Contract Follow Up - QUICK TOUR

Why CFU	Basic Concepts	Access	How to?	Documents	Utilities	Help & Support

WHY CFU?

With the ongoing implementation of the LHC and past experience with building the LEP, the need for CERN to use a comprehensive **C**ontracts **F**ollow **U**p software for managing CERN Purchase Procedures is fully acknowldeged and has indeed become critical.

To answer those needs, **CFU**, has designed and implemented by AIS.

The main objectives for using wide a **CFU** software CERN wide are:

- to allow all divisions,services involved in a contract to share and exploit comprehensive and coherent data at all stages in a contracts life;
- to allow the monitoring a contract lifecycle, from the initial divisional request to the contract post-mortem;
- to provide to budget holders a comrehensive view of all financial data related to the contract;
- to ease the flow of communication of contract related data between all services and divisions involved;
- to provide easy access to all documents related to a contract;
- to help all parties involved to follow contract related procedures;

Contract Follow Up - QUICK TOUR

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BASIC CONCEPTS

Purchase procedures is a global term to refer to all procedures undertaken within CERN, either by the divisions themselves or by the Purchasing Services , in order to purchase goods or services from outside CERN.

Purchase procedures include:

- **Divisional requests**
- **Market Surveys**
- **Price Enquiries**
- **Invitations to Tender**
- **Big Orders** (>= 100000 CHF)
- **Contracts**

All purchase procedures follow pre-defined **steps**. As an example, a Market Survey is first created, then dispatched to the suppliers etc .. CFU keeps track of all dated steps for a complete monitoring of the Purchase Procedure history.

During the lifecycle of a purchase procedure, a number of persons play on or several **roles**. Examples of these roles are the technical and commercial responsibles of a market survey, a contract manager etc ...

TUOVI is the Web Document Management Server component of CFU.

Contract Follow Up - QUICK TOUR

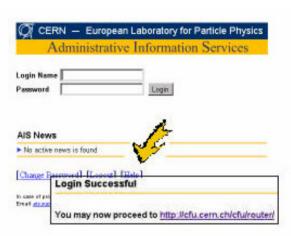| Why CFU	Basic Concepts	Access	How to?	Documents	Utilities	Help & Support

LOGIN AND ACCESS RIGHTS

Potentially, any user who holds an AIS account may access the CFU application, using one of the two browsers supported at CERN Netscape Navigator or Microsoft Internet Explorer (Versions 4 or higher) from a PC or a MacIntosh.

From your preferred browser enter cfu in the URL. If you have not yet logged in to AIS applications, you will be asked to do so and then will access the CFU Desktop.

CFU data is NOT public and the data which you are entitled to query/enter or maintain is controlled and is a function of **who you are**, **which roles** you are holding, **what you are trying to do** and **which purchase procedure** you want to access.

The roles which you may hold are:

- **organic roles**, inherited from the Foundation database (mostly hierarchical role such as DL, DDL etc ..)
- **specific roles** for ione purchase procedure only (e.g. F249/PPE contract manager)

You may view your access rights from the main menu by clicking on Utilities/View your access rights.

If you want your access rights to be modified please contact your divisional Purchase Office or spl.support@cern.ch.

Contract Follow Up - QUICK TOUR

QUERY AND UPDATE DATA

All modules of the CFU application work in the same way, using four different forms:

- a Query Form,
- a Record List,
- an Insert Form
- and a View Form

On each of this form, you will find a **Top navigation bar**. This bar gives you access to context related help, access to the startup page of fthe module or access to the View form of the parent information.

A **Query Form** is the first you encounter in a module. You put in selection criteria and press on the FIND button to get the results.

The `Clear` button will clear all selection criteria, whereas

the `New` button will lead you to the Insert Form.

On date fields, please make sure you use the date format indicated DD/MM/YYYY.

A **Record List** displays the results of your query, previously entered in a Query Form. It presents a summary table. Clicking on the first column will take you to the Query Form for this information.Other links found in the table indicates how many rows exist for related information.

At the bottom of the recod list, CFU displays the total number of records found as a result of your query. The `First` and `Last` buttons allow you to navigate to the first and last records found.

The `Next` button will display the next set of records, usally displayed 10 by 10.

The `ReQuery` button will refresh the summary table by requerying the database again, using the same selection criteria.

The **INSERT form** allows you to enter new data. Fill in the fields and press the `Insert` button. The transaction will either succeed, which will be acknowlege by a Success message, or fail with an error message for you to take action.

For some of the fields which are required, three little dots ... indicate that a List Of Values is available. Click on ... to display the List of values and then clik on the value of your choice which will bring you back to the INSERT form.

Click on the `Clear` button to get rid of any field data entered and start your insert from scratch again.

The **VIEW form** displays information which you can then update or delete.Update any field you like, possibly using List of Values and then click on the

Update   button.

Clik on the   Delete   button to suppress the record from the database. You will be asked for confirmationbefore CFU proceeds.

Contract Follow Up - QUICK TOUR
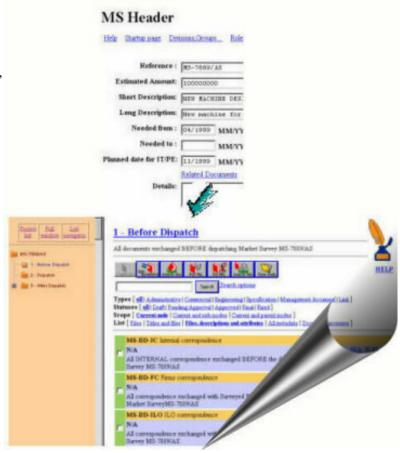
DOCUMENT STORAGE & RETRIEVAL

One major requirement of Contracts Follow Up which CFU hopes to fill is the management of all documents related to Purchase Procedures, whether CERN official documents, emails or notes etc, to allow all parties inolved to share access to these documents without resorting to paper copies.

CFU uses a Web Document Management Server called TUOVI to fulfill these requirements.

For each purchase procedure TUOVI displays a structure of folders which allow users to store, search and retrieve documents in the electronic format of their choice (.html, .pdf, .doc. .xls etc ..). CFU is tightly integrated with TUOVI and the appropriate structure of folders is created/modified dynamically, when a purchase procedure is created/modified in CFU.

To access documents stored in TUOVI, click on the **Related Documents** which appear in the CFU screens.

The confidentiality rules which govern access to TUOVI are directly inherited from CFU: If you have query access to a Market Survey in CFU, then you have read access to documents in TUOVI related to this Market Survey.

Contract Follow Up - QUICK TOUR
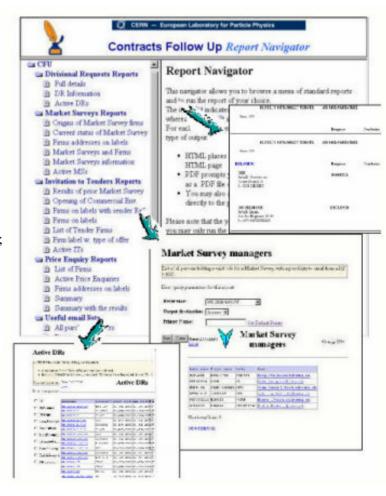
UTILITIES

In addition to the screens which allow the entry and maintenance of Contracts Follow Up data, CFU offers you a number of utilities.

The Report Navigator gives you access to three types of reports:

- fixed, pre-formatted **standard reports** (e.g. Summary Results of Market Survey);
- **dynamic reports** (e.g. Valid divisional requests). For such reports, you may enter a variety of selection criteria and choose the information which you want to extract from CFU. The resulting report is a list which you may also transfer to excel to tailor the formatting to your taste;
- **email lists**. With these reports, you may easily send an email, from CFU, to all persons involved in a specific purchase procedure

Mailmerge facilities has been designed to allow the bulk sending of letters using CFU data and pre-defined templates, entirely from the Web. As an example, the Purchasing Services use mailmerge facilities (also known as Htmlprint) to print cover letters to all suppliers contacted for a Market Survey.

All utilities are available from the Utilities option of the CFU main menu.

Contract Follow Up - QUICK TOUR

HELP & SUPPORT

In addition to this Quick tour, which gives you basic information on CFU, extensive help is available from each screen of the CFU application, from a **help link** on the top navigation bar. Please take the time to read this help.

Should you want to test CFU with dummy data before you actually work with it, a test and training version is available at cfutest, which contains most of the CFU functionality.

If you have questions which the online help cannot answer, or if you are in doubt about which CERN procedures to apply, please contact your divisional Purchase Office, or if, they cannot help, spl.support@cern.ch.

If you have problems with the application CFU itself, do not hesitate to contact our AIS help desk, either by telephone 799 33, or preferable by email to ais.support@cern.ch. Using email will allow you to describe your problem very precisely and will ensure a quick response and fix.