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.
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.’
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.
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.
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.
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.