



Deltek

# Deltek Costpoint®

## 8.2

Import Vendor Quotes  
Preprocessor

December 20, 2023



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This edition published December 20, 2023.

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## Import Vendor Quotes

Use this screen to load new vendor quotes into Costpoint with up to five price breakpoints and up to three line charges each.

**Note:** The input file layout may contain fields that are available only in Costpoint Advanced. If you are using Costpoint Essentials, these fields are excluded from the import process and may be left blank or null when you create the input file.

You cannot delete or change existing vendor quotes; however, you can update the item vendor and alternate part tables with information provided in the input file. Only one user can access this application at a given time.

You can view the quotes loaded by this preprocessor on the Manage Vendor Quotes by Vendor or Manage Vendor Quotes by Item screens in Costpoint Procurement Planning.

There are two ways to work with input files in Costpoint:

- You can access the input file from the network by using Alternate File Locations.
- You can upload the input file to the Costpoint database; in which case, no further access to network folders is necessary.

If you decide to use the first option, click  in the **File Location** field to select an alternate file location. If you choose the second option, leave the **File Location** field blank and use the File Upload Manager to upload the input file to the Costpoint database.

### Display the Import Vendor Quotes Screen

You access the Import Vendor Quotes screen from the Materials domain.

Click **Materials » Procurement Planning » Procurement Planning Interfaces » Import Vendor Quotes**.



### Contents of the Import Vendor Quotes Screen

Use the fields and options to configure the Import Vendor Quotes screen.

#### Identification

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.

You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
<b>Parameter ID</b>	<p>Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY.</p> <p>When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using <b>Query</b>.</p> <p>You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.</p>
<b>Description</b>	<p>Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.</p>



**Note:** The input file layout may contain fields that are available only in Costpoint Advanced. If you are using Costpoint Essentials, these fields are excluded from the import process and may be left blank or null when you create the input file.

## Options

Use this group box to specify input file and quote ID settings.

## Input File

Use this group box to specify the input file you want to use, its format, and the delimiter used in the file.

Field	Description
<b>File Location</b>	<p>Enter the location of the input file you are importing. There are two ways to do this:</p> <ul style="list-style-type: none"> <li>In the <b>File Location</b> field, enter, or click  to select, the alternate file location where the input file is located. Alternate file locations are set up in the Manage Alternate File Locations screen.</li> <li>or</li> <li>From the Global Menu, click <b>Process » File Upload</b>. On the File Upload Manager dialog box, click <b>Browse</b> and use the dialog box to select the file you want to import. If you select the <b>Overwrite?</b> check box, Costpoint will overwrite any file of the same name that already exists in the Costpoint database. Click <b>Upload</b> when you are finished. If you use this method, leave the <b>File Location</b> field blank. For more information about the File Upload Manager, see the File Upload Manager topic in the Getting Started Guide.</li> </ul>
<b>File Name</b>	<p>Use this field to enter, or use  to select, the name of the input file you want to use.</p>

Field	Description
<b>File Format</b>	<p>Use this drop-down list to select the file format of the input file. Compatible file formats are:</p> <ul style="list-style-type: none"> <li>▪ <b>Delimited:</b> Select this option if the input file has delimiters as field separators. This is the default.</li> <li>▪ <b>Fixed Length:</b> Select this option if the input file contains fields that start and end in a specified column. If the input file is a fixed-length format file, you must fill every position with the appropriate number of either characters or spaces for a given column before entering data for the next column. It is not necessary to zero fill numbers; you can use spaces to maintain the proper format. Numeric fields should be right justified; character fields should be left justified. Once you have entered the last character of meaningful data for the input file, you need not fill the remaining column lines with spaces.</li> </ul> <p>For example, if the Vendor Quote Header record format's maximum line length (i.e., the entire input file) is a total of 467 characters and the last character of meaningful data is in position 36 (Buyer), you do not need to add the remaining 431 spaces. However, if the Vendor (beginning at position 12 on the input file) is only five characters long, you must include the Vendor ID plus seven additional spaces before entering the Quote Type (if applicable) in position number 24. See the Processing Details topic for additional information.</p>
<b>File Delimiter</b>	<p>If you selected <b>Delimited</b> from the <b>File Format</b> drop-down list, use this drop-down list to select the delimiter used in the input file. Choose one of the following options:</p> <ul style="list-style-type: none"> <li>▪ <b>Comma:</b> Select this option if the delimiter used in the input file is a comma (,).</li> <li>▪ <b>Other:</b> Select this option if the delimiter used in the input file is other than a comma. You must then specify the delimiter in the adjacent field.</li> </ul> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Note:</b> Do not embed the delimiter in any of the input fields. When the application encounters the declared delimiter during processing, it will interpret it as the end of the input field.</p> </div>

### Quote IDs

Depending on which input file is being loaded, select one of two options in this group box to designate the method of quote numbering for this preprocessor.


Field	Description
<b>Use Input File Values</b>	Select this option to use the input file quote ID as the vendor quote ID in Costpoint. If you select this option, you must populate the Quote field in the input file.

Field	Description
<b>Auto-Assign</b>	<p>Select this option if the <b>Auto-Assign Quotes</b> check box is selected on the Configure Vendor Quote Settings screen in Costpoint Procurement Planning. If you select this option, all quote lines for a given vendor will be grouped together. To use this option, you must provide the vendor ID for all Vendor Quote Line input files.</p> <p>Costpoint will automatically assign a quote line number, incrementing the line number one per quote line input file row.</p>

## Multicompany

Use this information to know how Import Vendor Quotes validates information for multiple companies.

If the **Separate Items by Company** check box is selected in the **Corporate Settings** block of the Configure Product Definition Settings screen in Costpoint Product Definition, Costpoint will filter field validations by the user's company ID, item, and part tables. The company ID of the user executing the process triggers the validation of all company tables. When a new vendor quote record is saved, Costpoint automatically assigns it the user's company ID and search parameters.

All company-related tables and Lookup-related valid values (or search parameters in ) are validated using the user's company ID. Uploads can be processed for only one company at a time (the user's company).

The following tables are validated against the user's company ID:

Table Name	Table Description	Notes
VEND	Vendor	
RFQ_SETTINGS	Request for Quote Settings	
EMPL	Employee	
LN_CHG_TYPE	Line Charge Type	
ITEM_VEND	Item Vendor	For updates.

## Multicurrency

Use this information to know how Costpoint runs Import Vendor Quotes with multicurrency enabled.

Multicurrency features, which, in addition to requiring additional calculations, add fields to the input files. The input fields are in the same format as the Quote Header and Quote Line Record.

With the multicurrency feature, all amount fields in the input file are in the transactional currency (which may or may not be the same as the functional currency). Vendor quote information is entered primarily in the transactional currency (i.e., the quote's currency, per the vendor), and Costpoint calculates the corresponding amounts for the related functional currency fields in accordance with exchange rate information in other tables. Data is stored in both currencies in Costpoint.

If exchange rate information does not exist, Costpoint will assume that the transactional and functional currencies are the same (1:1). All currency-related columns will still be populated with default values, the system exchange rate will be "1," and amount columns will therefore have the same values for transactional and functional currencies.

### Costpoint Multicurrency Tables

To select transactional currencies, calculate exchange rates, and validate customs information, the multicurrency functionality relies on data in the following tables (which must exist in Costpoint before you process any transactions).

Table Name	Table Description	Definition
MU_SETTINGS	Multicurrency Settings	Sets default multicurrency information. Validate by the user's company ID.
MU_CRNCY_STATUS	Currency Status	Stores status on currency and/or Euro information. Used to validate exchange rates.
RT_GRP	Rate Group	Stores rate group information. Used for exchange rate information.
RT_GRP_CRNCY	Rate Group Currency	Contains a list of From/To currencies for valid rate groups. Used for exchange rate information.
RT_SRCE	Rate Source	Stores exchange rate source information.
RT_BY_DT	Rate by Date	Stores exchange rates for valid From/To currency sets by start/end dates.
RT_BY_PD	Rate by Period	Stores exchange rates for valid From/To currency sets by FY/PD.
CURRENCY	Currencies	Stores information for currencies used in the database.

### Vendor Quote Multicurrency Tables

The following tables/input columns support multicurrency specifically for vendor quotes.

Table Name	Table Description
QT_HDR	Quote Header
EUR_TO_FUNC_RT	Euro to Functional Rate
RATE_GRP_ID	Rate Group



Table Name	Table Description
TRN_CRNCY_CD	Transaction Currency Code
TRN_FREEZE_RT_FL	Transaction Freeze Rate Flag
TRN_TO_EUR_RT	Transaction to Functional Currency Rate
TRN_TO_EUR_RT_FL	Transaction to Functional Currency Rate Flag
QT_LN	Quote Line
TRN_DFLT_GR_UN_AMT	Default Gross Unit Amount - Transaction
TRN_DFLT_NT_UN_AMT	Default Net Unit Amount - Transaction
TRN_QT_LN_CHG_AMT	Quote Line Charge Amount - Transaction
QT_LN_BRK	Quote Line Break
TRN_GR_UN_CST_AMT	Gross Unit Cost Amount - Transaction
TRN_NT_UN_CST_AMT	Net Unit Cost Amount – Transaction
QT_LN_CHG	Quote Line Charge
TRN_QT_LN_CHG_AMT	Quote Line Charge Amount - Transaction

## Files Necessary to Run Vendor Quote Preprocessor

Once you have copied the new files onto your system and executed the script file, establish default settings on the Manage Vendors screen in Costpoint Procurement Planning, Purchasing, and/or Accounts Payable, including setting up the appropriate quote header, quote line, and vendor ID information.

You must apply the following custom files and stored procedures files to the database to run the Import Vendor Quote preprocessor:

- **AOPQTV.EXE:** Vendor Quote Preprocessor application executable
- **AOPQTV.ORA:** Oracle stored procedures for the Vendor Quote Preprocessor

## Related Topics for the Import Vendor Quotes Screen

### Detailed Table Specifications

This section defines the data element in each table to be loaded or updated by the Import Vendor Quotes preprocessor. Each section (Quote Header, Quote Line, Quote Line Break, and Quote Line Charge) lists the Costpoint columns for each table.

One Vendor Quote Line record (QT\_LN) is written per vendor quote line input record. Depending on the contents of the input record, up to five Vendor Quote Line Break (QT\_LN\_BRK) rows and up to three Vendor Quote Line Charge (QT\_LN\_CHG) rows may also be written.

### Vendor Quote Header (QT\_HDR)

Column Name	Costpoint Column Name	Source	Validations/Notes
Quote	QUOTE_ID	From Header Input File	
Vendor	VEND_ID	From Header Input File	
Quote Type	QT_TYPE_CD	From Header Input File	Default is null.
Buyer	BUYER_ID	From Header Input File	Default is null.
Expiration Date	EXPIR_DT	From Header Input File	YYYY-MM-DD. Default is null.
Expiration Days	EXPIR_DAYS_NO	From Header Input File	Default is "0."
Quote Date	QT_DT	From Header Input File	YYYY-MM-DD. Default to System Date
RFQ	ORIG_RFQ_ID	From Header Input File	Default is space.
Requisition	ORIG_RQ_ID	From Header Input File	Default is null.
Contact's First Name	CNTACT_FIRST_NAME	From Header Input File	Default is space.
Contact's Last Name	CNTACT_LAST_NAME	From Header Input File	Default is space.
Phone	PHONE_ID	From Header Input File	Default is space.
Fax	FAX_ID	From Header Input File	Default is space.
FOB	FOB_FLD	From Header Input File	Default from Vendor.
Terms	TERMS_DC	From Header Input File	Default from Vendor.
Ship Via	SHIP_VIA_FLD	From Header Input File	Default from Vendor.
Employee	PURCH_EMPL_ID	From Header Input File	Default is null.
Header Notes	QT_HDR_NOTES	From Header Input File	Default is space.

Column Name	Costpoint Column Name	Source	Validations/Notes
	QT_HDR_KEY		
Quote Status	S_QT_STATUS_CD		Default is "O."
User	ENTR_USER_ID		Set to Process USER_ID.
Date	ENTR_DTT		System Date/Time
	MODIFIED_BY		Set to Process USER_ID.
	TIME_STAMP		System Date/Time
	ROWVERSION		0
Euro to Functional Rate	EUR_TO_FUNC_RT		Set by Application. Default value MU_CRNCY_STATUS . EURO_TO_CRNCY_RT for matching functional currency code (GL_CONFIG.FUNC_S_CRNCY_CD). If unavailable, set to 1.
Rate Group	RATE_GRP_ID	From Header Input File	Input file/Set by Application. Default Rate Group from Maintain Vendors (VEND.DFLT_RT_GRP_ID). If not available, load from Multicurrency Settings (MU.DFLT_RT_GRP_ID). If not available, load null.
Transaction Currency	TRN_CRNCY_CD	From Header Input File	Input file/Set by Application. Functional Currency Code (GL_CONFIG.FUNC_S_CRNCY_CD). For version 5.0, this is equal to Functional Currency.

Column Name	Costpoint Column Name	Source	Validations/Notes
Transaction Currency Date	TRN_CRNCY_DT	From Header Input File	Input file/Set by Application. Current Date.
Transaction Currency Freeze Rate Flag	TRN_FREEZE_RT_FL		Set by Application. Value=N.
Transaction to Euro Rate	TRN_TO_EUR_RT		Set by Application. Default value [1/(MU_CRNCY_STATU S.EURO_TO_CRNCY_RT)] for matching transactional currency code (TRN_CRNCY_CD). If unavailable, set to 1.
Transaction to Euro Rate Flag	TRN_TO_EUR_RT_FL		Set by Application. Set to "Y" if the transaction currency is a Euro currency (row exists in MU_CRNCY_STATUS table with matching TRN_CRNCY_CD). Otherwise, set to "N."

### Vendor Quote Line (QT\_LN)

Column Name	Costpoint Column Name	Source	Validations/Notes
Quote	QUOTE_ID	From Header Input File	Required if you selected the <b>Input File Values</b> option.
Vendor		From Line Input File	Required if you selected the <b>Auto-Assign</b> option.
Item	ITEM_ID	From Line Input File	Default is space.
Item Revision	ITEM_RVSN_ID	From Line Input File	Default is space.
Misc Line Type	MISC_LN_CHG_TYPE	From Line Input File	Default is null.
Unit of Measure	QT_UM_CD	From Line Input File	Default to the Item's default unit of measure code, or "EA" (Each) for miscellaneous line charge types.

Column Name	Costpoint Column Name	Source	Validations/Notes
	DFLT_NET_UNIT_AMT		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
	DFLT_GR_UNIT_AMT		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Minimum Quantity	MIN_QTY	From Line Input File	
Ship ID	SHIP_ID	From Line Input File	Default to PO_SETTINGS.DFLT_SHIP_ID.
Manufacturer	MANUF_ID	From Line Input File	Default from ALT_PART for ITEM_KEY and VEND_ID. Required if Manufacturer Part entered.
Manufacturer Part	MANUF_PART_ID	From Line Input File	Default from ALT_PART for ITEM_KEY and VEND_ID. Required if Manufacturer entered.
Manufacturer Part Rev	MANF_PART_RVSN_FLD	From Line Input File	Default from ALT_PART for ITEM_KEY and VEND_ID.
Vendor Part	VEND_PART_ID	From Line Input File	Default from ALT_PART for ITEM_KEY and VEND_ID.
Vendor Part Rev	VEND_PART_RVSN_FLD	From Line Input File	Default from ALT_PART for ITEM_KEY and VEND_ID.
Add Alternate Part		From Line Input File	Default is "N."

Column Name	Costpoint Column Name	Source	Validations/Notes
Commodity	COMM_CD	From Line Input File	Default from ITEM. COMM_CD
Project	PROJ_ID	From Line Input File	Default is null.
Line Notes	QT_LN_NOTES	From Line Input File	Default space
	DFLT_DISC_PCT_AMT		Default is "0."
	ITEM_KEY		If Input File Item is not null/space, look up from ITEM using Item (if ITEM_SETTINGS.USE_PART_RVSN_F L = N); otherwise, look up using Item/Rev. If Item is not loaded, load null.
	MODIFIED_BY		Set to Process USER_ID
	QT_HDR_KEY		Set to QT_HDR. QT_HDR_KEY
	QT_LN_CHG_AMT		Calculated as (QT_LN. TRN_QT_LN_CHG_ AMT * Exchange Rate).
	QT_LN_NO		
	QT_LN_KEY		Set to QT_LN_NO.
	ROWVERSION		
	S_PO_LN_TYPE		If Item is null/space, load "M," otherwise, load from ITEM.S_ ITEM_ TYPE.
	S_QT_STATUS_CD		
	TIME_STAMP		System Date/Time
	USER_RVSN_FLD		QT_LN. ITEM_RVSN_ID
	TRN_QT_LN_CHG_A MT		Set by application. Sum of QT_LN_CHG.TRN_Q T_LN_CHG_AMT.

Column Name	Costpoint Column Name	Source	Validations/Notes
Unit Cost	TRN_DFLT_GR_UN_AMT	From Line Input File	
Unit Cost	TRN_DFLT_NT_UN_AMT	From Line Input File	

#### Vendor Quote Line Break (QT\_LN\_BRK)

Column Name	Costpoint Column Name	Source	Validations/Notes
	NET_UNIT_CST_AMT (Break Qty 1)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
	GR_UNIT_COST_AMT (Break Qty 1)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Minimum Quantity	MIN_QTY (Break Qty 1)	From Line Input File	Default is "1."
Break Quantity 1 Lead Time	LT_DAYS_NO (Break Qty 1)	From Line Input File	Default is "0."
	NET_UNIT_CST_AMT (Break Qty 2)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
	GR_UNIT_COST_AMT (Break Qty 2)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.

Column Name	Costpoint Column Name	Source	Validations/Notes
Break Quantity 2	MIN_QTY (Break Qty 2)	From Line Input File	Required if Break Qty 2 Cost is loaded.
Break Quantity 2 Lead Time	LT_DAYS_NO (Break Qty 2)	From Line Input File	Default is "0."
	NET_UNIT_CST_AMT (Break Qty 3)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
	GR_UNIT_COST_AMT (Break Qty 3)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Break Quantity 3	MIN_QTY (Break Qty 3)	From Line Input File	Required if Break Qty 3 Cost is loaded.
Break Quantity 3 Lead Time	LT_DAYS_NO (Break Qty 3)	From Line Input File	Default is "0."
	NET_UNIT_CST_AMT (Break Qty 4)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
	GR_UNIT_COST_AMT (Break Qty 4)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Break Quantity 4	MIN_QTY (Break Qty 4)	From Line Input File	Required if Break Qty 4 Cost is loaded.
Break Quantity 4 Lead Time	LT_DAYS_NO (Break Qty 4)	From Line Input File	Default is "0."



Column Name	Costpoint Column Name	Source	Validations/Notes
	NET_UNIT_CST_AMT (Break Qty 5)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
	GR_UNIT_COST_AMT (Break Qty 5)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Break Quantity 5	MIN_QTY (Break Qty 5)	From Line Input File	Required if Break Qty 5 Cost is loaded.
Break Quantity 5 Lead Time	LT_DAYS_NO (Break Qty 5)	From Line Input File	Default is "0."
	DISC_PCT_RT		Default is "0."
	MODIFIED_BY		Set to Process USER_ID.
	QT_HDR_KEY		Set to QT_HDR. QT_HDR_KEY.
	QT_LN_KEY		Set to QT_LN. QT_LN_KEY.
	ROWVERSION		0
	TIME_STAMP		System Date/Time
Break Quantity 1 Cost	TRN_NT_UN_CST_AMT (Break Qty 1)	From Line Input File	
Break Quantity 1 Cost	TRN_GR_UN_CST_AMT (Break Qty 1)	From Line Input File	
Break Quantity 2 Cost	TRN_NT_UN_CST_AMT (Break Qty 2)	From Line Input File	
Break Quantity 2 Cost	TRN_GR_UN_CST_AMT (Break Qty 2)	From Line Input File	
Break Quantity 3 Cost	TRN_NT_UN_CST_AMT (Break Qty 3)	From Line Input File	
Break Quantity 3 Cost	TRN_GR_UN_CST_AMT (Break Qty 3)	From Line Input File	

Column Name	Costpoint Column Name	Source	Validations/Notes
Break Quantity 4 Cost	TRN_NT_UN_CST_A MT (Break Qty 4)	From Line Input File	
Break Quantity 4 Cost	TRN_GR_UN_CST_A MT (Break Qty 4)	From Line Input File	
Break Quantity 5 Cost	TRN_NT_UN_CST_A MT (Break Qty 5)	From Line Input File	
Break Quantity 5 Cost	TRN_GR_UN_CST_A MT (Break Qty 5)	From Line Input File	

### Vendor Quote Line Charge (QT\_LN\_CHG)

Column Name	Costpoint Column Name	Source	Validations/Notes
Line Charge 1 Type	LN_CHG_TYPE (Line Charge 1)	From Line Input File	Required if Line Charge 1 Cost is entered.
	QT_LN_CHG_AMT (Line Charge 1)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Line Charge 2 Type	LN_CHG_TYPE (Line Charge 2)	From Line Input File	Required if Line Charge 2 Cost is entered.
	QT_LN_CHG_AMT (Line Charge 2)		Calculated column. Equivalent to the amount in the corresponding column (in transaction currency) multiplied by the exchange rate.
Line Charge 3 Type	LN_CHG_TYPE (Line Charge 3)	From Line Input File	Required if Line Charge 3 Cost is entered.
	QT_LN_CHG_AMT (Line Charge 3)		Calculated column. Equivalent to the amount in the corresponding column (in transaction

Column Name	Costpoint Column Name	Source	Validations/Notes
			currency) multiplied by the exchange rate.
	MODIFIED_BY		Set to Process USER_ID.
	QT_HDR_KEY		Set to QT_HDR. QT_HDR_KEY.
	QT_LN_KEY		Set to QT_LN. QT_LN_KEY.
	ROWVERSION		0
	SUB_KEY		Autonumber from 1 for each QT_LN.
	TIME_STAMP		System Date/Time
Line Charge 1 Cost	TRN_QT_LN_CHG_A MT (Line Charge 1)	From Line Input File	
Line Charge 2 Cost	TRN_QT_LN_CHG_A MT (Line Charge 2)	From Line Input File	
Line Charge 3 Cost	TRN_QT_LN_CHG_A MT (Line Charge 3)	From Line Input File	

## Error Messages

This section describes the errors you may encounter when using the Import Vendor Quotes screen.

### Both Input Files

Column	Error Message	Error Condition	Prevents Processing
<b>All Required Fields</b>	The XXXXXXXXXXXXX field must be entered.	Not supplied in input file.	Yes
<b>Line Type</b>	Input File Line Type must be "H" or "L."	Not "H" or "L."	Yes
<b>Quote ID</b>	A quote ID must be entered.	You selected the <b>Use Input File Values</b> option, but the input file's Quote ID is null/ space.	Yes

### Vendor Quote Header Input File Error Messages and Conditions

Column	Error Message	Error Condition	Prevents Processing
<b>Quote ID</b>	This quote/vendor combination already exists.	You selected the <b>Use Input File Values</b> option, but the Header Quote ID/Vendor ID combination already exists.	Yes
<b>Quote ID</b>	Each quote header must have at least one quote line input file.	You selected the <b>Use Input File Values</b> option, but the Header Quote ID/Vendor ID does not exist on any Quote Line Input files.	Yes
<b>Vendor</b>	Invalid Vendor	Vendor ID does not exist.	Yes
<b>Vendor</b>	Vendor is on Hold	Vendor's Vendor Status for PO is <b>On Hold</b> .	Yes
<b>Vendor</b>	Each quote header must have at least one quote line input file.	You selected the <b>Auto-Assign</b> option, but the Vendor ID in the Header input file does not exist in any quote line input file records.	Yes
<b>Vendor</b>	Duplicate header input records exist for this vendor ID.	You selected the <b>Auto-Assign</b> option, but the Vendor ID exists in more than one header.	Yes
<b>Quote Type</b>	Invalid Quote Type	Does not exist on the Manage Vendor Quote Types screen in Costpoint Procurement Planning (if not null/space)	Yes
<b>Terms</b>	Invalid Terms	Terms do not exist in Vendor Terms screen.	Yes
<b>Employee</b>	Invalid Employee	Employee ID does not exist in Costpoint Employee (if not null).	Yes

Column	Error Message	Error Condition	Prevents Processing
<b>Employee</b>	Inactive Employee	Employee ID is not active in Costpoint Employee.	Yes
<b>Buyer</b>	For fixed length file format, limit to 3 characters. For delimited file format, increase field size to 10.	“Subcontractor Agreement” is checked, but Buyer is not authorized to enter any Subcontractor Agreement type of PO: (BUYER.SUBC_AGR_AUTH_FL=N, BUYER.SUBC_BLK_T AUTH_FL=N, and BUYER.SUBC_RLSE_AUTH_FL=N ).	Yes
<b>Security Clearance System ID</b>	The Security Clearance System ID is invalid.	Does not exist in SEC_CLR_SETTINGS .	Yes

#### Vendor Quote Line Input File Error Messages and Conditions

Column	Error Message	Error Condition	Prevents Processing
<b>Quote ID</b>	All quote lines must have a quote header input file.	You selected the <b>Use Input File Values</b> option, but the Line Quote ID/Vendor ID combination does not exist in any Quote Header input files.	Yes
<b>Vendor</b>	Invalid Vendor	Invalid Vendor (if not null).	Yes
<b>Vendor</b>	Vendor is on Hold	Vendor's Vendor Status for PO is <b>On Hold</b> .	Yes
<b>Vendor</b>	All quote lines must have a quote header input file.	You selected the <b>Auto-Assign</b> option, but the vendor ID on Line does not exist in any Quote Header input file records.	Yes
<b>Item /Misc Line Type</b>	Either an Item or Misc. Type must be entered.	Both are null or spaces.	Yes

Column	Error Message	Error Condition	Prevents Processing
<b>Item ID/ Revision</b>	Invalid Item/Rev	Apply if not null/space. The <b>Allow Multiple Revisions for Each Item</b> check box is selected in the Corporate Settings block of the Configure Product Definition Settings screen in Costpoint Product Definition and the Item/Revision does not exist, or the <b>Allow Multiple Revisions for Each Item</b> check box is selected and the Item ID does not exist.	Yes
<b>Item ID/Revision</b>	Inactive Item/Rev	Item is not active in Costpoint Product Definition.	Yes
<b>Misc Line Type</b>	Invalid Misc. Line Type	Does not exist in LN_CHG_TYP table (if not null/space).	Yes
<b>Unit Of Measure</b>	Invalid Unit Of Measure	Does not exist in UM table.	Yes
<b>Minimum Qty</b>	Minimum Quantity cannot be less than zero.	Less than zero.	Yes
<b>Unit Cost</b>	Unit Cost cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 2 Cost</b>	Unit Cost cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 2</b>	Break Quantity 2 cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 2</b>	A break quantity must be entered for each supplied break cost.	Break 2 Cost is not zero, and quantity is zero.	Yes
<b>Break Qty 2 Cost</b>	A cost must be entered for each supplied break quantity.	Break 2 Cost is zero, and quantity is not zero.	Yes

Column	Error Message	Error Condition	Prevents Processing
<b>Break Qty 2</b>	Duplicate break point quantities are not allowed for a quote line.	Break Qty 2 equals input file's Minimum Qty.	Yes
<b>Break Qty 3 Cost</b>	Unit Cost cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 3</b>	Break Quantity 3 cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 3</b>	A break quantity must be entered for each supplied break cost.	Break 3 Cost is not zero and quantity is zero.	Yes
<b>Break Qty 3 Cost</b>	A cost must be entered for each supplied break quantity.	Break 3 Cost is zero, and quantity is not zero.	Yes
<b>Break Qty 3</b>	Duplicate break point quantities are not allowed for a quote line.	Break Qty 3 equals input file's Minimum Qty or Break Qty 2.	Yes
<b>Break Qty 4 Cost</b>	Unit Cost cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 4</b>	Break Quantity 4 cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 4</b>	A break quantity must be entered for each supplied break cost.	Break 4 Cost is not zero and quantity is zero.	Yes
<b>Break Qty 4 Cost</b>	A cost must be entered for each supplied break quantity.	Break 4 Cost is zero and quantity is not zero.	Yes
<b>Break Qty 4</b>	Duplicate break point quantities are not allowed for a quote line.	Break Qty 4 equal's input file Minimum Qty or Break Qty 2 or 3.	Yes
<b>Break Qty 5 Cost</b>	Unit Cost cannot be less than zero.	Less than zero.	Yes
<b>Break Qty 5</b>	Break Qty cannot be less than zero.	Less than zero.	Yes

Column	Error Message	Error Condition	Prevents Processing
<b>Break Qty 5</b>	A break qty must be entered for each supplied break cost.	Break 5 Cost is not zero, and quantity is zero.	Yes
<b>Break Qty 5 Cost</b>	A cost must be entered for each supplied break quantity.	Break 5 Cost is zero, and quantity is not zero	Yes
<b>Break Qty 5</b>	Duplicate break point quantities are not allowed for a quote line.	Break Qty 5 equals input file Minimum Qty or Break Qty 2, 3, or 4.	Yes
<b>Line Charge 1 Type</b>	Invalid Line Charge.	Does not exist in Line Charge Type table (if not null/space).	Yes
<b>Line Charge 1 Type</b>	A line charge type is required if the line charge cost is not zero.	Line Charge 1 Cost is not zero, but Line Charge 1 Type is null/space.	Yes
<b>Line Charge 1 Cost</b>	Do not display message, process quote line input row but do not create a Quote Line Charge row for Line Charge 1.	Line Charge 1 Cost is zero, but Line Charge 1 Type is not null/space.	Yes
<b>Line Charge 2 Type</b>	Invalid Line Charge.	Does not exist in Line Charge Type table (if not null/space).	Yes
<b>Line Charge 2 Type</b>	A line charge type is required if the line charge cost is not zero.	Line Charge 2 Cost is not zero, but Line Charge 2 Type is null/space.	Yes
<b>Line Charge 2 Cost</b>	Do not display message, process quote line input row but do not create a Quote Line Charge row for Line Charge 2.	Line Charge 2 Cost is zero, but Line Charge 2 Type is not null/space.	Yes
<b>Line Charge 3 Type</b>	Invalid Line Charge.	Does not exist in Line Charge Type table (if not null/space).	Yes
<b>Line Charge 3 Type</b>	A line charge type is required if the line	Line Charge 3 Cost is not zero, but Line	Yes



Column	Error Message	Error Condition	Prevents Processing
	charge cost is not zero.	Charge 3 Type is null/ space.	
<b>Line Charge 3 Cost</b>	Do not display message, process quote line input row but do not create a Quote Line Charge row for Line Charge 3.	Line Charge 3 Cost is zero, but Line Charge 3 Type is not null/ space.	Yes
<b>Ship ID</b>	Do not display message, process row but leave Ship ID null.	Does not exist in Ship ID table (if not null/ space).	No
<b>Manufacturer</b>	Do not display message, process row but leave Manufacturer ID, Manufacturer Part ID/ Revision as null/ space.	Does not exist in Manufacturer table (if not null/ space).	No
<b>Manufacturer Part</b>	Do not display message, process row but leave Manufacturer ID, Manufacturer Part ID/ Revision as null/ space.	Manufacturer is null/ space, but Manufacturer Part is not null/ space.	No
<b>Manufacturer Part Rev</b>	Do not display message, process row but leave Manufacturer ID, Manufacturer Part ID/ Revision as null/ space.	Manufacturer Part is null/ space, but Manufacturer Part Revision is not null/ space.	No
<b>Vendor Part Rev</b>	Do not display message, process row but leave Vendor Part ID/Revision as null/ space.	Vendor Part is null/ space, but Vendor Part Revision is not null/ space.	No
<b>Add Alternate Part</b>	Do not display message, set value to "N" (No).	Not "Y" (Yes) or "N" (No).	No
<b>Project</b>	Do not display message, set value to null.	Does not exist in Project (PROJ) table (if not null/ space).	No

Column	Error Message	Error Condition	Prevents Processing
<b>Commodity</b>	Do not display message, process row but leave Commodity code null.	Does not exist in Commodity (COMM) table (if not null or space).	No
<b>Security Clearance System ID</b>	The security code is invalid.	Does not exist in SCISAP_CLR	Yes

#### Quote Header SCI/SAP Security Codes Input files Error Messages and Conditions

Field	Error Condition	Message Type (Error/Warning)	Message
<b>SCI/SAP Clearance Code</b>	Does not exist in SCISAP_CLR	E	The security code is invalid.

#### Quote Line Resources Input files Error Messages and Conditions

Field	Error Condition	Message Type (Error/Warning)	Message
<b>State/Province</b>	Does not exist in MAIL_STATE.	E	The State or Province is invalid.
<b>Postal Code</b>	Does not exist in POSTAL_CD	E	The Postal Code is invalid.
<b>Country Code</b>	Does not exist in COUNTRY	E	The Country Code is invalid.
<b>Vendor Employee ID</b>	Does not exist in VEND_EMPL for login user's company & PO Vendor	E	The Vendor Employee is invalid.
<b>Resource Line</b>	Entered line number contains alphanumeric characters	E	Standard message.
<b>Resource Line</b>	Entered line number <= 0	E	Line must be greater than zero.
<b>Resource Line</b>	Entered line number exceeds number allowed	E	Standard message
<b>No. of Resources</b>	Entered value < 0	E	Negative numbers are not allowed for No. of Resources.

Field	Error Condition	Message Type (Error/Warning)	Message
<b>Total Hours</b>	Entered value < 0	E	Negative numbers are not allowed for Total Hours.
<b>Hourly Rate</b>	Entered value < 0	E	Negative numbers are not allowed for Hourly Rate.

## Input File

This section describes the details of the format for the input file rows.

### Vendor Quote Header Input File Layout (QT\_HDR)

Column Name	Costpoint Table/Column	Character Type	Starting Position	Ending Position	Required/Optional	Notes
<b>Line Type</b>		VARCHAR, 1	1	1	Required	Must be "H" (Header).
<b>Quote</b>	QUOTE_ID	VARCHAR, 10	2	11	Optional	Required if you selected the Use Input File Values radio button.
<b>Vendor</b>	VEND_ID	VARCHAR, 12	12	23	Required	Must exist in Maintain Vendors screen. Vendor Status cannot be On Hold.
<b>Quote Type</b>	QT_TYPE_CD	VARCHAR, 1	24	24	Optional	Must exist in the Quote Types screen in Costpoint Procurement Planning. Otherwise, the default is null.

Column Name	Costpoint Table/Column	Character Type	Starting Position	Ending Position	Required/Optional	Notes
<b>Buyer</b>	BUYER_ID	VARCHAR, 12	25	36	Optional	Must exist in the Buyers screen in Costpoint Purchasing. Otherwise, the default is null.
<b>Expiration Date</b>	EXPIR_DT	DATE, 10	37	46	Optional	Must be in "YYYY-MM-DD" format. Otherwise, the default is null. See the Processing Details topic.
<b>Expiration Days</b>	EXPIR_DAYS_NO	INTEGER, 4	47	50	Optional	Default is zero.
<b>Quote Date</b>	QT_DT	DATE, 10	51	60	Optional	Must be in "YYYY-MM-DD" format. Otherwise, defaults to system date.
<b>RFQ</b>	ORIG_RFQ_ID	VARCHAR, 10	61	70	Optional	Default is space.
<b>Requisition</b>	ORIG_RQ_ID	VARCHAR, 10	71	80	Optional	Default is null.
<b>Contact's First Name</b>	CNTACT_FIRST_NAME	VARCHAR, 20	81	100	Optional	Default is space.
<b>Contact's Last Name</b>	CNTACT_LAST_NAME	VARCHAR, 25	101	125	Optional	Default is space.
<b>Phone</b>	PHONE_ID	VARCHAR, 15	126	140	Optional	Default is space.
<b>Fax</b>	FAX_ID	VARCHAR, 15	141	155	Optional	Default is space.

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>FOB</b>	FOB_FLD	VARCHAR, 16	156	171	Optional	Default from Vendor.
<b>Terms</b>	TERMS_DC	VARCHAR, 15	172	186	Optional	Default from Vendor.
<b>Ship Via</b>	SHIP_VIA_FLD	VARCHAR, 15	187	201	Optional	Default from Vendor.
<b>Employee</b>	PURCH_E MPL_ID	VARCHAR, 12	202	213	Optional	Default is null.
<b>Header Notes</b>	QT_HDR_ NOTES	VARCHAR, 254	214	467	Optional	Default is space.
<b>Rate Group</b>	RATE_GRP_ID	VARCHAR, 6	468	473	Optional	
<b>Transaction Currency</b>	TRN_CRNC Y_CD	VARCHAR, 3	474	476	Optional	
<b>Transaction Currency Date</b>	TRN_CRNC Y_DT	DATE	477	486	Optional	Must be in YYYY-MM-DD format. Default is system date.
<b>Subcontractor Agreement Flag</b>		VARCHAR, 1	1	N	Optional	
<b>US Citizenship Required</b>	US_CITIZEN_FL	VARCHAR, 1			Optional	Applies only if PO Type is not A, K or L. Else, Null.
<b>ITAR Authorization Required</b>	ITAR_AUTH_FL	VARCHAR, 1			Optional	Applies only if PO Type is not A, K or L. Else, Null.
<b>Security Clearance System ID</b>	SEC_CLR_CD	VARCHAR, 6			Optional	Applies only if PO Type is not A, K or L. Else, Null.

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Issuing Agency</b>	AGENCY_N AME	VARCHAR, 30			Optional	Applies only if PO Type is not A, K or L. Else, Null.

### Vendor Quote Line Input File Layout (QT\_LN, QT\_LN\_BRK, QT\_LN\_CHG)

One QT\_LN will be written per vendor quote line input record. Depending on the contents of the input record, up to five Vendor Quote Line Break (QT\_LN\_BRK) rows and up to three Vendor Quote Line Charge (QT\_LN\_CHG) rows may also be written.

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Line Type</b>		VARCHAR, 1	1	1	Required	Must be "L" (Line).
<b>Quote</b>		VARCHAR, 10	2	11	Optional	Required if you selected the <b>Use Input File Values</b> option.
<b>Vendor</b>		VARCHAR, 12	12	23	Required	Required if you selected the <b>Auto-Assign</b> option.
<b>Item</b>	QT_LN.ITE M_ID	VARCHAR, 30	24	53	Optional	Default is space. For fixed length file format, limit to 30 characters. For delimited file format, increase field size to 50.

Column Name	Costpoint Table/Column	Character Type	Starting Position	Ending Position	Required/Optional	Notes
<b>Item Revision</b>	QT_LN.ITEM_RVSN_ID	VARCHAR, 3	54	56	Optional	Default is space. For fixed length file format, limit to 3 characters. For delimited file format, increase field size to 10.
<b>Misc Line Type</b>	QT_LN.MISC_LN_CHG_TYPE	VARCHAR, 6	57	62	Optional	Line charge type code must exist in the PO Line Charge Types screen in Costpoint Purchasing. Default is null.
<b>Unit of Measure</b>	QT_LN.QUANTITY_CD	VARCHAR, 3	63	65	Optional	Defaults to the Item's default unit of measure code, or "EA" (Each) for miscellaneous line charge types.
<b>Unit Cost</b>	QT_LN.TRANSACTION_AMOUNT and QT_LN.TRANSACTION_AMOUNT	Number 15 (Decimal 14,4)	66	80	Required	

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Minimum Quantity</b>	QT_LN.MIN_QTY and QT_LN_BRK.MIN_QTY (first break point)	Number 15 (Decimal 14,4)	81	95	Optional	Default is one.
<b>Break Quantity 1 Lead Time</b>	QT_LN_BRK.LT_DAYS_NO	INTEGER, 4	96	99	Optional	Default is zero.
<b>Break Quantity 2 Cost</b>	QT_LN_BRK.TRN_NT_UN_CST_AMT and QT_LN_BRK.TRN_GR_UN_CST_AMT	Number 15 (Decimal 14)	100	113	Optional	
<b>Break Quantity 2</b>	QT_LN_BRK.MIN_QTY	Number 15 (Decimal 14)	114	127	Optional	Required if Break Qty 2 Cost is loaded.
<b>Break Quantity 2 Lead Time</b>	QT_LN_BRK.LT_DAYS_NO	INTEGER, 4	128	131	Optional	Default is zero.
<b>Break Quantity 3 Cost</b>	QT_LN_BRK.TRN_NT_UN_CST_AMT and QT_LN_BRK.TRN_GR_UN_CST_AMT	Number 15 (Decimal 14)	132	145	Optional	
<b>Break Quantity 3</b>	QT_LN_BRK.MIN_QTY	Number 15 (Decimal 14)	146	159	Optional	Required if Break Qty 3 Cost is loaded.
<b>Break Quantity 3 Lead Time</b>	QT_LN_BRK.LT_DAYS_NO	INTEGER, 4	160	163	Optional	Default is zero.



Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Break Quantity 4 Cost</b>	QT_LN_BR K.TRN_NT_ UN_CST_A MT and QT_LN_BR K.TRN_GR _UN_CST_ AMT	Number 15 (Decimal 14)	164	177	Optional	
<b>Break Quantity 4</b>	QT_LN_BR K.MIN_ QTY	Number 15 (Decimal 14)	178	191	Optional	Required if Break Qty 4 Cost is loaded.
<b>Break Quantity 4 Lead Time</b>	QT_LN_BR K.LT_ DAYS_NO	INTEGER, 4	192	195	Optional	Default is zero.
<b>Break Quantity 5 Cost</b>	QT_LN_BR K.TRN_NT_ UN_CST_A MT and QT_LN_BR K.TRN_GR _UN_CST_ AMT	Number 15 (Decimal 14)	196	209	Optional	
<b>Break Quantity 5</b>	QT_LN_BR K.MIN_ QTY	Number 15 (Decimal 14)	210	223	Optional	Required if Break Qty 5 Cost is loaded.
<b>Break Quantity 5 Lead Time</b>	QT_LN_BR K.LT_ DAYS_NO	INTEGER, 4	224	227	Optional	Default is zero.
<b>Line Charge 1 Type</b>	QT_LN_CH G.LN_CHG_ _TYPE	VARCHAR, 6	228	233	Optional	Required if Line Charge 1 Cost is entered.
<b>Line Charge 1 Cost</b>	QT_LN_CH G.TRN_QT_ LN_CHG_ AMT	Number 15 (Decimal 14,4)	234	247	Optional	Required if Line Charge 1 Type is entered.
<b>Line Charge 2 Type</b>	QT_LN_CH G.LN_CHG_ _TYPE	VARCHAR, 6	248	253	Optional	Required if Line Charge 2 Cost is entered.

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Line Charge 2 Cost</b>	QT_LN_CH G.TRN_QT _LN_CHG_ AMT	Number 15 (Decimal 14,4)	254	267	Optional	Required if Line Charge 2 Type is entered.
<b>Line Charge 3 Type</b>	QT_LN_CH G.LN_CHG _TYPE	VARCHAR, 6	268	273	Optional	Required if Line Charge 3 Cost is entered.
<b>Line Charge 3 Cost</b>	QT_LN_CH G.TRN_QT _LN_CHG_ AMT	Number 15 (Decimal 14,4)	274	287	Optional	Required if Line Charge 3 Type is entered.
<b>Ship ID</b>	QT_LN.SHI P_ID	VARCHAR, 20	288	307	Optional	Defaults to the default <b>Ship ID</b> on the Configure Purchasing Settings screen in Costpoint Purchasing.
<b>Manufacturer</b>	QT_LN.MA NUF_ID	VARCHAR, 10	308	317	Optional	Defaults from Alternate Part for Item and Vendor ID. Required if Manufactur er Part is entered.
<b>Manufacturer Part</b>	QT_LN.MA NUF_PART _ID	VARCHAR, 30	318	347	Optional	Defaults from Alternate Part for Item and Vendor ID. Required if Manufactur er is entered.

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Manufacturer Part Rev</b>	QT_LN.MANUF_PART_RVSN_FLD	VARCHAR, 3	348	350	Optional	Defaults from Alternate Part for Item and Vendor ID.
<b>Vendor Part</b>	QT_LN.VENDOR_PART_ID	VARCHAR, 30	351	380	Optional	Defaults from Alternate Part for Item and Vendor ID.
<b>Vendor Part Rev</b>	QT_LN.VENDOR_PART_RVSN_FLD	VARCHAR, 3	381	383	Optional	Defaults from Alternate Part for Item and Vendor ID.
<b>Add Alternate Part</b>		VARCHAR, 1	384	384	Optional	Default is "N."
<b>Commodity</b>	QT_LN.COMM_CD	VARCHAR, 8	385	392	Optional	Defaults from Item's Commodity Code.
<b>Project</b>	QT_LN.PROJ_ID	VARCHAR, 30	393	422	Optional	Default is null.
<b>Line Notes</b>	QT_LN.QLT_LN_NOTES	VARCHAR, 254	423	676	Optional	Default is space.
<b>US Citizenship Required</b>	US_CITIZEN_FL	VARCHAR, 1			Optional	Applies only if PO type is not A, K or L. Else, null.
<b>ITAR Authorization Required</b>	ITAR_AUTH_FL	VARCHAR, 1			Optional	Applies only if PO type is not A, K or L. Else, null.

Column Name	Costpoint Table/ Column	Character Type	Starting Position	Ending Position	Required/ Optional	Notes
<b>Security Clearance System ID</b>	SEC_CLR_CD	VARCHAR, 6			Optional	Applies only if PO type is not A, K or L. Else, null.
<b>Issuing Agency</b>	AGENCY_NAME	VARCHAR, 30			Optional	Applies only if PO type is not A, K or L. Else, null.

#### Vendor Quote Header SCI/SAP Security Codes

Ignore if Quote HDR Subcontractor Agreement FFlag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(HC)
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>Code</b>	VARCHAR (6)	13	18	Required	

#### Vendor Quote Header SOW

INCLUDE even if Quote HDR Subcontractor Agreement Flag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(HS)
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>SOW ID</b>	VARCHAR (50)	13	62	Required	
<b>SOW Rev</b>	VARCHAR (10)	63	72	Optional	If value is not provided, assume it to be 'space'.

#### Quote Line SCI/SAP Security Codes

Ignore if Quote HDR Subcontractor Agreement Flag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/ Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(LC)

Name	Number of Characters	Starting Position	Ending Position	Required/Optional	Format/Notes
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>Code</b>	VARCHAR (6)	17	22	Required	

### Quote Line SOW

INCLUDE even if Quote HDR Subcontractor Agreement Flag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(LS)
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>SOW ID</b>	VARCHAR (50)	13	62	Required	
<b>SOW rev</b>	VARCHAR (10)	63	72	Optional	If value is not provided, assume it to be 'space'.

### Quote Line Resources

Ignore if Quote HDR Subcontractor Agreement Flag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(LS)
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>Resource Line Number</b>	VARCHAR (10)	13	22	Required	
<b>Resource Description</b>	VARCHAR (60)	23	82	Conditionally Required	Required only if a valid Service ID/Rev is not provided.
<b>Service ID</b>	VARCHAR (50)	83	132	Optional	
<b>Service Revision</b>	VARCHAR (10)	133	142	Optional	
<b>Number of Resources</b>	Number (10)	143	152	Optional	
<b>Total Hours</b>	Number 15	153	167	Optional	(9999999999.9999)
<b>Hourly Rate</b>	Number 15	168	182	Optional	(9999999999.9999)

Name	Number of Characters	Starting Position	Ending Position	Required/Optional	Format/Notes
<b>City</b>	VARCHAR (25)	183	207	Optional	
<b>State/Province</b>	VARCHAR (15)	208	222	Optional	
<b>Postal Code</b>	VARCHAR (10)	223	231	Optional	
<b>Country</b>	VARCHAR (8)	232	239	Optional	

### Quote Line Resource Vendor Employees

Ignore if Quote HDR Subcontractor Agreement Flag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(LV)
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>Resource Line Number</b>	VARCHAR (10)	13	22	Required	
Vendor Employee ID	VARCHAR (10)	23	32	Required	

### Quote Line Resource Breakpoint

Ignore if Quote HDR Subcontractor Agreement Flag = N.

Name	Number of Characters	Starting Position	Ending Position	Required/Optional	Format/Notes
<b>Record Type</b>	Character (2)	1	2	Required	(LB)
<b>Quote ID</b>	Character (10)	3	12	Required	
<b>Resource Line Number</b>	VARCHAR (10)	13	22	Required	
<b>Minimum Quantity Breakpoint</b>	Number (22)	23	44	Required	
<b>Transaction Net Unit Cost Amt</b>	Number (25)	45	69	Required	
<b>Number of Days Lead Time</b>	Number (5)	70	74	Optional	

## Processing Details

This section contains information on the processes performed by the Import Vendor Quotes preprocessor.

The Import Vendor Quotes preprocessor supports up to five quantity breakpoints and three line charges per vendor quote line. The application deletes the input file after processing.

Each Quote Header (QT\_HDR) input file record must have at least one Quote Line input file record and vice versa. If you auto-assign quote IDs by selecting the **Auto-Assign** option, the vendor ID on the Quote Line input file record must exist on a Quote Header input file record and vice versa. If you do not select the **Auto-Assign** option, the quote ID/vendor ID combination on the Quote Line input file record must exist on a Quote Header input file record and vice versa.

**Note:** Input file fields that are defined as a date in Costpoint must be 10 characters, formatted as YYYY-MM-DD (a four-character year (including century), month (01-12), and day (01-31)). You must separate year, month, and day fields by hyphens (-). The format for timestamp fields in Costpoint is 19 characters, formatted as YYYY-MM-DD-hh.mm.ss (a four-character year (including century), month (01-12), day (01-31), hour (00-24), minute (00-59) and second (00-59)). You must separate year, month, and day by hyphens (-), with another hyphen following day. Separate hour, minute, and second by periods (.). Timestamp settings are not required.

### Error Handling

Costpoint creates an ASCII text error file for each input file record that is not processed. See the Error Messages topic for each input file's validation rules. For some errors, the process does not update the database tables for that input file or for any related input files. If you selected the **Auto-Assign** option (for quote IDs) and the preprocessor encounters an error, Costpoint will move all records for that vendor ID (header and line) to the error file. Similarly, if you selected the **Use Input File Values** option (for example, Quote IDs are manually assigned in the input file) and the preprocessor encounters an error, Costpoint will move all records for that quote ID/vendor ID combination to the error file. The preprocessor will save unprocessed rows to the error file in the format in which they exist in the input file. The error file should be in the same path as the input file and named VQYYYYMMDD.ERR, where YYYYMMDD is the process run date. If the file already exists, the application will append new errors to the file. If VQYYYYMMDD.ERR does not exist, the process will create the file.

Costpoint produces an error file report detailing all problems that caused the process not to load a given row.

Certain types of errors do not cause the processing to stop or messages to print. If the system encounters these types of errors, processing for that record and any related records will continue, but the data rows in error will not be loaded (or placed in the error file). For a list of these fields and further information, see Error Messages section for the fields where Prevents Processing is "No."

### Expiration Date

If you do not provide an Expiration Date in the Vendor Quote Header input file but enter a non-zero number in the Expiration Days field, Costpoint will add the Expiration Days number to the provided or defaulted Quote Date input file field to obtain an Expiration Date that it will load for the quote header. If you provide neither an Expiration Date nor a non-zero Expiration Days amount, no expiration date will be included for the vendor quote.

### Quote Line Break (QT\_LN\_BRK) Processing

Each Quote Line (QT\_LN) row will have at least one Quote Line Break row. The first Quote Line Break row is populated with the Quote Line's Minimum Quantity and Default Net Unit Cost Amount. You can add up to four more rows to the Quote Line Break table if you have provided values in the Break Quantity 2-5 input file fields.

### Quote Line Charge (QT\_LN\_CHG) Processing

You can add up to three rows to the Quote Line Charge table for each quote line added in the preprocessor. If you include Line Charge (1-3) information in the Vendor Quote Line input file, Costpoint will add the provided values to the Quote Line Charge table.

### Updates to Other Tables

- **Item Vendor (ITEM\_VEND) Updates:** If you add a quote for an item, Costpoint will update the Item Vendor table. If that vendor does not already exist for that item in the Item Vendor table, the system will add a row filling in the item and vendor information and the last quote ID and last quote date (LAST\_QT\_ID and LAST\_QT\_DT from the QT\_HDR). Fill all other columns with zeroes, spaces, or nulls as necessary. If the Item Vendor record does exist, the program will update the last quote ID and last quote date if the quote date is later than the previous last quote date.
- **Alternate Part (ALT\_PART) Updates:** If the following conditions are met, Costpoint will attempt to load a new value in the Alternate Part table. If it generates an ALT\_PART row, the user's company ID will be loaded if the VEND\_ID is populated in the row. If the VEND\_ID column is null, the COMPANY\_ID columns should be left null. If a row already exists with the same combination of PART\_KEY, manufacturer, manufacturer part, manufacturer part revision, vendor, vendor part, and vendor part revision, Costpoint will not insert a new Alternate Part row. Otherwise, it will insert a new row w.
  - A quote line input file's Add Alternate Part field is "Y" (Yes),
  - You enter a part in the Item field, and
  - You included either a vendor part or a manufacturer and manufacturer part number in the quote line input file.

### RFQ Status Updates

If you entered an RFQ ID in the Quote Header input file, Costpoint will attempt to match each line of that quote to a corresponding RFQ line for the RFQ ID entered. If the item and revision match (if item is entered) or the misc line charge matches the RFQ line, Costpoint will update the status of the RFQ line to "C" (Closed). Each time this is done, all statuses for RFQ lines will be checked. If all lines for an RFQ have a status of "C" (Closed) or "V" (Void), Costpoint will set the RFQ Header Status to "C" (Closed).



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## About Deltek

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