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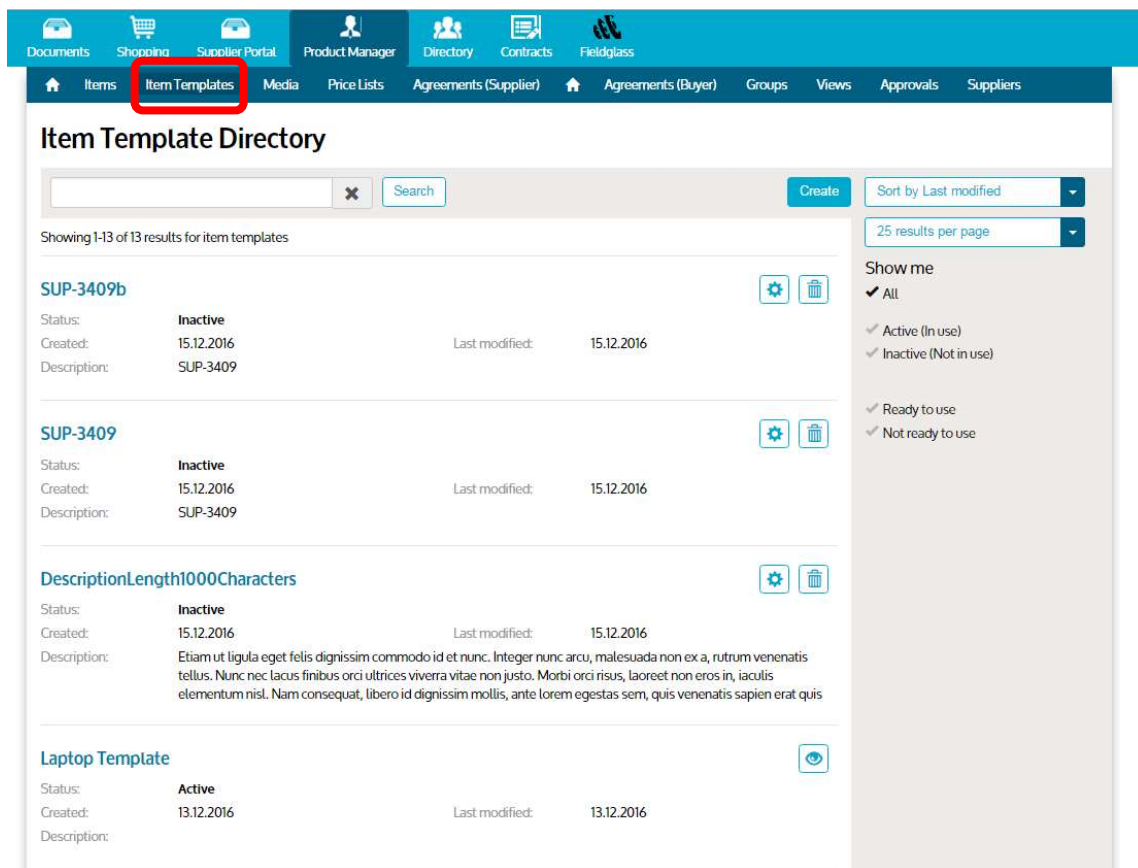
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1. What is an Item Template?

It is a form which you provide with your standard items to collect additional information from the Buyer to customise such products. The Buyer complete this form in Marketplace and can checkout these templated items with the additional information like and alongside any standard items.

2. The Item Template Directory

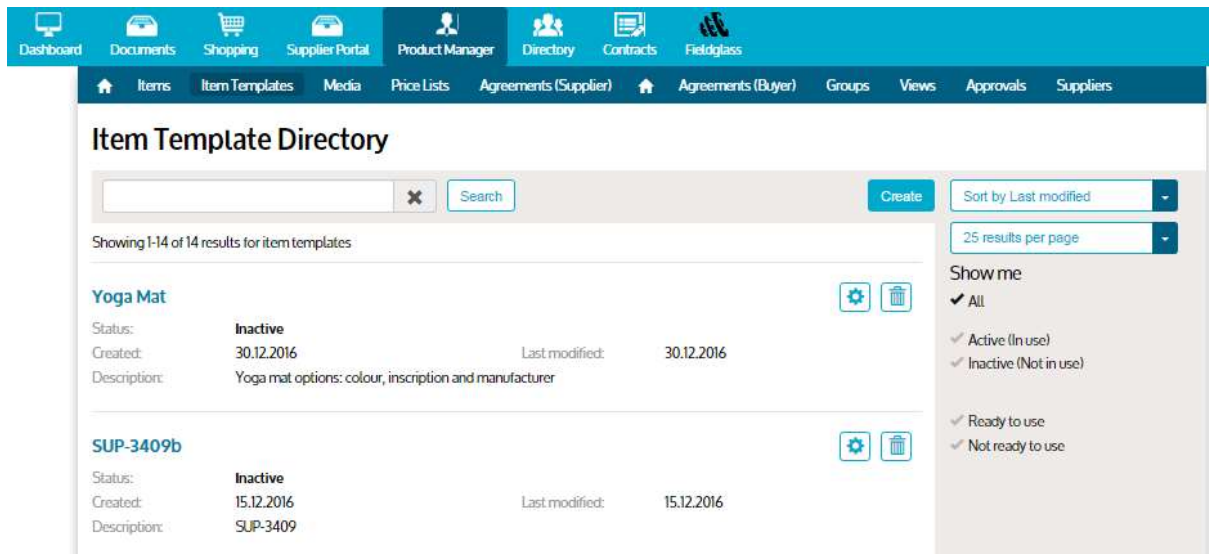
The directory stores your Item templates. You can access it via Product Manager.



The screenshot shows the 'Item Template Directory' page. At the top, there is a navigation bar with icons for Documents, Shopping, Supplier Portal, Product Manager, Directory, Contracts, and Fieldglass. Below this is a secondary navigation bar with 'Item Templates' highlighted. The main content area is titled 'Item Template Directory' and includes a search bar, a 'Create' button, and a 'Sort by Last modified' dropdown. The results show 1-13 of 13 results. The first three results are 'SUP-3409b', 'SUP-3409', and 'DescriptionLength1000Characters', all with an 'Inactive' status. The fourth result is 'Laptop Template', which is 'Active'. A sidebar on the right allows filtering by 'Show me' with options: All (checked), Active (In use), Inactive (Not in use), Ready to use, and Not ready to use.

Item Name	Status	Created	Last modified	Description
SUP-3409b	Inactive	15.12.2016	15.12.2016	SUP-3409
SUP-3409	Inactive	15.12.2016	15.12.2016	SUP-3409
DescriptionLength1000Characters	Inactive	15.12.2016	15.12.2016	Etiam ut ligula eget felis dignissim commodo id et nunc. Integer nunc arcu, malesuada non ex a, rutrum venenatis tellus. Nunc nec lacus finibus orci ultrices viverra vitae non justo. Morbi orci risus, laoreet non eros in, iaculis elementum nisl. Nam consequat, libero id dignissim mollis, ante lorem egestas sem, quis venenatis sapien erat quis
Laptop Template	Active	13.12.2016	13.12.2016	

3. How to create an Item Template?



The screenshot shows the 'Item Template Directory' page in the Basware system. The top navigation bar includes 'Dashboard', 'Documents', 'Shopping', 'Supplier Portal', 'Product Manager', 'Directory', 'Contracts', and 'Fieldglass'. Below this, a secondary navigation bar lists 'Items', 'Item Templates', 'Media', 'Price Lists', 'Agreements (Supplier)', 'Agreements (Buyer)', 'Groups', 'Views', 'Approvals', and 'Suppliers'. The main content area is titled 'Item Template Directory' and features a search bar, a 'Create' button, and a 'Sort by Last modified' dropdown menu. Below the search bar, it indicates 'Showing 1-14 of 14 results for item templates'. Two item templates are listed:

Item Name	Status	Created	Last modified	Description
Yoga Mat	Inactive	30.12.2016	30.12.2016	Yoga mat options: colour, inscription and manufacturer
SUP-3409b	Inactive	15.12.2016	15.12.2016	SUP-3409

On the right side, there is a 'Show me' filter panel with the following options:

- All
- Active (In use)
- Inactive (Not in use)
- Ready to use
- Not ready to use

4. Item Template – Form Items

It is mandatory to provide a name for your form.

You have various form items available to put your form together.

You can choose and arrange from the following:

1. Single-line text entry for the Buyer to complete (free form option)
2. Multi-line text entry for the Buyer to complete (free form option)
3. Single-select dropdown for the Buyer to select one option
4. Multi-select dropdown for the Buyer to select multiple options
5. Help text/information provided by you to help your buyer complete the form in Marketplace

Each will be displayed to the buyer in the order you choose.

Create Item Template

Cancel
Save

Name: *

Description:

Form Items

Use drag and drop to add fields from the toolbox, and to change the order of the template.

Tools

- 1

+
Text Entry (Single Line)
+

A single line of text
- 2

+
Text Entry (Multi Line)
+

Multiple lines of text
- 3

+
Dropdown (Single-select)
+

An option the buyer can choose
- 4

+
List (Multi-select)
+

An option the buyer can choose
Another option
The buyer can choose multiple options
- 5

+
Buyer Guidance Text
+

Information to help the buyer fill in the fields

For each form item:

Select the language in which you complete the form item.

- Label: This is what your buyer will see. E.g. "Colour"
- Variable Name / ID: This is the key that links the data in the item to the control in the Marketplace item. This is also passed back in the basket along with the value selected. E.g. "COL" (for "Colour"). This is hidden from the Buyer.
- Required: If you need your buyer to complete this field, please tick. Any values overriding the basket will be "required".
- Max size: Maximum characters allowed (for text) and max value for price. (Applicable for free text form items).
- Basket variable binding / Override basket value: Select the variable from the dropdown for which you let your buyer override the value in the basket.

The currency is determined by the agreement and pricelist. Hence these cannot be overwritten. The currency remains unique in one basket.

You have the option to mark your template to be ready for use (i.e. can be attached to an item) by using this toggle.

You can now go to the Item Directory and select the item you wish to attach this form to.

For any queries, please contact the Basware Customer Service Portal <https://basware.service-now.com/bw>.