Quick guide for BMS

Introduction

This Quick guide will show you how to manage your Trade Terms and Conditions.

Quick guide concept

Through a number of easy steps you learn how to use the software.

Each step is numbered and defines a phase. Each phase contains a short description and an illustration to show how to navigate or operate in the software.

On the last page it is described how to set up the Security and/or System options to activate, view and edit the described feature.

The guide *may* contain important general notices. These will be marked with an exclamation icon.

Tips and tricks are marked with an Info-icon.

Questions & Answers note relevant to the topic at hand.

Managing trade terms

In BMS Trade terms are defined individually per customer and are depending on the P&L setup in the system.

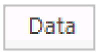
There are two types of discounts, the on-invoice and the off-invoice.

In BMS there are two places where the user can manage the trade terms. One, in "Manage trade terms" tab and one in a customer's tab.

Manage trade terms

1 Open Data tab

Click on *Data*, on the top left side, to show the corresponding navigation ribbon.



2 Open "Manage trade terms"

Click on the *Manage trade terms* icon to open the corresponding window in the main screen.

Conditions

Origin: (•) User ( ) ERP Customer: All P&L Line: All Version: Current

Customer Name	Incl ba...	Condition ID	P&L line	Note	Variable discount Value	Calculation	Pr. unit (input)	Fixed discount Total (input)	Calculation	Actuals compensation	Valid period From Date	To Date
Carrefour	☑	46	Contract Discount %		0.00	Default	0.00	50,000	Condition stream	☑	1/1/2016	12/31/2016
Carrefour	☑	4	Contract Discount %		0.00	Default	0.00	100,000	% of Gross	☐	1/1/2017	12/31/2018
Carrefour	☑	45	Joint Marketing %		1.50	Default	0.00	0	Condition stream	☐	1/1/2016	12/31/2016
Carrefour	☑	48	Joint Marketing %		0.00	Default	0.75	0	Condition stream	☐	1/1/2016	12/31/2016
Carrefour	☑	49	Joint Marketing %		2.00	Default	0.00	0	Condition stream	☐	1/1/2016	12/31/2016
Carrefour	☑	50	Joint Marketing %		2.00	Default	0.00	0	Condition stream	☐	1/1/2016	12/31/2016
Carrefour	☑	17	Joint Marketing %		2.50	Default	0.00	0	Condition stream	☐	1/1/2017	12/31/2017
Carrefour	☑	18	Joint Marketing %		2.50	Default	0.00	0	Condition stream	☐	1/1/2017	12/31/2017
Carrefour	☑	19	Joint Marketing %		2.50	Default	0.00	0	Condition stream	☐	1/1/2017	12/31/2017
Carrefour	☑	3	Joint Marketing %		1.80	Default	0.00	0	Condition stream	☐	1/1/2017	6/30/2017
Carrefour	☑	73	Joint Marketing %		3.50	Default	0.00	0	Condition stream	☐	1/1/2018	12/31/2018
Carrefour	☑	76	Joint Marketing %		2.70	Default	0.00	0	Condition stream	☐	1/1/2018	12/31/2018
Carrefour	☑	77	Joint Marketing %		2.70	Default	0.00	0	Condition stream	☐	1/1/2018	12/31/2018
Carrefour	☑	78	Joint Marketing %		2.70	Default	0.00	0	Condition stream	☐	1/1/2018	12/31/2018
Carrefour	☑	14	Joint Marketing %		1.00	Default	0.00	0	Condition stream	☐	7/1/2017	12/31/2017
Carrefour	☑	79	Joint Marketing %		2.00	Default	0.00	0	Condition stream	☐	9/29/2017	12/31/2017
Carrefour	☑	5	Loyalty %		1.00	Default	0.00	0	Condition stream	☐	1/1/2016	12/31/2018
Carrefour	☑	47	Other Discount %		0.50	Default	0.00	0	Condition stream	☐	1/1/2016	12/31/2016
Carrefour	☑	15	Other Discount %		1.20	Default	0.00	0	Condition stream	☐	1/1/2017	6/30/2017
Carrefour	☑	74	Other Discount %		2.00	Default	0.00	0	Condition stream	☐	1/1/2018	12/31/2018
Carrefour	☑	75	Other Discount %		2.70	Default	0.00	0	Condition stream	☐	1/1/2018	12/31/2018
Carrefour	☑	16	Other Discount %		2.50	Default	0.00	0	Condition stream	☐	7/1/2017	12/31/2017

3 Origin

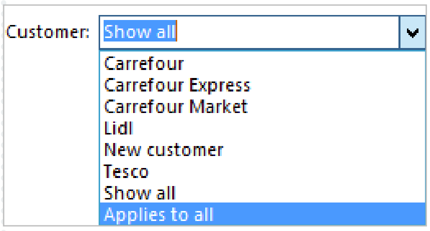
Click on *User* or *ERP* to select the origin of the discounts in the window. From User are the discounts that are maintained in the system by the users and from ERP are the discounts that are coming from an interface to the system.

4 Customer or all customers

Click to open the drop down list of the customers. Here you will see the full list of customers in the system. The customer dropdown has two functions:

a) The list only shows the conditions that applied to the given customer hierarchy

b) When you add a condition, it will apply to the customer selected in the dropdown

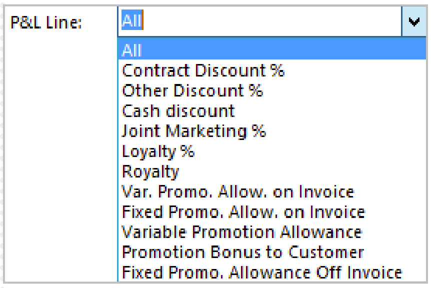


If you want to apply a condition to all customers, like for royalties or distribution costs, you just select the "Applied to all".

5 P&L Lines

Click to open the drop down list of the P&L lines that are available to be displayed. You can select any line that has been set up from the "P&L setup" in system options.

If you select a P&L line, in the main window will be displayed only this specific discount's lines with the corresponding customers.

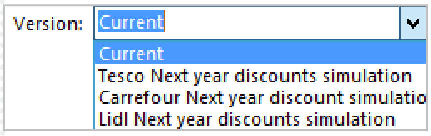


6 Trade terms Version

Click to open the drop down list of the Version that are available to be displayed. You can select any line that has been set up from the "Simulations".

If you select a Version, in the main window will be displayed only this version's discounts and customers.

NB! Only current version is valid for use in the system. The other versions are only for use in simulations.



7 Add or Delete lines

To add a new line click on the green plus icon.

To delete a line, click on the red X icon.

8 Import or Export lines

Import data by clicking on the window with the green arrow.

Export data by clicking on the window with the blue arrow.

More about how to import in the quick guide Uploading to BMS cloud.

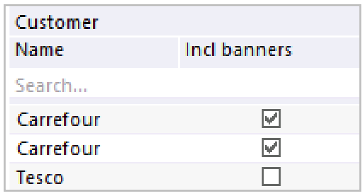
Column fields description

There are different column field groups that some are used for information and other for maintenance of the discounts.

1 Customer fields

"Name" - it is the name of the customer that is assigned to this discount.

"Incl banners" - is a check-box which if checked then we assign this discount also to the chains of the customer, if any.

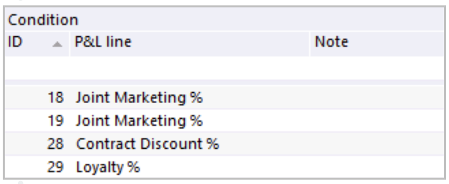


2 Condition fields

"ID" - is the id number generated from BMS for the specific line.

"P&L line" - is the name of the discount assigned to the customer. Here it is an option to click and open a drop down list to select another P&L line.

"Note" - is the field where the users can keep notes for the line.



3 Variable discount fields

"Value" - is the value given to this line based on the calculation method that defines the specific P&L line selected.

"Calculation" - is the calculation method defined for this P&L line which is applied to the number in "Value". Here is an option to click and open a drop down list with the available calculation methods and select another. When the calculation is Default then it follows the calculation methods set up in the "P&L setup" mode.

"Pr. unit (input)" - is a standard monetary value per unit given to this discount for the corresponding customer and\or product.

Variable discount		
Value	Calculation	Pr. unit (input)
1.00	Default	0.00
0.00	Default	0.75
1.50	Default	0.00

4 Fixed discount fields

"Total (input)" - is a fixed total monetary value given to the specific discount for the corresponding customer and\or product(s).

"Calculation" - here it is defined how the total fixed amount will be calculated. From the drop down list are the options to select:

Condition stream - allocates the total in a separate stream.

% of Gross - calculates the discount as a % of gross sales applied to all streams.

"Actuals compensation" - the system keeps track on the spend amount and automatically makes an additional posting on the end-date to make sure the "full year estimate" matches to the total amount.

NB! For Fixed discounts a valid period has to be added always.

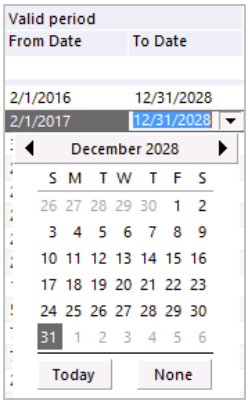
Fixed discount		
Total (input)	Calculation	Actuals compensation
50,000	Condition stream	☑
100,000	% of Gross	☐

5 Valid period fields

"From Date" - is the starting date of the period when the specific discount is valid.

"To Date" - is the end date of the period when the specific discount is valid.

In both fields it is an option to click on and open a calendar to select the dates.



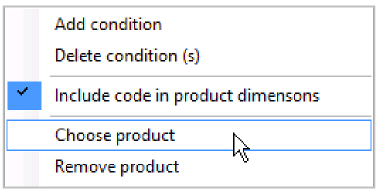
6 Match on product fields

All the discount lines can be assigned to specific products for the corresponding customer's discount. If the line is not assigned to a specific product then the discount is applied to all the products for this customer.

To assign a product to the discount line, right-click on the line and select "Choose product". From the window that open select the product that has to be assigned to the specific customer's discount.

"Product" - is the name of the product which is assigned to this discount.

"Item no" - is the item number of the product which is assigned to this discount.

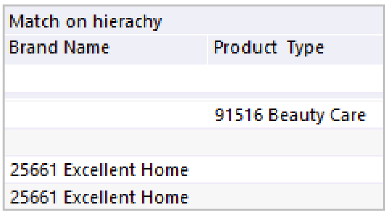


Match on product	
Product	Item no
1000 Shampoo Normal	1000
3000 LIQUID Cleaner Floor 750 ml	3000
7006 Chocolate Sticks Cherry 250g	7006

7 Match on hierarchy fields

All the discount lines can be assigned to specific product groups for the corresponding customer's discount. If the line is not assigned to a specific product group then the discount is applied to all the products for this customer. The groups are corresponded to the definition of product hierarchy groups in the system options of the system.

To assign a group of products to a discount line click on the corresponding field and a drop-down list will open with all the different selections. Or type in the code of the product group in the field.



Maintenance tips

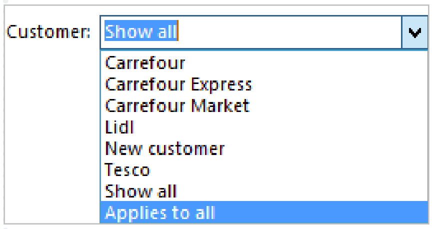
There are some rules that apply to the actions when add or import discount lines.

Select Origin

A user has to add\import, maintain discounts only in the "User" origin window when in "ERP" origin are the discount that come from another system with an interface.

Add new discount lines

When add a new discount line it has to be the Customer filter selected with a specific customer name. Another option is to select *Apply to all*, to apply the discount line to all existing customers.



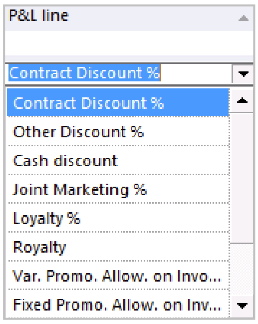
Import discount lines

When import data in trade terms:

Make sure the customer filter is selected respectively. If a specific customer is selected, the imported trade terms will apply to that customer. If *Applies to all* is selected the imported trade terms will apply to all customers.

Discount lines

No matter what P&L line you selected to add, there is always the option to change it on the line later from the column "P&L line".



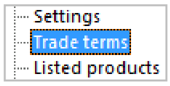
Trade terms in customer mode

1 Select customer

Click on Customers icon on the navigation ribbon and select a customer from the drop-down list.

2 Go to Trade terms

Click on Trade terms from the tree menu on the left. The corresponding tab will open.



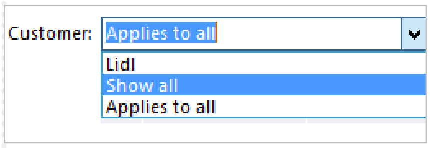
3 Select Origin

Click on "User" or "ERP" to select the origin of the discounts in the window. From User are the discounts that are maintained in the system by the users and from ERP are the discounts that are coming from an interface to the system.

4 Select Customer

Click to open the drop down list of the customers available to select. If you are in a wholesaler then the options will be the wholesaler, its chains and all.

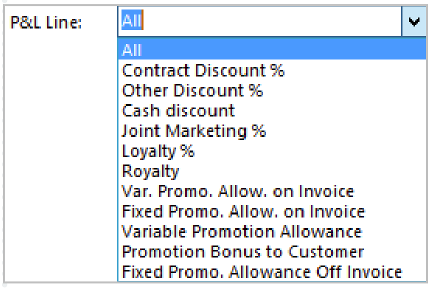
If you select a customer, in the main window will be displayed only this customer's discounts.



5 Select P&L Line

Click to open the drop down list of the P&L lines that are available to be displays. You can select any line that has been set up from the "P&L setup" in system options.

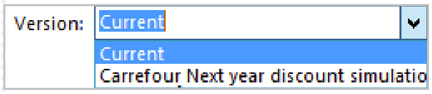
If you select a P&L line, in the main window will be displayed only this specific discount's lines.



6 Select Version

Click to open the drop down list of the Version that are available to be displayed. If there is a simulation version that includes this customer you can select it here.

If you select a Version, in the main window will be displayed only this version's discounts for the customer.



7 Add or Delete lines

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To delete a line, click on the red X icon.

8 Import or Export lines

Import data by clicking on the window with the green arrow.

Export data by clicking on the window with the blue arrow.

More about how to import in the quick guide Uploading to BMS cloud.

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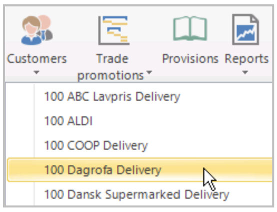
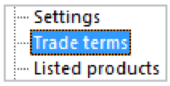
Add discounts

A user can add discounts in the "User" origin. There has to be defined the customer and the P&L line first before click add new discount in the list.



1 Select customer

Click on Customers icon on the navigation ribbon and select a customer from the drop-down list.

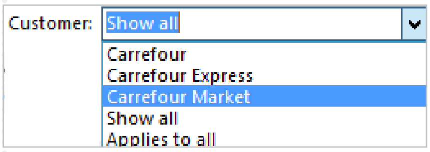


2 Go to Trade terms

Click on Trade terms from the tree menu on the left. The corresponding tab will open.

3 Select Origin

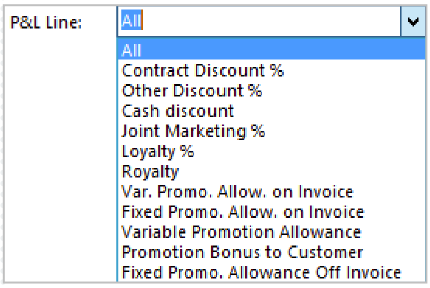
Click on "User" to add discounts.



4 Select Customer

Click to open the drop down list of the customers available to select. Select a customer's name , "Show all" or "Apply to all".

If we select any customer the discount will be assigned to him. If "Show all" is selected then there is going to be created one line assigned to the wholesaler and the chains. If "Apply to all" is selected the created line will apply to all customers respectively.



5 Select P&L Line

Click to open the drop down list of the P&L lines that are available to be displays. You can select any line that has been set up from the "P&L setup" in system options.

6 Add the discount

Click on the green plus icon to add the discount.

A new line will be inserted in the list with the customer name and P&L line you defined.

7 Edit the discount

Add a Value, or, Price per unit in "Pr. Unit (input)", or, a total amount in "Total (input)" to assign to the condition.

The Value corresponds to the way of the calculation method you chose in Value calculation.

If "Total (input)" is added then you have to option to mark the "Actuals compensation" check box for the amount to be split equally by month between the from-to dates.

Choose "From Date" and "To Date" to set the validity period of the condition.

Customer		Condition			Discount value					Valid period	
Name	Incl ba...	ID	P&L line	Note	Value	Calculation	Pr. unit (inp...	Total (inp...	Actuals com...	From Date	To Date
Search...											
Carrefour	☑	4	Contract Discount %		1.00	Default	0.00	0	☐	1/1/2017	12/31/2018

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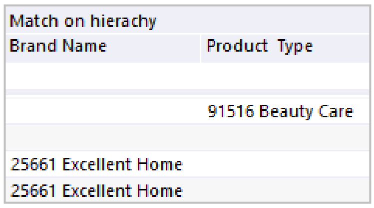
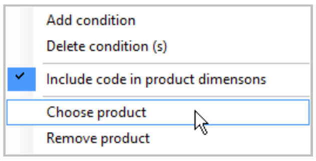
8 Assign products to discounts

If it is needed you can assign the discount to specific product groups (e.g. Brand) or products.

Click on the corresponding column to open the drop down list to select the groups of products.



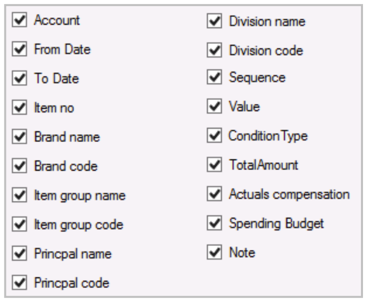
If a specific product needs to be assigned then right-click on the discount's line and select "Choose product". A window will open to select the product that needs to be assigned to this discount.



Export Trade Terms

1 Export trade term data to an Excel file

Click on the Export icon on the navigation ribbon.
In the opening window select the data you want to export and click on Export button.
An Excel file opens, and you are able to save the document in the same way, you would save an Excel file on your computer.



You can use the Excel file as a template for formatting the import of the trade terms.

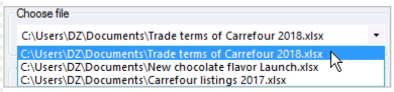
Import

To import your trade terms files you need to follow the same steps of the ***Uploading to BMS cloud - Quick Guide***.

1 Import file to BMS

Click Import from the ribbon.
In the new window open the Choose file dropdown list and select your file.

Do the Fieldmapping of the data and then move to Import tab and click on Import button to finalize the action.

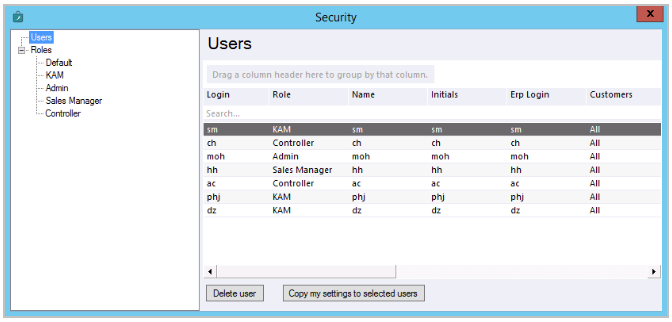


Security - User Roles

For a user to view and edit the Trade terms, access needs to be granted from Security settings by a super-user/admin.

Security

From **"File"** select **"Security"** and the window with all the users in the system and the roles assigned to each one will open. Select a role to open the corresponding settings.

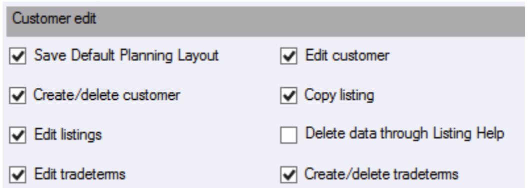


Allow View Trade Terms

Under the section of **"Customer view"** mark the check-box **"Trade terms"** to allow to this user-role to be able to see the corresponding data in Trade terms tab in customer module.

Allow Edit Trade Terms

Under the section of **"Customer edit"** mark the check-box **"Edit trade terms"** to allow to this user-role to be able to edit the corresponding data in Trade terms tab in customer module.



Allow View and Edit Global Trade Terms

Under the section of **"Financials"** mark the check-box **"Manage trade terms globally"** to allow to this user-role to be able to see and edit the Manage trade terms module.

Questions & Answers

How do I edit the discount starting from next month?

You have to add a new trade term period and change the discount on the new period.

How do I create a trade term for a specific brand?

Go to trade term line, click on apply to dimension, select brand, click on apply to key, type in brand name.

How do I delete a discount?

Select the line you want to delete and then click on the red X icon on the top right corner. A confirmation window will ask for the approval of your action.