



## SunPac School System Address Mapping

Each address created within NC E-Procurement is assigned a Unique Name by the system. This address Unique Name must be mapped to the corresponding address in SunPac. In addition, the SunPac address code must be mapped back to the NC E-Procurement address. Both of these steps must be completed in order for eRequisitions and purchase orders to successfully process through both systems. This process was initially completed for each address during the School Systems' NC E-Procurement implementation. This mapping process will need to be completed for all new addresses as they are added to NC E-Procurement.

### I. Locating an Existing NC E-Procurement 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 have access to the **'Address Maintenance'** eForm.

The screenshot shows the NC E-Procurement Ariba Spend Management interface. At the top, there is a navigation bar with 'Home', 'Help', and 'Logout' links. Below this is a menu bar with 'Create', 'Search', 'Manage', 'Recent', and 'Preferences' options. The 'Create' option is circled in red. The main content area is titled 'Home Dashboard' and contains several portlets: 'Common Actions' (with 'Create' sub-section containing 'eRequisition', 'UserMaintenance', and 'AddressMaintenance' - the latter is circled in red), 'Recently Viewed' (showing 'AD1135110 Un...ssMaintenance'), and 'Purchasing Links'. To the right, there is a 'To Do' table (empty), a 'Search' portlet with a 'Catalog' section listing items like 'AGRICULTURAL EQUIPMENT, SUPPLIES & CHEMICALS (1824)', 'APPLIANCES, ELECTRICAL, CLOCKS (10394)', 'BUILDING MATERIALS, MAINTENANCE (3573)', 'CLOTHING & TEXTILE ITEMS (1366)', and 'FOOD & RELATED ITEMS', and a 'News' portlet with a 'Welcome to NC E-Procurement Version 2.0!' message.

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 for the address to be mapped, select **'Update.'**

4. Locate the address to be mapped using the **'Address'** drop-down menu. If the address 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.'**



SunPac School Systems – Mapping Addresses Process Guide

6. Make note of the value that appears in the **‘Unique Name’** field as this value will be mapped into SunPac as the EP Ship-to Code or EP Bill-to Code.

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

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

Address Maintenance Form Fields:

Entity:	LDUR
Address ID:	
Unique Name:	C5.CTLDUR
Name:	SunPac 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. Entering Address Unique Name Values into SunPac

Once located, the NC E-Procurement address Unique Name should be entered on the address record in the SunPac system file. Depending on the address type, the Unique Name should be entered either in the 'EP Ship-To Code' or 'EP Bill-To Code' field. The user should also make note of the SunPac 'Ship Code' and/or 'Bill Code' to map back into the NC E-Procurement 'Address ID' field.

### Ship-To Code Mapping:

1. Enter the noted Unique Name in the 'EP Ship-To Code' field.
2. Make note of the 'Ship Code' to be entered in the 'Address ID' field in NC E-Procurement.

SunPac Financials System File Inquiry / Update Rev 5.99 FY:4 ADM:ADM

Type: B Key Format: SHIPTO UPDATE

Ship Code:  PD Type: PO (PO/WH/FS)

Ship-To: EDGECOMBE CO. SCHOOLS  
Addr: EDGECOMBE CO. SCHOOLS 412 PEAR  
L STREET  
City: TORBORO  
State: NC Zip: 27886

Footer Msg: \_\_\_\_\_

EP Registered Value? Y EP Ship-To Code:

F1-Next F2-Prev F3-Exit F23-Delete

Note the 'Ship Code' for entering in the NC E-Procurement 'Address ID' field.

Enter 'Unique Name' from NC E-Procurement into the 'EP Ship-To Code' field.



**Bill-To Code Mapping:**

3. Enter the Unique Name in the 'EP Bill-To Code' field.
4. Make note of the 'Bill-To Code' to be entered in the 'Address ID' field in NC E-Procurement.

SunPac Financials System File Inquiry / Update Rev 6.02 FY:6 ADM:290  
\*\* for future use \*\*

Type: B Key Format: BILLTO  
Bill-To Code:  Type: AP

Bill-To: DAVIDSON COUNTY SCHOOLS  
Addr: PO BOX 2057  
COUNTY SCHOOL ROAD  
City: LEXINGTON  
State: NC Zip: ZIP:

EP Bill-To Code:

Message 1: BILL TO MESSAGE 1  
Message 2: BILL TO MESSAGE 2

Print On PO? N

Note the 'Bill-To Code' for entering in the NC E-Procurement 'Address ID' field.

Enter 'Unique Name' from NC E-Procurement into the 'EP Bill-To Code' field.



### III. Entering SunPac Address Codes in NC E-Procurement

**Note:** Users must be in an AddressMaintenance ‘Update’ eForm in order to enter the SunPac address code.

1. Create an Address Maintenance eForm and choose ‘Update’ as the Maintenance Mode.
2. From the ‘Address’ field, select the address to be mapped.
3. Enter the SunPac address code in the ‘Address ID’ field on the ‘Complete Form’ page.
4. Click ‘Next.’
5. Review the entered information and click ‘Submit.’
6. Once complete, the Address Maintenance will be in ‘Actioned’ status.

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

Address

AD113537: Untitled AddressMaintenance

← Prev Next → Exit

Provide the requested information.

**COMPLETE FORM - ADDRESSMAINTENANCE**

Entity: \* LDUR

Address ID: \*

Unique Name: HO.CTLDUR

Name: \* Test Address

Line 1: \* 123 Main Street

Line 2:

Line 3:

City: \* Anywhere

State: \* NC

Postal Code: \* 12345

Country: \* United States