



E-Commerce

An ESPO "How To..." Guide



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1 Overview

ESPO has many e-commerce options available to save you time, resource and costs. We can also help you with your efficiency targets for electronic ordering and invoicing. Below is a summary of the options on offer with more detail in the pages to follow. We can look at other specific requirements to interact with your individual e-Procurement system if you want us to:

Go Paperless

E-commerce or electronic commerce continues to evolve and grow in popularity.

ESPO can help with:

- **placing your orders electronically (e-ordering)**
- **electronic invoicing systems (e-invoicing)**

The main benefits for choosing to switch to electronic commerce are saving you time and money. Many people are "going paperless" every day and it really is a case of "it's easy when you know how!"

E-commerce Enquiries
 e: info@espo.org
 t: 0116 265 7927
www.espo.org

E-catalogues

E-catalogues are an electronic copy of our paper catalogues. It's not only kinder on the environment, but it's easier for you as information is available at your fingertips and should eliminate the "who has not returned the ESPO catalogue" conversation!

We have several different formats of e-catalogue that can "marry up" with your existing finance system. Your organisation will use a finance system such as: SAP, Sage, FMS, SIMS, Key Solutions and Excel spreadsheets. We recommend that your IT team download an e-catalogue from the ESPO website, to ensure your finance system "speaks" with our ordering system. Alternatively, request a CD to install our catalogue data. We also have a helpful e-commerce PDF guide on our website with instructions.

Online catalogue ordering

 **Orders can be placed at: www.espocatalogue.org**
 Discover familiar features such as: browse by section, favourites, order pad and shopping basket. Also view images and COSHH sheet information

Web ordering helps you view:

- your order history and order reference
- invoice and credit information
- credit limit and balances
- items in your shopping basket (including standard price and any discounts)
- what is printed on delivery notes; adding requests such as "Telephone for access before 7:30am"

 **For PDF orders attach your pdf to an email and send to: printable.orders@espo.org**

 Enquire about our **Customer Purchase Card** which can be used with all methods of ordering

 **Fax your order to: 0116 294 4390**

 **See our online guide about ESPOs Desktop Ordering System**

Ordering using your own finance system

- **SIMS / FMS:** Send your XML order on an email to: edi.inbox@espo.org
- **Marketplaces:** Different operators provide different e-commerce solutions. For example Proserve offers buy4my, exchangeables and NPPH. While EGS provides the IDeA marketplace. A punchout to our ESPO catalogue is available from any of these marketplaces. This will enable you to return the contents of your shopping basket back to your own system for authorisation (such as SIMS, Oracle and Agresso). A confirmed order can then be sent via the marketplace to us at ESPO.



E-invoicing

We can send you an en electronic invoice in the following ways:

- **PDF invoice:** arrives via email
- **Marketplaces:** if you order using your own finance system we can send an XML invoice
- **Local Authorities:** we can send BASDA XML invoice via email to you



You and your IT team might like to know that ESPO uses the UKGOV 3.09 schemas^(Notes: 5.1) BASDA subsets for receipt of electronic orders and sending of electronic invoices.



2 e-Catalogues

ESPO's catalogue can be downloaded from www.espo.org by selecting the menu option 'Catalogue' and then clicking on 'View e-ordering options. **Various catalogue formats are available** including those for SIMS, Sage, Key Solutions, CMIS, PS Financial, Hoge 100 Business Systems and Excel spreadsheets.

For other ERP systems such as SAP, Oracle or Agresso (also known as Unit 4 Business World), please download the Generic CMS format and select the columns of data you require to import.

Alternatively, you can **request a catalogue disk** from Marketing Services on 0116 265 7927, email marketing@espo.org, or [contact your Account Manager](#).

You can load the catalogue data into your ordering system for easy order creation. If you do not have an ordering system then you can use the **Desktop Ordering System** which has the ability to send electronic orders. This can be downloaded from www.espo.org, and is also included on the catalogue disk.

3 e-Ordering

Placing your orders electronically can **save you time, money and resource**, with the benefit of improved accuracy of data entry. For more information or assistance with any e-ordering solutions contact Marketing Services: 0116 265 7927, email marketing@espo.org, or [contact your Account Manager](#).

3.1 Online catalogue ordering

You can place orders online at www.espocatalogue.org but will first need a login and password obtained by completing the [online application form](#). Alternatively you can browse the catalogue as a guest and place orders via another method.

The website offers **typical online features** with browse by section, product search, favourites, order pad and shopping basket. You can view images and Safety Data Sheet^(Notes 5.2) information.

An **order acknowledgement** can be sent to you and your cost centre manager, if required.

If you have **forgotten your password** click on *Forgotten your details?* on the logon page. You will be asked to enter your login id. A new password will be sent to your email address. You will be asked to change this password when you login. Enter the password you have been sent in the email and then a new password of your choosing twice.

Use the *advanced search options* to find an item based on the product code number or description. You can also include a price range search and selection of environmentally friendly products as shown below. This will retrieve items with the words *air* and *freshener* in the product description and where the price is between **£0.00 and £20.00** and the product is flagged as **environmentally friendly**.



Example: Advanced search facility:

Search by Part description

contain any of the words
 contain all of the words
 contain the exact phrase

Additional Search Criteria

Display results by product

List price range To

Environmentally friendly Return eco-friendly products

Go

This will display the results **by product groups**. If you wish to display the results **by product code** then check the box next to 'Display results by product'. If the results are displayed by product code then you can **sort the results** by clicking on the heading, e.g. List Price:

Summary		
Product	Description	List Price
141666	AIRCARE, Shades Gel Air Freshener, JEYES Professional, 190g (Pack Discount Available)	£ 0.69
141658	AIRCARE, Shades Summer Flowers Air Freshener, JEYES Professional, 400ml (Pack Discount Available)	£ 0.90
141534	GENERAL CLEANERS, Citrus Air Freshener, Premiere Products, 400ml (Pack Discount Available)	£ 1.56
14166P	AIRCARE, Shades Gel Air Freshener, JEYES Professional, Pack of 12 x 190g	£ 7.95
14153P	GENERAL CLEANERS, Citrus Air Freshener, Premiere Products, Case of 6 x 400ml	£ 9.10
14165P	AIRCARE, Shades Summer Flowers Air Freshener, JEYES Professional, Pack of 12 x 400ml	£ 10.37

No more pages to display

The search option above the *Advanced search options* link will **search in the description** for items containing all of the words entered. In the example below, items with the words *adagio* and *tinted* in the description will be retrieved. You can also enter a product code in this search box.

Home | Contact | Request a Catalogue

Search:

Advanced search options

Use the option *Closure dates* to add, amend or remove school closure dates.



Click on the delivery account you wish to enter closure dates for and click on Go.

Please select the delivery account that you wish to enter closure dates for:

- 68870 / 001 ESPO STORES, COLLECT
- 68871 / 001 ESPO IT, BARNSDALE WAY
- 777AA / 001 ESPO(INCORPORATING COUNTY SUPPLIES), URGENT OF
- 777AA / 002 ESPO(INCORPORATING COUNTY SUPPLIES), REPLENISH
- 99980 / SWH ESPO SEASONAL WAREHOUSE, BARNSDALE WAY

Go

Click on the option to 'Add new closure'.

Account 68871 / 001 ESPO IT, BARNSDALE WAY

Start	End	Comments	Remove	Amend
No more pages				

[Add new closure](#)

Enter the start and end dates or click on the calendar icon to select a date. Click on the Update button.

Please enter the start and end dates of this closure, and press Update.

From:

To:

Update

Cancel

The closure dates will now be displayed. Click on the Remove button to delete closure dates or click and Amend to change the start or end date.

Account 68871 / 001 ESPO IT, BARNSDALE WAY

Start	End	Comments	Remove	Amend
21/03/16	01/04/16	Web 18/02/16 mgeary	Remove	Amend
No more pages				

[Add new closure](#)

Use the *Order pad option* to enter a list of product codes and quantities to add to your shopping basket:

Order Pad

Use the *Favourite Products* option to add items to your shopping basket from your list of favourites:



★ Favourite Products

Enter the quantity against the required product and click on *Add To Order*. You can change the order in which the products are displayed by use of the up and down arrows in the sequence column and clicking *Update*. Items shown in black text have been discontinued and should be removed from your Favourites list by clicking on the *Remove* button e.g. 118117 below:

Product	Price	Quantity	Sequence	Remove
89940 - CARD, PASTEL COLOURS, A4 120gsm (150 micron), Pink, Pack of 250 sheets	£ 2.40	<input type="text" value="3"/>	▲ ▼	Remove
24651 - ESPO SmartBuy™, COPIER PAPER, LASER/INKJET, SHIRES Multi-Purpose White, 80gsm, A3, Ream of 500 sheets <i>(Pack Discount Available)</i>	£ 4.90	<input type="text"/>	▲ ▼	Remove
113778 - COPIER PAPER, REY 'Text & Graphics' White, 100gsm, A4, PAPER, Ream of 500 sheets <i>(Pack Discount Available)</i>	£ 3.40	<input type="text"/>	▲ ▼	Remove
118117 - WHITEBOARD, ACCESSORIES, POWER MAGNETS, 32mm diameter, Pack of 4	£ 0.80	<input type="text"/>	▲ ▼	Remove

To add items to your Favourites list click on the star sign to the left of the product code on the product display screen. Once the product has been added to your Favourites list, the star will change colour from grey to yellow.

	31623	90gsm, A4, Box of 4 reams
	31585	90gsm, A3, Box of 4 reams

You can also add items to your Favourites list by checking the box on the order pad as shown below:

Product Number	Quantity	Favourite
<input type="text" value="96156"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Safety Data Sheets ^(Notes 5.2) are available on the product display screen e.g. search for product code 05045 as shown below using the advanced search options.

Search by Part number

where the part number contains

exact match

Click on the down arrow at the end of the item description to expand this as shown below. Click on the PDF link next to *Safety Data Sheet*:



ESPO Code	Item Description	Price	Quantity
05045	1 litre Safety Data Sheet	£ 2.91	<input type="text" value="0"/>

You can upload a CSV ^(Notes 5.3) file containing product code and quantity by using the file upload option.



Locate your file name using the browse button.

All items in the CSV file will be added to your shopping basket. Example CSV file:

```
96156,1
10006,2
10022,3
```

Use the option [Saved Orders](#) to view your order history. You can enter a range of dates or find orders placed for a specified product code.



Click on Go to view a list of orders. Click on the ESPO order number to view the detail of the order. You can click on the copy order icon in the top right hand corner to copy the lines to your shopping basket. You will be prompted to enter the quantity against each line.

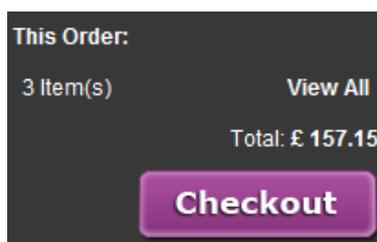
Use the link for [Standard selection criteria](#) from saved orders to view orders based on your own customer order reference.

Use the option for [Account Details](#) to view your credit limit and balances.



Click on [View All Transactions](#) to view your invoices and credits.

Click on the Checkout button to see the items in your shopping basket.



You can see the **standard price** and **your price** (including discounts) on this screen. A green tick indicates that the item is in stock, a timer indicates that this



item is temporarily unavailable and a van indicates that this item will be delivered directly from the supplier.

You can **change quantities or remove items** from your shopping basket by clicking on the *remove* button for that line. If you wish to remove all items from your shopping basket then click on the *clear* button. To enter text against a line, click on the line number. Lines requiring text are normally shown in red font:

Review · Delivery · Instructions · Confirmation

The following table displays the items that you have added to your order. For each item, you can change the quantity, enter details or remove the item from the list.

Where the item description is Red, click on the order line number (1st column), enter your specific requirements in the **Order Line Text** box and click **Update** e.g. colour, finish

	Item	Quantity	List Price	Your Price	Goods total	!	
001	89940 - CARD, PASTEL COLOURS, A4 120gsm (150 micron), Pink, Pack of 250 sheets	<input type="text" value="3"/>	£ 2.65	£ 2.40	£ 7.20	✓	Remove
002	A948482 - SWIVEL, EXECUTIVE CHAIR, With Arms, Light Grey, EVERTAUT LTD	<input type="text" value="1"/>	£ 152.00	£ 145.00	£ 145.00		Remove
003	025542 - Hewlett Packard - Inkjet Black, HP Deskjet 850C / 970 CXI, 51645A (No. 45), RICOH, Each	<input type="text" value="1"/>	£ 5.20	£ 4.95	£ 4.95		Remove
Total (ex. VAT and delivery)					£ 157.15		

= In stock
 = Temporarily out of stock
 = Delivered direct from supplier

Your order reference (max. 20 characters)

Update the order details, and review the order

Update the order details, and continue to checkout the order

Clear the current order

Click on *Continue Checkout* to see your invoice and delivery address. Click on *Continue checkout* to move to the instructions screen. Enter text for printing on your delivery note in the text box provided e.g. FAO John Smith. If you wish someone in ESPO Customer Services to **read your text** then check the urgent order box. This will suspend your order until someone in ESPO Customer Services has read your request and released the order. Click on *Continue Checkout* to display the confirmation screen. When you click on the *Confirm* button your order will be placed on our system. Click on the ESPO order number to review your order.

End of Online Catalogue Ordering



3.2 SIMS FMS

Schools can use FMS ^(Notes 5.4) to send a BASDA e-BIS-XML-UKGov order ^(Notes 5.1) as an attachment on an e-mail to ESPO, using the ESPO catalogue loaded into FMS. You should **configure FMS** to send this e-mail to edi.inbox@espo.org. This order will be automatically imported into ESPO's back office system returning you an email **order acknowledgement**.

Alternatively, you can request a login to our online catalogue www.espocatalogue.org and place a **Content Order** ^(Notes 5.5). This Content Order will be sent to you on an e-mail which can be imported into FMS for authorisation prior to sending a confirmed order to ESPO. Please contact your FMS support service centre for help in setting up electronic ordering within FMS or use this simple guide:

A simple 4-step guide to setting up e-procurement systems:

Setting up New Directories in your SIMS folder:

- Click on **My Computer** and select your SIMS drive e.g. **Z drive**
- Double click into the SIMS folder, Select File, New, Folder, and name the folder e.g. **EPROC**
- Double click into the EPROC folder, Select File, New, Folder, and name the folder e.g. **IN**
- Double click into the EPROC folder, Select File, New, Folder, and name the folder e.g. **OUT**

Step 1 Within the Accounts Payable options, click on Supplier and add a supplier e.g. ESPO

Tab 1 Basic – Enter the ESPO account number in the format xxxxx/xxx e.g. 12345/001. **Set the order method to xml file:**

The screenshot shows the 'Supplier Details' window in FMS, with the 'Basic' tab selected. The form contains the following fields and options:

- Name:** [Text Field]
- Date Opened:** [Text Field]
- LA Reference:** [Text Field]
- VAT Registration No.:** [Text Field]
- Balance:** [Text Field]
- Address:** [Four stacked Text Fields]
- Postcode:** [Text Field]
- Contact:** [Text Field]
- Telephone:** [Text Field]
- Fax:** [Text Field]
- e-mail:** [Text Field]
- eOrdering e-mail:** [Text Field]
- Delivery Code:** [Text Field]
- Delivery Terms:** [Text Field]
- Account Number:** [Text Field] (Value: 12345/001)
- Contract Number:** [Text Field]
- Credit Terms:** [Text Field] days
- Credit Limit:** [Text Field]
- Min. Order:** [Text Field]
- Order Method:** [List Box] (Selected: XML File)
- Linked Web Service:** [Text Field]
- In Use:** **On Hold:** **Service:** [Text Field]
- Unique Identifier:** [List Box] (Selected: n/a, Other options: GLN, DUNs)

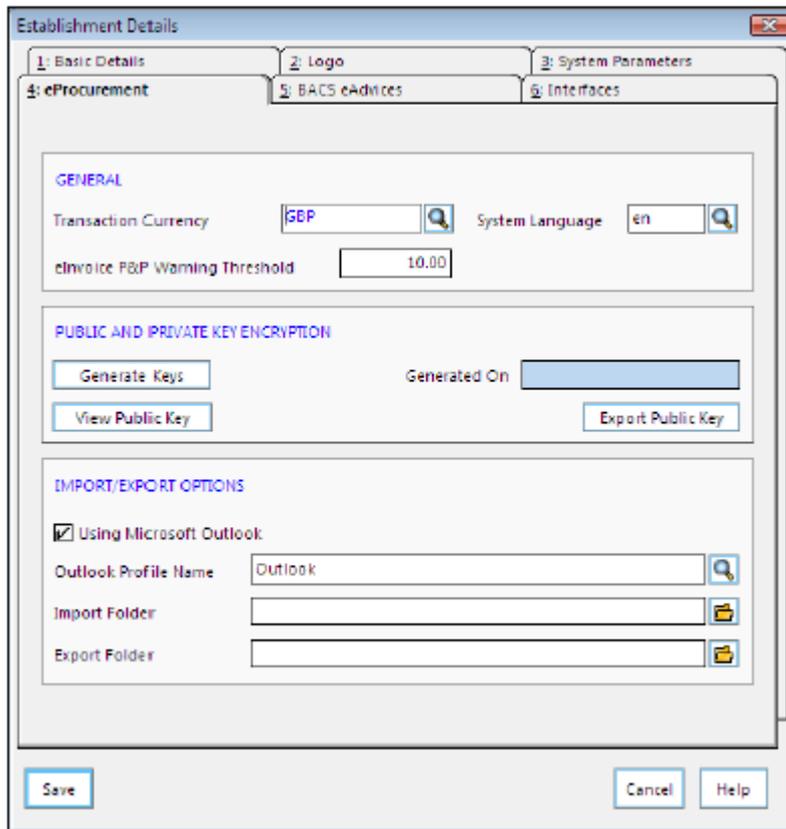


Tab 5 e-Procurement – Insert the Purchasing web address as www.espcatalogue.org. Enter the ESPO email address destination as edi.inbox@espo.org. Enter xml supplier reference as ESPO.

Step 2. Go to Tools and click on Establishment Details

Tab 4 e-procurement:

If you are using your Microsoft Outlook email system to directly import/export orders then tick the **checkbox import/export options** to Using Microsoft outlook. The profile name should be Outlook.



If you are not using your email system to directly import/export orders, you will need to select the **Import Folder** where imported XML content orders will be placed.

Click on the browse button by **Import Folder** and select the appropriate folder e.g. **Z:\SIMS\EPROC\IN** where XML orders will be placed when detached from a supplier's email.

Click on the browse button by **Export Folder** and select the appropriate folder e.g. **Z:\SIMS\EPROC\OUT** where XML orders are to be saved by FMS before being despatched.

Click the Save button.

Step 3. Generate the order as normal and print to email if you are using Outlook to directly import/export the orders. If you are not using your email system to directly import/export orders then you will need to pick up the orders from your **Z:\SIMS\EPROC\OUT** folder and attach to an email.

End of SIMS FMS section.



3.3 Sage accounting software

Sage (UK) Ltd can be used to send a BASDA (Notes 5.1) order as an attachment on an email to edi.inbox@espo.org. This order will be **automatically imported** into our back office system. You will receive an order acknowledgement via email.

End of Sage Accounting Section



3.4 Desktop Ordering System

We offer this to customers **without a computerised ordering system** and who traditionally use order forms. The system can be loaded on a stand alone PC or on a network to enable many PCs to use the ESPO catalogue. The **system allows** product search, favourites and special items to be purchased.

The order can be sent via **web, email, print or fax**. If you select the option to send the order via email or web a BASDA XML ^(Notes 5.1) order will be sent to ESPO for automatic import into our back office system. An **order acknowledgement** will be returned if you send the order via e-mail or web. This software can be downloaded from the www.espo.org website's [e-ordering options page](#).

Customise your Desktop Ordering System:

The **Customise** tab **allows you to change the standard functionality** of the ESPO Desktop Ordering System, for example:

- a) **Saved Orders Location entry details:** you can save orders to a folder on your network to allow them to be backed up overnight.
- b) **Catalogue Location entry details:** If you have many networked PCs using this application, you may wish to point them to a common catalogue file in order to simplify updating changes to the catalogue. **Note that the price breaks file 'PriceBreaks.xml' must be in the same location as the catalogue file**, so if you do intend on changing the location of the catalogue file, you will need to move the Price Breaks file to the same location.
- c) **Order Reference Section:** you can generate an order reference for each new order, or choose to provide your own order reference.
- d) **EDI ^(Notes 5.6) Section:** configures how the ESPO Desktop Ordering System electronically transmits orders to ESPO. The default option is to 'Send Orders via Email'. This requires a **MAPI** ^(Notes 5.7) compliant email system, eg Microsoft, as well as internet email access.
- e) **Send Orders via the Web:** use this option for a Web-based email system. This doesn't require a MAPI compliant email system and order confirmation emails will be sent to the email address specified in the [Customer Delivery Details](#) tab.
- f) **ESPO Email Address entry:** this details where an emailed order will be sent to. The ESPO email address is edi.inbox@espo.org
- g) **ESPO Web Address entry:** this details where orders sent via the Web will go. The ESPO web address is <http://www.espocatalogue.org:8080>

Clicking on the Save button or exiting the application will make these changes permanent. Catalogue Location and Saved Orders Location will not have any effect until you restart the application.



Create an Order:

- a) Click on the **New order** tab
- b) Enter any special instructions you wish to appear on your delivery note.
- c) Click on the **Find item** button to search for a product code. Enter a product code or part of the description and click the search button. You can refine your search by entering another search word and checking the option to search only these results.
- d) Select the items you wish to add to your order and click on the **Add to order** button. You will be prompted to enter a quantity.
- e) Click on the **Send** button to send the order electronically to ESPO, or click on the **Print** button if you wish to **post or fax*** the order (*[contact your Account Manager](#) to see if there is a more efficient method you can use).
- f) Click on the **Save** button to save your order for future reference. Orders can be viewed in the **Order enquiry** tab.

End of Desktop Ordering section



3.5 Procserve Trading Network

(buy4my, exchangewales, NPPH – National Police Procurement Hub)

Procserve provides eCommerce solutions and services to connect Buyers and their Suppliers making procurement and trading more efficient. A punchout ^(Notes 5.8) to the ESPO catalogue www.espocatalogue.org is available which enables you to return the contents of the shopping basket back to your own e-Procurement system e.g. SIMS, Oracle. A confirmed order can then be sent via the Marketplace ^(Notes 5.9) to ESPO in cXML ^(Notes 5.1) format for automatic import into our back office system. [Contact your Account Manager](#) for more information. Procserve is now a Basware Company.

3.6 EGS Marketplaces (IDeA)

EGS provides software to help large organisations automate manual, time-consuming, paper-based processes in purchasing, invoice processing and sales order processing. A punchout ^(Notes 5.8) to the ESPO catalogue www.espocatalogue.org is available which enables you to return the contents of the shopping basket back to your own e-Procurement system e.g. Oracle and Agresso (Unit 4 Business World). A confirmed order can then be sent via the IDeA Marketplace ^(Notes 5.9) to ESPO in cXML ^(Notes 5.1) format for automatic import into our back office system. [Contact your Account Manager](#) for more information.

3.7 Send orders via HTTP

You can use your ERP system such as Oracle, Agresso (Unit 4 Business World) to send cXML ^(Notes 5.1) orders to ESPO via HTTP (hyper text transfer protocol). [Contact your Account Manager](#) for more information.

3.8 Punchout

You can Punchout directly to our catalogue website via cXML or SAP OCI (Open Catalogue Interface).

The benefits of using punchout are:

- PunchOut enables Users to access supplier catalogues for products that are best placed on a supplier's Website.
- It eliminates the need for the customer to load their supplier catalogues into their procurement systems
- The customer has access to an up-to-date catalogue with images
- Eliminates Buyer error associated with pricing and item configuration
- cXML is the most widely adopted B2B protocols today.
- Leverages XML, which is the most robust language for describing information.

[Contact your Account Manager](#) for more information.

End of e-Ordering Section



4 e-Invoicing

ESPO can send you an electronic invoice in the following ways:

4.1 PDF invoice via email

An invoice can be sent to you via a PDF attachment on an e-mail. Please contact Marketing Services on 0116 265 7927 or marketing@espo.org and provide a generic e-mail address eg invoices@school.gov.uk.

4.2 Procsolve Trading Network

If an order has been placed via the Procsolve trading network (see 3.5 above) then ESPO can return a cXML invoice to the Marketplace which will be passed on to you. We can provide contacts to organisations using this facility – [contact your Account Manager](#) for more information. Procsolve is now a Basware Company.

4.3 EGS Marketplace

If an order has been placed via the IDeA Marketplace (see 3.6 above) then ESPO can return a cXML invoice to the Marketplace which will be passed on to you. We can provide contacts to organisations using this facility – [contact your Account Manager](#) for more information.

4.4 BASDA e-BIS-XML-UKGov invoices ^(Notes 5.1)

The invoices are sent as multiple attachments on one e-mail to a designated address. Another e-mail is sent for credits.

4.5 Purchasing cards

ESPO currently offers purchase card accounts which can be used with all methods of ordering. We can provide full invoice line item data to customers using purchasing cards to purchase from ESPO. We can pass through your cost centre code in the transmission.

You will need to complete an application form which can be found [here](#). Please print, sign and return it to marketing@espo.org.

4.6 Consolidated invoicing

We offer consolidated invoicing to a small number of large organisations. ESPO will send you a paper invoice for all invoices created that week and the line item detail is sent in a spreadsheet.

End of Invoicing Section



5. Glossary (explanatory notes)

5.1 UK Gov 3.09 schemas:

The OGC (Office of Government Commerce) and BASDA (Business Applications Software Developers Association) have defined an XML schema for Confirmed Orders and Accounts Payable Invoices. After successful trials in 2003, the OGC announced in early 2004 that the UKGOV 3.09 schemas were to be recommended for adoption throughout local and central government together with the Health Service.

5.2 Safety Data Sheets:

Also known as COSHH (Control of Substances Hazardous to Health) sheets. ESPO provides COSHH information against its catalogue products where required. For more information visit: www.hse.gov.uk/coshh/

5.3 CSV:

A **comma-separated value** (also sometimes called *character-separated value*) file stores data (numbers and text) in plain-text form. Plain text means that the file is a sequence of characters with no formatting, images or complex layouts. A CSV file consists of any number of records, each separated by a line break; each record consists of fields, separated by some other character or string, most commonly a comma or tab.

CSV files can easily be created from a spreadsheet in Microsoft Excel by selecting File > Save As, and selecting *Save as type as CSV (Comma delimited)*.

5.4 SIMS FMS:

SIMS Financial Management System. Enables schools to manage their key financial processes with an integrated double-entry accounting system.

5.5 Content Ordering:

Content Ordering refers to what happens when you have finished shopping at the ESPO website and checkout. This is chosen when you apply for an online ordering account.

If Content Ordering is enabled, ESPO will NOT dispatch your goods, but will instead email your organisation with a breakdown of your order for further authorisation. Once ESPO has received authorisation from your organisation, ESPO will ship your goods as per your normal delivery cycle. In order to use this feature, you will need software capable of importing a BASDA eBIS-XML Content Order. An example of such software is [SIMS FMS](#).



If you leave the Content Ordering option blank, no further authorisation is required and ESPO will ship your goods as per your normal delivery cycle. If you wish you may enter a supervisor email address who will receive a breakdown of all orders placed.

5.6 EDI:

EDI or **Electronic Data Interchange** is the exchange of data in a standard format between computers without any human intermediary.

5.7 MAPI:

MAPI (Messaging Application Program Interface) is a Microsoft Windows program interface that enables you to send e-mail from within a Windows application and attach the document you are working on to the e-mail note.

5.8 Punchout:

Punchout is an e-procurement software application that makes it possible for a buyer to access a supplier's website from within the buyer's own procurement application. The buyer leaves ("punches out" from) their company's system and goes to the supplier's web-based catalogue to locate and order products, while their application maintains connection with the web site and gathers pertinent information. A vendor catalogue that is enhanced for this process is known as a *punchout catalogue*.

5.9 E-Marketplace (IDeA – Improvement and Development Agency):

In the e-marketplace users can browse a range of supplier catalogues, create a "basket" of products they wish to buy, and complete all transactions online including ordering, invoicing and receipting as standard. The e-marketplace enhances procurement processes and secures efficiency savings.

5.10 Framework Agreement:

Defined as "an agreement with suppliers, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and quantity." ESPO has a comprehensive list of frameworks already in place which are EU compliant, free to access and available to view on: www.espo.org/frameworks. [Contact your Account Manager](#) if you are interested in learning more about how we can save you time, cost and resource by utilising one of our frameworks.