Temple/SPD Management System
Section 1 – Entering a Project

The Temple/SPD Management System is a tool that will organize and order furnishings for temple or other SPD projects. Included in this tool are abilities to enter images, attachments, export compliance codes, accounting information, PWI data, comment standardization, and ‘marrying’ one line to another for cross reference information on purchase orders to the vendor.

Three key individuals will enter and approve data for each project before a purchase order is created. They can enter/change data for a line until the order is ready for purchase order creation.
- Originator (Could be an External Temple Designer)
- Internal Employee (Internal Temple Designer)
- Purchasing Buyer

Log in to Temple/SPD Management System

- From an internet browser window, type in https://purchasing.churchofjesuschrist.org
- Enter your Church Account and password.

Creating a Project

From the main menu, navigate to Temple/SPD Management System – Temple/SPD Projects. Leave NEXT as the ID number.
Temple/SPD Projects Page

The **Temple/SPD Project** tab contains information for the overall project. The Originator of the project would do this entry.

Enter the following data:

- **Project Name.** In this example it is Urdaneta Philippines Temple.
- **PWI Major** such as URDANETATEM
- **Originator (External Designer) user id.**
- Enter the ID for the **Internal Temple Designer.**
- Enter the ID for the **Temple Project Manager.**
- Enter the **Requester Group** for the project. In this example, it is SPD-Urdaneta_Philippines.
- On the right side of the page, provide the **Default Purchase Order Business Unit.** The business unit most purchase orders will be created under should be entered. The business unit can be overridden at the item level if items are order internationally.
- **Install Date** is a memo field. Currently, it does nothing in processing orders.
As items are entered for the project on the **Items** tab, the **Buyer by Business Unit** section of the **Temple/SPD Project** page will show. A **Buyer** for each purchasing business unit will need to be entered.
**Approval Addresses Page**

Enter address contact information for CFA, Stain and/or Drawing. This information will appear on the purchase order when the CFA, Stain and Drawings Comments are turned on for the item. It will look similar to the one below:

CFA - Please send CFA to the following address for approval prior to shipping order. Ship the same dye lot. Do not ship small cuts.
Emily Hatfield
Phone: 801-XXX-XXX
Email: Emily@Studio.com
899 A AVENUE SUITE B
MIDVALE, UT 84047 USA

Note that multiple addresses can be added. CFA might go to one address while Drawings could go to another one. Addresses can be added by clicking on the + sign.

The default can be changed between addresses. Addresses can be changed by item.
Enter each group of **Account Codes** that will be used on the project. Multiple Groups can be entered by clicking the plus icon. 

Note that one group will be indicated as the **Default**. As items for the project are entered, the default account group number will be used. Each item can be overridden with a different account group number.

Also notice that an Account Code can be inactivated by unselecting the **Active Flag**.
**Ship-To Page**

All ship-to addresses must be pre-defined on the **Ship-To** page before they can be used to order an item.

Listed ship-to addresses can span across both domestic and international business units, and therefore, across multiple SetID’s in the system. For example, addresses defined for business unit FMD cannot be seen by any International Business Unit and vice versa.

Any ship-to addresses for a Warehouse should be marked with a check in the **Warehouse** column. This will enable PWI to function correctly. Note there can be more than one Warehouse address marked for a project.

At the ship-to level, the Ship Via code can be entered in the ShipVia Override field. Ship Vias entered here will be used on purchase orders for that ship-to location.
**Items Page**

To get started entering data for an item, click on the **Load All (0) Items** link.

Click on the **Details** link.
Item Description Elements

- Begin by entering the **Category Type** and **Item Type**. The Item Type will become the beginning of the item description.
- Enter the remainder of the **Item Description**.
- If the Item Description field information is long, enter the remaining data in the **Additional Description** field. **NOTE:** Sidemarks and COM notations **SHOULD NOT** be entered in the **Additional Description field**. If you do that, two sets of sidemarks and COM notations will appear on the purchase order confusing the vendor. The vendor can only process one sidemark. The necessary notations are automatically placed on the purchase order by the system based on whether an item is warehoused or not and married or not.
- Click the **Add Image** link to attach an image of the item. After an image is attached, it will be displayed under the PO Description. Clicking on the image or link will open for full view.
PO Details

- On the right side of the page, confirm the **PO Business Unit**. The PO Business Unit can be changed if the item needs to be ordered from a different country other than the default.
- Enter the **Supplier ID** for the Item.
- Provide the **Quantity**.
- The item’s **Unit of Measure** and **Unit Price** is entered next.
- **Enter the Release Date and Ship Date.** The **Lead Days** are calculated for the Item. **Release Date** will be the date the purchase order is created provided the item is approved.
- **Category** will default to FURNISHINGS, but can be changed for any item.
- **Ship To Location** will be selected from the list created on the Ship To page. This is the address of the destination of the goods.
- **Ship Via Code** will be displayed. It can be changed by updating the Ship To Location page. (See page 6).
- Verify the **Requester**. It defaults from Temple/SPD Projects page. It can be changed here for the item.
**Room Assignments**

- Enter the **Building, Room Description, Room ID, Component ID** and **Item Distribution** for the PWI Information. This information will transfer automatically to the purchase order upon creation.

Note: If the Item Distribution is not entered, you will see an Alert icon near the quantity and on the main Items page telling you of the problem. A project item cannot be approved until all the Item Distribution information is entered.

**Adding Purchase Order Attachments**

Sometimes it is necessary to add a quote or drawing document to the item. To do this, click on the **Add Attachment** link. You can upload several documents at a time.

From here, you can indicate if the document should be sent with the order to the vendor.
When all information for the item has been entered, click the OK button at the bottom of the page.

This will return to the Item Details tab where an overview of all items in the project can be viewed.