SUPPLY MANAGEMENT

LEVEL II
REFERENCE GUIDE

"APPROVALS & DECLINING CHECKBOOK"

www.hsm-online.com

Introduction

Hilton Hotels Corporation has partnered with Birch Street Systems, Inc. to develop its next generation of e-Procurement software. The Birch Street application is designed to connect buyers and suppliers in a private marketplace.

The system has been developed by hoteliers, for hoteliers and is simply an enabling tool, which provides Hilton with a common platform to connect buyers to the suppliers we conduct business with today.

The system is also designed to capture and leverage our "***collective***" spend across the organization. The e-Procurement system does not change the relationship between the buyer and supplier.

- **Key System Benefits:**
  - ✓ Facilitates electronic purchasing activities through contracted and approved suppliers
  - ✓ Provides order guide templates, robust catalog search engine, multiple buying methods (Catalog Content, Non-Catalog Content, Supplier on Demand)
  - ✓ Enables the connectivity of multiple locations to leverage the purchasing power of our organization
  - ✓ Simplifies the purchasing process through a consistent platform
  - ✓ Supports multi data transmission methods (cXML, EDI, Facsimile, Internet)
  - ✓ Direct Supplier User Interface - Catalog Maintenance and PO Acceptance
  - ✓ Classifies spend
  - ✓ Captures maverick spend
  - ✓ No cost to hotels or suppliers

- **Level II Training**
  - ✓ Workflow and Approval Process
  - ✓ Receiving and Reconciliation Process
  - ✓ Basic Reports

(cont'd.)

STOP – PLEASE READ

- The Level II Reference Guide is designed to be used by Team Members who have completed the one hour on-line training. The material covered during the on-line training is reflected in the enclosed guide.

- Each Team Member who went through the on-line training received either a "Class Reminder" and/or a "Thank You" e-mail, which included a hyperlink to access the Level II Reference Guide.

- The Level II Reference Guide has been formatted for printing. Please print a copy of this guide and place it in a 3-ring binder. Additional guides should be added to your binder as your hotel completes further training segments.

- The Level II Reference Guide will soon be available through the Hilton.net site, under: Departments - Hilton Supply Management - Resources Library - Level II Reference Guide

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Application Note

SCREEN LOADING RATES WILL VARY DEPENDING ON A HOST OF CRITERIA. SCREENS THAT HANDLE A LARGE AMOUNT OF DATA AND/OR PROCESSING WILL LOAD SLOWER IF IT IS THE FIRST TIME THE SCREEN HAS BEEN LOADED SINCE A REBOOT. THE SAME SCREEN WILL LOAD MUCH FASTER AFTER THE INITIAL SCREEN LOAD

Support

Birch Street Customer Support

Support Hours: 8 am to 5 pm Pacific Standard Time (PST)

Phone: **1 - (949) 567-7030**

E-mail: v7support@birchstreetsystems.com

On-Line Support

Tutorials On the www.hsm-online.com Home page

Help Within the Birch Street application

FAQ's / Q-Tips On the www.hsm-online.com Home page and within the Birch Street application

HSM Regional Offices

Office	Telephone	E-mail Address
HSM-Central	**312-621-7355**	**hsm_ce@hilton.com**
States: (DC, IL, IN, IA, KS, MD, MI, MN, MO, NE, OH, PA, SD, VA, WV, WI)		
HSM-Hawaii	**808-947-7866**	**hsm_hi@hilton.com**
States: (HI)		
HSM-Northeast	**212-261-5800**	**hsm_ne@hilton.com**
States: (CT, DE, ME, MA, NH, NJ, NY, RI, VT)		
HSM-Southeast	**901-374-6104**	**hsm_se@hilton.com**
States: (AL, AR, FL, GA, KY, LA, MS, NC, SC, TN)		
HSM-Southwest	**602-640-1390**	**hsm_sw@hilton.com**
States: (AZ, CO, NV, NM, OK, TX, UT)		
HSM-West	**310-205-4440**	**hsm_we@hilton.com**
States: (AK, CA, ID, MT, OR, WA, WY)		

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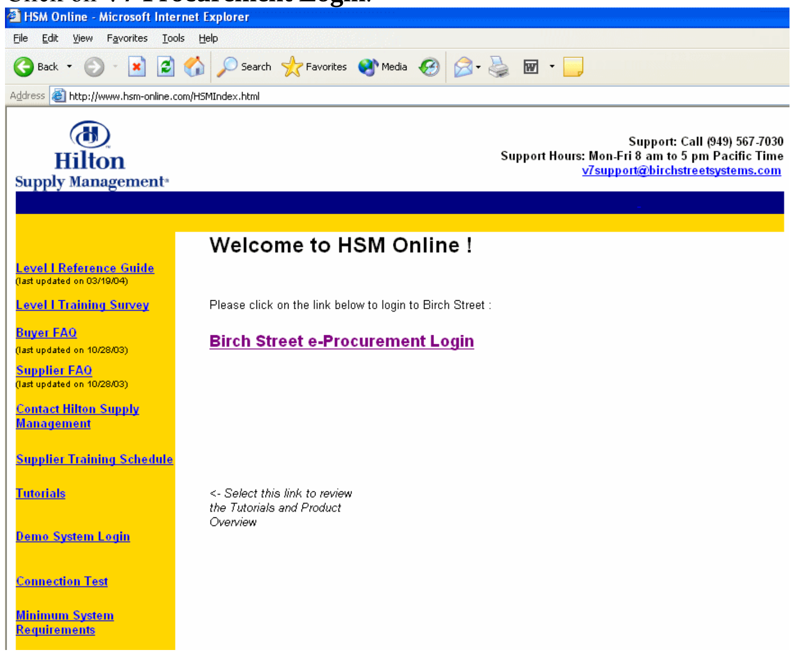
1. First Time Login - Go to www.hsm-online.com

Step 1: Click on **V7 Procurement Login**.



Step 2: Enter your Birch Street Login ID and Password provided.

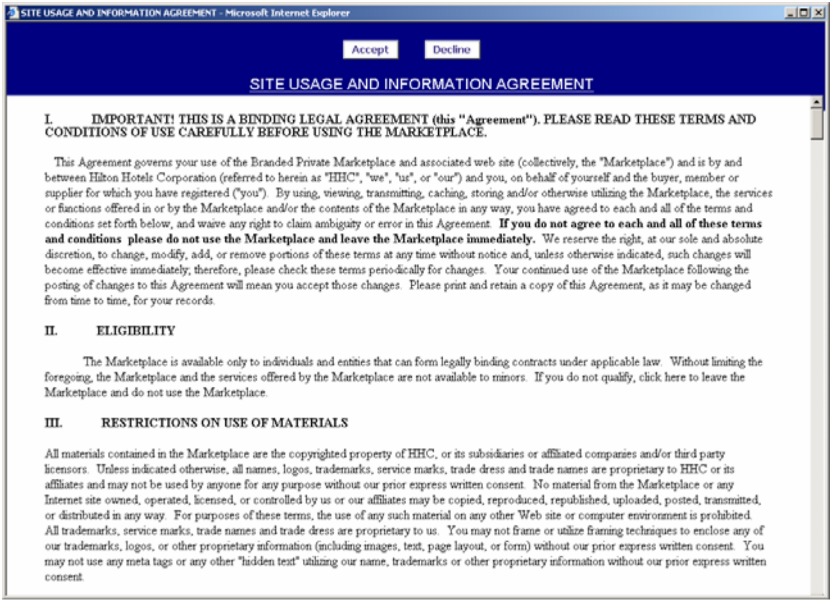
(Please obtain your Birch Street Login ID/Password from your hotel GM, if not already provided).

Step 3: Go through the First Time Login process - click ***Continue.***

Chapter 1 – Getting Started

1. First Time Login - Go to www.hsm-online.com

Step 4: Click ***“Accept”* Terms of Use.**



SITE USAGE AND INFORMATION AGREEMENT - Microsoft Internet Explorer

Accept Decline

SITE USAGE AND INFORMATION AGREEMENT

I. IMPORTANT! THIS IS A BINDING LEGAL AGREEMENT (this "Agreement"). PLEASE READ THESE TERMS AND CONDITIONS OF USE CAREFULLY BEFORE USING THE MARKETPLACE.

This Agreement governs your use of the Branded Private Marketplace and associated web site (collectively, the "Marketplace") and is by and between Hilton Hotels Corporation (referred to herein as "HHC", "we", "us", or "our") and you, on behalf of yourself and the buyer, member or supplier for which you have registered ("you"). By using, viewing, transmitting, caching, storing and/or otherwise utilizing the Marketplace, the services or functions offered in or by the Marketplace and/or the contents of the Marketplace in any way, you have agreed to each and all of the terms and conditions set forth below, and waive any right to claim ambiguity or error in this Agreement. **If you do not agree to each and all of these terms and conditions please do not use the Marketplace and leave the Marketplace immediately.** We reserve the right, at our sole and absolute discretion, to change, modify, add, or remove portions of these terms at any time without notice and, unless otherwise indicated, such changes will become effective immediately; therefore, please check these terms periodically for changes. Your continued use of the Marketplace following the posting of changes to this Agreement will mean you accept those changes. Please print and retain a copy of this Agreement, as it may be changed from time to time, for your records.

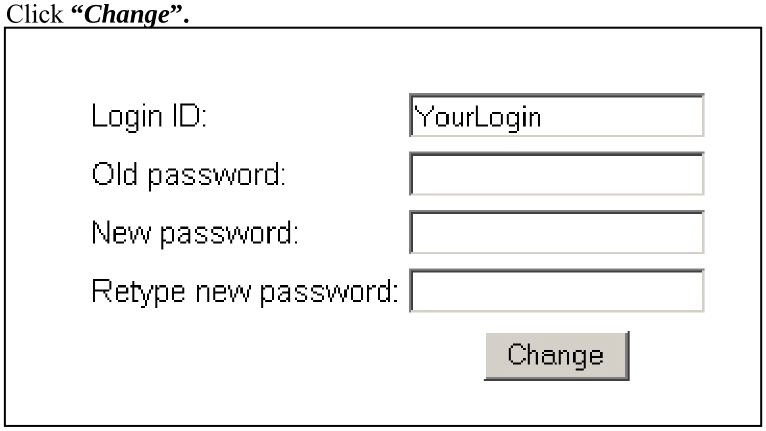
II. ELIGIBILITY

The Marketplace is available only to individuals and entities that can form legally binding contracts under applicable law. Without limiting the foregoing, the Marketplace and the services offered by the Marketplace are not available to minors. If you do not qualify, click here to leave the Marketplace and do not use the Marketplace.

III. RESTRICTIONS ON USE OF MATERIALS

All materials contained in the Marketplace are the copyrighted property of HHC, or its subsidiaries or affiliated companies and/or third party licensors. Unless indicated otherwise, all names, logos, trademarks, service marks, trade dress and trade names are proprietary to HHC or its affiliates and may not be used by anyone for any purpose without our prior express written consent. No material from the Marketplace or any Internet site owned, operated, licensed, or controlled by us or our affiliates may be copied, reproduced, republished, uploaded, posted, transmitted, or distributed in any way. For purposes of these terms, the use of any such material on any other Web site or computer environment is prohibited. All trademarks, service marks, trade names and trade dress are proprietary to us. You may not frame or utilize framing techniques to enclose any of our trademarks, logos, or other proprietary information (including images, text, page layout, or form) without our prior express written consent. You may not use any meta tags or any other "hidden text" utilizing our name, trademarks or other proprietary information without our prior express written consent.

Step 5: Enter your original password/
Change (Create) your new password – known only to you. Your new password must be 6 characters long and consist of at least 5 letters and 1 number.
Retype new password.
Click ***“Change”*.**



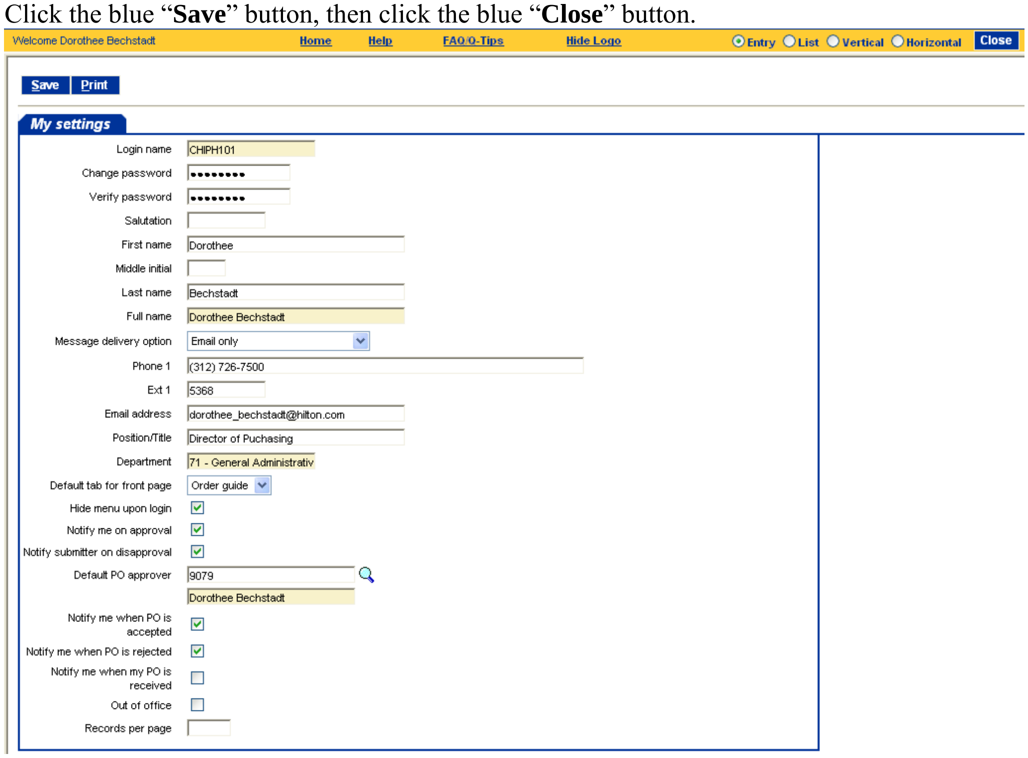
You will automatically be redirected to your “My Settings” screen.

You have successfully logged into the Birch Street application for the first time. This is the only time you will need to satisfy these steps. All future system access will take you directly from the Login screen to your Home Page.

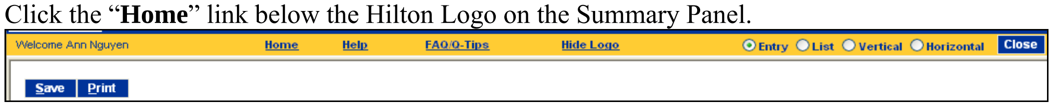
2. Updating Your Personal Information - "My Settings"

Step 1: Update any missing or incorrect information in your "My Settings" screen.
IMPORTANT - If you do not have a **<u>work</u>** e-mail address, change your Notification Option to: **Birch Street In-Box only**.

Step 2: Click the blue "**Save**" button, then click the blue "**Close**" button.



Step 3: Click the "**Home**" link below the Hilton Logo on the Summary Panel.

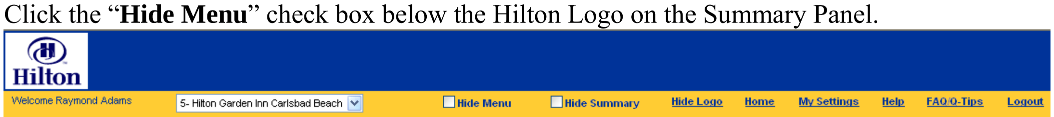


3. Creating the e-SYSCO Link

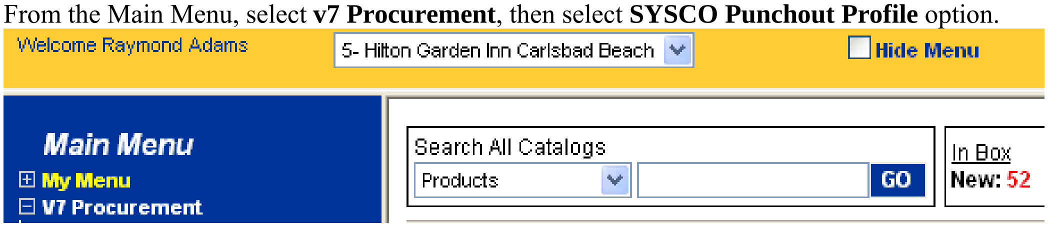
IMPORTANT - Please skip this section if you do not currently buy from SYSCO or have a SYSCO account.

The Hilton e-Procurement system provides Buyers with the ability to connect with a select group of suppliers via a Punch-out, directly into the supplier's web site. At the conclusion of your 'buying' session, the products purchased will be reflected in your Birch Street account in the form of a Purchase Order (PO).

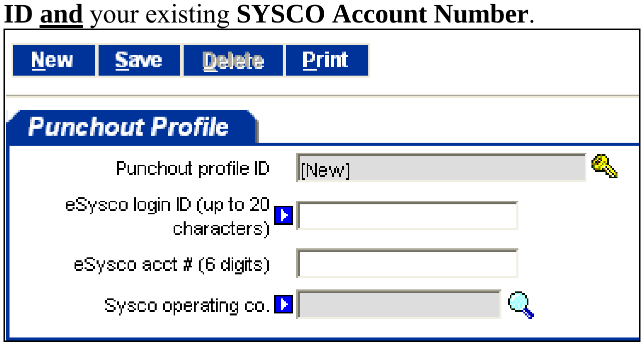
Step 1: Click the "**Hide Menu**" check box below the Hilton Logo on the Summary Panel.



Step 2: From the Main Menu, select **v7 Procurement**, then select **SYSCO Punchout Profile** option.



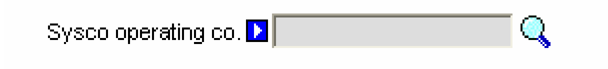
Step 3: **Enter** the following information in the 2 white background fields: You're existing **SYSCO Login ID** **and** your existing **SYSCO Account Number**.



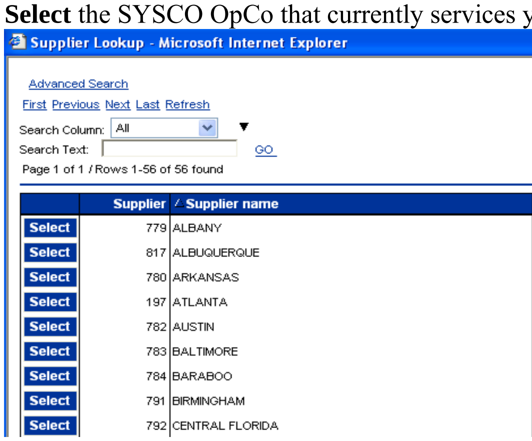
Chapter 1 – Getting Started

3. Creating the e-SYSCO Link

Step 4: Click on the **magnifying glass** icon to display all of the SYSCO Distributors or Operating Companies (OpCo) – Let the screen load the data before you continue.

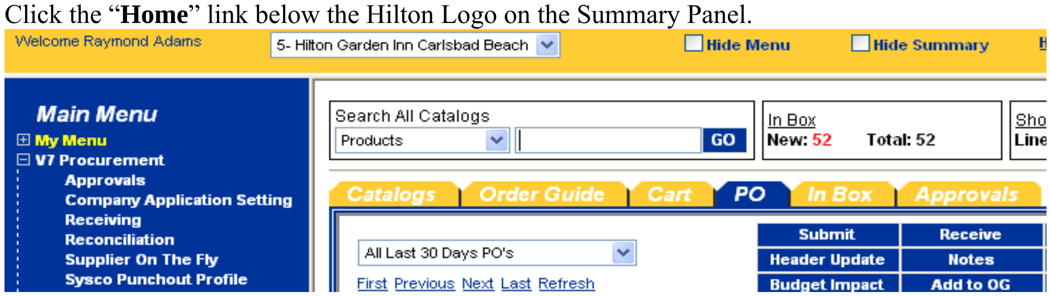


Step 5: **Select** the SYSCO OpCo that currently services your hotel.

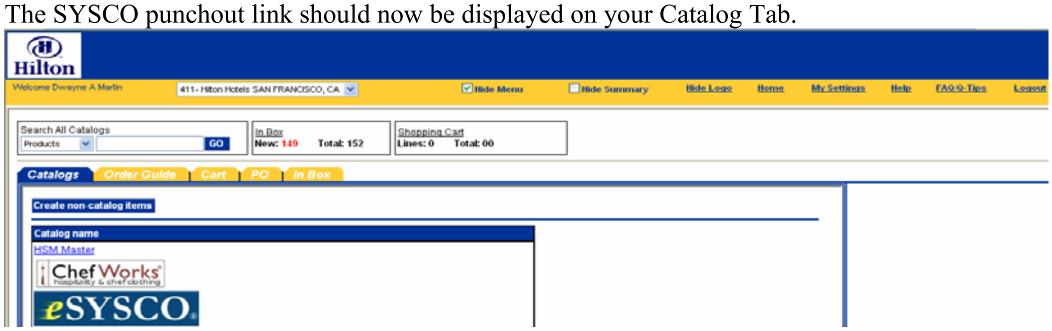


Step 6: Click the blue "**Save**" button, then click the blue "**Close**" button.

Step 7: Click the "**Home**" link below the Hilton Logo on the Summary Panel.



The SYSCO punchout link should now be displayed on your Catalog Tab.

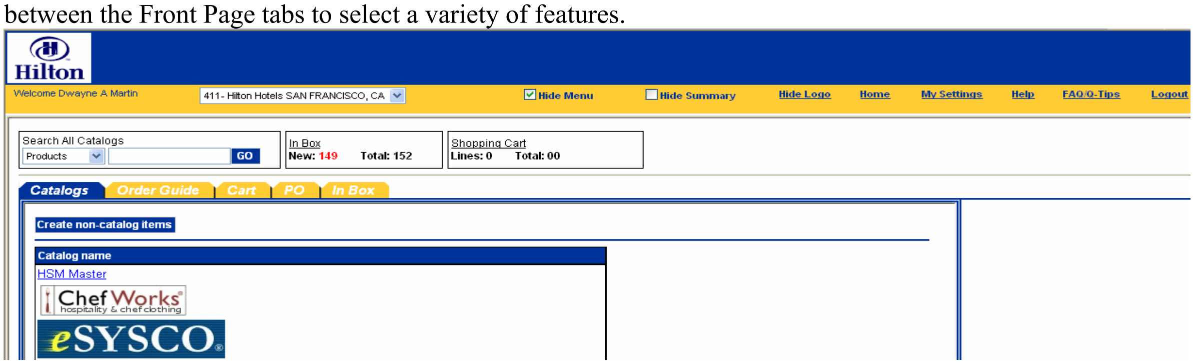


Please contact your HSM Regional Office if you do not know your SYSCO Login ID or SYSCO account number.

Chapter 2 – System Navigation

1. The Front Page

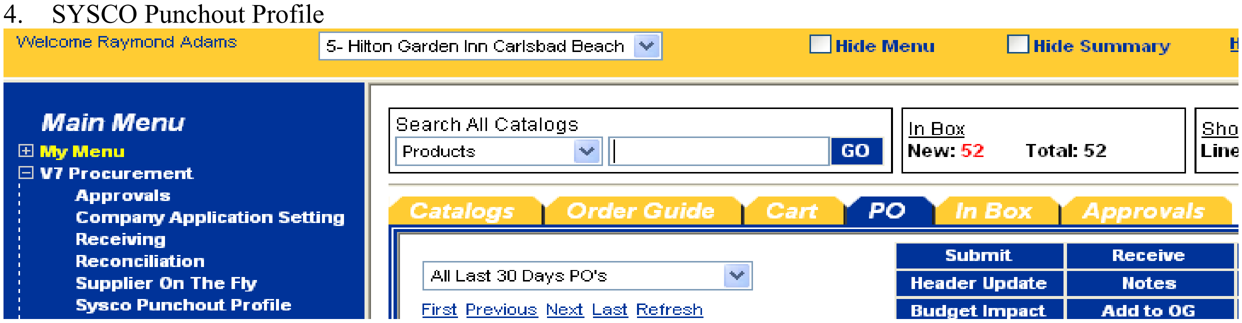
When you log in to the Birch Street application you are taken to the “Front” page. The “Front” page is designed to manage all the activities a buyer typically requires throughout the transaction cycle. Buyers can ‘toggle’ between the Front Page tabs to select a variety of features.



2. Main Menu

Accessing the main menu is achieved by un-checking the Hide Menu checkbox on the Logo Panel. The Main Menu is used to navigate and access additional features that are not typically required to manage the purchasing cycle. You will need to access the Main Menu to create your Sysco Punchout Profile account and Edit Supplier-On-The-Fly (S-O-T-F) records.

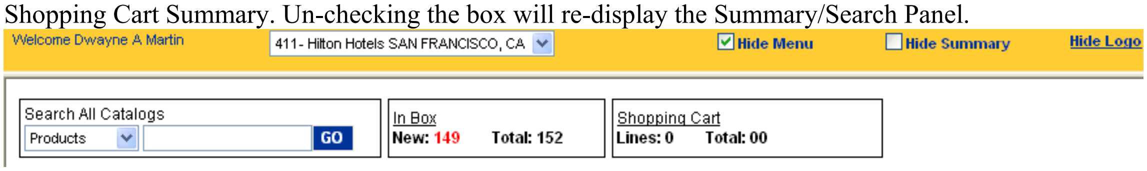
1. My Menu – Provides alternate access to the My Settings screen.
2. V7 Procurement – Provides various access to other Maintenance Screens, Reports and alternate access to screens also accessible via the Front Page Tabs.
3. Edit A Supplier On The Fly (S-O-T-F)
4. SYSCO Punchout Profile



Chapter 2 – System Navigation

3. Summary / Search Panel

The Summary/Search Panel provides high level summary information from the application as well as catalog search functionality. The Summary Panel contains the Search All Catalogs screen, In Box and Shopping Cart Summary. Selecting the ‘**Hide Summary**’ check box will hide the Search All Catalogs screen, In Box and Shopping Cart Summary. Un-checking the box will re-display the Summary/Search Panel.



Search All Catalogs – This functionality provides catalog searches based upon 3 criteria:

- **Product** Searches allow the user to search by any descriptive criteria including product number.
- **Category** Searches allow the user to search by product category name.
- **My Suppliers**
- **All Suppliers**
- **My Recent Suppliers**
- **Supplier** Searches allow the user to search by Supplier Name.

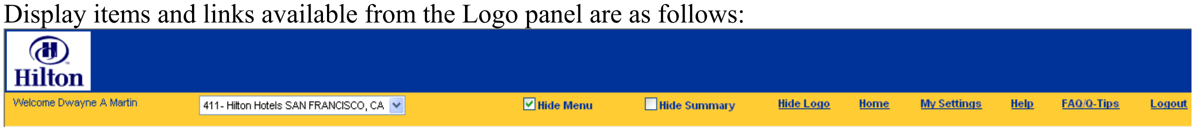
In Box – This summary information provides the number of new messages (NOT new PO’s) and total message count in the Birch Street In Box. The In Box is accessible via the Front Page Tabs.

Shopping Cart – This summary information provides the number of items (Lines) and the total dollar value (Total) in the Cart.   The Cart is accessible via the Front Page Tabs.

4. Logo Panel

The Logo Panel provides access to program maintenance, configuration and Help functionality. Clicking on the '**Hide Logo**' link hides the blue '**Logo**' section. Re-clicking this link will display the Logo Panel. Hiding the Logo panel will create additional screen space to display other information.

Display items and links available from the Logo panel are as follows:



- **Hide Menu Checkbox** - Checking this box hides the main menu. Un-checking it displays the Main Menu.
- **Hide Summary Checkbox** - Checking this box hides the Summary/Search panel.
- **Hide Logo** - This link hides the Logo section of the Logo Panel.
- **Home** - This link refreshes the Front Page Tabs to display the Home Catalog tab.
- **My Settings** – This link displays the My Settings screen for adjustment of personal contact information and individual application settings.
- **Help** – This link displays application 'Help' resources.
- **FAQ/Q-Tips** - This link displays Frequently Asked Questions and Quick-Tips.
- **Logout** – This link logs the user out of the application and returns them to the hsm-online Login Page.

Chapter 2 – System Navigation

5. Front Page Tabs

The Front Page Tabs provide for convenient application navigation organized by specific program functionality.

Catalogs - The Catalog Tab provides for access to the following functionality:

- Adding Non-Catalog Content to existing or current PO's.
- Accessing Catalogs directly through the Category Structure.
- Displays the Results from any Catalog Search initiated through the **Search All Catalog** functionality.

Order Guide - The Order Guide Tab allows for the creation, maintenance and use of Order Guides in the PO process.

Cart - The Cart is a temporary staging area for the creation of PO's that allows for comparisons of products from any number of suppliers.

PO – The PO tab lists existing PO's and all relevant actions taken against PO's can be initiated from this tab (New, Submitted, Viewed, Accepted, Rejected, PO Header information…more.)

In Box – The In Box tab maintains a list of all system generated notifications delivered to the user. The user will receive notifications within this In Box only if the Message Delivery setting on the My Settings Screen includes delivery to the "Birch Street In Box".

Approvals – The Approvals Tab lists existing PO's that are awaiting approval.

Chapter 3 – Searching Catalogs

1. Product Search

Step 1: On the Front Page, in the Search All Catalogs section of the Summary Panel, select "**Product**" from the drop down list.

Step 2: In the field immediately to the Right of the Products drop down list, type the product name or item number of the product you wish to find. In this example, we searched for the product: **Shampoo**.

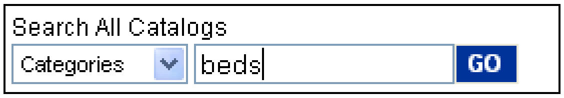
Step 3: Click on the "**Go**" button. - The search results are displayed in the below Result Grid.

Item #	Product Name Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Ord Qty Price	Select
10020 More Product Info	Hilton Garden Inns Neutrogena 1 oz Shampoo Excellent Hoteliers	Guest Supply, Inc.	210 / 1oz	CS	1	$43.77	
30102 More Product Info	Neutrogena Classic Shampoo 1 oz. Bottle Excellent Hoteliers	Guest Supply, Inc.	200 / 1oz	CS	1	$41.68	
30425 More Product Info	Hampton Inn Breck Conditioning Shampoo 1 oz. Bottle Excellent Hoteliers	Guest Supply, Inc.	288 / 1oz	CS	1	$44.43	
30450 More Product Info	Hampton Inn & Suites Breck Conditioning Shampoo 1 oz. Bottle Excellent Hoteliers	Guest Supply, Inc.	288 / 1oz	CS	1	$44.43	
30508 More Product Info	Neutrogena Shampoo 2 oz. Bottle Excellent Hoteliers	Guest Supply, Inc.	180 / 2oz	CS	1	$59.40	
30509 More Product Info	Hilton Neutrogena Shampoo 1 oz. Bottle Excellent Hoteliers	Guest Supply, Inc.	210 / 1oz	CS	1	$43.77	

From the above screen, a Buyer can do any of the following:

- Click on the "Computer Monitor Icon" to view the product image.
- Click on the "More Product Info" link to view additional product information.
- Click on the "Select" box (far right column) to tag the item – Add to Order Guide.
- Enter an Order Quantity (second column from right) – Create a PO.

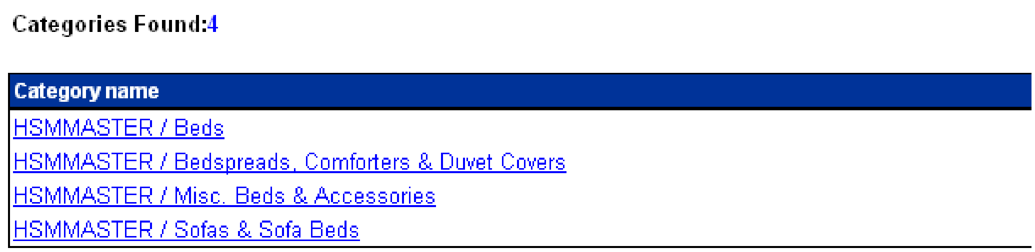
2. Category Search



Step 1: On the Front Page, in the **Search All Catalog** section of the Summary Panel, select "**Categories"** from the drop down list.

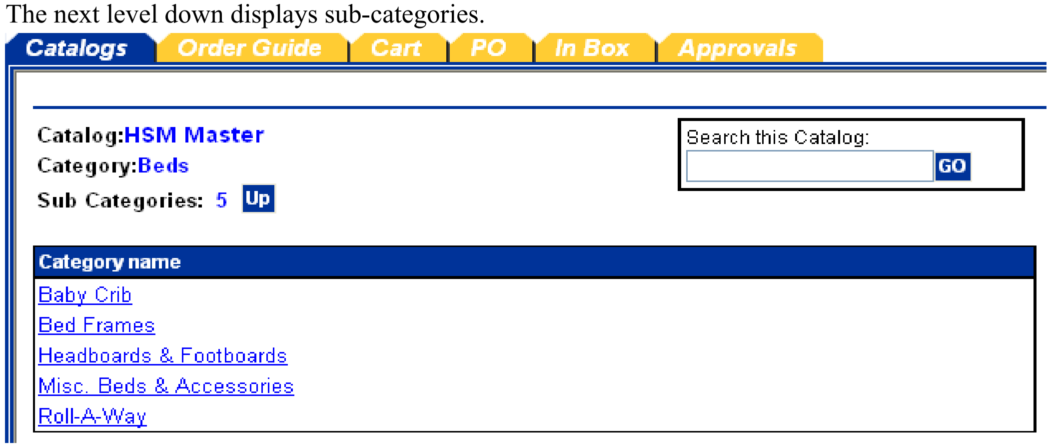
Step 2: In the field immediately to the Right of the **Categories** drop down list, type in the "Category" you wish to find. In this example, we searched for Category: **beds**.

Step 3: Click on the "**Go**" button. - The result is displayed in the Result Grid.



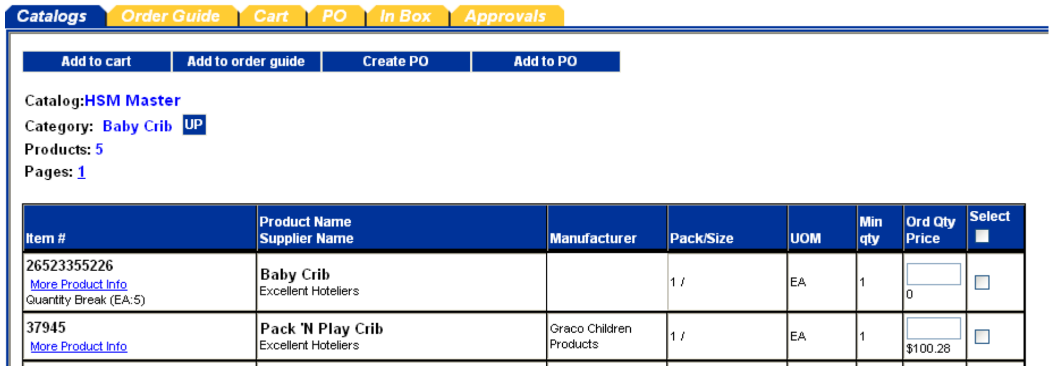
Notice that we are now "drilling down" within the category structure, further refining our catalog search. At the top left of the tab the **Catalog, Category and Sub Category** information is now displayed along with a blue "**Up**" button, that if clicked will move you back "up" the category structure. Also displayed on the top right of the tab is an additional **Search *this* Catalog** feature that provides for searches within the sub-category. **Clicking on any of the Categories will either display any existing Sub-Categories or the product(s) within the Category.**

Step 4: The next level down displays sub-categories.



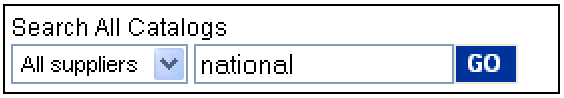
2. Category Search

Step 5: Click on any of the sub-categories to display the products contained within the sub-category.



Chapter 3 – Searching Catalogs

3. Supplier Search



Step 1: On the Front Page, in the **Search All Catalogs** section of the Summary Panel, select **Suppliers** from the drop down list.

Step 2: In the field immediately to the Right of the **Suppliers** drop down list, type in the Supplier Name you wish to find.

Step 3: Click on the "**Go**" button.

All Suppliers with the same text you entered are returned.

Chapter 3 – Searching Catalogs

4. Supplier Classifications

National – The classification for any Supplier who has a '**National**' contract with Hilton Hotels Corporation and has the ability to service multiple geographic markets and/or hotel brands.

Or

Regional – A Regional Supplier is managed by a HSM Regional Office and only services a specific geographic market.

And

Proxy - A '**Proxy Supplier**' is a Supplier who does not sell directly to hotels. Hilton Supply Management (HSM) takes "Title" to the transaction when you create a Purchase Order for the Proxy Supplier. The Birch Street system will automatically transfer the PO to HSM.

Or

Direct - Opposite of a Proxy Supplier. A '**Direct Supplier**' sells products directly to a hotel. The submitted PO goes directly to the supplier.

In addition…

On The Fly - The term '**Supplier-On-The-Fly**' (S-O-T-F) denotes when a new Supplier account is created by the Buyer. The (S-O-T-F) Supplier has not been adopted into the Private Marketplace. All PO's created for the S-O-T-F Supplier will contain non-catalog content and the orders will be sent to the Supplier via the Birch Street fax server. Supplier-On-The-Fly (S-O-T-F) Suppliers do not have catalog content.

Suppliers

Aqua Sun Ozone International View Products View categories

Contact: Matthew Pabor (800)500-5144 Fax:(800)500-5144 asoipure@aol.com
723 Eugene Road
Palm Springs CA 92264
(Proxy)

Artex International, Inc. View Products View categories

Contact: Kim Hagler (618)654-0296 Fax:(618)654-0200 kimh@artex-int.com
1405 Walnut
Highland IL 62249
(Direct)

Buffet Enhancements International View Products View categories

Contact: David Moreland (800)990-0990 Fax:(800)990-9373 beisales@earthlink.net
4471 Wagoner Road
Point Clear AL 36564
(Proxy)

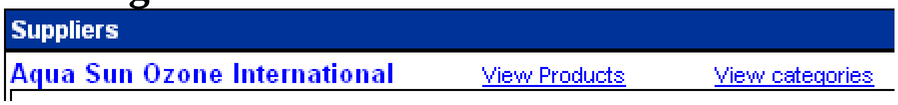
Cardinal International, Inc. View Products View categories

Contact: David Turco (973)628-0900 Ext:109 Fax:(973)633-5555 davidt@cardinalglass.com
30 Corporate Drive
Wayne NJ 7470
(Proxy)

DEEM SUM INTERNATIONAL INC. dba YANK SING

Contact: JOY LI (415)957-9889 Ext:8219 Fax:(415)957-9899 sales2@yanksing.com
1 RINCON CENTER
SAN FRANCISCO CA 94105
(On the Fly)

5. Viewing Products

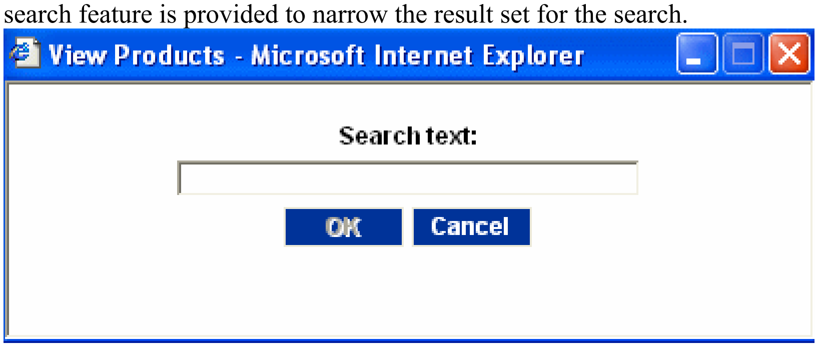


Click on the **View Products** link.
The system will display all products associated to that Supplier, if the Supplier has less than 1,000 products. The products displayed will look similar to the Product search result.

Item #	Product Name Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Ord Qty Price	Select
MOD. 300 More Product Info	Air & fabric purification system, Ozone sanitizer, "in-room" unit -model 300 Aqua Sun Ozone International	Aqua Sun Ozone	1 / 5.5 x 4 x 3	EA	1	$129.50	
MOD. 2500 More Product Info	Air & fabric purification system, Ozone sanitizer, model 2500 Aqua Sun Ozone International	Aqua Sun Ozone	1 / 8 x 6 x 13.5	EA	1	$305.00	
MOD. 5000 More Product Info	Air & fabric purification system, Ozone sanitizer, model 5000 Aqua Sun Ozone International	Aqua Sun Ozone	1 / 9 x 16 x 18	EA	1	$596.25	

Or

A **Search Text** box is displayed for Suppliers with greater than 1,000 products in their catalog. An additional search feature is provided to narrow the result set for the search.



6. Viewing Categories

Click on the **View Categories** link.

Artex International, Inc. View Products View categories

Contact: Kim Hagler (618)654-0296 Fax:(618)654-0200 kimh@artex-int.com
1405 Walnut
Highland IL 62249
(Direct) (National) (Product)

The system will display all of the categories that contain the Supplier's products. The Categories displayed will look similar to the Category search result.

Categories Found:3 Up

Category name
HSMMASTER / Linen Bibs, Napkins & Placemats
HSMMASTER / Skirting, Padding & Runners
HSMMASTER / Table Covers & Mommie Cloths

Clicking on any of the Categories will either display any existing Sub-Categories or the product(s) within the Category.

Catalog:HSMMASTER
Category: Linen Bibs, Napkins & Placemats UP
Products: 186
Pages: 1

Item #	Product Name Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Ord Qty Price	Select
A117x1700000 More Product Info	**Napkin, 17X17 White Carousel 100% Spun Poly Xl 550** Artex International, Inc.	Artex	50 / 17"x17"	DZ	5	$7.78	
A117x1700029 More Product Info	**Napkin, 17X17 Cadet Blue Carousel 100% Spun Poly Xl 550** Artex International, Inc.	Artex	50 / 17"x17"	DZ	5	$9.39	
A117x1701351 More Product Info	**Napkin, 17X17 Black Carousel 100% Spun Poly Xl 550** Artex International, Inc.	Artex	50 / 17"x17"	DZ	5	$9.39	
A117x1702500 More Product Info	**Napkin, 17X17 Teal Carousel 100% Spun Poly Xl 550** Artex International, Inc.	Artex	50 / 17"x17"	DZ	5	$9.39	

Chapter 4 – Order Guides

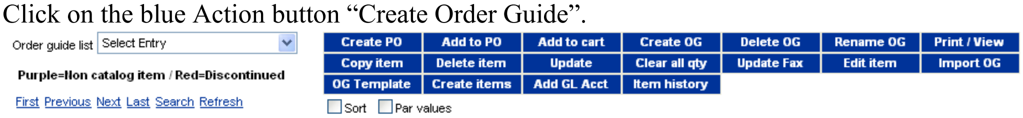
1. Creating an Order Guide

The ‘**Order Guide**’ tab allows for the creation, maintenance and use of Order Guides, which contain catalog content for those products purchased on a repetitive basis. Non-catalog items, items that are not part of a supplier’s catalog content, may also be added to Order Guides and edited as needed.

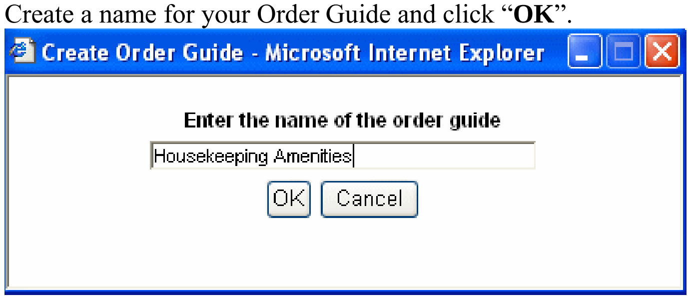
Buyers can Sort, Add Par Values and a select other functions driven by Action buttons within the Order Guide tab. This tab allows a user to group a list of items for frequent use. The user can copy items between order guides, as well as rename or delete order guides.

Step 1: Select the Order Guide tab on the Front Page.

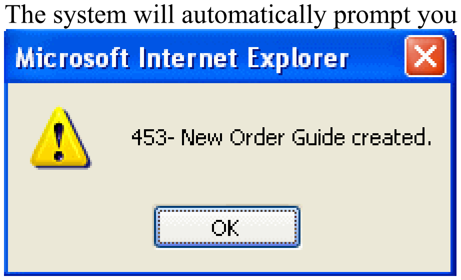
Step 2: Click on the blue Action button “Create Order Guide”.



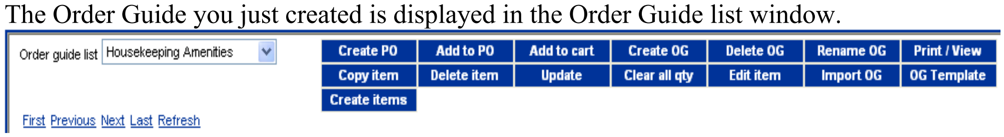
Step 3: Create a name for your Order Guide and click “**OK**”.



The system will automatically prompt you when the Order Guide has been created.



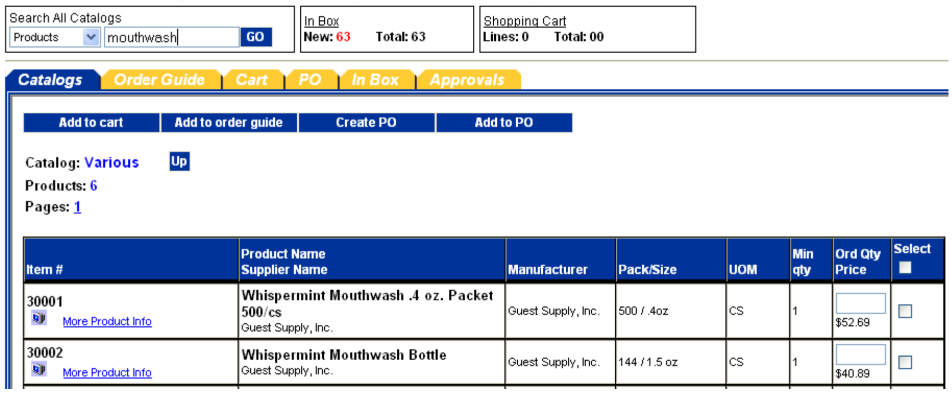
The Order Guide you just created is displayed in the Order Guide list window.



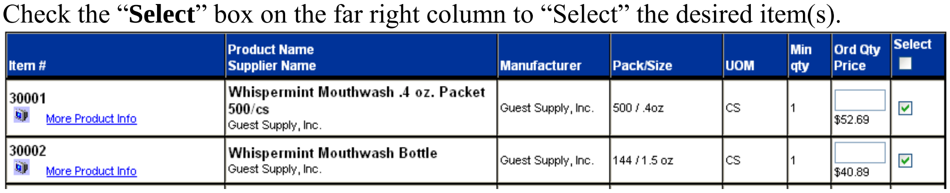
A Buyer may create an unlimited number of Order Guides.

2. Adding Catalog Content to an Order Guide

Step 1: From the Catalog tab, search for products - Example used: **Mouthwash.**

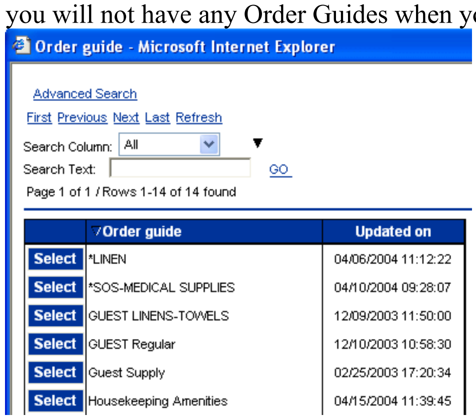


Step 2: Check the "**Select**" box on the far right column to "Select" the desired item(s).

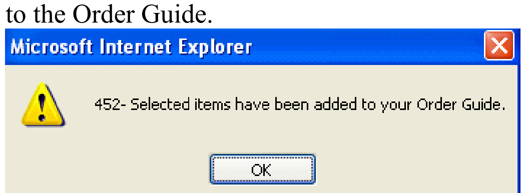


Step 3: Click the blue Action button "**Add to Order Guide**".

Step 4: Select the desired Order Guide from the list of Order Guides. Please note that you will not have any Order Guides when you first start using the system.



The Buyer will receive a confirmation message prompt when the selected items have been added to the Order Guide.



Chapter 4 – Order Guides

3. Adding Non-Catalog Content to an Order Guide

Step 1: Click on the "**Home**" link in the Logo Panel to display the Catalog Tab.

Home

Step 2: Click on the "**Create non-catalog items**" button.

Create non-catalog items

Step 3: Click on the "**Select Supplier**" button.

Select Supplier

Step 4: Enter the supplier's name in the Supplier Search field and click on "**Go**."

Supplier Search

Hotel Food GO

Step 5: Click on the "**Select**" button next to the correct supplier.

Select Hotel Food Service Supplies

Contact: Mike Mitchell Location (800)123-4567 mmorris@sagence.com

3984 Blackbird Rd.

Boston MA 02101

(Direct) (Regional) (Product)

Step 6: Enter non-catalog line item information in the Non-Catalog Item Grid. Make sure that all fields are completed. The "**Ord Qty**" field must have at least a 0.

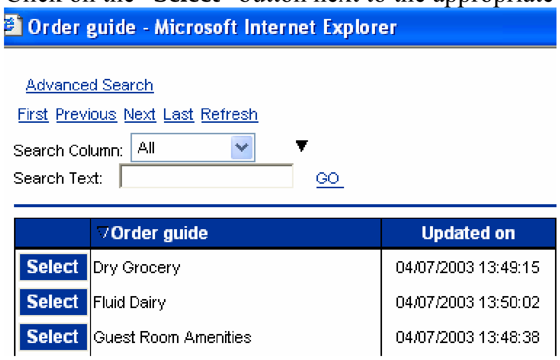
Select	Item #	Product Name Supplier Name	Ord Qty	UOM	Price	Extension
☑	123	Non-Catalog Item 1	1	Each	15.55	15.55
☑	321	Non-Catalog Item 2	0	Each	20.50	0.00
☑	456	Non-Catalog Item 3	0	Each	9.99	0.00

Step 7: Click on the "**Add to Order Guide**" button.

Add to order guide

3. Adding Non-Catalog Content to an Order Guide

Step 8: Click on the "**Select**" button next to the appropriate Order Guide.



Items will be *displayed* on the Order Guide Tab in "**Purple**" to denote them as non-catalog items. When the Order Guide is printed, all items will have an asterisk (*) next to each item number to denote them non-catalog items.

All non-catalog items added to your order guide will only contain the pricing information provided at the time the items were created. *Suppliers do not have the ability to update non-catalog items.*

Chapter 4 – Order Guides

4. Importing Items into an Order Guide

The ability to import data into order guides was created to address the following issues and concerns:

Not every supplier will be adopted into the Birch Street application. Many states that control alcoholic beverage sales expressly prohibit the use of on-line ordering for alcoholic sprits and wine. Other suppliers may not have fully embraced technology and lack the technical skills to manage catalog content.

For suppliers that sell / service your hotel on a repetitive basis, and who do not currently have catalog content to select, we have developed the ability for the hotel to easily create and add the supplier's product data to your order guides. This feature will require a complete understanding of the procedures and the differences (rules) associated with the process.

A few "rules of the road" before you begin…

In order to add a supplier's product to an order guide, we must control the format of the data that is to be loaded or imported. For this reason, we provide a specifically structured template, which is designed to maintain the data integrity.

You will be forced to create a new order guide each time you import data through the use of the template. You will not be able to import data into an existing order guide. If you wish to do this, follow these steps:

Import into a *new* Order Guide using this process

Copy items from the *new* OG to the existing OG.

You will be forced to select an existing supplier or create a new supplier when you import the product data. All order guide content must be tied or associated with a supplier. Note of caution – restrict the data to a single supplier. Do not attempt to import product from multiple suppliers within the same template.

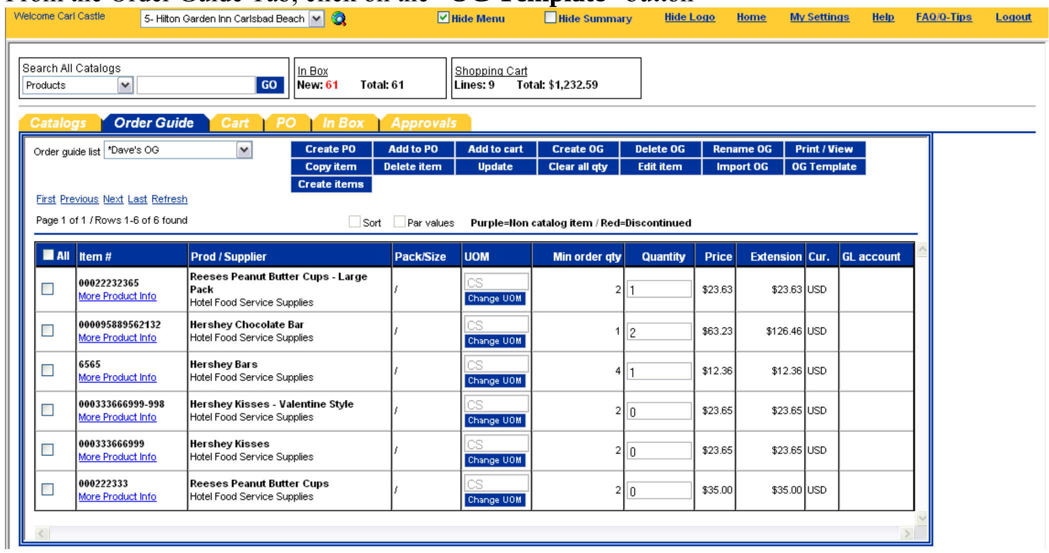
IMPORTANT:

Once the data has been successfully imported, the newly created order guide will be available the next business day. The new order guide will not be available the day you import the data. The Birch Street application uses an over-night process to examine the imported data to identify if any existing catalog content was inadvertently imported. If existing catalog content is identified, Birch Street will replace the product price of the data you provided, with the product price of the existing catalog content. For this reason, we force the over-night delay.

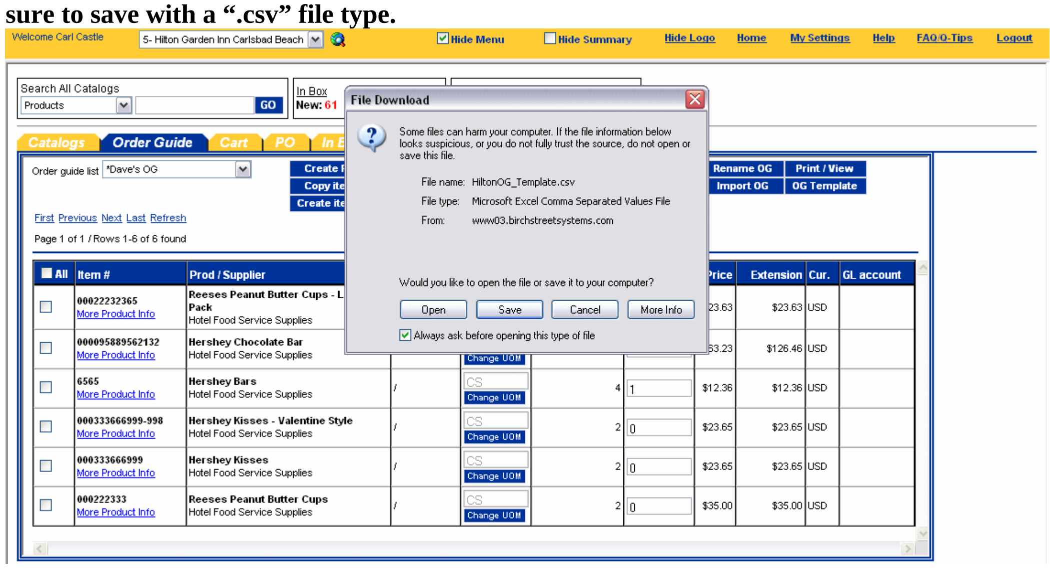
After you have successfully imported and created a new Order Guide, you will not be able to "export' the order guide for future price updates. You should save the existing .csv file for future use.

4. Importing Items into an Order Guide

Step 1: From the Order Guide Tab, click on the **“OG Template”** button



Step 2: When the File Download Box opens as indicated below, click **Save**. When the template opens in Excel automatically, skip to step 5 and Resave the file with a more appropriate file name, **making sure to save with a “.csv” file type.**

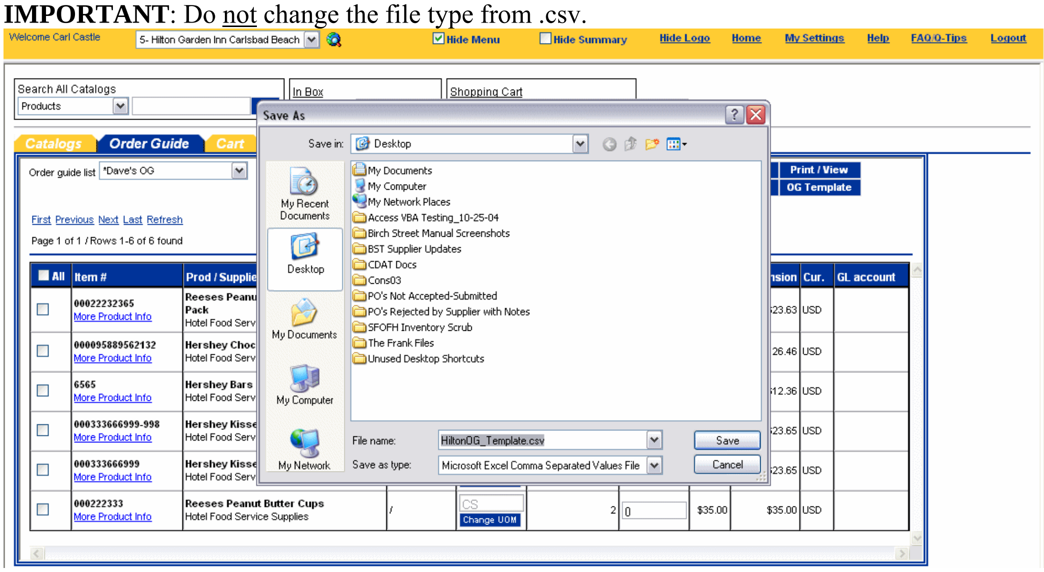


Chapter 4 – Order Guides

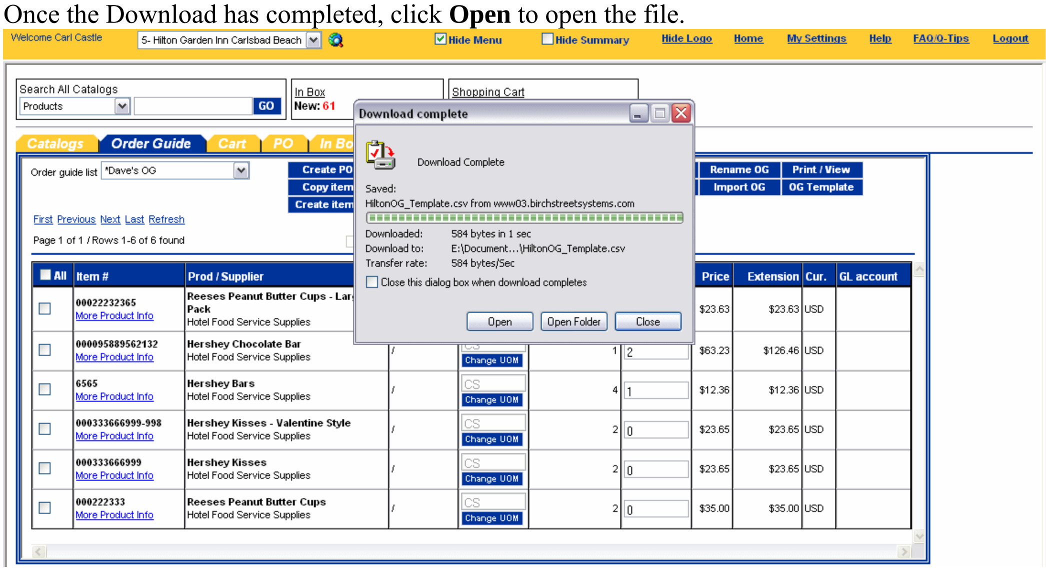
4. Importing Items into an Order Guide

Step 3: Change the name to a more meaningful name and select a convenient location to s**ave** the file.

IMPORTANT: Do <u>not</u> change the file type from .csv.



Step 4: Once the Download has completed, click **Open** to open the file.



Chapter 4 – Order Guides

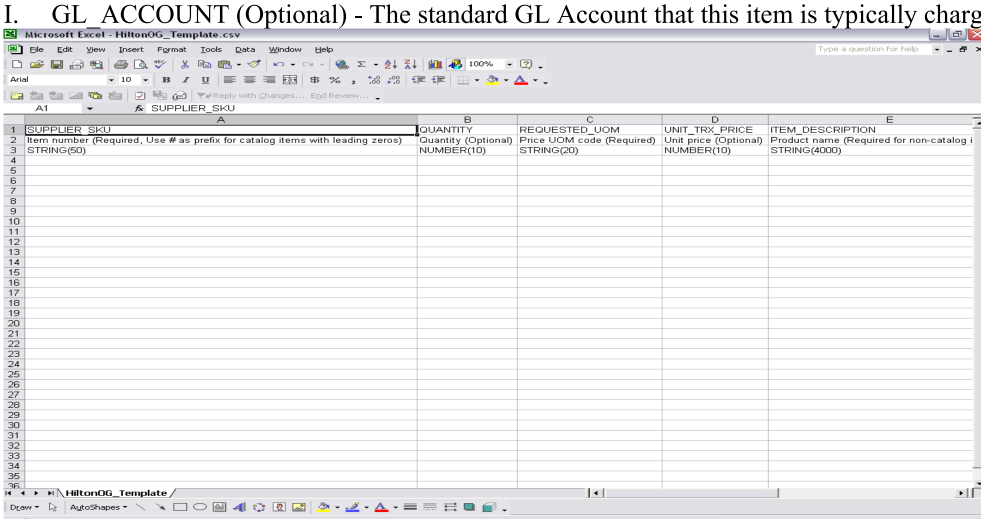
4. Importing Items into an Order Guide

Step 5: Open the template in Excel. Enter the following Data on the template and save for upload.

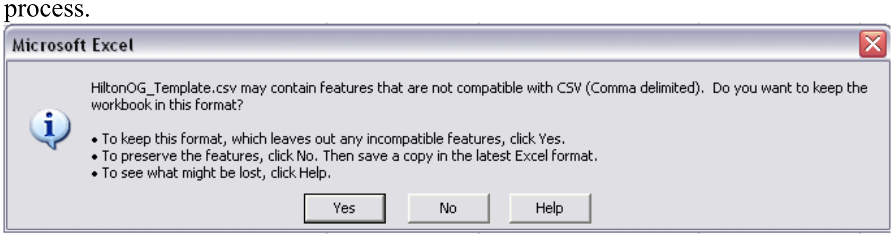
NOTE: One Supplier per Order Guide upload file. If the required fields are not populated, the item will not be added to the Order Guide. Do Not Edit Rows 1 through 3 on the template.

IMPORTANT: Do **NOT** change the file type from .csv. Do not add, delete or rearrange any of the columns.

A. SUPPLIER_SKU (Required) – The Supplier's Item Number.
(If Item # has leading zeros, prefix the item number with a leading "#" pound sign - ("00039 should be #00039").
B. QUANTITY (Optional) - The Quantity normally ordered
C. REQUESTED_UOM (Required) - The Item's Unit of Measure
D. UNIT_TRX_PRICE (Optional) - The Item's Price per UOM
E. ITEM_DESCRIPTION (Required) - The Item Description
F. SORT_ORDER (Optional) - The order the buyer would like to view the items in the Order Guide
G. MINIMUM_QTY (Optional) - The Minimum Par Inventory level for this item
H. MAXIMUM_QTY (Optional) - The Maximum Par Inventory level for this item
I. GL_ACCOUNT (Optional) - The standard GL Account that this item is typically charged to



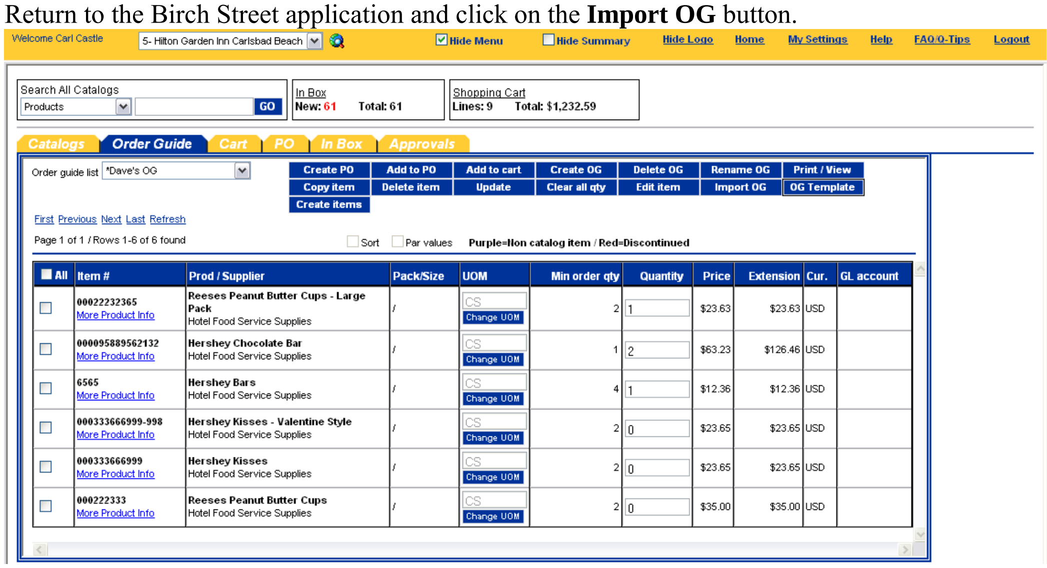
Step 6: When you **Save** the .csv file, you will receive the below prompt. Click **Yes** to continue the "save" process.



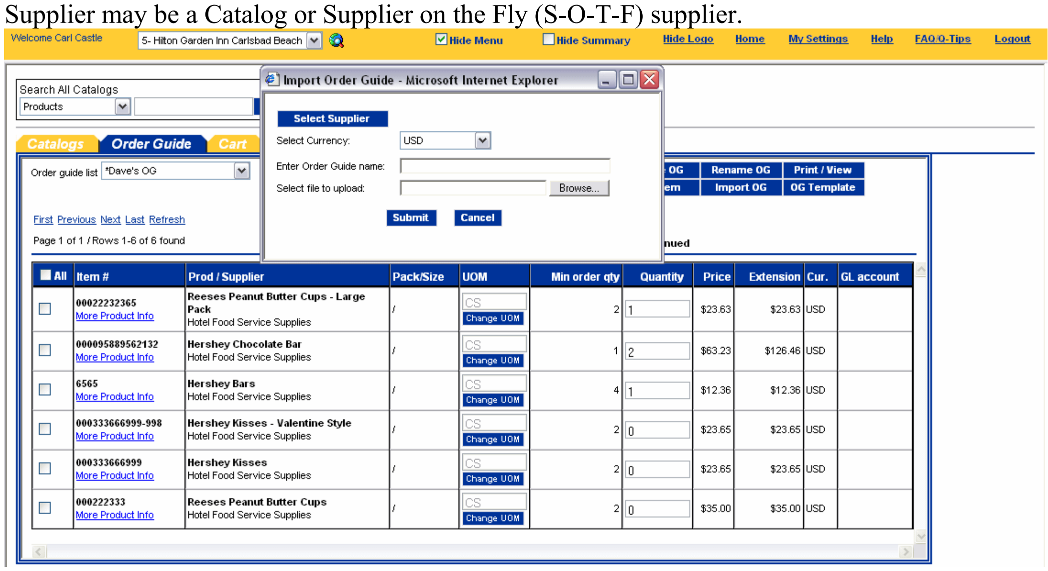
Chapter 4 – Order Guides

4. Importing Items into an Order Guide

Step 7: Return to the Birch Street application and click on the **Import OG** button.



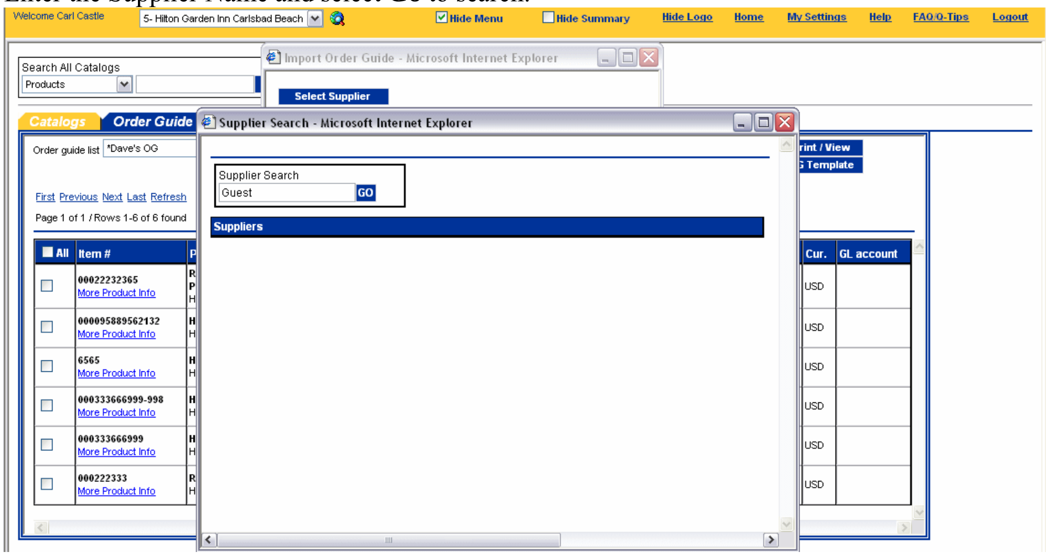
Step 8: Click on **Select Supplier** button to select supplier to be associated with all items to be uploaded. Supplier may be a Catalog or Supplier on the Fly (S-O-T-F) supplier.



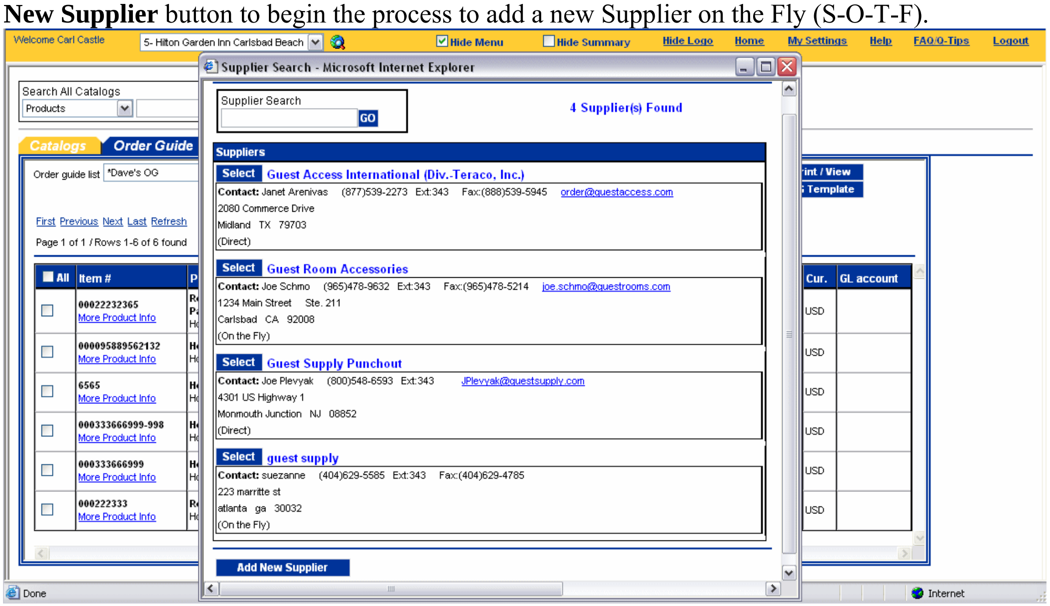
Chapter 4 – Order Guides

4. Importing Items into an Order Guide

Step 9: Enter the Supplier Name and select **Go** to search.



Step 10: **Select** the correct Supplier from the list. If the Supplier is not on the list available click on **Add New Supplier** button to begin the process to add a new Supplier on the Fly (S-O-T-F).

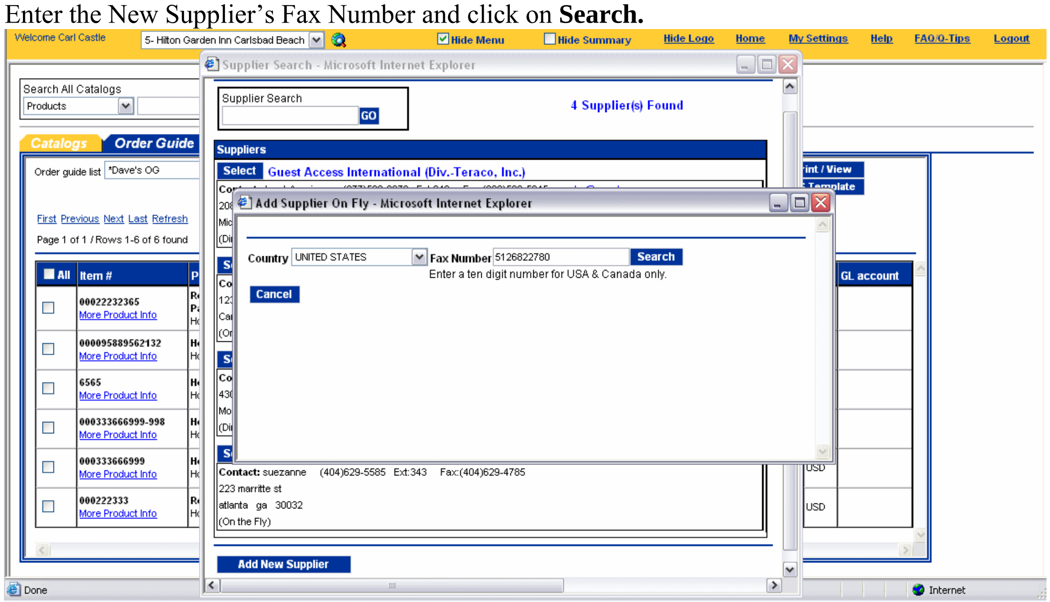


NOTE: If you select an existing Supplier from the List, Skip Ahead to Step #13

Chapter 4 – Order Guides

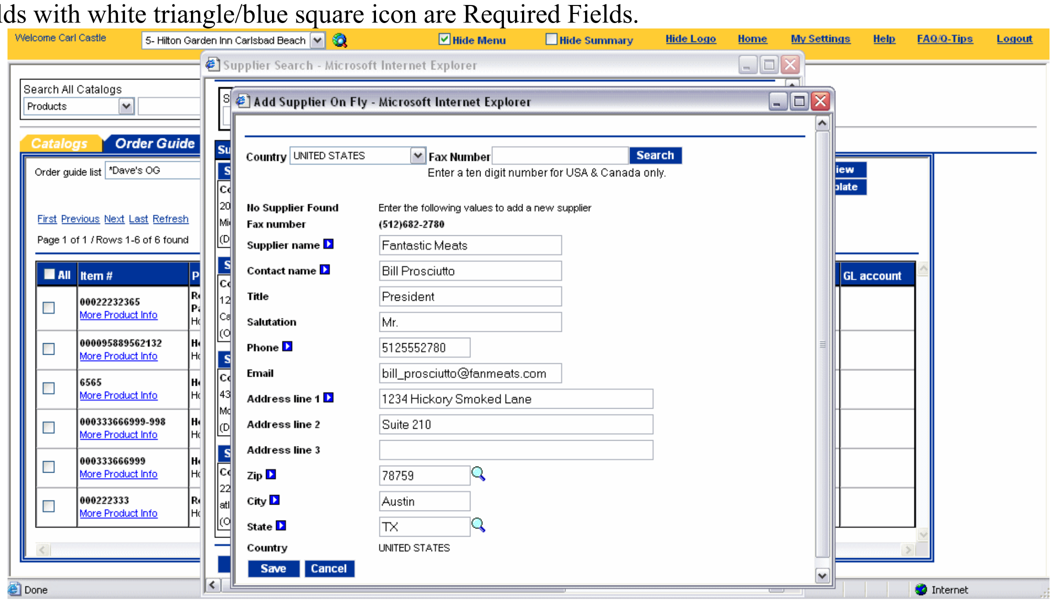
4. Importing Items into an Order Guide

Step 11: Enter the New Supplier's Fax Number and click on **Search.**



Step 12: Type in the Required Data for the Supplier and click **Save**.

NOTE: Fields with white triangle/blue square icon are Required Fields.

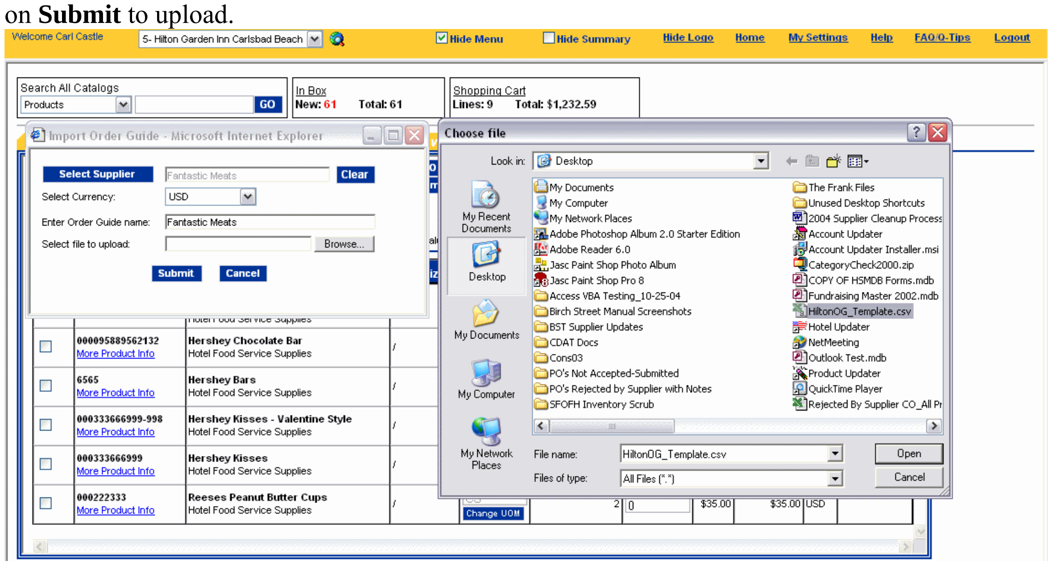


Chapter 4 – Order Guides

4. Importing Items into an Order Guide

Step 13: **Select** the Supplier on the Fly saved in previous step

Step 14: Enter a name for the Order Guide (Preceded with an asterisk (*) if you wish to share the OG with other users at the property). Click on **Browse** to select and **Open** saved .csv file for upload. Click on **Submit** to upload.

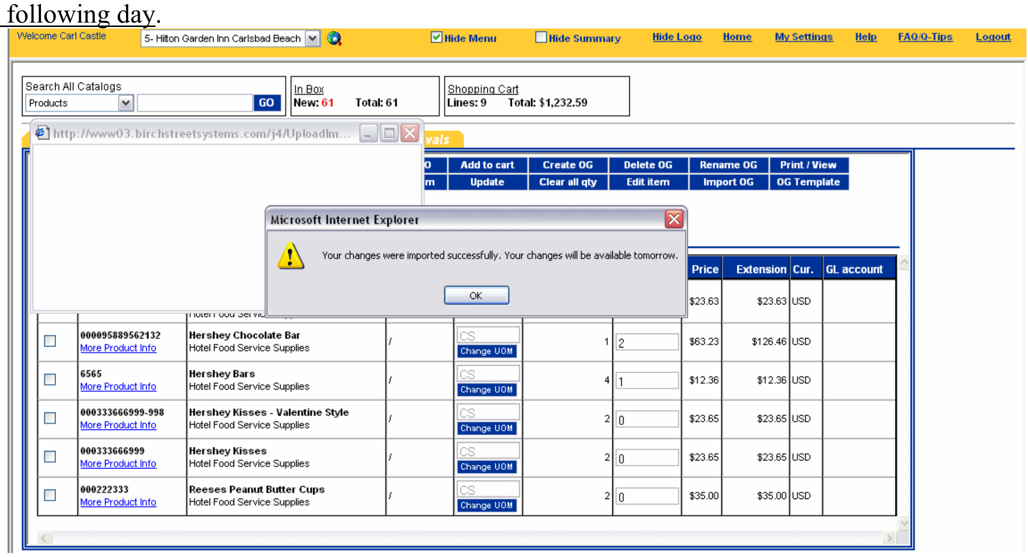


IMPORTANT: The system allows you to create order guides with the same name as an existing order guide. Be sure you give the new order guide a name that is not already in use.

4. Importing Items into an Order Guide

Step 15: You will receive this message that indicates that the Order Guide has been successfully imported.

NOTE: Imported Order Guides will not be available for IMMEDIATE use. The Imported Order Guide will be available the following day.



Once you have access to the newly created order guide, you may re-sort the rows, add or change par levels, add G/L codes or add an * in front of the Order Guide name, if you wish to share the order guide with other users.

IMPORTANT – non-catalog content is not updated by your suppliers. It is your responsibility to update the content as often as necessary.

Please ensure you save the .csv file for future use. The proceeding steps must be repeated, each time you want to upload new data. There is no “export” process in place today.
If you have imported an item, which does not appear after 24 hours, please check the .csv file to ensure all required fields had been populated. Correct the data and re-import the item(s) in question.

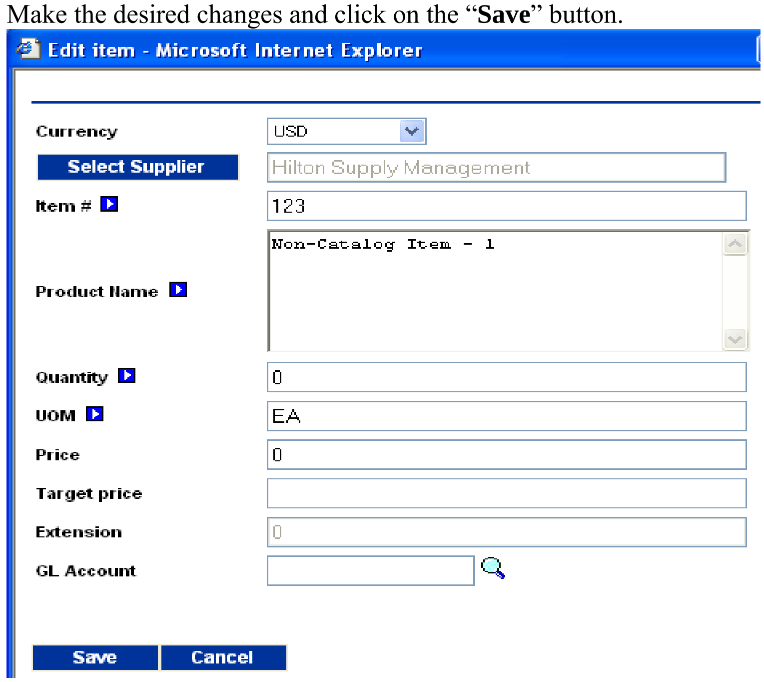
5. Editing Non-Catalog Content in an Order Guide

Step 1: Select an Order Guide from the Order Guide list window. Use the down arrow to display all Order Guides in your account.

Step 2: Tag the row or product you wish to edit.

Step 3: Click on the "**Edit item**" action button.

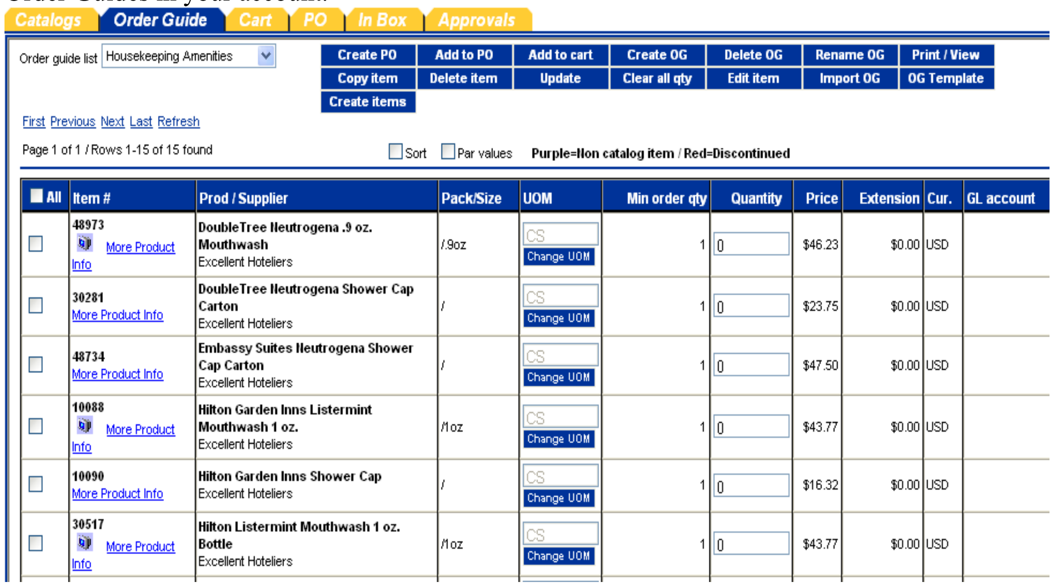
Step 4: Make the desired changes and click on the "**Save**" button.



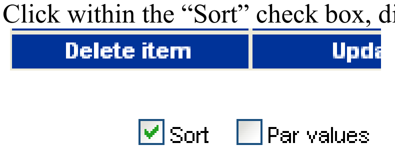
Chapter 4 – Order Guides

6. Sorting Order Guides

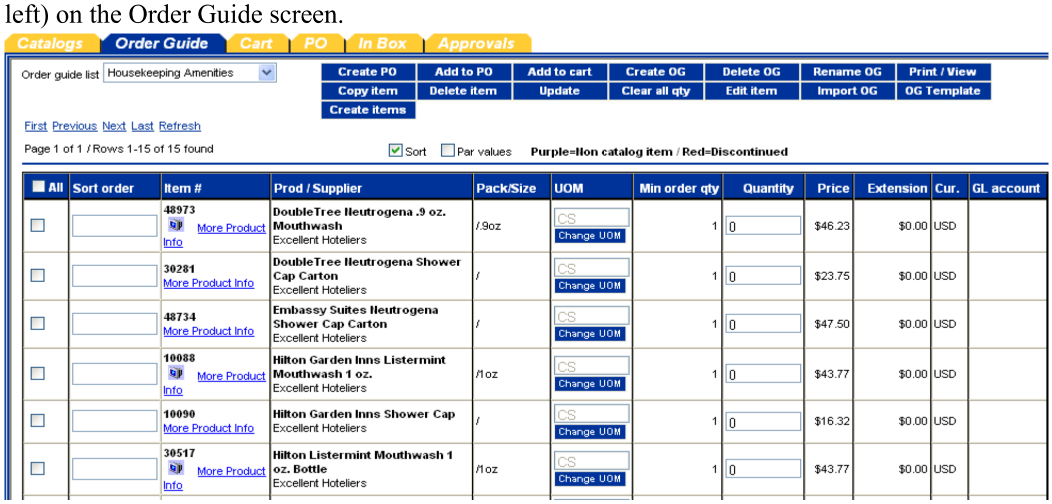
Step 1: Select an Order Guide from the Order Guide list window. Use the down arrow to display all Order Guides in your account.



Step 2: Click within the “Sort” check box, directly below the blue “Delete item” Action button.



The ‘**Sort**’ check box is available within all Order Guides and is used to rearrange the sequence of product rows. Selecting the ‘Sort’ check box will launch a ‘Sort’ column (second column from left) on the Order Guide screen.

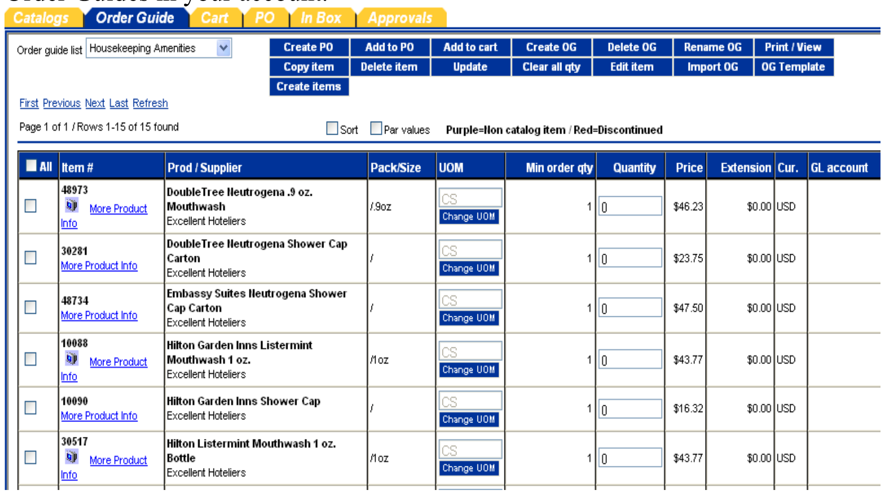


Step 3: Enter a numeric value in each row, based on the sequence desired and then click ‘**Update**’. The Order Guide will be ‘sorted’ accordingly. A Buyer may also elect to use decimals to sub sort within whole number sequences.

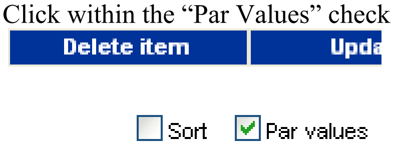
Chapter 4 – Order Guides

7. Adding Par Values in an Order Guide

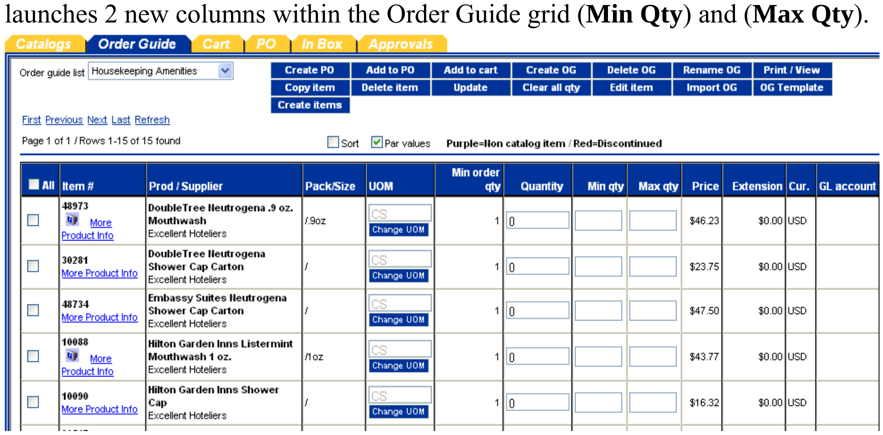
Step 1: Select an Order Guide from the Order Guide list window. Use the down arrow to display all Order Guides in your account.



Step 2: Click within the "Par Values" check box, directly below the blue "Delete item" Action button.



A Buyer can elect to add a Minimum (Min) and/or Maximum (Max)'**Par Value**' for each item contained in their Order Guides. When a Buyer checks the 'Par Values' check box, the system launches 2 new columns within the Order Guide grid (**Min Qty**) and (**Max Qty**).



Step 3: The Buyer populates the fields with the desired Min and Max Par quantities. Please note that the (Min) Par Qty must be equal to or greater than the supplier's minimum order quantity. Conversely, the (Max) Par Qty must also be equal to or greater than the supplier's minimum order qty.

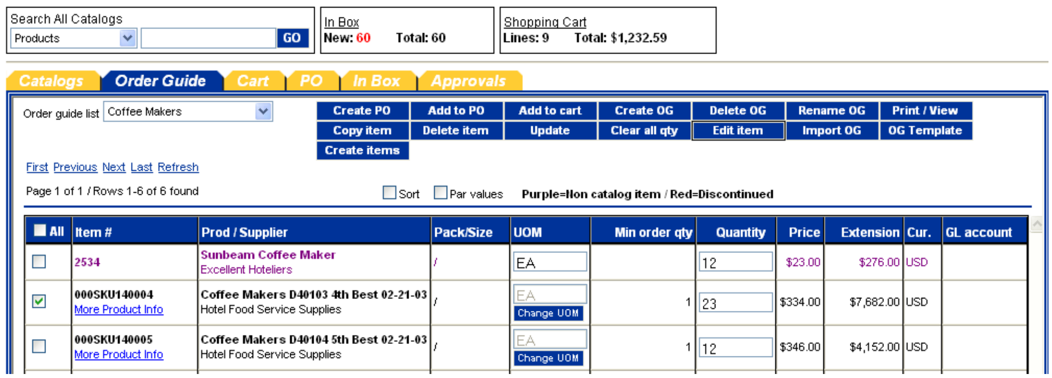
Step 4: Upon completion, the Buyer must click the '**Update**' button to save their Par values.

Chapter 4 – Order Guides

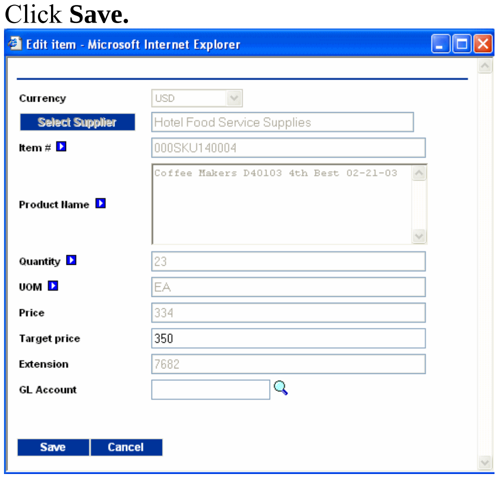
8. Setting a Target Price in the Order Guide

The **Target Price in the Order Guide** Feature allows Buyers to add Target Prices for catalog items in their Order Guides. If the Suppliers price for that item rises above the Target Price, the background for the price for that item on the Order Guide Grid will turn yellow warning the Buyer of this condition.

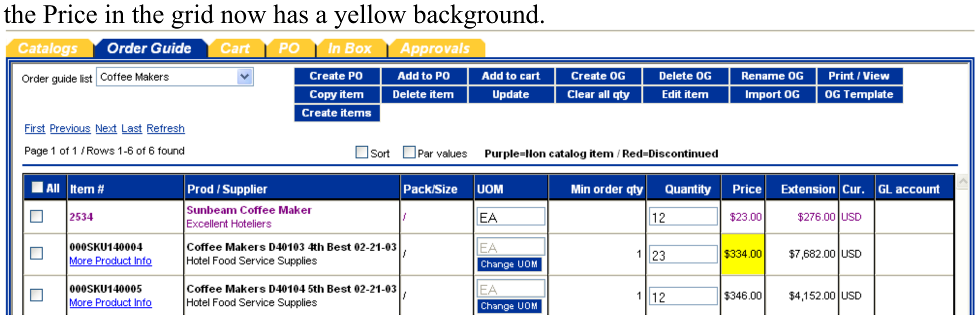
Step 1: Select the Item from the **Order Guide** tab and click on the **Edit Item** button.



Step 2: Enter the **Target Price** that you want to be notified if the Supplier's price exceeds this price. Click **Save.**



Step 3: Since the Target Price entered in this example is $330 and the Supplier's price exceeds this price, the Price in the grid now has a yellow background.



Chapter 4 – Order Guides

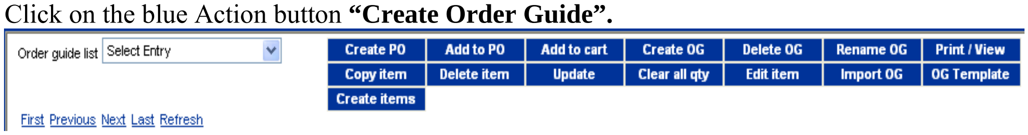
9. Sharing Order Guides

Shared Order Guides allow for the ability to utilize the same Order Guide across multiple users within the same company. Buyers can create a PO, Add to a PO and Add to Cart from the existing Order Guide content.

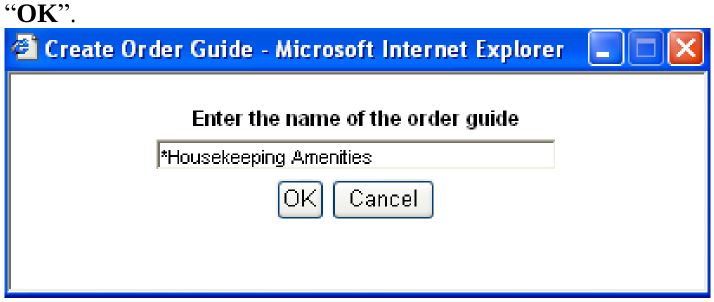
Note: Only the creator of a Shared Order Guide has the rights to maintain its content. All Sort Orders, Par Values, and Order Guide Names are preserved by the Shared Order Guide creator.

Step 1: Select the Order Guide tab on the Front Page.

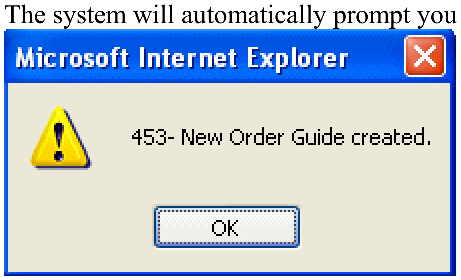
Step 2: Click on the blue Action button **"Create Order Guide".**



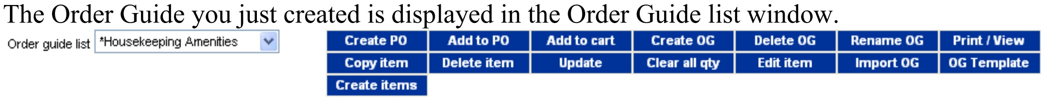
Step 3: Create a name for your Order Guide and include the **"*"** symbol before the Order Guide name. This will allow the Order Guide to be shared to all users within the same company. Then click "**OK**".



The system will automatically prompt you when the Order Guide has been created.



The Order Guide you just created is displayed in the Order Guide list window.

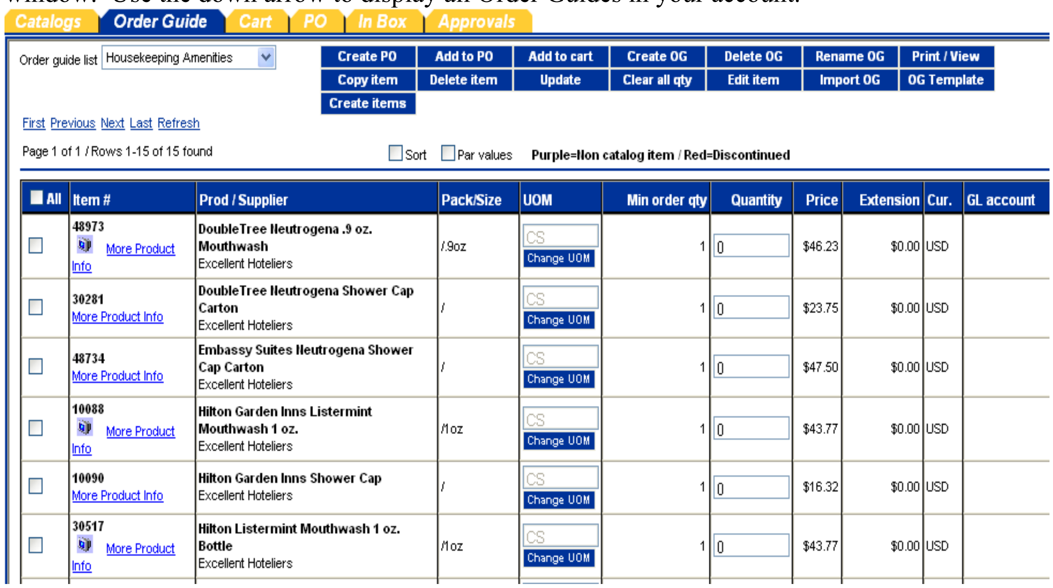


A Buyer may create an unlimited number of Shared Order Guides.

Chapter 4 – Order Guides

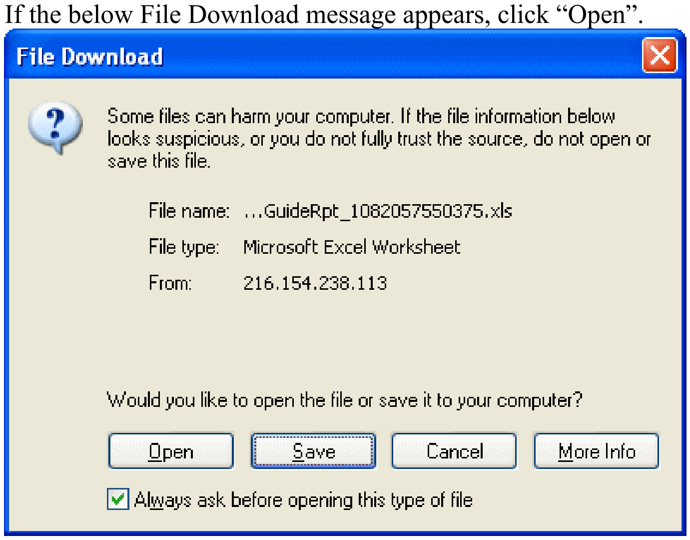
10. Printing / Viewing Order Guides

Step 1: The "**Print/View**" Action button is also located within the Order Guide tab and performs differently than the PO Print/View process. Select an Order Guide from the Order Guide list window. Use the down arrow to display all Order Guides in your account.



Step 2: Click the "Print/View" Action button.

Step 3: If the below File Download message appears, click "Open".



10. Printing / Viewing Order Guides

Step 4: When a Buyer selects an existing Order Guide and clicks on the "**Print/View**" button, the system creates a copy of the Order Guide in Microsoft Excel. The Excel Order Guide can then be "saved" to the Buyer's computer.

Order Guide: Housekeeping Amenities

Subject: ____________________

User Name: PITPH101

Print Date: 04/15/2004 PAR

* - Non catalog item

#	ITEM#	PRODUCT NAME	SUPPLIER	UOM	LIST PRICE	MIN	MAX	PACK	SIZE
1	30516	Hilton Listermint Mouthwash 1.75 oz.	Guest Supply, Inc.	CS	59.4			180	2oz
2	30517	Hilton Neutrogena Mouthwash 1 oz.	Guest Supply, Inc.	CS	41.58			210	1oz
3	46842	Listermint Mouthwash 1.5 oz. Bottle	Guest Supply, Inc.	CS	21.05			48	1oz
4	44122	Scope Mouthwash 1.5 oz.	Guest Supply, Inc.	CS	80.84				1.5oz
5	30001	Whispermint Mouthwash .4 oz. Packet 500/cs	Guest Supply, Inc.	CS	52.69				.4oz
6	30001	Whispermint Mouthwash .4 oz. Packet 500/cs	Guest Supply, Inc.	CS	52.69				.4oz
7	30002	Whispermint Mouthwash Bottle	Guest Supply, Inc.	CS	40.89				1.5 oz
8	30002	Whispermint Mouthwash Bottle	Guest Supply, Inc.	CS	40.89				1.5 oz

The Order Guide (now an Excel Spreadsheet) has a row titled, "Forecast Count". The Buyer may elect to populate these fields with forecast information (House Count, Occupancy Rate, etc.) in which formulas can be used to determine optimum ordering quantities. There is also a date field that can be used to denote the date or day of the week. The system also creates seven (7) Inventory / Order (Inv/Ord) columns for the purpose tracking existing quantities on hand.

Forecast Count:

Date:

INV	ORD	INV	ORD	INV	ORD	INV	ORD	INV	ORD	INV	ORD	INV	ORD

IMPORTANT ORDER GUIDE INFORMATION – THINGS YOU SHOULD KNOW:

- When a supplier updates pricing for a product, your **Birch Street** Order Guide will automatically be updated as well. For catalog content only.
- When you select "Print/View" and create an Excel Spreadsheet version of the Order Guide, the Spreadsheet is now divorced from the Birch Street application. All future supplier updates will **NOT** be reflected in the Spreadsheet version of the order Guide.
- Product Names displayed in Red text in existing Birch Street Order Guides indicate that the Supplier has discontinued selling the item. The discontinued item(s) can **NOT** be selected to create a future PO. The discontinued products will remain in the Order Guide until the Buyer deletes them.

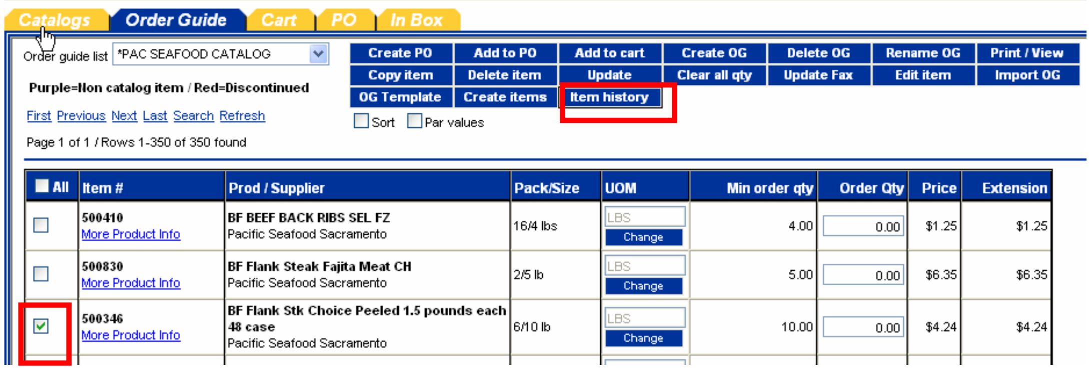
Chapter 4 – Order Guides

11. Item History

The **Item History** feature allows a user to view the complete transaction and price history for any item. The button is available from:

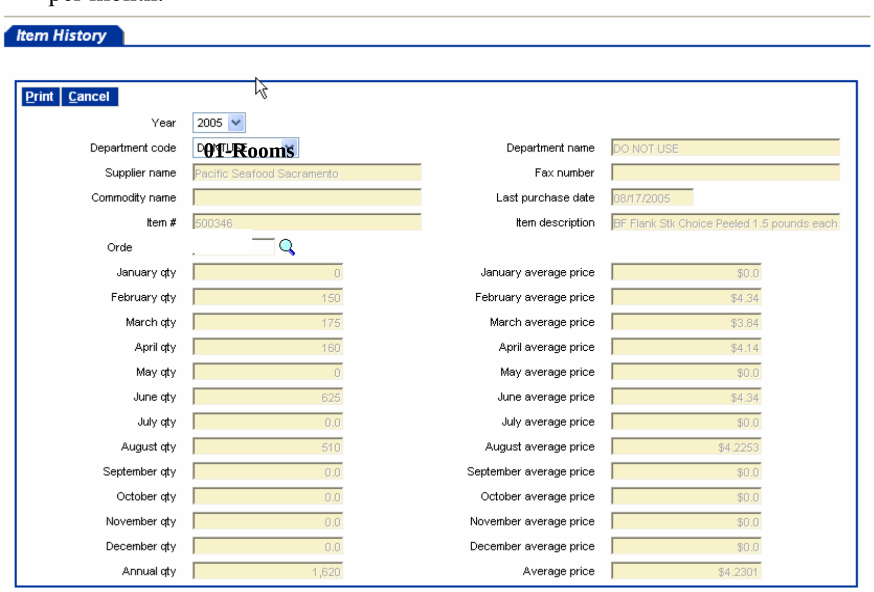
- The Catalog Tab (You must first search for a product and then the **Item History** button is visible)
- The Order Guide Tab
- The Cart Tab.

Step 1: From the Catalog, Order Guide or Cart tabs, select the item's checkbox and click the **Item History** button.



Step 2: The Item History Pop-up loads:

- Purchases are displayed for a given calendar year. The default year is the current year.
- Purchases are displayed for all departments by default, but individual departments can be filtered by using the Department Code dropdown.
- Purchase data is broken down by monthly total quantity purchased, as well as the average price paid per month.



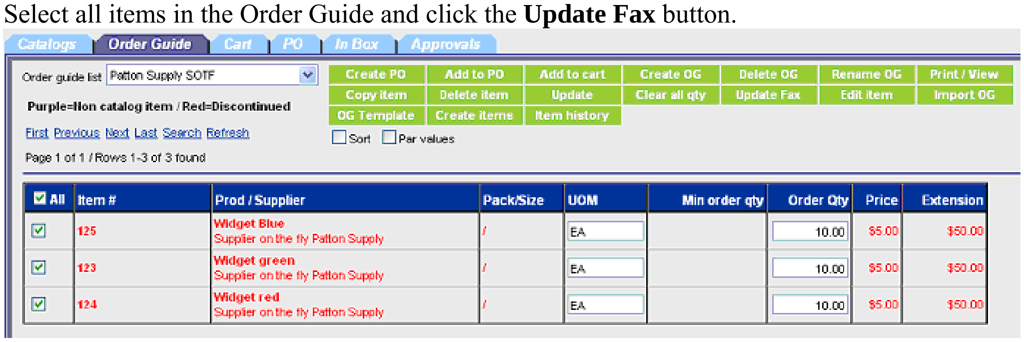
Chapter 4 – Order Guides

12. Update Fax

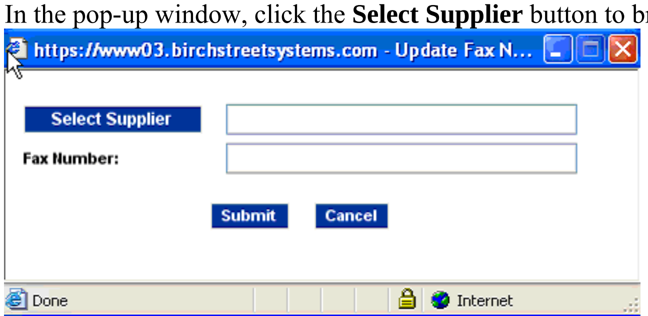
Items in an Order Guide from a Supplier on The Fly (SOTF) supplier normally are displayed in Purple type. After the SOTF's fax number has been changed in the system, the color of the type will switch from purple to red. This is because the items in the OG are related to the SOTF record by means of the fax number. The Fax number on the Order Guide does not update automatically, which is why the items now show up as red (expired / not available).

The **Update Fax** button allows the user to update the Fax Number associated with an Order Guide containing items from a 'Supplier on the Fly' Supplier so that the item's fax number matches that of SOTF record for that supplier.

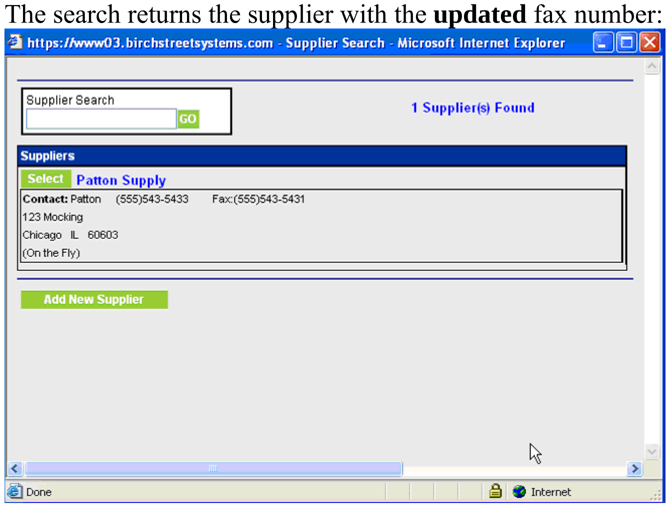
Step 1: Select all items in the Order Guide and click the **Update Fax** button.



Step 2: In the pop-up window, click the **Select Supplier** button to browse for the appropriate supplier.

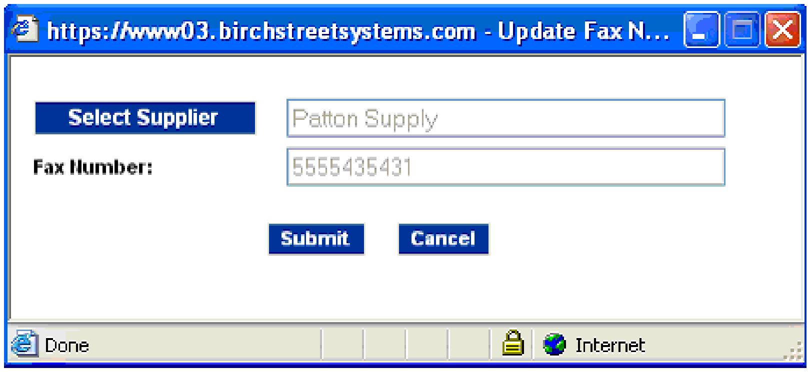


Step 3: The search returns the supplier with the **updated** fax number:

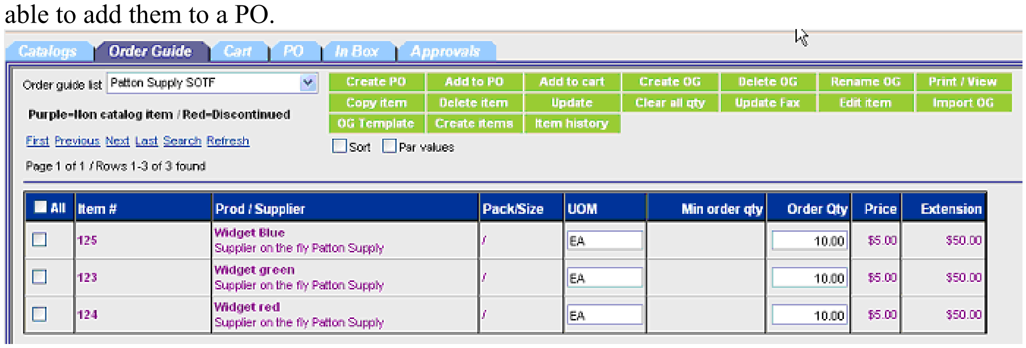


12. Update Fax

Step 4: Click **Select.** The previous pop-up window is now populated with the *Supplier information* and his new fax number.



Step 5: Click **Submit**. The items in your Order Guide are switched back to purple, which means you are able to add them to a PO.



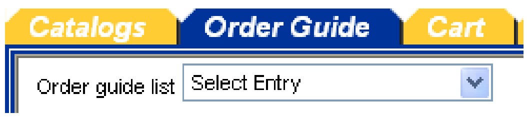
Chapter 5 – Purchase Orders

1. Creating a Purchase Order – From an Order Guide

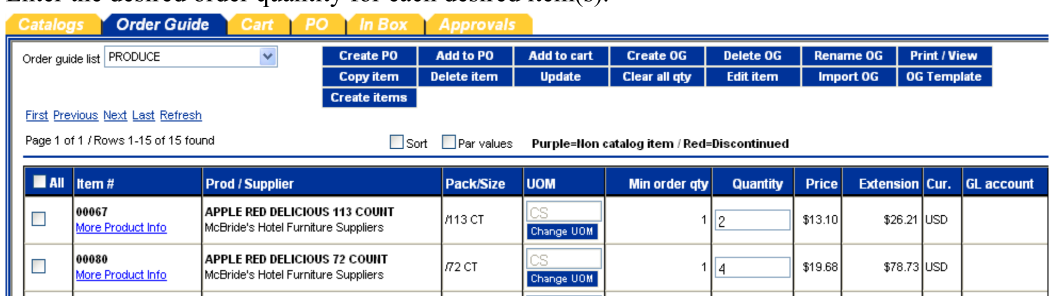
Creating Purchase Orders can be achieved from multiple places within the application. PO's can be created from the results of Catalog Searches, from Order Guides, even from existing PO's.

Step 1: From the Front Page, click on the **Order Guide** tab.

Step 2: Select an **Order Guide** from the Order Guide list.



Step 3: Enter the desired order quantity for each desired item(s).



Remember to Tab off of each field. Notice that by changing the quantity the line has been automatically selected for action (i.e. the checkbox is checked). Notice also that the select checkbox for Order Guide Items is on the far left while the catalog tab has the select checkbox on the far right. Select Check boxes and/or Radio buttons will always be on either end of the grid, depending on which Front Page Tab you are working from.

Step 4: Click on the blue "**Create PO"** Action button. 

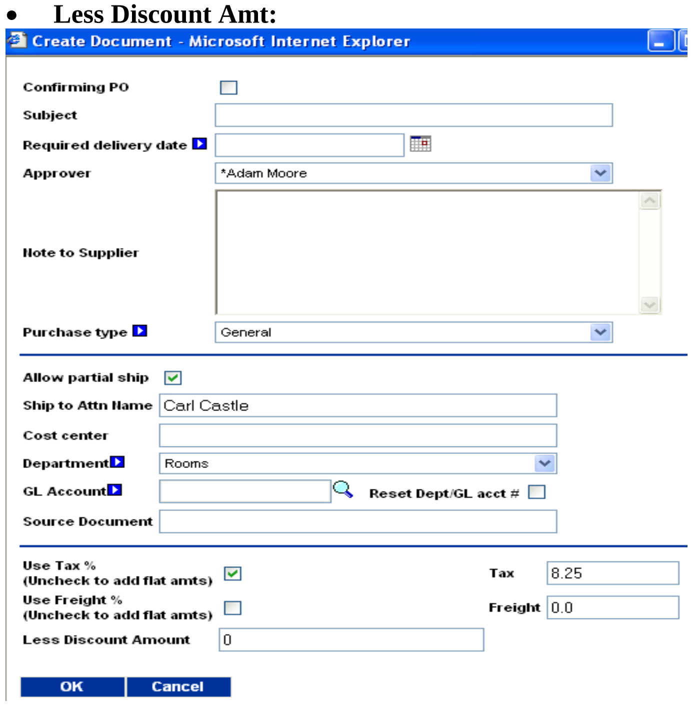
The **Create Document** window opens for entering the purchase order header information for this PO.

Chapter 5 – Purchase Orders

1. Creating a Purchase Order – From an Order Guide

Step 5: Create the **PO Header** by entering data into the following fields:

- **Confirming PO:**
- **Subject:** Give the PO a subject for reference
- **Req'd Del. Date:** Enter date product is needed hotel
- **Approver:** Leave on the default approver or select an approver from the drop down menu.
- **Note to Supplier:** Enter a Note to the Supplier, if desired
- **Purchase Type:**
- **Allow Partial Ship:**
- **Ship to Attn Name:**
- **Cost Center:** Enter your Department Name
- **Department:**
- **GL Account:**
- **Reset Dept/GL acct#:**
- **Source Doc:** Leave this field blank
- **Use Tax %:** Accept the Default
- **Tax:** Accept the Default
- **Use Freight %:**
- **Freight:**
- **Less Discount Amt:**



Chapter 5 – Purchase Orders

1. Creating a Purchase Order – From an Order Guide

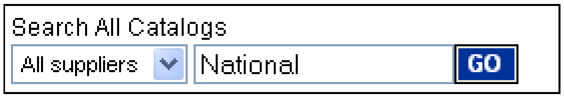
Step 6: Click **OK** to create the PO. A popup message box displays the number of the PO created.

Step 7: Click **OK** again. The application will take you directly to the PO Tab and load the PO that was just created, displaying the PO for further action.

Chapter 5 – Purchase Orders

2. Creating a Purchase Order – From a Catalog Search

Step 1: On the Front Page, in the **Search All Catalog** section of the Summary Panel, select **All Suppliers** from the drop down list.



Step 2: In the field immediately to the Right of the **Suppliers** drop down list, type in the Supplier Name you wish to find.

Step 3: Click on the "**Go**" button.

Step 4: Click on the **View Products** link.
The system will display all products associated to that Supplier, if the Supplier has <u>less than 1,000 products</u>. The products displayed will look similar to the Product search result.

Item #	Product Name Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Ord Qty Price	Select
SKU130012 More Product Info	Commercial Irons Model 16200 McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	1 /	EA	1	$15.43	
SKU130013 More Product Info	Commercial Irons Model 15415 McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	1 /	EA	1	$15.45	
SKU130014 More Product Info	Commercial Irons Model 16208 McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	1 /	EA	1	$15.94	
SKU130015 More Product Info	Commercial Irons Model 16220 McBride's Hotel Furniture Suppliers	McBride's Hotel Furniture	1 /	EA	1	$7.89	

Step 5: Enter the desired quantities for each item in the Ord Qty column. Use the "Tab" key once you have entered a quantity and the row will be selected and the "Select" box will be tagged accordingly.

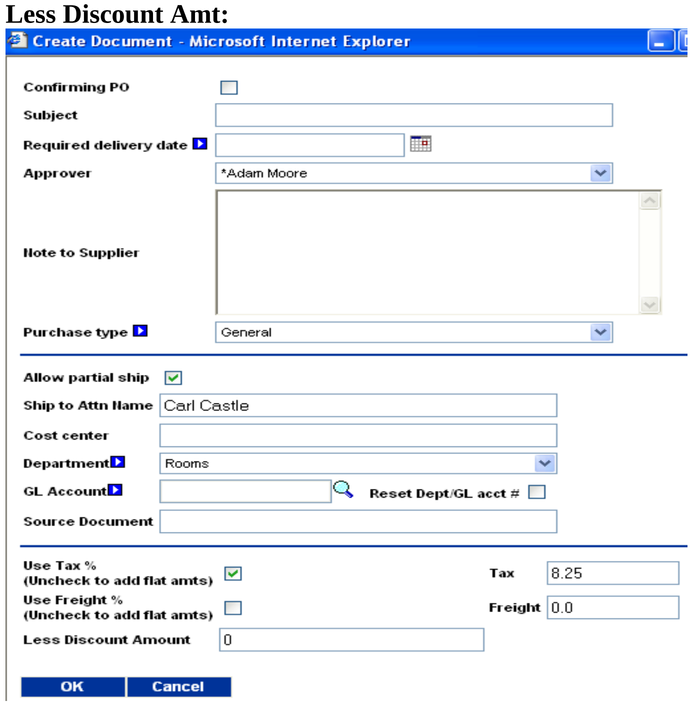
Step 6: Click on the blue "**Create PO"** Action button. 

The **Create Document** window opens for entering the purchase order header information for this PO.

2. Creating a Purchase Order – From a Catalog Search

Step 7: Create the **PO Header** by entering data into the following fields:

- **Confirming PO:**
- **Subject:** Give the PO a subject for reference
- **Req'd Del. Date:** Enter date product is needed hotel
- **Approver:** Leave on the default approver or select an approver from the drop down menu.
- **Note to Supplier:** Enter a Note to the Supplier, if desired
- **Purchase Type:**
- **Allow Partial Ship:**
- **Ship to Attn Name:**
- **Cost Center:** Enter your Department Name
- **Department:**
- **GL Account:**
- **Reset Dept/GL acct#:**
- **Source Doc:** Leave this field blank
- **Use Tax %:** Accept the Default
- **Tax:** Accept the Default
- **Use Freight %:**
- **Freight:**
- **Less Discount Amt:**



2. Creating a Purchase Order – From a Catalog Search

Step 8: Click **OK** to create the PO. A popup message box displays the number of the PO created.

Step 9: Click **OK** again. The application will take you directly to the PO Tab and load PO that was just created, displaying the PO for further action.

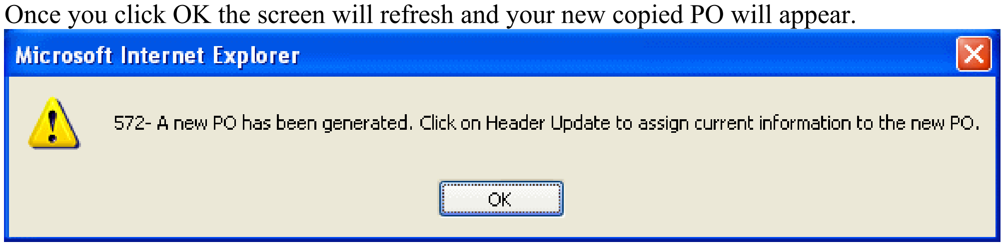
3. Creating a Purchase Order – From a Copied PO

In the below example, we create a new Purchase Order from a PO that was submitted and then Rejected by the Supplier.

Step 1: From the Front Page, click on the **PO** tab.

Step 2: Select any existing PO, regardless of its PO status by clicking the Round Radio button on the far left column. Select the blue "**Copy PO**" Action button to create a copy of the PO.

Step 3: The system will generate a new order and prompt you to update the PO Header. Click "**OK**". Once you click OK the screen will refresh and your new copied PO will appear.

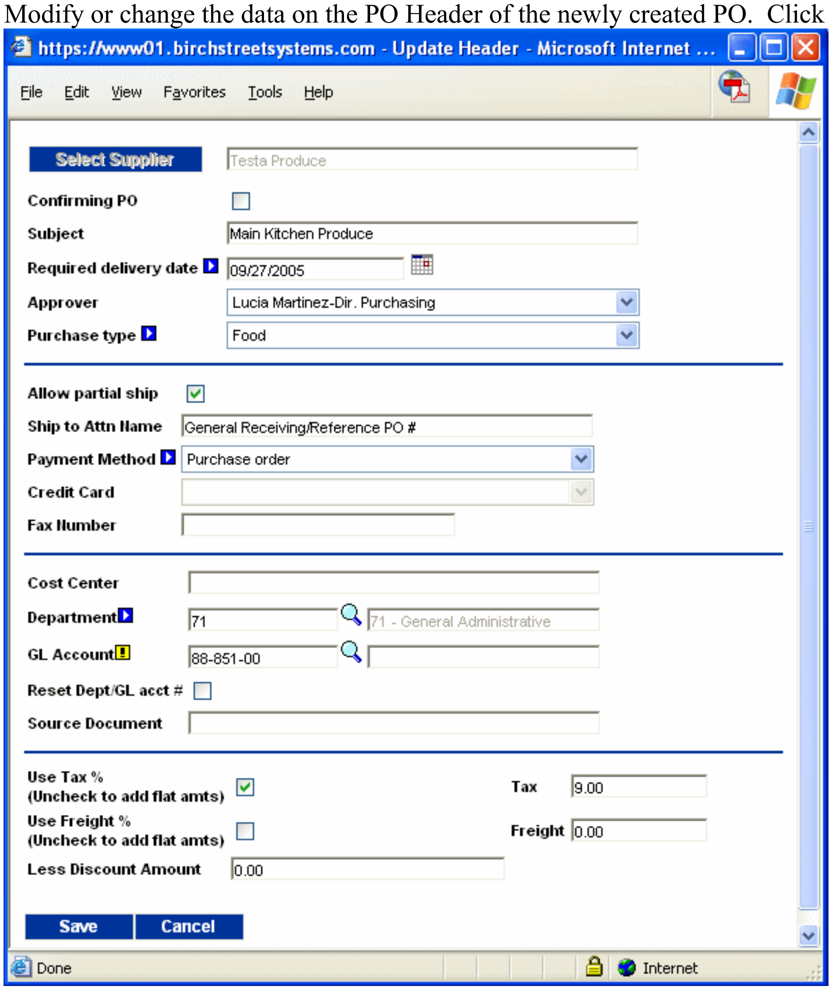


3. Creating a Purchase Order – From a Copied PO

The below screen illustrates the copied PO Header. Please note that when you copy an existing PO to create a new PO, the following changes occur:

- The new PO is given a new PO Number
- The Status of the newly created PO is "New"
- ***The Unit Price and Extension is updated for all Catalog items***
- All other information is exactly the same as on the original PO:
  - Subject
  - Required Delivery Date
  - Supplier Name
  - Supplier Address
  - PO Line Items
  - Order Quantities

Step 5: Modify or change the data on the PO Header of the newly created PO. Click "**Save**".



3. Creating a Purchase Order – From a Copied PO

Step 6: To edit the lines of the PO click the "**Print/View/Edit**" blue action button.

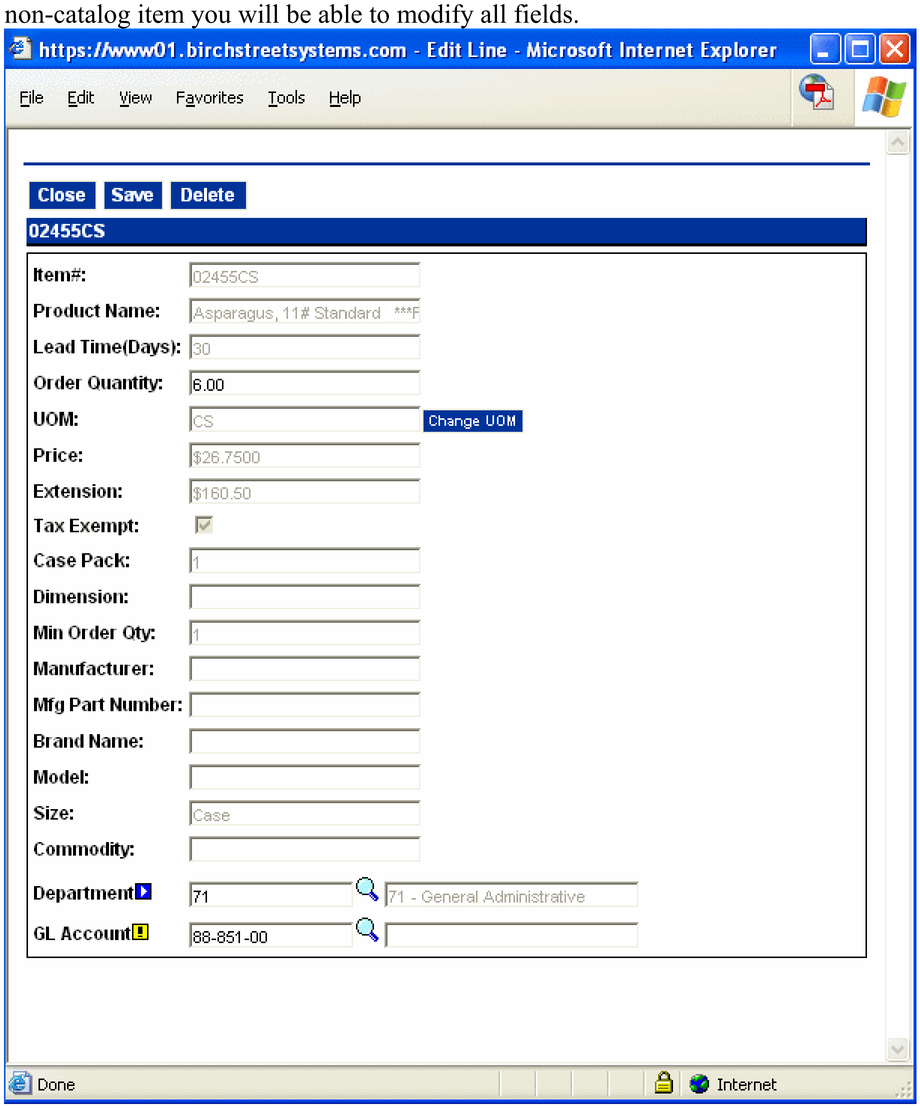
Submit	Receive	Buyer Contact	Supp Contact	Print / View / Edit	Print w/Budget
Header Update	Notes	Attachment	History	Send Message	Budget Impact
Add to OG	Add to cart	Copy PO	Receiving History	Create items	Approval Details
Resubmit Apprv	Transfer	Add Addt'l Info			

Step 7: Next to each line on the PO is an Edit Line link. Click the blue Edit Line hyperlink.

#	Item SKU	Product Desc.	Qty	UOM	Price	Extension
1	02455CS	88-851-00 / 71 - General Administrative Asparagus, 11# Standard ***FIXED PRICING***	6.00	CS	$26.7500	$160.50 Edit Line
2	02754CS	88-851-00 / 71 - General Administrative Avocado, Hass 48ct	2.00	CS	$30.4000	$60.80 Edit Line
3	03850FL	88-851-00 / 71 - General Administrative Blueberries Fresh/Generic	5.00	FLT	$23.1500	$115.75 Edit Line
4	05057CS	88-851-00 / 71 - General Administrative Cantaloupe, 15ct ***FIXED PRICING***	4.00	CS	$16.7500	$67.00 Edit Line
5	05023CS	88-851-00 / 71 - General Administrative Carrots Spaghetti	1.00	CS	$32.4000	$32.40 Edit Line
6	05084CS	88-851-00 / 71 - General Administrative Carrots,Baby Peeled W/Top ***FIXED PRICING***	2.00	CS	$24.5000	$49.00 Edit Line
7	05600BU	88-851-00 / 71 - General Administrative Cilantro by the bunch	3.00	PC	$0.4400	$1.32 Edit Line
8	23400CS	88-851-00 / 71 - General Administrative Lettuce, Bibb Hydro	10.00	CS	$14.4000	$144.00 Edit Line
9	23384CS	88-851-00 / 71 - General Administrative Lettuce, Boston	6.00	CS	$15.4000	$92.40 Edit Line
10	23390CS	88-851-00 / 71 - General Administrative Lettuce, Head ***FIXED PRICING***	6.00	CS	$14.7500	$88.50 Edit Line
11	23370BX	88-851-00 / 71 - General Administrative Mesculin Mix ***FIXED PRICING***	6.00	BX	$7.9000	$47.40 Edit Line
12	26654CS	88-851-00 / 71 - General Administrative Mushrooms, Enoki	10.00	CS	$23.4000	$234.00 Edit Line
13	31353CS	88-851-00 / 71 - General Administrative Peppers, Red 15#cs. ***FIXED PRICING***	5.00	CS	$17.0000	$85.00 Edit Line
14	35040FL	88-851-00 / 71 - General Administrative Radicchio	8.00	FLT	$15.9000	$127.20 Edit Line
15	30102CS	88-851-00 / 71 - General Administrative Red Oakleaf lettuce, baby	6.00	CS	$14.9000	$89.40 Edit Line
16	36160BG	88-851-00 / 71 - General Administrative Rosemary, Fresh	3.00	BAG	$4.4200	$13.26 Edit Line
17	1629CS	88-851-00 / 71 - General Administrative Segments, Orange	10.00	CS	$35.7200	$357.20 Edit Line
18	1628CS	88-851-00 / 71 - General Administrative Segments, Pink Grapefruit	12.00	CS	$33.9300	$407.16 Edit Line
19	49350CS	88-851-00 / 71 - General Administrative Squash, Yellow, case	5.00	CS	$12.4000	$62.00 Edit Line
20	38600FL	88-851-00 / 71 - General Administrative Strawberry Fresh/Generic	10.00	FLT	$19.1500	$191.50 Edit Line
21	40100CS	88-851-00 / 71 - General Administrative Tomatillo	1.00	CS	$32.9000	$32.90 Edit Line
22	40113CS	88-851-00 / 71 - General Administrative Tomatoes, Grape	8.00	CS	$19.1500	$153.20 Edit Line
23	52650CS	88-851-00 / 71 - General Administrative Zucchini, Medium, case	5.00	CS	$11.4000	$57.00 Edit Line
			Sub Total:			$2,668.89
			Freight:			$0.00
			Tax Amount:			$68.79
			Less Discount:			$0.00
			Total Amount Due:			$2,737.68

3. Creating a Purchase Order – From a Copied PO

Step 8: If the line item is a catalog item you will only be able to change the quantity. If Budgeting is turned on you will also be able to change the Department and the GL Account. If the item is a non-catalog item you will be able to modify all fields.



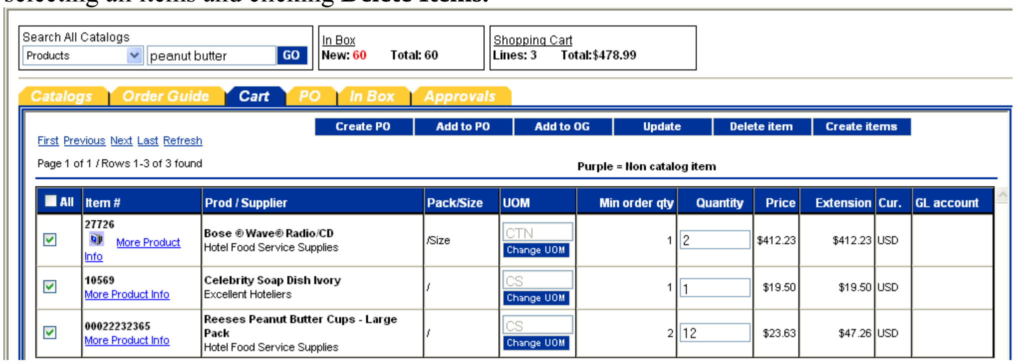
Step 9: Once the Buyer has completed all of the desired changes, click the blue "Save" Action button to save the changes. Click the blue "**Close**" Action button. You will be returned to the PO. Click the Close button on the PO.

Chapter 5 – Purchase Orders

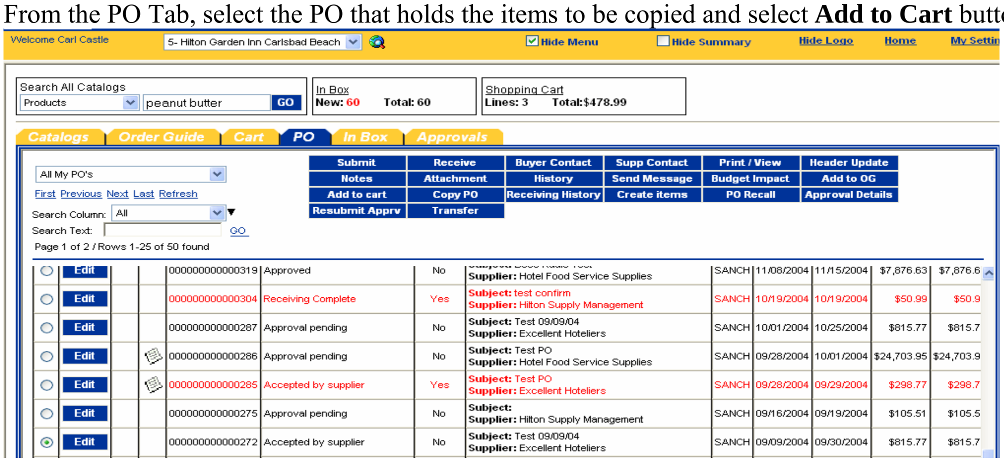
4. Copying a PO – Using Shopping Cart

The Shopping Cart can be used as a "Staging Area" for copying items from an existing PO into a new PO. Use this method (instead of Copy PO method) if not all items from the original PO are desired on the new PO.

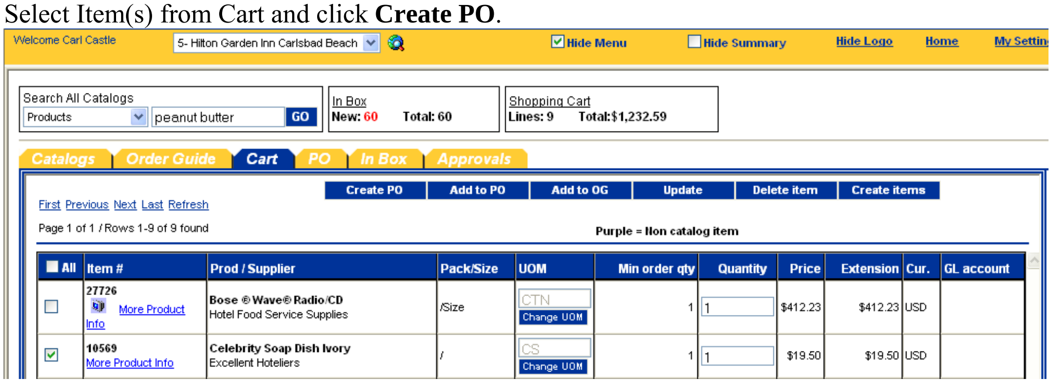
Step 1: If convenient, start with a Cart empty of any items. If necessary delete items from the Cart by selecting all items and clicking **Delete Items.**



Step 2: From the PO Tab, select the PO that holds the items to be copied and select **Add to Cart** button.



Step 3: Select Item(s) from Cart and click **Create PO**.



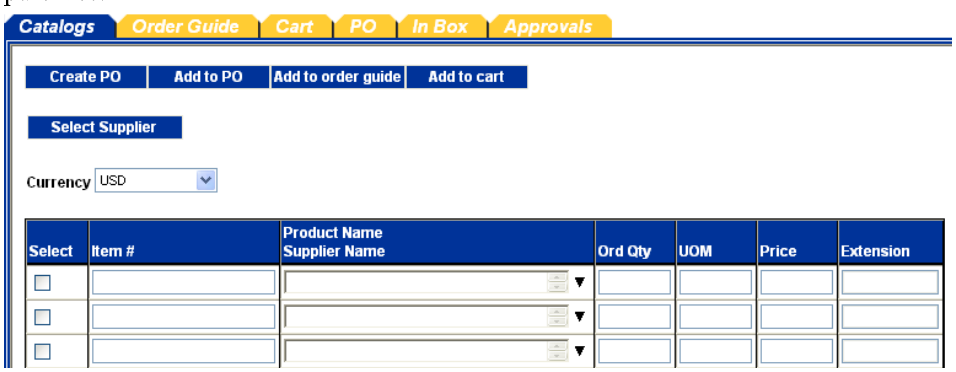
Chapter 5 – Purchase Orders

5. Creating a Purchase Order – From a Spot Buy

Step 1: From the Front Page, click on the **Home** link on the Logo Panel at the top of the Front Page screen. This takes the user to the Main Catalog Tab.

Step 2: Click on the blue "**Create Non-Catalog Items**" Action button. This action will launch a blank product grid, where the Buyer can free-form product information.

Step 3: The blank product grid is designed to provide structure for free-form or "Spot Buy" product data. **The Buyer <u>must</u> manually "Select" each row in the far left check box, prior to completing the other product attribute fields.** At this point, we have indicated **<u>WHAT</u>** we want to purchase.



Step 4: Now we need to identify **<u>WHO</u>** we want to purchase these items from. Click on the blue "**Select Supplier**" Action button.

5. Creating a Purchase Order – From a Spot Buy

Step 5: When you click on the **“Select Supplier”** Action button, the system launches a Supplier Name search window.

Type the name of the Supplier into the “**Supplier Search**” window. IMPORTANT INFORMATION – A Buyer can search for Hilton Supply Management using the following conventions:

- Hilton Supply Management
- HSM
- Hilton Hotels Corporation
- HEC
- Hilton

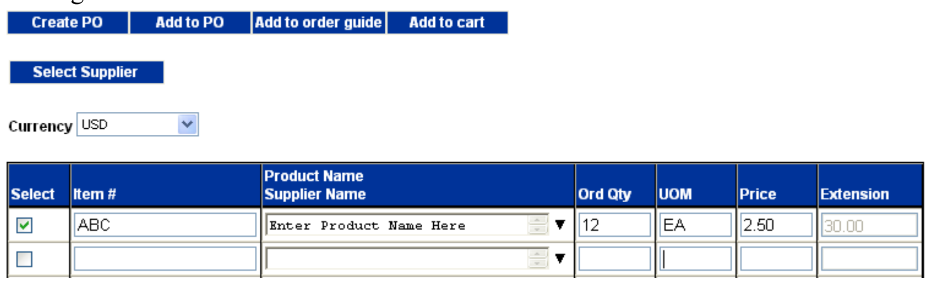
All of the above examples will return a positive match.

Step 6: Click on the blue “**Select**” Action button to the left of the Supplier Name. We have now identified **WHO** we want to purchase the “Spot Buy” products from.

5. Creating a Purchase Order – From a Spot Buy

Step 7: Select the blue "**Create PO**" Action button to initiate the PO creation process. A Buyer may also elect to add the content to an existing PO.

At this point, the PO creation process is exactly the same as if we had selected content from a Catalog search or created the PO from an Order Guide.



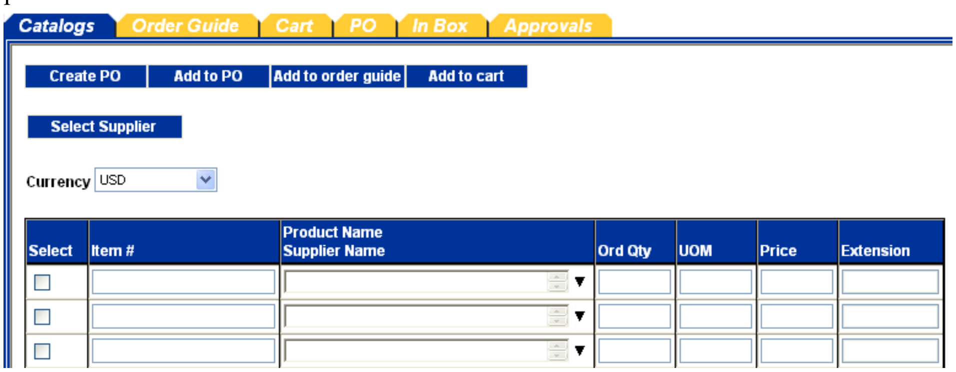
Chapter 5 – Purchase Orders

6. Creating a Purchase Order – From a Supplier-On-The-Fly (S-O-T-F)

Step 1: From the Front Page, click on the **Home** link on the Logo Panel at the top of the Front Page screen. This takes the user to the Main Catalog Tab.

Step 2: Click on the blue "**Create Non-Catalog Items**" Action button. This action will launch a blank product grid, where the Buyer can free-form product information.

Step 3: The blank product grid is designed to provide structure for free-form or "Spot Buy" product data. **The Buyer <u>must</u> manually "Select" each row in the far left check box, prior to completing the other product attribute fields.** At this point, we have indicated **<u>WHAT</u>** we want to purchase.

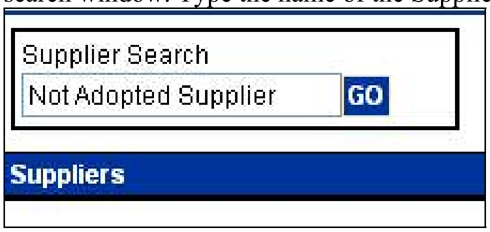


Step 4: Now we need to identify **<u>WHO</u>** we want to purchase these items from. Click on the blue "**Select Supplier**" Action button.

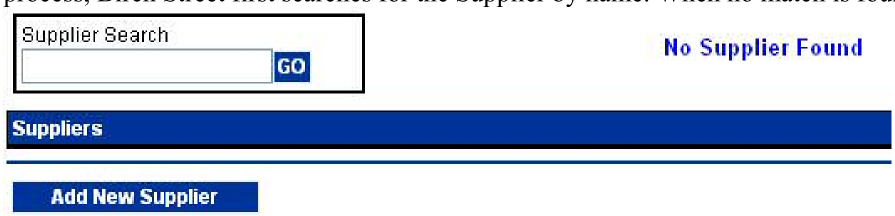
Chapter 5 – Purchase Orders

6. Creating a Purchase Order – From a Supplier-On-The-Fly (S-O-T-F)

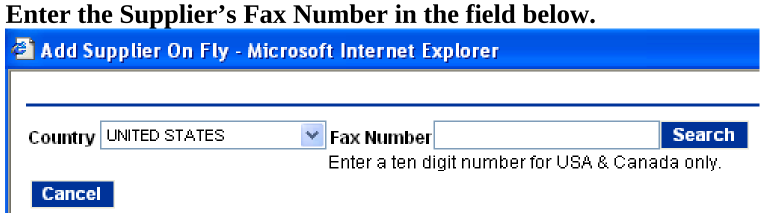
Step 5: When you click on the **“Select Supplier”** Action button, the system launches a Supplier Name search window. Type the name of the Supplier into the “**Supplier Search**” window.



Step 6: The below screen is displayed when no Supplier Name match was found. Click on the blue “**Add New Supplier**” Action button to proceed to the next step. As step one in the Supplier validation process, Birch Street first searches for the Supplier by name. When no match is found…

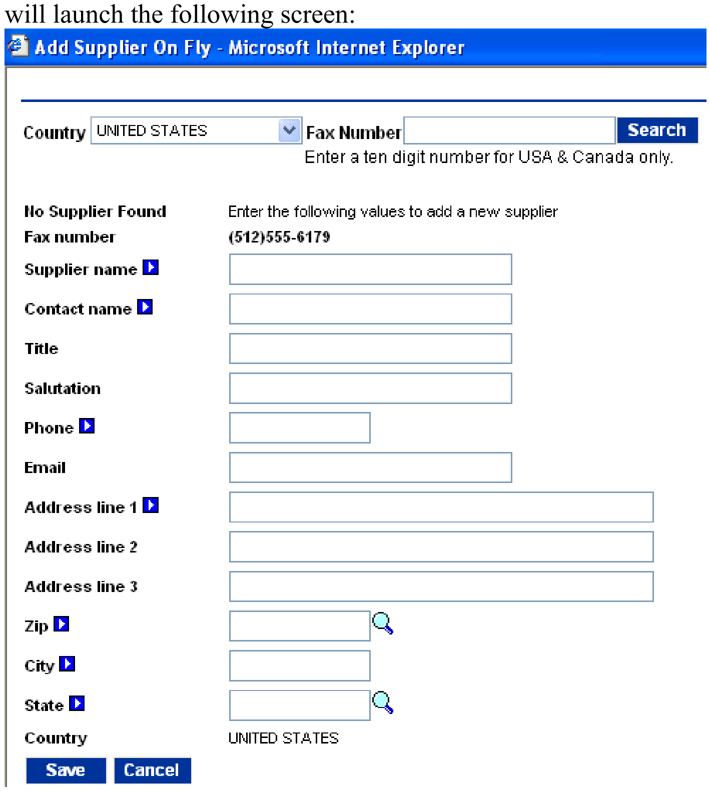


Step 7: Birch Street searches for the Supplier via their Fax number. The fax number search is important because all PO’s will be sent to the Supplier via the Birch Street fax server. Please note that the Supplier does not have a Birch Street account in which to retrieve electronic Purchase Orders. **Enter the Supplier’s Fax Number in the field below.**



6. Creating a Purchase Order – From a Supplier-On-The-Fly (S-O-T-F)

Step 8: Birch Street performs the second validation process by search for Fax Number match. No two suppliers can ever have the same Fax Number. If no Fax Number match was found, the system will launch the following screen:



6. Creating a Purchase Order – From a Supplier-On-The-Fly (S-O-T-F)

Step 9: Enter the new Supplier (S-O-T-F) information in the appropriate fields.

Fields with a blue box and white triangle are "required" fields and must be completed before the Buyer can complete the process of creating a new Supplier account.

Step 10: Click the blue "**Save**" Action button to complete the process.

Chapter 5 – Purchase Orders

7. Creating a Confirming PO

- The **Confirming PO** Feature allows a user to enter an after-the-fact Purchase Order where there is no need to have a copy of the PO sent to the Supplier. Examples could be:
  - a PO for a service contract,
  - an expense report that will be reimbursed to an employee, or
  - a petty cash expenditure that has been already paid for.

- Confirming POs are only displayed if your position has security access to this feature. They will be displayed in red so they can be quickly identified in addition to a column that indicates that they are Confirming POs. Note: POs created from Punchout suppliers cannot be marked as Confirming POs.

- Confirming PO's are restricted to a Requested Date of Today. This means that a Confirming PO will always consume budget in the current Period. ***NOTE for FINANCE USERS: The exception to this rule is Confirming PO's that are allocated to multiple periods. See Allocation Instructions for a detailed explanation of Allocations.***

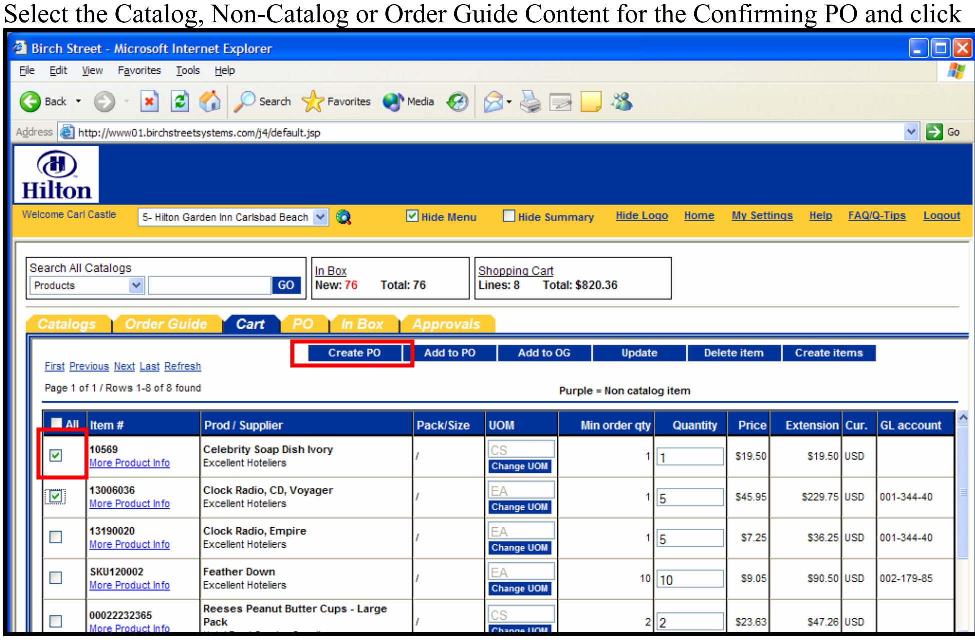
- Confirming PO's follow the same rules as regular PO's as they relate to Approvals. NOTE: Confirming PO's do not have the option to be disapproved. Additionally, an approver can change a regular PO to a Confirming PO.

- The Printed form of the PO indicates that this PO is a Confirming PO in the first line. Confirming PO – Do NOT Duplicate.

- Once a Confirming PO has been approved and submitted, the PO's status is set to "Accepted by Supplier" and if budgeting is turned on for your property, the budget is updated.

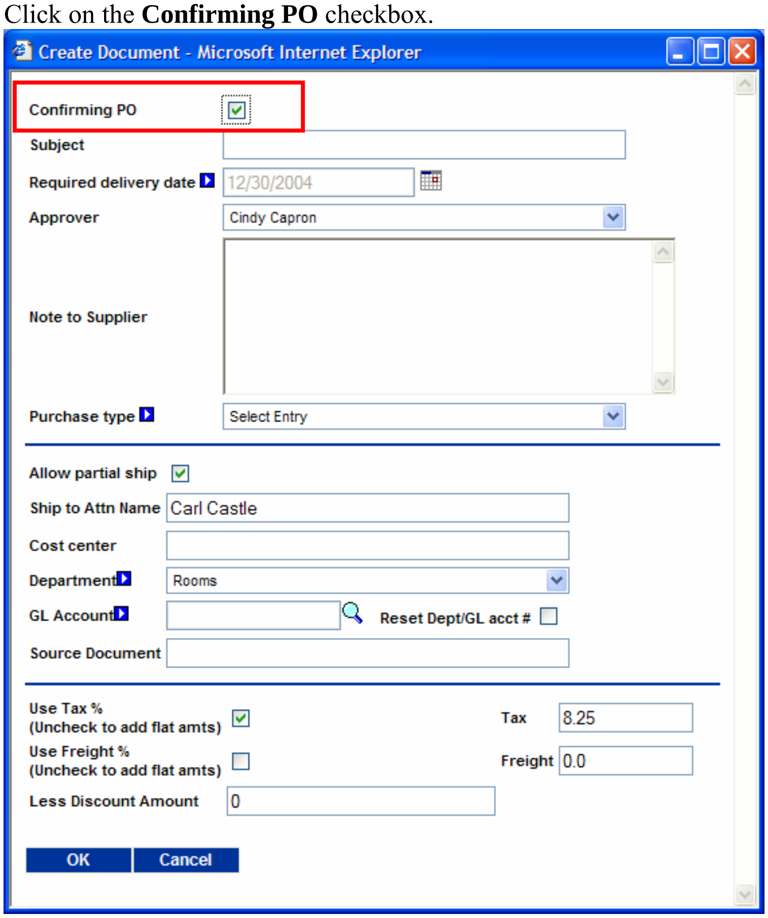
- Confirming PO's may have receiving events entered for them in the same manner that Receiving Events are entered for standard PO's or via the **Receive Confirming** button.

Step 1: Select the Catalog, Non-Catalog or Order Guide Content for the Confirming PO and click **Create PO**.

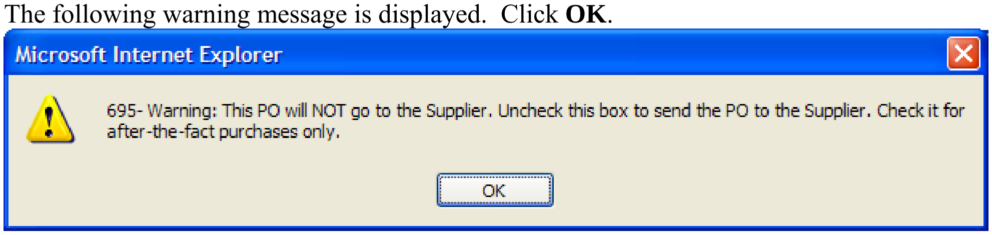


7. Creating a Confirming PO

Step 2: Click on the **Confirming PO** checkbox.



Step 3: The following warning message is displayed. Click **OK**.



Step 4: Continue entering and processing the PO in a normal manner.

8. Adding Notes to a PO

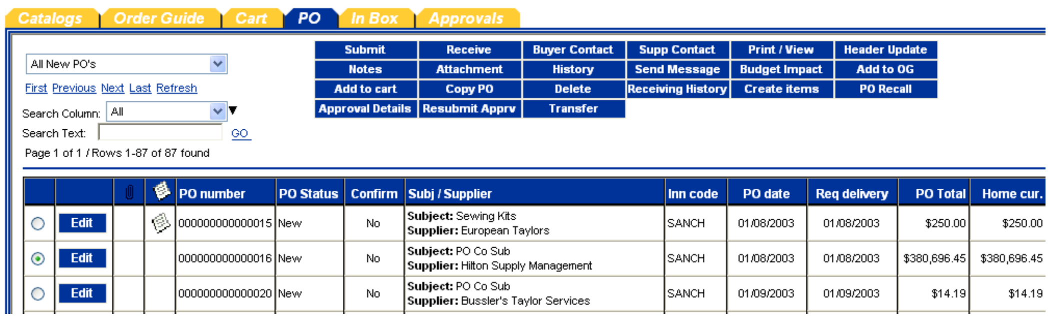
Notes allow users the ability to provide a host of additional information about a PO by “free-forming” comments and appending them to the Purchase Order. Examples of notes can include comments regarding product delivery and receiving times, shipping and handling requirements, approval comments, billing requirements, etc.

There are 7 classifications of Notes that can be utilized within a PO:

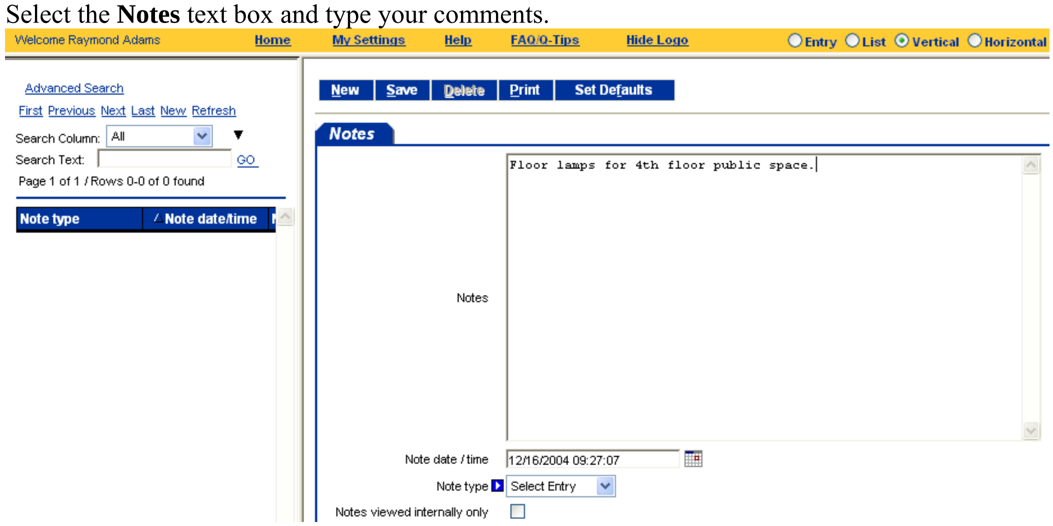
- Notes from the Buyer
- Notes from the Supplier
- Billing Notes
- Shipping Notes
- Approver Notes
- Receiving Notes
- Expediting Notes

Note: All notes are created in the same manner, regardless of their classification:

Step 1: Select the **PO** from the **PO Tab** and click the **Notes** button.



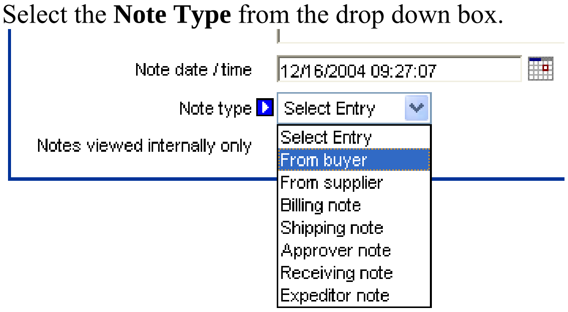
Step 2: Select the **Notes** text box and type your comments.



Note: The **Note Date/Time field** is auto populated upon opening the **Notes** screen.

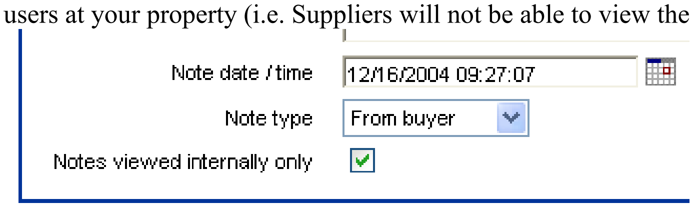
8. Adding Notes to a PO

Step 3: Select the **Note Type** from the drop down box.

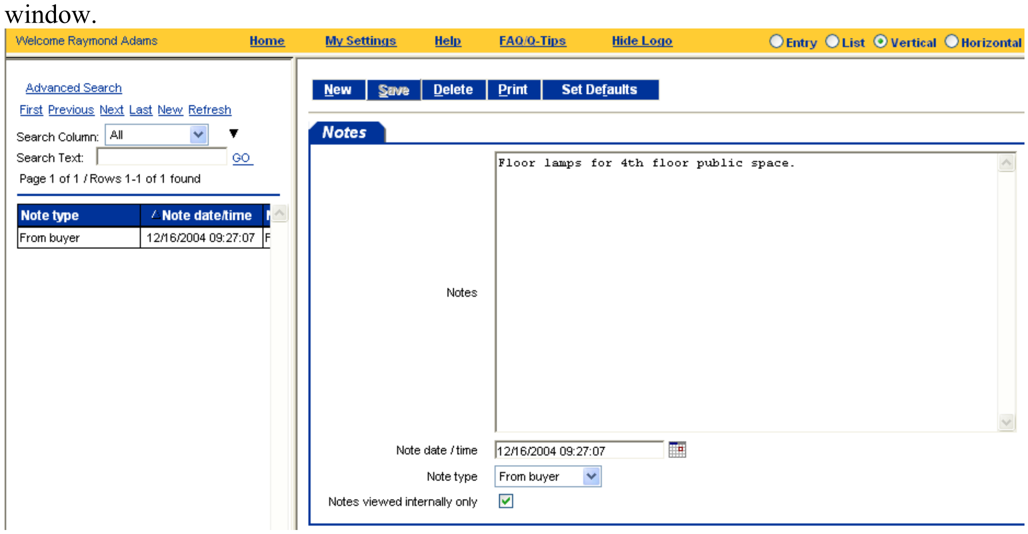


Note: The **Note Type** field is a "required" field and must be completed prior to the user saving the Note.

Note: Check the **"Notes viewed internally only"** checkbox if you want the note to be visible only to users at your property (i.e. Suppliers will not be able to view the note).



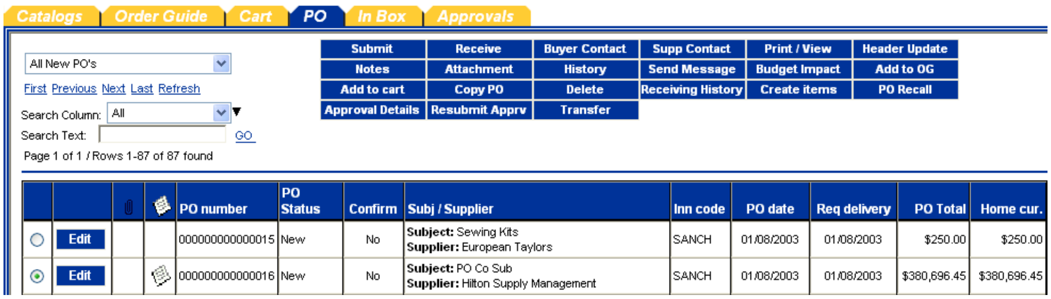
Step 4: Click the **Save** button. Once saved, the Note will load in the Note List screen at the left of the window.



Step 5: Additional Notes may be created by clicking the **New** button and repeating steps 1-6 above.

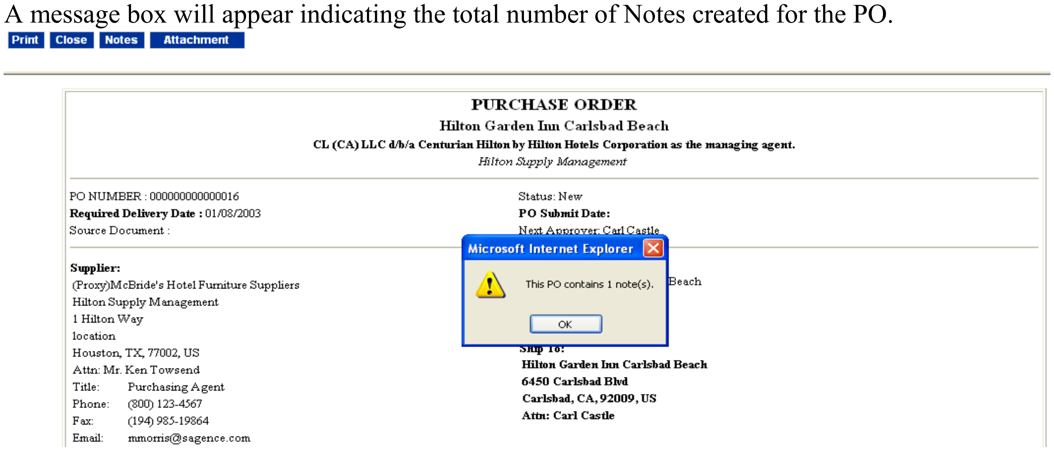
9. Viewing Notes on a PO

Step 1: Notes can be viewed on the PO by selecting the PO from the **PO Tab** and clicking on the **Print/View button.**

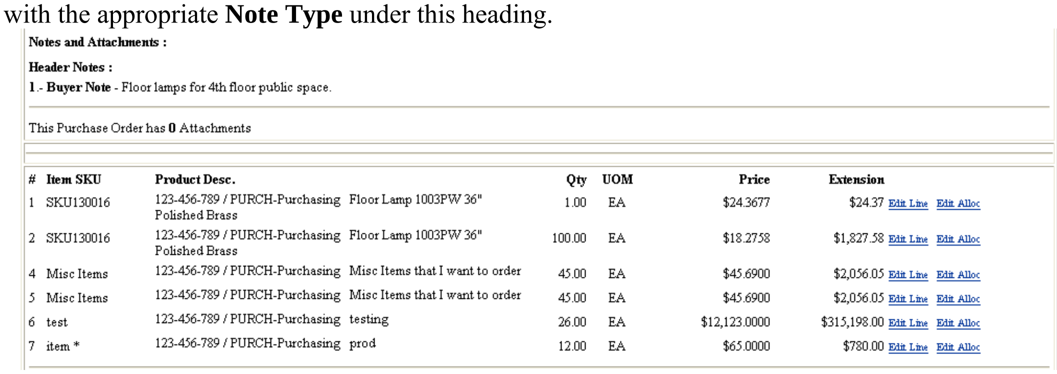


Note: Upon refreshing the **PO Tab**, a symbol will appear next to the PO for which the note was saved.

Step 2: A message box will appear indicating the total number of Notes created for the PO.



Step 3: Select **"OK"** and scroll to the **Notes and Attachments** section of the PO. All Notes will appear with the appropriate **Note Type** under this heading.



Note: If the user has selected the **"Notes viewed internally only"** checkbox the Note will still appear on the **Print/View** screen. The Supplier will not see the note once the Buyer has submitted the PO.

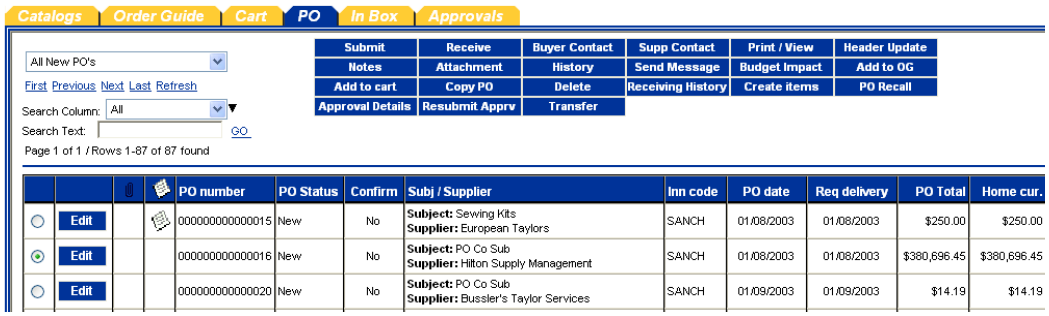
Note: A PO may contain an unlimited number of Notes.

Chapter 5 – Purchase Orders

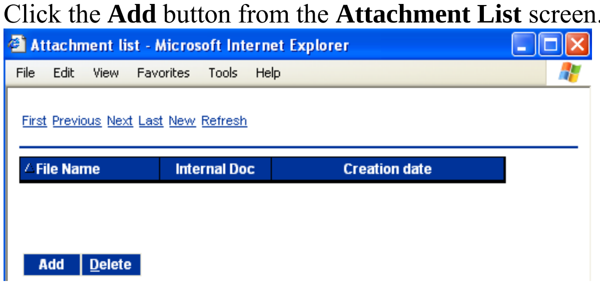
10. Adding Attachments to a PO

The attachment function allows users to save a file (i.e. Excel spreadsheet, Word document, etc.) or multiple files as an attachment within the Birch Street application.

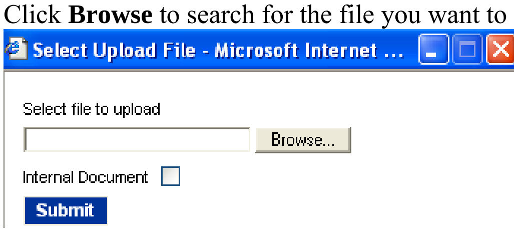
Step 1: Select the **PO** from the **PO Tab** and click the **Attachment** button.



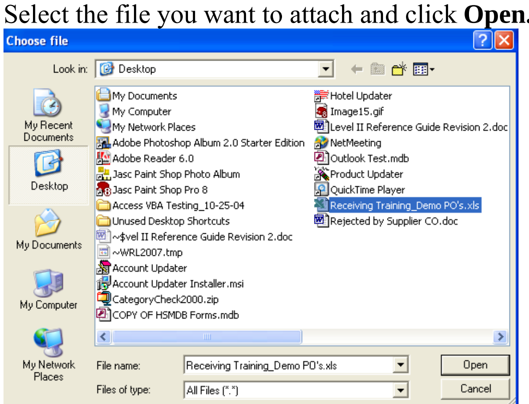
Step 2: Click the **Add** button from the **Attachment List** screen.



Step 3: Click **Browse** to search for the file you want to attach.



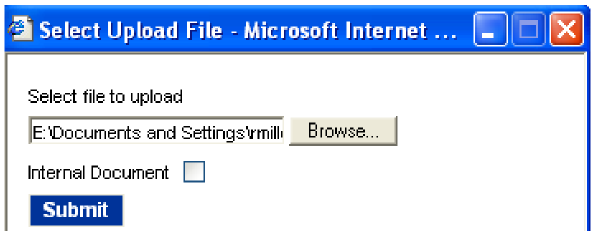
Step 4: Select the file you want to attach and click **Open.**



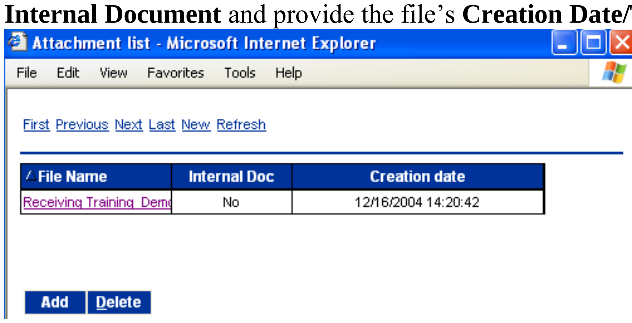
10. Adding Attachments to a PO

Step 5: Check the **"Internal Document"** checkbox if you want the attachment to be visible only to users at your property (i.e. Suppliers will not be able to view the attachment).

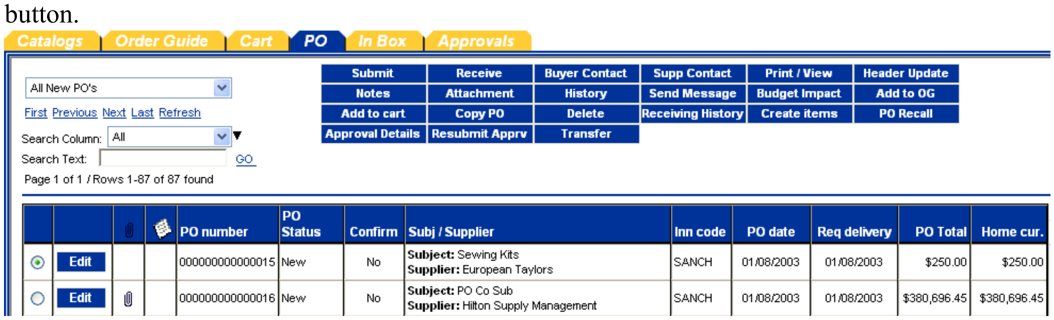
Step 6: Click **Submit** to save the file.



Step 7: The **Attachment List** screen will refresh and indicate the file name, whether the file is an **Internal Document** and provide the file's **Creation Date/Time**.



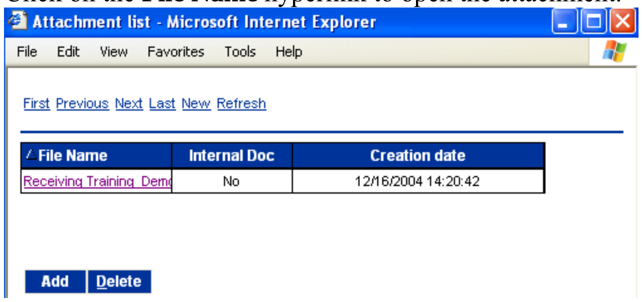
Step 8: Attachments can be viewed by selecting the PO from the **PO tab** and clicking the **Attachment** button.



Note: Upon refreshing the **PO Tab**, a 📎 symbol appears next to the PO for which the attachment was saved.

10. Adding Attachments to a PO

Step 9: Click on the **File Name** hyperlink to open the attachment.

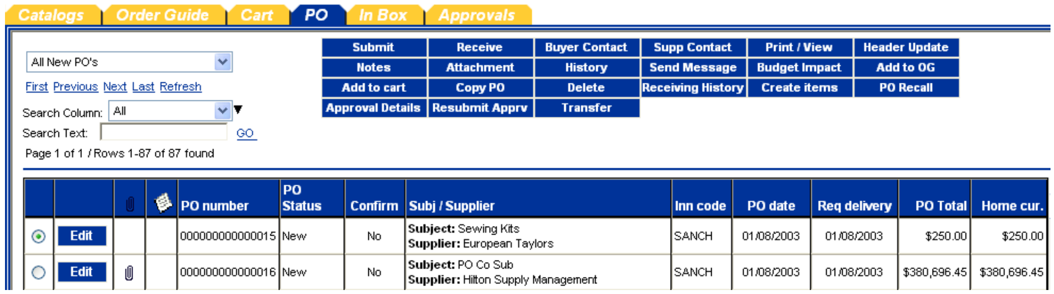


IMPORTANT: Attached files are not transmitted with PO's when submitted to suppliers via fax.

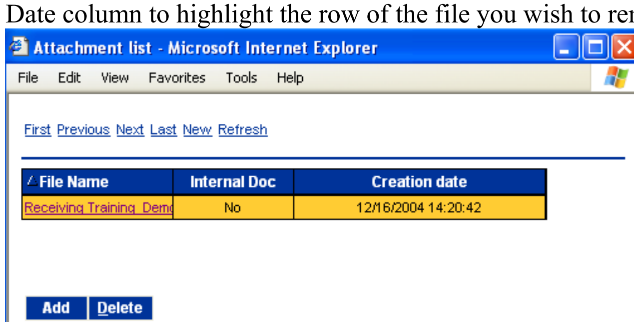
Chapter 5 – Purchase Orders

11. Deleting Attachments from a PO

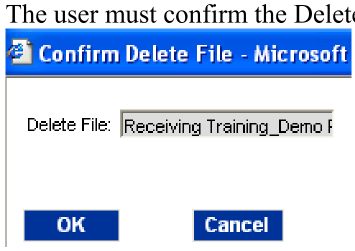
Step 1: Select the PO from the **PO tab** and click the **Attachment** button.



Step 2: Remove the file(s) by selecting the text in either the Internal Document column or the Creation Date column to highlight the row of the file you wish to remove and then click **Delete**.



Step 3: The user must confirm the Delete by selecting **OK** or **Cancel**.

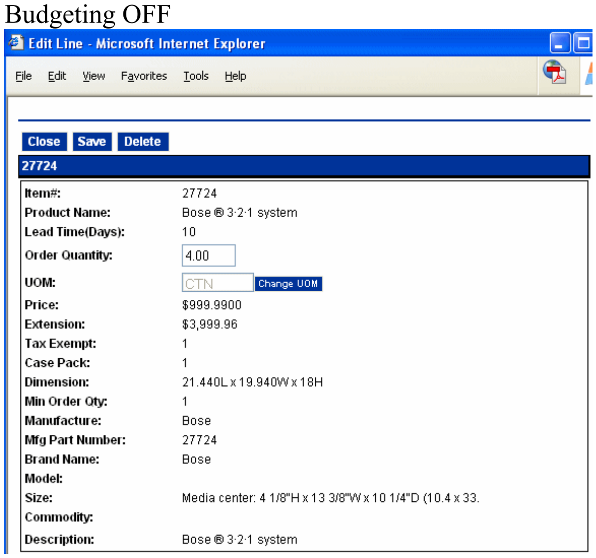


12. Editing Line Items from PO Print/View

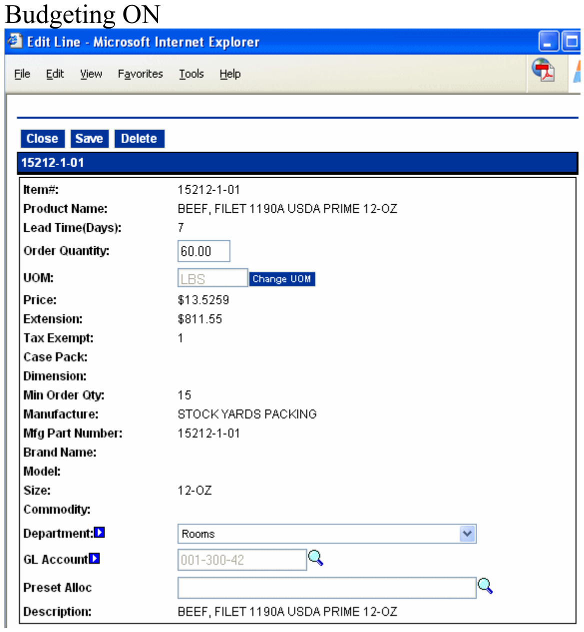
PO’s can be edited only if they are in a “New” status. Editing of the PO’s Line Items is accomplished from the Print/View of the PO’s.

- Quantity
- UOM If Item supports multiple UOM's for Ordering)
- Department (If Budgeting is “On”)
- GL Code (If Budgeting is “On”)
- Allocation Preset (If Budgeting is “On”)

Budgeting OFF



Budgeting ON



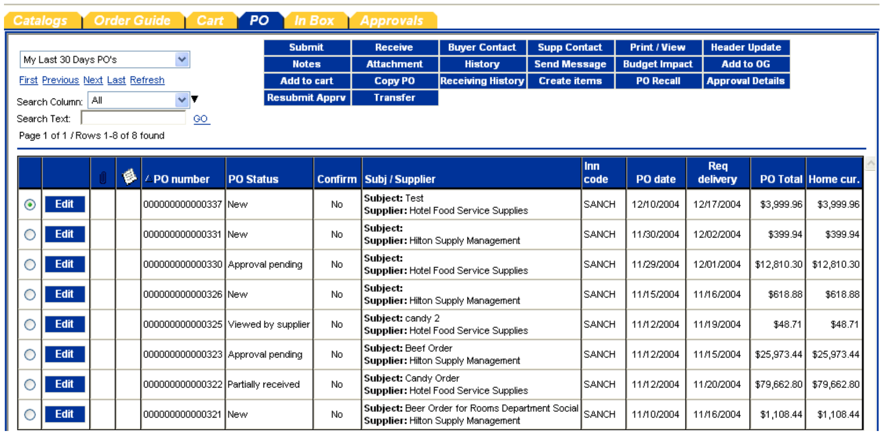
Chapter 5 – Purchase Orders

13. Transferring a PO

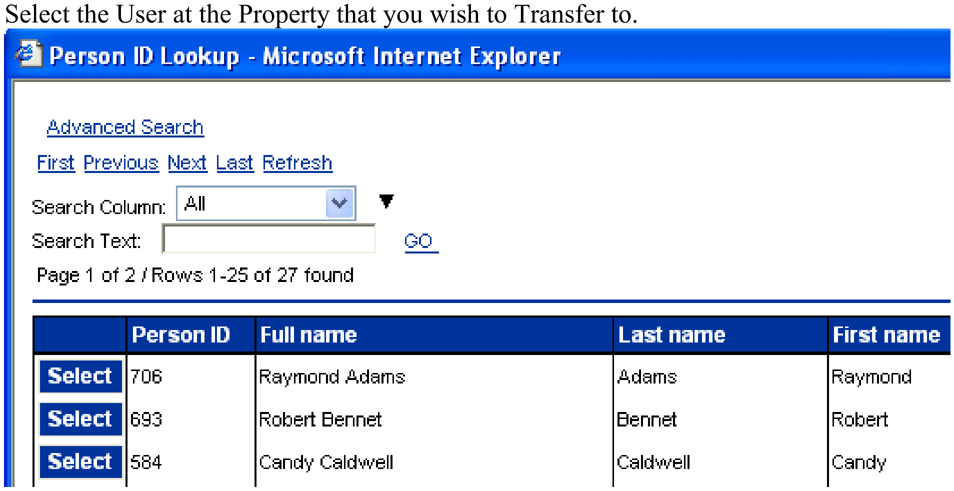
The **PO Transfer** Feature allows Buyers to Transfer PO's within the Property, to Regional Users or HSM Corporate users whom have access to the properties PO's by virtue of their security position ID.

- To transfer within the Property, identify the user in the Person ID Lookup by name.
- To transfer to a specific Regional Purchasing user, identify that person by name or by Login name. Regional Users' login names always begin with the 3 letters "HSM" and are followed by a 2 letter region identifier and a 3 digit number. For example "HSMCE102" or "HSMNE104".
- To transfer to Supply Management Headquarters in Beverly Hills. Transfer to the User named: "Supply Management" and your PO will be routed for you to the correct Supply Management user to address your issue.

Step 1: Select the **PO** from the **PO T**ab and click on the **Transfer** button.

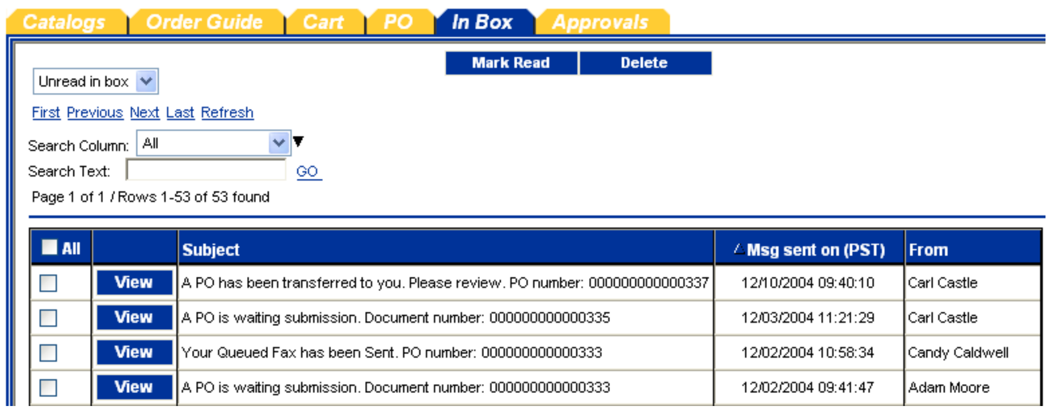


Step 2: Select the User at the Property that you wish to Transfer to.

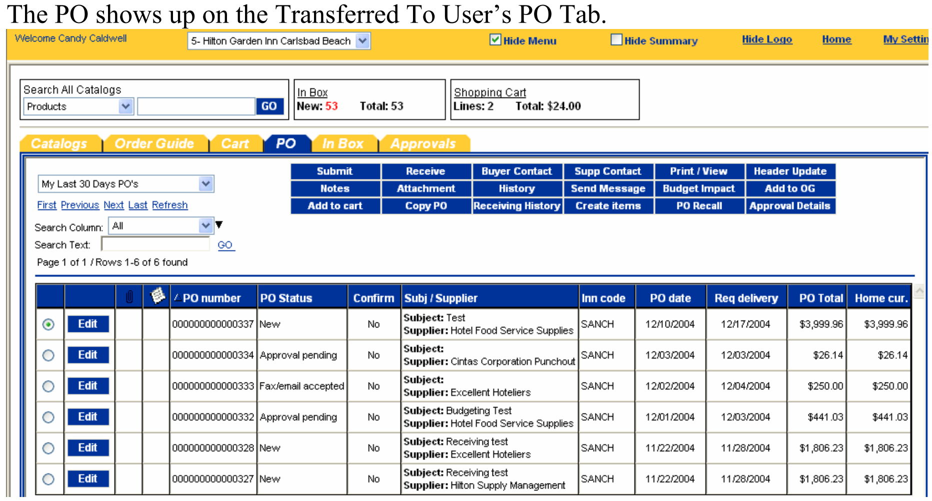


13. Transferring a PO

Step 3: An Email / InBox Notification will be sent to the User in which the PO is being transferred to.



Step 4: The PO shows up on the Transferred To User's PO Tab.

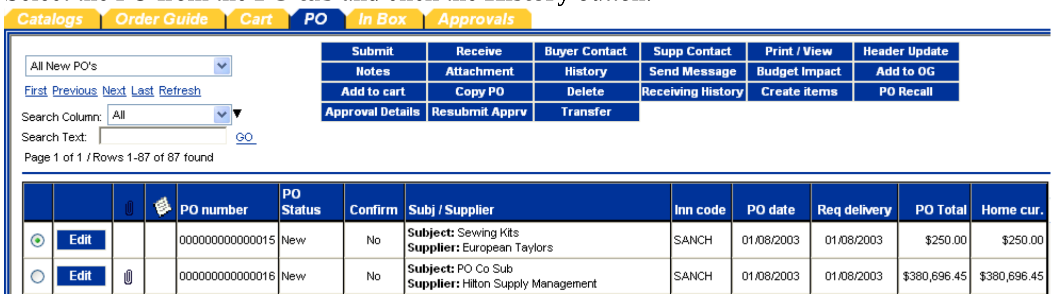


Chapter 5 – Purchase Orders

14. Viewing PO History

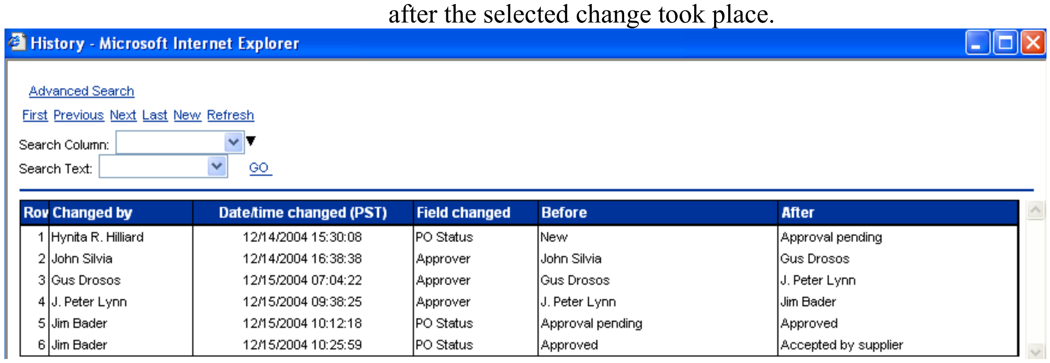
The PO History feature tracks the original Buyer's PO at the field level and provides the user with a snapshot of any status changes.

Step 1: Select the PO from the **PO tab** and click the **History** button.



Step 2: The **History** screen displays the following information:

- Row — Displays the auto generated line number.
- Changed by — Displays the name of the person who authorized the selected change.
- Date/Time changed — Displays the date and time on which the selected change was authorized.
- Field changed — Displays the name of the field whose contents were modified as a result of the selected change.
- Before — Displays the old value contained within the modified field, before the selected change took place.
- After — Displays the new value contained within the modified field, after the selected change took place.



Chapter 5 – Purchase Orders

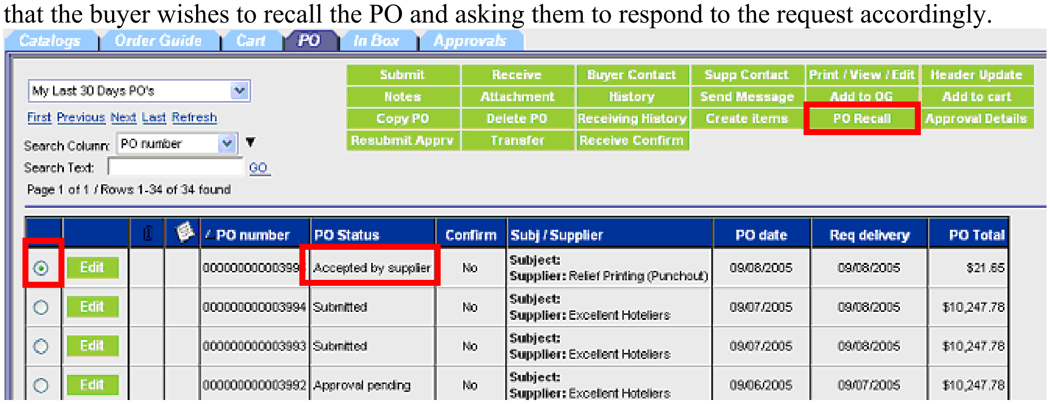
15. Recalling a PO

We realize that there are times when a buyer wishes to recall an order due to unforeseen circumstances. Examples may be that an event was canceled or the anticipated number of attendees has significantly increased or decreased, or the buyer simply wants to cancel the order due to product / spec change requirements). The PO recall feature allows a buyer to recall an order under certain conditions.

- The PO Recall feature allows a user to recall a PO from an <u>adopted</u> supplier when the PO status is either
- '*Viewed by Supplier*'
- '*Accepted by Supplier*' or '*Approval Pending*'. (If the property is using the Birch Street Electronic Approvals Feature).
- A user may recall a Confirming PO, if the status is '*Approval Pending*'.

NOTE: This feature does <u>**not**</u> work with POs for Suppliers-on-the-Fly (SOTF), fax-enabled suppliers or Punch-out suppliers.

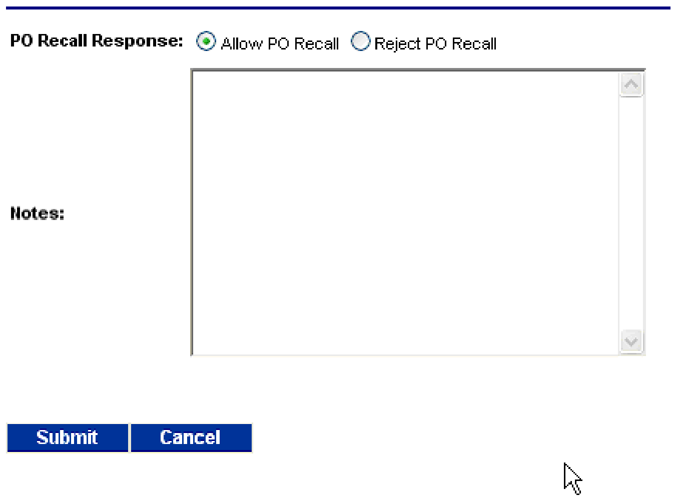
Step 1: From the PO Tab, select a PO with a status of either:
a. *Accepted by Supplier*
b. *Viewed by Supplier*
c. *Approval Pending*
Click the **PO Recall** button. An email is sent to the Supplier's email address and/or to their Birch Street Message Inbox (depending on the messaging option selected by the supplier), alerting them that the buyer wishes to recall the PO and asking them to respond to the request accordingly.



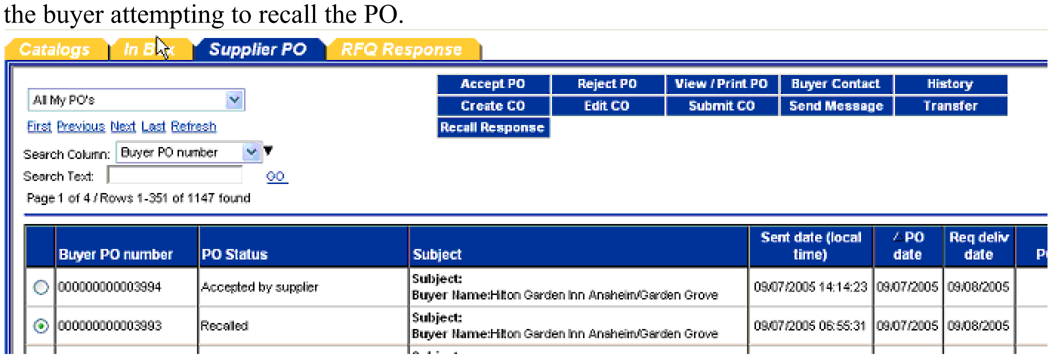
Chapter 5 – Purchase Orders

15. Recalling a PO

Step 2: The Supplier selects the PO from their Supplier PO Tab and clicks the **Recall Response Button**. A pop-up window opens where the Supplier can **accept or reject** the recall.



Step 3: If the supplier rejects the recall, the supplier must **add a note** in the notes window**.** An email is sent to the PO Originator's email address and/or to his Birch Street Message Inbox (depending on the messaging option selected by the buyer) and the note is included in the email and attached to the PO. The PO Status does not change and remains in the same status that the PO was in prior to the buyer attempting to recall the PO.



Step 4: If the supplier selects the **'Allow PO Recall'** radio button, the supplier can click the **Submit** button. This changes the status of the Supplier PO to '*Recalled*''.

Chapter 5 – Purchase Orders

15. Recalling a PO

Step 5: After the **Submit** button is clicked, an email is sent to the buyer (or the current approver ONLY if the PO was in the "*Approval Pending"* status). The Buyer PO's status is changed to '*Recalled'* and it is put in the 'My Recycle Bin PO's' drop down. Approval Records are moved to the 'Recalled' Filter.

NOTE: If **Budgeting** is used and the PO Status is '*Accepted by Supplier*' when the PO is recalled, the charge to the budget is reversed out.

Step 6: After Recalling the PO the user is free to use the items from the recalled PO to create a new PO. Simply copy the items from the PO in the Recycle Bin to the Cart and create the New PO in the normal manner.

Chapter 6 – Declining Checkbook & Budget Management

1. Assigning a GL Account to Item in an Order Guide

Users who have access to create and edit their own Order Guides (OG), as well as owners of Shared OG's, may assign GL Accounts to individual items in the Order Guide if their property has the Budgeting feature turned on. Doing so reduces the need to add GL Account information for these line items each time the Item is placed on a Purchase Order.

Step 1: Select the OG from the Order guide list dropdown selection box on the **Order Guide** tab. Select the Item by checking the **Item Checkbox** in the left column and click the **Edit Item Button**.

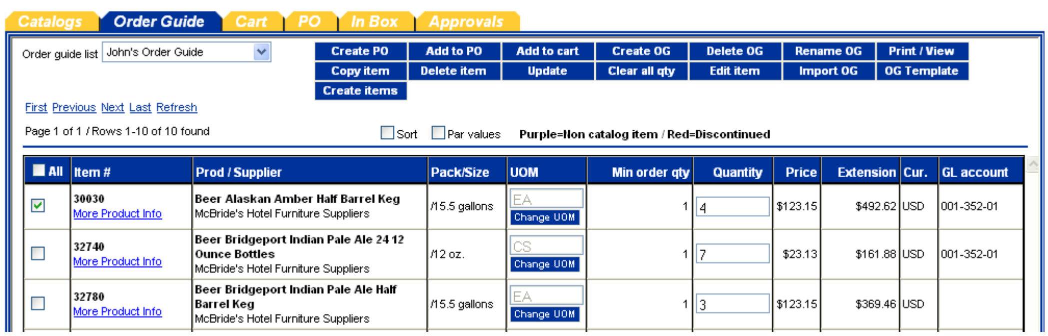
Step 2: Click on the "**Magnifying Glass**" icon to load the Lookup Screen for GL Account selection or type in a valid GL Account.

NOTE: Shared Order Guides (Order Guides whose name is preceded with an asterisk) are only editable by the owner of the Order Guide.

Step 3: Search for the desired GL Account using any of the displayed parameters in the **Search Column drop down** and select Desired GL Account by clicking the Select button.

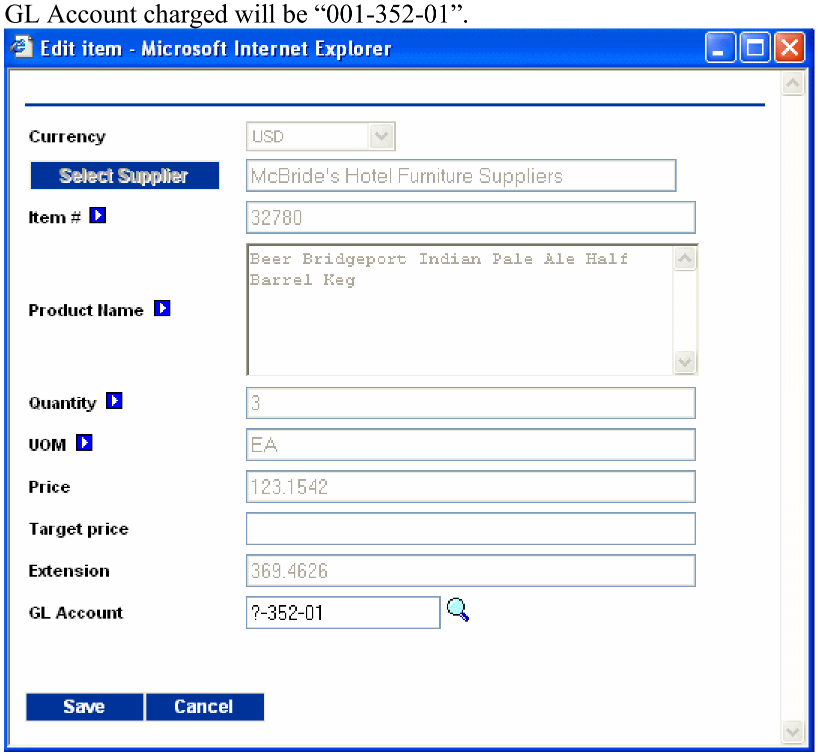
Step 4: Click on the **Save** button.

Step 5: The GL Account now displays on the right side of the Order Guide Grid in the **GL Account** column.



1. Assigning a GL Account to Item in an Order Guide

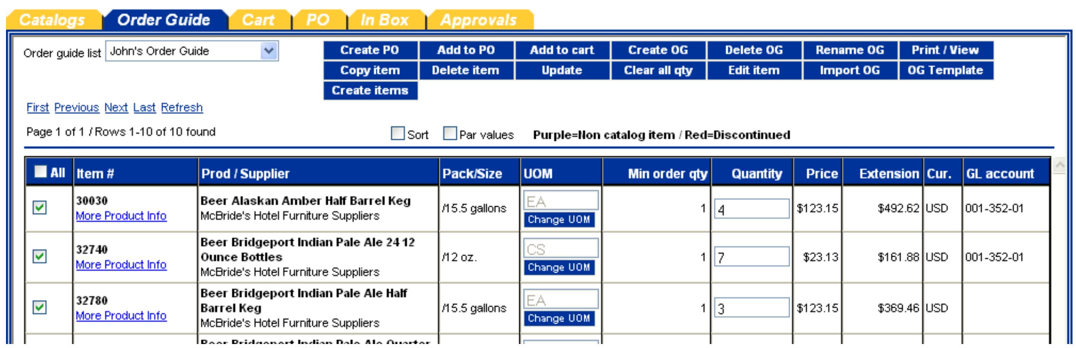
Step 6: The system supports "masking" of the Department Segment (i.e. First two characters) of the Hilton GL Account format using the "?" to replace the Department Segment in the Order Guide. This allows for an item to be assigned a GL Account in a Shared Order Guide, for use by users in multiple departments. At each placement of the item on a PO, the mask "?" is replaced by that department's department code. In the example below, if a user from the Rooms department (Department code = "001") places the item on a PO, the "?" will be replaced with "001" and the GL Account charged will be "001-352-01".



2. Assigning a GL Account on the Create PO Popup

When Budgeting has been turned on for the property, the user is forced to add GL Account information to all the line items on the PO. This is primarily accomplished through fields added to the Create PO Popup. If the Declining Checkbook feature is turned on, the three fields on the Create PO Popup that influence Budgeting are the "Required Delivery Date", "Department" and "GL Account."

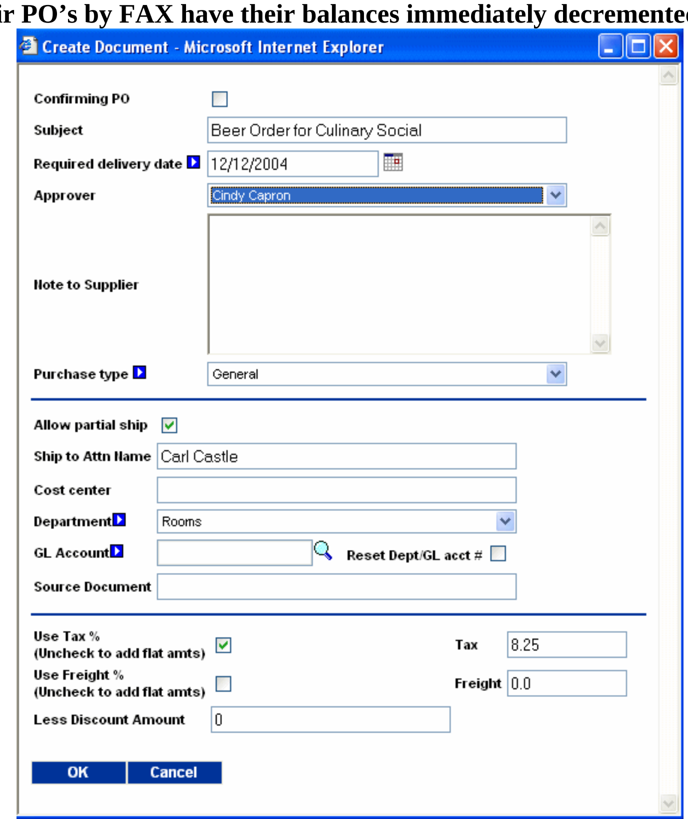
Step 1: Select Items for the PO from an Order Guide, a Catalog Search result set or from the Non-Catalog Content form and click **Create PO**. In the Order Guide example below, notice that two of the Items from this Order Guide example have GL Accounts and one Item does not have a GL Account.



2. Assigning a GL Account on the Create PO Popup

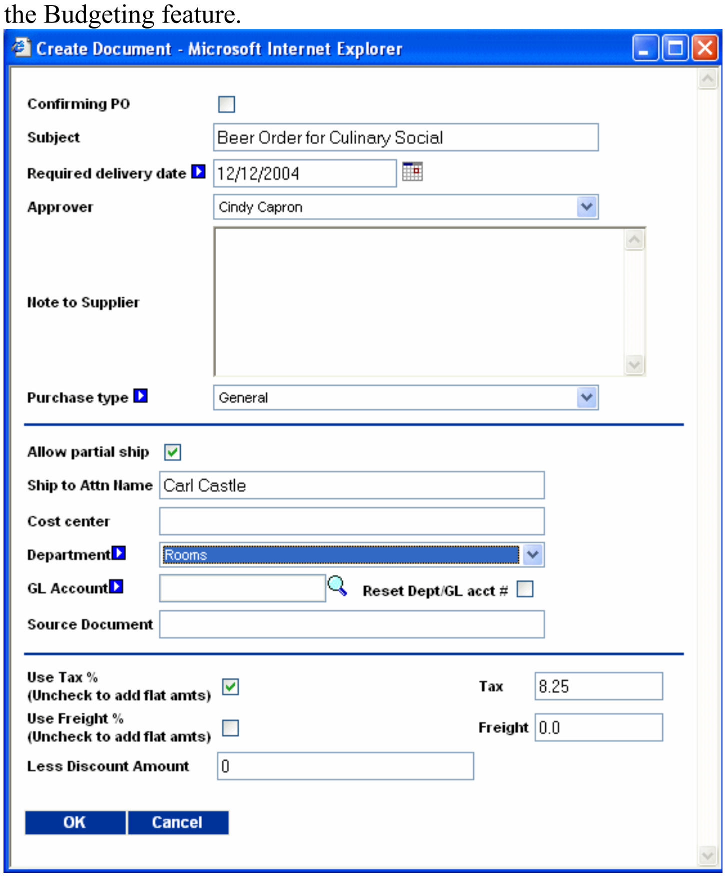
Step 2: The **Required Delivery Date** drives the Budget Period from which the PO is consumed. It can be in the current period or a future period as long as GL Budget Amounts are assigned for that period for the Department and GL accounts in question.

NOTE: You may not assign a Required Delivery Date in the past. For Example, entering 11/16/04 into the Required Delivery Date field below will decrement the value of this Purchase Order from the November balances for all the GL Accounts associated with this PO. Allocation of a single line item to multiple GL Accounts is covered later in this documentation. The balances are decremented **after the PO has been Accepted by the Supplier for Adopted Suppliers. Suppliers on the Fly (SOTF) and Offline suppliers that receive their PO's by FAX have their balances immediately decremented upon submission.**



2. Assigning a GL Account on the Create PO Popup

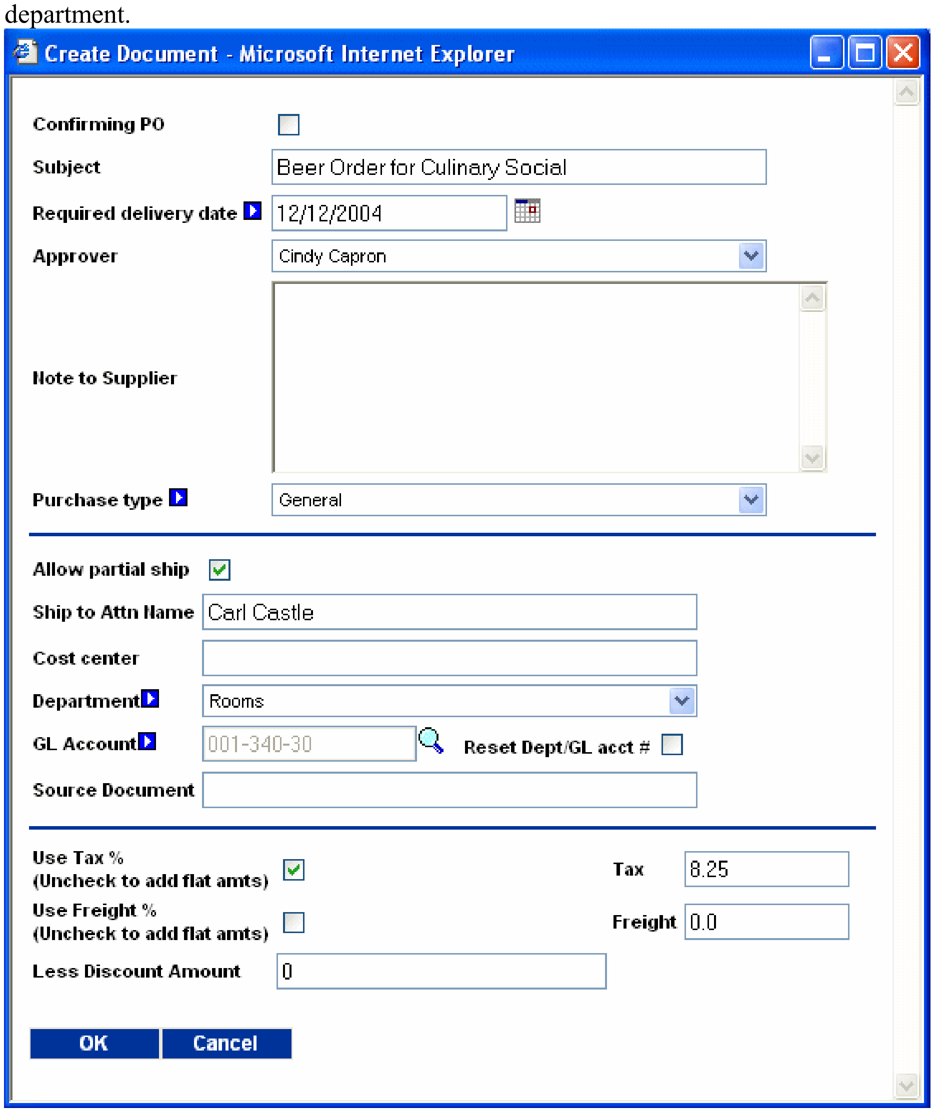
Step 3: Select the Department from the **Department dropdown list**. The Department will default from the one previously defined for the buyer and listed on the My Settings screen. If the Department is "grayed-out", this indicates the user has access to only GL Accounts for their Department. If the user has access to more than one Department, the Department must be selected **prior** to selecting the GL Account as the selected Department will restrict the user's list of available GL Accounts to only those assigned to that Department. Selecting the Department is required for Properties using the Budgeting feature.



2. Assigning a GL Account on the Create PO Popup

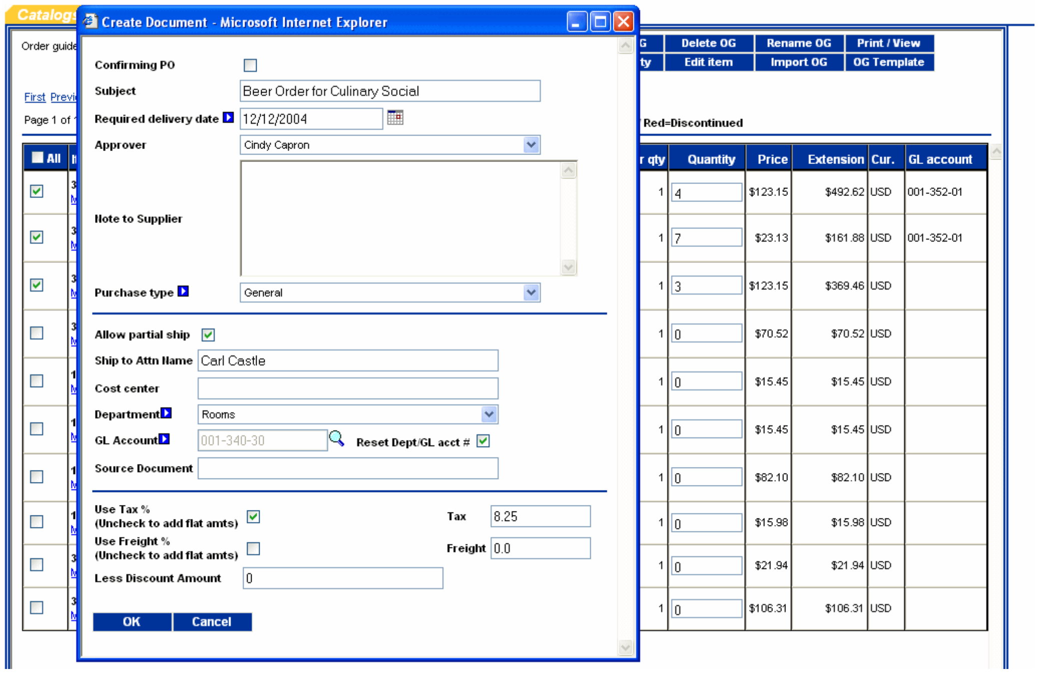
Step 4: Select the **GL Account** for the PO Header using the icon to access the lookup window. The Default GL Account is used to populate all the line items for the PO with the predominant GL Account desired for this PO. For example, select the GL account that will be assigned to the majority number of line items on the PO. The Default GL Account is a required field. Exceptions are handled by editing the individual line items via the PO's Print/View.

NOTE: -- If the Line Item is coming from an Order Guide and the item has a different GL Account associated with it in the Order Guide, then the GL Account from the Order Guide will override the GL Account selected here.
-- If the Required Delivery Date or Department is changed, the existing GL Account is removed and the user is forced to select a new GL Account that can be validated against the period and department.



2. Assigning a GL Account on the Create PO Popup

Step 5: The **Reset Dept/GL Acct # checkbox** is used to override the GL Account on an Order Guide Item with the GL Account and Department selected here on the Create PO popup. In this example, there are three items on the PO created from Order Guide Items, two of which have a GL Account associated with them. If the "Reset Dept/GL Acct#" checkbox is checked, these two GL Accounts will be overridden with the GL Account selected here on the Create PO popup.

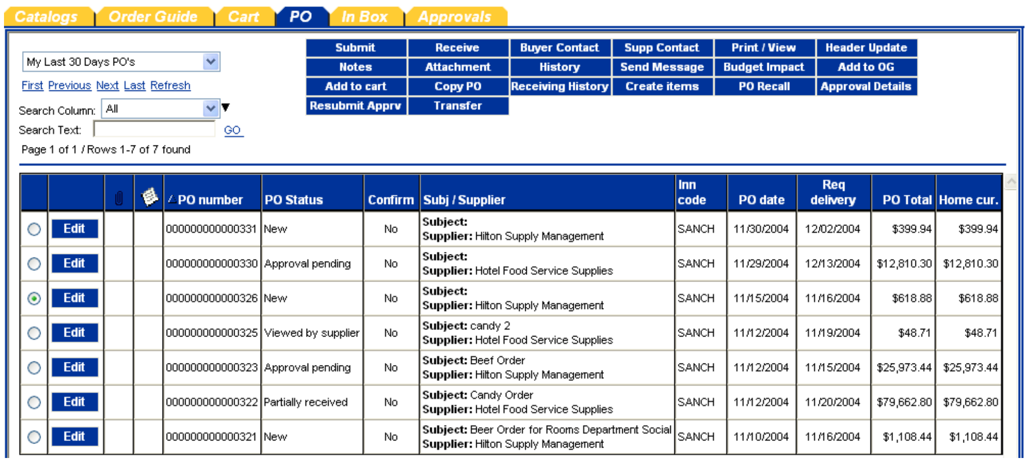


NOTE: All budgeting features available on the Create PO popup are also available via the Header Update button on both the PO tab and Approval tab.

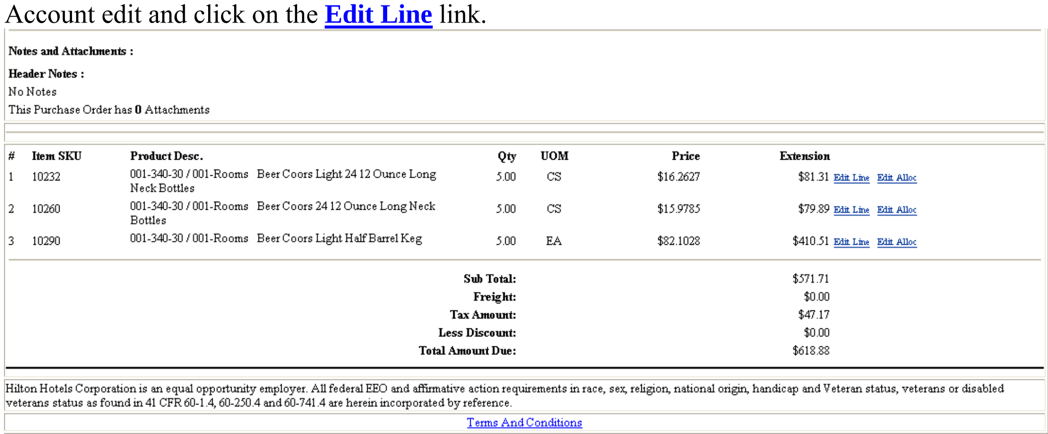
3. Editing a GL Account on the PO Using Print/View

The Print / View button provides access to a detail view of the PO. It also provides access to the User to certain edit functionality, including the ability to change the GL Account for any line item. This is allows for changes to line items that require a different GL Account than the one that was distributed from the GL Account assigned to the PO's Header.

Step 1: Click on the **Print / View** button.



Step 2: Scroll to the Line Item section of the Print/View and select the Line Item which requires a GL Account edit and click on the **Edit Line** link.



3. Editing a GL Account on the PO Using Print/View

Step 3: Edit the Department and/or GL Account by selecting from the **Department dropdown** and/or the **GL Account lookup** and Click **Save.** Only Department and GL account options valid to the buyer in question will be available for selection. If the Department is changed, the GL Account is removed to force the selection of a valid GL Account.

Step 4: If the Line item is preceded by the symbol, this indicates that the Department / GL Account is invalid for the current user (either Buyer or Approver) or there is no budget record for this GL Account for this period in the system. If this icon is displayed then the Line Item's GL account must be corrected prior to further submission of the PO.

Notes and Attachments :

Header Notes :
No Notes
This Purchase Order has **0** Attachments

#	Item SKU	Product Desc.	Qty	UOM	Price	Extension	
1	32780	002-352-01 / 002-Telephone Beer Bridgeport Indian Pale Ale Half Barrel Keg	3.00	EA	$123.1542	$369.46	Edit Line Edit Alloc

Sub Total:	$369.46
Freight:	$0.00
Tax Amount:	$30.48
Less Discount:	$0.00
Total Amount Due:	$399.94

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4. Budget Impact Tool – This PO

The Budget Impact feature provides both Buyers and Approvers access to "real-time" budget balance information. This information ranges from "This PO's" effect on the budget, to the current budget balances, by department, for all departments that the user has full access to. All detail lines with the same GL Account are summarized into one GL Account row in the Budget Impact popup.

The Budget Balances get decremented differently for different types of PO's. For Adopted Supplier PO's, the Budget Balance for each GL Account associated with the PO gets decremented when the Supplier accepts the PO. Conversely, for SOTF PO's, Punchout PO's and Confirming PO's the Budget Balance for each GL Account associated with the PO gets decremented when the Property submits an approved PO to the supplier.

There are two versions of this popup:

* If the PO has yet to be submitted to the supplier, the Budget Impact displays detailed information.
* If the PO has already been submitted to the supplier, the Budget Impact displays summary information.

Step 1: To access the Budget Impact feature from either the ***PO tab*** or the ***Approvals tab*** click on the round radio button on the far left column. Click on the **Budget Impact** button.

4. Budget Impact Tool – This PO

Step 2: The Budget Impact Popup has a **Department filter** accessible in the upper Right corner of the window. This drop down includes all Departments that the user has full budget access to. It also contains the default value “This PO”. With the “This PO” filter selected, the Budget Impact popup displays only those GL accounts associated with “This PO.” The example below displays the Budget Impact for a PO that hits only one GL account.

The column balances are calculated as follows:

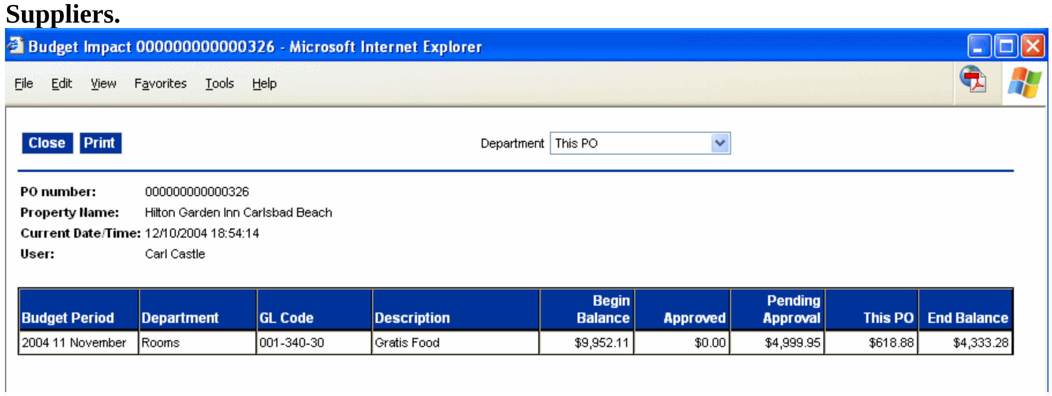
(a) **Begin Balance –** Displays the current beginning balance for this GL Account at this juncture in the budget period. The beginning balance gets decremented when the Supplier accepts the PO (or upon submission for SOTF PO’s) and the PO has a Required Delivery Date in the current budget period.

(b) **Approved -** Displays the current balance for ALL PO’s that contain this GL account for the current budget period, which have been approved and/or submitted to the supplier, but not yet accepted by the supplier.

(c) **Pending Approval -** Displays the current balance for ALL PO’s that contain this GL account for the current budget period, which have been submitted into the approval process but have yet to be approved.

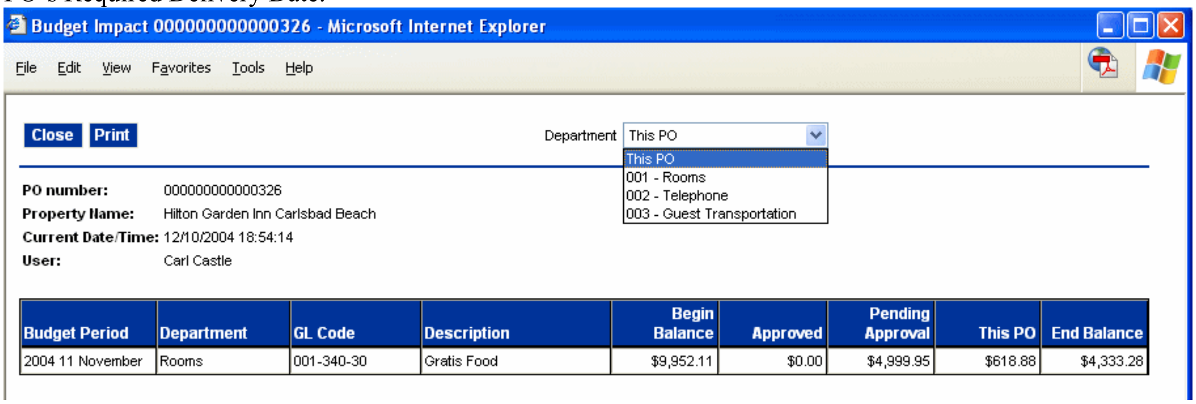
(d) **This PO –** Displays the impact from “This PO” on the GL Account(s) associated with this PO.

(e) **End Balance –** Displays the theoretical ending balance (Begin Balance minus Approved minus Pending Approval minus This PO) for the GL account **assuming that all PO’s that contain this GL account for the Current Period eventually will be approved and accepted by the Suppliers.**



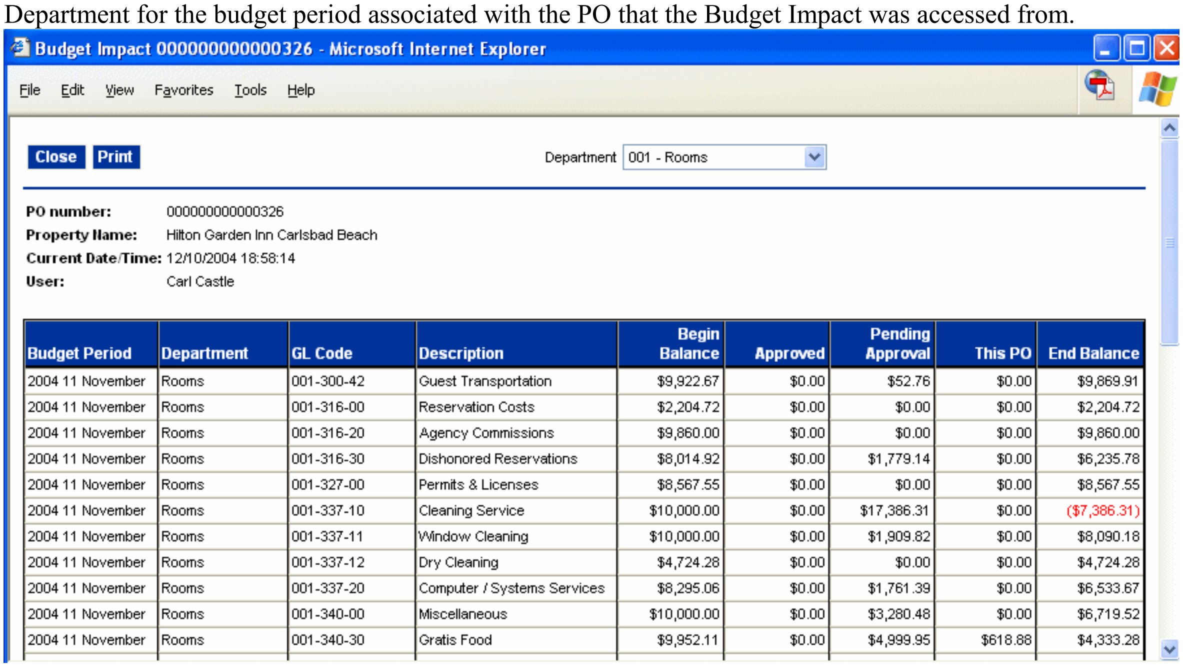
5. Budget Impact Tool – This PO by Department

On the Budget Impact Popup, access the filter drop down in the upper, right side of the popup that defaults to "**This PO**." The Department(s) listed below "This PO" will be restricted to (a) only those department(s) the user has **Full** access to and (b) only Department(s) that contain budget values for the period associated with the PO's Required Delivery Date.



Budget Period	Department	GL Code	Description	Begin Balance	Approved	Pending Approval	This PO	End Balance
2004 11 November	Rooms	001-340-30	Gratis Food	$9,952.11	$0.00	$4,999.95	$618.88	$4,333.28

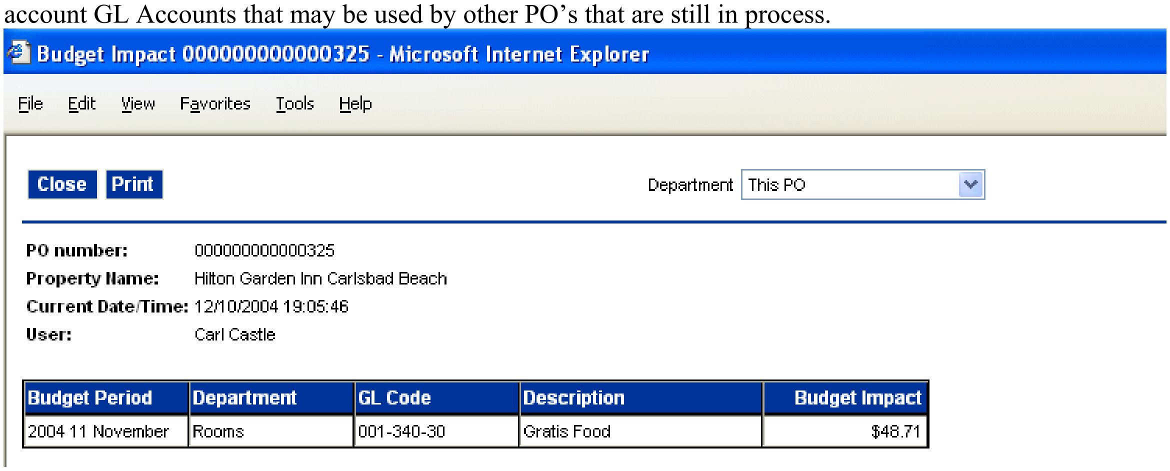
Selecting the **"001 – Rooms" Department** will provide the Budget Impact for all GL Accounts in the Rooms Department for the budget period associated with the PO that the Budget Impact was accessed from.



Budget Period	Department	GL Code	Description	Begin Balance	Approved	Pending Approval	This PO	End Balance
2004 11 November	Rooms	001-300-42	Guest Transportation	$9,922.67	$0.00	$52.76	$0.00	$9,869.91
2004 11 November	Rooms	001-316-00	Reservation Costs	$2,204.72	$0.00	$0.00	$0.00	$2,204.72
2004 11 November	Rooms	001-316-20	Agency Commissions	$9,860.00	$0.00	$0.00	$0.00	$9,860.00
2004 11 November	Rooms	001-316-30	Dishonored Reservations	$8,014.92	$0.00	$1,779.14	$0.00	$6,235.78
2004 11 November	Rooms	001-327-00	Permits & Licenses	$8,567.55	$0.00	$0.00	$0.00	$8,567.55
2004 11 November	Rooms	001-337-10	Cleaning Service	$10,000.00	$0.00	$17,386.31	$0.00	($7,386.31)
2004 11 November	Rooms	001-337-11	Window Cleaning	$10,000.00	$0.00	$1,909.82	$0.00	$8,090.18
2004 11 November	Rooms	001-337-12	Dry Cleaning	$4,724.28	$0.00	$0.00	$0.00	$4,724.28
2004 11 November	Rooms	001-337-20	Computer / Systems Services	$8,295.06	$0.00	$1,761.39	$0.00	$6,533.67
2004 11 November	Rooms	001-340-00	Miscellaneous	$10,000.00	$0.00	$3,280.48	$0.00	$6,719.52
2004 11 November	Rooms	001-340-30	Gratis Food	$9,952.11	$0.00	$4,999.95	$618.88	$4,333.28

6. Budget Impact Tool – This PO after Accepted By Supplier

After PO submission and supplier acceptance, the Budget Impact for the PO is consumed. The Budget Impact popup for PO's that have been accepted by a supplier displays only the budget impact and does not take into account GL Accounts that may be used by other PO's that are still in process.



7. Budget Impact Tool - By Department after PO has been Accepted

Budget Impact for a Department after submission to supplier --

Budget Impact 000000000000325 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Close Print Department 001 - Rooms

PO number: 000000000000325
Property Name: Hilton Garden Inn Carlsbad Beach
Current Date/Time: 12/10/2004 19:07:24
User: Carl Castle

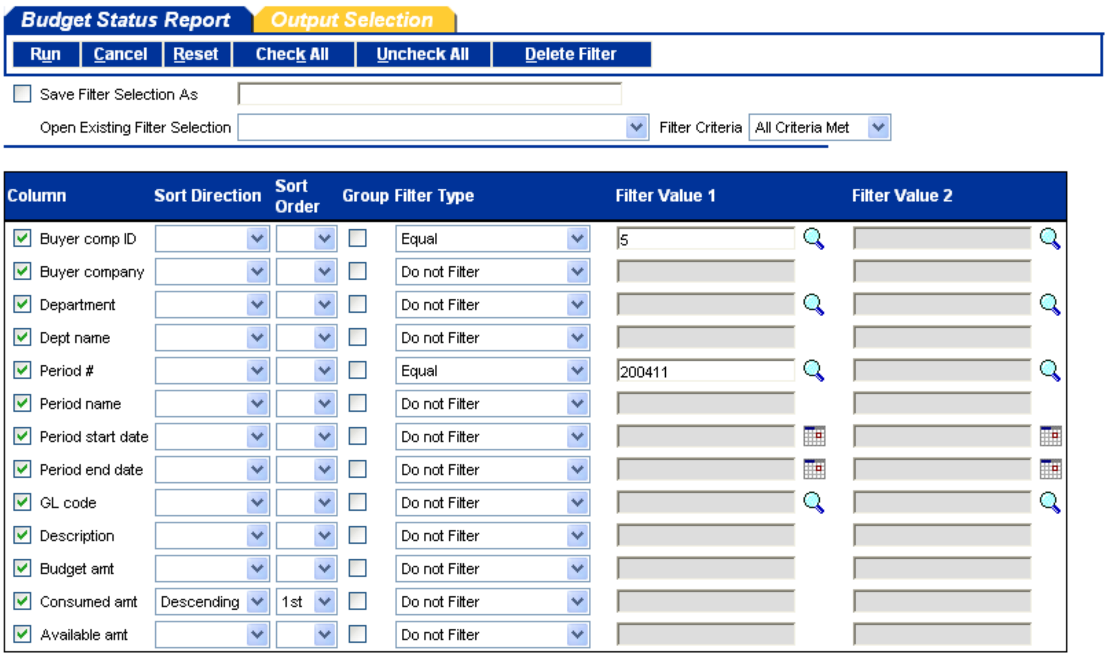
Budget Period	Department	GL Code	Description	Budget Impact
2004 11 November	Rooms	001-300-42	Guest Transportation	$0.00
2004 11 November	Rooms	001-316-00	Reservation Costs	$0.00
2004 11 November	Rooms	001-316-20	Agency Commissions	$0.00
2004 11 November	Rooms	001-316-30	Dishonored Reservations	$0.00
2004 11 November	Rooms	001-327-00	Permits & Licenses	$0.00
2004 11 November	Rooms	001-337-10	Cleaning Service	$0.00
2004 11 November	Rooms	001-337-11	Window Cleaning	$0.00
2004 11 November	Rooms	001-337-12	Dry Cleaning	$0.00
2004 11 November	Rooms	001-337-20	Computer / Systems Services	$0.00
2004 11 November	Rooms	001-340-00	Miscellaneous	$0.00
2004 11 November	Rooms	001-340-30	Gratis Food	$48.71
2004 11 November	Rooms	001-344-00	Entertainment	$0.00
2004 11 November	Rooms	001-344-10	Hospitality	$0.00
2004 11 November	Rooms	001-344-40	Music System	$0.00
2004 11 November	Rooms	001-344-50	Cable Services	$0.00
2004 11 November	Rooms	001-345-80	Comp Guest	$0.00
2004 11 November	Rooms	001-350-10	Glass	$0.00
2004 11 November	Rooms	001-350-30	Linen	$0.00
2004 11 November	Rooms	001-352-00	Comp Breakfast - Food Cost	$0.00
2004 11 November	Rooms	001-352-01	Comp Bar - Beverage Cost	$0.00
2004 11 November	Rooms	001-352-02	Other Comp Breakfast Cost	$0.00
2004 11 November	Rooms	001-352-03	Other Comp Beverage Cost	$0.00
2004 11 November	Rooms	001-353-00	Plants & Decorations	$0.00
2004 11 November	Rooms	001-353-10	Admin Office Décor	$0.00
2004 11 November	Rooms	001-353-20	Public Area Décor	$0.00
2004 11 November	Rooms	001-360-00	Uniforms	$0.00
2004 11 November	Rooms	001-361-00	Laundry	$0.00
2004 11 November	Rooms	001-361-01	Uniform Cleaning	$0.00
2004 11 November	Rooms	001-363-00	Rental of Equipment	$0.00
2004 11 November	Rooms	001-367-00	Postage	$0.00
2004 11 November	Rooms	001-370-00	Cleaning Supplies	$0.00
2004 11 November	Rooms	001-371-00	Operating Supplies	$0.00
2004 11 November	Rooms	001-371-10	Office Supplies	$0.00
2004 11 November	Rooms	001-371-12	Paper Supplies	$0.00
2004 11 November	Rooms	001-371-13	Copy Cost	$0.00
2004 11 November	Rooms	001-372-00	Guest Supplies	$0.00

8. Budget Status Report

Budget Reports can be found in the Main Menu under ***V7 Administration->Declining Checkbook Maintenance.*** Budget Reports are only available to users with security access to the report.

The Budget Status Report provides information on Budget Consumption by GL Account

Filter Parameter Screen:



Sample Report Output:

Print | Close

Budget Status Report
Hilton Garden Inn Carlsbad Beach

12/11/2004 8:29
User : CarlC

Selections:

	From	Through
Buyer comp ID	5	
Period #	200411	
Sort By:	Consumed amt	Desc.

Buyer comp ID	Buyer company	Department	Department name	Period #	Period name	Period start date	Period end date	GL code	Description	Budget amt	Consumed amt	Available amt
5	Hilton Garden Inn Carlsbad Beach	001	Rooms	200411	2004 11 November	11/01/2004	11/30/2004	001-353-00	Plants & Decorations	$10,000.00	$33,161.30	-$23,161.30
5	Hilton Garden Inn Carlsbad Beach	001	Rooms	200411	2004 11 November	11/01/2004	11/30/2004	001-316-00	Reservation Costs	$10,000.00	$7,795.28	$2,204.72
5	Hilton Garden Inn Carlsbad Beach	001	Rooms	200411	2004 11 November	11/01/2004	11/30/2004	001-337-12	Dry Cleaning	$10,000.00	$5,275.72	$4,724.28
5	Hilton Garden Inn Carlsbad Beach	001	Rooms	200411	2004 11 November	11/01/2004	11/30/2004	001-350-10	Glass	$10,000.00	$3,031.00	$6,969.00

9. Budget by PO Report

The “Budget by PO Report” provides information on Budget Consumption by PO.

Filter Parameter Screen:

Budget by PO Report | **Output Selection**

Run | Cancel | Reset | Check All | Uncheck All | Delete Filter

[ ] Save Filter Selection As

Open Existing Filter Selection — Filter Criteria: All Criteria Met

Column	Sort Direction	Sort Order	Group	Filter Type	Filter Value 1	Filter Value 2
[x] PO number			[ ]	Do not Filter		
[ ] Req deliv date			[ ]	Do not Filter		
[x] Buyer name			[ ]	Do not Filter		
[ ] Buyer comp ID			[ ]	Do not Filter		
[ ] Buyer company			[ ]	Equal	Hilton Garden Inn Carlsbac	
[x] PO Status			[ ]	Do not Filter	Select Entry	Select Entry
[ ] Sup company ID			[ ]	Do not Filter		
[ ] Supplier name			[ ]	Do not Filter		
[ ] Row			[ ]	Do not Filter		
[x] Supplier SKU			[ ]	Do not Filter		
[x] Item desc			[ ]	Do not Filter		
[x] Order qty			[ ]	Do not Filter		
[x] UOM			[ ]	Do not Filter		
[x] Unit price			[ ]	Do not Filter		
[ ] Tax amt			[ ]	Do not Filter		
[ ] Est freight amt			[ ]	Do not Filter		
[x] Total line amt			[ ]	Do not Filter		
[ ] Period #			[ ]	Equal	200411	
[x] Department			[ ]	Do not Filter		
[x] GL code			[ ]	Do not Filter		
[x] Budget amt			[ ]	Do not Filter		
[x] Consumed amt	Ascending	1st	[ ]	Do not Filter		
[x] Available amt			[ ]	Do not Filter		

Sample Report Output:

Print | Close

Budget by PO Report
Hilton Garden Inn Carlsbad Beach

12/11/2004 8:40
User : CarlC

Selections:

	From	Through
Buyer company	Hilton Garden Inn Carlsbad Beach	
Period #	200411	
Sort By:	Consumed amt	Asc.

PO number / Supplier SKU	Buyer name / Item description	PO Status / Order qty	Department / UOM	GL code / Unit price	Budget amt / Total line amt	Consumed amt	Available amt
000000000000323	Carl Castle	Approval pending	001	001-337-10	$10,000.00	$0.00	$10,000.00
09063	BEEF BONES NECK, FROZ VARIES 50/60#AV	789	LBS	$1.02	$872.05		
07409	BEEF BONES MARROW,C/C MBG 134 FROZEN	145	CS	$47.10	$7,393.54		
120001	BEEF BRISKET 120 DECKLE OFF 20 POUND 3 EACH PER CASE	5,677	LBS	$1.48	$9,120.72		
000000000000323	Carl Castle	Approval pending	001	001-337-11	$10,000.00	$0.00	$10,000.00
07563	BEEF BROCHETTE, SIRLOIN CH FRESH 1"X1"	555	LBS	$3.18	$1,909.82		
000000000000319	Carl Castle	Approved	001	001-344-40	$10,000.00	$0.00	$10,000.00
27725	Bose ® Lifestyle® 12 Series II Home Theater System	5	CTN	$901.00	$4,876.66		

Chapter 7 – Electronic Purchase Order Approval Process

1. PO "Status" Definitions

The Birch Street application supports a robust electronic Purchase Order (PO) approval process. A PO may be routed for approval to a single individual or through multi approval layers. The Birch Street system will date / time stamp each step of the PO Creation and Approval process. Birch Street will track the Purchase Order from the moment it is created through the final step of the transaction cycle. Each process step will change the PO status accordingly. A few PO 'Status' examples are as follows:

New	PO has been created. The PO may also go through several "edits" but is still considered a new PO. The PO has **NOT** been submitted to the Supplier.
Submitted	The PO has been submitted but **NOT** Viewed **OR** Accepted by he Supplier.
Fax in Line to be Sent	A PO with this status is in a Queue or electronic waiting line and will soon be dispatch to the supplier by the Birch Street fax server.
Viewed	Supplier has received and opened or viewed the PO only. The Supplier has **NOT** accepted the PO.
Accepted	The Supplier has agreed to the terms of the PO and **HAS** accepted the order.
Fax/E-mail Accepted	The PO was sent to the Supplier via the Birch Street fax server. All Supplier-On-The-Fly (S-O-T-F) PO's and PO's to Fax Enabled Suppliers (*see Glossary of Terms for definition*) are considered **AUTOMATICCALLY ACCEPTED**, once the fax has been transmitted successfully.
Fax/E-mail Failed	The PO was sent to the Supplier via the Birch Street fax server, **BUT** – either the fax number provided on the PO Header was invalid or the Supplier's fax machine may have been out of order. The PO was **NOT** transmitted to the Supplier and has **NOT** been automatically accepted. The Birch Street System will make up to 5 attempts to send the order via their fax server before giving the PO a Fax/E-mail Failed status. **Once the PO has Fax Failed status, the transaction is considered void. At that point, the Buyer must Copy the PO to a new PO and obtain a valid Supplier fax number and resubmit the new PO the supplier.**
Rejected	The Supplier has declined the order and has rejected the PO with a Note which explains the reason for the rejection.

IMPORTANT – ONLY PO'S THAT HAVE BEEN EITHER 'ACCEPTED' OR 'FAX/E-MAIL ACCEPTED' ARE CONSIDERED VALID TRANSACTIONS AND WILL BE SHIPPED BY THE SUPPLIER.

2. PO "Approvals Status" Definitions

Approval Pending — The PO status displayed to the PO originator. The PO has been submitted for approval, but has **NOT** yet been approved.
and
Awaiting Approval — The PO status displayed to the PO Approver. The PO is waiting approval.

Approved — PO has been approved but **NOT** submitted to the supplier.
or
Approved with Changes — PO has been approved but changes were made during the approval process. The PO has **NOT** been submitted to the supplier.
or
Approval denied — Approval was denied. "Approval denied" effectively "kills" the transaction.

Submitted — The PO was submitted to the supplier (only if the PO was approved)

Accepted — The Supplier has agreed to the terms of the PO and **HAS** accepted the order.

The following grid illustrates the chronological steps within the PO creation, approval and supplier acceptance process. Please refer to the above definitions for a complete explanation of each PO status.

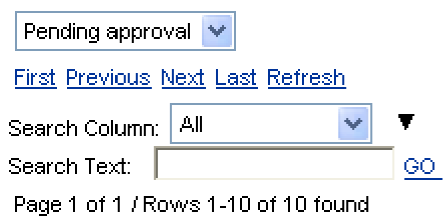
PO Originator	Approver(s)	Supplier
New		
Approval pending	Awaiting approval	
	Approved or Approval denied	
Approved or Approval denied		
Submitted (to supplier)		Supplier response pending
Viewed		Supplier response pending
Accepted by supplier		Accepted by supplier

3. Approval Tab Options / Selecting the PO

From the Approvals Tab you will be able to:

- Approve a PO
- Disapprove a PO
- Contact the PO originator (Buyer Contact)
- Print/View a PO
- Update the PO Header (Header Update) - change the Required Delivery Date and/or the Subject
- View the History of a PO
- Budget Impact
- Approval Details

Step1: Ensure that the PO filter is set on "Pending approval". Other filters exist (Disapproved and Approved), which when selected will display only the PO associated to each filter criteria.



The blue Edit button next to each PO will allow an approver to change the PO line level Order Quantity.

Step 2: Select the PO to be approved by clicking the round radio button to the left of the blue Edit button.

4. Viewing / Printing a PO

Step 1: Select the Print/View **Print / View** button to fully display a view of the PO.

Print | Close | Notes | Attachment

PURCHASE ORDER
Hilton Garden Inn Carlsbad Beach
CL (CA) LLC d/b/a Centurian Hilton by Hilton Hotels Corporation as the managing agent.
Hilton Supply Management

PO NUMBER : 000000000000338
Required Delivery Date : 12/17/2004
Source Document :

Status: Submitted
PO Submit Date: 12/11/2004
Next Approver: Mr. John Hamilton

Delivery Instructions - JPH --- Mark cartons: Attn.: Receiving Department with Hotel PO number.

Supplier:
Excellent Hoteliers
452 Pine Street
Houston, TX, 77002, US
Attn: Mr. Kurt Gardner
Title: Distribution Manager
Phone: (800) 123-4567
Fax: (949) 851-9865
Email: mmorris@sagence.com

Bill To:
Hilton Garden Inn Carlsbad Beach
6450 Carlsbad Blvd
Carlsbad, CA, 92009, US
Attn: Carl Castle
Ship To:
Hilton Garden Inn Carlsbad Beach
6450 Carlsbad Blvd
Carlsbad, CA, 92009, US
Attn: Carl Castle

#	Item SKU	Product Desc.		Qty	UOM	Price	Extension		
1	10156	001-300-42 / 001-Rooms	Conair 4 Cup Coffee Maker Auto-Off Black	1.00	EA	$23.0700	$23.07	Edit Line	Edit Alloc
2	10580	001-316-00 / 001-Rooms	Diplomat Coffee Condiment Kit	10.00	CS	$24.5100	$245.10	Edit Line	Edit Alloc

Sub Total:	$268.17
Freight:	$0.00
Tax Amount:	$22.12
Less Discount:	$0.00
Total Amount Due:	$290.29

Hilton Hotels Corporation is an equal opportunity employer. All federal EEO and affirmative action requirements in race, sex, religion, national origin, handicap and Veteran status, veterans or disabled veterans status as found in 41 CFR 60-1.4, 60-250.4 and 60-741.4 are herein incorporated by reference.

Please note that the PO Status and Next Approver are displayed on the top of the document.

PO NUMBER : 000000000000338
Required Delivery Date : 12/17/2004
Source Document :

Status: Submitted
PO Submit Date: 12/11/2004
Next Approver: Mr. John Hamilton

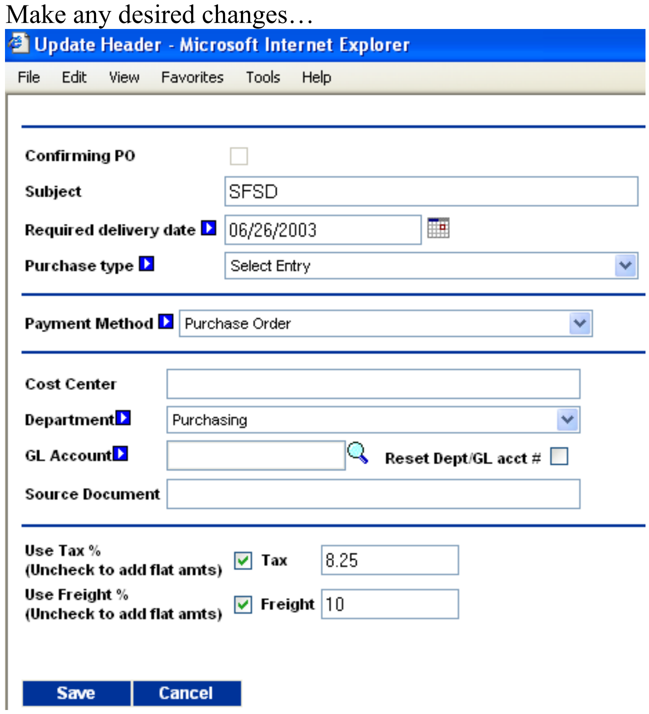
Chapter 7 – Electronic Purchase Order Approval Process

5. Updating the PO Header

Step 1: After you have viewed or printed the PO, as an Approver, you may change specific information on the PO. The PO **Header Update** button provides access to the following editable fields:

- Confirming PO
- Subject
- Required Delivery Date
- Purchase Type
- Payment Method
- Cost Center (future G/L Code field)
- Department
- GL Account
- Reset Dept\GL acct #
- Source Document
- Tax Amount (%)
- Tax Amount ($)
- Freight Amount (%)
- Freight Amount ($)

Make any desired changes…



Important: There may be a need to change the Required Delivery Date at the time of approving the order. The date may have already passed.

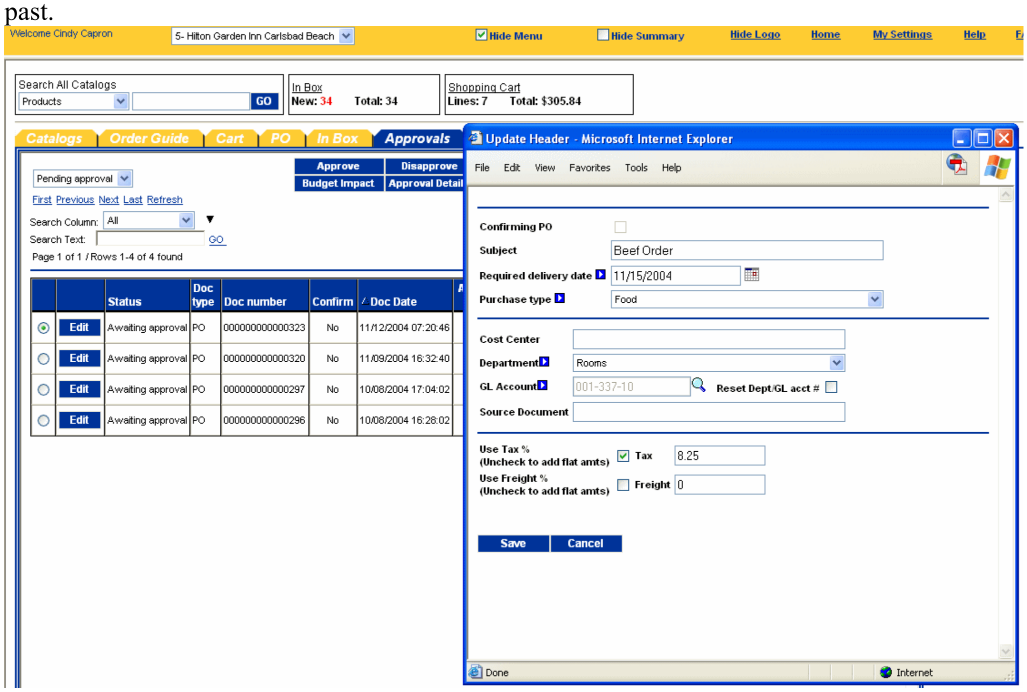
Step 2: Click the blue **"Save"** button to save any changes you have made. – **IMPORTANT**

Please note that the majority of purchase orders will not require any modification or changes to the PO Header.

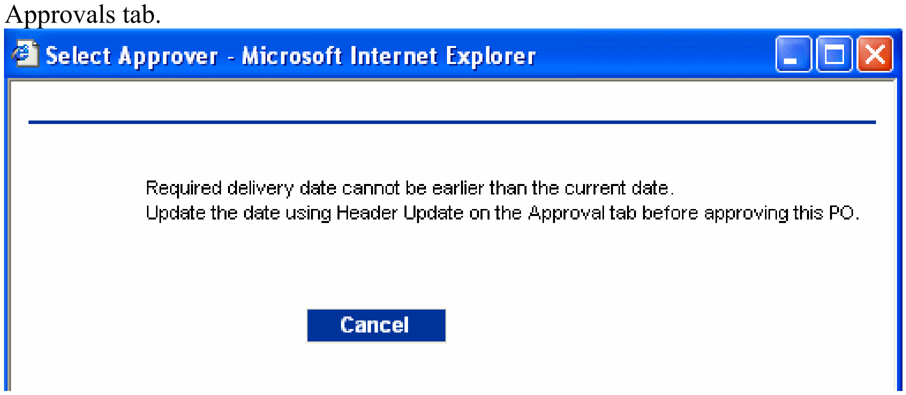
6. Required Delivery Date Check

The Required Delivery Date Check for approvals checks the system date against the Required Delivery Date on a PO. If the Required Delivery Date is in the past, the system requires the approver to update the Required Delivery Date prior to approving the PO.

Step 1: The following PO was submitted into the approval process with a **Required Delivery Date** in the past.



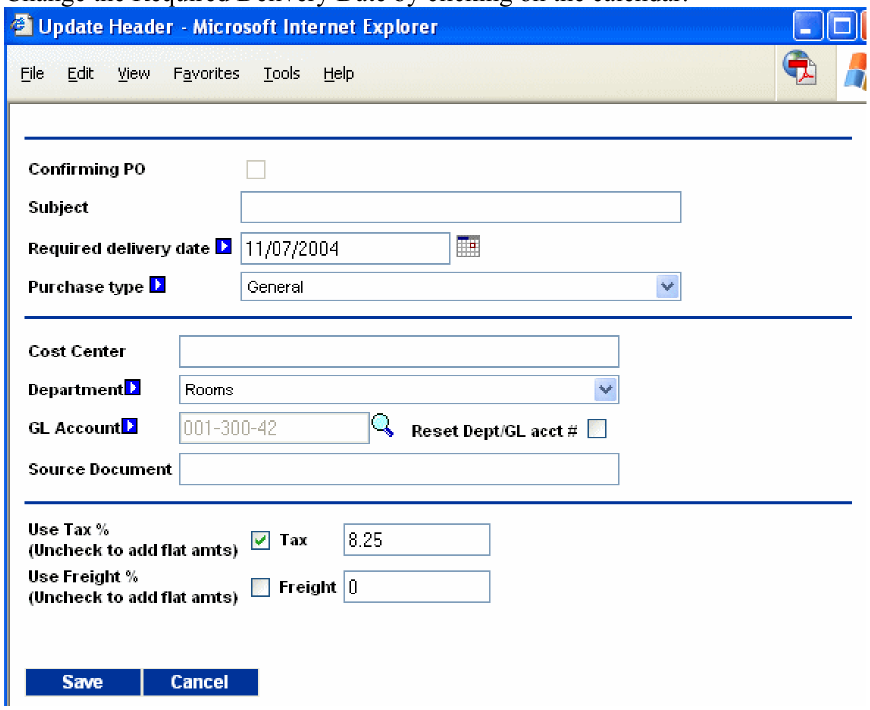
Step 2: When the Approver tries to approve this PO the Required Delivery Date feature catches this situation and displays the following message. Click **Cancel**. You will be returned to the Approvals tab.



Step 3: Click **Header Update**.

6. Required Delivery Date Check

Step 4: Change the Required Delivery Date by clicking on the calendar.



Step 5: Click **Save**.

7. Editing Order Quantities

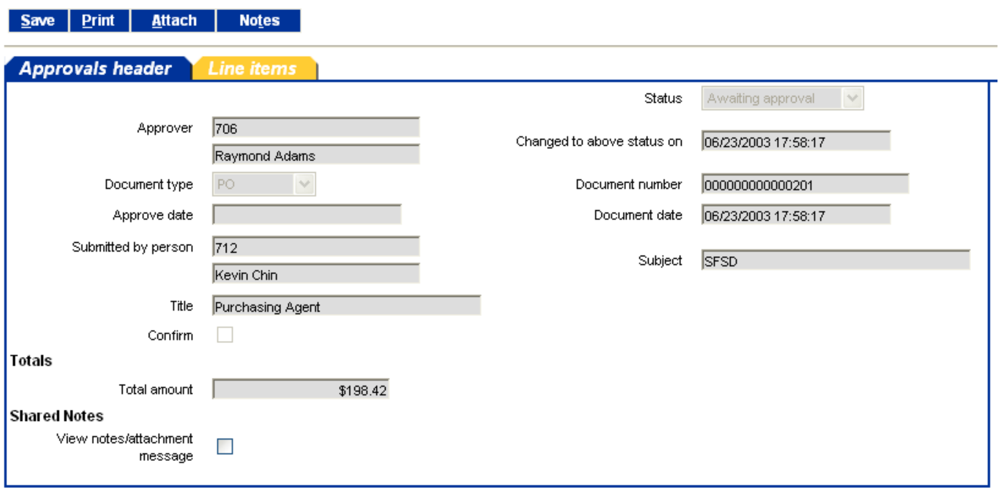
STOP – PLEASE READ:

ONLY SELECT "EDIT", IF YOU INTEND TO ADJUST THE PO LINE ITEM(S) QUANTITIES. IF YOU DO NOT NEED TO CHANGE LINE ITEM QUANTITIES, PLEASE SKIP THIS SECTION.

Step 1: Select the blue Edit button to the right of the round radio button.

		Status	Doc type	Doc number
◉	Edit	Awaiting approval	PO	000000000003337

Step 2: When selected, the edit button provides access to PO Header information and the PO Line items screen.



Step 3: Select the Line Items tab to access all of the rows in the PO.

Save | Print | Attach | Notes

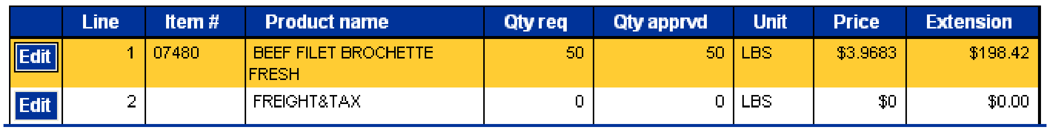
Approvals header | Line items

Search Column: Line Search Text: GO page 1 of 1 Rows per page 50

	Line	Item #	Product name	Qty req	Qty apprvd	Unit	Price	Extension
Edit	1	07480	BEEF FILET BROCHETTE FRESH	50	50	LBS	$3.9683	$198.42
Edit	2		FREIGHT&TAX	0	0	LBS	$0	$0.00
								$198.42

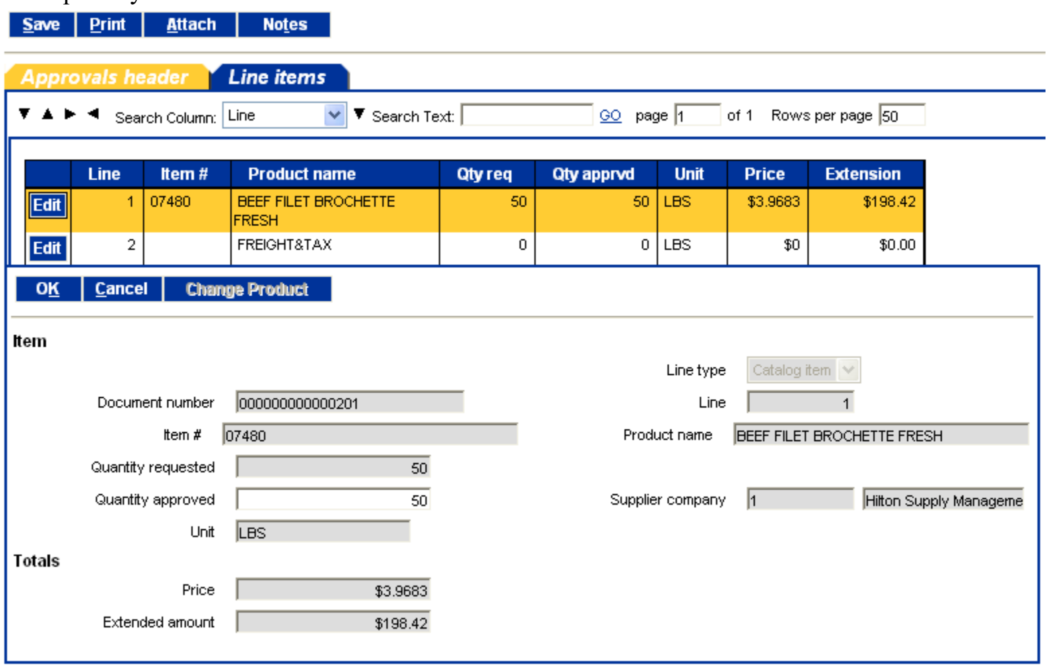
7. Editing Order Quantities

Step 4: Select the blue Edit button on the line item.



	Line	Item #	Product name	Qty req	Qty apprvd	Unit	Price	Extension
Edit	1	07480	BEEF FILET BROCHETTE FRESH	50	50	LBS	$3.9683	$198.42
Edit	2		FREIGHT&TAX	0	0	LBS	$0	$0.00

Step 5: Change the Quantity approved 1 field to reflect the desired amount or quantity of the item to be ordered. If you do not want this item ordered, change the quantity to zero. All items with a zero quantity will still be displayed on the supplier's copy of the PO, with zero quantity.



Step 6: Click the blue OK button to close the line item detail portion of the screen.

Step 7: Click the blue Save button to save any changes – **IMPORTANT - The system will display the following alert once your changes have been saved:**

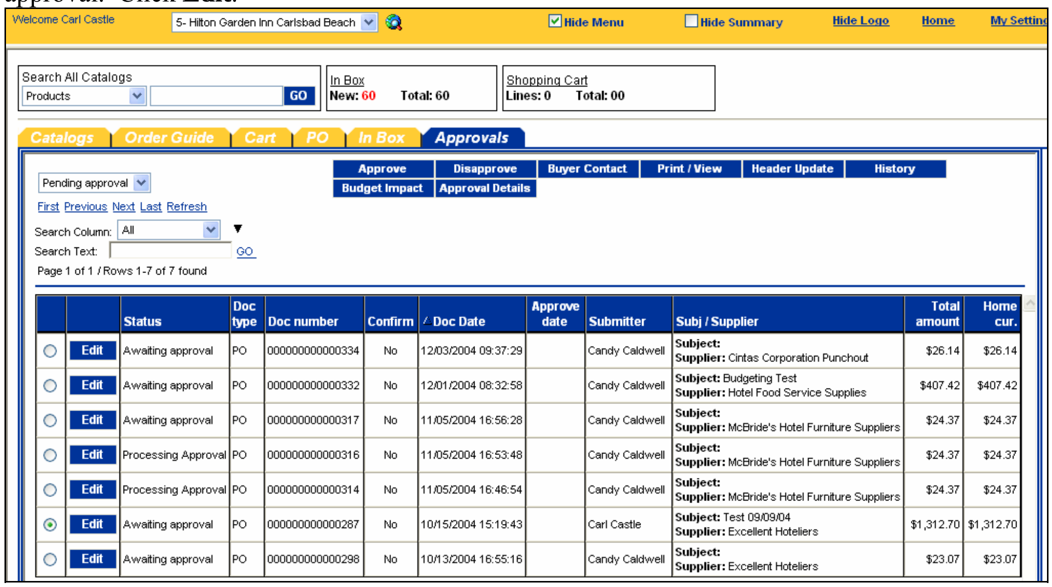
7. Editing Order Quantities

Step 8: Select the 

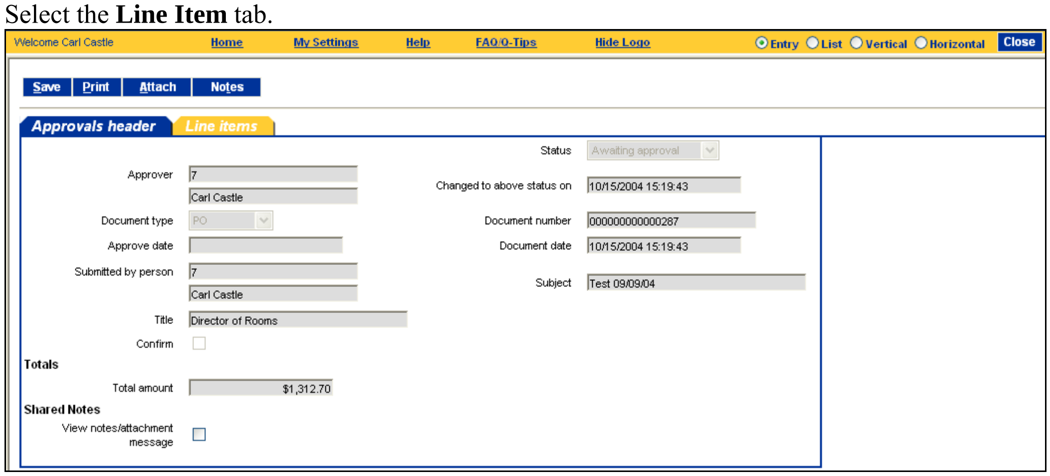
blue button. This will take you back to the main list of POs waiting for approval.

8. Editing a Line Item during the Approval Process

Step 1: Select the **Approval** tab on the e-Procurement application Front Page. Select the PO that requires approval. Click **Edit**.

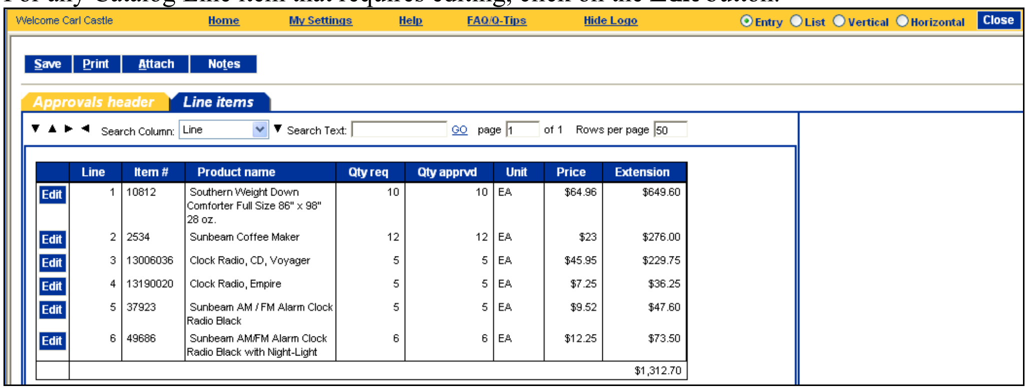


Step 2: Select the **Line Item** tab.



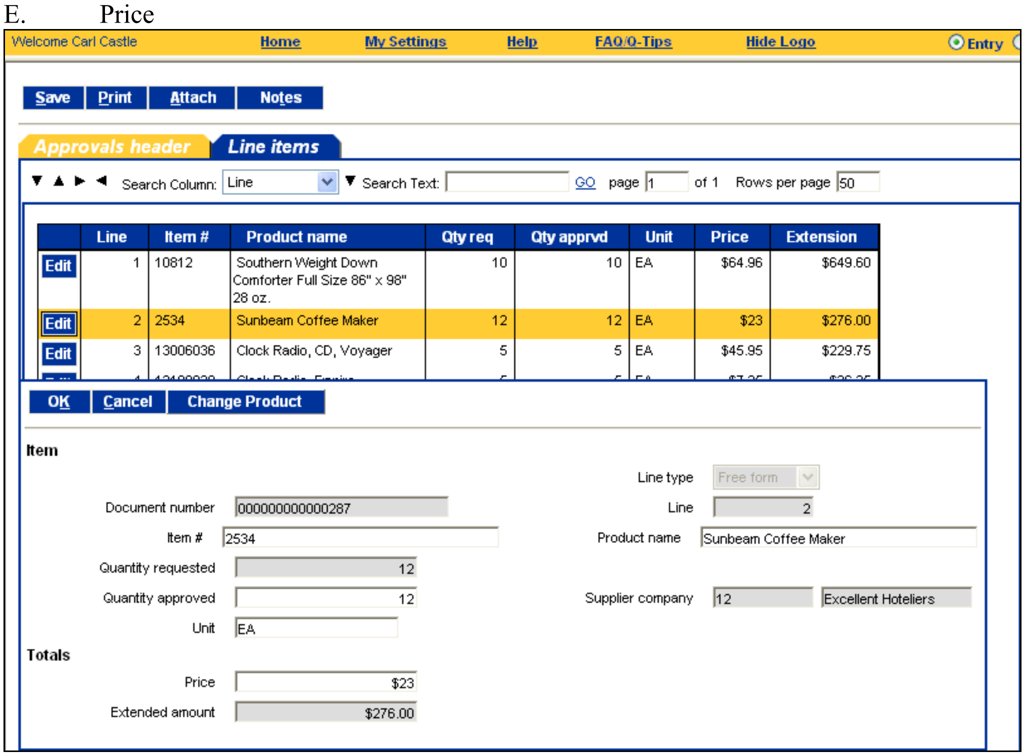
8. Editing a Line Item during the Approval Process

Step 3: For any Catalog Line item that requires editing, click on the **Edit** button.



Step 4: **Non-Catalog Items** may have the following attributes changed at the Approval stage. These fields are also editable if the item is a Non-Catalog Item:

A. Item #
B. Item Description (Product Name)
C. Quantity Approved
D. Unit (UOM)
E. Price

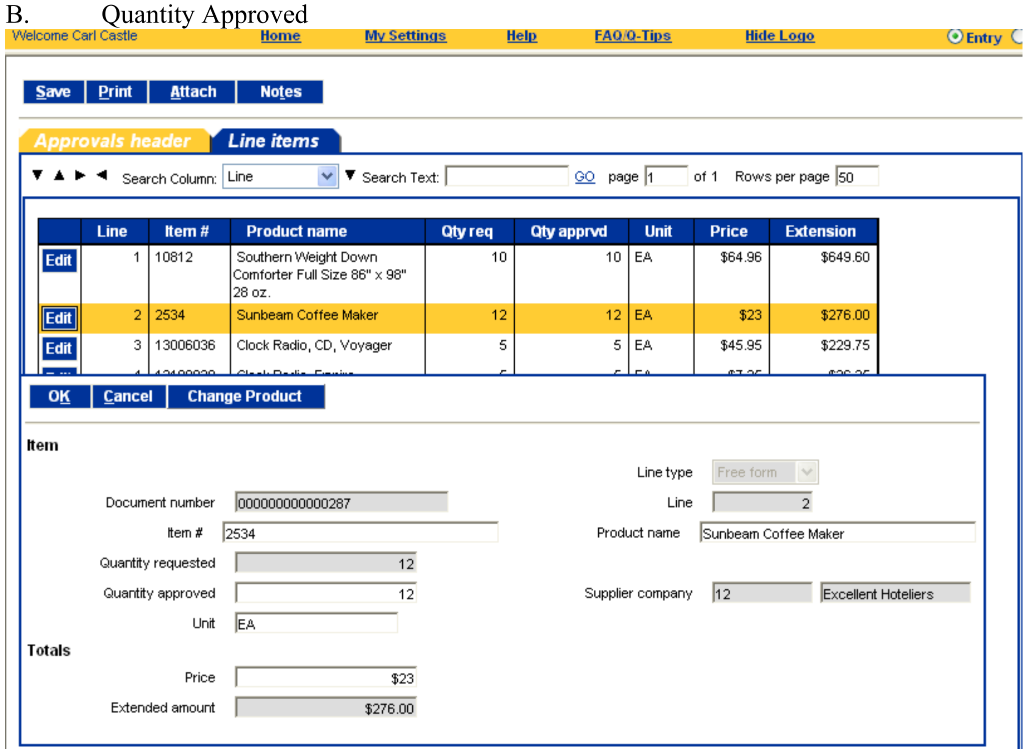


8. Editing a Line Item during the Approval Process

Step 5: **Catalog Items** can ONLY have the following attributes changed at the Approval stage:

A. **Change Products** (Swap out 1 catalog item for another catalog item from the same supplier. See step 1.5 for details on using **Change Products**)

B. Quantity Approved



Step 6: <u>**Un-editable fields for EITHER Catalog or Non-Catalog Items**</u>

A. Supplier

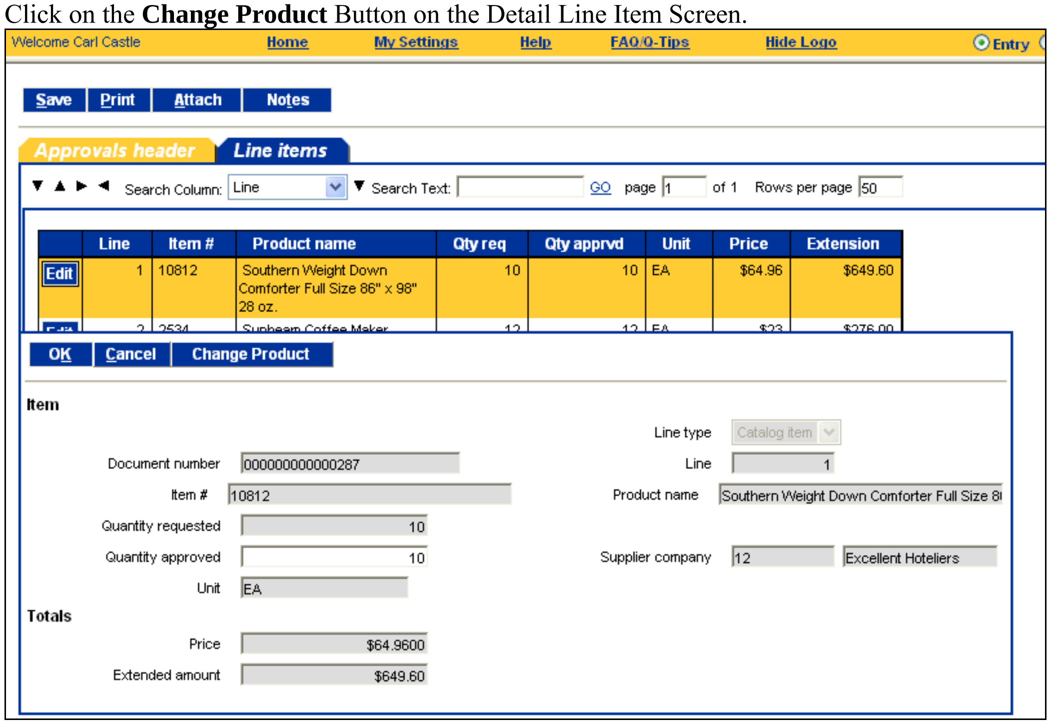
B. Adding New Items to the PO

NOTE: Taking the Approved Quantity to zero effectively cancels the PO Line.

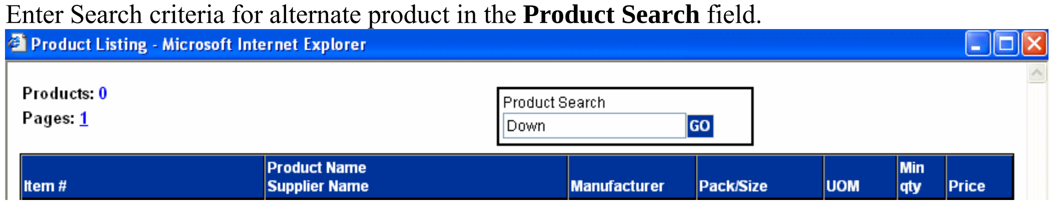
9. Substituting a Line Item during the Approval Process

To substitute one item for a different catalog item follow the following steps

Step 1: Click on the **Change Product** Button on the Detail Line Item Screen.

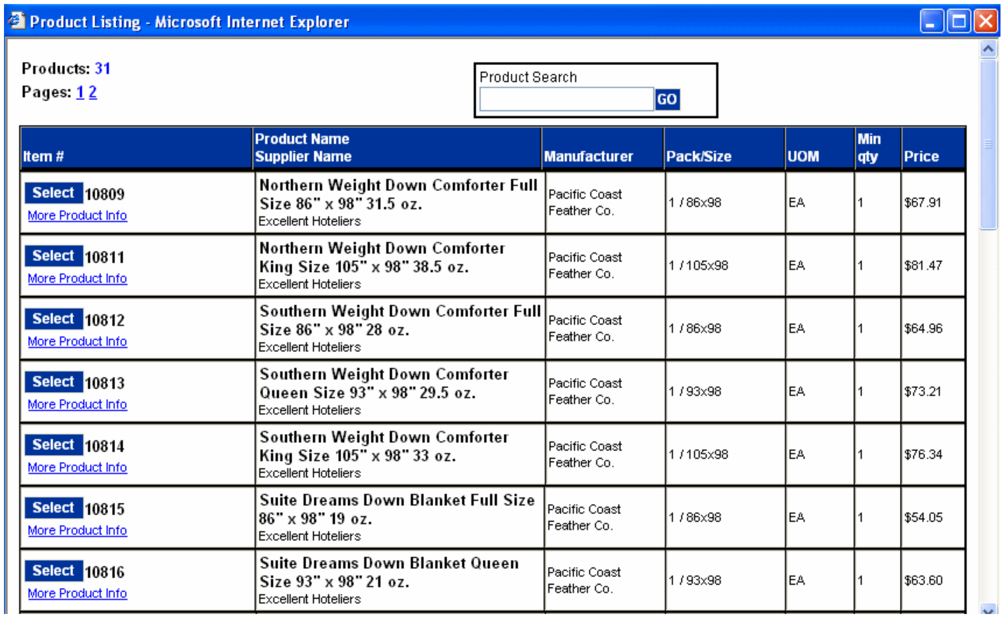


Step 2: Enter Search criteria for alternate product in the **Product Search** field.



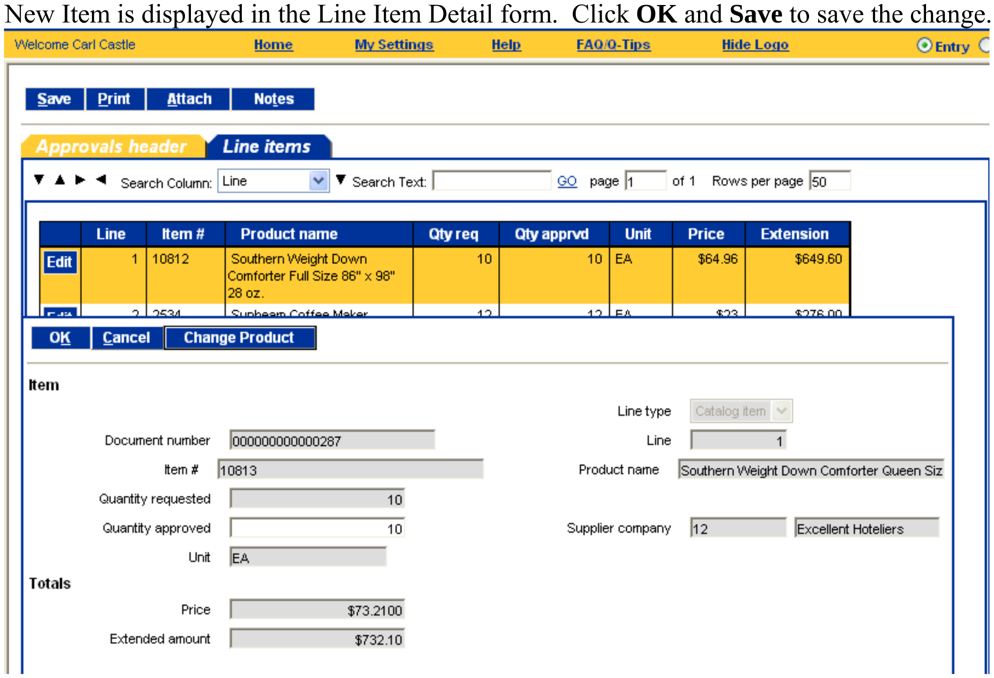
9. Substituting a Line Item during the Approval Process

Step 3: Select the Alternate Item off the list of items returned from the **Product Search.**



Item #	Product Name / Supplier Name	Manufacturer	Pack/Size	UOM	Min qty	Price
Select 10809 More Product Info	Northern Weight Down Comforter Full Size 86" x 98" 31.5 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 86x98	EA	1	$67.91
Select 10811 More Product Info	Northern Weight Down Comforter King Size 105" x 98" 38.5 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 105x98	EA	1	$81.47
Select 10812 More Product Info	Southern Weight Down Comforter Full Size 86" x 98" 28 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 86x98	EA	1	$64.96
Select 10813 More Product Info	Southern Weight Down Comforter Queen Size 93" x 98" 29.5 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 93x98	EA	1	$73.21
Select 10814 More Product Info	Southern Weight Down Comforter King Size 105" x 98" 33 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 105x98	EA	1	$76.34
Select 10815 More Product Info	Suite Dreams Down Blanket Full Size 86" x 98" 19 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 86x98	EA	1	$54.05
Select 10816 More Product Info	Suite Dreams Down Blanket Queen Size 93" x 98" 21 oz. Excellent Hoteliers	Pacific Coast Feather Co.	1 / 93x98	EA	1	$63.60

Step 4: New Item is displayed in the Line Item Detail form. Click **OK** and **Save** to save the change.

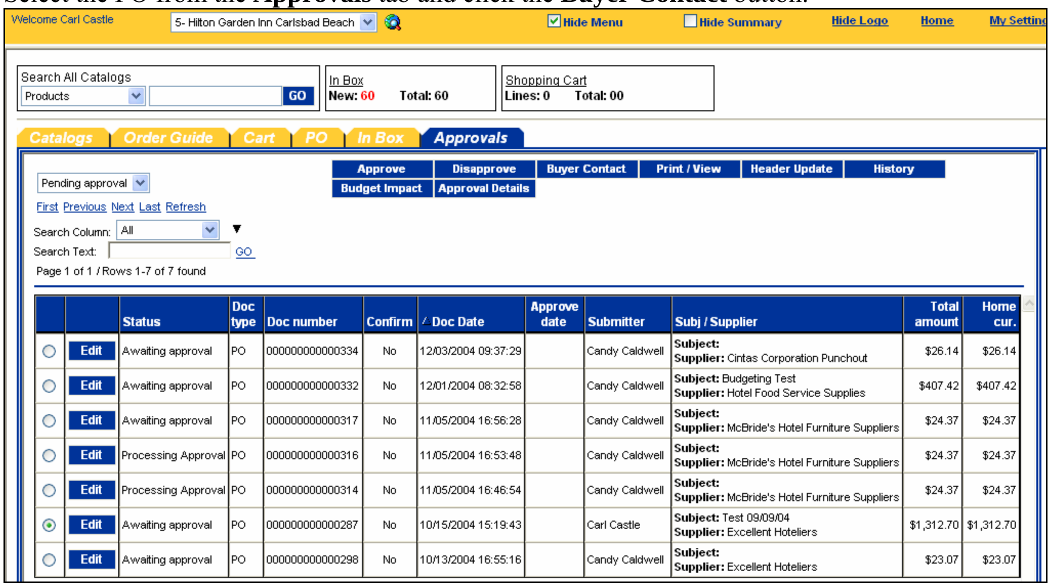


Step 5: Click **OK** and **Save** to save the change.

10. Accessing Buyer Contact Information

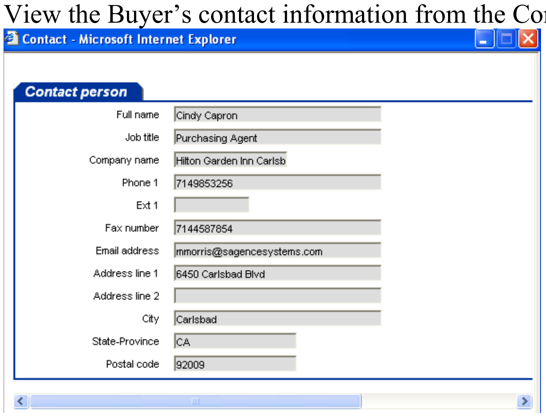
The Buyer Contact feature allows an Approver to view the contact information of the Buyer for a specific PO.

Step 1: Select the PO from the **Approvals** tab and click the **Buyer Contact** button.



		Status	Doc type	Doc number	Confirm	Doc Date	Approve date	Submitter	Subj / Supplier	Total amount	Home cur.
○	Edit	Awaiting approval	PO	000000000000334	No	12/03/2004 09:37:29		Candy Caldwell	**Subject:** **Supplier:** Cintas Corporation Punchout	$26.14	$26.14
○	Edit	Awaiting approval	PO	000000000000332	No	12/01/2004 08:32:58		Candy Caldwell	**Subject:** Budgeting Test **Supplier:** Hotel Food Service Supplies	$407.42	$407.42
○	Edit	Awaiting approval	PO	000000000000317	No	11/05/2004 16:56:28		Candy Caldwell	**Subject:** **Supplier:** McBride's Hotel Furniture Suppliers	$24.37	$24.37
○	Edit	Processing Approval	PO	000000000000316	No	11/05/2004 16:53:48		Candy Caldwell	**Subject:** **Supplier:** McBride's Hotel Furniture Suppliers	$24.37	$24.37
○	Edit	Processing Approval	PO	000000000000314	No	11/05/2004 16:46:54		Candy Caldwell	**Subject:** **Supplier:** McBride's Hotel Furniture Suppliers	$24.37	$24.37
◉	Edit	Awaiting approval	PO	000000000000287	No	10/15/2004 15:19:43		Carl Castle	**Subject:** Test 09/09/04 **Supplier:** Excellent Hoteliers	$1,312.70	$1,312.70
○	Edit	Awaiting approval	PO	000000000000298	No	10/13/2004 16:55:16		Candy Caldwell	**Subject:** **Supplier:** Excellent Hoteliers	$23.07	$23.07

Step 2: View the Buyer's contact information from the Contact screen.



Chapter 7 – Electronic Purchase Order Approval Process

11. Approving a PO

Step 1: Select the PO to be approved by clicking the round radio button to the left of the blue **Edit** button.

Step 2: To approve the PO, click on the blue **Approve** action button.

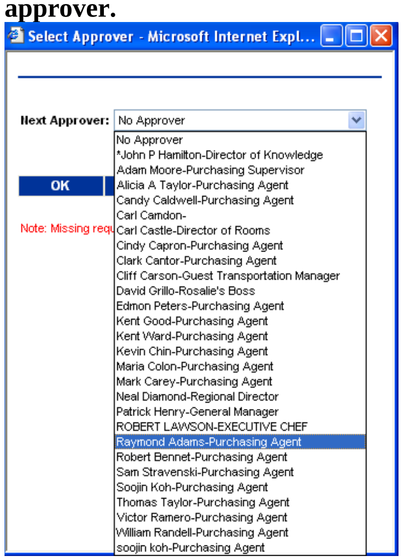
When “**Approve**” is selected, the system will prompt you to select the next approver. The next approver field displays “No Approver” as the next approver default.

IMPORTANT – PLEASE READ:

Step 3: **If no <u>further</u> approval is required click “OK.”**

Or

If additional approval is required, click on the drop down arrow and select the individual’s name from the list of authorized approvers. Click “ok” when finished selecting the next approver.

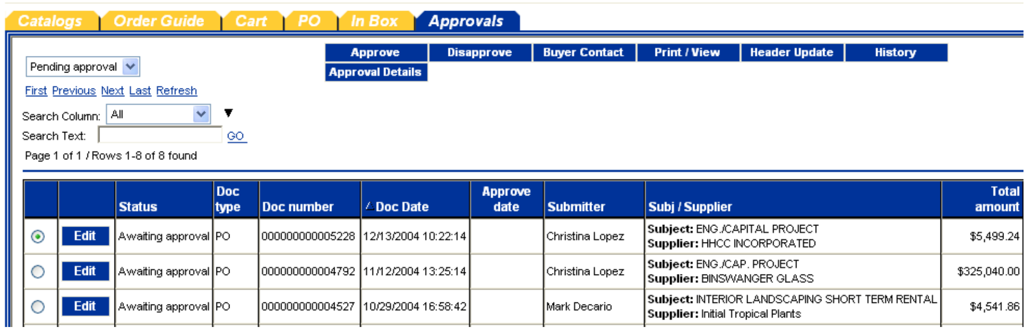


NOTE: If ‘No Approver’ is selected all users that have Executor rights will receive an e-mail notification that there is a PO that needs to be submitted to the supplier. The Executor will log in to Birch Street and will decide to execute, not execute or submit the order for further approval.

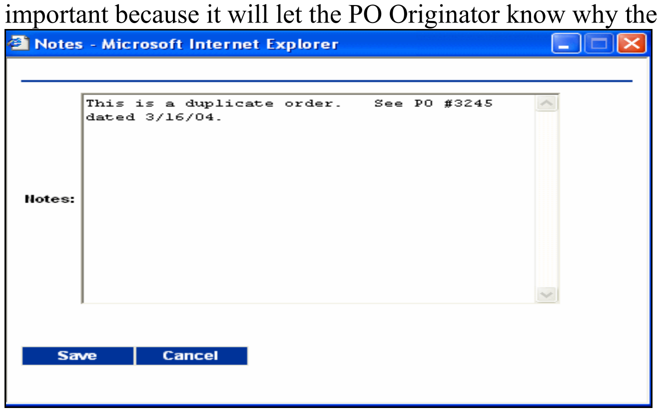
12. Disapproving a PO

Step 1: If you receive a PO that you do not wish to approve click on the blue 

action button.

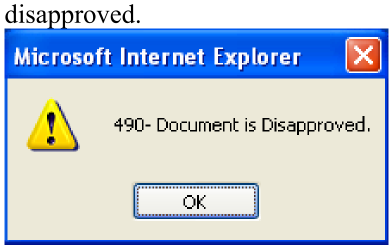


Step 2: You will be prompted to enter a note explaining the reason the order is not approved. This is important because it will let the PO Originator know why the PO was not approved.



NOTE: You will not be able to disapprove a PO without entering a note as to the reason the order is not being approved.

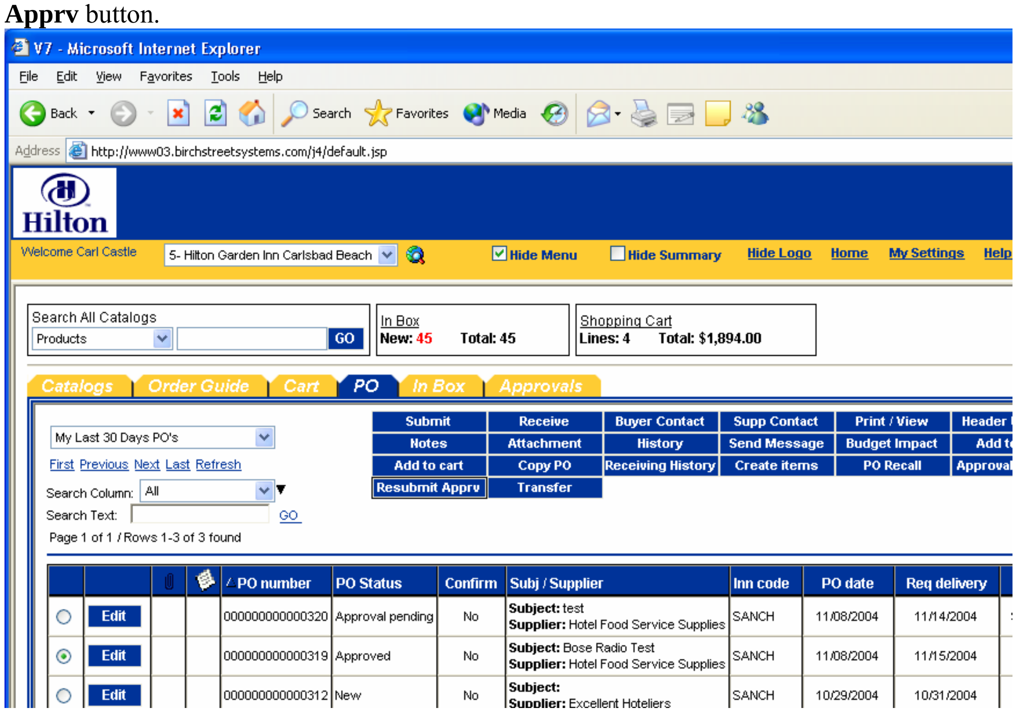
Step 3: Click **'Save'**. The system will prompt you when it is done processing and the order has been disapproved.



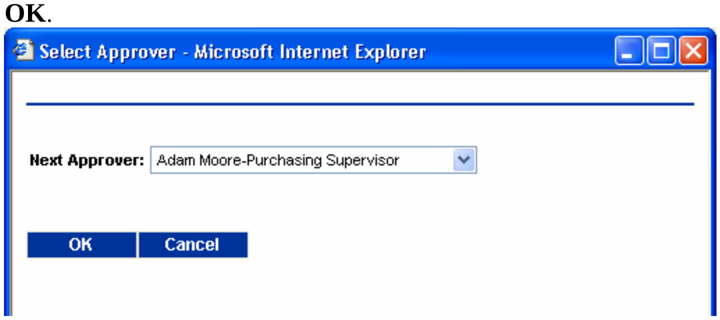
13. Resubmitting a PO for Approval

If a PO is in the approved status but hasn't been submitted to the Supplier the PO can be re-directed back into the approval process by clicking on the **Resubmit Apprv** button

Step 1: The following PO was given final Approval inadvertently. The user clicks on the blue **Resubmit Apprv** button.



Step 2: The "Select Approver" window is displayed. Re-select an Approver from the drop down and click **OK**.



Chapter 8 – Submitting Purchase Orders to Suppliers

1. Purchase Order Status Definitions

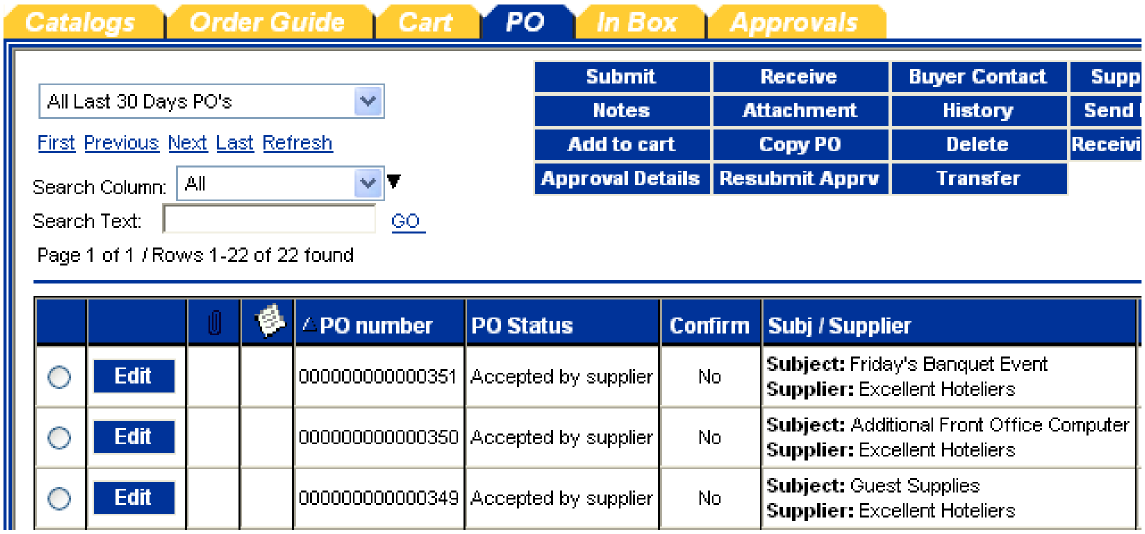
The Birch Street application tracks the Purchase Order from the moment it is created through the final step of the transaction cycle. As the Purchase Order moves through the purchasing cycle, its “Status” will change when each milestone is passed. A few Purchase Order ‘Status’ examples are as follows:

New	PO has been created. The PO may also go through several “edits” but is still considered a new PO. The PO has **NOT** been submitted to the Supplier.
Submitted	The PO has been submitted but **NOT** Viewed **OR** Accepted by he Supplier.
Fax in Line to be Sent	A PO with this status is in a Queue or electronic waiting line and will soon be dispatch to the supplier by the Birch Street fax server.
Viewed	Supplier has received and opened or viewed the PO only. The Supplier has **NOT** accepted the PO.
Accepted	The Supplier has agreed to the terms of the PO and **HAS** accepted the order.
Fax/E-mail Accepted	The PO was sent to the Supplier via the Birch Street fax server. All Supplier-On-The-Fly (S-O-T-F) PO’s and PO’s to Fax Enabled Suppliers (*see Glossary of Terms for definition*) are considered **AUTOMATICCALLY ACCEPTED**, once the fax has been transmitted successfully.
Fax/E-mail Failed	The PO was sent to the Supplier via the Birch Street fax server, **BUT** – either the fax number provided on the PO Header was invalid or the Supplier’s fax machine may have been out of order. The PO was **NOT** transmitted to the Supplier and has **NOT** been automatically accepted. The Birch Street System will make up to 5 attempts to send the order via their fax server before giving the PO a Fax/E-mail Failed status. **Once the PO has Fax Failed status, the transaction is considered void. At that point, the Buyer must Copy the PO to a new PO and obtain a valid Supplier fax number and resubmit the new PO to the supplier.**
Rejected	The Supplier has declined the order and has rejected the PO with a Note which explains the reason for the rejection.

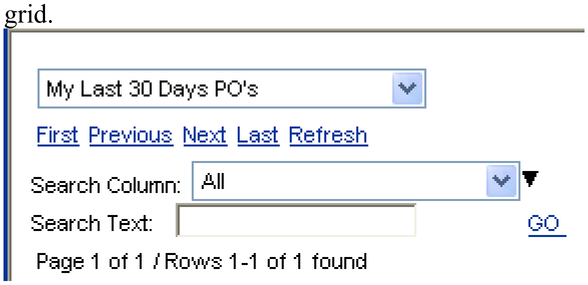
IMPORTANT – ONLY PO’S THAT HAVE BEEN EITHER ‘ACCEPTED’ OR ‘FAX/E-MAIL ACCEPTED’ ARE CONSIDERED VALID TRANSACTIONS AND WILL BE SHIPPED BY THE SUPPLIER.

2. Purchase Order Filter / Views

Over time, Buyers will create hundreds, if not thousands of Purchase Orders in their Birch Street account. To assist in managing such a large volume of data, Birch Street provides "Filters" on the PO Tab.

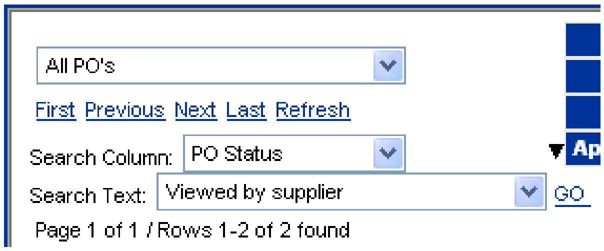


Each Buyer can elect to view all Purchase Orders by "PO Status". Changing the Search Column from "All" to "PO Status" will allow the Buyer to define which PO Status code they would like displayed in the below PO grid.

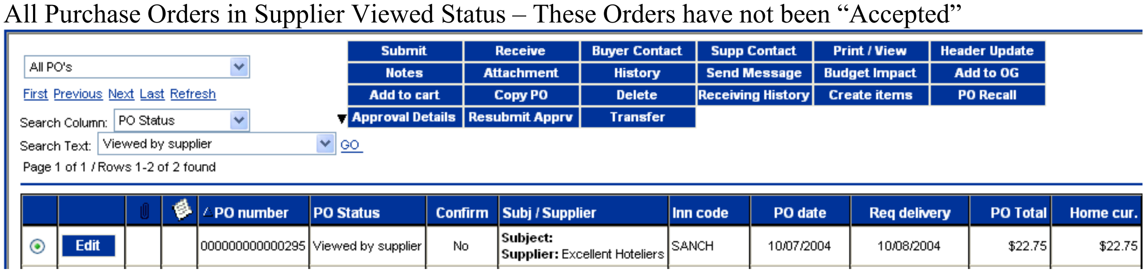


2. Purchase Order Filter / Views

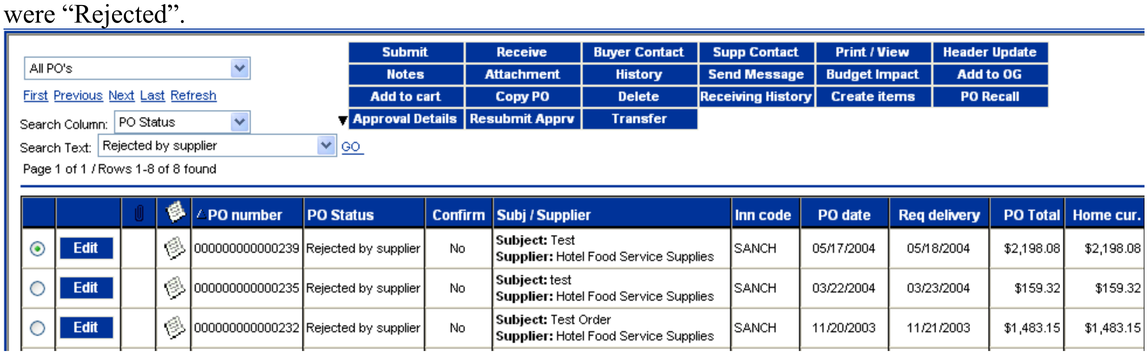
In the below example, we changed the PO Filter to all PO's that have only been "**Viewed**" by the Supplier. **REMEMBER** – PO's in Viewed status have **NOT** been "**Accepted**" by the Supplier.



All Purchase Orders in Supplier Viewed Status – These Orders have not been "Accepted"



All Purchase Orders in Supplier Rejected Status – These Orders have been voided by the Supplier when they were "Rejected".

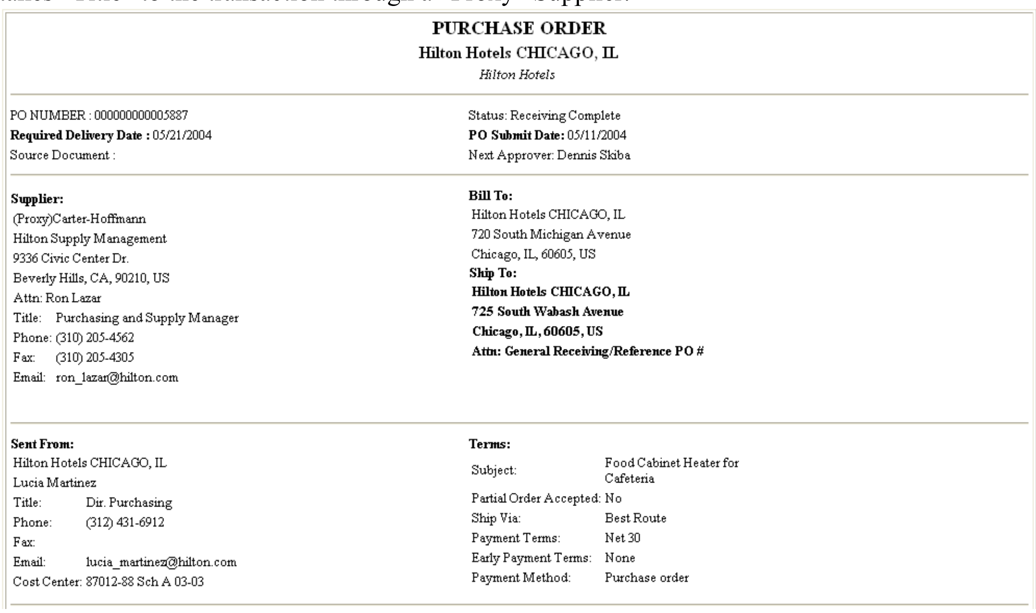


IMPORTANT INFORMATION – ALL BUYERS SHOULD CHECK THEIR PO STATUSES DAILY TO ENSURE THAT THE SUPPLIERS HAVE RECEIVED, VIEWED AND ACCEPTED THE ORDER(S).

Chapter 8 – Submitting Purchase Orders to Suppliers

3. Proxy Suppliers

Please note that directly to the right of the Supplier's Name on the below PO Header is displayed the word "Proxy". Directly below the Supplier's Name Update International is "Hilton Supply Management". The Buyer searched for Update International (Supplier search), clicked on viewed products, selected the products, and created a PO. **AT NO TIME WAS HILTON SUPPLY MANAGEMENT SELECTED AS THE SUPPLIER**. There is a special feature in Birch Street which recognizes when Hilton Supply Management takes "Title" to the transaction through a "Proxy" Supplier.



PURCHASE ORDER
Hilton Hotels CHICAGO, IL
Hilton Hotels

PO NUMBER : 000000000005887
Required Delivery Date : 05/21/2004
Source Document :

Status: Receiving Complete
PO Submit Date: 05/11/2004
Next Approver: Dennis Skiba

Supplier:
(Proxy)Carter-Hoffmann
Hilton Supply Management
9336 Civic Center Dr.
Beverly Hills, CA, 90210, US
Attn: Ron Lazar
Title: Purchasing and Supply Manager
Phone: (310) 205-4562
Fax: (310) 205-4305
Email: ron_lazar@hilton.com

Bill To:
Hilton Hotels CHICAGO, IL
720 South Michigan Avenue
Chicago, IL, 60605, US
Ship To:
Hilton Hotels CHICAGO, IL
725 South Wabash Avenue
Chicago, IL, 60605, US
Attn: General Receiving/Reference PO #

Sent From:
Hilton Hotels CHICAGO, IL
Lucia Martinez
Title: Dir. Purchasing
Phone: (312) 431-6912
Fax:
Email: lucia_martinez@hilton.com
Cost Center: 87012-88 Sch A 03-03

Terms:

Subject:	Food Cabinet Heater for Cafeteria
Partial Order Accepted:	No
Ship Via:	Best Route
Payment Terms:	Net 30
Early Payment Terms:	None
Payment Method:	Purchase order

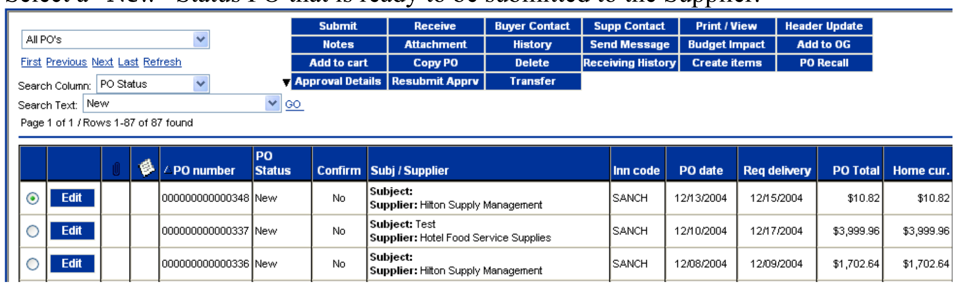
The only time Hilton Supply Management should be "Selected" as the Supplier is when a non-catalog content PO "**Spot Buy**" is created **AND** the Buyer knows that Hilton Supply management should receive the order.

Chapter 8 – Submitting Purchase Orders to Suppliers

4. Submitting the Purchase Order

Step 1: Select the ‘**PO Tab**” from the Front Page.

Step 2: Select a “**New**” Status PO that is ready to be submitted to the Supplier.



Step 3: Click on the blue “Submit” Action button. 

THE <u>EXACT</u> SAME PROCESS IS REPEATED FOR ALL TYPES OF PURCHASE ORDERS.

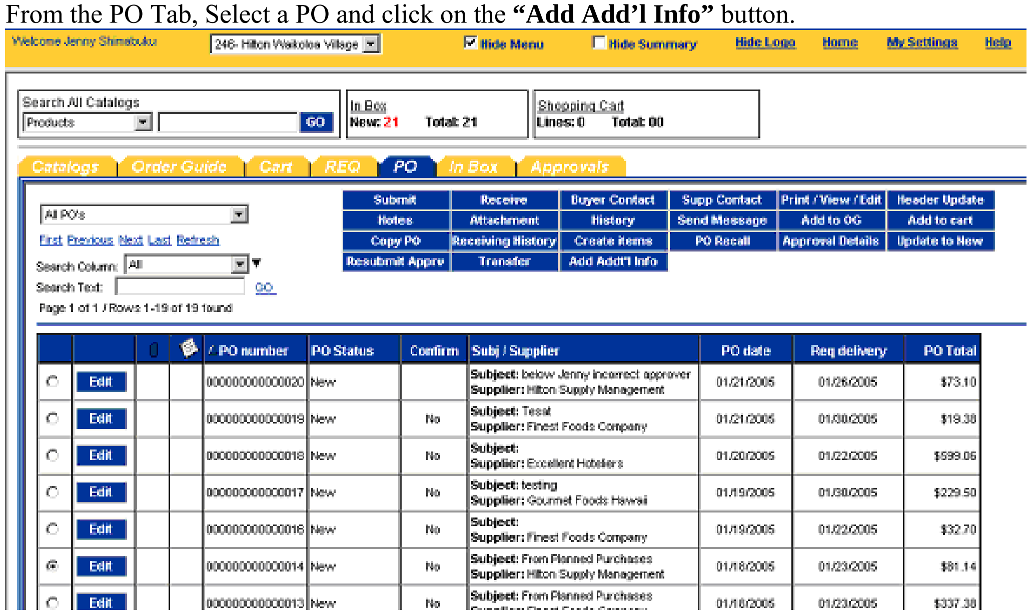
From Order Guides
From Catalog
From Spot Buy
From S-O-T-F

Chapter 8 – Submitting Purchase Orders to Suppliers

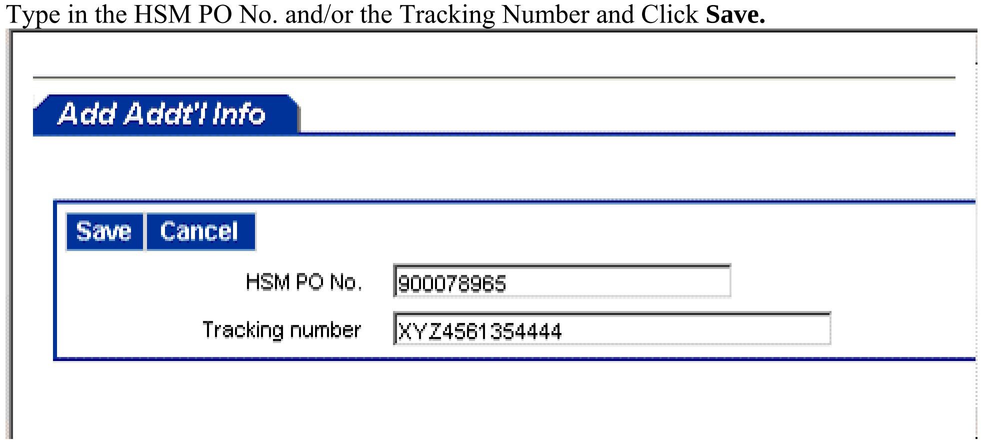
5. Adding Additional Information

The Additional Info Button feature allows buyers to add additional Buyer Reference Numbers to the PO **after** the PO has been submitted to the supplier. Buyers and Receivers will have access to search for these references from the PO tab or from the Receiving Screen to facilitate orders that do not reference the Birch Street PO number.

Step 1: From the PO Tab, Select a PO and click on the **"Add Add'l Info"** button.

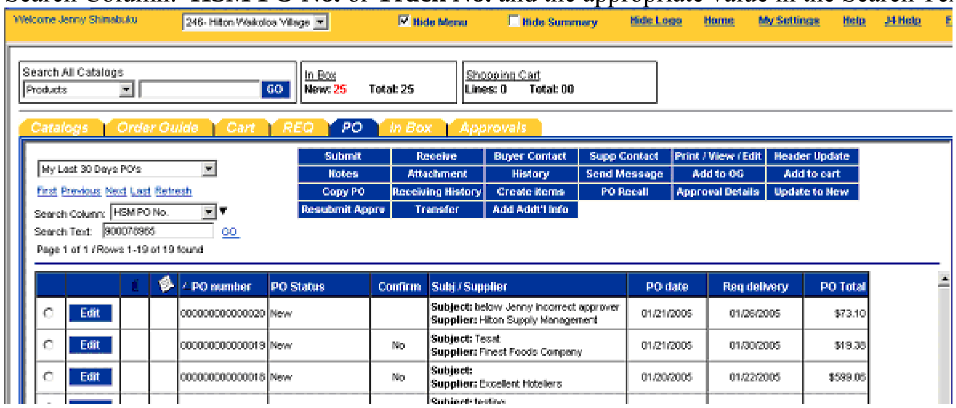


Step 2: Type in the HSM PO No. and/or the Tracking Number and Click **Save.**

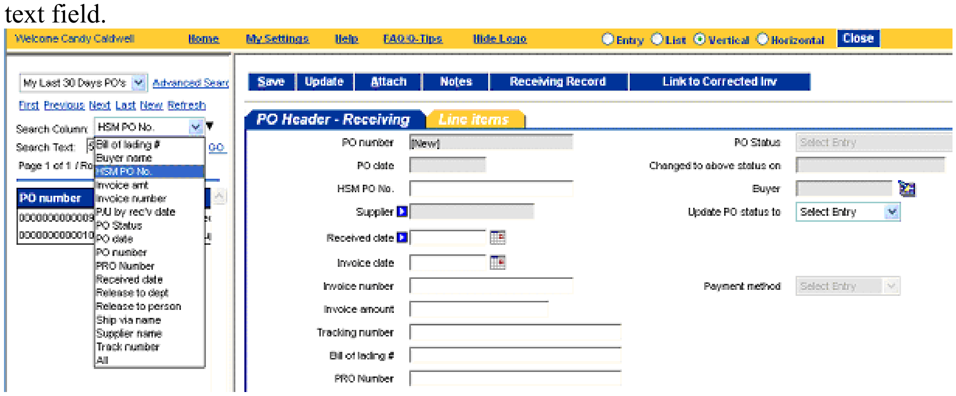


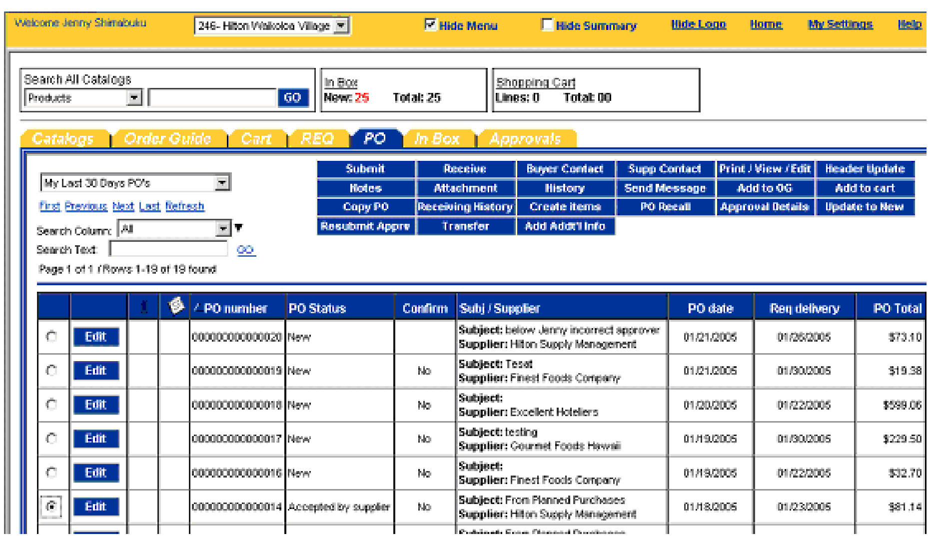
5. Adding Additional Information

Step 3: After the PO has been accepted by the Supplier, it can be located on the PO Tab by Selecting the Search Column: **HSM PO No.** or **Track No.** and the appropriate value in the Search Text field.



Step 4: From the Receiving Screen, the user entering receiving documents will be able to search for the appropriate PO by either the **HSM PO No**. or the **Tracking Number** by selecting either search attribute from the search column drop down and entering the corresponding value in the search text field.

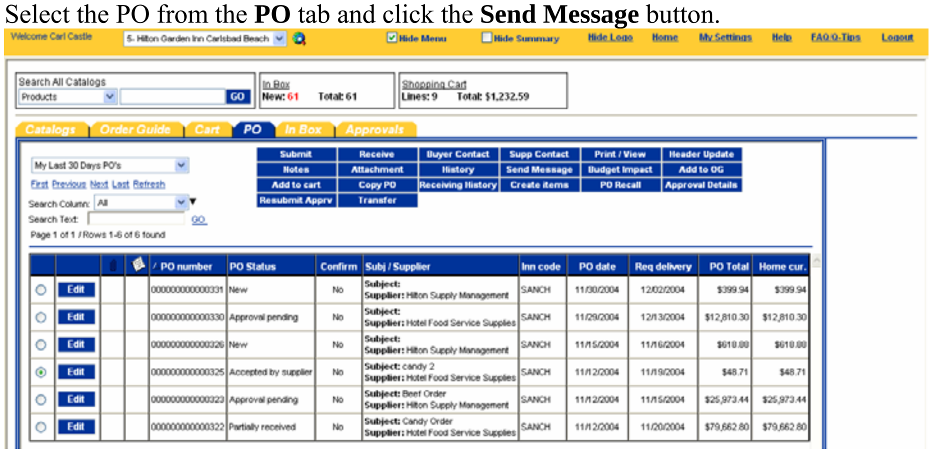




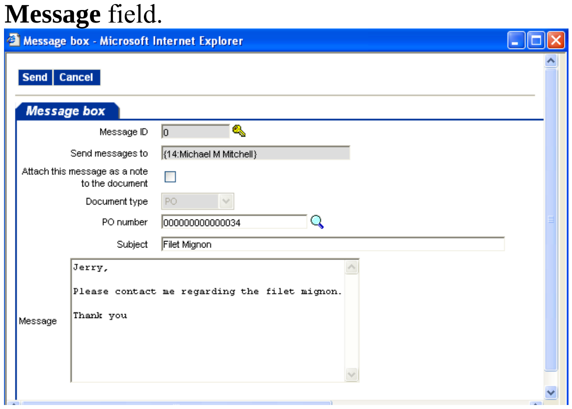
6. Sending a Message to a Supplier

Sending a message to a Supplier allows the Buyer the ability to communicate via e-mail with a Supplier directly from the Birch Street application. This alleviates toggling between the Buyer's e-mail application and Birch Street and provides the Buyer and the Supplier with a dynamic environment whereby PO information is readily available.

Step 1: Select the PO from the **PO** tab and click the **Send Message** button.

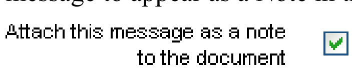


Step 2: **Type** the subject of the message in the **Subject** field. Then compose your message in the **Message** field.



Note: The **"Send message to"** and **" PO number"** fields auto populate with the Supplier Contact Name and the PO number, respectively.

Step 3: Click the **"Attach this message as a note in the document"** checkbox if you would like the message to appear as a Note in the PO.



Step 4: Click the **Send** button to email the message to the Supplier, or the **Cancel** button to cancel the message.

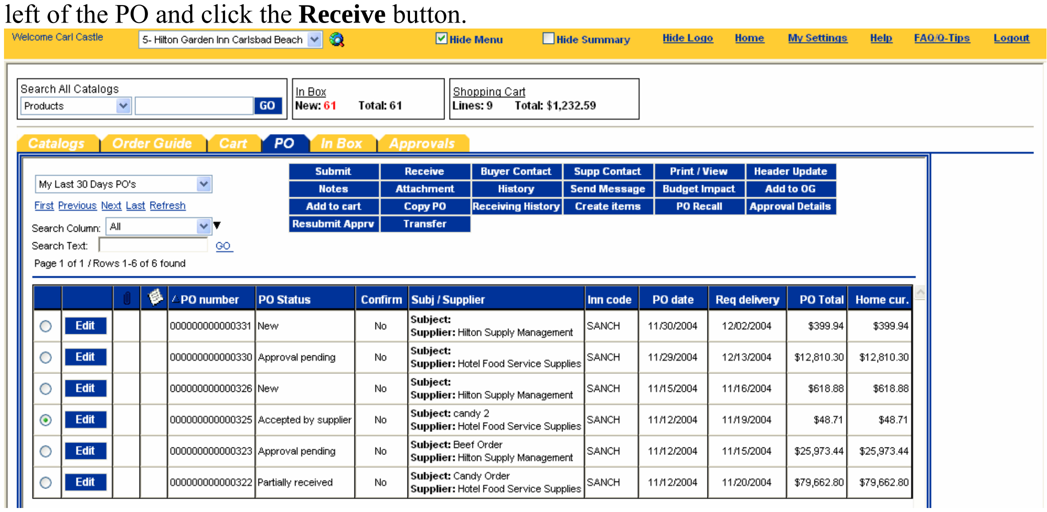
IMPORTANT: The "Send Message" feature does not apply to S-O-T-F's.

Chapter 9 – Receiving

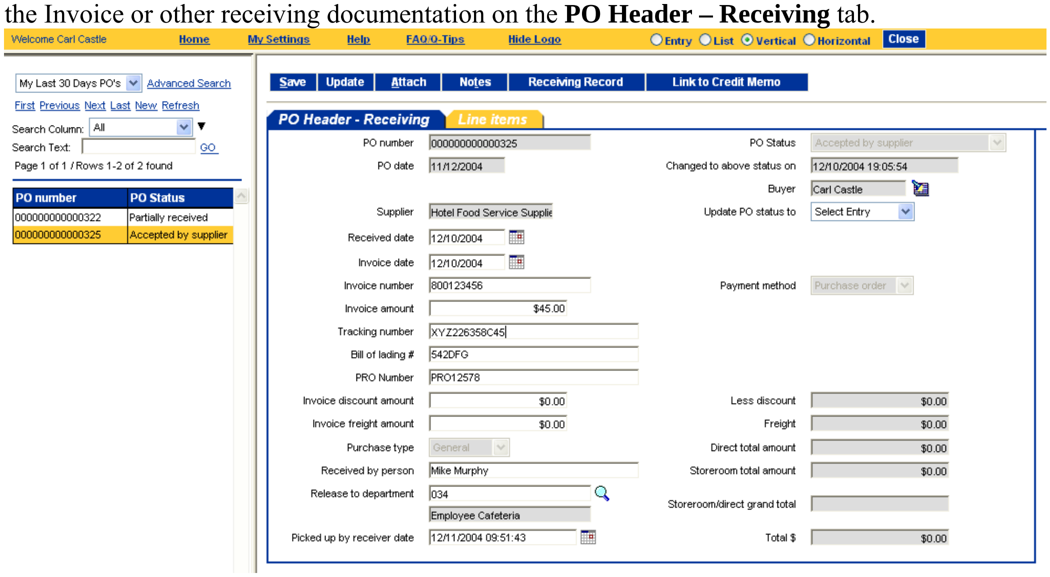
1. Entering a Receiving Event

Users who have rights to the Receiving Functionality can access this functionality from the PO Tab. PO's must have been Accepted by Supplier, Fax/Email Accepted or Fail Failed before a Receiving Event can be entered against the PO.

Step 1: **Access the PO –** Select the PO from the **PO** tab. Select the PO by checking the checkbox to the left of the PO and click the **Receive** button.



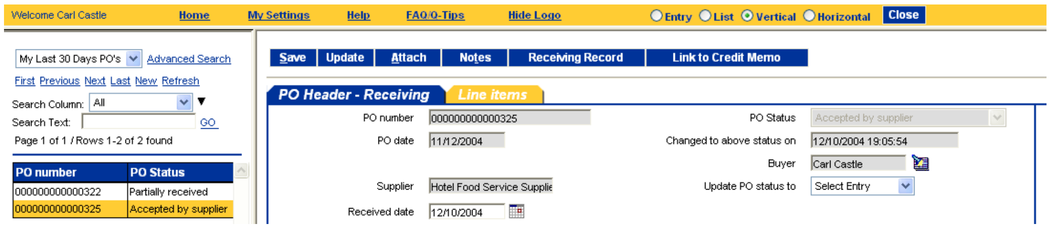
Step 2: **Receive Items (Based on PO) –** The Receive Items screen loads with the PO header and Line items from the selected PO. Enter the **Received Date** (required) and any other information from the Invoice or other receiving documentation on the **PO Header – Receiving** tab.



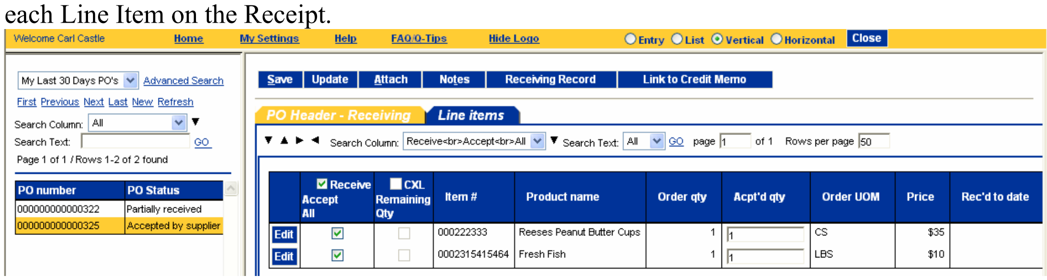
Chapter 9 – Receiving

1. Entering a Receiving Event

Step 3: Click the Line Item tab.

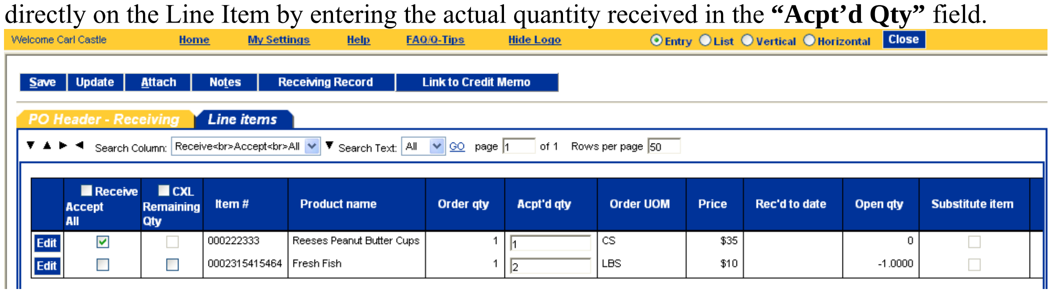


Step 4: **Enter Detail Receiving Data --** To Receive All Line Items completely, select the checkbox labeled "Receive Accept All". Taking this action marks the "Receive Accept All" checkbox for each Line Item on the Receipt.

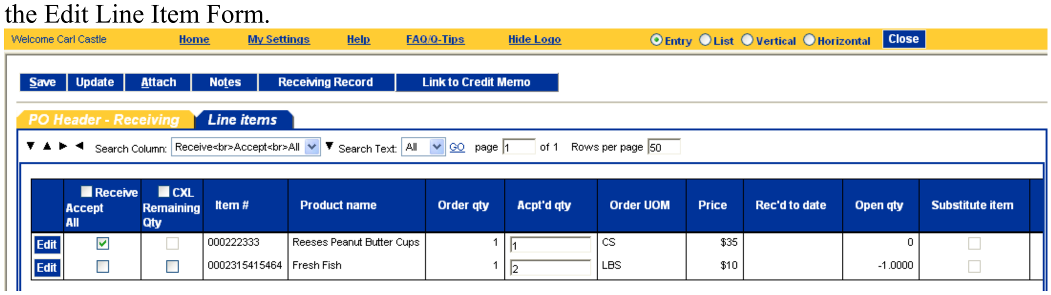


Quantity Adjustments Quantity Adjustments (i.e. Overships or Underships) can be entered directly on the Line Item Grid or Entered in more detail via the **Edit** button to the left of each line item.

Step 5: **Quantity Adjustments Entered from the Line Item Grid --** Enter Quantity Adjustments directly on the Line Item by entering the actual quantity received in the **"Acpt'd Qty"** field.



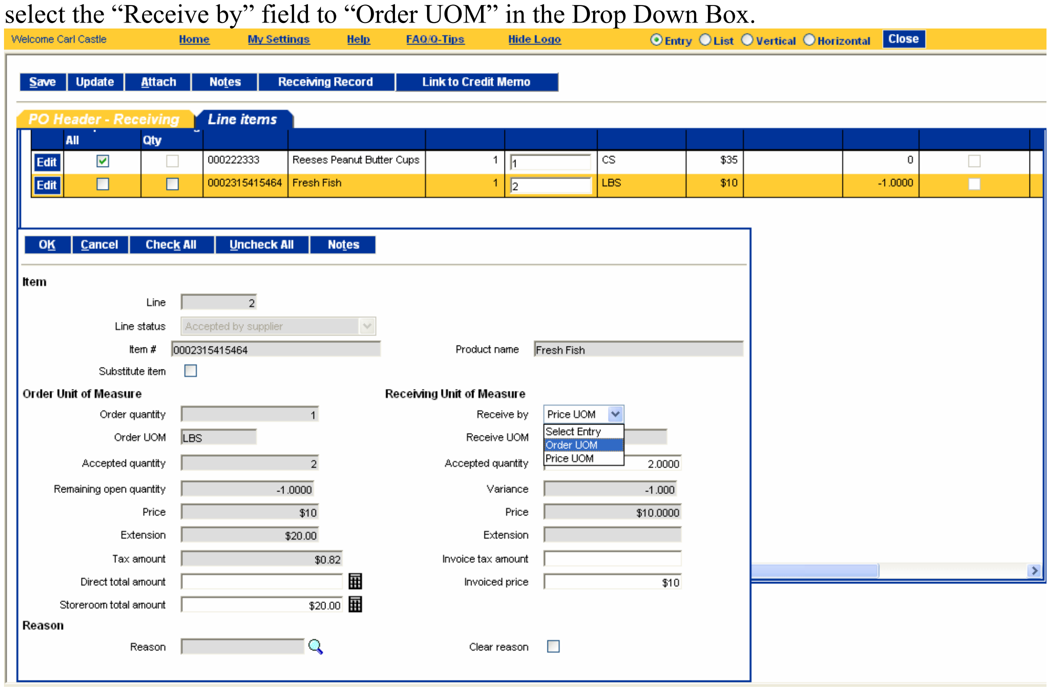
Step 6: **Quantity Adjustments Entered from Edit Line Item form** – Click on the **Edit** button to access the Edit Line Item Form.



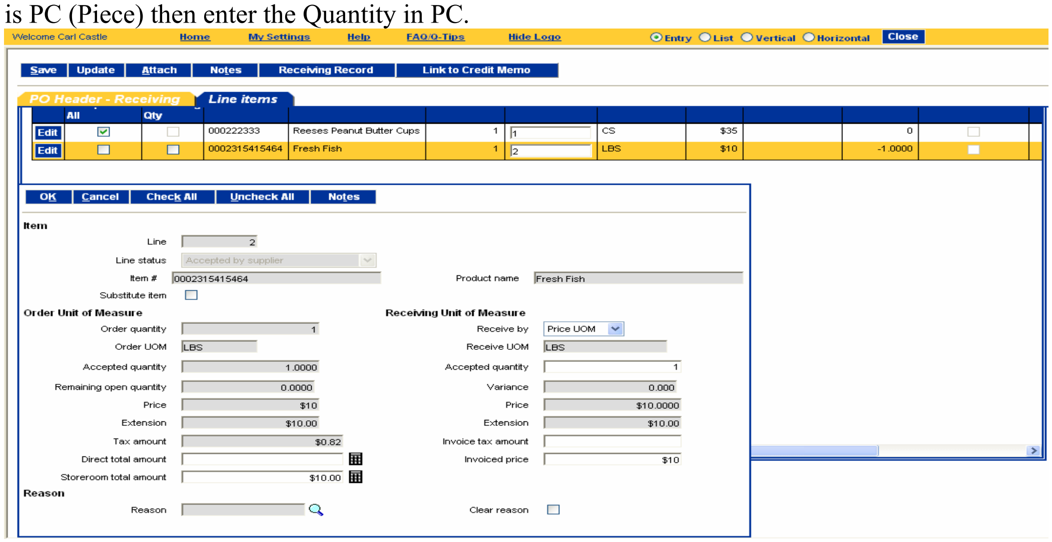
Chapter 9 – Receiving

1. Entering a Receiving Event

Step 7: **Change the Receiving UOM –** For some items (typically Catch Weight Items) the Item may be received in either the Price UOM (default) or the Order UOM. To Received by the Order UOM, select the "Receive by" field to "Order UOM" in the Drop Down Box.



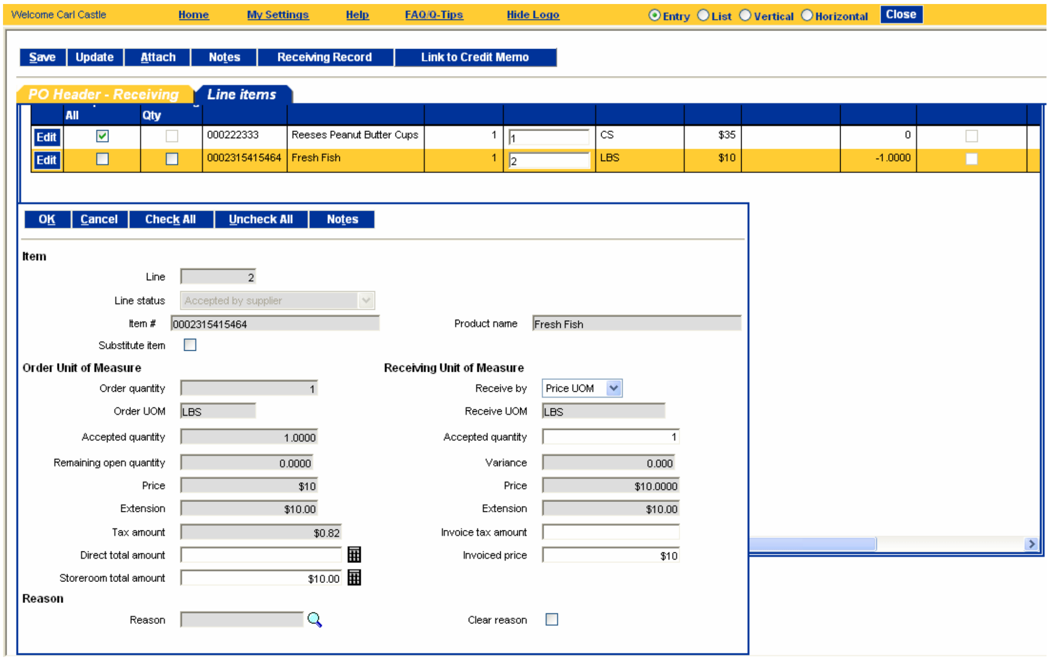
Step 8: **Enter Accepted Quantity --** When entering the Accepted Quantity, make sure to enter the Quantity that matches the UOM Received by. For Example, if receiving by Price UOM and Price UOM equals LBS, than enter the Quantity in LBS. If receiving by Order UOM and Order UOM is PC (Piece) then enter the Quantity in PC.



Chapter 9 – Receiving

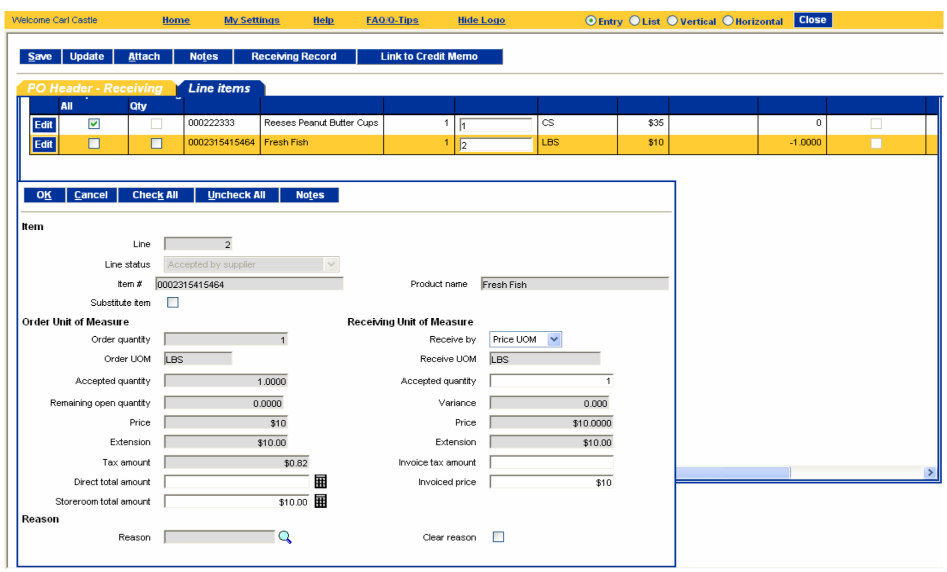
1. Entering a Receiving Event

Step 9: **Enter Direct and Storeroom Total amounts -** Enter Direct and Storeroom totals in the appropriate fields on the line item. Calculator Icons is provided to access calculator functionality to determine these values.



Step 10: **Select a Reason Code –** Select a Reason Code from the Reason Code Lookup. To clear a previously selected Reason Code, check the "Clear Reason Checkbox.

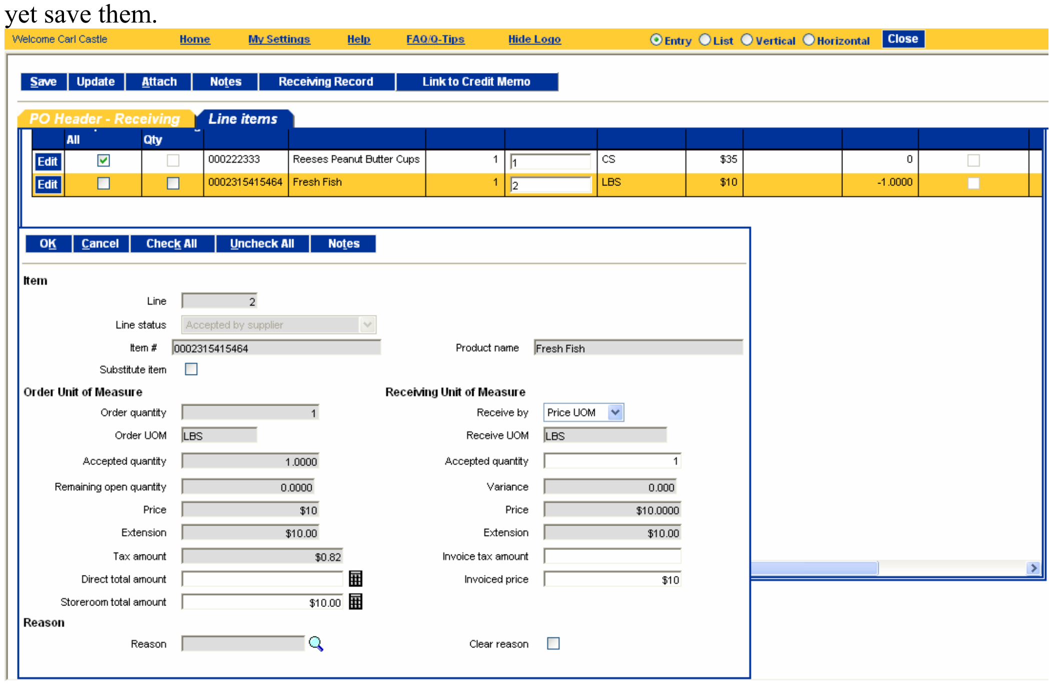
NOTE: Even though the field is grey-ed out, the User may access the available selections via the Magnifying Glass icon.



Chapter 9 – Receiving

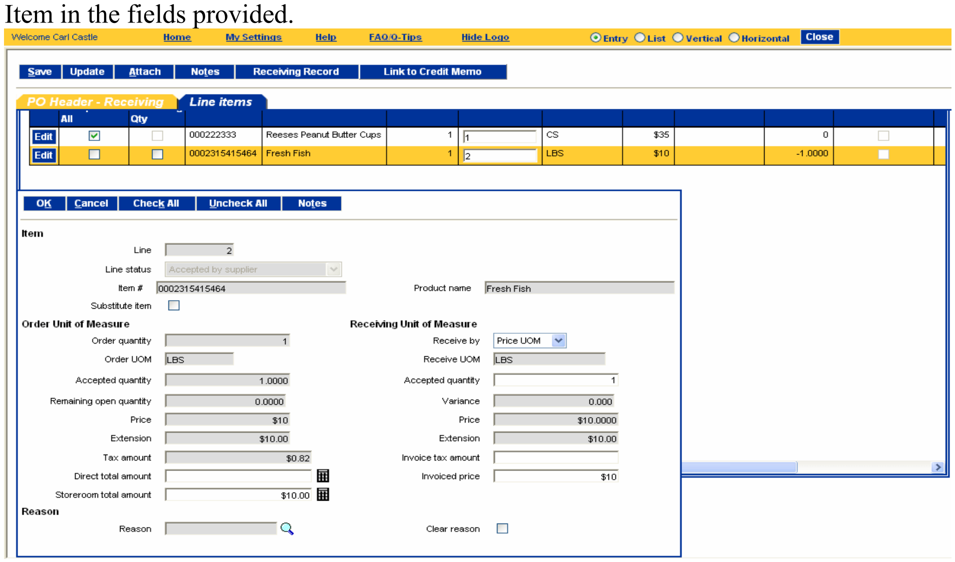
1. Entering a Receiving Event

Step 11: **Click OK to accept Line Item Changes --** Clicking **OK** captures the Line Item Edits but does not yet save them.



Pricing Adjustments – From the Receiving Line Item Tab you can enter tax and price details from the Invoice or other documentation if required. Price Changes here will be noted on both the Receiving and PO records but **will NOT change the original pricing information saved with the PO as submitted to the Supplier.**

Step 12: **Enter Invoice Tax and Invoiced Price –** Enter the Invoice Tax and Price values for this Line Item in the fields provided.

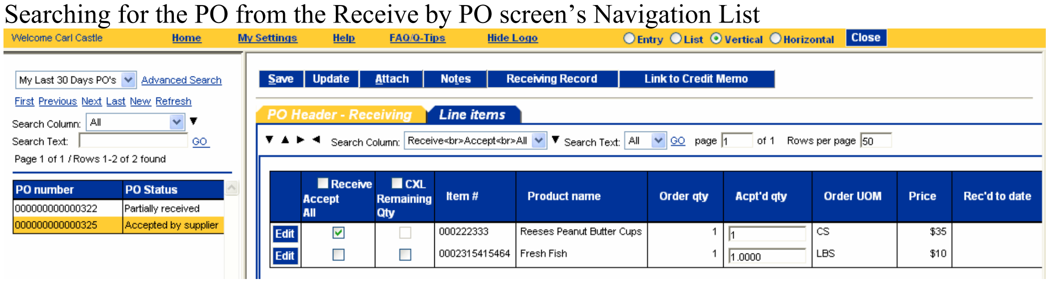


Chapter 9 – Receiving

1. Entering a Receiving Event

Save and Update – The Receiving Record provides two types of "Save" functionality, **Save** and **Update.**

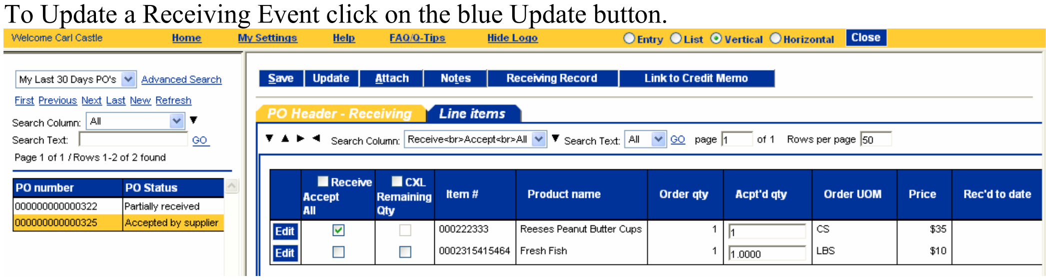
Step 13: **Save -** The **Save** button allows the user to save their work without completing a posting the Receiving Event. This is particularly useful when working on receipts for large PO's. The user can enter some of the line items, save, and recall the Receiving Event later for further editing by Searching for the PO from the Receive by PO screen's Navigation List



Update – The **Update** button permanently saves the Receiving Event record (i.e. No further changes to <u>this</u> receiving event are possible). The **Update** button also updates the PO record permanently with details regarding this receiving event.

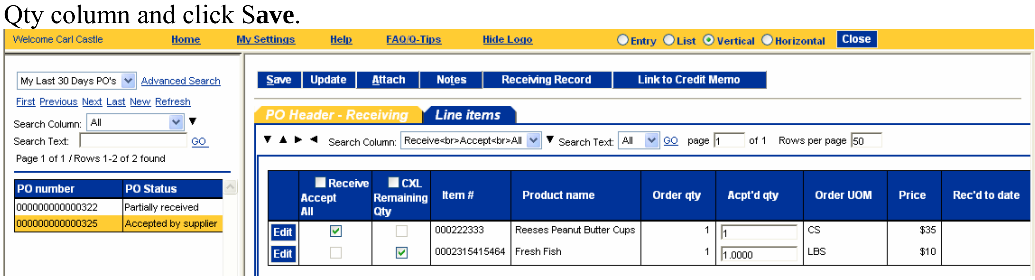
NOTE: Additional Receiving Events for a PO are still possible after an update. Update only prevents further editing on the receiving event that has been updated.

Step 14: To Update a Receiving Event click on the blue Update button.



<u>**Cancel Remaining Quantity**</u> **–** The "Cancel Remaining Quantity" feature is available from the Line Items tab on the Receive Items by PO screen. This feature lets the Receiver Cancel individual or ALL Line Items on the PO that have an Open quantity associated with the line**.** For example, if on a <u>previously updated</u> receiving event, an individual line item had been received for 9 of the 10 items ordered, a subsequent receiving event may be entered and updated that Cancels that Remaining Line Item. NOTE: Cancel Remaining Qty may not be used in conjunction with a receipt for that item on the same Receiving Event. For example, for a Line Item with a Qty of 10, you may NOT receive 9 and cancel the remaining 1 during the same Receiving Event.

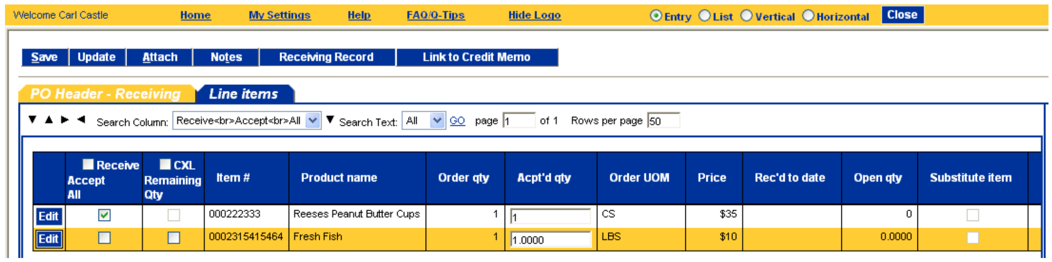
Step 15: To cancel a Remaining Quantity on a line item select the check box under the CXL Remaining Qty column and click **Save**.



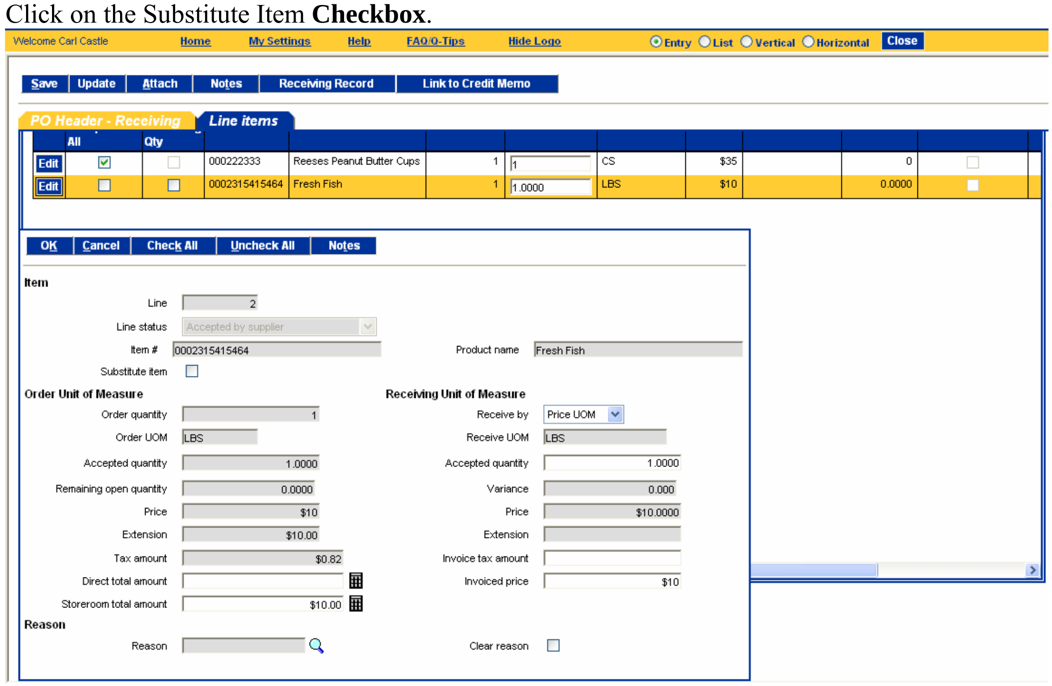
2. Entering a Substitute Item during a Receiving Event

Substitute Items -- Items may be substituted for one another from the Receive By PO Screen.

Step 1: **Line Item Detail Tab --** From the Line Item Detail tab, select the **Edit** button to the left of the Line Item to be substituted for.



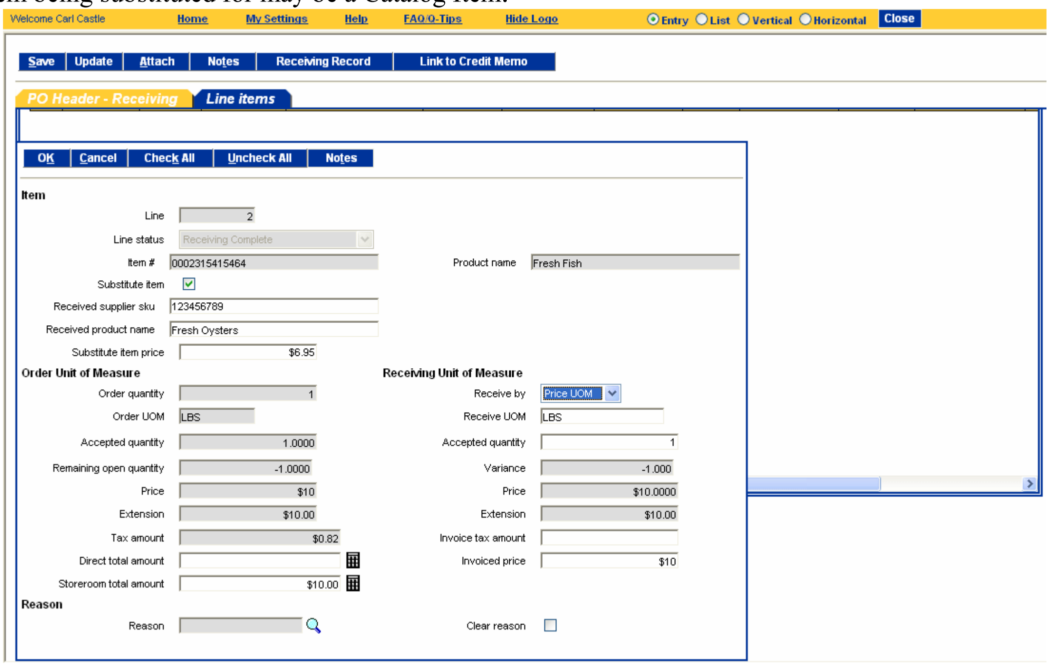
Step 2: Click on the Substitute Item **Checkbox**.



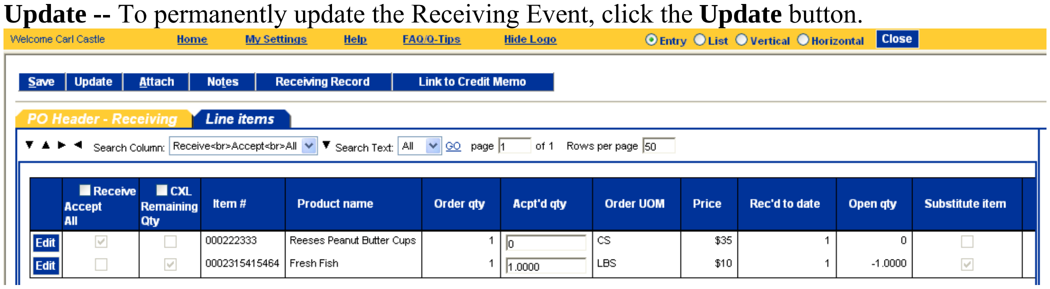
2. Entering a Substitute Item during a Receiving Event

Step 3: **Enter Substitute Item --** Enter the Substitute SKU, Substitute Product Name, and Substitute Price in the dynamically displayed fields. Enter the Accepted Quantity and click **OK** to process this line item.

NOTE: Substitute Items entered during the receiving process are always considered Non-Catalog Content even though the item being substituted for may be a Catalog Item.



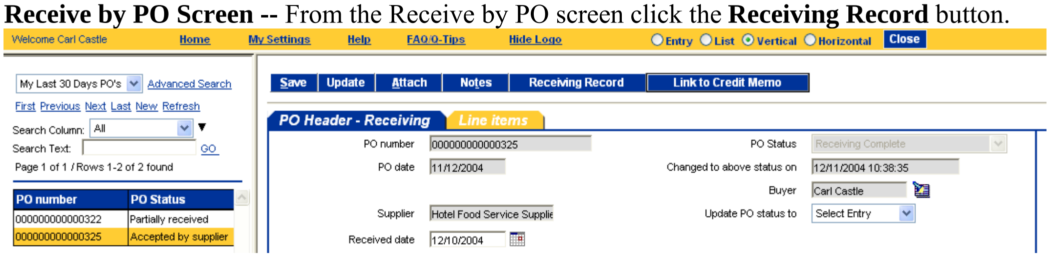
Step 4: **Update --** To permanently update the Receiving Event, click the **Update** button.



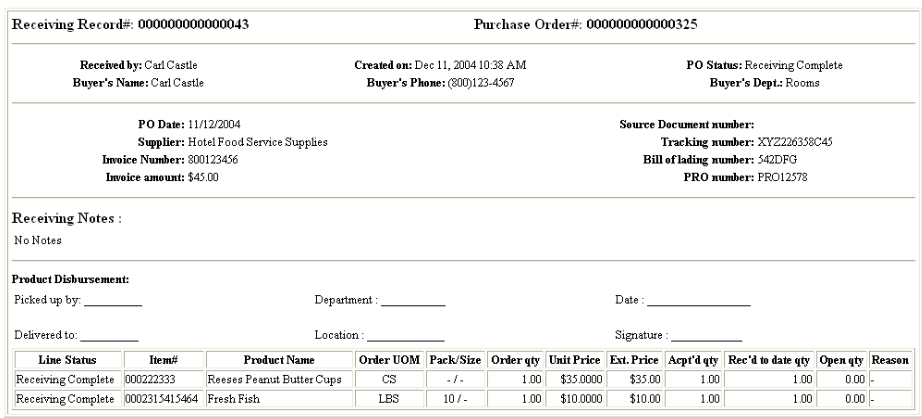
3. Printing a Receiving Record

Printing a Receiving Record -- Receiving Records are printed from the Receive by PO screen

Step 1: **Receive by PO Screen --** From the Receive by PO screen click the **Receiving Record** button.



Step 2: **Receiving Record –** The Receiving Record is displayed.



Receiving Record#: 000000000000043 Purchase Order#: 000000000000325

Received by: Carl Castle **Created on:** Dec 11, 2004 10:38 AM **PO Status:** Receiving Complete
Buyer's Name: Carl Castle **Buyer's Phone:** (800)123-4567 **Buyer's Dept.:** Rooms

PO Date: 11/12/2004
Supplier: Hotel Food Service Supplies
Invoice Number: 800123456
Invoice amount: $45.00

Source Document number:
Tracking number: XYZ226358C45
Bill of lading number: 542DFG
PRO number: PRO12578

Receiving Notes :
No Notes

Product Disbursement:
Picked up by: __________ Department : ___________ Date : _________________

Delivered to: __________ Location : _____________ Signature : ____________

Line Status	Item#	Product Name	Order UOM	Pack/Size	Order qty	Unit Price	Ext. Price	Acpt'd qty	Rec'd to date qty	Open qty	Reason
Receiving Complete	000222333	Reeses Peanut Butter Cups	CS	- / -	1.00	$35.0000	$35.00	1.00	1.00	0.00	-
Receiving Complete	0002315415464	Fresh Fish	LBS	10 / -	1.00	$10.0000	$10.00	1.00	1.00	0.00	-

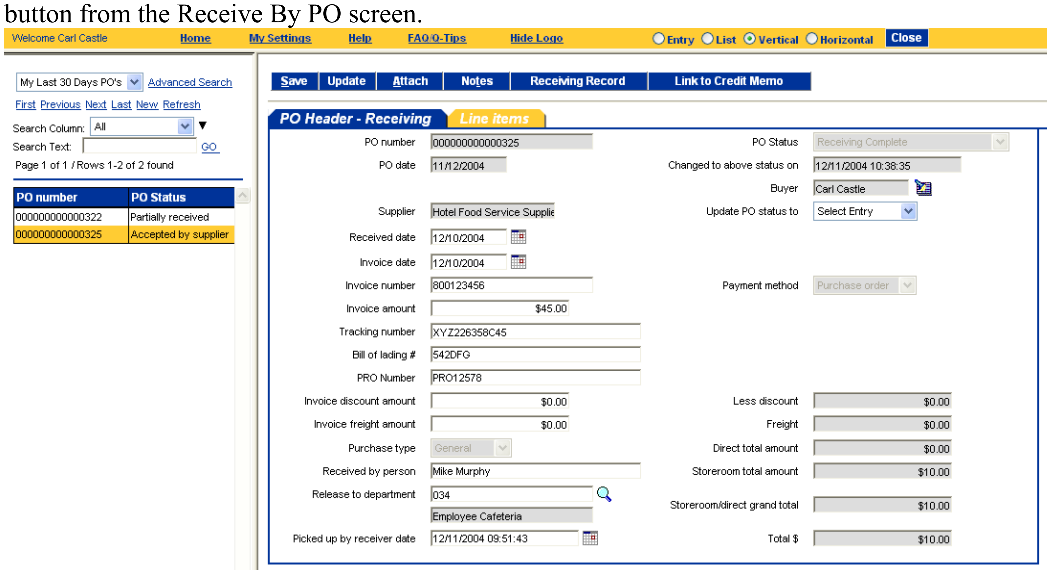
Chapter 9 – Receiving

4. Credit Memo (Corrected Invoice Memo)

<u>Credit Memo (Corrected Invoice Memo)</u> -- The Credit Memo or Corrected Invoice Memo provides a summary of all changes, relative to the Original PO, for a Receiving Event.

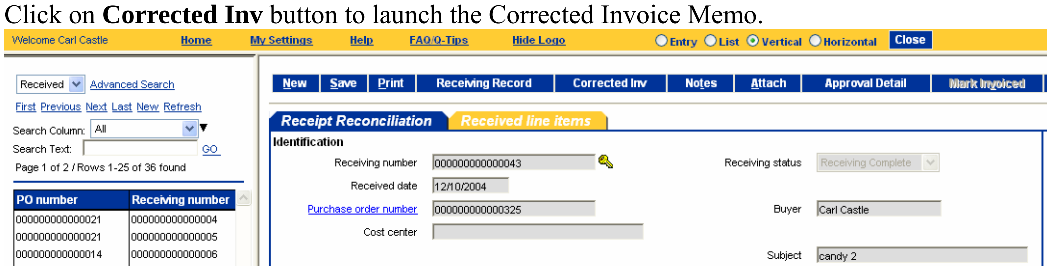
NOTE: If a Receiving event has no changes from the information submitted to the Supplier on the PO, the Credit Memo will print out blank

Step 1: **Credit Memo --** For a <u>previously Updated Receiving Event</u>, click on the **Link to Credit Memo** button from the Receive By PO screen.



Reconciliation Screen - The Reconciliation Screen loads with the Receiving Record in question. The Reconciliation screen is the only screen from which the Credit Memo (Corrected Invoice Memo) is available.

Step 2: Click on **Corrected Inv** button to launch the Corrected Invoice Memo.



4. Credit Memo (Corrected Invoice Memo)

Step 3: View Corrected Invoice Memo

CORRECTED INVOICE MEMO

Hotel Food Service Supplies SUPPLIER NAME	**12/11/2004** TODAY'S DATE
123456789 INVOICE_NUMBER	**11/15/2004** INVOICE DATE
$6,357.00 ORIGINAL INVOICE AMOUNT	**Hilton Garden Inn Carlsbad Beach** HOTEL NAME
000000000000322 PO NUMBER	**000000000000041** RECEIVING RECORD

WE HAVE MADE THE FOLLOWING CORRECTIONS ON YOUR INVOICE. PLEASE ADJUST YOUR RECORDS ACCORDINGLY.

ITEM	PRODUCT NAME	QTY. INV.	QTY. RECV.	QTY. VAR.	PRICE INV.	PRICE QUOTED	PRICE VAR.	VAR. EXT.	REASON FOR ADJUSTMENT
0000978987	Chocolate Chip Cooki	1.00	2.00	1.0	$70.0000	$65.0000	$5.0000	- $60.00	-
							TOTAL	- $60.00	

PREPARED BY:____________________________

Receiving Clerk Signature

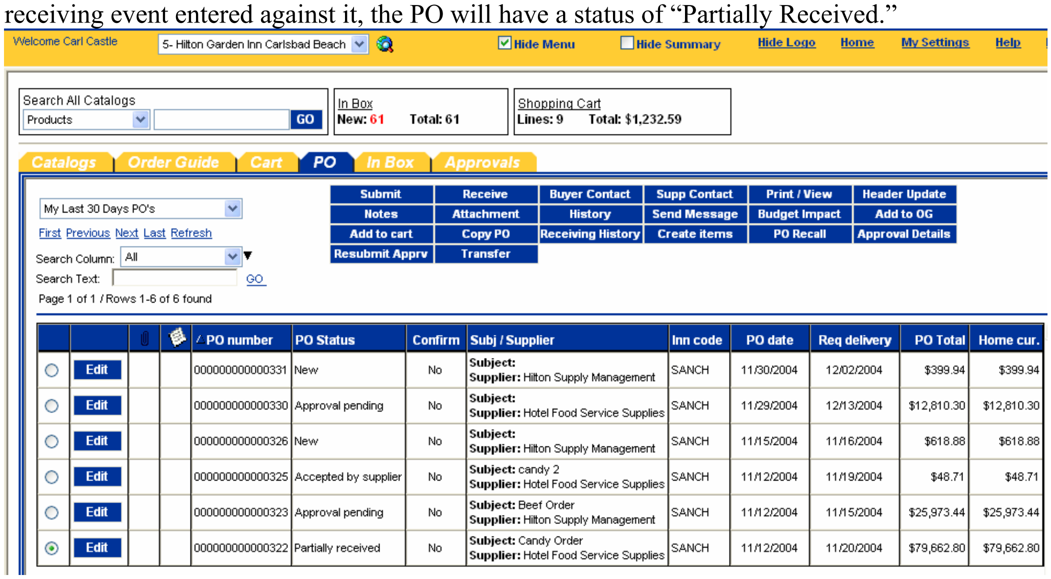
____

Driver Signature

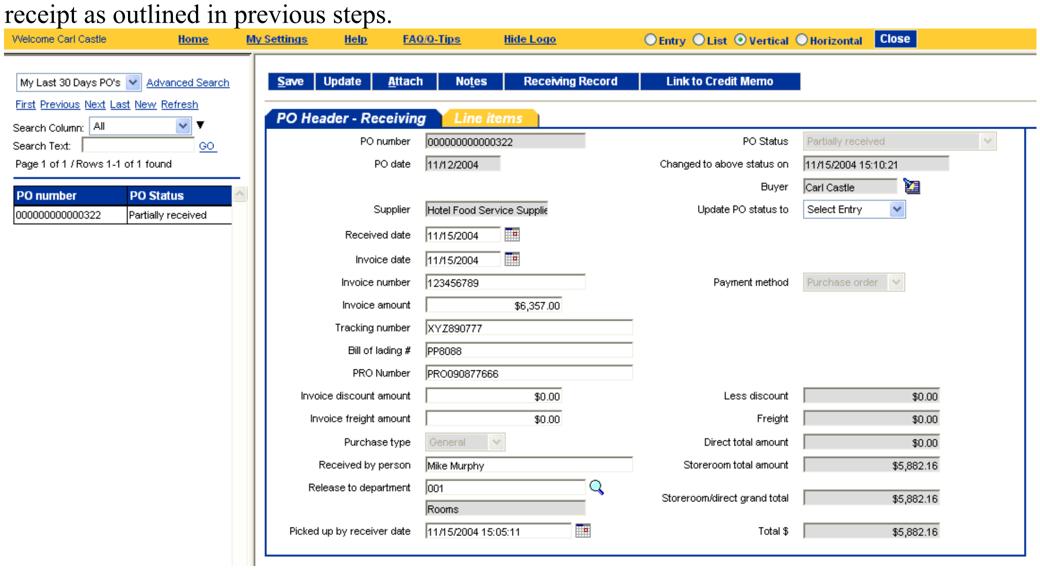
5. Creating Multiple Receiving Events against a PO

Creating Multiple Receiving Events against a PO - PO's that have not been fully received against will stay in a "Partially Received" status until receiving is complete or the Status has been manually updated as such. There is no limit to the number of receiving events that can be entered against one PO.

Step 1: From the PO Tab, select the PO to receive against. If the PO has previously had a partial receiving event entered against it, the PO will have a status of "Partially Received."



Step 2: **Edit Receiving Event Header --** The Receiving Event Header will load with information from the previous receiving event. Edit this as is necessary. Click on the Line Item tab and continue receipt as outlined in previous steps.



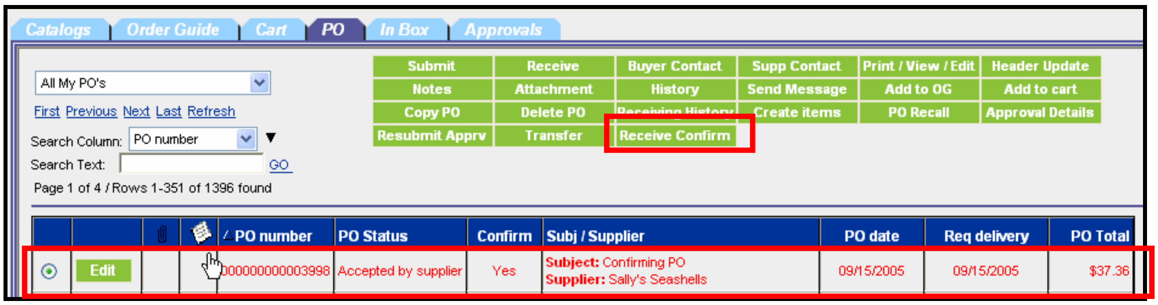
Chapter 9 – Receiving

6. Receiving Against a Confirming PO

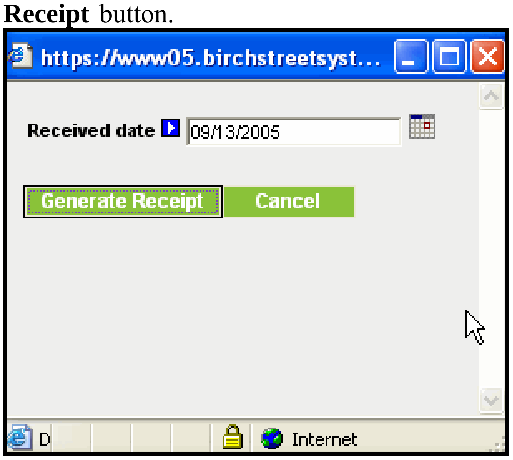
We realize that when the PO Originator flags a PO as "Confirming" that the goods or services in question may have already been delivered to the property, or in some cases, may never be delivered (software license expense or some other intangible item). The "Receive Confirming PO" feature should be used to document the fact that the items on the Confirming PO were in fact received, used or consumed. The PO Originator (person who created the "Confirming" PO) can create a "one-step", system generated receiving event against the Confirming PO by using this feature. If the Confirming PO was not received, the hotel Receiving personnel will be able to receive against the Confirming PO at a later date, once the products have been shipped to the property.

- The Receive Confirm button provides a one-step process for receiving a Confirming PO.
- All Receipts entered via this button are Received in Full only (ie. No partial receipts).

Step 1: On the PO Tab, select a **Confirming PO** (Confirming PO's are always visible in Red type) and click the '**Receive Confirm**' button.

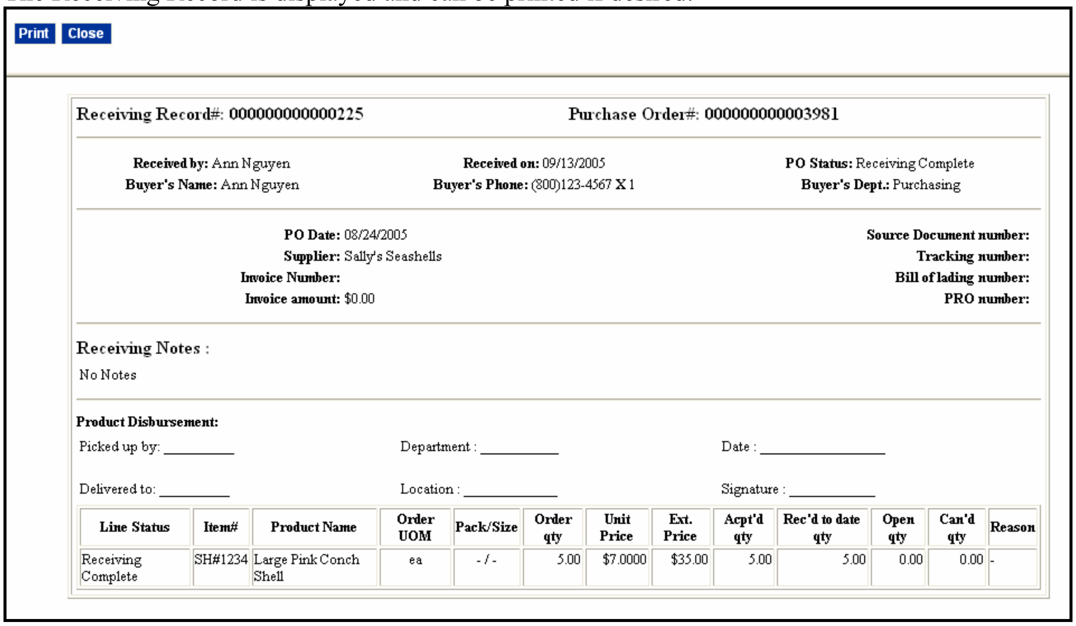


Step 2: Enter the date (either manually, or using the calendar icon) on the Pop-up window and click the **Generate Receipt** button.



6. Receiving Against a Confirming PO

Step 3: The Receiving Record is displayed and can be printed if desired.



Print Close

Receiving Record#: 000000000000225 Purchase Order#: 000000000003981

Received by: Ann Nguyen **Received on:** 09/13/2005 **PO Status:** Receiving Complete
Buyer's Name: Ann Nguyen **Buyer's Phone:** (800)123-4567 X 1 **Buyer's Dept.:** Purchasing

PO Date: 08/24/2005
Supplier: Sally's Seashells
Invoice Number:
Invoice amount: $0.00

Source Document number:
Tracking number:
Bill of lading number:
PRO number:

Receiving Notes :
No Notes

Product Disbursement:
Picked up by: _________ Department : __________ Date : ________________
Delivered to: _________ Location : ____________ Signature : ___________

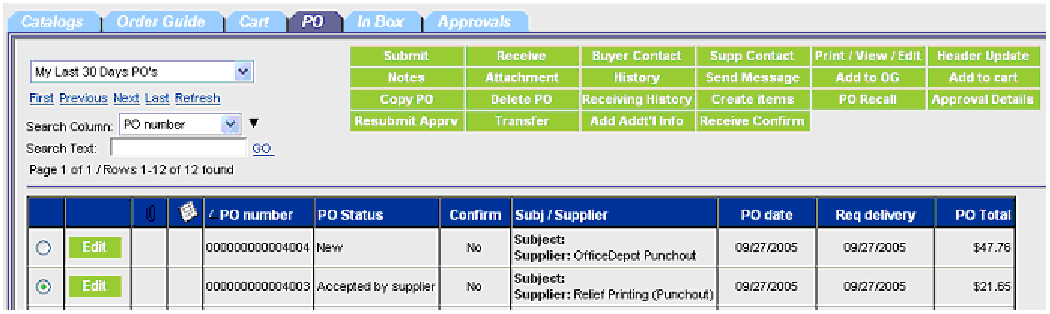
Line Status	Item#	Product Name	Order UOM	Pack/Size	Order qty	Unit Price	Ext. Price	Acpt'd qty	Rec'd to date qty	Open qty	Can'd qty	Reason
Receiving Complete	SH#1234	Large Pink Conch Shell	ea	- / -	5.00	$7.0000	$35.00	5.00	5.00	0.00	0.00	-

Chapter 9 – Receiving

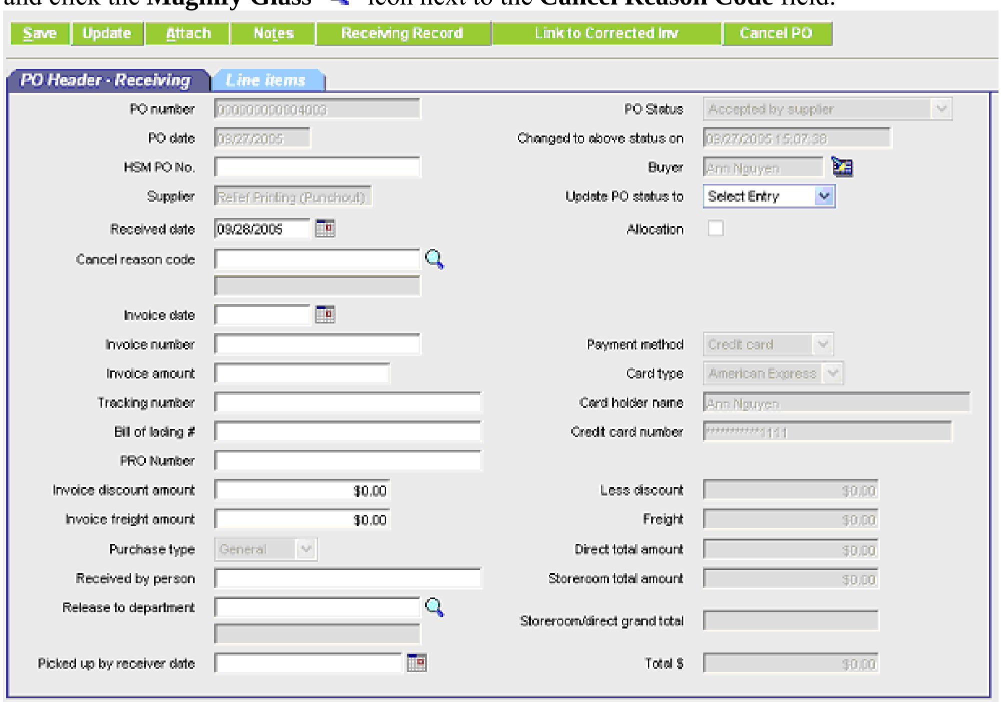
7. Canceling a PO

The **Cancel PO** button allows the user to cancel a PO upon receiving, provided a Cancellation reason is entered.

Step 1: On the PO Tab, select a PO in either '*Accepted by Supplier*' or '*Fax/Email Accepted*' status and click the **Receive** button.

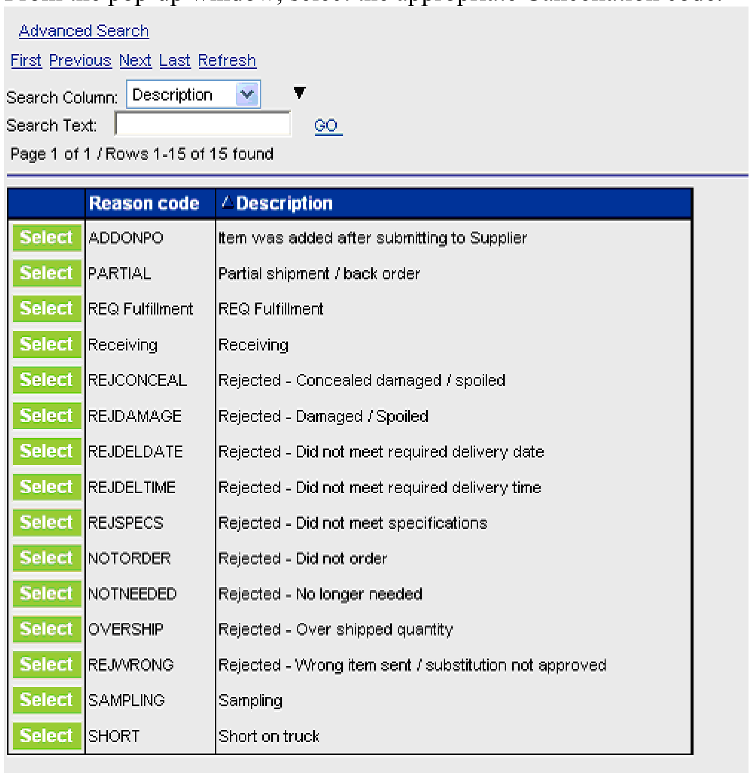


Step 2: On the Receiving Screen, enter the **Received Date** (either manually, or using the calendar icon) and click the **Magnify Glass** icon next to the **Cancel Reason Code** field:



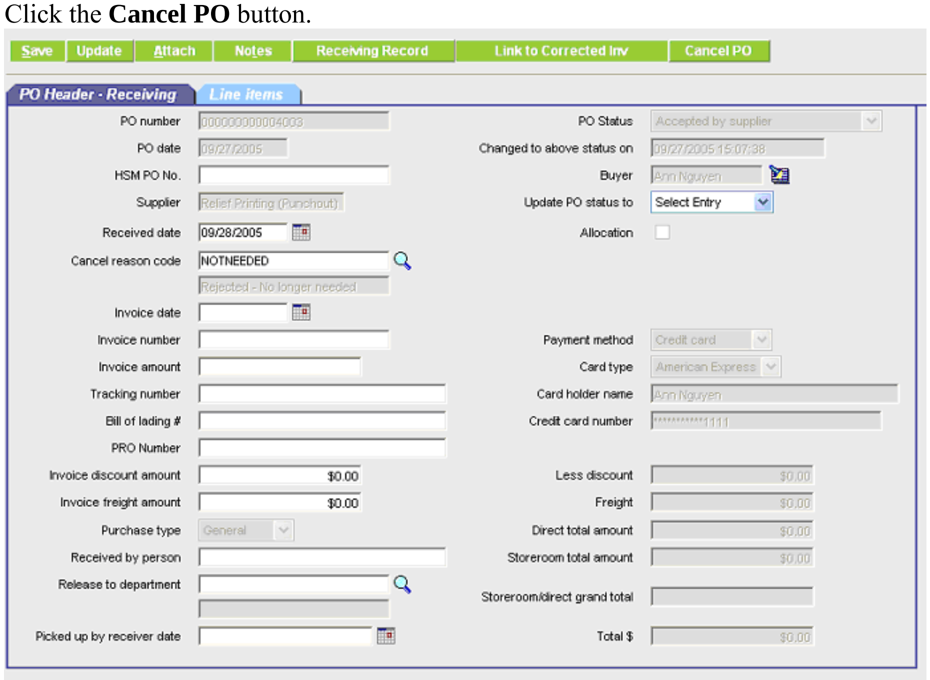
7. Canceling a PO

Step 3: From the pop-up window, select the appropriate Cancellation code.



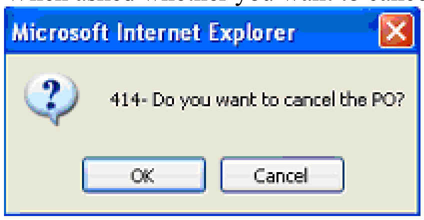
	Reason code	Description
Select	ADDONPO	Item was added after submitting to Supplier
Select	PARTIAL	Partial shipment / back order
Select	REQ Fulfillment	REQ Fulfillment
Select	Receiving	Receiving
Select	REJCONCEAL	Rejected - Concealed damaged / spoiled
Select	REJDAMAGE	Rejected - Damaged / Spoiled
Select	REJDELDATE	Rejected - Did not meet required delivery date
Select	REJDELTIME	Rejected - Did not meet required delivery time
Select	REJSPECS	Rejected - Did not meet specifications
Select	NOTORDER	Rejected - Did not order
Select	NOTNEEDED	Rejected - No longer needed
Select	OVERSHIP	Rejected - Over shipped quantity
Select	REJWRONG	Rejected - Wrong item sent / substitution not approved
Select	SAMPLING	Sampling
Select	SHORT	Short on truck

Step 4: Click the **Cancel PO** button.

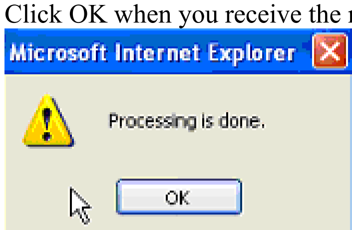


7. Canceling a PO

Step 5: When asked whether you want to cancel the PO, click **OK**.



Step 6: Click OK when you receive the message 'Processing is done.



Step 7: Closing the Receiving screen, brings you back to the PO tab. Click Refresh and notice the status of the PO has changed to '*Buyer Cancelled*'.

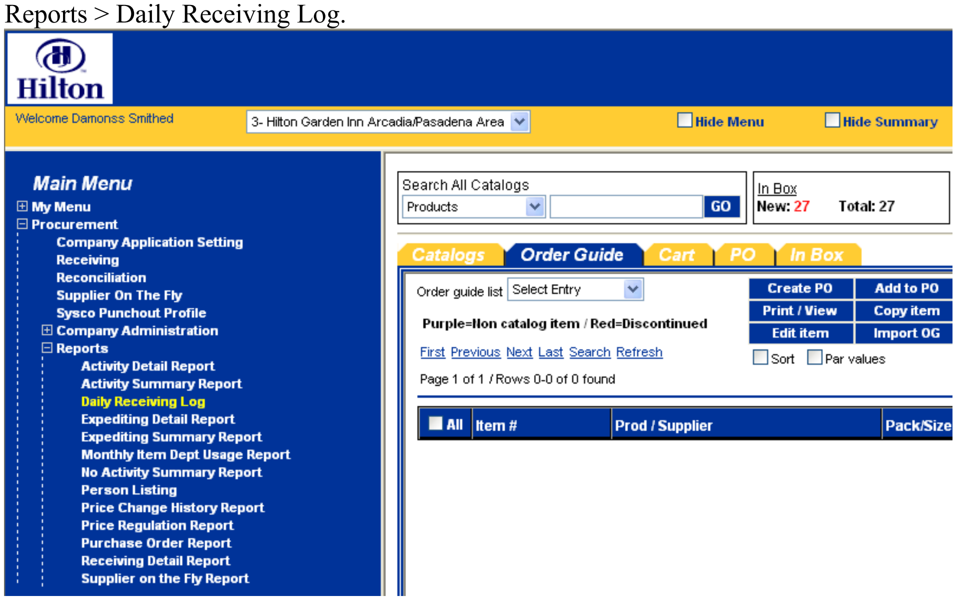
NOTE: At this point, the buyer should contact the supplier to notify them of the cancellation. The above process does not send out any message to the supplier regarding the cancellation.

Chapter 9 – Receiving

8. Daily Receiving Log - Single Day

The Daily Receiving Log was created so the Receiving Department can report on all receiving events for a single day or multiple days.

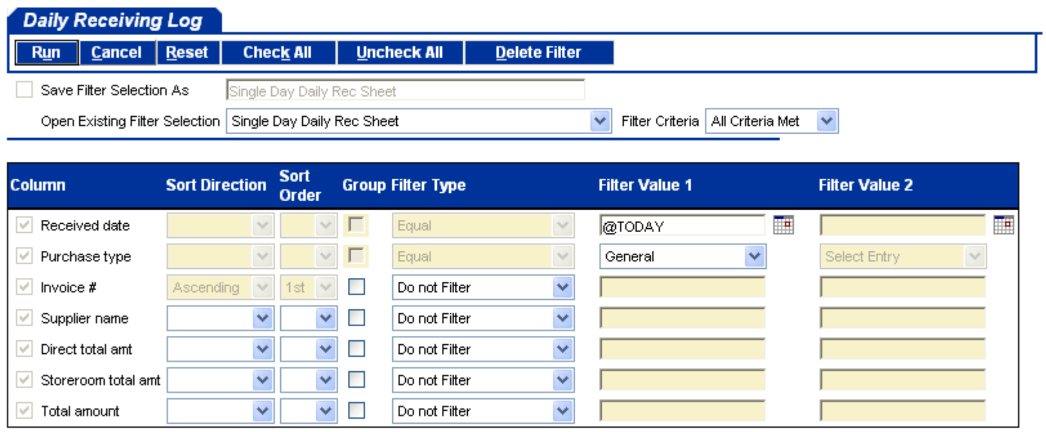
Step 1: Click on the Hide Menu button on the Logo Panel. From the Main Menu click on Procurement > Reports > Daily Receiving Log.



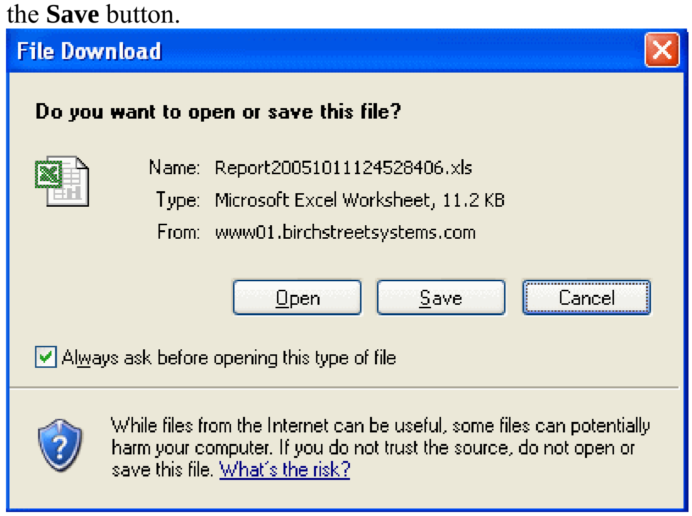
Step 2: The report will open with a screen as depicted below. The Daily Receiving Log has two (2) existing reports available. These reports are “Single Day Daily Rec Sheet” and “Multi Days Daily Rec Sheet”. Click on the drop down arrow for Open Existing Filter Selection and select “Single Day Daily Rec Sheet”.

8. Daily Receiving Log - Single Day

Sheet 3: By selecting the "Single Day Daily Rec Sheet" pre-set filters are displayed. You will notice a "token value" is populated in the Filter Value 1 field for Received date. This "token value" takes the place of entering an actual date. The Filter Value for Purchase type shows General. However, you can change the Filter Value from General to Food or Beverage. Click on the blue **Run** button.

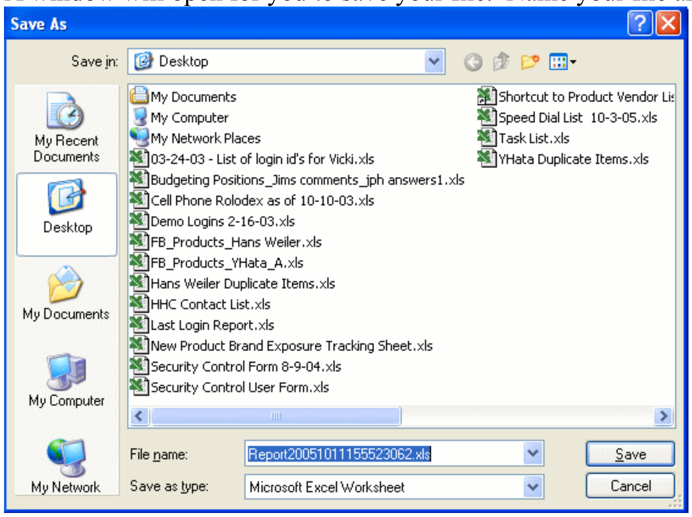


Step 4: When the system has completed processing you will receive a pop-up window that will ask you if you want to Open or Save the report. For this example we are going to save the report. Click on the **Save** button.

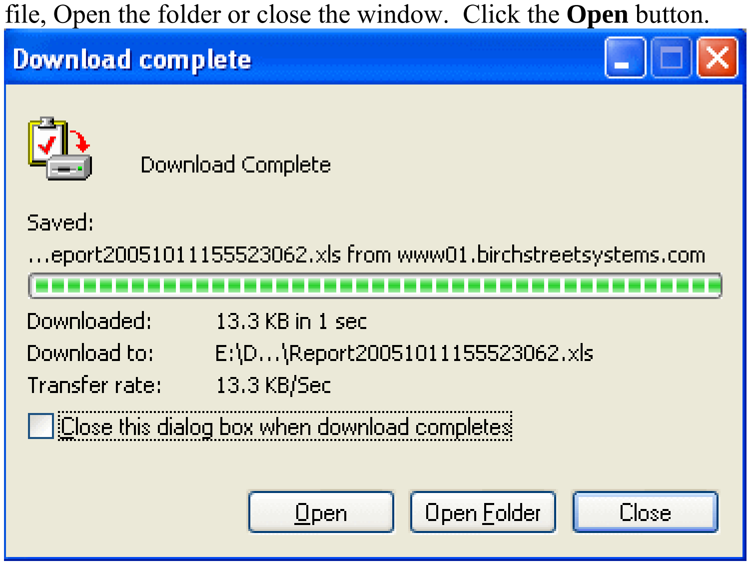


8. Daily Receiving Log - Single Day

Step 5: A window will open for you to save your file. Name your file and click on the **Save** button.

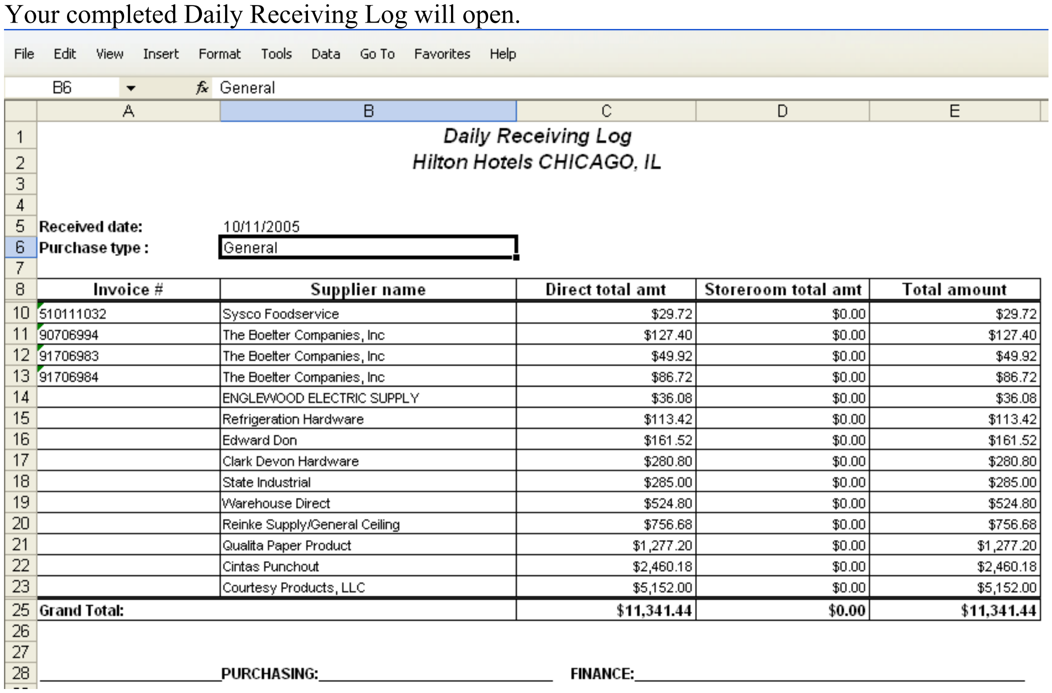


Step 6: Once the system has completed downloading your file you will be prompted to either Open the file, Open the folder or close the window. Click the **Open** button.



8. Daily Receiving Log - Single Day

Step 7: Your completed Daily Receiving Log will open.



Daily Receiving Log
Hilton Hotels CHICAGO, IL

Received date: 10/11/2005
Purchase type : General

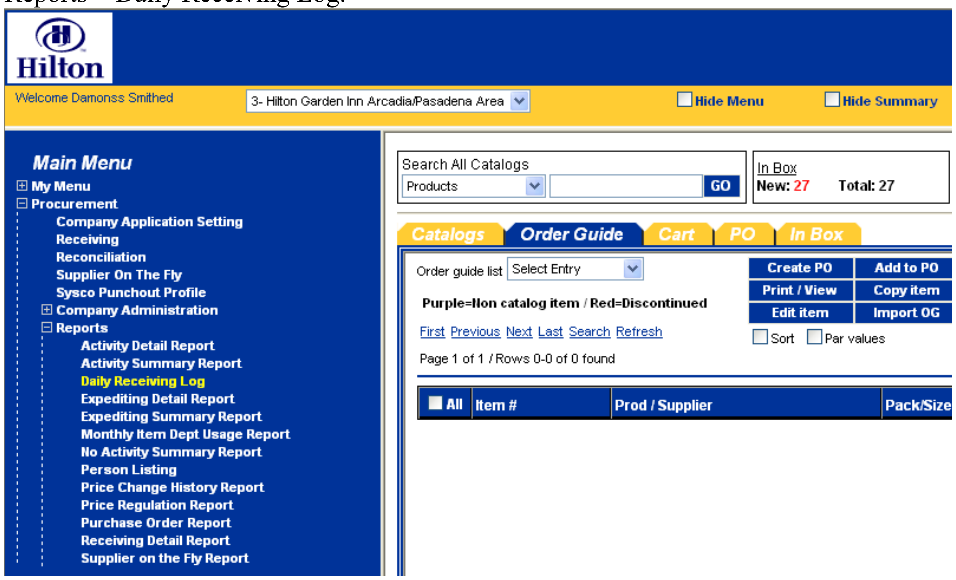
Invoice #	Supplier name	Direct total amt	Storeroom total amt	Total amount
510111032	Sysco Foodservice	$29.72	$0.00	$29.72
90706994	The Boelter Companies, Inc	$127.40	$0.00	$127.40
91706983	The Boelter Companies, Inc	$49.92	$0.00	$49.92
91706984	The Boelter Companies, Inc	$86.72	$0.00	$86.72
	ENGLEWOOD ELECTRIC SUPPLY	$36.08	$0.00	$36.08
	Refrigeration Hardware	$113.42	$0.00	$113.42
	Edward Don	$161.52	$0.00	$161.52
	Clark Devon Hardware	$280.80	$0.00	$280.80
	State Industrial	$285.00	$0.00	$285.00
	Warehouse Direct	$524.80	$0.00	$524.80
	Reinke Supply/General Ceiling	$756.68	$0.00	$756.68
	Qualita Paper Product	$1,277.20	$0.00	$1,277.20
	Cintas Punchout	$2,460.18	$0.00	$2,460.18
	Courtesy Products, LLC	$5,152.00	$0.00	$5,152.00
Grand Total:		**$11,341.44**	**$0.00**	**$11,341.44**

______________________PURCHASING:__________________________ FINANCE:____

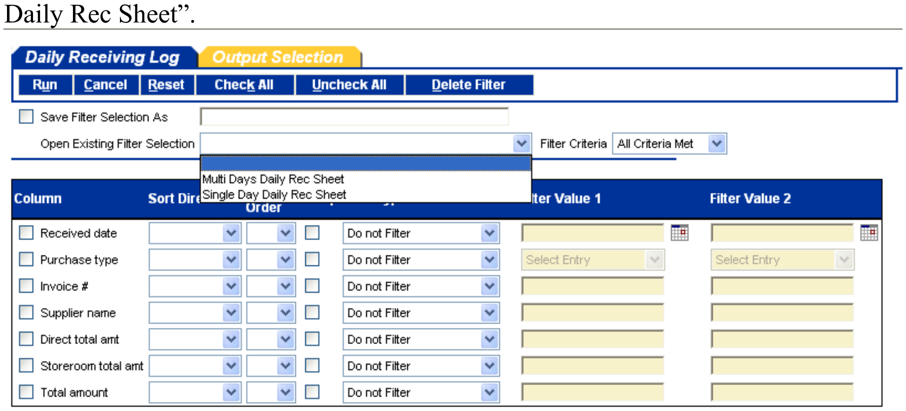
Note: The bottom of the report has two signature lines for Purchasing and Finance to sign once they receive a copy of the log, should you elect to print and obtain hard copy signatures.

9. Daily Receiving Log - Multi Day

Step 1: Click on the Hide Menu button on the Logo Panel. From the Main Menu click on Procurement > Reports > Daily Receiving Log.

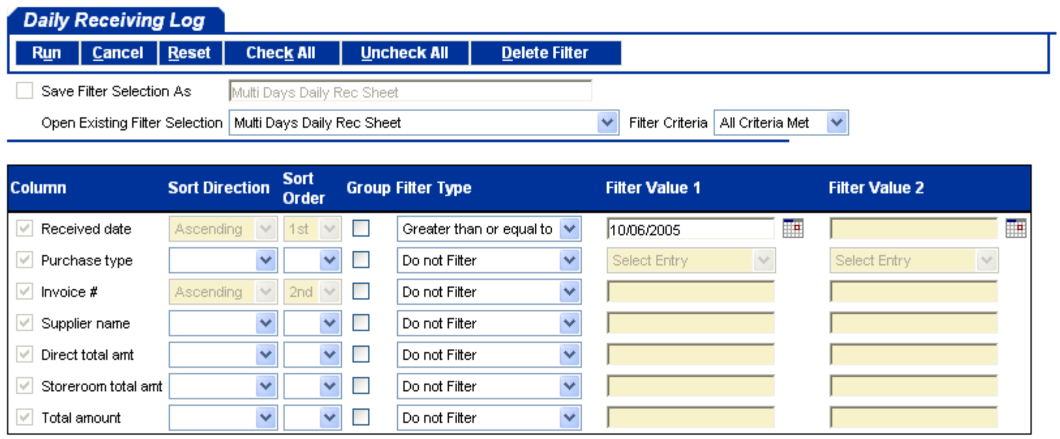


Step 2: The report will open with as depicted below. The Daily Receiving Log has two (2) existing reports available. These reports are "Single Day Daily Rec Sheet" and "Multi Days Daily Rec Sheet". Click on the drop down arrow for Open Existing Filter Selection and select "Multi Day Daily Rec Sheet".



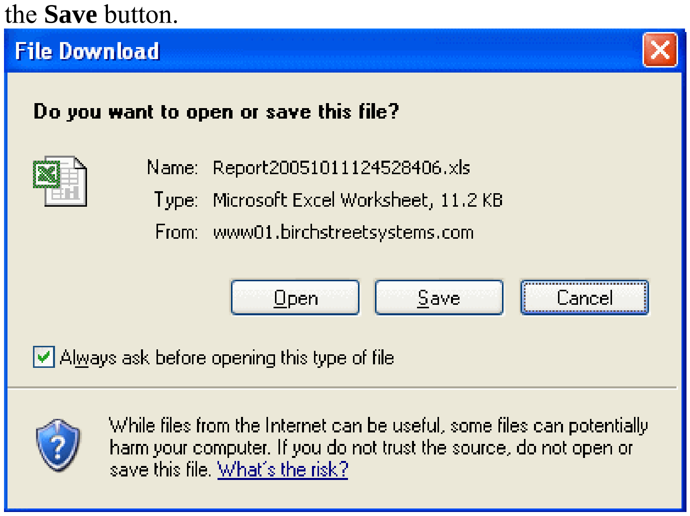
9. Daily Receiving Log - Multi Day

Sheet 3: By selecting the “Multi Day Daily Rec Sheet” you will be able to run a receiving log for multiple days. You will notice the Filter Type is set at “Greater than or equal to”. In the Filter Value 1 field replace the “token value” with a date. You can change the date by clicking on the calendar icon. For example: If you want to run the receiving log for 10/06/05 thru current date you would enter 10/06/05 in the Filter Value 1. Click on the blue **Run** button.



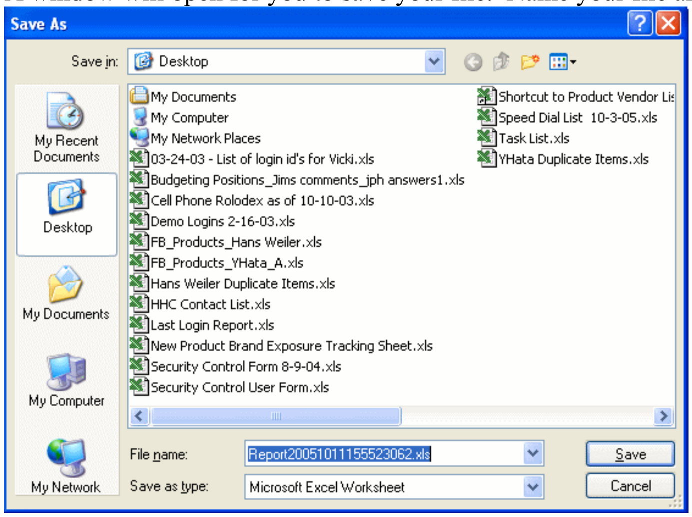
Note: The Purchase type is not filtered because the Multi Day report is meant to provide the receiving events for all purchase types.

Step 4: When the system has completed processing you will receive a pop-up window that will ask you if you want to Open or Save the report. For this example we are going to save the report. Click on the **Save** button.

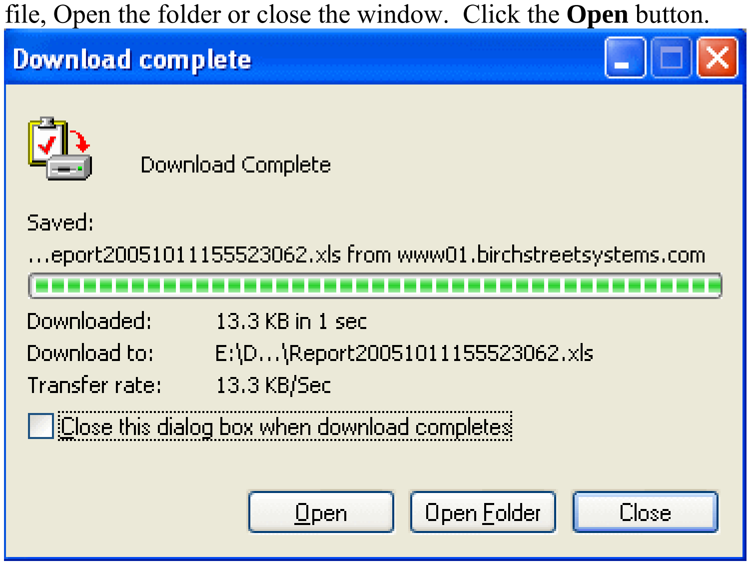


9. Daily Receiving Log - Multi Day

Step 5: A window will open for you to save your file. Name your file and click on the **Save** button.



Step 6: Once the system has completed downloading your file you will be prompted to either Open the file, Open the folder or close the window. Click the **Open** button.



9. Daily Receiving Log - Multi Day

Step 7: Your completed Daily Receiving Log will open.

File Edit View Insert Format Tools Data Go To Favorites Help

A11

Daily Receiving Log
Hilton Hotels CHICAGO, IL

User: CHICH100
Run Date: 10/11/2005 13:00

Selection:

	From	*Through*
Received date	10/06/2005	
Sort By:	Received date	Asc.
	Invoice #	Asc.

Received date	Purchase type	Invoice #	Supplier name	Direct total amt	Storeroom total amt	Total amount
10/6/2005	General					
		510050907	SYSCO Food Services of Chicago, Inc.	$283.24	$0.00	$283.24
			Franmara, Inc.	$136.00	$0.00	$136.00
10/7/2005	General					
		510071189	SYSCO Food Services of Chicago, Inc.	$2,149.20	$0.00	$2,149.20
		510071190	SYSCO Food Services of Chicago, Inc.	$187.26	$0.00	$187.26
		510071191	SYSCO Food Services of Chicago, Inc.	$1,324.74	$0.00	$1,324.74
		510071192	SYSCO Food Services of Chicago, Inc.	$200.65	$0.00	$200.65
		510071193	SYSCO Food Services of Chicago, Inc.	$326.12	$0.00	$326.12
		510071194	SYSCO Food Services of Chicago, Inc.	$1,473.00	$0.00	$1,473.00
		510071195	SYSCO Food Services of Chicago, Inc.	$23.66	$0.00	$23.66
		510071196	SYSCO Food Services of Chicago, Inc.	$582.00	$0.00	$582.00
			KDS Tech Services, Inc.	$0.00	$0.00	$0.00
			G. E. Polymer Shapes	$246.80	$0.00	$246.80
			McMaster Carr	$315.07	$0.00	$315.07
			En Pointe Tech	$389.00	$0.00	$389.00
			Grainger	$784.80	$0.00	$784.80
			Hilton Supply Management	$1,395.00	$0.00	$1,395.00
			Dugmore & Duncan	$1,410.74	$0.00	$1,410.74
			Grainger	$1,916.01	$0.00	$1,916.01
			Drapes 4 Show	$5,475.84	$0.00	$5,475.84
10/10/2005	General					
		510071193	SYSCO Food Services of Chicago, Inc.	$245.76	$0.00	$245.76
			RELIEF PRINTING	$12.85	$0.00	$12.85
			Guest Supply, Inc.	$85.32	$0.00	$85.32
			SYSCO Food Services of Chicago, Inc.	$135.60	$0.00	$135.60
			Print King	$237.80	$0.00	$237.80
			North American	$288.24	$0.00	$288.24
			SYSCO Food Services of Chicago, Inc.	$540.72	$0.00	$540.72
			Windy City Silkscreen	$560.00	$0.00	$560.00
			Conair Corp.	$696.00	$0.00	$696.00
			Cutter & Bucks	$1,170.00	$0.00	$1,170.00
			Guest Supply, Inc.	$25,803.97	$0.00	$25,803.97
10/11/2005	General					
		510111032	Sysco Foodservice	$29.72	$0.00	$29.72
		90706994	The Boelter Companies, Inc	$127.40	$0.00	$127.40
		91706983	The Boelter Companies, Inc	$49.92	$0.00	$49.92
		91706984	The Boelter Companies, Inc	$86.72	$0.00	$86.72
			ENGLEWOOD ELECTRIC SUPPLY	$36.08	$0.00	$36.08
			Refrigeration Hardware	$113.42	$0.00	$113.42
			Edward Don	$161.52	$0.00	$161.52
			Clark Devon Hardware	$280.80	$0.00	$280.80
			State Industrial	$285.00	$0.00	$285.00
			Warehouse Direct	$524.80	$0.00	$524.80
			Reinke Supply/General Ceiling	$756.68	$0.00	$756.68
			Qualita Paper Product	$1,277.20	$0.00	$1,277.20
			Cintas Punchout	$2,460.18	$0.00	$2,460.18
			Courtesy Products, LLC	$5,152.00	$0.00	$5,152.00
Grand Total:				**$59,736.83**	**$0.00**	**$59,736.83**

____________________ **PURCHASING:** ____________________ **FINANCE:** ____________________

Note: The bottom of the report has two signature lines for Purchasing and Finance to sign once they receive a copy of the log, should you elect to print and obtain hard copy signatures.

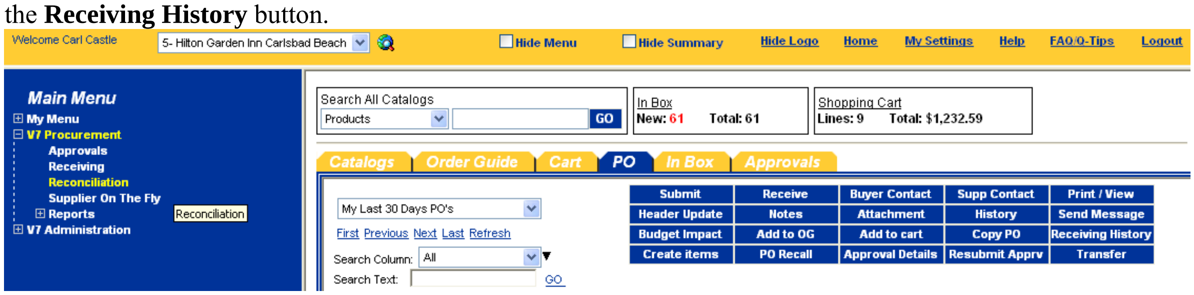
Chapter 10 – Reconciliation

1. Finding a Receiving Record

Main Menu

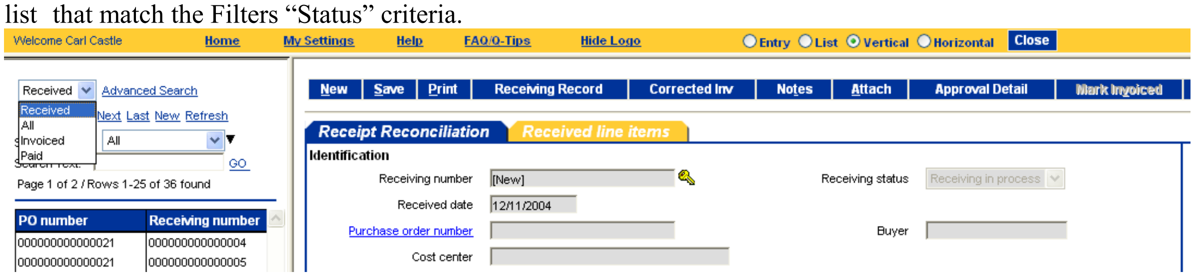
The Reconciliation Screen allows the Finance User to perform Matching activities relating to the PO, the Receiving Record and the Supplier Invoice.

Access the Reconciliation screen from the Main Menu via the ***V7 Procurement->Reconciliation*** option, ***OR*** by selecting a PO with the status of **“Partially Received”** or **“Receiving Complete”** from the PO Tab and click the **Receiving History** button.



Filters

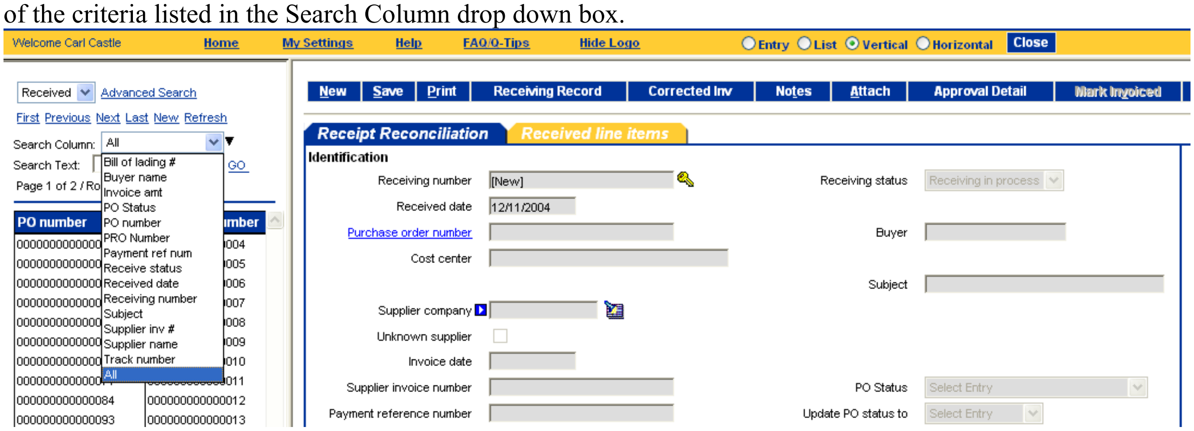
The Reconciliation Screen can be filtered by the listed Filters. Filters will only display results in the Navigation list that match the Filters “Status” criteria.



Chapter 10 – Reconciliation

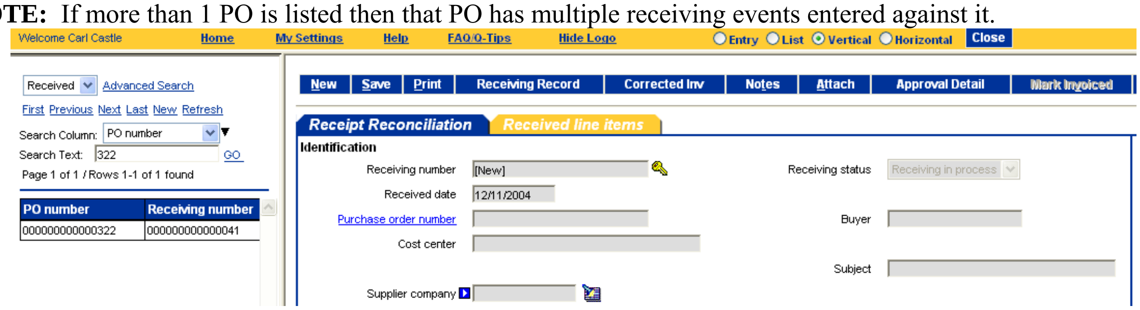
1. Finding a Receiving Record

Navigation List - Use the Navigation List's search functionality to find the Receiving Record based upon any of the criteria listed in the Search Column drop down box.

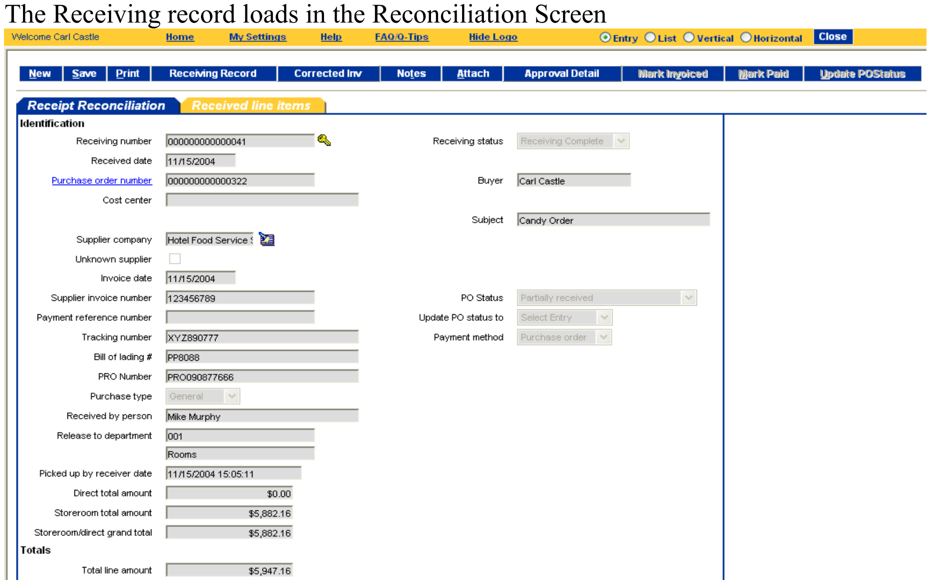


Step 1: **Select Criteria –** Select the Column Criteria which you wish to search by and click GO. Click on the PO number to load the associated receiving record.

NOTE: If more than 1 PO is listed then that PO has multiple receiving events entered against it.

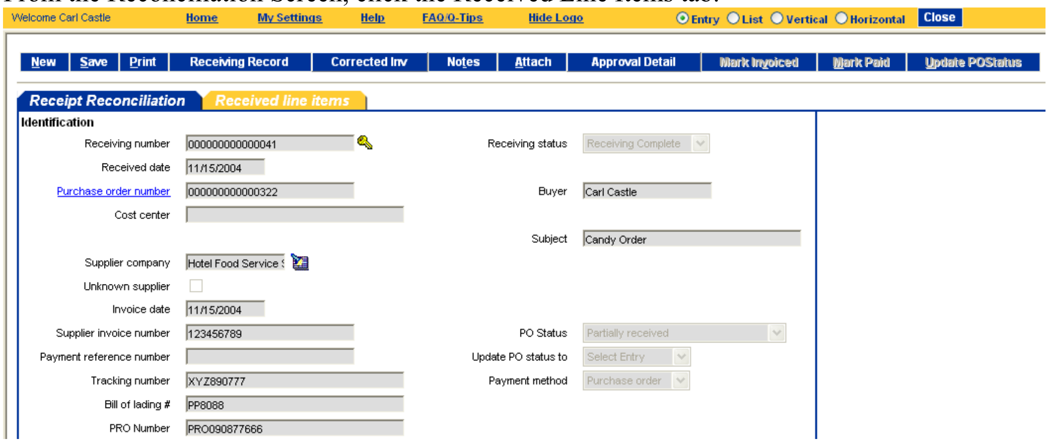


Step 2: The Receiving record loads in the Reconciliation Screen

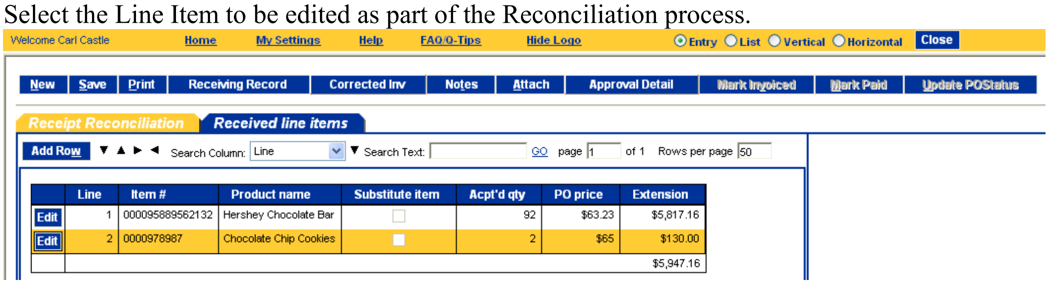


2. Editing Existing Line Items

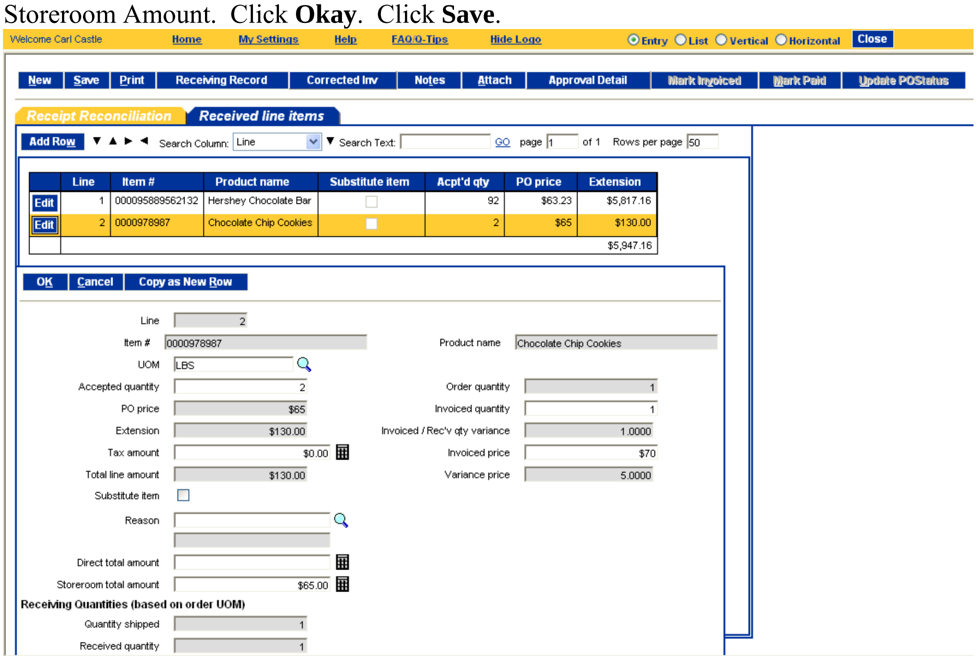
Step 1: From the Reconciliation Screen, click the Received Line Items tab.



Step 2: Select the Line Item to be edited as part of the Reconciliation process.



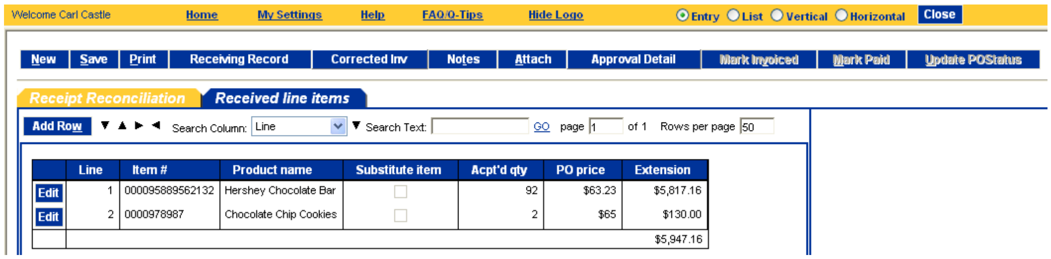
Step 3: Edit Information as required based upon information from the Supplier's Invoice. For example: Accepted Quantity, Invoiced Quantity, Tax Amount, Invoiced Price, Direct Amount and Storeroom Amount. Click **Okay**. Click **Save**.



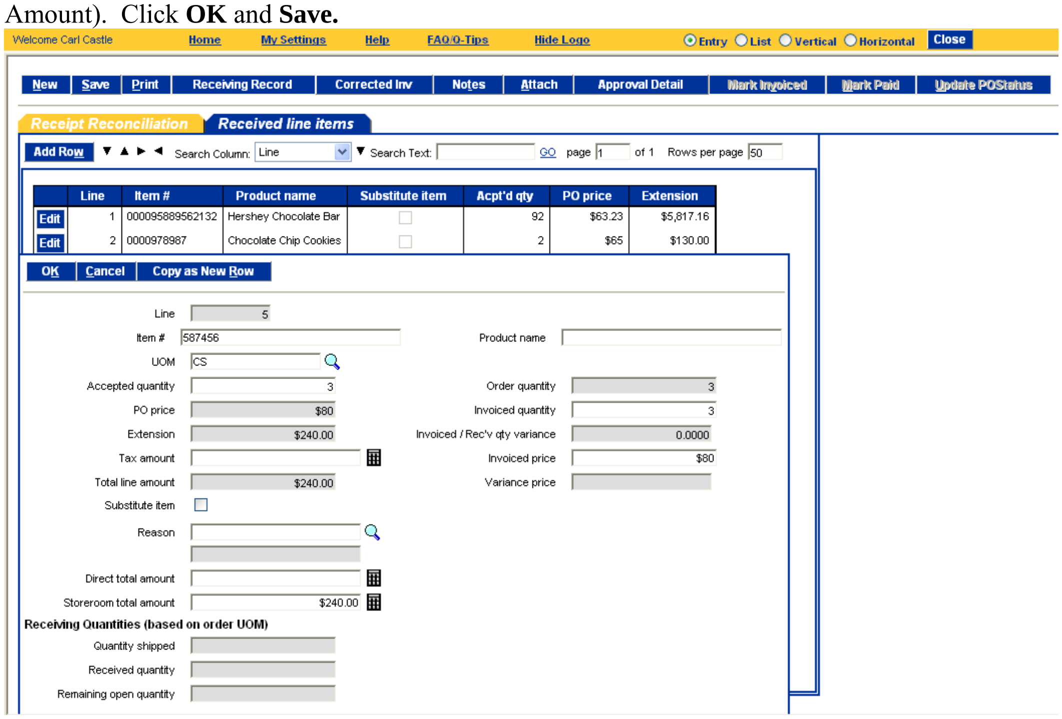
Chapter 10 – Reconciliation

3. Adding a Line to a Receiving Record

Step 1: From the Reconciliation Screen's Received Line Items detail tab click **Add Row.**



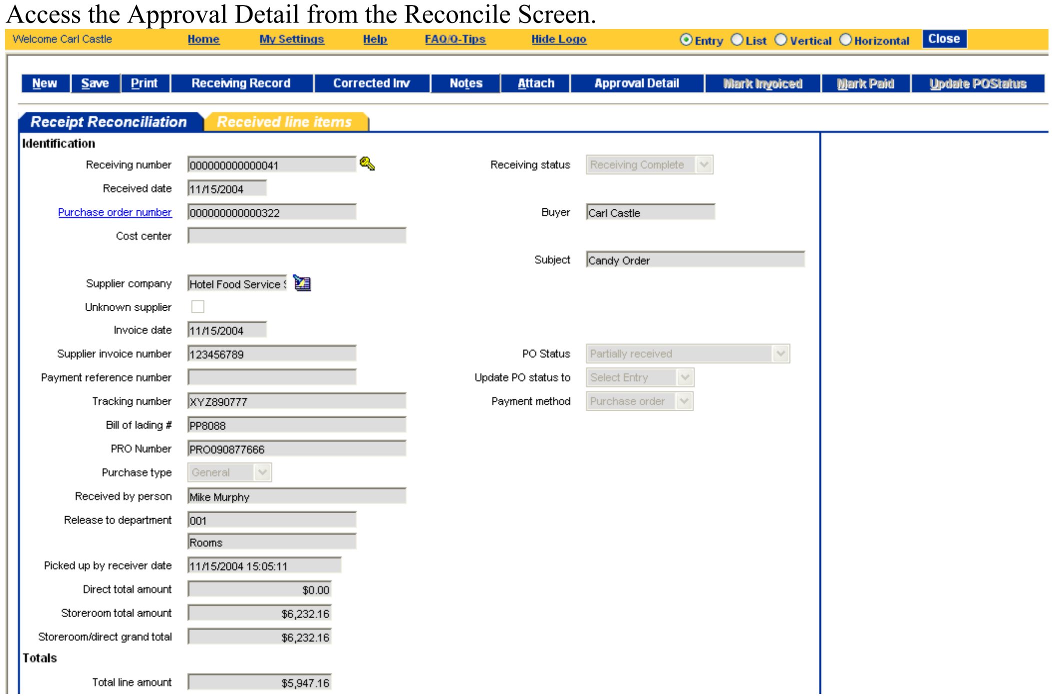
Step 2: Enter the detail information in the fields provided (Item #, Product Name, UOM, Accepted Quantity, Invoiced Quantity, Tax Amount, Invoiced Price, Direct Amount and Storeroom Total Amount). Click **OK** and **Save.**



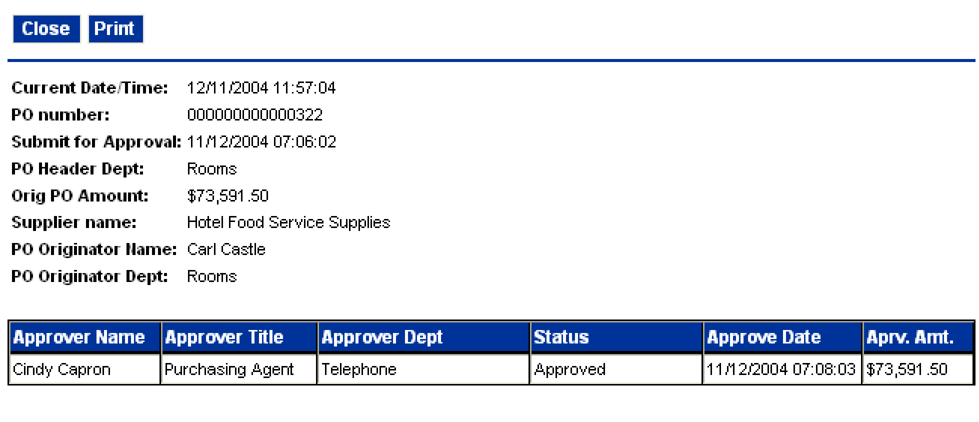
Chapter 10 – Reconciliation

4. Approval Detail

Step 1: Access the Approval Detail from the Reconcile Screen.



Step 2: The Approval Detail Popup lists PO Header Summary information at the top and a list of all the approvers, their title, Dept, PO Status, Date and Approval amount in the Grid at the bottom. There will be 1 line for every Approval Event associated with this PO.



Close Print

Current Date/Time: 12/11/2004 11:57:04
PO number: 000000000000322
Submit for Approval: 11/12/2004 07:06:02
PO Header Dept: Rooms
Orig PO Amount: $73,591.50
Supplier name: Hotel Food Service Supplies
PO Originator Name: Carl Castle
PO Originator Dept: Rooms

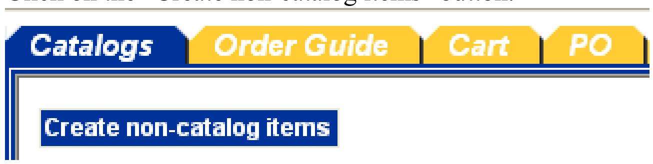
Approver Name	Approver Title	Approver Dept	Status	Approve Date	Aprv. Amt.
Cindy Capron	Purchasing Agent	Telephone	Approved	11/12/2004 07:08:03	$73,591.50

Chapter 10 – Creating & Maintaining Suppliers (S-O-T-F)

1. Adding a New Supplier

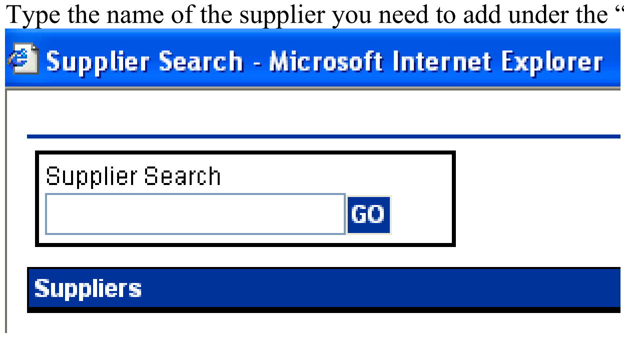
Step 1: Click on the "**Home**" link on the Logo Panel

Step 2: Click on the "Create non-catalog items" button.

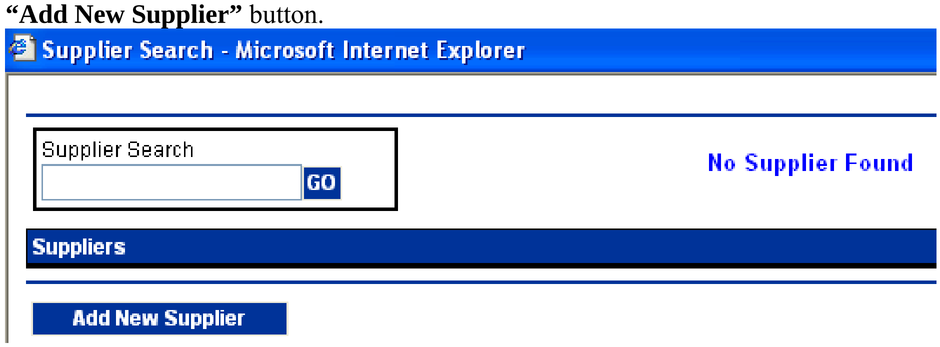


Step 3: Click on the "Select Supplier" button.

Step 4: Type the name of the supplier you need to add under the "Supplier Search" box.



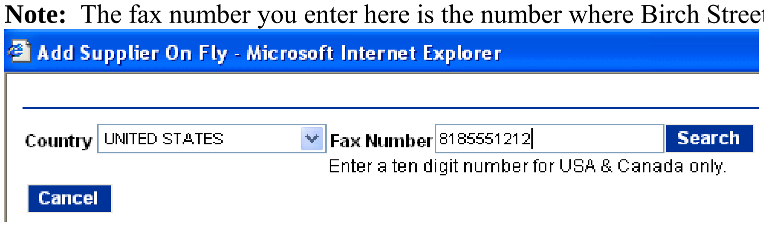
Step 5: Since the supplier doesn't exist in Birch Street, you will see "No Supplier Found." Click on the **"Add New Supplier"** button.



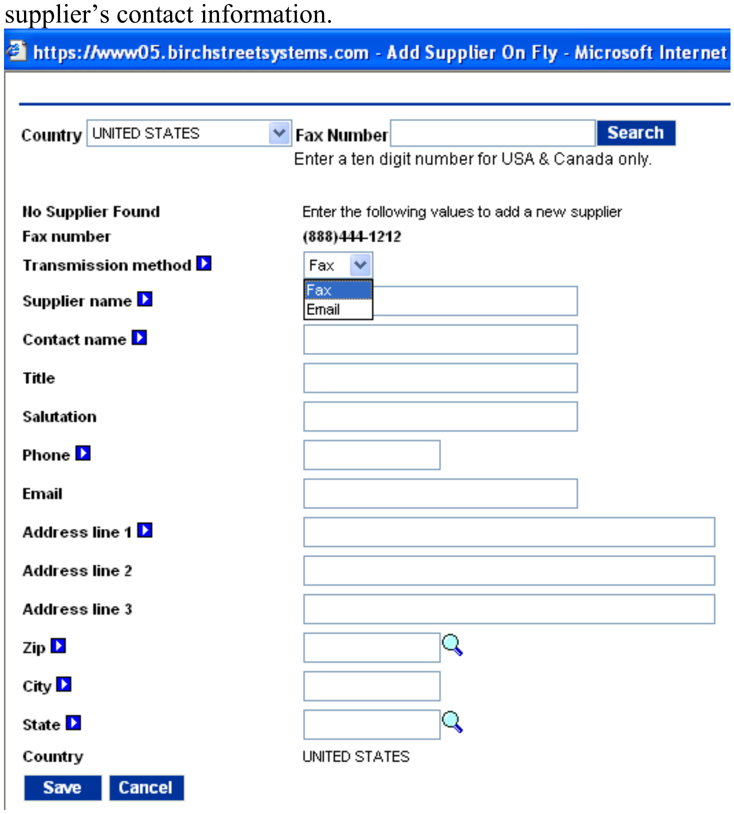
1. Adding a New Supplier

Step 6: Enter the supplier's fax number, without dashes "-"or parentheses "()", and click on the "Search" button.

Note: The fax number you enter here is the number where Birch Street POs will be faxed.



Step 7: Select the Transmission Method in which you wish to have the orders sent to the supplier. If you select Email for the transmission method the email address will become a required field. Enter the supplier's contact information.



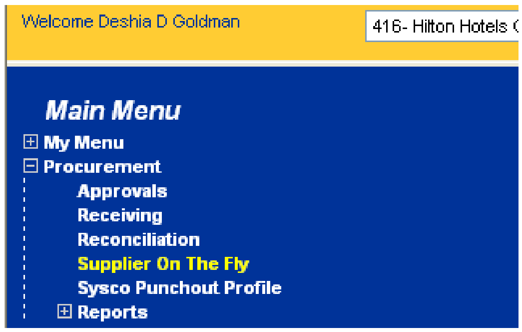
Step 8: Click on the "Save" button.

2. Edit a Supplier on the Fly (S-O-T-F)

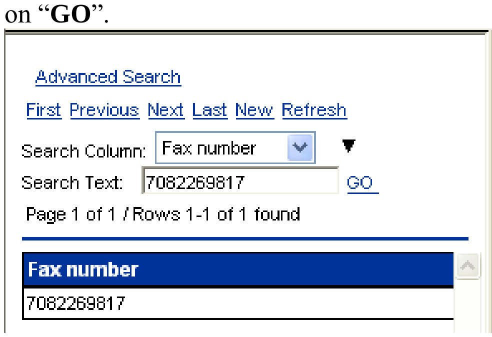
A user can create a supplier in Birch Street and maintain that supplier’s information.

Step 1: Click on the **Hide Menu** button on the Logo Panel.

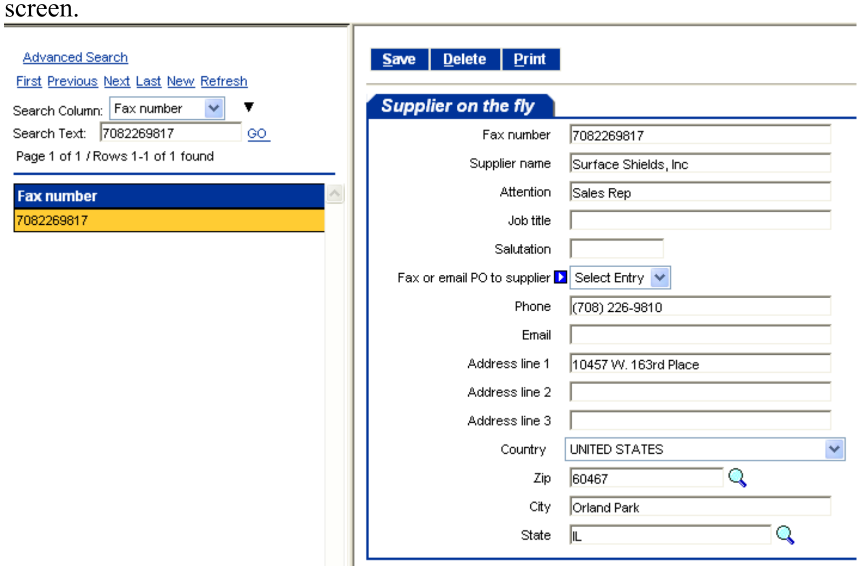
Step 2: From the Main Menu click on **Procurement** > **Supplier On The Fly**



Step 3: In the search text box in the Navigation panel on the left type in the supplier’s fax number. Click on “**GO**”.

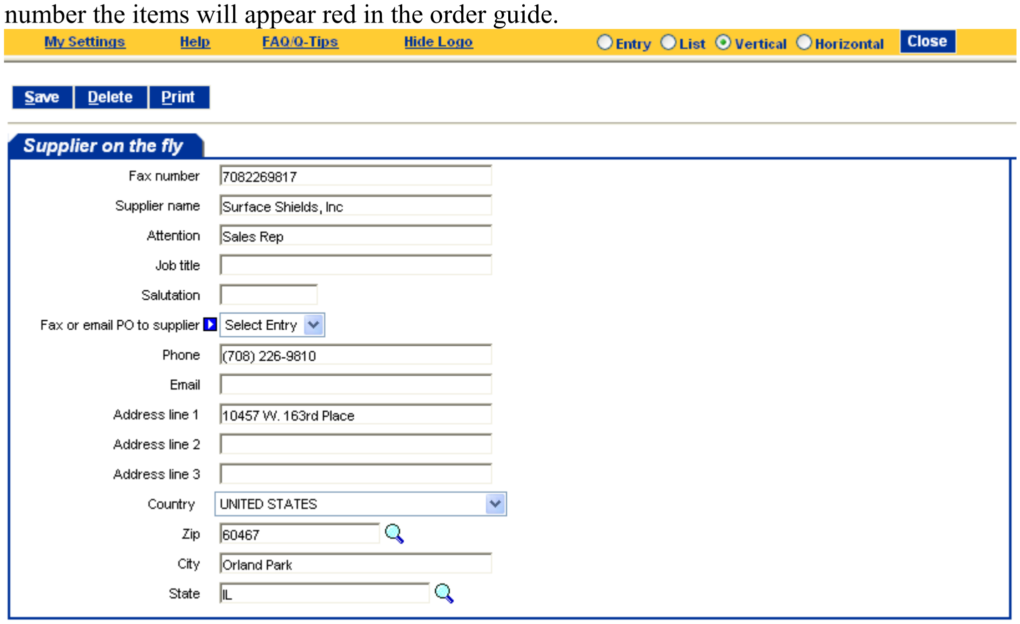


Step 4: Select the fax number in the navigation list. The supplier’s record will load on the right side of the screen.



2. Edit a Supplier on the Fly (S-O-T-F)

Step 5: In this screen you can make any changes you wish. If you change the supplier's fax number, the system will create a new S-O-T-F record for the new fax number and delete the old record for the old fax number. If you have items in an order guide attached to the supplier with the old fax number the items will appear red in the order guide.



Step 6: Click "**Save**". Then click the blue "**Close**" button on the Logo Panel.

Note: You can also delete a Supplier On The Fly (S-O-T-F) record from the screen by selecting the record and clicking on the blue Delete action button.

Chapter 12 – Reports

1. Choosing the Report Filter Criteria

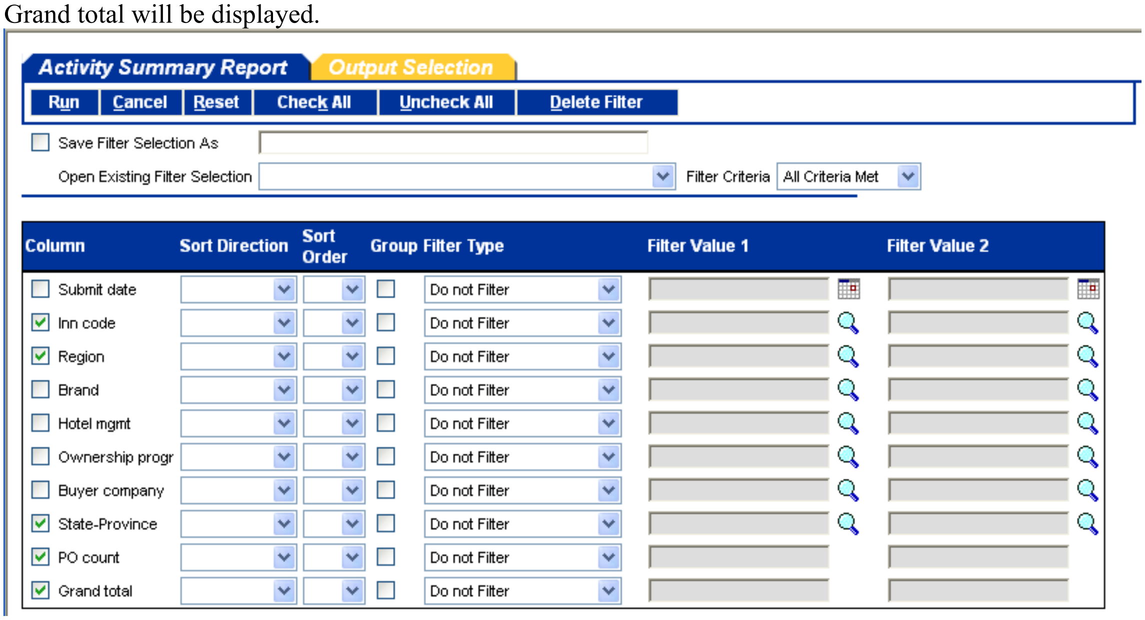
Each report will open with a screen like the one below which allows a user to select the specific fields which will be displayed on the report, as well as the report filtering criteria to give them the desired data.

Caution: If you do not enter any filtering options, the report will contain data for every purchase order that has been entered in Birch Street for every property that you have access to in the Company Data drop-down.

Selecting Columns that will print on the Report

- To show only specific fields on the report, click on the Column checkbox next to the field name you want to see.
- To select all the columns to show on the report, click on the toolbar button Check All.

For example in the Report Filter Criteria screen (shown below), the user has checked the Column checkboxes next to each field they want to see printed on the report. The Inn code, Region, State/Province, PO Count, and Grand total will be displayed.



Activity Summary Report | Output Selection

Run | Cancel | Reset | Check All | Uncheck All | Delete Filter

☐ Save Filter Selection As

Open Existing Filter Selection — Filter Criteria: All Criteria Met

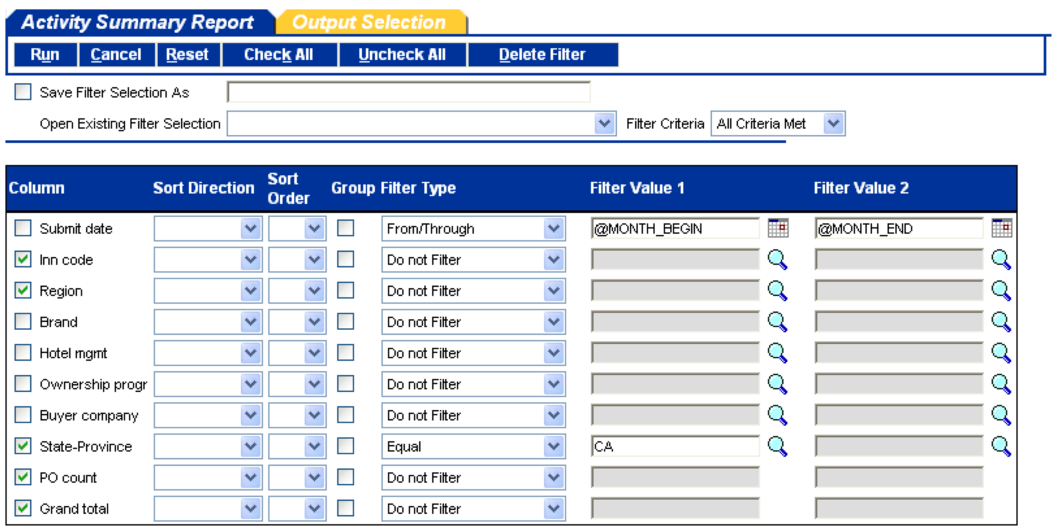
Column	Sort Direction	Sort Order	Group	Filter Type	Filter Value 1	Filter Value 2
☐ Submit date			☐	Do not Filter		
☑ Inn code			☐	Do not Filter		
☑ Region			☐	Do not Filter		
☐ Brand			☐	Do not Filter		
☐ Hotel mgmt			☐	Do not Filter		
☐ Ownership progr			☐	Do not Filter		
☐ Buyer company			☐	Do not Filter		
☑ State-Province			☐	Do not Filter		
☑ PO count			☐	Do not Filter		
☑ Grand total			☐	Do not Filter		

Chapter 12 – Reports

1. Choosing the Report Filter Criteria

To show specific data on a Report, you will want to choose filtering options. The Filter Type allows you to make selections based upon the data you want to see.

In the example below, the user wants a report of all purchase orders for buyers in the state of California and from the first day of the current month to the last day of the current month.



Activity Summary Report | Output Selection

Run | Cancel | Reset | Check All | Uncheck All | Delete Filter

Save Filter Selection As

Open Existing Filter Selection | Filter Criteria: All Criteria Met

Column	Sort Direction	Sort Order	Group	Filter Type	Filter Value 1	Filter Value 2
☐ Submit date			☐	From/Through	@MONTH_BEGIN	@MONTH_END
☑ Inn code			☐	Do not Filter		
☑ Region			☐	Do not Filter		
☐ Brand			☐	Do not Filter		
☐ Hotel mgmt			☐	Do not Filter		
☐ Ownership progr			☐	Do not Filter		
☐ Buyer company			☐	Do not Filter		
☑ State-Province			☐	Equal	CA	
☑ PO count			☐	Do not Filter		
☑ Grand total			☐	Do not Filter		

By selecting the Filter Type = From/Through the Filter Value 1 (From) and the Filter Value 2 (Through) fields become enabled. You can type in a range of dates such as Filter Value 1 = 07/01/2004 and Filter Value 2 = 07/31/2004 to get data for purchase orders submitted in the month of July 2004. You can also click on the Calendar icon to choose the dates rather than typing them.

There are three Token values that can be used to represent dates:

1. @TODAY + N or – N (N = number of days)
2. @MONTH_BEGIN
3. @MONTH_END

Instead of selecting a specific date such as 07/01/2004, you can choose the @MONTH_BEGIN value. This is especially useful if every month you want to run a report for the current month's activity.

For example, today is June 30, 2004. You want a report for PO's from 6/1/2004 to 6/30/2004:

1. Select the Filter Type = From/Through
2. Enter @MONTH_BEGIN in the Filter Value 1 field
3. Enter @MONTH_END in the Filter Value 2 field

For example, today is July 12, 2004. You want a report for PO's from Monday, July 5, 2004 through Sunday, July 11, 2004:

1. Select the Filter Type = From/Through
2. Enter @TODAY – 7 in the Filter Value 1 field
3. Enter @TODAY – 1 in the Filter Value 2 field

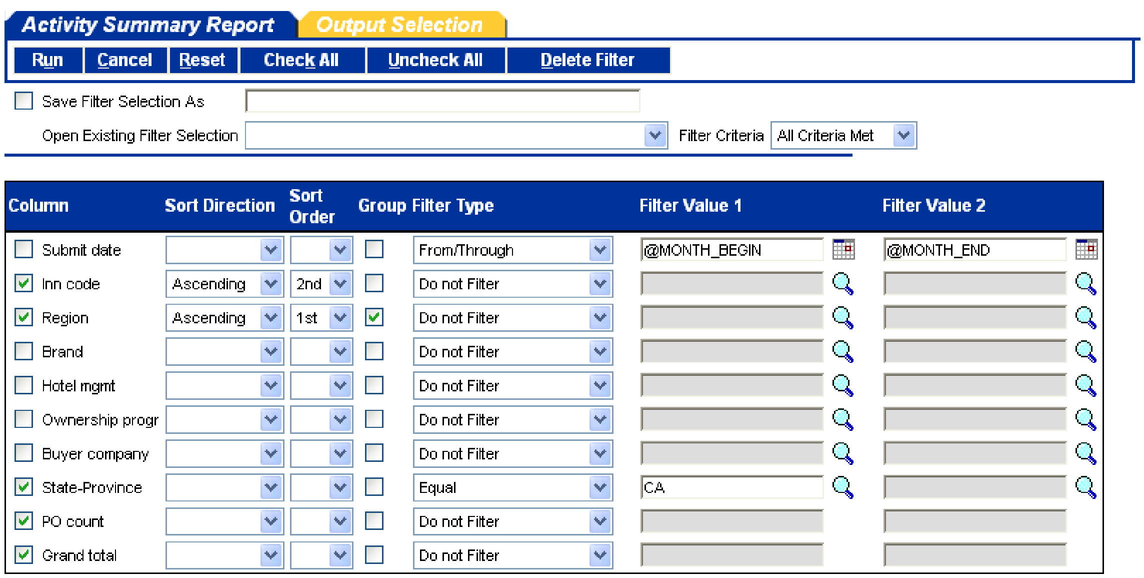
2. Choosing the Report Sort Order and Grouping Criteria

To make viewing the data on the report easier to read, you will want to choose specific fields to sort by. You can sort up to 5 columns but you do not need to sort at all if you don't want to.

To sub-total the data within the report use the Group checkbox.

In the example below, the user wants to see the PO data sorted first by Region and then by Inn Code. They have also chosen to Group by the Region. This will subtotal the PO's by the various regions and sort the regions in alphabetical order and then sort the Inn Codes in alphabetical order within the Regions.

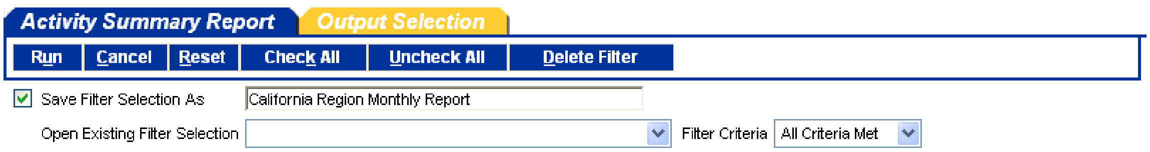
1. Click on the Sort Direction drop down next to the Region Column and select Ascending (A to Z). (Descending order = Z to A)
2. Click on the Sort Order drop down next to the Sort Direction and select 1st. (If you choose a Sort Direction you must choose a Sort Order)
3. Click on the Sort Direction drop down next to the Inn Code Column and select Ascending.
4. Click on the Sort Order drop down next to the Sort Direction and select 2nd.
5. Click on the Group checkbox next to the Region Column to Sub-total the PO Count and Totals fields for each separate Region.



3. Saving Report Filter Criteria

The Report Filter Criteria screen allows you to save your Filter Selections so that you can easily run a report that you need each week or each month without having to enter the filter selections each time.
To save the filter selections:

1. Check the **Save Filter Selection As** checkbox.
2. Enter a name in the field available. In the example, California Region Monthly Report was entered.
3. Click the **Run** button on the toolbar.

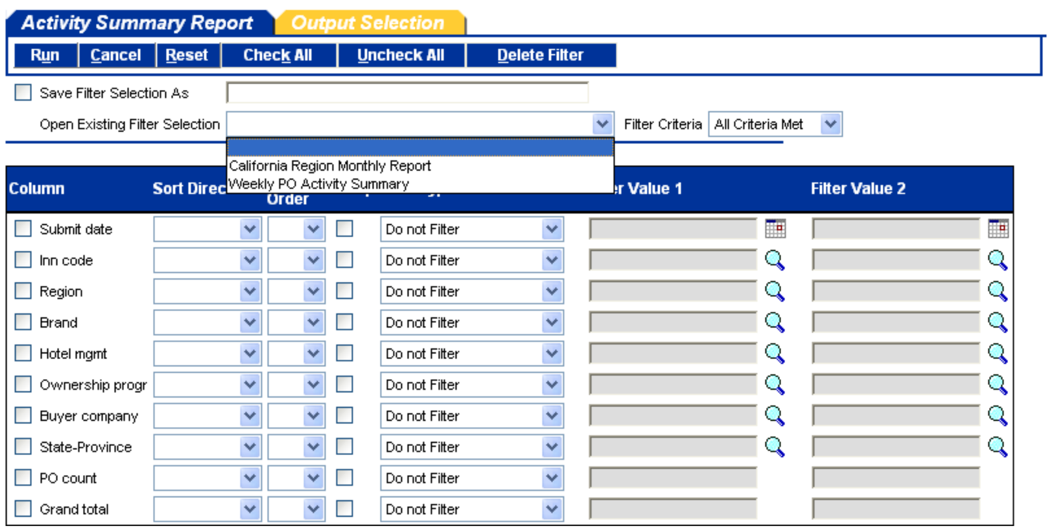


4. Using a Saved Filter Selection

Step 1: Click on the **Report** from the Main Menu.

Step 2: Click on the **Open Existing Filter Selection** drop down list to see all your saved filters.

Step 3: Click the one you want to run. This will refresh the screen with your saved filter criteria selections.



5. Running a Report

You can run a report immediately by clicking the **Run** button on the toolbar or you can click on the Output Selection tab to choose additional run options.

Output Selection Tab:

The Output selection tab allows you to select whether you want the report as an HMTL page or as an Excel spreadsheet.

Click on the Output Selection tab to select the report format: HTML or Excel.

Click the Report delivery option drop down list to see the 3 options:

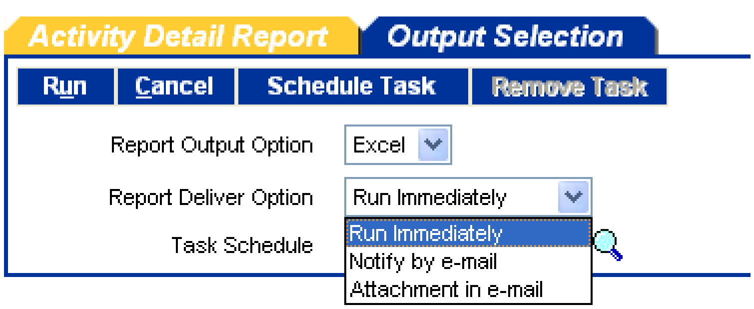
1. Run Immediately.
2. Notify by email.
3. Attachment in email.

If you leave the report delivery option = Run Immediately, click the Run button to start the report processing. You must keep your Browser open while the report is processing. If you have chosen the report format = Excel, when the report has finished processing, a dialogue box will appear where you can choose to Open the report now or save it to the disk and open it at any time.

If you choose report delivery options 2 or 3, click the Run button. You will get a message: Your report request has been submitted. You will be notified via e-mail when it is complete. Click the OK button on the message pop-up and then you can close the Browser as the report will run in a background process. Be sure you're My Settings record has your correct email address. A report notification email will be sent when the report has finished processing.

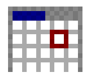
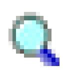
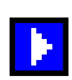
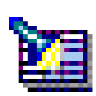
The difference between Notify by email and Attachment in email is the Notify by email contains a link to the report and you will receive a dialogue box just like the Run Immediately where you must choose to Open in now or Save to disk.

The Attachment in email is the saved Excel spreadsheet that when you click on the attachment it opens in Excel automatically.



Chapter 13 – Glossary

1. Symbols (Icons) and Definitions

Active Radio Buttons	=	Entry List Vertical Horizontal
Active Text “clickable” Links	=	First Previous Next Last New Refresh
Attachments (Paperclip)	=	
Calendar	=	
Check Box	=	
Dropdown Menu	=	Chg passw ord
Expandable Field	=	
Magnifying Glass	=	
Non-Catalog Content	=	*
Notes	=	
Product Image Available for View	=	
Required Field	=	
Flashlight	=	

Chapter 13 – Glossary

2. Glossary of Terms

Action Buttons

‘**Action**’ buttons can be found behind each of the **Front Page** tabs. The below Action buttons are specific to the **Order Guide** tab. Other tabs, **Catalog**, **Cart**, **In Box** and **PO** have their own ‘unique’ Action buttons.

Create PO	Add to PO	Add to cart	Create OG	Delete OG	Rename OG	Print / View
Copy item	Delete item	Update	Clear all qty	Edit item	Import OG	OG Template
Create items						

Active Text Link

First Previous Next Last New Refresh

Text that is displayed with an underline typically indicates that it is an ‘**Active Text Link**’ and can be selected by using your left mouse button.

Attachments

A Buyer can add an ‘**Attachment**’ to a Purchase Order. The attachment process works the same way as attaching a file to an e-mail.

Attributes

‘**Attributes’** are fields that contain information about the product. The Birch Street application only displays a specific amount of product information during your initial product view. Additional product ‘Attributes’ or information is available under the link, ‘More Product Info’. Below are examples of product attributes.

Item #	610042-050
Product Name	Bed Set, queen, 60"x80", Suite Dreams II
Supplier	Serta, Inc. Hilton Supply Management
Lead Time (Days)	15
UOM	EA
Case Pack	
Will Break Case	0
FOB	Delivered
Dimension	
Min Order Qty	1
Manufacturer	Serta Mattress Co.
Mfg Part Number	610042-050
Brand Name	Serta
Model	
Size	60" x 80" x 20"
Portion Size	
Commodity	
Quantity Break	
Description	Mattress & Box Spring Queen 2 pc set, 6 sets or more no freight charge

Chapter 13 – Glossary

2. Glossary of Terms

Bill To

The '**Bill To**' tab is displayed when you select the 'Edit' button on the PO list grid within the PO tab. The 'Bill To' screen displays the hotel information in 'grayed-out' fields. The 'Bill To' information is also displayed on the PO. These fields are **NOT** editable by the Buyer or Supplier.

Brand Name

One of the available product attributes a Supplier can populate with relevant data. ***Heinz*** is an example of a '**Brand Name**'.

Calendar

 The '**Calendar**' icon provides the Buyer with the ability to select a date (present and future), which will be displayed in the PO Required Delivery Date field. Calendar icons are available for all fields that require 'date' information. Additional short-cuts for creating 'date' information can be found under Q-Tips on the Summary Panel of the Front Page.

Cart (Shopping)

The '**Cart'** provides summary information of the number of items (Lines) and the total dollar value (Total) in the Cart. The Cart is accessible via the Front Page Tabs. Products may be added to your 'Cart' from the 'Catalog' tab. You can create a PO from items placed in your Cart, and you can also add 'Cart' items to an existing Order Guide.

Catalogs

The '**Catalog Tab**' provides access to the following functionality:

- Accessing Catalogs directly through the Category Structure
- Adding Non-Catalog Content to PO's
- Displays the Results from any Catalog Searches initiated through the **Search All Catalogs** functionality. ALL OF YOUR AVAILABLE SUPPLIERS AND THEIR PRODUCTS ARE FOUND ON THE CATALOG TAB**. MOST SUPPLIERS AND THEIR PRODUCTS CAN BE FOUND IN A SINGLE CATALOG CALLED "HSM MASTER".**

Categories

All suppliers' products are assigned to a '**Category'** before they are loaded into Birch Street. The same product may also be found under multiple categories. Hilton Supply Management manages the category creation process at all times.

Check Box

A '**Check Box'** is another form of an action button. Selecting or de-selecting a check box will provide different results, depending on the check box's placement within the application or screens. Check boxes are used throughout the application as a means to reduce the amount instructions required, which helps make the software easier to use.

Clear All Quantities

'**Clear All Quantities**' is an Action button on the Order Guide tab, that when selected will change or 'clear' all of the existing order 'Quantities'. This feature is used to create a new order or PO.

Description

One of the available attributes a Supplier is required to populate with relevant data about their product. The '**Description**' field is different than the 'Product Name' field. The 'Description' field can contain up to 3,000 characters of text. Suppliers use this long description field to provide additional information about their product.

Dimension

One of the available product attributes a Supplier can populate with relevant data

Direct Supplier

Opposite of a Proxy Supplier. A '**Direct Supplier**' sells products directly to a hotel. The submitted PO goes direct to the Supplier.

Chapter 13 – Glossary

2. Glossary of Terms

Drop Down Menu


A **Drop-Down Menu** contains additional options for that field. Drop-down menus are used throughout the application.

Edit
Within the application, '**Edit**' is always an '**Action**' button**.** Selecting '**Edit**' opens hidden screens, which allows a Buyer to access additional information that can be changed or edited.

FAQ/Q-Tips
This link displays '**Frequently Asked Questions**' and '**Quick-Tips**'. ALL BUYERS ARE STRONGLY ENCOURAGED TO PERIODICALLY REVIEW THIS INFORMATION, AS IT IS UPDATED ON A CONTINUOUS BASIS. FAQ's and Q-TIPS are located on the Summary Panel on the Front Page.

Fax Enabled
'**Fax Enabled**' is a classification given to a Supplier who elects to receive ALL electronic Purchase Orders created by Buyers via Birch Street's fax server. The Supplier maintains an electronic Birch Street account solely for the purpose of managing catalog content.

Flashlight

The '**Flashlight**' icon denotes when there is additional information available. Clicking on the Flashlight icon will launch a separate screen.

FOB
'**FOB**' is an acronym, which stands for 'Free on Board'. FOB information is controlled by the Supplier, and indicated where freight costs are incurred by the hotel. Examples are as follows:

- **FOB: Manufacturer's Facility** - Hotels are responsible for any freight costs once the product leaves the Manufacturer's Facility.
- **FOB: Distribution Center** - Hotels are responsible for any freight costs once the product leaves the Distribution center. The Manufacturer has paid the freight cost between their Facility and the Distribution Center. The hotel may be responsible for any freight cost between the Distribution Center and the hotel.
- **FOB: Delivered** - The Manufacturer or Distributor has paid the freight cost to ship the product to the hotel. The hotel is not responsible for any freight cost.

Front Page Tabs
The '**Front Page Tabs**' provide for convenient navigation between the major System components. The Front Page Tabs are as follows:

- **Catalogs**
- **Order Guides**
- **Cart (Shopping cart)**
- **PO (Purchase Orders)**
- **In Box**
- **Approvals**

Help
The '**Help**' link displays application Help resources. ALL BUYERS ARE STRONGLY ENCOURAGED TO PERIODICALLY REVIEW THIS INFORMATION, AS IT IS UPDATED ON A CONTINUOUS BASIS. The 'Help' link is located on the Summary Panel on the Front Page.

Hide Logo
Clicking on this link hides the '**Logo**' section of the Logo Panel. Re-clicking this link will display the Logo Panel. Hiding the Logo panel will create additional screen space to display other information.

Chapter 13 – Glossary

2. Glossary of Terms

Hide Menu Checking this box hides the '**Main Menu**'. Un-checking it displays the Main Menu. Hiding the Main Menu will create additional screen space to display other information.

Hide Summary Checking this box hides the '**Summary/Search**' panel. Un-checking the box displays the Summary/Search Panel. Checking the Hide Summary panel will create additional screen space to display other information.

History '**History**' is an 'Action' button which contains a date and time stamp for all activity since the PO was created. The 'History' button displays who accessed the PO, when the PO was changed and any status changes that have been made (New – Submitted – Viewed – Accepted – Approval Pending – Approved – Approved with Changes).

Home The '**Home**' link refreshes the Front Page Tabs and takes the Buyer to their Catalog tab. You may select Home link at anytime within the application, which will always take you back to the Catalog tab.

Images  The computer monitor icon, within the Item Number column, is used to denote products that have an '**Image**' available for view. The icon is displayed when product search results are returned on the Catalog tab and is also displayed next to products within Order Guides.

In Box This summary information provides the number of new messages (NOT new PO's) and total message count in the Birch Street '**In Box**'. The In Box is accessible via the Front Page tabs. The In Box tab maintains a list of all system generated notifications delivered to Buyers and Suppliers. The Buyer will receive notifications within their In Box only if the Message Delivery setting on the My Settings Screen includes delivery to the "Birch Street In Box only" **<u>or</u>** "Birch St Msg inbox and e-mail".

Item Number One of the available product attributes a Supplier is required to populate with relevant data. The '**Item Number**' is the product number the Supplier uses to reference their product number to the general public.

Lead Time (Days) '**Lead Time**' is one of the available product attributes a Supplier is required to populate with relevant data. The Supplier controls the Lead-Time data for each product they sell. A Buyer may create a PO with a Required Delivery Date Lead Time that is **<u>SHORTER THAN THE PRODUCT LEAD TIME</u>** indicates, but will be prompted with an alert message accordingly. Creating a PO with a Required Delivery Date that is shorter than the product's Lead Time does **<u>NOT</u>** prevent the Buyer from completing the PO and submitting the PO to the Supplier. Please note that the Supplier <u>may</u> elect to reject your PO if they are unable to deliver the product in time to meet the Hotel's Required Delivery Date deadline.

Line Items The term '**Line Items**' is used to describe each product row on a Purchase Order or Order Guide.

Logo Panel The '**Logo Panel**' provides access to program maintenance, configuration and Help functionality. Display items and links available from the Logo panel are as follows:

- Hide Menu ✓ Box
- Hide Summary ✓ Box
- Hide Logo
- Home
- My Settings
- Help
- FAQ/Q-Tips
- Logout

Chapter 13 – Glossary

2. Glossary of Terms

Logout — The '**Logout**' link logs the Buyer out of the application and returns the Buyer to the **www.hsm-online.com** Home Page. DO **NOT** CLICK ON THE **RED** 'X' IN THE UPPER RIGHT SCREEN CORNER TO EXIT THE BIRCH STREET APPLICATION. ALWAYS USE THE LOGOUT LINK WHEN YOU ARE READY TO EXIT THE SYSTEM.

Magnifying Glass — The '**Magnifying Glass**' icon is used to denote when you are able to LOOK-UP information. Clicking on the icon will launch a new screen with additional data to select.

Main Menu — Accessing the '**Main Menu**' is achieved by un-checking the Hide Menu checkbox on the Logo Panel. The Main Menu' is used to navigate and access additional features that are not typically required to manage the purchasing cycle. You will need to access the Main Menu to create your Sysco Punchout Profile account and edit Supplier-On-The-Fly (S-O-T-F) records.

Manufacturer — One of the available product attributes a Supplier can populate with relevant data. A Distributor may elect to provide the '**Manufacturer's Name**' for that product.

Mfg Part Number — One of the available product attributes a Supplier can populate with relevant data. The '**Mfg Part Number**' may often be different from a Distributor's Item Number. The Mfg Part # represents the Manufacturer's number for the product. The Item # may represent the Distributor's product number for the same item.

Min. Qty. — One of the available product attributes a Supplier is required to populate with relevant data. The '**Minimum Quantity**' data is controlled by the Supplier and indicates the minimum order quantity required to purchase the product. A Buyer may elect to purchase **LESS THAN THE MINIMUM QTY**., but will be prompted with an alert message accordingly. Creating a PO with a quantity less than the minimum order quantity does **NOT** prevent the Buyer from completing the PO and submitting the PO to the Supplier. Please note that the Supplier may elect to reject your PO if they are unable to ship less than the minimum quantity displayed.

Model — One of the available product attributes a Supplier can populate with relevant data.

More Product Info — '**More Product Info**' is an active text link that, when clicked, will launch a separate screen to display additional product attributes (*see* **Attributes** *for a list of fields contained within the* **More Product Info** *link.)*

My Settings — This link displays the '**My Settings**' screen for adjustment of personal contact information and your individual application settings.

Non-Catalog Item — * This symbol is displayed on the Print/View screen for both Purchase Orders and Order Guides when a line item is created from '**Non-Catalog**' content.

National Supplier — The classification for any Supplier who has a '**National**' contract with Hilton Hotels Corporation and has the ability to service multiple geographic markets.

2. Glossary of Terms

Notes

The '**Notes**' icon indicates to both Buyers and Suppliers that the PO contains Note(s). There is also a 'Notes' Action button that can be selected when creating a PO. Selecting the Notes button allows a Buyer to create a note, which is visible to the Supplier. Additionally, every Supplier has the ability to add a 'Note' to the submitted PO if the Supplier elects to reject the order. Notes created by a Supplier are visible to the Buyer once the PO has been rejected.

Notifications

'Notifications' are received and stored in the Buyer's or Supplier's Birch Street In Box only. A Buyer or Supplier can configure their personal Birch Street account to receive notifications when:
A PO Has Been Accepted
A PO Has Been Rejected
A PO Has Been Approved
A PO Has Been Received
Notify Submitter On Disapproval
Use the **My Settings** screen to manage your Notification options.

Order Guides (O/G)

The '**Order Guide**' tab allows for the creation, maintenance and use of Order Guides, which contain catalog content for those products purchased on a repetitive basis. Buyers can also Sort, Add Par Values and a select other functions driven by Action buttons within the Order Guide tab.

Ord Qty

The '**Ord Qty**' field is displayed on all product views (Catalog, Cart and Order Guides). This is the field the Buyer enters the desired order quantity.

Pack/Size

One of the available product attributes a Supplier is required to populate with relevant data. **24/12oz**. is an example of '**Pack/Size**'.

Par Values

Par Values - A Buyer can elect to add a Minimum (Min) and/or Maximum (Max)'**Par Value**' for each item contained in their Order Guides. When a Buyer checks the 'Par Values' check box, the system launches 2 new columns within the Order Guide grid (Min Qty) and (Max Qty). The Buyer can then populate the fields with the desired Par quantities. Upon completion, the Buyer must click on the 'Update' button to save their Par values.

Portion Size

One of the available product attributes a Supplier can populate with relevant data.

PO Date

The '**PO Date**' is the date that the PO was created and is displayed on the PO Print/View screen accordingly. The PO Date is **NOT** the PO Required Delivery Date.

PO Header

The '**PO Header**' is the term used to describe the PO fields that contain the following information:

- PO Subject
- Required Delivery Date
- Note to Supplier
- Tax
- Freight
- …More

The PO Header screen is launched when a Buyer selects the Create PO Action button.

Chapter 13 – Glossary

2. Glossary of Terms

PO Status The 'PO Status' indicates where the PO is within the transaction cycle.
A few 'Status' examples are as follows:

New PO has **NOT** been submitted to the Supplier.

Submitted PO has been submitted but **NOT** Viewed **OR** Accepted by he Supplier.

Viewed Supplier has received and opened or viewed the PO only. The Supplier has **NOT** accepted the PO.

Accepted The Supplier has agreed to the terms of the PO and **HAS** accepted the order.

Fax/E-mail Accepted The PO was sent to the Supplier via the Birch Street fax server. All Supplier-On-The-Fly (S-O-T-F) PO's and PO's to Fax Enabled Suppliers are considered **AUTOMATICALLY ACCEPTED** once the fax is transmitted successfully.

Fax/E-mail Failed The fax number provided on PO Header was either invalid or the Supplier's fax machine may have been out of order. The PO was **NOT** transmitted to the Supplier and has **NOT** been automatically accepted.

Rejected The Supplier has declined the order and has rejected the PO with a Note which explains the reason for the rejection.
IMPORTANT – ONLY PO'S THAT HAVE BEEN EITHER 'ACCEPTED' OR 'FAX/E-MAIL ACCEPTED' ARE CONSIDERED VALID TRANSACTIONS AND WILL BE SHIPPED BY THE SUPPLIER.

PO Tab The '**PO Tab**' lists every PO created. A variety of options can be initiated against PO's from this tab (Submit to Supplier, Update PO Header Information, View PO History…more).

Print/View (PO Tab) **Print/View (PO tab) -** The "**Print/View**" Action button is located within the PO tab. Buyers and Suppliers can click the Print/View button anytime they wish to review or print a Purchase Order, regardless of the PO status (New, Submitted, View, Accepted or Rejected).

Print/View (OG) **Print/View (Order Guide tab) –** The "**Print/View**" Action button is also located within the Order Guide tab and performs differently than the PO Print/View process. When a Buyer selects an existing Order Guide and clicks on the Print/View button, the system creates a copy of the Order Guide in Microsoft Excel. The Excel Order Guide can then be "saved" to the Buyer's computer.

Product Name The '**Product Name**' is the short description for the product and is displayed on all product information screens (Catalog, Order Guide, PO's…more)

Proxy Supplier A '**Proxy Supplier**' is a Supplier that does not sell directly to hotels. Hilton Supply Management (HSM) takes "Title" to the transaction when you create a Purchase Order for the Proxy Supplier. The Birch Street system will automatically transfer the PO to HSM.

Punch-out Catalog eSYSCO

Chapter 13 – Glossary

2. Glossary of Terms

Punch-out Supplier	The term '**Punch-out Supplier**' applies to a select group of Suppliers that have a HSM approved direct link between Birch Street and their Internet site.
Quantity Break	A Supplier may elect to offer volume discounts, based on the quantity purchased. The '**Quantity Break**' field can be viewed under the 'More Product Info' link. The quantity 'brackets' are displayed as numbers within this field and are also displayed on the initial product view. Although the discounted price is not visible in the 'Quantity Break' field, when products are tagged or selected to create a PO, the cost is recalculated, based on the quantity ordered for that product when the PO has been created.
Red Text Product	Product Names displayed in Red text in existing Order Guides indicate that the Supplier has discontinued selling the item(s). The discontinued item(s) can **NOT** be selected to create a future PO. The discontinued products will remain in the Order Guide until the Buyer deletes them.
Refresh	Refresh **-** Use the '**Refresh**' link to update various screens.
Regional Supplier	A '**Regional Supplier**' is managed by a HSM Regional Office and only provides product or services for a specific geographic market.
Required Delivery Date	The Date that the hotel requires delivery. The '**Required Delivery Date**' is entered on the PO Header, which is displayed after the Buyer selects Create PO.
Required Field	The '**Required Field**' icon indicates that data must be entered before a Buyer can go to the next step or screen.
Save	The '**Save**' function is different from the 'Update' function. The 'Save' button saves your work within your screen. When you select 'Update' the Birch Street system (database) receives the updated information and the Buyer's screen(s) change accordingly. The 'Save' button **ONLY** saves your work within your screen.
Search	The '**Search**' panel provides high level summary information from the application as well as catalog search functionality. The search panel provides different information depending on the Tab the users is in at the time: • Catalog Tab – Search options for Products, Categories and Suppliers. • Order Guide Tab – Search options for Order Guides and Product information. • Cart Tab – Search options for Products placed in the Shopping Cart. • PO Tab – Search options for New PO's, Submitted PO's, Accepted PO's, PO Number, PO Subject…more. • In Box Tab - Search options for Messages and Notifications.
Search (Catalogs)	Search (All Catalogs) functionality provides catalog searches based upon 5 criteria: • **Product** - Searches allow the user to search by any descriptive criteria including product number and Mfg. product number. • **Category -** Searches allow the user to search by product category name. • **All Suppliers -** Searches allow the user to search by Supplier Name. • **My Suppliers** • **My Recent Suppliers**

Chapter 13 – Glossary

2. Glossary of Terms

Ship To — The ‘**Ship To**’ tab is displayed when you select the ‘Edit button on the PO list grid within the PO tab. The ‘Ship To’ screen displays the hotel information in “grayed-out” fields. The ‘Ship To’ information is also displayed on the PO. These fields are **NOT** editable by the Buyer or Supplier.

Show Field Help — Many fields within the application have a hidden ‘Help’ feature. Place your mouse within a field and ‘right click’ to display the ‘Show Field Help’. The Field Help provides a brief explanation of the field.

Sort — Sort – The ‘**Sort**’ check box is available within all Order Guides and is used to rearrange the sequence of product rows. Selecting the ‘Sort’ check box will launch a ‘Sort’ column on the left edge of the Order Guide screen. A Buyer then enters a numeric value in each row, based on the sequence desired and then clicks ‘Update’. The Order Guide will be ‘resorted’ accordingly.

Spot Buy — The term ‘**Spot Buy**’ denotes when a PO is created from non-catalog content. The Supplier selected **HAS** been adopted in the Hilton Private Marketplace.

Select — ‘**Select**’ is always an Action button and is used to pick information within a list of options.

Subject — ‘**Subject**’ is a field available on the PO Header, which a Buyer can type any combination of characters to give the PO a ‘Subject’. The ‘Subject’ field is displayed on the Buyer and Supplier copy of the PO.

Supplier-On -The -Fly (S-O-T-F) — The term ‘**Supplier-On-The-Fly**’ denotes when a new Supplier account is created by the buyer. The (S-O-T-F) Supplier has **NOT** been adopted into the Private Marketplace. All PO’s created for the S-O-T-F Supplier will contain non-catalog content and the orders will be sent to the Supplier via the Birch Street fax server.

Symbols (Icons) — See Symbols (Icons) and Definitions

Tutorials — Buyer and Supplier ‘**Tutorials**’ are available on the hsm-online.com Home page. The Tutorials are self-paced on-line learning tools, which provide the ‘student’ with an overview of each core component or process of the software. ALL BUYERS ARE STRONGLY ENCOURAGED TO REVIEW THIS INFORMATION.

Up — The ‘**Up**’ Action button is displayed when searching by Category on the Catalog tab. Selecting ‘Up’ will take the Buyer back “Up” one level within the category hierarchal structure.

UOM — Unit of Measure (**UOM**) is one of the available attributes a supplier is required to populate with relevant data. Examples of UOM are: Case, Box, Each, etc. Many Suppliers sell their products by multiple UOM’s.

Update — The ‘**Update**’ function is different from the ‘Save’ function. When you select ‘Update’ the Birch Street system (database) receives the updated information and the Buyer’s screen(s) change accordingly. The ‘Save’ button only saves your work within your screen.

Will Break Case — One of the available product attributes a supplier can populate with relevant data. The ‘**Will Break Case**’ is a field within the ‘More Product Info’ screen. When populated with ‘Yes’, it indicates that a supplier is willing to sell the item in fraction quantities. A Buyer may enter (.5) in the Ord Qty field to indicate a half case.