

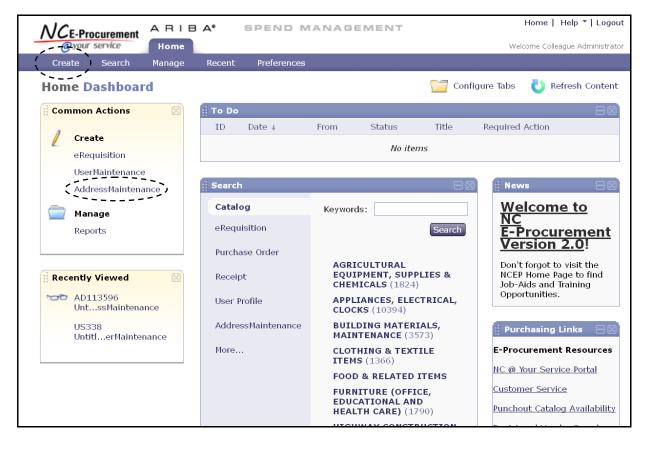
## **Colleague Address Mapping**

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.





- 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.'

Address	AD113582: Untitled AddressMaintenance	<pre></pre>
1 Title	Enter a title.	
<ul><li>Complete Form</li><li>Summary</li></ul>	Title:     Untitled AddressMaintenance       Select Maintenance Mode: 1*     Update       Address:     Select a Value       Add     Add       My Labels:     Apply Label	
		Prev Next Exit

- 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.'

Address	AD113534: Untitled AddressMaintenance	(Prev) Next) Exit
1 Title	Enter a title.	Least the address source in the
<ul><li>2 Complete Form</li><li>3 Summary</li></ul>	Title: Untitled AddressMaintenance Select Maintenance Mode: Address must be Address:	Locate the address name in the <b>'Address'</b> drop-down menu or select <b>'Search for more'</b> to conduct a search for the address.
	My Labels: 🛐 Apply Label	Prey Next ) Exit



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		✓ Prev Next ► Exit
1 Title	Provide the requested information.	
Complete Form	COMPLETE FORM - ADDRESSMAINTENANCE	
3 Summary	Entity: <u>* CACC</u> 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	



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## 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.

FLTT-File Translation Tables ELF Table: Description Orig Code Field New Code Field Special **Processing Fields** 0 1 2 ELF Translate Table LookUp 3 XEP.SHIP.TO.CODES 4 Finish <u>H</u>elp Cancel <u>0</u>K 5 6 21 7 2 8 2 9 10 Comments 1 

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



- 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       The Colleague ship to code should be entered in the 'New Code' column.         2       3948       3       02         3       3949       3       03
Comments 1