

ProcureMART User Manual

January, 2016
Fujitsu Limited

Version 1.8

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Preparation before using the Service

Before using the service, you need to set the Web Browser Settings.

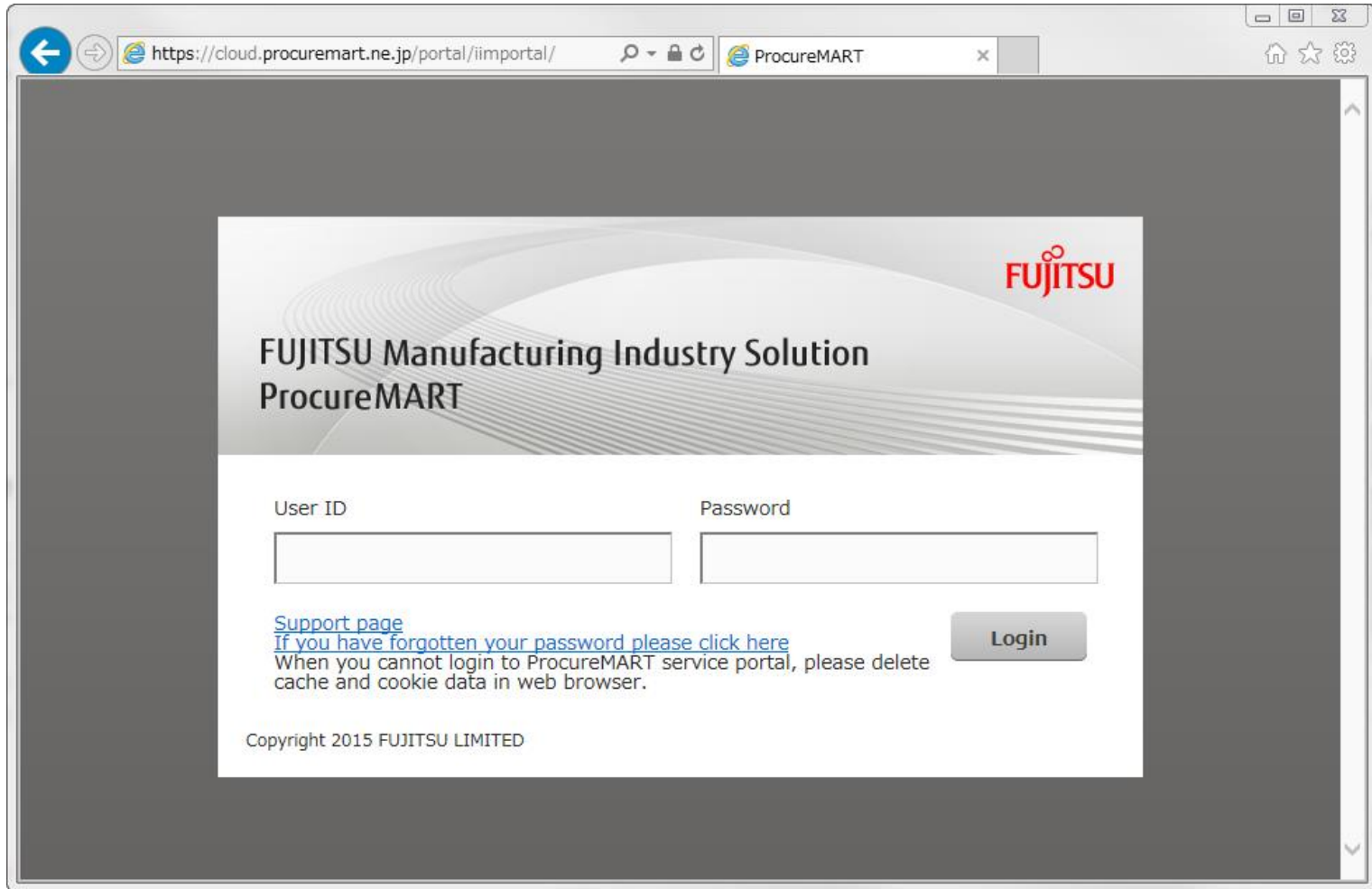
**Please access the following URL and refer
“ProcureMART Internet Explorer Configuration Guide” for the
detailed setting procedure.**

<http://www.procuremart.net/fj-sp/>



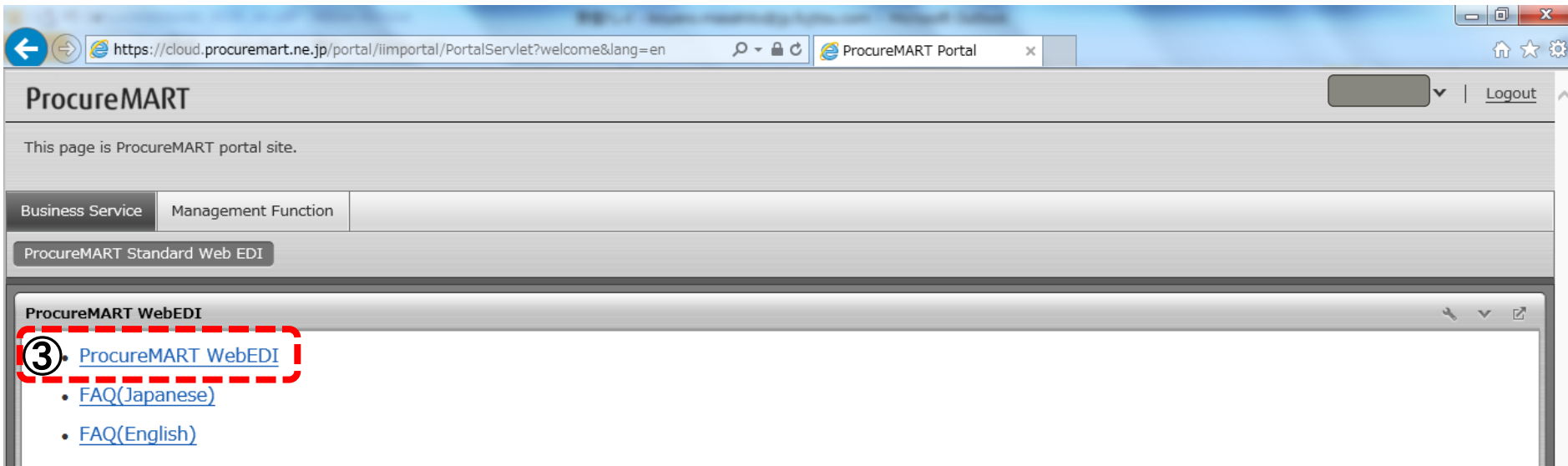
Log in to the Service

Log in screen



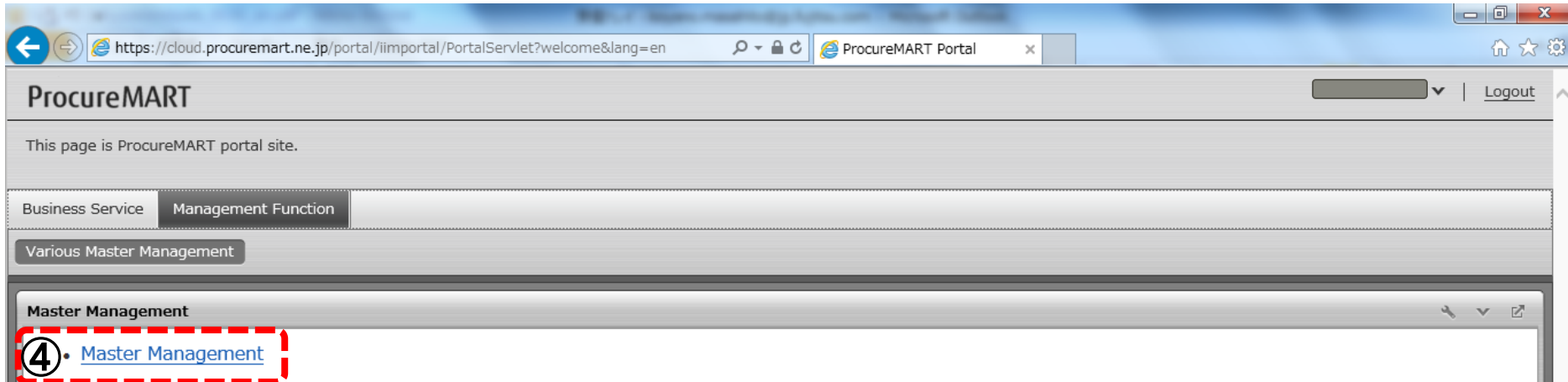
URL: <https://cloud.procuremart.ne.jp/portal/iimportal/>

ProcureMART Web-EDI (PO function)



③ Please click the “ProcureMART WebEDI” menu.
ProcureMART WebEDI screen will be displayed.

Master Management Menu (Management function)



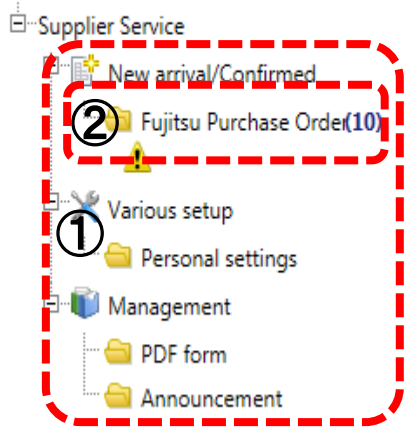
④ Please click the “Master Management” menu.
Master Management screen will be displayed.



PO function

ProcureMART WebEDI folder guide

< Supplier Service > Management > Announcement



Subject Publishers Text Search

Search target English

No.	Subject	Contributor	The start date of publication	The end date of publication
1	Announcement of Maintenance and New Function Release	ProcureMART	11/18/2015	12/31/2015

All 1cases 1

- ① The red marked area on the left side of the screen is a folder guide tree. It shows the number of the new arrival PO.
- ② Please click the “Fujitsu Purchase Order” to display the PO.
- ③ After confirmation of PO, the number of the new arrival PO will be updated.

Confirm new arrival PO

< Supplier Service > New arrival/Confirmed > Fujitsu Purchase Order

Supplier Service

- New arrival/Confirmed
 - 1** Fujitsu Purchase Order(10)
- Various setup
 - Personal settings
- Management
 - PDF form
 - Announcement

2 Display **3** New arrival Confirmed Purchase Order firm Purchase Order change Purchase Order cancellation

Display the number of page 10 cases Period Entire period

Buyer code [Click to display list.](#) Order number (Front match)

Buyer's item code (Front match) Buyer Group Code [Click to display list.](#)

Buyer Name [Click to display list.](#) Order date ~

Delivery date ~ Confirmer [Click to display list.](#)

- ① Please click the “Fujitsu Purchase Order” to display the PO.
- ② Search condition will be displayed on the right side of the screen.
※Search condition are shown at minimum size. Please click “V” to display.
- ③ Please select the New arrival/Confirmed and Information type (Purchase Order firm, Purchase Order change, Purchase Order cancellation) and click “Display”.

Confirm new arrival PO

⑤ < Supplier Service > New arrival/Confirmed > Fujitsu Purchase Order

Supplier Service

- New arrival/Confirmed
 - Fujitsu Purchase Order(10)
- Various setup
 - Personal settings
- Management
 - PDF form
 - Announcement

Display New arrival Confirmed Purchase Order firm Purchase Order change Purchase Order cancellation

Display the number of page Period

Buyer code [Click to display list.](#) Order number (Front match)

Buyer's item code (Front match) Buyer Group Code [Click to display list.](#)

Buyer Name [Click to display list.](#) Order date ~

Delivery date ~ Confirmer [Click to display list.](#)

⑥ ^

④

<input checked="" type="checkbox"/>	No.	Information category code	Order number	Changed order category	Buyer's item code	Product name	Order quantity	Currency code	Unit price(in foreign)
<input checked="" type="checkbox"/>	1	Purchase Order change	T0000095901	Unit price change	CPTTEST001-01	TestItem	100	USD	
<input checked="" type="checkbox"/>	2	Purchase Order firm	T0000097901		CPTTEST001-01	TestItem	100	USD	
<input checked="" type="checkbox"/>	3	Purchase Order change	T0000098901	Unit price change	CPTTEST001-01	TestItem	100	USD	

④Details of PO will be displayed on the bottom of the search condition.

⑤In order to enlarge the display of the right side of the screen, please click “<” to minimize the display of the left side of the screen.

※Please click “>” to go back to the previous screen.

⑥In order to minimize the search condition screen, please click“^”.

※Please click “v” to go back to the previous screen.

Confirm new arrival PO

< Supplier Service > New arrival/Confirmed > Fujitsu Purchase Order

Display New arrival Confirmed Purchase Order firm Purchase Order change Purchase Order cancellation

Display the number of page 10 cases ▾ Period Entire period ▾

① Buyer code [Click to display list.](#) Order number (Front match)

Buyer's item code (Front match) ③ Buyer Group Code [Click to display list.](#)

③ Buyer Name [Click to display list.](#) Order date ~

Delivery date ~

Confirmor [Click to display list.](#)

- ① If you need to search by specific items, please click “Click to display list.” display list (pull down list) will appear on the screen.
- ② The data shown on the display list (pull down list) will be extracted from the whole database.
- ③ The relation between ①, ②, and ③ are not “AND” or ”OR” conditions, but a whole database for each items.

Confirm new arrival PO

Supplier Service > New arrival/Confirmed > Fujitsu Purchase Order

Display New arrival Confirmed Purchase Order firm Purchase Order change Purchase Order cancellation

Display the number of pages: 10 pages

Buyer code [Click to display list.](#)

Buyer's item code (Front match) [Click to display list.](#)

Buyer Name [Click to display list.](#)

Delivery date ~

Period: Entire period

Order number (Front match)

Buyer Group Code [Click to display list.](#)

Order date ~

Confirmor [Click to display list.](#)

No.	Information	Product name	Order quantity	Currency code
1	Purchase C	Item	100	USD
2	Purchase C	Item	100	USD
3	Purchase C	Item	100	USD
4	Purchase C	Item	100	USD
5	Purchase C	Item	100	USD
6	Purchase C	Item	100	USD
7	Purchase C	Item	100	USD
8	Purchase C	Item	100	USD

**Now processing.
Please wait for a while.**

Supplier Service > New arrival/Confirmed > Fujitsu Purchase Order

Display New arrival Confirmed Purchase Order firm Purchase Order change Purchase Order cancellation

Display the number of pages: 10 pages

Buyer code

Buyer's item code (Front match)

Buyer Name

Delivery date ~

Period: Entire period

Order number (Front match)

Buyer Group Code

Order date ~

Confirmor

- ① Please click “Click to display list.”
 - ② Process will start to make pull down list from the whole database of the search condition.
 - ③ Please select the necessary conditions from the pull down list.
- ※ Once you move out from the search condition screen, status will be back to “Click to display list.”

Confirm new arrival PO

① Basically, you can search by default search conditions to confirm the New Arrival PO.

② You can search by the Buyer Group Code and Buyer Name.

After the confirmation of the PO, “New arrival” PO will become “Confirmed” PO.

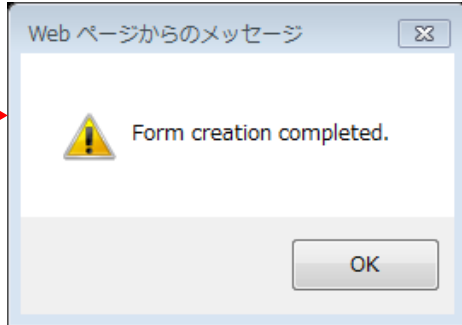
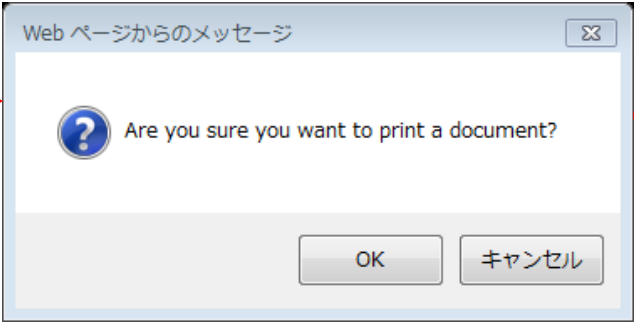
Printing PO Form (PDF)- “Print now” function

<input checked="" type="checkbox"/>	No.	Information category code	Order number	Changed order category	Buyer's item code	Product name	Order quantity	Cu
<input checked="" type="checkbox"/> ①	<u>1</u>	Purchase Order firm	T0000193901		CPTEST001-01	TestItem	100	US
<input checked="" type="checkbox"/>	<u>2</u>	Purchase Order change	T0000194901	Unit price change	CPTEST001-01	TestItem	100	US
<input checked="" type="checkbox"/>	<u>3</u>	Purchase Order cancellation	T0000195901		CPTEST001-01	TestItem	100	US
<input checked="" type="checkbox"/>	<u>4</u>	Purchase Order firm	T0000199901		CPTEST001-01	TestItem	100	US

All 4cases 1

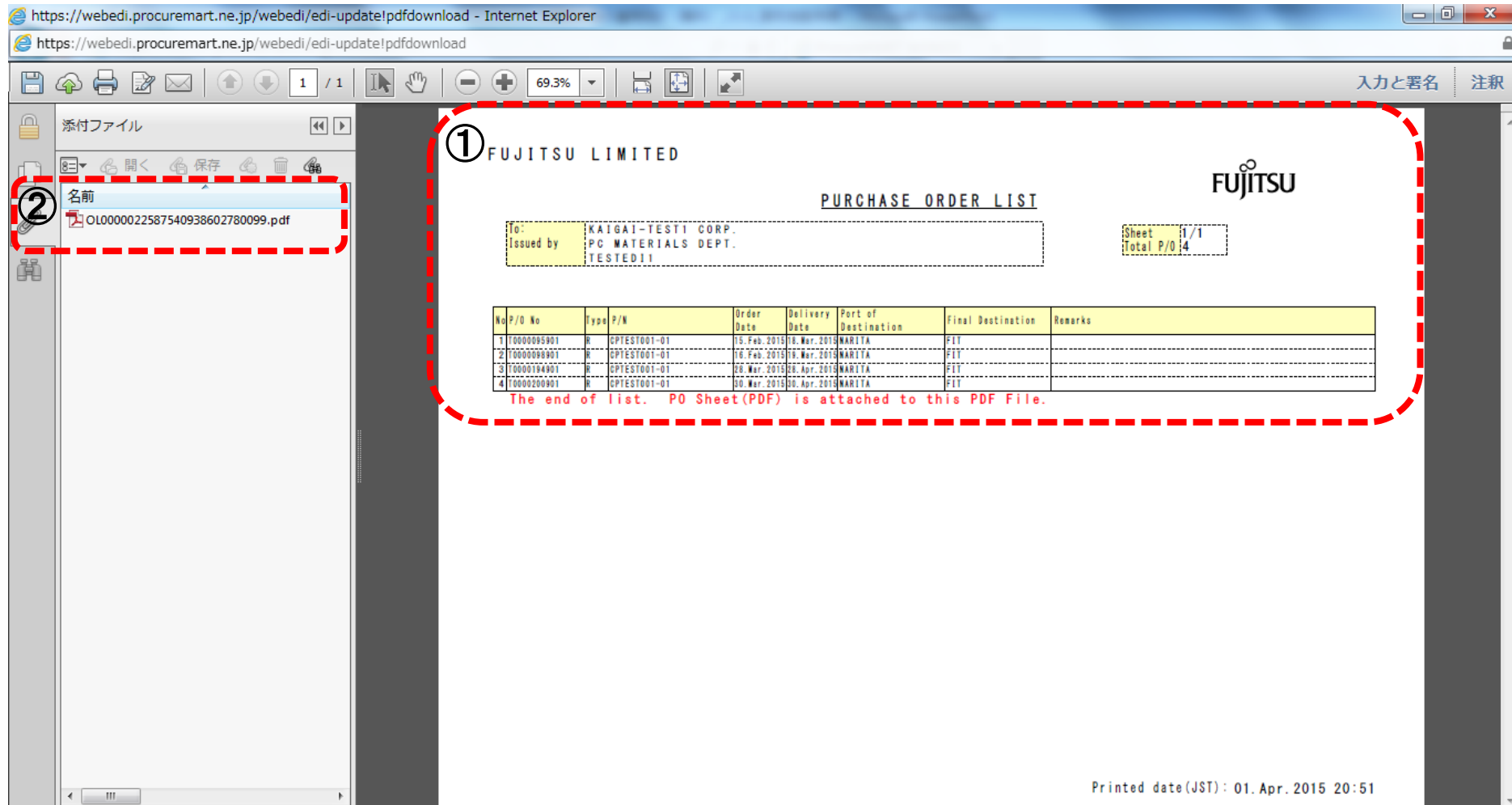
③
 ②
 English
 Print now

 All cases



- ① Please check the PO you need to print.
(By checking on the header column, you can select or remove all.)
- ② Please select either “Print later” or “Print now” and click “Form creation”.
If you choose “Print now”, the message will appear asking if you want to print a document. Click OK.
- ③ Please make sure to click the “Confirmation” after confirming the PO.

Printing PO Form (PDF)- “Print now” function



① FUJITSU LIMITED

PURCHASE ORDER LIST

Sheet 1/1
Total P/O 4

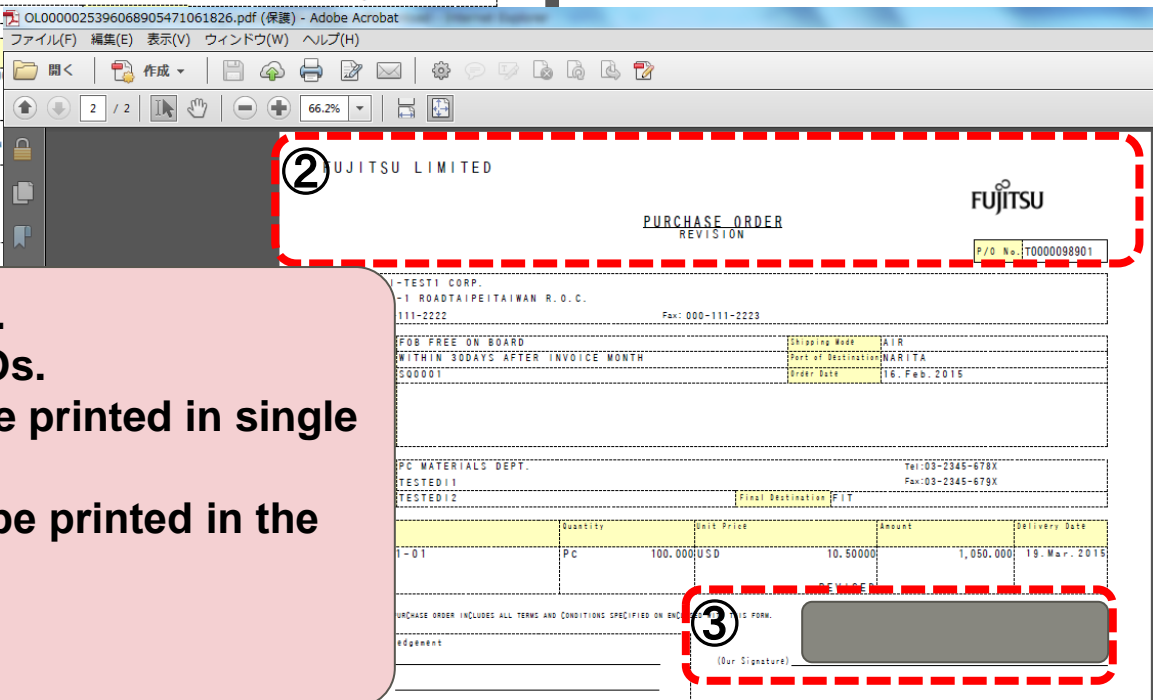
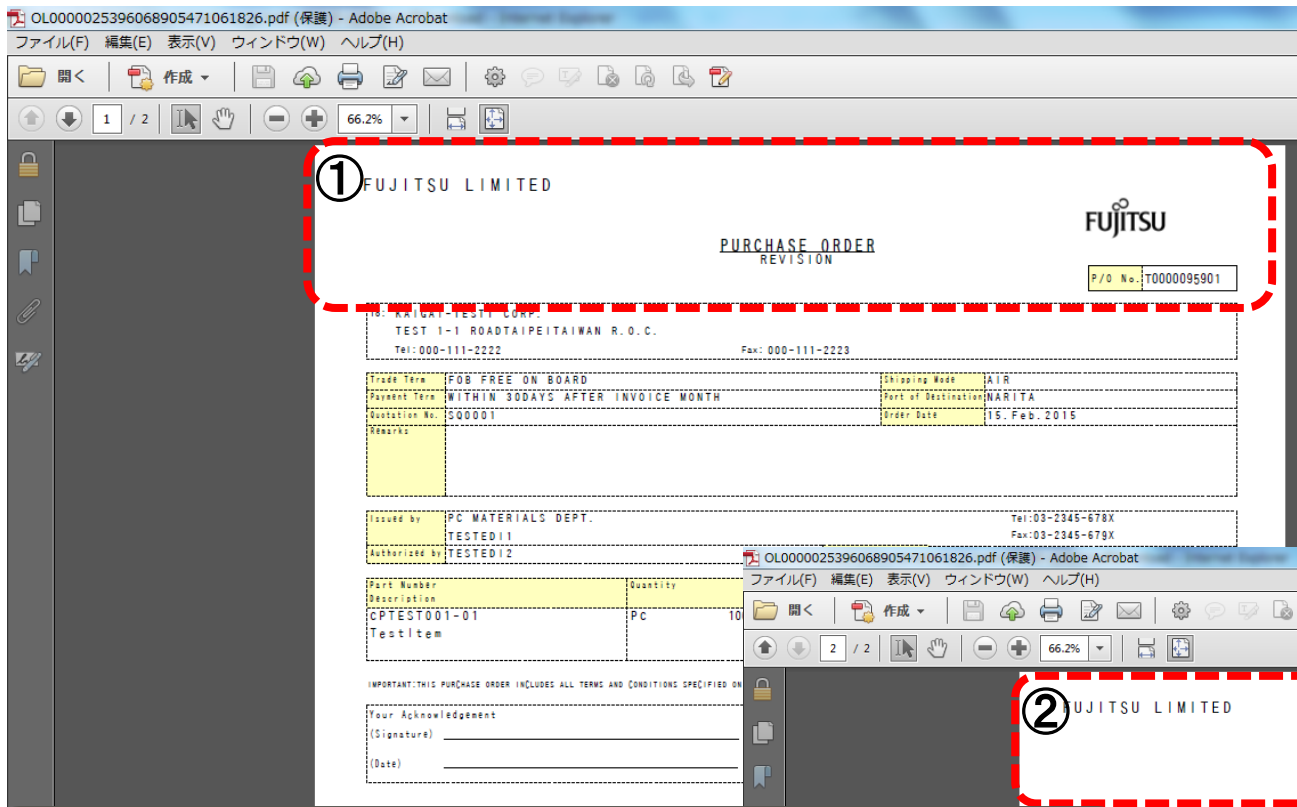
No	P/O No	Type	P/N	Order Date	Delivery Date	Port of Destination	Final Destination	Remarks
1	70000095901	R	CPJEST001-01	15. Feb. 2015	18. Mar. 2015	NARITA	FTT	
2	70000096901	R	CPJEST001-01	16. Feb. 2015	19. Mar. 2015	NARITA	FTT	
3	70000194901	R	CPJEST001-01	20. Mar. 2015	20. Apr. 2015	NARITA	FTT	
4	70000200901	R	CPJEST001-01	20. Mar. 2015	20. Apr. 2015	NARITA	FTT	

The end of list. PO Sheet(PDF) is attached to this PDF File.

Printed date(JST): 01. Apr. 2015 20:51

- ① If you select POs belonging to the same Buyer Group, “Purchase Order List” will be displayed.
※Please refer pg18 for procedure when you select POs from different Buyer Groups.
- ② PO will be shown inside the clip icon.

Printing PO Form (PDF)- "Print now" function



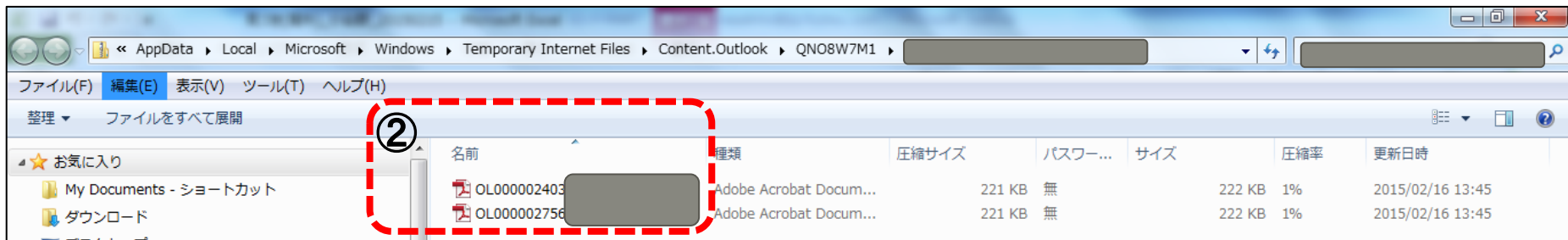
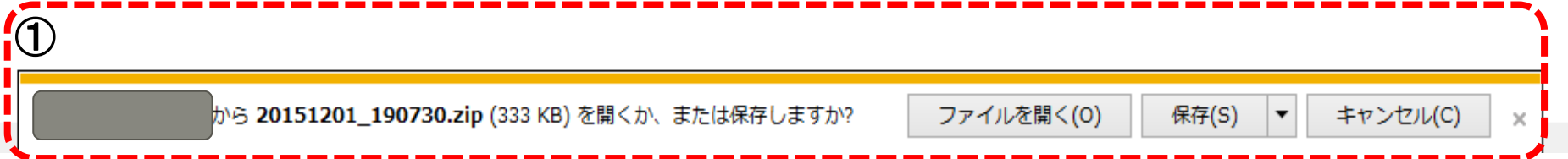
- ① PO will be printed by each details.
 The above example shows two POs.
- ② New, Change, or Cancel PO will be printed in single PO Sheet.
- ③ Buyer authorizer's signature will be printed in the PO Sheet.

Printing PO Form (PDF)- “Print now” function

<input type="checkbox"/>	7	Purchase Order change								1	JPY
<input checked="" type="checkbox"/>	8	Purchase Order cancellation								35	USD
<input checked="" type="checkbox"/>	9	Purchase Order change								5	JPY
<input type="checkbox"/>	10	Purchase Order change								1	JPY

All 3,275 cases 1 2 3 4 5 [Last page](#) [Next](#)

Print later Print now All cases



- ① If you select POs from different Buyer groups and click “Print now”, the message will appear asking if you want to open or save the zip file. Click “Open the file” or “Save”.
- ② Open the PO Form by clicking each PDF file.

Printing PO Form (PDF)- “Print later” function

<input checked="" type="checkbox"/>	No.	Information category code	Order number	Changed order category	Buyer's item code	Product name	Order quantity	Currency code	Unit
<input checked="" type="checkbox"/> ①	1	Purchase Order firm	T0000193901		CPTEST001-01	TestItem	100	USD	
<input checked="" type="checkbox"/>	2	Purchase Order change	T0000194901	Unit price change	CPTEST001-01	TestItem	100	USD	
<input checked="" type="checkbox"/>	3	Purchase Order cancellation	T0000195901		CPTEST001-01	TestItem	100	USD	
<input checked="" type="checkbox"/>	4	Purchase Order firm	T0000199901		CPTEST001-01	TestItem	100	USD	

All 4cases 1

Confirmation

Form creation

English ▼

Print later Print now

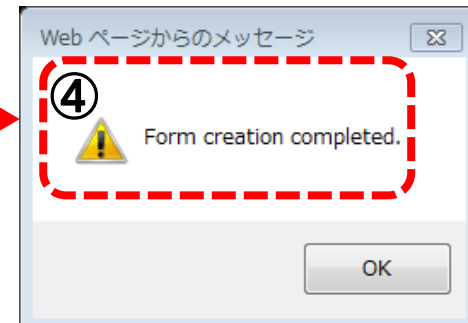
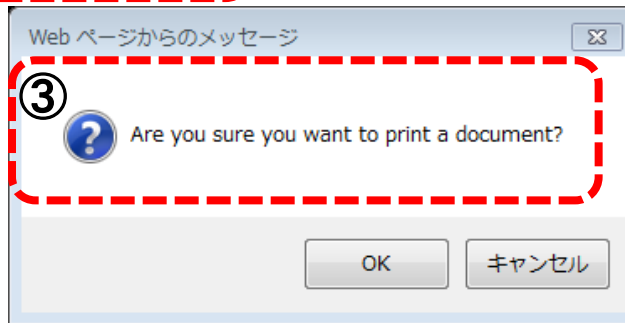
Download

CSV ▼

All cases

Trade terms

②



① Please select the PO you need to print.

(By checking on the header column, you can select or remove all.)

② If you selected “Print later” and clicked “Form creation”, please follow the download procedure on the next page.

③ The message will appear asking if you want to print a document. Please click OK.

④ This message will appear after the above process are completed.

Printing PO Form (PDF)- “Print later” function

< Supplier Service > Management > PDF form

- Supplier Service
 - New arrival/Confirmed
 - Fujitsu Purchase Order(10)
 - Various setup
 - Personal settings
 - Management
 - PDF form**
 - Announcement

② Download status Not yet Done All
 Only the PDF form which I created is displayed.

③

<input type="checkbox"/>	No.	Create date	Creator	Status	Form name	Buyer	DL
<input type="checkbox"/>	1	12/01/2015 19:19:46	TEST USER	Creation completed	P/O Sheet of Fujitsu (Parent) P/O Sheet of Fujitsu (Child)	FUJITSU LIMITED	Not yet

④ All 1cases 1

- ① If you selected “Print later”, click “PDF form” to print the PO.
- ② Please select the display condition and click “Display”.
- ③ Please select the PO you need to print.
(By checking on the header column, you can select or remove all.)
- ④ Please click “Download” to download the PDF file.

Download PO Data

<input checked="" type="checkbox"/>	No.	Information category code	Order number	Changed order category	Buyer's item code	Product name	Order quantity	Currency
<input checked="" type="checkbox"/>	1	Purchase Order firm	T0000193901		CPTEST001-01	TestItem	100	USD
<input checked="" type="checkbox"/>	2	Purchase Order change	T0000194901	Unit price change	CPTEST001-01	TestItem	100	USD
<input checked="" type="checkbox"/>	3	Purchase Order cancellation	T0000195901		CPTEST001-01	TestItem	100	USD
<input checked="" type="checkbox"/>	4	Purchase Order firm	T0000199901		CPTEST001-01	TestItem	100	USD

All 4 cases 1

Confirmation

Form creation

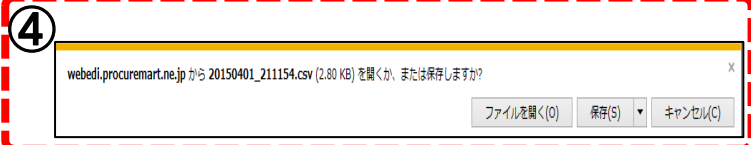
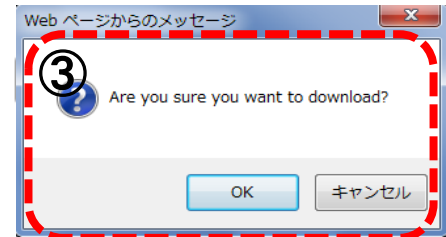
English

Print later Print now

Download

CSV

All cases



	A	B	C	D	E	F	G	H	I	J	K
1	Informatic	Order number	Changed c	Changed c	Changed c	Order date	Trade term	Trade term	Currency c	Payment c	Transport: Trar
2		507 T0000193901				20150328	FOB	FREE ON E	USD	WITHIN 3(40
3		508 T0000194901		2		20150328	FOB	FREE ON E	USD	WITHIN 3(40
4		509 T0000195901				20150328	FOB	FREE ON E	USD	WITHIN 3(40
5		507 T0000199901				20150330	FOB	FREE ON E	USD	WITHIN 3(40
6											
7											
8											

- ① Please select the PO you need to download.
(By checking on the header column, you can select or remove all.)
- ② Please select the download data type and click "Download".
- ③ The message will appear on the screen. Please click "OK".
- ④ The message will appear asking whether to save the file or not.
- ⑤ After download of the data, please open the file.

Personal settings

Supplier Service > Various setup > Personal settings

Encode SJIS EUC UTF-8
File format CSV TSV FLAT
Header output Yes No
Force download Yes No
Mail reception Yes No
Display the number of page 10 cases

Web ページからのメッセージ

Information will be registered.
Is it all right?

OK キャンセル

Item Name	Settings Details
Encode	Select the Encode type for download.
File format	Select the File format for download.
Header output	Select whether you need the Header in the download file.
Force download	Select whether you need to download automatically after the confirmation of the “New arrival” PO..
Mail reception	Select whether you need to receive the “ProcureMART WEB-EDI New Arrival Information Notification” email after the New PO are issued.
Display the number of page	Select the number of the PO you need to display in the “Fujitsu Purchase Order” screen.

- ① Please click the “Personal settings”.
- ② Please select the items you need to update, and click “Setup”.
- ③ The message will appear. Please click “OK” if you wish to update.

User information change

User information change

Mail address	Mandatory	<input type="text" value="jitsu.com"/>	①
User ID	Mandatory	<input type="text"/>	If you prefer to register user ID which is different from the Mail address. click here.
Password	Mandatory	<input type="password" value="....."/>	
Password(confirmation)	Mandatory	<input type="password" value="....."/>	
User name	Mandatory	<input type="text"/>	
User name(Kana)		<input type="text"/>	
Display language	Mandatory	English <input type="button" value="v"/>	
Post		<input type="text"/>	
Approver		<input checked="" type="radio"/> Non approver <input type="radio"/> Approver	
PM company code		<input type="text"/>	Affiliation organization Mandatory <input type="text"/>
Company name		<input type="text" value="ORP.企业"/>	
Postal code	Mandatory	<input type="text"/>	
Address1	Mandatory	<input type="text"/>	
Address2	Mandatory	<input type="text"/>	
Address3	Mandatory	<input type="text"/>	
Phone number	Mandatory	<input type="text"/>	
FAX No.		<input type="text"/>	
Sign		<input type="text"/> <input type="button" value="参照..."/> <input type="button" value="Clear"/>	
Authority		<input checked="" type="radio"/> General <input type="radio"/> Company Administrator	Use situation <input type="text" value="In use"/>
Reference authority group		<input type="text" value="P..."/>	ALL_MAIL_BOX <input type="text"/>

②

① User information can be updated on this menu.

② After entering the information, please click “Update”.

Supplier

Inquiry

Answer

Inquiry


Answer

User registration, questions regarding starting the EDI and business operation

ProcureMART Group
E-Procurement Planning Dept.
Purchasing Planning Div.
Purchasing Unit, FUJITSU LIMITED
E-mail Address :
fj-cp-pm-e-support@dl.jp.fujitsu.com

Questions regarding the system operation

ProcureMART Support Center
(In Japan Office)
Service Hours: **8:00 A.M. to 20:00 P.M. (JST)**
Monday to Friday, excluding Japan Public Holidays
E-mail Address :
edi-pm-center@ml.css.fujitsu.com



FUJITSU

shaping tomorrow with you