**South Carolina Enterprise Information System**

**Interface Operations Guide (IOG)**

 **IF440 – Vendor Data Update**

**Introduction**

***Document Purpose and Organization***

The Interface Operations Guide (IOG) contains the interface specific information required for State of South Carolina Agencies to integrate with the SCEIS system. Each interface will contain a separate IOG with specific information. The IOG information will include the ADS number, description, file name(s), examples of load reports, frequency, run schedule, error conditions, etc. Additionally, the IOG will contain the file layout for the interface.

General system updates can be found on the SCEIS website, <http://www.sceis.sc.gov>

**Vendor Inbound Interface**

|  |  |
| --- | --- |
| **Interface ADS Number** | IF440 |
| **Inbound/Outbound** | Inbound |
| **Interface Title** | Vendor Update |
| **Interface Description** | This interface provides an automated method for users to add/update vendors The sending agency will translate their current legacy system data into SAP data elements and upload through the Interface.  |
| **Version** | Version 1.0 |
| **SCEIS Contact** |  |
| **Source System** | State Agency Subsystems |
| **Destination System** | SCEIS |
| **Interface Type** | Tab-delimited text file |
| **Mode** | Asynchronous |
| **Frequency** | The Agencies will transmit the interface files as needed. Files have the option of being processed upon receipt by SCEIS (at 30 to 45 minute intervals throughout the day) or being held and processed in a batch cycle at night. |

|  |  |
| --- | --- |
| **File Name(s)** | Inbound interface file:<bus. area>.<source system>.if440.vendor.inbound.<date/time stamp> Example:j020.a1.if440.vendor.inbound.101215083012---Error file:<bus. area>.<source system>.if440.vendor.errors.<original date/time stamp>.<creation date/time stamp> Example:j020.a1.if440.vendor.errors.101215083012.101215091512---Valid confirmation file:<bus. area>.<source system>.If440.vendor.confirmvalid.<original date/time>.<creation date/time> Example:j020.a1. if440.vendor.confirmvalid.101215083012.101215091512---Error confirmation file:<bus. area>.<source system>.if440.vendor.confirmerror.<original date/time>.<creation date/time> Example:j020.a1. if440.vendor.confirmerror.101215083012.101215091512 |
| **FTP Path** | Determined by the security requirements of the sending Agency.  |
| **Manual Upload** | Users with appropriate permissions will be able to upload properly formatted, tab-delimited text files to the interface for processing. The SAP transaction code for uploading a vendor data file is ZIF440\_VENDOR\_UPLOAD.  |

**Version Control**

|  |  |  |
| --- | --- | --- |
| **Version** | **Description of Change** | **Date** |
| 1.0 | Initial Version | 10/04/2016 |
| 2.0 | Add Contact Person information to the record layout | 06/03/2021 |
|  |  |  |
|  |  |  |

**File Layout**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Field Name** | **Req/Opt/** | **Type** | **Size** | **Format** | **Description** |
| ***ID Segment***  | **Cond** |  |  |  |  |
| 1 | Business Area | R | CHAR | 4 | X(4) | Agency Code - e.g. J020 |
| 2 | Source System Identifier | R | CHAR | 2 | X(2) | Agency specific Code to represent source system. Agencies discretion to use 2 unique characters as needed.  |
| 3 | File Date  | R | DATE | 8 | YYYYMMDD | File creation date - e.g. 20101215 |
| 4 | File Time  | R | TIME | 6 | HHMMSS | File creation time in 24hr format - e.g. 183622 |
| 5 | Transaction Key | R | CHAR | 4 | X(4) | Identifies the type of SCEIS transactionVE01 |
| 6 | Approval Status |  |  |  |  | Blank – not used for this interface |
| 7 | Process | R | CHAR | 1 | X | 1 = Deferred Batch ProcessingSpace = Immediate Processing |  |
| 8 | Approval Grouping |  |  |  |  | Blank – Not used for this interface |
| ***Data Segment*** |  |  |  |  |  |
| 9 | Seq Num | R | NUMC | 4 | 9(4) | Identifies the record in the input file  |
| 10 | Vendor Account Group | R | CHAR | 4 | X(4) | SCEIS Vendor Account Group  |
| 11 | SCEIS Vendor  | C | CHAR | 10 | X(10) | SCEIS Vendor Number (required for update) |
| 12 | Vendor Name 1 | C | CHAR | 35 | X(35) | Vendor Name 1 |
| 13 | Vendor Name 2 | O | CHAR | 35 | X(35) | Vendor Name 2 |
| 14 | Vendor Name 3 | O | CHAR | 35 | X(35) | Vendor Name 3 |
| 15 | Vendor Name 4 | O | CHAR | 35 | X(35) | Vendor Name 4 |
| 16 | Search Term 1 | O | CHAR | 20 | X(20)  | SCEIS search term for vendor – Defaults to portion of Vendor Name 1 |
| 17 | Federal EIN/SSN | C | NUMC | 9 | 9(9) | Federal EIN number or SSN\*Only used for add, no update |
| 18 | Federal EIN/SSN Indicator | C | CHAR | 1 | X | Indicator for Federal EIN number or SSN (F or S) \*Only used for add, no update |
| 19 | Primary for 1099 | C | NUMC | 2 | 9(2) | ‘00’ for Primary, otherwise ‘01’ |
| 20 | Recipient Type | C | NUMC | 2 | 9(2) | One of the following required:01 Individual 02 Corporation03 Partnership19 Other |
| 21 | Office Phone | O | CHAR | 30 | X(30) | Office Phone Number, formatted as desired |
| 22 | Street Name 1 | O | CHAR | 60 | X(60) | Street Name 1 |
| 23 | Street Name 2 | O | CHAR | 60 | X(40) | Street Name 2 |
| 24 | Street Name 3 | O | CHAR | 60 | X(40) | Street Name 3 |
| 25 | City | O | CHAR | 40 | X(40) | City |
| 26 | District | O | CHAR | 35 | X(35) | District |
| 27 | Region | O | CHAR | 3 | X(3) | Region (State, Province, County) |
| 28 | Country | O | CHAR | 3 | X(3) | Country – Default to ‘US’ |
| 29 | Postal Code | O | CHAR | 10 | X(10) | Postal Code (Zip), formatted for countryUS vendors:5 Numbers or 10 Numbers with dash |
| 30 | PO Box | O | CHAR | 10 | X(10) | PO Box |
| 31 | PO Box Postal Code | O | CHAR | 10 | X(10) | PO Box Postal Code, formatted for countryUS vendors:5 Numbers or 10 Numbers with dash |
| 32 | PO Box City | O | CHAR | 40 | X(40) | PO Box City |
| 33 | PO Box Region | O | CHAR | 3 | X(3) | PO Box Region (State, Province, County) |
| 34 | Legacy Vendor Number | O | CHAR | 20 | X(20) | Legacy number for the vendor |
| 35 | Contact Person First Name | O | CHAR | 40 | X(40) | First Name of Contact Person for vendor |
| 36 | Contact Person Last Name | O | CHAR | 40 | X(40) | Last Name of Contact Person for vendor |
| 37 | Contact Person Phone Number | O | CHAR | 30 | X(30) | Phone Number for Contact Person\*\* Only allowed when there is a Contact Person Last Name \*\* |
| 38 | Contact Person Email Address | O | CHAR | 241 | X(241) | Email Address for Contact Person - Must be valid format: <name>@<domain>\*\* Only allowed when there is a Contact Person Last Name \*\* |

**Note**: Every record on the input file contains all data fields. The ID segment fields are repeated on every record. SCEIS Vendor is required for an update but must be left blank to add a new vendor. Other conditional fields are required for an add but optional for an update.

**Deletion of Data**:

The program will not update a Vendor field if the field content in the file is blank. In order to delete data from a field, the proper deletion code must be used. The uppercase letters “DEL” in the field content will delete the data on the vendor master. Fields required on the SCEIS vendor master cannot be deleted. Listed below are fields valid for deletion.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Data** | **Field type** | **Value to Delete Data** |
| 1 | Legacy Vendor Number | CHAR | DEL |
| 2 | Vendor Name 2 | CHAR | DEL |
| 3 | Vendor Name 3 | CHAR | DEL |
| 4 | Vendor Name 4 | CHAR | DEL |
| 5 | Office Phone | CHAR | DEL |
| 6 | Street Name 1 | CHAR | DEL |
| 7 | Street Name 2 | CHAR | DEL |
| 8 | Street Name 3 | CHAR | DEL |
| 9 | City | CHAR | DEL |
| 10 | District | CHAR | DEL |
| 11 | Region | CHAR | DEL |
| 12 | Zip | CHAR | DEL |
| 13 | PO Box | CHAR | DEL |
| 14 | PO Box Postal Code | CHAR | DEL |
| 15 | PO Box City | CHAR | DEL |
| 16 | PO Box Region | CHAR | DEL |
| 17 | Contact Person Phone Number | CHAR | DEL |
| 18 | Contact Person Email Address | CHAR | DEL |

**Process Flowchart**



**Report Examples**

There are several reports that are emailed back to the agency based on the Source System ID field. Email recipients are associated with each agency system and the reports are sent as email attachments in a PDF format. The following are examples of a notification report, a successful report and an error report. A transmittal notification report is sent when the file is received by the system. The successful and error reports are sent when the data is processed by the system. The reports may vary slightly based on the interface type, but will be similar to the examples shown.

The following is an example of a transmittal notification report:



The following is an example of a successful report:

****

The following is an example of an error report:

****

**Confirmvalid text file layout**

An optional valid confirmation file can be created (on/off based on source system), if requested. This will contain the vendors that were added/updated for a specific interface file and will be written back to the same FTP folder as the inbound file.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Field Name** | **Type** | **Size** | **Format** | **Description** |
|  |  |  |  |  |
| 1 | Business Area | CHAR | 4 | X(4) | Agency Code - e.g. J020 |
| 2 | Source System Identifier | CHAR | 2 | X(2) | Agency specific Code to represent source system. **Note: Same as on inbound file** |
| 3 | File Date  | DATE | 8 | YYYYMMDD | File creation date - e.g. 20101215 |
| 4 | File Time  | TIME | 6 | HHMMSS | File creation time in 24hr format - e.g. 183622 |
| 5 | Trans Key | CHAR | 4 | X(4) | Identifies the type of SAP transactionXK02 |
| 6 | Seq Num | NUMC | 4 | 9(4) | Identifies the record in the input file – same as in the interface file |
| 7 | Vendor Account Group | CHAR | 4 | X(4) | SCEIS Vendor account group |
| 8 | SCEIS Vendor  | CHAR | 10 | X(10) | SCEIS Vendor Number |
| 9 | Legacy vendor Number  | CHAR | 20 | X(20) | Legecy system Number for the vendor |
| 10 | Receive error file | CHAR | 1 | X | Setting on Source control table for agency receiving an error file ( “X” = receive error file ) |
| 11 | Message | CHAR | 132 | X(132) | Any warning messages that are returned from updating vendor data and a message stating vendor was successfully processed. |

**Confirmerror text file layout**

An optional error confirmation file can be created (on/off based on source system), if requested. This will contain the documents that had errors for a specific interface file and will be written back to the same FTP folder as the inbound file.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Field Name** | **Type** | **Size** | **Format** | **Description** |
|  |  |  |  |  |  |
|  |  |  |  |  |
| 1 | Business Area | CHAR | 4 | X(4) | Agency Code - e.g. J020 |
| 2 | Source System Identifier | CHAR | 2 | X(2) | Agency specific Code to represent source system. **Note: Same as on inbound file** |
| 3 | File Date  | DATE | 8 | YYYYMMDD | File creation date - e.g. 20101215 |
| 4 | File Time  | TIME | 6 | HHMMSS | File creation time in 24hr format - e.g. 183622 |
| 5 | Trans Key | CHAR | 4 | X(4) | Identifies the type of SAP transactionXK02 |
| 6 | Seq Num | NUMC | 4 | 9(4) | Identifies the record in the input file – same as in the interface file |
| 7 | Vendor Account Group | CHAR | 4 | X(4) | SCEIS Vendor account group |
| 8 | SCEIS Vendor  | CHAR | 10 | X(10) | SCEIS Vendor Number |
| 9 | Legacy vendor Number  | CHAR | 20 | X(20) | Legecy system Number for the vendor |  |
| 10 | Receive error file | CHAR | 1 | X | Setting on Source control table for agency receiving an error file ( “X” = receive error file ) |
| 11 | Message | CHAR | 132 | X(132) | Any errors messages received during the processing of vendor |

**Miscellaneous Processing Notes**

* The file format is a TAB-delimited text file.
* All records within the file have two parts.
	+ ***ID S*egment** contains systems information to specify how the file will be processed. It also contains information to uniquely identify a transaction by the source system that created it. Important: The data in the ID Segment should be the same for every record on the file.
	+ ***DATA* Segment** contains the line item information for the SCEIS transaction.
* Each file sent for processing will be uniquely identified by the combination of Business Area, Source System ID, File Date and File Time. Each combination of this data will be logged by the system and any subsequent files sent with same combination will be rejected as duplicates.
* Agency contact email addresses will need to be provided to SCEIS for each agency / subsystem that will use the interface. This information will be requested as part of a testing and acceptance process for each agency system. Transmittal controls, Valid / Error reports, etc will be emailed to these designated users as files are processed by the interface. In the examples below, notifications for system “A1” would be emailed to Joe and Mary; Tom would get the emails for the “B1” system.

Agency System Email

J020 A1 joe@agency.gov

J020 A1 mary@agency.gov

J020 B1 tom@agency.gov

* As each interface file is processed, an error file (containing only the documents that do not post) will be written back to the same directory as the inbound file. The file layout of the error file is the same as the inbound file. The error codes for the documents are sent back via the error report. Agencies can opt out of this error file creation on a per-system basis.

**General FTP Processing Notes**

The preferred method of data transfer will be via secure FTP, and SCEIS will host an FTPS server for this purpose.

There will be a folder structure set up on the server for each business area. Sub-folders will be created if necessary based on the security requirements of the sending agency. Security will be set up appropriately on the folders so that users will only have access to their data.

In the example below there are separate AR and AP interface folders for business area E120. On the other hand for E160, all interfaces would use the same FTP folder - “/e160”.

/f030

 /sd

/ar

/ap

/vendor

/e160

/e200

/fi

/mm

To send files to SCEIS‐inbound or receive files from SCEIS‐outbound interfaces, FTPS client software will be used on the agency side. Example FTP connection options are shown in the following print screen. (Using the CoreFTP desktop client software – in other clients, the options may be slightly different.)



For questions or concerns regarding the File Transfer Protocol procedures, please contact the SCEIS interface team at interfaces@sceis.sc.gov.