

## SIMS FMS – E-PROCUREMENT

# EASY REFERENCE GUIDE FOR IMPLEMENTING SEAMLESS INTEGRATION ACROSS YOUR SCHOOL

To help make buying with us as easy as possible, we've introduced our new, fully integrated e-Procurement solution for SIMS FMS, offering you a quicker, more efficient way to place your orders.

With our new eProcurement solution, your ordering is fully compliant and will save you – and your colleagues across all departments in your school – time and money.

This quicker, more efficient way of ordering will also provide you with:

- **Complete financial management across your school** *with all orders made across your site automatically importing into your FMS for approval /authorisation*
- **No manual rekeying required** as your orders are immediately processed meaning a quicker, faster service to you
- **Access to the latest products and pricing** *meaning your order and invoicing will always match*
- **Best value** *with all our latest offers and promotions regularly updated*

This simple to use guide illustrates how easy it is to connect to our new eProcurement Web Service. If you have and problems with the Eureka4Schools website or web service, please call our Customer Services team on 0800 358 0085. If you are having problems with your SIMS FMS System, please phone Capita directly on 0800 170 7005 for assistance.

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## Introduction

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With SIMS FMS you can create the content of your order on the Eureka4Schools website, and then import it directly into SIMS for review and authorisation.

Once authorised, the order is sent to us through our eProcurement Service. We process your order and an email acknowledgement is sent directly back to you.

Using Eureka4Schools.co.uk allows multiple authorised people (eg Heads of Departments) to build an order using any internet-connected PC, at home or at work, with fully up-to-date stock levels and prices. Your SIMS administrator can then import these for review and authorisation.

Teacher, Head of Department, member of staff creates their order/s on the Eureka4Schools website

Requisition forms can be printed for internal approval and storing for full compliance

SIMS user retrieves the order/s into SIMS via the eProcurement Hub

The purchase order/s are reviewed and authorised like usual

The order/s are then sent directly to Eureka4Schools eProcurement Service for processing

This guide takes you through the steps required to create content orders on the website and retrieve them back into SIMS, via the eProcurement Service.

This service is FREE and fully compliant, with all requisitions available to print and save your records.

## **Before You Start**

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The steps needed to set up the web service ordering facility are clearly outlined in this document. However, before you begin, there are three bits of information needed to enable you to start ordering.

### **eProcurement Option in SIMS FMS**

Many SIMS FMS systems have the Tools → eProcurement Settings option disabled. Please check if this area is greyed out, and if it is, please contact your SIMS representative to enable it, either at your Local Authority or contact Capita directly.

### **DUNS Number**

If you do not know your DUNS number, please contact Dun & Bradstreet (D&B) on 0800 001 234, choosing option 3 when prompted or visit <https://www.dnb.co.uk/duns-number/lookup.html> where you will be send your number by email.

If D&B find that you do not already have a number set up, or if they give you a generic number, you will need to request to have a unique number set up. There is no charge for this, and the process takes 3-5 working days.

Once you have the above prepared, you're ready to start setting up the web service ordering facility.

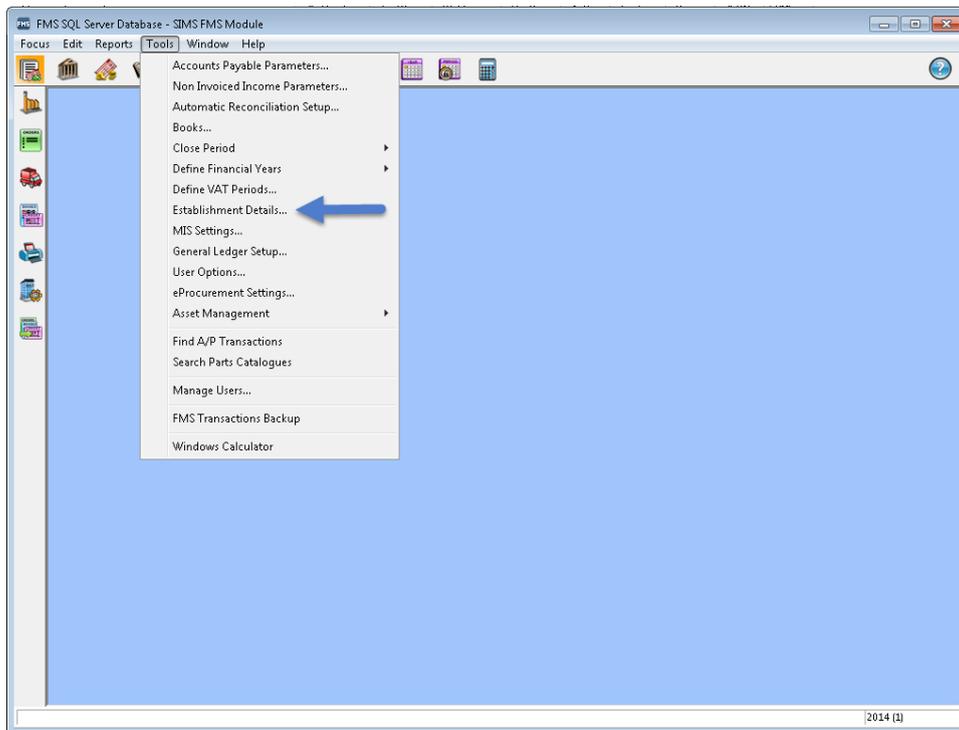
## FMS Setup

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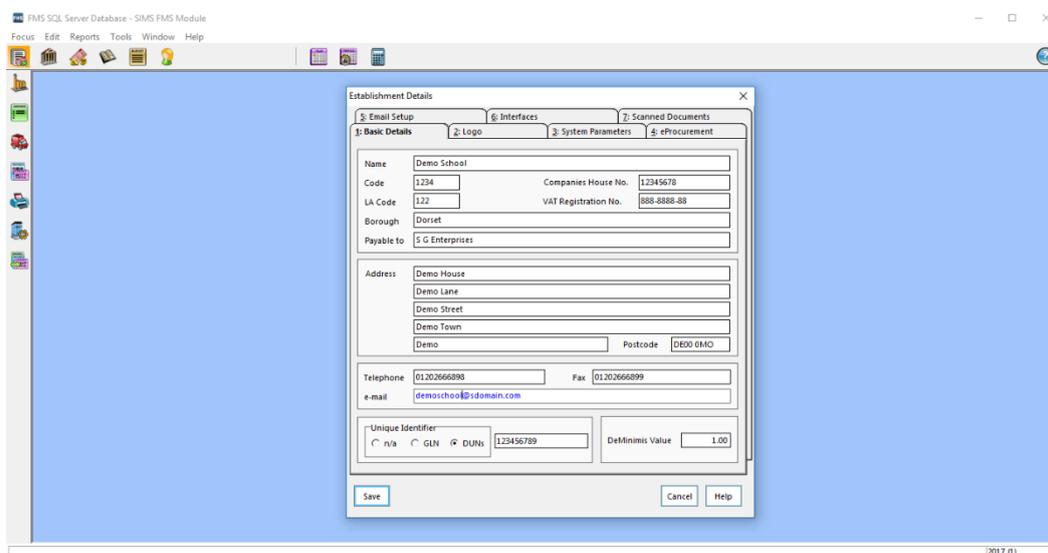
To enable FMS to talk directly to our eProcurement Service the following steps need to be completed:

### Check your Establishment Details

Set up your establishment in *Tools > Establishment Details*



In tab '1: Basic Details'. Your establishment details will already be populated. If not, please complete, including the DUNS number from the 'Before you start' section of this document.



## Create A Eureka4Schools Web Account

Visit <https://www.eureka4schools.co.uk/customer/register> and register for an online account. If you are an existing customer of Eureka4Schools, enter your Account Number or Last Order Number with us to ensure your web account is tied to your existing company account.

The screenshot shows the registration page for Eureka! School First Aid. At the top, there is a navigation bar with contact information: Order Today: 0800 358 0085, Fax: 0800 358 0095, and links for Live Chat, Login, and Contact Us. A search bar is present with the placeholder text "What are you looking for? e.g. Plasters, Gloves" and a "Go" button. Below the search bar is a menu with categories: First Aid Supplies, First Aid Kits & Cabinets, Hygiene & Infection Control, Hot / Cold Therapy, Medical Room Equipment, Medical Consumables, Facilities Management, Fire & Safety Equipment, and Safety Signage, Books & Labels. Promotional banners include "Free delivery on all orders!", "Next working day delivery on orders received by 4pm", and "FREE BISCUITS with all orders over £150". A customer rating of 4.9/5 is displayed. The main heading is "Register" with the instruction "Please complete the form below to register an account with eureka4schools.co.uk". The registration form includes fields for Email, First name, Last name, and Account Number (with a note for existing customers). A reCAPTCHA "I'm not a robot" checkbox and a "Submit" button are also present. On the left sidebar, there are promotional boxes for "What do our customers say?", "Free Catalogue", "Order By Fax?", and "CUSTOM Sign Builder".

Once you have successfully registered for a web account, click the CAPITA SIMS FMS Integration option in your account management section.

The screenshot shows the account management page for Eureka! School First Aid. The top navigation bar is identical to the registration page. The main heading is "Hello" with a "Log Out" link. Below the heading, there are fields for Account Number, Internal Ref., and Online Customer Since. A welcome message reads "Welcome To Your Account - What Would You Like To Do?". A grid of six options is displayed: "Change your password", "View Order History / Reorder", "Edit Your Details", "Invoices", "Marketing Preferences", and "CAPITA SIMS FMS Integration". The "CAPITA SIMS FMS Integration" option is highlighted with a yellow border. The left sidebar contains the same promotional boxes as the registration page.

On the next screen, choose a new username and password (these are the ones used to enable the eProcurement Web Service and are separate to those set up to register for your web account). Make sure to keep a note of the username and password as you will need these later. Add your DUNS Number and hit save.

My Account Home » CAPITA SIMS FMS Integration

**SIMS FMS Credentials**

1. Web Service URL:

2. Username:

3. Password:

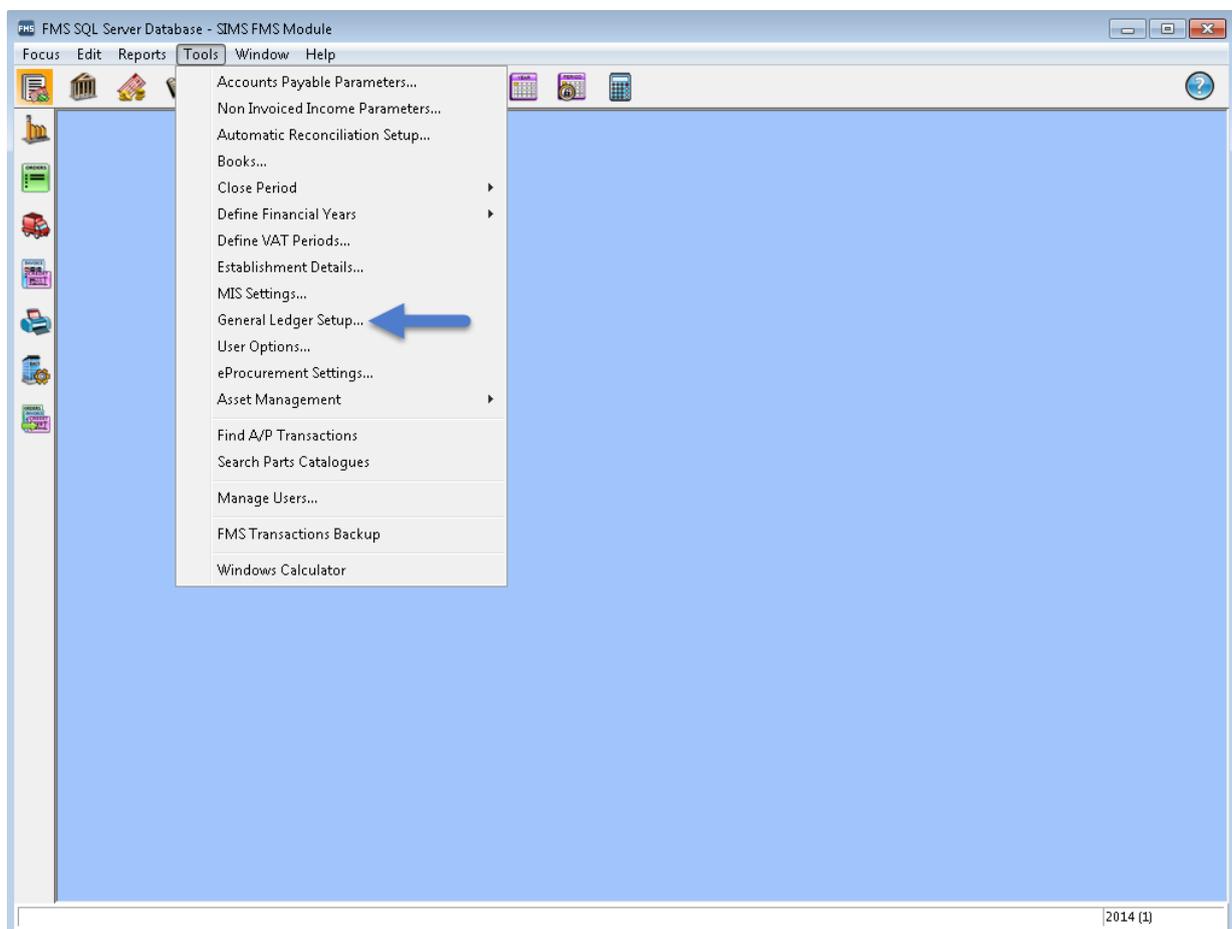
4. DUNS #:

**Save**

## General Ledger Details

Now we need to set up a general ledger template.  
This will allow incoming orders to be given a cost centre and a ledger code.

Go to *Tools > General Ledger Setup*



To add a new template go to the tab '9: eProcurement Templates' add click the green plus symbol.

Originator	CC Mnemonic	CC Code	Ledger-Fund	Default	Default P&P
				<input type="checkbox"/>	<input type="checkbox"/>

Cost Centre  Ledger Code

Save Print Cancel Help

Now complete the pop-up box with the below information:

Originator = The Username you created in the CAPITA SIMS FMS Integration area of your web account.

CC Mnemonic = The Username you created in the CAPITA SIMS FMS Integration area of your web account.

Originator

CC Mnemonic

Cost Centre

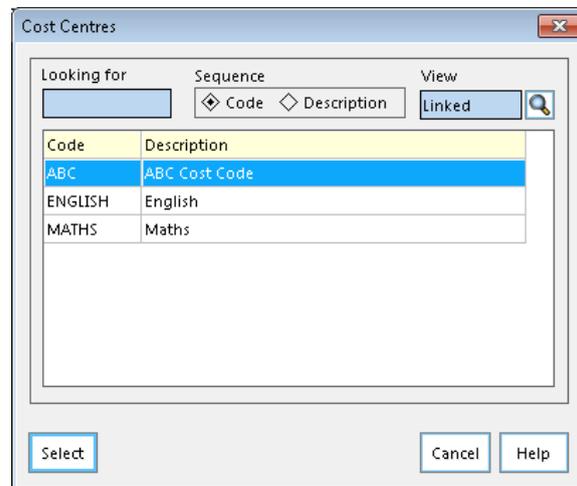
Ledger Code

Fund Code

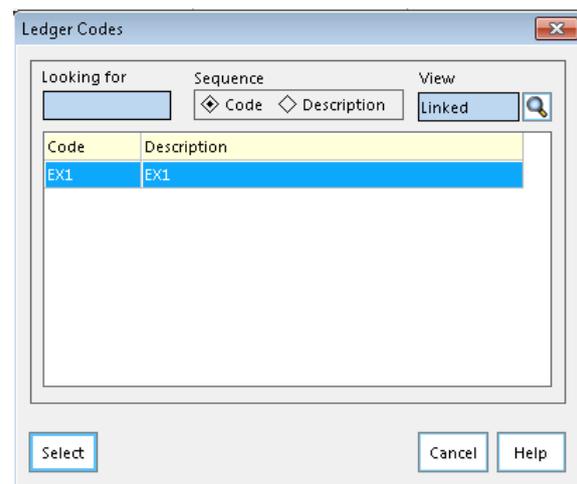
Set Default Template  Set Default P&P Template

Save Cancel Help

Click the magnifying glass symbol next to Cost Centre field and select the default Cost Centre for this template. (NB You can subsequently change the Cost Centre details when you have a purchase order in the system.



Now click the magnifying glass symbol next to the Ledger Code and select the default ledger code that you would like to use.



The cost centre that you choose will depend on your own establishment's preferences and the available types, but in general it will be the category for which you most commonly use to order with us.

Any cost centre and ledger code applied to an incoming order can be amended in your FMS system once the order has been imported.

Tick the Set Default Template.

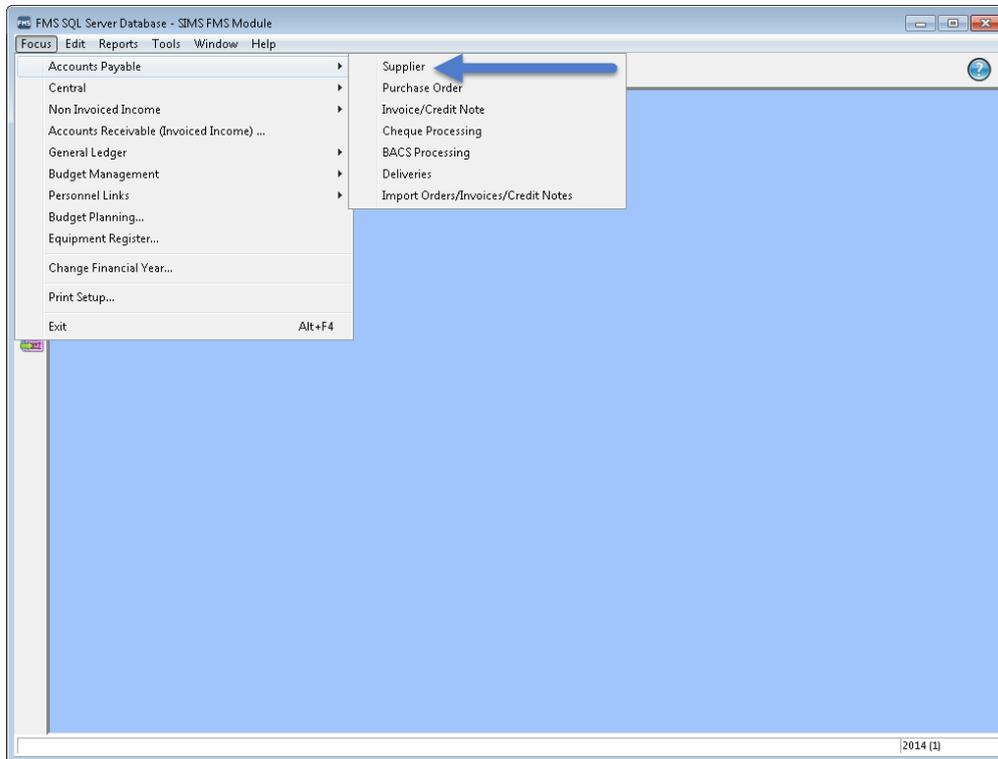
Tick the Set Default P&P Template.

Now save the Procurement Template.

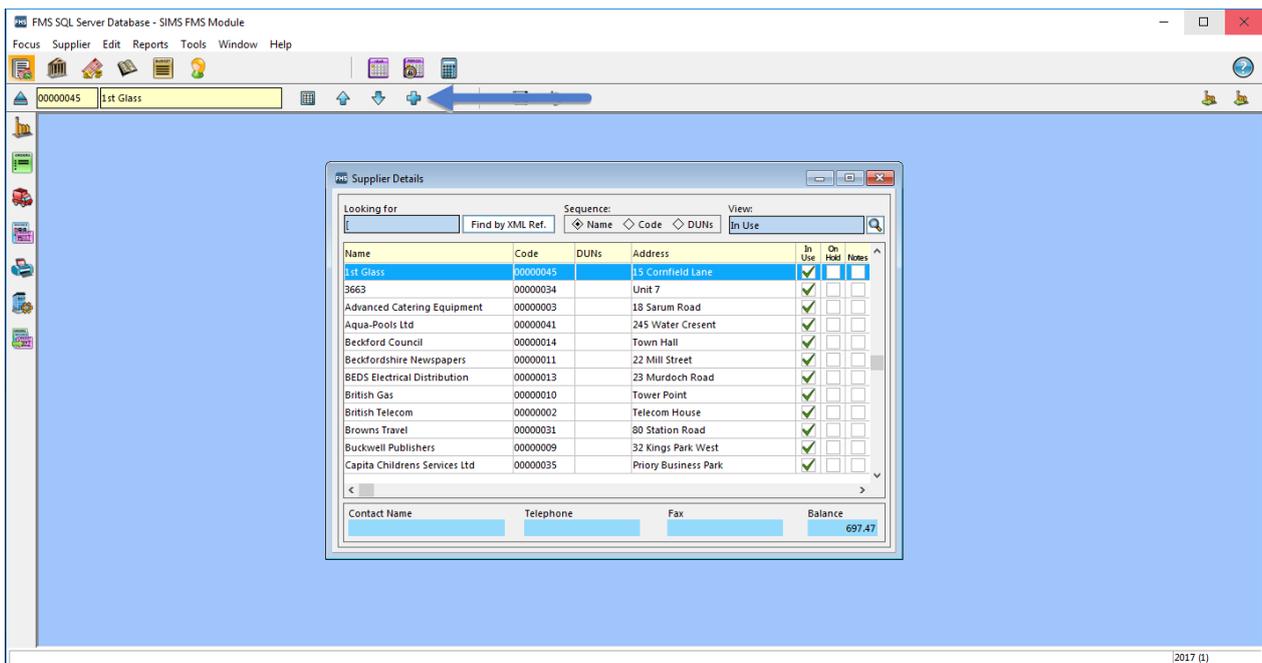
## Supplier Set up:

Now you can set up Eureka4Schools as a supplier.

Go to *Focus > Accounts Payable > Supplier*



Click the green plus button to add a new supplier



In tab '1: Basic' the Delivery Code needs to be set to NXTDAY to ensure you guarantee your Free Next Day Delivery from the point the order is approved. The rest of our details can be seen in the screenshot below. **Note: You will need to save the newly created supplier with Order Method 'Print' for now. We will change this to 'Web Services' once we have created the service in eProcurement Settings.**

The screenshot shows the 'Supplier Details' window with the following data entered:

- Name: Eureka! Direct (CMUK Visual Safety Ltd)
- Date Opened: 5/09/2018
- VAT Registration No.: 927-4801-12
- Balance: 0.00
- Address: Unit 5, 145 Sterte Road Industrial Est, Poole, Dorset
- Postcode: BH15 2AF
- Contact: Customer Services
- Telephone: 0800 358 0085
- Fax: 0800 358 0095
- e-mail: sales@eurekadirect.co.uk
- Delivery Code: NXTDAY
- Delivery Terms: ASAP
- Account Number: (empty)
- Contract Number: (empty)
- Credit Terms: 0 days
- Credit Limit: 0.00
- Min. Order: 0.00
- Order Method: Print
- Linked Web Service: (empty)
- In Use,  On Hold
- Service: (empty)
- Unique Identifier: DUNS (selected), 239624583

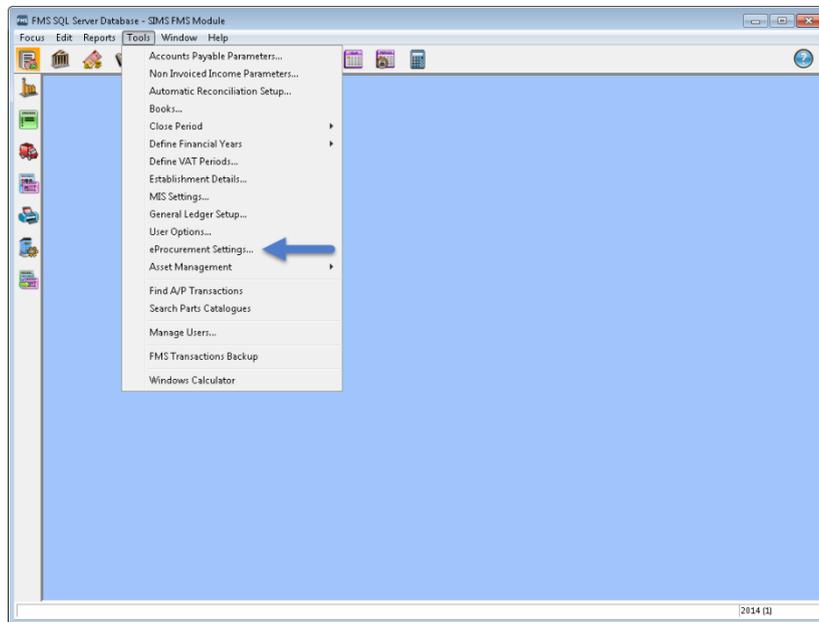
In the unique identifier section select DUNS and enter Eureka4Schools' DUNs Number which is **239624583**.

## eProcurement Settings

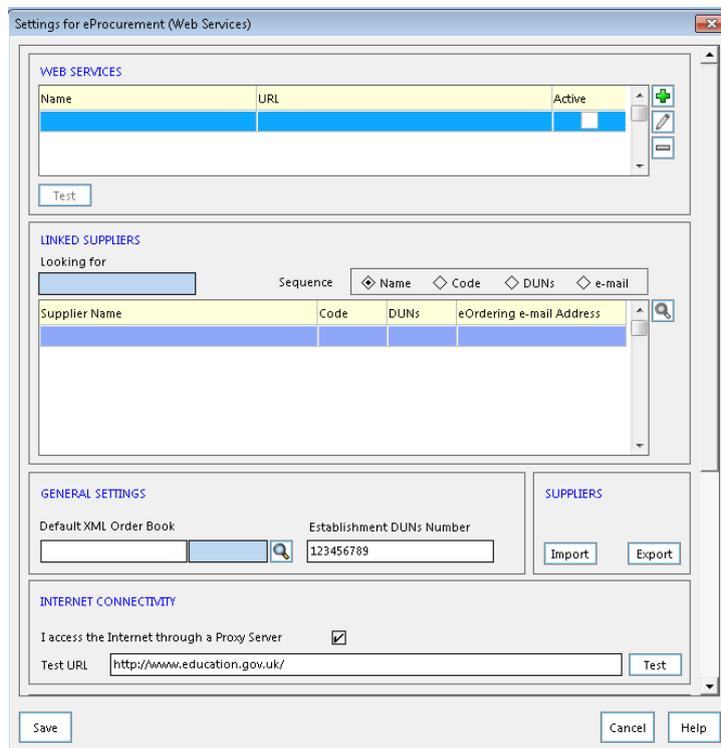
Now you need to enter the details to connect to the Eureka4Schools eProcurement Web Service.

Select *Tools > eProcurement Settings*

If this is greyed out please refer to the 'before your start' section of this document.



In the Web Services section at the top click on the green plus symbol to add a new service.



Service Details

Provider Type:  Portal  Supplier

Name:

URL:

Priority:   Active

User ID:

Password:  Password duration (in days):

Buttons: Save, Cancel, Help

Enter the following details: Provider Type = Supplier

Name = Hit the Magnifying Glass and find the Eureka! Direct supplier created in the previous step.

URL = <https://sims-live.cmuk.org/public-soap.asmx>

Priority = 10

Active = Yes

User ID & Password = These are the details you created in the CAPITA SIMS FMS Integration area of your web account.

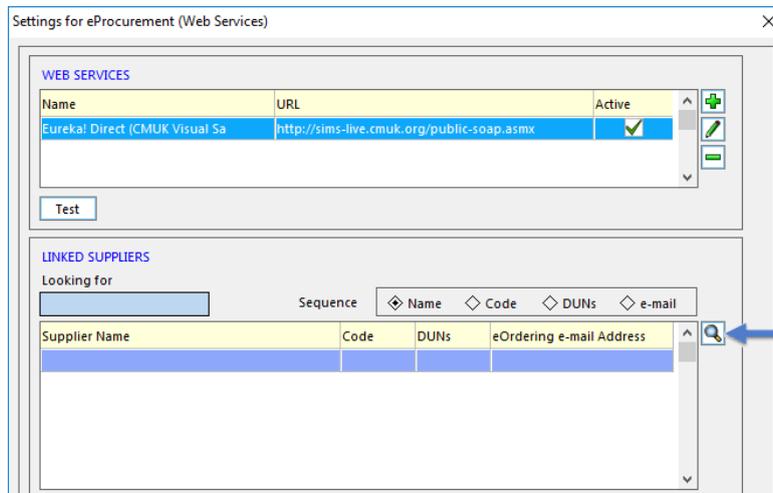
Password Duration = 100 Days

Now save these settings. **Note: Please leave a couple of minutes between Saving and Testing as some time is needed for the changes to be picked up by both systems.**

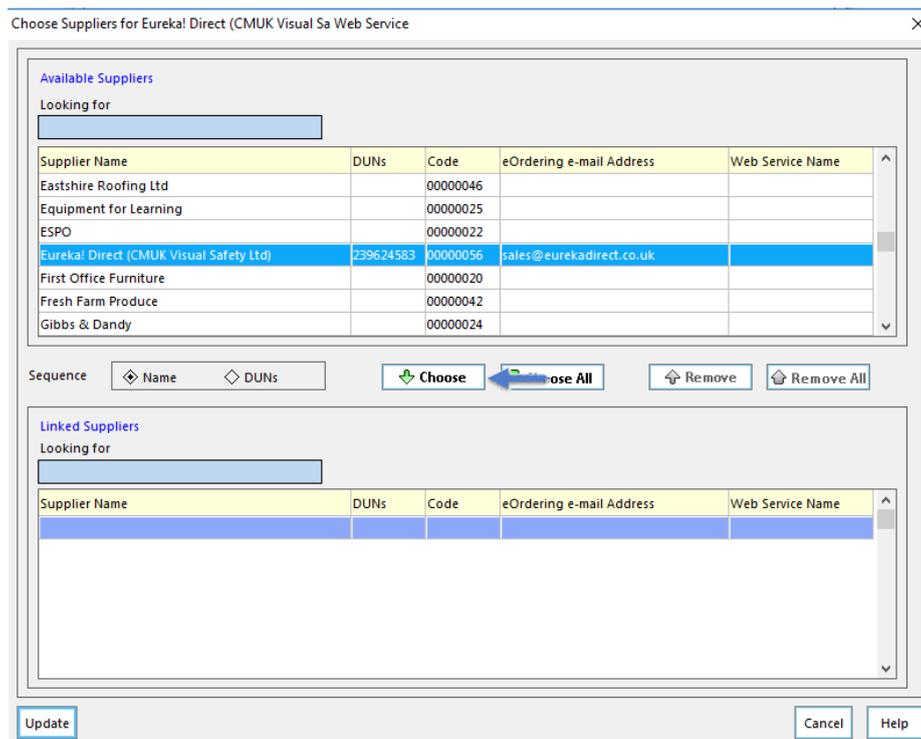
After a couple of minutes, click on the 'Test' button. This will try connecting to the Eureka4Schools eProcurement Web Service. If all the settings are correct it will show:



Select the Web Service that you have just created and then click the magnifying glass symbol in the 'Linked Suppliers' section.



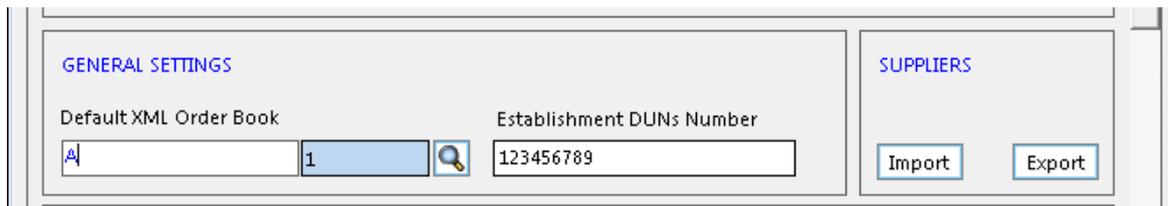
In the 'Available Suppliers' list select the Eureka! Direct Supplier created earlier so that it is highlighted and then click the Choose button.



Now click update.

This links Eureka! Direct as a supplier to the Eureka4Schools web service details.

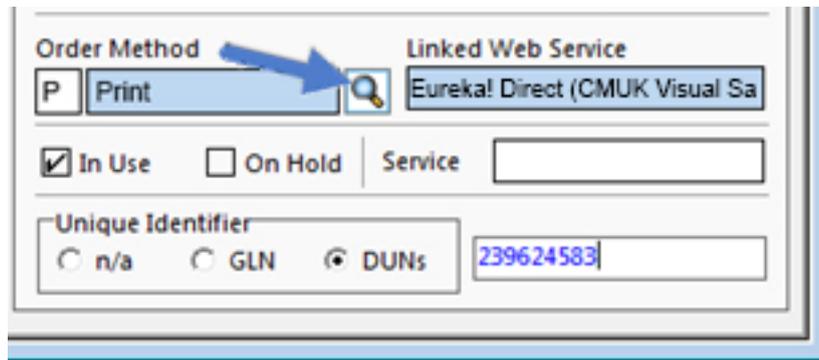
Within the 'General Settings' section:



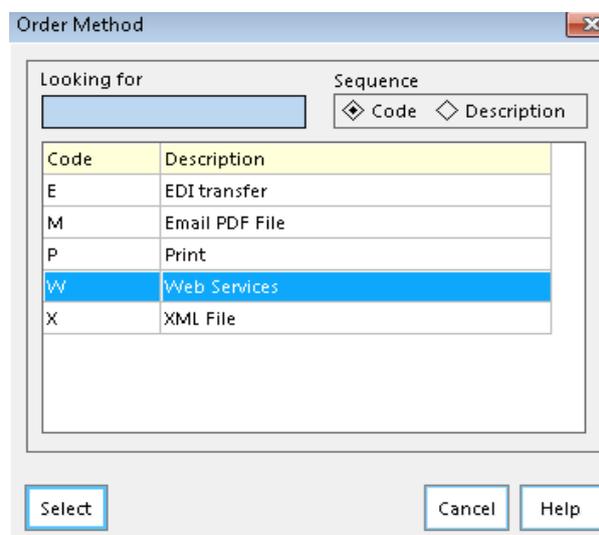
Select your "Default XML Order Book" for orders to be assigned when they are imported using this method.

Check your DUNS Number is in the 'Establishment DUNS Number' field – if not, please add it. Refer to the 'Before you start' section of this document for your DUNS number.

Now that the Web Service has been linked to the supplier, return to the *Focus > Accounts Payable > Supplier* and change the 'Order Method' for Eureka! Direct to Web Services. You can do this by clicking on the magnifying glass next to order method.



which gives you a list options available for sending the Purchase Orders. Select 'W – Web Services'.



Code	Description
E	EDI transfer
M	Email PDF File
P	Print
W	Web Services
X	XML File

If everything has been completed correctly, the supplier account for Eureka! Direct should look like the below image. **You are now ready to integrate your web order into SIMS FMS!**

**FMS Supplier Details**

1: Basic    2: Additional    3: Catalogue    4: Review    5: eProcurement

Name: Eureka! Direct (CMUK Visual Safety Ltd)    Date Opened: 5/09/2018

LA Reference:    VAT Registration No.: 927-4801-12    Balance: 0.00

Address: Unit 5  
145 Sterte Road Industrial Est  
Poole  
Dorset  
Postcode: BH15 2AF

Contact: Customer Services  
Telephone: 0800 358 0085  
Fax: 0800 358 0095  
e-mail: sales@eurekadirect.co.uk  
eOrdering e-mail: sales@eurekadirect.co.uk

Delivery Code: NXTDAY    Delivery Terms: ASAP

Account Number:    Contract Number:    Credit Terms: 0 days    Credit Limit: 0.00    Min. Order: 0.00

Order Method: W Web Services    Linked Web Service: Eureka! Direct (CMUK Visual Sa

In Use     On Hold    Service:    Unique Identifier:  n/a     GLN     DUNs    239624583

## Ordering Online

To use the SIMS FMS option, you will need to be logged in to the site before completing your order. Log in at <https://www.eureka4schools.co.uk/customer/login> using the details you first used to create your web account.



Order Today: **0800 358 0085** Fax:

Live Chat | Login | Contact Us

Your Basket  
2 Item(s) £45.40

First Aid Supplies
First Aid Kits & Cabinets
Hygiene & Infection Control
Hot / Cold Therapy
Medical Room Equipment
Medical Consumables
Facilities Management
Fire & Safety Equipment
Safety Signage, Books & Labels

 Free delivery on all orders!

 Next working day delivery on orders received by 4pm

 FREE BISCUITS with all orders over £150

Customer Rating **4.9 / 5**

GUARANTEED real customer feedback

**Please Login to access your account**

If you do not have an account one will be created when you place your first order.

Email

Password

Forgot your password?

What do our customers say?

Free Catalogue

Click here to order >

Build an order on the Eureka4Schools website. Once you have added your required products, proceed to the checkout from the cart.



Order Today: **0800 358 0085** Fax: **0800 358 0095**

Live Chat | Account | Contact Us

Your Basket  
2 Item(s) £45.40

First Aid Supplies
First Aid Kits & Cabinets
Hygiene & Infection Control
Hot / Cold Therapy
Medical Room Equipment
Medical Consumables
Facilities Management
Fire & Safety Equipment
Safety Signage, Books & Labels

 Free delivery on all orders!

 Next working day delivery on orders received by 4pm

 FREE BISCUITS with all orders over £150

**Basket**

 **Delivery is FREE on this order**



**SHOPPING GUARANTEE**

 ID Theft Recovery Assistance

 Satisfaction Guarantee

 Price Protection

FREE with your purchase

Item	Price Each	Qty	Total
 <p><b>BSK1 - BS8599-1 Compliant Workplace First Aid Kit - Small Kit</b>                      Description : Small Kit                      Dimensions : 225 x 268 x 80mm                      Pack Qty : 1 Kit                      Items Per Kit : 91</p>	<b>£19.45</b>	<div style="display: flex; align-items: center; justify-content: center;"> <span style="font-size: 0.8em; margin: 0 5px;">-</span> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center; width: 20px;">1</div> <span style="font-size: 0.8em; margin: 0 5px;">+</span> </div> <p style="font-size: 0.8em; text-align: center; margin-top: 5px;">Update</p>	<b>£19.45</b>
 <p><b>BSK2 - BS8599-1 Compliant Workplace First Aid Kit - Medium Kit</b>                      Description : Medium Kit                      Dimensions : 286 x 358 x 82mm                      Pack Qty : 1 Kit                      Items Per Kit : 139</p>	<b>£25.95</b>	<div style="display: flex; align-items: center; justify-content: center;"> <span style="font-size: 0.8em; margin: 0 5px;">-</span> <div style="border: 1px solid #ccc; padding: 2px 5px; text-align: center; width: 20px;">1</div> <span style="font-size: 0.8em; margin: 0 5px;">+</span> </div> <p style="font-size: 0.8em; text-align: center; margin-top: 5px;">Update</p>	<b>£25.95</b>
<b>Subtotal</b>			<b>£45.40</b>
 Buying from eureka4schools.co.uk is safe. Your order will be processed on our secure servers.			<p><b>Delivery</b>      <b>FREE</b></p>

[← Continue Shopping](#)

## Checkout

At Step 1 of the checkout, select the SIMS FMS (Capita) payment option and continue.



Your basket contains  
**2 item(s), £45.40**

---

 **Secure Checkout**

Freephone: 0800 358 0085 

---

**Step 1 of 5. Choose a payment method**

---

Please choose a payment method below, we offer £500 instant interest free credit to established businesses (invoice option)

<b>UK Credit/Debit Card</b> 	<b>Purchase Order (Invoice)</b> 	<b>Phone</b> 	<b>PayPal</b> 	<b>SIMS FMS (Capita)</b> 
--	--	---	---	---

Place your order and receive a quote in your Capita SIMS FMS for approval. We will not ship your order or take payment until the quote is approved.

← Back To Basket

Next →

---

**Step 2 of 5. Login or register**

---

**Step 3 of 5. Delivery and contact details**

---

**Step 4 of 5. Choose a delivery option**

---

**Step 5 of 5. Confirm order and pay**

---

© 2018. CMUK Visual Safety Limited.

Company Registration Number: 03951452. VAT Number: GB 927 4801 12.

The delivery and contact details step must be completed. You can amend these details on the order in your SIMS FMS system at a later time if required.



Your basket contains  
**2 item(s), £45.40**

---

 **Secure Checkout**

Freephone: 0800 358 0085 

---

**Step 1 of 5. Choose a payment method**

---

**Step 2 of 5. Login or register**

---

**Step 3 of 5. Delivery and contact details**

---

We'll use these details if we need to contact you about your order. One of our trusted couriers will deliver your goods to this address.

**— Delivery Address**

Email * <input type="text" value="you@youremail.co.uk"/> 	Country <input type="text" value="Great Britain &amp; Northern Irela"/>
Title * <input type="text" value="Mr"/>	Search <input type="text" value="Type a postcode, street or comp"/> 
First Name * <input type="text" value="John"/>	Postcode * <input type="text" value="BH15 2AF"/>
Last Name * <input type="text" value="Doe"/>	Company <input type="text" value="C M U K Visual Safety Ltd"/>
Phone * <input type="text" value="08003580085"/> 	Address 1 * <input type="text" value="Unit 5"/>
Mobile <input type="text"/>	Address 2 <input type="text" value="145 Sterte Road"/>
	City * <input type="text" value="Poole"/>
	County * <input type="text" value="Dorset"/>

← Back

Bill to a different address.

Next →

---

**Step 4 of 5. Choose a delivery option**

---

**Step 5 of 5. Confirm order and pay**

---

Complete your order as usual and we will automatically generate your order as a quote for your SIMS FMS system ready to be imported and approved.



Your basket contains  
2 item(s), £45.40

**Secure Checkout**

Freephone: 0800 358 0085

[Step 1 of 5. Choose a payment method](#)

[Step 2 of 5. Login or register](#)

[Step 3 of 5. Delivery and contact details](#)

[Step 4 of 5. Choose a delivery option](#)

[Step 5 of 5. Confirm order and pay](#)

Please confirm your order details are correct before paying.

**Billing Address**

Mr John Doe  
C M U K Visual Safety Ltd  
Unit 5  
145 Sterte Road  
Poole  
Dorset  
BH15 2AF  
GB  
08003580085  
[Edit address](#)

**Delivery Address**

Mr John Doe  
C M U K Visual Safety Ltd  
Unit 5  
145 Sterte Road  
Poole  
Dorset  
BH15 2AF  
GB  
08003580085  
[Edit address](#)

**Summary**

Item	Price	Qty	Sub Total
<b>BSK1 - BS8599-1 Compliant Workplace First Aid Kit - Small Kit</b> Description : Small Kit Dimensions : 225 x 268 x 80mm Pack Qty : 1 Kit Items Per Kit : 91	£19.45	1	£19.45
<b>BSK2 - BS8599-1 Compliant Workplace First Aid Kit - Medium Kit</b> Description : Medium Kit Dimensions : 286 x 358 x 82mm Pack Qty : 1 Kit Items Per Kit : 139	£25.95	1	£25.95
<b>Item Total</b>			<b>£45.40</b>
<b>Delivery Charge (Next Day Standard Delivery - Excluding Weekends and Bank Holidays )</b>			<b>£0.00</b>
<b>VAT</b>			<b>£9.08</b>
<b>GRAND TOTAL</b>			<b>£54.48</b>

[Back](#)



Buying from eureka4schools.co.uk is safe. Your order will be processed on our secure servers.



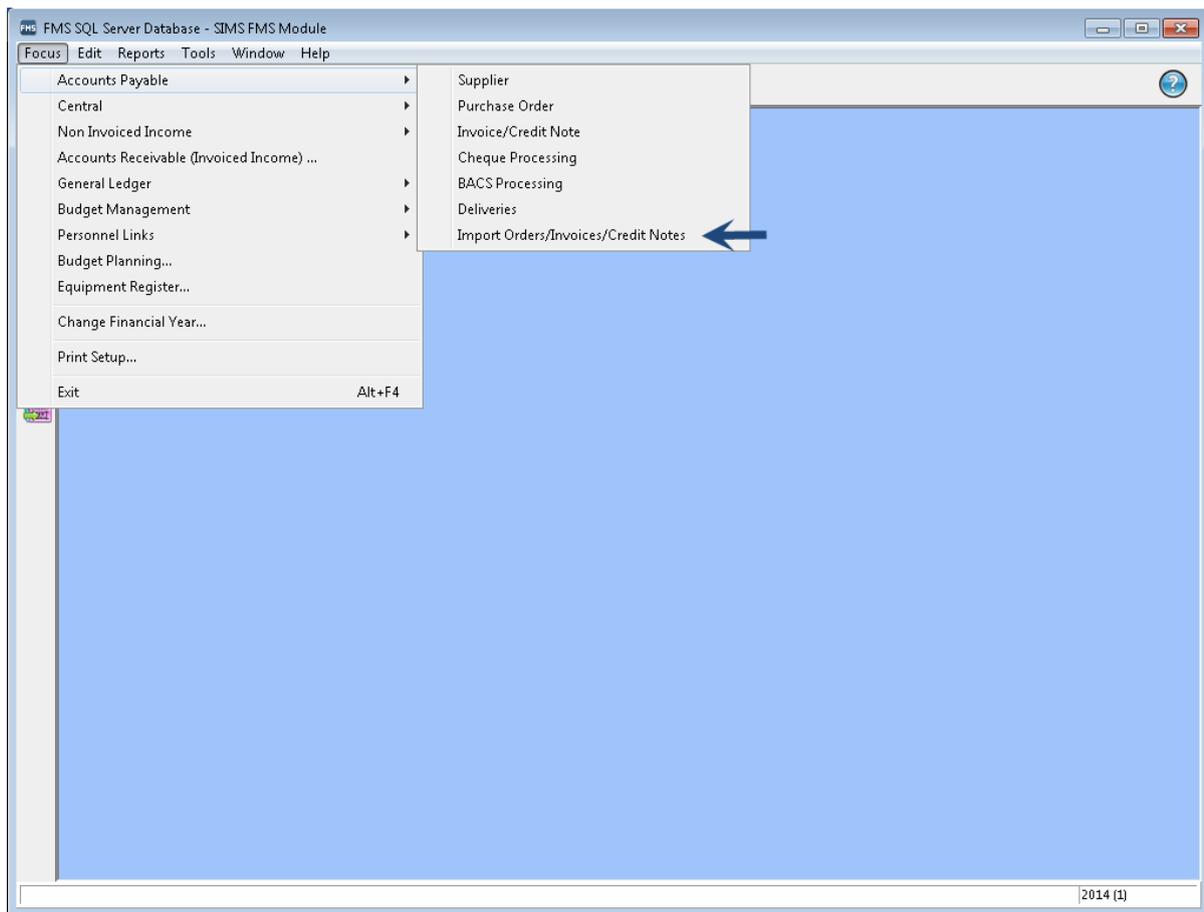
**Complete Order**

## Processing Orders and Invoices in SIMS FMS

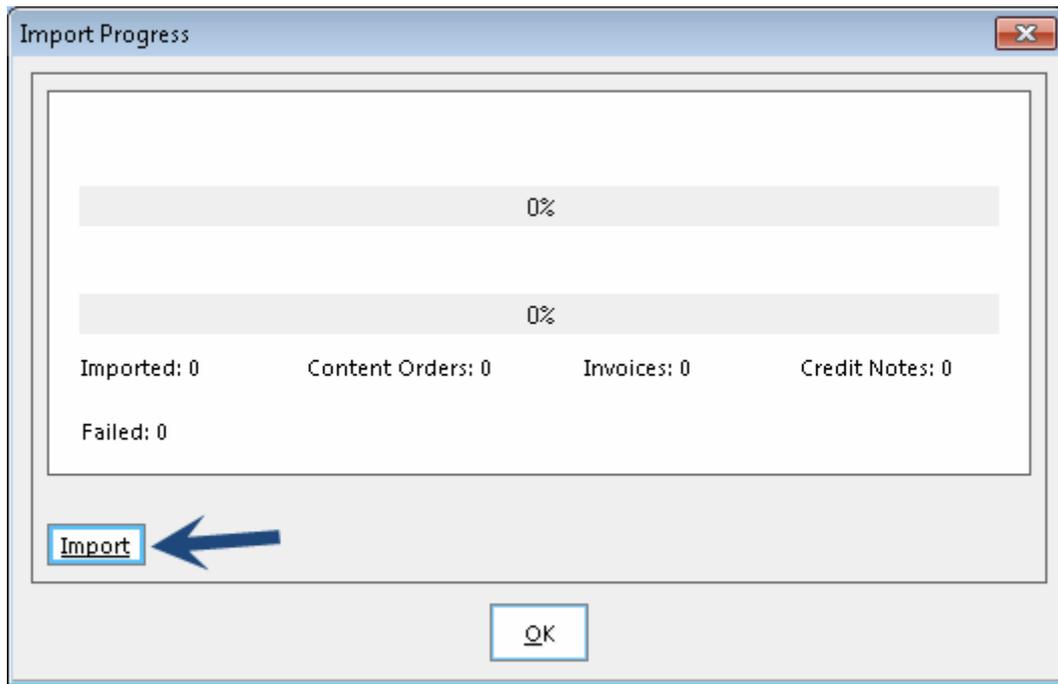
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### **Importing**

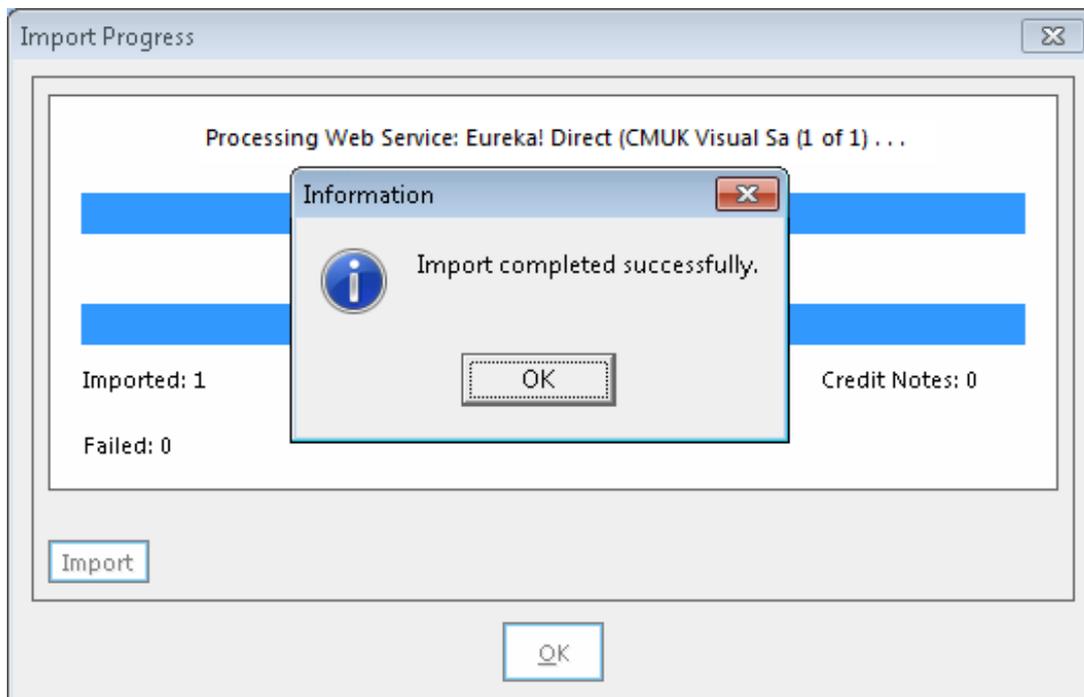
To import your content orders from Eureka4Schools into FMS click on  
*Focus > Accounts Payable > Import Orders / Invoices / Credit Notes*



When the Import Progress box appears click on the 'Import' button.



The system will now connect to our eProcurement Hub and import any content orders and invoices.

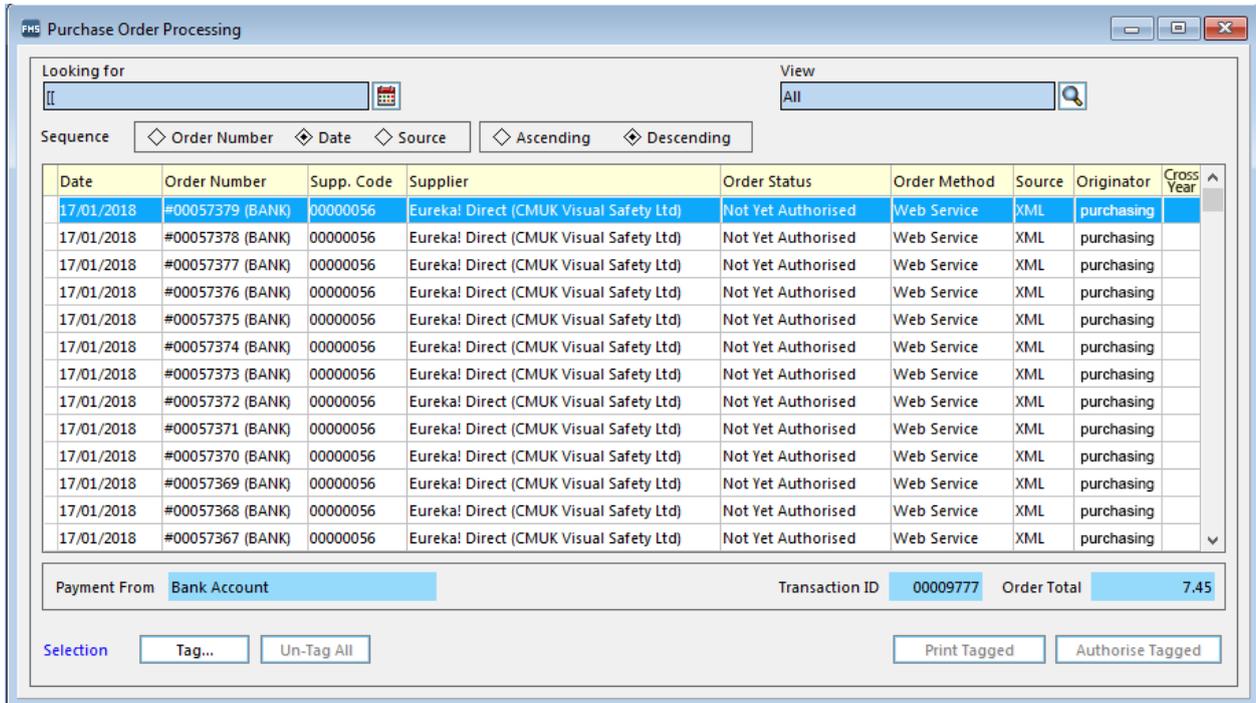


Once completed you will be told how many orders and invoices have been imported.

## Viewing Purchase Orders

The new orders will now appear at the top of the list of 'Not Yet Authorised' purchase orders.

Orders which have been imported via the website can only have order line quantities amended or lines deleted, you are unable to add new lines at this point.



The screenshot shows the 'FMS Purchase Order Processing' window. At the top, there is a search bar labeled 'Looking for' and a 'View' dropdown menu set to 'All'. Below these are sorting options: 'Sequence' with radio buttons for 'Order Number', 'Date', and 'Source', and 'Ascending' and 'Descending' radio buttons. The main area contains a table with the following columns: Date, Order Number, Supp. Code, Supplier, Order Status, Order Method, Source, Originator, and Cross Year. The table lists 14 purchase orders, all dated 17/01/2018, with order numbers ranging from #00057379 to #00057367. All orders are from 'Eureka! Direct (CMUK Visual Safety Ltd)' and have a status of 'Not Yet Authorised'. The originator for all is 'purchasing'. At the bottom of the window, there is a summary section showing 'Payment From: Bank Account', 'Transaction ID: 00009777', and 'Order Total: 7.45'. There are also buttons for 'Tag...', 'Un-Tag All', 'Print Tagged', and 'Authorise Tagged'.

Date	Order Number	Supp. Code	Supplier	Order Status	Order Method	Source	Originator	Cross Year
17/01/2018	#00057379 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057378 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057377 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057376 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057375 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057374 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057373 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057372 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057371 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057370 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057369 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057368 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	
17/01/2018	#00057367 (BANK)	00000056	Eureka! Direct (CMUK Visual Safety Ltd)	Not Yet Authorised	Web Service	XML	purchasing	

## Sending Orders

Once authorised, click on the print button, this will send the orders back to the eProcurement web Service. If you need a printed copy for your records click on print again, select “print single file” and this will send a copy to your printer.

The screenshot displays the 'Purchase Order Processing' window in the SIMS FMS Module. The window title is 'FMS SQL Server Database - SIMS FMS Module'. The main window contains the following information:

- Book:** EDI
- Number:** 7
- Pay From:** Central
- Date:** 05/09/2018
- Supplier:** Eureka! Direct (CMUK Visual Safety Ltd)  
Unit 5  
145 Sterte Rd Inst Est  
Poole  
Dorset  
BH15 2AF
- Delivery Address:** Demo School  
Demo Road  
Demo Town  
Demo  
DE00 0MO  
Email: sales@eurekadiirect.co.uk
- Status:** Authorised
- Source:** XML
- First Output Method:** (empty)
- Delivery Instruction:** A.S.A.P.
- Order Method:** Web Service
- On Hold:**
- Contact Name:** Customer Services
- Special Instructions:** (empty)

Line No.	Part No.	Description	Qty	Unit Cost	Disc%	Line Net Total	I	S
1	FWC31-R	A3 Health & Safety Law Poster	1	7.450	0.00	7.45		

**Ledger Code:** (1340) **Cost Centre:** (190)

**Selection:** Tag All Un-Tag All Processing Edit Tagged

**Transaction ID:** 00009777 **Total Order Value (Net):** 7.45

2017 (1)

## Receiving Invoices

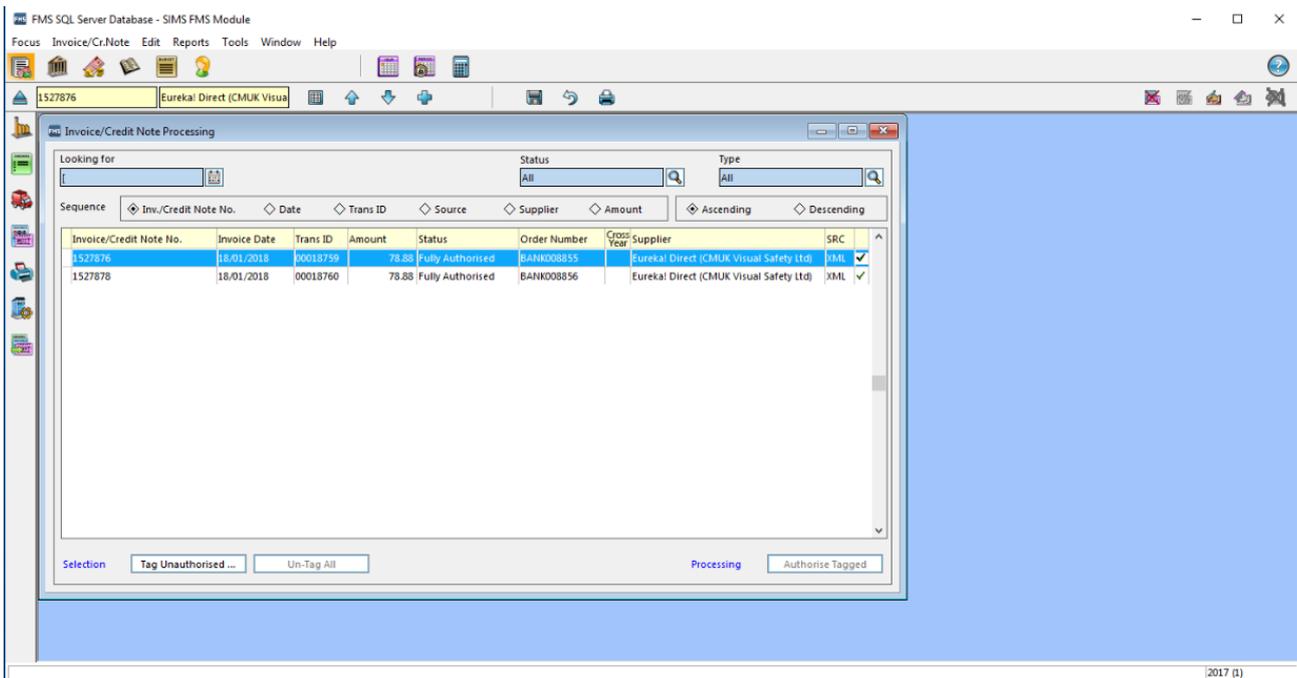
Once you have received your order from us your invoice will be available for collection into FMS via the eProcurement Web Service. NB You will also continue to receive a copy of this invoice in the traditional manner.

Import the invoices by using the same option as you did for importing orders.

*Focus > Accounts Payable > Import Orders/Invoices/Credit Notes*

When an invoice has been downloaded go to:

*Focus > Accounts Payable > Invoice / Credit Note* and your invoice will be in the list.



You are then able to process your invoice as normal.

## Further Information

Visit <https://www.eureka4schools.co.uk/page/SIMS-FMS-Guide>