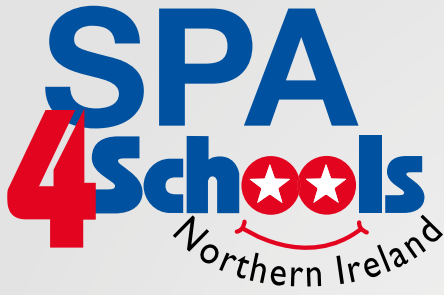


Halve the time it takes to procure your supplies



- ✓ Link our website directly to your SIMS FMS
- ✓ No re-keying or duplicate entry
- ✓ Instant approval and ordering from inside SIMS FMS
- ✓ Eliminate manual errors
- ✓ Save time and money



WebFMS

User Guide

Speak to us on **028 9756 2886** or email webfms@spa4schools.co.uk

SPA4Schools WebFMS

If you are looking to save time and money on your procurement then our WebFMS solution is for you. You simply create an order in our website and import it back into SIMS to get your order authorised, the process is seamless and integration is simple.

This new and efficient way of ordering is free to setup and you can benefit from;

- Faster and more efficient shopping - no rekeying required
- Seamless integration with your SIMS FMS - simple one-off setup
- Fully compliant - providing a complete digital audit trail
- Orders placed immediately following approval
- Access to latest products and prices
- Free delivery available on all orders
- More environmentally friendly - full digital solution means less paper wastage

HOW IT WORKS



GETTING STARTED

To setup WebFMS we need to make a couple of simple changes to your account.

Before proceeding with the rest of the guide, **please call 028 9756 2886, or email, webfms@spa4schools.co.uk** and one of our team will activate your account so that you are ready to complete your integration and start saving time on your procurement process.

You will also need the following information:

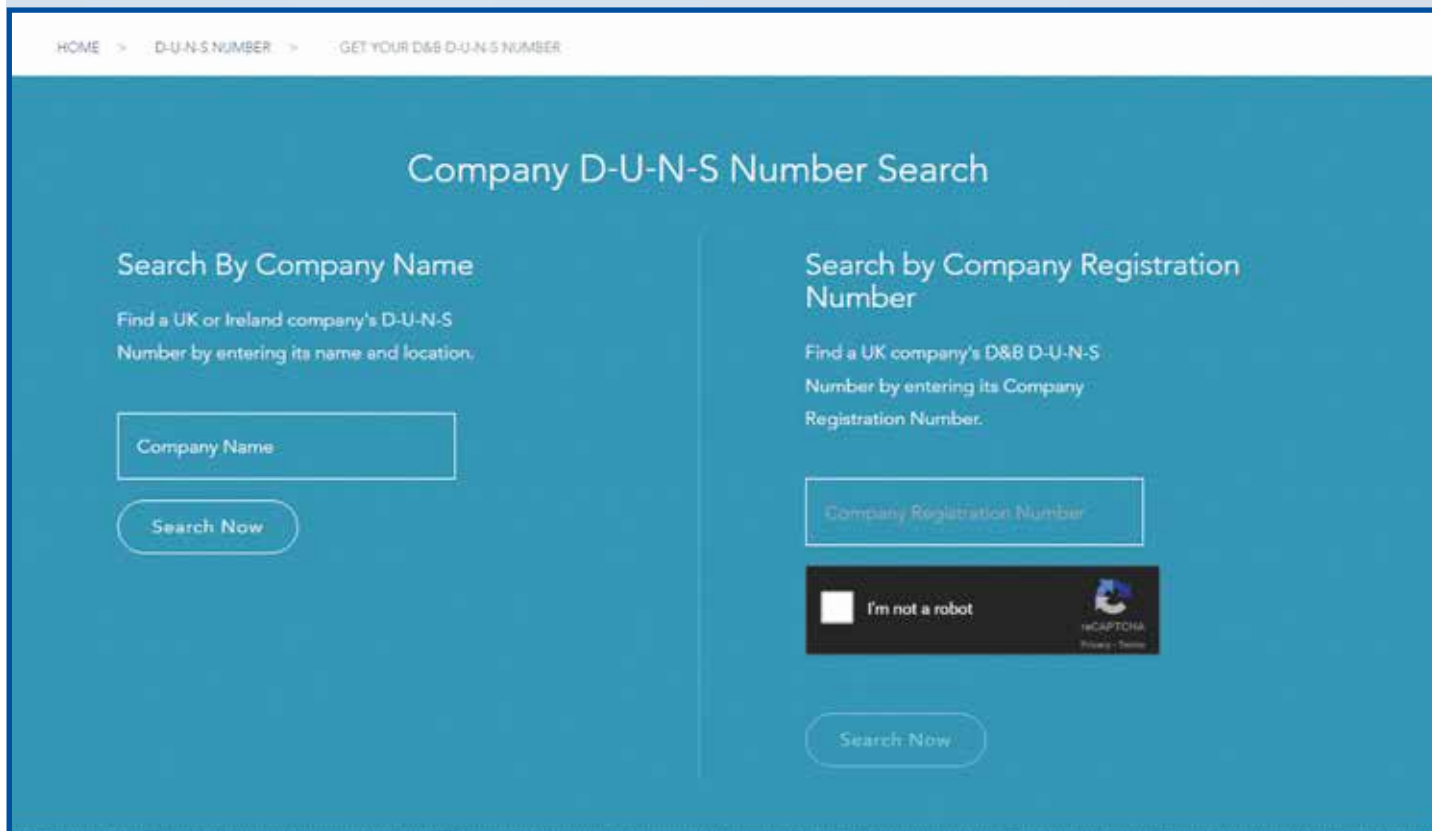
- 1. The email address you use to shop on SPA4Schools**
- 2. Your SPA4Schools Account Number**
- 3. Your SPA4Schools Website Password**
- 4. Your DUNS Number**

You will also need to check the 'Tools > eProcurement' Settings in your SIMS FMS. If this option is greyed out and therefore disabled you will have to contact your SIMS representative to enable it, either at your Local Authority or contact Capita directly.

FINDING YOUR DUNS NUMBER

If you are unaware what your school's DUNS number is, then you can find it using this handy tool provided by DUN and Bradstreet.

<https://www.dnb.co.uk/duns-number/lookup.html>



The screenshot shows the 'Company D-U-N-S Number Search' page. At the top, there is a navigation bar with 'HOME', 'D-U-N-S NUMBER', and 'GET YOUR D&B D-U-N-S NUMBER'. The main content area is split into two columns. The left column is titled 'Search By Company Name' and includes the instruction 'Find a UK or Ireland company's D-U-N-S Number by entering its name and location.' Below this is a text input field labeled 'Company Name' and a 'Search Now' button. The right column is titled 'Search by Company Registration Number' and includes the instruction 'Find a UK company's D&B D-U-N-S Number by entering its Company Registration Number.' Below this is a text input field labeled 'Company Registration Number', a CAPTCHA widget with the text 'I'm not a robot' and the CAPTCHA logo, and a 'Search Now' button.

Simply enter your establishment name into the **Search By Company Name search box**. To help the refinement process, you can also add your postcode and postal town.

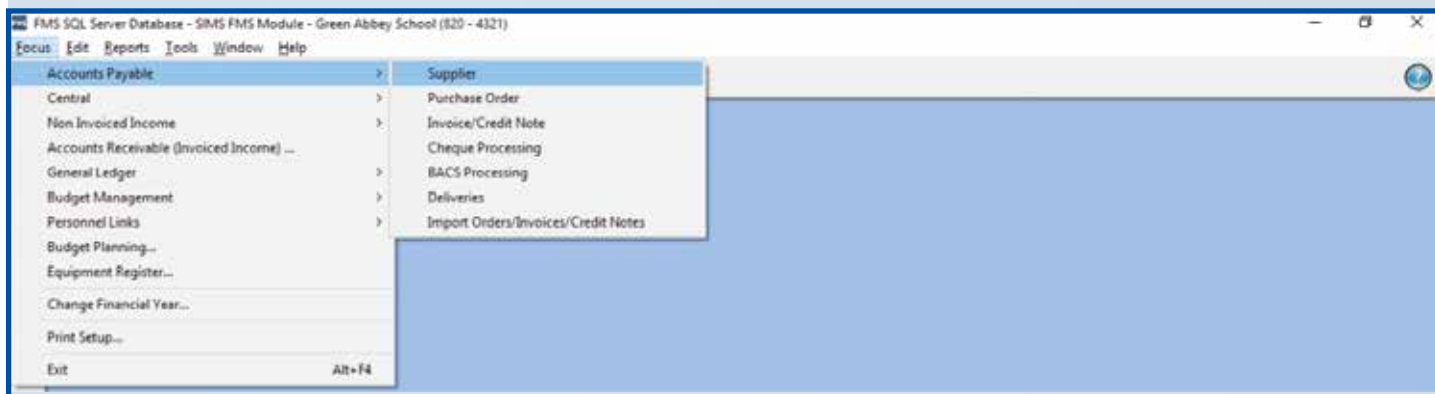
You can also find your DUNS number if you know your company registration number, by using the tool adjacent to Company Name search.


SETTING UP YOUR FMS

SECTION A: BASIC SET-UP

1. Add SPA4Schools as a Supplier

1.1 To set up SPA4Schools as a new supplier go to 'Focus > Accounts Payable > Supplier'

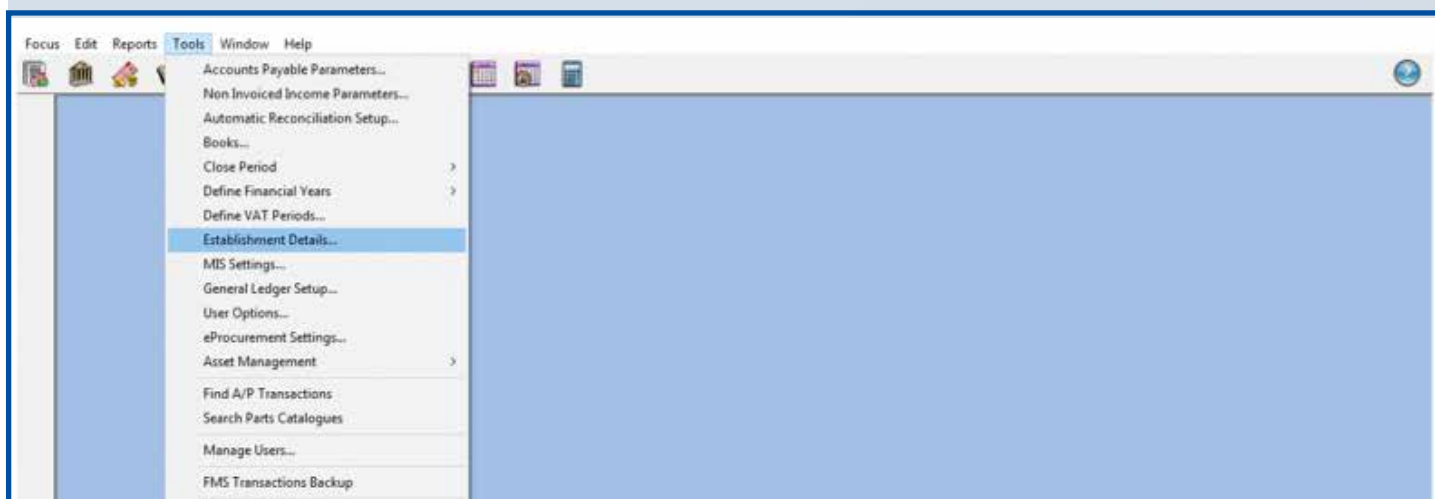


1.2 Select the  and enter the below details:

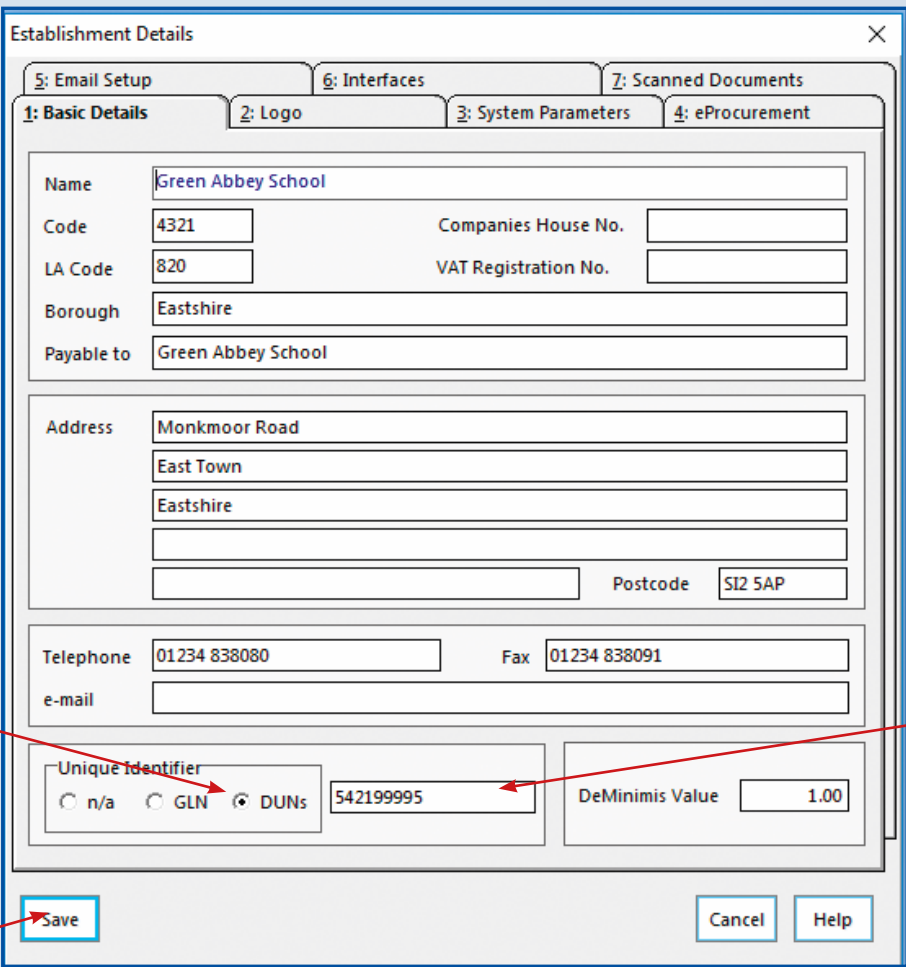
SPA4Schools
Units 1 and 2, 55 Antrim Road,
Ballynahinch, Co.Down,
BT24 8AN
VAT Number - GB125688644
DUNS - 219349384
Telephone - 028 9756 2886
Email Address - sales@spa4schools.co.uk

2. Check your Establishment Details

2.1 Ensure your Establishment details are correct and updated including the DUNS number via section 'Tools > Establishment Details'



2.2 Check the details held on Tab 1 – Basic Details, including the DUNS number, and edit where necessary.



The screenshot shows the 'Establishment Details' form with the following fields and values:

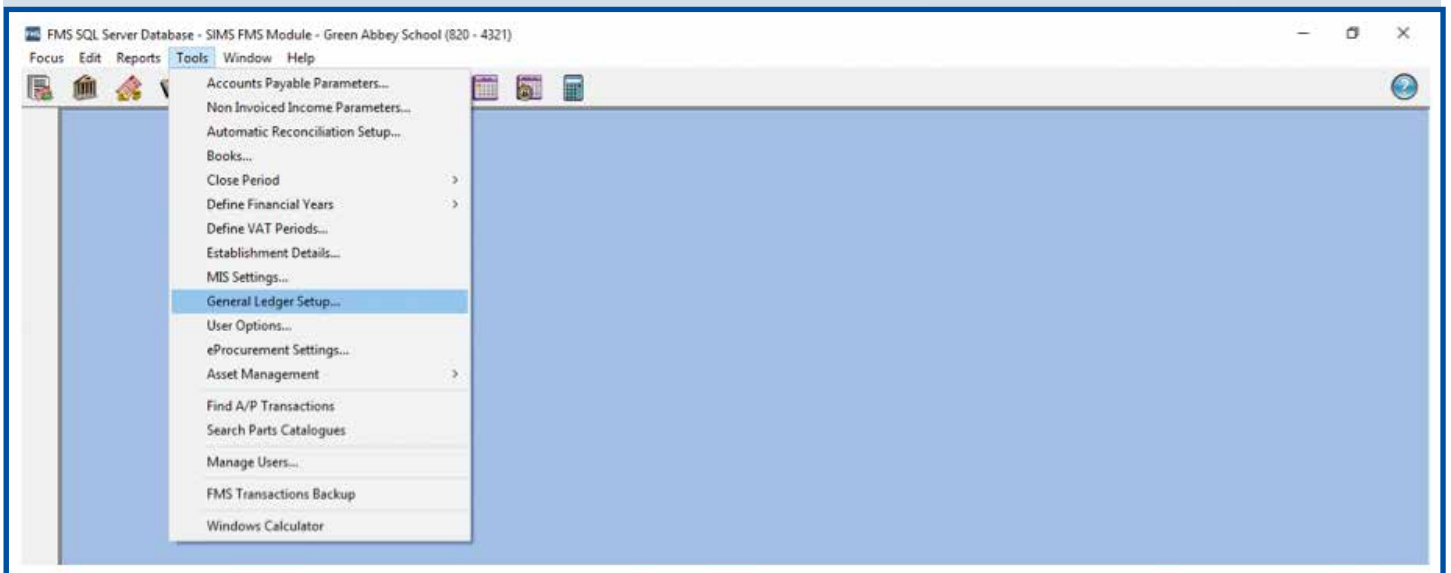
- Name: Green Abbey School
- Code: 4321
- LA Code: 820
- Borough: Eastshire
- Payable to: Green Abbey School
- Address: Monkmoor Road, East Town, Eastshire, Postcode: S12 5AP
- Telephone: 01234 838080, Fax: 01234 838091
- e-mail: (empty)
- Unique Identifier: n/a, GLN, DUNS (542199995)
- DeMinimis Value: 1.00


Annotations with red arrows:

- 'Select DUNS' points to the 'DUNS' radio button.
- 'Enter your DUNS Number' points to the '542199995' text box.
- 'Save' points to the 'Save' button.

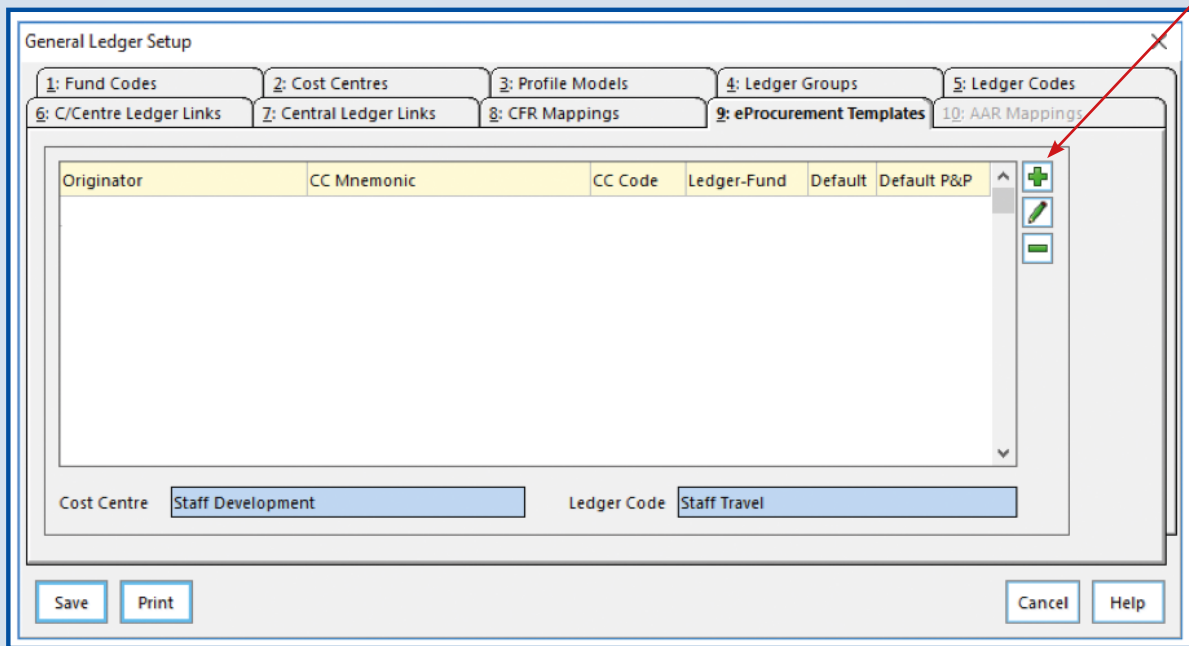
3. General Ledger

3.1 Next set up a general ledger template, this will ensure imported orders are assigned a cost centre and ledger code via 'Tools > General Ledger Setup'




3.2 Proceed to Tab 9 – ‘eProcurement Template’ and add a new ledger by clicking the 

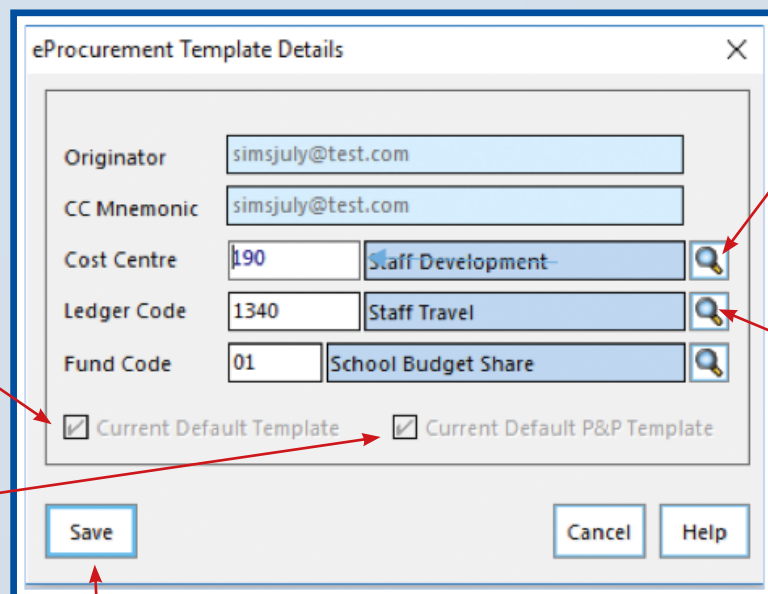
Click





3.3 Next complete the pop up box using the below information for both open fields:

- Originator and CC Mnemonic: This is your email address that you use on the SPA4Schools website.

3.4 Then click  next to Cost Centre field and select the default Cost Centre for this template. The cost centre that you choose will depend on your own establishment’s preferences and the available types, but in general it will be the category which you most commonly use. Any cost centre and ledger code applied to an incoming order can be amended in your FMS system once the order has been imported.



Click  and enter your most frequently used Cost Centre

Click  and enter your most frequently used Ledger Code

Tick Current Default Template

Tick Current Default P&P Template

Save

3.5 You should now see the following screen:

The screenshot shows a software window titled "General Ledger Setup" with a close button (X) in the top right corner. The window contains several tabs at the top: 1: Fund Codes, 2: Cost Centres, 3: Profile Models, 4: Ledger Groups, 5: Ledger Codes, 6: C/Centre Ledger Links, 7: Central Ledger Links, 8: CFR Mappings, 9: eProcurement Templates, and 10: AAR Mappings. The main area features a table with the following columns: Originator, CC Mnemonic, CC Code, Ledger-Fund, Default, and Default P&P. A single row of data is visible, with values: simsjuly@test.com, simsjuly@test.com, 190, 1340.01, a checked box, and another checked box. To the right of the table are three icons: a plus sign, a pencil, and a minus sign. Below the table are two input fields: "Cost Centre" with the value "Staff Development" and "Ledger Code" with the value "Staff Travel". At the bottom of the window are four buttons: "Save", "Print", "Cancel", and "Help". A red arrow points to the "Save" button.

Originator	CC Mnemonic	CC Code	Ledger-Fund	Default	Default P&P
simsjuly@test.com	simsjuly@test.com	190	1340.01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cost Centre: Ledger Code:

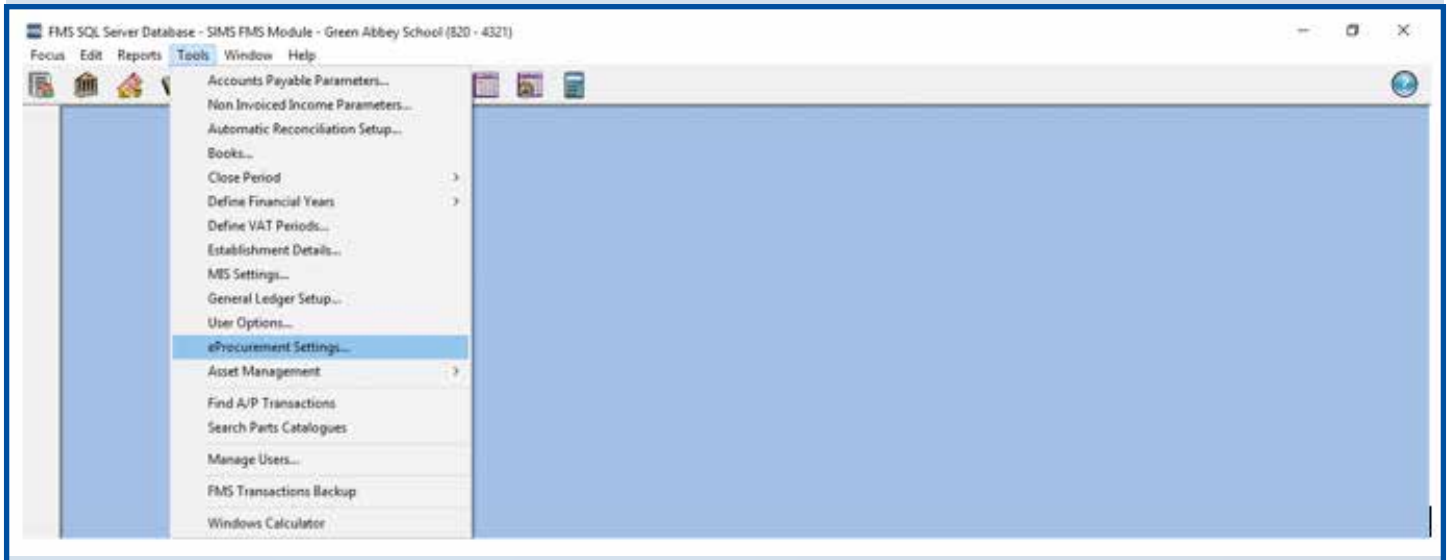
Buttons: Save, Print, Cancel, Help

3.6 Press save to complete.


SECTION B: E-PROCUREMENT SET-UP

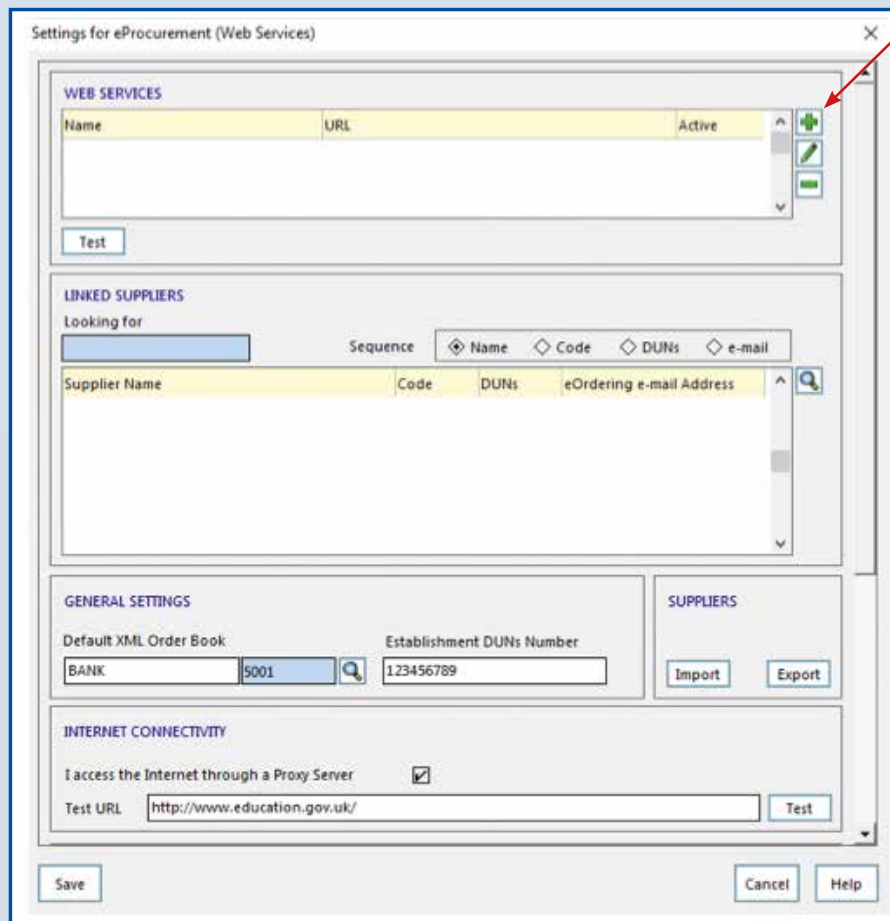
4.1 The next step is to enter the details to connect your SIMS FMS to our SPA4Schools website.

Go to 'Tools > eProcurement Settings'. If this is greyed out please refer to the 'Getting Started' section of this document to activate the option.

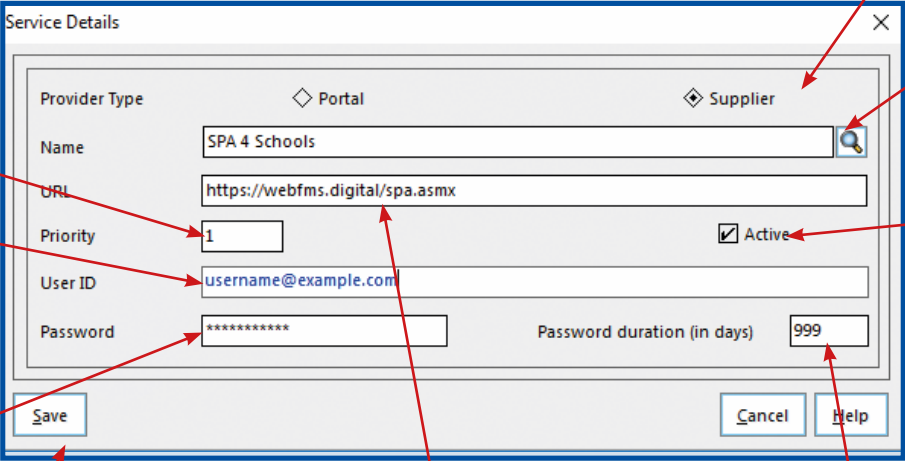


4.2 If this is editable select  in the WEB SERVICES section to make an addition:

Select 



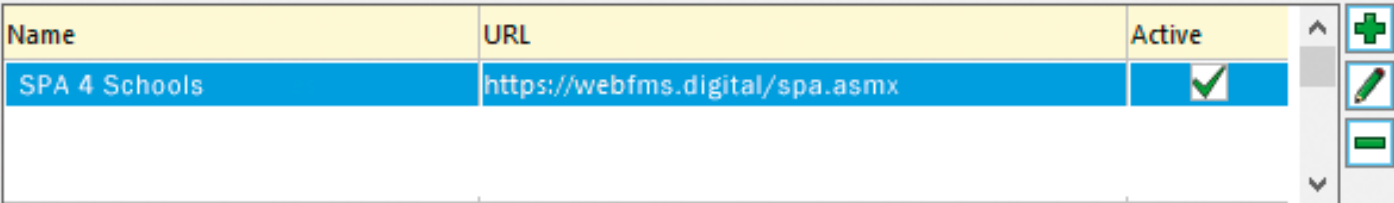
4.3 On the pop-up screen you will need to enter the responses below:



The 'Service Details' dialog box contains the following fields and controls:

- Provider Type:** Radio buttons for 'Portal' and 'Supplier'. An arrow points to 'Supplier' with the label 'Select Supplier'.
- Name:** Text box containing 'SPA 4 Schools'. An arrow points to the text box with the label 'Select SPA4Schools'.
- URL:** Text box containing 'https://webfms.digital/spa.asmx'. An arrow points to the text box with the label 'Enter: https://webfms.digital/spa.asmx'.
- Priority:** Text box containing '1'. An arrow points to the text box with the label 'Enter 1'.
- User ID:** Text box containing 'username@example.com'. An arrow points to the text box with the label 'Enter your SPA4Schools website email address'.
- Password:** Text box containing '*****'. An arrow points to the text box with the label 'Enter your SPA4Schools website password'.
- Password duration (in days):** Text box containing '999'. An arrow points to the text box with the label 'Enter 999 days'.
- Active:** A checked checkbox. An arrow points to the checkbox with the label 'Tick Active'.
- Buttons:** 'Save', 'Cancel', and 'Help' buttons. An arrow points to the 'Save' button with the label 'Click Save'.

4.4 Now save these settings and click to Test the connection, directly below the web services box.



The 'WEB SERVICES' section displays a table with the following data:

Name	URL	Active
SPA 4 Schools	https://webfms.digital/spa.asmx	<input checked="" type="checkbox"/>


Below the table is a 'Test' button. An arrow points to the button with the label 'Click Test'.

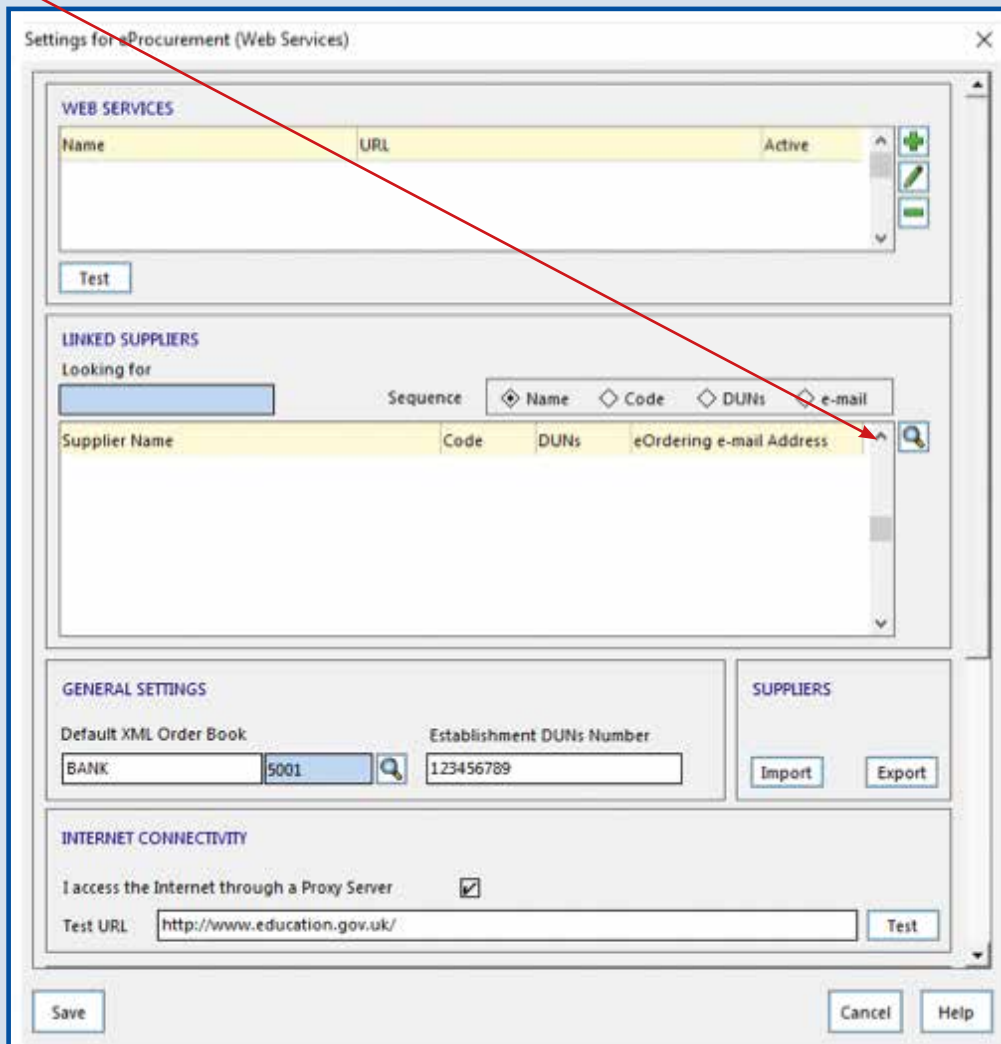
4.5 If the settings are correct the pop-up below will appear:



In the unlikely event of this showing a failed message, please contact our Support Team on 028 9756 2886.

4.6 Now that the Web Service is set up, simply choose the one you have just created to link the supplier to the web service.

Select  within Linked Suppliers



Settings for eProcurement (Web Services)

WEB SERVICES

Name	URL	Active
------	-----	--------

Test

LINKED SUPPLIERS

Looking for:

Sequence: Name Code DUNs e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
---------------	------	------	--------------------------

GENERAL SETTINGS

Default XML Order Book: Establishment DUNs Number:

SUPPLIERS

Import Export

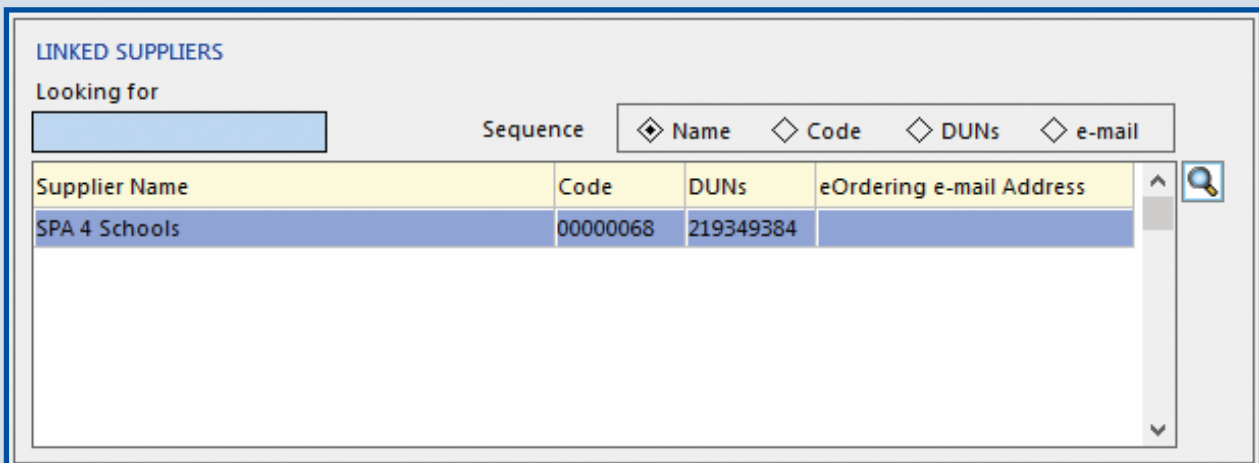
INTERNET CONNECTIVITY

I access the Internet through a Proxy Server

Test URL: Test

Save Cancel Help

4.7 In the 'Supplier Name' list select SPA4Schools so that it is highlighted and then click the Choose button. Then click Update. This links SPA4Schools as a supplier to the SPA web service details.



LINKED SUPPLIERS

Looking for:

Sequence: Name Code DUNs e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
SPA 4 Schools	00000068	219349384	

4.8 Next within the 'General Settings' section:

Select your Default Order Book

Enter your DUNS number. If you are unsure what this is, refer to "finding your DUNS Number" in this guide.

Click Save

4.9 Select your 'Default XML Order Book' for orders to be assigned to when they are imported using this eProcurement method.

GENERAL SETTINGS

Default XML Order Book: BANK 5001

Establishment DUNS Number: 123456789

SUPPLIERS

Import Export

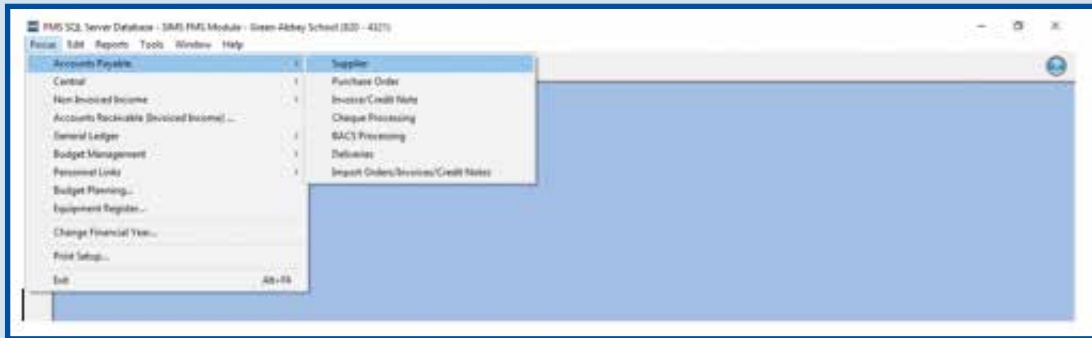
4.10 Check that your DUNS Number is in the 'Establishment DUNS Number' field too, if this information is missing, please add it.

If you are unsure where to find this please refer to the 'Getting Started' section of this document.

Once all the details are entered, **click Save**.

SECTION C: SUPPLIER SET-UP

5.1 The next step is to enable SPA4Schools to process Web Service Orders. Go to Focus > Accounts Payable > Supplier



5.2 Find SPA4Schools and double click on the name.

5.3 In tab '1: Basic' the Delivery Code needs to contain your account number e.g. 7430017072. The account number needs to be the same as in the Delivery Code and Account Number field.

Enter your Account Number here

A screenshot of the 'Supplier Details' window in the FMS software. The window has five tabs: '1: Basic', '2: Additional', '3: Catalogue', '4: Review', and '5: eProcurement'. The 'Basic' tab is active. The 'Name' field contains 'SPA 4 Schools'. The 'Date Opened' is '19/04/2018'. The 'Balance' is '35.44'. The 'Address' field contains 'Antrim Road'. The 'Postcode' is 'BT24 8AN'. The 'Telephone' is '028 9756 2886'. The 'Fax' is '028 9756 3484'. The 'e-mail' is 'sales@spa4schools.co.uk'. The 'Delivery Code' is 'SPAW000001'. The 'Account Number' is 'SPAW000001'. The 'Order Method' is 'W Web Services'. The 'Unique Identifier' is '219349384'. A red arrow points from the text 'Enter your Account Number here' to the 'Account Number' field. Another red arrow points from the text 'Click the button' to the magnifying glass icon next to the 'Web Services' option in the 'Order Method' section.

Click the button

5.4 The Order Method section on this tab gives you a list of options available for sending the Purchase Orders. Select 'W - Web Services'.

A screenshot of the 'Order Method' dialog box. It has a 'Looking for' field and a 'Sequence' dropdown set to 'Code'. Below is a table with columns 'Code' and 'Description'. The 'W' row is highlighted in blue. At the bottom are 'Select', 'Cancel', and 'Help' buttons. A red arrow points from the text 'Select (W) for Web Services' to the 'W' row in the table.

Select (W) for Web Services

5.5 In the unique identifier section select DUNS and enter SPA4Schools DUNS Number which is **219349384**.

FHS Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

Name SPA 4 Schools Date Opened 19/04/2018

LA Reference VAT Registration No. Balance 35.44

Address Antrim Road

Postcode BT24 8AN

Contact

Telephone 028 9756 2886

Fax 028 9756 3484

e-mail sales@spa4schools.co.uk

eOrdering e-mail

Delivery Code SPAW000001 Delivery Terms

Account Number SPAW000001

Contract Number

Credit Terms 0 days

Credit Limit 0.00 Min. Order 0.00

Order Method W Web Services Linked Web Service SPA 4 Schools

In Use On Hold Service

Unique Identifier

n/a GLN DUNS 219349384

Select DUNS and enter 219349384

5.6 Then proceed to tab '5: eProcurement' and enter spa4schools (as one word) in the XML Supplier Reference Field.

FHS Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

BASIC

Purchasing Web Address

e-mail Address Source 1

e-mail Address Source 2

e-mail Address Destination

XML Supplier Reference spa4schools

OPTIONS

Copy XML File to e-mail Address

ENCRYPTION

Use File Encryption for Sending and Receiving

Import Public Key View/Set Public Key

5.7 Now save and close.

You are now ready to start ordering online via SIMS.


SECTION D: ORDERING ONLINE

5. Shopping on www.spa4schools.co.uk

5.1 Simply visit www.spa4schools.co.uk and add all the items you want to purchase to your basket (you can choose to login before you start shopping or during checkout).

5.2 Once you have reviewed your basket and you are ready to checkout, during these steps you can check the correct account number and delivery address is assigned to the order.

5.3 Once you have placed your order on the website you will receive the below message confirming the order is to be imported into your SIMS FMS.



Your basket is ready to be imported into your FMS

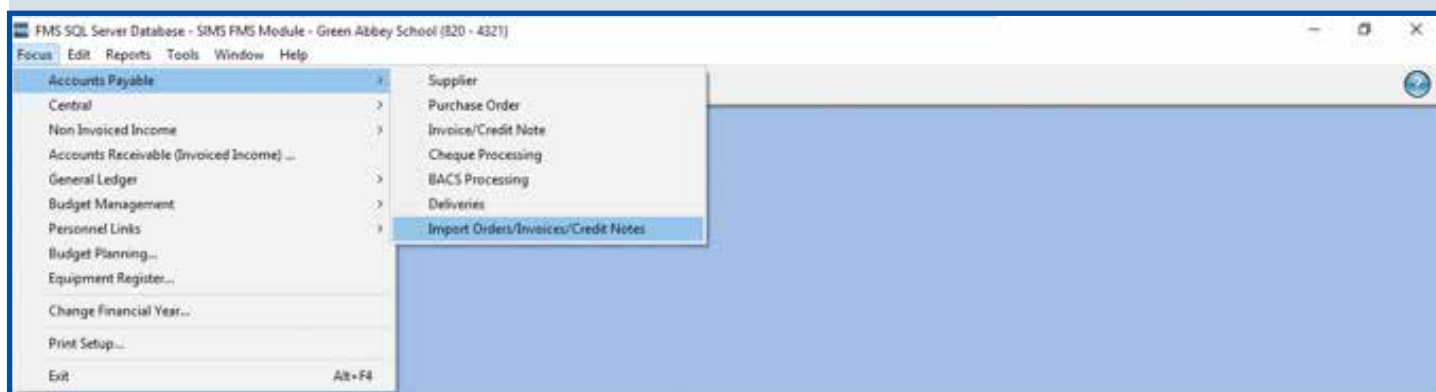
How to complete your order...

- Import Your Order in FMS**
Select Focus > Accounts Payable > Import Orders / Invoices / Credit Notes
- Purchase Orders in FMS**
Your order will appear in FMS at the top of the list of 'Not Yet Authorised' purchase orders. If required you can also adjust quantities or delete lines at this stage.
- Authorise and Send Order in FMS**
Select approve against your purchase order and click on the print button. At this point your order will be sent back to us ready to pack.

6. Import your order to SIMS

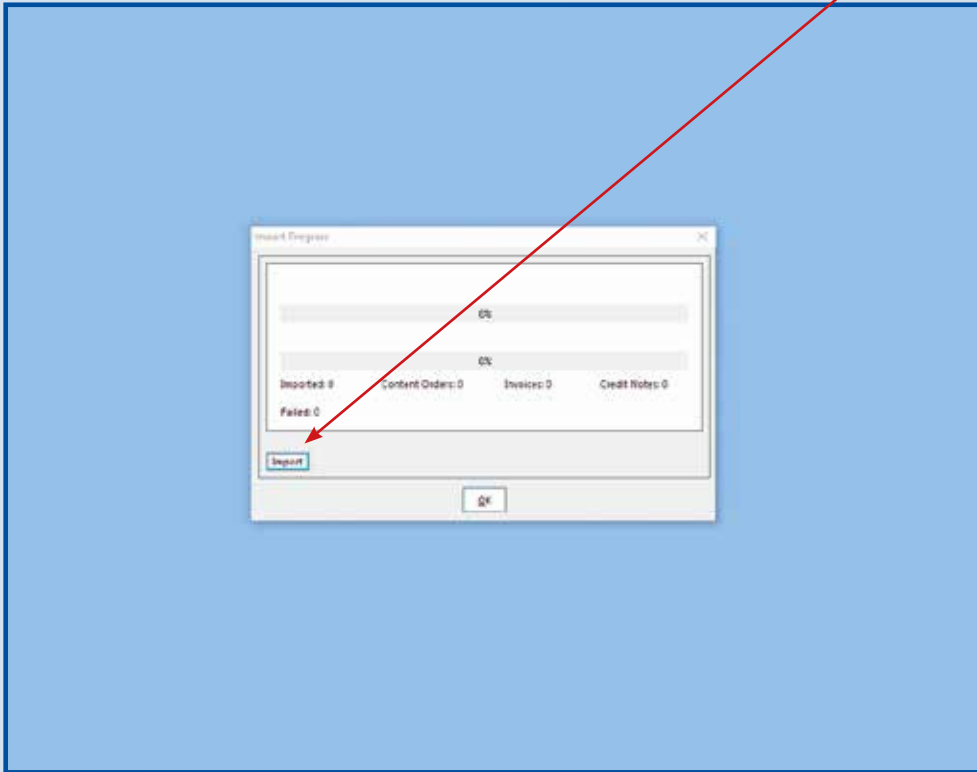
To Import Orders

6.1 Focus > Accounts Payable > Import Orders / Invoices / Credit Notes



This will import any outstanding Orders / Invoices / Credit Notes.

6.2 When the Import Progress box appears click on the 'Import' button.



6.3 The system will now connect to our eProcurement website and import any content orders and invoices. You will see an import complete message.



In the unlikely event of this failing, please contact our Support Team on: 028 9756 2886.

7. Purchase Orders

7.1 Your new purchase orders will appear at the top of the list of 'Not Yet Authorised' purchase orders.

Orders which have been imported via the website can only have order line quantities amended or lines deleted, you are unable to add new lines at this point.

Please note: The special instructions on the order will be FAO the person who placed the order, anything after the FAO will be printed on the label of the box.

FHS Purchase Order Processing

Book Number Pay From Date

Supplier Delivery Address Status

Antrim Road
BT24 8AN

Source First Output Method

Delivery Instruction On Hold

Email Order Method

Contact Name Special Instructions

FHS Purchase Order Processing

Looking for View

Sequence

Date	Order Number	Supp. Code	Supplier	Order Status	Order Method	Source	Originator	Cross Year
04/05/2018	#00012676 (BANK)	00000068	SPA 4 Schools	Not Yet Authorised	Web Service	XML	Paul Willis	
27/03/2018	#00012669 (BANK)	00000062	WnW SIMS	Not Yet Authorised	Web Service	XML	Paul Willis	
15/03/2018	#00012665 (BANK)	00000062	WnW SIMS	Not Yet Authorised	Web Service	XML	Paul Willis	
07/03/2018	#00012661 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
07/03/2018	#00012660 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
06/02/2018	#00012581 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
06/02/2018	#00012580 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
30/01/2018	#00012553 (BANK)	00000062	WnW SIMS	Not Yet Authorised	Web Service	XML	Paul Willis	
25/01/2018	#00012552 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
10/01/2018	#00012546 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
04/01/2018	#00012544 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	
12/12/2017	#00012543 (BANK)	00000062	WnW SIMS	Not Yet Authorised	Web Service	XML	Paul Willis	
20/11/2017	#00012531 (BANK)	00000058	GLS EDUCATIONAL SUPPLIES LTD	Not Yet Authorised	Web Service	XML	Paul Willis	

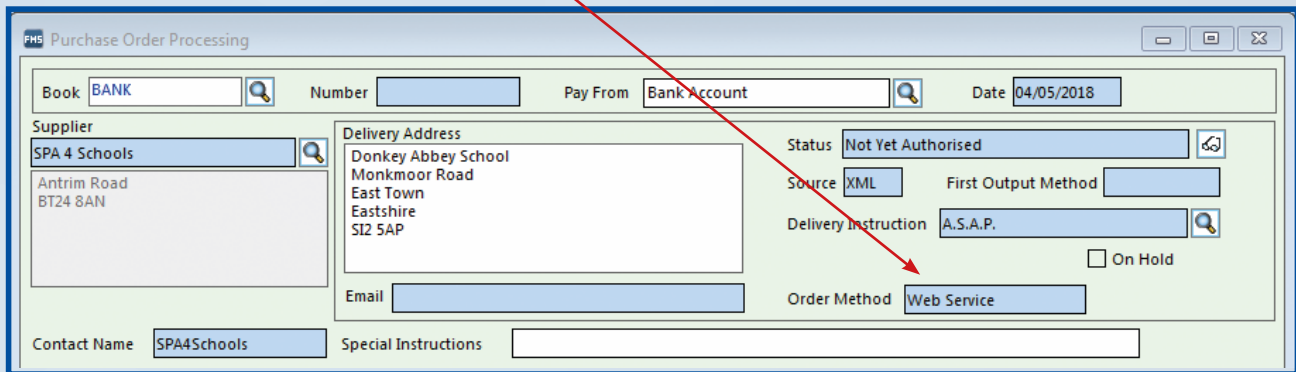
Payment From Transaction ID Order Total

Selection

8. Authorising & Sending Orders

8.1 Once authorised, click on the print button, this will send the orders back to the eProcurement Hub. If you need a printed copy for your records click on print again, select 'print single file' and this will send a copy to your printer.

The order method will be web service.



The screenshot shows the 'Purchase Order Processing' window with the following details:

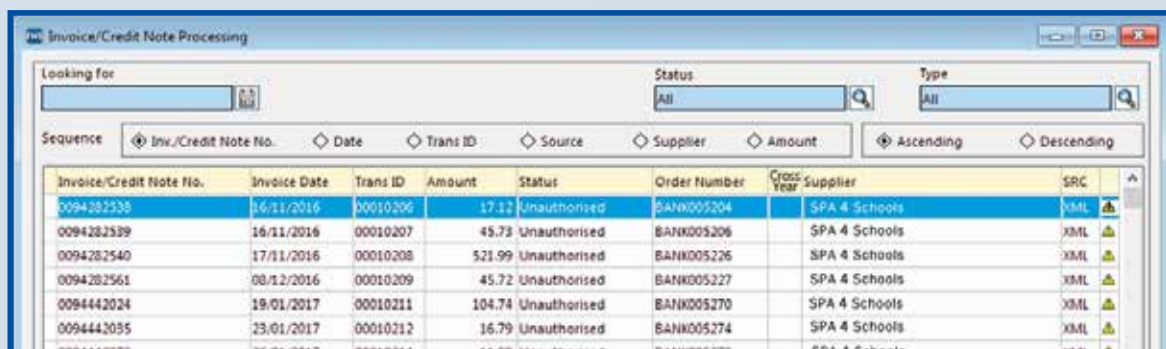
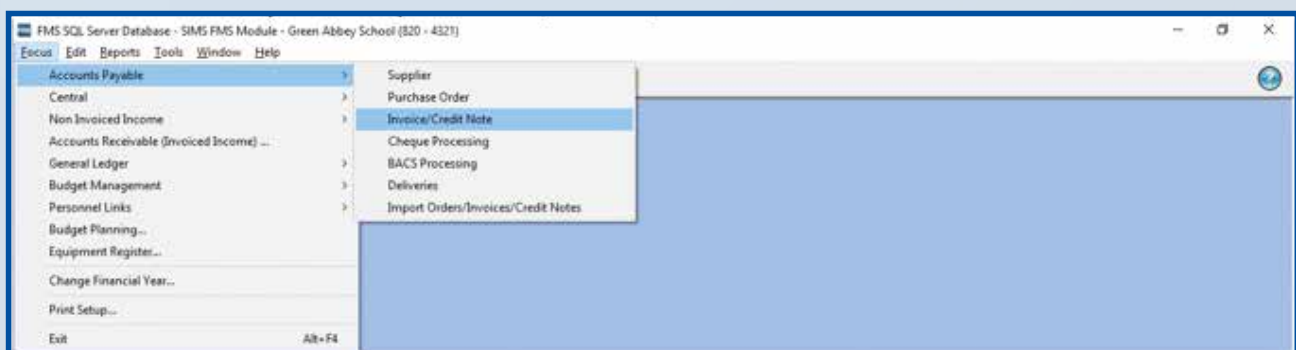
- Book: BANK
- Number: [Empty]
- Pay From: Bank Account
- Date: 04/05/2018
- Supplier: SPA 4 Schools (Antrim Road, BT24 8AN)
- Delivery Address: Donkey Abbey School, Monkmoor Road, East Town, Eastshire, SI2 5AP
- Status: Not Yet Authorised
- Source: XML
- First Output Method: [Empty]
- Delivery Instruction: A.S.A.P.
- On Hold:
- Order Method: Web Service
- Contact Name: SPA4Schools
- Special Instructions: [Empty]

9. Invoices

Your invoice will be available for import into FMS via the eProcurement hub once you have received your order. You will also receive to be able a copy of this invoice in the traditional manner.

9.1 To import the invoices use the same option as you did for importing orders.
Focus > Accounts Payable > Import Orders/Invoices/Credit Notes

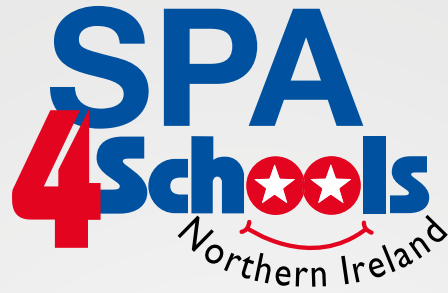
9.2 When an invoice has been downloaded go to:
Focus > Accounts Payable > Invoice / Credit Note and your invoice will be in the list.



The screenshot shows the 'Invoice/Credit Note Processing' window with a list of invoices. The table below is a representation of the data shown in the screenshot.

Invoice/Credit Note No.	Invoice Date	Trans ID	Amount	Status	Order Number	Gross Year	Supplier	SRC
0094282538	16/11/2016	00010296	17.17	Unauthorised	BANK005204		SPA 4 Schools	XML
0094282539	16/11/2016	00010207	45.73	Unauthorised	BANK005206		SPA 4 Schools	XML
0094282540	17/11/2016	00010208	521.99	Unauthorised	BANK005226		SPA 4 Schools	XML
0094282561	08/12/2016	00010209	45.72	Unauthorised	BANK005227		SPA 4 Schools	XML
0094442024	19/01/2017	00010211	104.74	Unauthorised	BANK005270		SPA 4 Schools	XML
0094442035	23/01/2017	00010212	16.79	Unauthorised	BANK005274		SPA 4 Schools	XML
0094442070	26/01/2017	00010214	11.98	Unauthorised	BANK005278		SPA 4 Schools	XML

Visit us online for unbeatable prices at www.spa4schools.co.uk



WebFMS

User Guide

 028 9756 2886  www.spa4schools.co.uk  sales@spa4schools.co.uk

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