



## Colleague Address Mapping

When a Ship To or Bill To address is created in the NC E-Procurement system, the address is assigned a Unique Name. In order for an eRequisition to be successfully processed by Colleague, the address Unique Name must be mapped to the corresponding address in the File Translation Table within Colleague. This mapping process was initially completed for each address during the NC E-Procurement Community College Implementation. However, any new addresses added to NC E-Procurement will need to be mapped according to this process.

### I. Locate the NC E-Procurement Address Unique Name

1. Select the '**AddressMaintenance**' link from the Common Actions Portlet on the Ariba Dashboard or from the '**Create**' short-cut menu on the Menu Bar.

**Note:** The user must have the role of Security Administrator, EPLite Administrator, or Address Maintenance eForm in order to create an Address Maintenance eForm.

The screenshot shows the NC E-Procurement Ariba dashboard. The top navigation bar includes 'Home', 'Search', 'Manage', 'Recent', and 'Preferences'. The 'Create' link is circled in red. Below the navigation bar is the 'Home Dashboard' with several portlets: 'Common Actions' (with 'AddressMaintenance' circled in red), 'To Do' (empty table), 'Search' (with a list of categories including 'AddressMaintenance'), 'News' (with a 'Welcome to NC E-Procurement Version 2.0!' message), and 'Purchasing Links' (with 'E-Procurement Resources' and various links).



2. **Title** – It is not necessary to enter a title, as this request will not be submitted.
3. **Select Maintenance Mode** – Select the appropriate type of address maintenance to perform. To locate the address unique name, select **'Update.'**

4. Locate the address information for the address that needs to be mapped using the **'Address'** drop-down menu. If the address name does not appear in the drop-down menu, select **'Search for more...'** to search for the address in the pop-up window that will appear.
5. Click **'Next.'**



6. Note the value in the 'Unique Name' field, as this value will need to be mapped into Colleague.

**Note:** It may be helpful to copy and paste this value to make certain it is properly entered into Colleague.

**Note:** Once the Unique Name value is obtained, this 'AddressMaintenance' request may be deleted.

Address

Provide the requested information.

COMPLETE FORM - ADDRESSMAINTENANCE

Entity: \* CACC

Unique Name: A0j0gbt.ct

Name: \* Colleague Ship To

Line 1: \* 123 Main Street

Line 2:

Line 3:

City: \* Anytown

State: \* NC

Postal Code: \* 12345

Country: \* United States

Phone: \* 888-211-7440



## II. Enter the NC E-Procurement Address Unique Name in Colleague

The address Unique Name must be entered into the corresponding address type File Translation Table (Ship To or Bill To) in Colleague. The following example is for the Ship To Address, but the same process will apply for both address types.

1. Use the Colleague Financial (CF) application to access the File Translation Table (FLTT) mnemonic and enter the Ship To Table lookup code: XEP.SHIP.TO.CODES.

**Note:** Follow the same process for the Bill To address.

The screenshot shows the 'FLTT-File Translation Tables' application window. At the top, there is a blue header bar labeled 'ELF Table:'. Below this, there are three input fields: 'Description', 'Orig Code Field', and 'New Code Field'. To the right of these fields are labels for 'Special' and 'Processing Fields'. Below the input fields is a table with 10 rows, numbered 1 to 10. A dialog box titled 'ELF Translate Table LookUp' is open over the table, showing the text 'XEP.SHIP.TO.CODES' in the input field. The dialog box has buttons for 'OK', 'Cancel', 'Detail', 'Finish', and 'Help'. At the bottom of the application window, there is a 'Comments' field with the number '1' entered.



2. Enter the NC E-Procurement address Unique Name in the '**Orig Code**' column.
3. Enter the related colleague Ship To (or Bill To, depending on which screen the user is on) code in the '**New Code**' column.

**Note:** If users are unsure of the Colleague Ship To or Bill To code, use the CF application to access the STCF screen. The Colleague Ship To code can be found at the top of the STCF screen.

4. Save and update the changes.

**Note:** Questions for Colleague-related issues should be directed to the CCSO Helpdesk.

FLTT-File Translation Tables

ELF Table: XEP.SHIP.TO.CODES

Description: Ship to Code Translate  
Orig Code Field:   
New Code Field: REQ.SHIP.TO

	Orig Code		New Code	Special	Processing Fields
1	3947	▶	01		
2	3948	▶	02		
3	3949	▶	03		
4		▶			
5		▶			
6		▶			
7		▶			
8		▶			
9		▶			
10		▶			

Comments: 1

**Note:** The NC E-Procurement 'Unique Name' should be entered in the 'Orig Code' column.

**Note:** The Colleague ship to code should be entered in the 'New Code' column.