

Cepheo Punchout Procurement

User guide

April 2023

Version 1.0

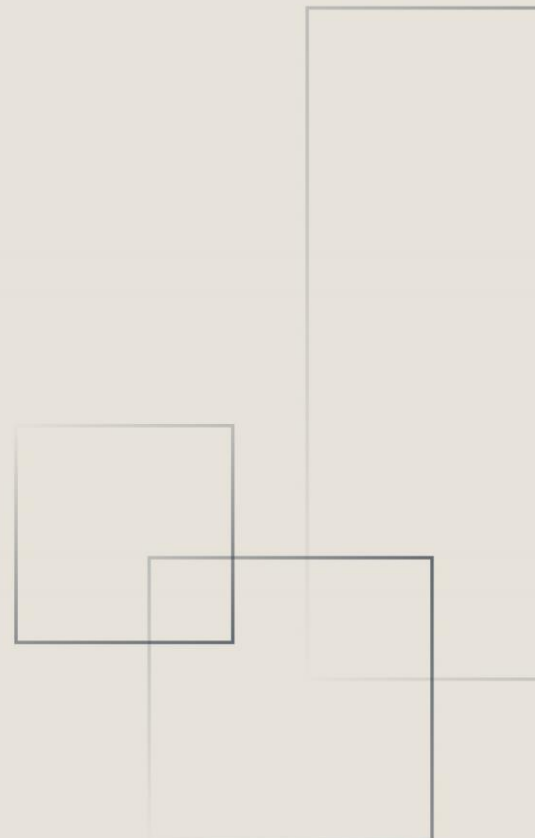


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1 VERSION HISTORY

Date	Version	Author	Reviewers	Changes
01-04-2023	1.0	AVOLL		First Cepheo version

2 LICENSE CONFIGURATION KEYS

System administration > Setup > Licensing > License Configuration >

New configuration keys:

- **Cepheo Punchout Procurement > Cepheo Punchout Procurement** keys have been added to activate the functionalities related to new functionality for external catalog

3 CEPHEO PUNCHOUT PROCUREMENT

Standard external catalog (PunchOut) has support for Purchase requisition and use of procurement categories only.

Cepheo Punchout Procurement has extended upon standard and added capabilities for following:

- External Catalog on Purchase requisition with use of items
- External Catalog on Purchase order, with use of procurement categories and/or items

4 SETUP

4.1 External catalog

Setup of external catalog must first be done according to standard documentation: [Set up an external catalog for PunchOut e-procurement - Supply Chain Management | Dynamics 365 | Microsoft Docs](#)

On external catalog setup there are two new parameters for use of items:

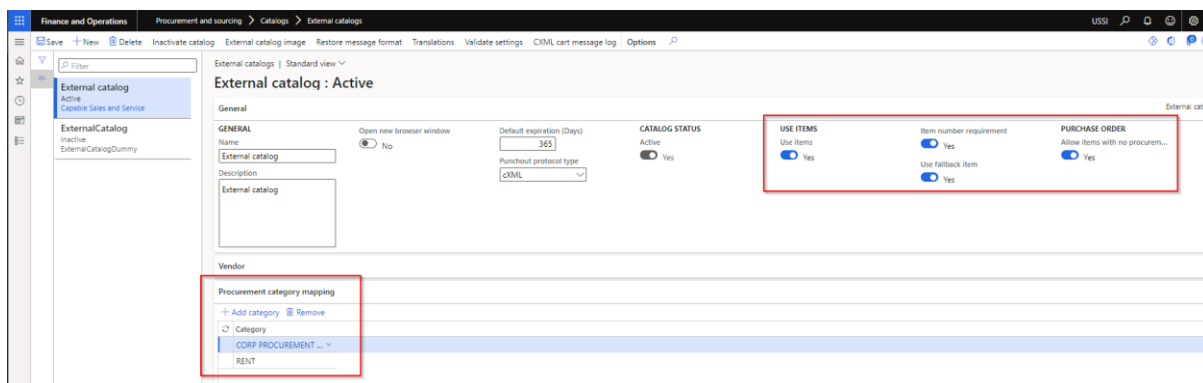
- **Use items:** Select to use items with this external catalog.
- **Item number requirement:** Select to set items as mandatory in shopping cart validation. If set to Yes, then you cannot add lines to purchase requisition or purchase order if item is missing. If set to No, then it is also allowed to add lines to purchase requisition or purchase order with procurement category only.
- **Use fallback item:** Select to use a fallback item from the procurement category if there is no match on external item description. You can only enable this if **Item number requirement** if set to Yes.

There is also a new parameter only for purchase order:

- **Allow items with no procurement category:** Select to allow use of items with no procurement category in shopping cart and transfer these items to the purchase order. If this is set to yes, then also items with procurement categories not mapped on the external catalog is allowed.

Procurement category mapping:

- If purchase requisition and **Use items** is **Yes**, then the items must have a procurement category that is mapped on the external catalog.
- If purchase order, **Use items** is **Yes** and **Allow items with no procurement category** is **Yes**, then then the items must have a procurement category that is mapped on the external catalog.



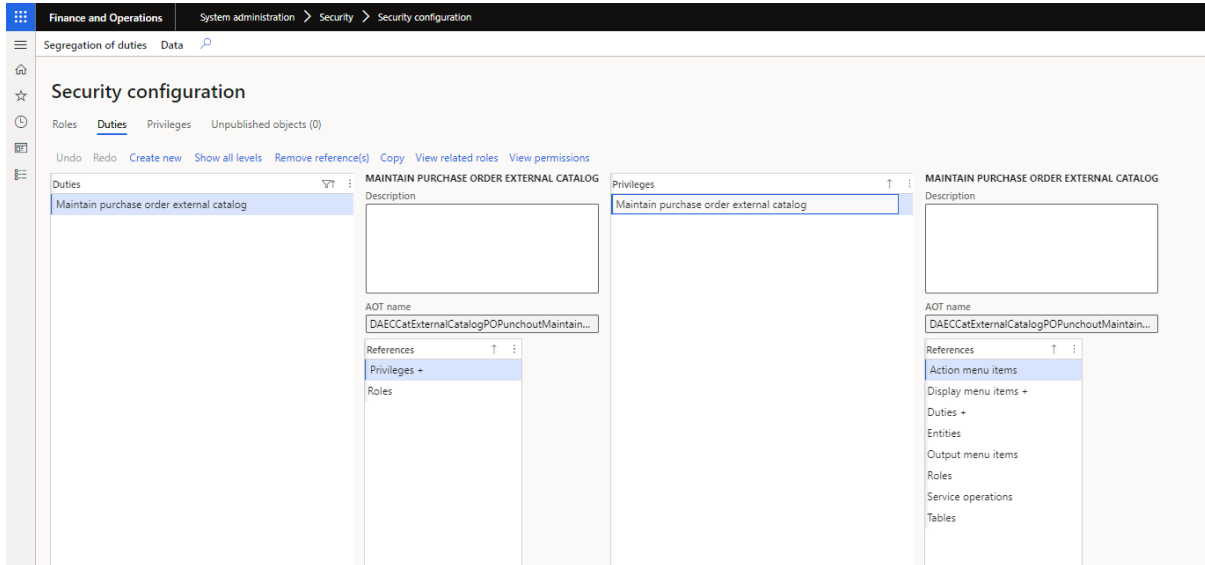
4.2 Security configuration

Purchase requisition

External catalog on Purchase requisition uses standard security configuration.

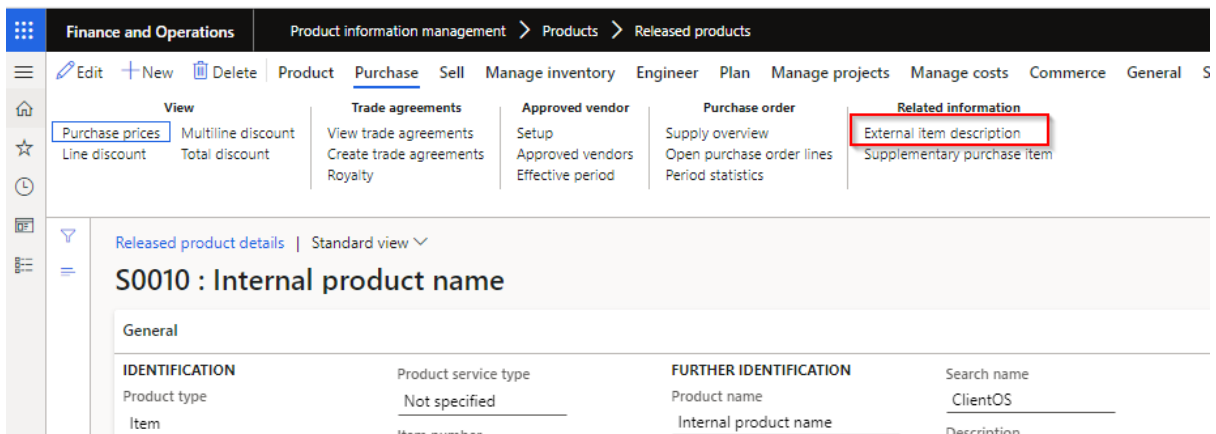
Purchase order

New duty and privilege to access external catalog on Purchase order: **Maintain purchase order external catalog**, which must be added to roles which need the access.



4.3 External item description

External item id is mapped using standard **External item description**



Note: It is only **Account code = Table** which is used in the search for item numbers in Advanced External Catalog

ABC code	Account code	Vendor relation	External item num...	Description	External item text
None	Table	US_SI_000053	5506942	Ext Item Desc	Ext Item text
None	Table	US_SI_000054	5506942		

4.4 Procurement category

If you enable functionality for fallback item on the external catalog, then you must setup this on the procurement categories mapped on the external catalog. There is a tab **External catalog** on the procurement category, where you must select a fallback item.

Note: The fallback item must have the same procurement category to be valid.

Finance and Operations | Procurement and sourcing > Procurement categories

Save | + New | Delete | Edit category hierarchy | Options

- CORP PROCUREMENT CATEGORIES
 - RENT
 - WORKPLACE SERVICES
 - OFFICE MACHINES
 - VEHICLES
 - PAYROLL
 - UTILITIES
 - INTERCOMPANY RESOURCES
 - ADVERTISING
 - OFFICE AND DESK ACCESSORIES
 - COMMISSIONS AND REBATES

Procurement categories: Procurement - Office S

Buying legal entity: Contoso Consulting USA

General

Name	RENT	Active	Yes
Code	RENT	Activate	10/12/

Products

Product attributes

Inherited attributes

Vendors

Vendor evaluation criterion groups

Questionnaires

Item sales tax groups

Category attribute values

Category page

Commodity codes

External catalog

Fallback item: RENT

5 PURCHASE REQUISITION

Standard documentation for use of external catalog on purchase requisition: [Use external catalogs for PunchOut e-procurement - Supply Chain Management | Dynamics 365 | Microsoft Docs](#)

5.1 Use items

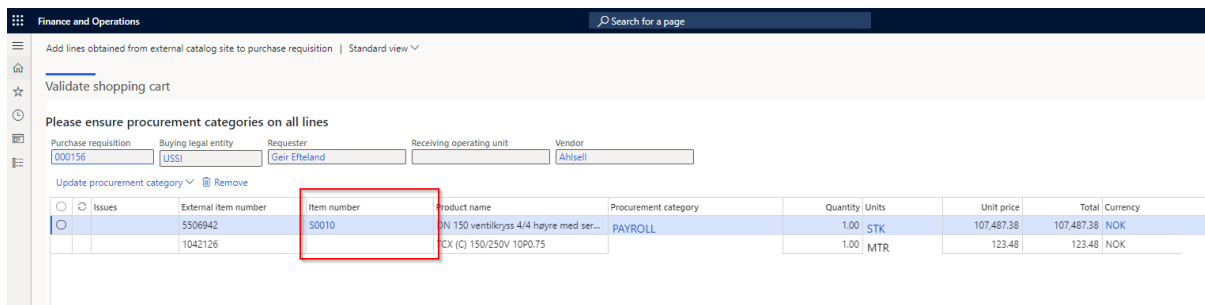
If **Use items** is set to Yes on the external catalog, then new field **Item number** show in the shopping cart validation.

If there is match on item number from external catalog and an item in F&O with same ID on External item description and currency vendor, then item number from F&O is filled in this column.

If there are several items in F&O with same external item ID in External item description, then, you will get a stop (see Issues below).

It is only items that have procurement categories that are added to the **Procurement category mapping** on the external catalog which is allowed.

Lines with no match on item number can be added to purchase requisition with use of procurement category.



Finance and Operations | Search for a page

Add lines obtained from external catalog site to purchase requisition | Standard view

Validate shopping cart

Please ensure procurement categories on all lines

Purchase requisition: 000156 | Buying legal entity: USS1 | Requester: Geir Efteland | Receiving operating unit: | Vendor: Atisell

Update procurement category | Remove

Issues	External item number	Item number	Product name	Procurement category	Quantity	Units	Unit price	Total	Currency
	5506942	50010	BN 150 ventilkyruss 4/4 høyre med ser...	PAYROLL	1.00	STK	107,487.38	107,487.38	NOK
	1042126		DCX (C) 150/250V 10P0.75		1.00	MTR	123.48	123.48	NOK

However, If **Item number requirement** is set to **Yes**, then match on item number is mandatory.

If you have enabled **Use fallback item** on the external catalog and have a fallback item on the procurement category, then this will be inserted in Item number if there is no match in the search in External item description.

If Item is used with the external catalog, then the **Line type** is set to **Internal Catalog item** (Procurement category only will still be **External catalog item** on Line type)

Line details

Item General Details Address Project Questionnaire Fixed assets Fi

ITEM

Item number

Item description

Line type

Internet address

External item number

Product name

SupplierPartA

PROCUREMENT
 Category

Note: Vendors on purchase requisition in status 'Draft': With manual insert of new purchase requisition lines, it is only the standard vendor on the released product or the vendor with the best price in trade agreement that is allowed. With Advanced External Catalog with use of items, there is no validation on the vendor with regards to standard vendor and trade agreement price. Meaning the vendor, you use with external catalog will be instered on the purchase requisition line.

5.2 Update procurement category

If a line the shopping cart has **Item number**, then you cannot update **Procurement category** on the lines with item number. If the selected line has item number, then button **Update selected** is not active. If you use button **Update all**, then only lines with no item number are included in the update.

Finance and Operations Search for a page

Add lines obtained from external catalog site to purchase requisition | Standard view * v

Validate shopping cart

Please ensure procurement categories on all lines

Purchase requisition: Purchase order: Buying legal entity: Requester: Receiving operating unit: Vendor:

Update procurement category v Remove

Procurement category	Item number	Quantity	Units	Unit price	Total	Currency
s 4/4 hd...	S0010	1.00	STK	107,487.38	107,487.38	NOK

Procurement categories

Name Category hierarchy

- Procurement - Office Sup...
- Procurement - Office Sup...

Update all Update selected Cancel

Note: If you have an external catalog with **Item number requirement**, then the button **Update procurement category** is hidden. However, if **Use fallback item** is enabled on the external catalog, then the button is visible to select procurement category on items with no match on External item description.

5.3 Issues and validations on add to purchase requisition

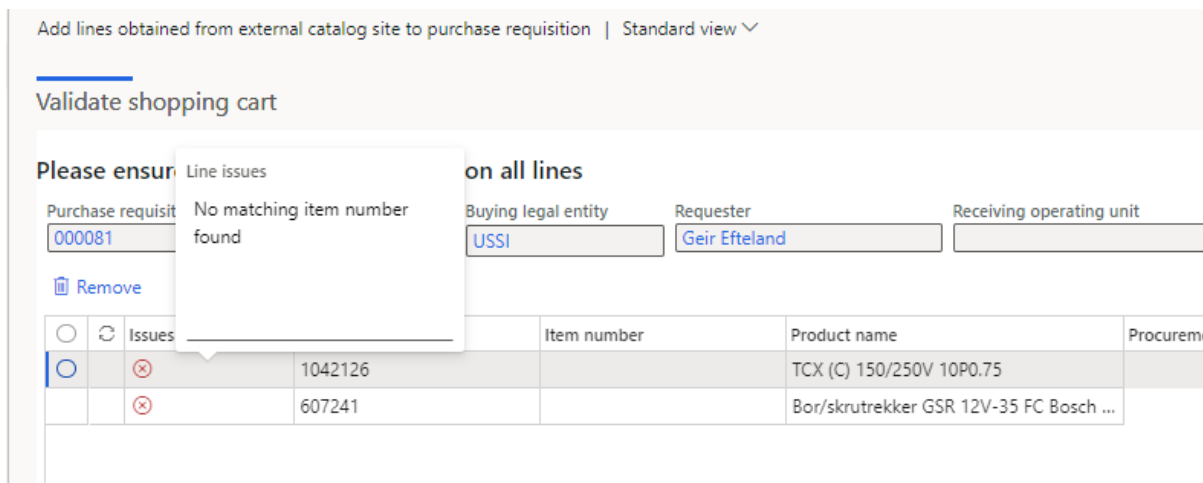
There can be issues in validation of shopping cart, and you will find these in the **Issues** column and read the issue message by hovering over the icon in the column, see example screenshot below.

- **No matching item number found:** If **Item number requirement** is set to **Yes** on the external catalog, then this will appear for all items that are missing match on external item id in External item description.
- **Several matching item numbers found:** There are two or more items with same external item number for same vendor account, must be match on only one item.

***Note:** If there are only one procurement category on the external catalog and Item requirement is No, then the procurement category shows on a line with this issue (but you cannot add the line it to the purchase requisition).*

- **Procurement category not allowed:**
 - Matching item number found, but procurement category missing on item
 - Matching item number found and procurement category present on item, but not allowed for example in active purchasing policies.
- **The line cannot be added to the requisition because the unit of measure was not recognized. Please remove the line.:** The unit in the external catalog is not present in F&O and must be setup to transfer this item.

Example screenshot of an issue:



There can also be error/validation messages that are not inserted as issues, which are validations that fails on adding to purchase requisition. Examples on these:

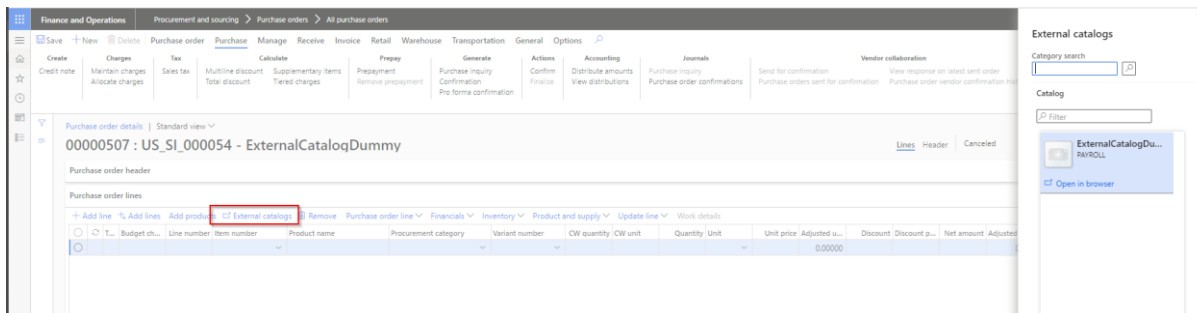
- **Inventory dimension Site is mandatory and must consequently be specified.:** Missing default order settings on item, must be setup to add lines to purchase requisition.
- **Product <item number> is on hold for Purchase order transactions.:** The item is set on hold for purchase on default order setting.

- **Storage and/or tracking dimension groups have not been specified for item <item number>. Click the Dimension groups button in the Released products details form to complete the setup.:** Missing setup on item, must be setup to add lines to purchase requisition.
- **Unit conversion from STK to ea does not exist.:** Different unit in external catalog versus unit on item in F&O, unit conversion must be setup.

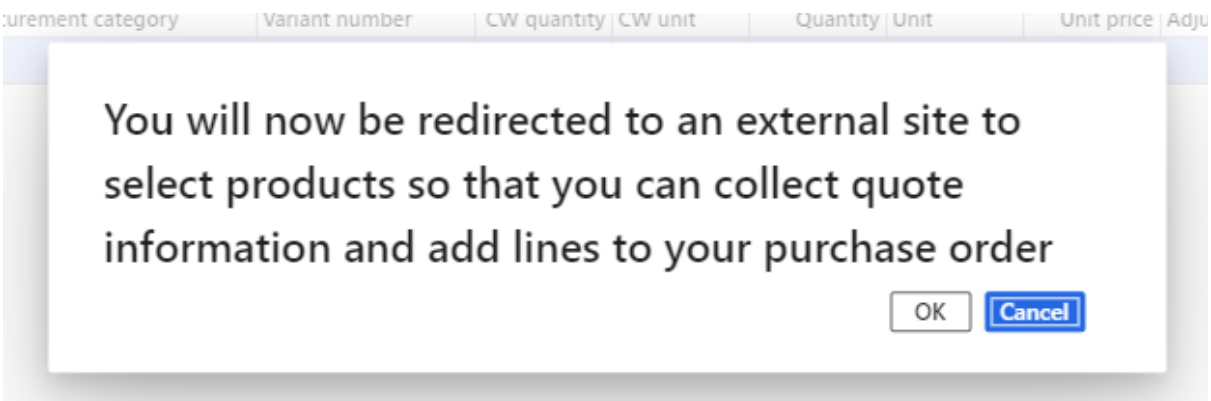
6 PURCHASE ORDER

6.1 External catalog on purchase order

New button **External catalogs** on purchase order lines, which open form on the right side and is showing external catalogs active for the current vendor on the purchase order.

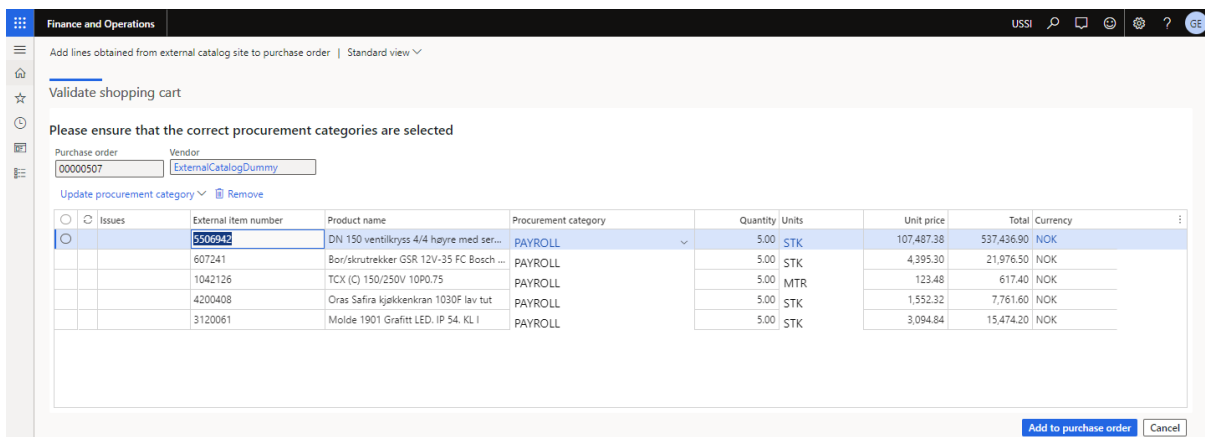


With click on **Open in browser** you get a message telling you that you will be redirected to external site for adding new lines to the purchase order if you select **OK**, if you select **Cancel** the external catalog will be aborted.



After processing the shopping in the external catalog and sending the shopping basket back to F&O, the lines are added to a form for validating the shopping cart.

The purchase order ID and vendor name show above the line.



Depending on the setup on the external catalog, you will get different behaviour:

Use items is No

If **Use items** is **No** on the external catalog, you will see the external item numbers collected from the external catalog with product name, quantity, unit, unit price, total and currency. The procurement category will be empty if you have several categories mapped on the external catalog, or else it will be filled in on all lines from the one mapped category on the external catalog. Example screenshot above.

Use items is Yes

If **Use items** is set to Yes on the external catalog, then new field **Item number** show in the shopping cart validation.

If there is match on item number from external catalog and an item in F&O with same ID on External item description and currency vendor, then item number from F&O is filled in this column.

If there are several items in F&O with same external item ID in External item description, then, you will get a stop (see Issues in chapter below).

It is only items that have procurement categories that are added to the **Procurement category mapping** on the external catalog, which is allowed, meaning if you have a procurement category on the item that has not been mapped on the external catalog or the item is missing procurement category the lines cannot be added to the purchase order.

Lines with no match on item number can be added to purchase requisition with use of procurement category.

Issues	External item number	Item number	Product name	Procurement category	Quantity	Units	Unit price	Total	Currency
	5506942	S0010	DN 150 ventilkryst 4/4 høyre med ser...	PAYROLL	5.00	STK	107,487.38	537,436.90	NOK
	807241		Bor/skrutrekker GSR 12V-35 FC Bosch ...	PAYROLL	5.00	STK	4,395.30	21,976.50	NOK
	1042126	S0015	CCX (C) 150/250V 10P0.75	UTILITIES	5.00	MTR	123.48	617.40	NOK
	4200408	S0013	Dras Safira gjækkenkran 1030F lav tut		5.00	STK	1,552.32	7,761.60	NOK
	3120061		Molde 1901 Grafitt LED. IP 54. KL I	PAYROLL	5.00	STK	3,094.84	15,474.20	NOK

Use items is Yes and Item number requirement is Yes

If both **Use items** and **Item number requirement** is set to Yes on the external catalog, then item number is mandatory. This means that you cannot add lines to the purchase order which do not have a match on external item number in F&O.

Use items is Yes, Item number requirement is Yes and Use fallback item is Yes

If you have enabled **Use fallback item** on the external catalog and have a fallback item on the procurement category, then this will be inserted in Item number if there is no match in the search in External item description.

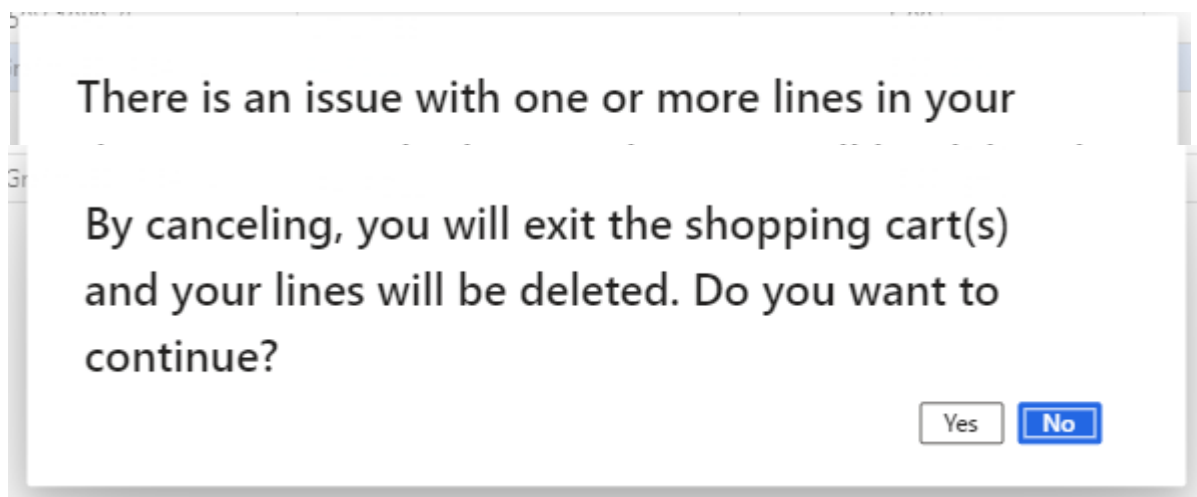
Allow items with no procurement category is Yes

If **Allow items with no procurement category** is **Yes** on the external catalog, then you can add lines to purchase order with no procurement categories. You must have at least one procurement category mapped on the external catalog, and you can also use items with procurement categories not mapped on the external catalog.

Issues and Add to purchase order

If there are any issues with any lines, then an icon will show in the **Issues** column, and you can hover the mouse over to the the message. See examples on issues in chapter below. You can use the **Remove** button to delete lines. When there are no issues, then you add the lines to the purchase order by clicking **Add to purchase order** button.

If there are any issues with one or more lines when clicking **Add to purchase order**, then the message in screenshot below will show. With click on **Yes**, lines with issues will be deleted and lines with no issues will be added to the purchase order.



If you click **Cancel**, then you will get a message saying that if you exit the shopping cart the lines will be deleted. If you click **Yes** on the popup, then the lines will be deleted, and you are returned to the purchase order with no new lines. If you click **No**, then the lines will remain in **Pending shopping carts**.

If there are any validations not ok on adding lines to the purchase order, then these will appear, and you cannot add the lines. See examples on validation errors in chapter below

6.2 Update procurement category

Update procurement category can be used to update procurement categories on selected or all lines.

If a line in the shopping cart has **Item number**, then you cannot update **Procurement category** on the lines with item number. If the selected line has item number, then button **Update selected** is not active. If you use button **Update all**, then only lines with no item number are included in the update.

Procurement category	Quantity	Units	Unit price	Total	Currency
PAYROLL	5.00	STK	107,487.38	537,436.90	NOK
RENT	5.00	STK	4,395.30	21,976.50	NOK
	5.00	MTR	123.48	617.40	NOK
	5.00	STK	1,552.32	7,761.60	NOK
	5.00	STK	3,094.84	15,474.20	NOK

Note: If you have an external catalog with **Item number requirement**, then the button **Update procurement category** is hidden. However, if **Use fallback item** is enabled on the external catalog, then the button is visible to select procurement category on items with no match on External item description.

6.3 Issues and validations on add to purchase order

There can be issues in validation of shopping cart, and you will find these in the **Issues** column and read the issue message by hovering over the icon in the column, see example screenshot below.

- **No matching item number found:** If **Item number requirement** is set to **Yes** on the external catalog, then this will appear for all items that are missing match on external item id in External item description.
- **Several matching item numbers found:** There are two or more items with same external item number for same vendor account, must be match on only one item.

Note: If there are only one procurement category on the external catalog and Item requirement is No, then the procurement category shows on a line with this issue (but you cannot add the line to the purchase requisition).

- **Procurement category not allowed:**

- If **Allow items with no procurement category** is set to **No**
 - Matching item number found, but procurement category missing on item
 - Matching item number found and procurement category present on item, but not allowed for example in active purchasing policies.

Some lines contain incorrect information. Please remove the lines from the shopping cart.

Add lines obtained from external catalog site to purchase order | Standard view

Validate shopping cart

Please ensure procurement categories on all lines

Purchase order: 00000508
Line issues: Several matching item numbers found

Item number	Product name	Procurement category	Quantity	Units	Unit price	Total	Currency
S0010	DN 150 ventilkryst 4/4 ha...	PAYROLL	5.00	STK	107,487.38	537,436.90	NOK
607241	Borr/skrutrekker GSR 12V-...	PAYROLL	5.00	STK	4,395.30	21,976.50	NOK
1042126	TCX (C) 150/250V 10P0.75	UTILITIES	5.00	MTR	123.48	617.40	NOK
4200408	Oras Safira kjøkkenkran 1...		5.00	STK	1,552.32	7,761.60	NOK
3120061	Molde 1901 Graffitt LED. I...	PAYROLL	5.00	STK	3,094.84	15,474.20	NOK

Error/validation messages that are not inserted as issues, which are validations that fails on adding to the purchase order. Examples on these:

- **Discrepancy between currency code in the purchase line and the purchase header:**
The currency on the purchase order and external catalog do not match, you must change the currency on the purchase order.
- **Conversion between <unit> and <unit> do not exist for the product at the variant level:** Change the unit on the released product or setup unit conversion between the unit on the product and the unit from the external catalog.
- **One or more lines are missing activity number in your shopping cart. Please add activity number or delete the lines:** Requirement for activity on the project purchase order, activity must be filled in before adding lines to purchase order.
- **Item or category must be specified:**
 - If **Allow items with no procurement category** is set to **No**
 - Cannot add lines to purchase order with no Procurement category or no item number. **Allow items with no procurement category** is set to **No**
- **Storage and/or tracking dimension groups have not been specified for item <item number>.** Click the **Dimension groups** button in the **Released products details** form to **complete the setup**.: Missing setup on item, must be setup to add lines to purchase order.
- **Product <item number> is on hold.**: The item is set on hold for purchase on default order setting.
- **Can not add lines to purchase order <purchase order number>:** Change management active for purchase order and the order is not in correct state to add new lines.
- **Inventory dimension Site is mandatory and must consequently be specified.**: Missing Site/Warehouse on purchase order or default order settings on item, must be setup to add lines to purchase order.

- **Field 'Project category' must be filled in.:** Cannot add line to a project purchase order if project category is not setup on the item or procurement category.

6.4 Project activity requirement

If the project got requirement for activity, meaning **Item** is checked on Require activity in journals on the project

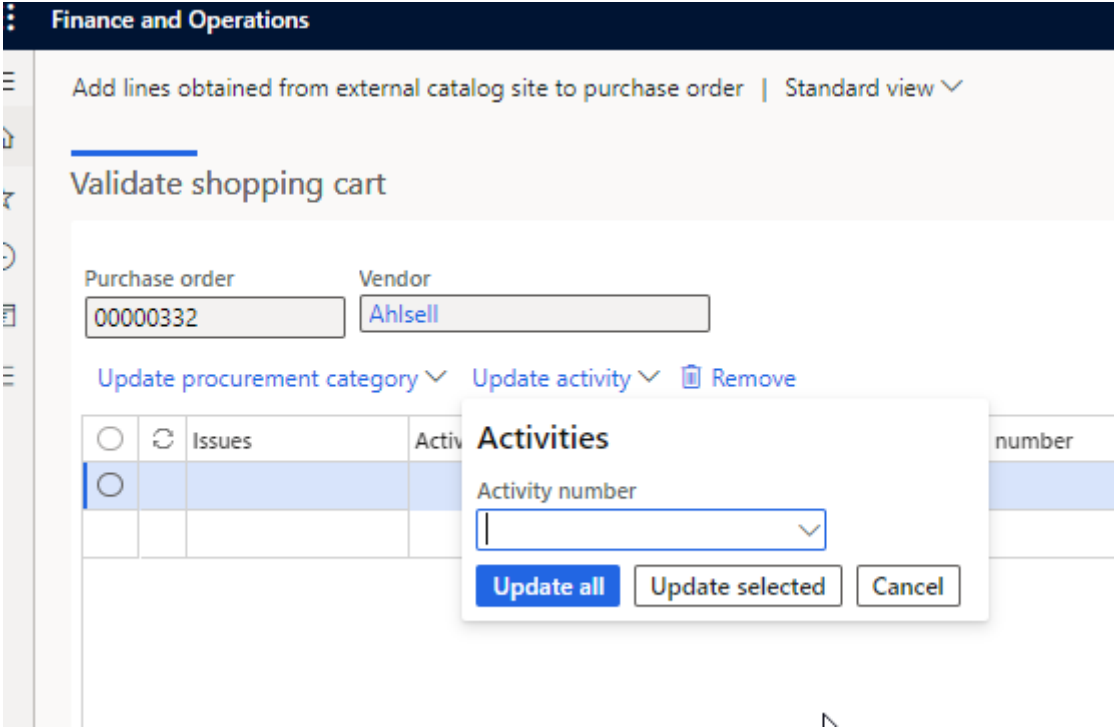
The screenshot shows the 'Require activity on journals' configuration page. Under the 'REQUIRE ACTIVITY ON JOURNALS' section, there are three columns: 'Expense', 'Hour', and 'Item'. Each column has a radio button and a 'No' label. The 'Item' column's radio button is selected (turned on) and is highlighted with a red rectangular box.

Then a new field **Activity number** will show on external catalog on purchase orders for the current project and must be filled in before adding lines to purchase order

The screenshot shows a purchase order line item. The 'Activity number' field is highlighted with a red rectangular box. Below is a table representing the line item data:

Issues	Activity number	Internal item number	Item number	Product name	Procurement category	Quantity	Units	Unit price	Total	Currency
0		506942	S0010	DN 150 ventilkyss 4/4 høyre med ser...	PAYROLL	1.00	STK	107,487.38	107,487.38	NOK

There is also an **Update activity** button to update several lines with same activity

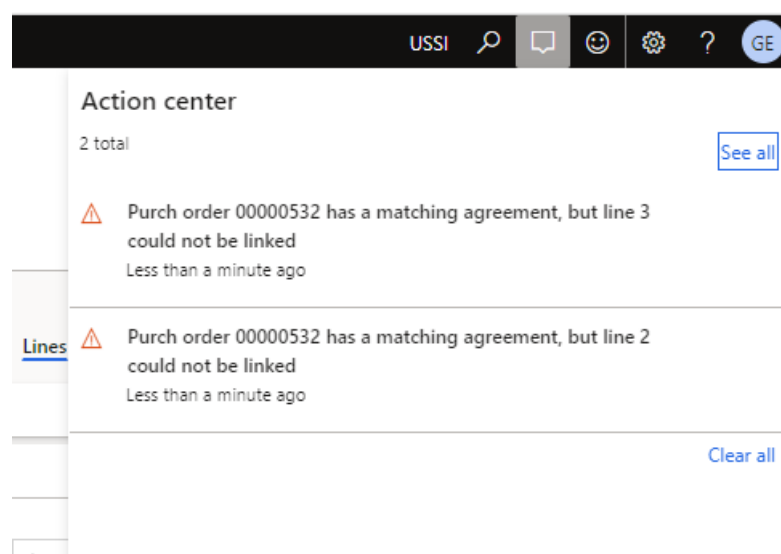


6.5 Purchase agreements

If the purchase order is linked to a purchase agreement, then new lines will automatically be linked to the purchase agreement if allowed (ref. Max enforced).

If there is a line from the shopping cart that is not linked to the purchase agreement, then this will be given in a message upon returning to the purchase order with one message for each line with line number for the lines that have not been linked, example screenshot below.

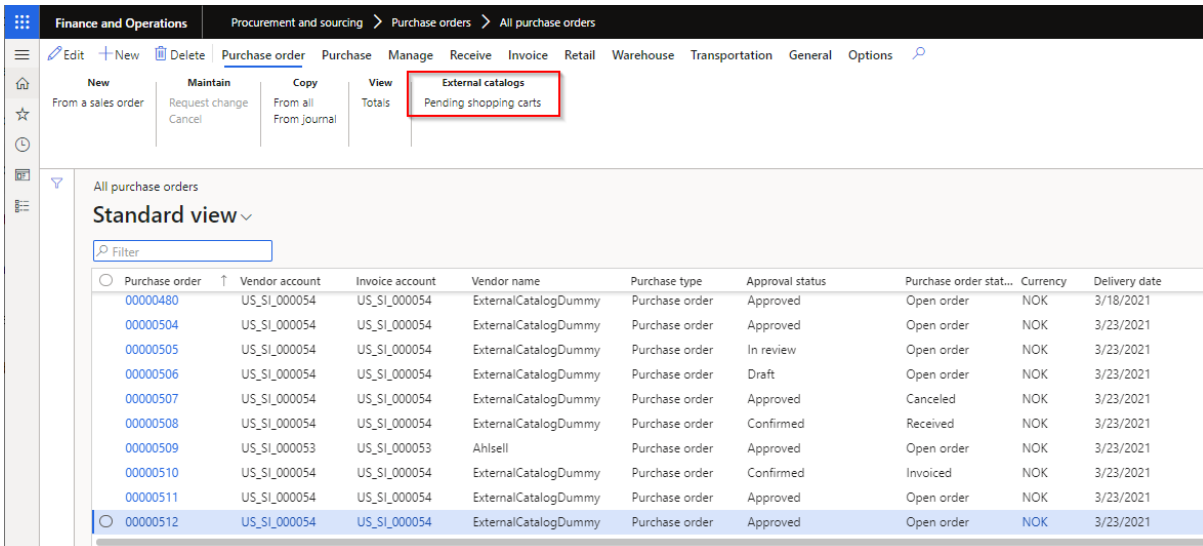
You must review these lines for the purchase agreement and make action on continue without link or make changes to be able to link them to the agreement.



If you have commitment type **Product quantity commitment** on a purchase agreement line, then the price from the shopping cart is inserted on the purchase order line (and not the price from the purchase agreement line which is used when you manually create a new purchase line)

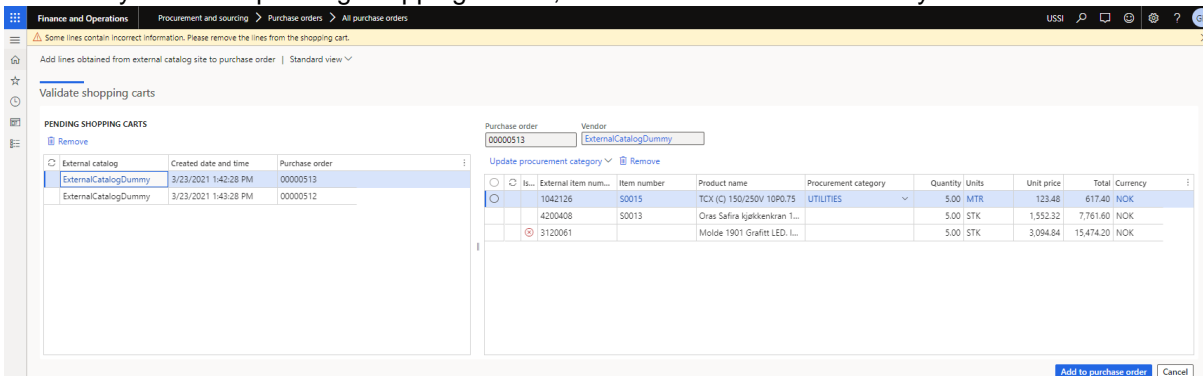
6.6 Pending shopping carts

If shopping carts have been closed, then they will appear in **Pending shopping carts**, button on tab Purchase order on Purchase order list pages.



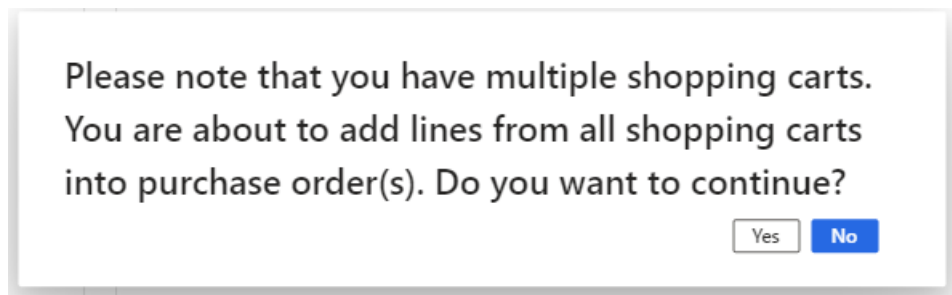
Pending shopping carts show all pending and if you **Add to Purchase order**, then all lines will be added to the current purchase order

Note: If you have a pending shopping basket, then this will also show when you use External



catalog on the next purchase order.

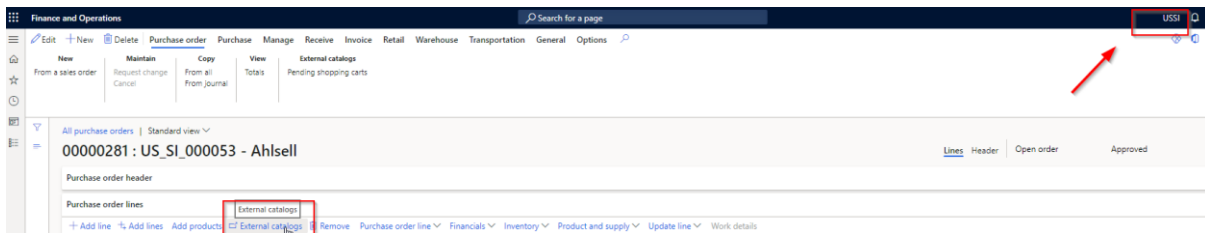
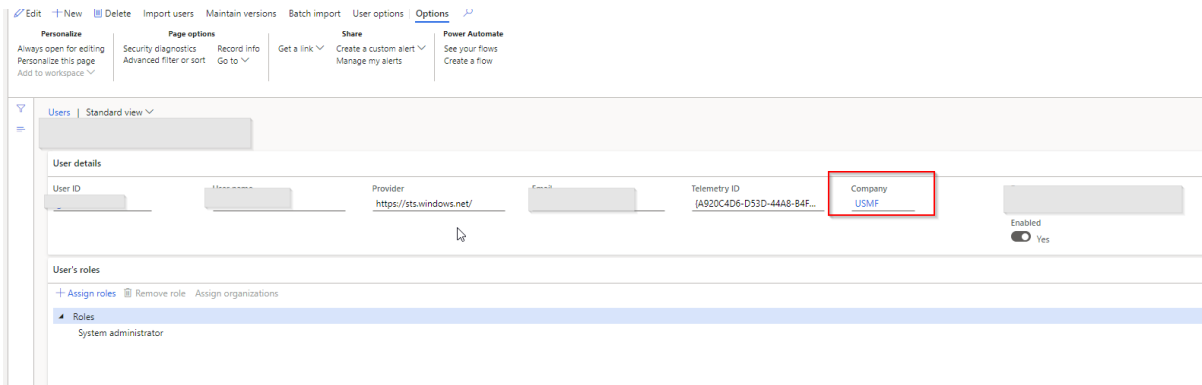
When you have multiple shopping carts, then you will get a popup on **Add to purchase order**, saying that all lines from all shopping carts will be added to the purchase orders. If you select **Yes**, then lines will be added to all purchase orders from the shopping carts.



6.7 Punchout in different company from company in user settings

The external catalog is extended on the standard functionality available for Purchase requisition. You can procure to all companies on a Purchase requisition and only to current company on a Purchase order.

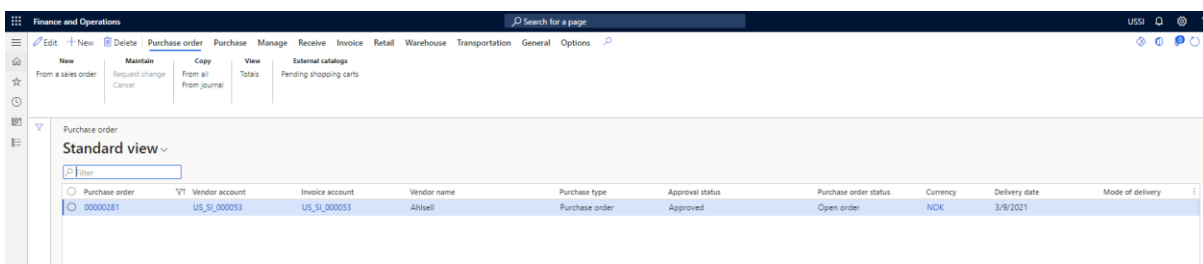
Example screenshots below where the company on the user is USMF and the purchase order for the external catalog is in USSI



Therefore, if you use external catalog on a purchase order in a company different from the company on the user setting, then following will be different from when you are using a purchase order in same company as start company on your user settings:

Return to purchase order details from shopping cart

You will not return to the purchase order details. Then you will return from the shopping cart to the purchase order list page with the current purchase order filtered, and you must click to get to details and see the new purchase order lines and continue with the procurement.



Purchase agreements

Since you are not returning to purchase order details, the messages on lines that has not been linked to purchase agreements will only show just as the purchase order is filtered on the list page and be removed. Meaning if you have start user in different company from the purchase order with purchase agreement, you must review all lines to check if any is not linked to the purchase agreement.

Duplicate tab after returning from shopping basket

If you duplicate the tab with the purchase order list page after returning from shopping basket, you may run into error messages on new tab. Please open a new tab and log into F&O instead of duplicating when using punchout in this scenario.

7 APPENDIX A – SAMESITE COOKIES

If you use Chrome or Edge and get into issues with missing connection from webshop to Dynamics 365, then this could be caused by setting of SameSite cookies.

Information from Microsoft:

Chrome changed their default behavior on how they handle cookies. Specifically, the use of the “SameSite” property, when cookies are set, this now has a new setting applied by default. The previous default setting was to treat the cookie SameSite=None, the new default is SameSite=Lax. The change in Cookie behavior makes the browser refuse cookies from 3rd parties (ie.. internal frames).

The “Set-Cookie” header that all browsers use to receive cookies need to explicitly set the “SameSite=None; Secure” policies in their cookies. This is applied by the storefront, and is an HTTP Response Header.

Please follow the below steps to mitigate issue:

1. Open Chrome.
2. Go to the URL "chrome://flags". This is a settings page that allows experimental features to be toggled enabled and disabled.
3. Search for "cookies" in the search box.
4. Disable the "SameSite by default cookies" and "Cookies without SameSite must be secure"
5. Restart Chrome.

Additional information: This is not isolated to Chrome only.

Edge version 86 will have this same default value update.

<https://docs.microsoft.com/en-us/microsoft-edge/web-platform/site-impacting-changes>

Other resources:

[SameSite cookies explained \(web.dev\)](#)

[Cookies default to SameSite=Lax - Chrome Platform Status \(chromestatus.com\)](#)

[Reject insecure SameSite=None cookies - Chrome Platform Status \(chromestatus.com\)](#)