



ISIS School Systems Address Mapping

Each address created in NC E-Procurement is assigned a Unique Name. In order for an NC E-Procurement eRequisition to be successfully processed in ISIS, the 'Ship To' and 'Bill To' address Unique Names must be mapped to the corresponding addresses in ISIS. NC E-Procurement address Unique Names are mapped within the corresponding ISIS site file address. The address mapping process was initially completed for each School System address during the NC E-Procurement School System 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. Click the '**AddressMaintenance**' link from the Common Actions Portlet on the Ariba Dashboard or from the '**Create**' shortcut 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 Spend Management Home Dashboard. The top navigation bar includes 'Home', 'Search', 'Manage', and 'Preferences'. The 'Create' link is circled. The 'Common Actions' portlet shows 'Create' with sub-links for 'eRequisition', 'AddressMaintenance' (circled), and 'UserMaintenance', and 'Manage' with a 'Reports' link. The 'To Do' portlet is empty. The 'Search' portlet shows a 'Catalog' search with a 'Keywords' field and a 'Search' button. The 'News' portlet displays a 'Welcome to NC E-Procurement Version 2.0!' message. The 'Recently Viewed' and 'Purchasing Links' portlets are also visible.



NC E-Procurement @ Your Service
Security Administration Course
ISIS School Systems Address Mapping Process Guide

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 using the **'Address'** drop-down menu. If the address name does not appear in the drop-down menu, select **'Search for more...'** to locate the address in the pop-up window that will appear.
5. Click **'Next.'**



NC E-Procurement @ Your Service
Security Administration Course
ISIS School Systems Address Mapping Process Guide

6. Note the value that appears in the 'Unique Name' field, as this value will be mapped into ISIS.

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

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

AD113598: Untitled AddressMaintenance

Address

1 Title

2 Complete Form

3 Summary

Provide the requested information.

← Prev Next → Exit

COMPLETE FORM - ADDRESSMAINTENANCE

Entity: *LCAL

Address ID:

Unique Name: A0J0GM7.CT

Name: ISIS Bill 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 Value in ISIS

NC E-Procurement 'Ship To' address Unique Names must be entered in the 'NCEP Xref' field on the corresponding address in the ISIS site file. If the address is only a 'Ship To' address and not also a 'Bill To' address, the address mapping process is complete. If the School System would also like this address to be available as a 'Bill To' address as well, an NC E-Procurement 'Bill To' address Unique Name will also need to be entered in the 'Bill To' field on the ISIS Site file.

1. Enter the NC E-Procurement 'Ship To' address Unique Name into the 'NCEP XRef' field. Once done, the address will be successfully mapped.

```
6/16/05          CABARRUS COUNTY SCHOOLS
14:43:15        ISIS Financial System: Site File

Site Code: 340
Site Name: _____ ECOFF ELEMENTARY SCHOOL _____

Ship to: WINECOFF ELEMENTARY SCHOOL
         375 WINECOFF SCHOOL ROAD
         _____

City: CONCORD          State: NC      Zip: 28027
Attention: _____

Bill to: CABARRUS COUNTY SCHOOLS
         PO BOX 388
         PO BOX 388
         _____

City: CONCORD          State: NC      Zip: 28026
Attention: ACCOUNTS PAYABLE _____

Phone: _____

NCEP XRef: ( _____ )
Bill To: _____

F12=Return
```



NC E-Procurement @ Your Service
Security Administration Course
ISIS School Systems Address Mapping Process Guide

Note: For ISIS 6.0 users, the process will be slightly different, as outlined below.

1. Enter the NC E-Procurement **'Ship To'** address Unique Name into the **'Cross Reference Code'** field under the **'E-Procurement'** tab. Once done, the address will be successfully mapped.

Note: Questions for ISIS-related issues should be directed to the ISIS Helpdesk.

The screenshot shows the 'Site Setup' application window. At the top, there is a search bar labeled 'Search by: Name...' with a magnifying glass icon. Below the search bar is a table with two columns: 'Id' and 'Name'. The table contains several rows, with the row for '310 CRANBERRY MIDDLE SCHOOL' highlighted in blue. Below the table are four tabs: 'General', 'Shipping Info', 'Billing Info', and 'E-Procurement'. The 'E-Procurement' tab is selected. In this tab, there are two input fields: 'Cross Reference Code:' with the value 'AOWLY0HK.O' and 'Bill To Code:'. A dashed oval highlights the 'Cross Reference Code' field. At the bottom of the window are two buttons: 'Save' (with a floppy disk icon) and 'Close' (with a red X icon).

Id	Name
060	CENTRAL OFFICE
310	CRANBERRY MIDDLE SCHOOL
316	CROSSNORE ELEMENTARY SCHOOL
322	FREEDOM TRAIL ELEMENTARY
328	NEWLAND ELEMENTARY SCHOOL

General Shipping Info Billing Info **E-Procurement**

Cross Reference Code: AOWLY0HK.O

Bill To Code:

Save Close