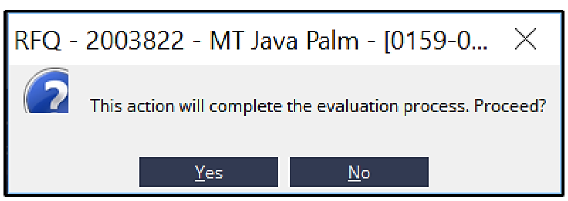


3. The dollar amount awarded per vendor can be seen on the upper pane of the evaluation tab window.

4. Click **Evaluation Completed** when finished.



5. A confirmation box opens. Click **Yes**.



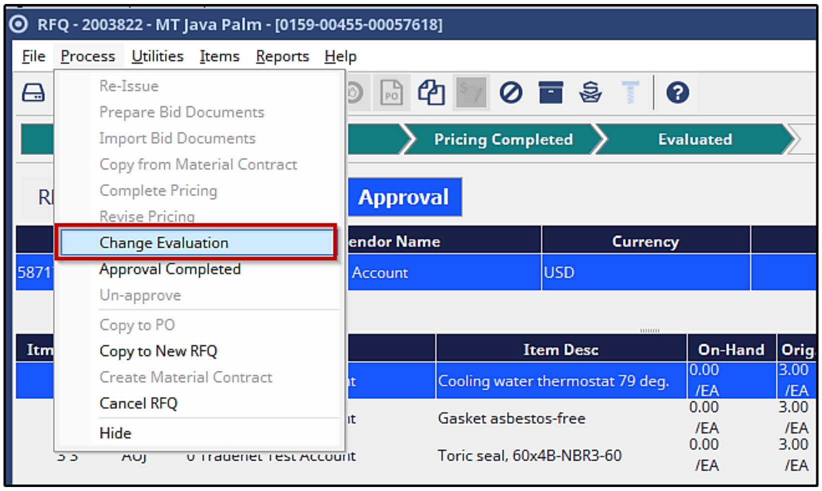
This closes the pricing and evaluation tabs for editing.

5.13 *Revise Pricing*

Sometimes the **RFQ** needs to be revised:

- To correct an error
- To update a quote from a vendor
- To choose a different vendor

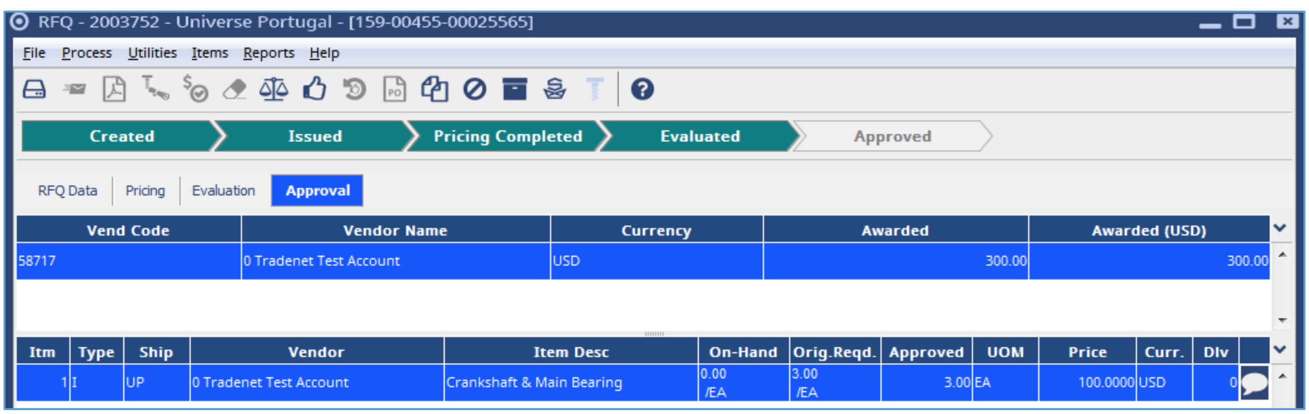
Click **Change Evaluation** to revise the RFQ.



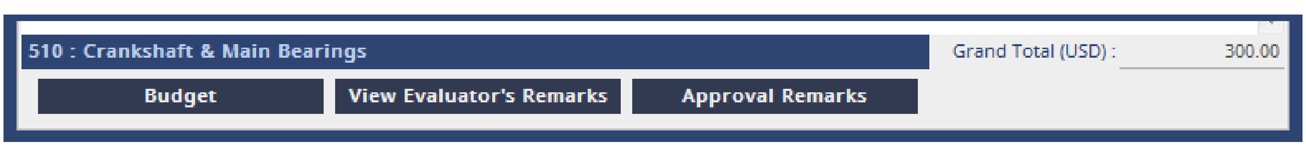
The **Pricing** and **Evaluation** tabs open for editing and users must go through the evaluation process again.

5.14 Approval of an RFQ

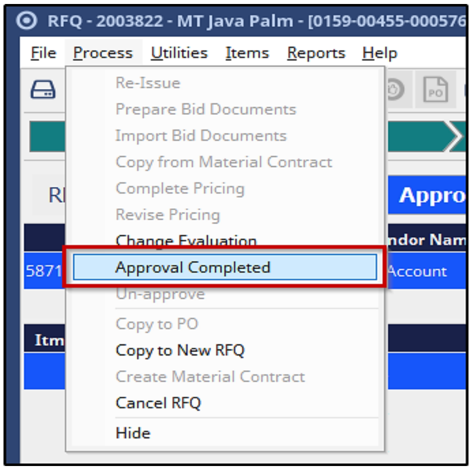
After evaluation, the next step is to **Approve** the RFQ. Go to the **Approval** tab to see which vendors have been awarded.



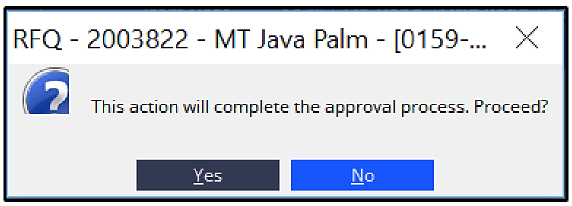
Users can view the evaluation remarks and add approval remarks.



Click **Approval Completed**.

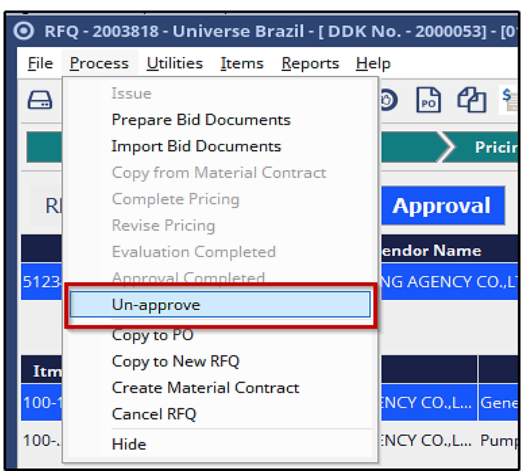


A confirmation box opens. Click **Yes**. The RFQ is now ready to generate a purchase order.

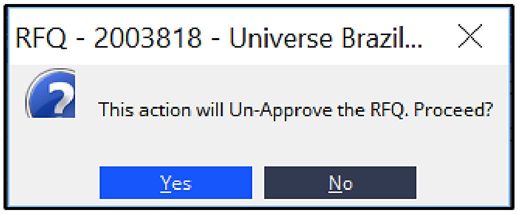


5.15 *Un-approve*

Users can un-approve the RFQ, if necessary. The RFQ cannot be turned into a purchase order if it is un-approved. Click **Un-approve**.



A confirmation box opens. Click **Yes**. The RFQ is now un-approved. **NS** asks for a reason for un-approval.

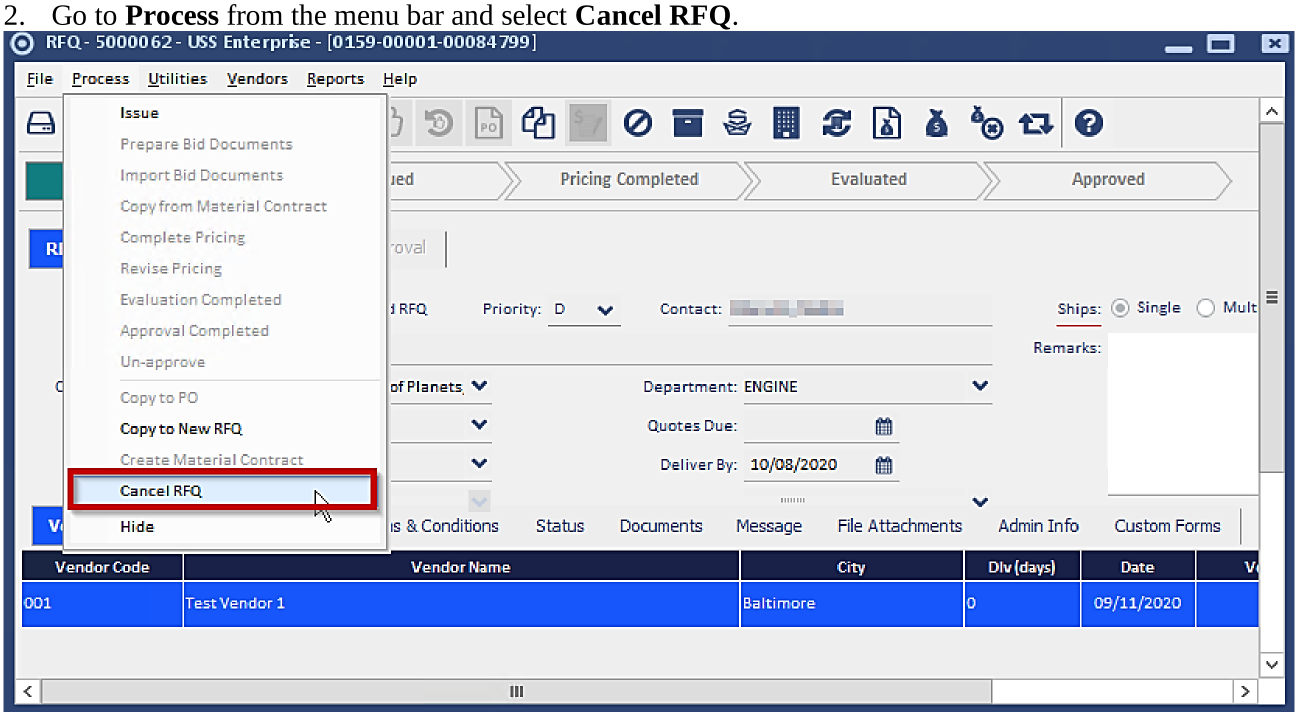


5.16 *Cancelling a Request For Quotation*

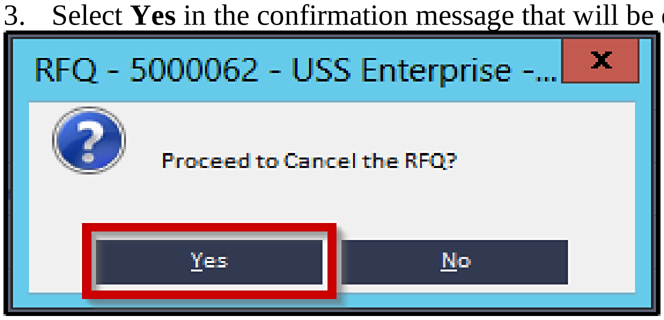
Authorized users can cancel an RFQ, if necessary.

1. Open the RFQ to be cancelled.

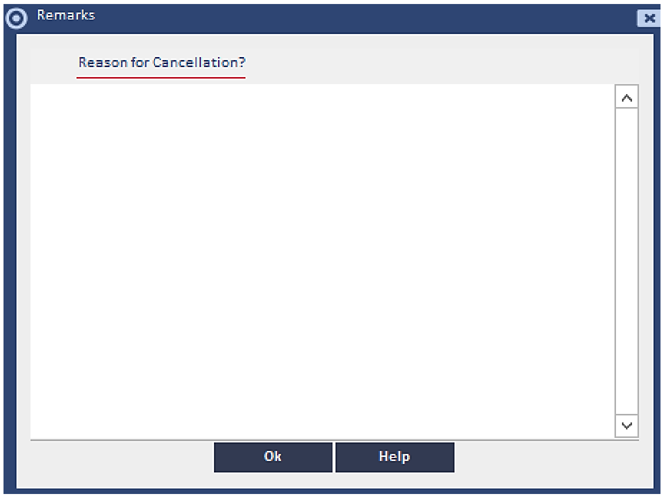
2. Go to **Process** from the menu bar and select **Cancel RFQ**.



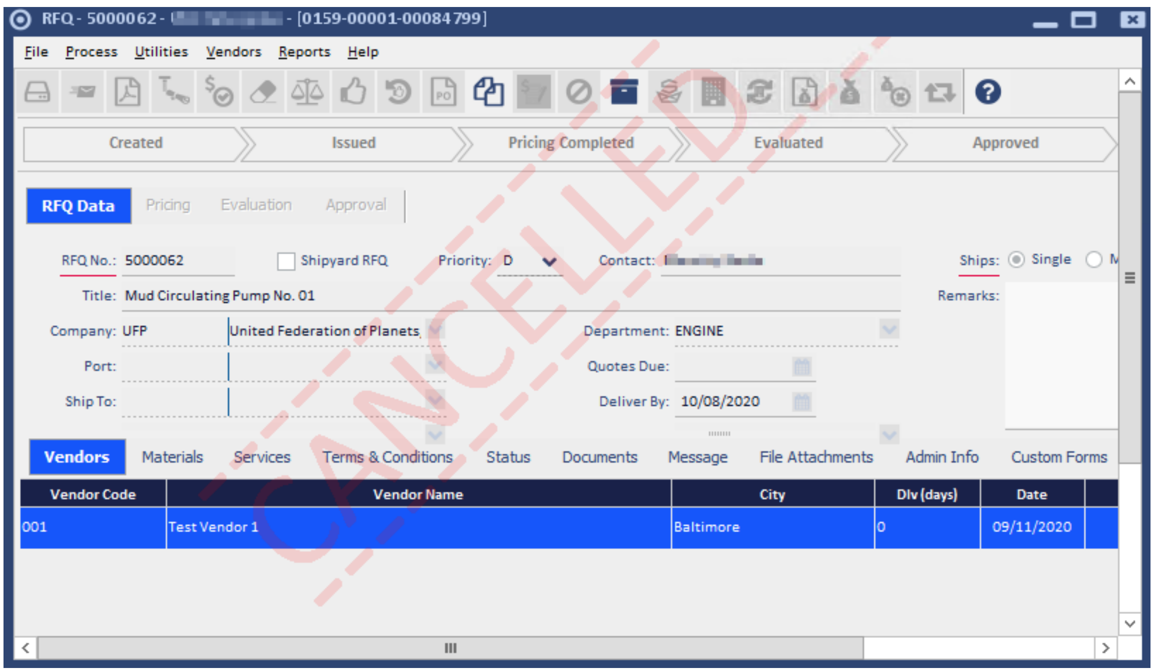
3. Select **Yes** in the confirmation message that will be displayed.



4. Enter the **Reason for Cancellation** in the **Remarks** screen, then click **Ok**.

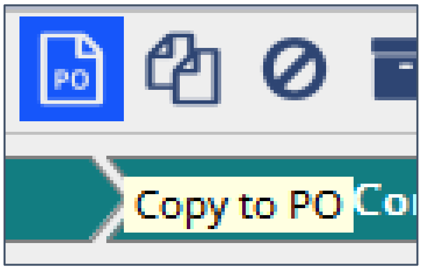


A "**Cancelled**" **watermark** is displayed across the **Request for Quotation** window when the cancellation process is completed.



5.17 *Creating a Purchase Order using the Wizard*

Click **Copy to PO** to begin the purchase order process. This triggers the **Purchase Order** wizard, which is detailed in the next section.


PO
Copy to PO

Section 6 Purchase Orders

The **Purchase Order** organizes the process by which the Purchaser arranges for the purchase and delivery of materials to the ship.

The role the ship plays in the purchasing process is to take delivery of items purchased. Delivery is considered the point in time when purchased items have arrived onboard, are inventoried, and assigned a storage location.

IMPORTANT NOTE: It is of CRITICAL IMPORTANCE that ships record delivery of material items accurately.

If 6 were ordered, but only received 5, be sure to record 5 delivered. If an item was received damaged or was the wrong item, this is to be reported to the Purchaser.

The **Purchase Order** document is where the purchase of materials is organized. Purchase orders can be generated from RFQ's, requisitions or directly.

The purchase order information is placed on the document and then the document is tagged for approval. There are different levels of financial approvals. **NS** notifies the user designated for the dollar amount and ship. He can then approve the PO. The PO is then issued to the vendor.

The purchase order may be **Received** by the office. This is when materials arrive at a warehouse or freight forwarder. The invoicing process can begin by taking receipt.

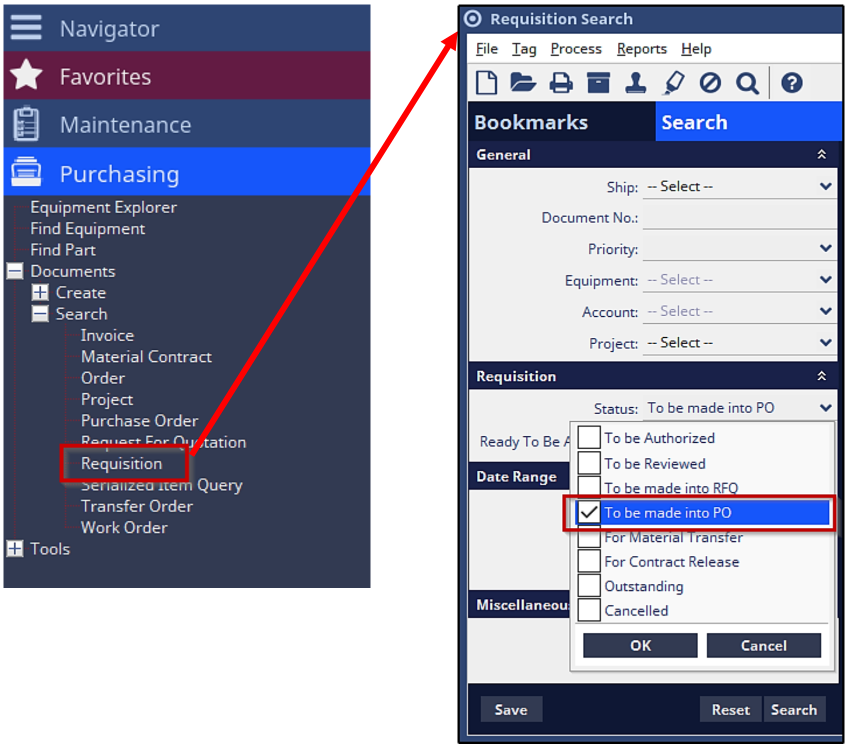
The purchase order must be **Delivered** by the ship. This is when materials are delivered onboard the ship. The inventory is adjusted at delivery.

Invoices can be matched to either a Receipt or Delivery. The PO remains active until it has been delivered and has a closing invoice matched.

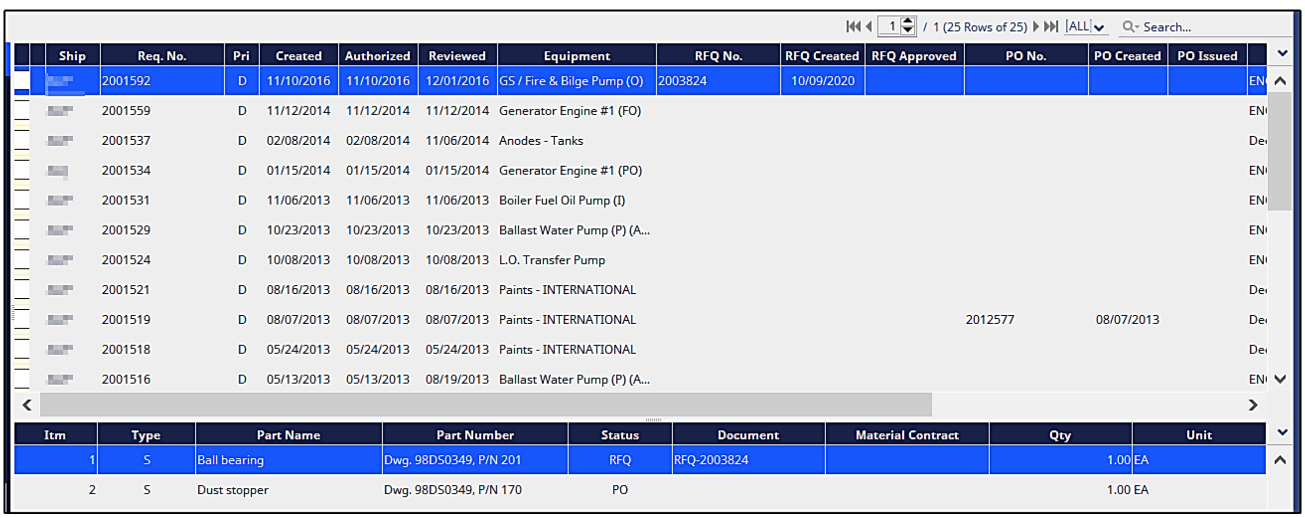
6.1 Creating a Purchase Order from a Requisition

Requisitions that have been reviewed and have had line items designated **For Purchase** can be turned into a purchase order.

1. Open a requisition. Choose **Search → Documents → Requisition** from the **Purchasing** menu on the Navigator. Filter for "**To be made into PO**."



2. The **Requisition** search lists all the requisitions with items designated for purchase.



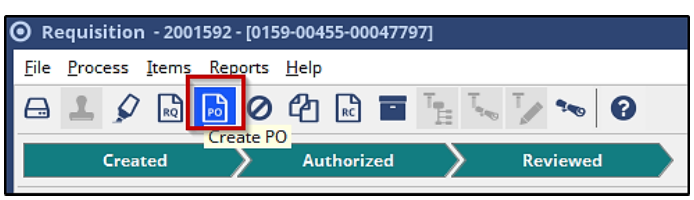
1 / 1 (25 Rows of 25) [ALL] Search...

Ship	Req. No.	Pri	Created	Authorized	Reviewed	Equipment	RFQ No.	RFQ Created	RFQ Approved	PO No.	PO Created	PO Issued	
	2001592	D	11/10/2016	11/10/2016	12/01/2016	GS / Fire & Bilge Pump (O)	2003824	10/09/2020					EN
	2001559	D	11/12/2014	11/12/2014	11/12/2014	Generator Engine #1 (FO)							EN
	2001537	D	02/08/2014	02/08/2014	11/06/2014	Anodes - Tanks							De
	2001534	D	01/15/2014	01/15/2014	01/15/2014	Generator Engine #1 (PO)							EN
	2001531	D	11/06/2013	11/06/2013	11/06/2013	Boiler Fuel Oil Pump (I)							EN
	2001529	D	10/23/2013	10/23/2013	10/23/2013	Ballast Water Pump (P) (A...							EN
	2001524	D	10/08/2013	10/08/2013	10/08/2013	L.O. Transfer Pump							EN
	2001521	D	08/16/2013	08/16/2013	08/16/2013	Paints - INTERNATIONAL							De
	2001519	D	08/07/2013	08/07/2013	08/07/2013	Paints - INTERNATIONAL				2012577	08/07/2013		De
	2001518	D	05/24/2013	05/24/2013	05/24/2013	Paints - INTERNATIONAL							De
	2001516	D	05/13/2013	05/13/2013	08/19/2013	Ballast Water Pump (P) (A...							EN

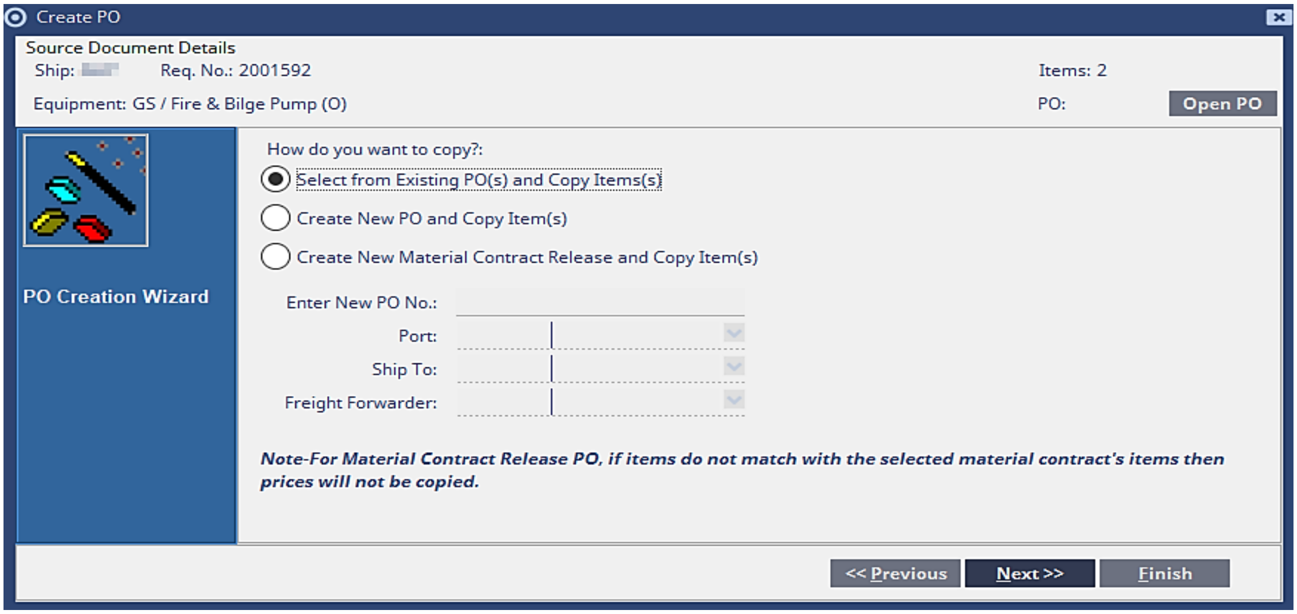
Itm	Type	Part Name	Part Number	Status	Document	Material Contract	Qty	Unit
1	S	Ball bearing	Dwg. 98DS0349, P/N 201	RFQ	RFQ-2003824		1.00	EA
2	S	Dust stopper	Dwg. 98DS0349, P/N 170	PO			1.00	EA

3. Double click on the desired requisition to open it.

4. Click **Create PO** to start the PO wizard.

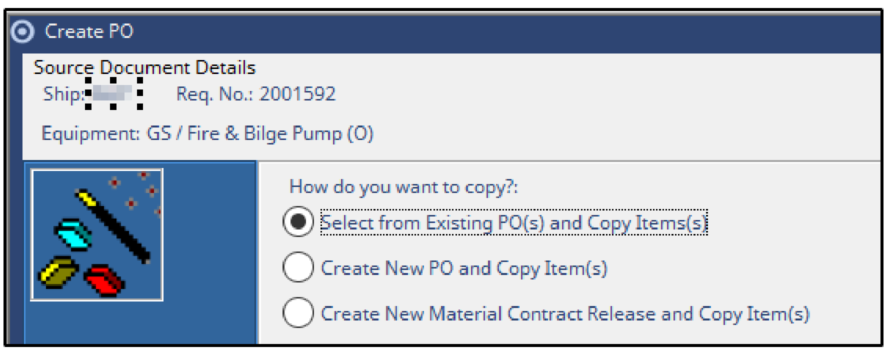


- The PO wizard opens.

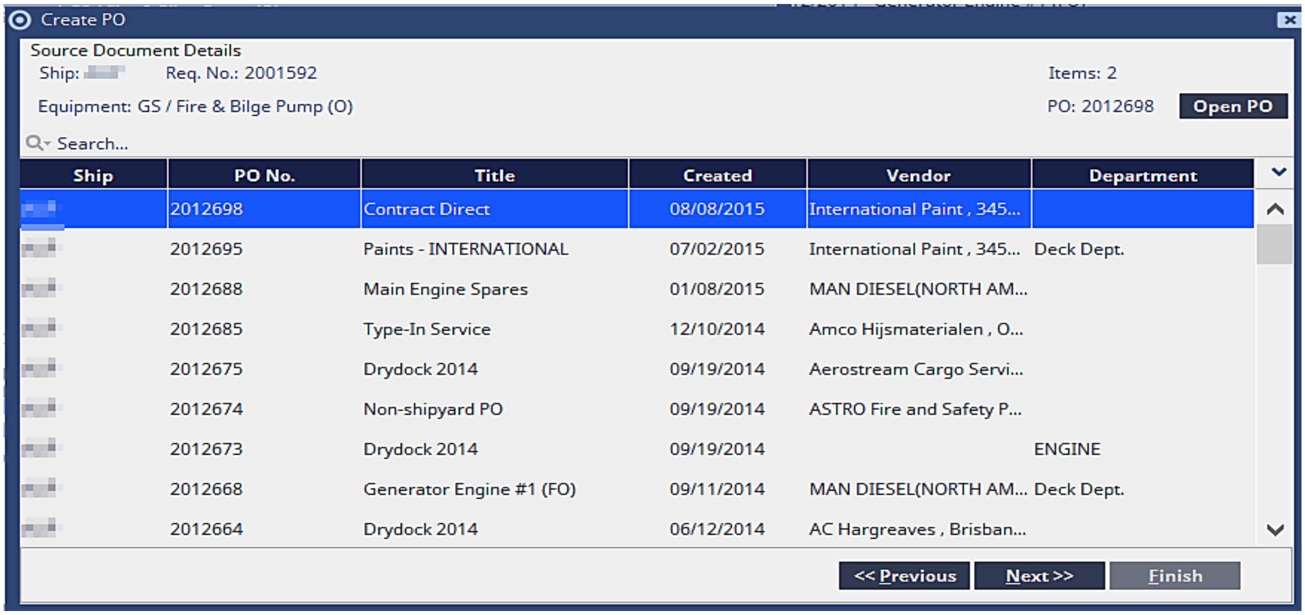


There are three choices, but only two are applicable:

- **Create New PO and Copy Item(s)**: This is the default selection and creates a new purchase order. Click **Next**.
- **Select from Existing PO(s) and Copy Item(s)**: The user can add these items to an existing PO. Click **Next** and a requisition query window opens.

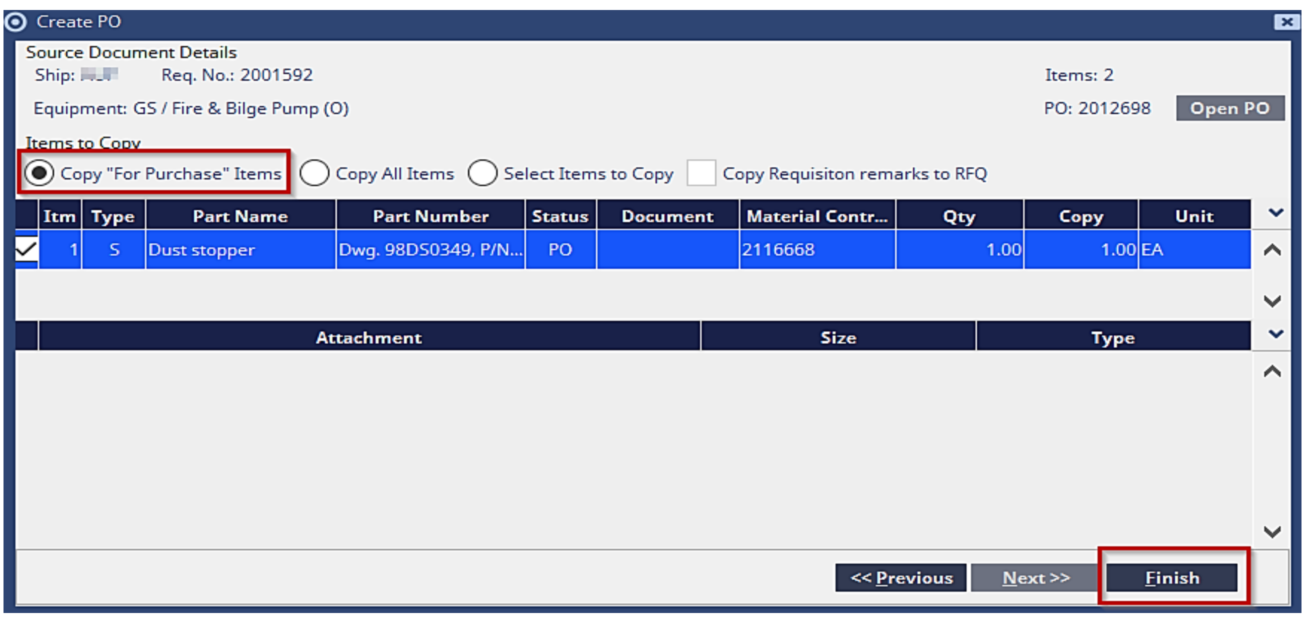


5. Click **Next** to proceed.

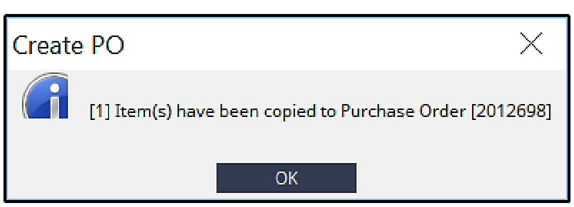


Highlight the PO and click **Next.**

6. Choose **Copy "For Purchase" Items** and click Finish.



7. A confirmation box opens. Click **OK**.

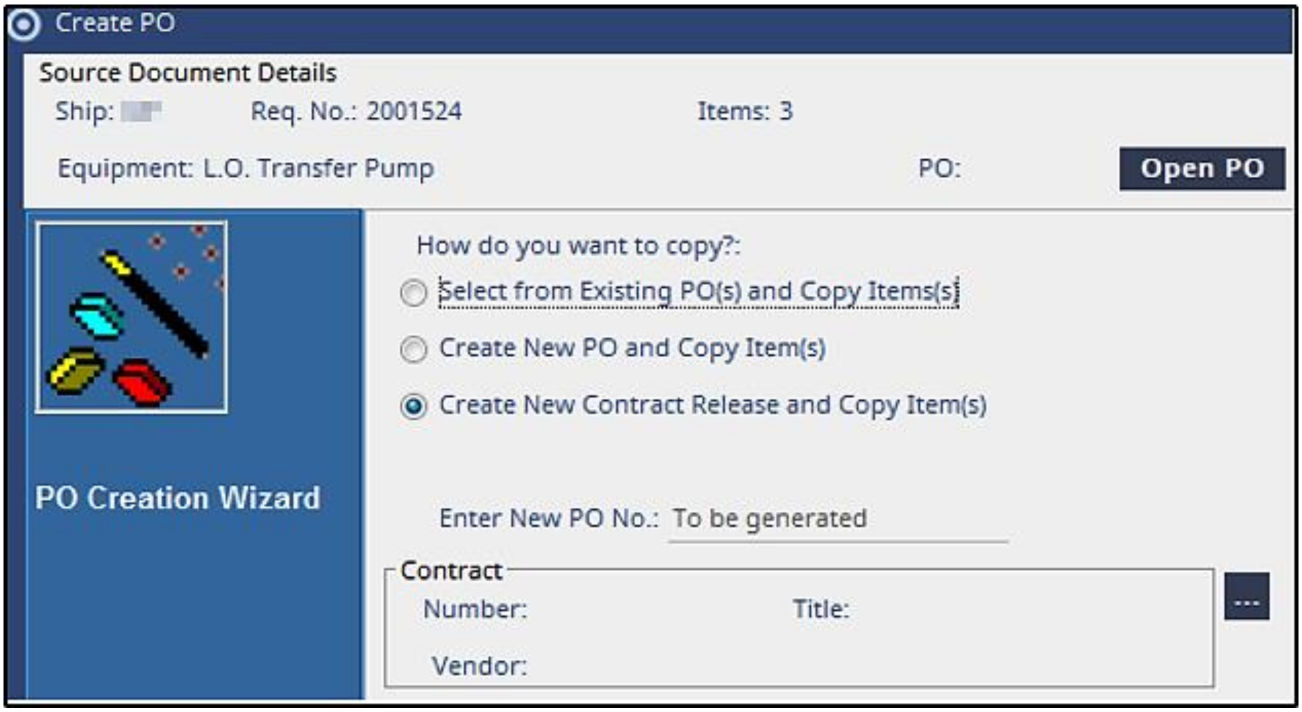


8. Click **Open PO** to open the purchase order.

- Unlike the PO created from an RFQ, if the user creates a new PO here, then a vendor must be designated.

9. The user can enter prices for the items after selecting a vendor.

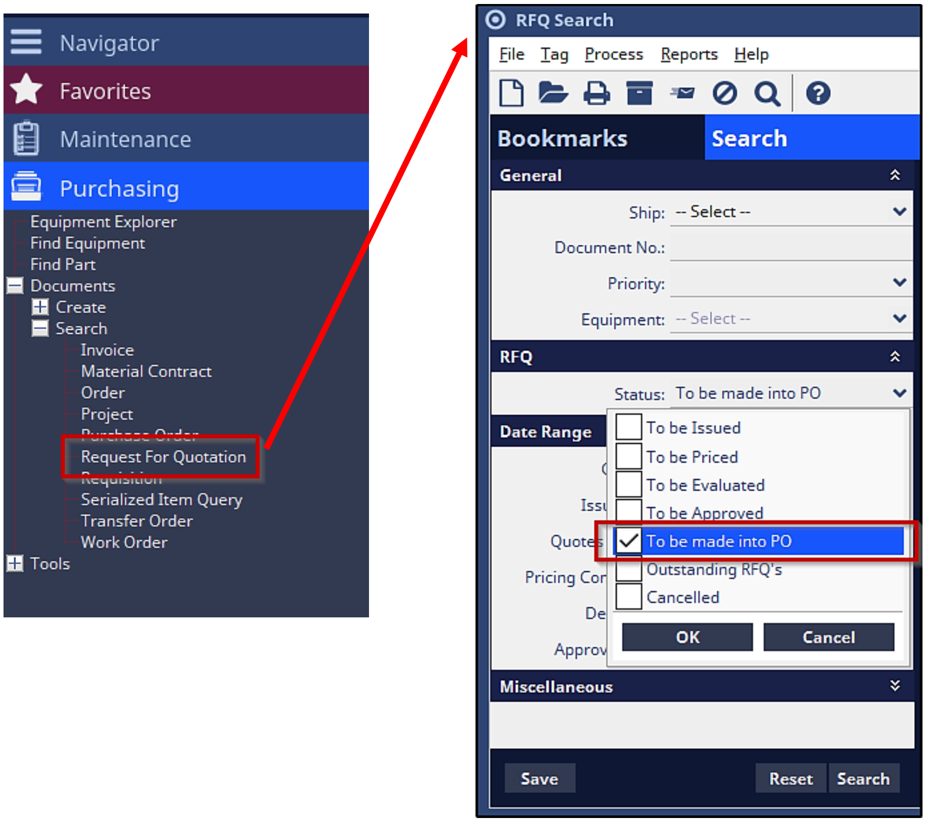
10. Choose **Create new Contract Release and Copy Item(s),** click on the ellipse to open the **Available Contracts** window, and select the contract.



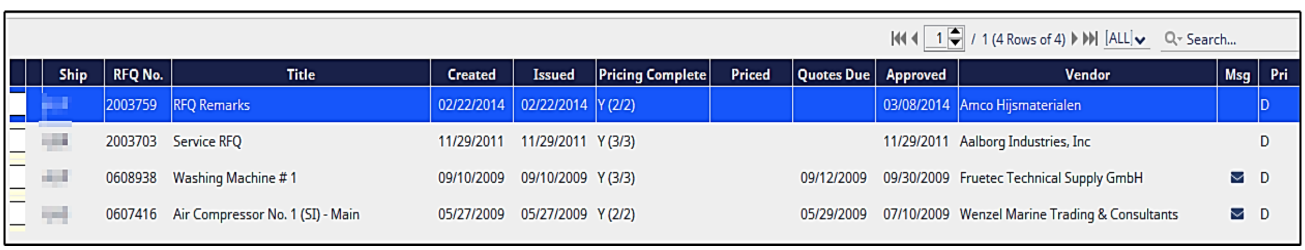
11. See the section on **Creating a Contract Release Purchase Order** for more details on this wizard option.

6.2 Creating a Purchase Order from an RFQ

1. Open an RFQ. Choose **Search → Documents → Request for Quotation** from the **Purchasing** menu on the Navigator**.** Filter for "**To be made into PO**."

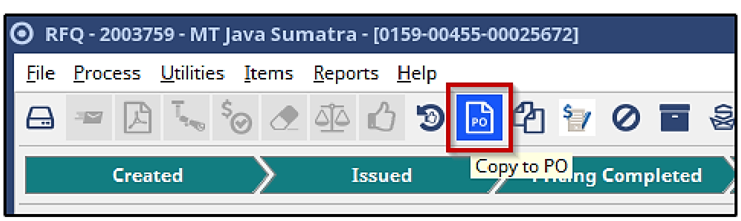


2. The **RFQ** search lists all the approved RFQ's.

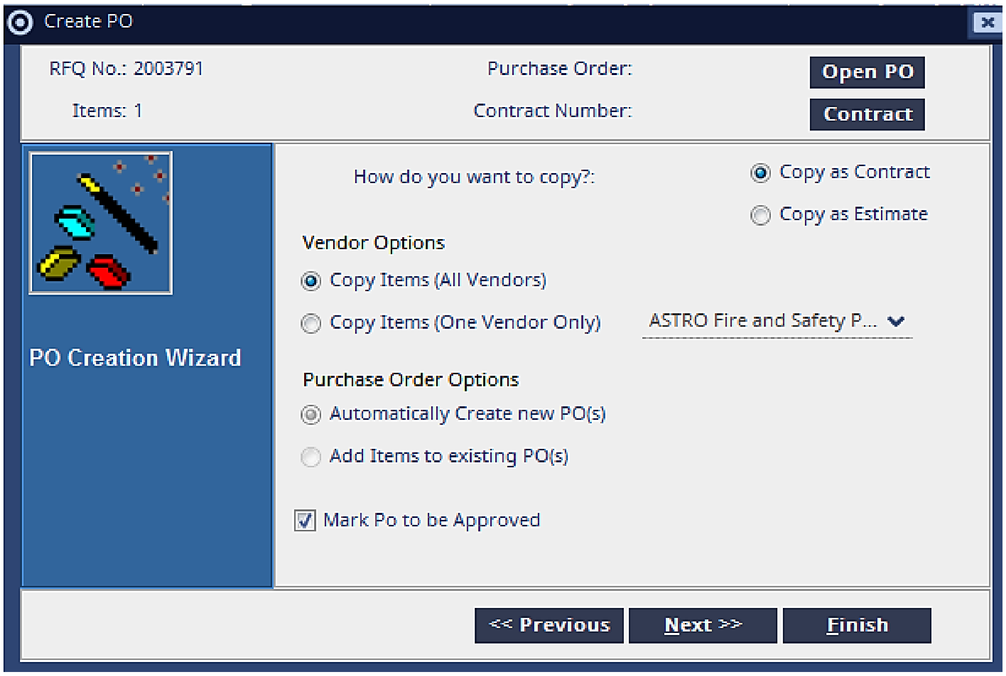


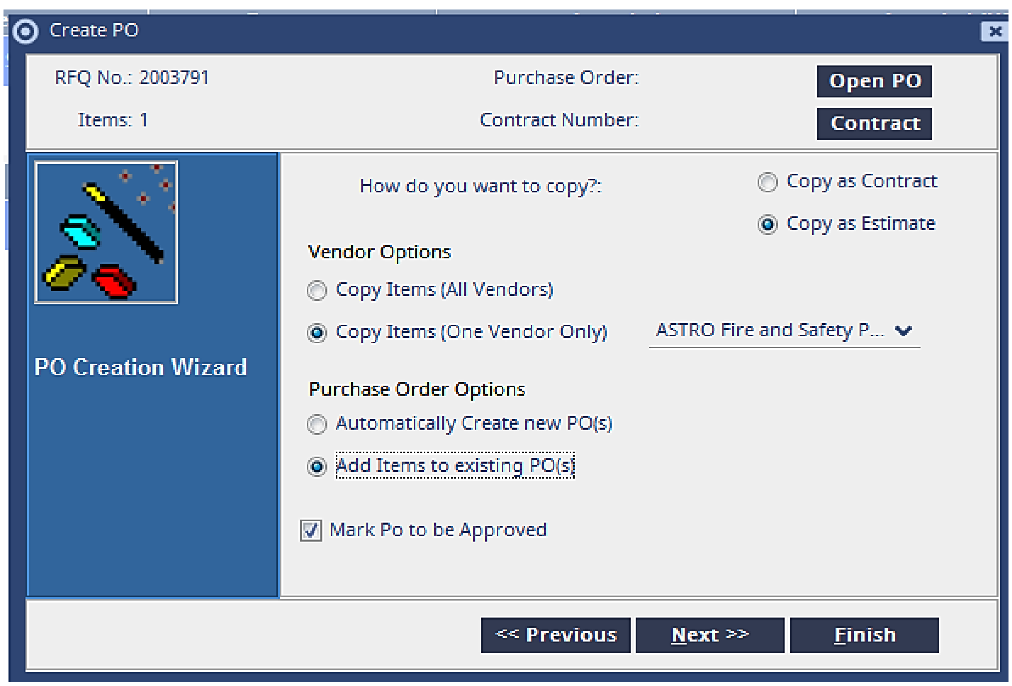
Ship	RFQ No.	Title	Created	Issued	Pricing Complete	Priced	Quotes Due	Approved	Vendor	Msg	Pri
	2003759	RFQ Remarks	02/22/2014	02/22/2014	Y (2/2)			03/08/2014	Amco Hijsmaterialen		D
	2003703	Service RFQ	11/29/2011	11/29/2011	Y (3/3)			11/29/2011	Aalborg Industries, Inc		D
	0608938	Washing Machine # 1	09/10/2009	09/10/2009	Y (3/3)		09/12/2009	09/30/2009	Fruetec Technical Supply GmbH		D
	0607416	Air Compressor No. 1 (SI) - Main	05/27/2009	05/27/2009	Y (2/2)		05/29/2009	07/10/2009	Wenzel Marine Trading & Consultants		D

3. Double click on the desired RFQ to open.
4. Click **Copy to PO** to start the PO wizard.



- The **PO wizard** window opens.



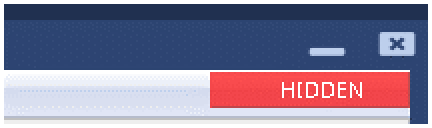


5. Choose **Copy as Contract** or **Copy as Estimate**, as applicable. Typically, the user will choose **Copy as Contract** for materials and **Copy as Estimate** for service.

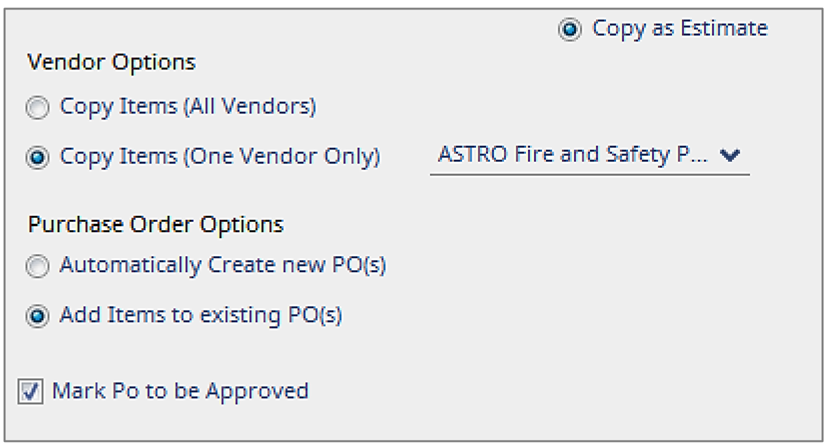
   Users often need to find specific work orders so that they can perform tasks required to complete the process steps in the purchasing workflow**.**

7. Find the relevant purchase order. Choose **Documents → Search → Purchase Orders** from the Purchasing menu on the **Navigator**. Filter as necessary to find the relevant PO.

8. The screen is split to show the Purchase Order header on the top portion of the screen followed by the line items in the middle portion and the revision history in the lower portion. Double clicking the Purchase opens the PO for processing.
9. Users can also open the relevant purchase order and hide it. Double click on the purchase order in the query. The PO window opens. Click **Hide**.
10. The purchase order is now hidden. Users can find it to view or to unhide.



11. There are two choices in the **Vendor Options** section:
    - **Copy Items (All Vendors)**: This creates a new purchase order for each vendor selected on the RFQ. Click **Next.**
    - **Copy Items (One Vendor Only)**: If this option is shown, the **Purchase Order Options** section becomes active. Select a vendor from the drop-down menu.

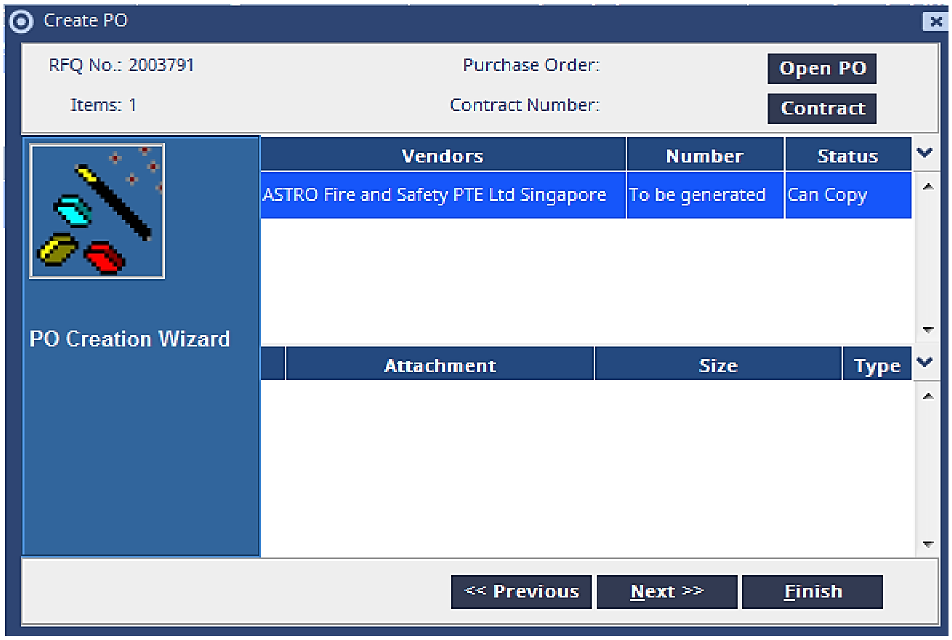


12. The user will have two options:
    - **Automatically Create new PO(s)**: This creates a new purchase order only for the vendor selected in step 7.
    - **Add items to existing PO(s)**: The user can add the items from this RFQ to that existing PO if there is an unapproved purchase order for this vendor.

    If there are no existing PO's for that vendor, this warning box opens.

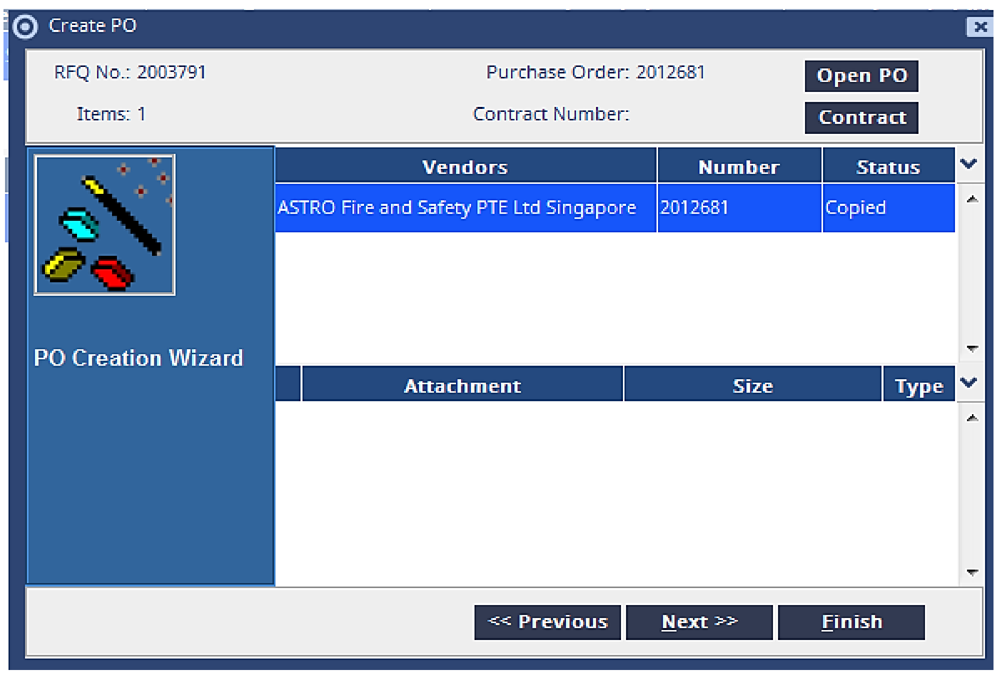
Click **OK** and choose to create a new PO.

13. If there are one or more existing unapproved PO's for this vendor, then a query window opens. Select the PO to add the items.

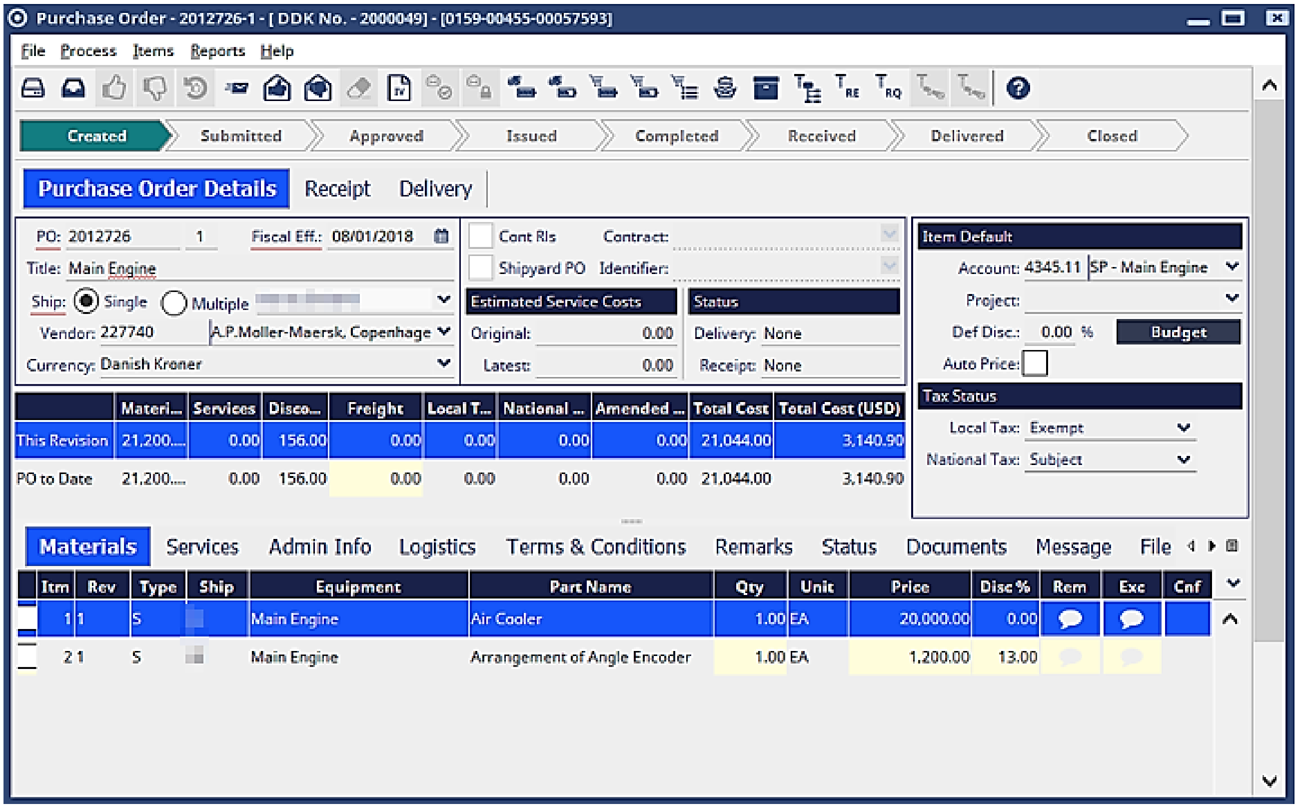


Highlight the PO and click **Next**.

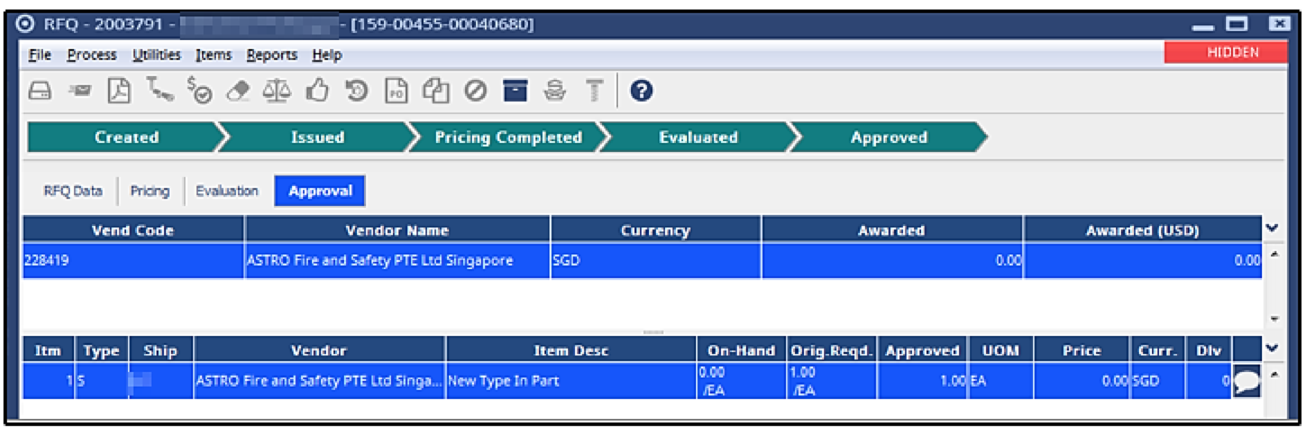
14. The wizard continues. Click **Finish**.



15. Select the PO by highlighting it and click **Open PO**.



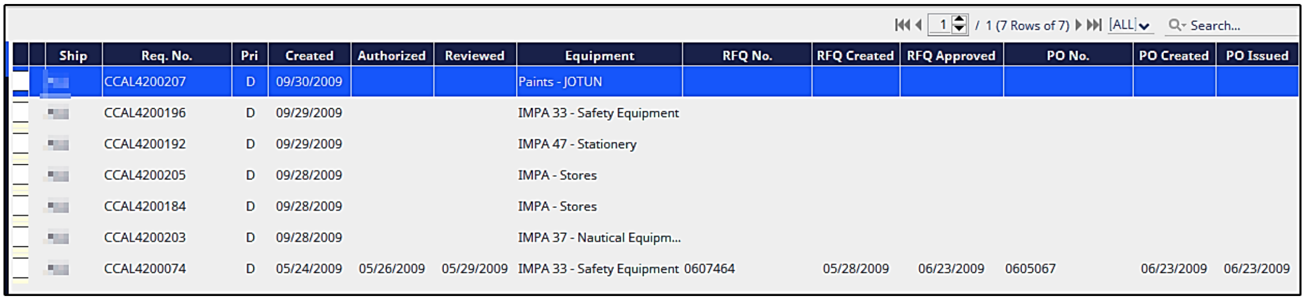
- The **RFQ** is automatically hidden.



6.3 *Create a Contract Release Purchase Order*

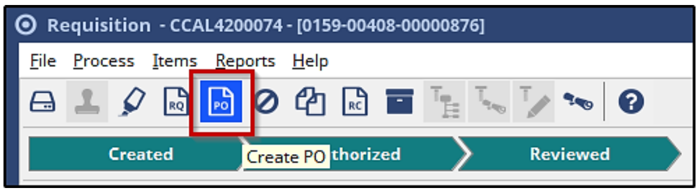
Requisitions that have contract items must be turned into a purchase order from the requisition.

1. Open a requisition. Choose **Search → Documents → Requisition** from the **Purchasing** menu on the Navigator. Filter for "For Contract Release."
2. The **Requisition** search lists all the requisitions with contract items.



Ship	Req. No.	Pri	Created	Authorized	Reviewed	Equipment	RFQ No.	RFQ Created	RFQ Approved	PO No.	PO Created	PO Issued
	CCAL4200207	D	09/30/2009			Paints - JOTUN						
	CCAL4200196	D	09/29/2009			IMPA 33 - Safety Equipment						
	CCAL4200192	D	09/29/2009			IMPA 47 - Stationery						
	CCAL4200205	D	09/28/2009			IMPA - Stores						
	CCAL4200184	D	09/28/2009			IMPA - Stores						
	CCAL4200203	D	09/28/2009			IMPA 37 - Nautical Equipm...						
	CCAL4200074	D	05/24/2009	05/26/2009	05/29/2009	IMPA 33 - Safety Equipment	0607464	05/28/2009	06/23/2009	0605067	06/23/2009	06/23/2009

3. Double click on the desired requisition to open it.
4. Click **Create PO** to start the PO wizard.



- The **PO wizard** opens.

There are three choices, but only one is active:

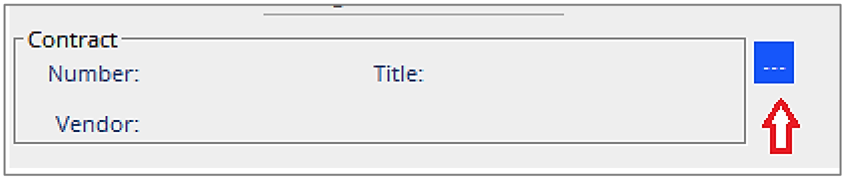
- **Create New Contract Release and Copy Item(s)**: This generates a new purchase order linked to a contract and designated as a **Contract Release PO**. Click **Next**.

  Users must choose a contract if no contracts are linked to the requisition or if multiple contracts are linked.

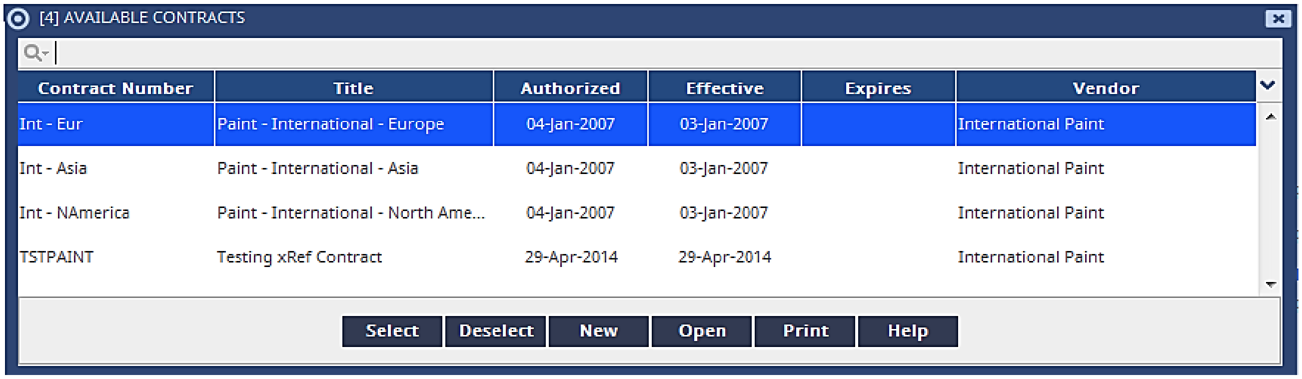
If a single contract was previously linked to the requisition users can skip the steps on how to select a Contract.

Click **OK** to close the message.

5. Click the **Contract** ellipse button. A window opens listing effective contracts for that ship.



6. Highlight a contract and click **Select**.

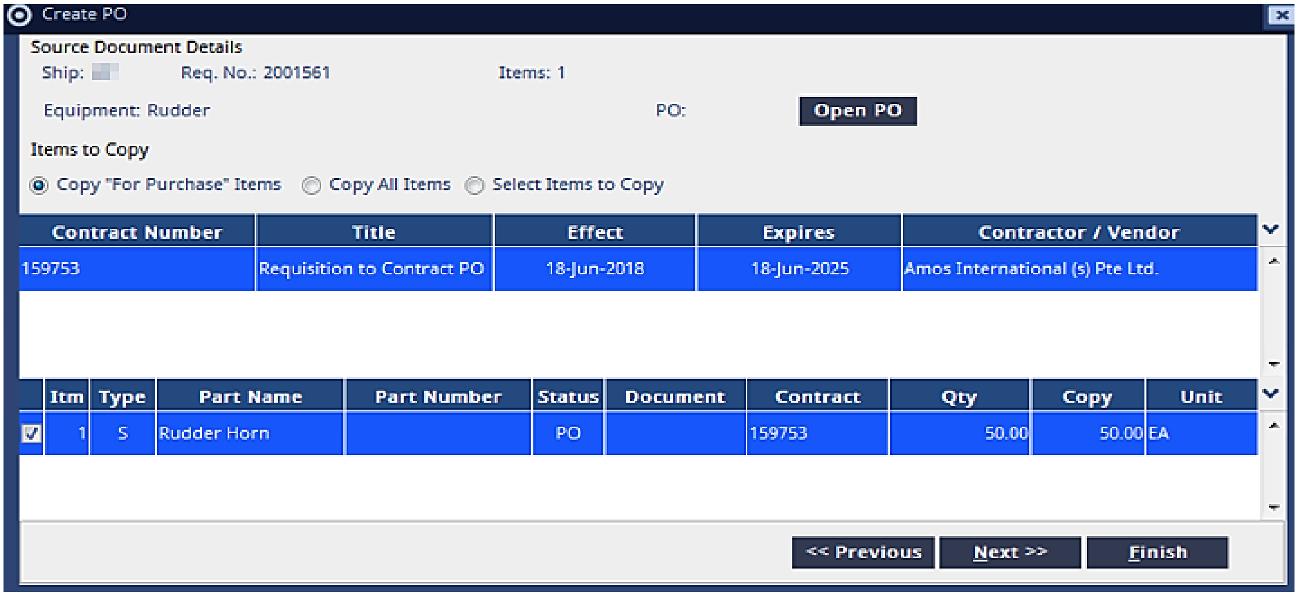


7. If the user selects a contract that does not have the requisition items on it, an error warning will display when clicking Finish that a Purchase Order cannot be generated.

8. After selecting a contract, click **Next**.

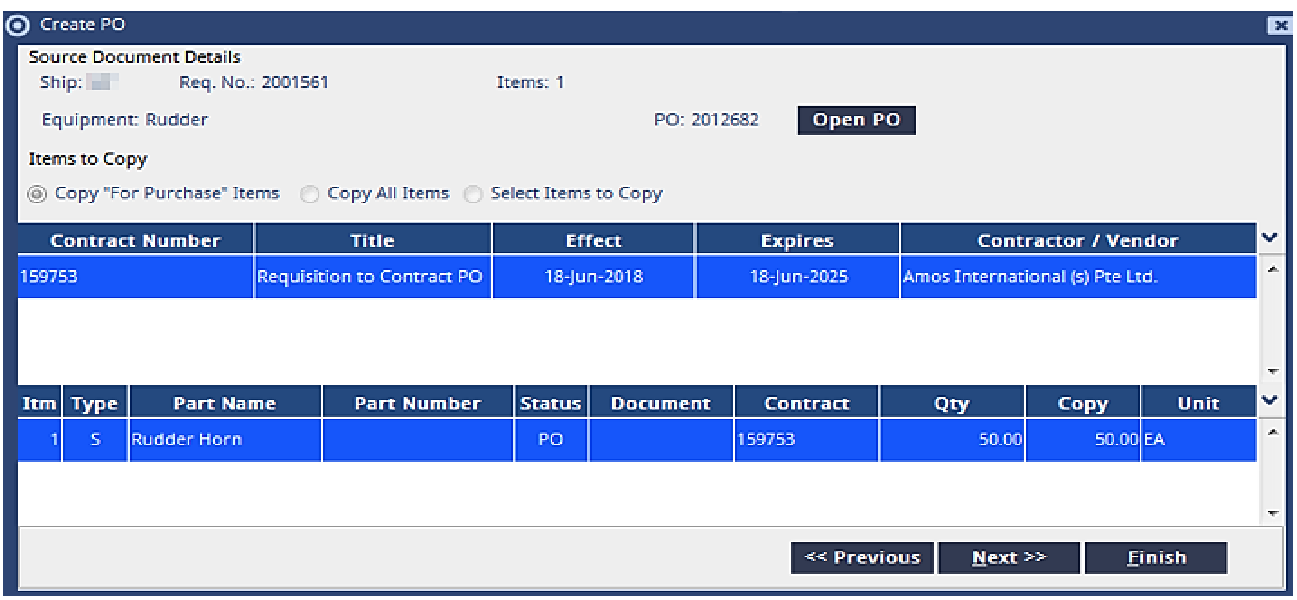
9. **Items to Copy** window has 3 options:
   - Copy "**For Purchase**" Items
   - **Copy All Items** – Copies all lines items from the Requisition to the Contract Release Purchase Order

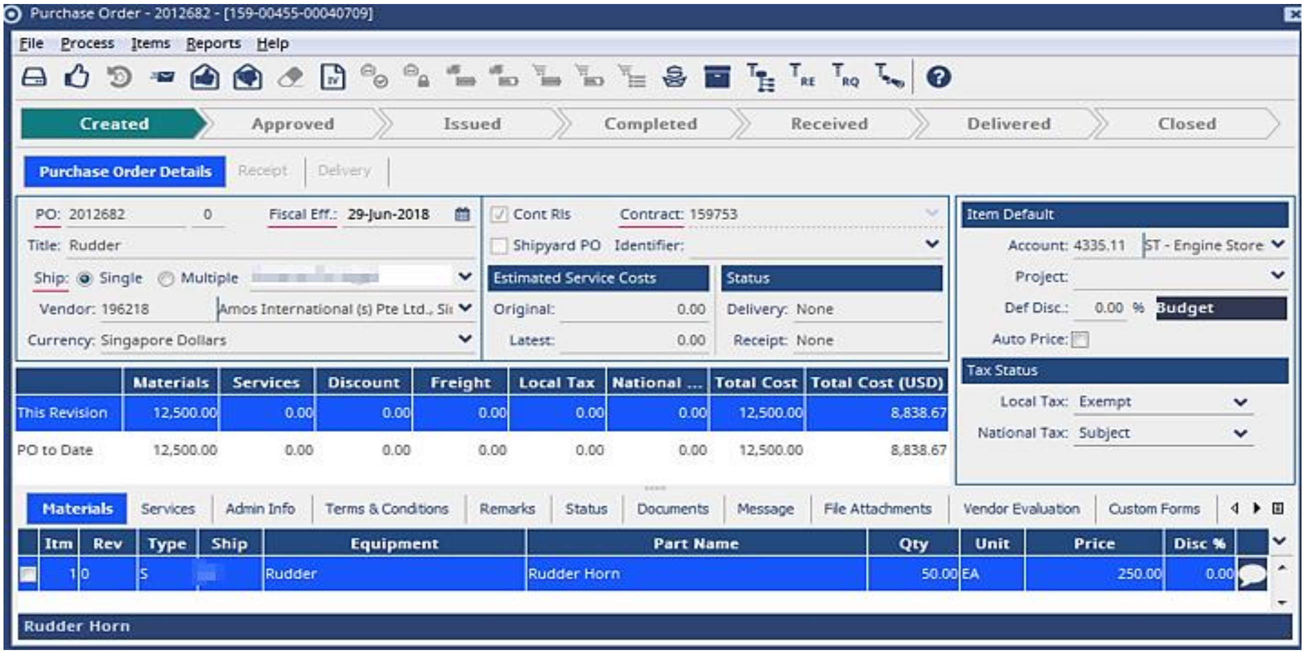
- **Select Items to Copy** – Copies only the selected line items from the Requisition to the Contract Release Purchase Order



10. Click **Finish** and the **Contract Release PO** is generated.
11. A confirmation opens. Click **OK.**

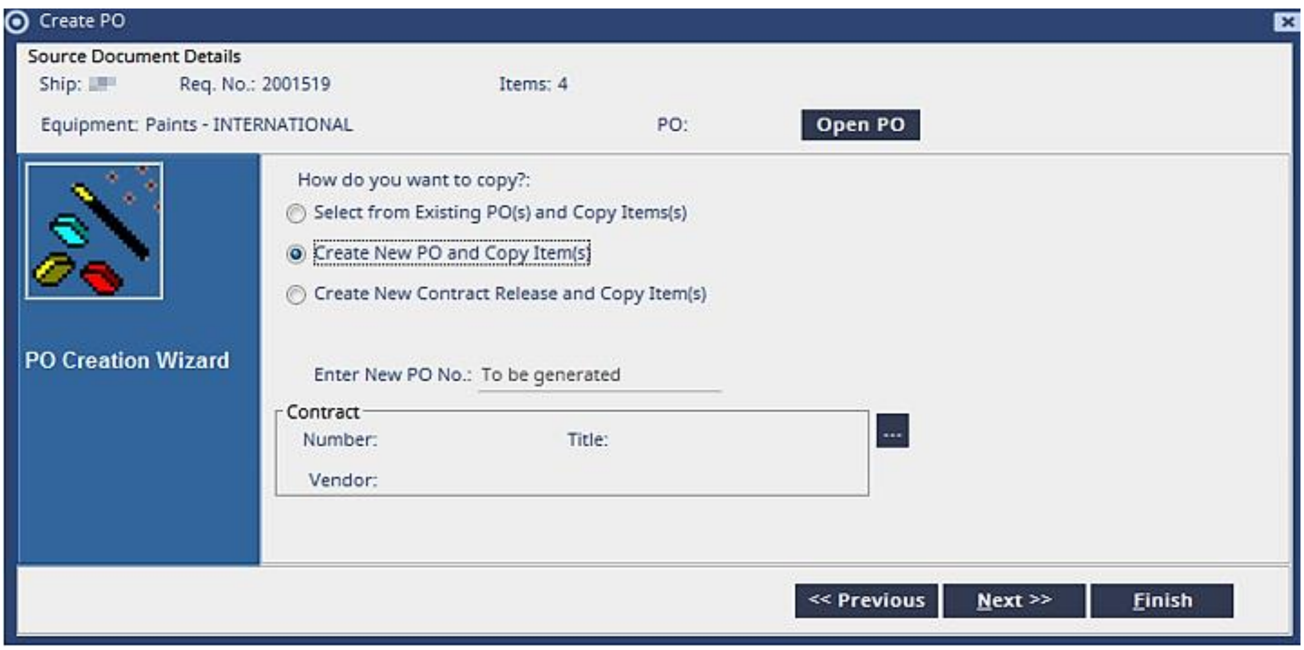
12. Open the **Contract Release PO** by clicking the **Open PO** button to open the Contract Release Purchase Order.





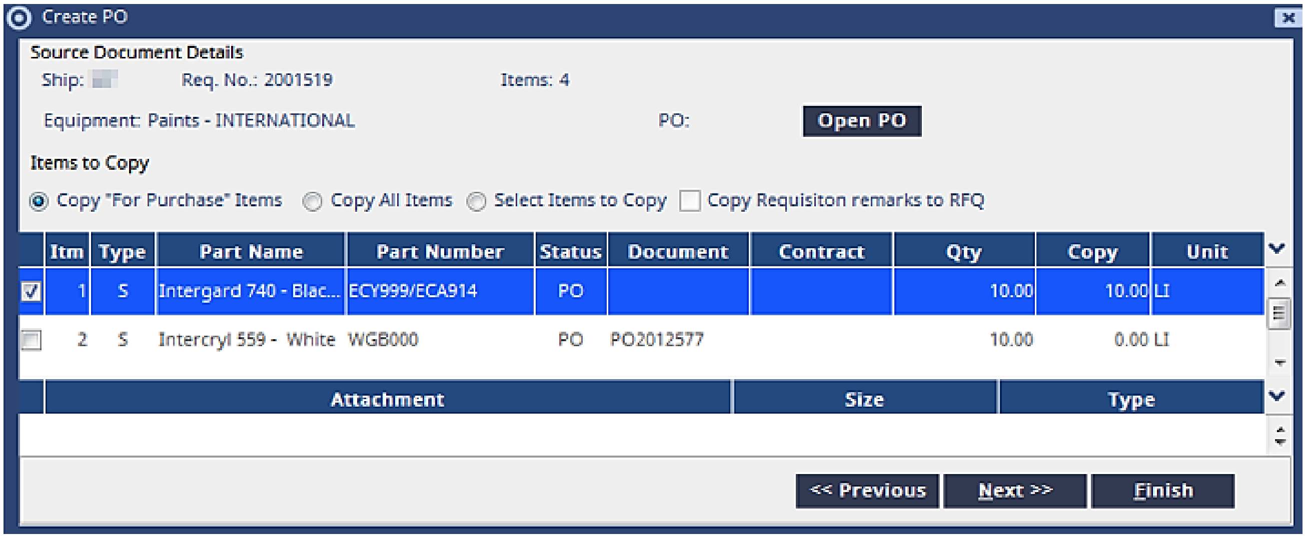
13. It is possible to bypass the contract if the user has the authorization.

When clicking the **Create PO** button in earlier step the user can choose one of the other options:

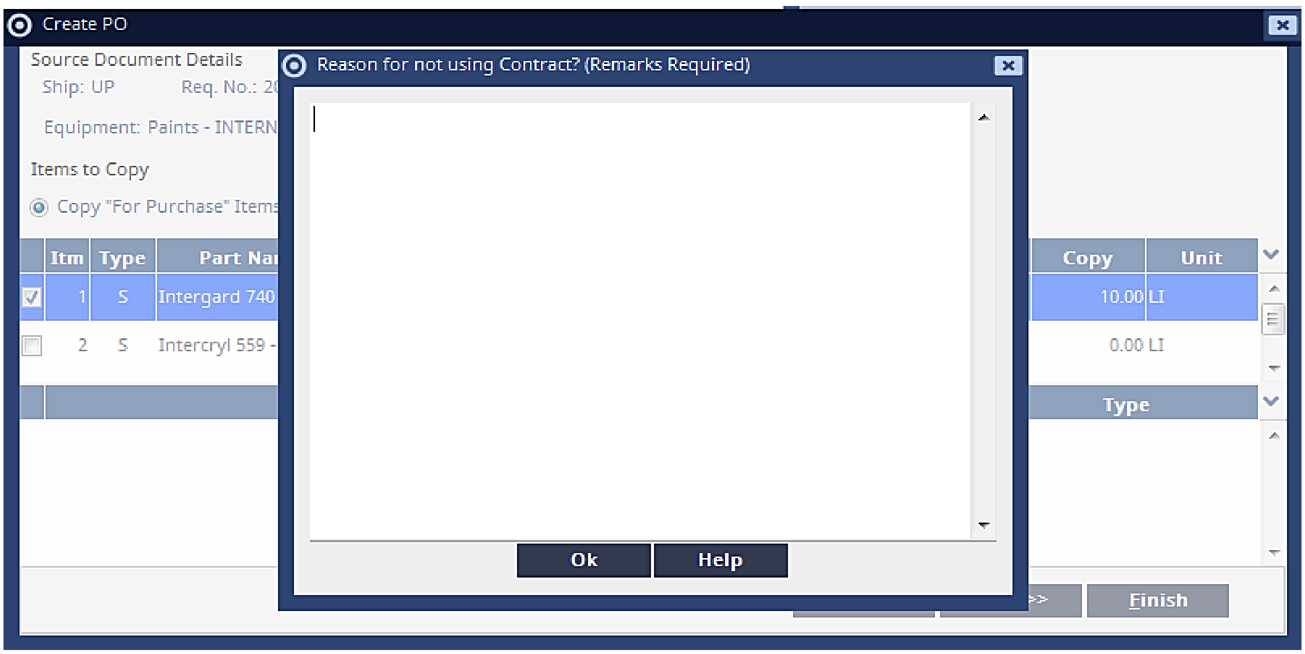


- **Create New PO and Copy Item(s)**: This creates a new purchase order. Click **Next**.
- **Select from Existing PO(s) and Copy Item(s)**: Users can add these items to an existing PO. Click **Next** and a requisition query window opens. Highlight the PO and click **Next**.

14. Choose **Copy "For Purchase" Items** and click **Finish**.

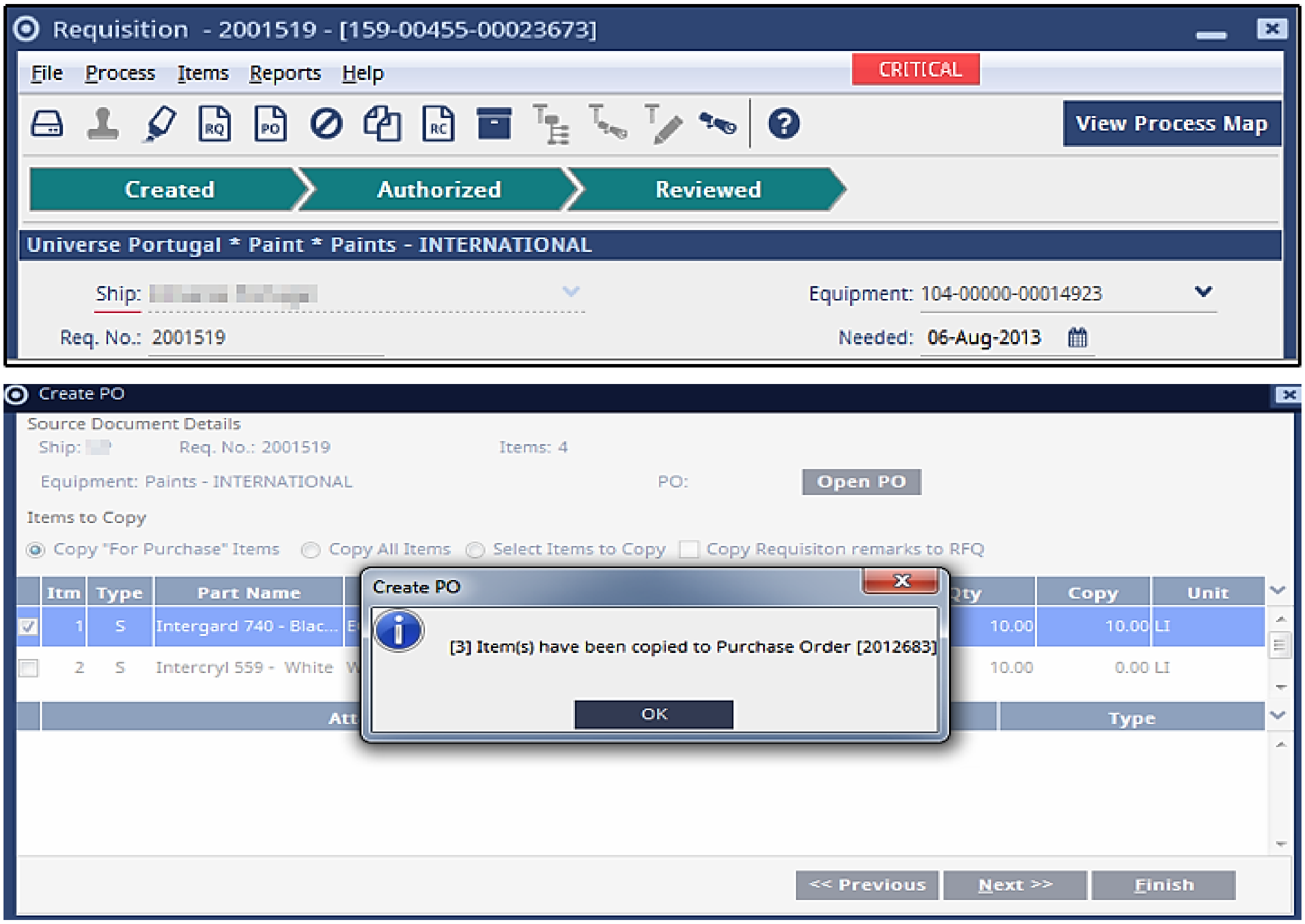


16. Users must enter the reason(s) for bypassing the contract. Click **OK**.



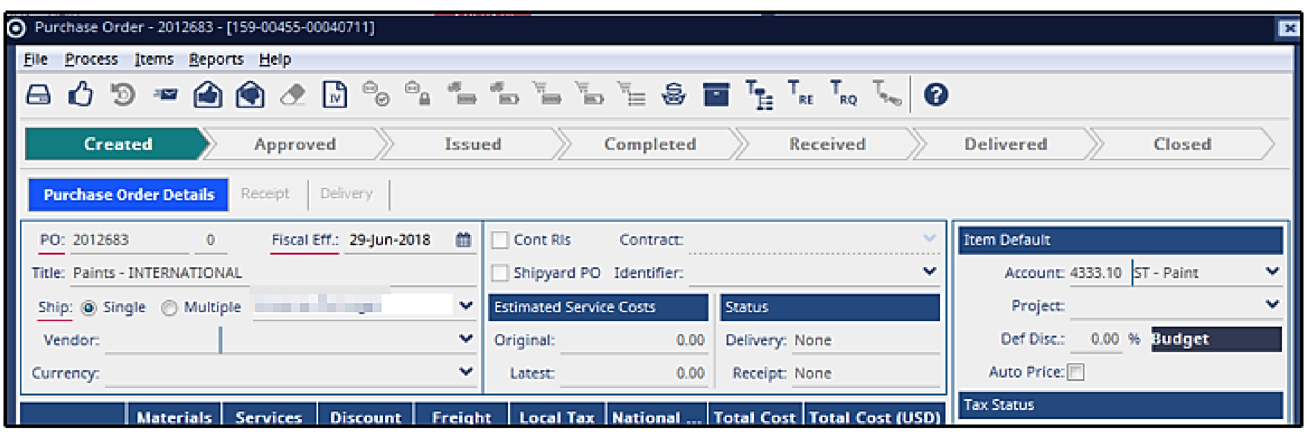
17. A confirmation box opens. Click **OK**.

This creates the **Purchase Order** and flags the requisition as **critical**.

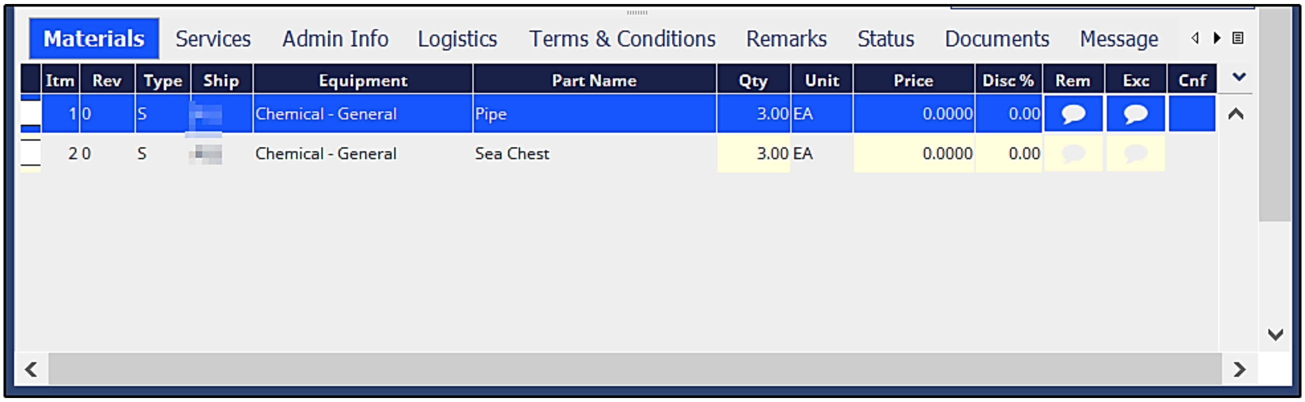


18. Click **Open PO** to open the purchase order.

19. Unlike the PO created from an RFQ, if the user created a new PO here, a vendor must be designated.



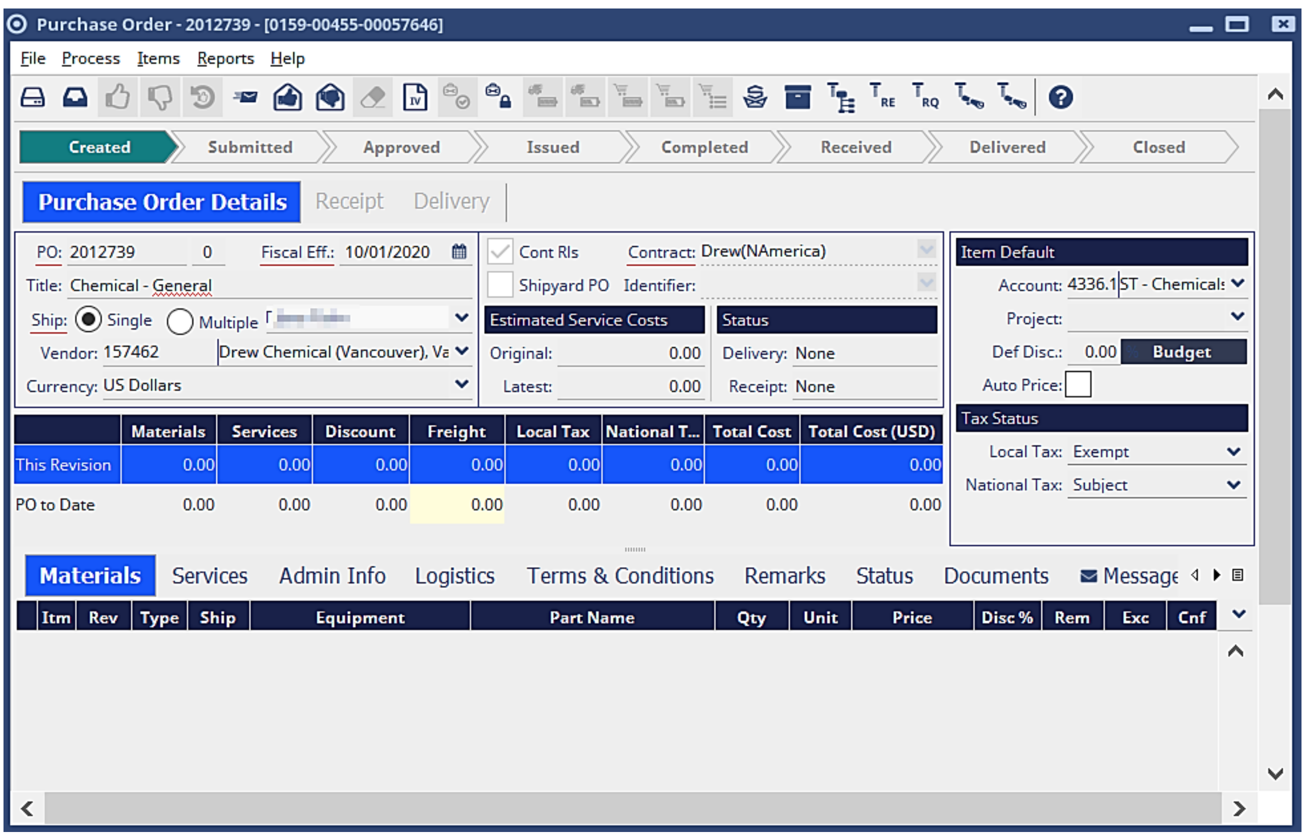
20. The user can enter prices for the items after selecting a vendor.



6.4 *Creating a Purchase Order Directly*

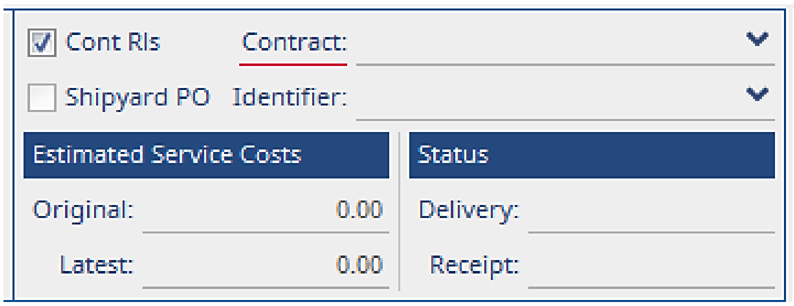
A purchase order can be created directly and then have items added.

1. Choose **Documents → Create → Purchase Order** from the **Purchasing** menu on the Navigator.
2. The new **Purchase Order** window opens.

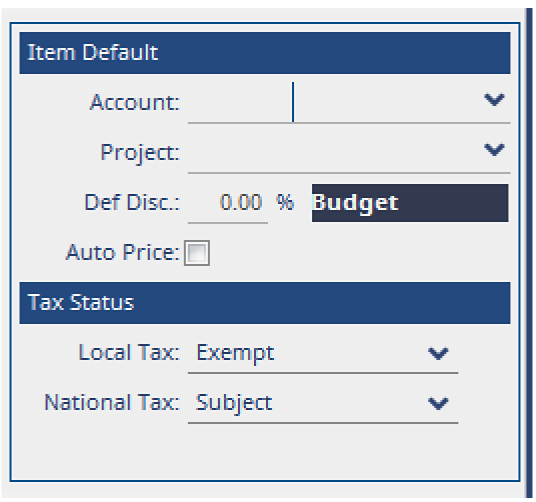


If created at the ship level, the ship is already designated. If created at the fleet level, the user must first select a ship. Click the dropdown menu at the end of the **Ship** field. A query window opens. Double click on a ship.

3. Enter a descriptive **Title** for the PO.
4. The **PO** number is generated automatically. Next to it is the **revision** number.
5. **Fiscal Effective Date** is filled in with the current date but can be changed.
6. Check the **Cont Rls** box for the PO to be linked to a contract. Click the dropdown menu at the end of the **Contract** field to link a contract. The Identifier is not used.

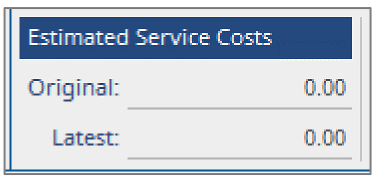


6. The user does not need to designate an **Account** here. The account information is linked to the line items that are added. If the user does link an account here, it overrides the line item account codes.



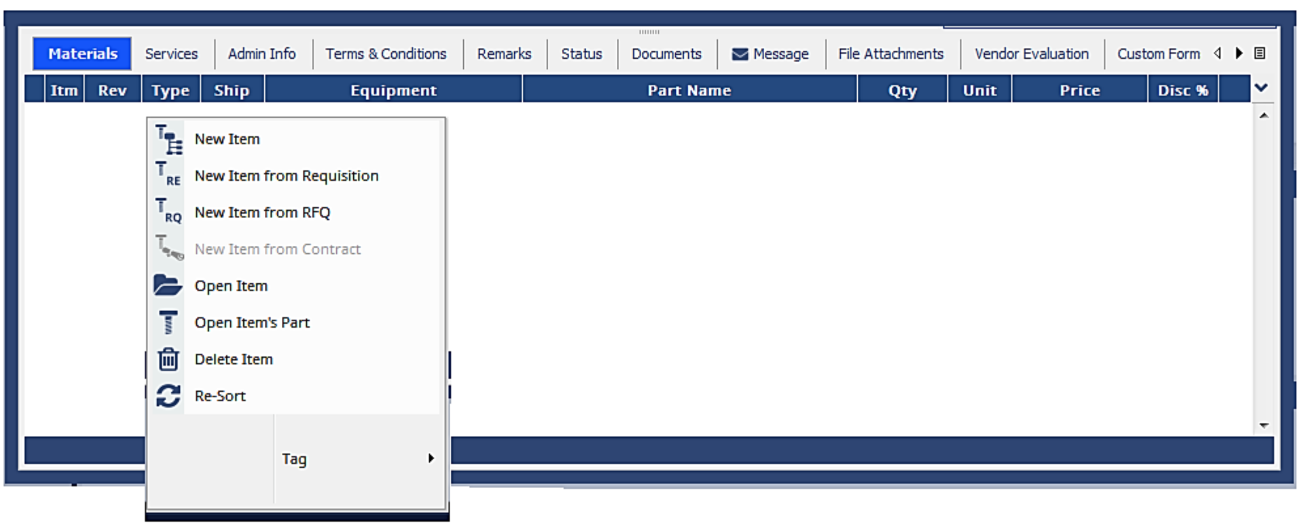
7. The user can link a **Project** by clicking on the dropdown menu at the end of the **Project** field and selecting a Project.

9. Taxes are dealt with on the invoice level.10. The **Estimated Service Costs** are associated to service orders.

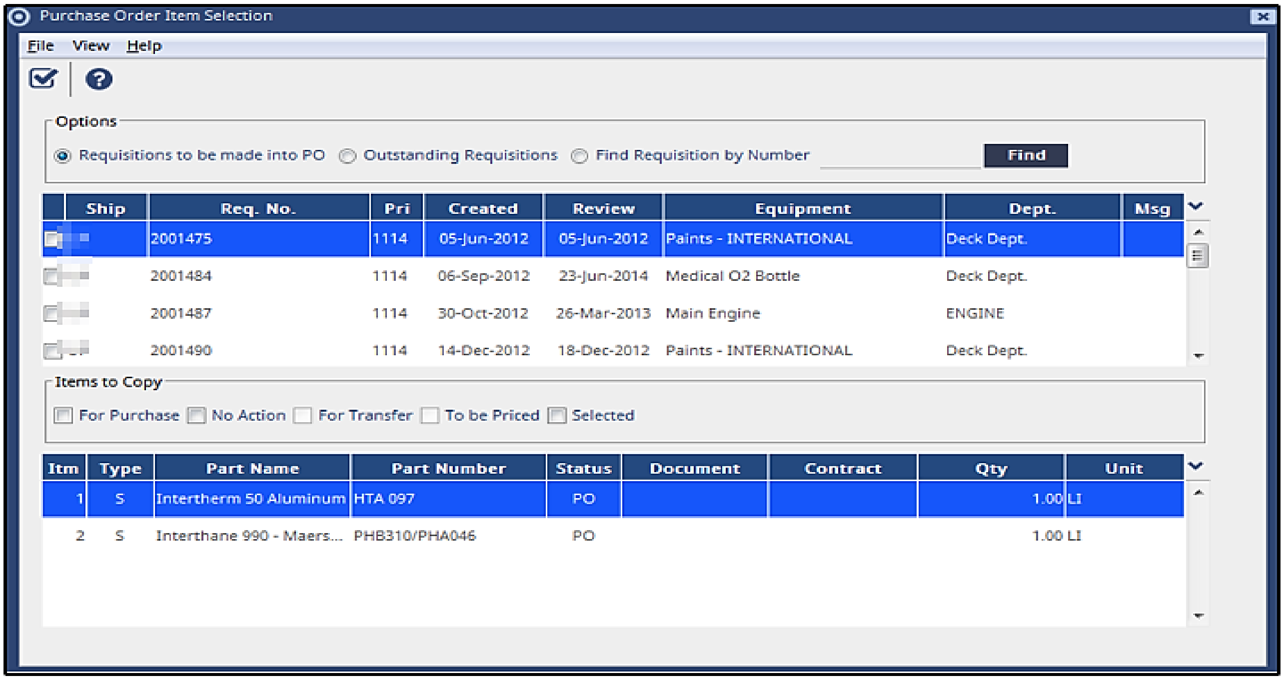


11. Go to the **Materials** tab and right-click in the tab.

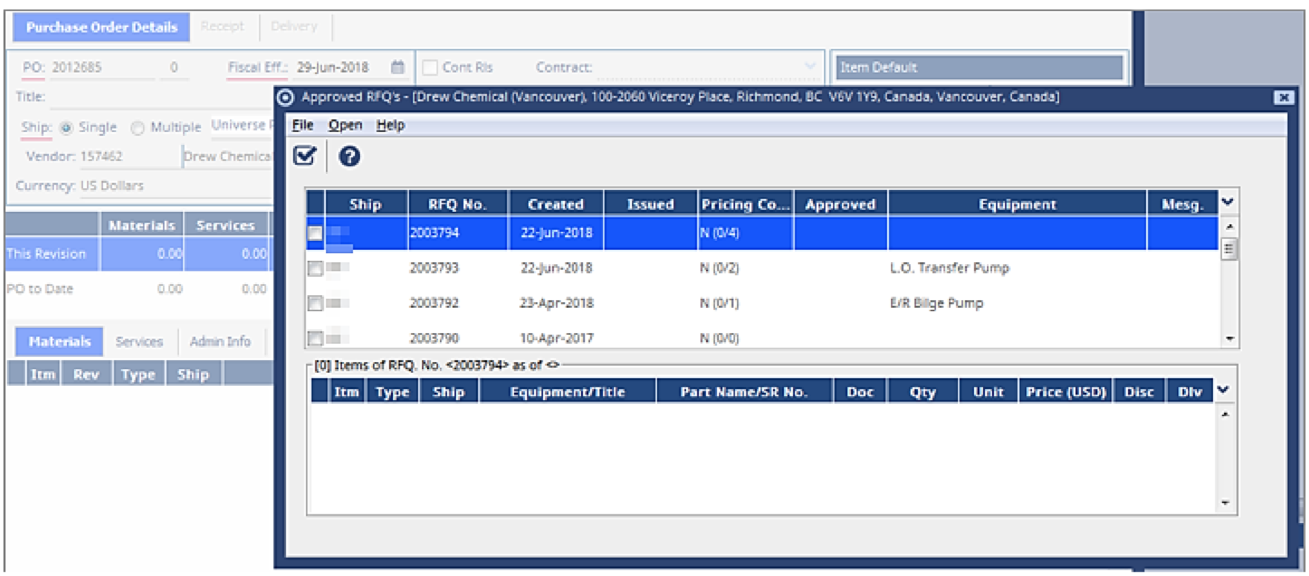
- **New Item**: This opens an **Equipment Explorer** window where users can select items.



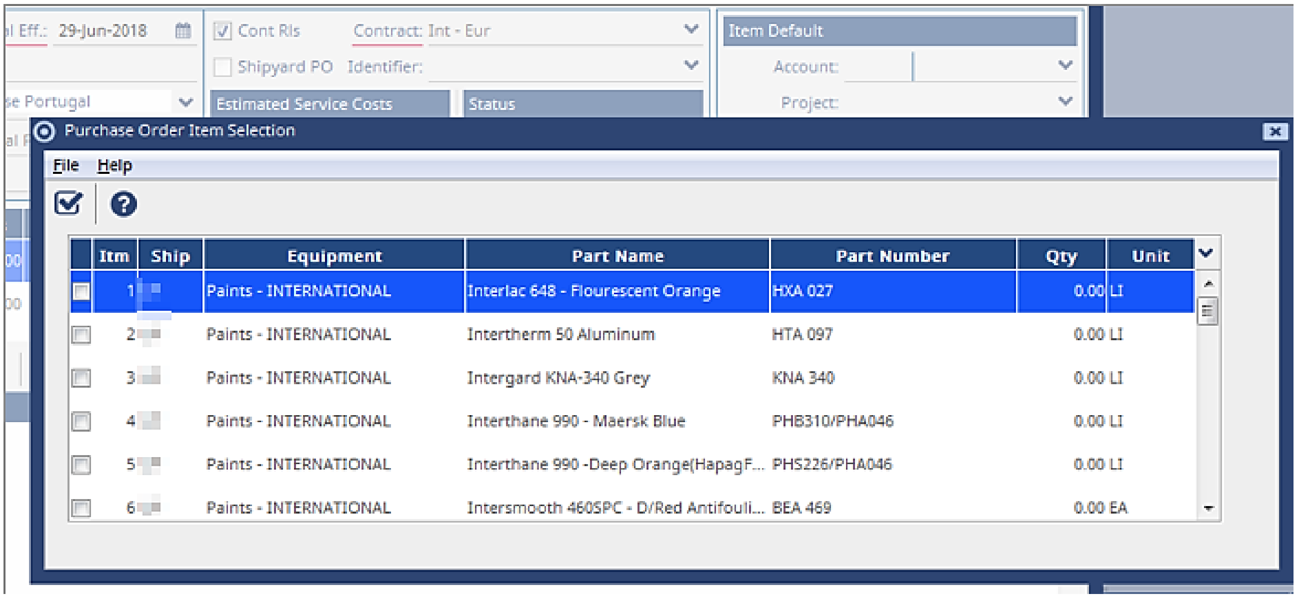
- **New Item from Requisition**: This opens a window to choose a requisition and items from that requisition. Tag the requisition and items, then click **Select**.



- **New Items from RFQ:** This opens a window to select an RFQ and items. Users must first choose a vendor before adding items from an RFQ. Tag the RFQ and items, then click the **Select** button.

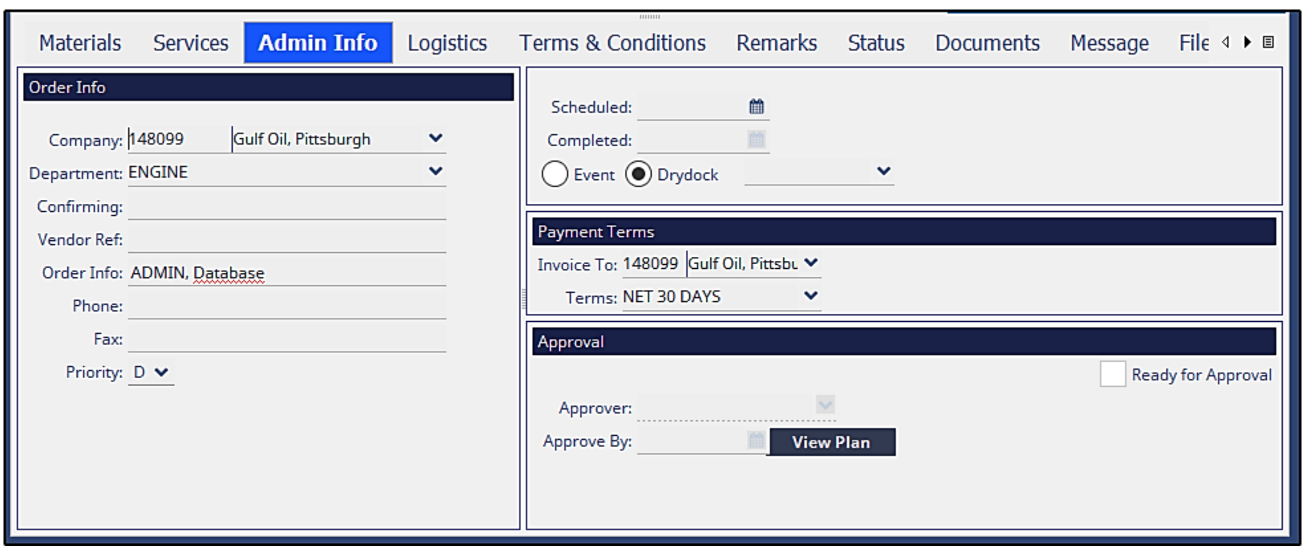


- **New Items from Contract:** This opens a window where to select items from a contract. Users must first designate the PO as contract release and link a contract. Tag the items, then click **Select**.



12. Continue with the purchase order as described in the next sections.

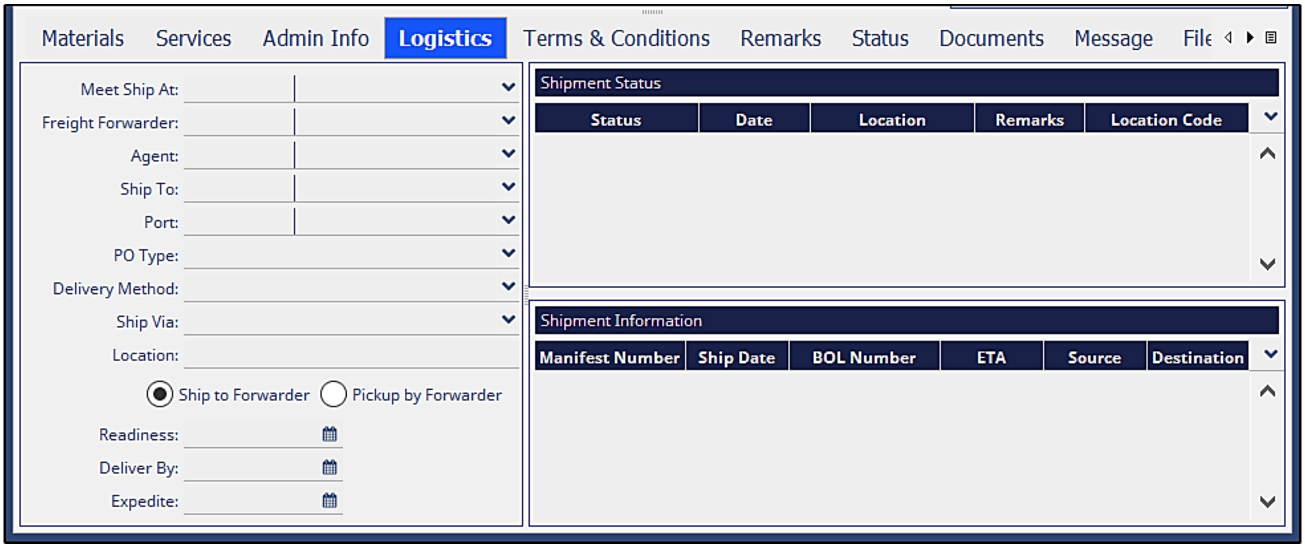
6.4.1 *Admin Info Tab*



Field	Description
Order Info Section	
Company	Filled out by system
Department	Carries forward from the requisition or RFQ

Field	Description
Confirming	This is the name of the contact at the vendor
Vendor Ref	Is the vendor's PO Number
Order Info Phone Fax	Is filled out automatically based on the user who created the PO along with their phone number and fax number
Priority	Values are A through D with A being the most urgent
Payment Terms Section	
Invoice To	Populated by system
Terms	
Event/Drydock Scheduled Completed	Radio buttons to associate the order, can be a maintenance event or drydock. Scheduled Date and Completed dates are associate to the selected radio button.
Approval Section	
Ready for Approval	Check box is tagged when the PO is ready for approval. This triggers the approval process.
Approver Approve By Date	The name of the **Approver** is automatically filled out, as is the date. The date can be changed.
View Plan button	

6.4.2 *Logistics*



Field	Description
Meet Ship At	This field is used for service orders
Freight Forwarder	Select the entry from the dropdown menu.
Agent	Select the agent from the dropdown menu.
Ship to	Freight forwarder or Agent
Port	Select the port from the dropdown menu
PO Type	Select the PO type from the dropdown menu.
Delivery Method	Select the delivery method from the dropdown menu.
Ship Via	Select the entry from the dropdown menu.
Location	Select the location from the dropdown menu.
Ship to Forwarder radio button	Tick the radio button if it will be shipped to the forwarder.
Pickup by Forwarder radio button	Tick the radio button if it will be picked up by the forwarder.
Readiness	Select the date from the calendar.

Field	Description
Deliver By Expedite	Carries forward from the RFQ or requisition, while **Expedite** can be chosen. A message is sent to the person in the **Order Info** field if the PO has not been delivered by those dates. **NOTE**: If the system preference "Approval Setup" is set to "Approval Chain - Automated " or " One Stage Approval - Automated " the PO overdue notification is sent to the designated approver and to the next approver in the approval chain.

6.4.3 *Freight*

Freight is subject to the approval process. Freight can be added in the PO header or added as a line item on the PO. To add charges at the PO header, double click on the Freight field on the **PO to Date** row. Enter in the freight charges to be applied to the Purchase Order.

Once the value is populated in the **PO to Date** row the same value populates the row labeled **This Revision**. Freight Charges entered in this field are applied across all line items. If Freight charges apply to only one of the line items, enter the freight charge at the line item level.

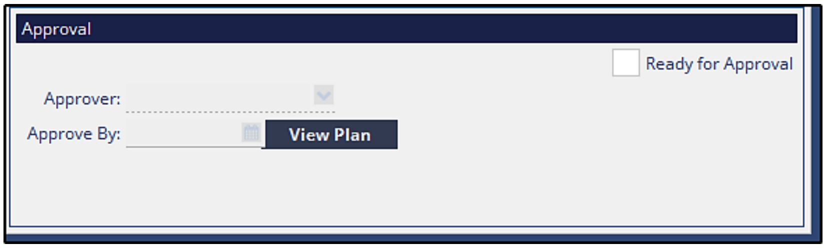
	Materials	Services	Discount	Freight	Local Tax	National ...	Total Cost	Total Cost (USD)
This Revision	0.00	0.00	0.00	25.00	0.00	0.00	25.00	25.00
PO to Date	0.00	0.00	0.00	25.00	0.00	0.00	25.00	25.00

NOTE: When adding freight at the line item level **NS** will automatically populate the PO header with freight information.

6.5 *Approval of Purchase Orders*

Purchase orders must be approved before issuing. A PO can be approved by a user with the authorization to approve up to their financial limit; if the PO is for a higher amount than the user's authorization, they will not be able to approve it.

The system tags the **Ready for Approval** check box on the **Admin Info** tab when the PO is submitted for approval.



NS messages within the application also sends an external email to the person with the appropriate approval level for that ship that the PO is waiting for approval.

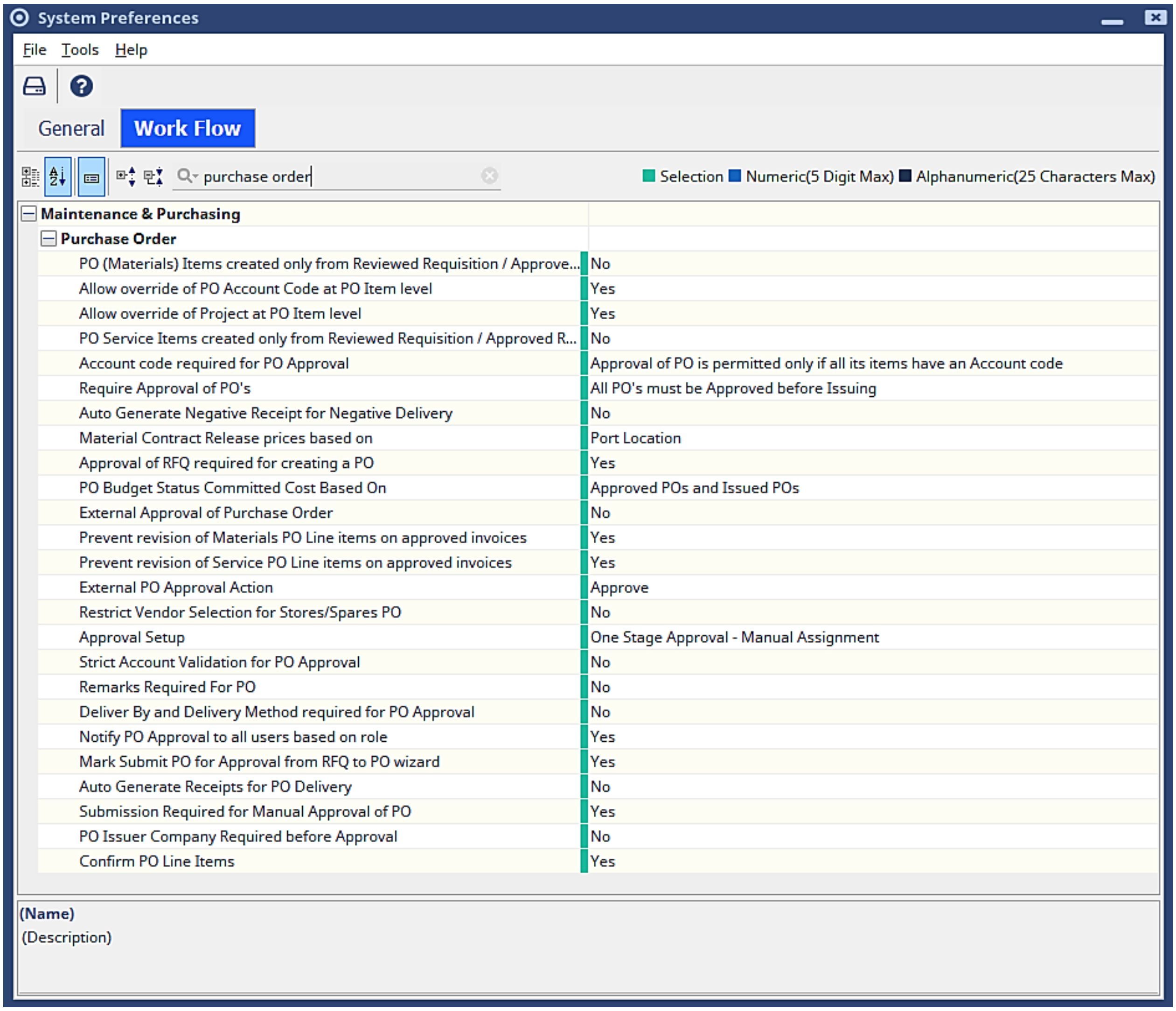
In release 6.5.4, the ""**Approval override**"" authorization became 2 separate authorizations.
Budget override and **Approval override** allows users to authorize/approve a PO if the orders are within budget. **Budget override** will allow over budget POs to be approved."

The **Approval plan** for PO allows selection of Accounts based on the selected ships.

There are multiple system preferences that affect the approval of Purchase Orders. System Preferences include:

- "Notify PO Approval to all users based on role" with options Yes/No, defaulted to Yes, to control the PO approval notification to all the users based on role.
- Ability to check/uncheck the checkbox "Submit PO for Approval" using System Preference "Mark Submit PO for approval from RFQ to PO wizard" with options Yes/No, default is Yes.
- Approval Setup has multiple options and replaces system preferences "Require Purchase Order Approver" and "Provisional Approval of PO".
    - None
    - One Stage Approval - Manual Assignment
    - Two Stage Approval - Manual Assignment
    - One Stage Approval - Automated Assignment
    - Approval Chain - Automated Assignment

Other system preferences that affect Purchase Orders approval include:



Users cannot hide/Edit approval plans which have a linked PO in authorized/submitted state. They must unapproved the Purchase Order to edit the document.

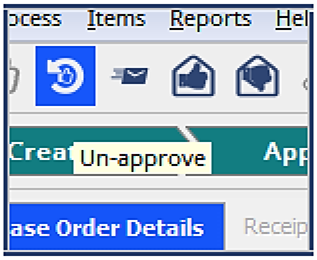
Approval/Rejection remarks are mandatory when Authorizing, Rejecting and Un-approving a PO.

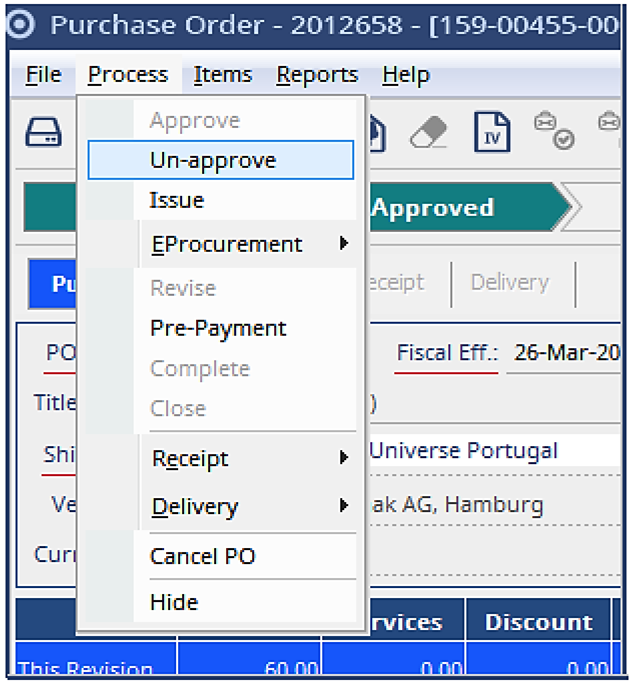
The System Preference "**Submission Required for Manual Approval of PO**" makes the "Submit PO for Approval" process mandatory or optional. Default value is **Yes**.

6.6 *Un-Approve Purchase Orders*

The PO can be unapproved if necessary and edited if it has not yet been issued.

Click **Un-approve** or choose **Process → Un-approve** from the menu bar.



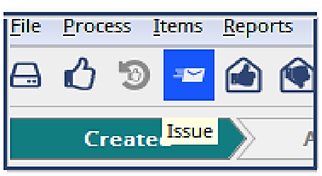


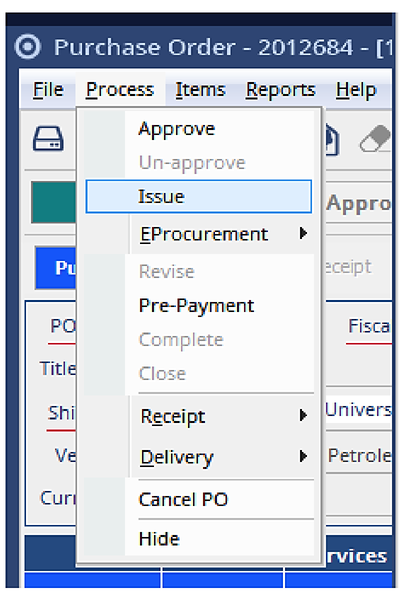
The purchase order is unapproved and can be edited. It must go through the approval process again before it can be issued.

6.7 Issuing Purchase Orders

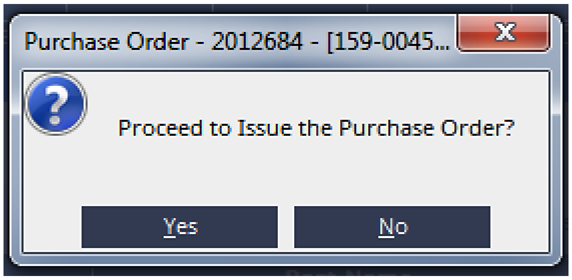
Once a purchase order has been approved, it must be issued.

Click **Issue** or choose **Process → Issue** from the menu bar.

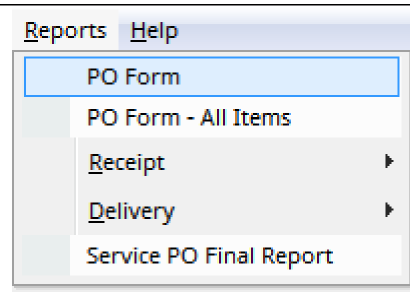
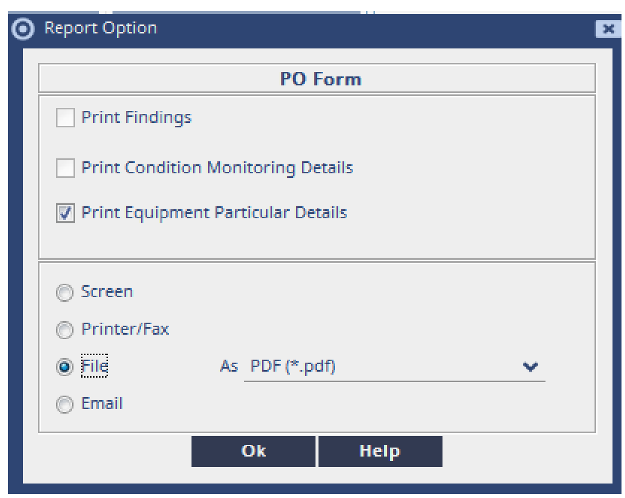


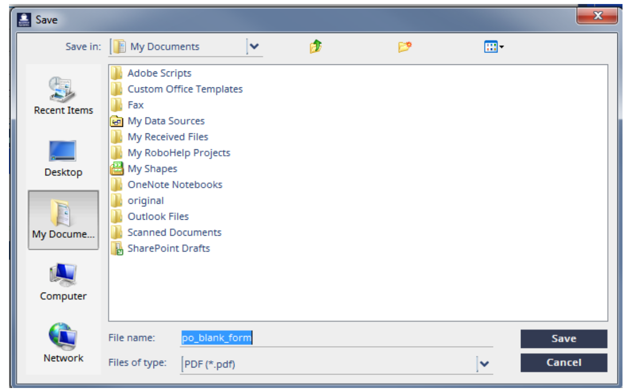
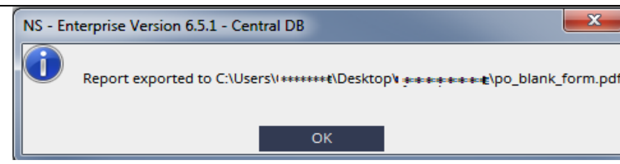
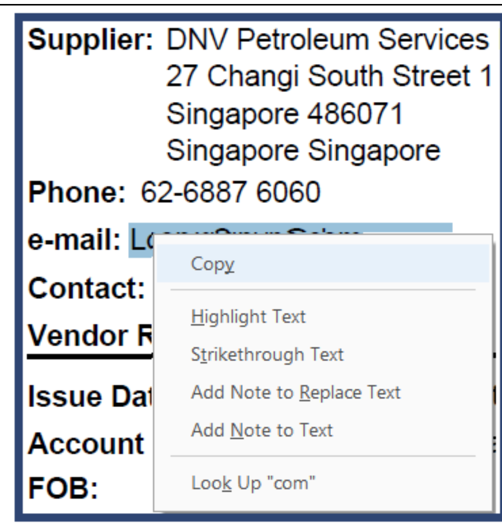


A confirmation box opens. Click **Yes.**



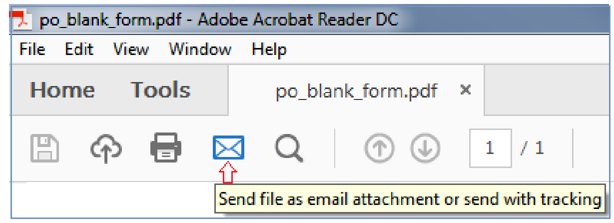
The **PO** is issued electronically if the vendor has **e-Commerce** enabled. Users must email the PO to the vendor if the vendor does not have **e-Commerce** set up.

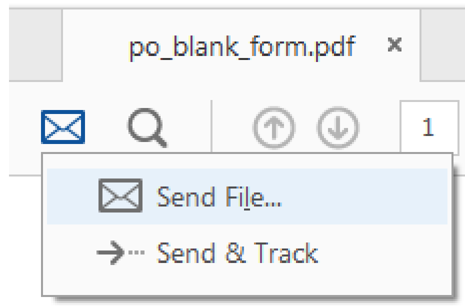
1. Print a PDF of the purchase order. Go to **Reports → PO Form**	
2. Choose to print(save) to File as a PDF and click **OK**.	

3. Choose location where file will be saved.	
4. A message will display that the report successfully saved.	
• Go to file location and open the report. • Highlight the email address of the vendor.	
• Right-click on the highlighted email address and choose **Copy.**	

<table>
<tr>
<td>

- Click the **Email** button on Adobe Reader. This creates a new email with the PDF file already attached

</td>
<td>




</td>
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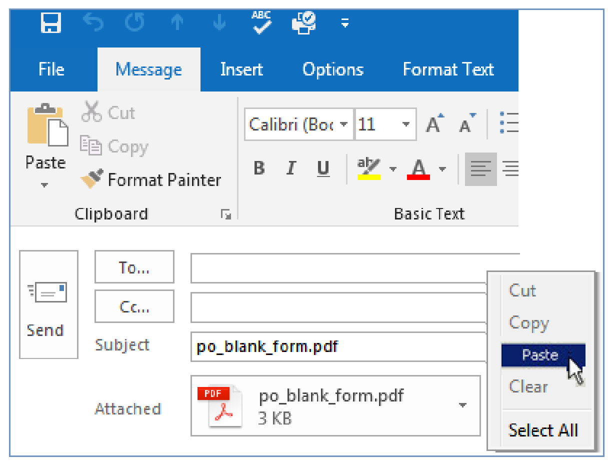
- Paste the email address in the **To** field

</td>
<td>


</td>
</tr>
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<td>

- Change the **Subject** of the email to something meaningful and add a note to the vendor in the body of the email. Click **Send**.

</td>
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</table>

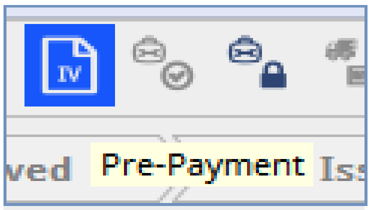
6.8 *Prepayment on Invoice*

The ability to prepay on an invoice is also available in **NS Enterprise**. The invoice must be issued but does not need to have been received or delivered. Authorizing prepayment on an invoice creates a **Pre-Payment Invoice**. A second invoice needs to be created when the materials are received and/or delivered. This second invoice is linked to the prepayment invoice to reflect the payment made.

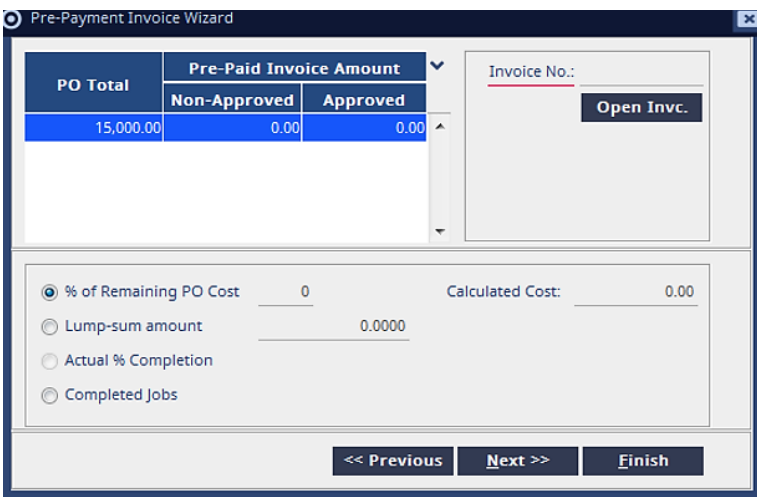
NOTE: The **Prepayment** button is only available to users with the authorization to prepay on an invoice from the purchase order. This authorization is set up in the user's **Authorization Profile** in the **System Administration** module.

The **Pre-Payment** button is available on the **Purchase Order Details** tab, the **Receipt** tab, or the **Delivery** tab of issued purchase orders.

1. Click the **Pre-Payment** button.



The **Pre-Payment Invoice Wizard** window opens.



The total of all items on the purchase order is listed in the **PO Total** field at the top of the **Pre-Payment Invoice Wizard** window.

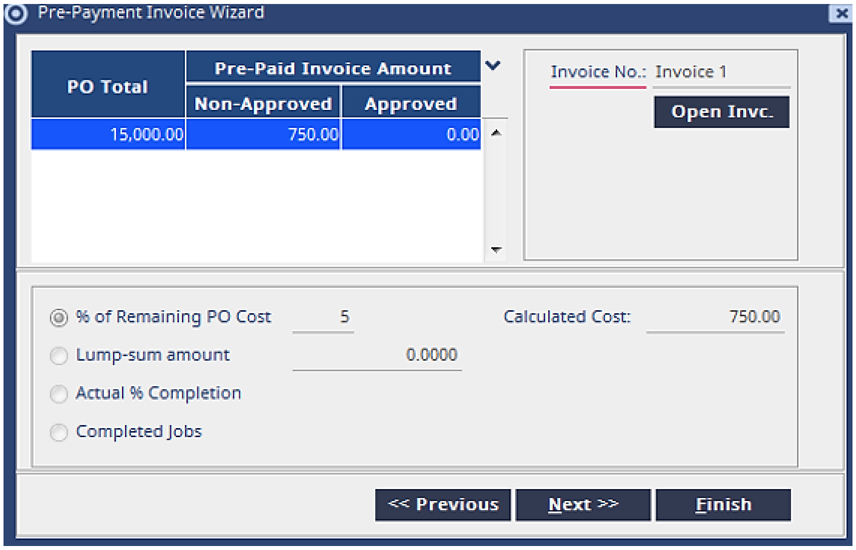
2. Type the number of the invoice to be generated in the **Invoice Number** field. THIS IS A REQUIRED FIELD.

3. Click the radio button to specify how much is prepaid:

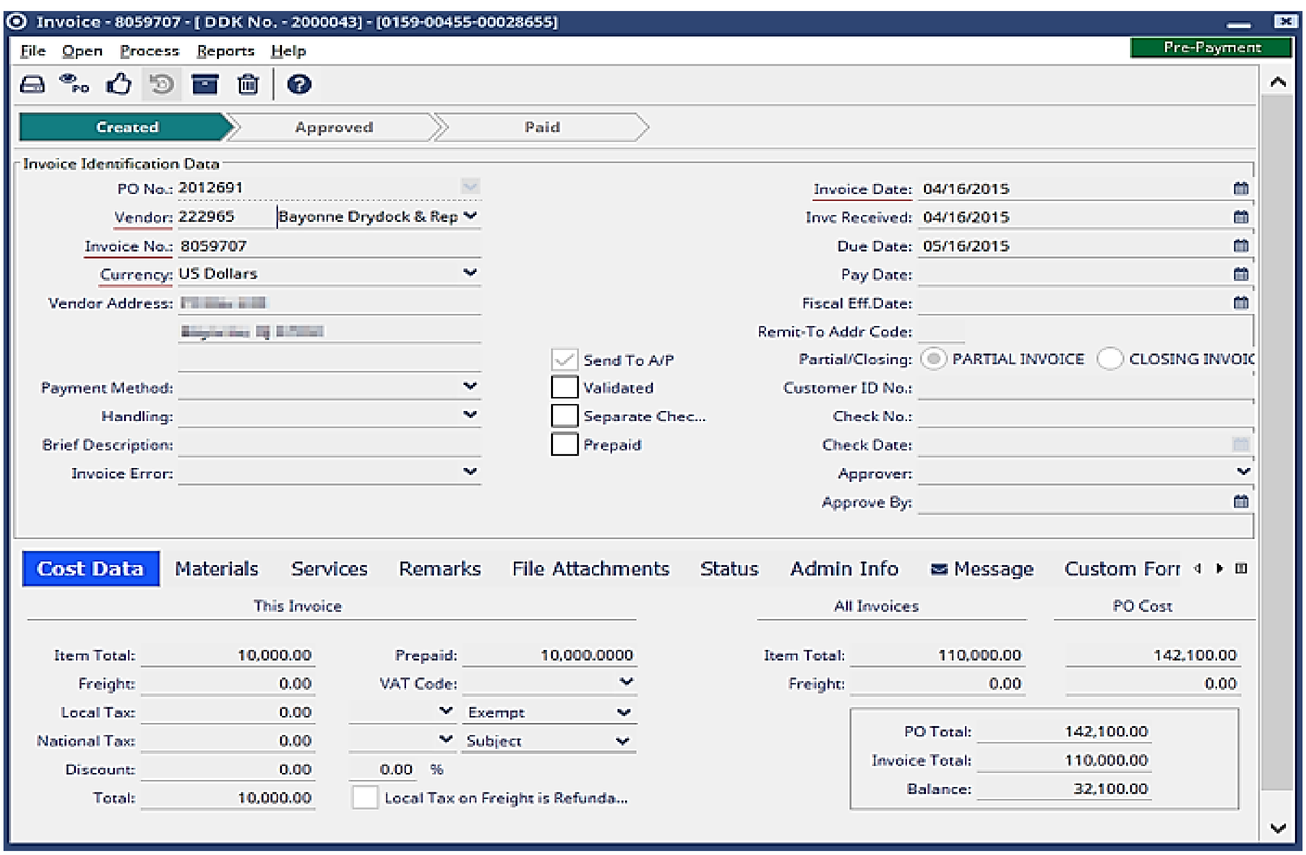
   - **% of PO Cost** – Type the percentage of the total to be prepaid in the box following this field. The system automatically calculates the amount based on the value in the **PO Total** field and the percentage amount. This amount is listed in the **Calculated Cost** field.
   - **Lump Sum Amount** – Type a specific amount in the field following the box following this field.
   - **Actual % Completion** – This field is applicable to service purchase orders. Details on this field are found in the **Service Purchase Order** section of the **NS Enterprise Maintenance Manager** manual

- **Completed Jobs** – This field is applicable to service purchase orders. Details on this field are found in the **Service Purchase Order** section of the **NS Enterprise Maintenance Manager** manual.

4. Click the **Finish** button. The **Open Invoice** button becomes available and the prepayment amount is listed in the **Non-approved** field of the **Pre-payment Invoice Wizard** window.



5. Click the **Open Invoice** button to view the prepayment invoice. "**Pre-Payment**" is stamped in a green box at the top of the prepayment invoice.



6. Click the "**X**" in the corner of the **Pre-payment Invoice Wizard** window to close the window.

   A second invoice needs to be created after materials are received and / or delivered for the balance owed on the purchase order.

NOTE:
Pre-payment column is added in the Invoice Search screen.

6.9 eProcurement

eProcurement is a separate product that can be used with **NS Enterprise** as an alternative to faxing request for quotations and purchase orders to vendors. Contact your **ABS Nautical Systems account manager** for more information regarding **eProcurement.**

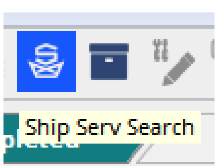
NOTE: When PO is exported via e-Procurement utility:

- the Freight exported will be sum of freight of all issued revisions
- the latest issued Items information is exported
- cancelled Service Items are not exported

6.10 ShipServ Search

ShipServ Search is an independent software used to search for approved maritime suppliers of spares, stores, or services.

Click the **ShipServ Search** button on the **Purchase Order** window toolbar.



The **ShipServ Search** window opens.

The fields on the **ShipServ Search** window are:

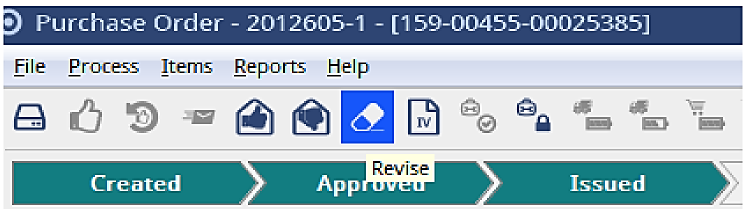
Field	Description
Blank field	Type the criteria of the company or product to be searched in the blank field at the top of the window.
Radio buttons	Click the radio button to indicate a **product** search or a **company** search.
Country	Click the dropdown menu at the end of the **Country** field to select the country where the product is to be picked up or the company needs to be located. The **Select Country** window opens. Double click on a selection to close the **Select Country** window and add the selection to the **Country** field.
Port	Click the dropdown menu at the end of the **Port** field to select the port where the product is to be picked up or the company needs to be located. The **Cities and Countries Search Navigator** window opens. Double click on a selection to close the **Cities and Countries Navigator** window and add the selection to the **Port** field.
Only Show Suppliers in Selected Country check box	Click the **Only Show Suppliers in Selected Country** check box if the search is limited to the selected country.
Search button	Click the **Search** button to open the web page to the **ShipServ Pages** with the results of the search.

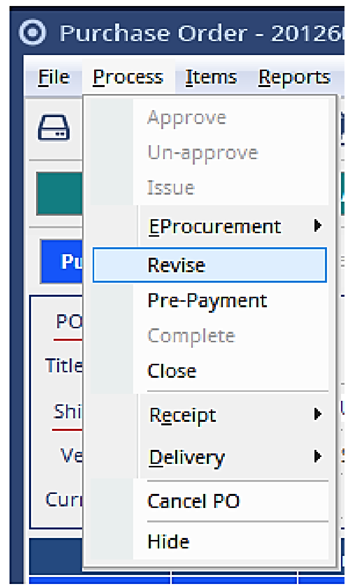
6.11 Revising a Purchase Order

Once a PO has been issued, the only way to change any items, quantities or prices is to **Revise** the PO. It must once again go through the approval process and be reissued after a PO has been revised.

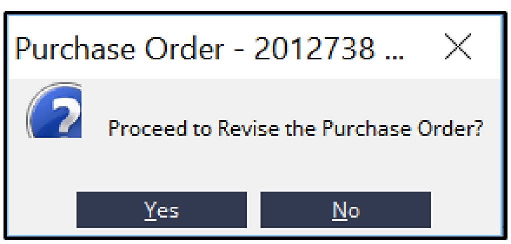
NOTE: The Purchaser must communicate this to the accountant if a purchase order is revised.

1. Click **Revise** or choose **Process → Revise** on the menu bar.

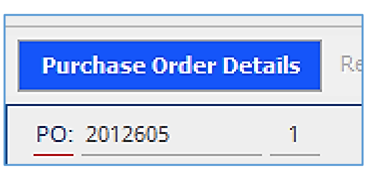




2. A confirmation box opens. Click **Yes**.



3. A **revision number** appears next to the PO number in the main header. In this example the PO number is 2012605 with revision 1



4. Make any necessary changes (such as add items, changes prices, add credit, change quantities, etc.)
5. Approve the PO.
6. Re-Issue the PO.

NOTE: The Revision of the Vendor is controlled by a system preference "Prevent change of vendor on PO revision". If it is set to YES, the user can change the Vendor for the 0th revision only. Vendor selection will be disabled after 0th revision.

6.12 Purchase Order Credit Notes

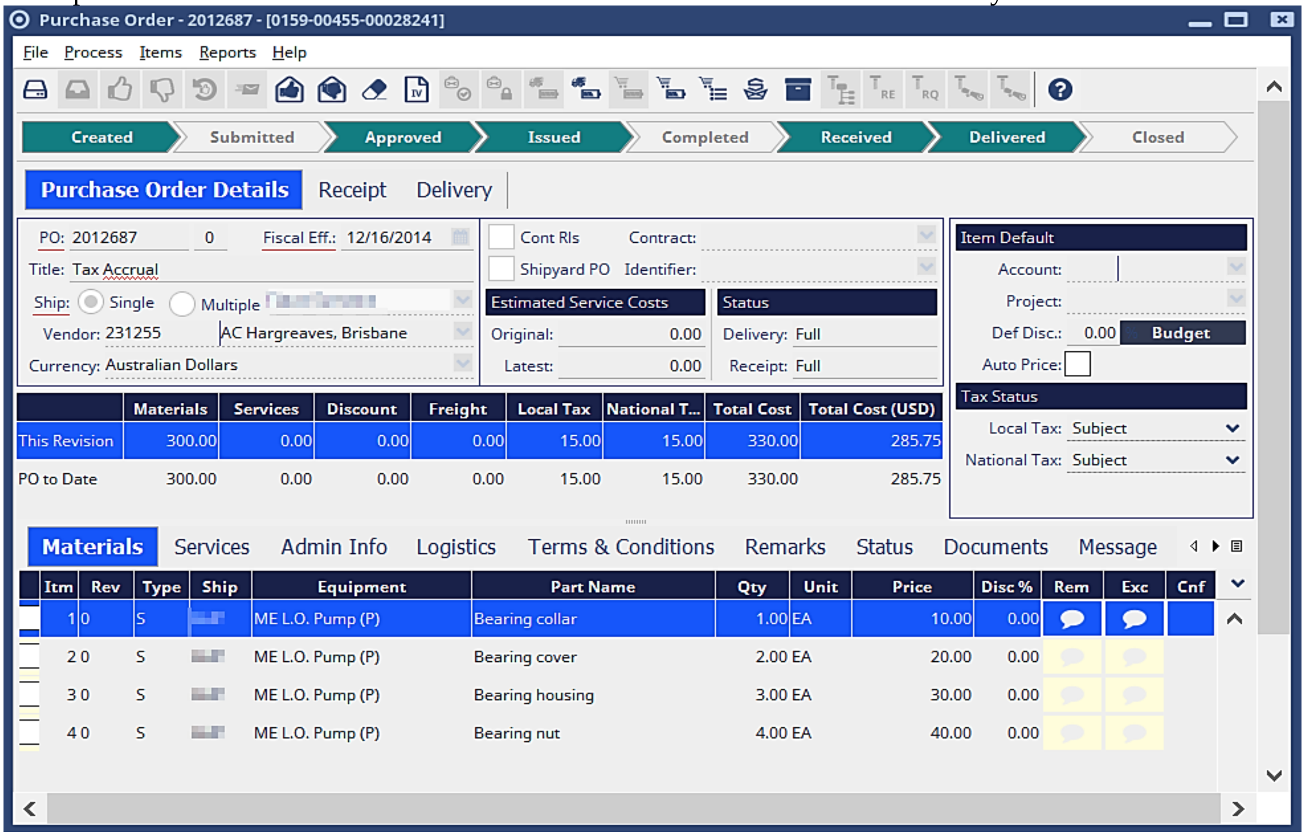
A **Credit Note** is a document used to adjust or rectify errors made by a Vendor in an invoice which has already been processed in NS Enterprise. A credit note is like a "**negative invoice**."

Examples for cases to create a credit note include:

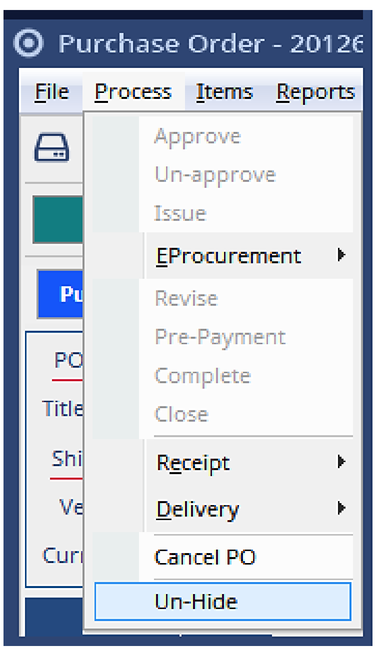
- **Unit price overcharged or over-billed**: For example, receiving an invoice for an item for $1100 when the correct price of the item should have been $1010 instead. The user should receive Credit Note from the Vendor to get a credit of $90 for the amount over-billed.
- **Goods short shipped**: Receiving an invoiced for 10 units of a product but the Vendor delivered only 9 units by mistake. If the user calls the Vendor to say that 9 units are okay, and the user doesn't want the shortfall item at the moment a Credit Note to credit for the shortfall quantity of 1 unit should be received from the vendor.
- **Faulty goods returned,** or **goods rejected** by you. The Vendor would issue a credit note for the goods returned to correct Accounts Receivable and Inventory.
- **Product Wrongly Shipped**: The Vendor wrongly invoiced and shipped Product A when user ordered Product B which may or may not be at a different price. To rectify this, the Vendor would then ship Product B together with a Credit Note for Product A and another invoice for product B. This will restore the inventory and Accounts Receivable in Vendors books while billing for the correct item and amount. Meanwhile the user would return the incorrect Product A.
- **Discounts given after the invoice is issued**: The user received an invoice for $1100. The user calls Vendor to ask for a discount and to waive the $100 making the net invoice amount $1000. When the Vendor agrees to this in good faith. The vendor would send a credit note for $100 to adjust for the discount given.
- **To Write-off Customer Short Payments**: Receiving an invoice for $2010. The user sends a short payment of $2000 only to the Vendor. The Vendor does not wish to recover the shortfall amount but according to the vendor $10 is still owed on this invoice. The vendor could then issue a credit note of $10 to user to write-off the shortfall amount.

6.12.1 *Create Credit Note within Closing Invoice*

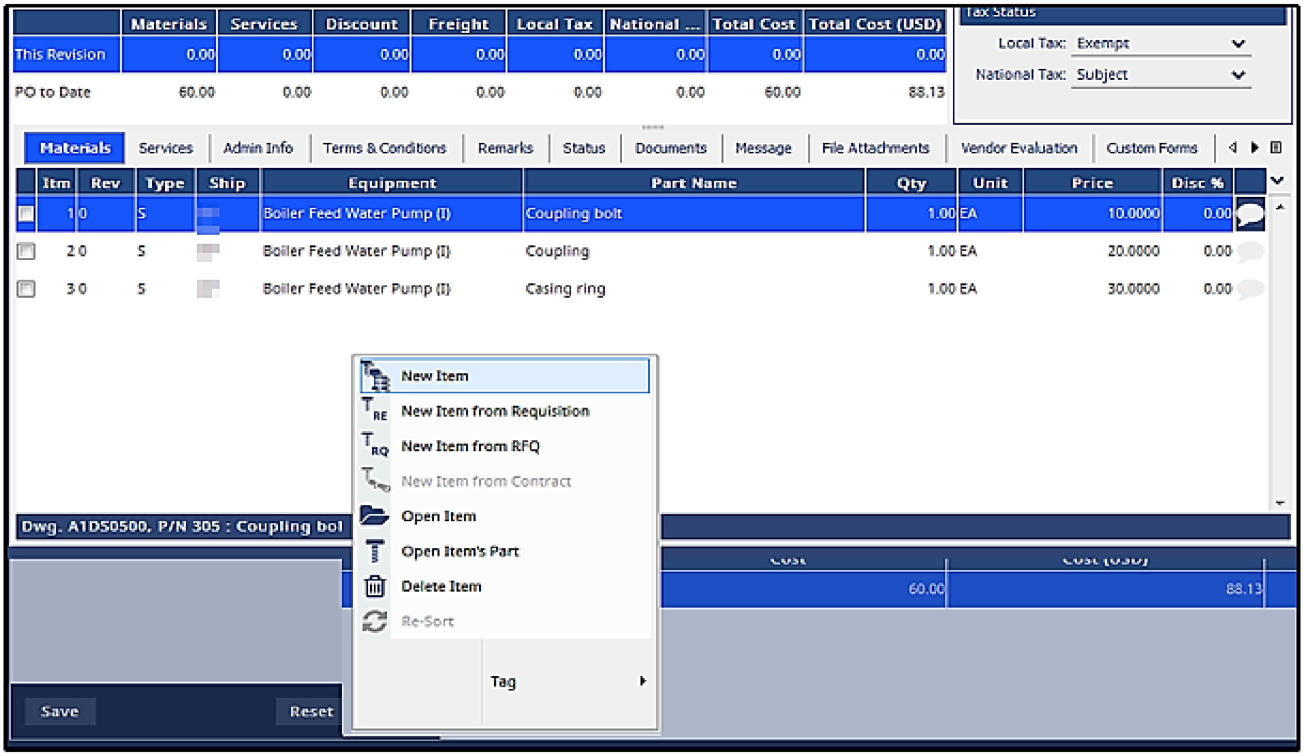
1. Open the PO that is associated to the received **Credit Note**. Search for the PO by number.



If the PO is hidden like shown on the picture above, click on the **Process** Menu and choose **Un-Hide** to unhide the PO.



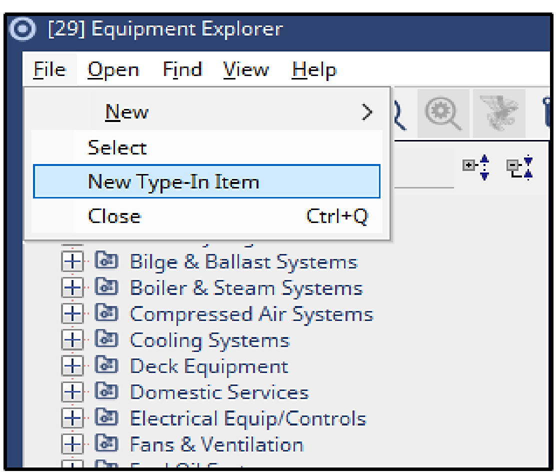
2. Revise the **PO**. To revise click on the **Process** Menu and choose **Revise**.
3. Go to the **PO Materials** tab and right-click in the items area. Select **New Item** from the content menu.



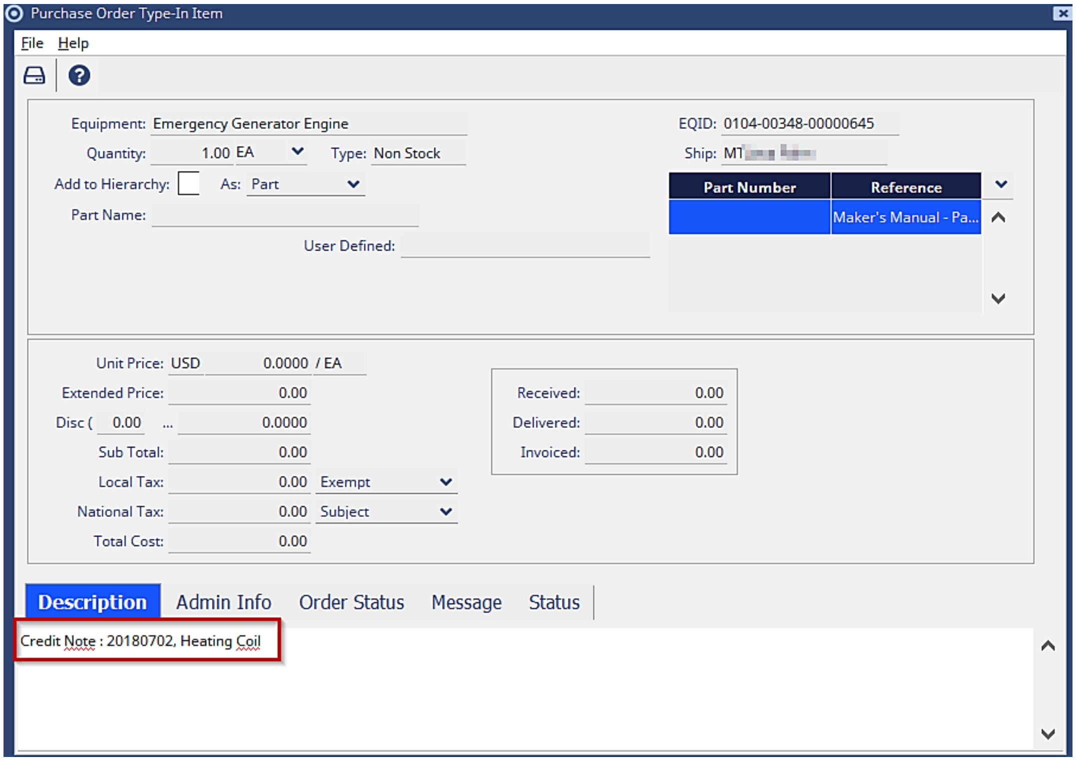
4. In the Equipment Explorer window go to the Consumable item **MISCELLANEOUS → CREDIT NOTE.**

NOTE: The structure for the equipment hierarchy may vary depending on the business process requirements for your fleet and/or vessels.

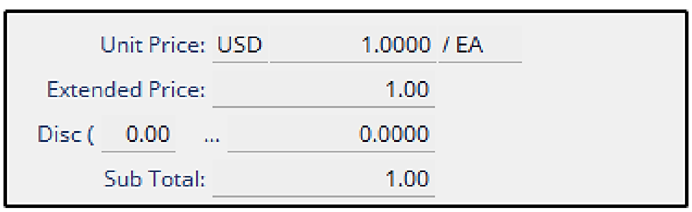
5. Go to the **Equipment Explorer** menu **File → New Type-In Item**.



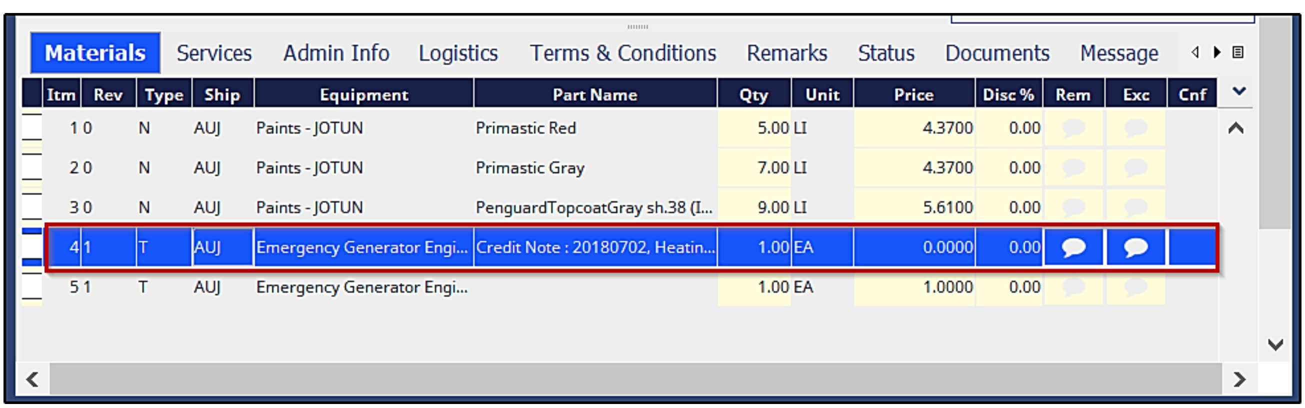
6. Write "**CREDIT NOTE:**" and any additional related information you want to track into the **Description** field.



7. Enter 1 in the **Unit Price** field.



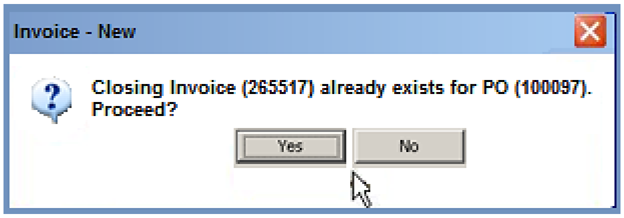
8. Click on the **Save**-button.
9. Close the **Equipment Explorer** window by clicking on the ☒-button.



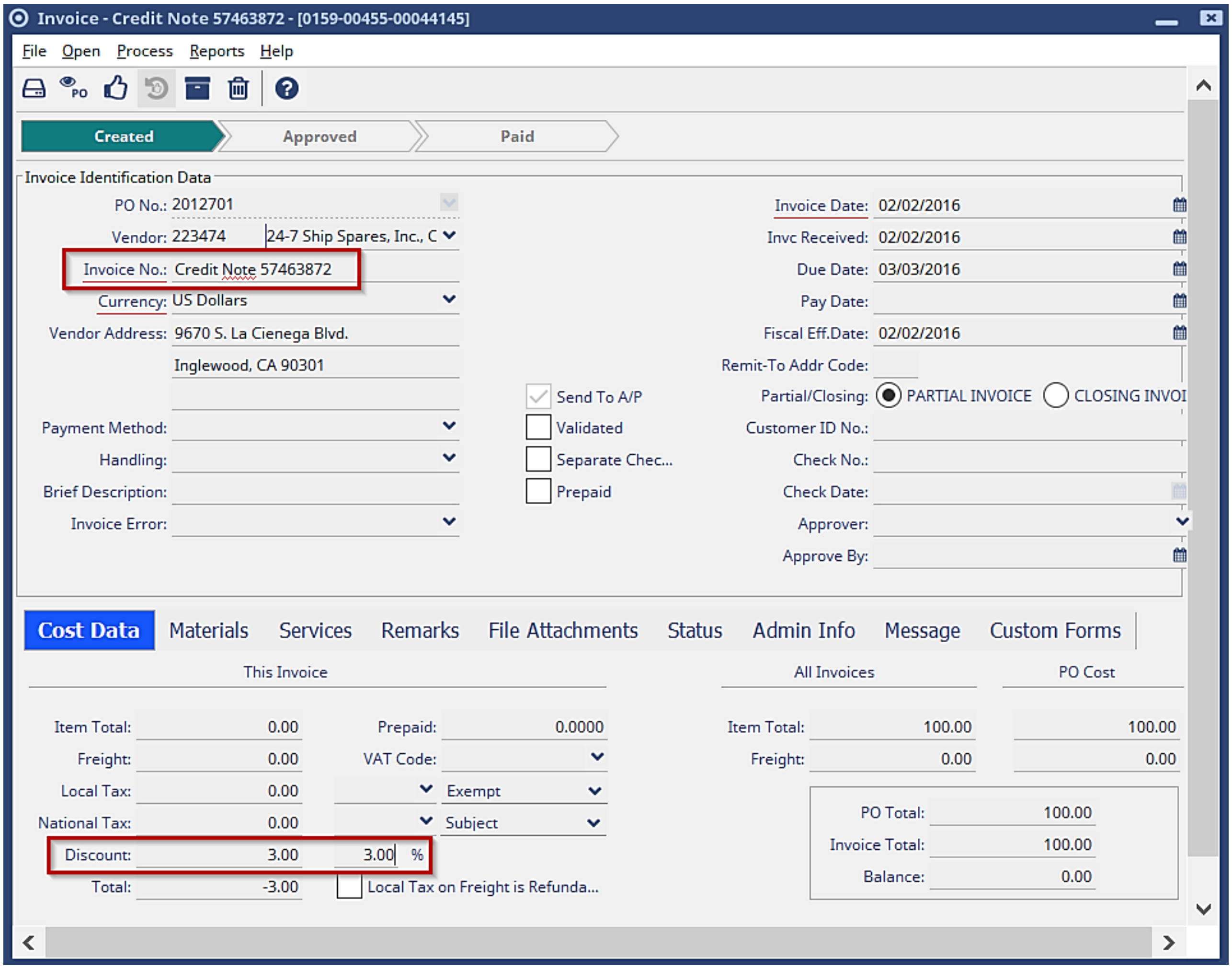
10. Approve and issue the PO. If needed. involve the responsible people to execute the approval / issue process.
11. Take the delivery for the **Credit Note** item.
12. Create the **Invoice** as usual.
13. On the **Invoice** enter the **Credit Note** amount + 1 in the **Discount** field. You must add 1 to the **Credit Note** amount to reduce for the price you had to enter for the **Credit Note** line item on the **PO**.
14. **Save** the **Invoice** including the **Credit Note**.

6.12.2 *Create Credit Note after Closing Invoice*

1. Create a **new Invoice** for the PO associated to the **Credit Note**.
2. A message will display to confirm creating the credit note. Confirm the message by clicking **Yes.**



3. Write "**CREDIT NOTE:**" and the invoice number into the **Invoice No** field. It is recommended that this invoice number be similar to the original invoice number to show an association with the previous invoice. For example, if the original invoice number is "OSS-10001" then this invoice for negative items might be "OSS-1001R. Enter the full **Credit Note amount** into the **Discount** field.



NOTE: You can write additional information in the **Invoice Remarks** tab.

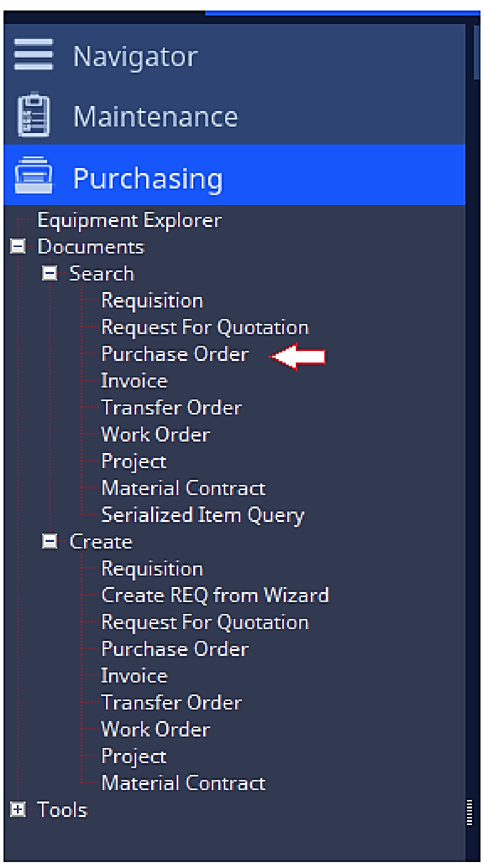
4. When you entered all information proceed with approving the Invoice.
5. **Save** the Invoice.

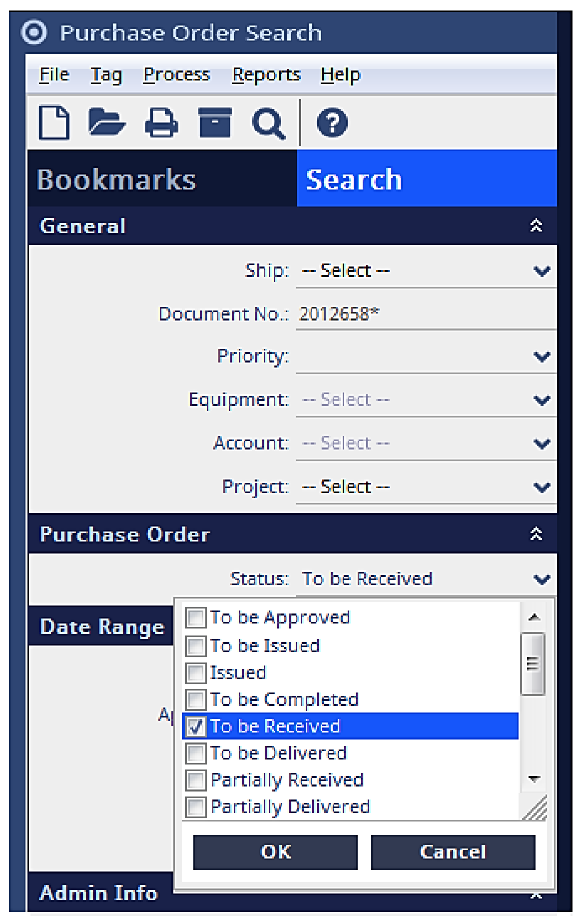
6.13 *Receipt of Purchase Orders*

When materials are received at a warehouse, freight forwarder or Ships Agent, the Purchaser can take receipt. By taking receipt, the cost of materials is accrued, and the invoice process can begin.

A PO does not need to be received, but it must be delivered. When a purchase order is either received or delivered, the cost for the items is placed in accrual. The cost is removed from accrual once an invoice has been approved.

1. Open the **PO**. Choose **Documents → Search → Purchase Orders** from the **Purchasing** menu on the **Navigator** and filter for PO's "**to be received**."

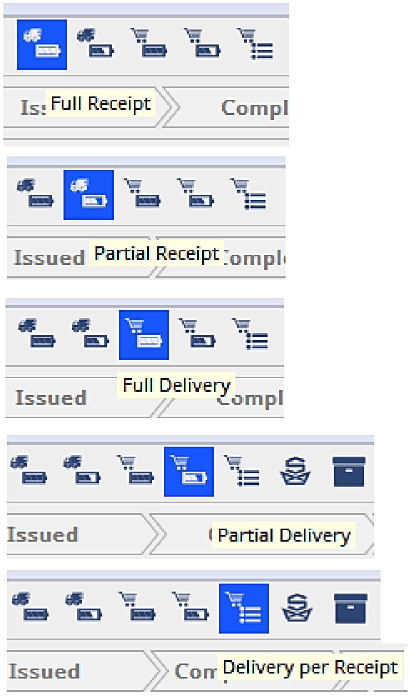


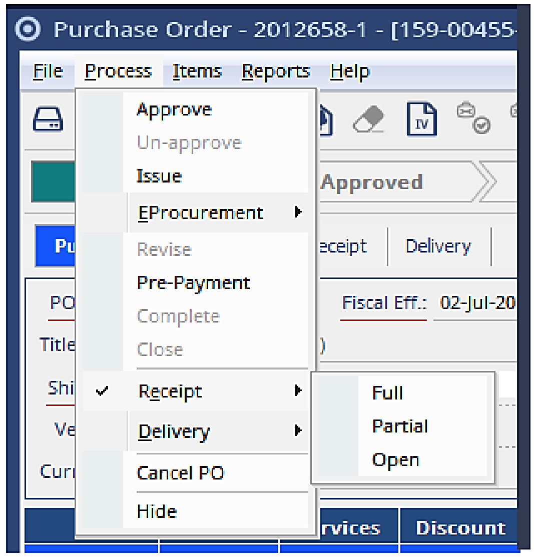


2. A query window opens. Select a purchase order and double click to open.

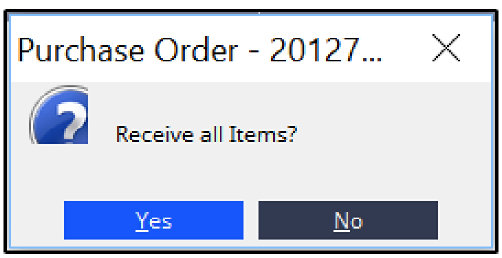
3. Users can take either **Full Receipt** or **Partial Receipt**. Take **Full Receipt** when all items on the purchase order are received. Take **Partial Receipt** when only some of the items on the purchase order are received.

4. Click **Full Receipt** or choose **Process → Receipt → Full** from the menu bar to take full receipt.

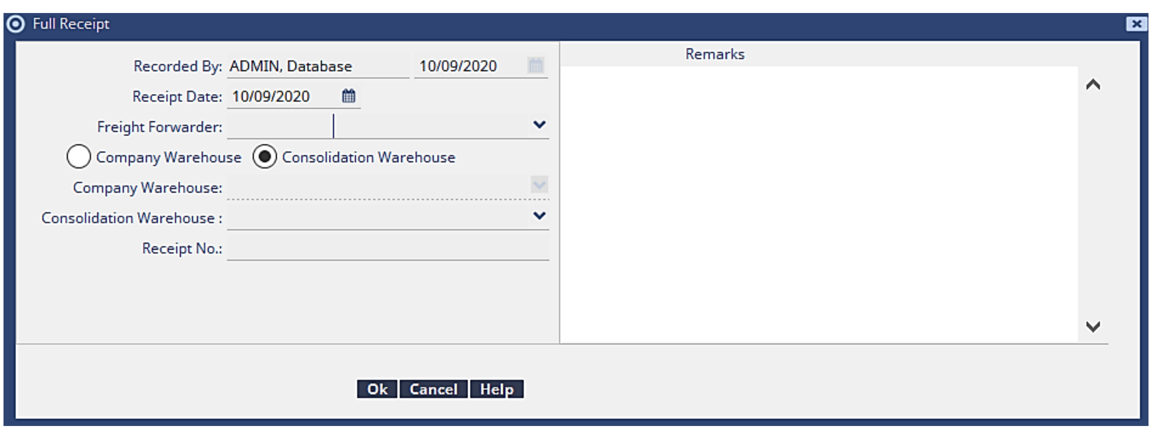




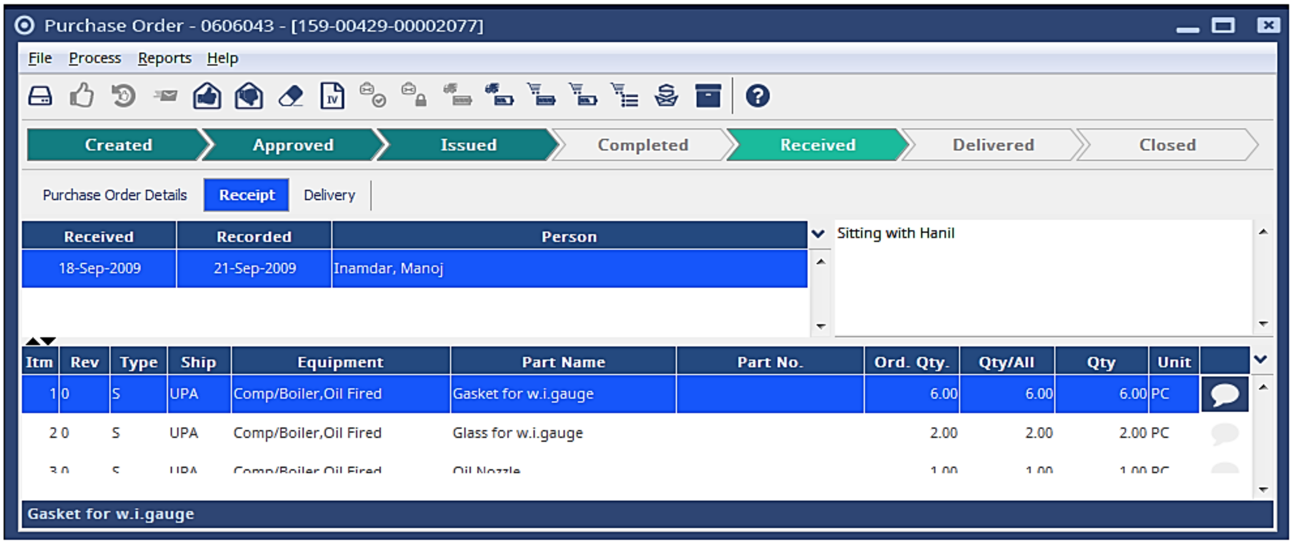
5. A confirmation box opens. Click **Yes.**



6. Enter a date and any remarks on the **Receipt** window.

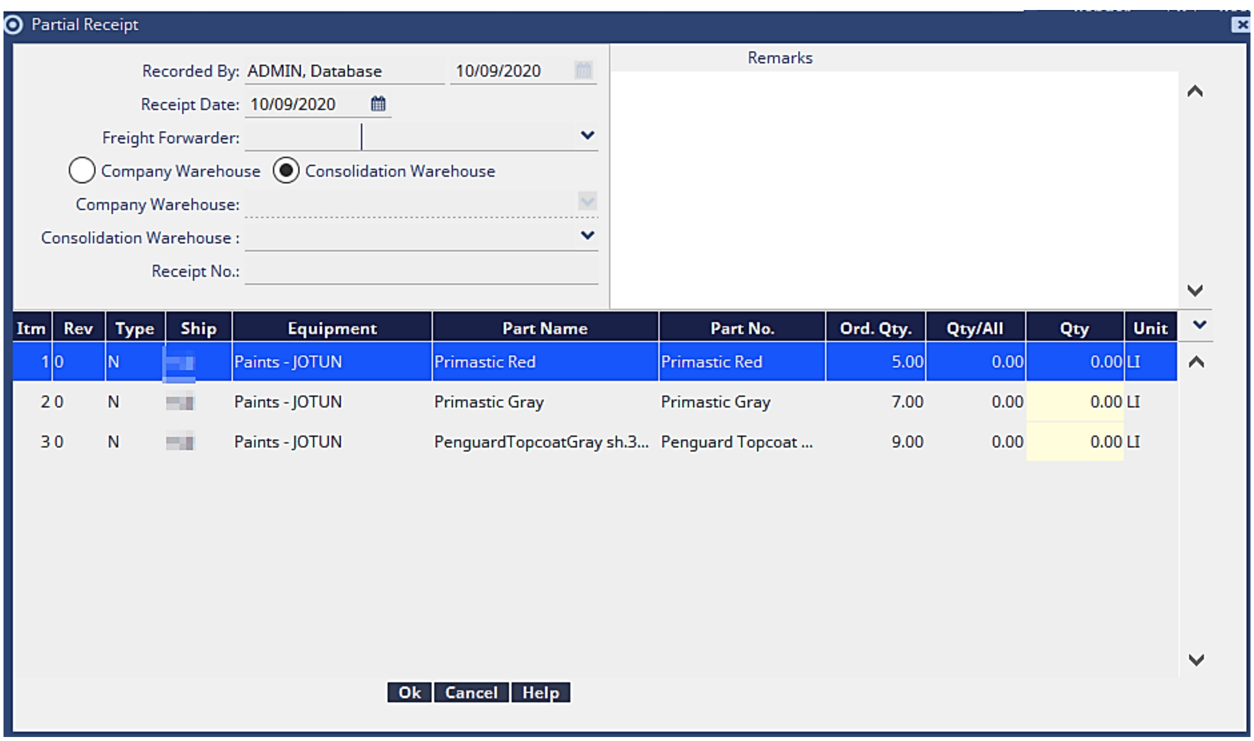


7. The receipt transaction can be found on the **Receipt** tab of the purchase order.

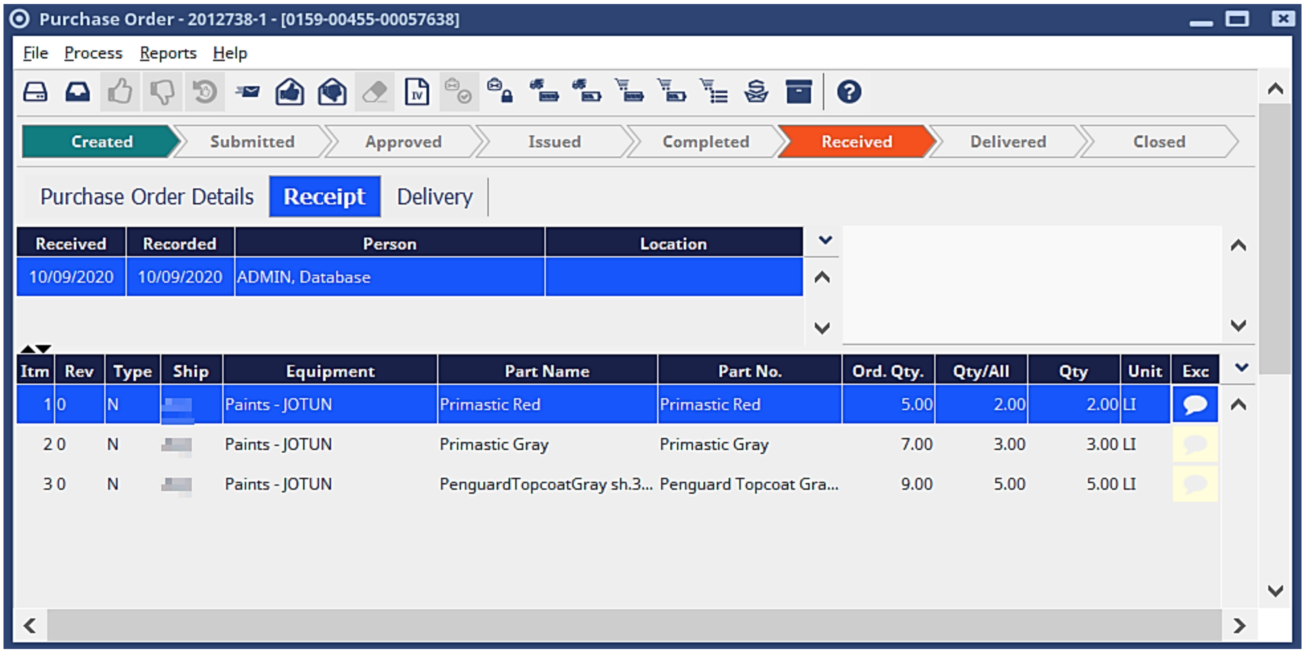


8. Click **Partial Receipt** or choose **Process → Receipt → Partial** from the menu bar to take partial receipt.

9. A **Partial Receipt** window opens. Enter quantities, receipt date and remarks. Click **OK**.



10. The receipt transaction can be found on the **Receipt** tab of the purchase order.

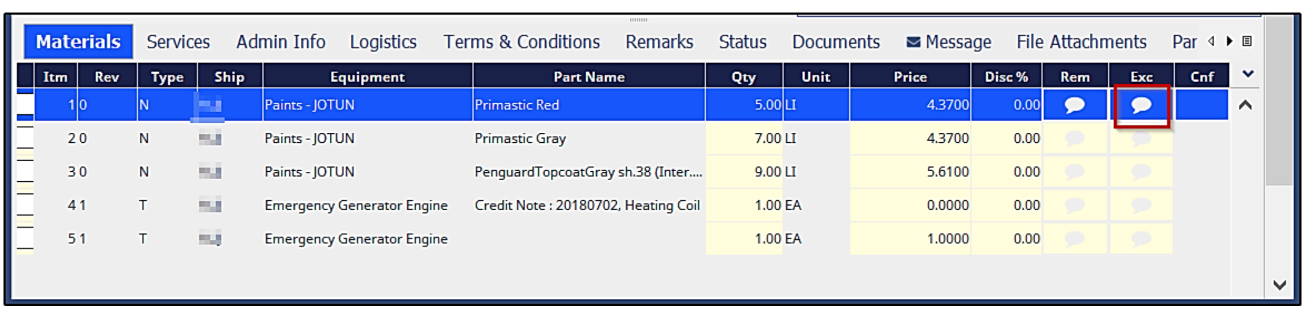


11. When a purchase order has a partial receipt taken, it remains in the PO's Requiring Receipt search. If and when the remaining items on a partially received PO arrive, take full receipt for the remaining items

6.14 *Item Exception Report*

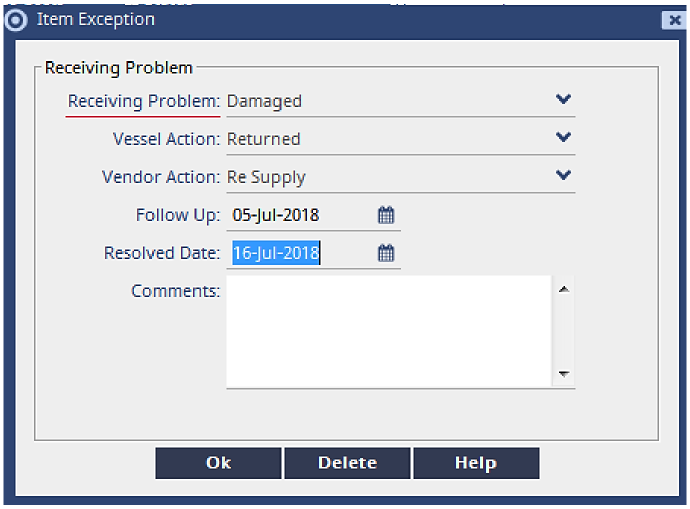
Sometimes there is a problem with the spares and consumables received at the warehouse. It is important to record these problems. **NS** uses the **Item Exception Report** for this situation.

1. Open the relevant purchase order and go to the Purchase Order **Materials** tab.
2. There is a balloon icon on the far right-hand side of the line item. Click this icon to open **an Item Exception Report**.



3. A window opens to enter the details of the item exception.
4. Select a **Receiving Problem.**
5. Select a **Vessel Action,** if applicable.

6. Select a **Vendor Action**, if applicable.
7. Enter a **Follow Up** date.
8. Enter a **Resolve Date**, if applicable.
9. Enter **Comments** describing the issue.
10. Click **OK.**

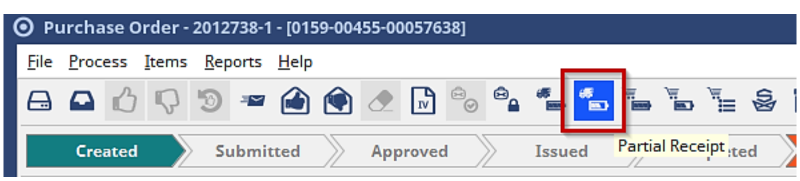


11. The balloon icon will change if an **Item Exception Report** is attached to a line item

6.15 *Correct a Mistake in Receipt / Returning an Item*

The receipt of the purchase order must be adjusted if an item is mistakenly received or if an item is returned.

1. Open the relevant purchase order.
2. Click **Partial Receipt** or choose **Process → Receipt → Partial** from the menu bar.



3. A **Partial Receipt** window opens. Type in a negative quantity for the item that needs to be corrected or returned. Enter an explanation in the remarks. Click **OK**.
4. The transaction displays on the **Receipt** tab of the purchase order.

6.16 Taking Delivery of a Purchase Orders

When items are delivered to the ship, the ship must carefully check to see whether the PO was fully or partially delivered and note which items remain outstanding. Stock items (such as spare parts) must then have parts labeled, printed, and attached with their storage location designated.

Consumables do not have storage locations defined.

The **Full Delivery** procedure is used when all items on a PO are delivered to the ship. This includes when the remainder of a partial delivery is delivered.

NOTE: **Full deliveries** are only made to **one location per part** regardless if the part has several locations designated.

The **Partial Delivery** procedure is used when only a portion of the items on a PO are delivered or if all items are delivered, but are to be stored, in separate locations, different instances of the same part.

NOTE: The user must take **Full Delivery** to close out the PO when the last remaining item of a PO, on which may have already taken partial delivery, is delivered onboard.

NOTE: The system preference "**Auto Generate Receipts for PO Delivery**", automatically creates receipts for all deliveries for a particular PO when set to "**Yes"**.

A new entry line is made on the **Delivery** tab of the PO for each partial delivery taken. It lists only the items delivered during that particular transaction.

Select **Documents→ Purchase Order** from the **Purchasing** menu on the Navigator. Choose the **Status** filter "**To be Delivered**" and perform a search.

The PO search lists the PO's requiring delivery.

Double-click the PO to select to take delivery. The **Purchase Order** window opens.

NOTE: There is a system preference for when user tries to deliver to a storage location that has reached its threshold percentage. System preference "Allow delivery of material when storage location reaches threshold %" rule:

1. When set to 'Yes', delivery will be allowed at location that has reached its threshold percentage. This is the default setting.

2. When set to 'Warn', user will be given a warning message to seek user's confirmation before delivery is taken at a location that has reached its threshold percentage.

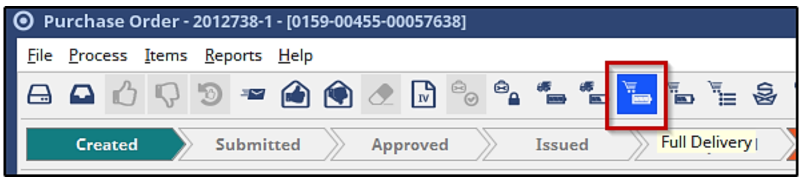
3. When set to 'Restrict', delivery at a location that has reached its threshold percentage will not be allowed and an error message will be shown to the user.

NOTE: NS system preferences control whether or not the PO received and delivered quantity can exceed the PO ordered quantity. In this regard, two system preferences have been added to the application.

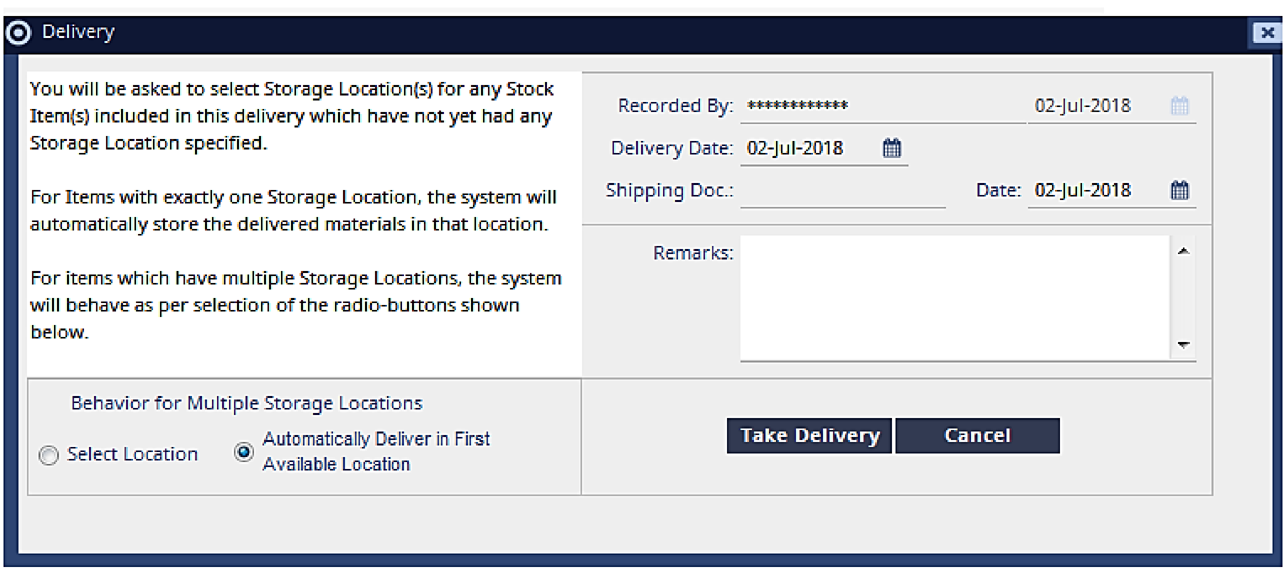
1. 'Prevent receipt of PO items in excess of quantity ordered' with options Yes and No, with No as the default.
2. 'Prevent delivery of PO items in excess of quantity ordered' with options Yes and No, with No as the default

6.16.1 *Full Delivery*

1. Click **Full Delivery** from the **Purchase Order** window menu bar. The **Delivery** window opens.



NOTE: More than one **Delivery** window opens if multiple storage locations or no storage location is designated for one or more items.



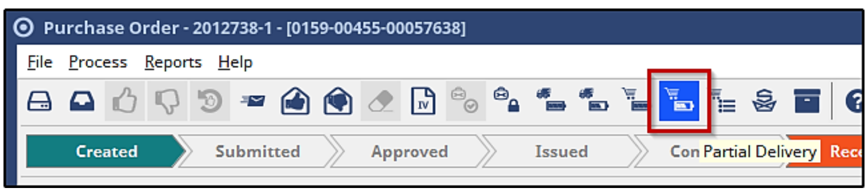
2. When taking full delivery, the user must choose **Automatically Deliver in First Available Location**. If no storage location is defined for the part, **NS** forces the user to designate a storage location. If a new location is needed it must be created *before* taking delivery.
3. The user must take partial delivery if the parts have multiple storage locations designated and the user wants to select which location to use.
4. The **Recorded By** field is automatically filled with the username of the person logged into **NS** and the date the delivery was recorded. These fields are NOT editable.

5. Click the **Calendar** button at the end of the **Delivery Date** field to change the date the delivery was made. The current date is entered by default.
6. Click in the **Shipping Document** field to type the number used by the vendor on the shipping documents for reference of this delivery.
7. Click the **Calendar** button at the end of the **Date** field to enter the date on the shipping document. The current date is entered by default.
8. Click in the **Remarks** field to type any notations concerning the delivery of the items. This is a free form text field.
9. Click the **Take Delivery** button. If the parts already have locations designated, the inventory is adjusted in those locations.

   If no storage location is designated for an item, **NS** forces the user to choose a location before taking delivery.
10. Drill down through the hierarchy and highlight the location to designate for each part without a location defined. Click **Next**.
11. This is done for each item without a defined location. Click **Finish Delivery** when the last part has a location defined. Inventory is updated, and the information is entered on the **Delivery** tab.
12. Click **Save** to save the information and close the PO.

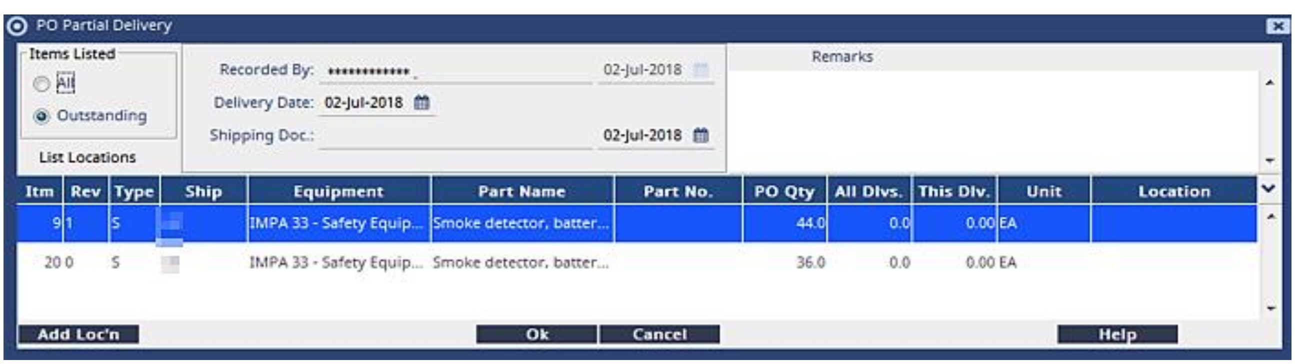
6.16.2 *Partial Delivery*

1. Click **Partial Delivery** from the **Purchase Order** window menu bar. The **Delivery** window opens.



NOTE: More than one Delivery window opens if multiple storage locations or no storage location are designated for one or more items.

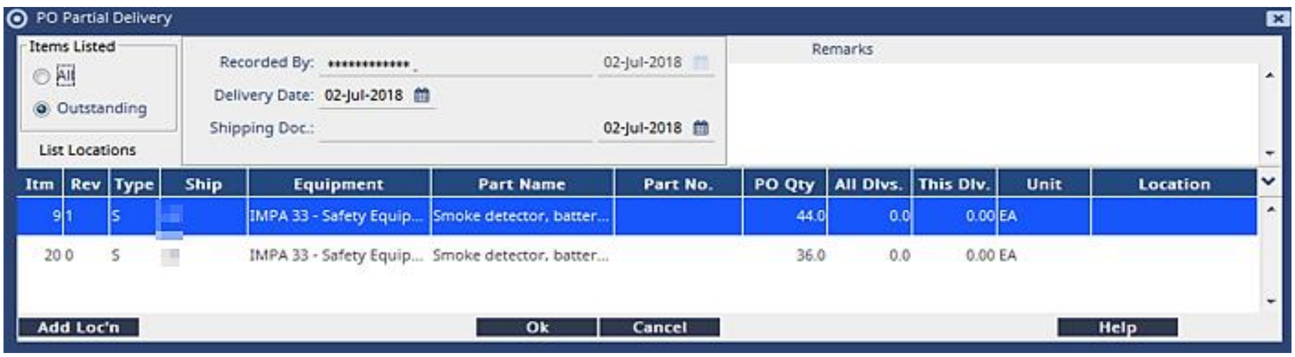
2. Click the radio button in the **Items Listed** section to select which items are to be displayed:
   - **All** – Display all items listed on the purchase order even those that have already been delivered.
   - **Outstanding** – Display only the items that have NOT been delivered.



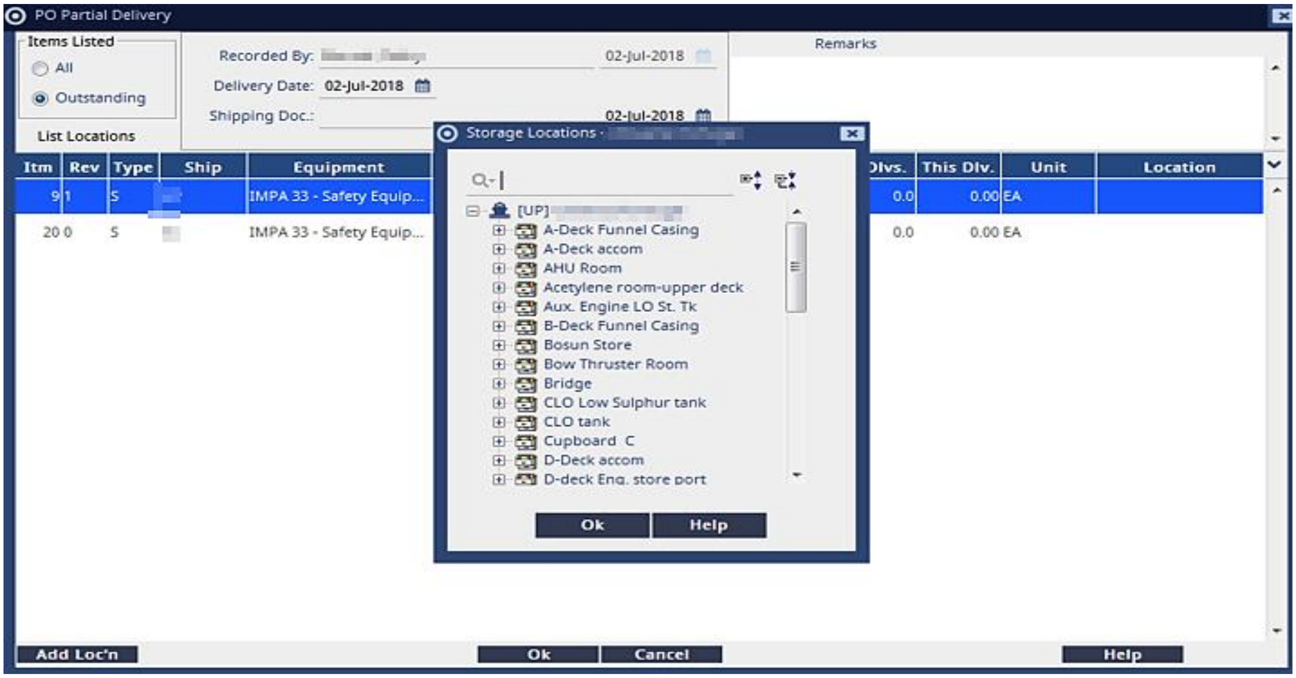
3. Click the **List Locations** button to display the storage location information of items with one storage location. The storage location information for items with only one storage location do NOT display by default.

   Multiple storage locations for items will display regardless of whether the **List Locations** button is clicked or not.

4. The **Recorded by** field and the date next to it are filled automatically by **NS** with the identity of the User logged on and the current date.
5. Click the **Calendar** button at the end of the **Delivery Date** field to change the date the partial delivery was made. The current date is entered by default.
6. Click in the **Shipping Document** field to type the number used by the vendor on the shipping documents for reference of this delivery.
7. Click the **Calendar** button at the end of the **Shipping Document** field to enter the date on the shipping document. The current date is entered by default.
8. Click in the **Remarks** field to type any notations concerning the partial delivery of the items.
9. Enter the quantity of each item delivered, either in the **This Dlv.** column or in the **Quantity** box in the **Storage Location** section of the window. The user must first add a location to the part before taking delivery if the item does not have a location defined.



10. Click the **Add Loc'n** button to add a location or designate a new location for a part. A window opens where to select a location for the part. The location must already exist. Users cannot create a new location from this screen. Highlight the desired location and click **OK**.



11. Click **OK** on the **PO Partial Delivery** window when all items received in the partial delivery are entered. These entries are recorded on the **Delivery** tab.
12. Click **Save**.
13. Follow these same steps for every partial delivery until ready to take the delivery of the last remaining items on this **PO**.

NOTE: The final delivery of items must be entered as a full delivery to complete the **PO**.

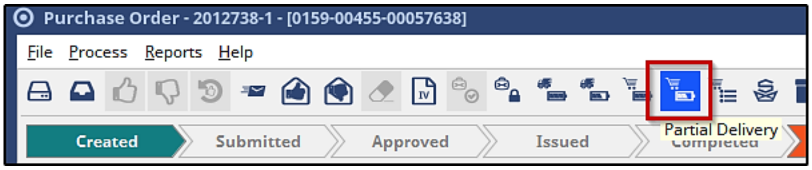
6.16.3 *Correcting a Mistake when Taking Delivery*

If the user takes delivery of an item by mistake and did not actually receive the item onboard, correct this in **NS.**

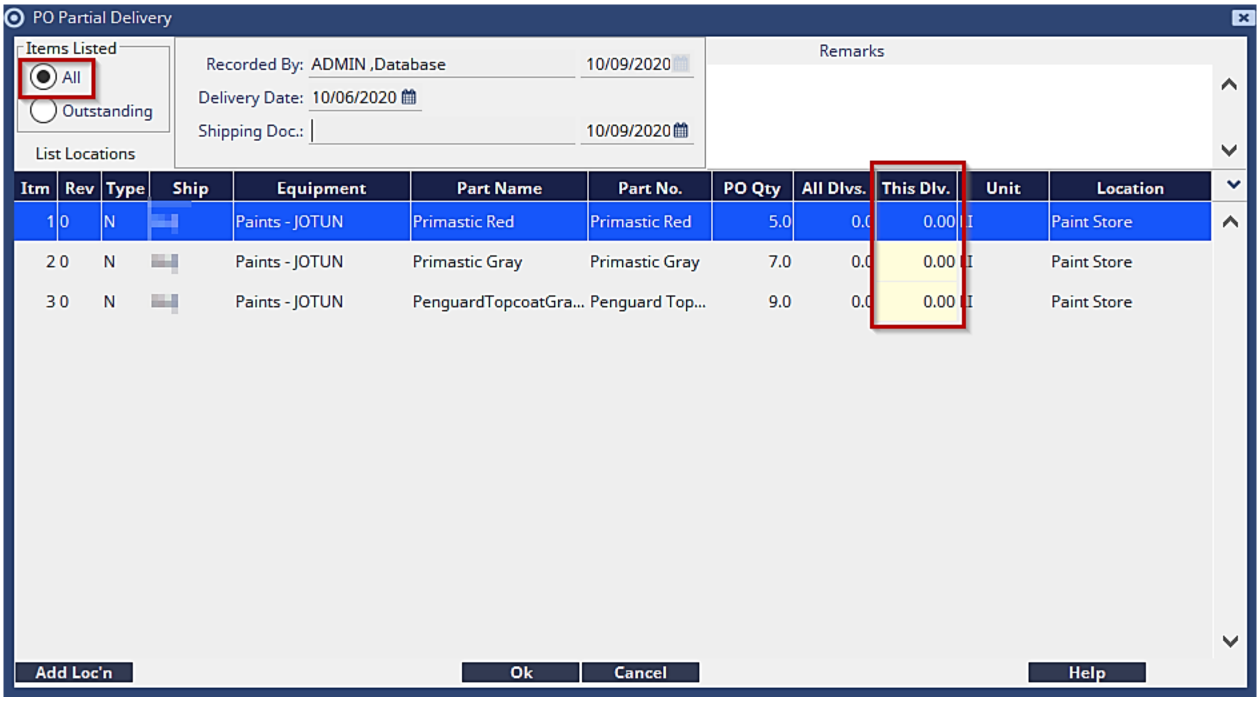
NOTE: The user must correct the delivery mistake **before Accounts Payable matches** the invoice and completes the PO.

1. Open the **PO** which has the mistaken delivery. The **PO** may be hidden if it has taken full delivery. The user can find it several different ways.
   - Search by **PO number**.
   - Open the items **Part Detail** and find the PO listed on the **Document** tab.
   - Find the PO from the requisition linked to the work order from which the item was originally ordered.
   - Toggle the **Toggle Hidden Records** button and then search for the hidden PO.

2. Click on **Partial Delivery**.



3. Click on the **All** radio button.
4. Enter a negative number to correct the delivery in the **This Dlv**. Column; the screen shows the item undelivered. If, the receive quantity is *25* instead of *30*, then type *-5*.



5. Click **OK** and then **Save** the **PO**.

6.16.4 *Reversal on Deliveries/Receipts*

For those users on **NS Enterprise version 6.4.10 or higher** there are two status called "**Delivery Reversed**" and "**Receipt Reversed**" on the **PO Status** tab.

When there is a full reversal on delivery the status displays as "Delivery Reversed".

When there is a full reversal on receipt the status displays as "Receipt Reversed".

Delivery/ Receipt status is added multiple times under status tab for partial/open delivery/receipts.

If receipt/delivery reversed PO is replicated at lower site and again receipt/delivery is taken at lower site, then all initial receipt/delivered status from that PO will be removed from status tab and new receipt/delivered status will be added for this transaction.

Repeat above step and replicate it to higher site then all delivery/receipt status will be shown under status tab in the same sequence the operations were performed.

6.17 Cancel a Purchase Order

Purchase orders can be cancelled individually, or several can be cancelled at one time.

A purchase order can be cancelled even if items have been received or delivered. However, canceling a purchase order after it has been received or delivered does NOT adjust the inventory. THIS MUST BE DONE MANUALLY through reconciliation.

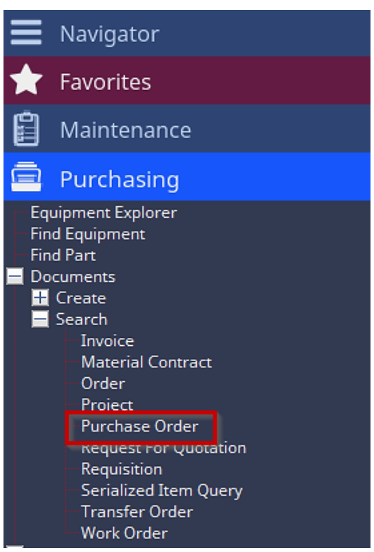
Only authorized users can cancel a purchase order, but an additional authorization of "**Cancel Received / Delivered Materials Order**" must also be given in the **Authorization Profile** in the **System Administration** module.

All fields are no longer editable when the purchase order status is changed to "Cancelled". Cancelled purchase orders can be viewed by selecting "Cancelled" in the **Status** field of the **Purchase Order Search** window.

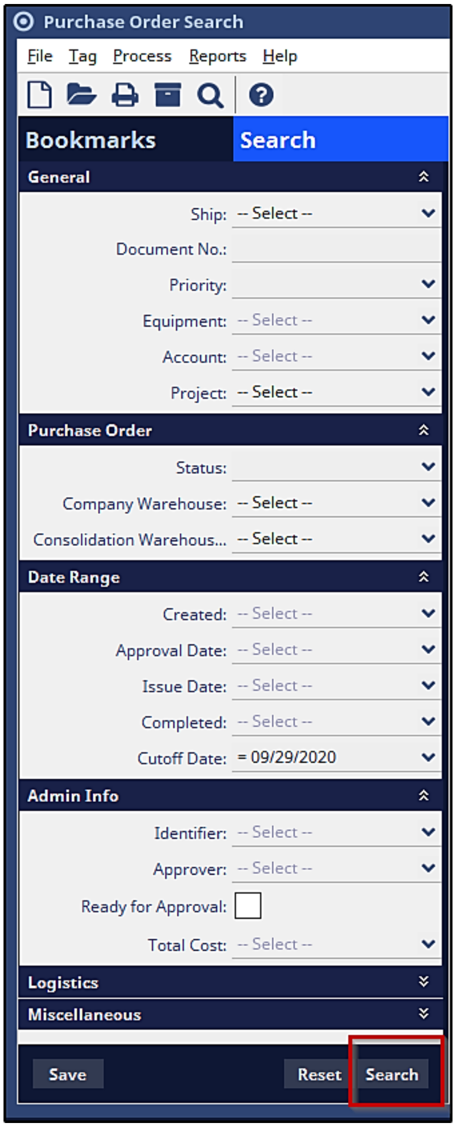
Cancelled purchase orders on the search list screen are visually distinctive (using a **strikethrough** font) from other records displayed on the search results.

6.17.1 *Cancel an Individual Purchase Order*

1. Select **Documents → Search → Purchase Orders** from the **Purchasing** gadget on the **Navigator** pane on the **Purchasing** window. The **Purchase Order Search** window opens.

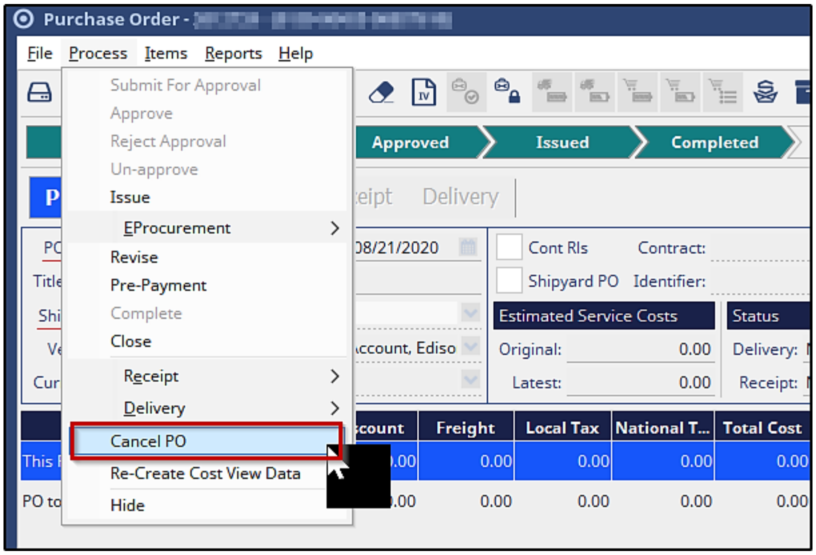


2. Select the necessary criteria on the **Search** tab to locate the purchase order to be cancelled.
3. Click the **Search** button at the bottom of the **Search** tab to execute the search. A list of purchase orders meeting the criteria are displayed on the right side of the **Purchase Order Search** window.



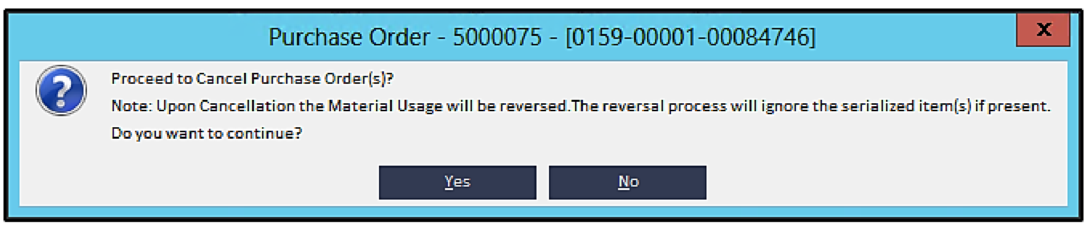
4. Double click on the purchase order to be cancelled from any of the purchase order list windows. The **Purchase Order** window opens.

5. Click **Process → Cancel PO** from the **Purchase Order** window menu bar to cancel the purchase order. A message box opens to confirm the cancellation process.

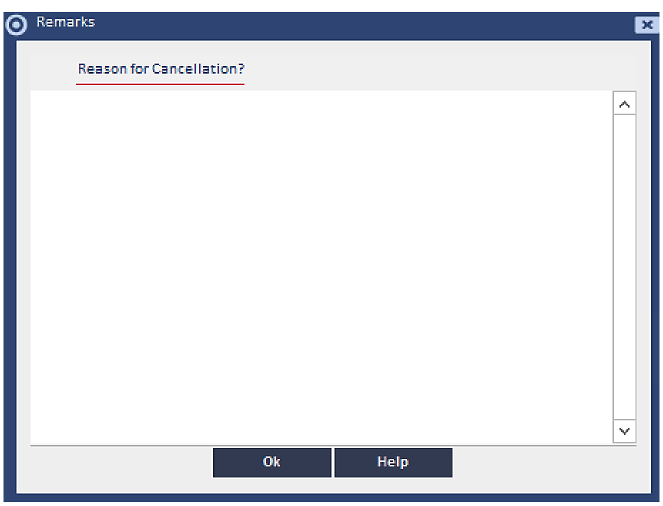


6. Click the **Yes** button to close this message box and proceed with the cancellation process. Another message box opens if some or all the items have been received or delivered.

   In the case of a service purchase order, if the line item included parts consumption, the following message will be displayed.

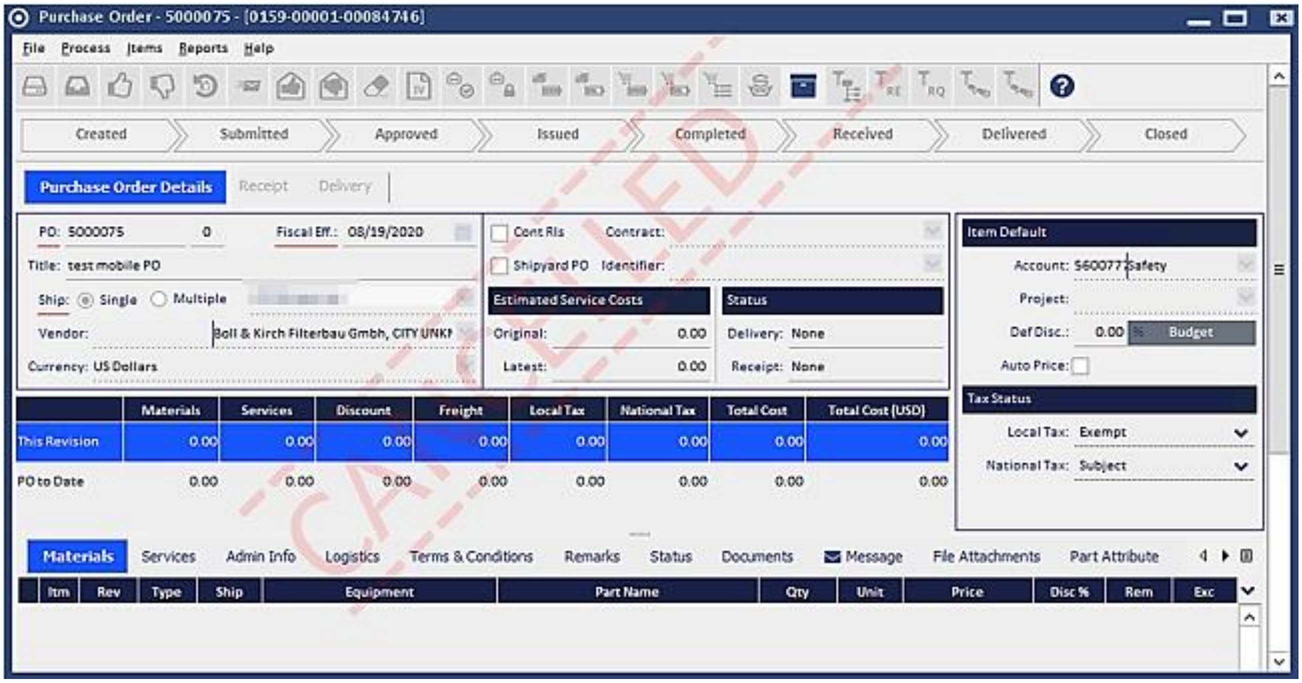


7. Click the **Yes** button to close the message box.
8. Enter **Reason for Cancellation** in the **Remarks** screen, then click **Ok**.



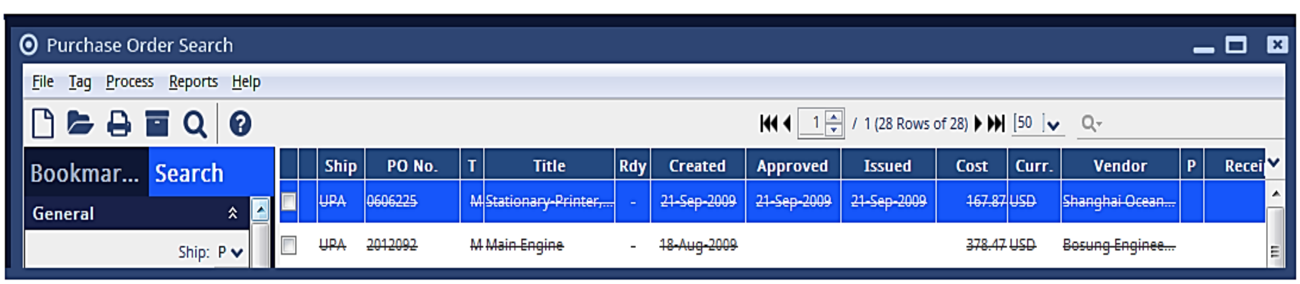
NOTE: Inventories MUST be adjusted manually if items were received or delivered on the cancelled purchase order.

A "**Cancelled**" **watermark** is displayed across the **Purchase Order** window when the cancellation process is completed.



The cancelled purchase order can be viewed using **Documents → Search → Purchase Order** from the **Purchasing** gadget on the **Navigator** pane on the **Purchasing** window. Type the document number in the **Document No.** field or select "**Cancelled**" from the dropdown menu of the **Status** field in the **General** section of the **Search** tab on the **Purchase Order Search** window. Click the **Search** button on the **Search** tab to initiate the search.

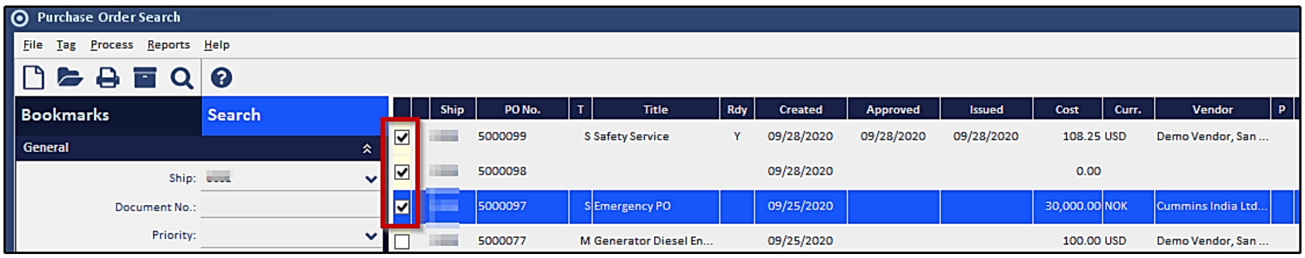
A list of documents matching the search criteria opens on the right side of the window. Double click on the selection to open the document. When a purchase order has been cancelled the list window will display the rows with a **strikethrough**.



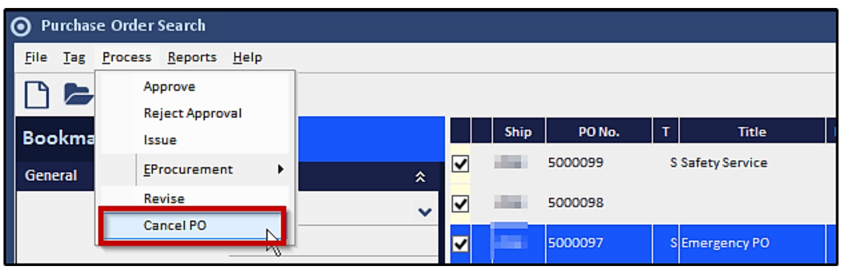
6.17.2 *Cancel Multiple Purchase Orders*

A group of purchase orders can be cancelled at one time.

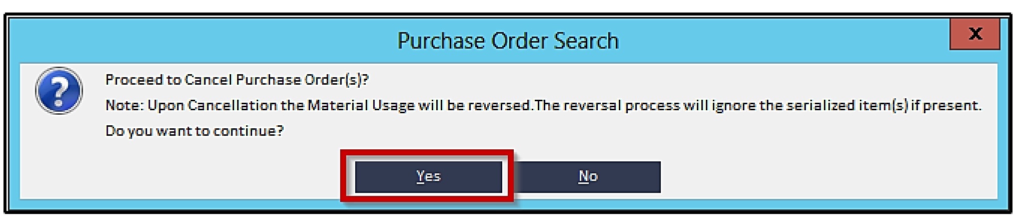
1. Select **Documents → Search → Purchase Orders** from the **Purchasing** gadget on the **Navigator** pane on the **Purchasing** window. The **Purchase Order Search** window opens.
2. Select the necessary criteria on the **Search** tab to locate the purchase orders to be cancelled.
3. Click the **Search** button at the bottom of the **Search** tab to execute the search. A list of purchase orders meeting the criteria are displayed on the right side of the **Purchase Order Search** window.
4. Click the check boxes preceding the purchase orders to be cancelled from the list window.



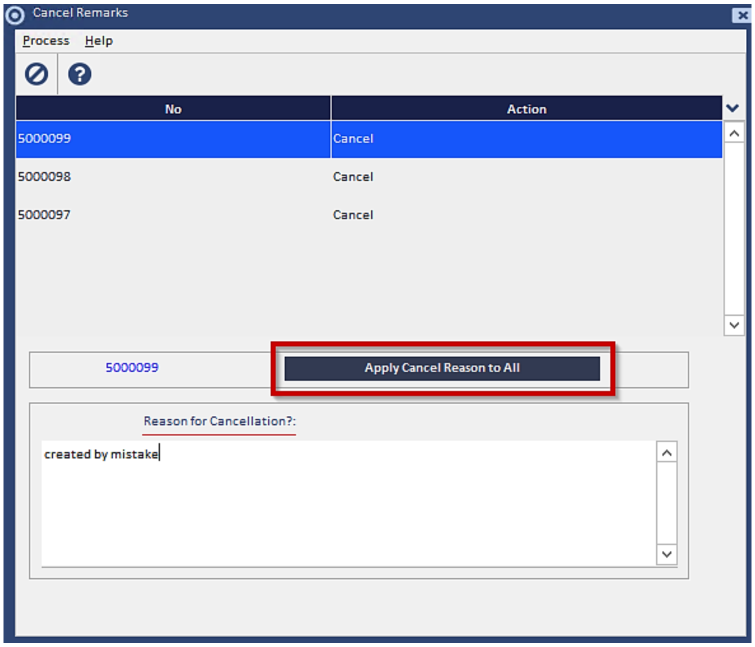
5. Select **Process → Cancel PO** from the **Purchase Order Search** window menu bar to cancel the selected purchase orders. A message box opens to confirm the cancellation process.



6. Click the **Yes** button to close this message box and proceed with the cancellation process. Another message box opens for each of the selected purchase orders that have items that have been received or delivered. This message box contains the number of the purchase order in question.



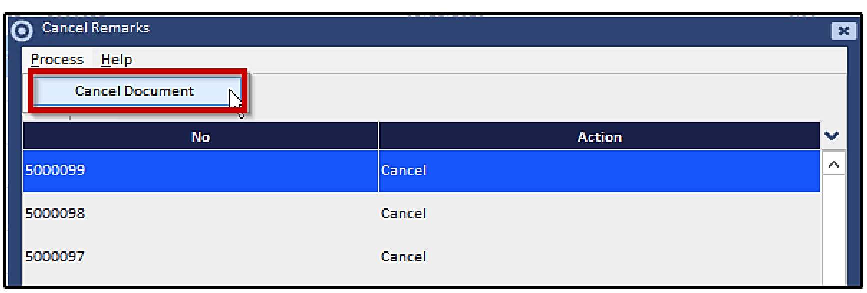
7 The Cancel Remarks screen will be displayed showing all the tagged PO to be cancelled. User have the option to apply the cancellation reason to all tagged PO by clicking the Apply Cancel Reason to All button.



8 Click the **Yes** button to close the message box and continue the cancellation process.

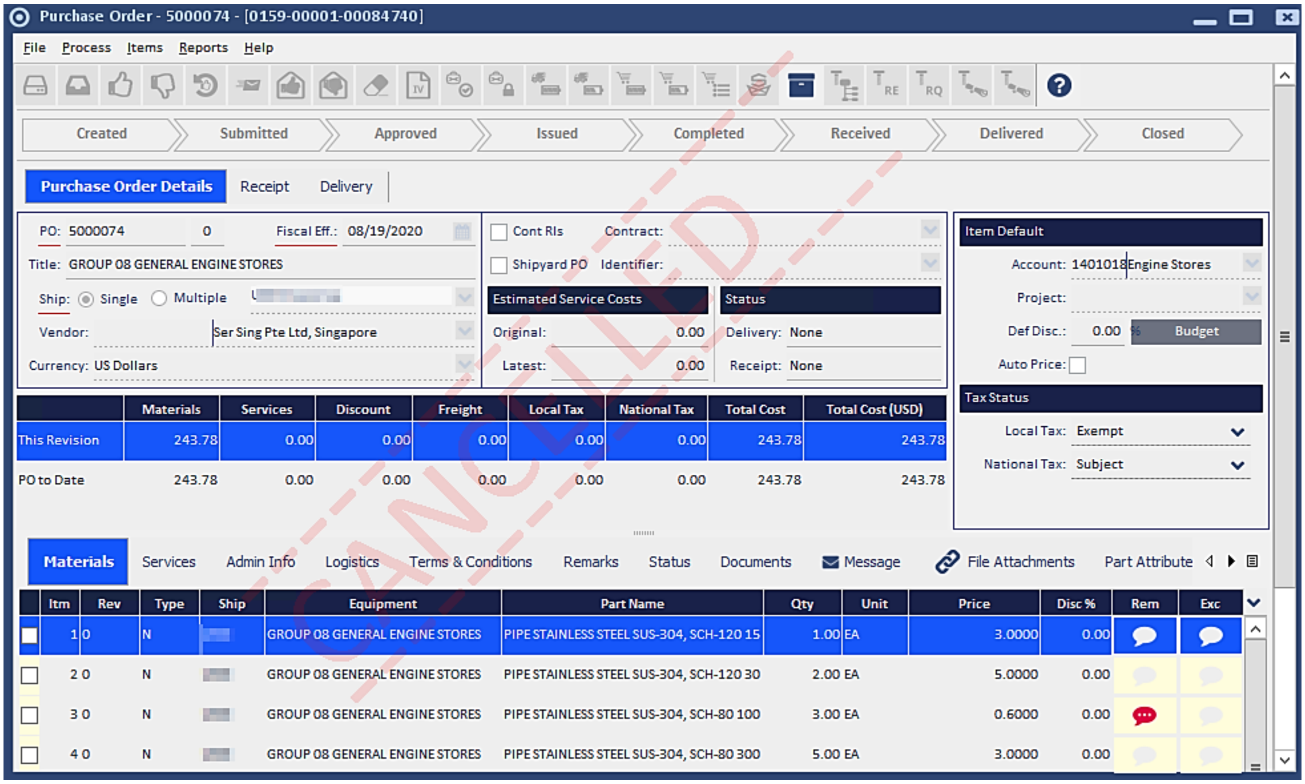
NOTE: Inventories MUST be adjusted manually if items were received or delivered on the cancelled purchase order.

8. On the **Cancel Remarks** screen, go to **Process** and select **Cancel Document** option to continue with the cancellation process.



The cancelled purchase order can be viewed using **Documents → Search → Purchase Order** from the **Purchasing** gadget on the **Navigator** pane on the **Purchasing** window. Type the document number in the **Document No.** field or select "**Cancelled**" from the drop-down menu of the **Status** field in the **General** section of the **Search** tab on the **Purchase Order Search** window. Click the **Search** button on the **Search** tab to initiate the search. A list of documents matching the search criteria opens on the right side of the window. Double click on the selection to open the document.

A "**Cancelled**" **watermark** is displayed across the **Purchase Order** window when the cancellation process is completed.



6.18 *Hiding a Purchase Order*

When a partial delivery of a PO is taken, and it is decided that the remaining items will be cancelled. It is not necessary to go through the process of revising the PO, getting it re-approved and reissued as long as the invoice is only for the items that were delivered.

Instead, the user can manually archive or **Hide** the purchase order.

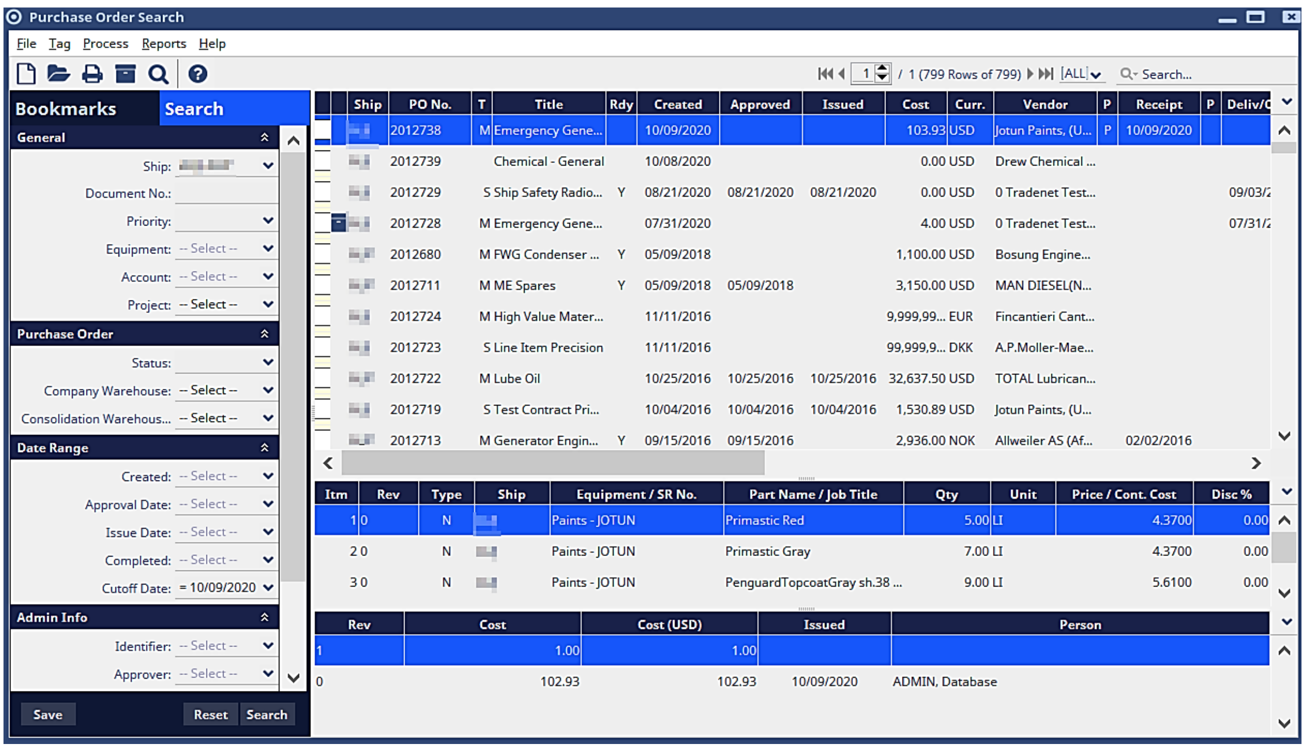
1. Find the relevant purchase order. Choose **Documents → Search → Purchase Orders** from the Purchasing menu on the **Navigator**. Filter as necessary to find the relevant PO.
2. Tag the check box on the relevant purchase order and click **Hide**.
3. Users can also open the relevant PO and hide it. Double click on the PO in the query. The PO window opens. Click **Hide**.

4. The **PO** is now hidden. Users can find it to view or to unhide.

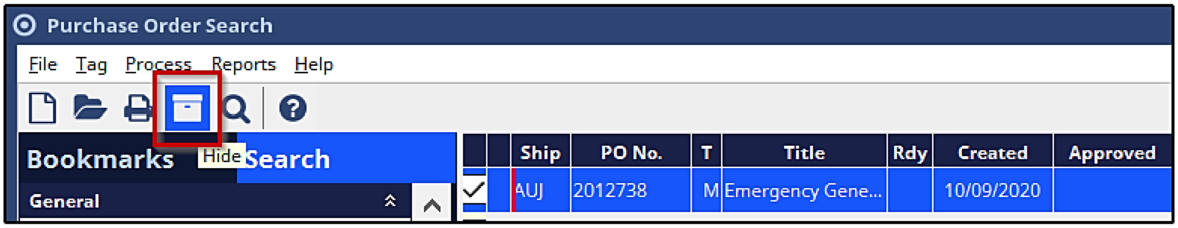
6.19 Finding a Purchase Order

Users often need to find specific work orders so that they can perform tasks required to complete the process steps in the purchasing workflow.

1. Find the relevant purchase order. Choose **Documents → Search → Purchase Orders** from the Purchasing menu on the **Navigator**. Filter as necessary to find the relevant PO.
2. The screen is split to show the **Purchase Order header** on the top portion of the screen followed by the **line items** in the middle portion and the **revision history** in the lower portion. Double clicking the Purchase opens the PO for processing.



3. Users can also open the relevant purchase order and hide it. Double click on the purchase order in the query. The **PO** window opens. Click **Hide**.



4. The purchase order is now hidden. Users can find it to view or to unhide.

Section 7 Service Purchase Orders

Service Purchase Orders are POs created for services instead of materials. However, there may be an exception when a PO contains services as well as material items on the same PO. If the PO contains items and services, it must use a single (same) vendor.

NOTE: A **Service PO** can only be created when a service requisition is authorized and approved. This is the conversion process in which the service requisition is turned into a service purchase order. Once a service requisition is converted into a service purchase order, it is listed as service order items (SO) when users search for work orders that require services. The service requisition number is still listed in the work order query, however when the document is opened, it is a service order line item on a purchase order.

There are some minor differences between **material** purchase orders and **service** purchase orders:

- The vendor usually provides the materials necessary to do a job, so the Materials tab on the Service Purchase Order is not needed.
- No materials are needed so no receipts and deliveries are necessary

Service purchase orders can be created in three ways:

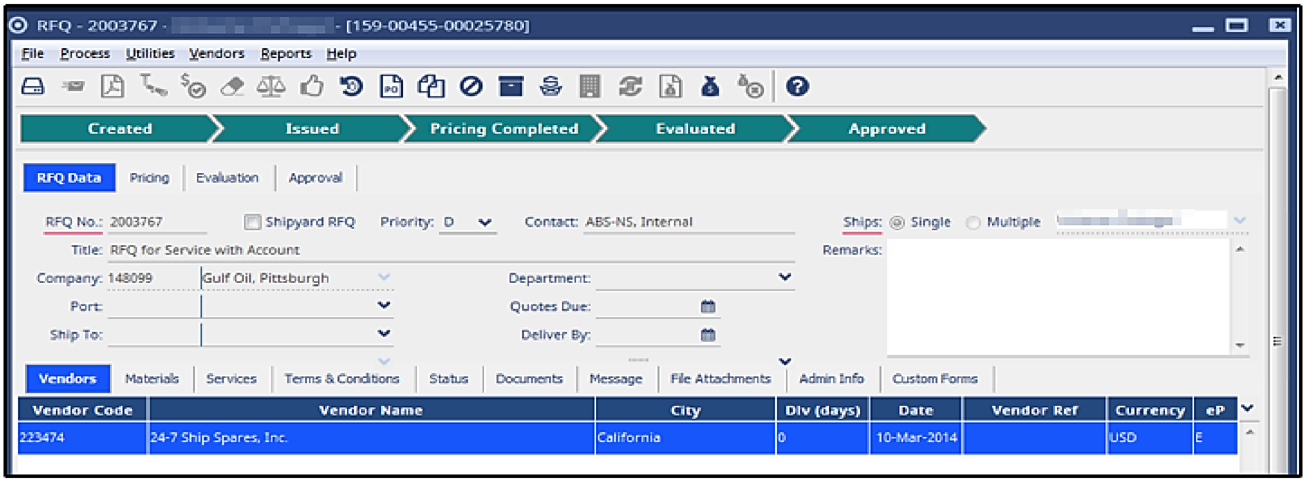
- From a service requisition
- From a request for quotation
- From the Purchase Order directly

Service purchase orders are categorized by one of the following stages (status):

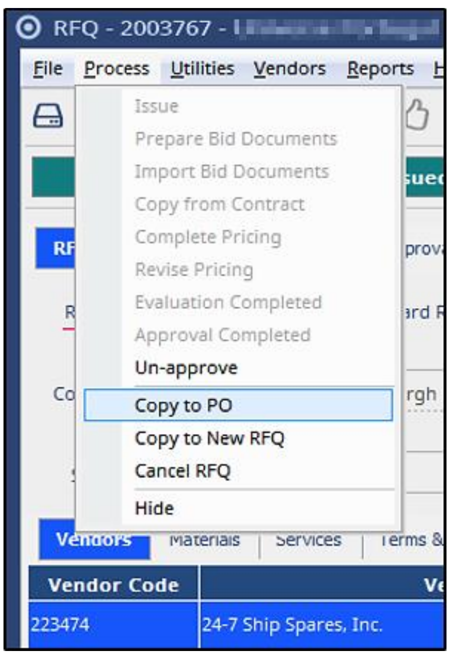
- **To be Approved -** A purchase order must be approved after it is created.
- **To be Issued -** A purchase order is issued after it has been approved. An issued purchase order is transmitted to the vendor.
- **Issued Purchase Orders -** Purchase orders that have been issued.
- **To be Completed** – a service purchase order where the work has NOT been done

7.1 Creating a Service Order from an RFQ

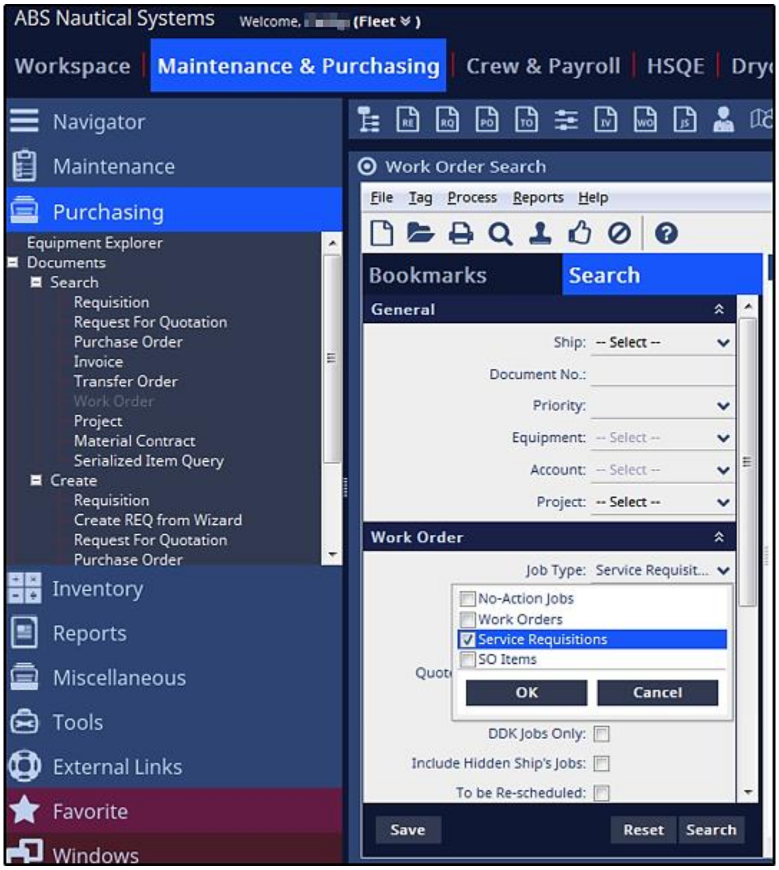
1. Open an RFQ. Choose **Documents → Search → Request for Quotation** from the **Purchasing** menu on the Navigator. Then filter for "to be made into PO."
2. Open the desired RFQ.



3. Click **Copy to PO**.



4. The **PO Wizard** window opens. Typically, on a service order, the user will choose **Copy as Estimate**. Click **Next.**

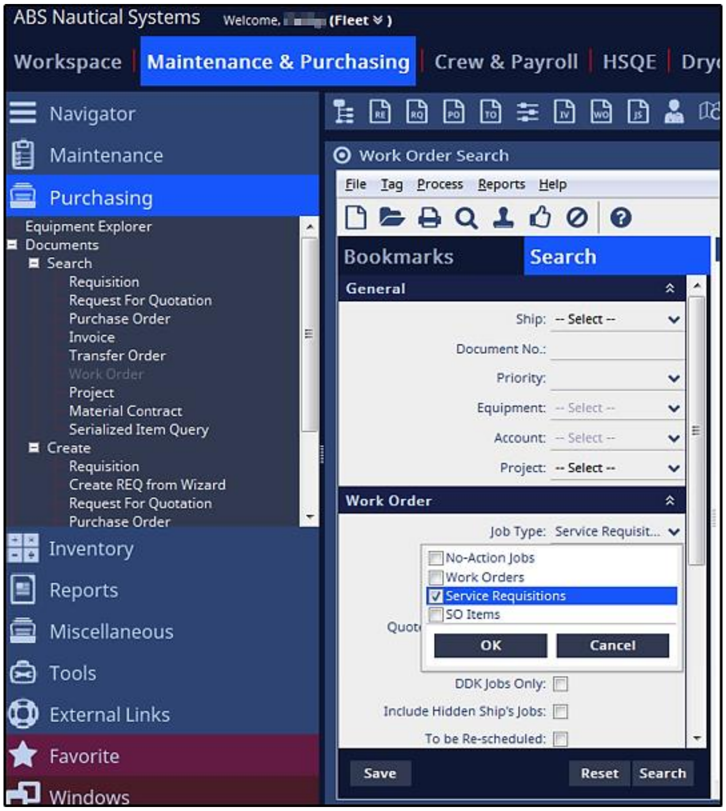


5. The other options on the **PO wizard** are the same as when creating a materials purchase order.
6. Click **Finish** and the service order is generated.
7. Click Open **PO** to open the **service order**.

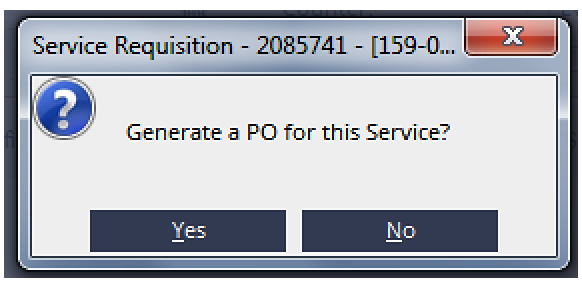
7.2 Creating a Service Purchase Order from a Service Requisition

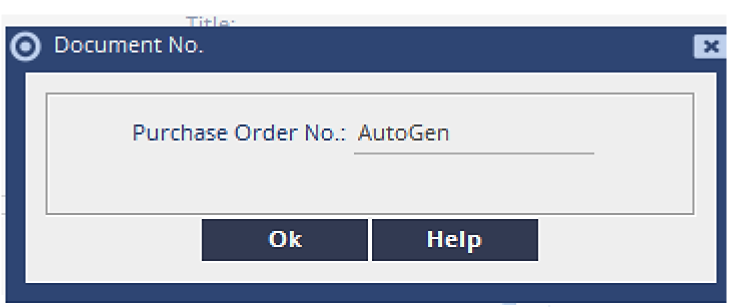
A service order can be created from a service requisition.

1. Open a service requisition. Choose **Documents → Search → Work Orders** from the **Purchasing** gadget on the Navigator. Filter for a **Job Type** of "**Service Requisitions**."

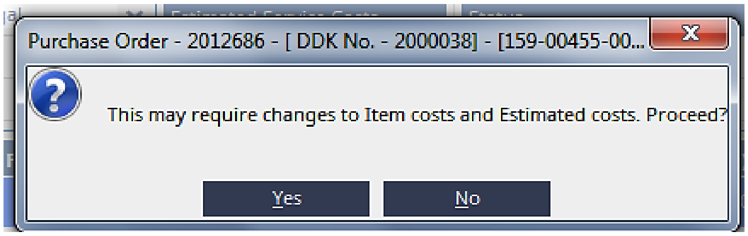


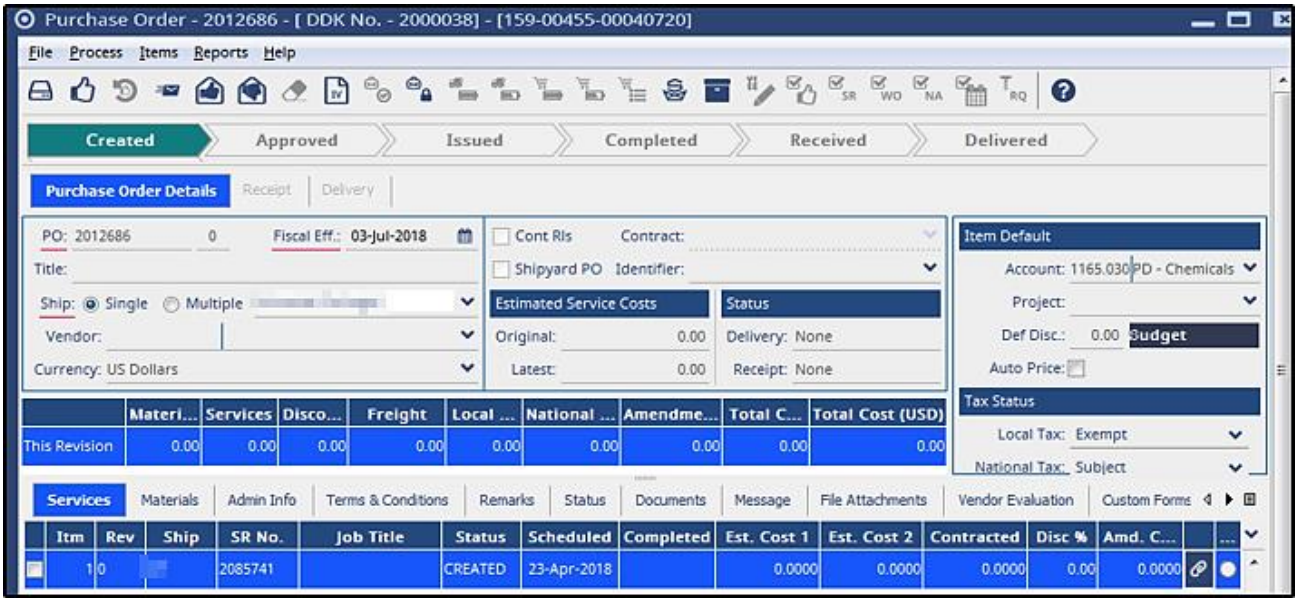
2. Click **Create PO** or choose **Process → Create PO** from the menu bar to begin the **PO wizard**.
3. A confirmation box opens. Click **Yes.**



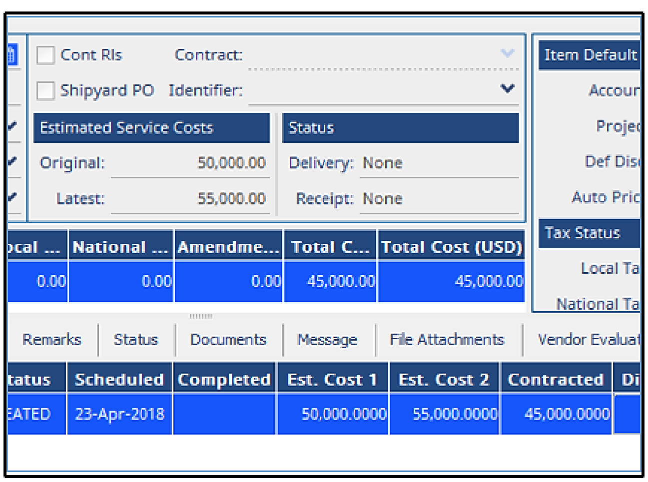


4. The **Purchase Order** window opens for the user to designate a vendor. Click the dropdown menu at the end of the **Vendor** field to open the **Companies search navigator** and search for a company.





5. Highlight a vendor and click the **Select** button.
6. If an estimated cost was entered on the **Resources** tab on the service requisition it is carried forward. A cost MUST be entered here if no cost was entered.

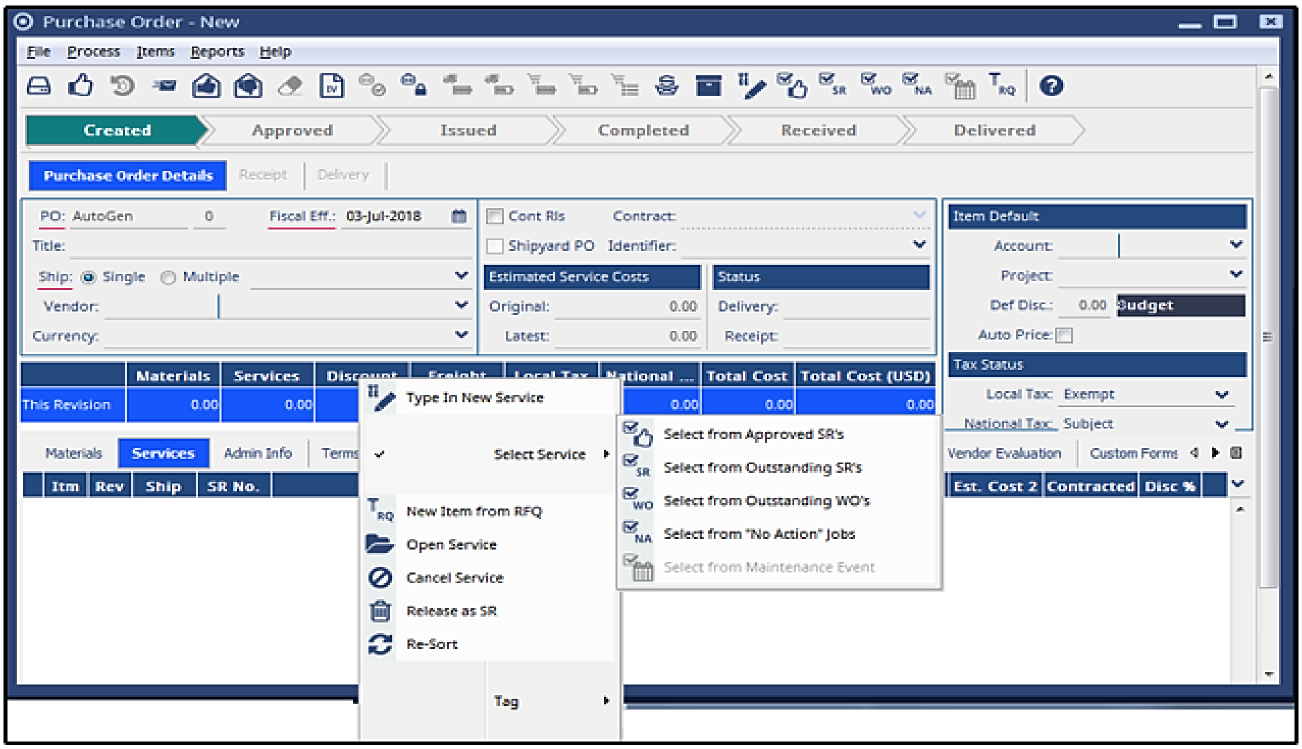


Service orders are usually estimating until the work is completed. An estimated cost must be entered in order for the cost of the service to show up in the accrual.

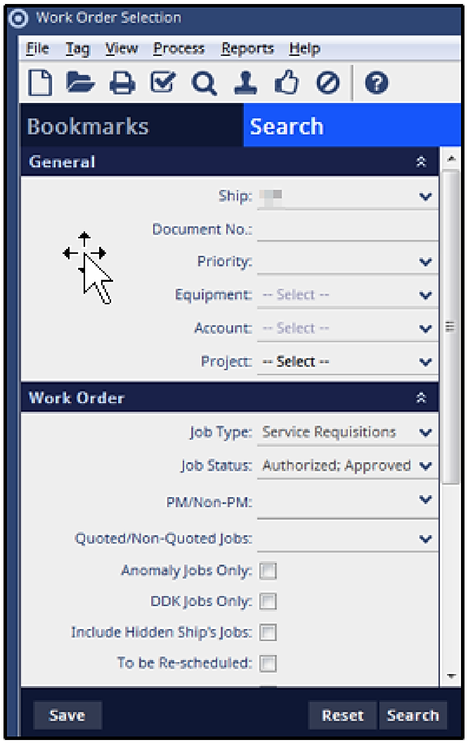
7. Complete the **service order** fields and save the changes.

7.3 Creating a Service Purchase Order Directly

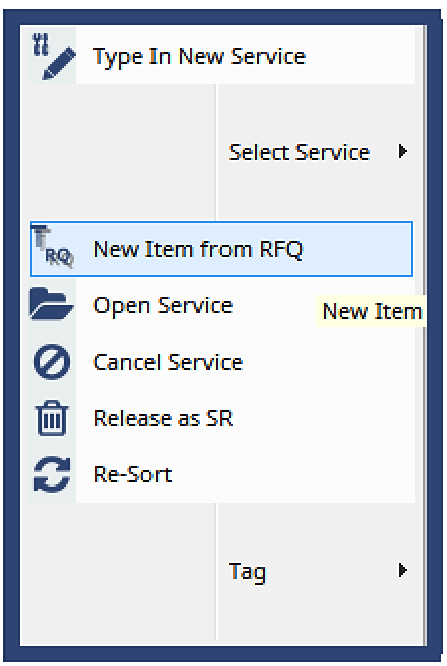
1. Choose **Documents → Create → Purchase Order** from the **Purchasing** menu on the Navigator**.**
2. A **New Purchase Order** window opens. The ship is already selected if it is created from the ship level. If created at the fleet level, choose a ship. Click the button next to the **Ship** field. A window opens. Double click on a ship.
3. The purchase order window opens to designate a vendor. Click the dropdown menu at the end of the **Vendor** field to open the **Companies Search navigator** and search for a company.
4. Double click on a vendor to close the Companies search list window and populate the vendor field on the purchase order.
5. Go to the **Services** tab and right-click on the space to view the options. Choose **Select Service → any of the choices**.



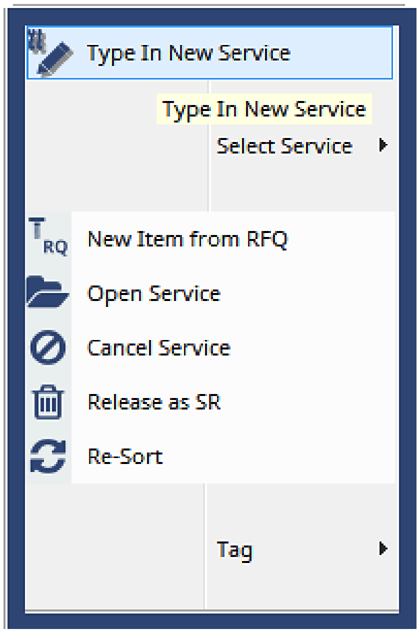
6. A query window opens where to select a service requisition. Tag the service requisition from the list window on work order search and click **Select**.



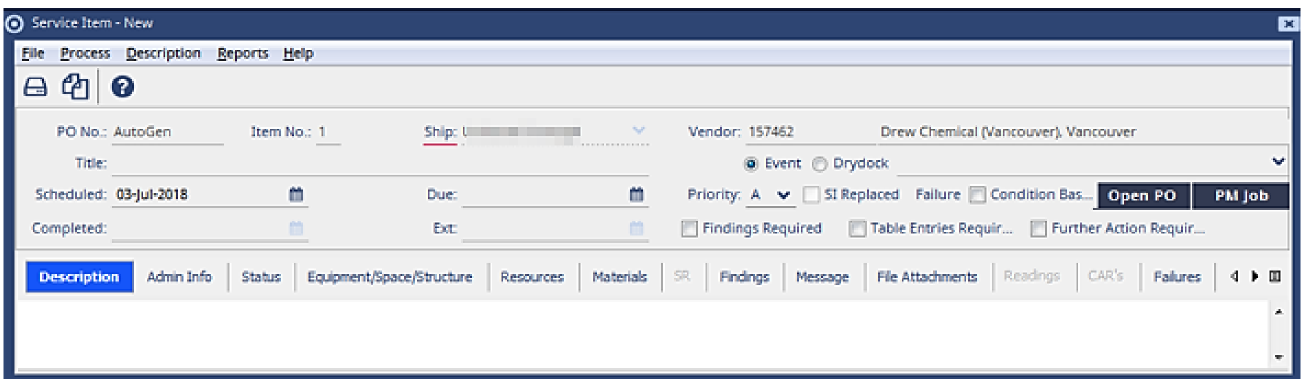
7. At Step 5 the user could also choose **New Item from RFQ.**



8. A query window opens if there are any approved RFQ's with service items linked to this vendor. Tag the appropriate service and click **Select**.
9. At Step 5 the user could also choose **Type In New Service.**



10. A **Service Item** window opens. Fill it out the form similar to a service requisition.



7.4 Completion of a Service Purchase Order

Completing a service order is parallel to taking delivery on a purchase order. An invoice is matched, and the vendor paid once the service order is completed.

A **service order** has one or more service items. These service items are on the ship's Maintenance Plan. They are completed by the ship once the contractor has performed the service.

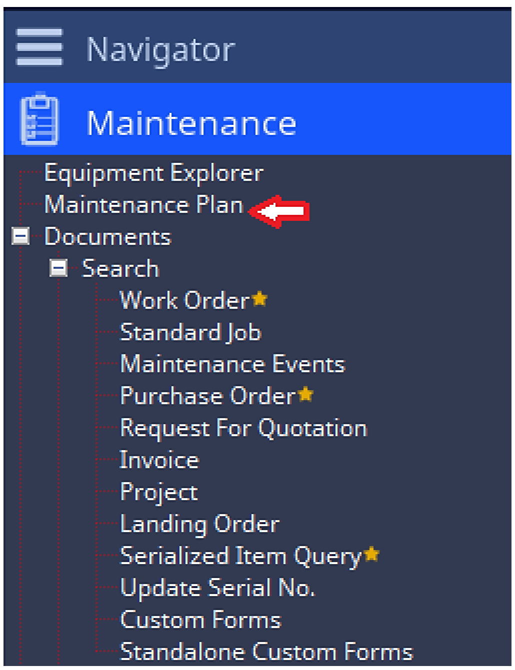
NOTE: Service orders are not to be completed at the service order level. This closes the service item on the Maintenance Plan without entering findings. If more than one service item is linked to a service order, it closes all service items at once.

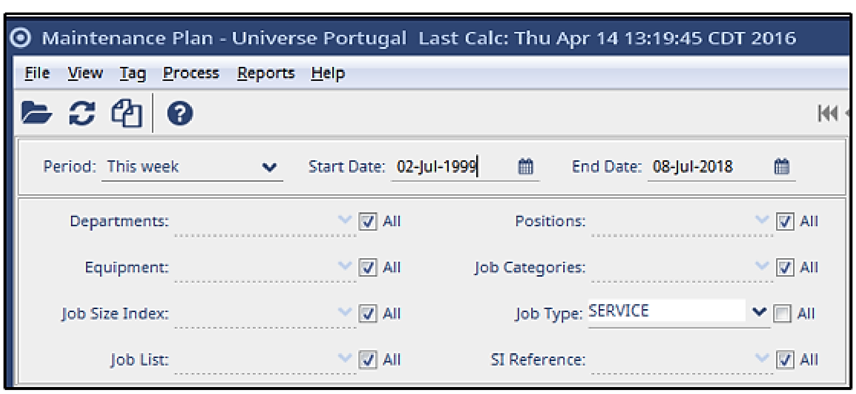
7.5 Recording Completion of a Service Purchase Order

Completing a service order is very similar to completing a work order.

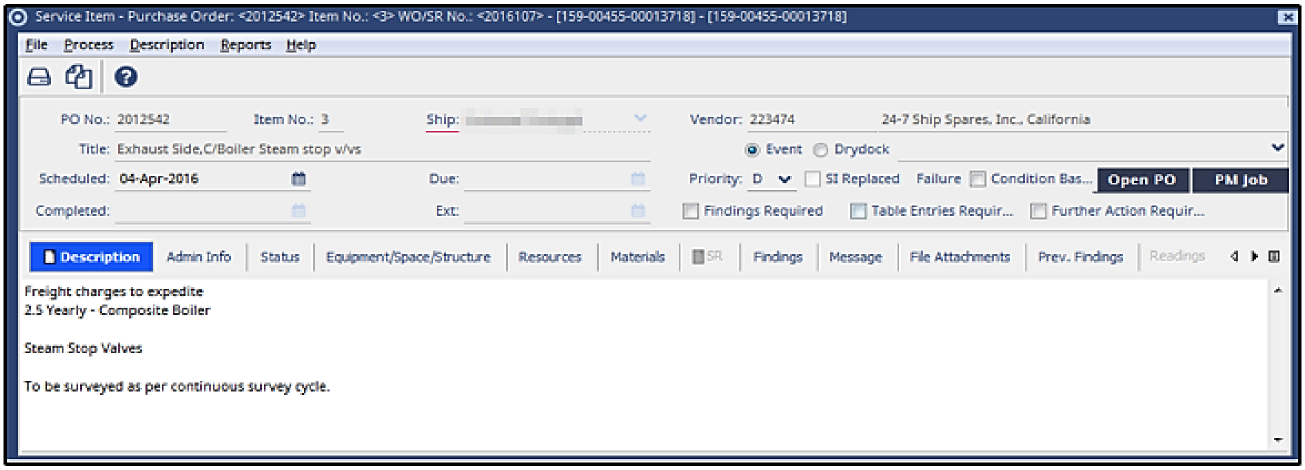
NOTE: Do not enter the **Completion Date** until all other information is entered. The service order is closed for editing once the Completion date is entered.

1. Open the service order from the **Maintenance Plan**. The plan is only available at **ship** level.

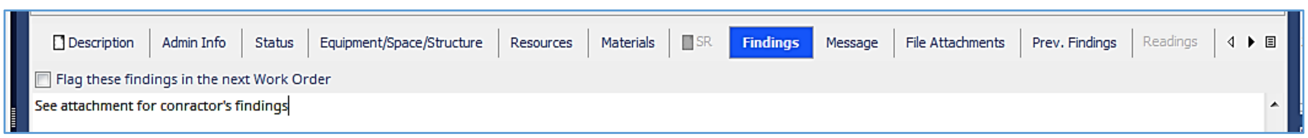




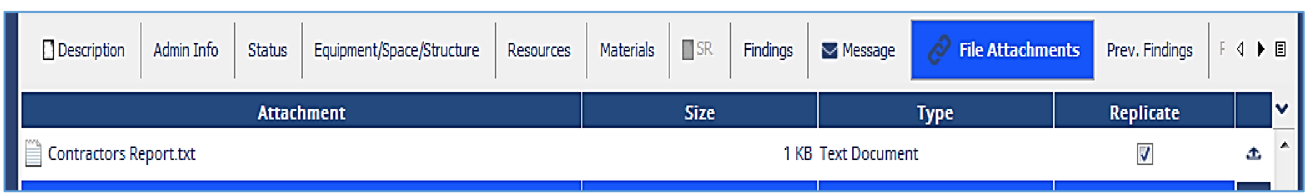
2. The detail is called a '**Service Item**' as it is a line item on a service purchase order. Completing the service item is comparable to taking delivery of the line item on the purchase order. A purchase order may have more than one service line item. They each need to be individually completed.



3. Enter findings on the **Findings** tab. This can be the text of the **Contractors Service Report** or **user defined** report.



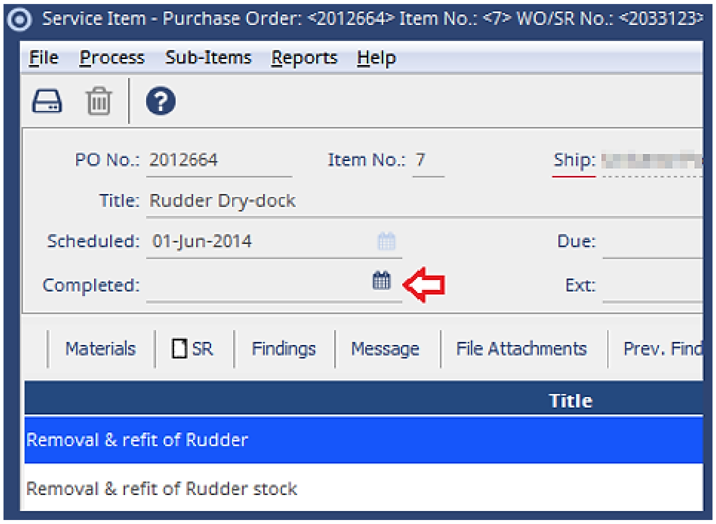
4. Attach the **Contractors report** as a file attachment. Go to the **File Attachments** tab, right-click in the tab and choose **Attach**.



5. Report any spares consumed on the **Materials** tab.

6. Click on the **Completed** date field and a **Calendar** window opens.

7. Choose the **completion date**. This date cannot be in the future.



8. The service item is closed for editing once a completion date is entered.

7.6 Closing a Service Purchase Order Item

The final step in recording the maintenance performed is to **Close** the work order. It is the responsibility of the **Chief Engineer** to review all completed work and close each work order individually after confirming all required data is recorded.

1. Choose **Documents → Search → Work Orders** from the **Maintenance** menu on the Navigator to find work orders to be closed. Select for work orders that have been **Completed** using the filters. Remember that searches can be saved and put it on the **My Workspace** area for easy access.

   The work order could also be opened from the **Maintenance Plan** by filtering for **Completed Work Orders**.

   This is the last opportunity to edit the **Findings** tab. The **Findings** tab is locked once the **WO** has been closed.

2. Choose **Process → Close** to close the WO**.**

   The **WO** is now closed and will no longer appear in the **Maintenance Plan** unless the user filters for closed WO's.

NOTE: The **Completed** date field is grayed out. If the **PO** the service item is linked to has not been issued, the user cannot complete the service item.

Sometimes a user will discover after a **WO** has been **closed** there are **additional findings** to report.

Open the work order and choose the **Findings** tab. There is a field at the bottom of the tab labeled **Enter additional findings here** that allows the user to enter the information here.

Section 8 Transfer Orders

The **Transfer Order** is used to arrange and track the transfer of materials between two ships or between a ship and a warehouse.

In addition to the *physical* transfer of materials, the Transfer Order also transfers the *financial* information related to the spares. The cost associated with that spare is also transferred when a spare part is transferred to or from a ship.

The office is normally responsible for arranging transfers. A transfer order is generated from a requisition which has items that have been reviewed and designated '**For Transfer'**. Users can find these requisitions by choosing **Documents → Search → Requisition** from the **Purchasing** menu on the Navigator. Select a **Status** of "For Material Transfer".

Transfer orders document the transfer of materials from one ship or shore location (Source) to another (Destination). The transfer order is integrated into the materials ordering cycle and the requisition approval process in **NS Enterprise**. The document trail of ordering materials and maintenance cycles is automatically maintained.

The transfer order in **NS Enterprise** serves two major functions:

- Records the transfer of materials inventory from one company location (Source) to another (Destination). This can be between warehouse and ship or from ship to ship. The Source's inventory levels are automatically reduced when transfer order line items are created. The Destination's inventory levels are automatically increased accordingly as these items are delivered. The associated accounts are debited and credited to reflect these transfers in the system's financial reports.

  Transfer orders support both stock and non-stock items. Inventories are updated automatically when stock items are transferred. A warehouse stock item can be transferred to the vessel as a non-stock item. The system supports policies where items inventoried at one location as stock (quantity on hand is tracked) are treated as consumables at other locations (no quantity tracking).

- The transfer order includes the transfer of major items and updates the maintenance history of those items in the destination inventory. For example, moving a Main Engine Piston #1 belonging to Vessel A to the Main Engine Piston #3 of Vessel B or sending a pump on shore for repairs. In each case the transfer order is cross referenced to the items involved using the "Maintenance Item" option on the transfer order. This makes the transfer order part of the item's maintenance history.

Transfer orders are automatically cross referenced with other material ordering documents through the Source and Destination equipment, items, requisitions, and projects.

The items the **Requisition Items** tab of the requisition show a status of **TO.** These are the items that are designated for transfer.

If the item(s) have already been attached to a transfer order, that document is shown and can be accessed by going to the **Documents** tab. Double click on the **Transfer Order** document line to open the transfer order.

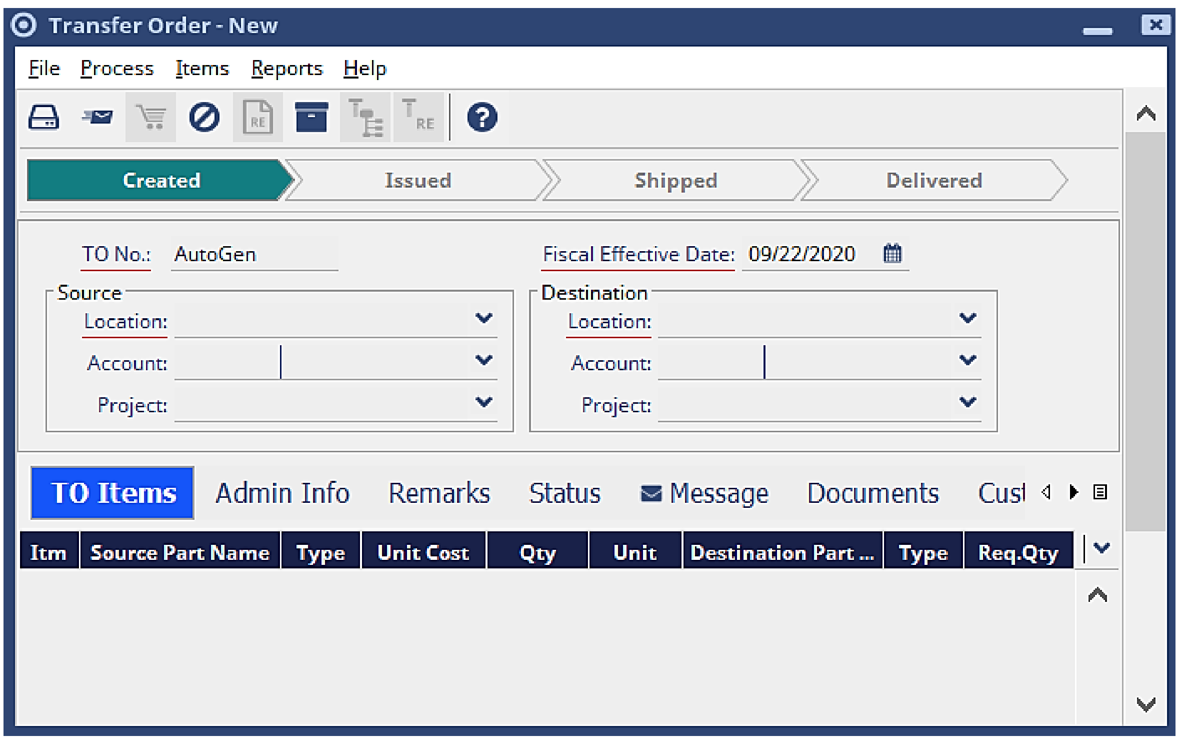
8.1 Reviewing a Requisition

The requested item must be reviewed and designated "for transfer" In order for an item to be linked to a transfer order.

1. Open the requisition on the destination ship that contains the item(s) to supply by transfer.
2. Click **Review** or choose **Process → Review** from the menu bar.
3. A window opens. Users can review all items at once by choosing the **Summary Review – all items** radio button. Users can also review items one by one by choosing **Review Item-by-Item**. Review all items with a **No Action** status by choosing the **Summary Review – "NO Action" Items only** radio button.
4. The drop-down menu is used to change the status of the line items. Highlight the line item. Then choose **For Transfer** from the drop-down menu. Click **Save.** Then click **Close**. The status of the line item is **TO.**
5. A user might decide to transfer one but purchase the rest. Enter a quantity that will be transferred.
6. Below displays one item that has been designated for transfer and one for purchase. Click **Save,** then click **Close**.

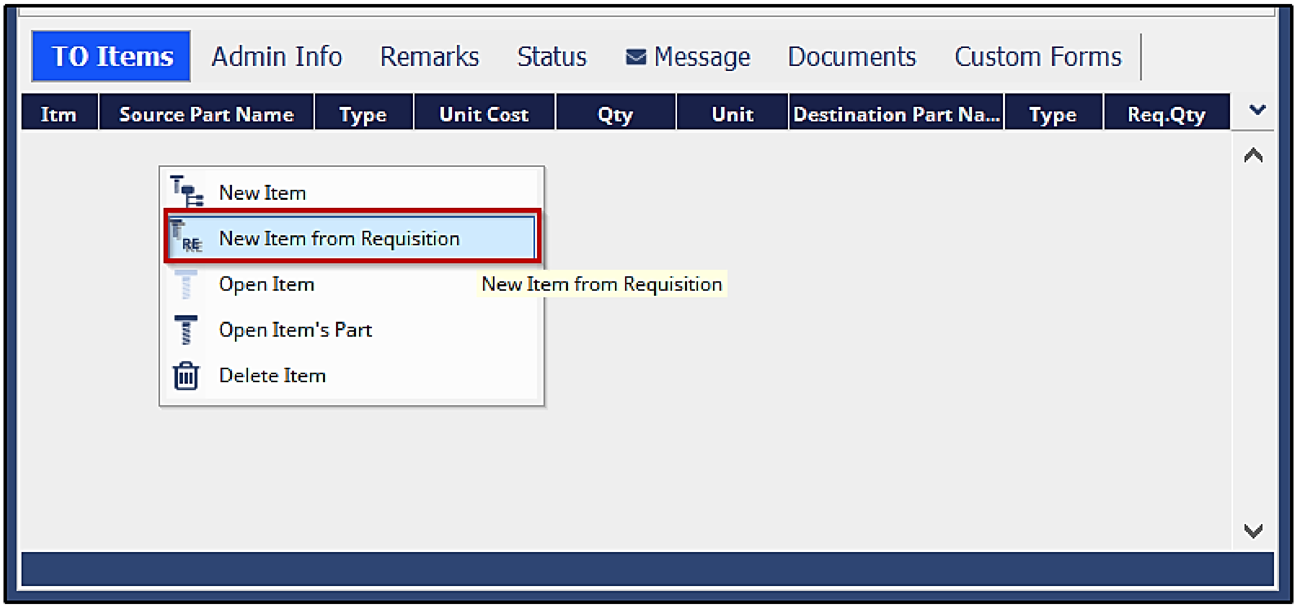
8.2 Creating a Transfer Order

The transfer order is created from the source ship, while the item to be transferred is found on a requisition on the destination ship.



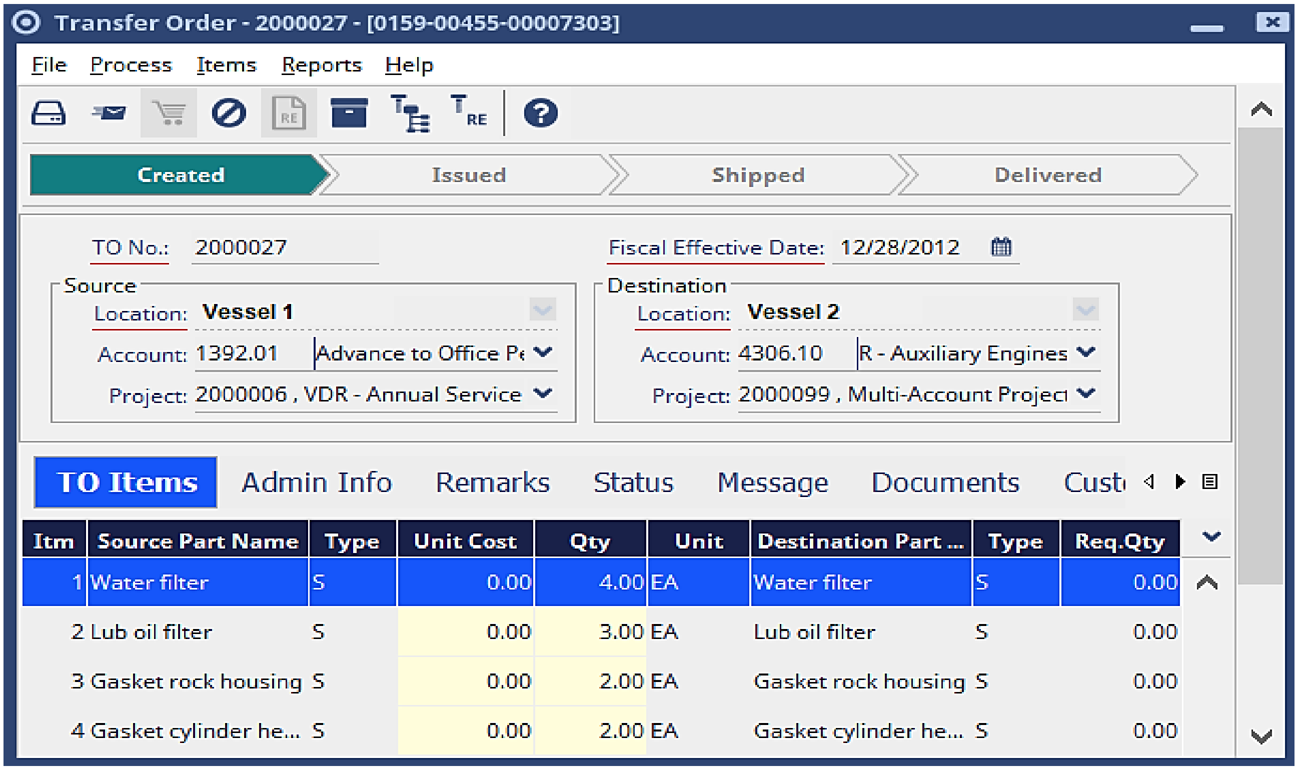
1. Select **Documents → Create → Transfer Order** from the **Purchasing** menu on the Navigator at either the Fleet level or the ship level of the source ship.

2. Designate the **Source** and **Destination** vessels. Click the button next to the **Location** field. Double click on a ship. Users do not need to link an account here; the account is linked at the line item level. If the user links an account here it overrides the accounts of the line items.
3. Enter a **Fiscal Effective Date**. This is the date that the financial responsibility for the items is transferred.
4. Right-click on the space for TO Items and choose **New Item from Requisition.** A query window opens listing the requisitions on the destination vessel that have items which have been reviewed for transfer.

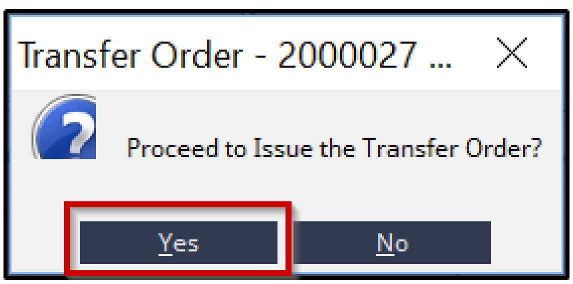


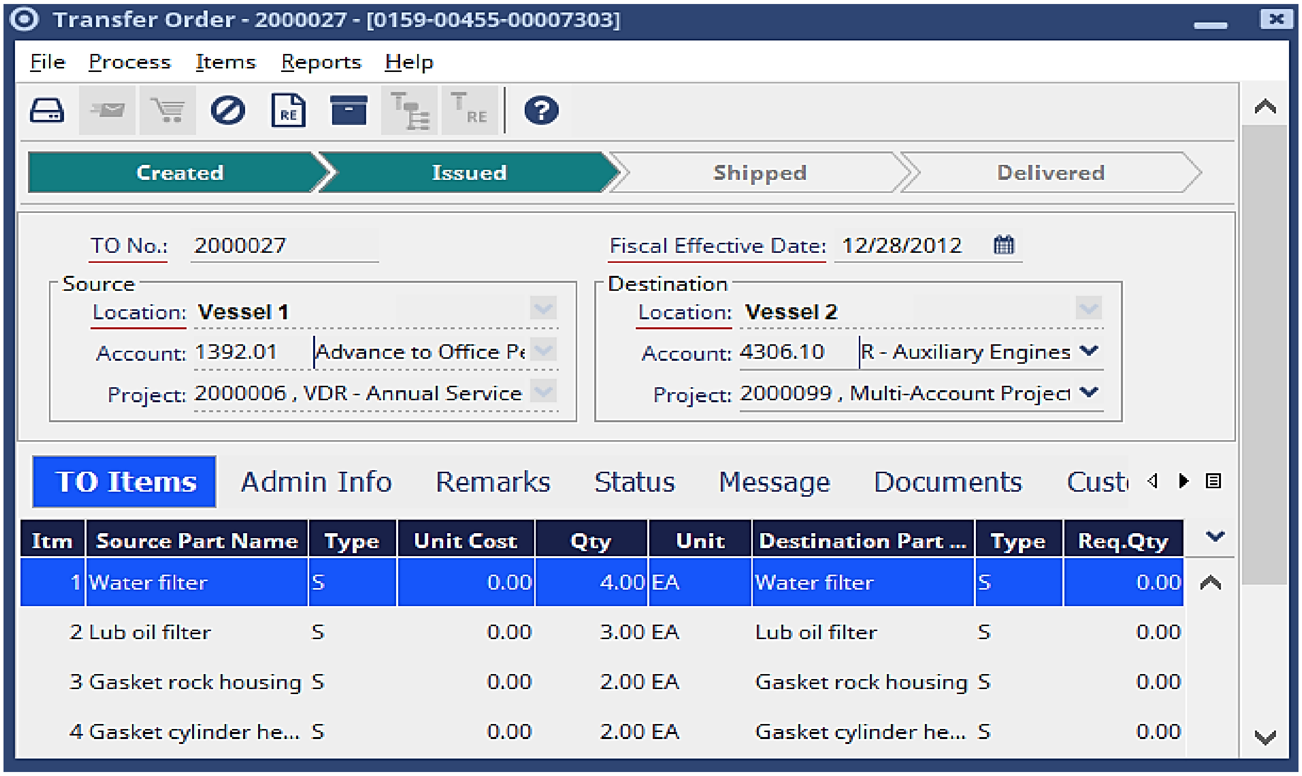
5. Tag the requisition and item. Click **Select**.
6. A confirmation box opens. Click **Yes**.
7. Double click on the line item to open its detail.
8. If the item on the requisition is **cross referenced** with the source ship, then the detail is populated automatically. If it is **not cross referenced**, the user must identify the part on the source ship.

   Click the **Equip** and **Part** buttons and link a part. Click the **Account** field and link an account. Link a project if applicable.
9. The **On-Hand** quantity on the source ship must be greater than the transfer quantity or a warning box opens.
10. Enter information on the **Admin Info** tab, as necessary.
11. Save the transfer order.



12. Issue the transfer order by clicking the **Issue** button. The inventory of the source ship is reduced by the transfer amount.
13. A confirmation box opens. Click **Yes.**

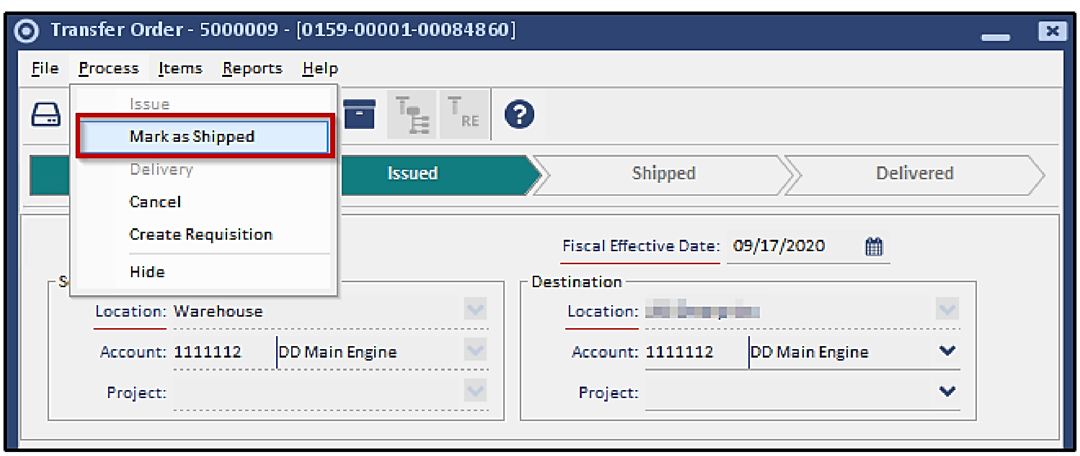




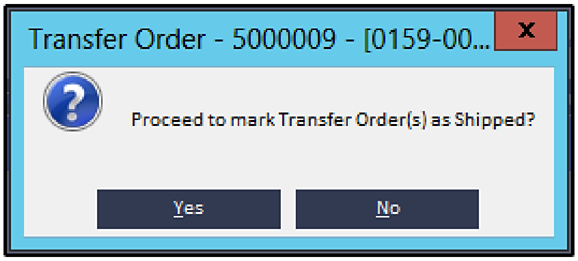
8.3 Shipping / Shipped Transfer Order

After Issuing the transfer order, it can now be shipped to its destination.

- Go to Process in the menu bar, select **Mark as Shipped**.



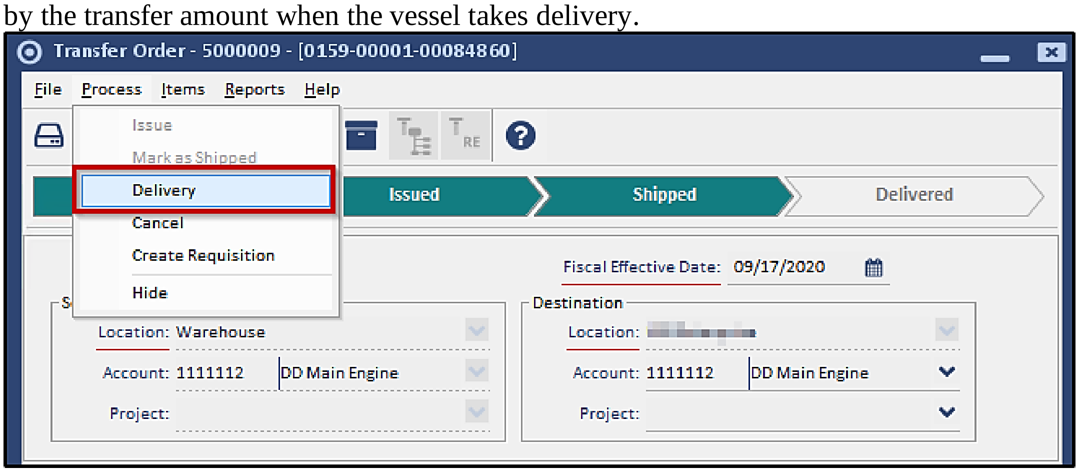
- Click **Yes** on the confirmation message that will be displayed on the screen.



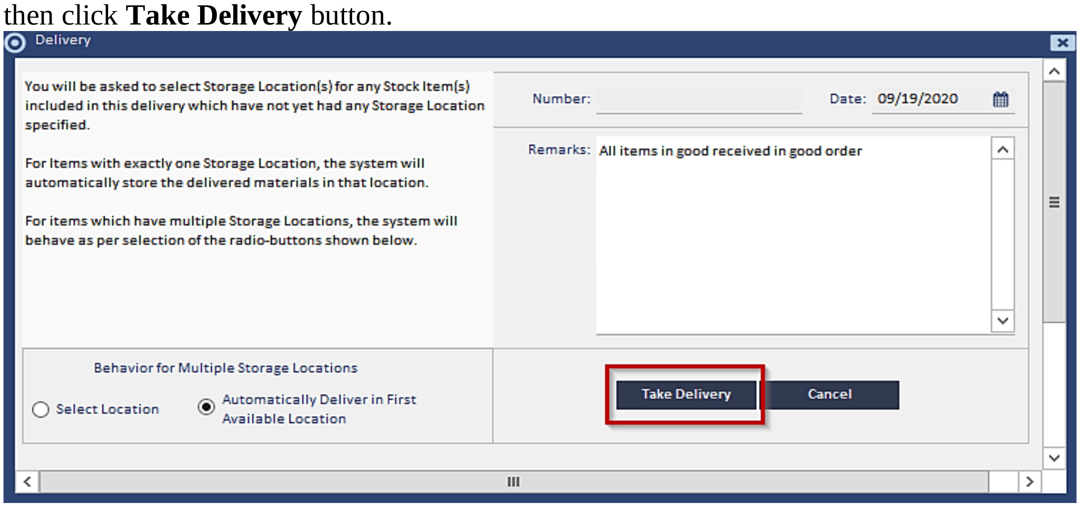
8.4 *Taking Delivery of a Transfer Order*

Taking delivery of a transfer order is much the same as taking delivery of a **PO**.

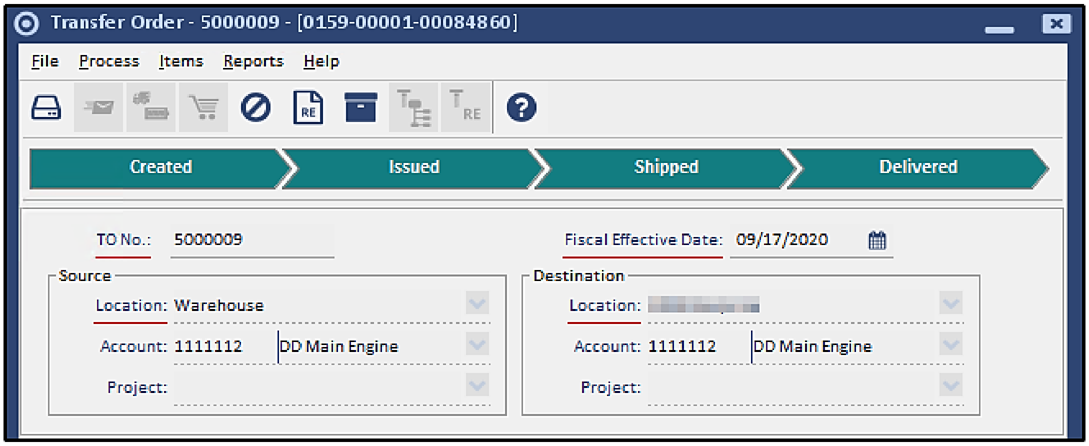
When the items arrive on the destination ship, the vessel takes delivery. The inventory for the item is adjusted by the transfer amount when the vessel takes delivery.



User may opt to select a location or automatically use the first available location. Enter the necessary details, then click **Take Delivery** button.



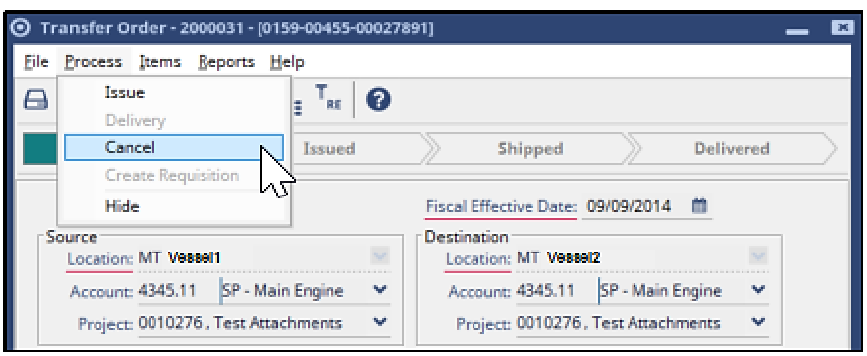
The Transfer Order is now marked as **Delivered**.



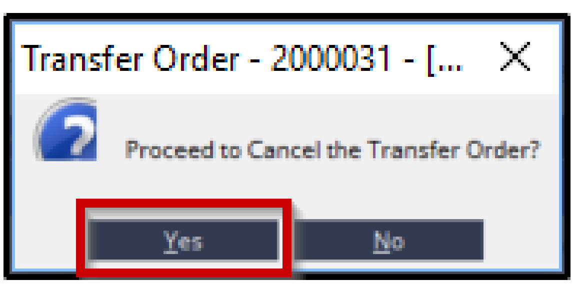
8.5 Cancellation of Transfer Order

Authorized users can cancel a Transfer Order, if necessary.

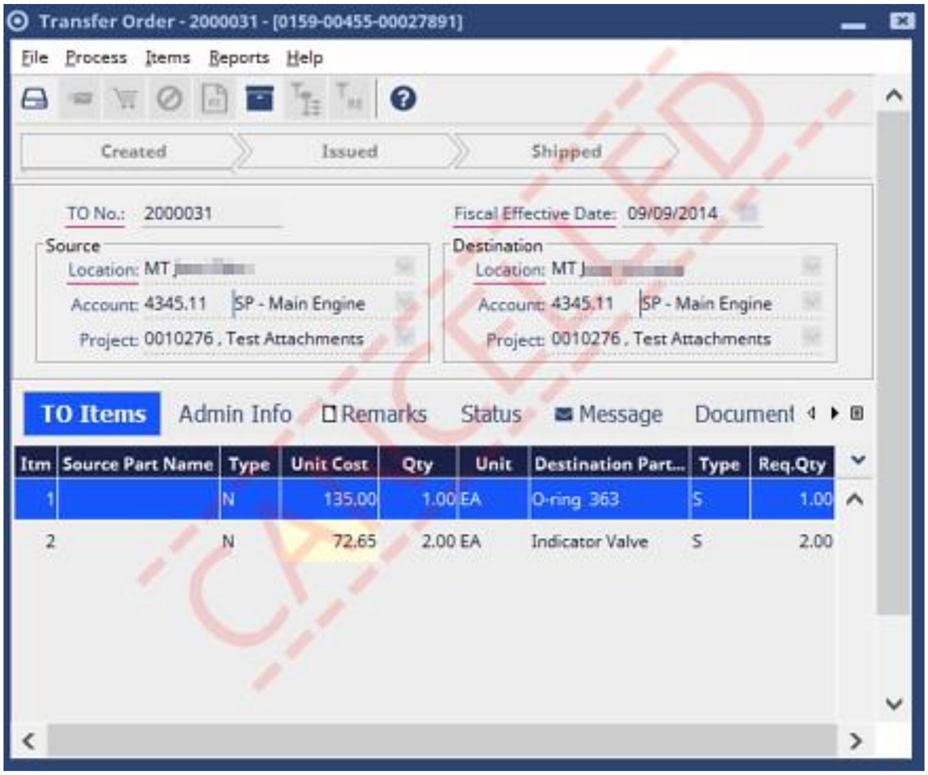
1. Search and open the Transfer Order to be cancelled.
2. Go to **Process** in the menu bar and select **Cancel**.



3. Select **Yes** in the confirmation message that will be displayed on the screen.

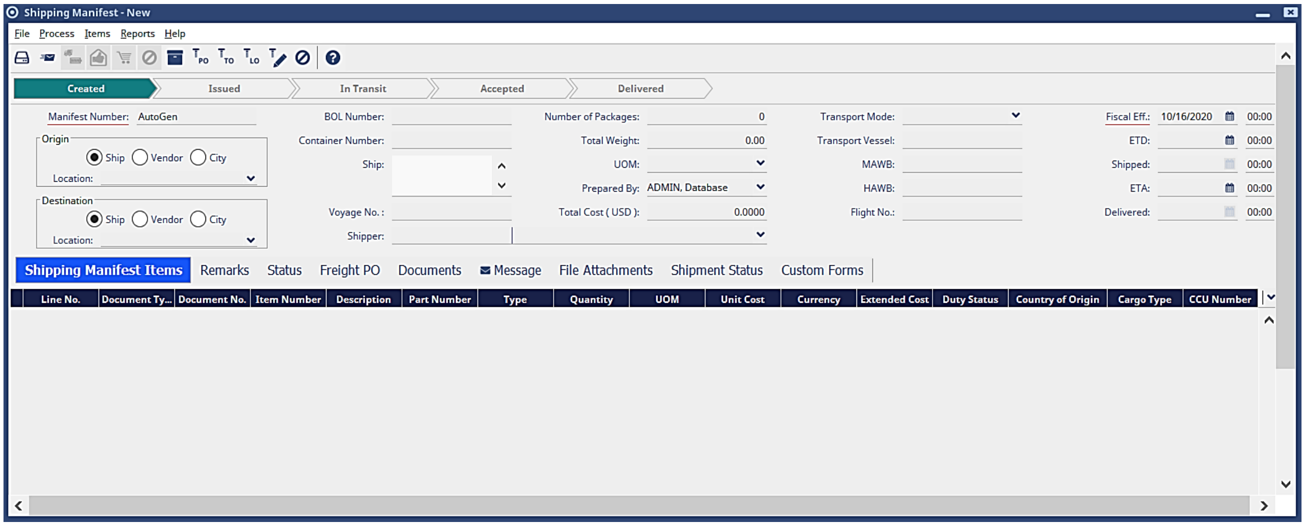


A "**Cancelled**" **watermark** is displayed across the **Transfer Order** window when the cancellation process is completed.



Section 9 Shipping Manifest

The Shipping Manifest is used to document items being shipped from one location to another. This may have different source documents such as Purchase Orders, Transfer Orders, Landing Orders etc.



9.1 *Uses of Shipping Manifest*

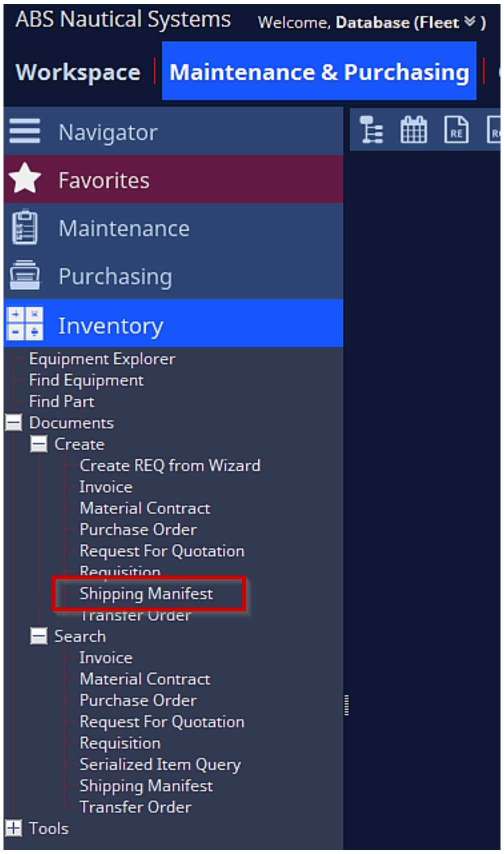
- To document the shipment of Purchase Orders items from the Freight Forwarder to an immediate port or destination
- To document the movement of items between any two locations, i.e. Company or Consolidation Warehouse to Vessel, Vendor to Warehouse or Vessel, etc.
- To calculate, track and display information related to Customs Duty, which applies to certain goods depending on type of good, Source or Destination Location, or other factors

9.2 *Create a Shipping Manifest*

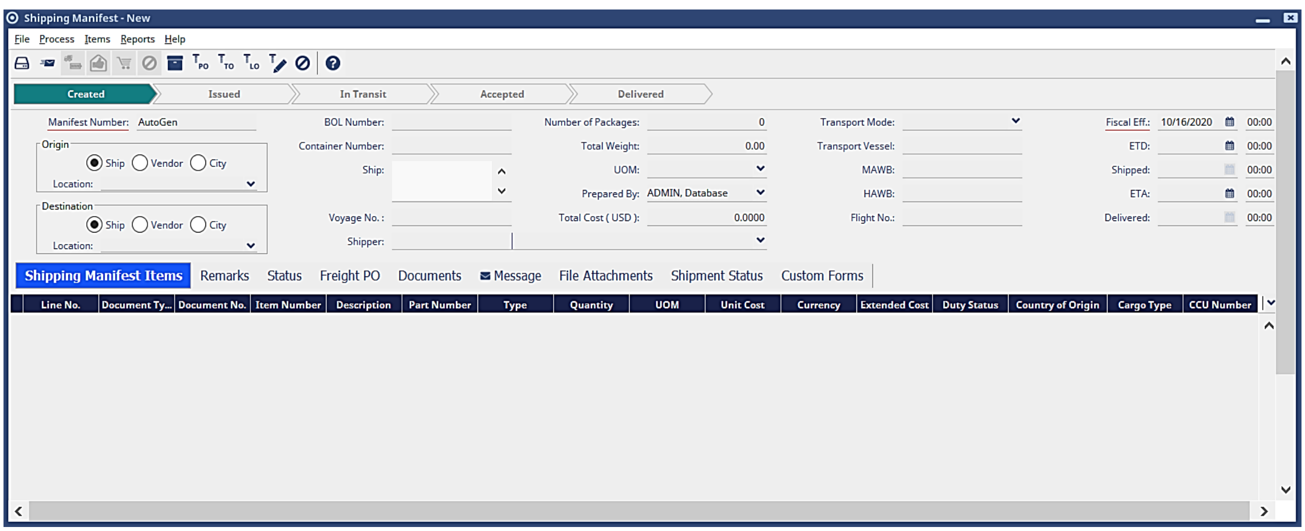
The Shipping Manifest is created and searched from the Maintenance and Purchasing module.

<u>To Create a Shipping Manifest:</u>

1. Go to **Maintenance & Purchasing** module ➔ **Inventory** ➔ **Documents** > **Create** > **Shipping Manifest**



The **Shipping Manifest – New** window will be displayed on the screen.



2. Fill-out the as much information on the header section of the Shipping Manifest.

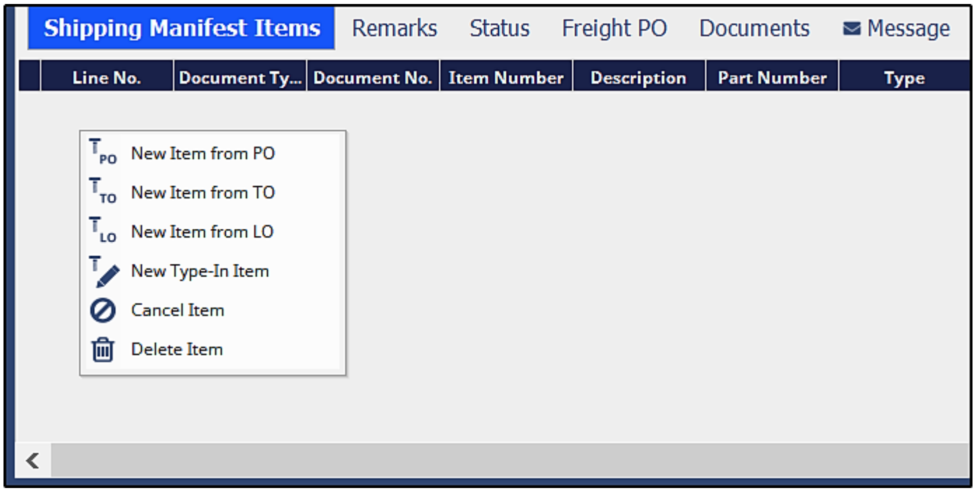
Below are the fields in the Shipping Manifest header:

Field	Description
Manifest Number	The NS document number of the Manifest
BOL Number	This is a text field with 25 alphanumeric characters.
Number of Packages	Integer, maximum of 5 digits
Transport Mode	Maps to NS Ship via index term. Select from the dropdown menu.
Fiscal Eff.	Default date is the manifest's creation date. It can be changed by the user.
Origin Location	Select the radio button for the origin. Options are: • Ship • Vendor • City Select the location from the dropdown menu.
Destination	Select the radio button for the destination. Options are: • Ship • Vendor • City Select the location from the dropdown menu.
Container Number	This is a text field with 25 alphanumeric characters.
Total Weight	Total weight of the package/s. (8,2 digits)
Transport Vessel	This is a text field with 25 alphanumeric characters.
ETD	Estimated Time of Departure - Date/Time field
Ship	Ship / Vessel Name
UOM	Maps to NS UOM of type weight
MAWB	This is a text field with 25 alphanumeric characters.
Shipped	Date/Time of shipping
Prepared By	Automatically populated with the username of the user who created the document. Format is Firstname, Lastname. **NOTE:** If the manifest was created as a result of the PO shipment interface, the username shall reflect creation of the manifest by the system.
HAWB	This is a text field with 25 alphanumeric characters.
ETA	Estimated Time of Arrival - Date/Time field
Voyage No.	This is a text field with 50 alphanumeric characters.
Total Cost	This is a calculated value that represents the sum of Extended Cost for all line items on the manifest. It will be shown in the reference currency.
Flight No.	This is a text field with 50 alphanumeric characters.
Delivered	Date/Time of delivery
Shipper	Displays the Freight Forwarder Company.

9.2.1 *Shipping Manifest Items Tab*

This tab lists all the items included in the manifest. To enter an item, right-click on the space provided in the tab and select the appropriate action; options available are:

- New Item from PO
- New Item from TO
- New Item from LO
- New Type-In Item
- Cancel Item
- Delete Item



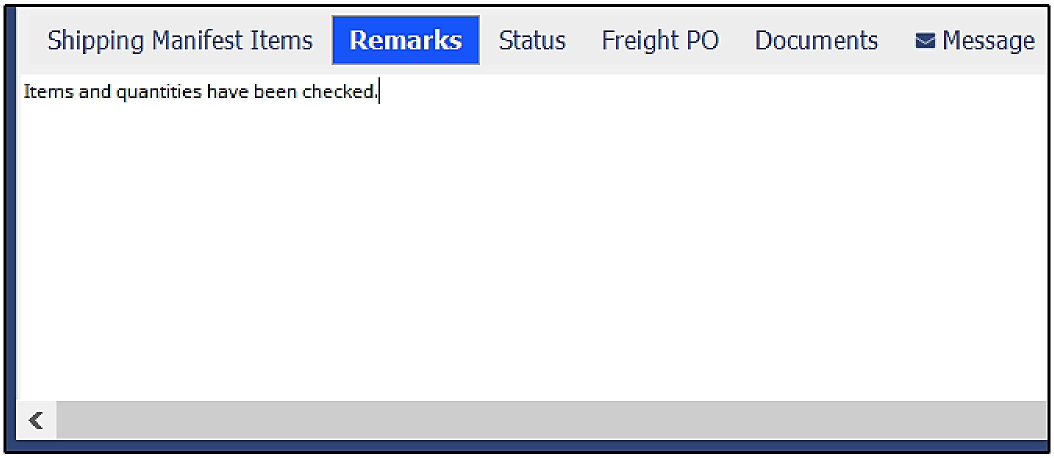
NOTES:

- If adding from Purchase Order, the system will present a list of Purchase Orders that have been received at the location selected in the **Source Location** field which are to be delivered to the location selected in the **Destination Location** field.
- If adding from Transfer Order, the system will present a list of approved and shipped Transfer Orders in which the selected location in the **Source Location** field of the manifest serves as the source. Orders are to be delivered to the location selected in the **Destination Location** field of the manifest.

- If adding from Landing Orders, the system will present a list of all approved and shipped Landing Orders in which the selected location in the **Source Location** field of the manifest serves as the source. Orders are to be delivered to the location selected in the **Destination Location** field of the manifest.

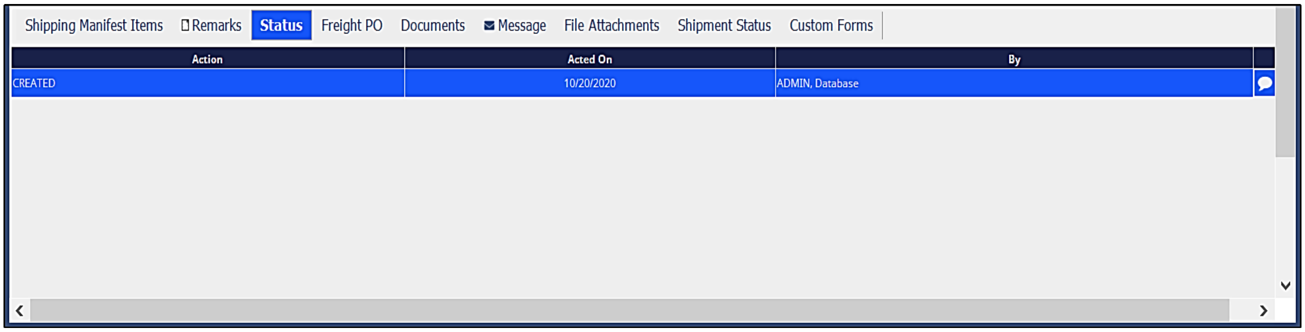
9.2.2 *Remarks Tab*

Enter any remarks pertaining to the manifest in this tab.



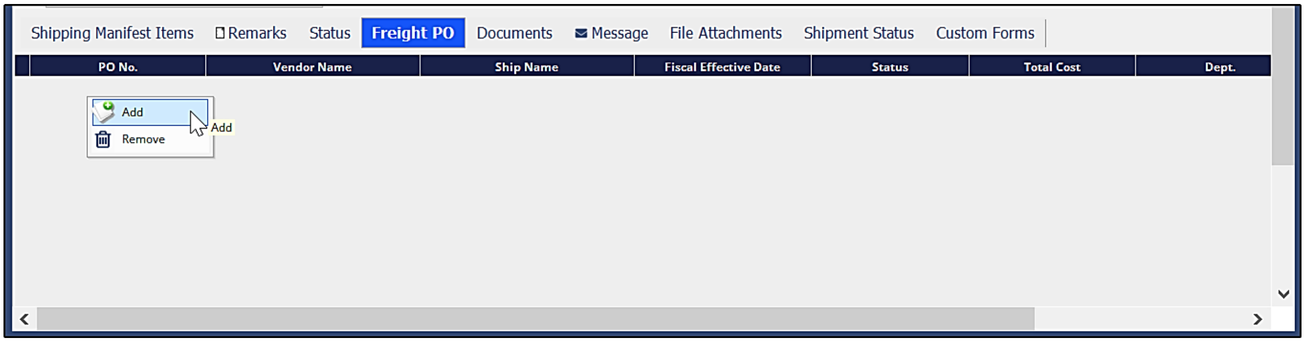
9.2.3 *Status Tab*

The Status tab shows the actions done to the document, including when and by whom.



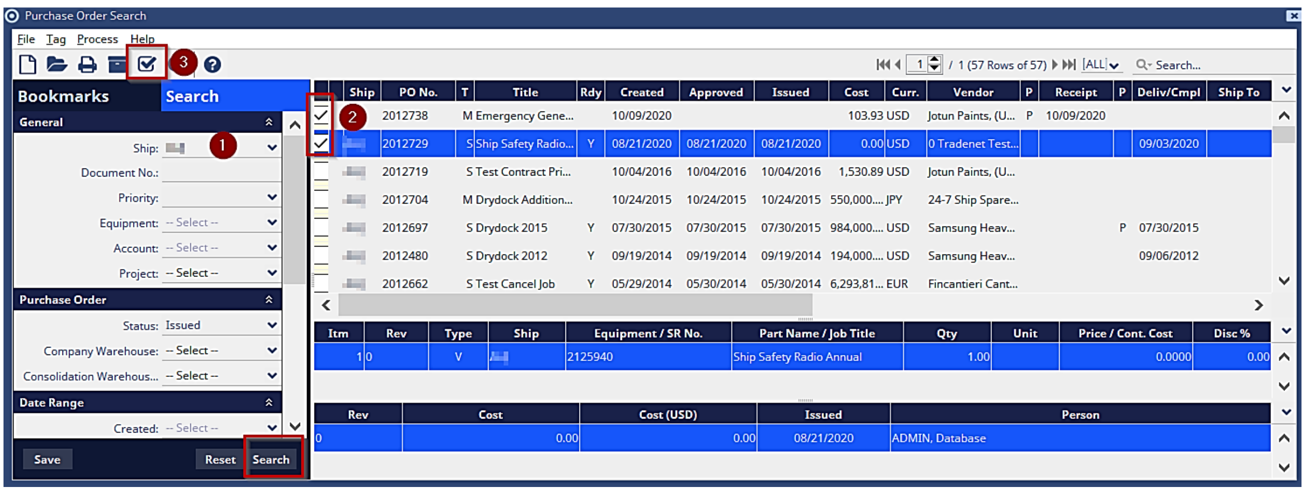
9.2.4 *Freight PO Tab*

This tab lists all the Purchase Orders linked to the manifest which are not being shipped via the manifest but are used instead to link POs for Freight charges associated to the transportation of the goods on the manifest. Right-click on the space provided in the tab to Add/Remove a Purchase Order.



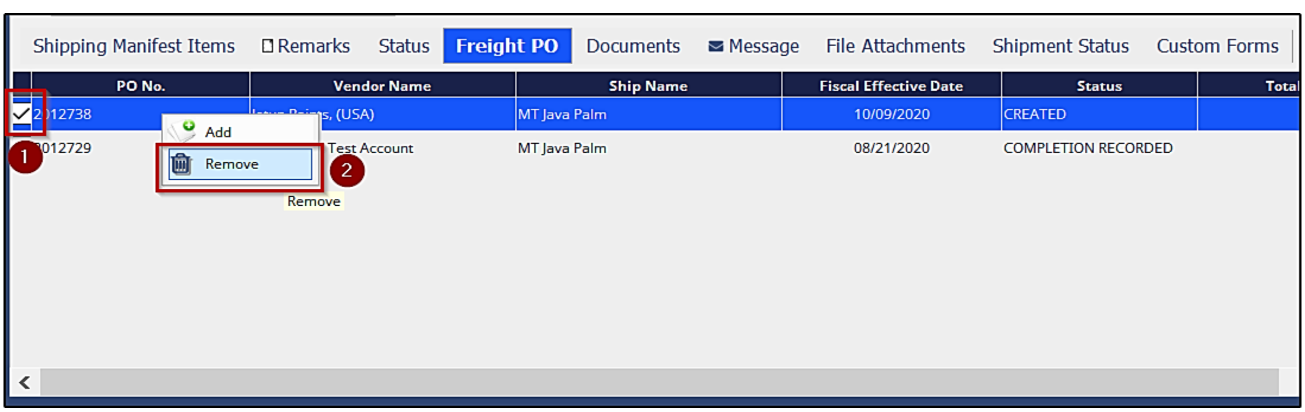
When adding a Purchase Order, the PO search will be displayed on the screen:

1. Enter the search criteria and click the **Search** button.
2. Tag the Purchase Order/s to be linked.
3. Click **Select** button to close the Purchase Order Search screen.

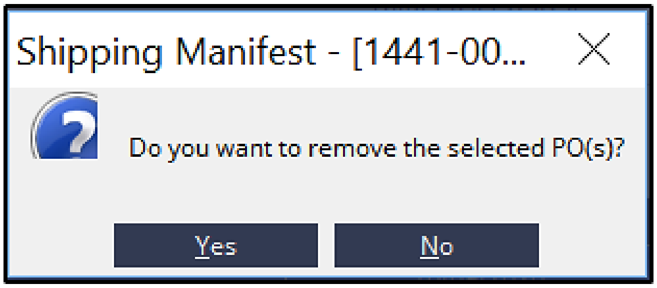


To delete a linked Purchase Order:

1. Tag the PO to be removed.
2. Right-click on the PO and select **Remove**.

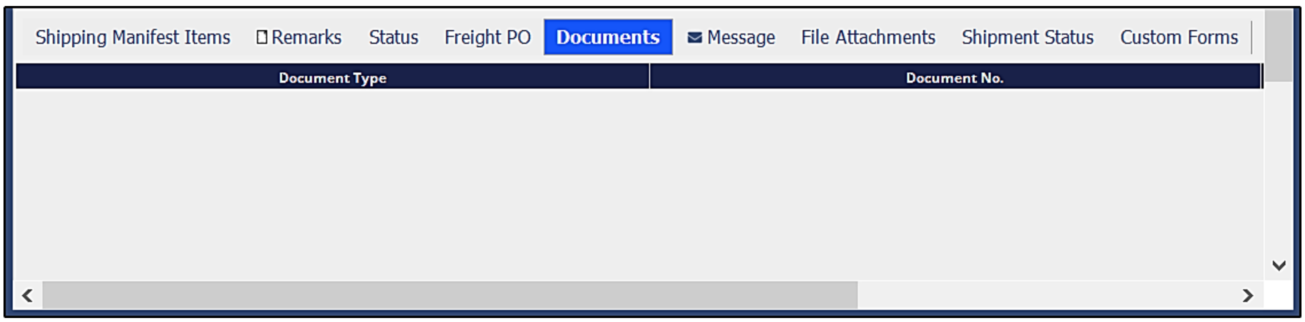


3. Select **Yes** in the confirmation message that will be displayed on the screen.



9.2.5 *Document Tab*

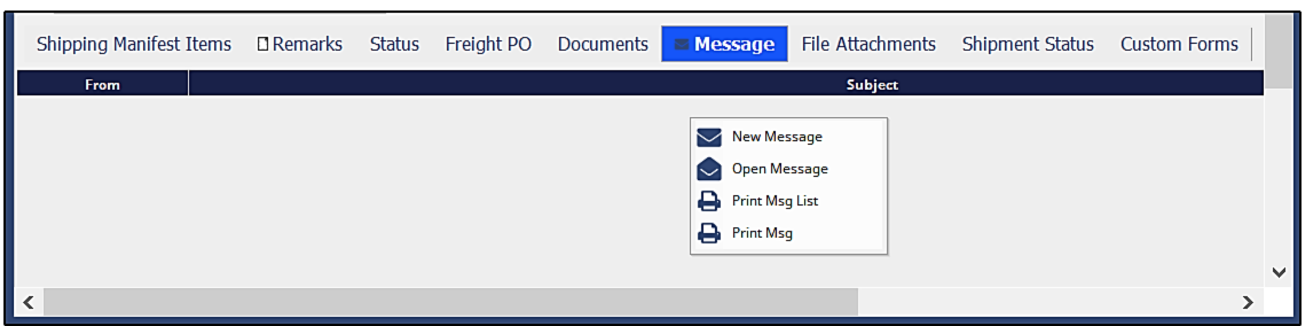
This tab lists all the NS document linked to the manifest.



9.2.6 *Message Tab*

This tab displays the messages that comes with the manifest. Right-click on the space provided in the tab and select the action; available options are:

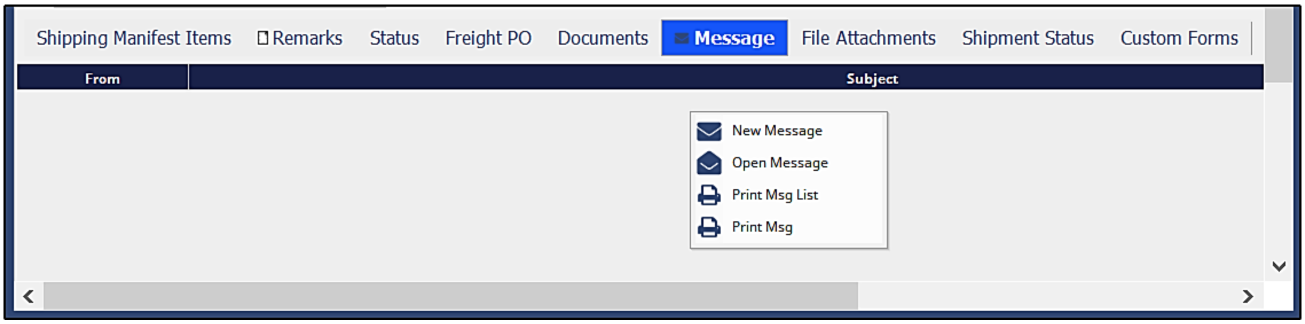
- New Message
- Open Message
- Print Msg List
- Print Msg



9.2.7 *File Attachment Tab*

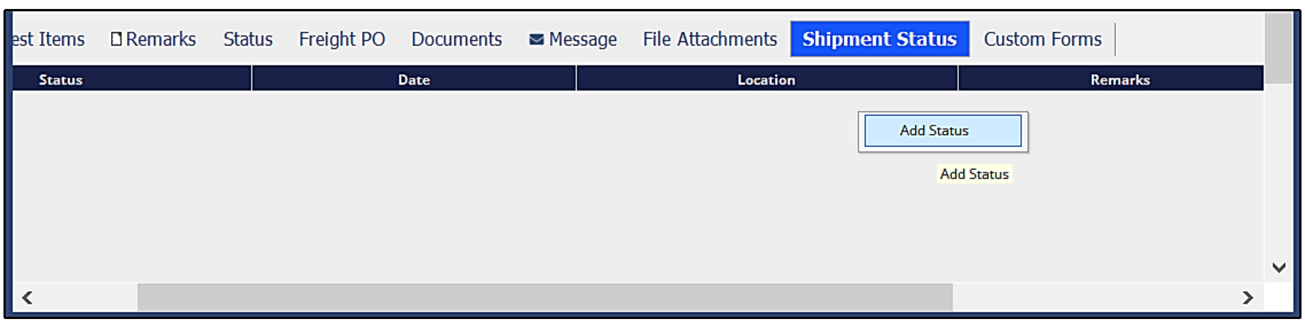
This tab displays any attachment linked to the manifest. Right-click on the space provided in the tab and select the action; available options are:

- Attach
- Open
- View
- Delete

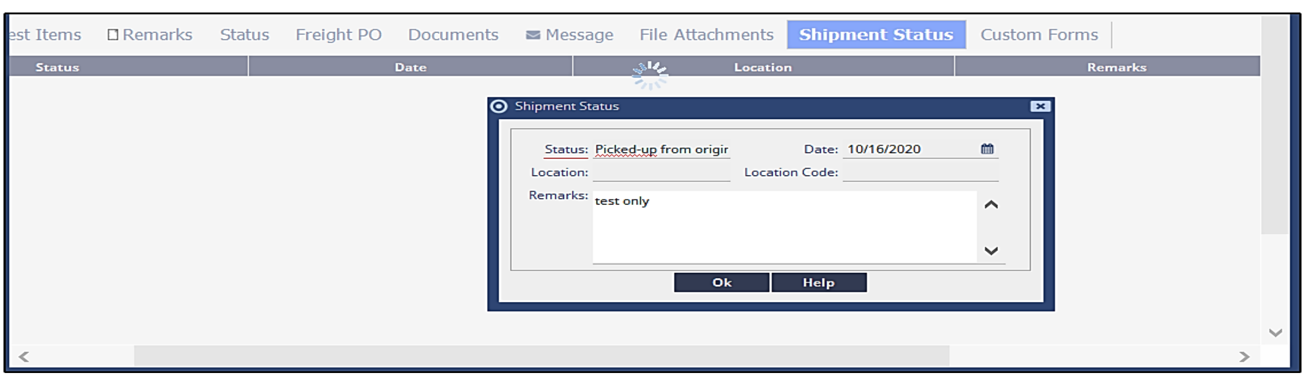


9.2.8 *Shipment Status Tab*

User may add the Shipping Status in this tab. Right-click on the space provided in the tab and select **Add Status.**

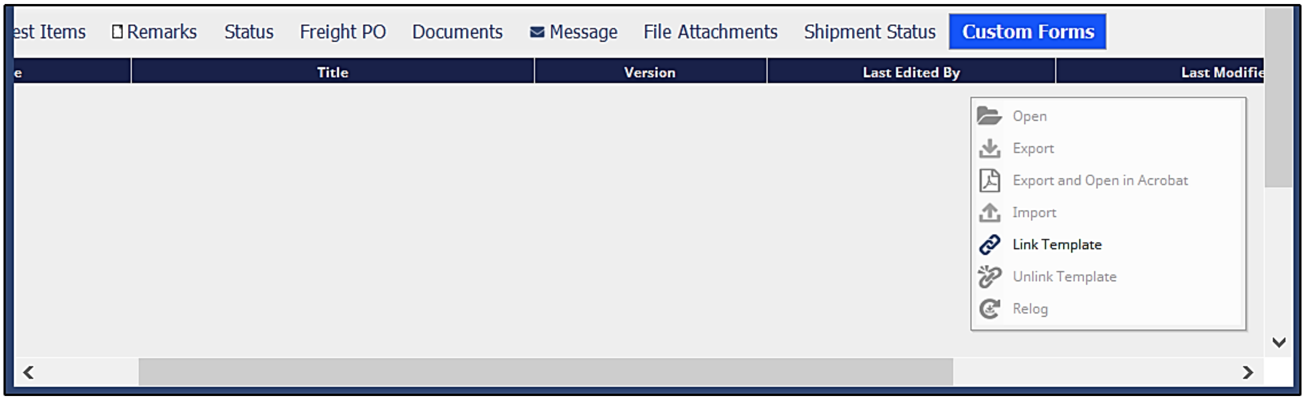


The **Shipment Status** window will be displayed on the screen. Enter the information required and click **Ok**.



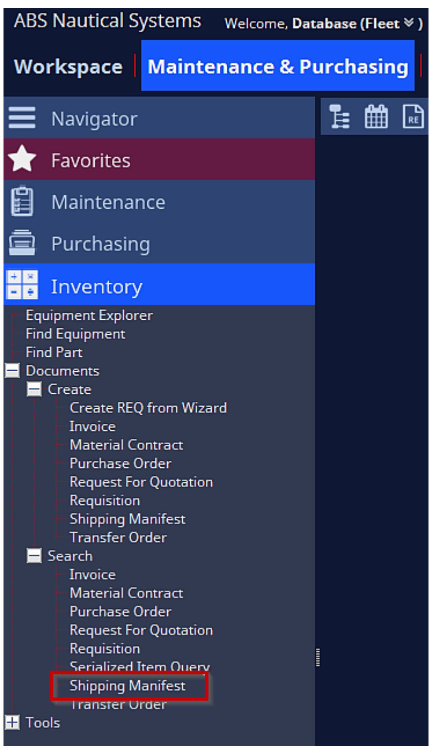
9.2.9 *Custom Forms Tab*

This tab displays the forms/templates linked to the manifest. Right-click on the space provided in the tab to view the available options.

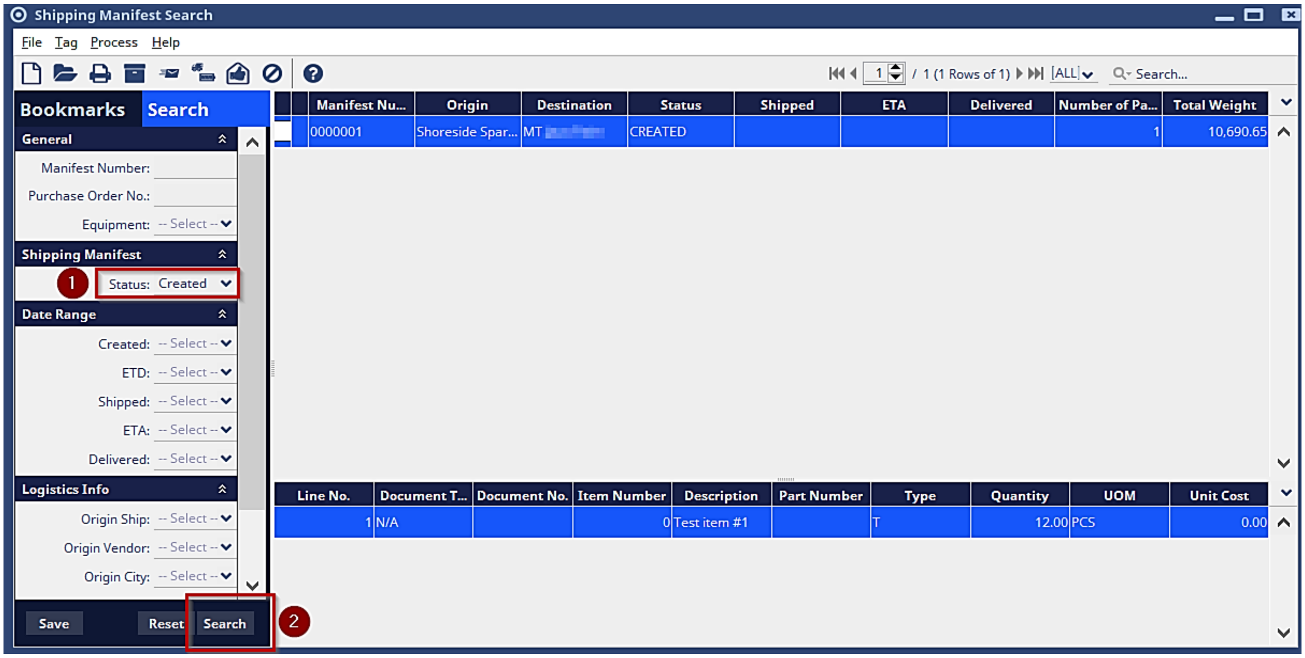


To Search for a Shipping Manifest:

1. Go to **Maintenance & Purchasing** module ➔ **Inventory** ➔ **Documents** > **Search** > **Shipping Manifest**



2. Enter the detail/s in the search parameters and click **Search** button.



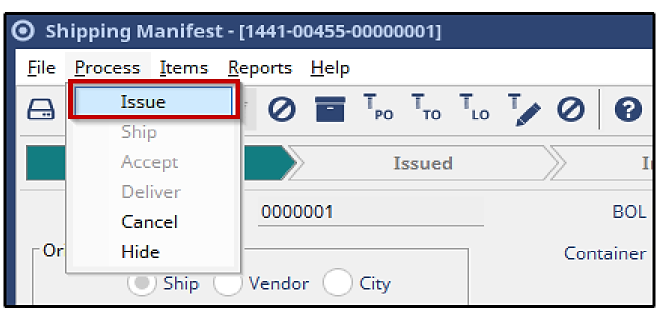
The search result that matches the search parameters will be displayed on the screen.

9.3 *Issue a Shipping Manifest*

The Issued status of a Shipping Manifest indicates that the manifest has been completed and is ready for shipment.

1. Open the Shipping Manifest to be issued.

2. Click **Process** from the menu bar and select **Issue**.



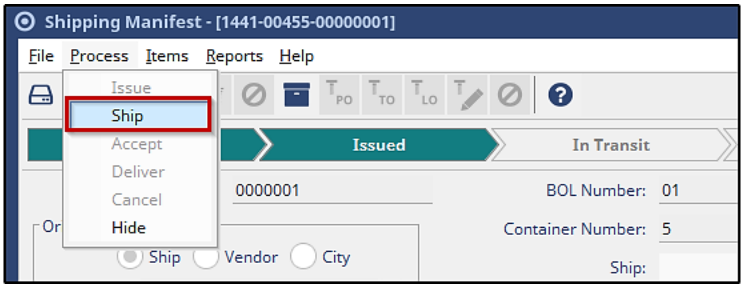
3. Select Ok in the confirmation message that will be displayed on the screen.

9.4 *In Transit Shipping Manifest*

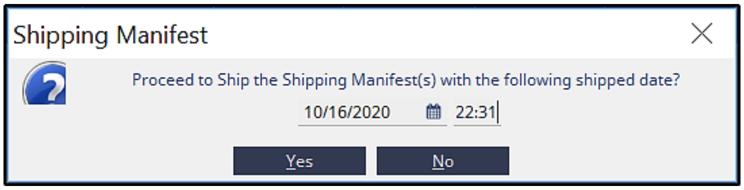
This status will apply once the Shipping Manifest has been Shipped. The Ship Date is mandatory field for the manifest to be given in Transit status. Note that the status of all line items will now become In Transit as well.

1. Open the Shipping Manifest to be Shipped.

2. Click **Process** from the menu bar and select **Ship**.



3. Select the Date and Time in the confirmation message that will be displayed on the screen. Click **Yes**.



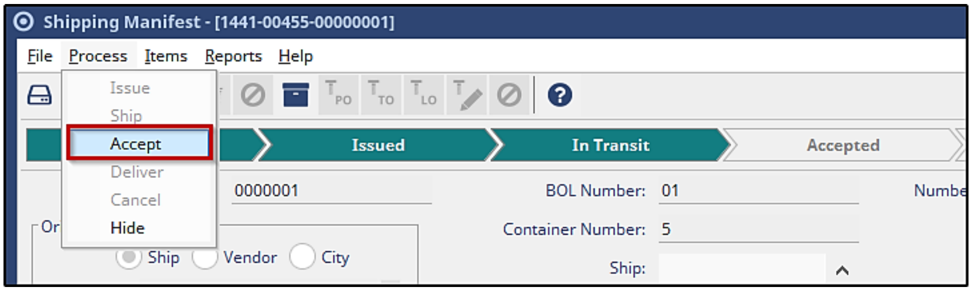
- The status will now be changed to **In Transit**.

9.5 *Accept a Shipping Manifest*

This status will apply once the manifest has been shipped.

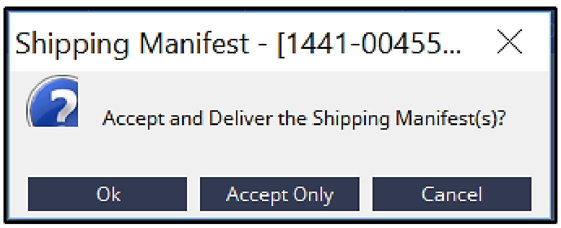
1. Open the Shipping Manifest to be accepted.

2. Click **Process** from the menu bar and select **Accept**.



3. From the confirmation message, select:

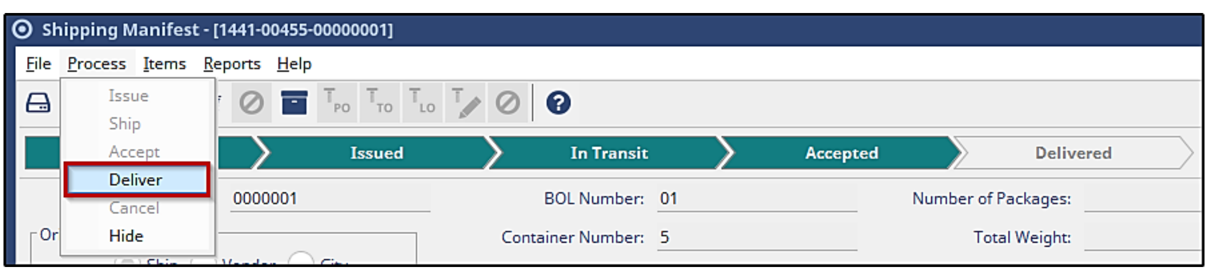
- Ok – to Accept and Deliver the Shipping Manifest
- Accept Only – if the shipping manifest is to be accepted only.
- Cancel – to abort the action.



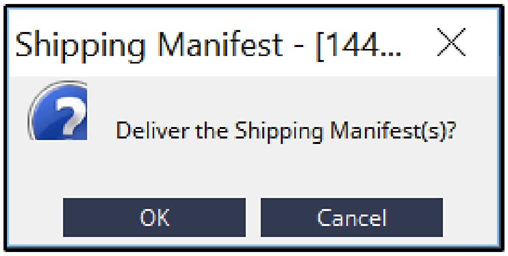
9.6 *Deliver a Shipping Manifest*

This status will apply when all the items in the Shipping Manifest have been delivered in full.

1. Open the Shipping Manifest to be delivered.
2. Click **Process** from the menu bar and select **Deliver**.

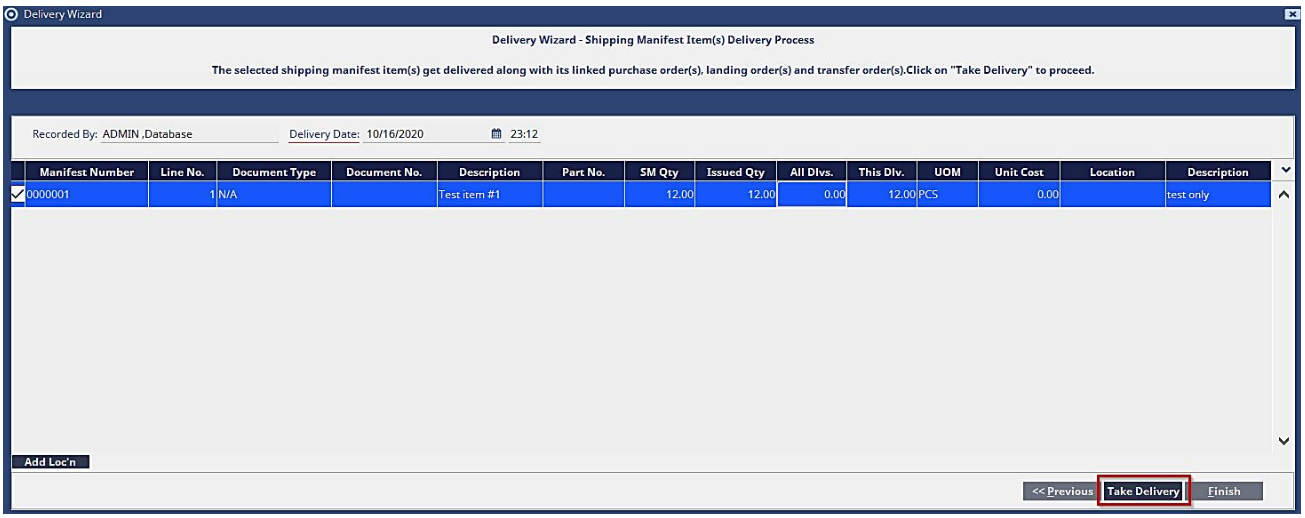


3. Select **Ok** in the confirmation message that will be displayed.



- The **Delivery Wizard** window will be displayed on the screen.

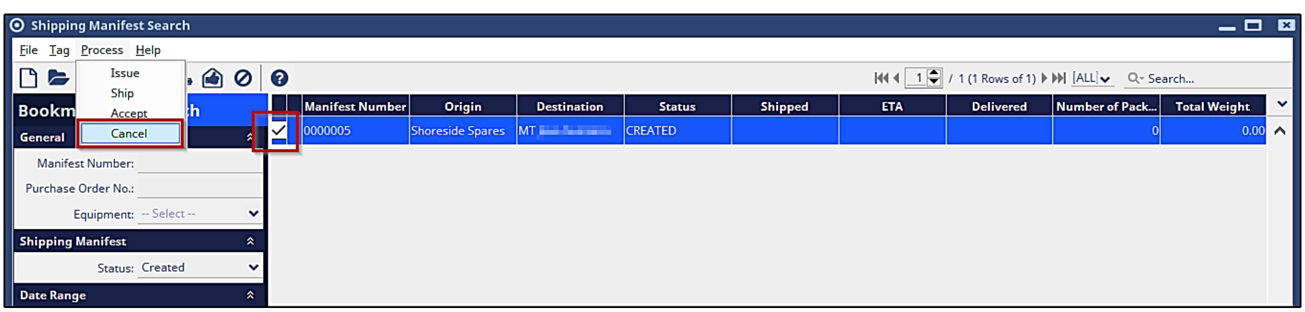
4. Review all quantities/deliveries. Click **Take Delivery** if everything is confirmed correct.



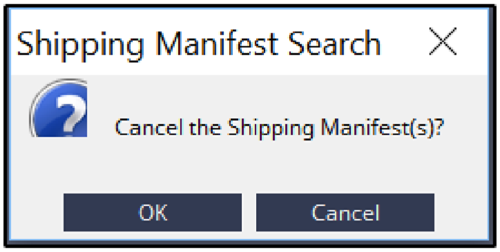
5. Click **Finish** to close the window. The Shipping Manifest is now **Delivered**.

9.7 Cancel a Shipping Manifest

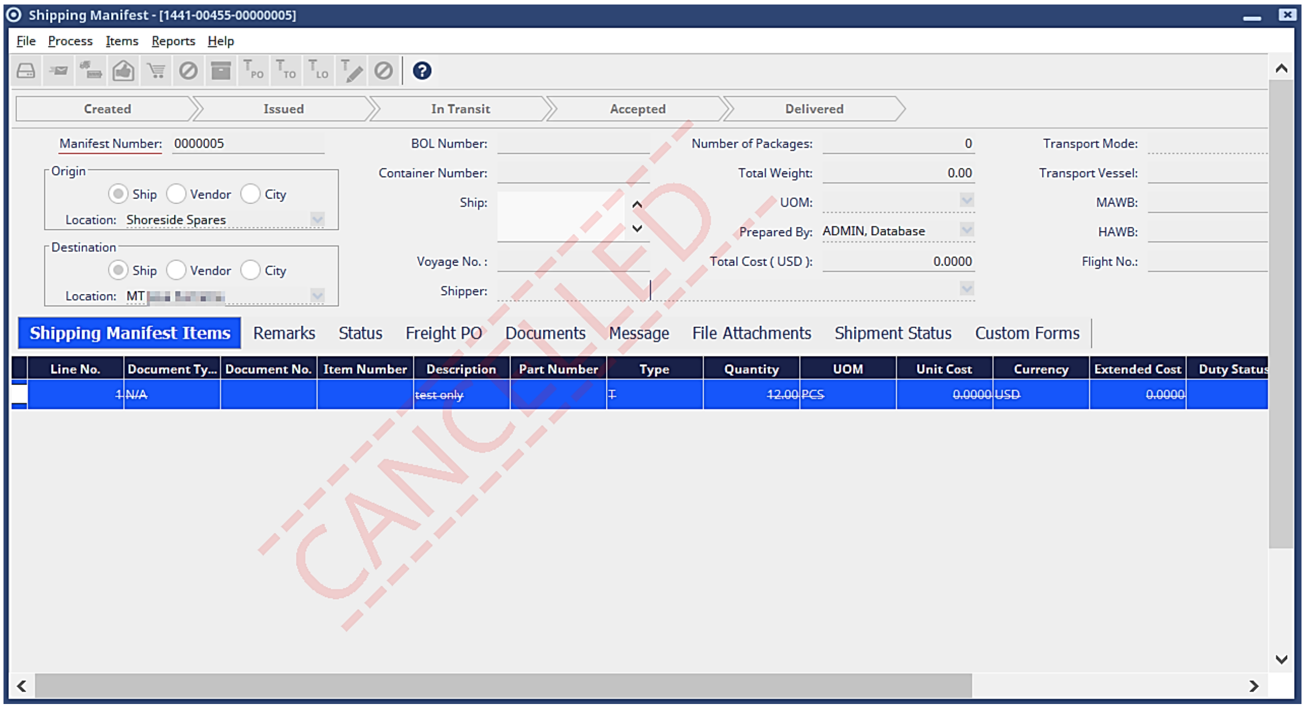
1. Search for the Shipping Manifest to be cancelled using the Shipping Manifest Search screen.
2. From the search result screen, tag the Shipping Manifest to be cancelled.
3. Go to **Process** in the menu bar, select **Cancel**.



4. Select **Ok** on the confirmation message that will be displayed on the screen.



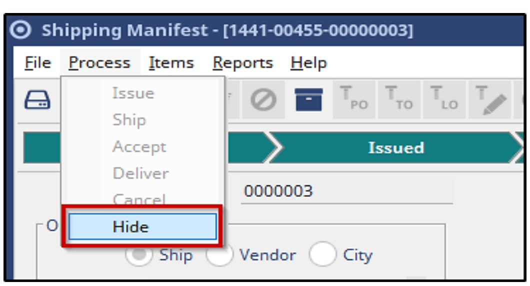
A "**Cancelled**" watermark will be indicated across the document.



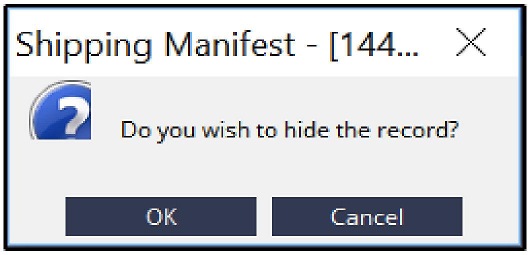
9.8 *Hide a Shipping Manifest*

1. Open the Shipping Manifest to be hidden.

2. Go to **Process** in the menu bar and select **Hide**.



3. Select **Ok** in the confirmation message that will be displayed on the screen to proceed hiding the document.



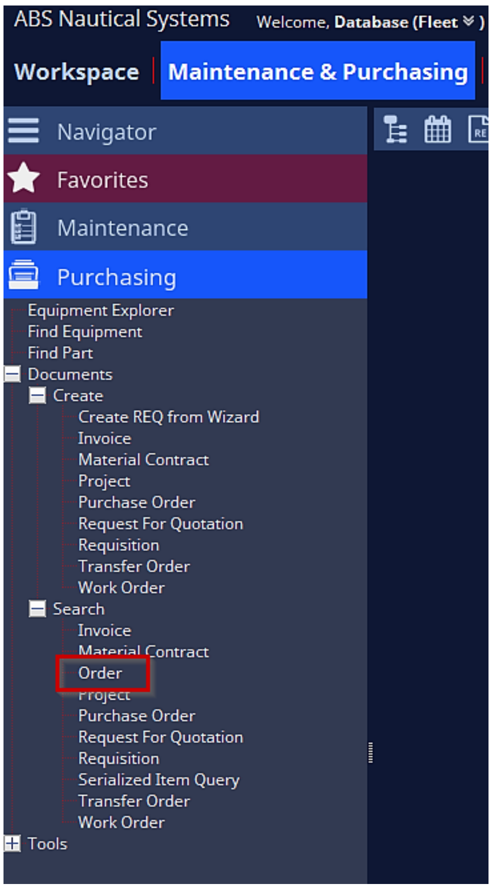
Section 10 Order and Cart

Orders can also be created from the Cart, which is newly introduced functionality in NS. The purchasing process is made easy with this functionality by means of adding items to the cart and placing an order within it.

The Cart is viewable from both the Fleet and Ship Levels, the only difference is that there is already a default Ship in the Search screen in Ship Level.

To view Orders:

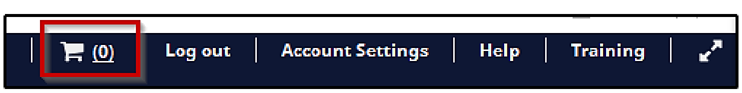
1. From the **Maintenance & Purchasing** module ➔**Purchasing** ➔ **Documents** ➔ **Search** ➔ **Order**



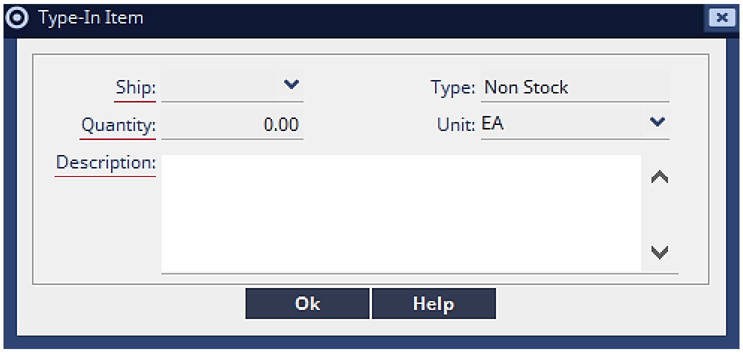
10.1 *Creating an order from Cart*

Fleet Level

1. Click the **Cart** icon. The Cart screen will be displayed.

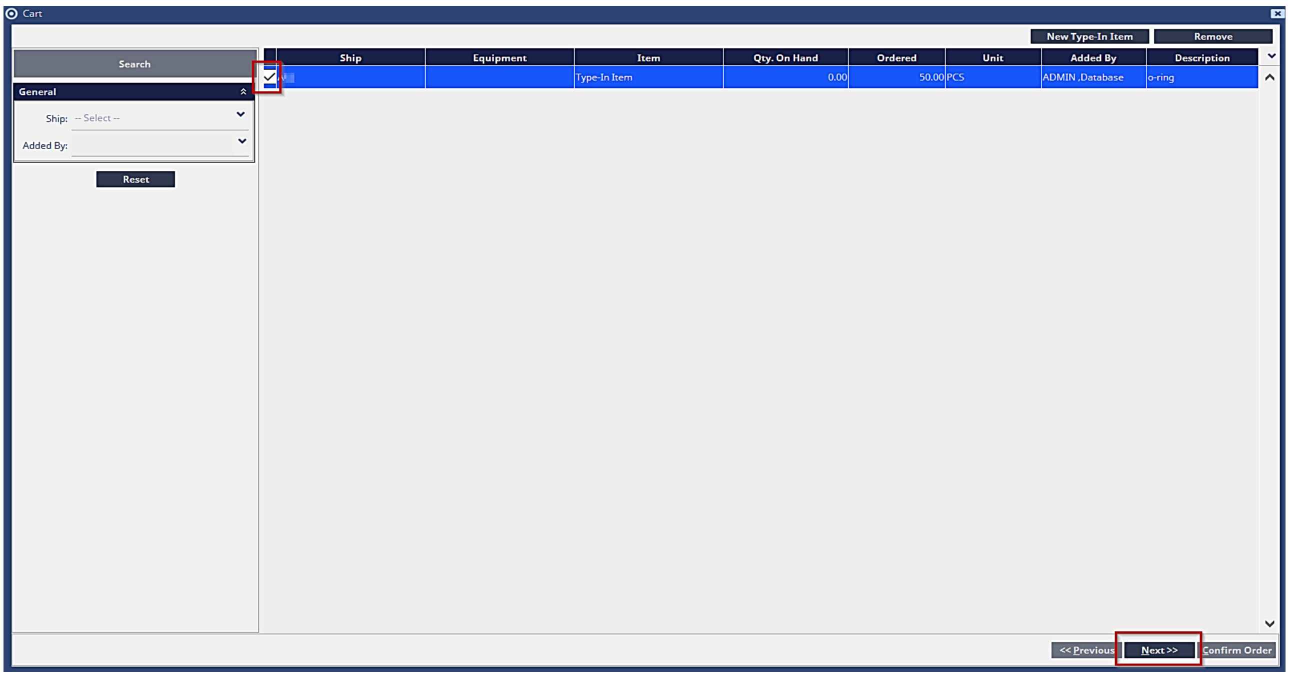


2. Click **New Type-In Item** button. Select Ship from the dropdown menu, enter Quantity of order, unit and include the item Description. Mandatory fields are highlighted in red.

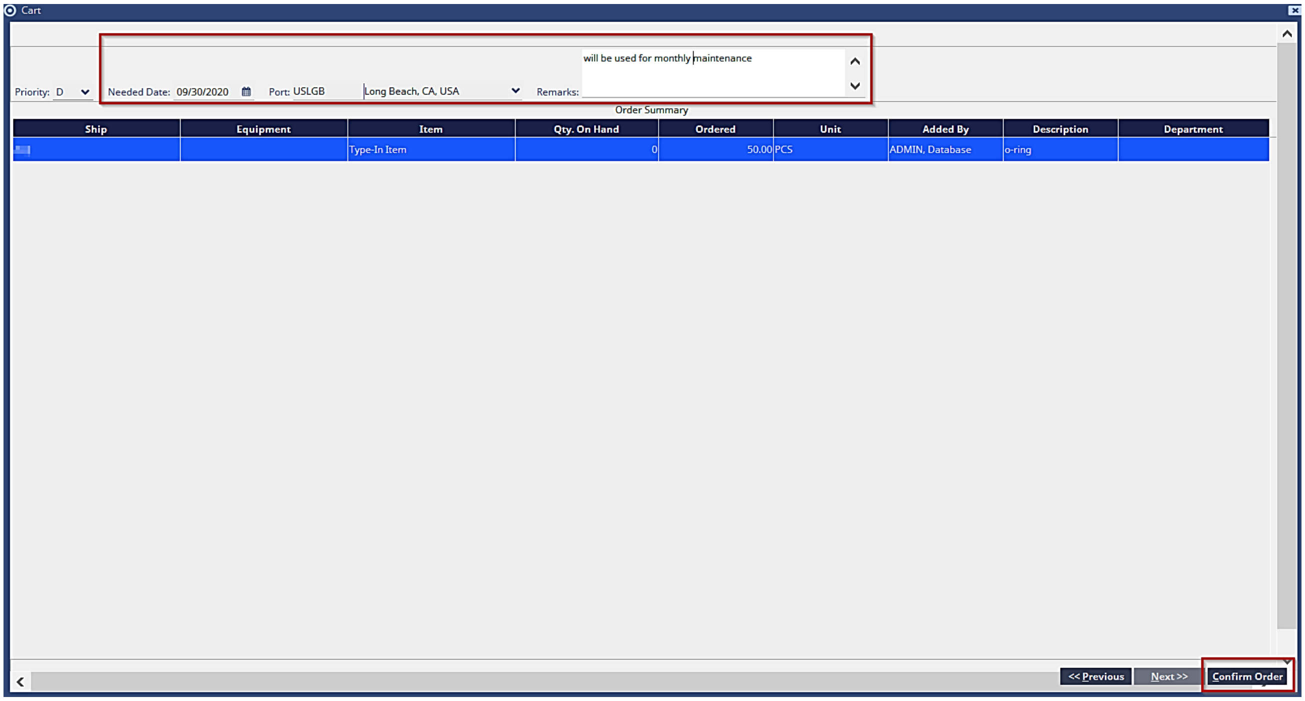


- This will create the order and will be displayed on the screen.

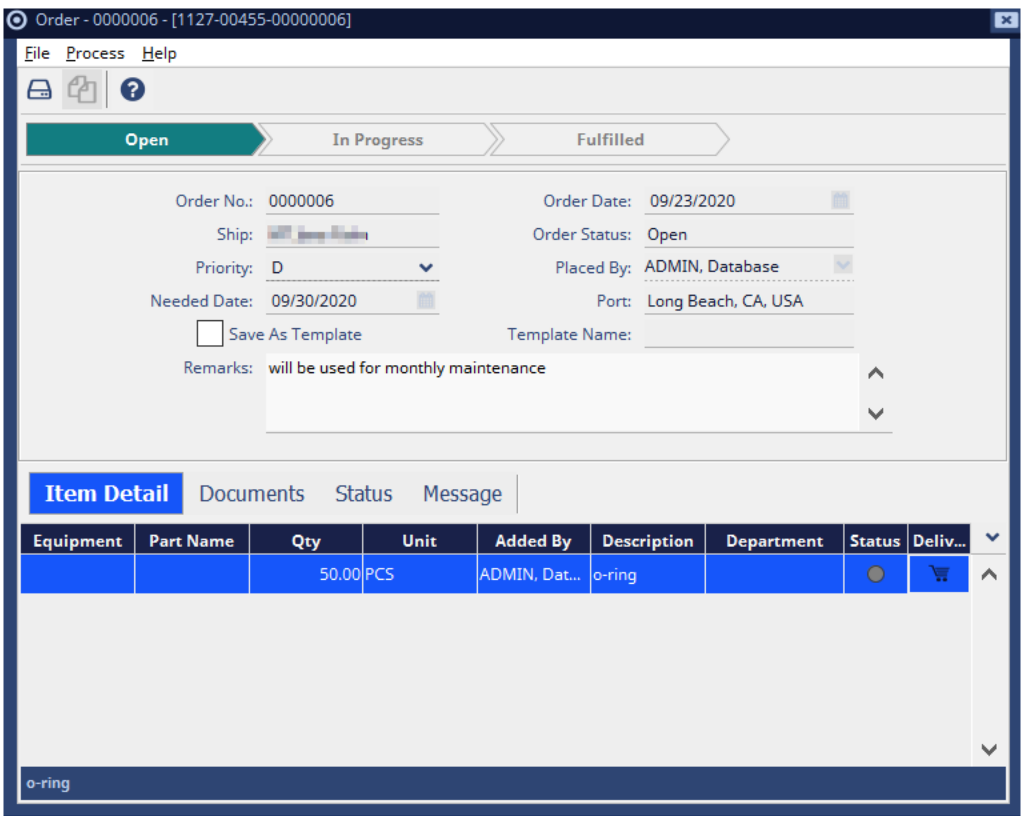
3. Tag the created order and click **Next** button.



4. Select **Needed Date**, **Port** and enter **Remarks** in the succeeding screen. Click **Confirm** button once done.



- The Order screen will be shown on screen.

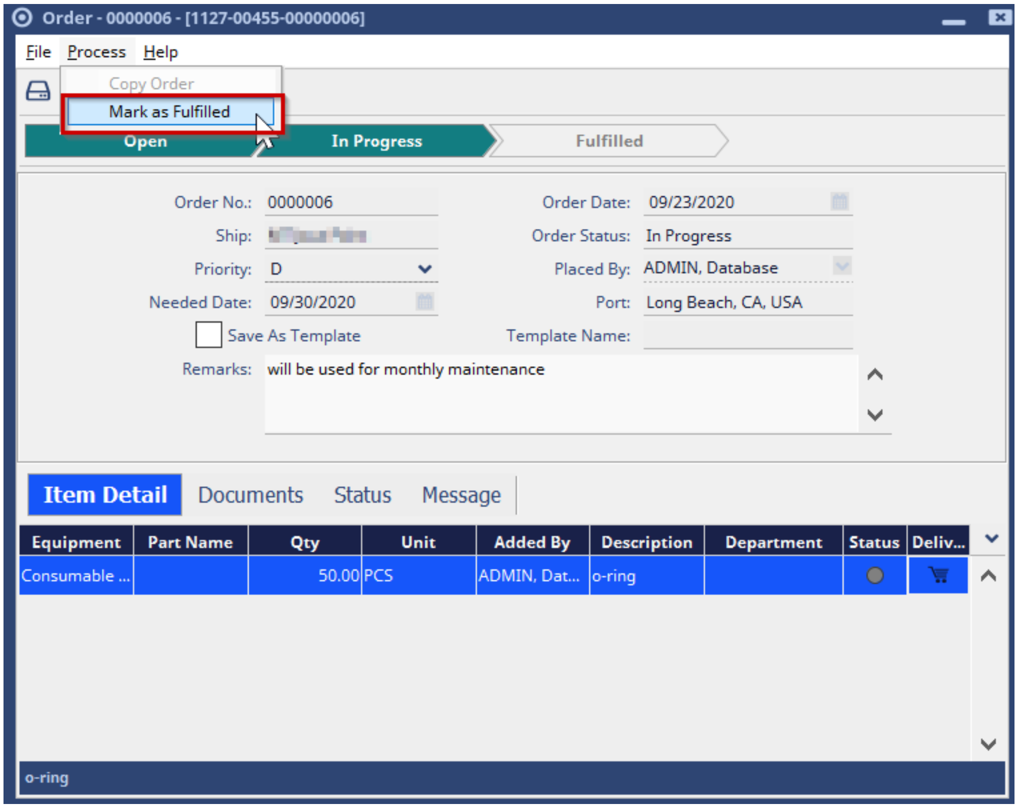


10.2 Marking an Order as Fulfilled

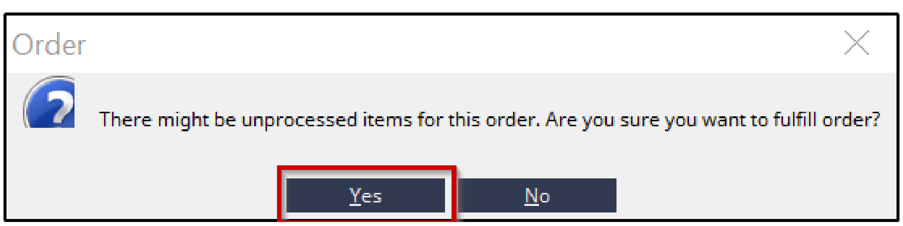
Marking the Order as fulfilled is done only by authorized users. User must have the authorization "**Mark Order as Fulfilled**".

Using the Order Search screen, search for the Order to be marked as fulfilled.

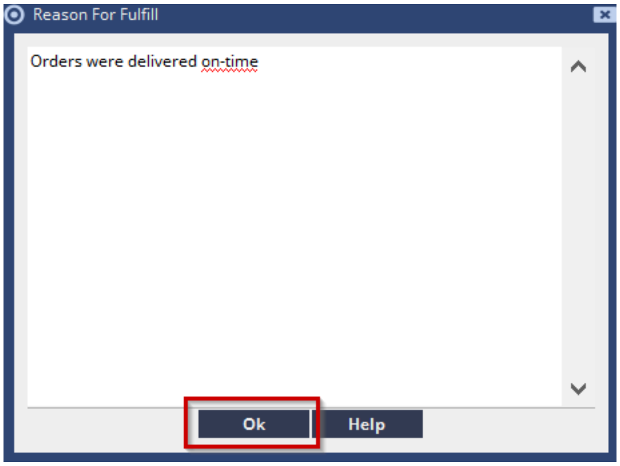
1. Open the Order. From the Menu bar, click Process and select **Mark as Fulfilled** option.



2. Click Yes in the confirmation message that will be shown on the screen.



3. Enter the **Reason For Fulfill.** Click **Ok.**



4. Click **Save** icon to close the screen.

Section 11 Invoices

An invoice is sent after a vendor supplies material or provides service. This is a request for payment. It may be received in the mail or delivered via email. When Accounts Payable receives this request for payment, the invoice process begins.

An **Invoice** document is generated in **NS.** This electronic invoice represents the paper invoice from the vendor.

It is like building a tunnel through a mountain:

- The requisition/RFQ/PO team tunnel from one side of the mountain
- The Accounts Payable team tunnels from the other side
- If everything is accurate on both sides, meet in the middle; if not, find and correct the discrepancies.

Once the PO and invoice match, the invoice is approved and **NS** interfaces with the accounting software to arrange for payment.

NOTE: The crew has View Only permission for invoices.

11.1 *Partial vs. Closing Invoices*

A **Partial Invoice** is used when only part of the PO has been received or delivered and anticipates that the remaining items will eventually be delivered. When receipt or delivery is taken, the items on the PO are added to the accrual. A partial invoice only pays for the received or delivered items. The remaining items stay in accrual until a closing invoice has been approved.

A **Closing Invoice** is used when a PO has been received or delivered in full; or when only a part of the PO order has been received or delivered and the user wishes to cancel the remaining backordered items. The items on the PO are added to the accrual when receipt or delivery is taken. An approved closing invoice removes all items from the accrual.

A partial invoice *must* be followed by a closing invoice. All POs must be matched to a closing invoice before they can be considered completed.

11.2 *Creating an Invoice*

The vendor submits an invoice requesting payment for the fulfillment of a purchase order or service order. There is a corresponding PO or SO already in the system to which this invoice must be matched.

The **NS PO number** may be listed on the vendor's invoice. Often it is not. In any case, the corresponding PO must be located in order to create an Invoice.

NOTE: A PO can only be attached to an invoice when **CREATING** the invoice. If the user clicks **Save** *before* linking the PO, the user will not be able to link the PO to the invoice.

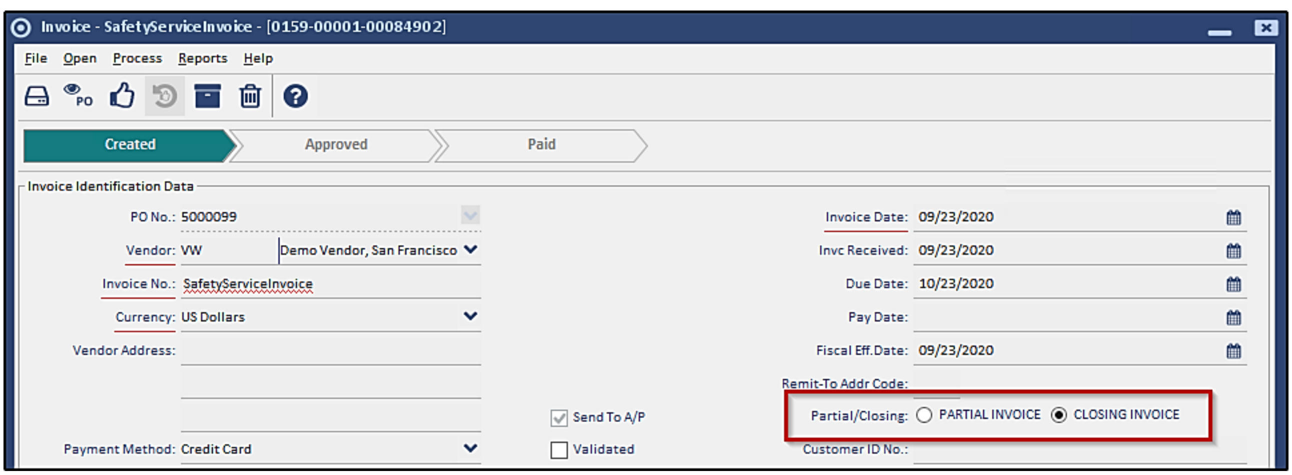
1. Create a new **Invoice**. Select **Documents → Create → Invoice** from the **Purchasing** menu on the Navigator. A **New Invoice** document opens.
2. Click the button next to the **PO No**. field and attach the relevant purchase order. The user MUST do this before saving the invoice. There is no way to attach a PO to an invoice after it has been saved.
3. A purchase order search window opens. Search for the relevant PO by either entering the PO number or selecting filters and performing a search. The PO must be **Issued** to link to an invoice.

   Highlight the PO and click **Select**.

4. This warning box opens if a closing invoice has already been linked to the PO.

   There are instances when a user wants to create an additional invoice for a previously closed out purchase order, such as correcting an error or dealing with a returned item.

5. Information from the purchase order populates the invoice. Click **Open PO** to view the purchase order.
6. Enter the vendor's **Invoice number**. This is a required field. **CONFIRM** that the **VENDOR** and **CURRENCY** information carried forward from the PO match the vendor's invoice.
7. The users' company may require additional coding of Payment Method, Handling, Brief Description, Invoice Error and Payment Terms.
8. Enter dates:
   - **Invoice Date**: The date the invoice was issued by the vendor.
   - **Invc Received**: The date the invoice was received.
   - **Due Date**: This is the vendor's due date.
9. The **Pay Date** and **Fiscal Eff. Date** are designated by the accounting software.
10. Choose either **CLOSING INVOICE** or **PARTIAL INVOICE** by ticking the appropriate radio button.



Next go to the **Materials** tab if the invoice is for a materials purchase order. Right-click in the tab and choose **Copy PO Items – Per Receipt/Delivery.**

This links the items which have been received or delivered. **Delivery has priority over receipt if the receipt and delivery do not match**.

We only want to pay for items actually Received or Delivered onboard the ship.

11. If the invoice is for a **service purchase order,** go to the **Services** tab. Right-click in the tab and choose Copy PO Items.

    This links the service items from the service order.

12. Only the materials and services that are not linked to the partial invoice are brought into this invoice if a partial invoice is already linked to the PO.

13. Go to the **Cost Data** tab. Enter the **Control Total**. This is the amount that the vendor wants to get paid. Enter the freight cost and taxes, if applicable.

    The **Control Total** needs to match the invoice total. If they do not match, then there is an error somewhere that must be identified and remedied, such as an incorrect quantity or price of an item.

14. Link the scanned copy of the vendor's invoice on the **File Attachments** tab.

15. Choose **Reports → Trial Approval** from the menu bar. This identifies any conflicts which would prevent the invoice from being approved.

    A **Report Option** box opens. Choose one of the options.

    A Report is generated. If everything is correct, the report states that the invoice is ready for approval.

    If there is a conflict, the report identifies the area of conflict.

16. **Save** the invoice by clicking on the **Save** button.

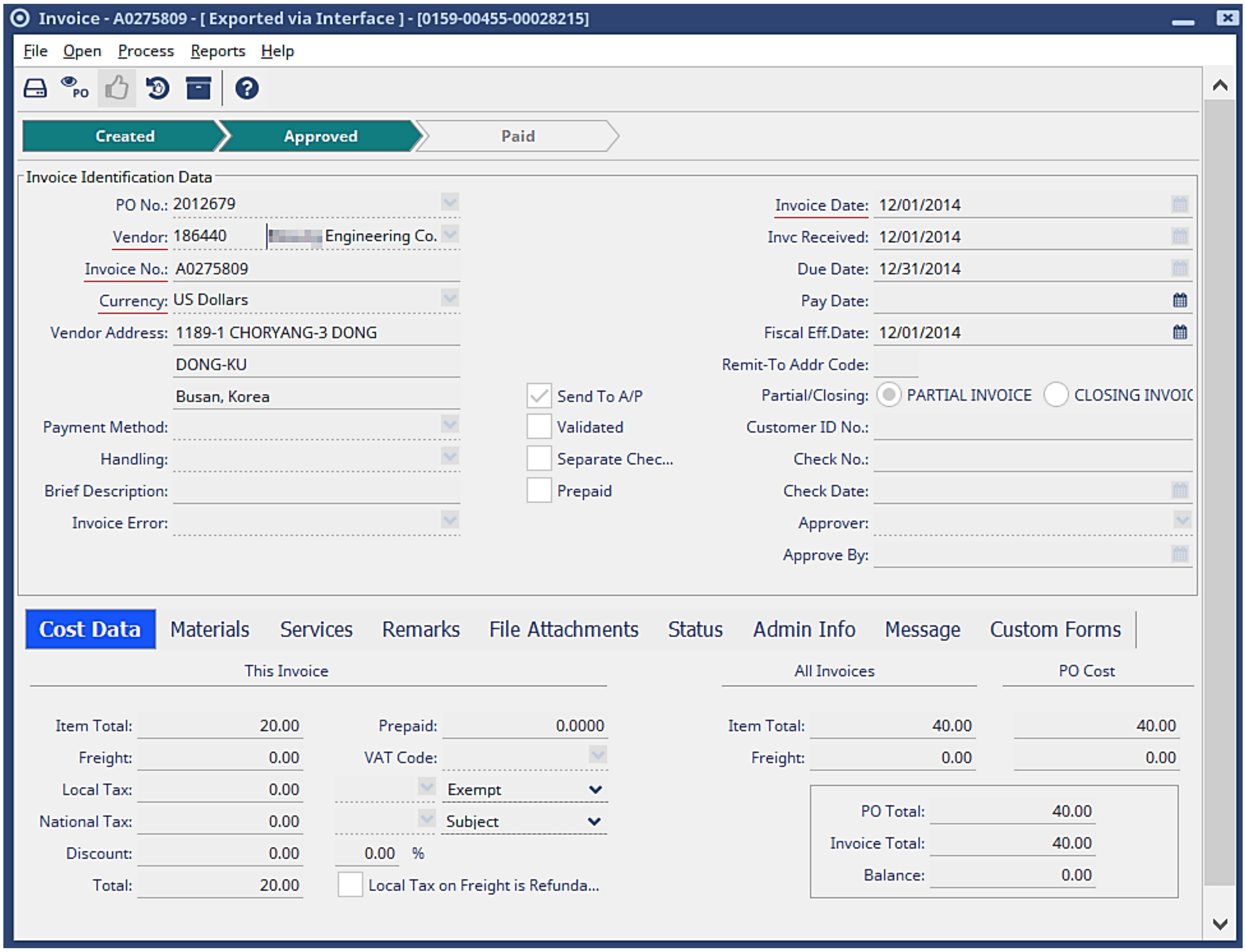
11.3 Approving an Invoice

The invoice must be approved in order for payment to be made.

1. Search for the invoice to be approved. Select **Documents → Search → Invoice** from the **Purchasing** menu on the Navigator. A search window opens.
2. Tag filters as applicable to find invoices awaiting approval.
    - User can filter out invoices by using the new parameter "**I am the approver**" on the search screen.
3. Double click on the relevant invoice to open it. Choose **Process → Approve** from the menu bar.

A confirmation box opens. Click **Yes**. The invoice is now approved.

5. The invoice is now ready to interface with the accounting software, which will arrange for payment to the vendor.



NOTES:

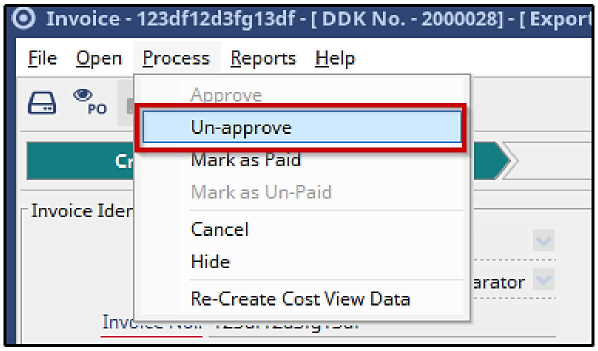
- The user with an authorization "**Approve other Sites Invoices**" can approve an invoice regardless of the site of creation.
- The system preference "Enable Auto-Approval of Invoices not to Exceed" allows the user to set a limit for the auto-approval of invoices.

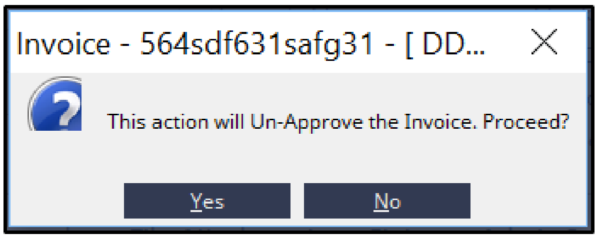
11.4 Correcting Mistakes in an Invoice

An **invoice** can be modified if it is unapproved. Users can un-approve an invoice if it has not yet interfaced with the accounting software and then make adjustments. The invoice then needs to be approved again.

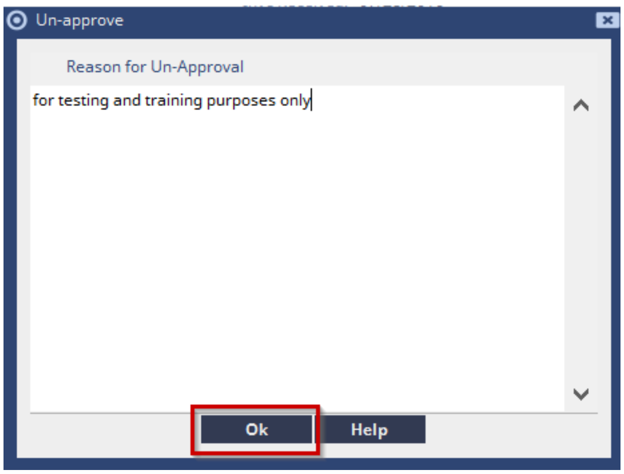
If the invoice has already interfaced with the accounting software, users cannot modify it. The user can create a new partial invoice and link it to the relevant PO if a correction needs to be made.

1. Search for the Invoice to be corrected. Choose **Documents → Search → Invoice** from the **Purchasing** menu on the **Navigator**. A search window opens.
2. Tag filters as applicable to find the relevant invoice.
3. Double click on the relevant invoice to open it. Choose **Process → Un-approve** from the menu bar. Click **Yes** on the confirmation message.





A window opens asking for the reason for unapproving the invoice. Enter the reason and click **OK**.



4. Go to either the **Materials** or **Services** tab and double click on the item to correct.

   An **Invoice Item Detail** window opens where the user can adjust either the quantity or cost for this item.

   A confirmation box opens. Click **Yes**.

5. The invoice **Total** is changed on the **Cost Data** tab. The **Control Total** needs to be adjusted in order to approve the invoice.
6. The invoice can now be approved.

11.5 Returned Items

Returned items can be dealt with creating a new partial invoice and designating a negative quantity on the **Materials** tab for the item returned. This also applies to correcting mistakes on an invoice that has already interfaced with the accounting software: create a new partial invoice, linked to the same PO, and enter a negative quantity.

1. Create a new invoice as described in the **Creating an Invoice** portion of this document.
2. Right-click on the **Materials** tab. Choose **Select PO Items**.

   A search window opens listing the items from the linked PO. Click the **Show All** radio button and tag the returned item in the list. Click **Select** and the item is linked to the invoice.

   A confirmation box opens. Click **OK**.

3. Double click the item on the **Materials** tab. An **Invoice Item** window opens. Enter a negative quantity in the **This Invoice** field and click **OK**.

   A confirmation box opens. Click **Yes**.

4. On the **Cost Data** tab, the invoice **Total** is now changed. The **Control Total** will need to be adjusted in order to approve the Invoice.
5. The invoice can now be approved.

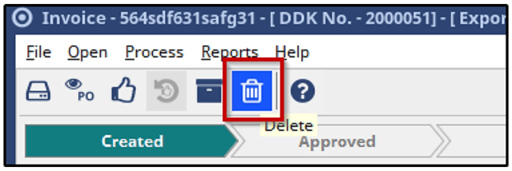
11.6 Delete an Invoice

Invoices can be deleted individually, or several invoices can be deleted at one time. There are several restrictions to deleting an invoice:

- Invoices can only be deleted prior to approval
- Invoices can only be deleted from the site that created the invoice
- Only authorized users can delete an invoice. The delete authorization is included in the "Create Invoice" authorization.

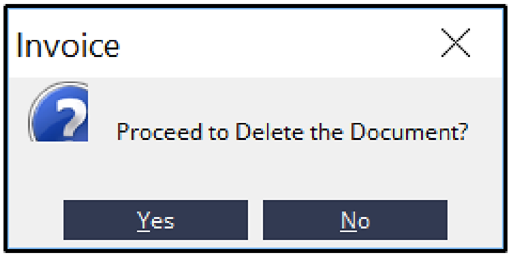
11.6.1 *Delete an Individual Invoice*

1. Select **Documents→ Search→ Invoice** from the **Purchasing** gadget on the **Navigator** pane of the **Purchasing** window.
2. Select options on the **Search** tab to find the invoice to be deleted.
3. Click the **Search** button at the bottom of the **Search** tab to execute the search. A list of invoices opens on the right side of the window.
4. Double-click the invoice/s to be deleted to open it.
5. Click the **Delete** button on the **Invoice** window toolbar.



A delete confirmation message box opens.

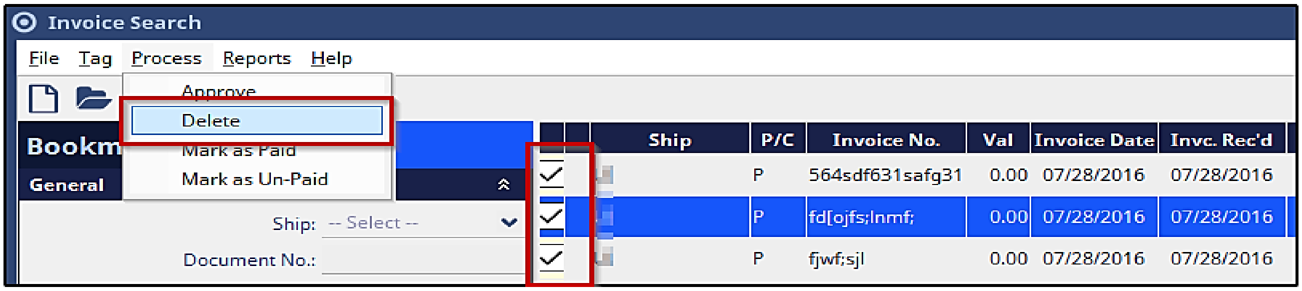
6. Click the **Yes** button to close the delete confirmation message box and start the delete process.



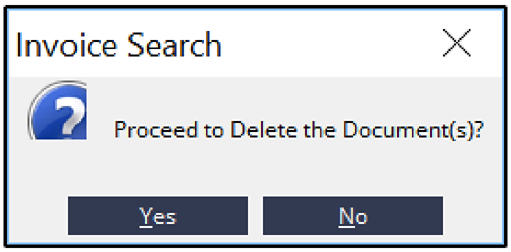
The invoice is removed from **all invoice list** windows. The invoice number assigned to the deleted invoice can be reused because no record of this invoice remains in **NS Enterprise.**

11.6.2 *Delete Multiple Invoices*

1. Select **Documents→ Search→ Invoice** from the **Purchasing** gadget on the **Navigator** pane of the **Purchasing** window.
2. Select options on the **Search** tab to find the invoices to be deleted.
3. Click the **Search** button at the bottom of the **Search** tab to execute the search. A list of invoices opens on the right side of the window.
4. Click the check box preceding all invoices to be deleted on the **Invoice Search** window.
5. Select **Process→ Delete** from the **Invoice Search** window menu bar. A delete confirmation message box opens.



6. Click the **Yes** button to close the confirmation message box and begin the delete process. The invoice number assigned to the deleted invoices can be reused because no record of these invoices remains in **NS Enterprise**.



The selected invoices are removed from **all invoice list** windows.

11.7 Paid / Unpaid Invoices

NOTE: Only authorized users can mark invoices as paid or unpaid.

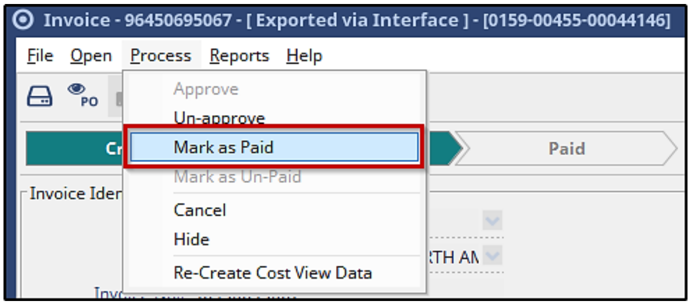
Invoices are paid outside of **NS Enterprise**, but the pay dates need to be recorded within **NS Enterprise**. This is usually done through **NS Enterprise Interface Manager** but can also be done manually. Invoices that have been paid need to be marked on the invoice within **NS Enterprise** to maintain the integrity of the system. This is done automatically when the information is imported through the **Interface Manager**, but it needs to be done manually if **Interface Manager** is not part of your company's suite of **NS Enterprise** products.

11.7.1 *Mark As Paid*

There are two ways to mark an invoice as "**Paid**". The first is to complete the **Pay Date** field on the **Invoice** header and **save** the **invoice**.

It is recommended that the "**Mark as Paid**" menu option be used instead of completing the **Pay Date** field.

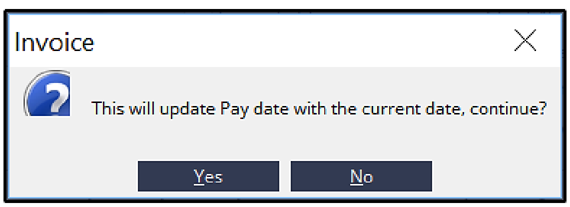
1. Click the **Calendar** button at the end of the **Pay Date** field to select the date that the invoice was paid.
2. Select **Process→ Mark as Paid** from the **Invoice** window menu bar. A message box opens verifying that the date entered in the **Pay Date** field is to be used



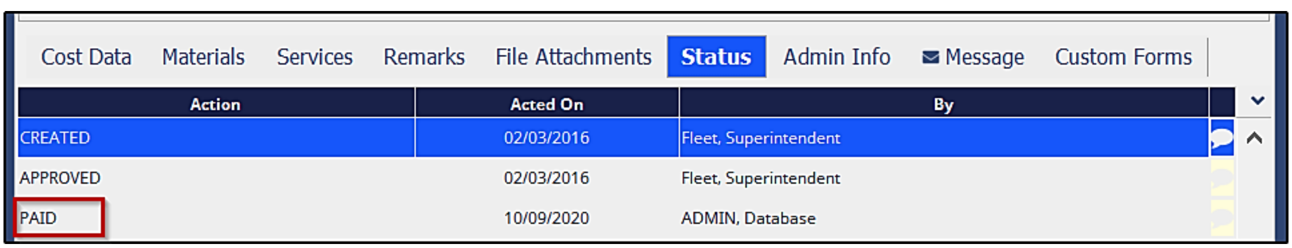
NOTE: A different message box opens specifying that the current date be used as the pay date if one is NOT entered in the **Pay Date** field prior to selecting **Process→ Mark as Paid**.

Click the **No** button and select a date in the **Pay Date** field if the current date is NOT to be used.

3. Click the **Yes** button to confirm the date and close the message box. The **Invoice window** remains **open**, but **all fields** have been **disabled.**



4. Click the **Status** tab on the **Invoice** window to verify that the invoice has been marked "**Paid**".

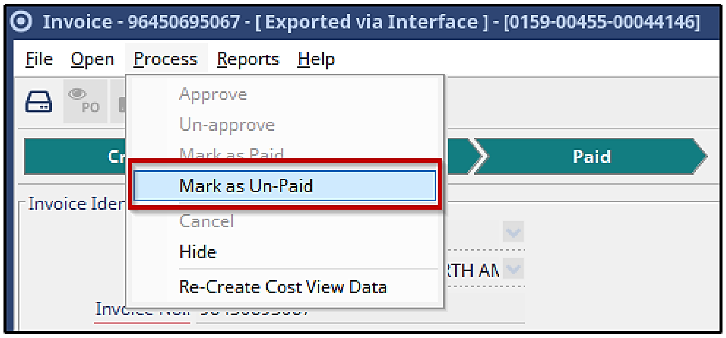


11.7.2 *Mark as Unpaid*

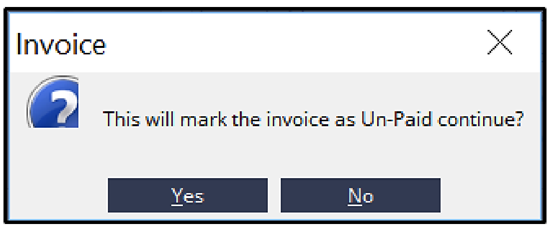
Paid invoices can be marked as "Unpaid" if necessary. This option is ONLY available for invoices that have been paid.

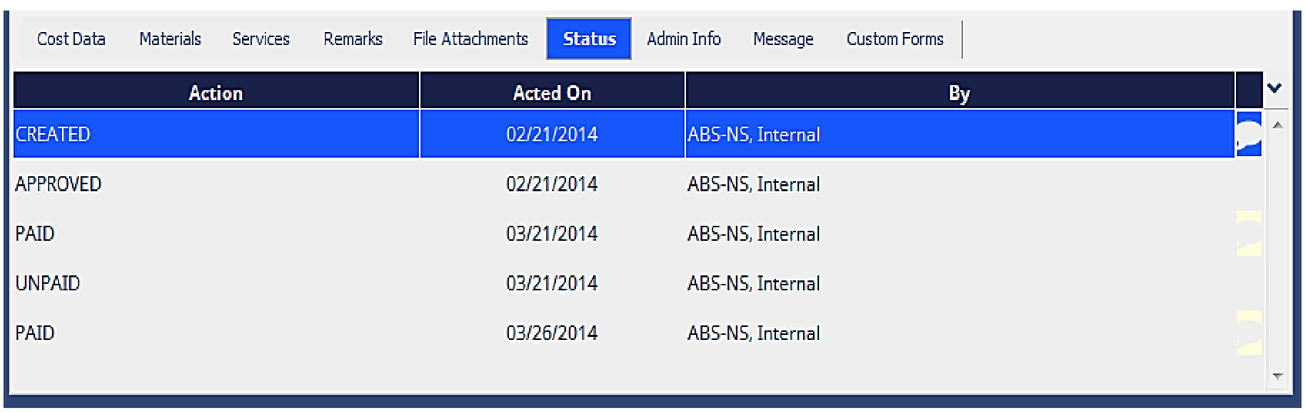
1. Select **Documents→ Search→ Invoices** from the **Maintenance** or **Purchasing** gadget on the **Navigator** pane on the **Maintenance** and **Purchasing** window. The **Invoice Search** window opens.
2. Select "**Paid**" from the drop-down options on the **Status** field of the **Search** tab on the **Invoice Search** window.

3. Click the **Search** button to generate the search. The results are listed on the right side of the **Invoice Search** window.
4. Double click on the invoice to be marked "**Unpaid**". The **Invoice** window opens.
5. Select **Process→ Mark as Unpaid** from the **Invoice** window menu bar. A confirmation message box opens verifying that the invoice is to be marked as "**Unpaid**".



6. Click the **Yes** button to close the message box. The date is removed from the **Pay Date** field and the **Status** tab indicates that the invoice is **Unpaid**.



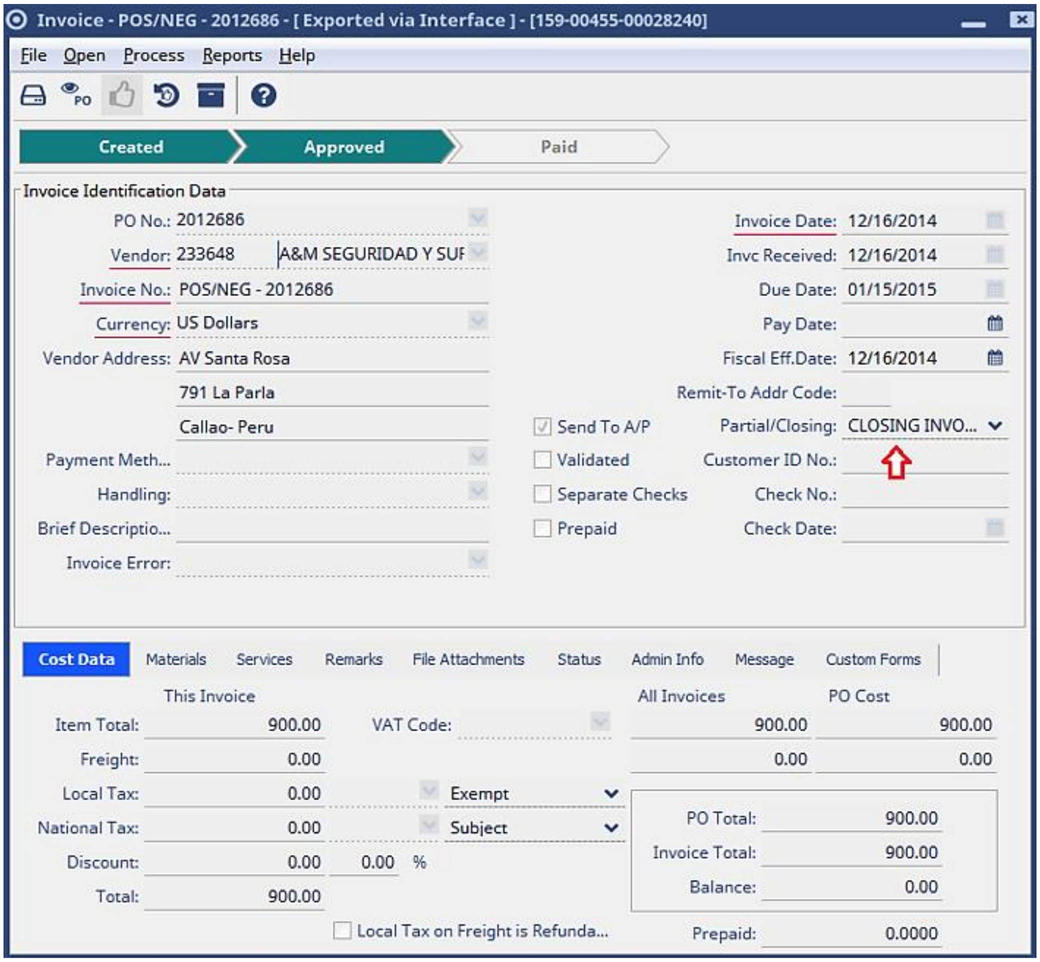


11.8 Close an Invoice

An invoice is closed by selecting "**Closing Invoice**" in the **Partial/Closing** field of the **Invoice** window. The closed invoice is transferred to the external accounting system for payment and hides the associated purchase order when the invoice has been approved.

A message box opens when another invoice is created referencing a purchase order that already includes a closed invoice.

NS Enterprise still allows a new invoice to be created, the message box is for informational purposes.



Section 12 Inventory Management

The **NS Enterprise Purchasing** module includes inventory management. Inventory is automatically maintained by the system when information is entered through receipts and deliveries of purchase orders and transfer orders while adjustments are made through material usage and reconciliations.

Most of the inventory management is done at the **ship level**.

NOTE: Adjustments to inventory levels can be made from the **Part** window on the **Inventory** tab. However, for proper documentation and tracking these levels should be adjusted either through purchase orders, transfer orders, material usage or reconciliation.

An entry is made by the system on the **Reconciliation List** window whenever an adjustment is made whether from the **Part** window or through a reconciliation. The difference is that an explanation is listed on the **Reconciliation List** window when created through reconciliation. Just changing the quantity on the **Part** window lists "**System Generated**".

NOTE: Users have an option to unlink source location of part while moving entire quantity from one storage location to another

12.1 Inventory Replenishment

Inventories are replenished in these ways:

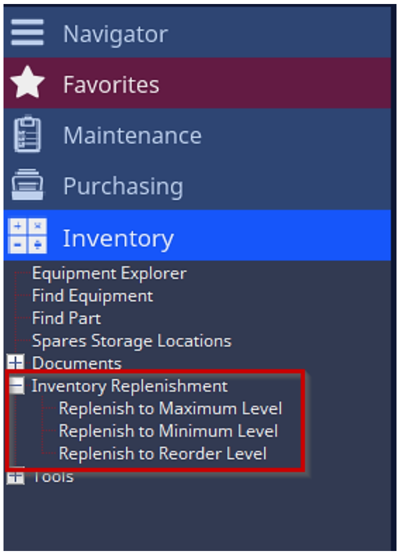
- **Purchase orders** – inventory is increased through a 'buy/purchase'.
- **Transfer orders** – inventory is increased on the destination location and inventory is decreased on the source location

Requisitions for parts can be automatically created by selecting **Inventory Replenishment** from the **Inventory** gadget on the **Navigator** pane on the **Purchasing** window at the **ship** level. The policy levels of inventory **MUST** be set on the **Part** window to use the automatic requisitioning procedure.

NOTE: The **Inventory Replenishment Requisitioning** menu option is also available from the **Part** window menu bar except it is called **Requisitioning**.

1. Select **Inventory Replenishment on the Inventory** gadget on the **Navigator** pane on the **Purchasing** window on the **ship** view. A series of options is available under **Inventory Replenishment.**
2. Select an option. The **Replenish** options create requisitions to the levels selected.

NOTE: The **Policy Levels** of Maximum, Minimum and Reorder **MUST** be completed on the **Inventory** tab of the **Part** window for requisitions to be created for any of these options.



Replenish to Maximum Level – Select this option to create requisitions for all parts that have spares quantities less than the value in the **Maximum** field on the **Inventory** tab of the Part **w**indow.

Replenish to Minimum Level - Select this option to create requisitions for all parts that have spares quantities less than the value in the **Minimum** field on the **Inventory** tab of the Part window.

Replenish to Reorder Level - Select this option to create requisitions for all parts that have spares quantities less than the value in the **Reorder** field on the **Inventory** tab of the Part window.

Parts that are automatically replenished have an item type of "**I**" for inventory.

The **Requisitions** window opens with a list of parts that requisitions will be created for if any of the **Replenish** options are selected. A message box opens stating that the preparation of this report may be lengthy. Click the **OK** button to proceed.

3. Click in the **Number** column to type the requisition number for the replenishment **if** the **system preference** to automatically generate requisition numbers is set to "**No**". "To be generated" is in the Number column **if** the **system preference** is set to "**Yes**". A requisition number is required to proceed.

4. Click the **OK** button on the **Requisitions** window for the system to automatically create requisitions for the parts listed on the window.

NOTE: Creating requisitions from this window is all or nothing. Requisitions are created for all parts listed on this window or no requisitions are created for any of the parts listed on this window.

A message box opens when the requisitions have been completed. Click the **OK** button to close the message box.

5. The **Requisitions** window changes to display not only the parts that requisitions were created for, but also displays the requisition number.

6. Click the **Close** button to close the **Requisitions** window.

12.2 Reconciliations and Material Usage

Depletion adjustments to inventory are made in two ways:

- Reconciliations
- Material Usage

12.2.1 *Reconciliations*

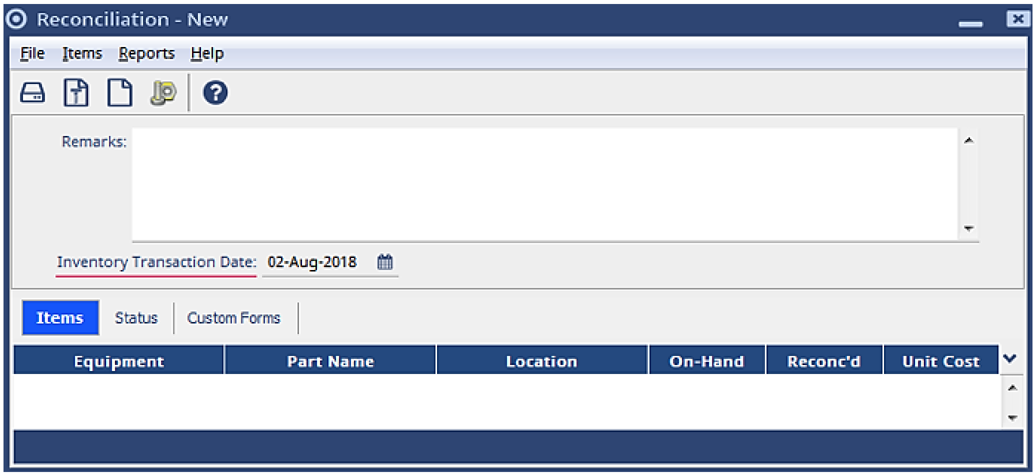
Inventory is reconciled when the number of items on hand is not the same as the number of items listed in the **Quantity on Hand** column of the **Inventory** tab of the **Part** window. Reconciliations can be for equipment, parts, or locations.

NOTE: When performing an inventory reconciliation and the part does not have a storage location, users will receive an alert that changes were not recorded for the items that did not have a linked storage location.

NOTE: Reconciliations can be created from the **Requisition** window by clicking the **Create Reconciliation** button on the window. These reconciliations contain the items listed on the requisition. An option to delete those items is not needed from the requisition. The requisition also contains "**Created from Requisition Number: xxxx**" in the **Remarks** section of reconciliation.

1. Select **Documents → Create → Reconciliation** (ship level) from the **Inventory** gadget on the **Navigator** pane on the **Maintenance** and **Purchasing** window to create a new reconciliation.

2. The **Reconciliation – New** window opens.



There are two ways to create a new reconciliation:

- By equipment
- By storage location

Select **Documents→ Search→ Reconciliation** for a list of existing reconciliations. The **Reconciliation Search** window opens. The **Ship** field is automatically filled by default. Click the **Search** button at the bottom of the **Search** tab to execute the search. A list of reconciliations displays on the right side of the **Reconciliation Search** window. The list includes whether these adjustments were from reconciliations done manually or system generated.

Reconciliation Window

If creating a **Reconciliation** from an opened **Requisition**, the **Reconciliation - New** window is prepopulated.

The options, buttons and fields on the **Reconciliation** window are:

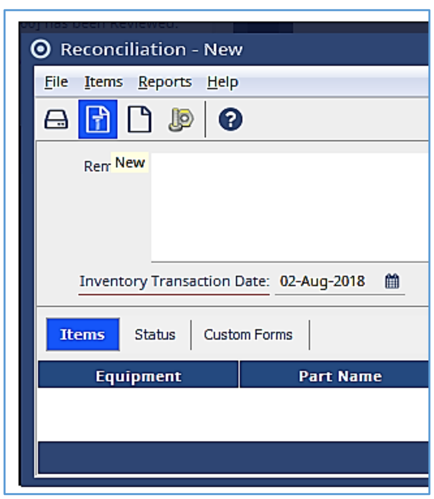
Option / Button / Field	Description
File→	The **File** drop down menu contains options to manipulate a file.
Save	Select the **Save** option / button to save any changes to the **Reconciliation** window.
Items→	The **Items** drop down menu contains activities regarding the items on the **Reconciliation** window.
New	Select the **New** option / button to add items to the **Items** tab of the **Reconciliation** window from the **Equipment Explorer** window containing equipment and parts.

Option / Button / Field	Description
New via Location	Select the **New via Location** option / button to add items to the **Items** tab of the **Reconciliation** window from the **Equipment Explorer** window containing storage locations.
Part	Select the **Part** option / button to open the **Part** window for the highlighted part on the **Reconciliation** window.
Reports→	The **Reports** drop down menu contains options to generate reports or labels for the reconciliation. Any selection opens the **Report Options** window. Click the radio button to select where this report should be sent. The options are: • **Screen** – displays the formatted report on the computer screen. Click the **OK** button to generate the report. The report displays on the computer monitor when it is complete. • **Printer/Fax** – sends the report to the assigned printer. The **Print** window opens when the report is complete to select the printer. • **File** – the field next to the **File** radio button opens when this option is selected. Click the dropdown menu to select the type of format for the saved report. Click the **OK** button. The **Save As** window opens to select the directory where the report is to be saved. • **Email** – The **Email** option allows the user to attach the report to a **MS Outlook** message.
Print / View Items	The **Print / View Items** option is the reconciliation in report form.
Print Labels	The **Print Labels** option creates labels for the parts on the reconciliation. The dimensions for the label are 4” x 2”.
Help	Select the **Help** option / button to open the online help for the **Reconciliation** window.
Remarks field	Click in the **Remarks** field to type the explanation for the reconciliation. This is a free form text field.
Inventory Transaction Date field	The **Inventory Transaction Date** field is a REQUIRED FIELD. Click the **Calendar** button at the end of the field to select the date of the reconciliation if different from the current date.

Option / Button / Field	Description
Items tab	The **Items** tab lists the parts selected from the **Equipment Explorer** window to be reconciled. It also lists the equipment the part is under, the location of the part, the quantity on hand after adjustment, the quantity adjusted through the reconciliation, and the cost of the part, The only editable field on the **Items** tab is the **Cost** field. All other fields are copied from the **Equipment Explorer** window when the reconciliation was created. **NOTE:** Click the **New** or **New via Location** option or button to correct any mistakes that have been made on any of the items on the **Items** tab prior to saving. Create a new reconciliation to adjust the mistake if the reconciliation has been saved.
Status tab	The **Status** tab lists when the reconciliation was created and by whom. It lists the user ID of the person making the adjustment even if the reconciliation was system generated.
Custom Forms Tab	Allows the user to link a **Custom Form template** to the reconciliation.

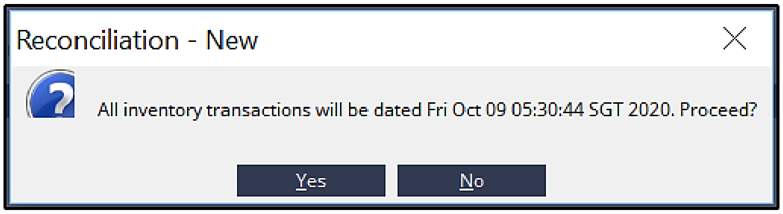
Create Reconciliation by Equipment

1. Click the **New** button on the **Reconciliation** window toolbar.



A message box opens confirming that the current date is to be used for the reconciliation. The date is a REQUIRED FIELD on the **Reconciliation** window.

2. Click the **Yes** button to accept the current date for the reconciliation and close the message box



-- OR –

Click the **No** button to close the message box. Click the **Calendar** button at the end of the **Inventory Transaction Date** field to change the date for the reconciliation. Step 1 needs to be repeated if the date is changed.

The **Equipment Explorer** window opens with a list of systems, equipment, and parts.

3. Drill down through the **Equipment Explorer** window to find the part that is to be reconciled.

NOTE: The preferred method of locating the part is to highlight the equipment that the part is under in the **Equipment Explorer** hierarchy. All parts as well as their part number and quantity on hand are listed in the right upper window. The storage locations and number of parts in each location are listed in the lower portion of the right window.

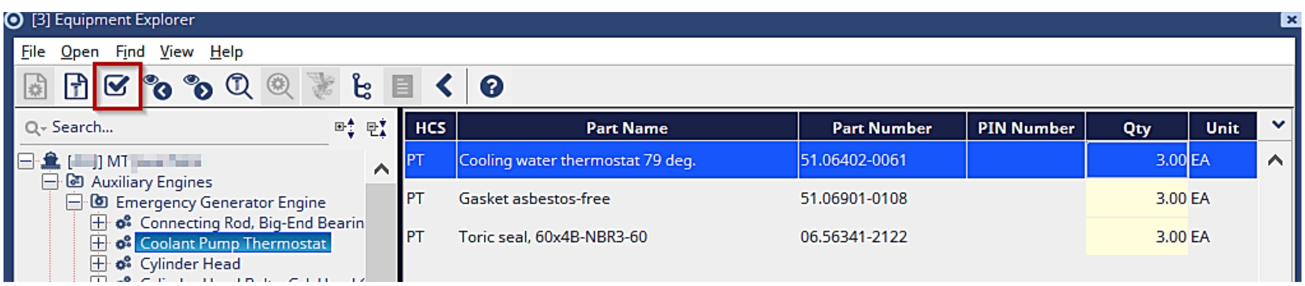
4. Change the value in the **Quantity** column for the part to be reconciled in the upper portion of the **Equipment Explorer** window if there is only one storage location.

-- OR –

Change the value in the **Quantity** column of the storage location with the discrepancy in the lower portion of the **Equipment Explorer** window if there is more than one storage location for the part to be reconciled.

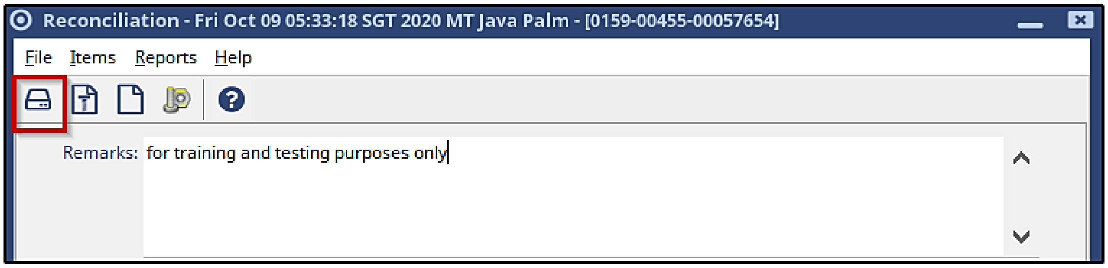
5. Continue selecting and changing the values in the **Equipment Explorer** window until all parts to be reconciled have been changed.

6. Click the **Select** button on the **Equipment Explorer** toolbar. The **Equipment Explorer** window closes and all parts whose quantities have changed are listed on the **Reconciliation** window.



7. Click in the **Remarks** section of the **Reconciliation** window to type the explanation for the reconciliation. The **Remarks** field is a free form text field.

8. Click the **Save** button on the **Reconciliation** window toolbar to save the reconciliation and close the window.



NOTE: Notice that there is a **Unit Cost** field on the **Reconciliation** window. This field may or may not be automatically filled by the system. It is filled by the inventory valuation method selected in the **System Preferences** in the **System Administration** module. The field is left blank if the criteria used for the method selected is NOT available. The value in the **Unit Cost** field can be changed manually if required.

The choices used in the inventory valuation method are:

- **Last price** – the system uses the single most recent price from a purchase order or request for quotation of the given item.
- **Average of last 3 prices** – the system uses the average of the three most recent prices from purchase orders or requests for quotation for the given item. Prices are evaluated in order of date primarily and then by document type. Purchase order prices have priority over request for quotation prices.
- **Average cost** – the system uses the "Average Cost" accounting method. The Average Cost method requires that a cost be specified when the item is added to inventory. It then averages all the given prices to determine the average cost of the item.

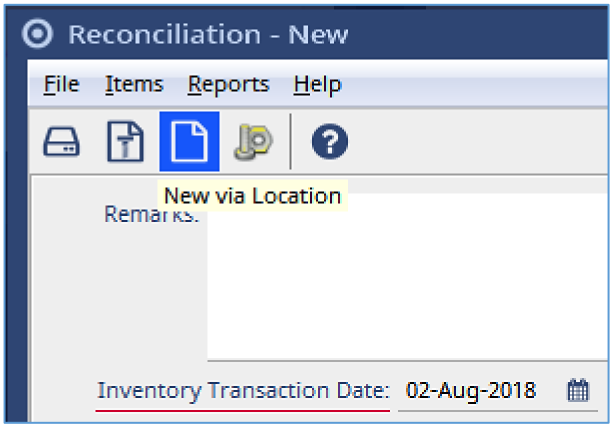
Prices are expressed in the part's unit of measure as selected on the **Part** window.

Select **Documents → Search → Reconciliation** on the **Inventory** gadget on the **Navigator** pane on the **Purchasing** window to view previously created reconciliations. The **Reconciliation Search** window opens. Select criteria from the **Search** tab to find specific reconciliations or click the **Search** button at the bottom of the **Search** tab to view a list of all reconciliations for the specific vessel, the Ship field is filled by default.

Create Reconciliation by Location

Reconciliations can be created by location instead of by equipment as described in the **Create Reconciliation by Equipment** portion of this section.

1. Click the **New via Location** button on the **Reconciliation** window toolbar.



A message box opens confirming that the current date is to be used for the reconciliation. The date is a REQUIRED FIELD on the **Reconciliation** window.

2. Click the **Yes** button to accept the current date for the reconciliation and close the message box.

-- OR –

Click the **No** button to close the message box. Click the **Calendar** button at the end of the **Inventory Transaction Date** field to change the date for the reconciliation. Step 1 needs to be repeated if the date is changed.

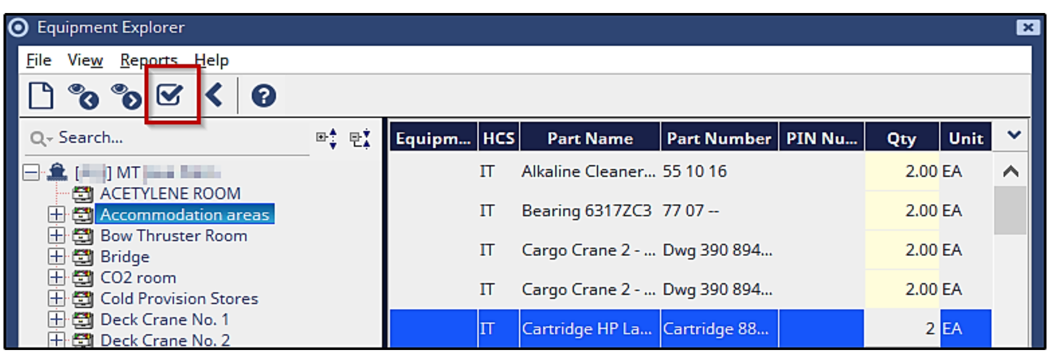
The **Equipment Explorer** window opens with a list of storage locations and the parts contained in each location.

3. Drill down through the storage locations on the **Equipment Explorer** window to find the part that is to be reconciled. A list of parts located in the highlighted storage location and the quantity are listed in the right upper part of the **Equipment Explorer** window. Any cross-referenced equipment for the highlighted part is listed in the right lower portion of the window.

4. Change the value in the **Quantity** column for the part to be reconciled in the upper portion of the **Equipment Explorer** window.

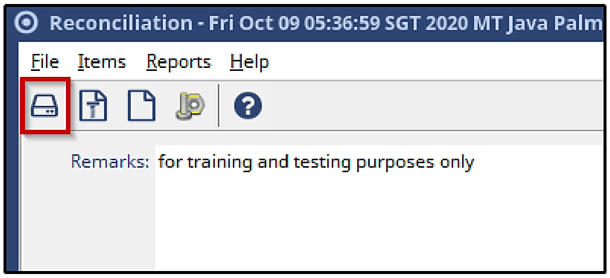
5. Continue selecting and changing the values in the **Equipment Explorer** window until all parts to be reconciled have been changed.

6. Click the **Select** button on the **Equipment Explorer** toolbar. The **Equipment Explorer** window closes and all parts whose quantities have changed are listed on the **Reconciliation** window.



7. Click in the **Remarks** section of the **Reconciliation** window to type the explanation for the reconciliation. The **Remarks** field is a free form text field.

8. Click the **Save** button on the **Reconciliation** window toolbar to save the reconciliation and close the window.



NOTE: Notice that there is a **Unit Cost** field on the **Reconciliation** window. This field may or may not be automatically filled by the system. It is filled according to the inventory valuation method selected in the **System Preferences** in the **System Administration** module.

The field is left blank if the criterion used for the method selected is NOT available. The value in the **Unit Cost** field can be changed manually if required.

The choices used in the inventory valuation method are:

- **Last price** – the system uses the single most recent price from a purchase order or request for quotation of the given item.
- **Average of last 3 prices** – the system uses the average of the three most recent prices from purchase orders or requests for quotation for the given item. Prices are evaluated in order of date primarily and then by document type. Purchase order prices have priority over request for quotation prices.
- **Average cost –** the system uses the "Average Cost" accounting method. The Average Cost method requires that a cost be specified when the item is added to inventory. It then averages all the given prices to determine the average cost of the item.

Prices are expressed in the **part's unit of measure** as selected on the **Part** window.

Select **Documents → Search → Reconciliation** from the **Inventory** gadget on the **Navigator** pane on the **Purchasing** window to view previously created reconciliations. The **Reconciliation Search** window opens. Select criteria from the **Search** tab to find specific reconciliations or click the **Search** button at the bottom of the **Search** tab to view a list of all reconciliations for the specific vessel, the **Ship** field is filled by default.

12.2.2 *Material Usage*

Inventory is also adjusted when materials / parts are used during maintenance. This adjustment is made through the **Materials** tab on the work order.

Delete or Clear Inventory

The inventory for a part can be completely deleted or cleared. Currently, this is done from the **Part** window.

NOTE: Caution is advised before using this option. All spares information is deleted when this option is used. This means that not only are the quantities of the part erased, but the storage locations designated for the part are deleted also. The information is deleted as soon as the **Delete Inventory Data** button or option is selected on the **Part** window. The process CANNOT be undone!

12.2.3 *Equipment Cross Referencing and Part Interchangeability*

Equipment cross referencing and **part interchangeability** are two more ways to monitor inventory by grouping the same equipment or parts together. In this way, equipment or parts that are known by different names, but are the same item and located in different parts of the same ship or throughout the fleet can be located and counted easily.

Equipment that is the same, but called different names or the same equipment located in different areas of the same ship or the same equipment located on other ships within the fleet can be grouped together on the **Cross References** tab on the **Equipment** window. **Cross referenced equipment** shares the same parts list. A part that is added to one piece of equipment is also added to all other equipment listed on the **Cross References** tab. Storage locations are also shared with cross referenced equipment on the same ship.

Parts that are the same but called different names can also be identified and counted through part interchangeability. Identical parts installed in unrelated equipment are defined as interchangeable. For example, a particular type of ball bearing might be used in both the General Service Pump and the Fire Pump. These bearings can be cross-referenced to one another by classifying them both under the same interchangeable index term of "Koyo Ball Bearing D550". These parts can be found in any stock location for any part that can be substituted for any of the interchangeable parts. **Interchangeable parts** are included in the inventory count of the particular item in certain inventory reports.

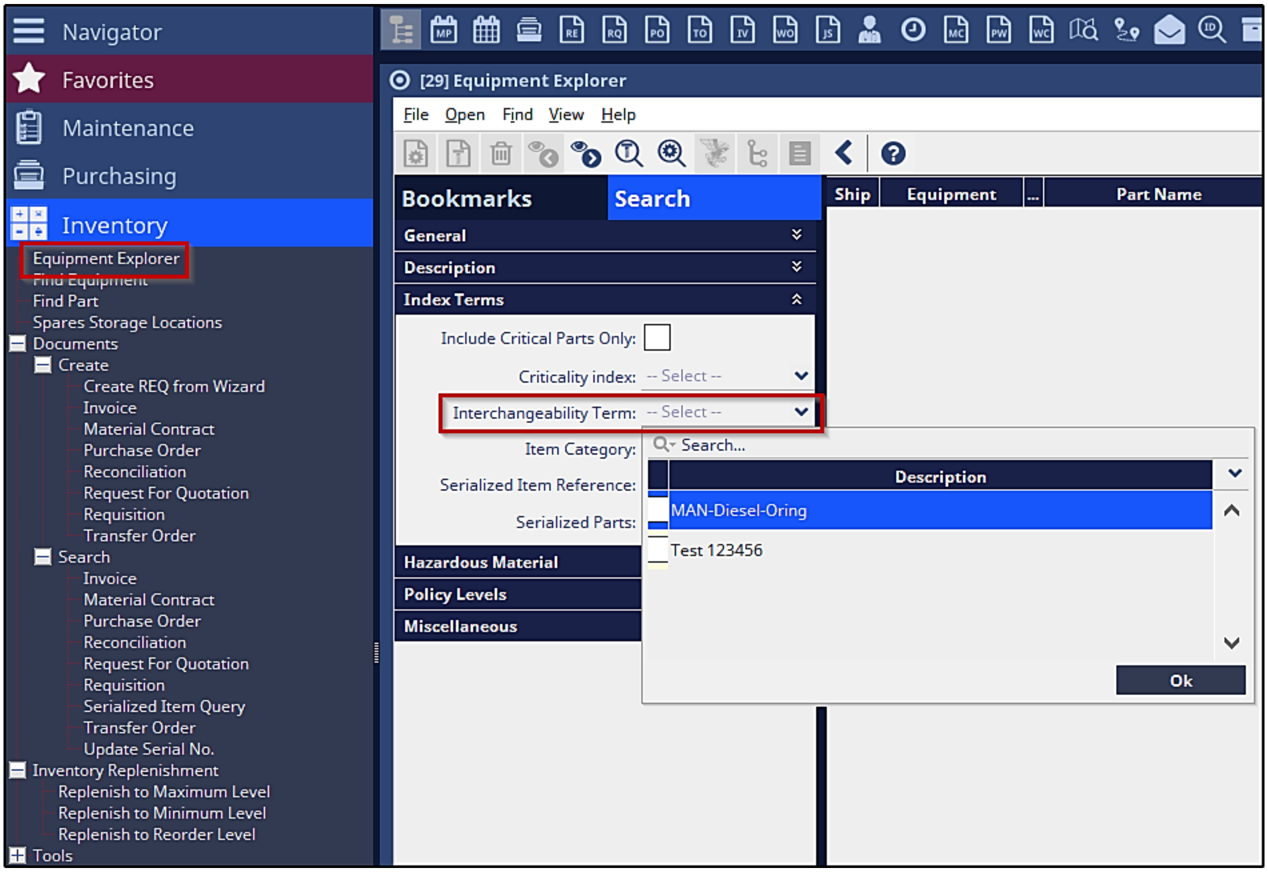
NOTE: BE CAREFUL! The interchangeability designation CANNOT be removed once a part has been assigned.

Interchangeable parts are not listed on a separate tab on the **Parts** window like the **Cross-Referencing** tab is for **equipment**. These **parts** are found by **searching** by the interchangeability term.

1. Select **Equipment Explorer** from the **Inventory** gadget on the **Navigator** pane in the **Purchasing** window. The **Equipment Explorer** window opens.
2. Click the **Find Part** button on the **Equipment Explorer** toolbar to search for a part.

The **Search Companion** window opens.

3. Click the dropdown menu of the **Interchangeability Term** field, select the defined **Interchangeability Term,** and click the **OK** button to display the value in the **Search Companion**. Authorized users can create new **interchangeability terms** in **General Data Module→Master Data→Machinery Part Interchangeability** window.



4. Part must have the **interchangeability information** on the part record **before** it will display when clicking the dropdown menu on this field in the **search companion**.

5. Click the **Search** button on the **Search Companion** window. The results of the search appear on the right side of the **Equipment Explorer** window.

12.2.4 *Using a Bar Code Scanner*

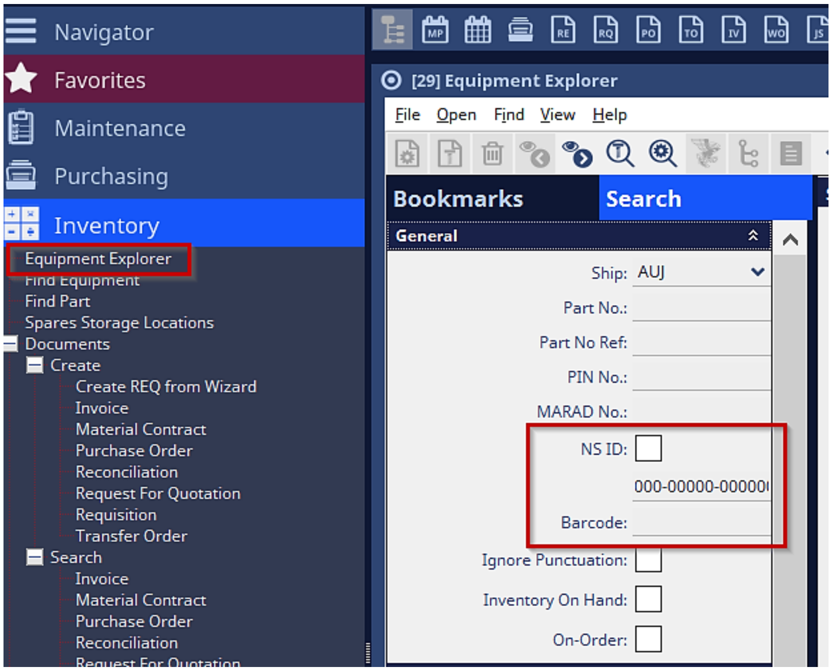
NS Enterprise can be used to create bar codes for identifying inventory items. These bar codes are printed on inventory labels and reports. See the **Report** menu bar options throughout the **Maintenance** and **Purchasing** module to **print labels** or **create reports** using bar codes.

A **bar code scanner** can be used to search for parts in the **Part Search** window. The scanner is connected to the computer running the **NS Enterprise Maintenance** and **Purchasing** module.

1. Select **Equipment Explorer** from the **Inventory** gadget on the **Navigator** pane on the **Purchasing** window.
2. Click the **Find Part** button on the **Equipment Explorer** toolbar to search for a part.

The **Search Companion** window opens.

3. Click in the check box next to the **ID/Bar Code** field on the **Search Companion** window. The **ID/Bar Code** field becomes available.



4. **Scan** the bar code on the part with the scanner. The **bar code number** is displayed in the **ID/Bar Code** field.

5. Click the **Search** button. The results of the search are listed on the right side of the **Equipment Explorer** window.

12.3 Inventory of Hazardous Material (IHM)

NS has developed a comprehensive feature to comply with the Identification and Inventory of Hazardous Materials regulations, including collection and import of the initial inventory, regulatory reporting, and maintenance of the inventory via standard Maintenance and Purchasing processes.

IHM features are fully integrated into the NS Maintenance and Purchasing modules.

The key requirement is the necessity to identify items onboard which either contain or are hazardous materials. This information is necessary to comply with the reporting requirements for Inventory of Hazardous Materials, commonly known as IHM.

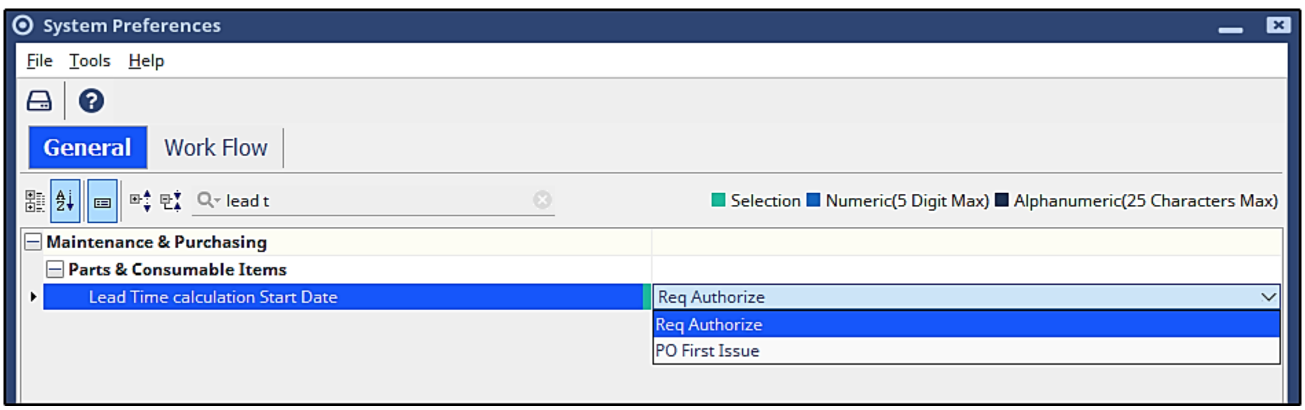
12.3.1 *Key Features of IHM*

- Identify spare parts that are hazardous, including hazard type and quantity of hazardous materials per part.
- Identify Equipment, Spaces and Structures that contain hazardous materials.
- Export Excel tool to capture initial inventory.
- Produce Inventory of Hazardous Materials report in approved format.
- Part I of the inventory is automatically updated through the standard Maintenance and Purchasing processes:
  - Procurement of Spares, Consumption of Spares, Installation of Equipment, Retirement of Equipment.
- Required periodic audits of the inventory can be documented in the HSQE module.

12.3.2 *System Preference Settings*

The following system preference have been implemented to control the workflow or processes in the inventory of hazardous materials.

<u>Lead Time Calculation Start Date</u>



a. Req Authorize – this option is the difference between the Requisition Authorization Date and the First PO Delivery Date, or PO Issue and first PO Delivery. Days will be calculated and displayed on the part screen, which shows the Maximum Lead Time, Minimum Lead Time, and Average Lead Time.

b. PO First Issue – the First Start Date will be considered as when the PO was first issued.

NOTES:

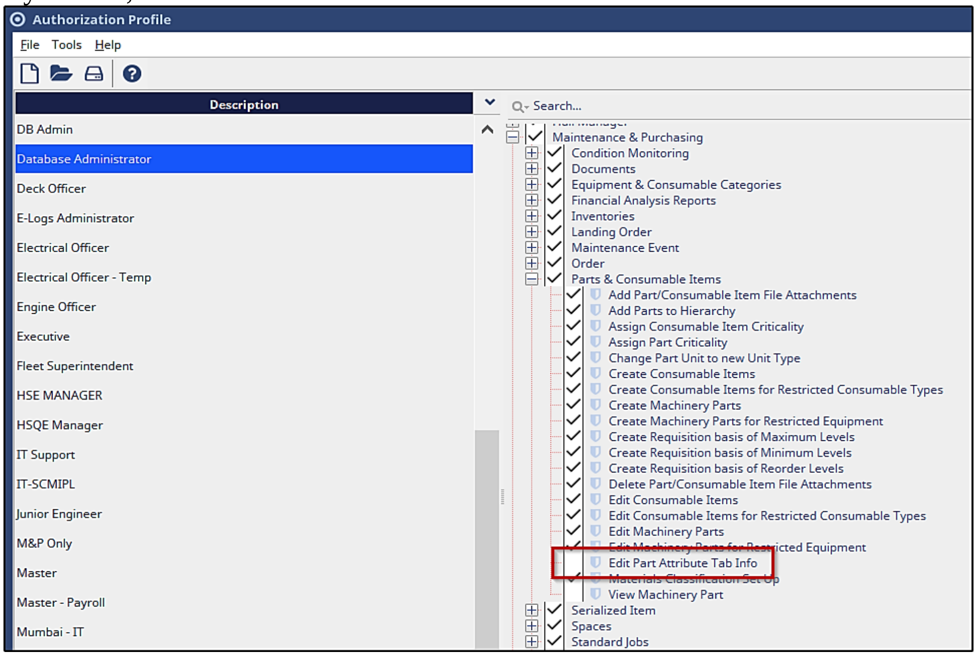
- For Requisition Authorization value, PO maybe created from RFQ, contract or stand-alone PO.
- If standalone PO, first issued date of the PO will be considered.
- If PO is created from RFQ or contract, the start date will be considered as when the RFQ was evaluated, and the last date will be the same, which is the first PO delivery.

12.3.3 *Authorization Profile*

For controlling the access, the following authorizations have been implemented.

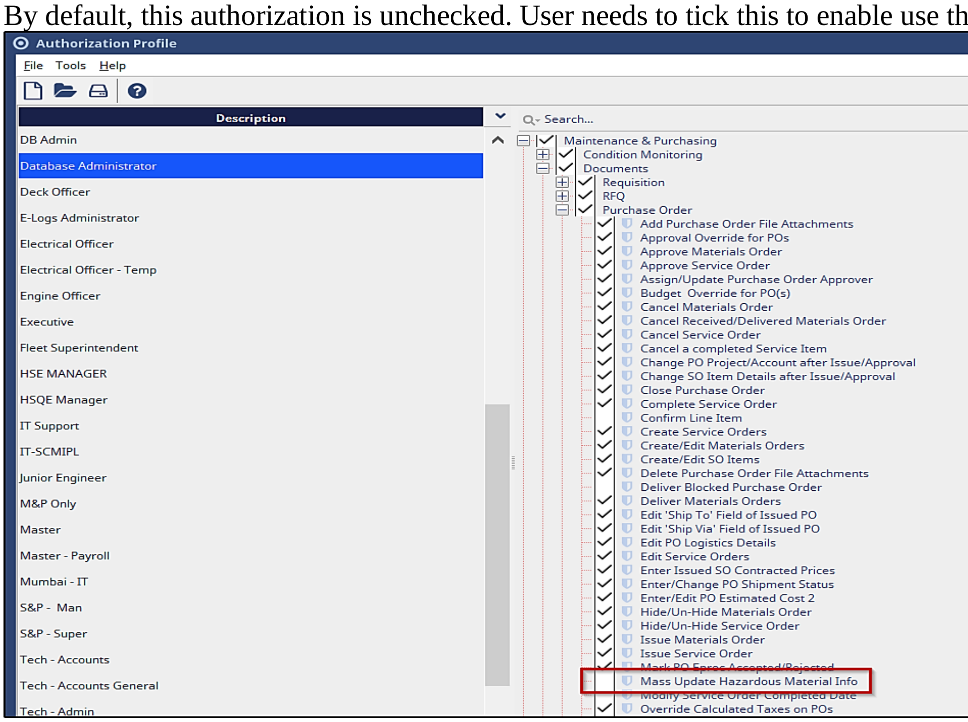
Edit Part Attribute Tab

By default, this authorization is unchecked. User needs to tick this to enable use the functionality.



Mass Update Hazardous Material Info

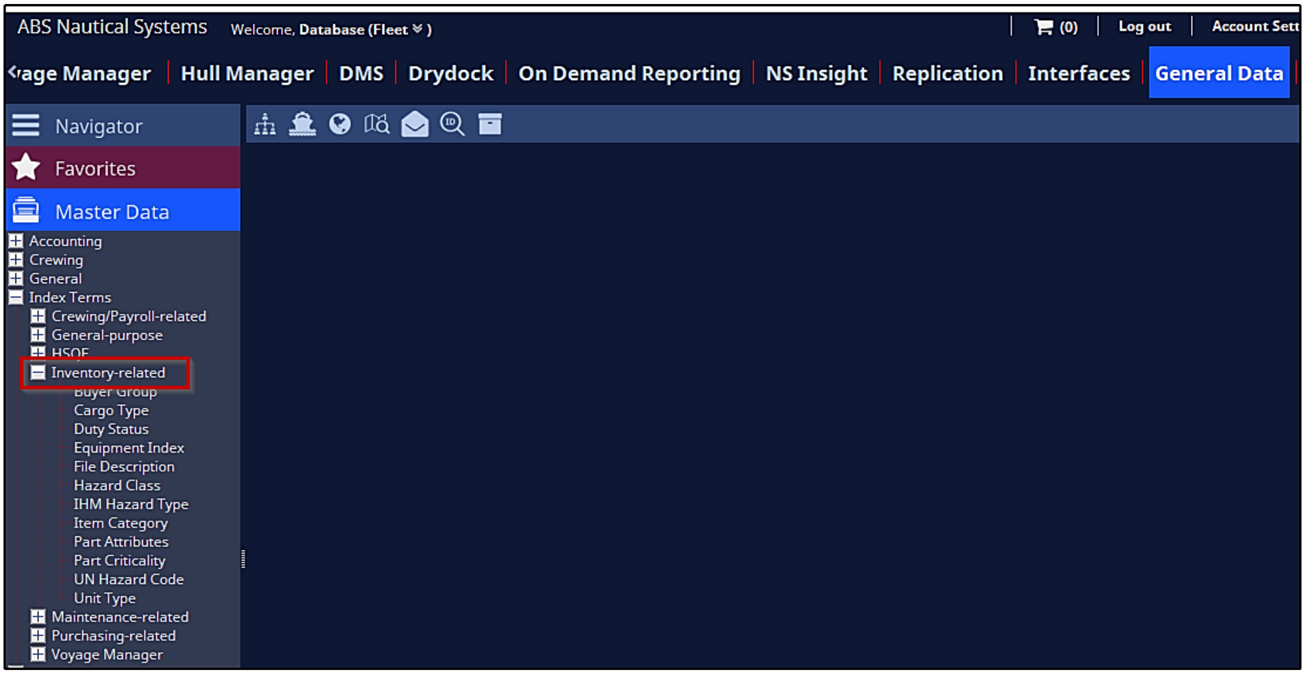
By default, this authorization is unchecked. User needs to tick this to enable use the functionality.



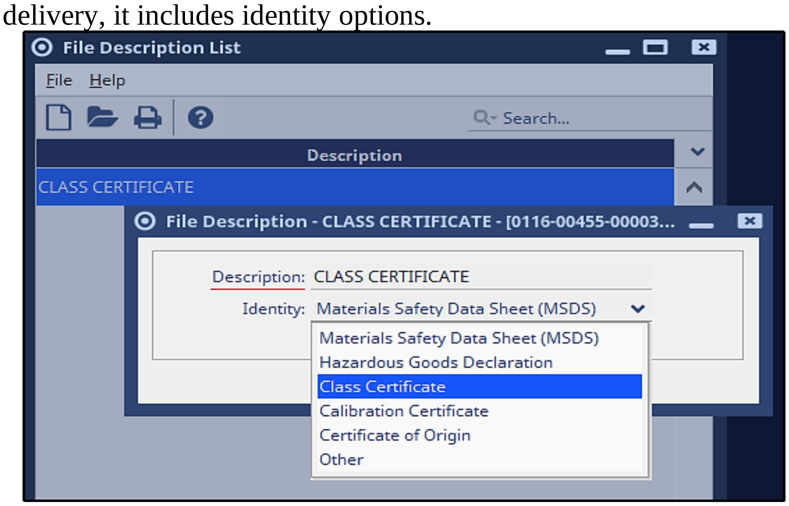
12.3.4 *Master Data – Index Terms*

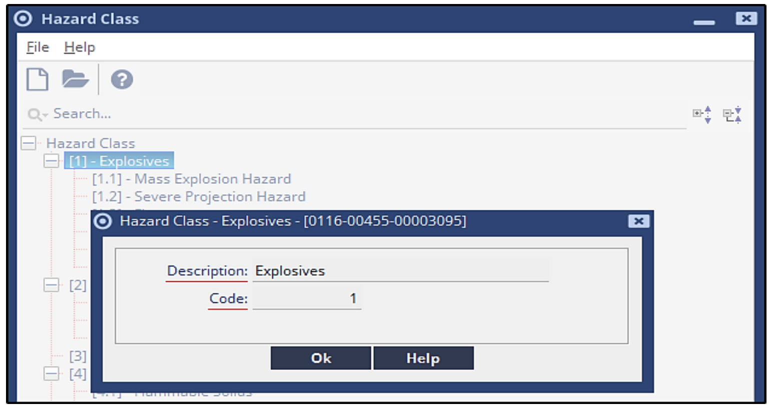
The following index terms were created under the Inventory-Related section to help in the identification and tracking of part as hazardous.

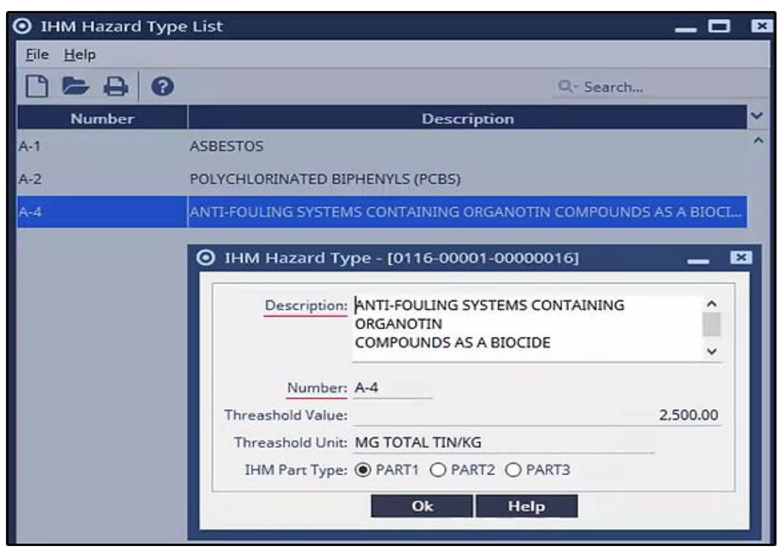
- File Description
- Hazard Class
- IHM Hazard Type
- UN Hazard Code
- Part Attributes



Index Term	Description
Full Description	This is for the type of files that will be attached during the PO delivery, it includes identity options.



<table>
<tr>
<td>Hazard Class</td>
<td>This is for the Standard Hazard Class and the data will be pre-populated in NS.


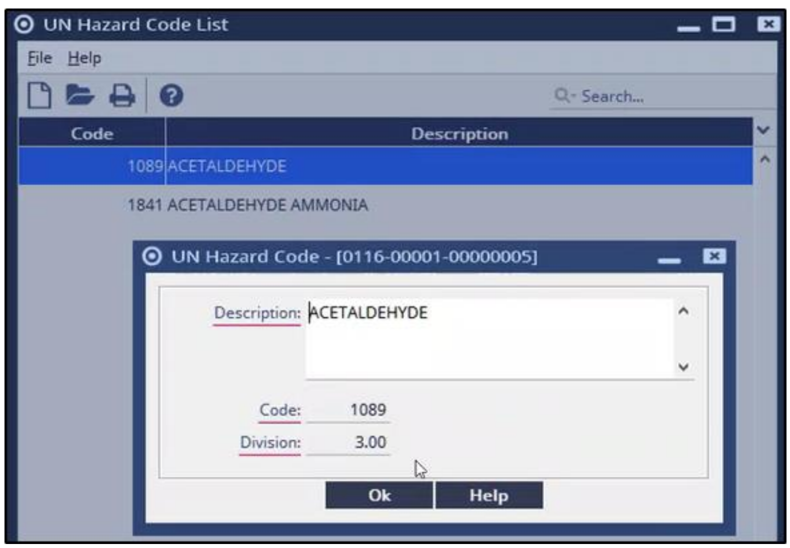
Sample
<table>
<tr><th>Class</th><th>Description</th><th>Subclass</th><th>Description</th></tr>
<tr><td rowspan="6">1</td><td rowspan="6">Explosives</td><td>1</td><td>Mass Explosion Hazard</td></tr>
<tr><td>2</td><td>Severe Projection Hazard</td></tr>
<tr><td>3</td><td>Fire</td></tr>
<tr><td>4</td><td>Minor Fire or Projection</td></tr>
<tr><td>5</td><td>Insensitive Substance with Mass Explosion Hazard</td></tr>
<tr><td>6</td><td>Extremely Insensitive Articles</td></tr>
<tr><td rowspan="3">2</td><td rowspan="3">Gases</td><td>1</td><td>Flammable</td></tr>
<tr><td>2</td><td>Non-Flammable</td></tr>
<tr><td>3</td><td>Poisonous</td></tr>
<tr><td>3</td><td>Flammable Liquids</td><td></td><td></td></tr>
</table>
</td>
</tr>
<tr>
<td>IHM Hazard Type</td>
<td>This is for the Standard IHM Hazard type and the data will be pre-populated in NS.


</td>
</tr>
</table>

Table A

Number	Material name		Threshold value	Part I	Part II	Part III
A-1	Asbestos		0.1%	X		
A-2	Polychlorinated biphenyls (PCBs)		50 mg/kg	X		
A-3	Ozone Depleting Substances	Chlorofluorocarbons(CFCs)	None	X		
A-3		Halons	None	X		
A-3		Other fully halogenated CFCs	None	X		
A-3		Carbon tetrachloride	None	X		
A-3		1,1,1-Trichloroethane (Methyl chloroform)	None	X		
A-3		Hydrochlorofluorocarbons	None	X		
A-3		Hydrobromofluorocarbons	None	X		
A-3		Methyl bromide	None	X		
A-3		Bromochloromethane	None	X		
A-4	Anti-fouling systems containing organotin compounds as a biocide		2,500 mg total tin/kg	X		

UN Hazard Code	This is for the various attributes for a hazardous part like “MSDS Document”, “Suppliers Certificate” etc.

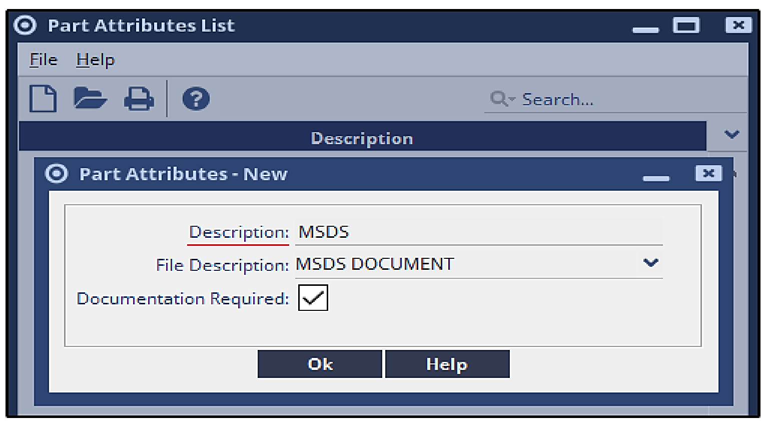


§172.101 Hazardous Materials Table

Symbols	Hazardous materials descriptions and proper shipping names	Hazard Class or Division	UN Code
	Acetal	3	UN1088
	Acetaldehyde	3	UN1089
A	Acetaldehyde ammonia	9	UN1841
	Acetaldehyde oxime	3	UN2332
	Acetic acid, glacial or Acetic acid solution, with more than 80 percent acid, by mass	8	UN2789
	Acetic acid solution, not less than 50 percent but not more than 80 percent acid, by mass	8	UN2790
	Acetic acid solution, with more than 10 percent and less than 50 percent acid, by mass	8	UN2790
	Acetic anhydride	8	UN1715
	Acetone	3	UN1090
	Acetone cyanohydrin, stabilized	6.1	UN1541
	Acetone oils	3	UN1091
	Acetonitrile	3	UN1648
	Acetyl bromide	8	UN1716
	Acetyl chloride	3	UN1717
	Acetyl iodide	8	UN1898
	Acetyl methyl carbinol	3	UN2621
	Acetylene, dissolved	2.1	UN1001
	Acridine	6.1	UN2713
	Acrolein dimer, stabilized	3	UN2607
	Acrolein, stabilized	6.1	UN1092
	Acrylamide, solid	6.1	UN2074
	Acrylamide solution	6.1	UN3426
	Acrylic acid, stabilized	8	UN2218
	Acrylonitrile, stabilized	3	UN1093
	Adhesives, containing a flammable liquid	3	UN1133
	Adiponitrile	6.1	UN2205
G	Adsorbed gas, n.o.s	2.2	UN3511
G	Adsorbed gas, flammable, n.o.s	2.1	UN3510

Part Attributes

This is for the attributes related to a part.
Note: This can be linked to a File Description and will be displayed during Purchase Order delivery.



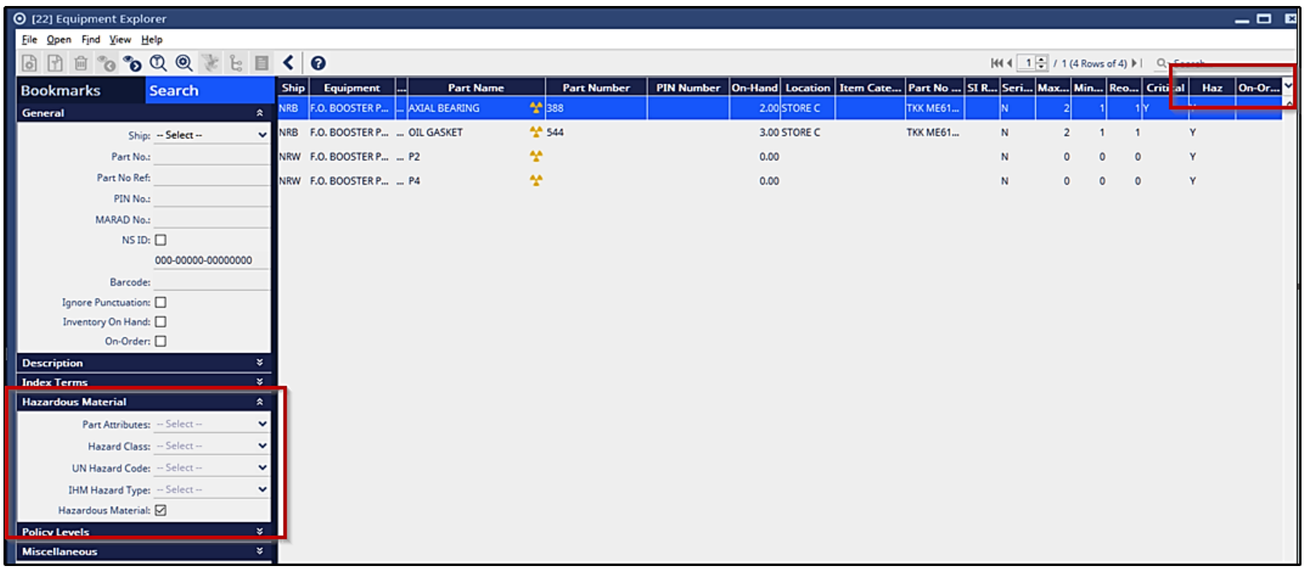
12.4 *Searching Hazardous Parts / Materials*

There are various ways on how to view hazardous parts / materials within NS. These hazardous materials are searched through the:

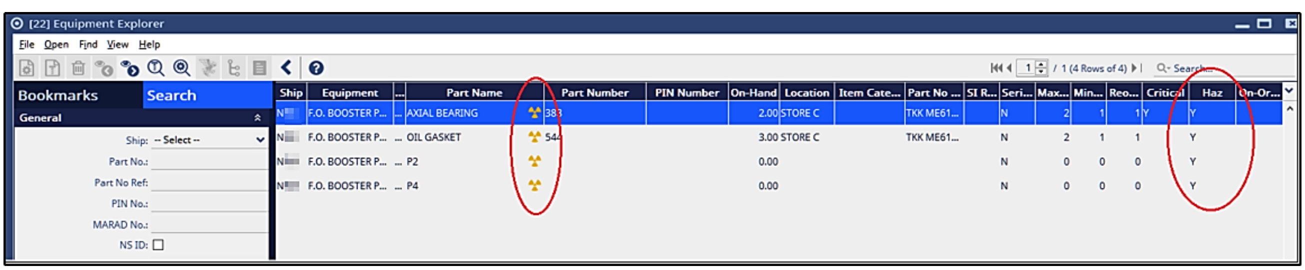
Equipment Explorer / Part Search

1. Go to **Purchasing → Find Part.** This will open the Equipment Explorer.

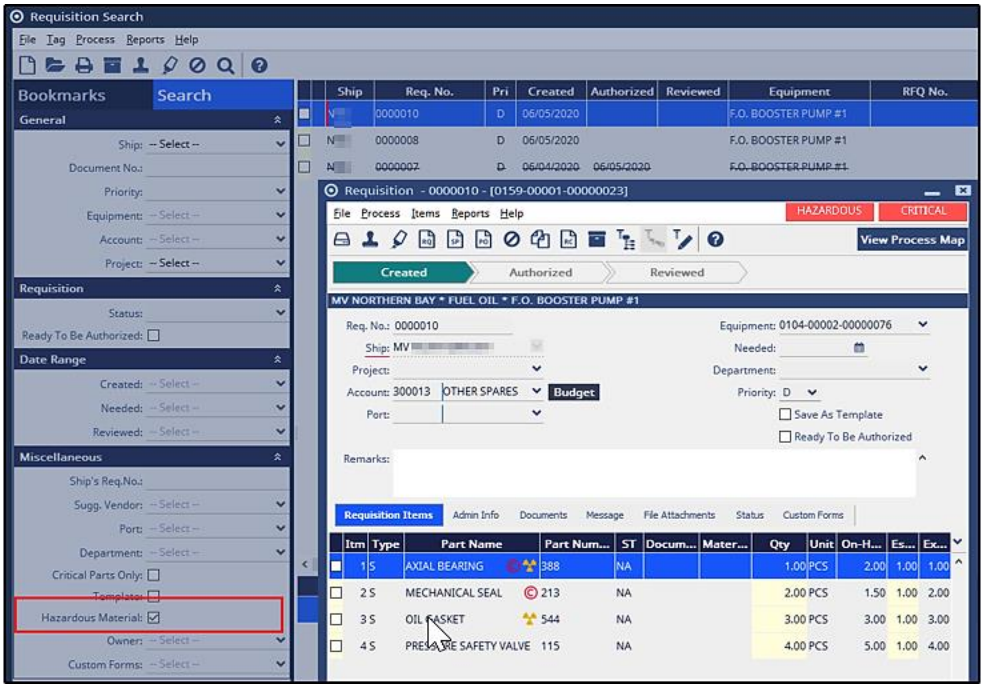
2. On the **Search** tab, go to **Hazardous Material** section and tick the Hazardous Material checkbox. Click **Search** button at the bottom of the screen.



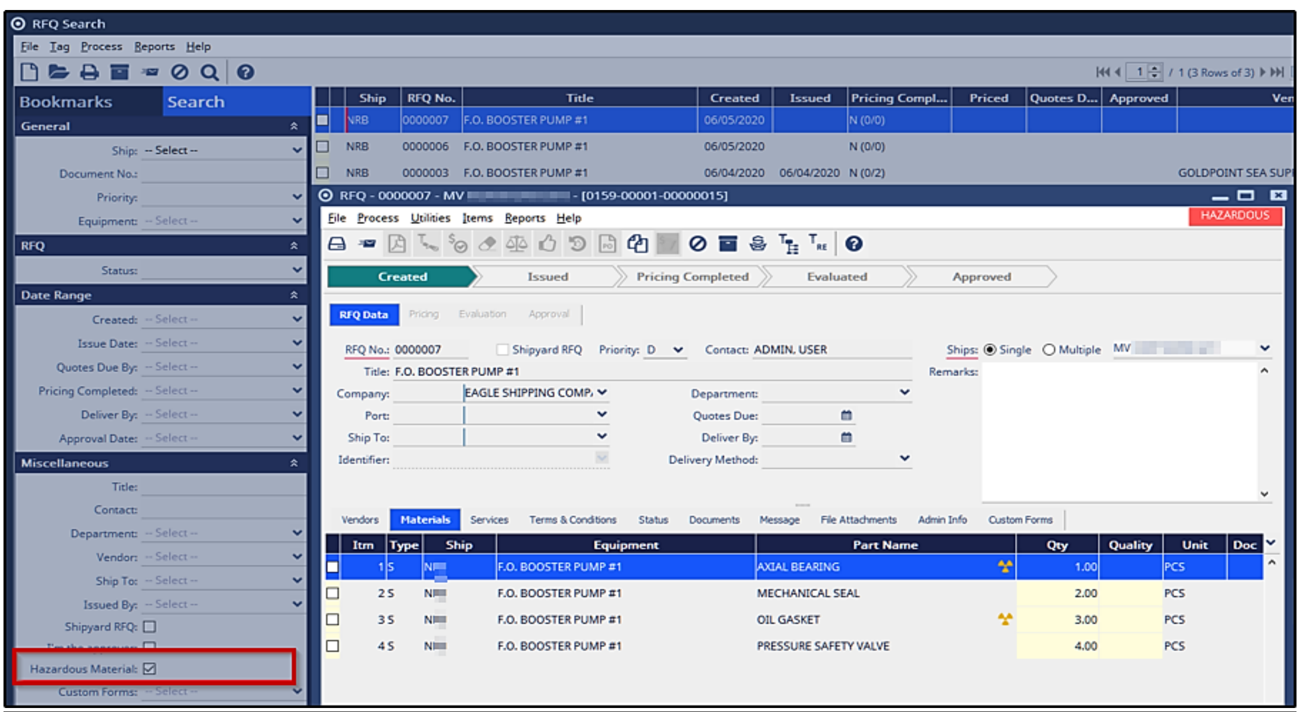
- Overlay icons are indicated in the search result screen for easier identification of items lines with hazardous materials.



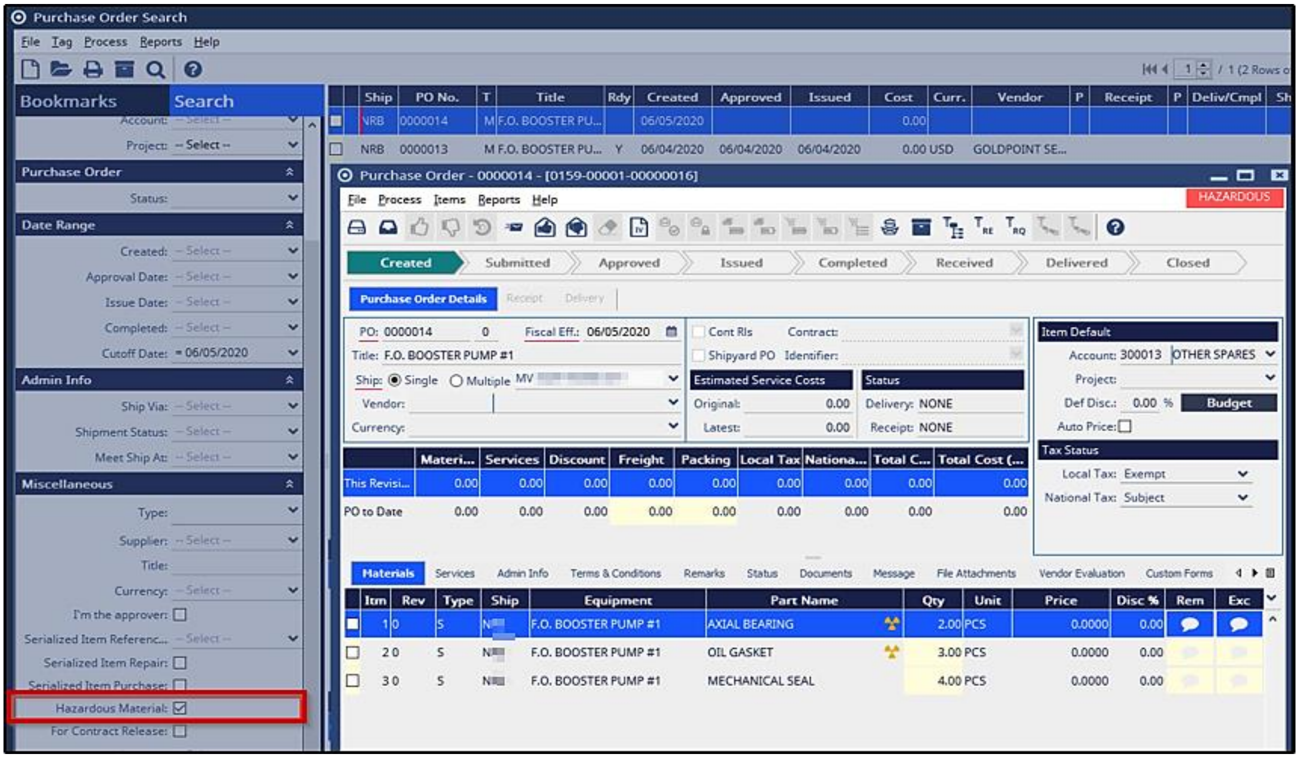
Requisition Search



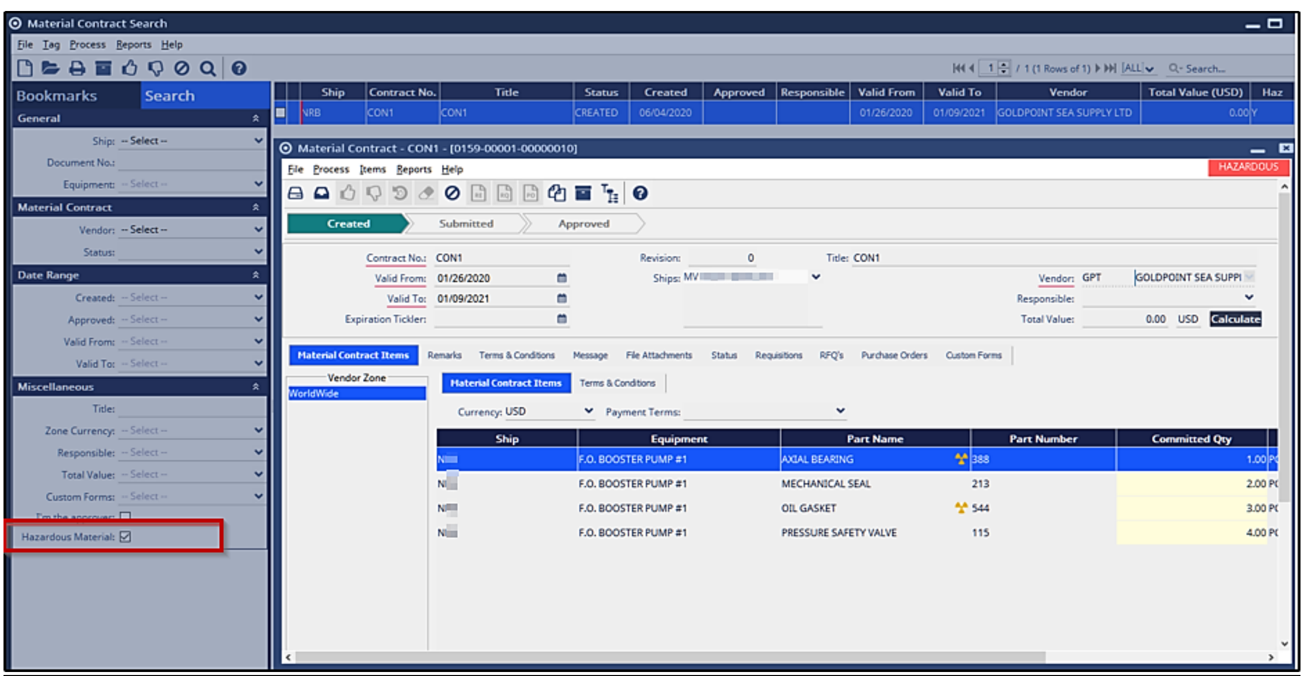
Request for Quotation Search



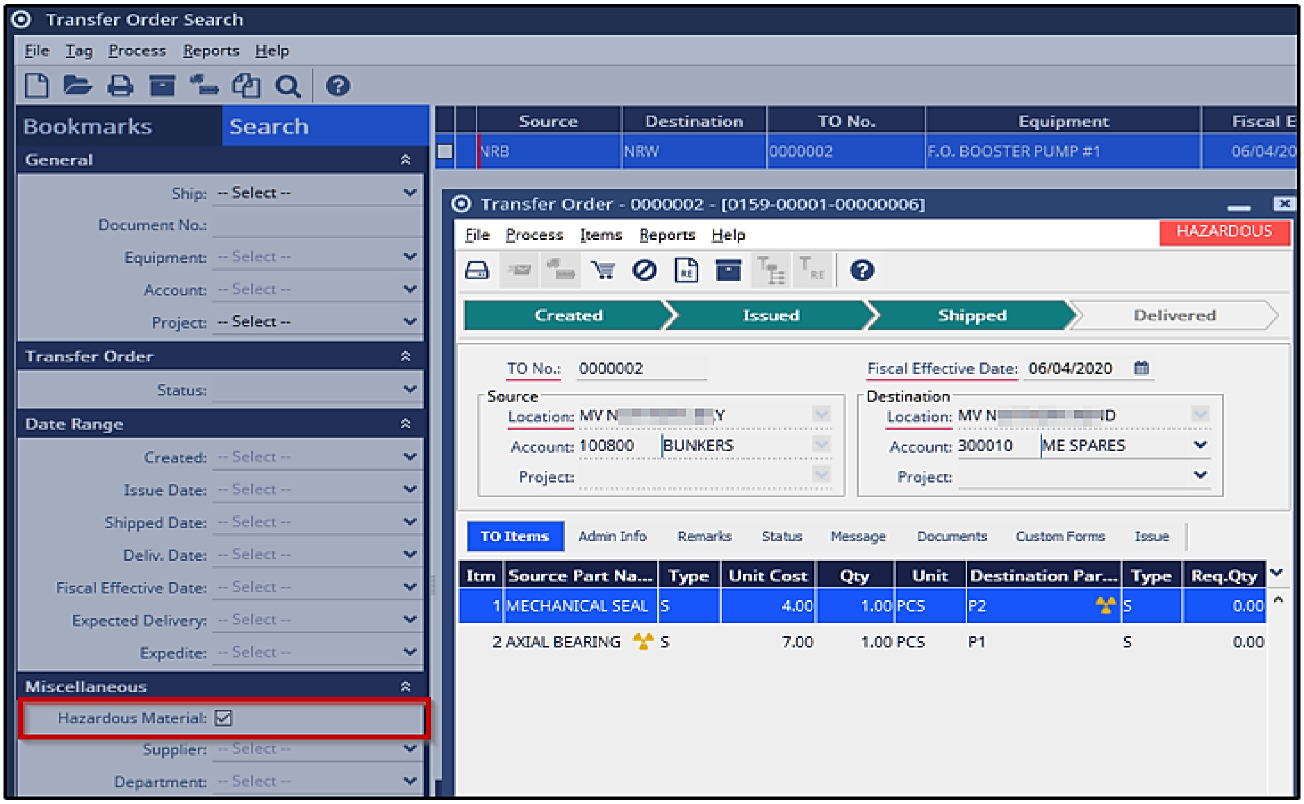
Purchase Order Search



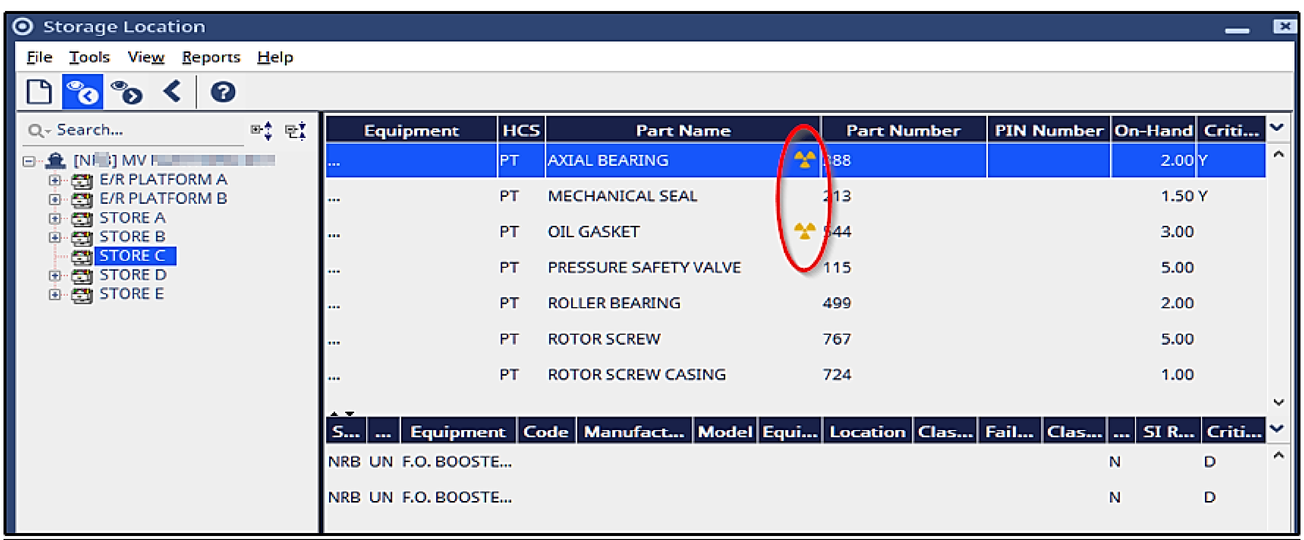
Material Contract Search



Transfer Order Search

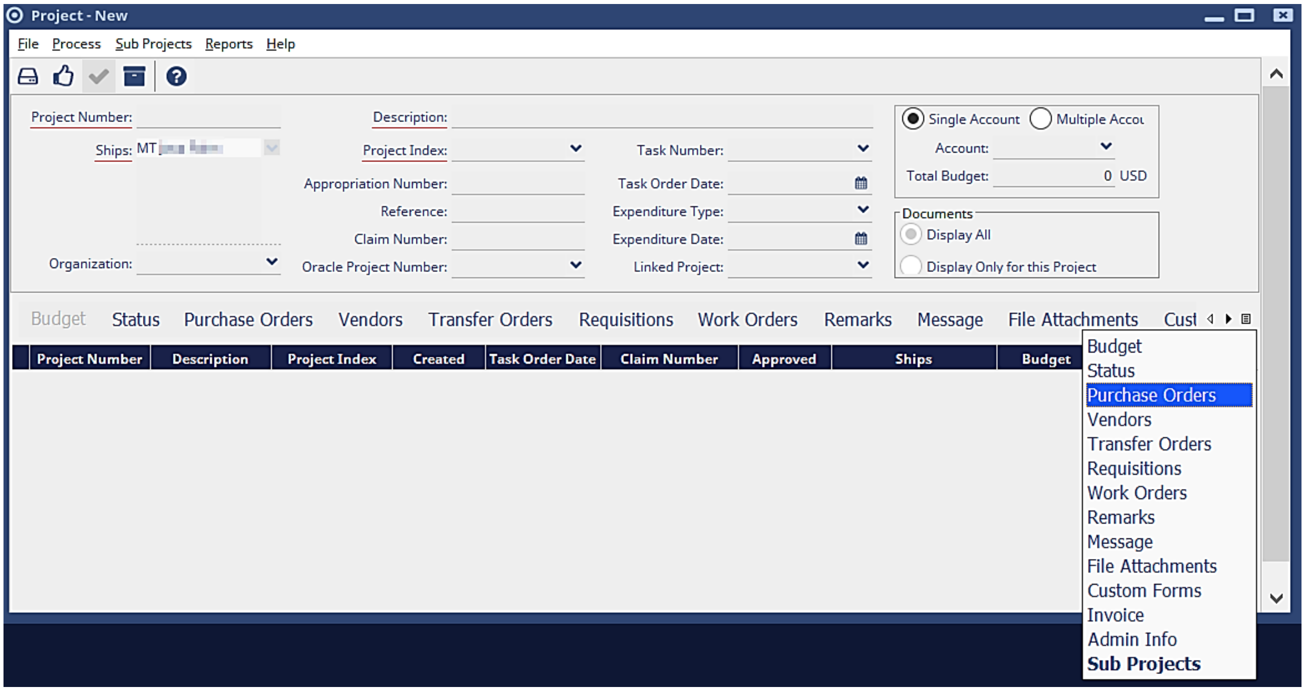


Location Explorer



Section 13 Projects

Projects are a way of grouping financially related documents. A project has its own budget and account codes. Companies typically will use Projects for Capital Improvements that have a separate budget and to capture information related to insurance claims. Crewmen cannot create a project.



Projects can be linked to various documents on the **Admin Info** tab of a document. Documents typically include:

- Purchase Orders
- Transfer Orders
- Requisitions
- Work Orders
- Invoices

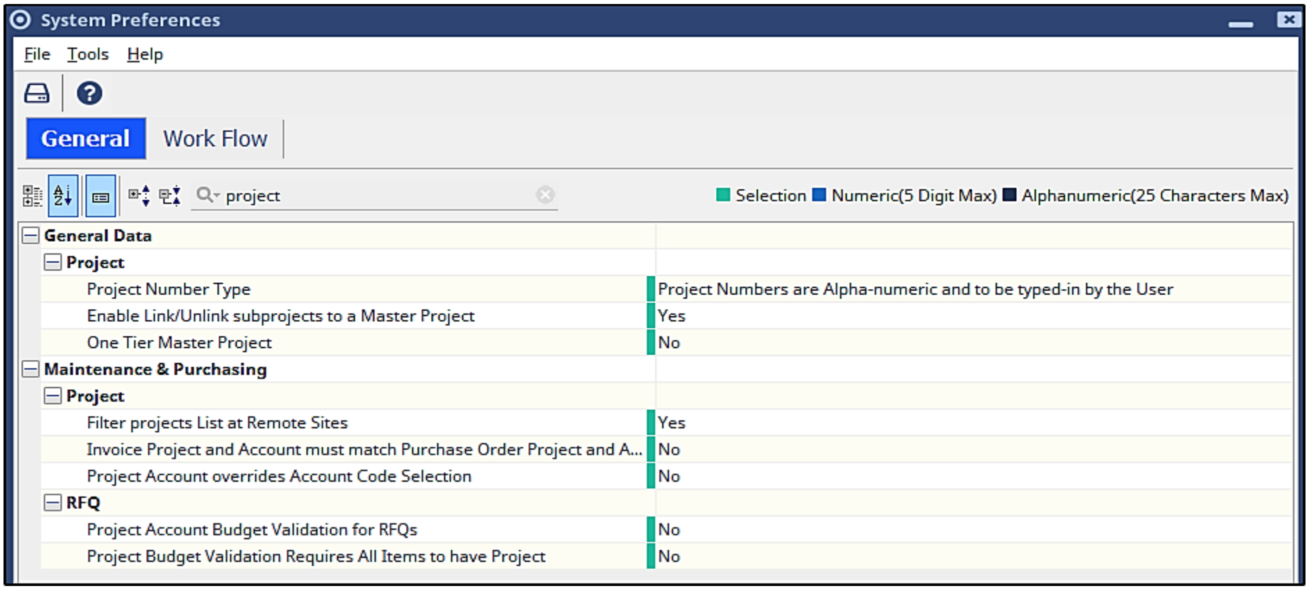
These documents, excluding invoices, can be linked to the Project by going to the tab (Requisitions, Purchase Orders, etc.), right-click in the tab and link the document.

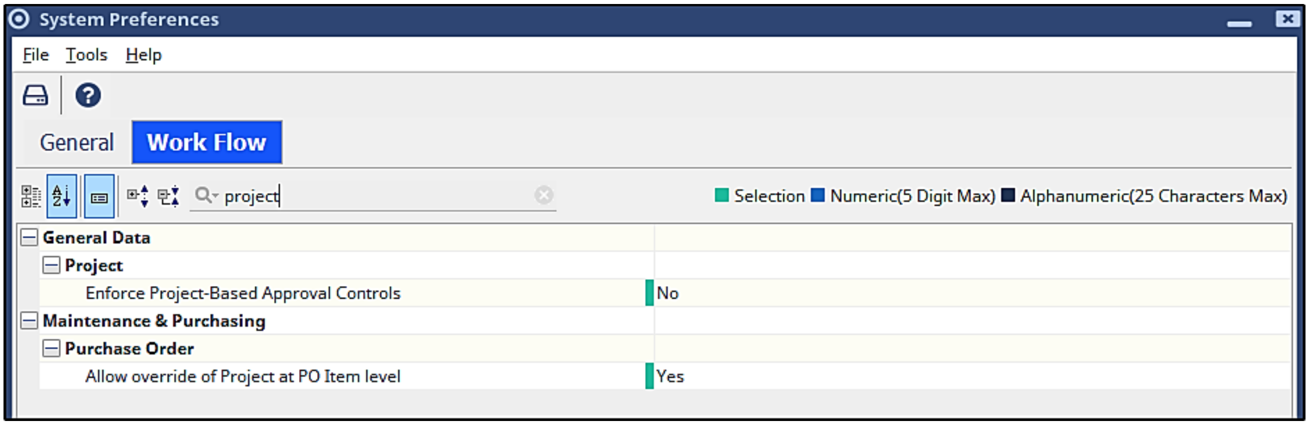
The following system preferences are associated with projects:

- **Project Number Type** – Select the way project numbers are assigned
- **Enforce Project-Based Approval Controls** – Allow documents that are associated with projects to be approved by authorized users even if the project is not approved or the approval of the document causes the project to be over budget.
- **Enable Link / Unlink subprojects to a Master Project** – Projects can be linked together.
- **One Tier Master Project** – One major project with multiple subprojects.

- **Filter projects List at Remote Site** – Projects and subprojects are filtered based on site-ships. If a subproject of a main project belongs to a ship that is not part of a site, the site has access to the main project, but not the subproject.

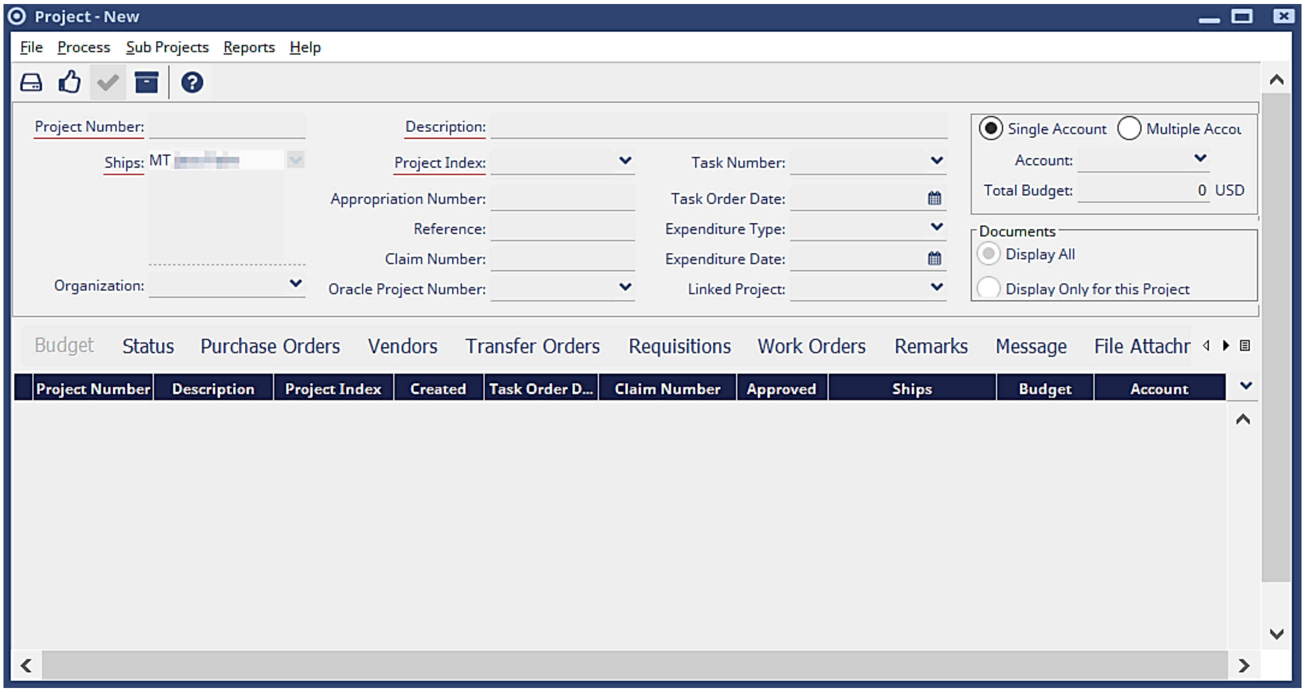
- **Allow override of Project at PO item level selection**





NOTE: NS Enterprise system performs a check for Project creation to verify that all the selected accounts are linked with each of the ships selected.

13.1 *Creating a New Project*



1. Select **Documents → Create → Projects** from the **Purchasing** menu on the **Navigator**. A new **Project** window opens.
2. Enter a **Project number** and a **Description**.
3. Link a ship or ships to the project. Click the button the **Ships** field. A **List of Ships** window opens. Highlight the ship(s) to select from the left side and use the arrow buttons to move it to the right side of the **List of Ships** window. Click **OK**.

   A project can be designated for just one ship or can be available to multiple ships.

4. Designate a project index. Click the button next to the **Project Index** field. The **Project Index** library opens. Highlight an index term and click **Select**.

   The project index allows filtering based on the different types of projects, assisting staff in finding the project when linking it to another document.

5. Enter the **Claim Number** if the project is related to an insurance claim.
6. Enter an external reference number related to the project in the **Reference** field, if applicable.
7. Projects are used to manage costs that are separate from the normal operating budget. A project must be given its own budget.

   If the project budget has a single account code, choose the **Single Account** radio button.

8. Click the button next to the **Account** field. The **Available Accounts** window opens. Double click on an account.

   Enter a dollar amount in the **Total Budget** field.

9. If the project uses multiple account codes, choose the **Multiple Accounts** radio button.

10. Right-click in the **Budget** tab and choose **Link**.

11. A **List of Accounts** window opens. Highlight the relevant accounts on the left side and using the arrow buttons transfer them to the right side. Then click **OK**.

12. Enter a dollar amount for each account code.

13. When multiple accounts are designated, all documents with account control assigned to this project must use one of the account codes identified here.

14. Link any supporting documentation or relevant file to the **File Attachments** tab.

15. Various documents can be linked to a Project, including:

    - Purchase Orders
    - Transfer Orders
    - Requisitions
    - Work Orders
    - Invoices

    These documents, excluding invoices, can be linked to the Project by going to the tab (Requisitions, Purchase Orders, etc.), right-click in the tab and link the document.

16. Invoices are added to a project through its association with a paid purchase order which is already linked to the project. Users cannot manually link an invoice to a project.

17. Documents are also linked to a project when, on the document itself (Work Order, Purchase Order, etc.) a project is linked. This is done either on the **Admin Info** tab or in the main header of the document.

18. Users can link sub-projects to a project. For instance, there may be a master project to coordinate a maintenance period or drydock and link several sub-projects for individual capital expenditures.

    Go to the **Sub Project** tab. Choose **Sub Projects → Link Sub Project** from the menu bar.

    A **Projects List** window opens. Tag one or more projects and click **Select**.

    The sub projects are now linked to the Master Project.

19. A Project can be linked to a **Maintenance Event**. This must be done from the event. Open a Maintenance Event.

    On the **Event Particulars** tab, click the button next to the **Default Project** field.

    A **Project List** window opens. Highlight a Project and click **Select**.

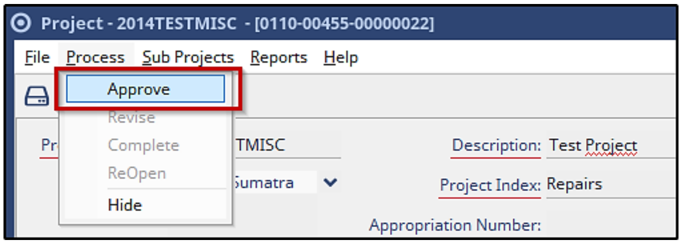
    The **Project** is now linked to the **Maintenance Event**.

20. **Save** the Project. Click **Save**.

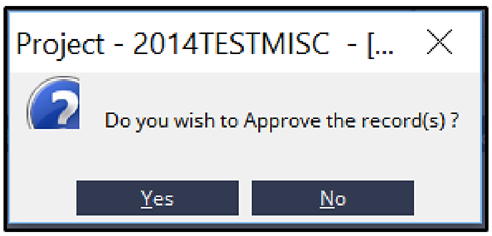
13.2 Approve a Project

As with all financial documents (Requisitions, Purchase Orders, etc.), projects require approval. Permission to approve a project is based on the existing approval structure set up for POs.

1. Select **Documents → Search → Project** from the **Purchasing** menu on the **Navigator**. A search window opens. Under **Status**, select **To be Approved** and click **Search**. Projects awaiting approval are listed. Double click on a project to open.
2. Click **Process** from the menu bar, then select **Approve**.



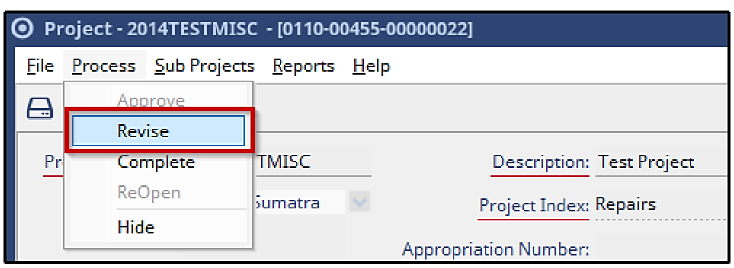
A confirmation box opens. Click **Yes**.



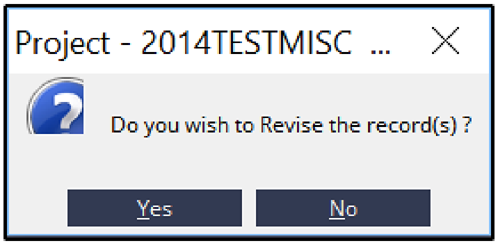
13.3 Revising a Project

The project can be revised and corrected if something changes such as the budget amount or account codes.

1. Select **Documents → Search → Project** from the **Purchasing** menu on the **Navigator**. A search window opens. Under **Status**, select **Approved** and click **Search**. Approved projects are listed. Double click on a project to open.
2. Choose **Process → Revise** from the menu bar.



3. A confirmation box opens. Click **Yes**.



4. The Project can now be revised. The project needs to be approved again once the revisions are made. Users can see if a project has been revised on the **Status** tab.

Approving a Revised Project

As was the case when originally approved, permission to approve a revised project is based on the existing approval structure set up for purchase orders.

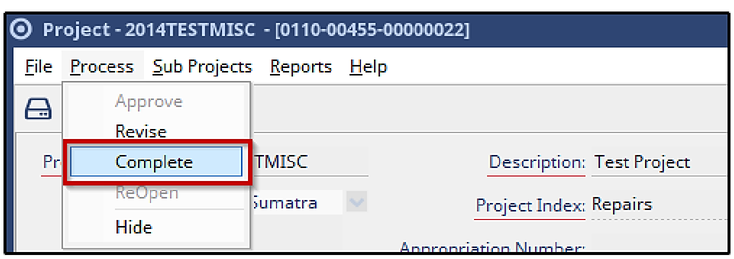
1. Select **Documents → Search → Project** from the Purchasing menu on the Navigator. A search window opens. Under **Status**, select **In Revision** and click **Search**. Revised projects awaiting approval are listed. Double click on a project to open it.
2. Approve the revised project. Click **Approve**.

A confirmation box opens. Click **Yes**.

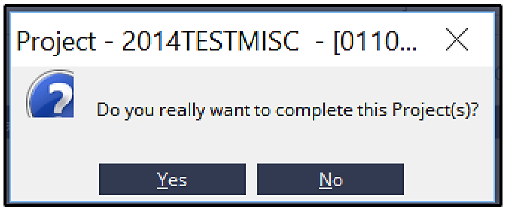
13.4 Completing a Project

The project can be completed once all the work orders, purchase orders, etc. have been completed and closed.

1. Select **Documents → Search → Project** from the **Purchasing** menu on the **Navigator**. A search window opens. Under **Status**, select **Approved** and click **Search**. Approved projects are listed. Double click on a project to open it.
2. Choose **Process → Complete** from the menu bar.



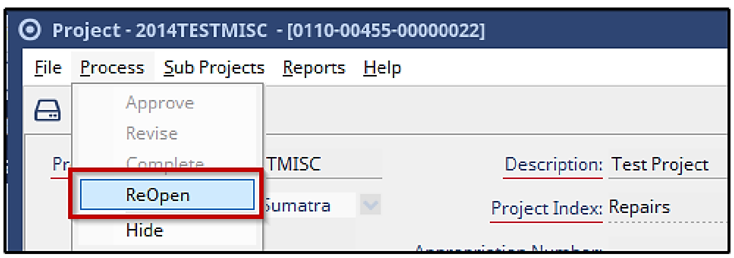
3 A confirmation box opens. Click **Yes**.



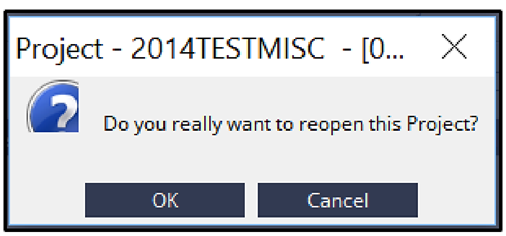
13.5 *Reopening a Completed Project*

The project can be reopened after it has been completed if the need to edit the project arises.

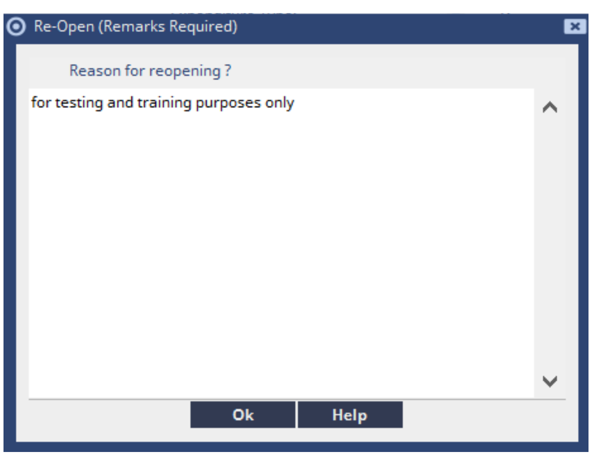
1. Select **Documents → Search → Project** from the **Purchasing** menu on the **Navigator**. A search window opens. Under **Status**, select **Completed** and click **Search.** Completed projects are listed. Double click on a project to open.
2. Choose **Process → Reopen** from the menu bar.



3 A confirmation box opens. Click **Yes**.



A window opens asking for a reason for reopening the project. Enter the explanation. Click **Ok**.



4. The project is now open again. The project needs to be completed once any changes have been made. Users can see if a project has been reopened on the **Status** tab. The **Remarks** icon on the **Approved** line is flagged. Click it to read the explanation.

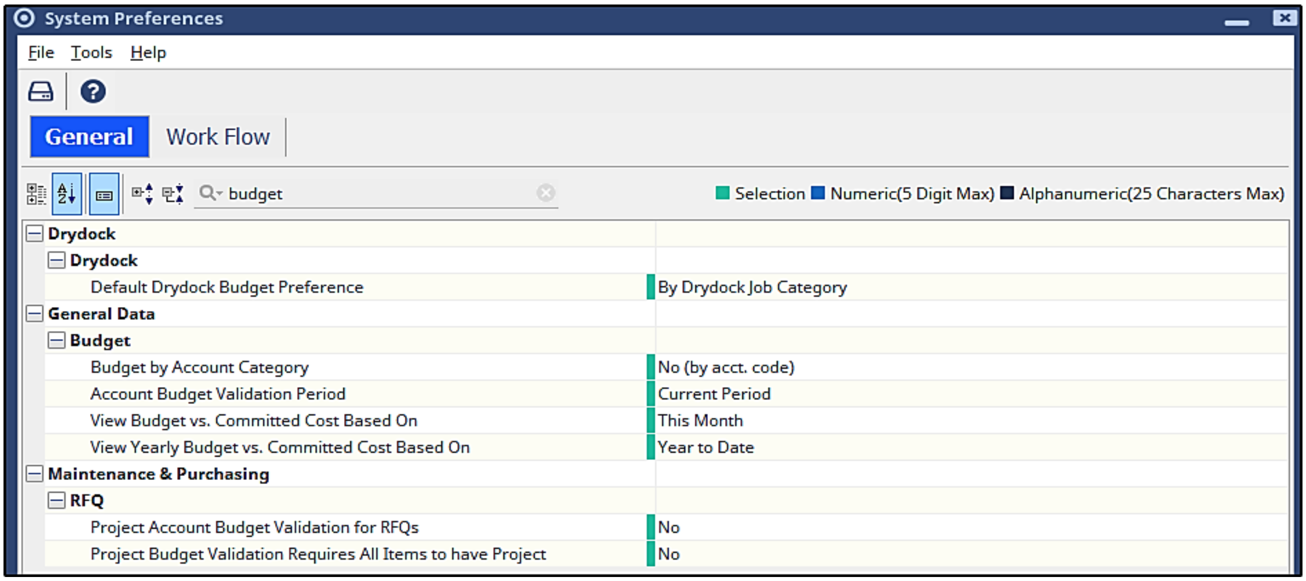
Section 14 Budgets

Setting up a budget is done at the **Fleet** level.

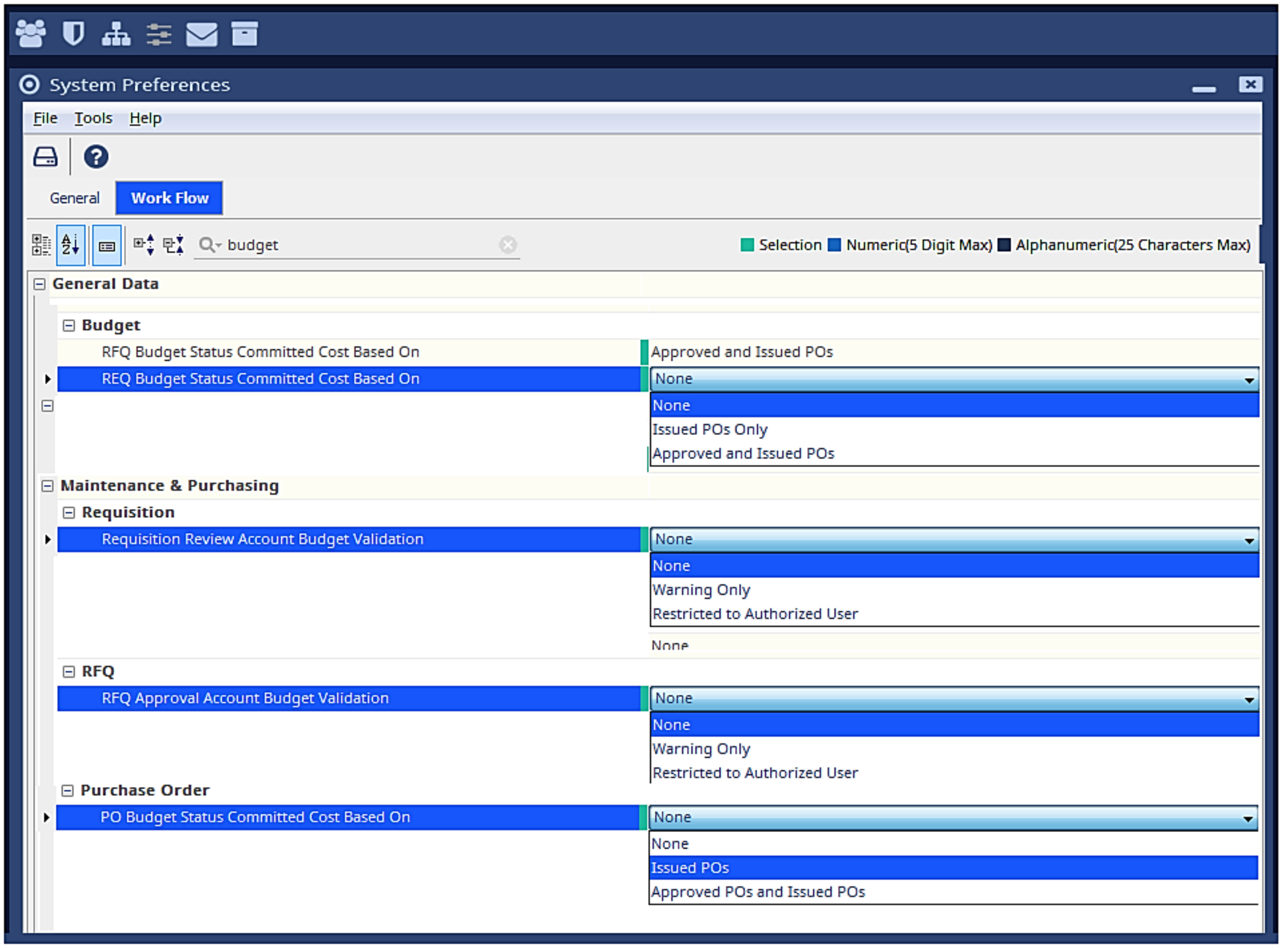
There is an option when clicking on the **Budget** button on purchase documents that allow the user to view the budget vs. committed information for “This Month” or “Current Period”.

In the **System Administration Module→System Preferences→General** tab, the system preference **'View Budget vs. Committed Cost Based On'** sets the default value for one of the radio buttons (Current Period or This Month) for Budget Status.

Users can also set budget system preferences for Yearly (Fiscal Year) budget validation.

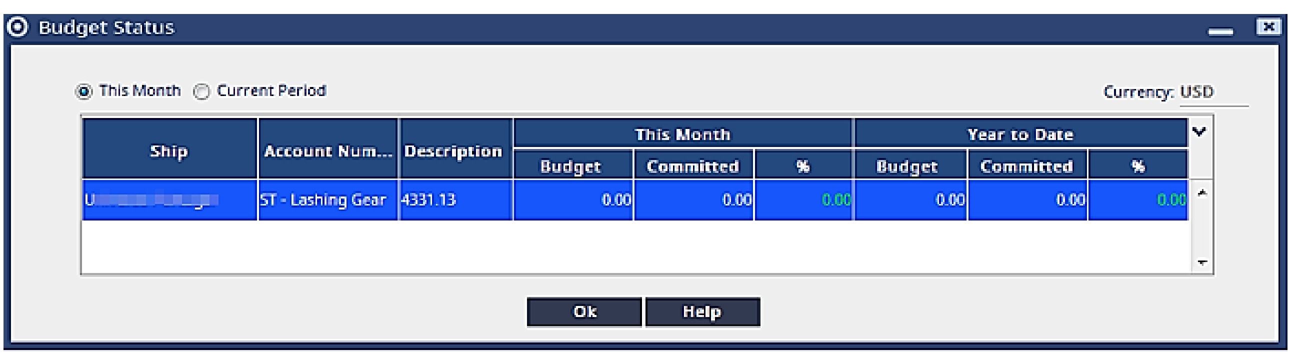


There are also **System Administration Module→System Preferences** on the **Workflow** tab.

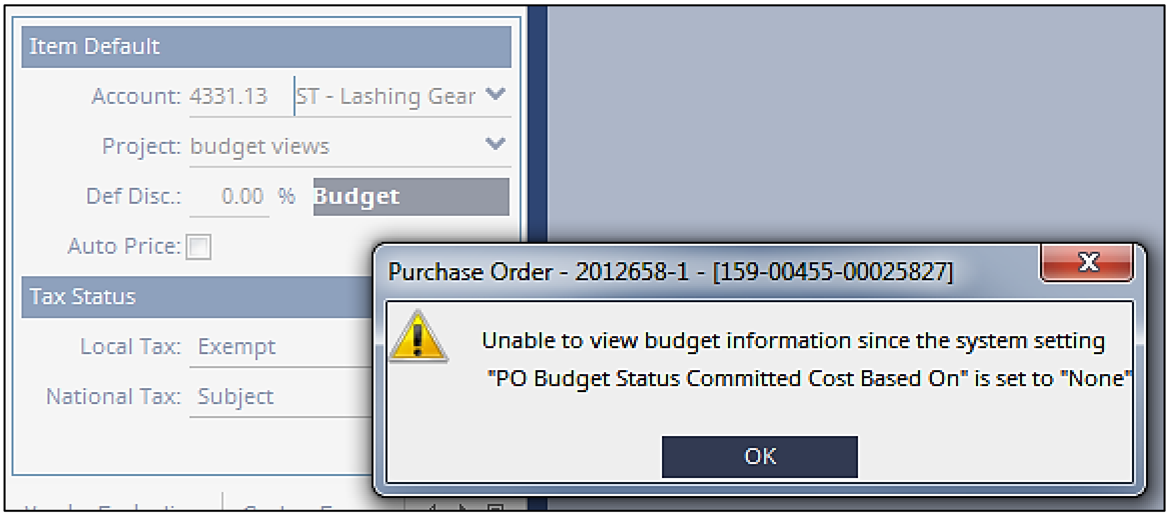


For example, if the user clicks on the **Budget** button on a purchase order and the system preference setting is set to **PO Budget Status Committed Cost** based on is set to **None**, the user will not be able to view the Budget information.

With system preference set to **Approved POs and Issued POs**



When system preference is set to **None:**



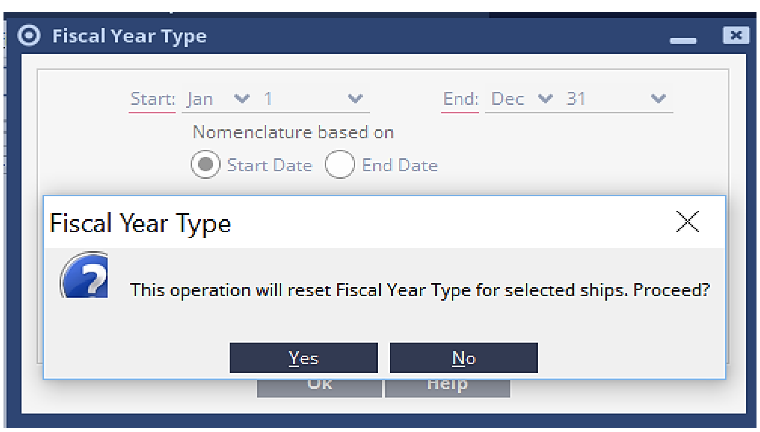
14.1 Fiscal Year Setup

This setup/configuration is typically performed by the **local system administrator** or users that have authorizations to the **General Data** module.

1. Go to **General Data** at the **Fleet** level.
4. Choose **Accounting → Fiscal Year Setup** from the **Master Data** menu on the Navigator.
5. The **Fiscal Year Setup** window opens. Under the Root directory, highlight **JANUARY-DECEMBER** and click **Open**.

   Confirm that the **Fiscal Year Type** is correct. Confirm that the ships and offices linked with this type are correct. Click **OK**.

4. In the **Fiscal Year Setup** window, under the Root directory, highlight **JANUARY-DECEMBER** and click **New**.
5. Enter the **Year** and then click in the **Starting Date** field Period 1. It automatically enters January 1st and the **End Date** field automatically enters December 31st.



If the **Fiscal Year Period** will be monthly, click in the **Period 2 Starting Date** field and choose February 2nd. The **End Date** populated automatically. Continue until all 12 months have been defined.

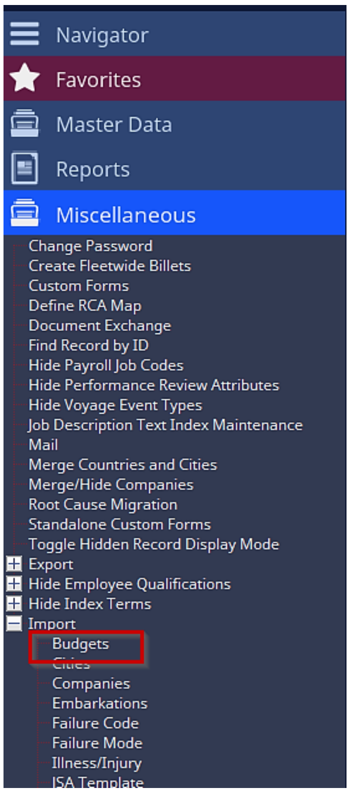
Users can also choose other **Fiscal Setup Periods**, such as quarters, by choosing appropriate dates.

6. Click **Save** when all the **Fiscal Year Periods** have been defined.

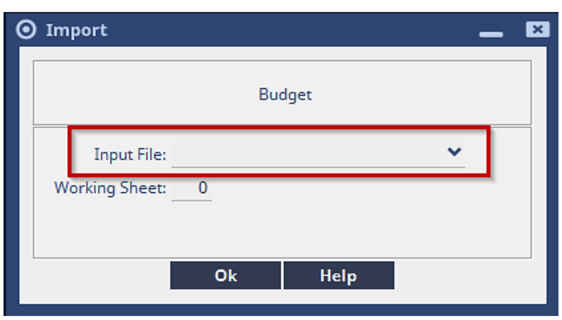
14.2 Importing a Budget

The **Budget for each ship or office** is prepared on an Excel Spreadsheet.

1. At the **Fleet** Level and open the **General Data** module.
2. Go to **Miscellaneous → Import → Budgets** on the **Navigator pane**.



3. The **Import** window opens. Link the **Budget Spreadsheet File**, then click **OK**.



Section 15 Reports

There are many types of reports throughout the **Purchasing** module. These include purchasing reports, accounts payable reports, financial reports, inventory reports, as well as other reports associated with projects and vendor certification.

All report menu options have a radio button to select where this report should be sent. The options are:

- **Screen** – Displays the formatted report on the computer screen. Click the **OK** button to generate the report. The report displays on the computer monitor when it is complete.
- **Printer/Fax** – Sends the report to the assigned printer. The **Print** window opens when the report is complete to select the printer.
- **File** – The field next to the **File** radio button opens when this option is selected. Click the dropdown menu to select the type of format for the saved report. Click the **OK** button. The **Save As** window opens to select the directory where the report is to be saved.
- **Email** – The **Email** option allows the user to attach the report to a **MS Outlook** message.

15.1 Purchasing Reports

The following **Purchasing Reports** are available:

Ship Level

- **Goods in Transit Report –** The Goods in Transit Report is a list of all purchase orders that are already in transit.
- **Non-Contract Purchasing –** The **Non-Contract** Purchasing is a list of all purchase orders which are not entered into a contract.
- **PO Listing by Shipment Status Report -** The **PO Listing by Shipment Status** report lists purchase orders with the selected shipment status within designated dates. This report is generated from both the fleet and ship levels.
- **PO Performance Monitoring Report -** The **PO Performance Monitoring** report is a list of completed purchase orders. It displays the purchase order number, ship name, equipment, purchase order creation date, purchase order approval date, first and last issue dates, first and last receipt dates, first and last delivery dates, and full receipt and delivery dates. The report also indicates whether the purchase order is hidden or canceled. This report is generated from both the fleet and ship levels
- **PO Receiving Exceptions Report -** The **PO Receiving Exceptions** report uses the information from the **Item Exception** feature to create a report of items that have an **exception** record.
- **POs Received Not Delivered Report -** The **POs Received Not Delivered** report is a list of all purchase orders that have been received by a warehouse or some storage location on shore, but not delivered to the ship. **This report is only available from the ship level.**

- **Received Goods Report –** The **Received Goods Report** is a list of all purchase orders that have been received by a warehouse or some storage location on shore.

- **Requisition Performance Monitoring Report -** The **Requisition Performance Monitoring** report generates statistics on how long it takes to process documents starting with the requisition. The information on the report starts with the requisition and includes when requests for quotation and purchase orders were created, approved, and issued as well as the dates the items were received and/or delivered. This report is generated from both the fleet and ship levels.

- **Requisition Stock and Order Status Report -** The **Requisition Stock and Order Status** report displays the status of parts in stock and how many are ordered on requests for quotation, requisitions, purchase orders and transfer orders as of the current date. The report includes the part price per unit and total cost on each document. This report can be generated from either the fleet or ship level.

- **Top 50 Vendors by Total Spend**

- **Inventory Replenishment Preview -** The **Inventory Replenishment Preview** used to be listed with the **Inventory Replenishment Requisitioning** option that created requisitions for inventory that fell below the set maximum, minimum and reorder levels. It has been moved to the **Purchasing Reports** in **NS Enterprise** since the preview is just a report that displays what the levels of inventory replenishment are.

Fleet Level

Apart from the reports available in Ship Level, below are the reports that can also be generated from Fleet Level.

- **Daily PO Report -** The **Daily PO** report monitors daily purchasing department activity for all ships within the fleet. This report is generated from the fleet level only. The fact that purchase orders are sometimes issued long after they have been created is taken into consideration. The report displays basic information about the purchase orders such as the ship the items on the purchase order are for, the purchase order number, account number, vendor, items on the purchase order, the cost of each item and total cost on the purchase order.

- **Documents Processed Summary -** The **Documents Processed Summary** report provides a twelve-month statistical breakdown of the count of documents processed for each ship starting with a designated month and year. This report includes all documents that have not been hidden or canceled. Documents for purchasing and services are listed separately as well as purchase orders that are designated as “Contract Release”.

- **Non-Contract Purchasing -** The **Non-Contract Purchasing** report is a list of all purchase orders that have been declined.

- **Project Funding Request Report -** The **Project Funding Request** report is a list of selected projects within the fleet and their costs. **This report is only available from the fleet level**.

- **Cost Report – Labor Cost Actual/Forecast -** On the **Maintenance Plan**: This report displays the crew labor cost, vendor cost, and the total cost for various documents like SO, SR, WO, SJ for both the actual labor cost and forecasted costs.

- **Cost Report – Parts Cost Actual/Forecast -** On the **Maintenance Plan**: This report allows users to forecast parts requirements more efficiently for upcoming maintenance or report the cost of parts consumed for completed maintenance.

15.2 A/P Reports

Accounts payable reports are created at fleet level. These reports display different aspects of accounts that need to be paid. This includes invoices that must be approved, invoices that are approved and any discrepancy between invoices and purchase orders

The following **A/P Reports** are available:

- **Approved Invoices Report -** The **Approved Invoices** report displays a list of approved invoices. This list can be sorted by account number or vendor and the dates of the report can be specified. There is also the option of choosing all approved invoices or only direct purchase approved invoices where requisitions or service requisitions were NOT used

- **Approved Invoices by Ship Class Report -** The **Approved Invoices by Ship Class** report is a list of all approved invoices for the selected ship classes

- **PO / Invoice Vendor Discrepancy Report -** The **PO / Invoice Vendor Discrepancy** report lists all those invoices generated from purchase orders where the vendor of the purchase order is different from that of the invoice.

- **PO Invoice / Delivery Discrepancy Report -** The **PO Invoice / Delivery Discrepancy** report lists all those invoices generated from purchase orders where the delivered quantity of the purchase order is different from that of the invoice.

- **Unapproved Invoices by Account Report -** The **Unapproved Invoices by Account** report is a numerical list of invoices that are unapproved. This numerical list is by account number. The information contained on this report includes the vendor name, invoice number, account number, reason why the invoice is on the report, cost of the invoice and a grand total at the end of the report for all unapproved invoices within the fleet. There is a section at the end of the report for those invoices without an account number.

- **Unapproved Invoices by Date -** The **Unapproved Invoices by Date** report is a list of invoices that are unapproved within the specified dates. This list is by invoice date. The information contained on this report includes the vendor name, invoice number, invoice date, cost of the invoice, whether the invoice is for materials, services, or both; and purchase order information including the status of the purchase order

- **Unapproved Invoices by Vendor Report -** The **Unapproved Invoices by Vendor** report is an alphabetical list of all vendors and those invoices which are unapproved throughout the fleet. The information contained on this report includes the vendor name, invoice number, reason why the invoice is on the report, cost of the invoice and a grand total at the end of the report for all unapproved invoices within the fleet.

15.3 Financial Reports

NS Enterprise has the capability to create financial reports for budgeting purposes. This analysis provides management with a real time view of expenditures over any user-specified time period. It also allows budgets to be established for each applicable combination of vessel and account. These reports relate to the development and analysis of data for the purpose of evaluating performance, internal planning and decision making.

Most of the financial reports are at fleet level for a financial “snapshot” of all vessels; however, there are a few that are at the ship level. All these reports are generated from the Maintenance and/or Purchasing module. There are two types of financial reports at fleet level – Accounts Payable reports and Financial reports.

Financial reports are various cost reports for the fleet as well as per vessel. These costs are categorized and reported according to the vessel, machinery system, equipment part, account, project and/or vendor. There are several types of costs used in the financial reports.

These are:

- **Actual Costs** – taken from approved invoices
- **Committed Costs** – taken from purchase orders or service orders that have been issued but have NOT been invoiced. These costs are based on quotations and estimates. Committed costs are automatically reduced when invoices are received, and the actual costs are entered.
- **Estimated Costs** – taken from service orders and are for internal purposes only. These costs are NOT printed on the service orders. Estimated costs can also be entered for materials to allow the valuation of inventory in cases where no price history is available.
- **Budgeted Costs** – Budgets are established on a fiscal year or calendar year basis for each applicable combination of ship and account. Budgeted costs can also be figured on a per project basis.

Select **Financial Reports** from the **Reports** gadget on the **Navigator** pane in the **Purchasing** module to access the financial reports from the fleet or ship levels

The following **Financial Reports** are available:

Fleet Level

- **Accruals as of Date Report -** The **Accruals as of Date** report is also known as the **Received Not Invoiced** report. This report displays the information from purchase orders that have been received, but do not have an invoice associated with that purchase order. The information is divided by ship and then by account.

- **Fleet Cost Summary by Account Report -** The **Fleet Cost Summary by Account** report provides a comparison between budgeted costs and the sum of actual and committed costs. It is produced for a user defined group of vessels which are linked with a common fleet index term such as “Domestic Product Carriers”. For each vessel in the selected "Fleet", one report line is produced showing vessel costs per account category or group of accounts. Vessels are grouped and subtotaled by ship class and on a per-fiscal year basis.

- **Fleet Open Project Status** – This report provides an analysis of all project costs.

- **Ship Cost Summary by Account Report -** This report provides a comparison between estimated costs, actual costs and committed costs for one ship or several ships for one specified account.

<u>Ship Level</u>

- **Complete Vessel Cost Report** - The **Complete Vessel Cost** report is used to manage the current workload and material purchases. A report can be reviewed at any time for a given account category on what repairs and purchases are proposed, in progress, completed; and compare the costs with the budget.

  All costs for purchase orders and service purchase orders are assigned to the 'Committed' column. Costs for work orders, service requisitions and no action jobs are assigned to the 'Committed' column if the document has a priority of 'A'; otherwise, the cost is assigned to the 'Uncommitted' column.

  This report includes all purchase orders and service purchase orders whose fiscal effective date is within the time period specified. It also includes any uncompleted work orders, service requisitions or no action jobs whose scheduled date is within the time period specified or any completed work orders with a completion date within the specified time period.

- **Open Project Status** - The **Open Project Status** report provides an analysis of all project costs. The report is categorized by ship if it is generated at the fleet level. The **Open Project Status** report is available at the fleet level with the name "**Fleet Open Project Status**" and at ship level with the name "**Open Project Status**".

- **Ship Actual Cost Details Report:**

  - The **Ship Cost Details by Account** report is based on purchase orders and service purchase orders and the **Ship Actual Cost Details** report is based on actual costs (invoices).
  - The **Ship Actual Cost Details** report is based on the fiscal effective dates of the invoices not of the purchase orders.
  - The **Ship Actual Cost Details** report includes these document types:
    - Invoices - This includes all invoices regardless of whether there is a corresponding purchase order
    - Transfer Orders
    - Payroll information (Overtime)

- **Ship Cost Details by Account Report -** The **Ship Cost Details by Account** report lists estimated cost, actual cost, total cost, budget cost and per cent of budget for selected accounts. The user has the option to include a lot of detail or make the report very general. **This report is specific to one ship ONLY because it is generated at the ship level** of the **Maintenance and Purchasing** module.

- **Ship Cost Summary by System** - The **Ship Cost Summary by System** report is a breakdown of the actual, estimated, committed and total costs of the purchase orders, transfer orders, requisitions and service requisitions within a specified time frame by machinery system.

15.4 Other Reports

The following **Other Reports** are available:

- **Fleet Cost Details by Project -** The **Fleet Cost Details by Project** report is only available at fleet level. The **Fleet Cost Details by Project** report and the **Ship Cost Details by Project** report are basically the same except the fleet cost report includes projects for all ships within a fleet whereas the ship cost report only includes projects for one ship. The **Ship Cost Details By Project** now includes the **Contracted Cost** and **Budget Remaining** value in the report

  All applicable PO's, invoices, WO's, SR's, NAJ's and material requisitions are included for each project. The budget information displayed on this report is based on the project budgets.

- **Vendor Certification Report -** The **Vendor Certification** report displays the certifications of the vendors listed in **NS Enterprise**. Some organizations are required to collect certifications of their vendors, such as "Minority Owned". These certifications are listed on the **Certificates** tab of the **Company** window for each vendor.

- **Warranty Coverage Listing** - The **Warranty Coverage** Report lists all equipment covered under warranty as of the specified date. The report also includes a warranty expiration date.

- **Warranty Expiration Listing -** The **Warranty Expiration** report lists all equipment whose warranties are in effect as of a specified start date but will expire as of the specified end date. The default value for the start date is the current date and the default value for the end date is six months from that date.

- **Ship Cost Details by Project -** The **Ship Cost Details by Project** report is only available at the **ship level**. It can be accessed from the **Reports** gadget on the **Navigator** pane in the **Purchasing** module under **Other Reports** or from any of the **Project** list windows at the **ship level.**

15.5 Inventory Reports

There are several inventory reports that can be generated from the **Reports** gadget on the **Navigator** pane at the **ship level**.

The following **Inventory Reports** are available:

- **Equipment Hierarchy Report** - The **Equipment Hierarchy** report is a **condensed version** of the **Equipment Particulars** report. This report only lists the systems, the equipment in those systems, descriptions, bar code, ID code, model number, serial number, and manufacturer.

- **Equipment Particulars Report** - The **Equipment Particulars** report prints the details about each piece of equipment listed in the hierarchy. This report also includes the names of the systems with all equipment within that system listed below it. All the information about the equipment that is included on the **Equipment** window is listed on this report. This includes the storage locations, cross referenced equipment and any other information listed on the tabs on the There are several inventory reports that can be generated from the **Reports** gadget on the **Navigator** pane **at the ship level** window.

- **Inventory Adjustment Report -** The **Inventory Adjustment** report lists all adjustments to inventory, additions, and usage, between specified dates. This includes reconciliations, work orders, transfer orders and purchase orders

- **Inventory Cost Report -** The **Inventory Cost** report lists the ship inventory with the available cost data. This includes the part name, description, location, unit price and extended price.

- **Inventory Items with no Price Report -** The **Inventory Items with no Price** report lists all the parts that contain no price data. The **Report Option** window includes a date field to select an "as of" date. The report includes all items that do not have price information as of the selected date.

- **Inventory of Hazardous Materials Report**

- **Quick Inventory Cost Report -** The **Quick Inventory Cost** report is the **summary** that is provided on the **Inventory Cost** report.

- **Shelf Life Expiration Listing Report -** The **Shelf Life Expiration Listing** report lists the maintained parts whose expiration dates are reached as of the specified date on the **Report Options** window.

- **Ship's Storage Locations Report -** The **Ship's Storage Locations** report lists all the defined storage locations on the ship and their ID codes.

- **SI Inventory Cost**

- **Spares List by Equipment Report -** The **Spares List by Equipment** report lists the total inventory of the ship. The report only includes those items with inventory records. Unwanted items can be omitted from the report by using the **Delete Inventory Data** button on the **Part** window.

- **Spares List by Location Report -** The **Spares List by Location** report is the **same** as the **Spares List by Equipment** report **except** that the report is divided by storage locations instead of equipment. The **Report Option** window has the same check boxes as the **Spares List by Equipment** report except that **storage locations** can be selected for the report.

- **Storage Locations Seal Status -** The **Storage Locations Seal Status** report lists all the defined storage locations in the system, seal type, seal number, the date of the last seal operation and the user that conducted the seal operation.

- **Parts Manual by Equipment Report -** The **Parts Manual by Equipment** report lists all parts and/or consumable items included in the ship's hierarchy regardless of whether they have inventory records. The **Parts Manual by Equipment** report has a drop-down menu to select the format of the report.

