



Infor LN User Guide for Terms and Conditions

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About this Guide

This document describes the process to set up, use, and retrieve terms and conditions agreements. Terms and condition agreements include the rules that apply between business partners, in a particular situation, with regards to the sale, purchase, or transfer of goods with detailed information about orders, schedules, planning, logistics, invoicing, and demand pegging.

Assumed knowledge

Although you need no detailed knowledge of the LN software to read this guide, general knowledge of the LN functionality will help you understand this guide.

References

Use this guide as the primary reference for terms and conditions. Use the current editions of these related references to research information that is not covered in this guide:

- *User Guide for Purchase Contracts*
- *User Guide for Sales Contracts*
- *User Guide for Intercompany Trade*

How to read this document

This document is assembled from online Help topics.

Text in italics followed by a page number represents a hyperlink to another section in this document.

Underlined terms indicate a link to a glossary definition. If you view this document online, clicking the underlined term takes you to the glossary definition at the end of this document.

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Chapter 1: Overview

Overview of terms and conditions

If a company uses functionality, such as *vendor managed inventory (VMI)*, *subcontracting*, and *allocations*, multiple rules are applicable between business partners. To register all terms and conditions that are applicable between business partners in a particular situation, you can specify terms and conditions agreements.

A terms and conditions agreement is an agreement between business partners about the sale, purchase, or transfer of goods with detailed terms and conditions about orders, schedules, planning, logistics, invoicing, and demand pegging, and the search mechanism to retrieve the correct terms and conditions. For example, you can specify the terms and conditions regarding the financial ownership of goods for a specific functionality.

An agreement includes the following:

- A header with the type of agreement and the business partner(s)
- Search levels with a search priority and a selection of search attributes (fields) and linked terms and conditions groups
- One or more lines with the values for the search levels' search attributes
- Terms and conditions groups with detailed terms and conditions about orders, schedules, planning, logistics, invoicing, and demand pegging for the lines

Before you can use terms and conditions agreements, you must link purchase agreements to *purchase contracts*, sales agreements to *sales contracts*, and internal agreements to *enterprise unit relationships*.

Specifying terms and conditions

For more information, refer to [Setting up terms and conditions](#).

Terms and conditions templates

In a terms and conditions agreement, lots of data can be entered. To facilitate data entry, you can store default data in a terms and conditions template. A template is a default terms and conditions agreement, representing a business process, that has no business partner linked to it. The level of detail of the template data is user-definable. Based on this template, you can quickly generate new terms and conditions agreements for business partners.

Terms and conditions templates also allow you to do the following:

- Simultaneously update multiple existing terms and conditions agreements derived from a specific template.
- Validate whether the generated terms and conditions agreements meet the business process represented by the template.

For more information, refer to Terms and conditions templates.

Retrieving terms and conditions

If you use terms and conditions, an extensive search mechanism is used to retrieve the correct terms and conditions regarding the sale, purchase, or transfer of specific goods.

For more information, refer to Retrieval of terms and conditions.

Chapter 2: Setup

Setting up terms and conditions

You can store terms and conditions agreed between business partners in a *terms and conditions agreement*.

To specify terms and conditions agreements:

1 Implemented Software Components (tccom0100s000)

In the **Implemented Software Components (tccom0100s000)** session, select the following check boxes:

- Terms and Conditions
- Ownership Internal or Ownership External

2 Warehouse Sets (tctrm0610m000)

To define terms and conditions for a group of warehouses, define a *warehouse set* and link *warehouses* to it in the Warehouse Sets (tctrm0610m000) session.

To automatically import *warehouses* into a *warehouse set*, use the Generate Warehouse Set (tctrm0210m000) session.

3 Attribute Sets (tctrm0601m000)

For each type of terms and conditions agreement, which can be **Purchase**, **Sales**, or **Internal**, define an *attribute set* and *search attributes* that must be linked to the attribute set. For search attributes (fields) not linked to an attribute set, you cannot set up terms and conditions.

If you defined a warehouse set, before you can set up its terms and conditions, you must link the warehouse set as a search attribute to the attribute set.

4 Terms and Conditions Parameters (tctrm0100m000)

Use this session to do the following:

- Define the *number group* for all *terms and conditions agreements*.
- Define the *series* for the different *terms and conditions types*.
- Link the *terms and conditions attribute sets* to the different terms and conditions types.
- Define a method to search for items within internal terms and conditions agreements.

5 Terms and Conditions (tctrm1600m000)

In the Terms and Conditions (tctrm1600m000) session, enter:

- An agreement header with the type of agreement and the business partners.
- Search levels, which include:
 - A selection of *search attributes* (fields), which you can further specify on the *terms and conditions line*.
 - A priority level for searching and selecting the terms and conditions line.

- A selection of linked *terms and conditions groups*, for which you can define the details in the **Terms and Conditions Line (tctrm1620m000)** session.

6 Terms and Conditions Search Level (tctrm1610m000)

To start the **Terms and Conditions Search Level (tctrm1610m000)** session, in the **Terms and Conditions (tctrm1600m000)** session, double-click a search level.

Use the Terms and Conditions Search Level (tctrm1610m000) session to do the following:

- Define a specific *terms and conditions search level*.
- Link terms and conditions lines to the search level. On a terms and conditions line, you enter the values for the search attributes of a terms and conditions search level. In other words, you specify the fields to which the detailed terms and conditions, as stored in the terms and conditions groups, apply.

7 Terms and Conditions Line (tctrm1620m000)

To start the **Terms and Conditions Line (tctrm1620m000)** session, in the **Terms and Conditions Search Level (tctrm1610m000)** session, double-click a line. In this session, specify the terms and conditions details agreed with your business partner.

Use the Terms and Conditions Line (tctrm1620m000) session to do the following:

- Define a specific *terms and conditions line*.
- Define the terms and conditions details for the terms and conditions groups you previously selected in the **Terms and Conditions (tctrm1600m000)** and **Terms and Conditions Search Level (tctrm1610m000)** sessions.

You can define details regarding the following:

- Orders
- Schedules
- Planning
- Logistics
- Invoicing
- Demand pegging

To generate a terms and conditions agreement from a *template*, use the Generate Terms and Conditions from Template (tctrm2200m000) session. For more information, refer to Terms and conditions templates.

Note: If you use the Enterprise Modeler Content Pack with LN, consider using the MCO3005 (Terms & Conditions) *wizard* to set up terms and conditions. You can execute this predefined wizard from the **Wizards by Project Model (tgwzr4502m000)** session after you specified the *business function model* for your company.

Chapter 3: Templates

Terms and conditions templates

Use terms and conditions templates to perform the following:

- Generate new *terms and conditions agreements* for business partners.
- Update existing terms and conditions agreements.
- Validate terms and conditions agreements.

Generating terms and conditions agreements

A template is a generic terms and conditions agreement not applicable to any business partner. Usually, the template data represents a business process. For setting up terms and conditions for a business partner, you can use a template to copy the data from. Therefore, you can store default data in a terms and conditions template, which facilitates data entry in a terms and conditions agreement.

For more information, refer to [Generating terms and conditions agreements based on a template](#).

Updating terms and conditions agreements

Because business processes change, you can also make changes to the template. These changes can be copied to the terms and conditions agreements generated from the template.

For more information, refer to [Updating terms and conditions agreements based on a template](#).

Validating terms and conditions agreements

You can validate a terms and conditions agreement against a template.

For more information, refer to [Validating terms and conditions agreements against a template](#).

Generating terms and conditions agreements based on a template

To generate a terms and conditions agreement from a template:

- 1** Set up the master data

Set up the terms and conditions master data. For more information, refer to Setting up terms and conditions.

2 Specify a template header

In the Terms and Conditions - Templates (tctrm1600m100) session, specify a template header and select a *terms and conditions type*.

3 Specify template data at different levels

You can add lots of data to the template at various levels. The level of detail of the template data is user-definable.

For example, a template can contain the following:

- *Search levels*
- Search levels, *lines*, and terms and condition details
- One search level with empty *search attributes*, lines, and terms and condition details
- Search levels with filled attributes, lines with empty attributes, and detailed terms and conditions

You can specify the various levels in the following sessions:

- **Terms and Conditions (tctrm1600m000)**
- **Terms and Conditions Search Level (tctrm1610m000)**
- **Terms and Conditions Line (tctrm1620m000)**

For more information, refer to Setting up terms and conditions.

4 Generate a terms and conditions agreement from the template

In the Generate Terms and Conditions from Template (tctrm2200m000) session, specify the template from which a new agreement must be generated.

- If you start this session from the **Purchase Contract (tdpur3600m000)** session or the **Sales Contract (tdsls3600m000)** session, the newly generated agreement is automatically linked to the (**Free**) contract.
- If you start this session from the **Internal Terms and Conditions Relationships (tcitr2140m000)** session, the newly generated internal agreement is automatically linked to the *enterprise unit relationship*.

If the template contains lines with empty attributes and detailed terms and conditions, the newly generated agreement only contains a header and search levels. Therefore, in the **Terms and Conditions Line (tctrm1620m000)** session or the **Terms and Conditions Lines (tctrm1120m000)** session, you must do the following:

- Manually enter the *terms and conditions lines*.
- Copy the detailed terms and conditions from the template by clicking **Generate Default Terms and Conditions** on the *appropriate* menu.

Updating terms and conditions agreements based on a template

To update terms and conditions agreements with template changes:

1 Terms and Conditions derived from Template (tctrm2100m000)

LN updates the Terms and Conditions derived from Template (tctrm2100m000) session when a terms and conditions agreement is generated from the template and uses this session to view which terms and conditions agreements must be included in the global update process. During the global update process, template changes are copied to the linked terms and conditions agreement(s).

2 Template Changes (tctrm2105m000)

If at least one terms and conditions agreement is generated from the template, the Template Changes (tctrm2105m000) session registers the changes made to the template.

The following types of changes are registered:

- **Add**
A new record is added to the template.
- **Delete**
A record is deleted from the template.
- **Change**
A change is made to a field in the template.

To include the template change in the global update process, select the **Use in Global Update** check box.

3 Global Update of Terms and Conditions (tctrm2205m000)

Globally update the terms and conditions agreements derived from the template, with the changes made to the template using the Global Update of Terms and Conditions (tctrm2205m000) session.

In this session, you must select the type of agreement that must be updated. You can also select the following check boxes:

- **Simulate**
The process is performed, but the agreements are not yet updated with the template changes. For example, you can use this check box to generate and check the error report before you update the agreements.
- **Overwrite Manual Changes**
The relevant data in the terms and conditions agreement is overwritten with the template change data. Therefore, if you already manually changed data in the terms and conditions agreement, these changes are overwritten. If you do not select this check box, the template change data only overwrites the terms and conditions agreement data if the template's **Old Value** is equal to the current value in the terms and conditions agreement.
- **Remove Template Changes**
The template changes are removed from the **Template Changes (tctrm2105m000)** session after the terms and conditions agreements are updated with these changes. You can also remove the template changes with the Global Delete Template Changes (tctrm2205m100) session.

Validating terms and conditions agreements against a template

To validate a terms and conditions agreement against a template, you must first run the search simulation process from the **Terms and Conditions - Searches (tctrm2150m000)** session. For more information, refer to Retrieval of terms and conditions.

To validate a terms and conditions agreement against a template:

- 1** Specify a template in the **Validation Template** field of the **Terms and Conditions - Searches (tctrm2150m000)** session.
Specify a template in the **Validation Template** field of the **Terms and Conditions - Searches (tctrm2150m000)** session.
- 2** Click **Print match with Validation Template** on the *appropriate* menu of the **Terms and Conditions - Search Results (tctrm2151m000)** session. The retrieved terms and conditions agreement is validated against the entered **Validation Template**.
Click **Print match with Validation Template** on the *appropriate* menu of the **Terms and Conditions - Search Results (tctrm2151m000)** session. The retrieved terms and conditions agreement is validated against the entered **Validation Template**.
- 3** For the defined search attributes in the **Terms and Conditions - Searches (tctrm2150m000)** session, the applicable terms and conditions are retrieved.
For the defined search attributes in the **Terms and Conditions - Searches (tctrm2150m000)** session, the applicable terms and conditions are retrieved.
- 4** For the same search attributes, the applicable terms and conditions are retrieved from the validation template.
For the same search attributes, the applicable terms and conditions are retrieved from the validation template.
- 5** The terms and conditions that differ from the values in the validation template are marked with an asterisk on the report.
The terms and conditions that differ from the values in the validation template are marked with an asterisk on the report.

Chapter 4: Retrieval

Retrieval of terms and conditions

Terms and conditions regarding the sale, purchase, or transfer of specific goods can be defaulted to an order or schedule from an **Active** contract or *enterprise unit relationship*.

Therefore, you must link the defined *terms and conditions agreements* in the following sessions:

- Purchase terms and conditions agreements must be linked to a normal purchase contract in the **Purchase Contract (tdpur3600m000)** or **Purchase Contracts (tdpur3100m000)** session.
- Sales terms and conditions agreements must be linked to a normal sales contract in the **Sales Contract (tdsls3600m000)** or **Sales Contracts (tdsls3500m000)** session.
- Internal terms and conditions agreements must be linked to an enterprise unit relationship in the **Internal Terms and Conditions Relationships (tcitr2140m000)** session.

The terms and conditions agreements can be linked as follows in the previous sessions:

- Manually, by selecting an agreement from the **Terms and Conditions (tctrm1100m000)** session.
- By generating an agreement from a template, which is automatically linked to the relevant session. To start the Generate Terms and Conditions from Template (tctrm2200m000) session, click **Generate Terms and Conditions from Template** on the *appropriate* menu. For more information, refer to Terms and conditions templates.

You can link the following to a contract:

- A terms and conditions agreement and contract lines
- Only a terms and conditions agreement and no contract lines
- Only contract lines and no terms and conditions agreement

Therefore, terms and conditions and contract lines are retrieved separately and as follows:

- Terms and conditions are retrieved based on business partner and search date.
- Contract lines are retrieved based on search date and/or a number of fields, such as business partner, item, contract office.

Note:

The search date is determined as follows:

Terms and conditions		Contract lines			
Purchase orders/schedules	Sales orders/schedules	Purchase orders	Sales orders	Purchase schedules	Sales schedules
Search Date for Terms and Conditions in Purchase Order Parameters (tdpur0100m400)	Search Date for Terms and Conditions in Sales Order Parameters (tdsls0100s400)	Purchase Price Date Type in Pricing Parameters (tdpcg0100m000)	Sales Price Date Type in Pricing Parameters (tdpcg0100m000)	Current date	Current date

Simulating the retrieval of terms and conditions

Before or after terms and conditions are defaulted to an order or schedule, you can simulate their retrieval and view which terms and conditions are effective in a specific situation.

Initiate the search simulation process from the following sessions:

- **Purchase Order Lines (tdpur4101m000), Sales Order Lines (tdsls4101m000), Inbound Order Lines (whinh2110m000), Outbound Order Lines (whinh2120m000)**, by clicking **Terms and Conditions** on the *appropriate* menu. The terms and conditions are shown based on the order line data.
- The Terms and Conditions - Searches (tctrm2150m000) session, in which you must enter your own *search attributes* and **Search Date**.

The terms and conditions search results are displayed in these sessions:

- **Terms and Conditions - Search Results (tctrm2151m000)** for **Sales** and **Purchase** agreements.
- **Terms and Conditions - Search Results (tctrm2151m300)** for **Internal** agreements.

You can view the steps carried out by LN to obtain the terms and conditions search results in the Terms and Conditions - Search Results Log (tctrm2151m200) session.

Retrieving sales and purchase terms and conditions

LN completes the following steps:

- 1 Determines the sales or purchase contract **Active** for the corresponding business partner based on the **Terms and Conditions Type**, sold-to business partner or buy-from business partner, and **Search Date**.
- 2 Reads the **Terms and Conditions ID** from the found sales or purchase contract.
- 3 Determines, for the *terms and conditions agreement*, the detailed terms and conditions applicable for the business partner based on the *search attributes* and **Search Date**.

Note:

To retrieve terms and conditions from an **Active** contract for an order line, the contract need not be linked to the order line. The contract number is only filled on the order line if an active contract line is linked to the order line.

Enterprise Planning can require terms and conditions for a range of data. LN then returns the effective terms and conditions for that period, which can be retrieved from different contracts.

Retrieving internal terms and conditions

LN completes the following steps:

- 1 Determines the applicable *enterprise unit relationship* for the *internal business partners* based on the **From Enterprise Unit**, **To Enterprise Unit**, and **Search Date**.
- 2 Reads the **Internal Terms and Conditions ID** from the found enterprise unit relationship.
- 3 Determines, for the *terms and conditions agreement*, the detailed terms and conditions applicable for the internal business partners based on the *search attributes* and **Search Date**.

Note: If internal terms and conditions are searched for, a from and a to item are used. Therefore, two terms and conditions records can be applicable. The Search Sequence for Item Transfer field in the **Terms and Conditions Parameters (tctrm0100m000)** session determines which item has the highest priority.

Example

The following terms and conditions are linked to purchase contract AVK000026 for buy-from business partner GWABC.

Terms and Conditions Type	Purchase
Terms and Conditions ID	PUR000028
Buy-from Business Partner	GWABC

The detailed terms and conditions defined in the various *terms and conditions groups* for agreement PUR000028 are all effective at the purchase order's search date.

In the **Terms and Conditions (tctrm1600m000)** session, the following *terms and conditions search levels* are defined for agreement PUR000028.

Search Level	Priority	Attribute 1	Attribute 2	Order	Planning	Logistics	Invoicing	Pegging
1	10	Item	Not Applicable	No	No	No	No	Yes
		201060.000						
2	20	Item	Warehouse	Yes	No	No	No	No
		201075.000	S033					
		201080.000	S034					
3	30	Item Group	Warehouse	No	Yes	Yes	No	No
		GWS	S033					
		001	S050					
4	40	Invoice-from BP	Not Applicable	No	No	No	Yes	No
		GWABC						
5	50	Not Applicable	Not Applicable	Yes	No	No	Yes	No

For each search level, the attribute values shown in *italics* in the table are entered in the **Terms and Conditions Search Level (tctrm1610m000)** session. Yes and No in the table indicate whether detailed terms and conditions are present for the relevant *terms and conditions group*.

In the **Purchase Order (tdpur4100m900)** session, the following purchase order lines are present:

Purchase Order Line	Invoice-from BP	Item	Item Group	Ware-house
10	GWABC	201060.000	GWS	S033
20	GWABC	201075.000	GWS	S033
30	GWABC	201080.000	GWS	S034
40	GWABC	201095.000	001	S101

To retrieve terms and conditions for an order line, in the **Purchase Order (tdpur4100m900)** session, select a line and on the *appropriate* menu, click **Terms and Conditions**.

The following terms and conditions are retrieved for the purchase order lines:

Terms and Conditions Retrieved					
Purchase order line	Order	Planning	Logistics	Invoicing	Demand Pegging
10	Search level 5		Search level 3	Search level 4	Search level 1
20	Search level 2	Search level 3	Search level 3	Search level 4	
30	Search level 2			Search level 4	
40	Search level 5			Search level 4	

- Order line 10

Order terms and conditions are retrieved from search level 5. Because no search attributes are defined for search level 5, these terms apply to all search attribute combinations. Order terms and conditions are also defined for search level 2. However, these terms and conditions do not apply to line 10 because item 201060.000 in order line 10 does not match search attribute item 201075.000 or item 201080.000 in level 2.

Logistics terms and conditions are retrieved from search level 3; this is, because search attribute item group GWS and search attribute warehouse S033 of this level match the item group and the warehouse in order line 10.

Invoicing terms and conditions are retrieved from search level 4 because search attribute invoice-from business partner GWABC matches the order line's invoice-from business partner.

Demand pegging terms and conditions are retrieved from level 1 because the item in line 10 matches search level attribute item 201060.000.

- Order line 20

Order terms and conditions are retrieved from search level 2 because search attributes item 201075.000 and warehouse S033 match the item and the warehouse in order line 20.

Planning and Logistics terms and conditions are retrieved from search level 3 because search attribute item group GWS and search attribute warehouse S033 of this level match the item group and warehouse in order line 10.

Invoicing terms and conditions are retrieved from search level 4 because search attribute invoice-from business partner GWABC matches the order line's invoice-from business partner.

- Order line 30

Order terms and conditions are retrieved from search level 2 because search attributes item 201080.000 and warehouse S034 match the item and warehouse in order line 20.

Invoicing terms and conditions are retrieved from search level 4 because search attribute invoice-from business partner GWABC matches the order line's invoice-from business partner.

- Order line 40

Invoicing terms and conditions are retrieved from search level 4 because search attribute invoice-from business partner GWABC matches the order line's invoice-from business partner.

Order terms and conditions are retrieved from search level 5. Because no search attributes are defined for search level 5, these terms apply to all combinations of search attributes. Order terms and conditions are also defined for search level 2. However, these terms and conditions do not apply to line 40 because the search attributes in level 2 do not match the item and warehouse in line 40.

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