

**291359 v2.0**

Aptean Ltd  
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1 291359



DHL C-TMS

# Master Data Maintenance

FUNCTIONAL SPECIFICATION - 10.7

19/10/11 - 2.0

Reference: FS 291359-MS8KNBG7



## 1.1 Client Requirement

Master Data Paul McGoran/Manchester/UK/NFC

## 1.2 Solution

For Heavy Orders (and Ad-hoc orders.Etc.) C-TMS will keep a product master list. This product list will be maintained using a C-TMS maintenance screen and a CSV import function will be provided to allow the complete master list of products to be uploaded. Note that order received from DISC via EDI will not be validated against this master list. A new flag will be introduced against the customer record to allow customers to be marked as ?validate products from master list? or not. Each product code is categorised into a commodity. The existing fields in C-TMS ITEM\_IDENTIFIER and PRODUCT\_TYPE will be used to store the NR product code and commodity respectively. Note that the ITEM\_IDENTIFIER is a 20 character field so it is assumed that product codes no greater than 20 characters will be setup in C-TMS. PRODUCT\_TYPE is a 12 character fields so it is assumed that a scheme of codes to describe commodities will be devised within this 12 character field.

It is understood that approximately 30 to 40 commodities exist covering many hundreds of product codes.

The product master list is required to allow Heavy orders to be validated at import from CSV format files.

### Product Type (commodity) and Product Code:

Orders will be stored using the order header, order line and order items.

Note that the order line shows the product type as commodity. This is the 12 character field so a coding convention to cover all the commodity names will be devised at implementation. For example AGGBAG is a code that relates to Aggregate Bagged. The DU type will be used to define the Delivery Unit and can be for example BAGS or LOOSE or LENGTHS or PALLETS or whatever else is required.

The DU type can be setup to default from the commodity in Product Type through the master data setup, i.e. DU BAGS defaults from using product type AGGBAG.

The Identifier field will then refer to a maintained master product data list and be supported by lookup, and the input through EDI or CSV be validated against this list depending on the customer (this means non- heavy can be excluded and from validation against master product codes).

ote that the Identifier is the 20 character ITEM\_IDENTIFIER field which will cover the ?structured? records in the product list provided by Simon Allen.

The Product Item screen will be used to store the product master list and will provide the relationship between item (e.g. 0057/007569/0120) and product type (e.g. SHORTTRAIL) and item description (e.g. RAIL SHORT, 60E2, ALPHATEK COATED, 18M, UNDRILLED).

A new cost centre based system parameter NWR\_ORDER\_VALIDATION will be created. Setting the value of this parameter to Y will control the order entry process. The orders form will be amended to check the value of the above parameter when adding order items. If this value has been set to Y the order of input of order items will be changed to enter the product type as the first value. The product will then be used to construct a list of values based on entries in the product master table for the product type in question. This will ensure that the correct values are assigned to the item identifier. Order items are linked to order lines by product type and du type combination, validation should therefore be performed when entering or amending order items that appropriate product type and du type exist at order line level.

The Blameworthy column requirement for reason codes will be accommodated from a recent development for BG Waste RIO AR-8KNVZ (OBS Ref 291172) so there is no incremental cost in this RIO for this feature.

The missing Latitude / Longitude from Locations extract will be accommodated from a recent development for BG Waste RIO AR-8KCC3R (OBS Ref 290898) so there is no incremental cost in this RIO for this feature.



**This functional specification is provided assuming that the product codes will be maximum 20 characters. If this is insufficient the functional specification will need to be referred and reworked accordingly.**

## **1.3 Scope**

This change will be applied to system version 10.7



## 2 Set-up

### 2.1 Pre-requisites

None

### 2.2 Menu Structure

Unchanged

### 2.3 Data

A new column `VALIDATE_PROD` will be added to the `ORG_CUSTOMER` table if set this indicates that the products should be validated against the master product list.

A new cost centre based system parameter will be created `ALTERNATE_ORDER_ENTRY` when set this will determine the sequence in which order item information is captured.

The `ITEM_IDENTIFIER` column on the `PRD_PRODUCT_ITEM` and `PRD_LOC_PRODUCT_ITEM` tables will be increased from 12 to 20 characters and the

`ITEM_DESCRIPTION` will be increased from 35 to 122 characters.

Records will be inserted into the `IMP_RECORD_FORMAT`, `IMP_IMPORT_TYPE` and `IMP_FIELD` tables to accommodate the CSV import of Product Items.

### 2.4 Implementation Advice

The import Maintenance screen should be used to set up the import parameters for the CSV import an example import is shown below



Action C-TMS Modules Administration Edit Help Window **CALIDUS**

Import Maintenance IMPORTS\_MAINT v1.16  
C-TMS v10.7.6

<< < > >> ?.. ? Clr

Save Cancel Close

Config Decodes Decodes Audit Formulae

Format Name	Imp Type	Default Path	Dflt Filename	Record Id	Filename Fmt	Xfer Type	Ext	Max Uploads	Default Record Type
ASN_BOOKING_IMPORT	BOOKINGS_AS	C:\temp\	ASN_Booking_Im			ASCII		1	
ASSET	ASSET	C:\temp\	asset.csv			ASCII		100	
BGW Par Imp	PAR_TRIP_DT	C:\temp\	BGW_PAR.csv			ASCII		999	
BOOKING_IMPORT	BOOKING	C:\temp\	booking_import.cs			ASCII		100	
<b>Baxter Delivery Metho</b>	<b>BAX_DEL_TYP</b>	<b>C:\temp\</b>	<b>bax_del_type.csv</b>			<b>ASCII</b>		<b>100</b>	

Fixed/Delimited ☒ Delimiter

Add Delete

Record Type	Field Type	Source Type	Occ	Source Value	Prefix	Pad	Char	Default	Format
	<b>ORIGINAL_CODE</b>	<b>FIELD</b>	<b>0</b>	<b>1</b>					
	CARRIER_TYPE	FIELD	0	2					
	CARRIER_ID	FIELD	0	3					
	SERVICE	FIELD	0	4					
	LOCATION_TYPE	FIELD	0	5					
	REVISED_CODE	FIELD	0	6					

Decode

A system super user will be required to grant access to the import functions an example is shown below.



Access Groups

ACC\_CTRL v2.40  
C-TMS v10.7.6

Group Name	Description	Enabled
ADMIN	Administrator of MTS	<input checked="" type="checkbox"/>
CUSTOMER_CHARGES	Administrators of Customer Fuel and Premium Charges	<input checked="" type="checkbox"/>
EDI IMPLEMENTOR	EDI Administration - EDI_OWNER ONLY	<input checked="" type="checkbox"/>
EXPORTS	Exports	<input checked="" type="checkbox"/>
IMPLEMENTORS	MTS Implementation Team	<input checked="" type="checkbox"/>
MTS PROJECT IMPLEMENTORS	Non Competency Centre Implementors	<input checked="" type="checkbox"/>
<b>MTS USER ADMIN</b>	<b>MTS User Administrator</b>	<input checked="" type="checkbox"/>
OBS IMPLEMENTORS	OBS Implementation Team	<input checked="" type="checkbox"/>

Functions   Menus   Tabs   Reports   Extracts   Imports

Imports authorised for use by this Group

- Baxter\_Delivery\_Method**
- Baxter\_Route
- Carrier\_Lane
- HCUK\_ORDERS
- HUK\_MAN\_ORDER

Imports Available

- ASN\_BOOKING\_IMPORT**
- ASSET
- BGW Par Imp
- BOOKING\_IMPORT
- CONTINGENCY\_IMPORT
- Contract

New   Delete   Save   Close   Add All   Remove All

A system super user will be required to ensure the system parameters have been set up correctly an example is shown below





## System Parameters

ORI\_PARAM v2.12  
C-TMS v10.7.6

Parameter Name	Config By	Config By Value	Value	Description
ACC_ALLOW_ZERO_RPE	SYSTEM	NONE	Y	Allow zero quantity to be returned from get charges (for RP)
ACC_CONSOL_RADIAL_COSTS	SYSTEM	NONE	N	Indicates if radial charges are consolidated at delivery loca
ACC_CALC_PAYMENT_ORD	SYSTEM	NONE	Y	Controls whether payment button is displayed on Orders fo
ACC_CALC_PAYMENT_TRIP	SYSTEM	NONE	Y	Controls whether payment button is displayed on Trip form
ACC_CALC_REVENUE_ORD	SYSTEM	NONE	CONTRACT	Control Order revenue calculation method - CONTRACT or
ACC_CALC_REVENUE_TRIP	SYSTEM	NONE	Y	Controls whether revenue button is displayed on Trip form
ACC_CALC_SAVING_ORD	SYSTEM	NONE	N	Controls whether the saving button is displayed on Orders
ACC_FUELSURCH_EVENTDATE	SYSTEM	NONE	TENDERED	Details whether Fuel Surcharges are calculated based on
ACC_INT_CHRG_AT_TRUNK_LEG	SYSTEM	NONE	Y	Indicates if Internal Charges (trunk and radial) are generat
ACC_ORD_STD_COST	SYSTEM	NONE	CONTRACT	Control Order standard cost calculation method - CONTRA
ACC_ALLOW_MULTIPLE_CCY	SYSTEM	NONE	N	Can multiple currencies be defined in the database?
BKG_DEF_POPULATE_DEL	SYSTEM	NONE	N	Any order that are created via bookings will have Del Type
BKG_TYPE_9_DU_TYPE	SYSTEM	NONE	MB	Default DU Type for Type 9 Orders
CAL_DEFAULT_TIME_OFFSET	SYSTEM	NONE	0.041667	Default time offset which gets added to times in Order trac
CAL_DEFAULT_TIME_ZONE	SYSTEM	NONE	GMT (Greenwich Mean Time)	Description of timezone, used in Order Tracking form, free
CSB_EXPORT_PATH	SYSTEM	NONE	/u03/webint/mtstst/carrier_self_billir	Directory where carrier self billing exports are stored.
CSB_REPORT_PATH	SYSTEM	NONE	/u03/webint/mtstst/carrier_self_billir	Directory where carrier self billing reports are stored.
CUSTOMER_CONTROLLED_ORDER_F	SYSTEM	NONE	Y	Y/N-Controls whether Order Revenue will be controlled by
DEBUG	SYSTEM	NONE	Y	Debug enabled ? - Y or N
DSG_DEF_DU_TYPE	SYSTEM	NONE		Default DU Type for Orders created via the Dixons Booking

Configure

Delete

Save

Close



## 3 Functional Description

### 3.1 Product item Maintenance

The PRD\_PRODUCT\_ITEM and PRD\_LOC\_PRODUCT\_ITEM tables will have the ITEM\_IDENTIFIER column increased from 12 to 20 characters. The ITEM\_DESCRIPTION will also be increased from 35 to 122 characters on both tables. Product items can be displayed and captured using the PRODUCT form using the Product Item and Location Product Items tabs as shown below

The screenshot shows the 'Product Maintenance' window with the 'Product Item' tab selected. The window has a menu bar (Action, C-TMS Modules, Administration, Edit, Help, Window) and a toolbar with navigation buttons. The title bar indicates 'PRODUCT v2.18 C-TMS v10.7.6'. The main area contains a table with columns: Item ID, Product Type, KG Weight, Vol Cubic M, Item Description, Fixed, and Inactive. The first row is highlighted in yellow with values: TSTPROD, AMBIENT, 10.0, 5.0, Battery. The second row contains 'tstprod2' and 'AMBIENT' with 'test product 2' in the description. Below the table are 'New', 'Edit', and 'Delete' buttons, and a 'Close' button at the bottom.

Item ID	Product Type	KG Weight	Vol Cubic M	Item Description	Fixed	Inactive
TSTPROD	AMBIENT	10.0	5.0	Battery	<input type="checkbox"/>	<input type="checkbox"/>
tstprod2	AMBIENT			test product 2	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>

The screenshot shows the 'Product Maintenance' window with the 'Location Product Item' tab selected. The window has the same menu bar and toolbar as the previous screenshot. The title bar indicates 'PRODUCT v2.18 C-TMS v10.7.6'. The main area contains a table with columns: Item ID, Location, Product Type, KG Weight, Vol Cubic M, Item Description, Fixed, and Inactive. The first row is highlighted in yellow with values: TSTPROD, GMSPEKE, GM SPEKE, AMBIENT, Battery Loc. The second row contains 'TSTPROD', '273800', 'EXTRA NAME XXXXXXXX', 'AMBIENT', '1.0', '1.0', and 'TEST'. Below the table are 'New', 'Edit', and 'Delete' buttons, a 'Loc Activity' button, and a 'Close' button at the bottom.

Item ID	Location	Product Type	KG Weight	Vol Cubic M	Item Description	Fixed	Inactive
TSTPROD	GMSPEKE	GM SPEKE	AMBIENT		Battery Loc	<input type="checkbox"/>	<input type="checkbox"/>
TSTPROD	273800	EXTRA NAME XXXXXXXX	AMBIENT	1.0	1.0	TEST	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>



Both tab pages will be amended to allow the display and capture of the larger fields any processing or validation associated with these fields should be amended accordingly to allow the larger field length.

There are five database packages which reference the amended tables and these packages will be changed to accommodate the new larger size field a list of package names is provided in Appendix B.

There are two oracle reports which reference the product item data and these will also be changed to accommodate the new larger field size details of the reports are provided in Appendix B.

## 3.2 Customer Data

A new column VALIDATE\_PROD will be added to the ORG\_CUSTOMER table this will then be displayed as a check box titled ?Validate Products from Master List? on the main canvas of the CUST\_COST form as shown below.

The screenshot shows the 'CUST\_COST' form with the 'Customers' tab selected. The form contains various input fields for customer information. A red circle highlights the checkbox labeled 'Validate Products From Master List', which is currently checked. The form also includes fields for Customer ID, Customer Name, Contact Name, MTM Customer Code, Customer Group, Customer Type, Late Order Days Threshold, Unison Interface Value, Fuel Charge%, Country, Location, Address, Town, County, and Postcode. At the bottom, there are buttons for 'New', 'Delete', 'Cancel', 'Save', and 'Close'.

The default value for this field will be null. If the box is checked for a given customer the VALIDATE\_PROD column will be set to ?Y? this will indicate that order items for this customer should have the product and item identifier validated from the master list. If the box is unchecked this value should be set to ?N?.

## 3.3 CSV Import

The IMP package will be amended to add a new function PROCESS\_PRODUCT\_ITEM. The import type and field values will be created to allow the import format to be defined. The format of the csv import file is as follows

Import Field	Database field
PRODUCT	PRD_PRODUCT_ITEM.ITEM_ID
COMMODITY	PRD_PRODUCT_ITEM.PRODUCT_TYPE
WEIGHT	PRD_PRODUCT_ITEM.KG_WEIGHT
VOLUME	PRD_PRODUCT_ITEM.VOLUME_CUBIC_METRES
DESCRIPTION	PRD_PRODUCT_ITEM.ITEM_DESCRIPTION

The data contained within the csv file must be validated to ensure that all commodities already exist in C-TMS the commodity must exist as a PROD\_TYPE\_ID in the PRD\_PRODUCT\_TYPE table if an invalid commodity is found the record will be rejected.

The item identifier is the primary key of the table and duplicate entries are not allowed, if any duplicates are found the record should be rejected.



The weight and volume fields should be numeric and the record should be rejected if non numeric data is found.

The item description should be no longer than 122 character?s any records exceeding this length should be rejected.

The PRD\_PRODUCT\_ITEMS table also contains CREATED\_BY and CREATED\_DATE columns these will be populated by a pre-existing trigger.

All rejected records will be displayed with an appropriate error message to allow the user to correct errors and re-import the data.

### 3.4 Manual Order Entry

A new cost centre based parameter will be created ALTERNATE\_ORDER\_ENTRY this parameter will control the sequence of entry for order items. The ORDERS form will be amended to check the value of the system parameter when the Create or Edit/Delete button is selected from the order items tab see below

Detail	Order Items	Add Refs	Add Detail	LOC Detail	SAP Detail	MTM Info	Audit						
Identifier	Product	Aka Code	Item Description	Factor	Lifts	Stack	Ordered	To Deliver	Delivered	Diff	Weight	Volume	Description
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
ALTERNATIV	PROD_TYF	ITEM_AKA	ITEM_DESCRIPTION	ITEM_FAC	LIFTS	STACK	ORDERED	DELIVER	LIVERED	ERENCE	WEIGHT	VOLUME	DU_TYPE
								ED_SUM	ER_SUM	ED_SUM	CE_SUM	HT_SUM	ME_SUM
Create		Edit/Delete		LAYOUT		Layout							
Reason		Reason Comments											Qty
REASON_CODE	REASON_DESCRIPTION	REASON_COMMENTS											QTY
REASON_CODE	REASON_DESCRIPTION	REASON_COMMENTS											QTY
Create		Edit/Delete											

If the parameter value is not set or set to ?N? no change to the entry sequence or additional validation will be required and records should be processed in the existing manner. If the value of the parameter is set to ?Y? then the entry sequence for order items will be amended to enter the product and du type information before the item identifier. A suggested layout is shown below.



The screenshot shows a web form titled 'Oms Ref' with a sub-section 'Order Items'. The 'Order Items' section contains several input fields: 'Product' (a dropdown menu with 'PROD\_TYPE\_ID' selected), 'Du Type' (a text box with 'DU\_TYPE'), 'Identifier' (a text box with 'ITEM\_IDENTIFI'), 'Aka Code' (a text box with 'ITEM\_AKA\_COI'), 'Description' (a text box with 'ITEM\_DESCRIPTION'), 'Factor' (a text box with 'ITEM\_FACTOR'), 'Lifts' (a text box with 'LIFTS'), 'Stack' (a text box with 'STACK'), 'Ordered' (a text box with 'TY\_ORDERED'), 'To Deliver' (a text box with 'TO\_DELIVER'), 'Delivered' (a text box with 'Y\_DELIVERED'), 'Weight' (a text box with 'WEIGHT'), 'Volume' (a text box with 'VOLUME'), and 'WCS Loc' (a text box with 'CURRENT\_LOCATION'). At the bottom of the form are five buttons: 'Save', 'New', 'Clear', 'Delete', and 'Exit'. A red oval is drawn around the 'Product', 'Du Type', and 'Identifier' fields.

Once the product/commodity has been selected from the drop down list the DU type should automatically be populated. The product type should then be used to construct a list of values for the item identifier field from the PRD\_PRODUCT\_ITEM table and a valid record must be selected from this list. Order items are connected to the order lines a combination of Product and du type and validation should be performed to ensure that no order items can be entered for a product and du type combination which does not already exist for this order. If invalid entries are found then an appropriate error message should be displayed. The item identifier must be unique within the OMS ref and therefore no duplicate identifiers are allowed within an order. If duplicates are entered an appropriate error will be displayed. All input errors should be corrected before the order items are committed.

### 3.5 Order Import

Orders can be imported via a CSV or XML file and both processes will be amended to allow validation of order items.

For XML type records if the customer of the order has the VALIDATE\_PROD column set to ?Y? then item validation will be amended. The current validation checks the ITEM\_IDENTIFIER against the RES\_DESPATCH\_UNIT\_TYPE table, for records with the VALIDATE\_PROD column set, this will be replaced with validation on the PRD\_PRODUCT\_ITEM table to ensure that the item already exists. If any errors are found the order should not be processed and an appropriate error message should be given. If the VALIDATE\_PROD is not set or set to ?N? the record should be processed in the normal manner.

For CSV type records if the customer of the order has the VALIDATE\_PROD flag set to ?Y? and additional check should be added to ensure that the item identifier already exists in the PRD\_PRODUCT\_ITEM table if not the record should not be loaded and an appropriate error message provided. If the VALIDATE\_PROD is not set or set to ?N? no additional checks are required and the record should be processed in the normal manner.

*Developer Note - this will require a change to both the IMP (process\_ti\_order) and INT\_XML\_IN (process\_ord\_xml\_in) packages*

### 3.6 Reason codes

Reason codes to be flagged as blameworthy or not blameworthy for reporting OTIF. This functionality will be accommodated by a recent development for BG Waste RIO 291172 AR8KNVZ.

### 3.7 Latitude Longitude Report

The missing Latitude/Longitude from locations extract will be accommodated by a recent development for BG Waste RIO 290898 AR8KCC3R.

#### Table Updates Required

[[Image:]] [[Image:]]



[[Image:]] [[Image:]] [[Image:]]

## Modules to be changed

Module Name	Module Type	Notes
PRODUCT.fmb	Form	Changes to field sizes
CUST_COST.fmb	Form	Addition of validation flag
BKG.sql	Package	Changes to field sizes
HKP.sql	Package	Changes to field sizes
CSCS.sql	Package	Changes to field sizes
PRD.sql	Package	Changes to field sizes
VAST.sql	Package	Changes to field sizes
IMP.sql	Package	New product items import and changes to order items validation
ORDERS.fmb	Package	Changes to order item input
INT_XML_IN.sql	Package	Changes to order items validation

## References

Ref No	Document Title & ID	Version	Date
1	EST-291359 MS-8KNBG7 Master Data Maintenance	2.0	23/09/11

## Glossary

Term or Acronym	Meaning
C-TMS	Calidus TMS

## Document History

Version	Date	Status	Reason	Initials
0.1	04/10/11	Draft	Initial version	CAK
1.0	14/10/11	Issued	Reviewed and Issued	MJC
1.1	19/10/11	Draft	Revised after review by S Allen	CAK
2.0	19/10/11	Issued	Reviewed and Issued	MJC



## 4 AUTHORISED BY

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