Products

Planon Software Suite
Version: L105

About this Document

Intended Audience

This document is intended for *Planon Software Suite* users.

Contacting us

If you have any comments or questions regarding this document, please send them to: support@planonsoftware.com.

Document Conventions

Bold
Names of menus, options, tabs, fields and buttons are displayed in bold type.

Italic text
Application names are displayed in italics.

CAPITALS
Names of keys are displayed in upper case.

Special symbols

	Text preceded by this symbol references additional information or a tip.
	Text preceded by this symbol is intended to alert users about consequences if they carry out a particular action in Planon.

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About Products

The **Products** TSI comprises a list of all available products in your organization that can be requested and purchased.

In Planon ProCenter, you can define purchase information for a product. The purchase information includes the vendor, purchase price and delivery terms of the product. You can define one or more vendors (purchase information) for a product.
In the case of non-stock items, every product in the catalog must be linked to a *purchasable product*. If a product is a stock item, you must link it to one or more *distribution points*.
Products also allows you to maintain a product history and purchase information history of the items.

Maintaining a product catalog is essential in the Materials Management arena of an organization.
Demand for a product arises, when users request it via a product requisition.
If the requested product is a non-stock item, it must be ordered, via a purchase order based on a purchase suggestion.
If the product is a stock item, it is obtained from a distribution point via a stock request. These items can be issued from stock to a requestor.

Products - Concepts

The following concepts are explained in this section:

- Products

- Vendor

- Purchase information

- Purchase group

- Product group

Products

Products includes the products you supply within your organization, together with the accompanying data. Products can be assigned either to a **Product group** and/or a **Purchase group**.

> In Planon ProCenter, products are filtered into product groups and purchase groups at the **Filters** level.
> Only those item groups that have the **Purchase group** and **Product group** fields set to **Yes** in Supporting data are available in the **Product groups** and **Purchase groups** steps in the Products TSI.

In Planon ProCenter Products , you can add two types of products:

- Products that can be requested. For example, pens, desks, laptops and so on. A product that can be requested from the catalog must be linked to a purchasable product in order to purchase it.

- Products that can both be requested and purchased from a supplier.

Where can you add product requisitions in Planon ProCenter?

In Planon ProCenter, product requisitions can be added in all places where you can create orders. For example in:

- Work Orders

- Service desk

- Reservations

- Moves

- Projects

- Product store (Planon Self-Service)

- Planned Maintenance

- Service Scheduler

Vendor

In Planon ProCenter, a vendor is a supplier of products.

The **Vendors** selection level displays the vendor code, name and address. You can filter products by vendor.
The **Vendors** step only displays those addresses that are present as supplier information in the Purchase Information Record (PIR) of both archived and non-archived products.

Purchase information

A purchase information record (PIR) is a record that holds purchase information about a product. It contains information about the purchasable product, such as the supplier, brand, pricing order, quantity, Tax/VAT rate etc.

You can only purchase a product if it has a PIR.
If a PIR is created for a product, it is automatically marked as **Can be purchased?** = **Yes**.
If you change the setting to **No**, a warning message appears stating that the purchase information will be removed.
You can have multiple PIRs for a single product, if it is supplied by more than one vendor.
If a product is deleted from the catalog, the related PIRs are also deleted.

If a product or vendor is archived / de-archived, the related purchase information is also archived / de-archived automatically, in order to prevent it from being used.

Purchase group

Purchase groups are externally defined by the market as industry standard and are used to categorize products.

Only those item groups with **Yes** selected in the **Purchase group** field are categorized as purchase groups.

Product group

Products are categorized based on product groups and internally defined by your organization. The **Product store category icon** field (if added to your layout), enables you to assign icons to product categories. These product categories are displayed on the Self Service Product store web definition with their name and icon.

Only those item groups with **Yes** selected on the **Product group** field are categorized as product groups.

Working with Products

Adding a product

You can add products to your distribution point to and offer them as products to be requested or as purchasable products.

Procedure

1. Go to Products.

2. On the action panel, click Add.

3. In the data section, complete the relevant fields. For a description of these fields, refer to Product fields.

4. Click OK.

A new product is added to your product catalog.

Adding purchase information

You can add purchase information such as vendor, price, delivery time, purchasing conditions to a purchasable product.

Procedure

1. Go to Purchase information.

2. On the action panel, click Add.

   Purchase information is created.

3. Complete the relevant fields in the data section. For a description of these fields, refer to Purchase information fields.

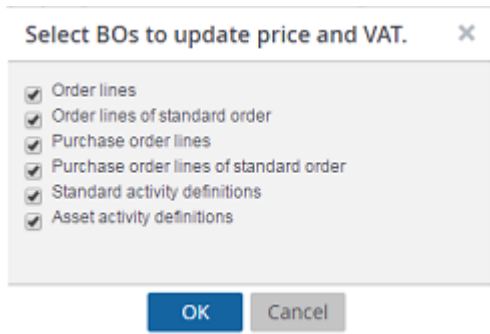## Updating price and tax / VAT

You can update the order lines of **Purchase orders**, **Standard (purchase) orders** and **Maintenance activity definitions** (MADs) with the latest price and tax / VAT rates of a purchase item.

> ℹ️ Only orders and purchase orders that start or end (Requested completion date) on/after the **Price submitted on** date, are updated with the latest changes.

Procedure

1. On Products > Purchase information, select a purchase item to update the price and tax / VAT rates.

2. In the data section, update the Standard amount and Tax / VAT tariff fields with the new values and enter the Price submitted on date.

3. Click Save.

4. On the action panel, click Update price and tax / VAT. The Select BOs to update price and tax / VAT dialog box appears.

5. Select the business objects that require a price/tax/VAT update.

   Click **OK**. The selected business objects are updated with the latest price and tax / VAT values.

6. The Event log displays the name of the purchase item and business objects that are updated/not updated.

Linking distribution points to a product

At least one distribution point must be linked to a product in order to create a stock item.

Use the following procedure to link distribution point(s) to a product:

Procedure

1. Go to Products.

2. On the action panel, click Link distribution points. The Link distribution points dialog box appears.

3. Select one or more distribution points and move them to the In use section.

4. Click OK.

A stock item is created for the product.

If you move the item back to Available, it will no longer be a stock item and will be removed from the stock item list.

Linking purchasable products to a product

If a product can only be requested and not purchased directly (no purchase information has been defined), you must define one or more purchasable products for this product, in order to be able to process the purchase suggestions resulting from this product's requisitions.

> ℹ For more information, refer to *Purchase Management*.

> ⚠ It is not possible to replenish stock items via a linked purchasable product. Hence, products in stock should always be purchased directly and should not be linked to purchasable product.

The following procedure describes how to link one or more (purchasable) products to a product.

Procedure

1. Go to Products.
2. Select a product to which you want to link one or more purchasable product(s).

> ℹ You can only select products as a linked purchasable product that have **Yes** selected in the **Can be purchased** field.

3. On the action panel, click Link purchasable products.

   The Link purchasable products dialog box appears.

4. Select one of the options - All / Product group / Purchase group, to filter the available product list.
5. Select one or more purchasable products that you want to link and move them to the In use list.
6. Click OK.

The code and description of the linked purchasable products are displayed in the Linked purchasable products section.
To define one of them as the default purchasable product, select the corresponding check box.

7. Click Save.

The product is now linked to purchasable items.

Products – Field Descriptions

Product fields

Field	Description
Can be requested?	Select **Yes**/**No** to indicate whether or not the product can be requested. If you select **No**, all its purchasable products are removed and the item can no longer be purchased.
Can be purchased?	Select **Yes**/**No** to indicate whether or not the product can be purchased. If you select **Yes,** a PIR must be created to be able to purchase the product. If you select **No**, all purchase items are removed and the item can no longer be purchased. If a product can both be requested and purchased, it becomes its own purchasable product.
Comment	Enter a comment about the product, if any.
Allow purchase via order line	Select **Yes / No** to allow purchase through an order line. If you select **No**, the product will not be visible in the item list of the order line.
Average valuation start date	Defines the date from which the stock item batches have to be included in calculating the average stock value. For example, if the **Start date** is set to 1-1-2013, all the movements-in (of the stock item batches) and the receipts from this date and later will be used for valuation. If this field is empty, all stock item batches are included. This helps in suppressing old prices that have an influence on the average price.
Distribution points	Displays the code and name of the distribution points in which the product is present as a stock item.
Linked purchasable product	Displays the description of the linked purchasable product(s).

Field	Description
	Purchasable products are the different varieties of a product available for purchasing.
Standard cost category	Select a standard cost category from the list.
Standard cost type	Select a standard cost type from the list.
Product size	Enter the product dimension – its length, width and height.
Purchase group	Select a purchase group from the pick list.

> ℹ When the purchase group is changed for a product, an alert message is displayed asking if all the related assets of the product should also be updated.

Field	Description
Photo	Select a file (containing the photograph) of the product from the directory.
Purchase information	Displays all the vendors of the product including price and other terms and conditions of the product (that is PIR) It also indicates which PIR is the default one.
Requesting precision	Specify how many decimals are allowed when requesting the product. The requesting precision ranges from 0 to 4 decimals.

> ℹ If this field is left blank, the default quantity precision (4 decimals) applies.
> This field is mainly used to prevent ordering products in unlikely quantities, for example 1.5 pens or 1.5 bottles of cleaning fluid, etc.

Field	Description
Standard asset	Select a standard asset to automatically create asset(s) for received products. If a standard asset is already selected, on confirming the receipt of a purchased product, an asset based upon the standard asset is created automatically.

> ℹ For more information on Confirming receipts, see Purchasing .

Field	Description
Update quantity if # of persons changes	Select **Yes / No**. If you select **No**, the order quantity on the order line remains unchanged, when you modify number of persons on the order. For example, there is a meeting reservation for 4 people. An order is created with two order lines,

Field	Description
	one for four cups of coffee (**Yes** was selected) and the other for one flip board (**No** was selected). If the number of persons attending the meeting is changed to 6, the quantity remains unchanged on the order line created for the flip board (as **No** was selected), while the quantity is updated to six on the order line for coffee (as **Yes** was selected).

> ℹ For more details on the field information, refer to Supporting data > *Adding purchase items*.

Field	Description
Valuation method	**First-in First-out (FIFO):** This method automatically increases the value of the stock when there is a movement of goods **into** your distribution point, such as confirming a PO receipt/a positive stock modification/an issue return and receiving a stock transfer.
	For FIFO, the products are retrieved from the first created (non-depleted) batch first.
	Last-in First-out (LIFO): This method automatically increases / decreases the value of the stock as described in the FIFO method of valuation.
	In LIFO, the products are retrieved from the last created (non-depleted) batch first.
	However, in LIFO, when a stock item is moved out of a distribution point, the products are retrieved from one or more stock item batches.

> ℹ For both LIFO/FIFO the total value of the stock is calculated from the remaining value in all non-depleted stock item batches.

> ℹ For more information on the valuation methods, refer to Stock > *Stock Valuation*.

Field	Description
	Average price: This method automatically increases / decreases the value of your stock as described in the FIFO method of valuation.
	For average price calculation the products that move out are retrieved using FIFO.
	Moving average costs:
	For the Moving Average price, the calculation of the stock value is done on the average stock item price.
	On a movement-in, the value of that batch is added to the value of the stock and the average stock item

Field	Description
	value is recalculated by dividing this by the total number of items in stock.
	At this moment, a rounding of the stock value is done. To deal with rounding of the average value, the total value is recalculated again, so that it reflects exactly the average value multiplied by the number of items in stock.
	ℹ️ For more information, refer to Stock > *Rounding of average costs*.
	If you want to change valuation methods, for example, from FIFO to LIFO, you first have to change from FIFO to 'None' and then select LIFO. This will delete all the previously existing valuation records.
General data	
Code	Enter a code for the product.
Description	Enter a description for the product.
Product group	Select an item group from the list.
Brand	Enter the brand of the product.
Item type	Enter the item type.
Price (excl.VAT)	Enter the price excluding tax in the pop-up. This is the sales price of the item.
Price submitted on	Select a price submitted on date.
VAT tariff	Select the VAT tariff type from the list.
Product unit	Select a product unit from the list.
	ℹ️ It is mandatory to fill this field for both requestable and purchasable items.

Purchase information fields

Field	Description
Purchase item group	Displays the code and description of the corresponding item group that you selected on the **Filters** level.

Field	Description
Code	The purchase item code.
Description	Enter a description for the new purchase item.
Brand	Enter the brand of the purchase item, if any.
Type	Enter the type of purchase item, for example a pen.
Vendor	Select a vendor from the list.

> ⚠️ For a purchase order line, you can only select purchase information records whose vendor is identical to the external tradesperson of the purchase order.

Field	Description
Price submitted on	Enter the date on which the price was submitted.
Standard amount	Enter the standard price of the item.
Purchasing unit	Select an appropriate unit by which you want to order a purchase item.
Product	Select a product to link to the purchase item.

> ℹ️ If the product of a PIR is changed, the code and the name of the PIR is set to match the selected product.

Field	Description
VAT tariff	Select a VAT tariff from the list.
Products per purchasing unit	Enter the number that corresponds with the order quantity specified for the purchase item.
	For example, one order unit for the purchase item (= 1 box of paper) may correspond to 5 stock units of the product (= 5 packets of paper).
Percentage	A discount or a surcharge on the standard amount. A surcharge of 20% is specified as 20, while a discount of 20% is specified as (minus)-20.
Minimum order quantity	Enter the minimum quantity that should be purchased from the supplier per order.
Delivery time	Enter the duration required for the delivery of the product. If you do not know the time required for delivery, select **Unknown**. If you select **Unknown**, no value is displayed in the **Delivery time** field.
Discount/surcharge terms	Enter the discount/surcharge terms as applicable.

Field	Description
Is default	Select **Yes** / **No**. If you select **Yes**, the purchase information is defined as the default PIR for the product. **No** is the default value.

> ⚠️ You can generate a purchase order for the product only if **Yes** is selected in this field.
> Only one PIR per product can be defined as default. If another PIR is marked default, the default indication on the earlier PIR is removed.

Field	Description
Purchasing precision	Specify how many decimals are allowed when purchasing a quantity of the product. The precision ranges from 0-4 decimals. If the field is left blank, no restriction applies to the number of decimals for purchasing the product. This field is mainly used to prevent orders / requests with unlikely product quantities. For example: half a cup of coffee.
Contact person supplier	Select a contact person who will be responsible for supplying the product.

> ℹ️ For more details on the field information, refer to Supporting data > *Adding purchase items*.

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