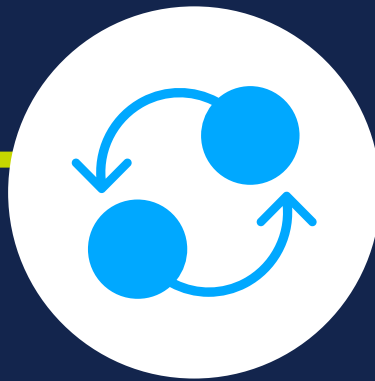


**HOPE**  
is ~~all~~ you need

***Join the 'SMART' revolution today and  
start saving time and money.***



# ***SMART*** ***Connect*** ***user guide***

**ESS** | **SIMS**

***For help setting up call us on 03451 20 20 55  
or email [smartconnect@hope-education.co.uk](mailto:smartconnect@hope-education.co.uk)***

# SMART Connect

If you are looking to save time and money on your procurement then our Smart Connect solution is for you. You simply create an order in our website and import it back into SIMS to get your order authorised, the process is seamless and activation is simple.

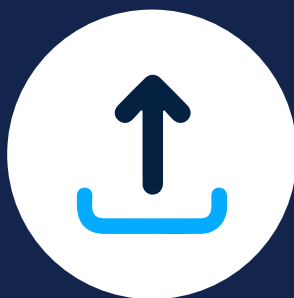
This new and efficient way of ordering is free to setup and you can benefit from;

- Faster and more efficient shopping - no rekeying required
- Seamless link with your SIMS FMS – simple one-off setup
- Fully compliant - providing a complete digital audit trail
- Orders placed immediately following approval
- Access to latest products and prices
- Free delivery available on all orders
- More environmentally friendly - full digital solution means less paper wastage

## How it works



Build and browse  
your basket



Import your basket to  
your financial  
management system



Complete the order  
in your financial  
management system

## Getting started

To setup Smart Connect we need to make a couple of simple changes to your account. Before proceeding with the rest of the guide, please call **03451 20 20 55**, or email, **[smartconnect@hope-education.co.uk](mailto:smartconnect@hope-education.co.uk)** and one of our team will activate your account so that you are ready to complete your activation and start saving time on your procurement process.

You will also need the following information:

1. The email address you use to shop on Hope
2. Your Hope Education Account Number
3. Your Hope Education Website Password
4. Your DUNS Number

You will also need to check the 'Tools > eProcurement' Settings in your SIMS FMS. If this option is greyed out and therefore disabled you will have to contact your SIMS representative to enable it, either at your Local Authority or contact Capita directly.

# Finding your DUNS number

If you are unaware what your school's DUNS number is, then you can find it using this handy tool provided by DUN and Bradstreet.

<https://www.dnb.co.uk/duns-number/lookup.html>

[HOME](#) > [D-U-N-S NUMBER](#) > [GET YOUR D&B D-U-N-S NUMBER](#)

## Company D-U-N-S Number Search

### Search By Company Name


Find a UK or Ireland company's D-U-N-S Number by entering its name and location.

Search Now

### Search by Company Registration Number

Find a UK company's D&B D-U-N-S Number by entering its Company Registration Number.

☐ I'm not a robot

  
Privacy - Terms

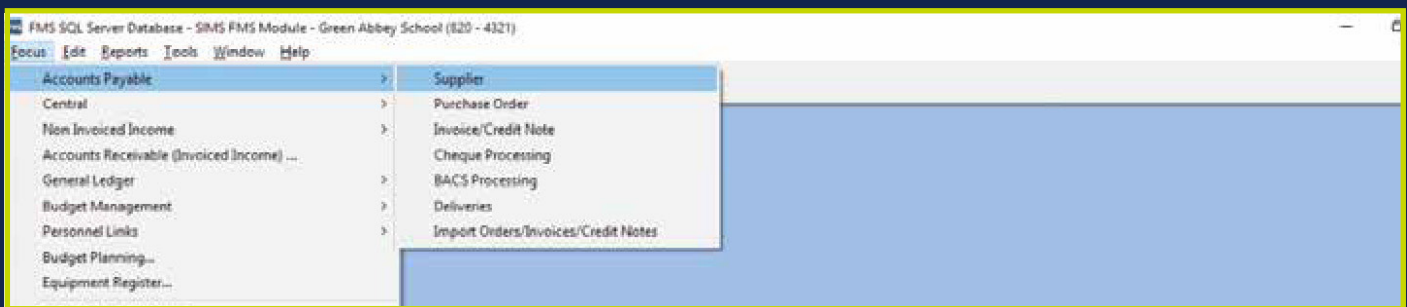
Search Now

# Setting up your **SMART** Connect

## Section A: Basic Set-up

### 1. Add Hope Education as a supplier

1.1 To set up Hope Education as a new supplier go to 'Focus > Accounts Payable > Supplier'

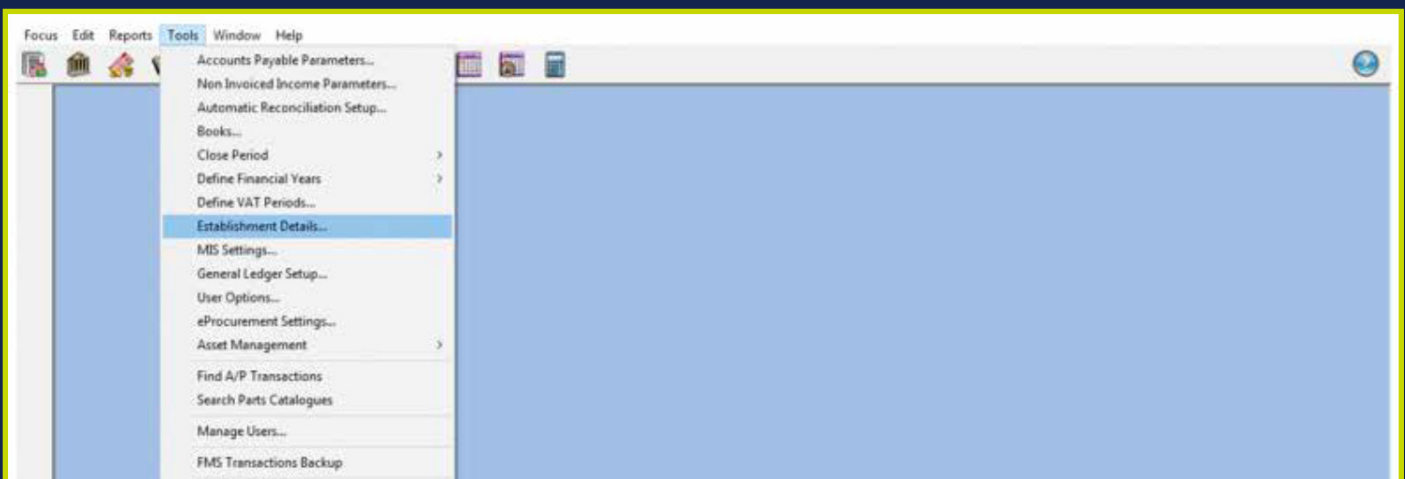


1.2 Select the and enter the below details:

Hope Education  
2 Gregory Street,  
Hyde, Cheshire, SK14 4HR.  
VAT Number – GB125688644  
DUNS - 212786214  
Telephone – 03451 20 20 55  
Email Address – [smartconnect@hope-education.co.uk](mailto:smartconnect@hope-education.co.uk)

### 2. Check your establishment details

2.1 Ensure your Establishment details are correct and updated including the DUNS number via section 'Tools > Establishment Details'



2.2 Check the details held on Tab 1 – Basic Details, including the DUNS number, and edit where necessary.

The screenshot shows the 'Establishment Details' window with the following fields and values:

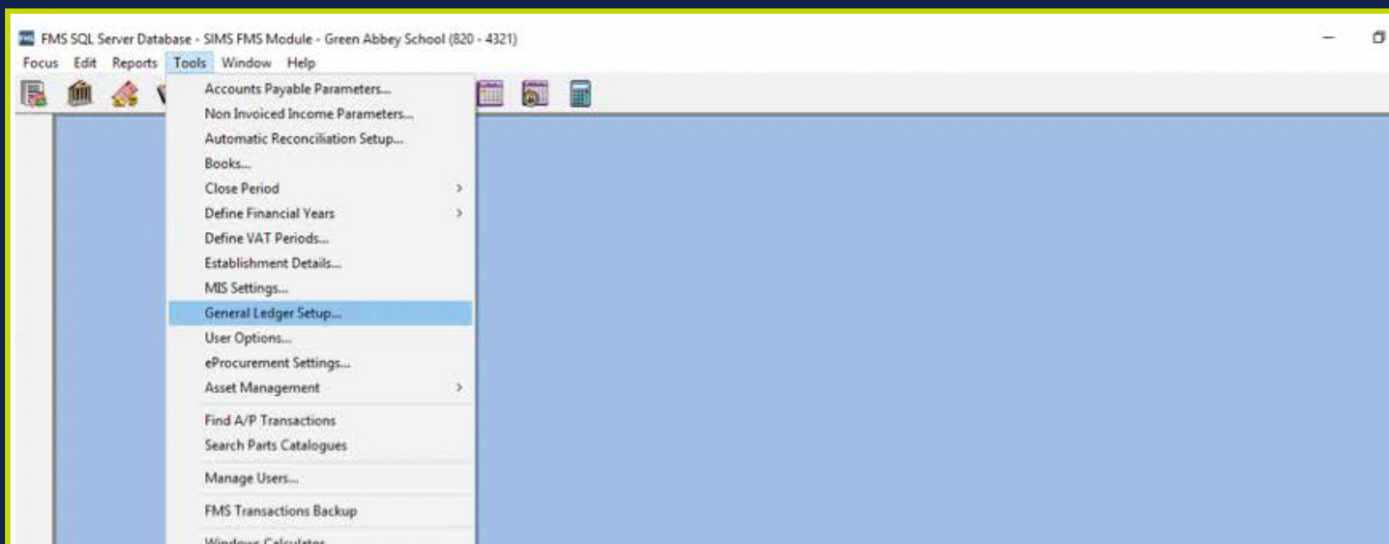
5: Email Setup		6: Interfaces		7: Scanned Documents			
1: Basic Details		2: Logo		3: System Parameters		4: eProcurement	
Name	Green Abbey School						
Code	4321	Companies House No.					
LA Code	820	VAT Registration No.					
Borough	Eastshire						
Payable to	Green Abbey School						
Address							
Monkmoor Road							
East Town							
Eastshire							
						Postcode	SI2 5AP
Telephone	01234 838080			Fax	01234 838091		
e-mail							
Unique Identifier							
<input type="radio"/> n/a <input type="radio"/> GLN <input checked="" type="radio"/> DUNS							
						542199995	
DeMinimis Value						1.00	
<b>Save</b>							Cancel Help

Annotations:

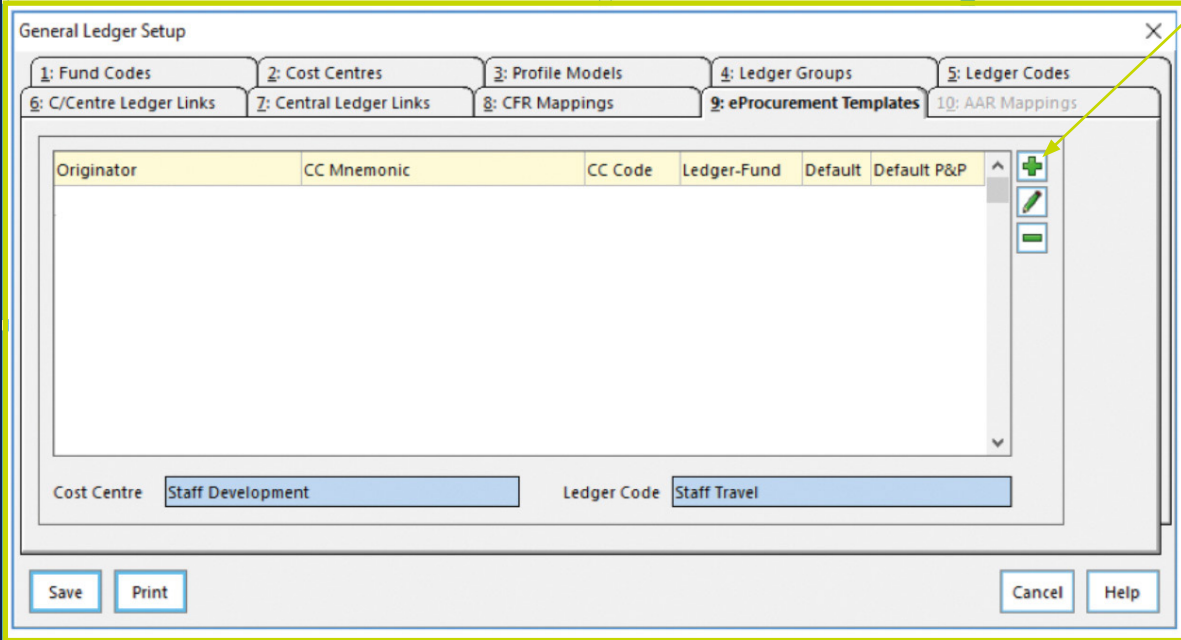
- Select: DUNS (points to the DUNS radio button)
- Click: Save (points to the Save button)
- Enter: Your DUNS Number (points to the DUNS number field)

## 3. General ledger

3.1 Next set up a general ledger template, this will ensure imported orders are assigned a cost centre and ledger code via 'Tools > General Ledger Setup'



3.2 Proceed to Tab 9 – 'eProcurement Template' and add a new ledger by clicking the 



The 'General Ledger Setup' window displays a tabbed interface with the following tabs: 1: Fund Codes, 2: Cost Centres, 3: Profile Models, 4: Ledger Groups, 5: Ledger Codes, 6: C/Centre Ledger Links, 7: Central Ledger Links, 8: CFR Mappings, 9: eProcurement Templates, and 10: AAR Mappings. The 'eProcurement Templates' tab is active, showing a table with columns: Originator, CC Mnemonic, CC Code, Ledger-Fund, Default, and Default P&P. A green plus icon in the top right corner of the table area is highlighted with a yellow arrow and the label 'Click'. Below the table, the 'Cost Centre' field is set to 'Staff Development' and the 'Ledger Code' field is set to 'Staff Travel'. At the bottom, there are buttons for 'Save', 'Print', 'Cancel', and 'Help'.

3.3 Next complete the pop up box using the below information for both open fields:

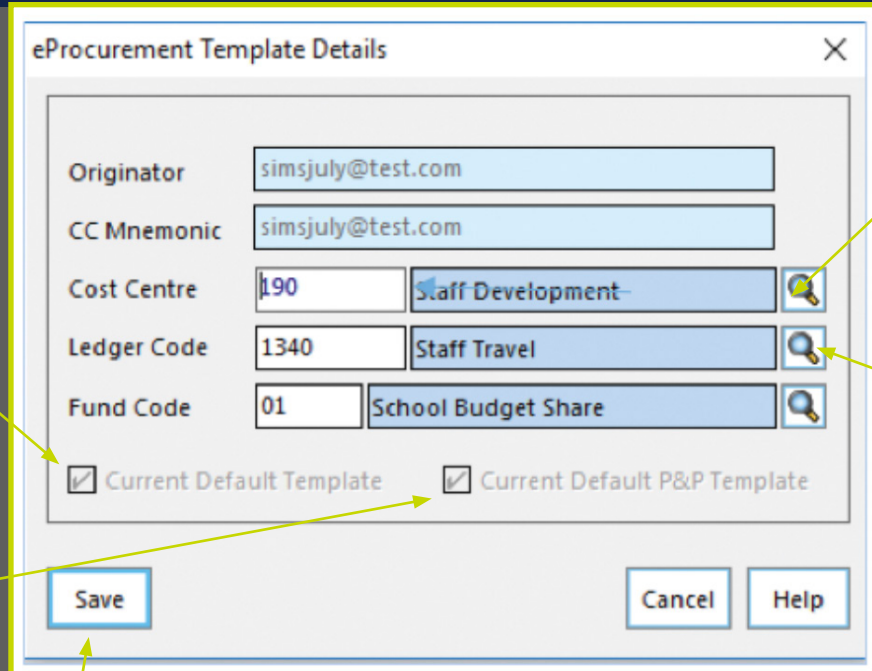
- **Originator and CC Mnemonic:**

This is your email address that you use on the Hope Education website

3.4 Then click next to Cost Centre field and select the default Cost Centre for this template. The cost centre that you choose will depend on your own establishment's preferences and the available types, but in general it will be the category which you most commonly use. Any cost centre and ledger code applied to an incoming order can be amended in your FMS system once the order has been imported.

Tick:  
Current  
Default  
Template

Tick: Current  
Default P&P  
Template




The 'eProcurement Template Details' window contains the following fields and controls:

- Originator:** Text field with value 'simsjuly@test.com'.
- CC Mnemonic:** Text field with value 'simsjuly@test.com'.
- Cost Centre:** Text field with value '190' and a dropdown menu showing 'Staff Development'. A yellow arrow points to the dropdown arrow icon with the label 'Click and enter your most frequently used Cost Centre'.
- Ledger Code:** Text field with value '1340' and a dropdown menu showing 'Staff Travel'. A yellow arrow points to the dropdown arrow icon with the label 'Click and enter your most frequently used Ledger Code'.
- Fund Code:** Text field with value '01' and a dropdown menu showing 'School Budget Share'.
- Current Default Template:** A checkbox that is checked.
- Current Default P&P Template:** A checkbox that is checked.
- Buttons:** 'Save', 'Cancel', and 'Help'.

A yellow arrow points to the 'Save' button with the label 'Click: Save'.

Click  and enter your most frequently used Cost Centre

Click  and enter your most frequently used Ledger Code

3.5 You should now see the following screen:

General Ledger Setup

1: Fund Codes    2: Cost Centres    3: Profile Models    4: Ledger Groups    5: Ledger Codes  
6: C/Centre Ledger Links    7: Central Ledger Links    8: CFR Mappings    9: eProcurement Templates    10: AAR Mappings

Originator	CC Mnemonic	CC Code	Ledger-Fund	Default	Default P&P
simsjuly@test.com	simsjuly@test.com	190	1340-01	✓	✓

Cost Centre: Staff Development    Ledger Code: Staff Travel

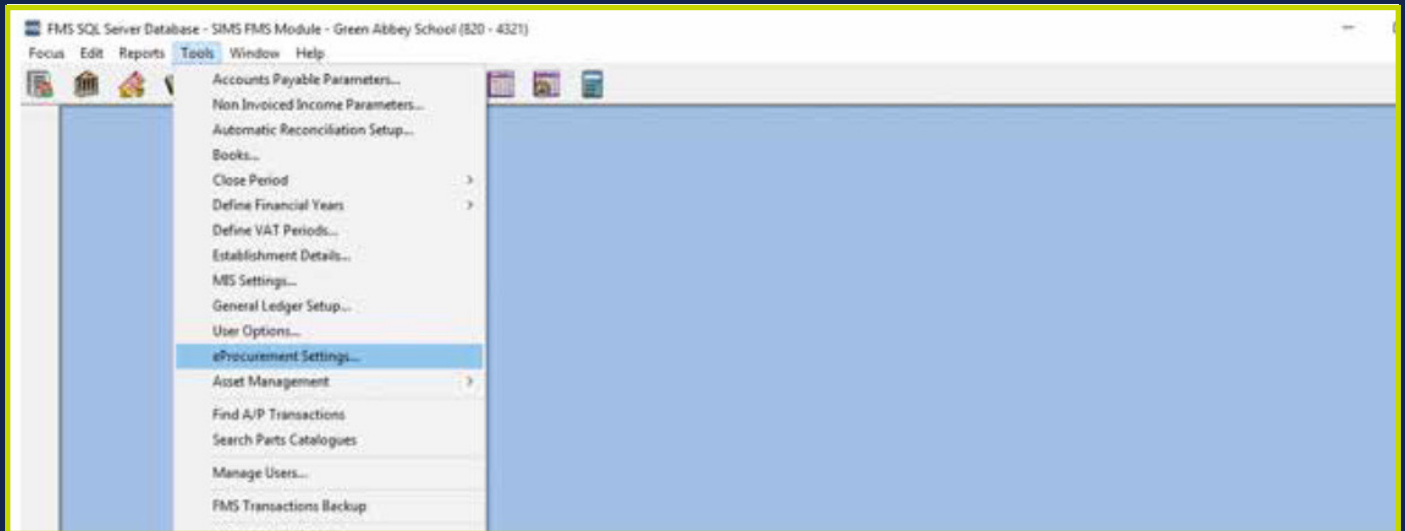
Save    Print    Cancel

3.6 Click: **Save to complete.**




# Section B: E-procurement Set-up

4.1 The next step is to enter the details to connect your SIMS FMS to our Hope Education website. Go to 'Tools > eProcurement Settings'. If this is greyed out please refer to the 'Getting Started' section of this document to activate the option.



4.2 If this is editable select  in the WEB SERVICES section to make an addition:

A screenshot of the 'Settings for eProcurement (Web Services)' dialog box. The 'WEB SERVICES' section is active, showing a table with columns 'Name', 'URL', and 'Active'. A green plus icon is visible in the top right corner of the table, with a yellow arrow pointing to it from the text 'Select '. Below the table is a 'Test' button. The 'LINKED SUPPLIERS' section has a 'Looking for' field and a 'Sequence' dropdown with options 'Name', 'Code', 'DUNs', and 'e-mail'. Below this is a table with columns 'Supplier Name', 'Code', 'DUNs', and 'eOrdering e-mail Address'. The 'GENERAL SETTINGS' section has fields for 'Default XML Order Book' (set to 'BANK') and 'Establishment DUNs Number' (set to '5001'). The 'SUPPLIERS' section has 'Import' and 'Export' buttons. The 'INTERNET CONNECTIVITY' section has a checkbox 'I access the Internet through a Proxy Server' which is checked, and a 'Test URL' field with the value 'http://www.education.gov.uk/'. At the bottom are 'Save', 'Cancel', and 'Help' buttons.



4.3 On the pop-up screen you will need to enter the responses below:

The 'Service Details' window contains the following fields and controls:

- Provider Type:** Radio buttons for 'Portal' and 'Supplier'. An arrow points to 'Supplier' with the label 'Select Supplier'.
- Name:** Text box containing 'Hope Education'. An arrow points to the text box with the label 'Select: Hope Education'.
- URL:** Text box containing 'https://webfms.digital/hope.asmx'. An arrow points to the text box with the label 'Enter: http://webfms.digital/hope.asmx'.
- Priority:** Text box containing '1'. An arrow points to the text box with the label 'Enter: 1'.
- User ID:** Text box containing 'username@example.com'. An arrow points to the text box with the label 'Enter: Hope Education website email address'.
- Password:** Password field containing '\*\*\*\*\*'. An arrow points to the field with the label 'Enter: Your Hope Education password'.
- Active:** Checkmark icon. An arrow points to the icon with the label 'Tick: Active'.
- Password duration (in days):** Text box containing '999'. An arrow points to the text box with the label 'Enter: 999 days'.
- Buttons:** 'Save', 'Cancel', and 'Help'.

Click: Save

4.4 Now save these settings and click to “Test the connection”, directly below the web services box.

The 'WEB SERVICES' section displays a table with the following data:

Name	URL	Active
Hope Education	https://webfms.digital/hope.asmx	<input checked="" type="checkbox"/>

Below the table is a 'Test' button. An arrow points to the button with the label 'Click: Test'.

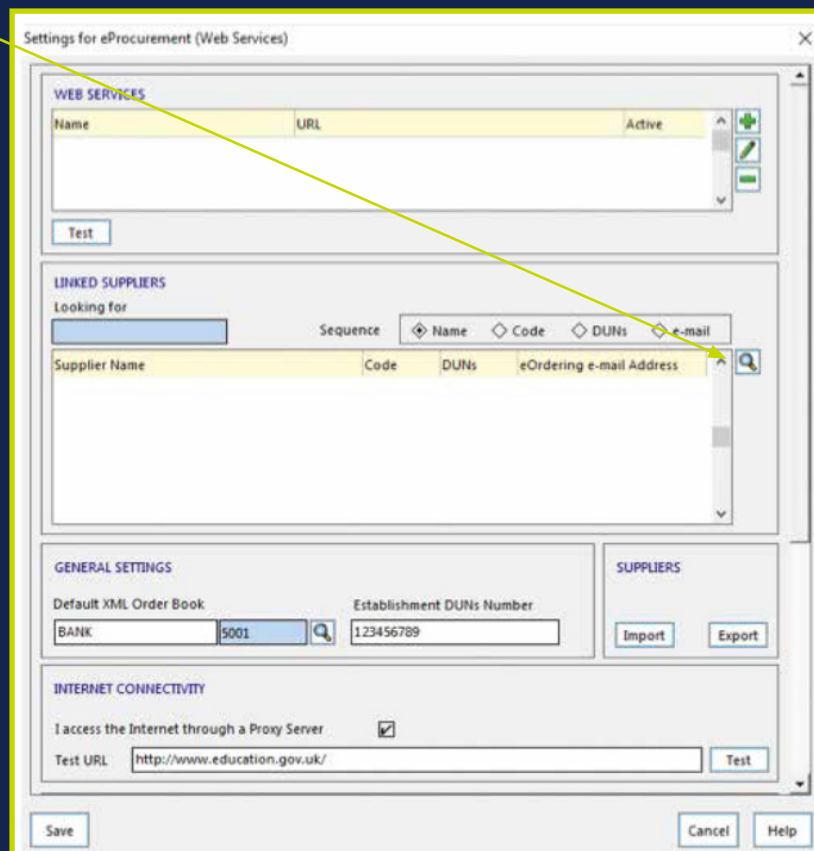
4.5 If the settings are correct the pop-up below will appear:

The 'Information' window displays the message 'Web Service Connection OK' with an information icon and an 'OK' button.

In the unlikely event of this showing a failed message, please contact our [Support Team](#) on 03451 20 20 55.

4.6 Now that the Web Service is set up, simply choose the one you have just created to link the supplier to the web service.

Select  within **Linked Suppliers**



Settings for eProcurement (Web Services)

**WEB SERVICES**

Name	URL	Active
------	-----	--------

Test


**LINKED SUPPLIERS**

Looking for:

Sequence: ☒ Name ☐ Code ☐ DUNs ☐ e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
---------------	------	------	--------------------------

**GENERAL SETTINGS**

Default XML Order Book:    Establishment DUNs Number:

**SUPPLIERS**

Import Export

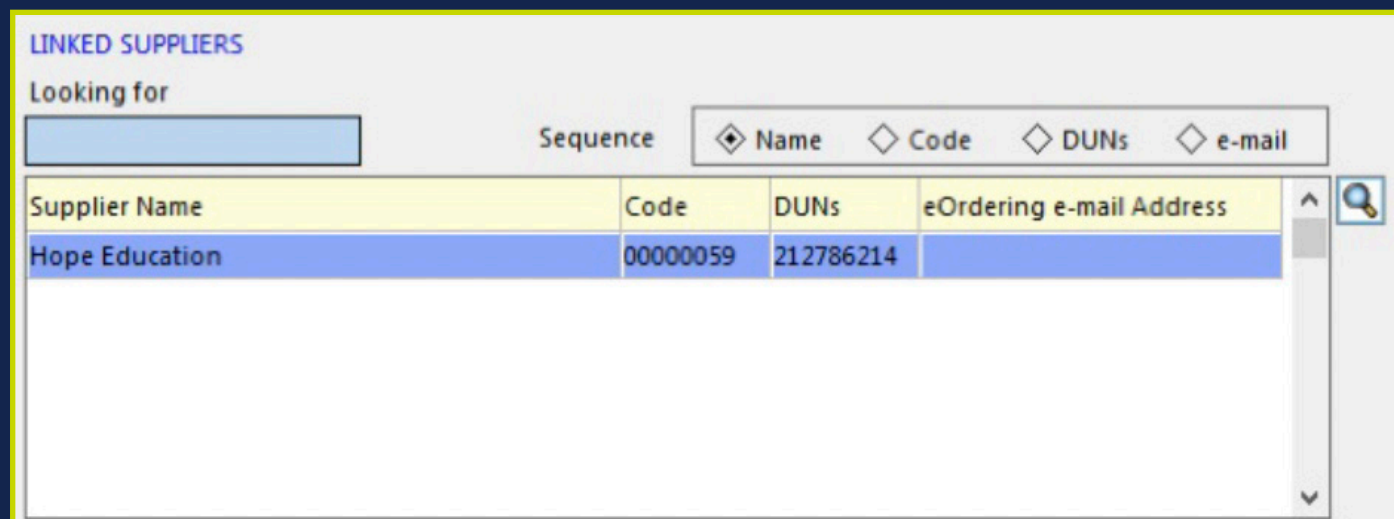
**INTERNET CONNECTIVITY**

I access the Internet through a Proxy Server: ☒

Test URL:  Test

Save Cancel Help

4.7 In the 'Supplier Name' list select 'Hope Education' so that it is highlighted and then click the 'Choose button'. Then click 'Update'. This links Hope Education as a supplier to the Hope Education web service details.



**LINKED SUPPLIERS**

Looking for:

Sequence: ☒ Name ☐ Code ☐ DUNs ☐ e-mail

Supplier Name	Code	DUNs	eOrdering e-mail Address
Hope Education	00000059	212786214	

4.8 Next within the 'General Settings' section:

Select your: Default Order Box

Enter your: DUNS number. If you are unsure what this is, refer to 'Finding your DUNS Number' in this guide

Click: Save

4.9 Select your 'Default XML Order Book' for orders to be assigned to when they are imported using this eProcurement method.

GENERAL SETTINGS

Default XML Order Book: BANK

Establishment DUNS Number: 123456789

Import Export

4.10 Check that your DUNS Number is in the 'Establishment DUNS Number' field too, if this information is missing, please add it.

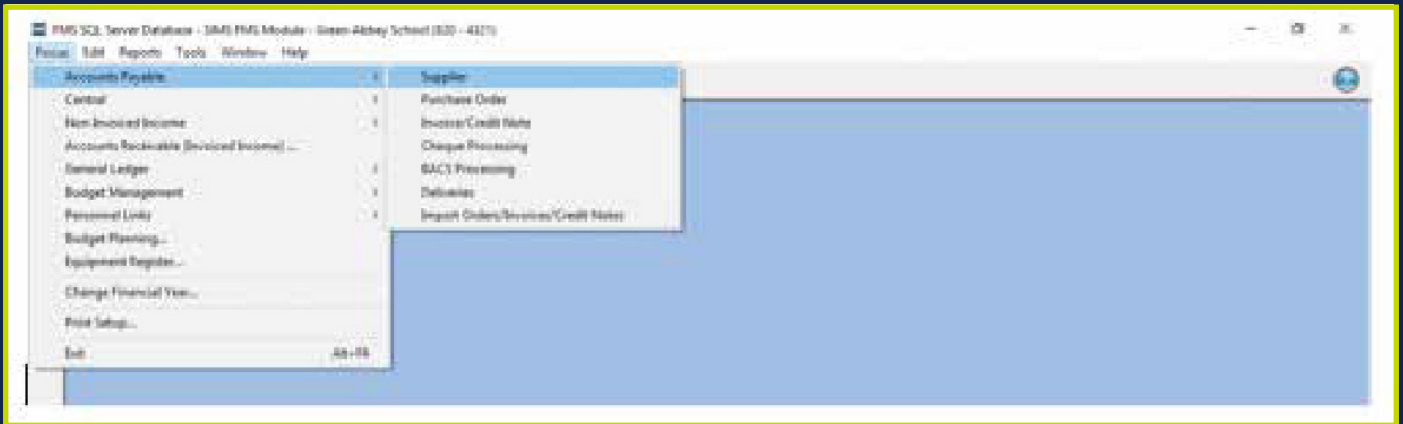
If you are unsure where to find this please refer to the 'Getting Started' section of this document.

Once all the details are entered, click: Save.

# Section C: Supplier Set-up

5.1 The next step is to enable Hope to process Web Service Orders.

Go to Focus > **Accounts Payable** > **Supplier**



5.2 Find **Hope Education** and double click on the name.

5.3 In tab '1: **Basic**' the Delivery Code needs to contain your account number e.g. 7430017072. The account number needs to be the same as in the Delivery Code and Account Number field.

A screenshot of the 'Supplier Details' form for 'Hope Education'. The form has five tabs: '1: Basic', '2: Additional', '3: Catalogue', '4: Review', and '5: eProcurement'. The '1: Basic' tab is active. It contains fields for Name, LA Reference, VAT Registration No., Date Opened, Balance, Address, Postcode, Contact, Telephone, Fax, e-mail, eOrdering, and e-mail. The 'Delivery Code' field is set to '4760108972'. The 'Account Number' field is also set to '4760108972'. The 'Order Method' section shows 'W Web Services' selected. A yellow arrow points from the text 'Enter your Account Number' to the 'Account Number' field. Another yellow arrow points from the text 'Click the button' to the magnifying glass icon next to the 'Web Services' option in the 'Order Method' section.

5.4 The Order Method section on this tab gives you a list of options available for sending the Purchase Orders. Select '**W – Web Services**'.

A screenshot of the 'Order Method' dialog box. It has a 'Looking for' field and a 'Sequence' dropdown menu. Below these is a table with two columns: 'Code' and 'Description'. The table lists the following options: E EDI transfer, M Email PDF File, P Print, W Web Services, and X XML File. The 'W Web Services' row is highlighted. A yellow arrow points from the text 'Select (W) for Web Services' to the 'W Web Services' row. At the bottom of the dialog box are 'Select', 'Cancel', and 'Help' buttons.

5.5 In the unique identifier section select DUNS and enter Hope DUNS Number which is 212786214.

Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

Name: Hope Education Date Opened: 25/10/2016

LA Reference: VAT Registration No.: Balance: 174.00

Address: 2 Gregory Street, Hyde, Cheshire, SK14 4TH

Contact: Telephone: 01613672000

Fax: e-mail: eOrdering e-mail:

Delivery Code: 4760108972 Delivery Terms:

Account Number: 4760108972 Contract Number: Credit Terms: 0 days Credit Limit: 0.00 Min. Order: 0.00

Order Method: W Web Services Linked Web Service: Hope Education

☒ In Use ☐ On Hold Service:

Unique Identifier: ☐ n/a ☐ GLN ☒ DUNS 212786214

Select  
DUNS  
and enter  
212786214

5.6 Then proceed to tab '5: eProcurement' and enter: hopeeducation (as one word) in the XML Supplier Reference Field.

Supplier Details

1: Basic 2: Additional 3: Catalogue 4: Review 5: eProcurement

BASIC

Purchasing Web Address: e-mail Address Source 1: e-mail Address Source 2: e-mail Address Destination: XML Supplier Reference: hopeeducation

OPTIONS

☒ Copy XML File to e-mail Address

ENCRYPTION

☐ Use File Encryption for Sending and Receiving Import Public Key View/Set Public Key

5.7 Save and close.

**You are now ready to start  
ordering online via SIMS.**

## Section D: Ordering online

### 5. Shopping on [www.hope-education.co.uk](http://www.hope-education.co.uk)




5.1 Simply visit [www.hope-education.co.uk](http://www.hope-education.co.uk) and add all the items you want to purchase to your basket (you can choose to login before you start shopping or during checkout).

5.2 Once you have reviewed your basket and you are ready to checkout, during these steps you can check the correct account number and delivery address is assigned to the order.

5.3 Once you have placed your order on the website you will receive the below message confirming the order is to be imported into your SIMS FMS.

**Your basket is ready to be imported in to FMS**

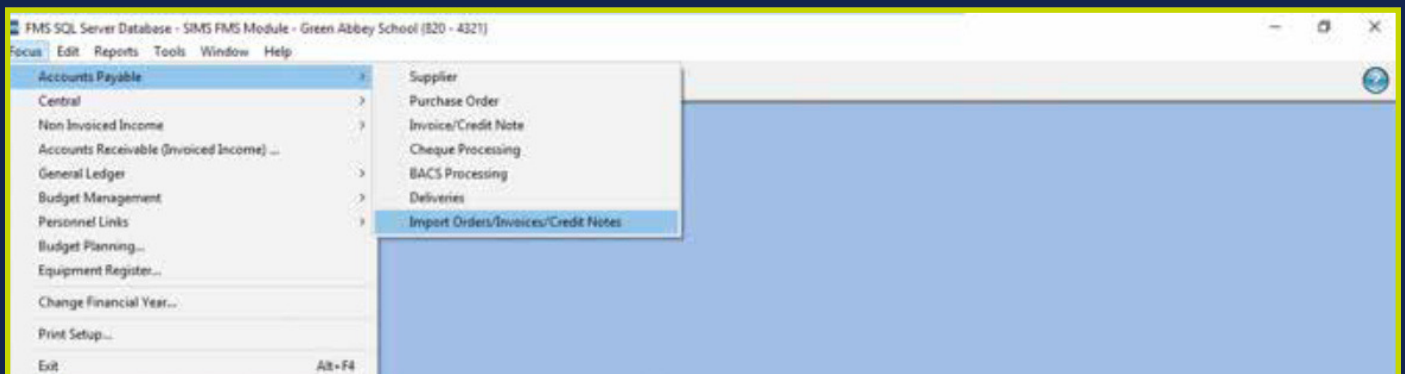
**How to complete your order...**

-  **Import your order in FMS**  
Select Focus > Accounts Payable > Import Orders / Invoices / Credit Notes
-  **Purchase Orders in FMS**  
Your order will appear in FMS at the top of the list of 'Not Yet Authorised' purchased orders. If you require you can also adjust quantities or delete lines at this stage.
-  **Authorise and Send Order in FMS**  
Select approve against your purchase order and click on the print button. At this point your order will be sent back to us ready to pack.

### 6. Import your order to SIMS

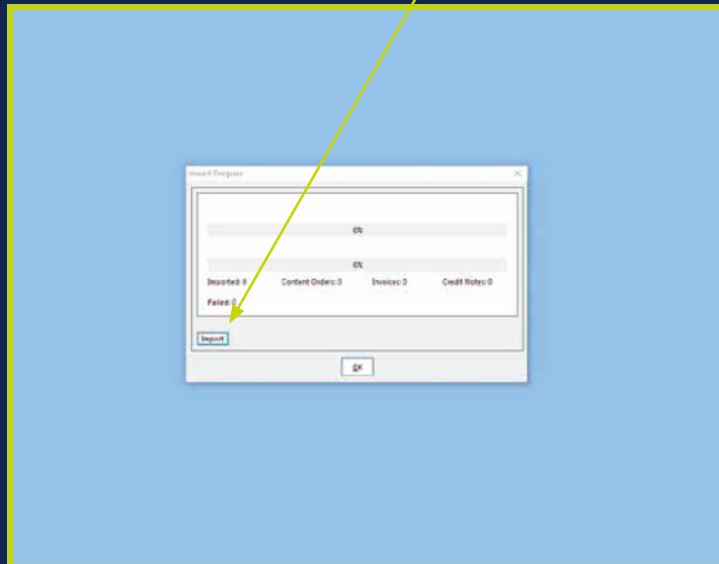
To Import Orders

6.1 Focus > [Accounts Payable](#) > [Import Orders / Invoices / Credit Notes](#)

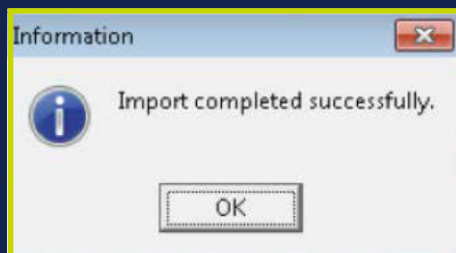


This will import any outstanding [Orders](#) / [Invoices](#) / [Credit Notes](#).

6.2 When the Import Progress box appears click on the 'Import' button.



6.3 The system will now connect to our eProcurement website and import any content orders and invoices. You will see an import complete message.



In the unlikely event of this failing, please contact our [Support Team](#) on: 03451 20 20 55.



# 7. Purchase orders

7.1 Your new purchase orders will appear at the top of the list of 'Not Yet Authorised' purchase orders.

Orders which have been imported via the website can only have order line quantities amended or lines deleted, you are unable to add new lines at this point.

Please note: The special instructions on the order will be FAO the person who placed the order, anything after the FAO will be printed on the label of the box.

**PMS Purchase Order Processing**

Book:  Number:  Pay From:  Date:

Supplier:   
2 Gregory Street  
Hyde  
Cheshire  
SK14 4TH

Delivery Address:   
Monkmoor Road  
East Town  
Eastshire  
S12 5AP

Status:  Source:  First Output Method:   
Delivery Instruction:  ☐ On Hold

Email:  Order Method:

Contact Name:  Special Instructions:

**PMS Purchase Order Processing**

Looking for:  View:

Sequence: ☐ Order Number ☒ Date ☐ Source ☐ Ascending ☒ Descending

Date	Order Number	Supp. Code	Supplier	Order Status	Order Method	Source	Originator	Cross Year
20/03/2017	#00008391 (BANK)	00000061	Hope Education	Not Yet Authorised	Print	FMS	SYS	
20/03/2017	#00008390 (BANK)	00000062	Hope Education	Not Yet Authorised	Web Service	FMS	SYS	
08/03/2017	#00007389 (BANK)	00000062	Hope Education	Not Yet Authorised	Web Service	FMS	SYS	
10/01/2017	#00007359 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	new custom	
10/01/2017	#00007357 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	new custom	
10/01/2017	#00007356 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	new custom	
10/01/2017	#00007355 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	New Custom	
10/01/2017	#00007354 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	N/A	
10/01/2017	#00007353 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	N/A	
15/12/2016	#00007352 (BANK)	00000064	Hope Education	Not Yet Authorised	Web Service	XML	new custom	
14/12/2016	#00007351 (BANK)	00000059	Hope Education	Not Yet Authorised	Web Service	XML	Pauline Salt	
14/12/2016	#00007350 (BANK)	00000059	Hope Education	Not Yet Authorised	Web Service	XML	Pauline Salt	
14/12/2016	#00007349 (BANK)	00000059	Hope Education	Not Yet Authorised	Web Service	XML	Test User	

Payment From:  Transaction ID:  Order Total:

Selection:

## 8. Authorising & sending orders

8.1 Once authorised, click on the print button, this will send the orders back to the eProcurement Hub. If you need a printed copy for your records click on print again, select 'print single file' and this will send a copy to your printer.

The order method will be **web service**.

**FMS Purchase Order Processing**

Book: **BANK** Number: **5231** Pay From: **Bank Account** Date: **17/11/2016**

**Supplier**  
Hope Education  
2 Gregory Street  
Hyde  
Cheshire  
SK14 4TH

**Delivery Address**  
Green Abbey School  
Monkmoor Road  
East Town  
Eastshire  
S12 5AP

Status: **Printed**

Source: **XML** First Output Method: **Web Services**

Delivery Instruction: **A.S.A.P.** ☐ On Hold

Email:

Order Method: **Web Service**

Contact Name:  Special Instructions:

## 9. Invoices

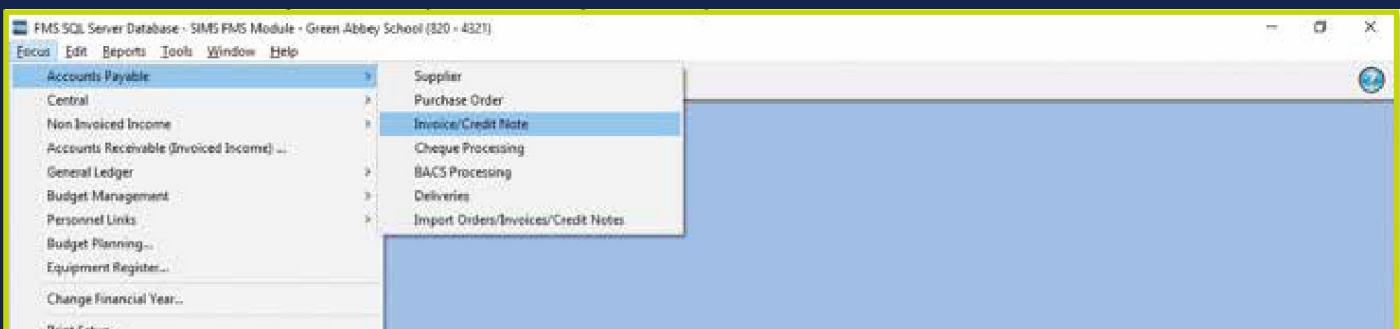
Your invoice will be available for import into FMS via the eProcurement hub once you have received your order. You will also receive to be able a copy of this invoice in the traditional manner.

9.1 To import the invoices use the same option as you did for importing orders.

**Focus > Accounts Payable > Import Orders/Invoices/Credit Notes**

9.2 When an invoice has been downloaded go to:

**Focus > Accounts Payable > Invoice / Credit Note** and your invoice will be in the list.



**Invoice/Credit Note Processing**

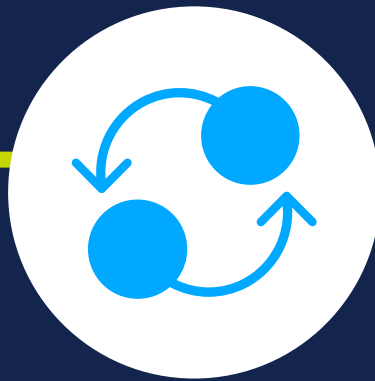
Looking for:  Status: **All** Type: **All**

Sequence: ☒ Inv./Credit Note No. ☐ Date ☐ Trans ID ☐ Source ☐ Supplier ☐ Amount ☒ Ascending ☐ Descending

Invoice/Credit Note No.	Invoice Date	Trans ID	Amount	Status	Order Number	Cross Year	Supplier	SRC
0094282338	18/11/2016	00010206	17.12	Unauthorised	BANK005204		Hope Education	XML
0094282539	16/11/2016	00010207	45.73	Unauthorised	BANK005206		Hope Education	XML
0094282540	17/11/2016	00010208	521.99	Unauthorised	BANK005226		Hope Education	XML
0094282561	08/12/2016	00010209	45.72	Unauthorised	BANK005227		Hope Education	XML

**HOPE**  
is ~~all~~ you need

***Join the 'SMART' revolution today and  
start saving time and money.***



# ***SMART*** ***Connect*** ***user guide***

**ESS** | **SIMS**

***For help setting up call us on 03451 20 20 55  
or email [smartconnect@hope-education.co.uk](mailto:smartconnect@hope-education.co.uk)***

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