VMP365

User configuration and scenario DOCUMENT

Powered By

AUGUST 19, 2019

CETAS INFORMATION TECHNOLOGY PVT LIMITED
Chennai, India

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1. Introduction

A company spends a major part of its revenue to establish a proper supplier-procurement team communication. This communication plays a vital role in improving the efficiency and productivity of a company. The VMP365 focusses on the elimination of spending time over the phone/email for Supplier queries, updates, amendments, status, Statement of Account and Payment reconciliations.

The VMP365 eliminates the need for manual management and updating of purchase documents like Purchase RFQ'S, Purchase quotes, Purchase invoices and GRNs and thus controls data duplications and accuracy issues.

Thus, the VMP365 helps vendors and the procurement department of a company by providing an easy, flexible, seamlessly integrated and highly secure Self-service portal.

2. Purpose of the Document

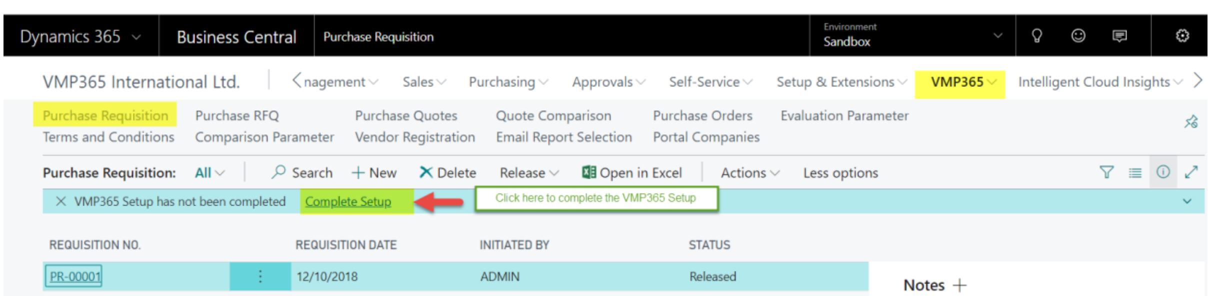
The scenario documentation of VMP365 module shows the different scenarios an end user will go through. It shows the Prerequisites required for various configurations to ensure the smooth functioning of the app.

3. VMP365 Configuration

3.1 VMP365 Configuration Menu Navigation

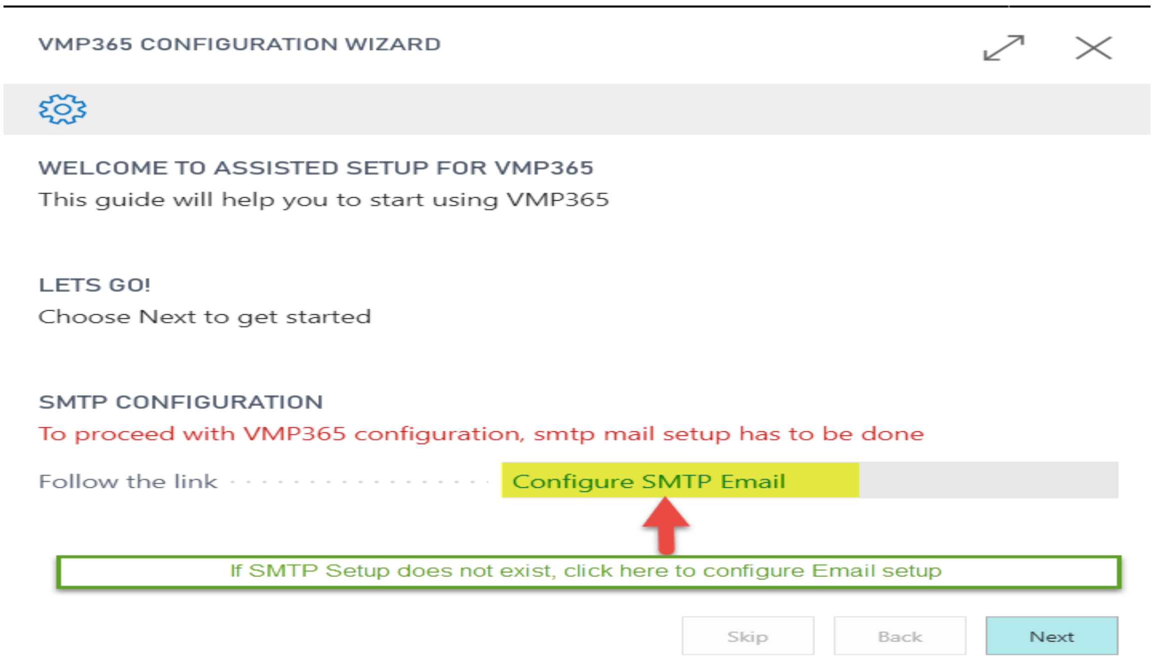
VMP365 can be used by proper configuration before use the functionalities (or) configuration can be done by run time use of the application.

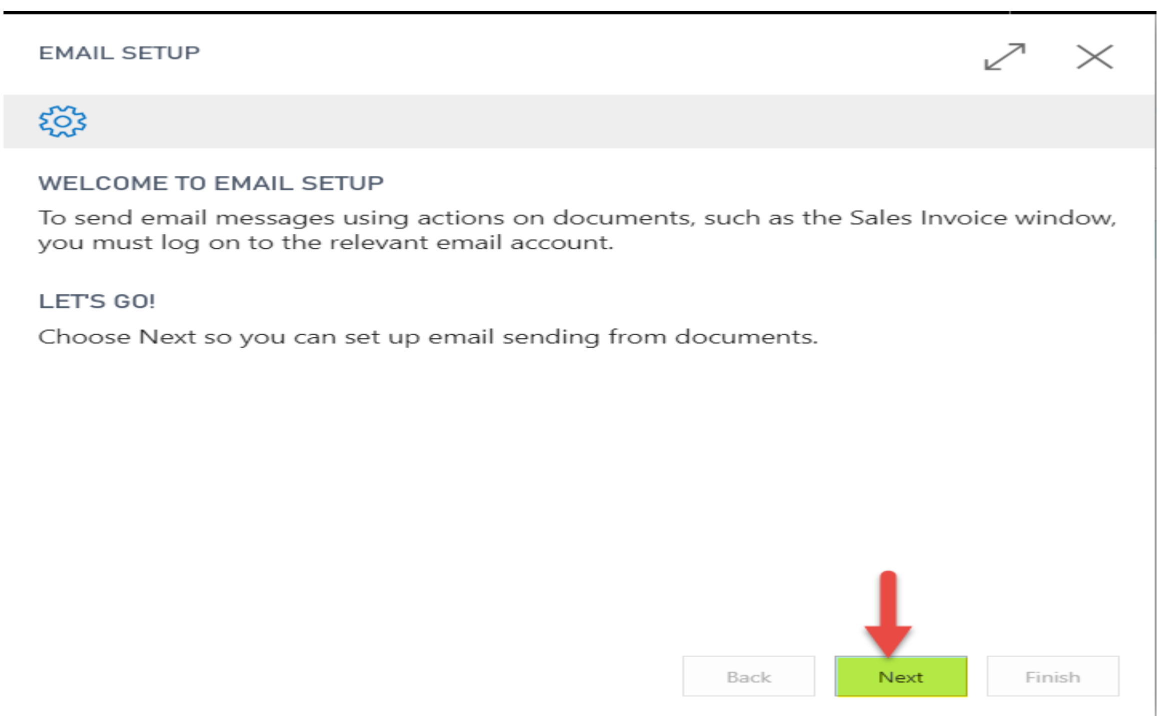
If we go with the Proper configuration of the application, please go through the below Steps:



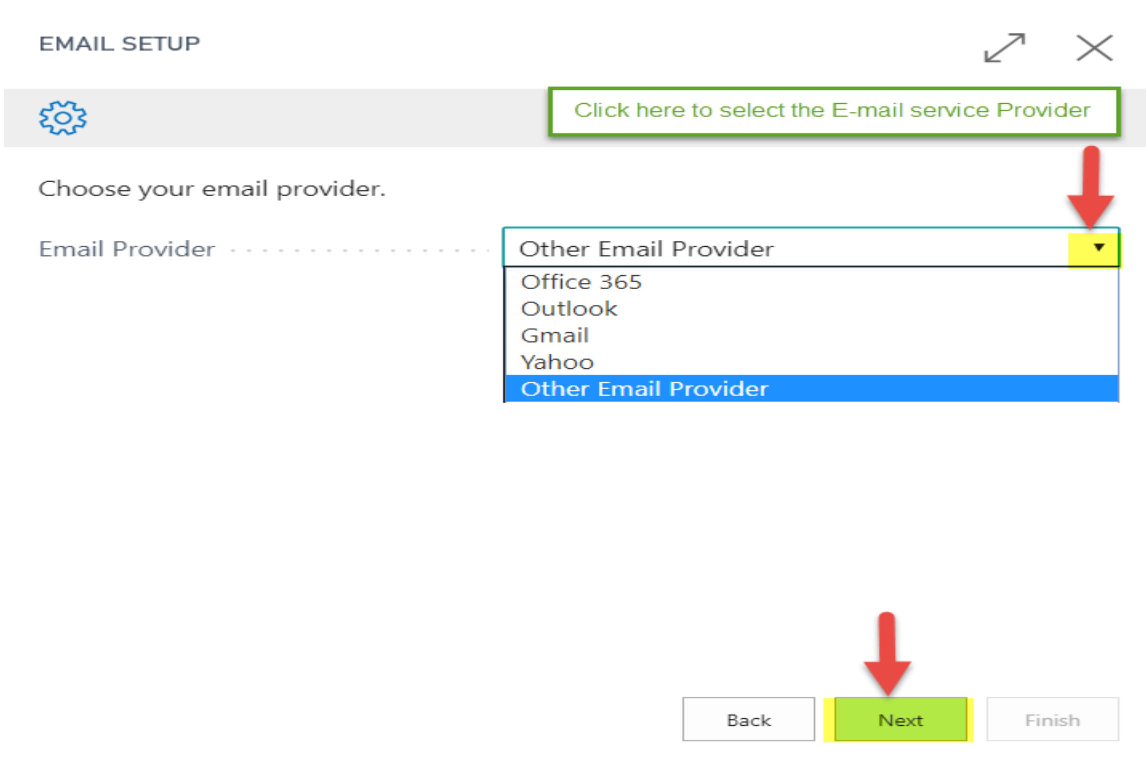
3.1.1 Configure E-mail Setup

To proceed with VMP365 setup 'SMTP mail setup should be completed', if not click the link 'Configure SMTP email'

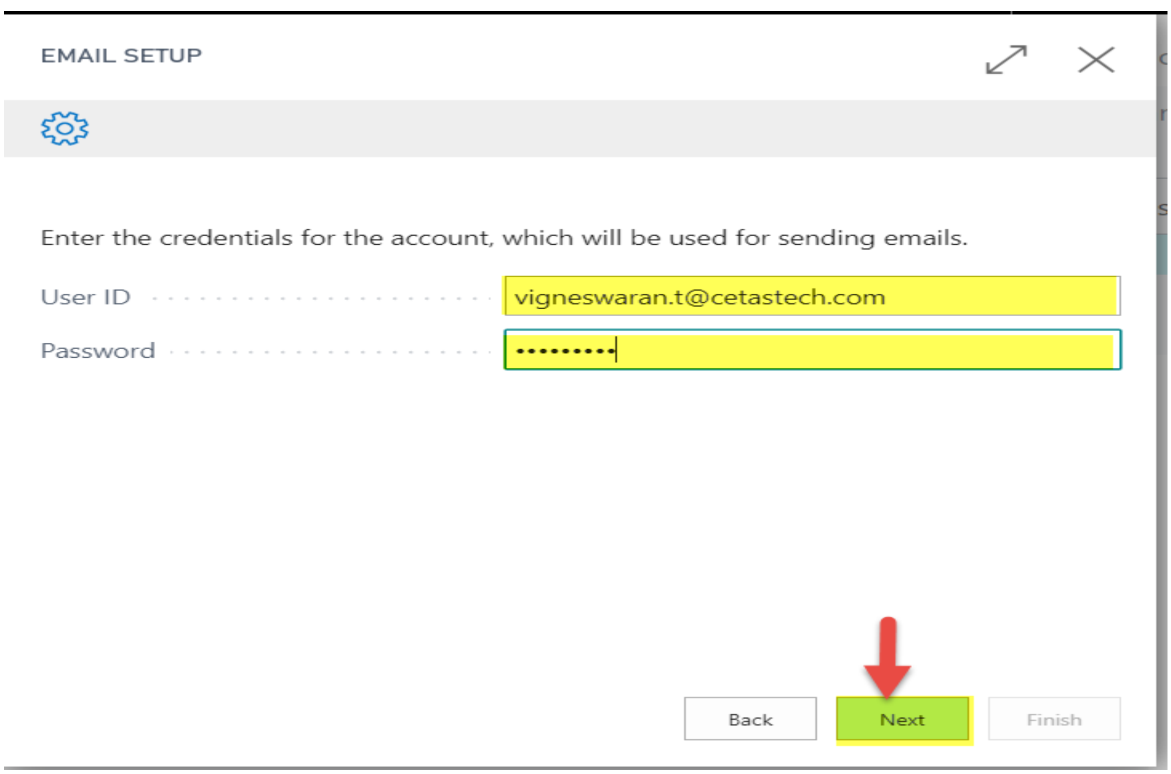


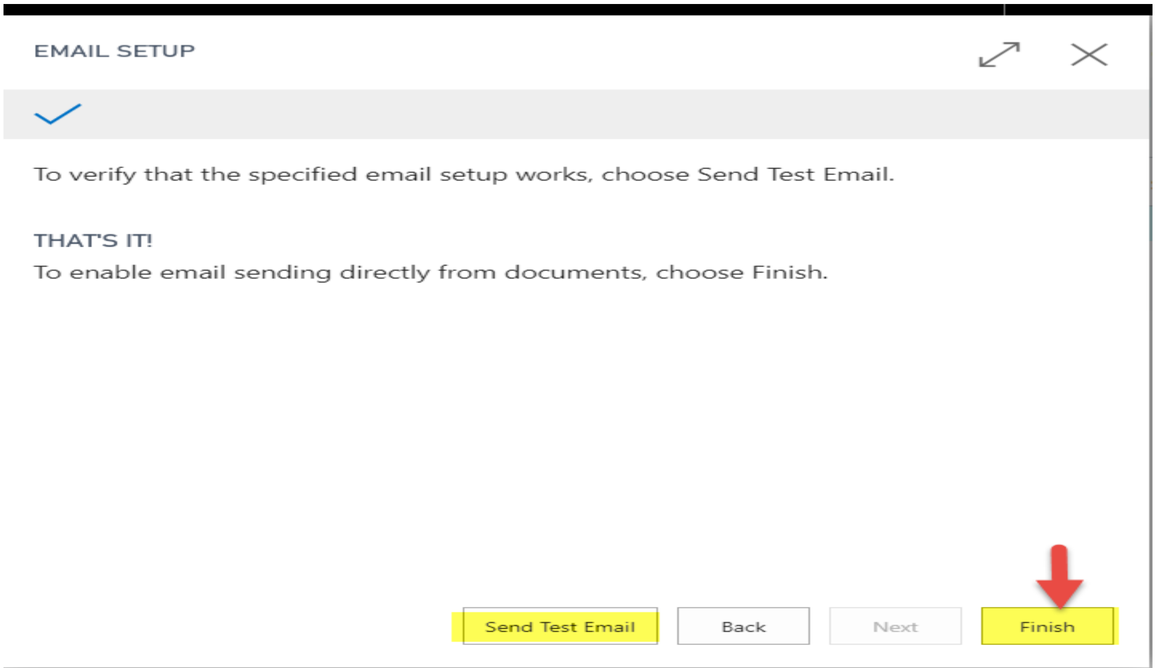


Choose the email provider and click Next

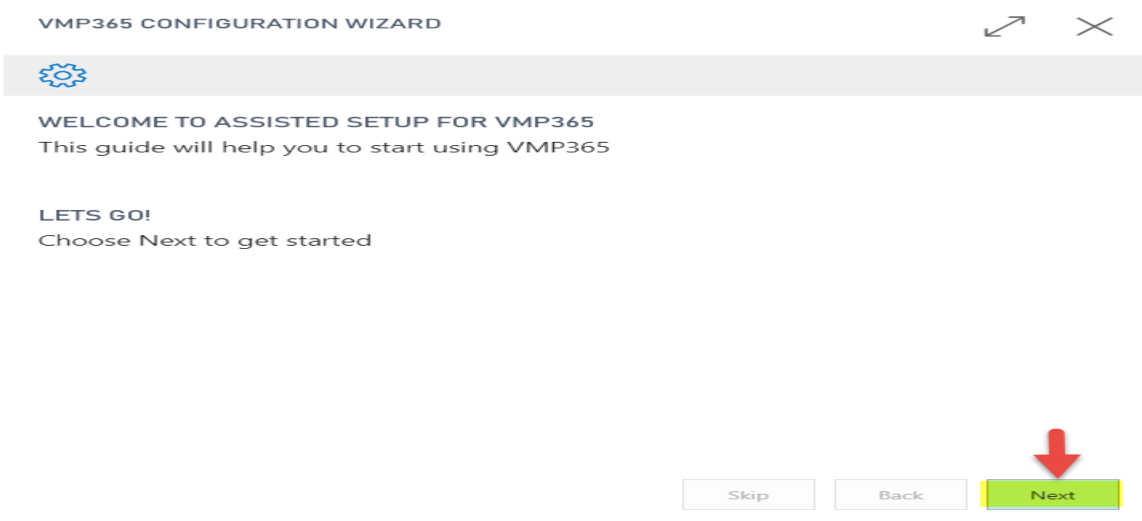


Provide username and email id to complete email setup and click Next and then Finish to proceed with VMP365 setup



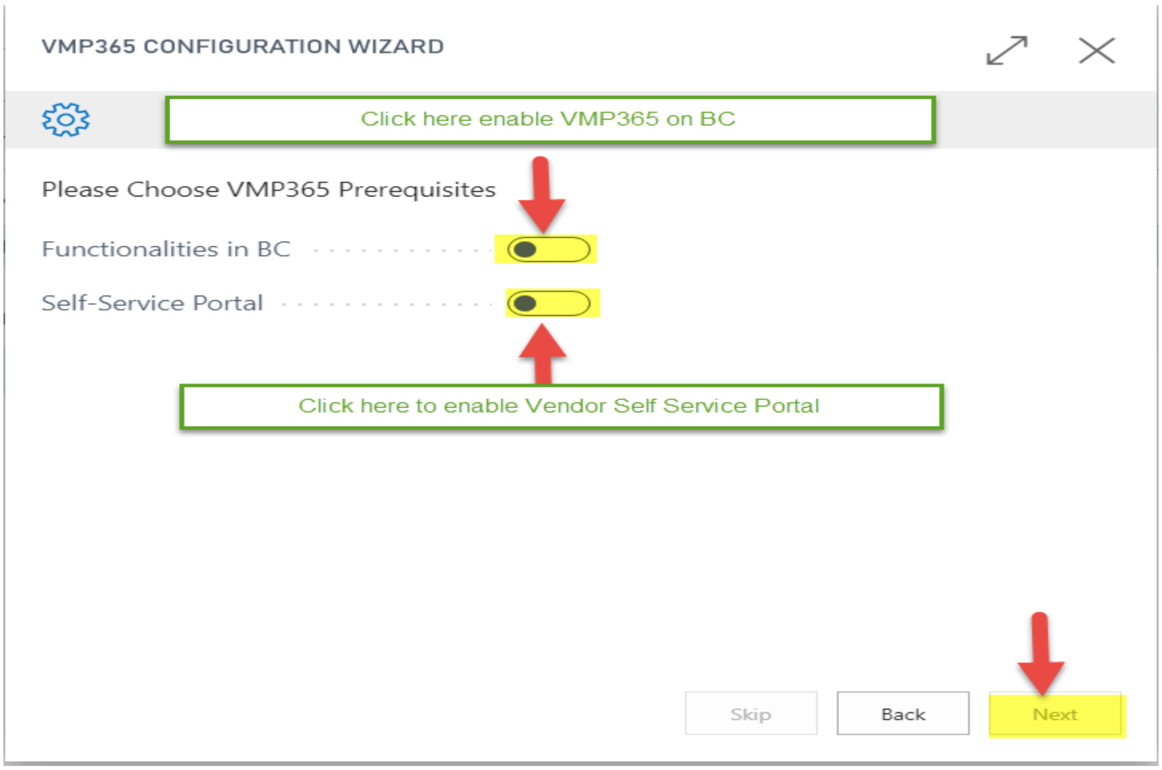


3.1.2 VMP365 Configuration begins if E-mail Setup already exist



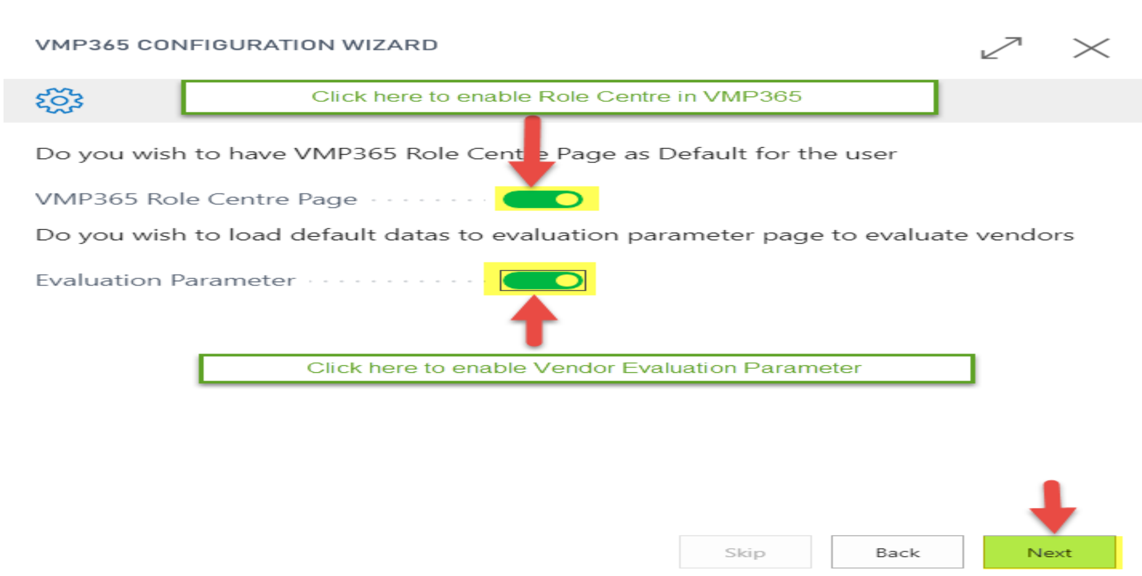
3.1.3 Activate VMP365 on Microsoft Dynamics 365 Business Central and Vendor Self Service

Choose VMP365 Prerequisites and click Next to proceed



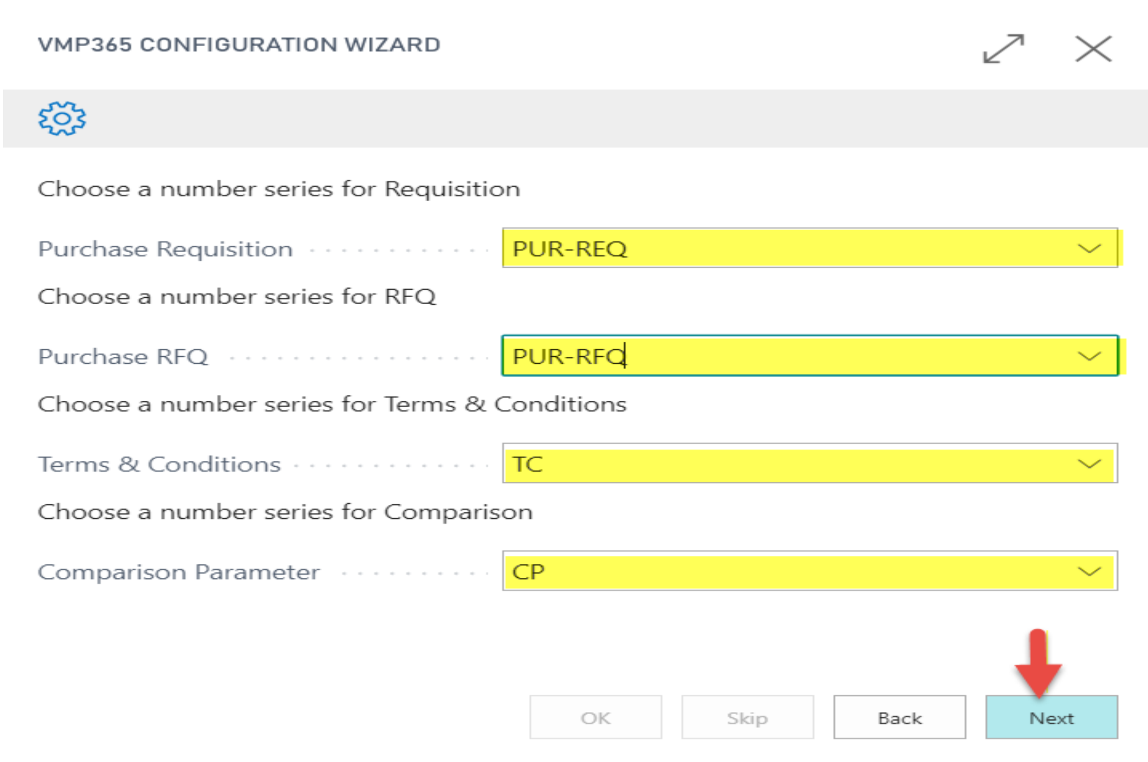
3.1.4 Activate Role Centre and Evaluation Parameter

Choose 'VMP365 Role Centre Page' if you need to set VMP365 Role Centre as default and 'Evaluation Parameter' to load default data to evaluation parameter page to calculate vendor rating, click Next to proceed or else you can skip this page by unselecting these two fields



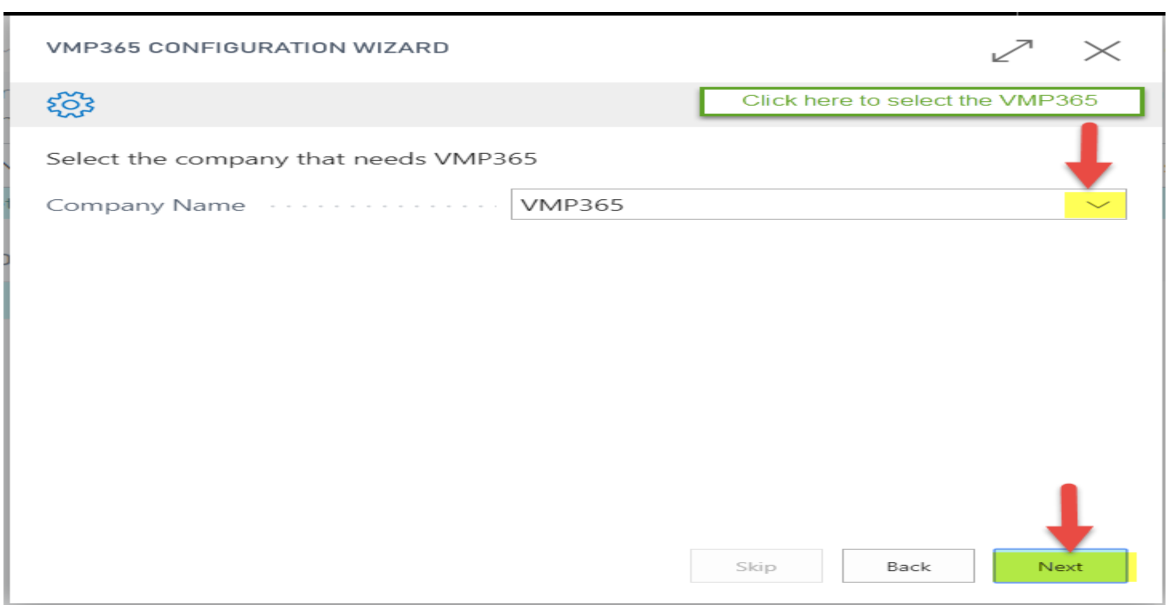
3.1.5 Setup NO. Series for VMP365 functions

Choose the No. Series that is defined for purchase documents if not create a no. series and select it and click Next to continue, if no values are provided you can skip this page by clicking skip button



3.1.6 Setup VMP365 Company

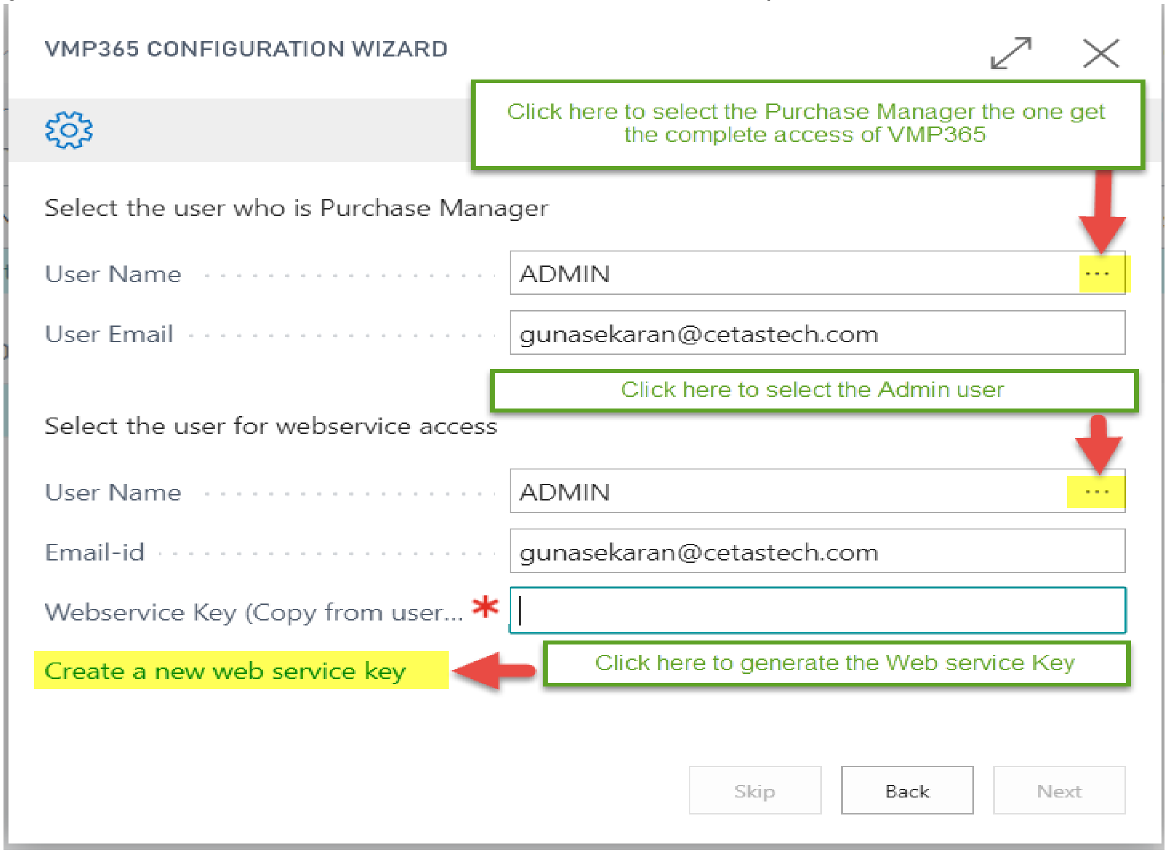
Select the company that needs VMP365 and click Next to proceed further



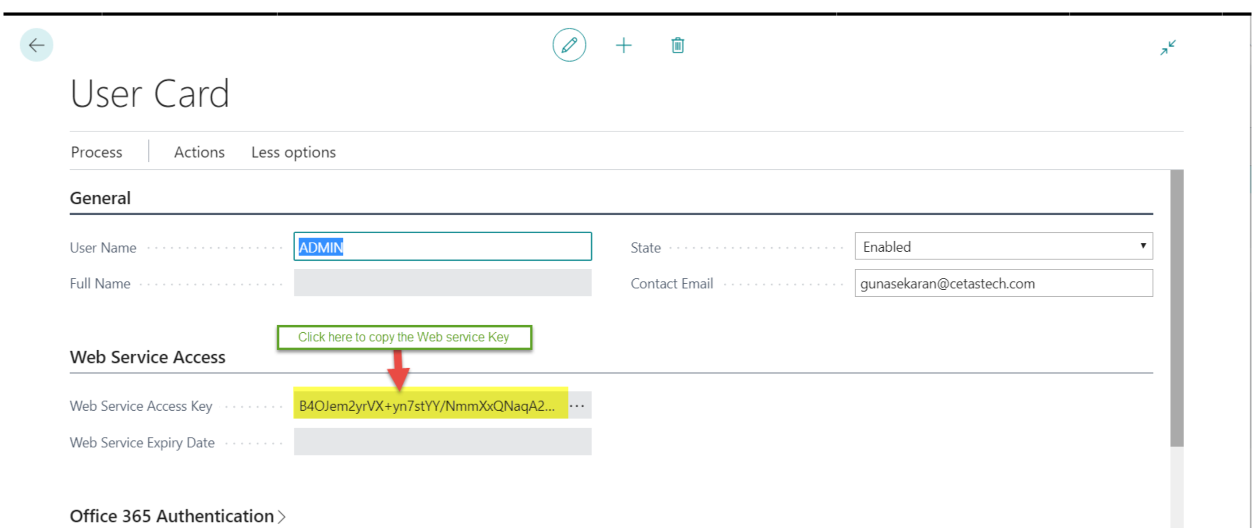
3.1.7 Setup Purchase Manager and Admin for Dynamics 365 Business Central

Select the users who needs Portal Manager rights and user who needs Web Service access by clicking look up value.

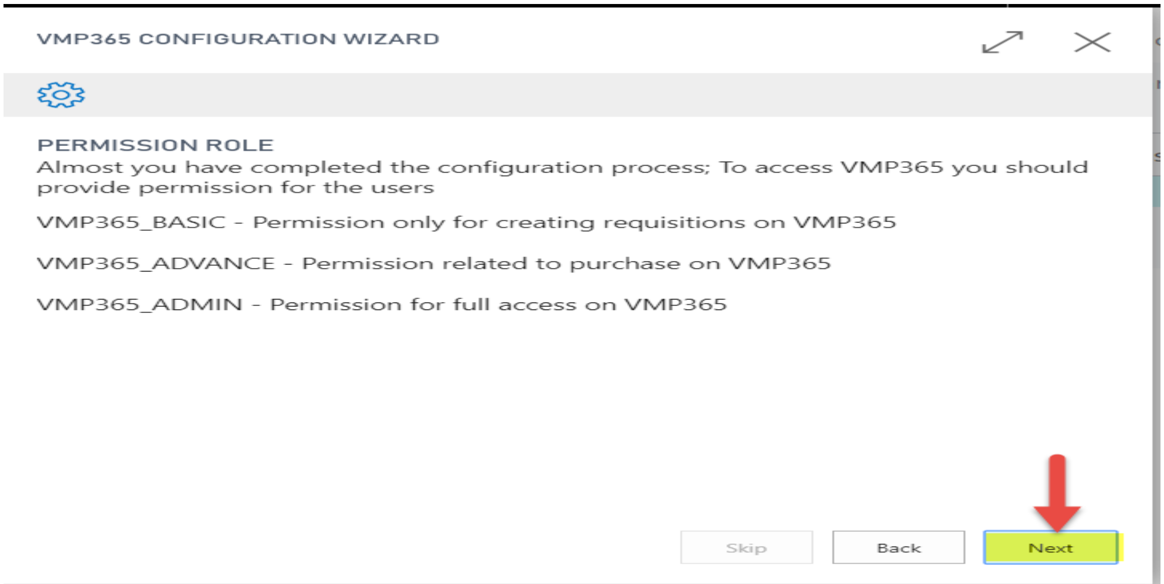
Web Service Key is mandatory the value should be copied from user card and paste it in this field, to go to user card click the link below 'Create a new web service key'

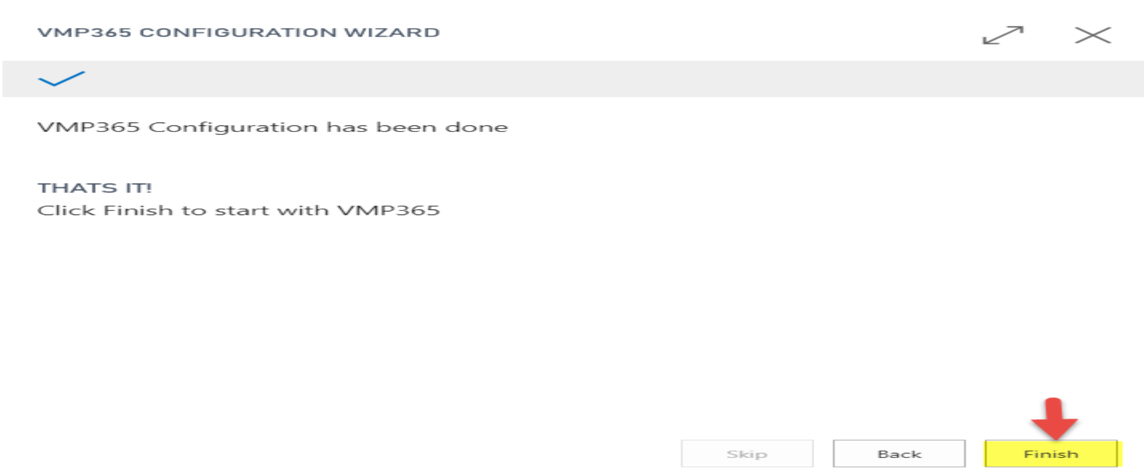


Under Web Service Access Group click assist edit of Web service access key field to generate new access key and copy the key and paste in the setup page, if key is already generated then copy the key to setup page



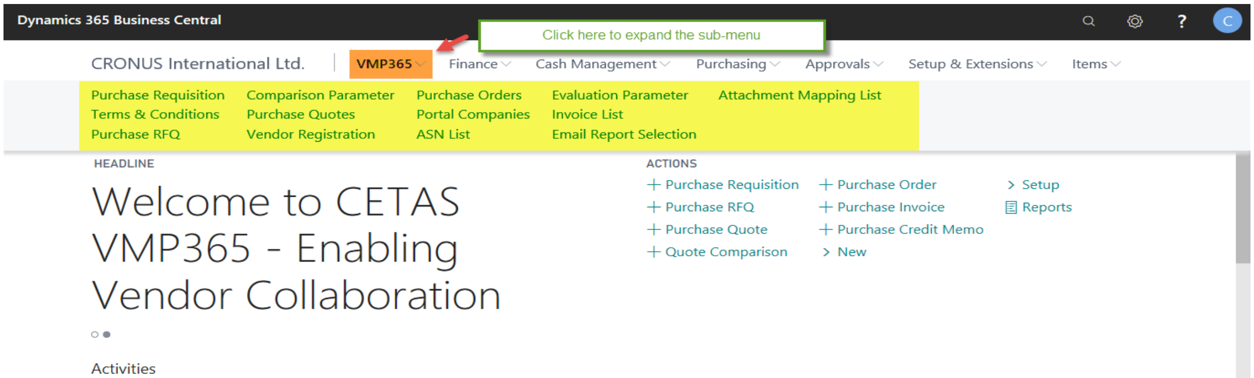
To access VMP365 pages user needs permission, this page contains the details about permissions to be set to user read it and click Next to continue



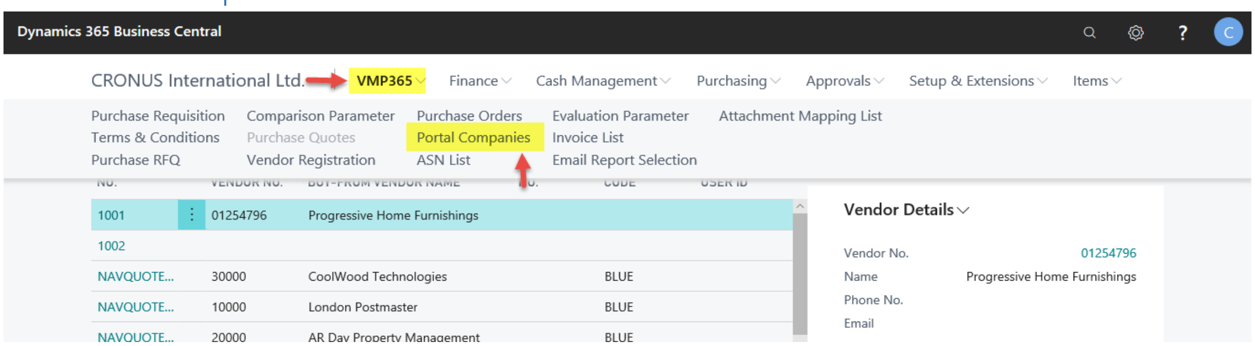


4 VMP365 on Dynamics 365 Business Central

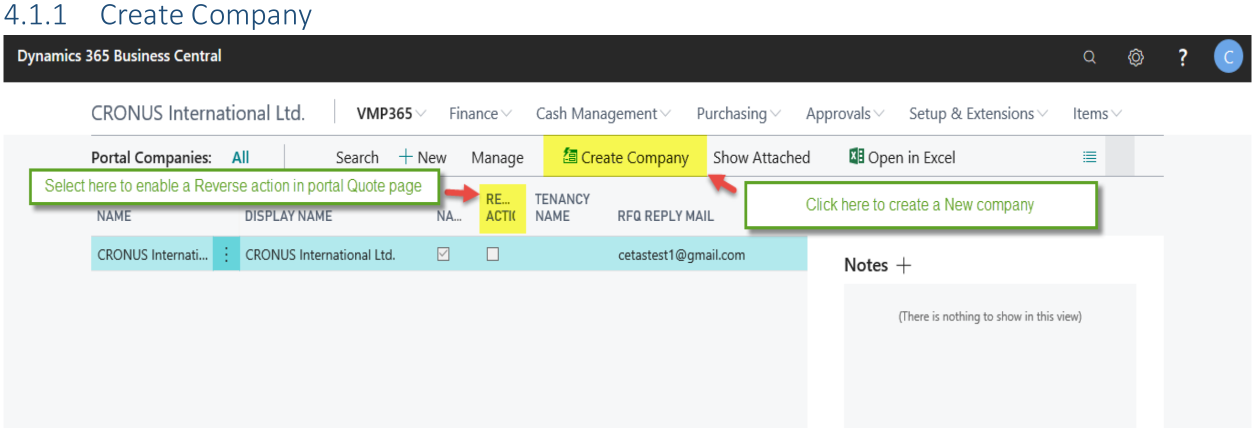
VMP365 Can be configure and work with run time



4.1 Portal Companies



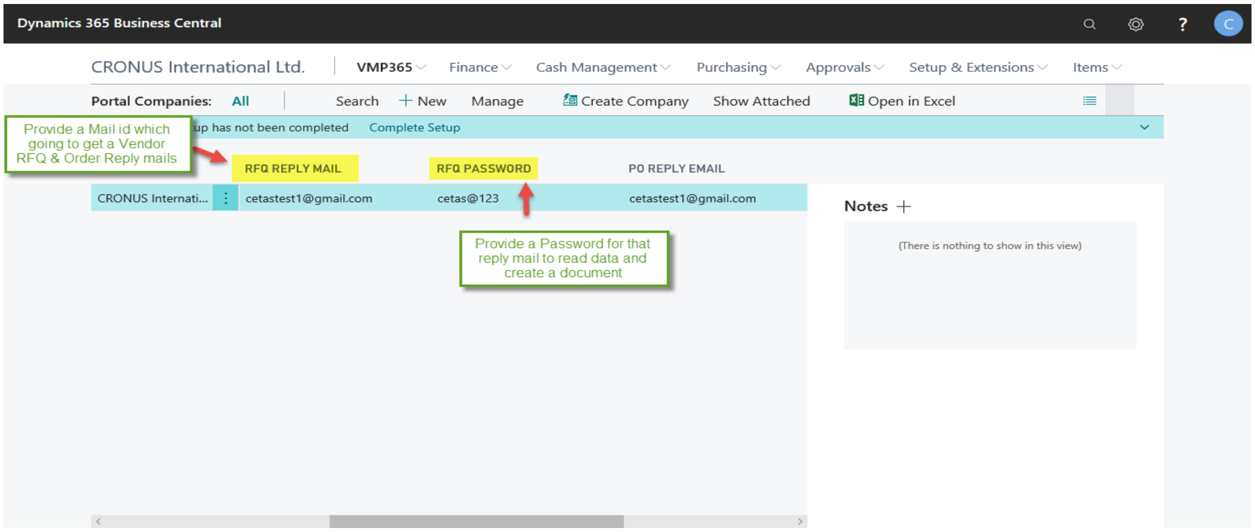
4.1.1 Create Company



4.1.2 Reply Mail id configuration for Mail parsing

Provide Mail id to receive a reply mail for RFQ & Order from vendor

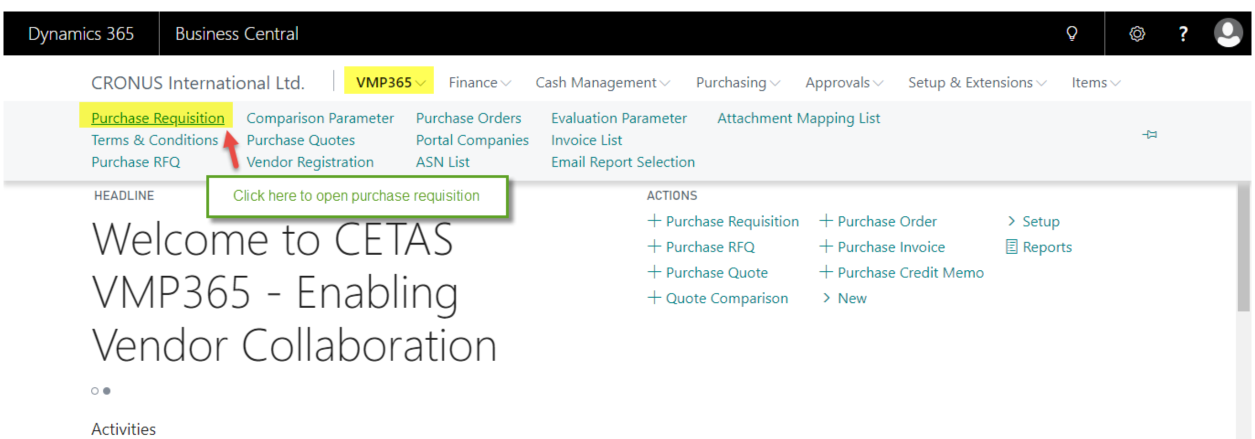
Customer can use the Purchase team Mail id, or they can create a new mail id for this process only



Note: Use only Gmail or Outlook mail id's other mail services are not included in this version

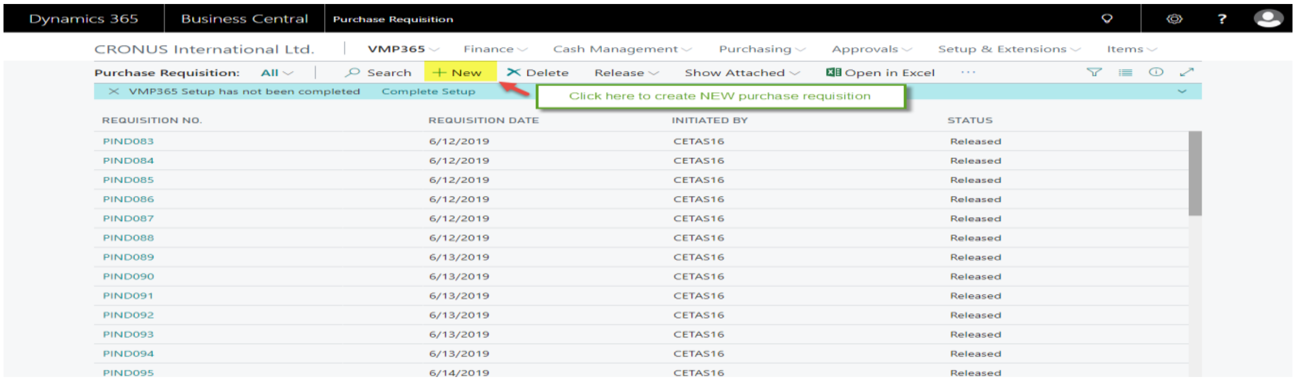
4.2 Purchase Requisition

Purchase requisitions are a document used when an employee needs to make a purchase or an order request on behalf of their company. It is a document that is used to inform department managers or the purchasing officer of the decision so that the purchasing department can start the purchasing process



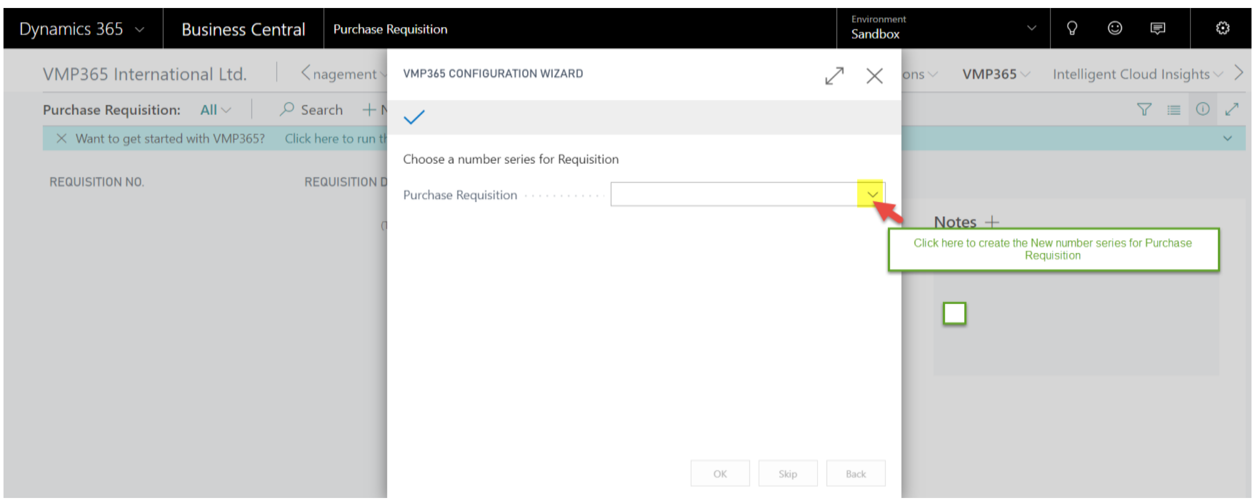
4.2.1 Create a New Purchase Requisition

Click on 'New' to create

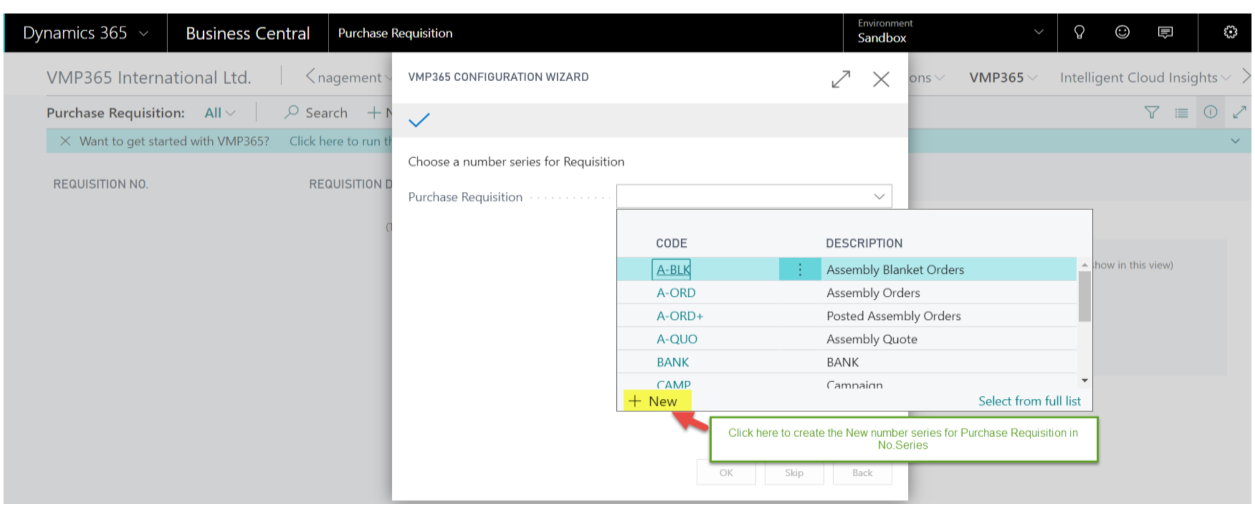


4.2.2 Create a New Requisition No. Series configuration Wizard

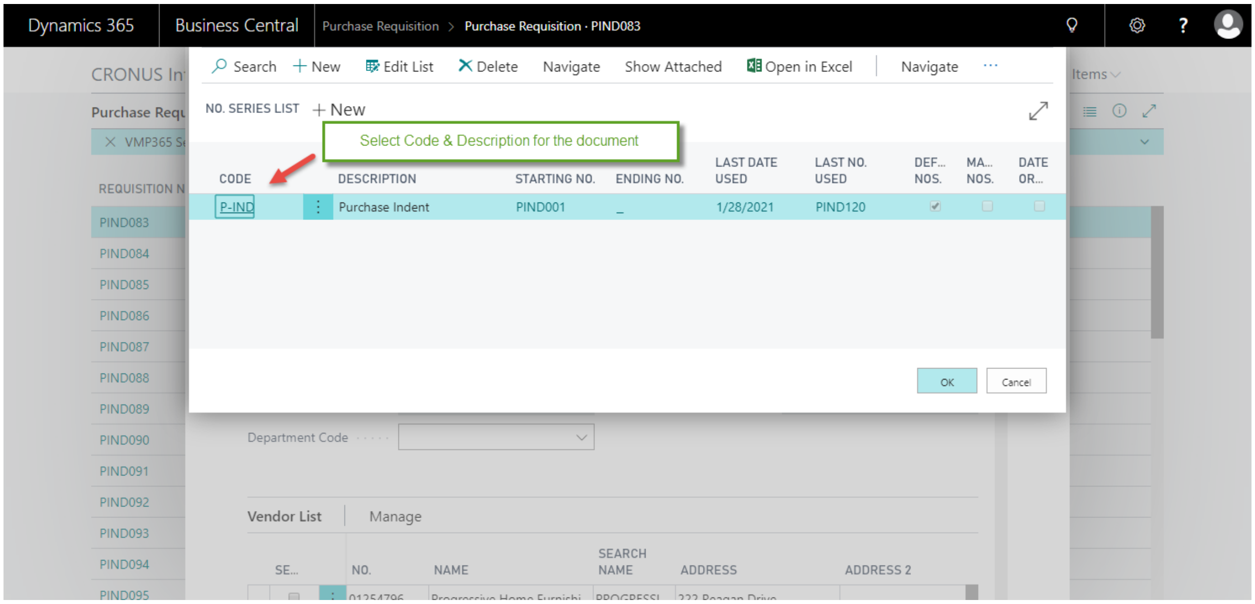
Click on 'Elipse' button to setup a Purchase Requisition No.Series



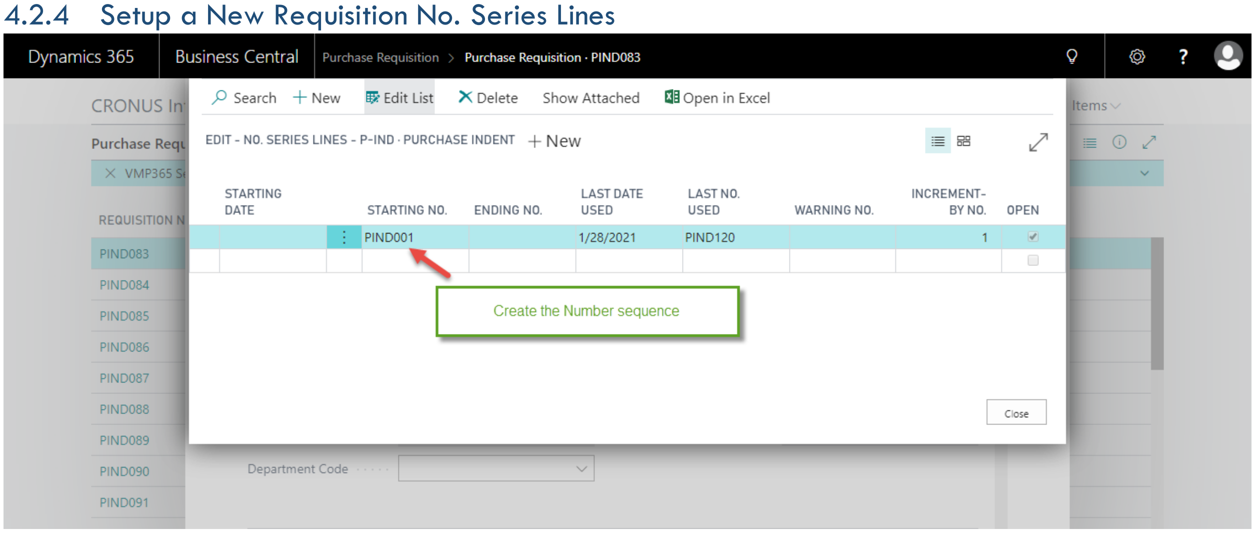
Create New code and Description for Purchase Requisition



4.2.3 Setup a New Requisition No. Series List

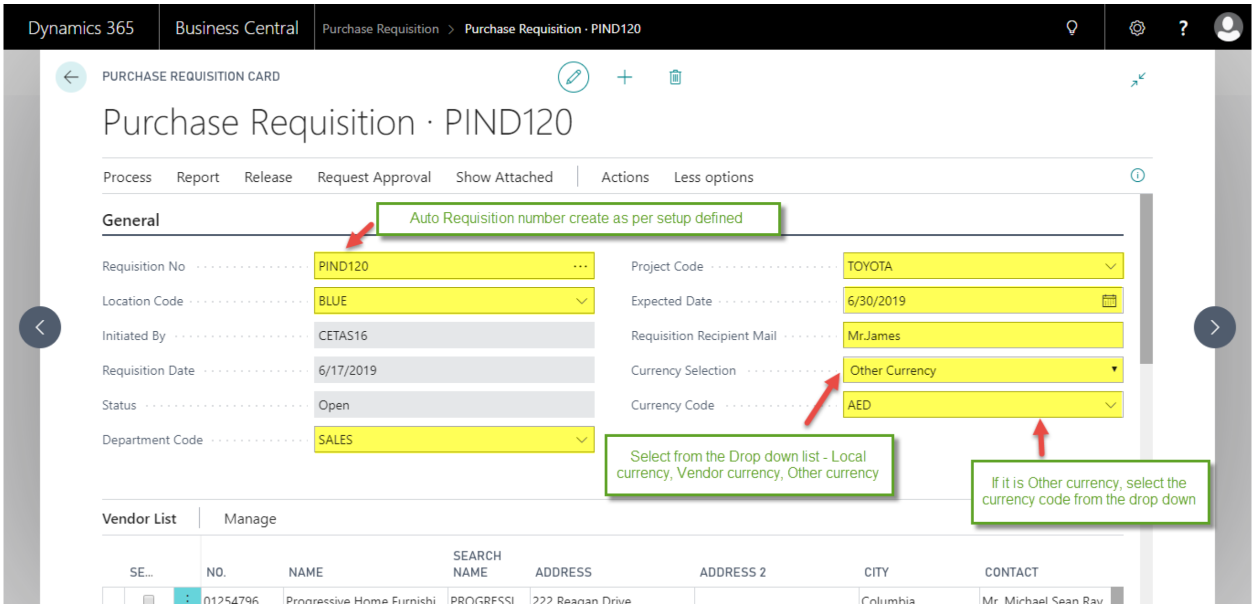


4.2.4 Setup a New Requisition No. Series Lines



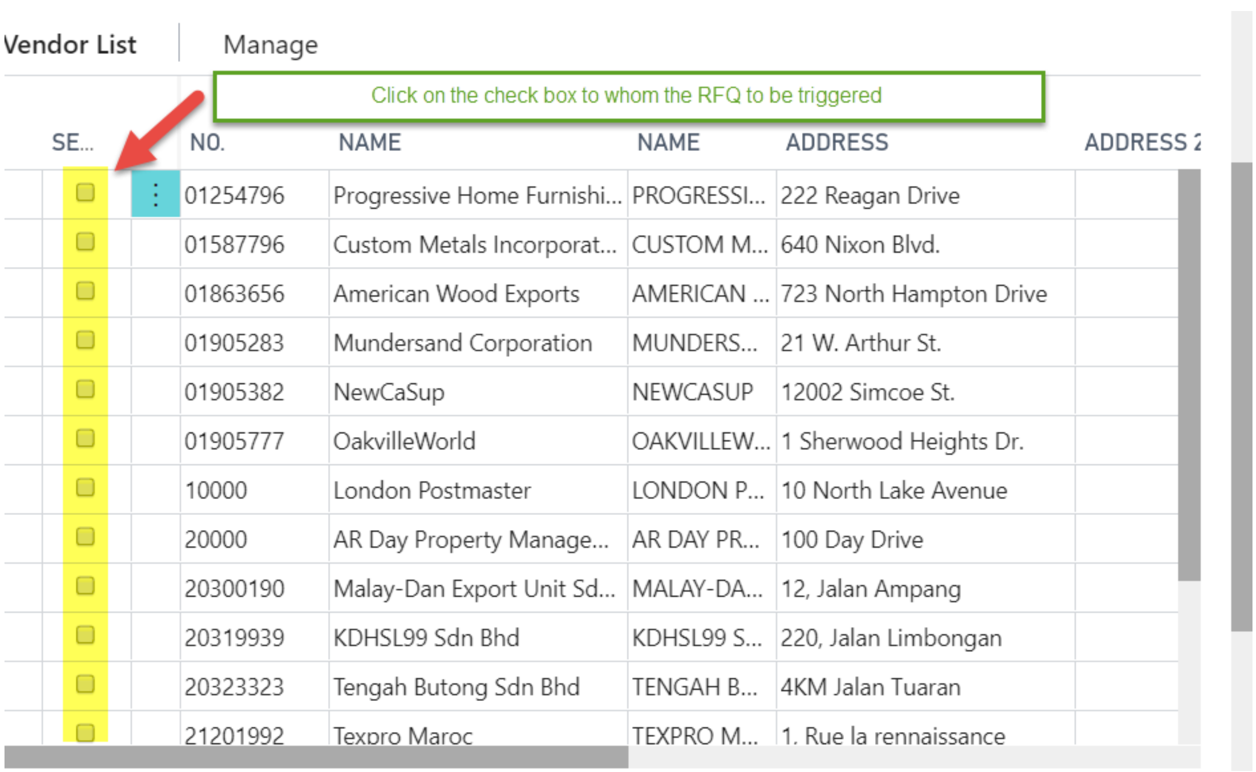
4.2.5 Create a New Purchase Requisition header

1. Click on Requisition No to generate Purchase Requisition number
2. Select Location to where the Material is required
3. ‘Initiated by’, ‘Requisition Date’ creates automatically based on user
4. Global Dimension 1 & 2 available to select
5. Select the Expected Date or Receipt for the PR
6. Enter the mail id of the concern Purchaser / approver to be notified



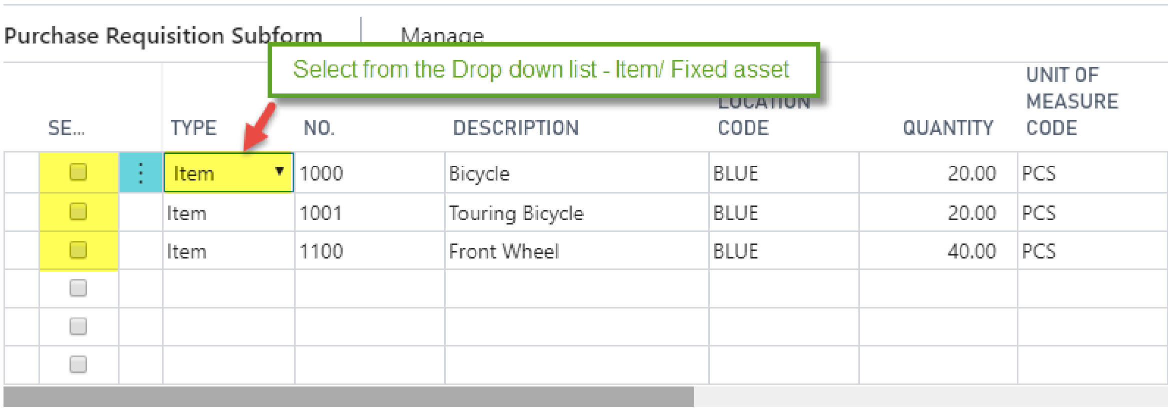
4.2.6 Vendor selection from purchase Requisition for RFQ

1. Purchase Requisition (PR) has the Vendor List to Whom the RFQ should be triggered against PR for the bunch of Vendors in single screen.



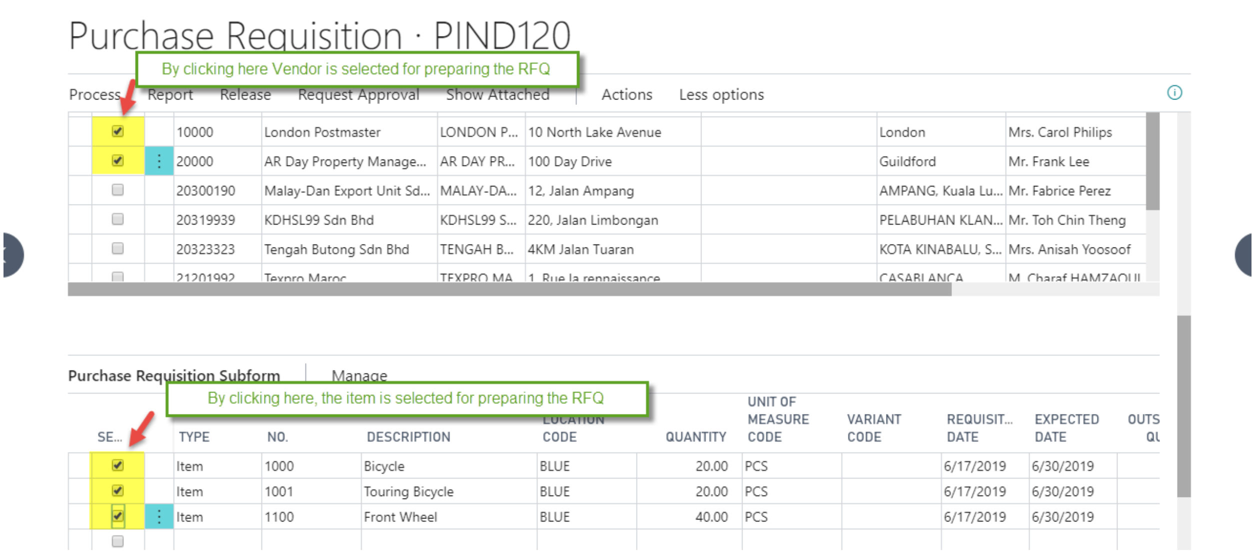
4.2.7 Items selection in the Purchase Requisition

1. Click on Type to select weather Request for Item / Fixed Asset/ GL Accounts,
2. Click on No. to select the Item from Item Master
3. Header Location updates automatically in Lines
4. Enter the Required Quantity in Quantity field.



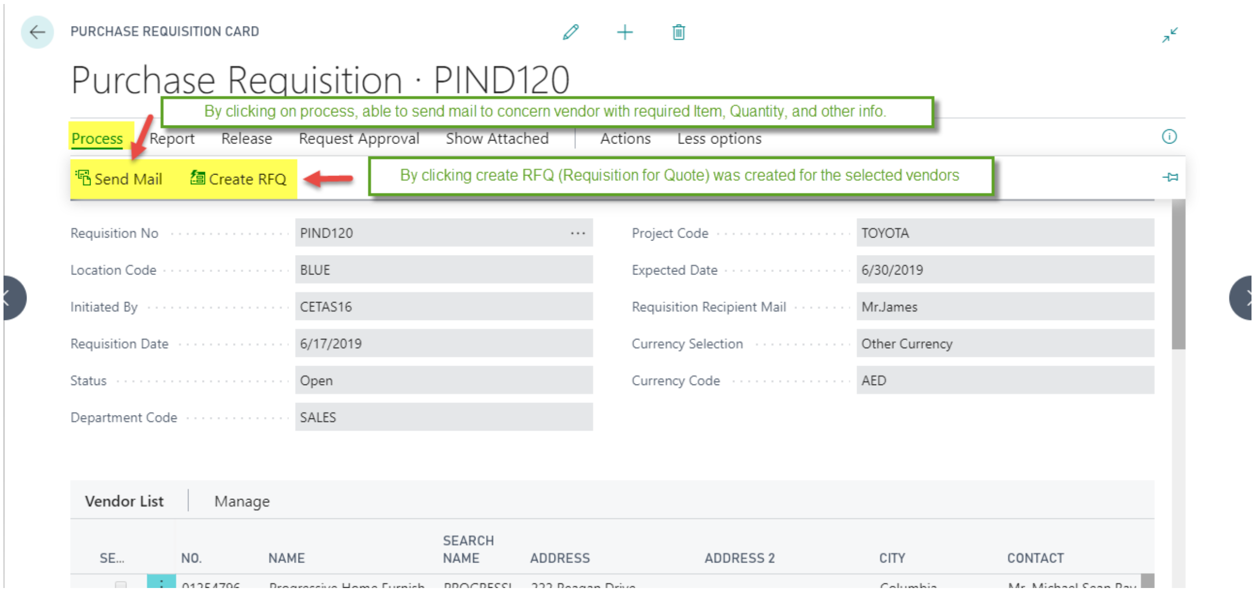
4.2.8 Items and Vendor selection for Request from Quote

In the Purchase Requisition Page has the capability of Selecting specific Items to specific Vendors. For Ex: in the single Request, we can raise the complete materials which are needed. Against approval, Purchaser can open the Same Request, and raise multiple RFQ's to multiple Vendors just by clicking on select box and generate RFQ



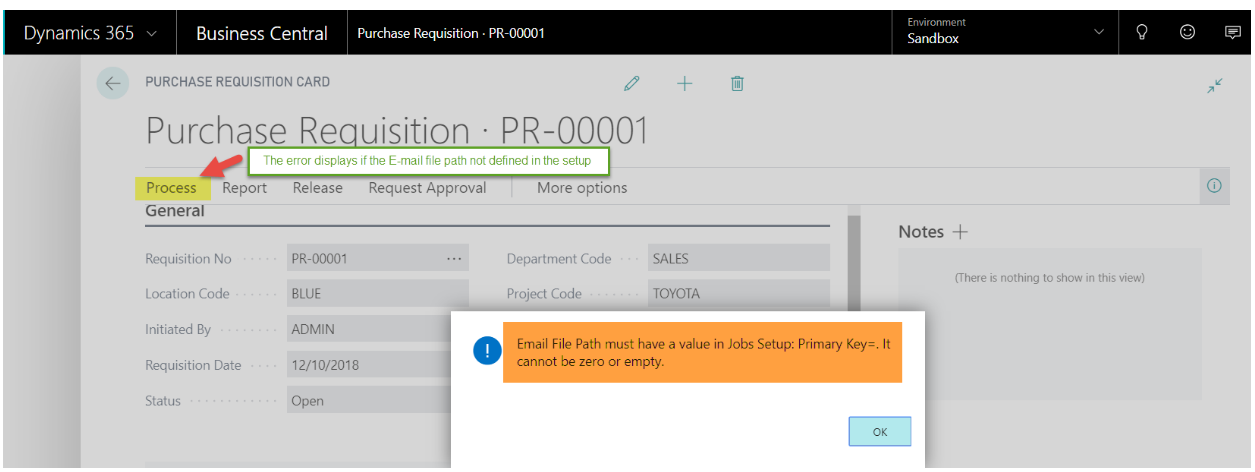
4.2.9 Send Mail notification to the Approver

Click on 'Process' to send Mail to Approver if approval workflow enabled



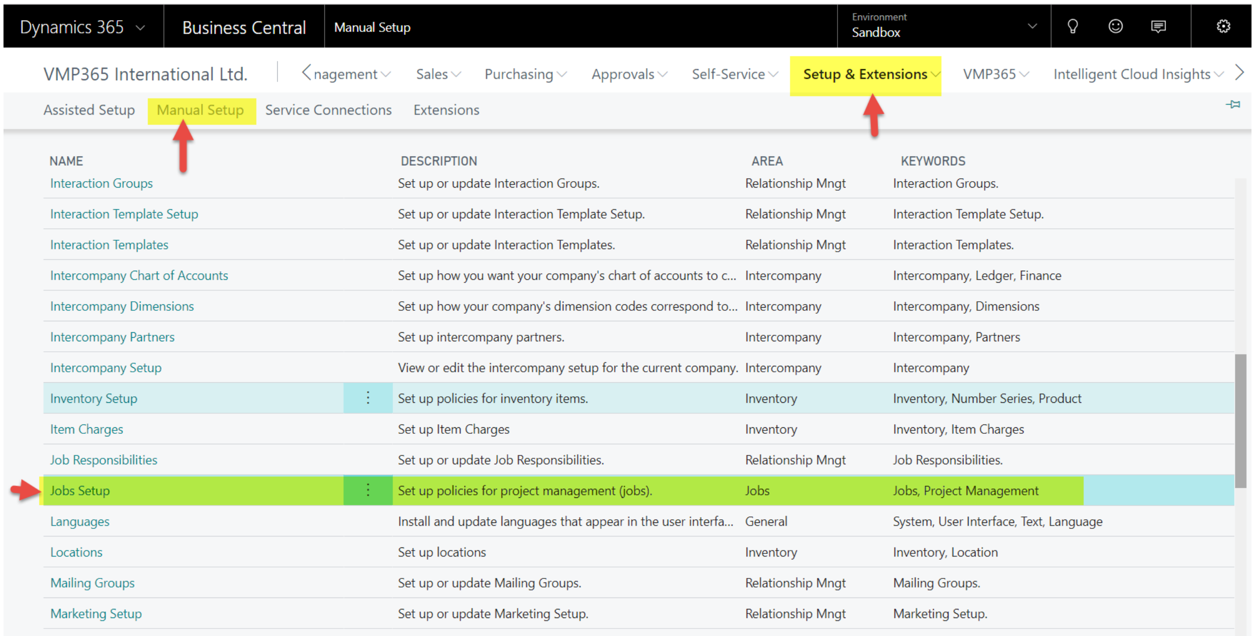
4.2.10 E-mail setup if not exist – Error Message

Error Message shows while click on Send Mail the Purchase Requisition. Then follow the next step.



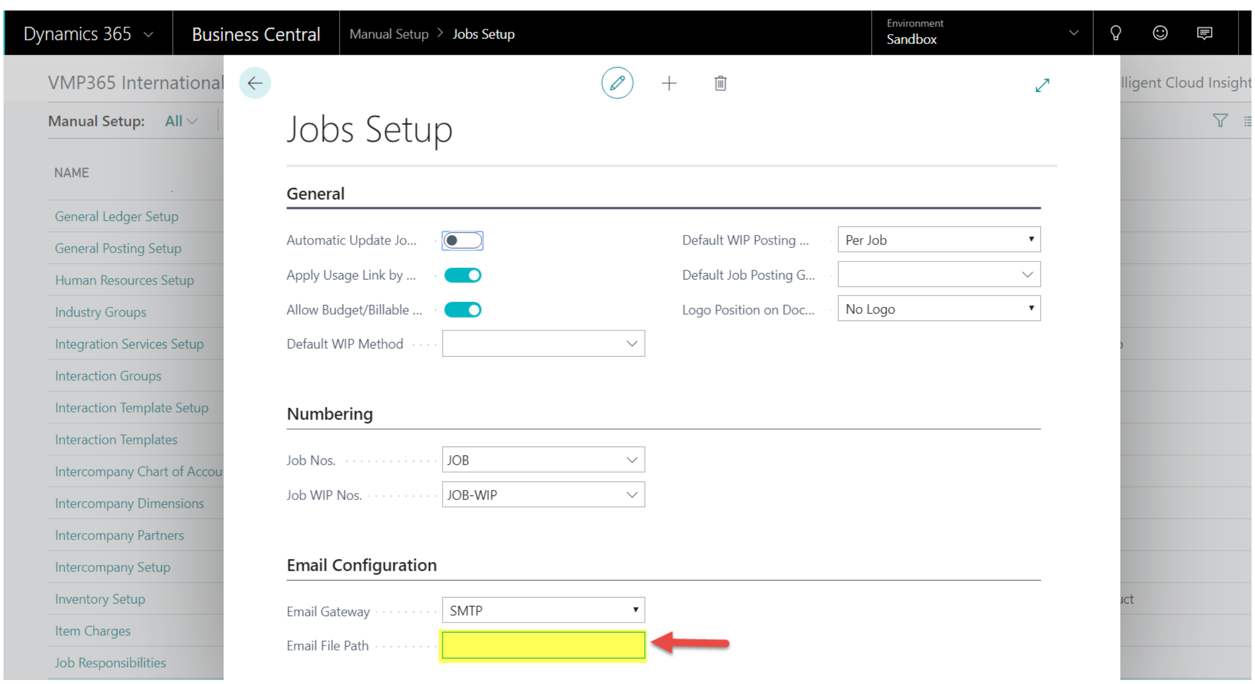
4.2.11 Setup E-mail File Path in Manual Setup

Go to E-mail file path: Setup & Extensions ->Manual Setup ->Jobs Setup



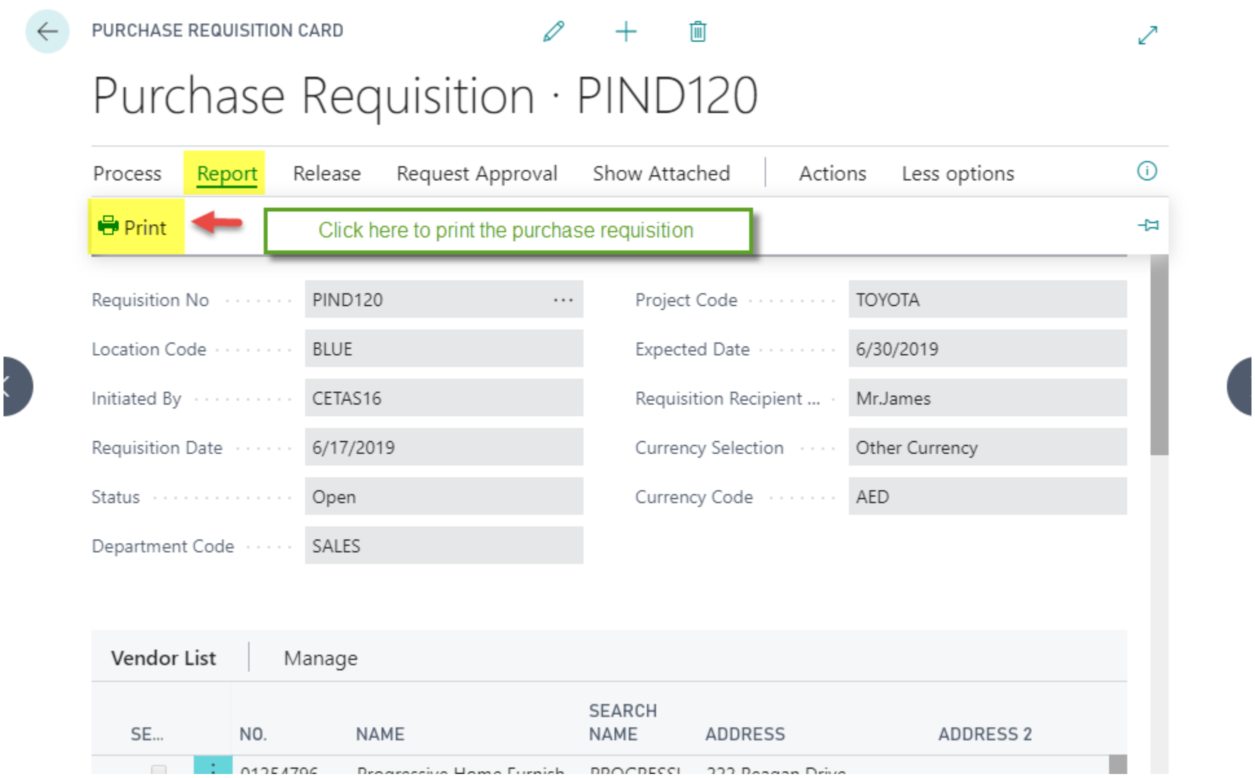
4.2.12 Email Configuration in Jobs Setup

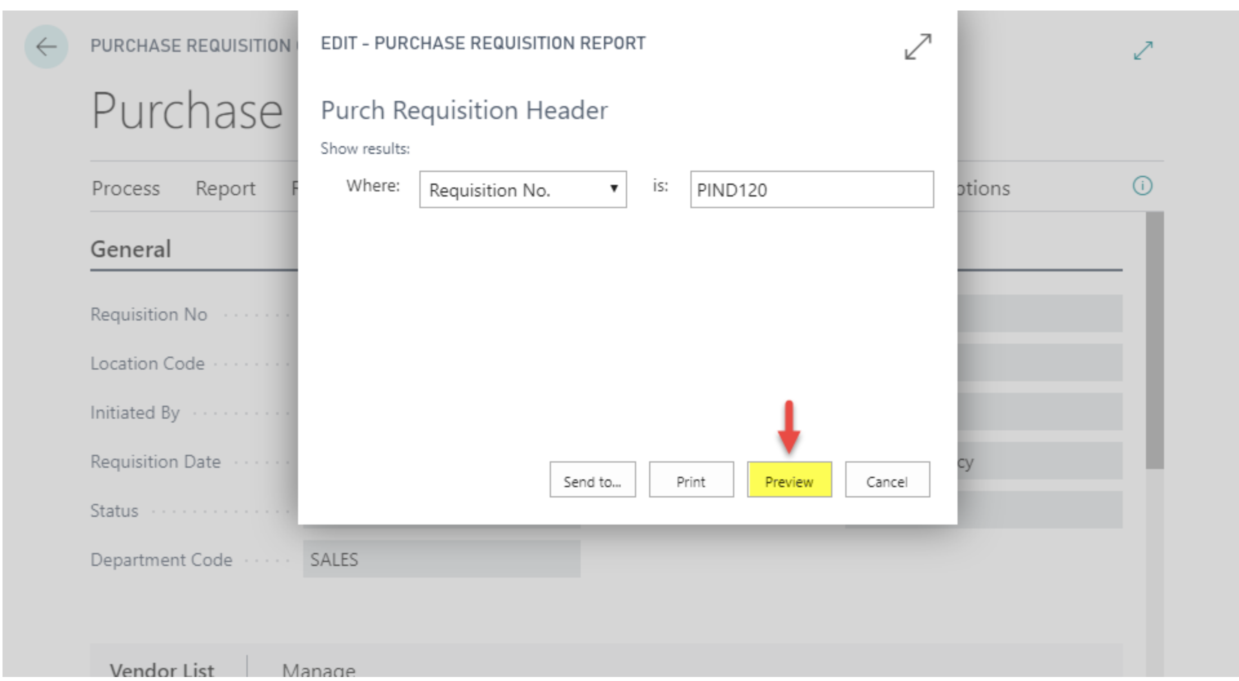
E-mail file path should be configured as shown below



4.2.13 Purchase Requisition Print Document

Click on Report and Print to generate Purchase Requisition physical copy print as shown below





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Purchase Requisition Report

June 17, 2019

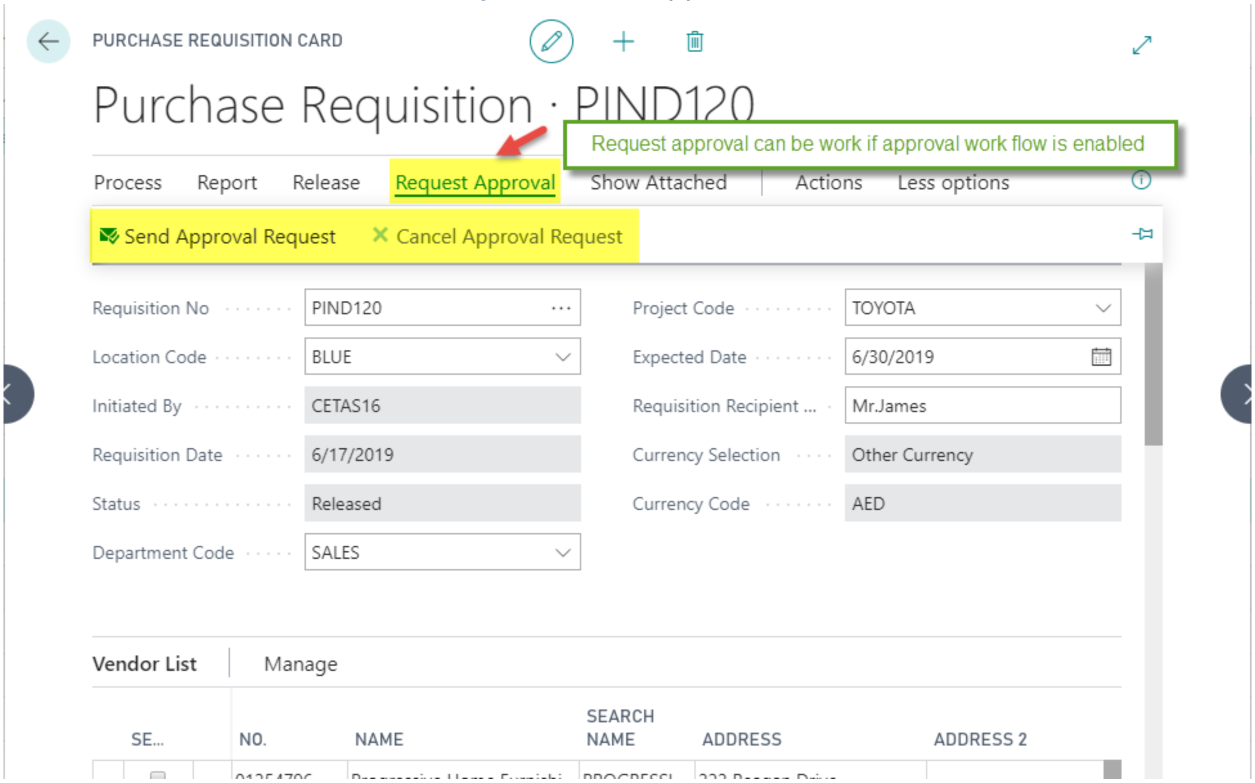
Page No. : 1

CRONUS International Ltd.

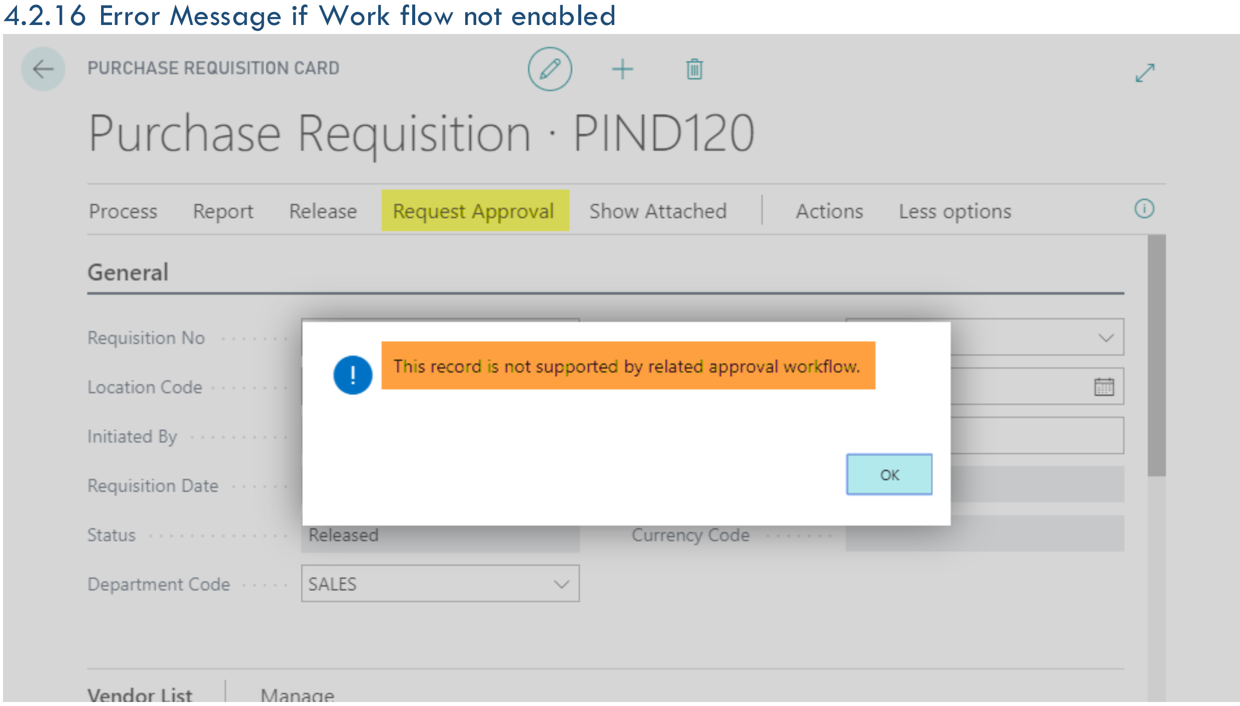
Requisition No.	No.	Description	UOM	Quantity	Initiated By	Expected Date
PIND120	1000	Bicycle	PCS	20	CETAS16	6/30/2019 12:00:00 AM
PIND120	1001	Touring Bicycle	PCS	20	CETAS16	6/30/2019 12:00:00 AM
PIND120	1100	Front Wheel	PCS	40	CETAS16	6/30/2019 12:00:00 AM

4.2.14 Direct Document release if Work Flow approval not enabled

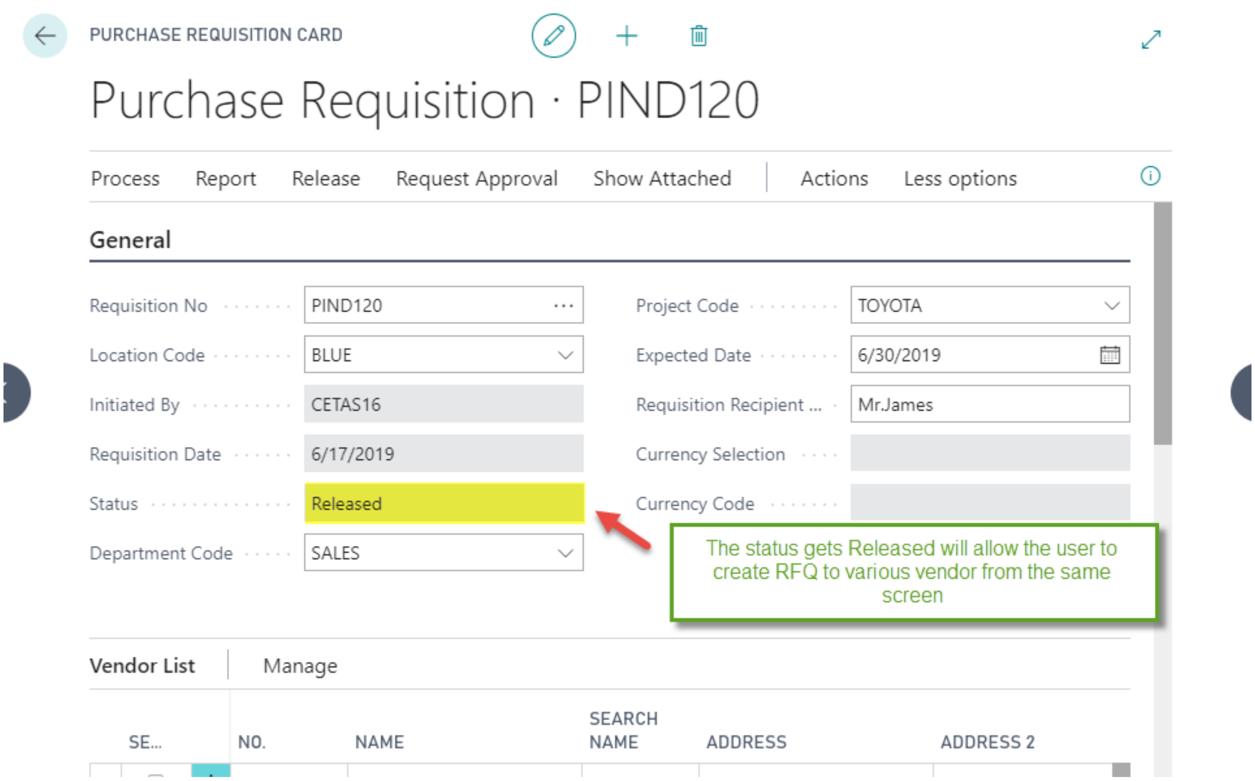
4.2.15 Document status release through work flow approval



4.2.16 Error Message if Work flow not enabled



Purchase Requisition Status must be Released to create RFQ



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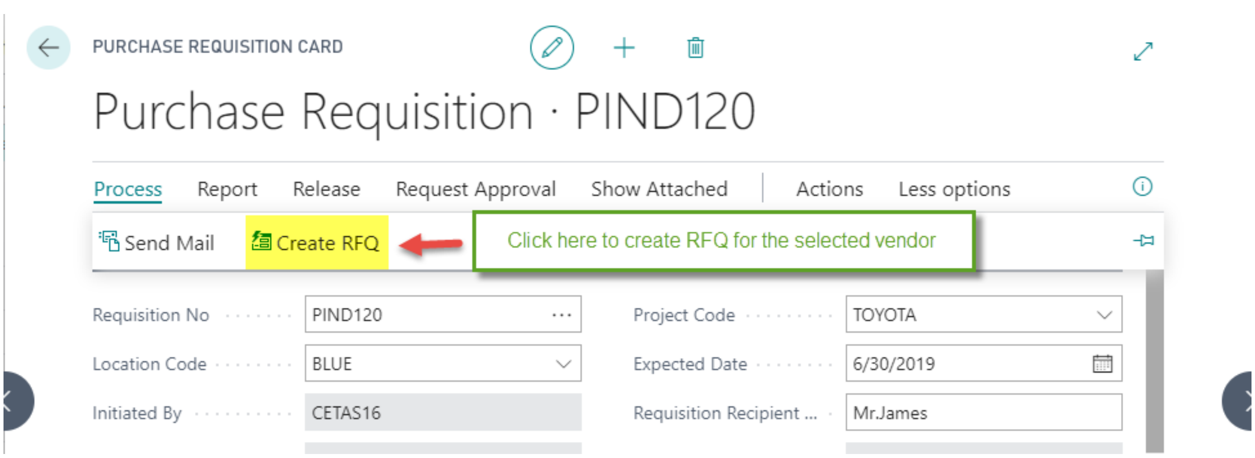
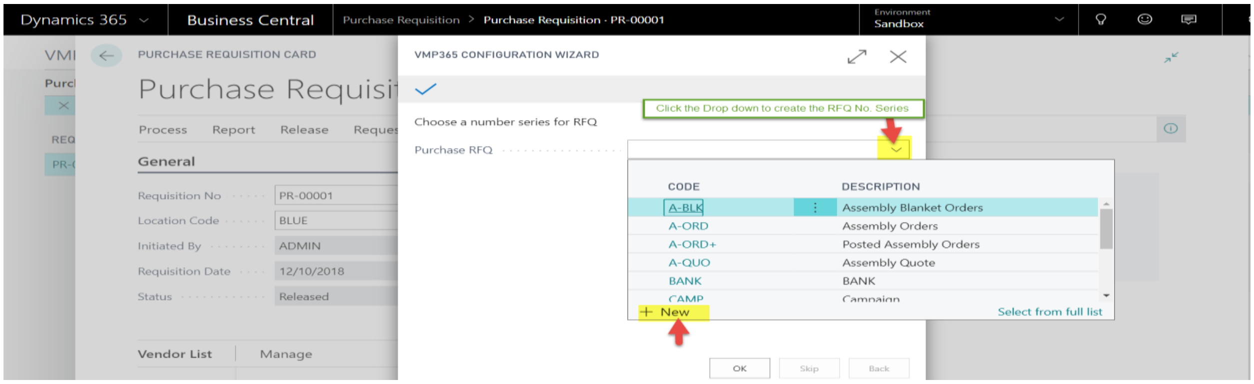
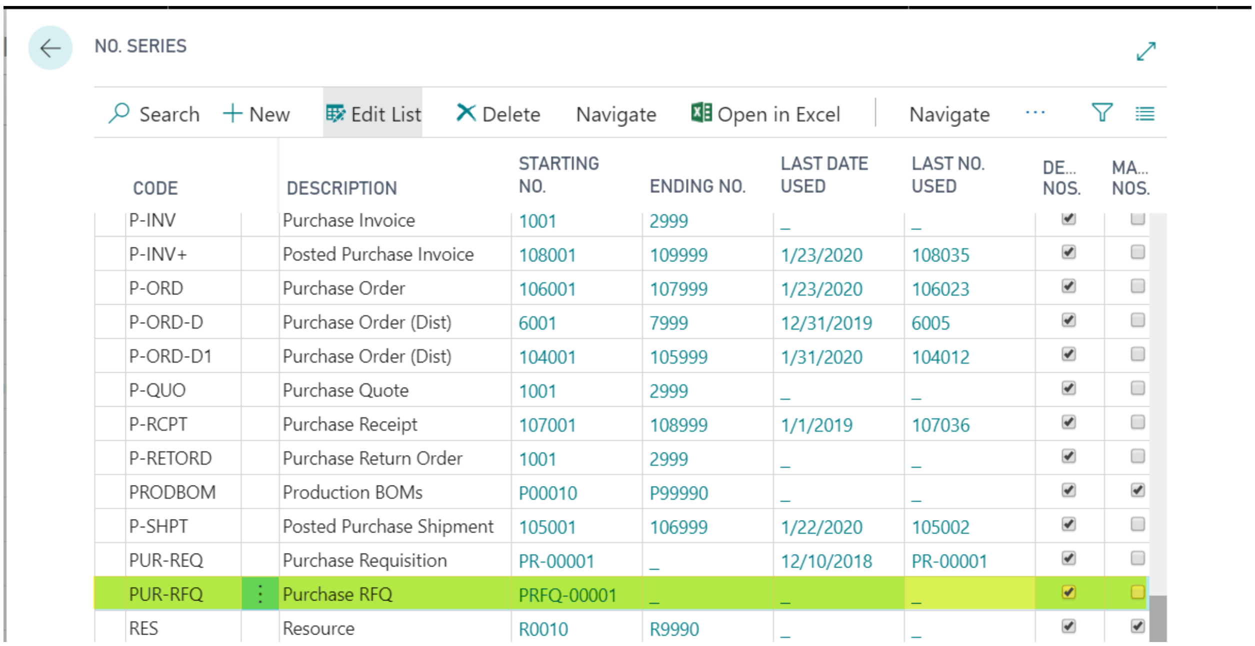
4.2.17 Create RFQ from Purchase Requisition



4.2.18 Setup RFQ No. Series from Purchase Requisition for to begin





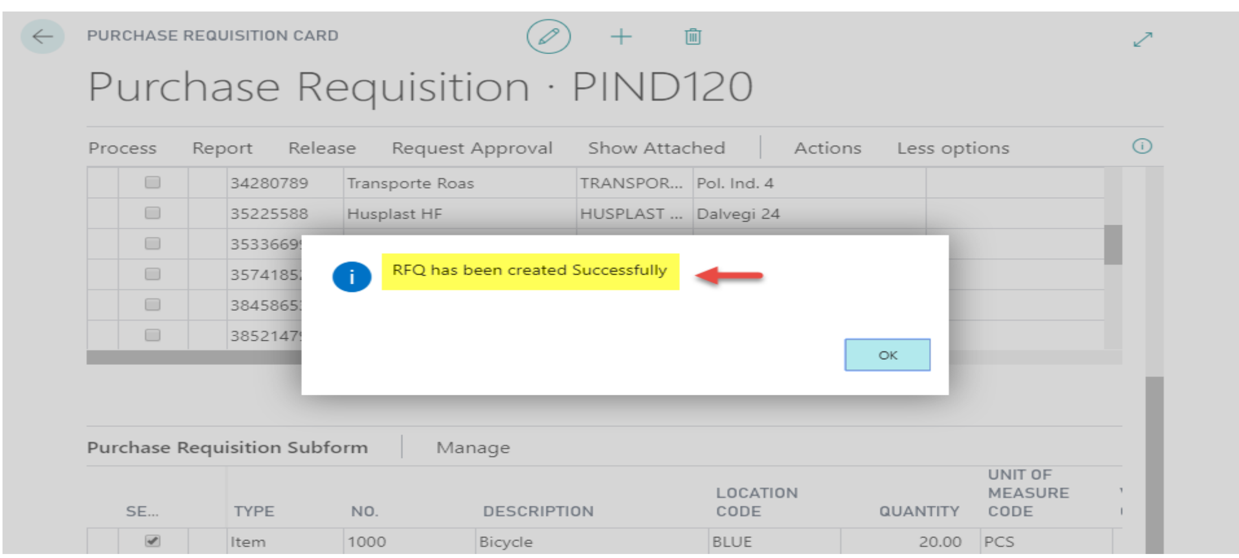
CODE	DESCRIPTION	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	DE... NOS.	MA... NOS.
P-INV	Purchase Invoice	1001	2999	_	_	✔	☐
P-INV+	Posted Purchase Invoice	108001	109999	1/23/2020	108035	✔	☐
P-ORD	Purchase Order	106001	107999	1/23/2020	106023	✔	☐
P-ORD-D	Purchase Order (Dist)	6001	7999	12/31/2019	6005	✔	☐
P-ORD-D1	Purchase Order (Dist)	104001	105999	1/31/2020	104012	✔	☐
P-QUO	Purchase Quote	1001	2999	_	_	✔	☐
P-RCPT	Purchase Receipt	107001	108999	1/1/2019	107036	✔	☐
P-RETORD	Purchase Return Order	1001	2999	_	_	✔	☐
PRODBOM	Production BOMs	P00010	P99990	_	_	✔	✔
P-SHPT	Posted Purchase Shipment	105001	106999	1/22/2020	105002	✔	☐
PUR-REQ	Purchase Requisition	PR-00001	_	12/10/2018	PR-00001	✔	☐
PUR-RFQ	Purchase RFQ	PRFQ-00001	_	_	_	✔	☐
RES	Resource	R0010	R9990	_	_	✔	✔

4.2.19 Setup No. Series for Purchase RFQ (Request For Quote)

4.2.20 Create RFQ from Purchase Requisition

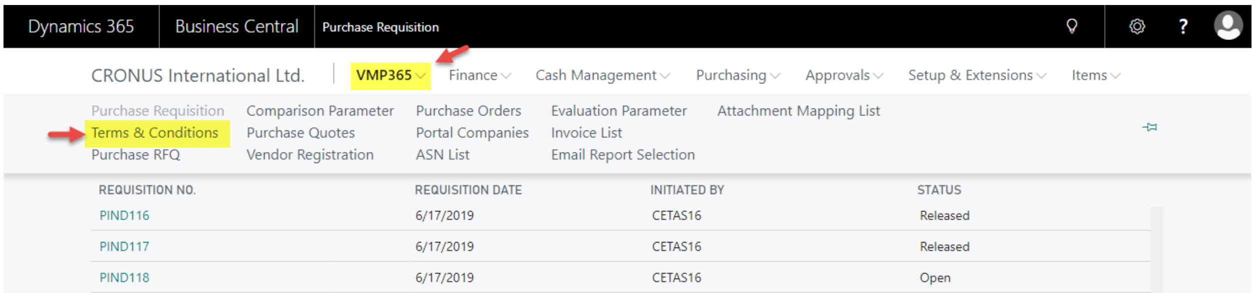
A request for quotation (RFQ) is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or services. RFQ generally means the same thing as Call for bids (CFB) and Invitation for bid (IFB)

4.2.21 RFQ Creation Success Message

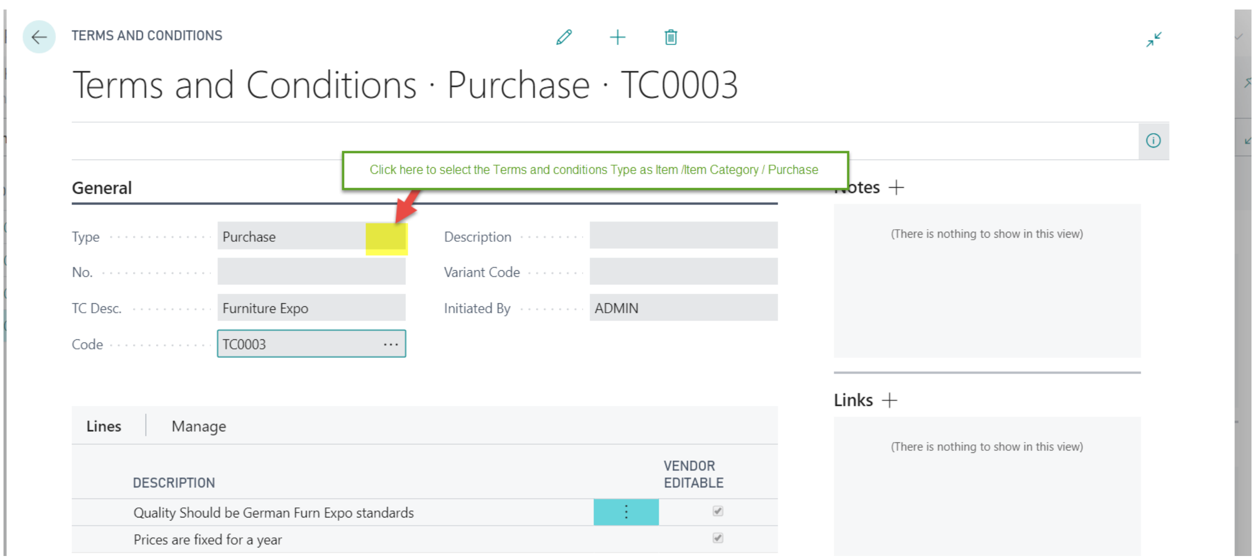


4.3 Terms and Conditions Menu Navigation

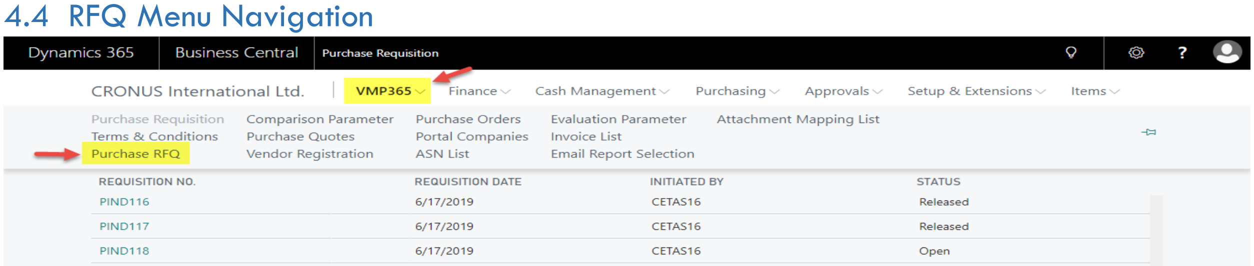
A **Terms and Conditions agreement** is the agreement that includes the terms, the rules and the guidelines of acceptable behavior and other useful sections to which vendor must agree to place an order



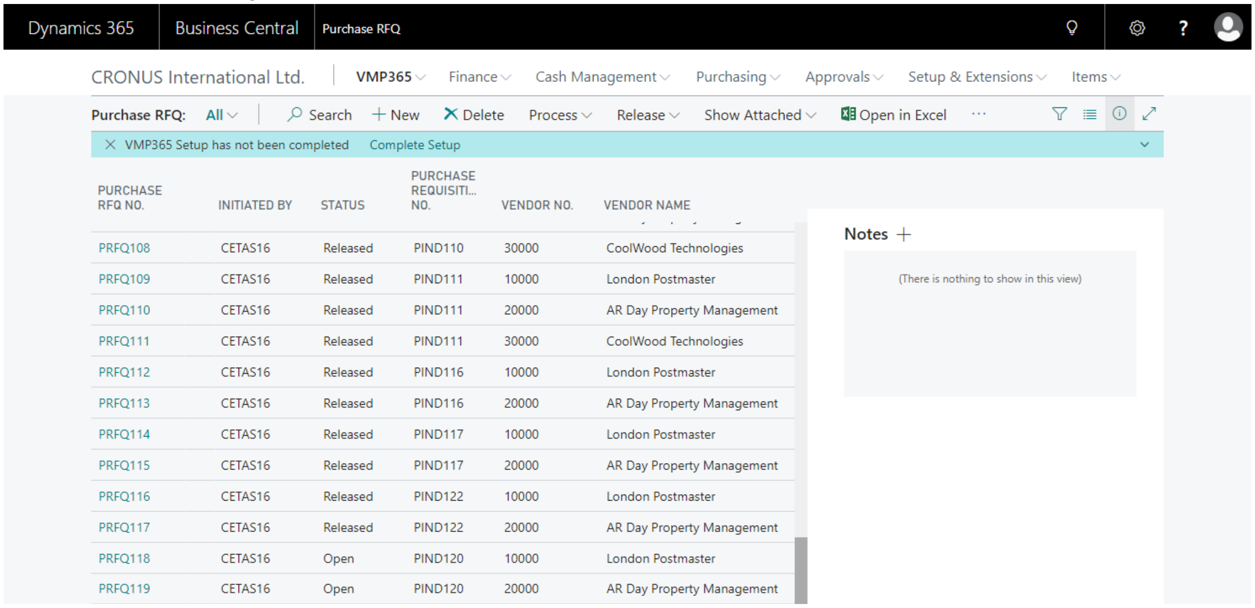
4.3.1 Setup Terms and Conditions



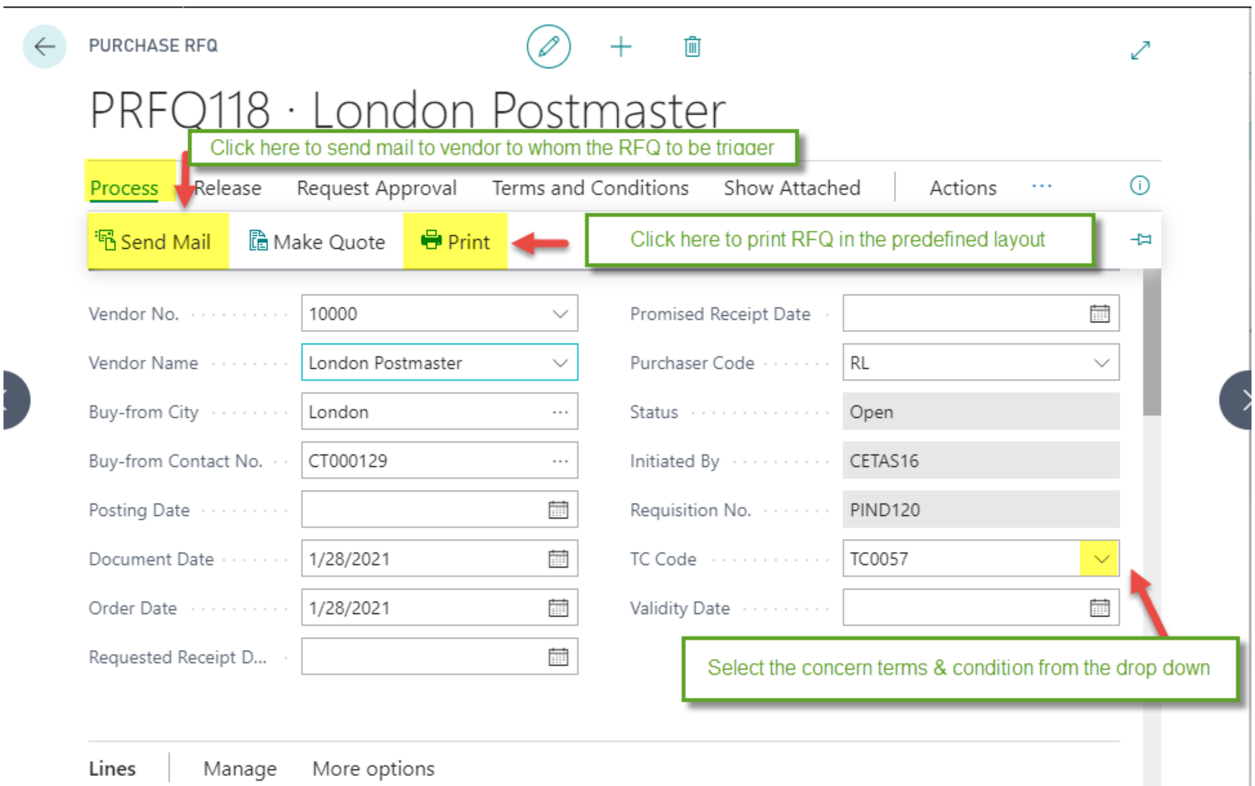
4.4 RFQ Menu Navigation



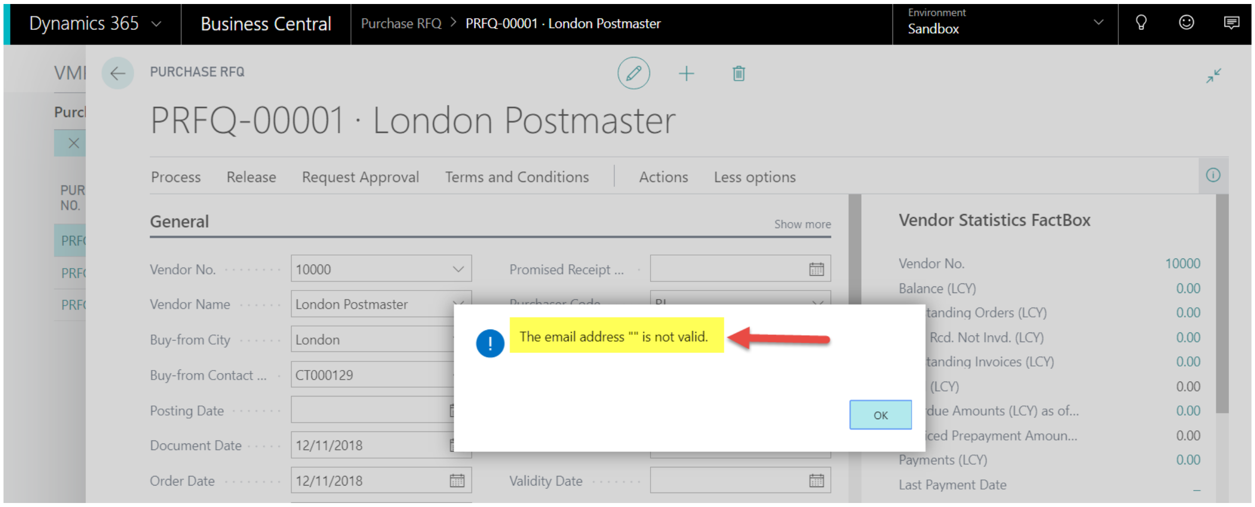
4.4.1 RFQ List Page



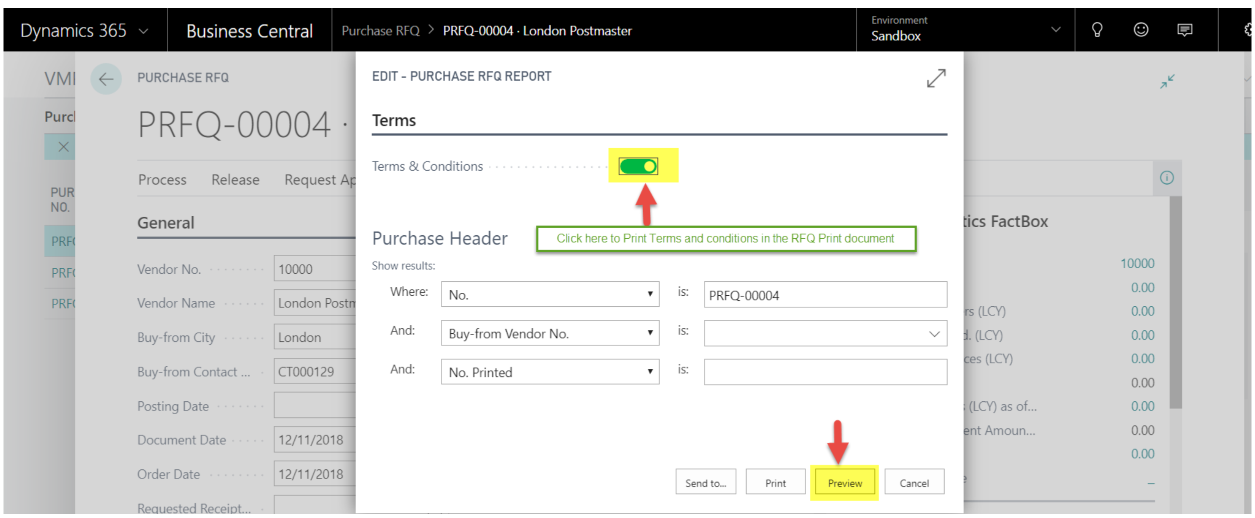
4.4.2 RFQ – Send Mail to Vendor

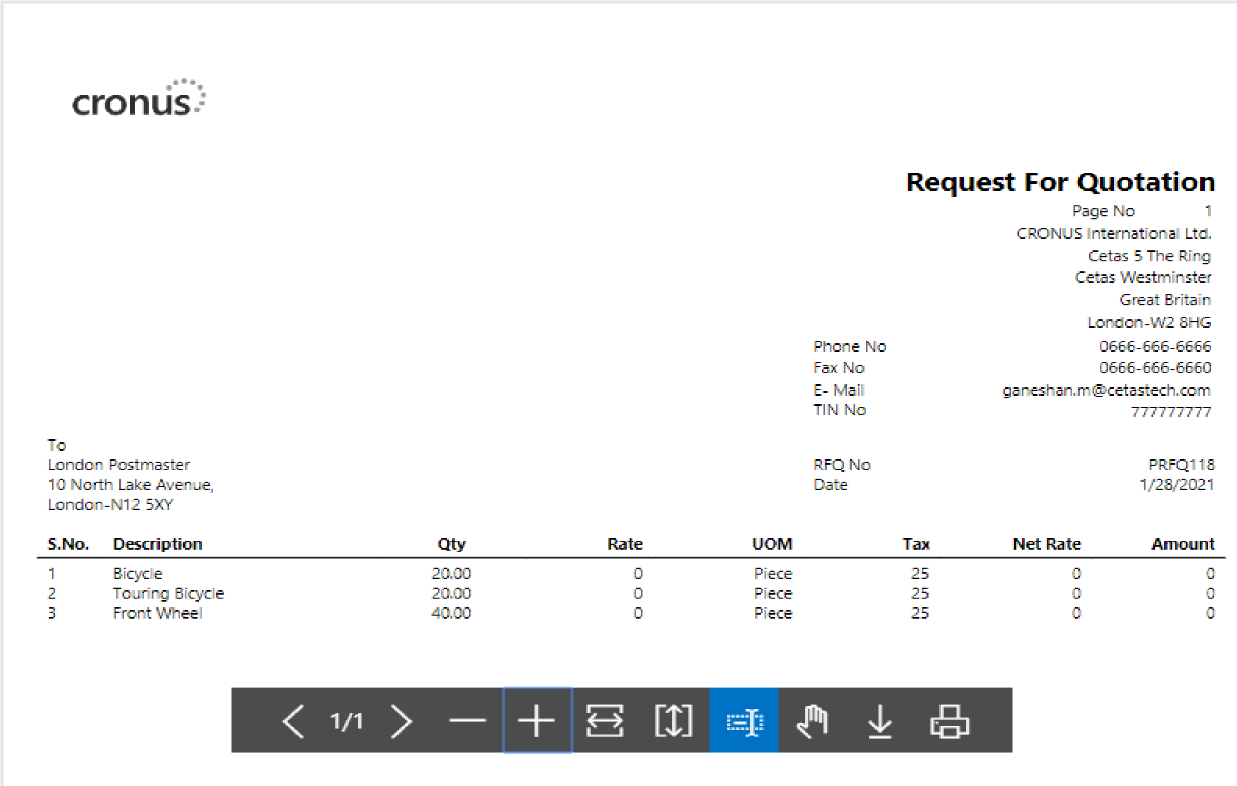


4.4.3 Error – If Vendor e-mail does not exist in Vendor card.



4.4.4 RFQ – Print Document





cronus

Request For Quotation

Page No 1
CRONUS International Ltd.
Cetas 5 The Ring
Cetas Westminster
Great Britain
London-W2 8HG

Phone No	0666-666-6666
Fax No	0666-666-6660
E- Mail	ganeshan.m@cetastech.com
TIN No	777777777

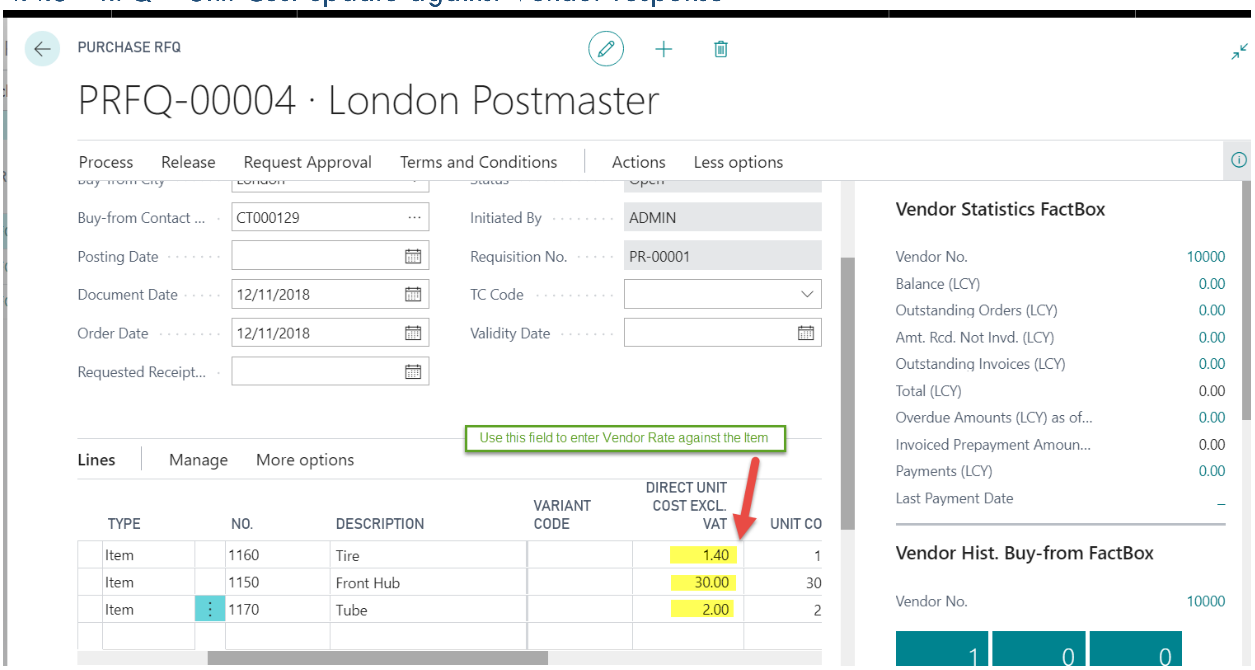
To
London Postmaster
10 North Lake Avenue,
London-N12 5XY

RFQ No	PRFQ118
Date	1/28/2021

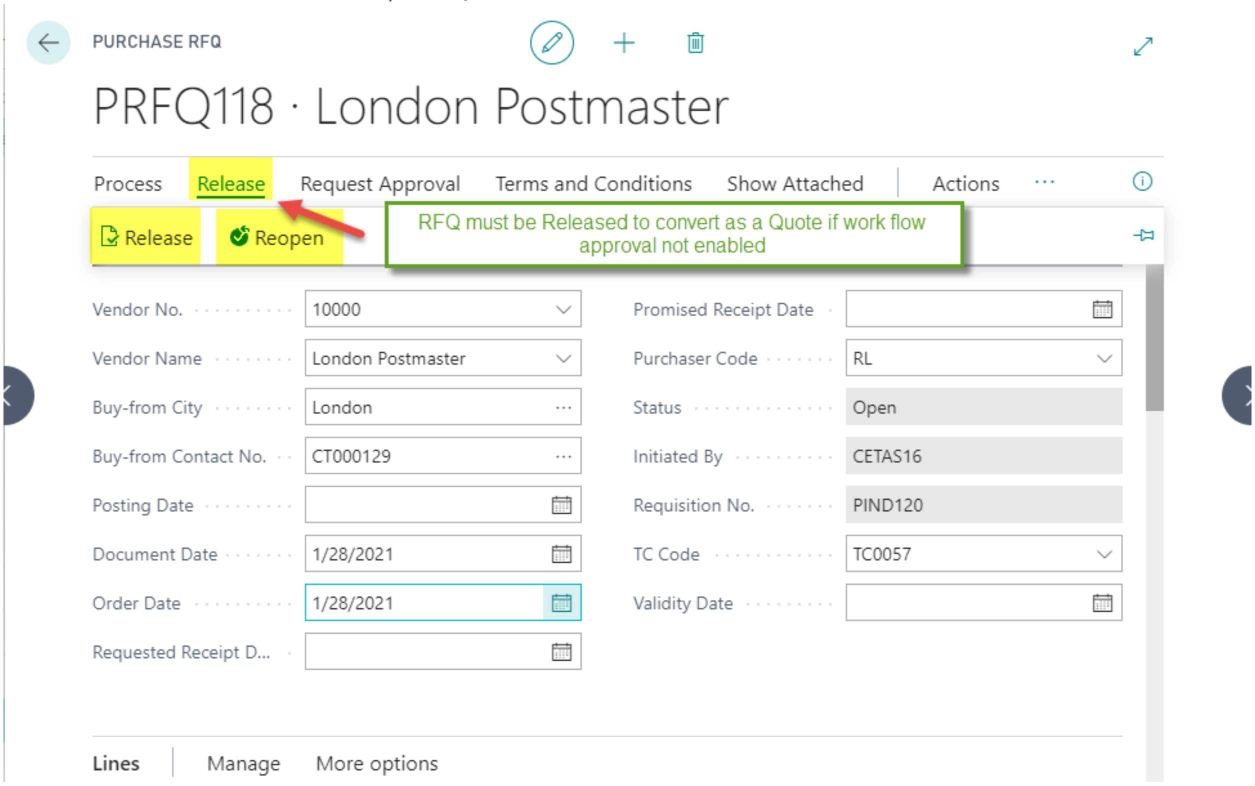
S.No.	Description	Qty	Rate	UOM	Tax	Net Rate	Amount
1	Bicycle	20.00	0	Piece	25	0	0
2	Touring Bicycle	20.00	0	Piece	25	0	0
3	Front Wheel	40.00	0	Piece	25	0	0

1/1

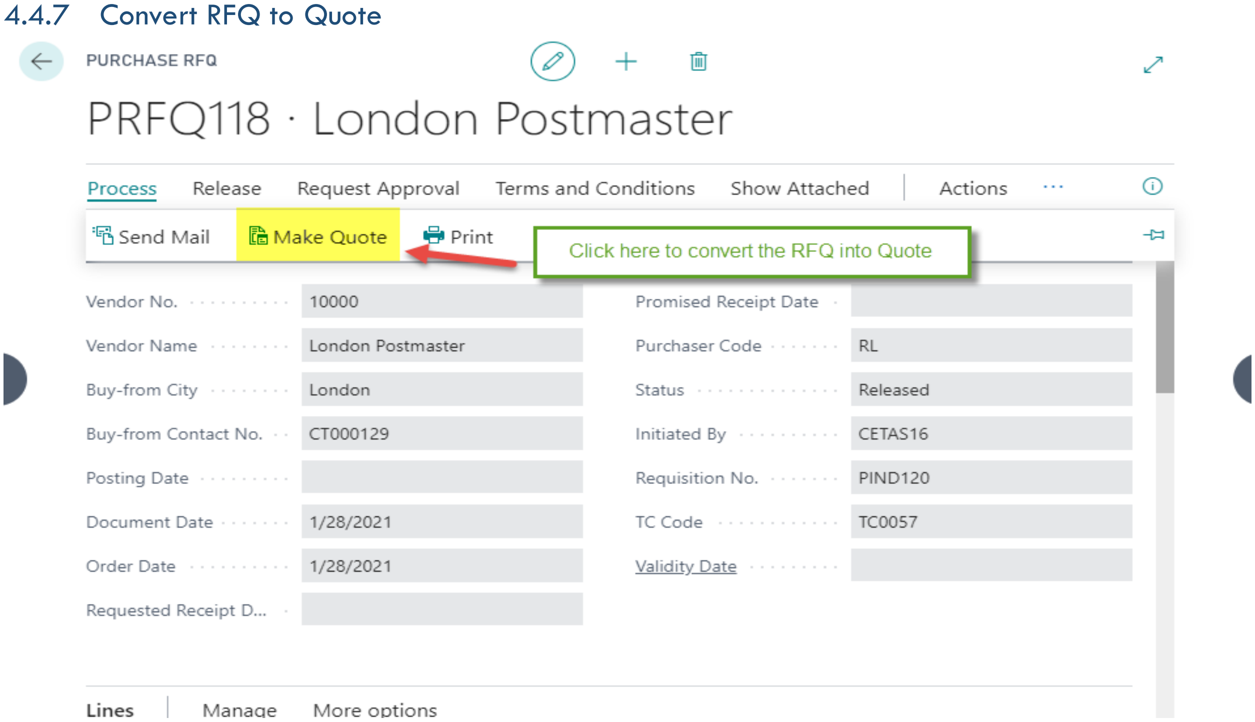
4.4.5 RFQ – Unit Cost update against Vendor response



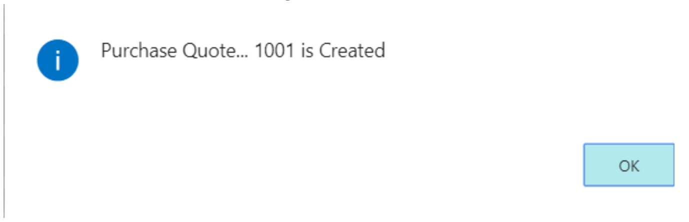
4.4.6 RFQ must be released / Reopen



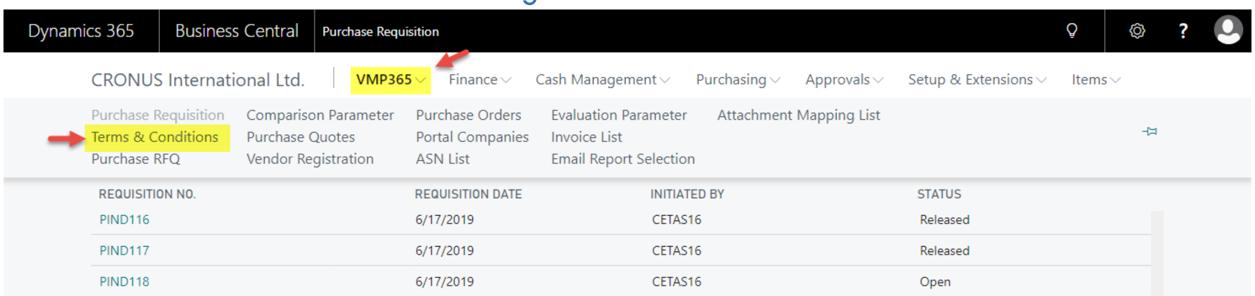
4.4.7 Convert RFQ to Quote



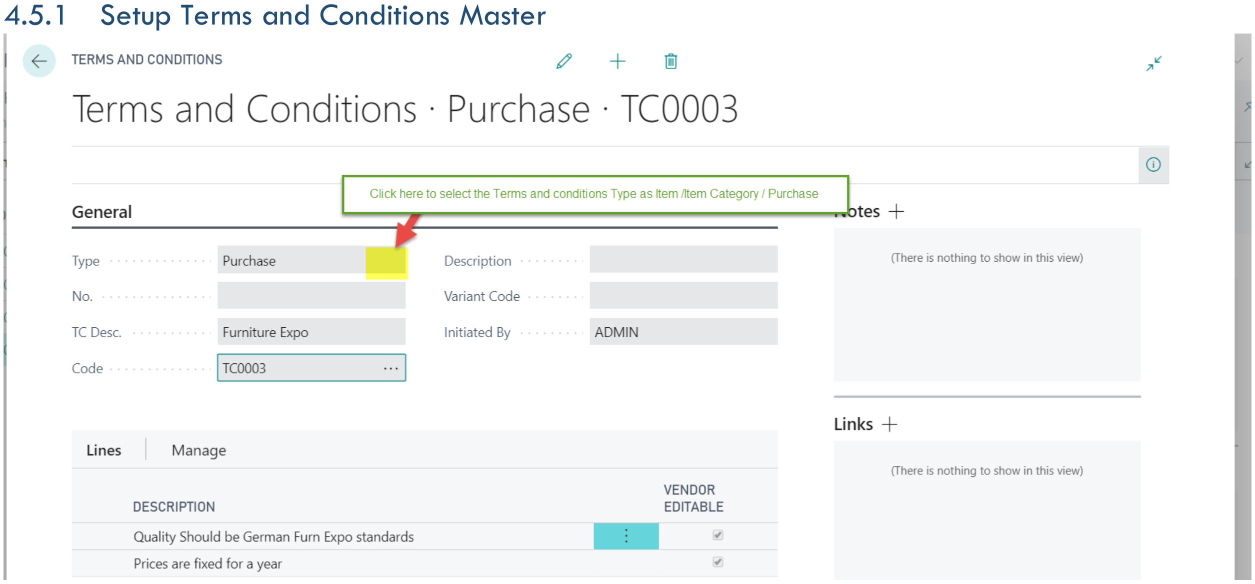
4.4.8 Success Message while Make Quote from RFQ



4.5 Terms and Conditions Menu Navigation

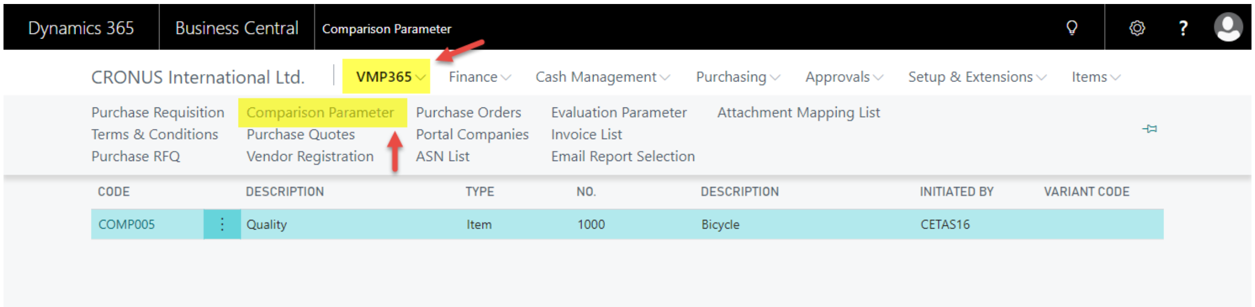


4.5.1 Setup Terms and Conditions Master

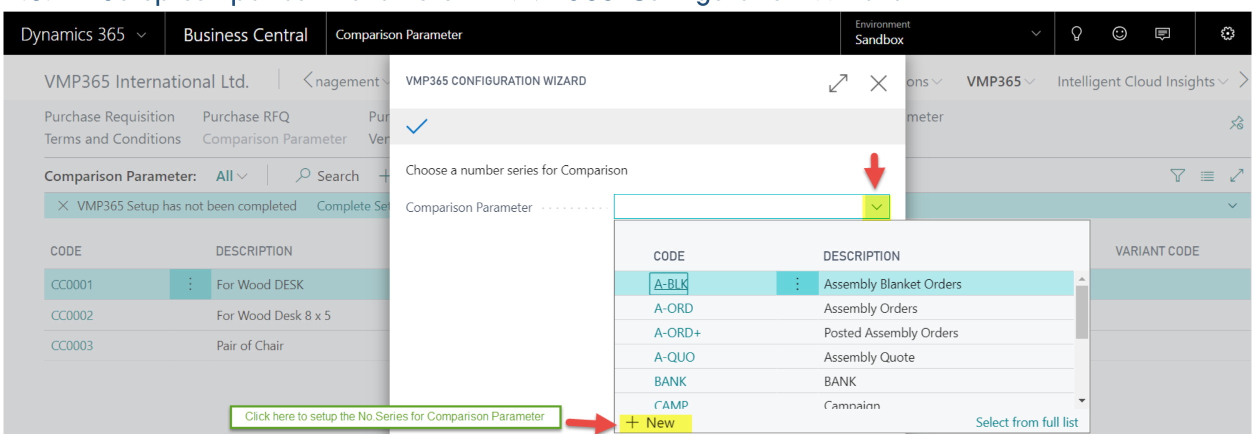


4.6 Comparison Parameter Menu Navigation

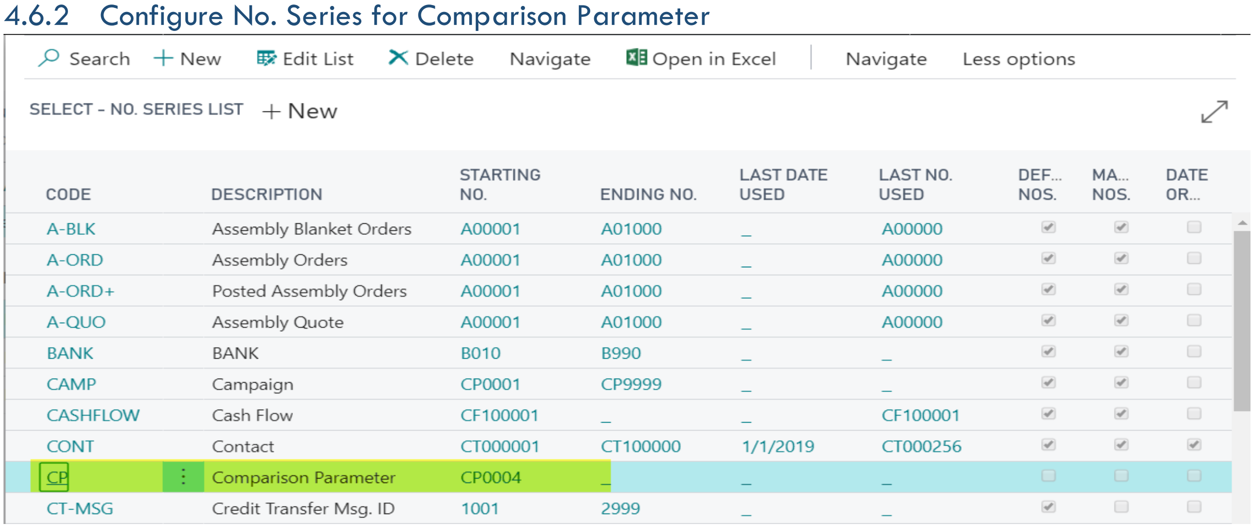
Comparison Parameters are defined for assessing statistical similarity between two data sets. They allow quantifying differences between the cumulative distribution functions of each data series.



4.6.1 Setup comparison Parameter in VMP365 Configuration Wizard

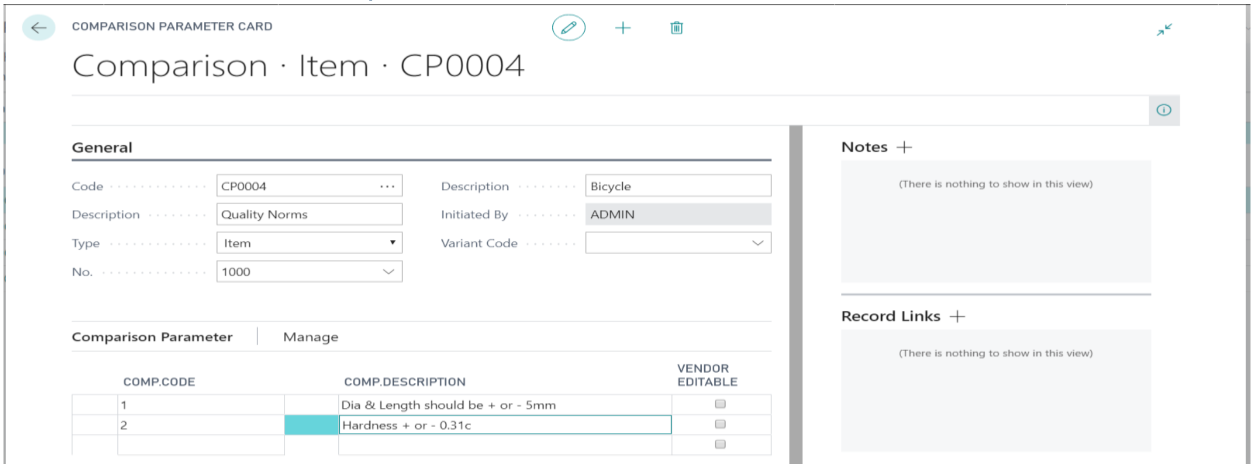


4.6.2 Configure No. Series for Comparison Parameter



CODE	DESCRIPTION	STARTING NO.	ENDING NO.	LAST DATE USED	LAST NO. USED	DEF... NOS.	MA... NOS.	DATE OR...
A-BLK	Assembly Blanket Orders	A00001	A01000	_	A00000	✔	✔	
A-ORD	Assembly Orders	A00001	A01000	_	A00000	✔	✔	
A-ORD+	Posted Assembly Orders	A00001	A01000	_	A00000	✔	✔	
A-QUO	Assembly Quote	A00001	A01000	_	A00000	✔	✔	
BANK	BANK	B010	B990	_	_	✔	✔	
CAMP	Campaign	CP0001	CP9999	_	_	✔	✔	
CASHFLOW	Cash Flow	CF100001	_	_	CF100001	✔	✔	
CONT	Contact	CT000001	CT100000	1/1/2019	CT000256	✔	✔	✔
CP	Comparison Parameter	CP0004	_	_	_			
CT-MSG	Credit Transfer Msg. ID	1001	2999	_	_	✔		

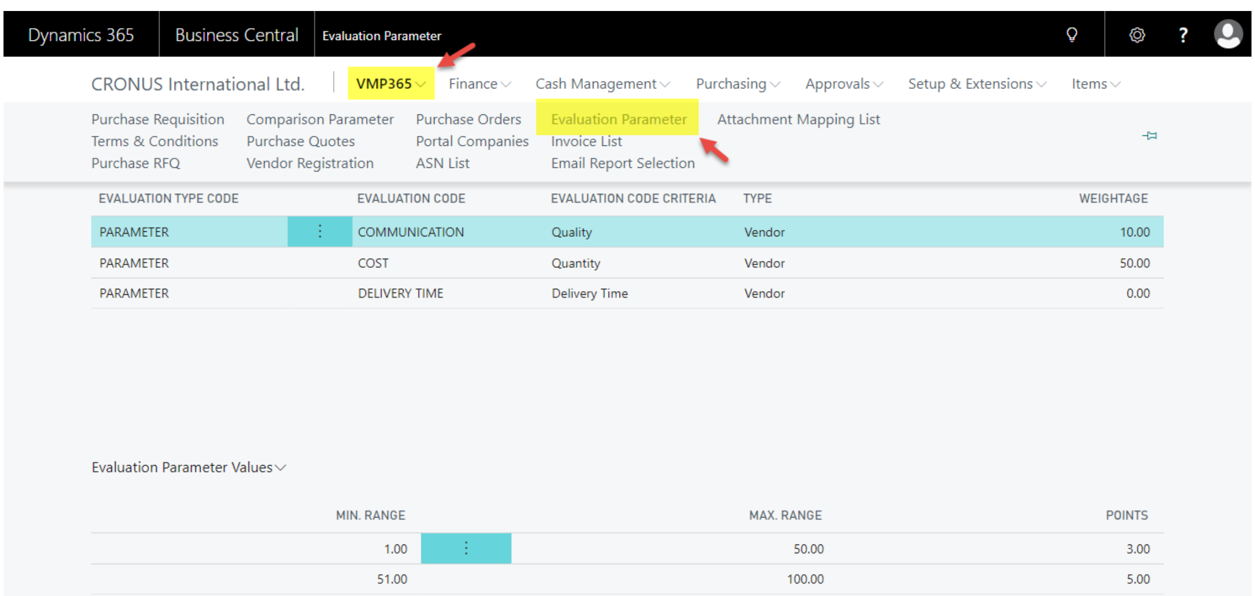
4.6.3 Create the New Comparison Parameter



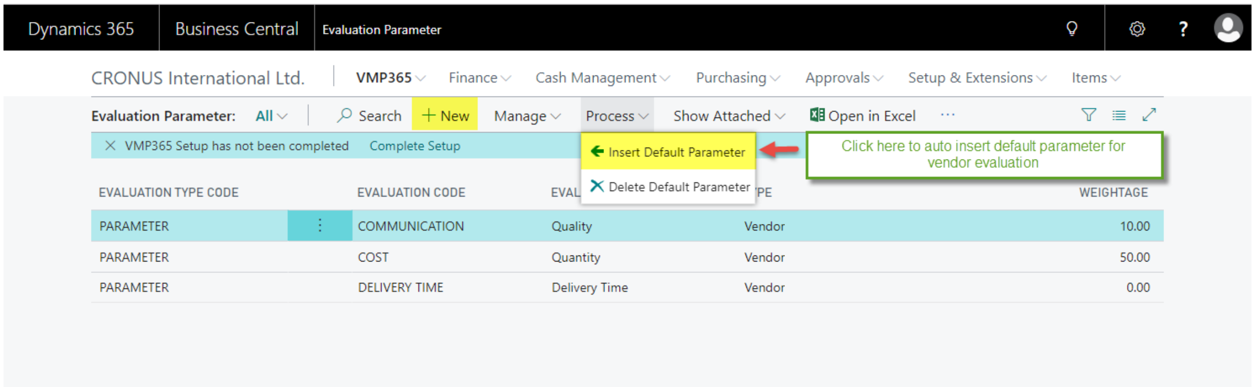
4.7 Evaluation Parameter Menu Navigation

Vendor evaluation is the process to access new or existing supplier base on their delivery, price, production, and quality of management, technical and services. A standard supplier evaluation framework shall be used in all cases for the existing and potential suppliers.

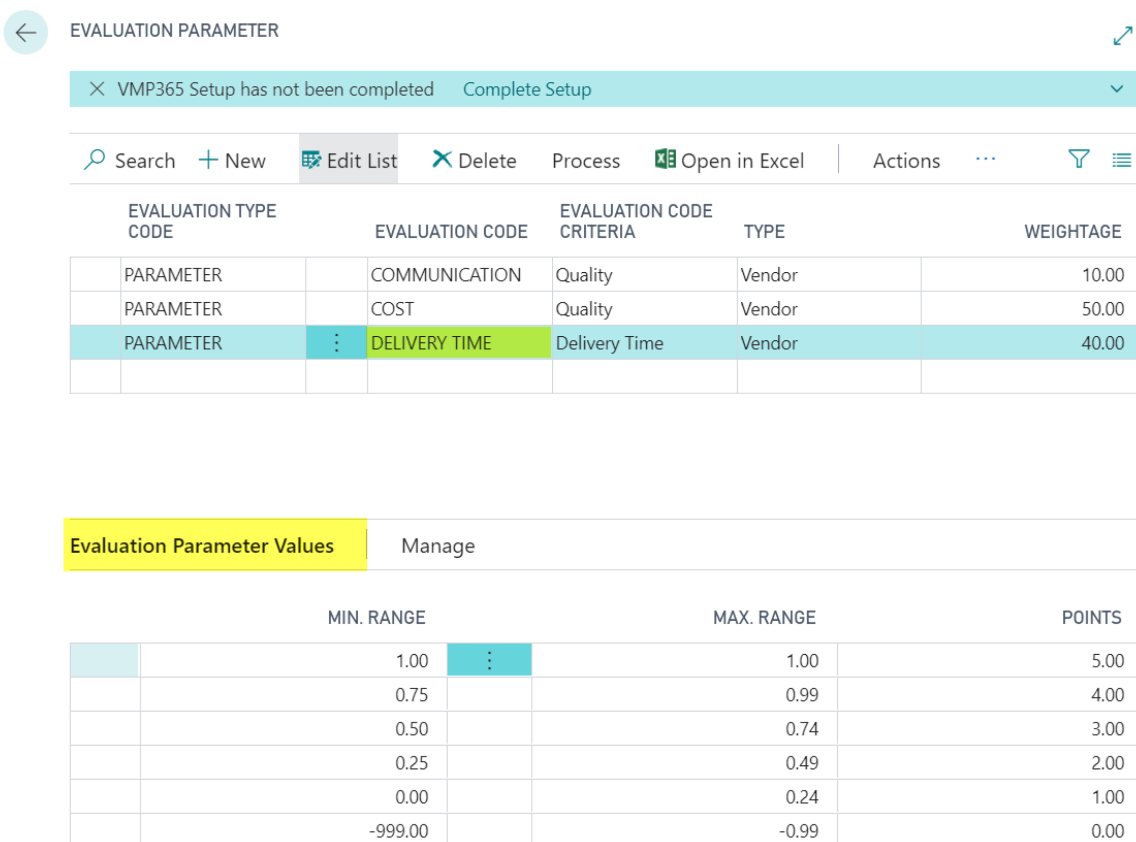
The supplier evaluation framework can help to set up a benchmark and corrective action plan for the existing supplier. Company can decide to reward supplier based on their excellence performance and penalizing or de-listing them if the performance is not in standard. Supplier Evaluation and Management had been practiced in manufacturing industry and Construction Projects.



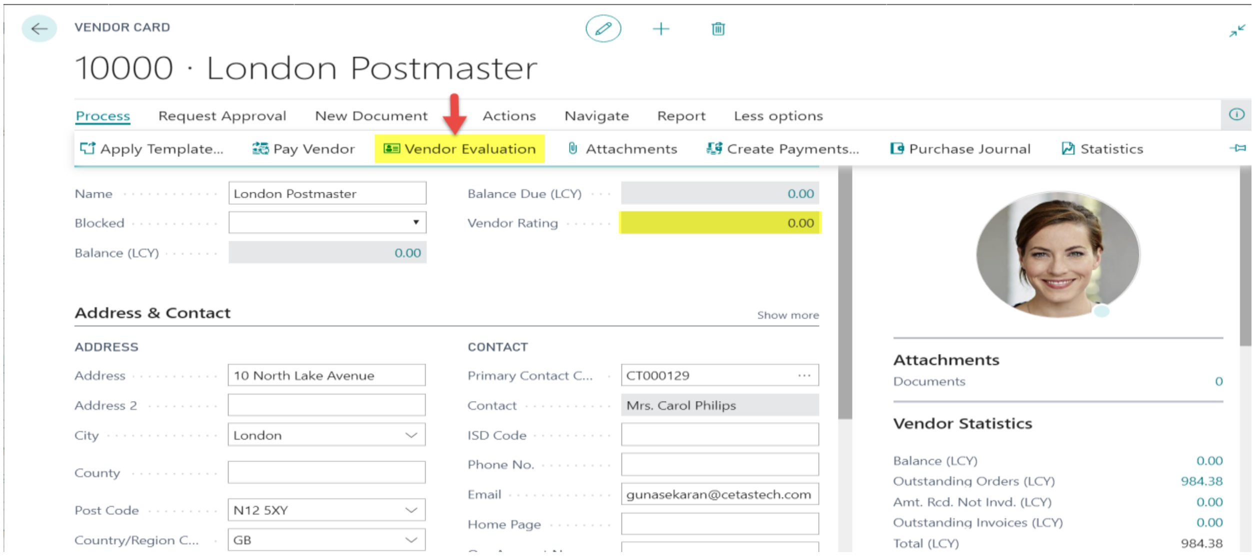
4.7.1 Create Default Parameters to begin



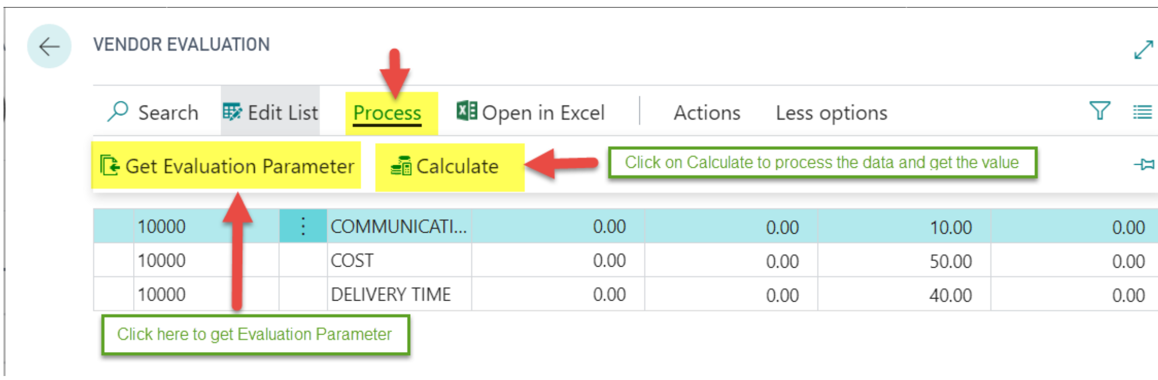
4.7.2 Evaluation parameter types created by default



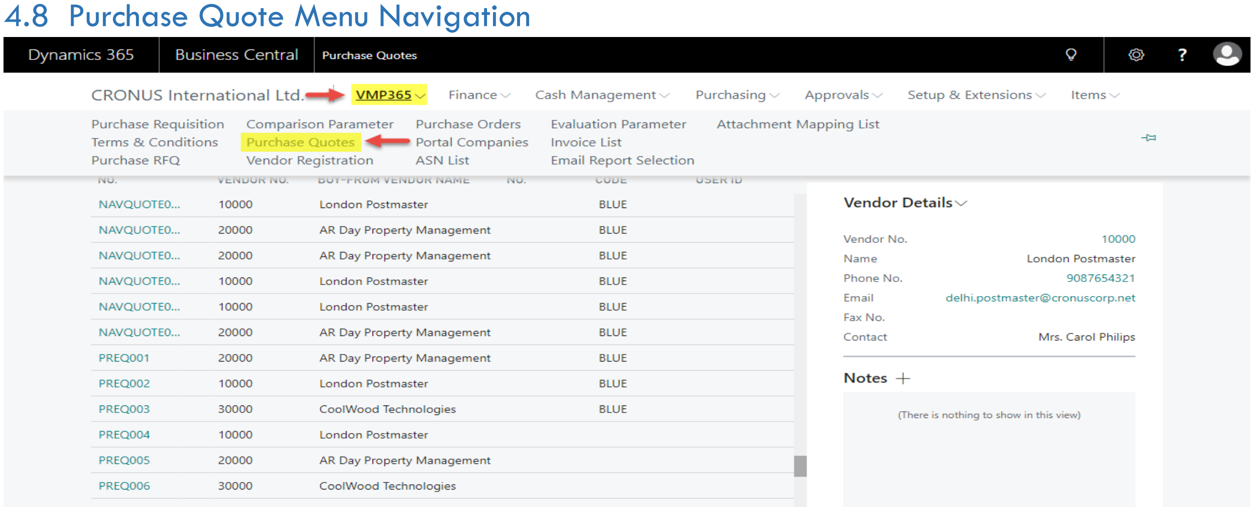
4.7.3 Vendor Evaluation Process in Vendor Card



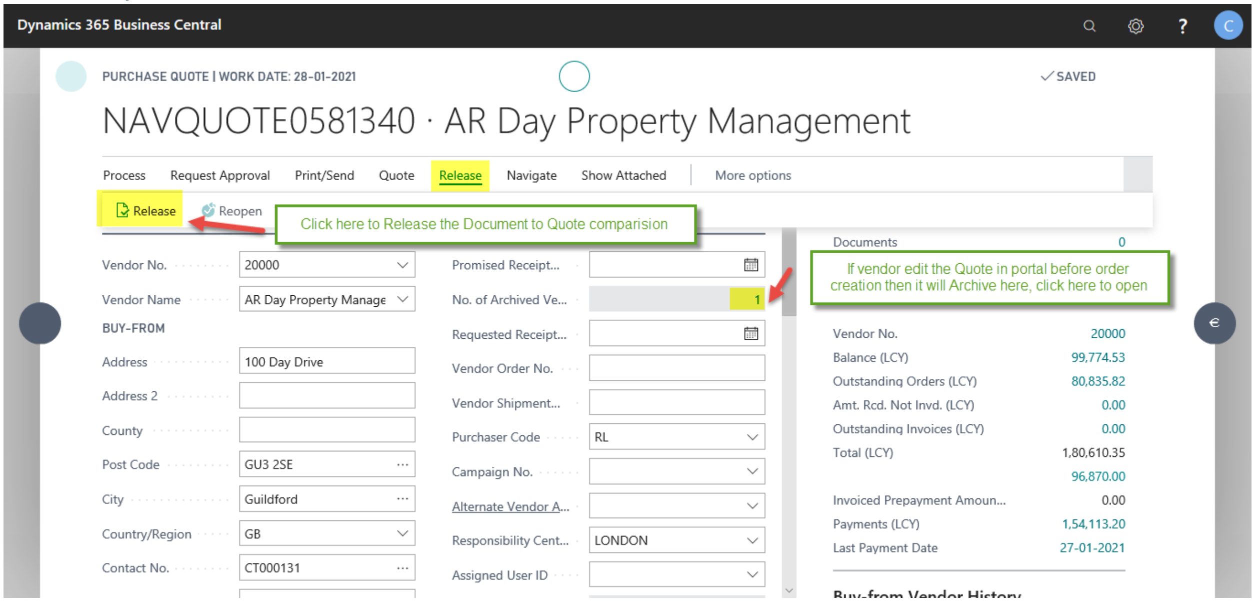
4.7.4 Calculate Vendor Evaluation value for the vendor



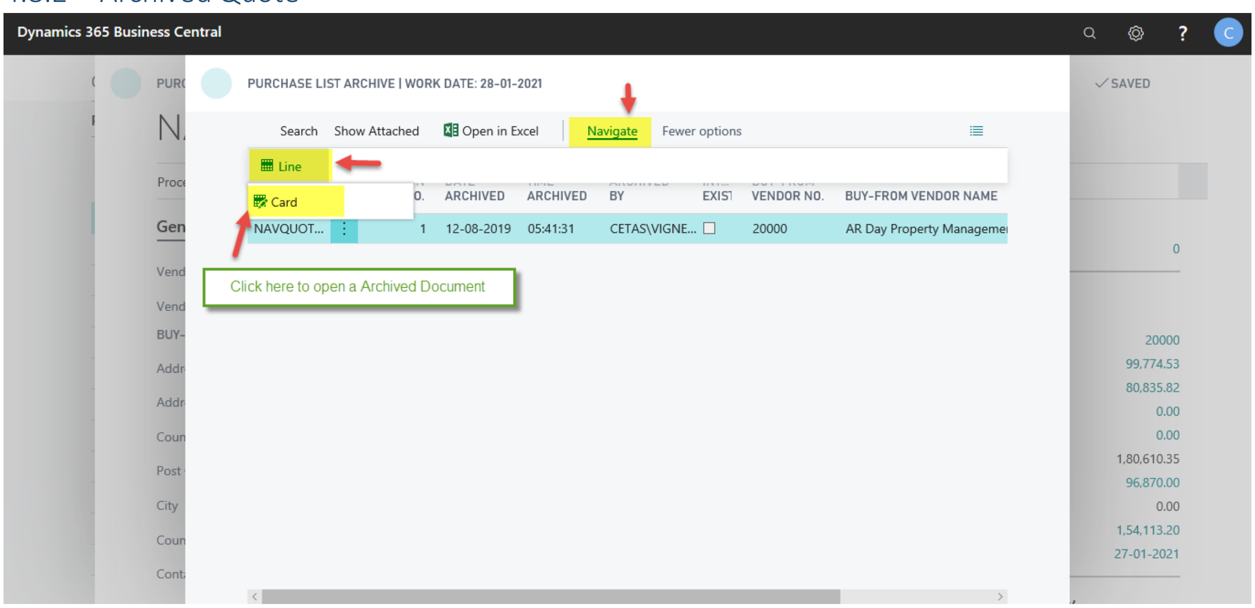
4.8 Purchase Quote Menu Navigation



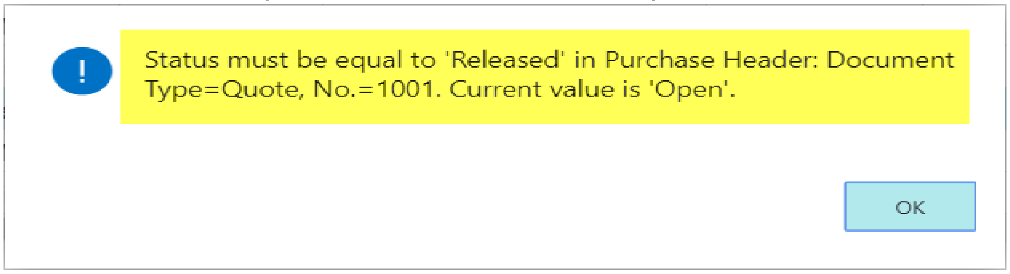
4.8.1 Open Purchase Quote



4.8.2 Archived Quote

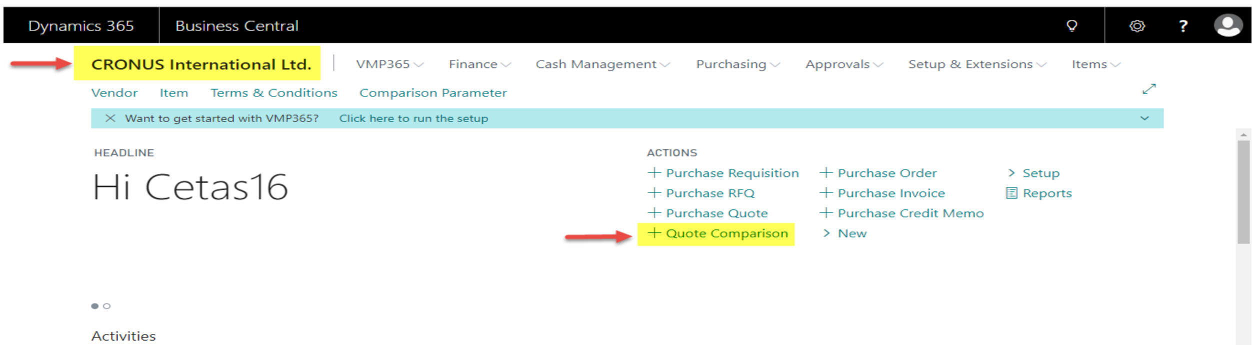


4.8.3 Error while try to convert as Order for an open Quote

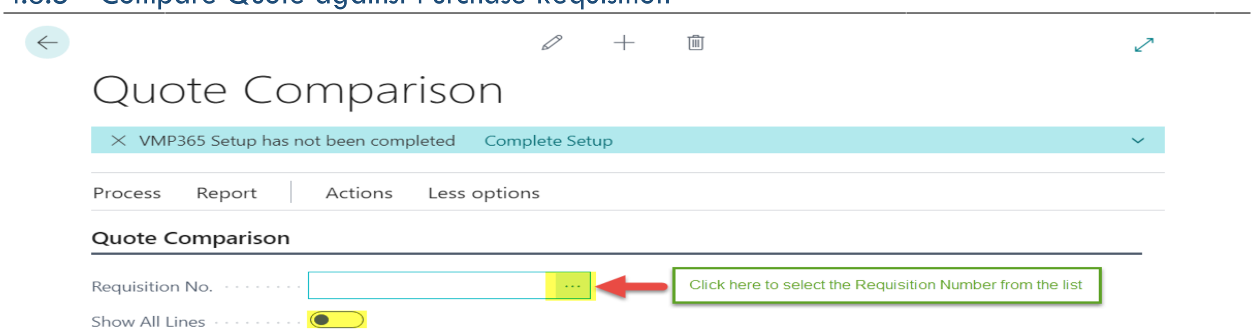


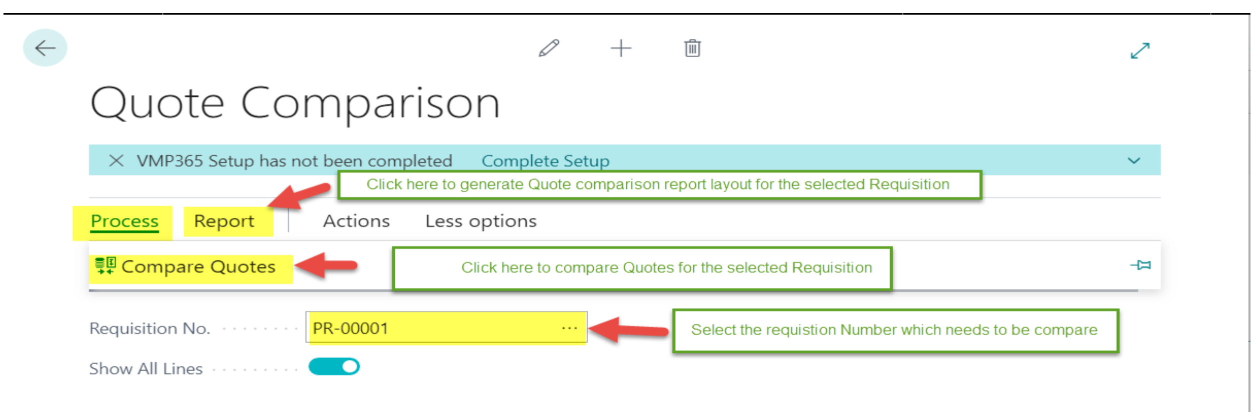
4.8.4 Quote Comparison Menu Navigation

Quote comparison is the process of comparing various elements between multiple supplier quotes in terms of Price, Supply time, Quality, Payment terms and other reasons.

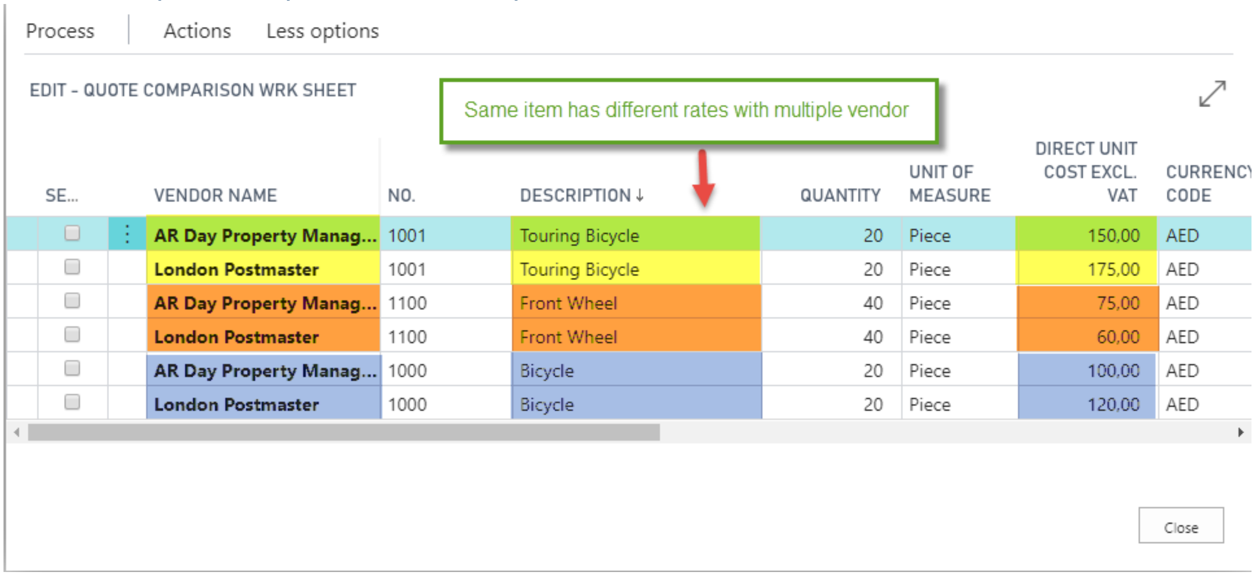


4.8.5 Compare Quote against Purchase Requisition





4.8.6 Compare multiple Quotes in comparison worksheet Screen



Process | Actions | Less options

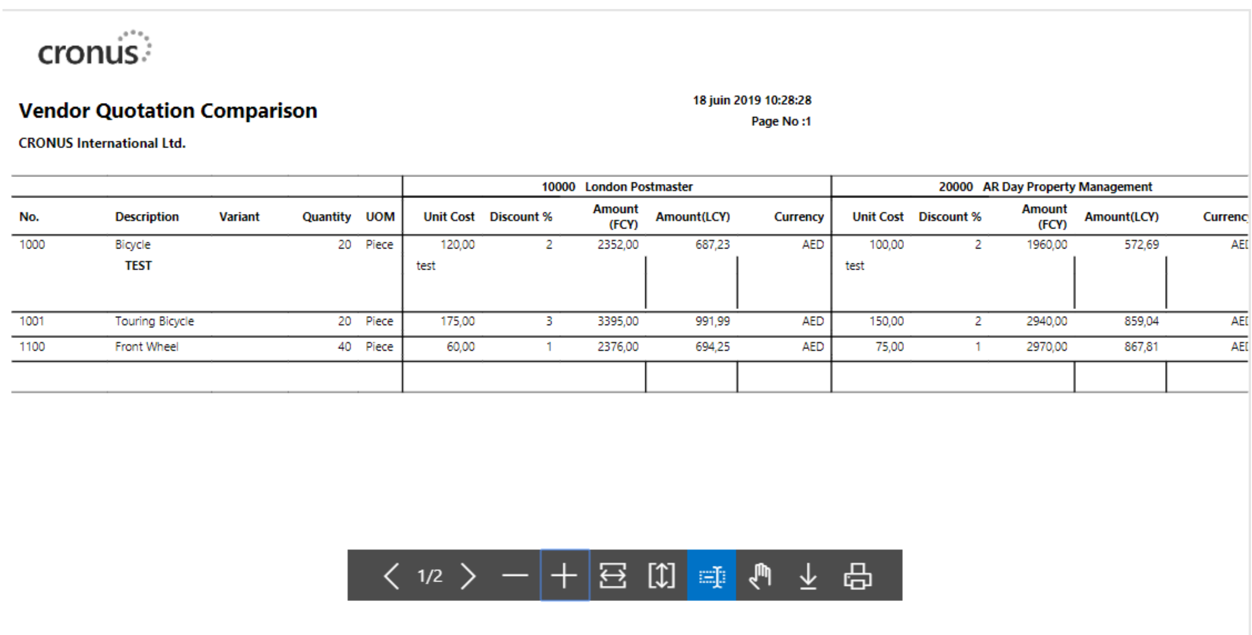
EDIT - QUOTE COMPARISON WRK SHEET

Same item has different rates with multiple vendor

SE...	VENDOR NAME	NO.	DESCRIPTION ↓	QUANTITY	UNIT OF MEASURE	DIRECT UNIT COST EXCL. VAT	CURRENCY CODE
	AR Day Property Manag...	1001	Touring Bicycle	20	Piece	150,00	AED
	London Postmaster	1001	Touring Bicycle	20	Piece	175,00	AED
	AR Day Property Manag...	1100	Front Wheel	40	Piece	75,00	AED
	London Postmaster	1100	Front Wheel	40	Piece	60,00	AED
	AR Day Property Manag...	1000	Bicycle	20	Piece	100,00	AED
	London Postmaster	1000	Bicycle	20	Piece	120,00	AED

Close

4.8.7 Quote Comparison Report against the Requisition



cronus

Vendor Quotation Comparison

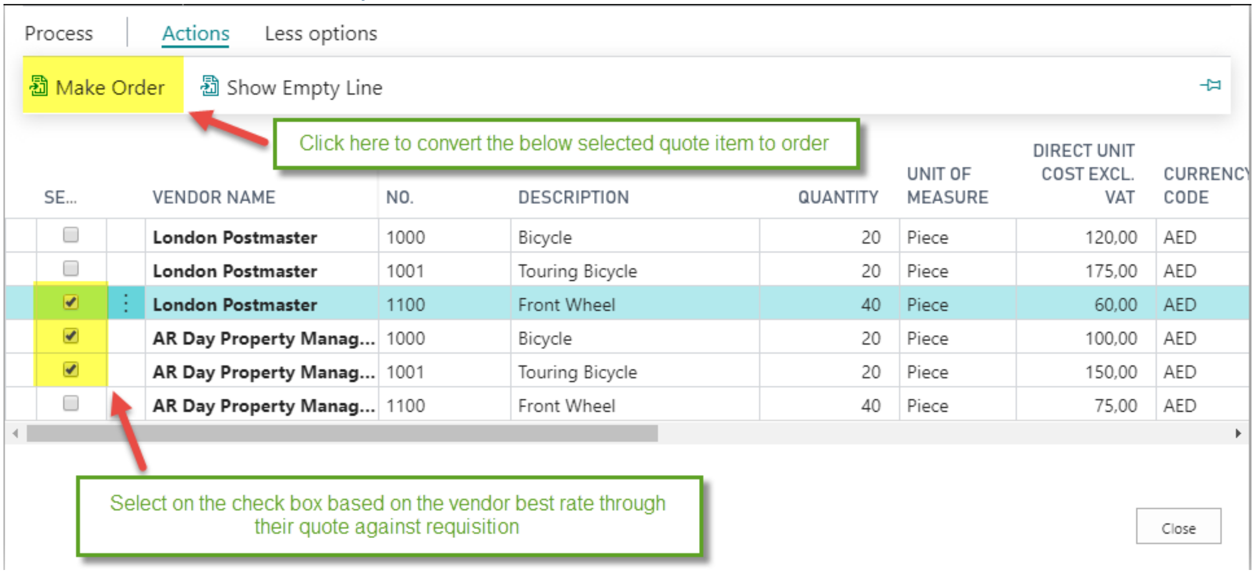
CRONUS International Ltd.

18 juin 2019 10:28:28
Page No :1

					10000 London Postmaster					20000 AR Day Property Management				
No.	Description	Variant	Quantity	UOM	Unit Cost	Discount %	Amount (FCY)	Amount(LCY)	Currency	Unit Cost	Discount %	Amount (FCY)	Amount(LCY)	Currenc
1000	Bicycle TEST		20	Piece	120,00 test	2	2352,00	687,23	AED	100,00 test	2	1960,00	572,69	AEI
1001	Touring Bicycle		20	Piece	175,00	3	3395,00	991,99	AED	150,00	2	2940,00	859,04	AEI
1100	Front Wheel		40	Piece	60,00	1	2376,00	694,25	AED	75,00	1	2970,00	867,81	AEI

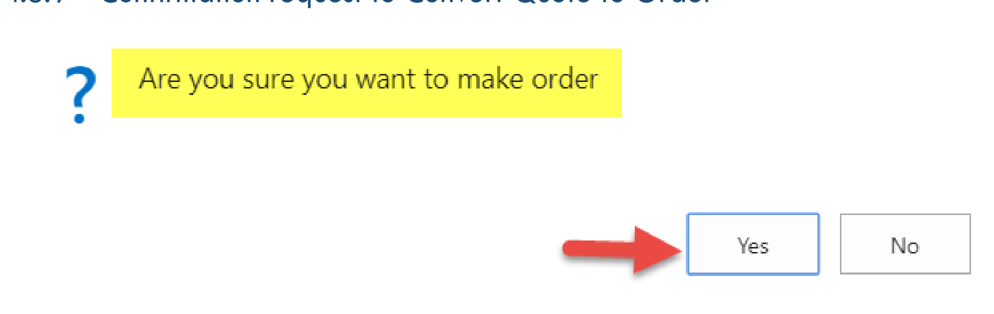
1/2

4.8.8 Action in Quote Comparison Worksheet

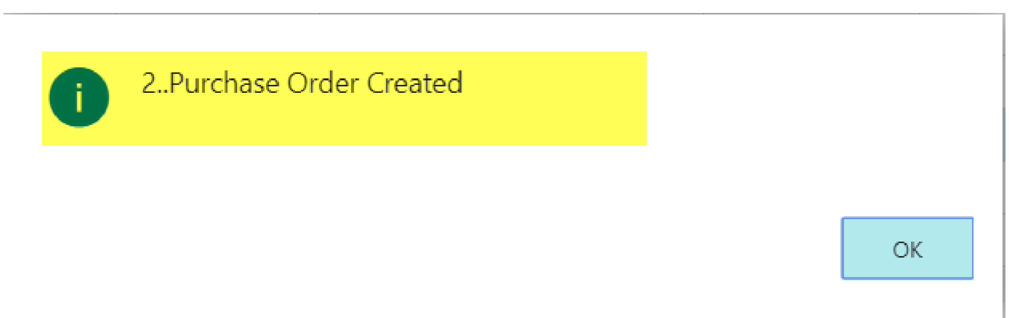


SE...	VENDOR NAME	NO.	DESCRIPTION	QUANTITY	UNIT OF MEASURE	DIRECT UNIT COST EXCL. VAT	CURRENCY CODE
☐	London Postmaster	1000	Bicycle	20	Piece	120,00	AED
☐	London Postmaster	1001	Touring Bicycle	20	Piece	175,00	AED
☑	London Postmaster	1100	Front Wheel	40	Piece	60,00	AED
☑	AR Day Property Manag...	1000	Bicycle	20	Piece	100,00	AED
☑	AR Day Property Manag...	1001	Touring Bicycle	20	Piece	150,00	AED
☐	AR Day Property Manag...	1100	Front Wheel	40	Piece	75,00	AED

4.8.9 Confirmation request to Convert Quote to Order

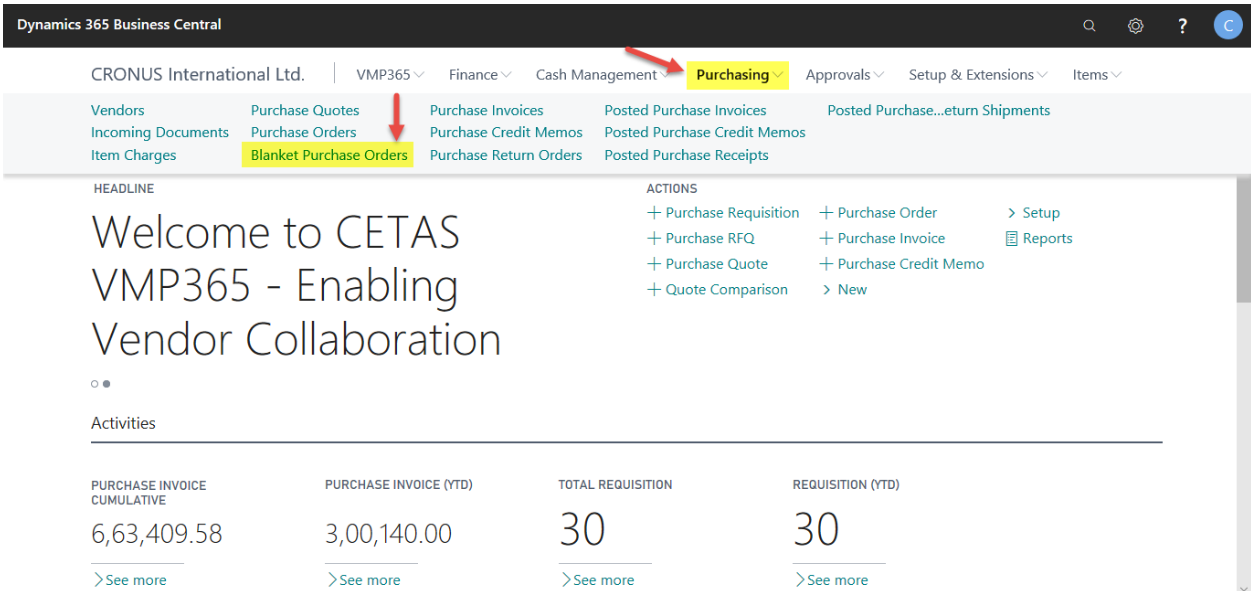


4.8.10 Success Message for Number of Purchase Order creation

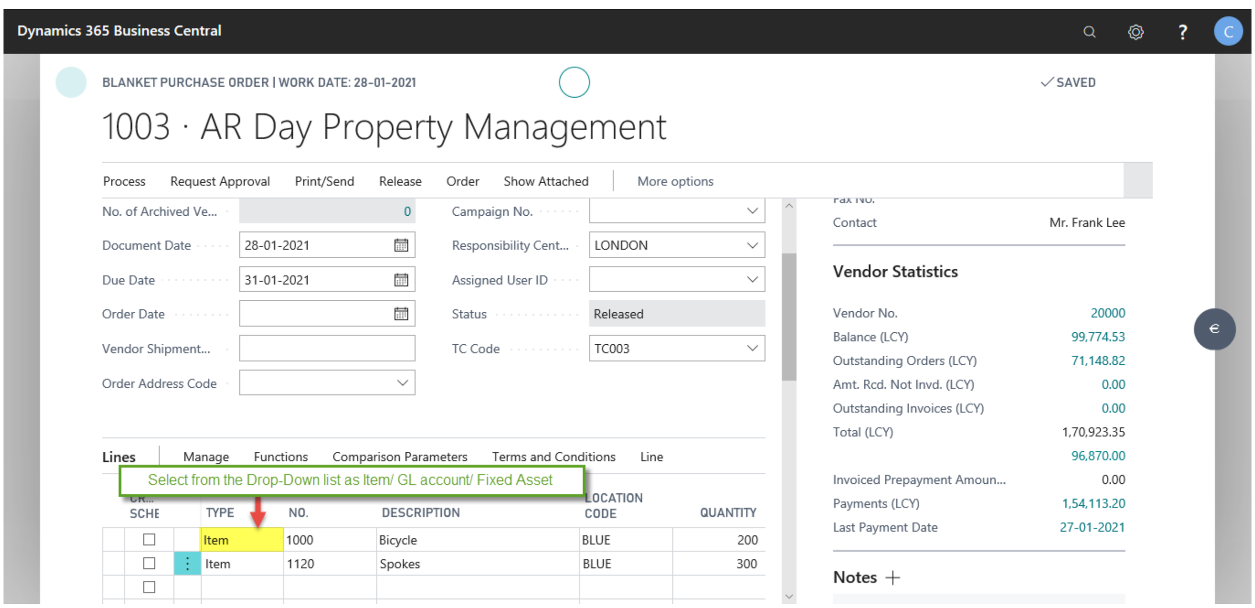


4.9 Blanket Purchase Order list

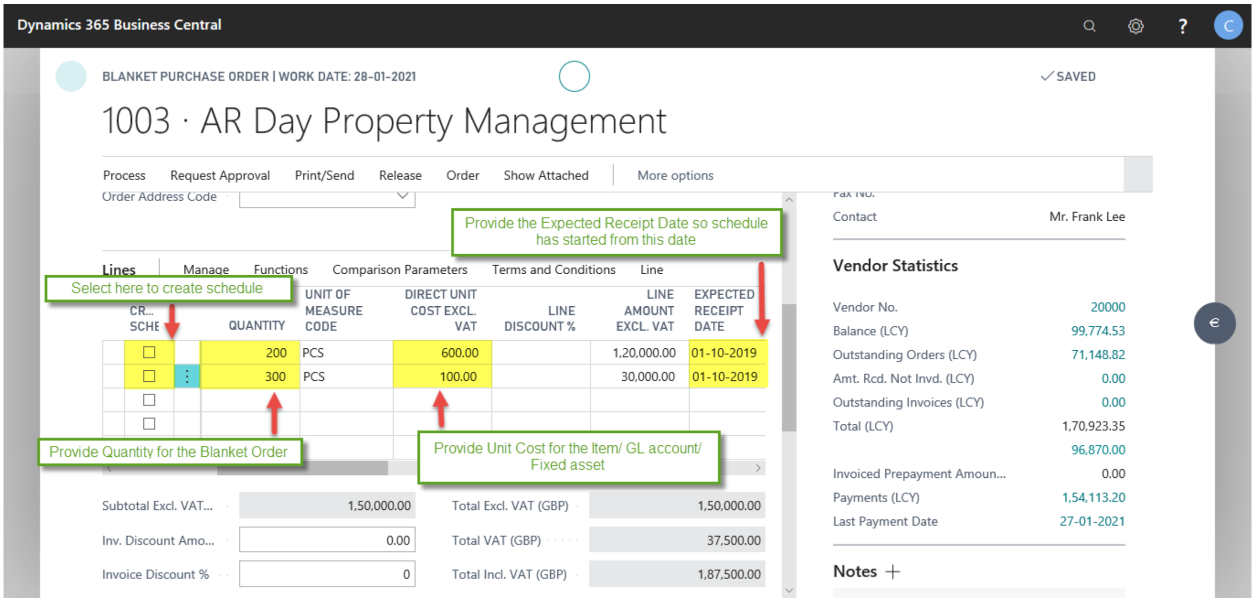
Click on Blanket purchase order to view all Blanket purchase order list.



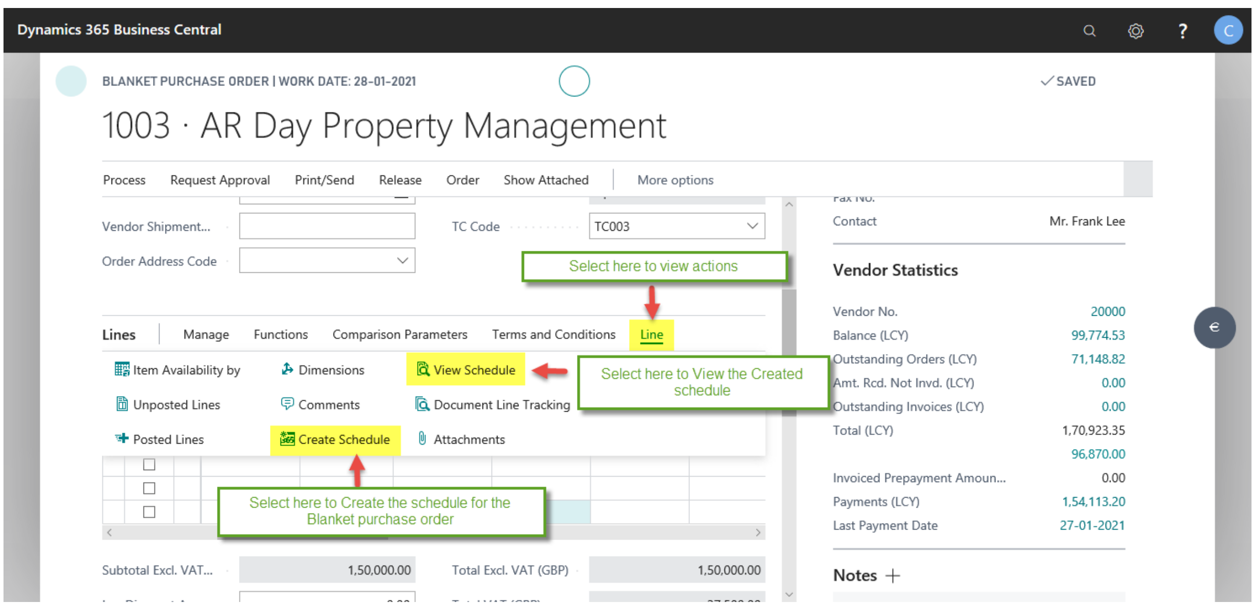
4.9.1 Blanket Purchase Order



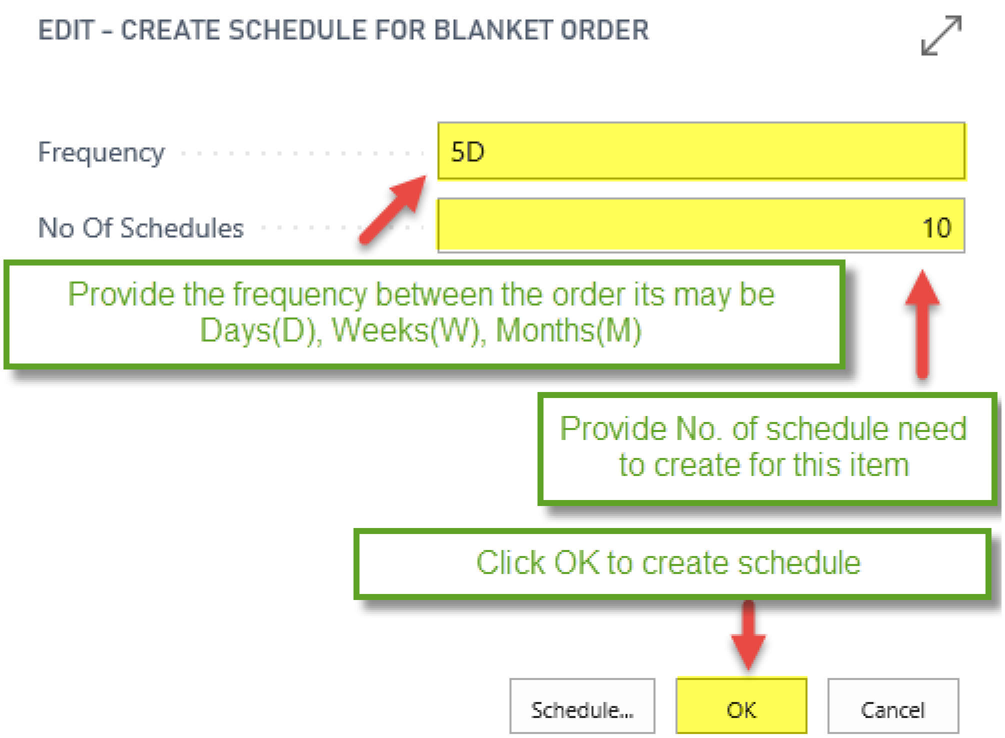
4.9.2 Blanket Purchase Order Line



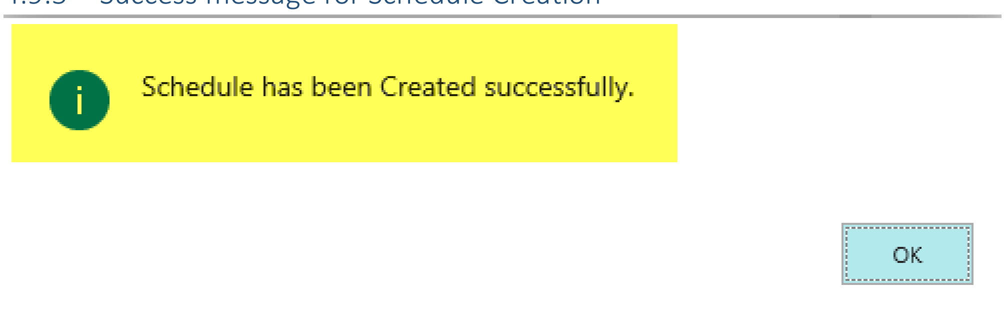
4.9.3 Create schedule for the Blanket Purchase Order



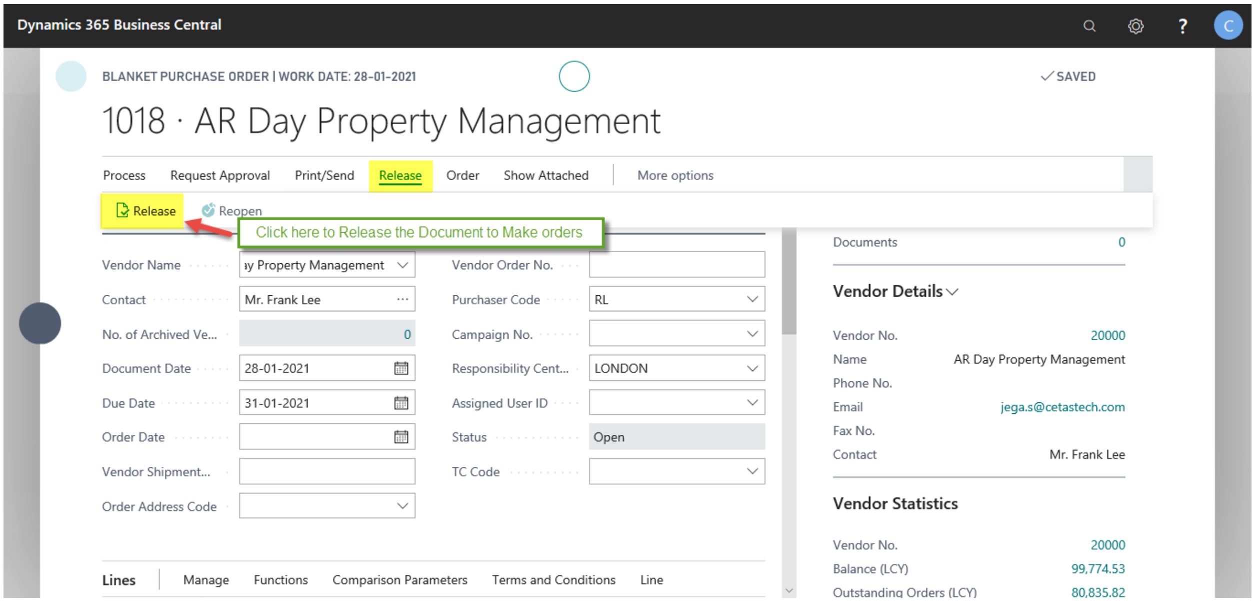
4.9.4 Details for the Schedule



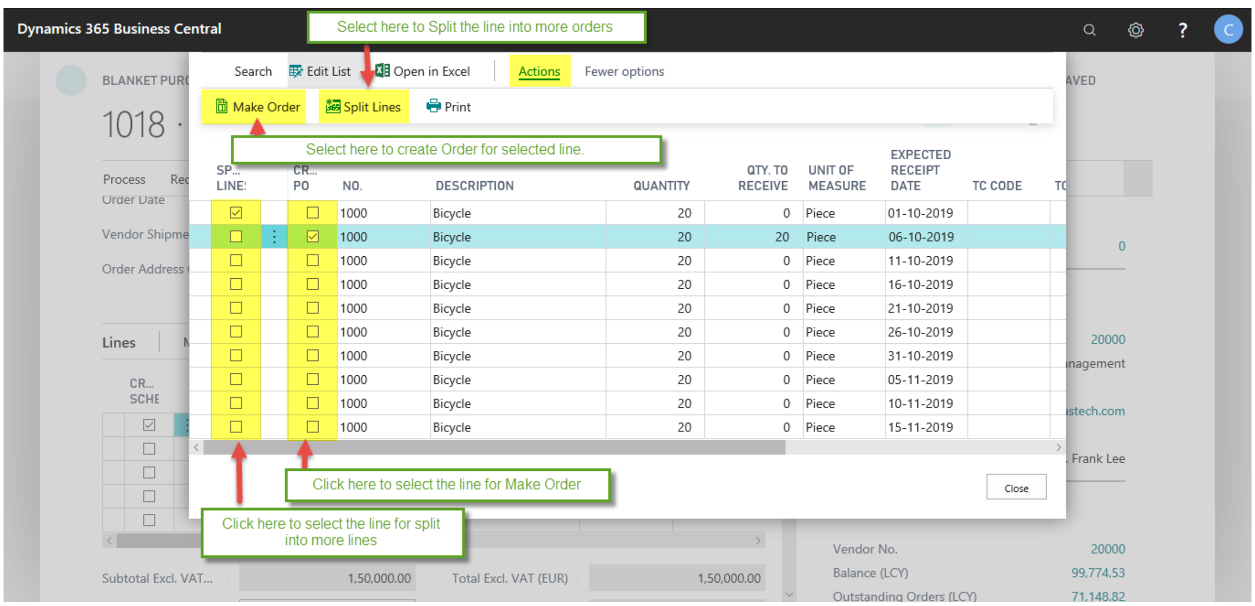
4.9.5 Success message for Schedule Creation



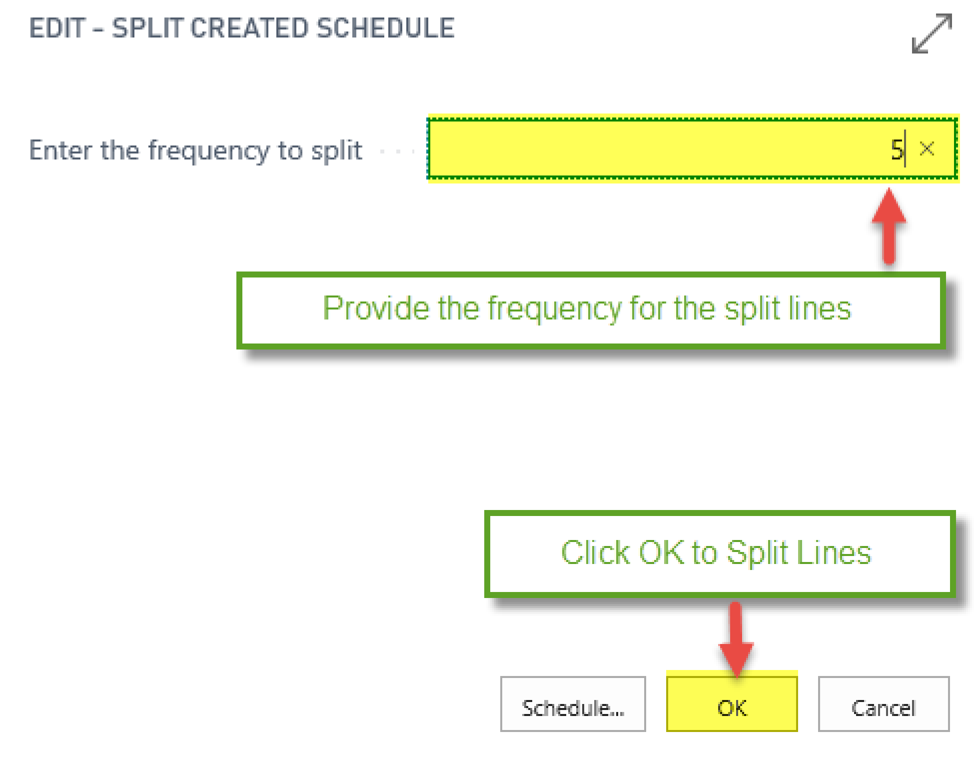
4.9.6 Release Blanket Purchase Order



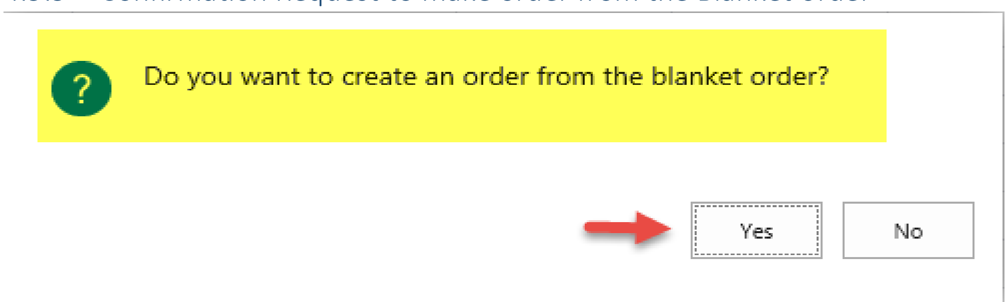
4.9.7 Make Purchase Order from the schedule



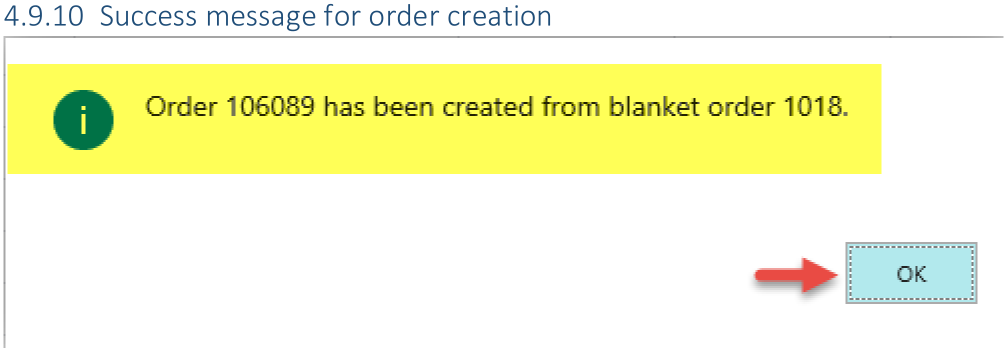
4.9.8 Split lines in the schedule



4.9.9 Confirmation Request to make order from the Blanket order

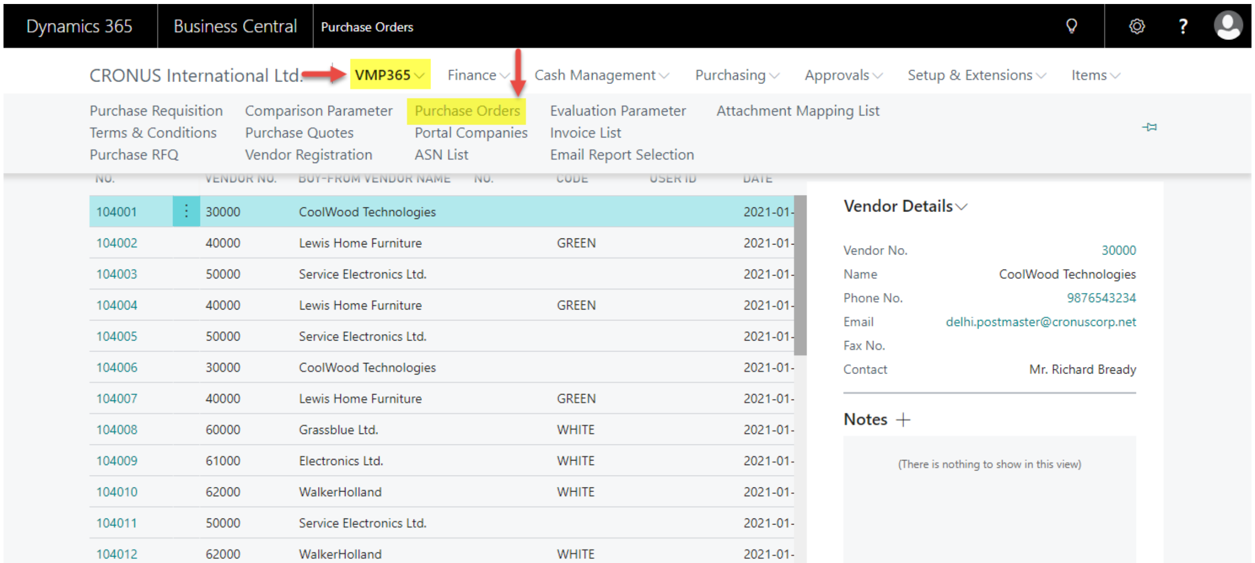


4.9.10 Success message for order creation

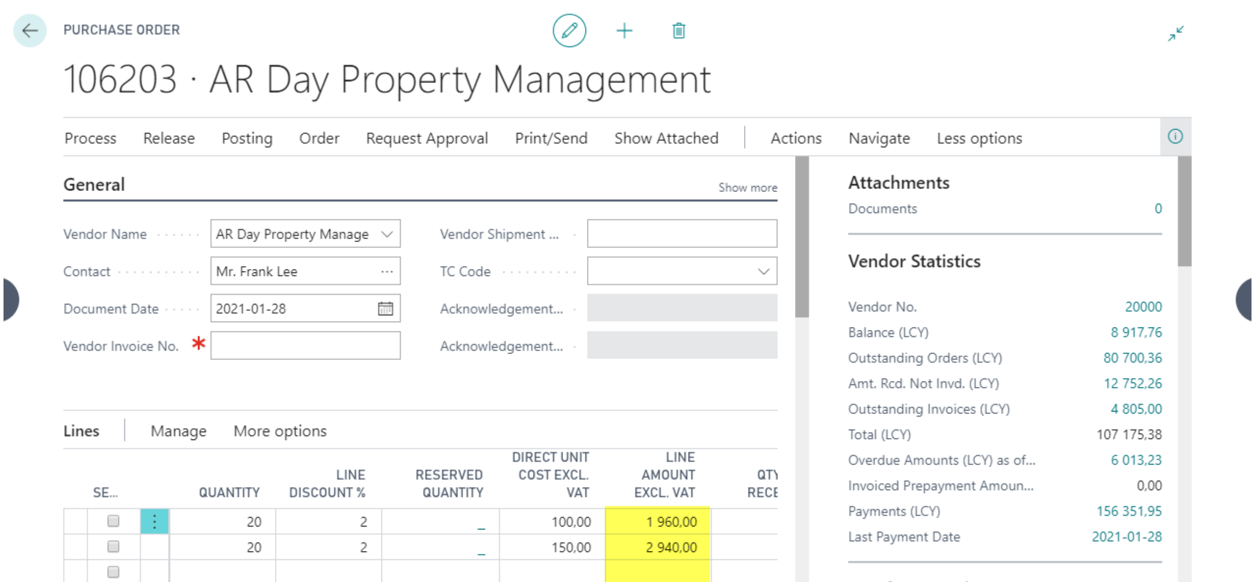


4.10 Purchase Order Menu Navigation

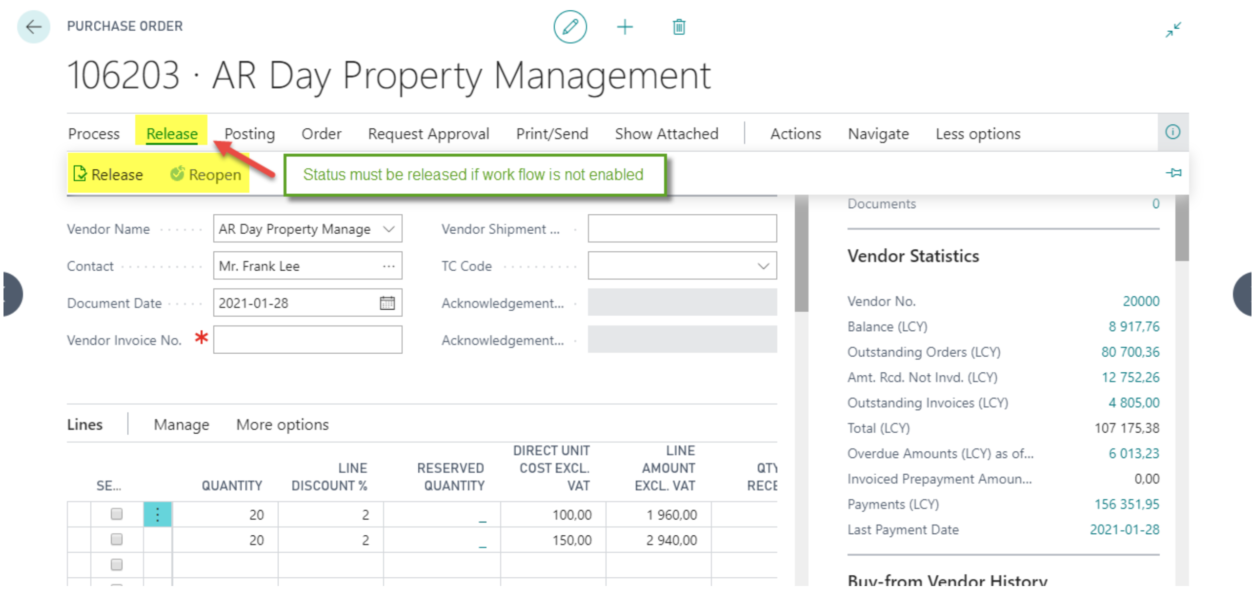
Click on Purchase Order to view all Purchase order list which are raised from Quote comparison



4.10.1 Purchase Order

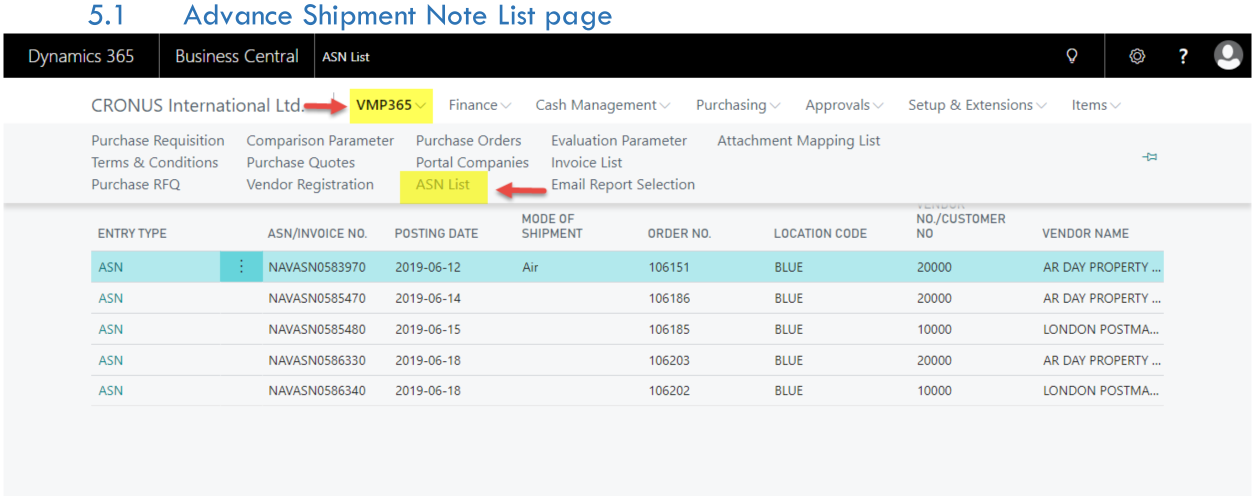


4.10.2 Purchase Order Release

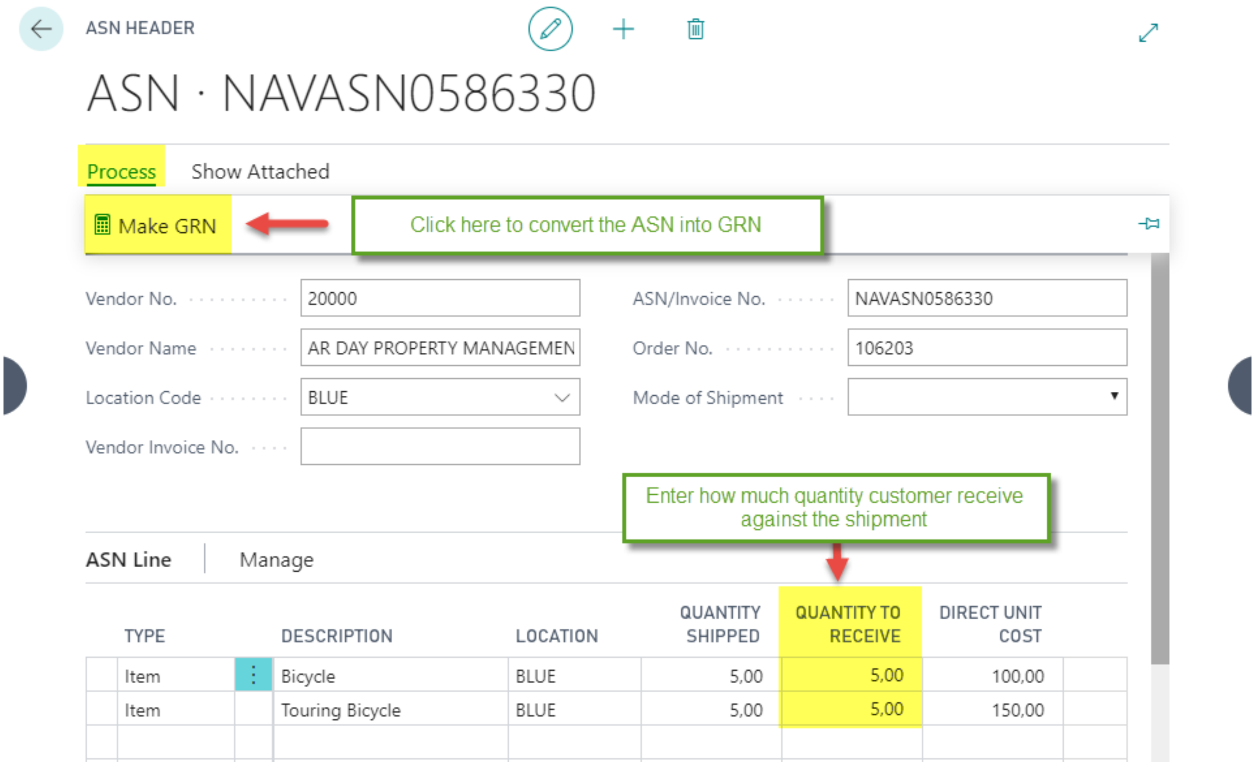


5 Advance Shipment Note

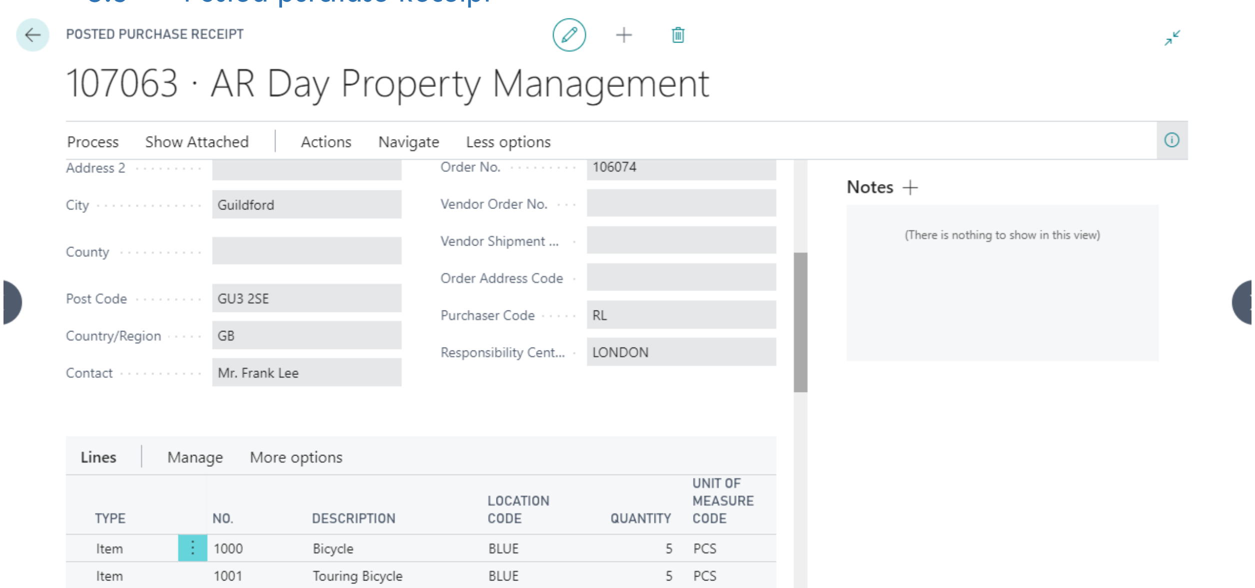
5.1 Advance Shipment Note List page



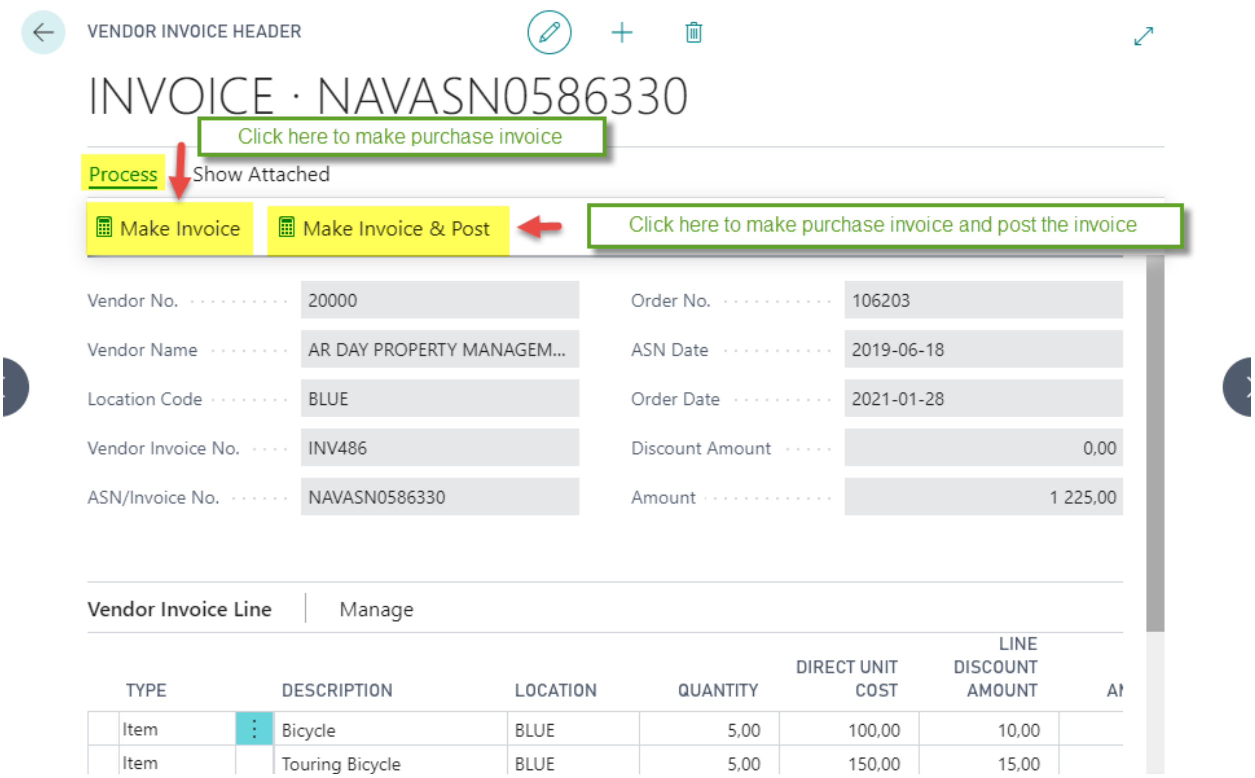
5.2 Convert ASN into GRN



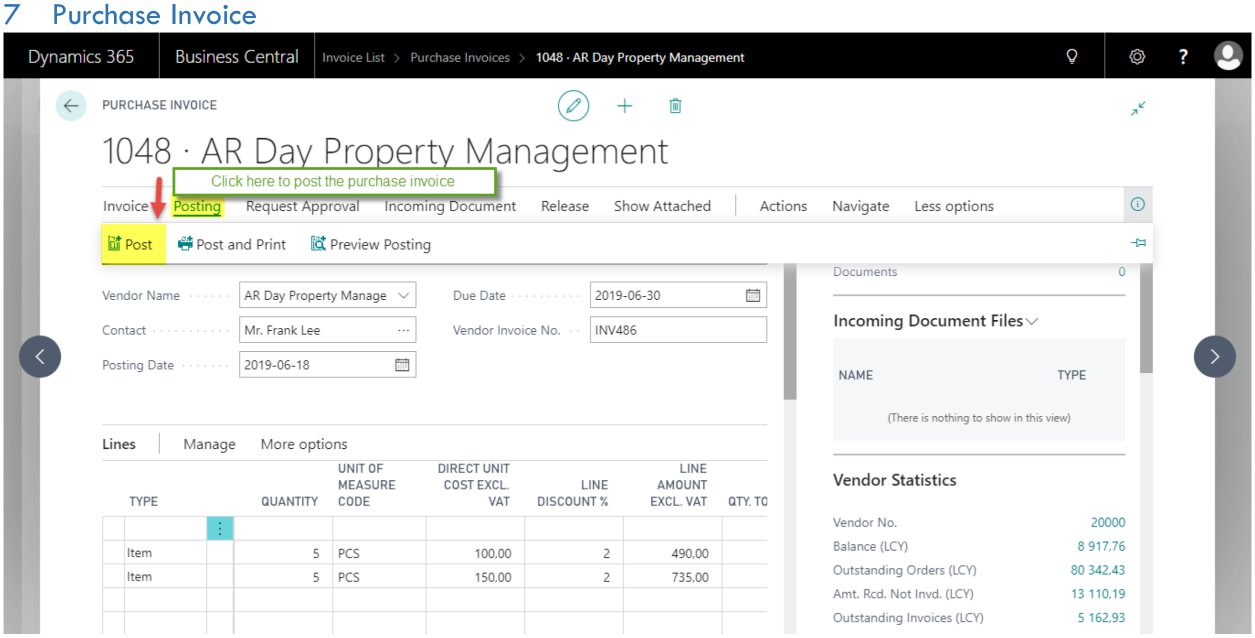
5.3 Posted purchase Receipt



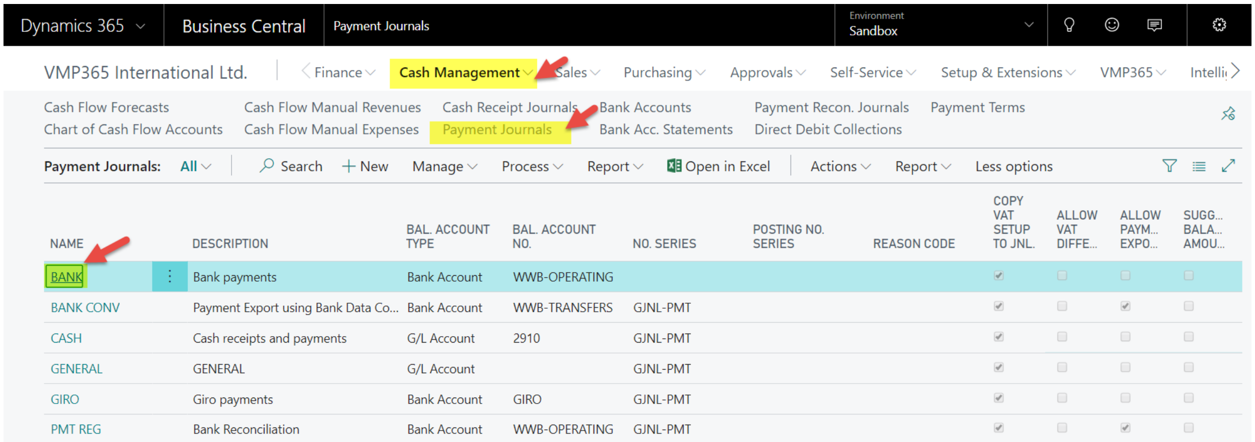
6 Invoice List



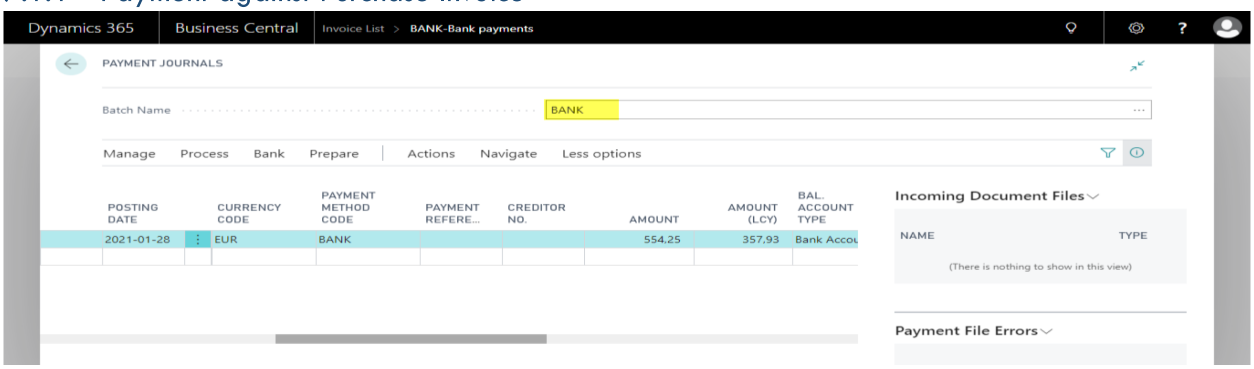
7 Purchase Invoice



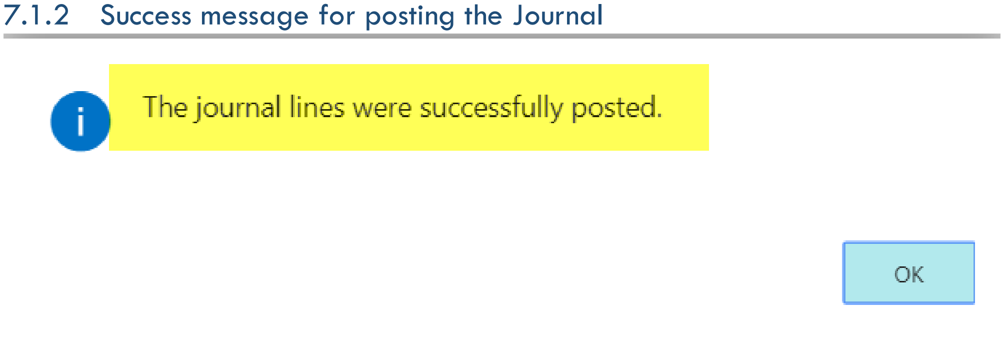
7.1 Payment Journal Navigation



7.1.1 Payment against Purchase Invoice

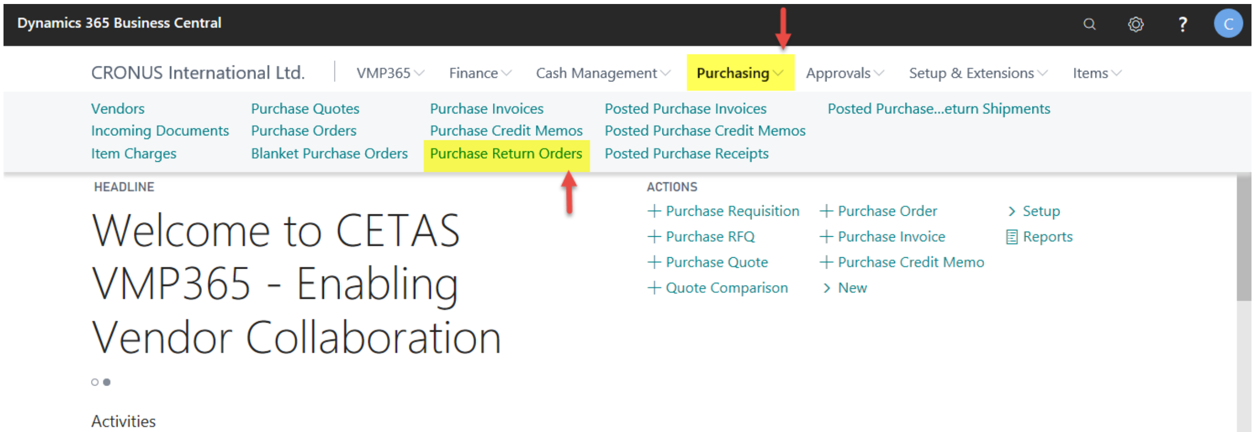


7.1.2 Success message for posting the Journal

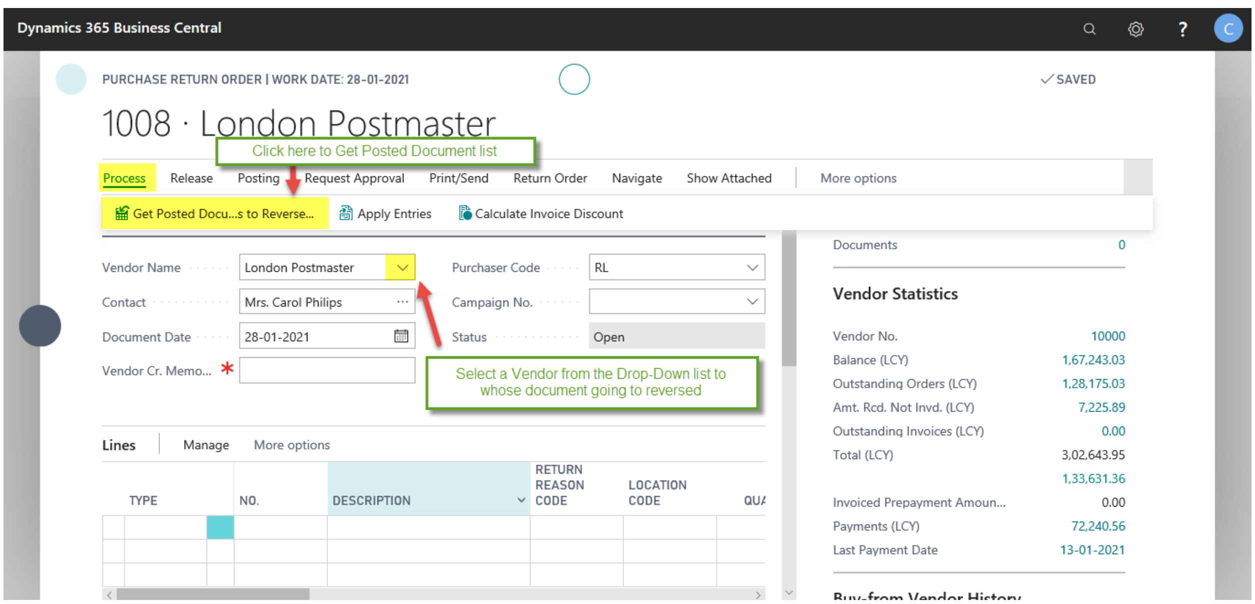


8 Purchase Return Order Menu Navigation

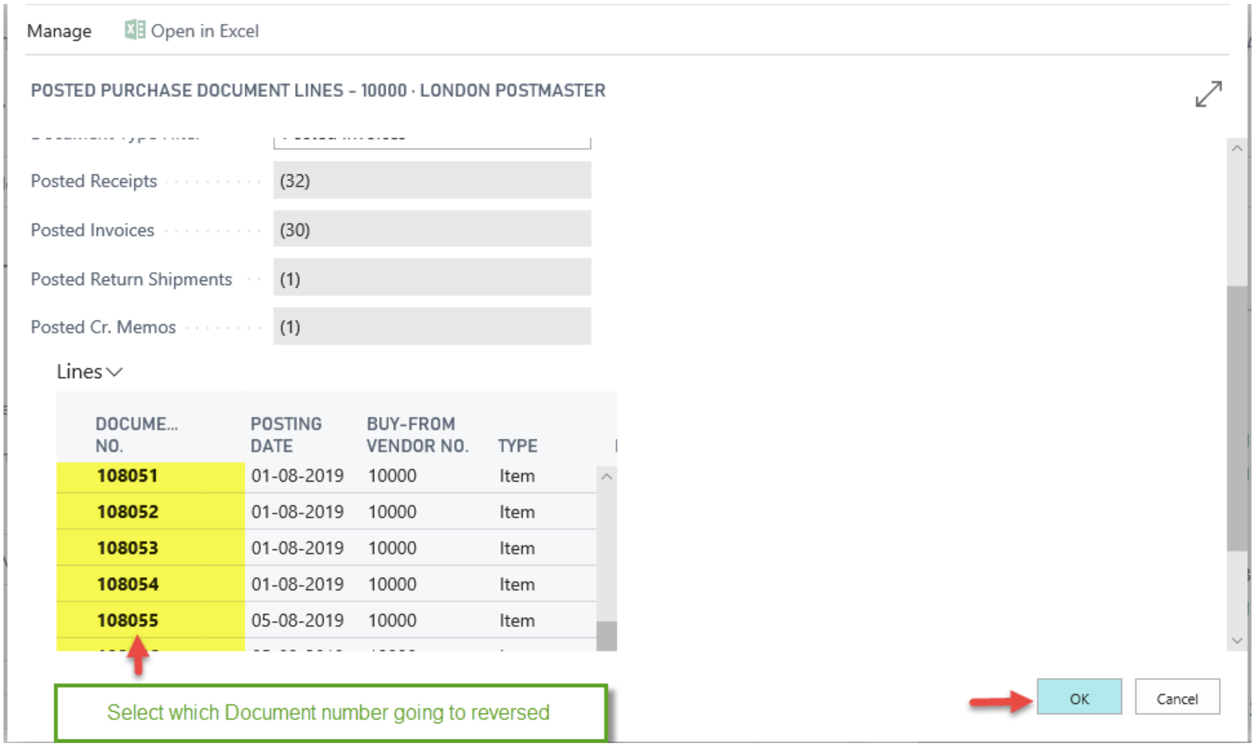
Click on Purchase Return Order to view all Purchase Return order list



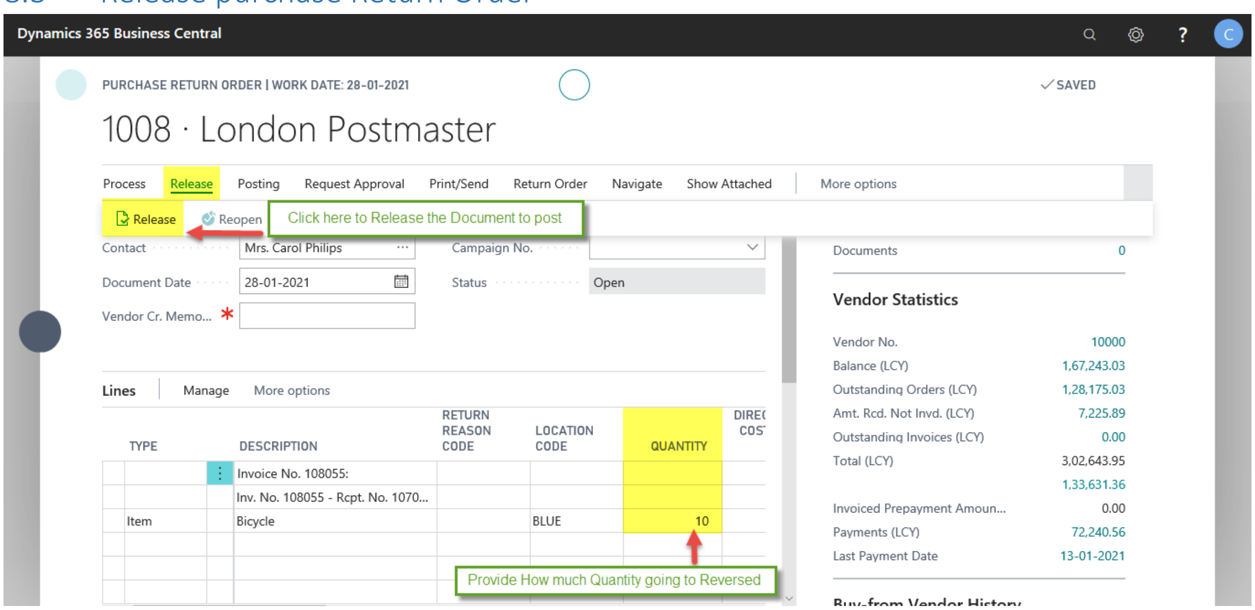
8.1 Purchase Return order



8.2 Select the Document to Reverse

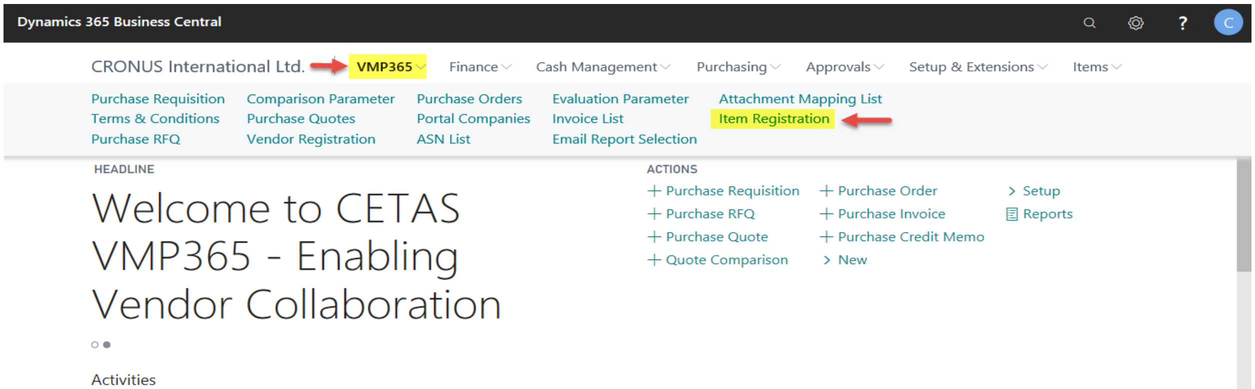


8.3 Release purchase Return Order

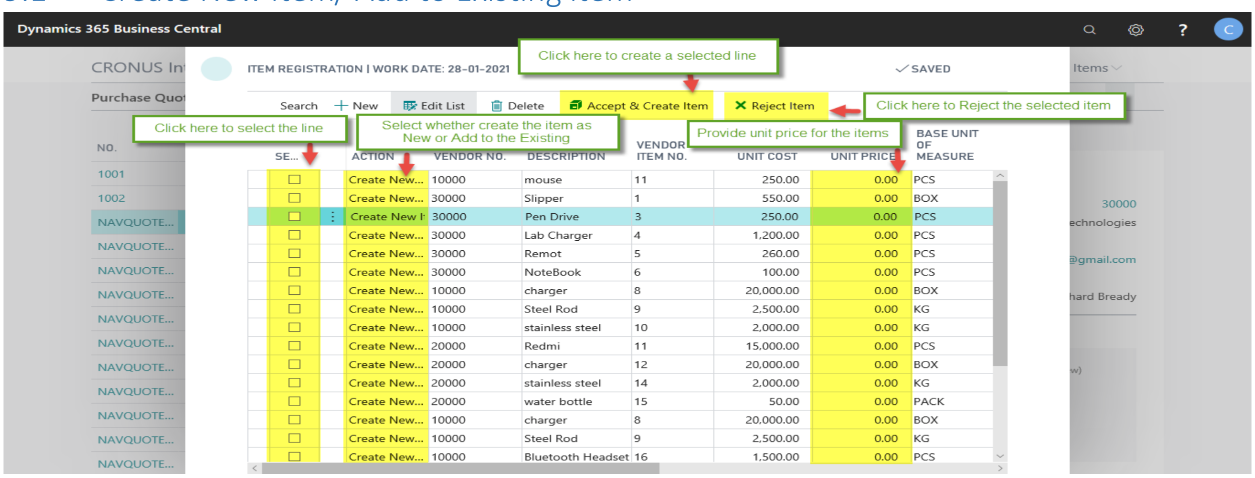


9 Item Registration Menu Navigation

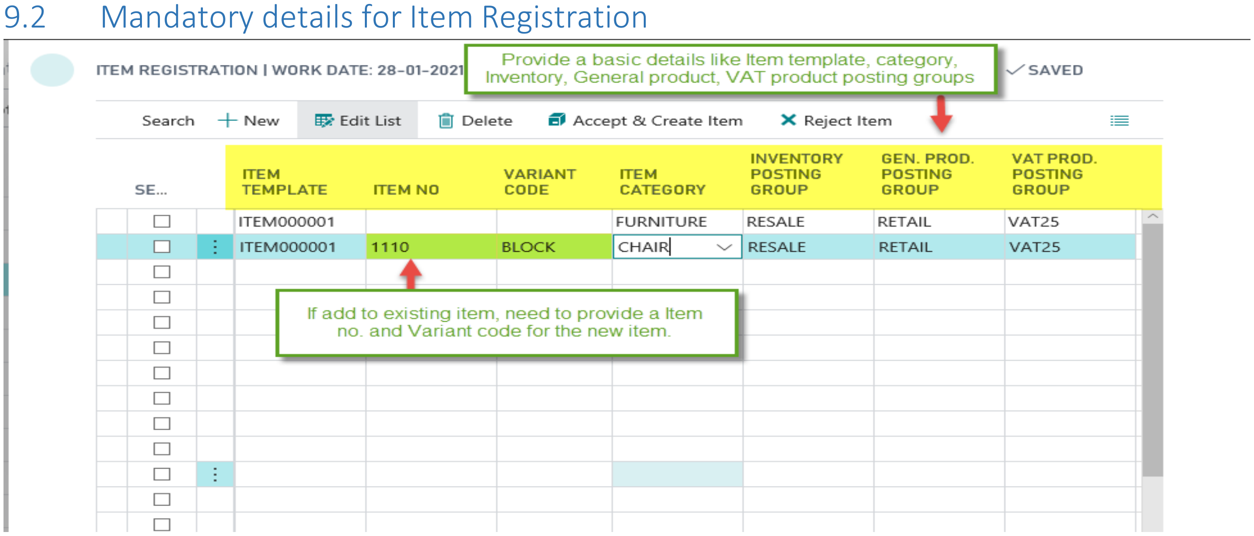
Click on Item registration to see the vendor uploaded item list.



9.1 Create New Item/ Add to Existing item



9.2 Mandatory details for Item Registration



10 VMP365 on Vendor Self Service Portal (Vendor App)

10.1 Vendor Portal Activation

Once the VMP365 trial Version is installed and if the Vendor Self-service Poral request is been enabled, the customer will be notified within 1 business day with the below said information of Web WRL and admin User name details for the user access.

Dear Customer,

Your Request for Vendor Self Service Portal has been available to use in the below url:

Url detail: http://vmp365gb:7011/

Portal Manager: ADMIN

Default Password: Admin

Validity till: 7 Days from the date of Dynamics 365 Business Central Installation

Hope you will enjoy the trial.

Thanks & Regards.

VMP365 Support

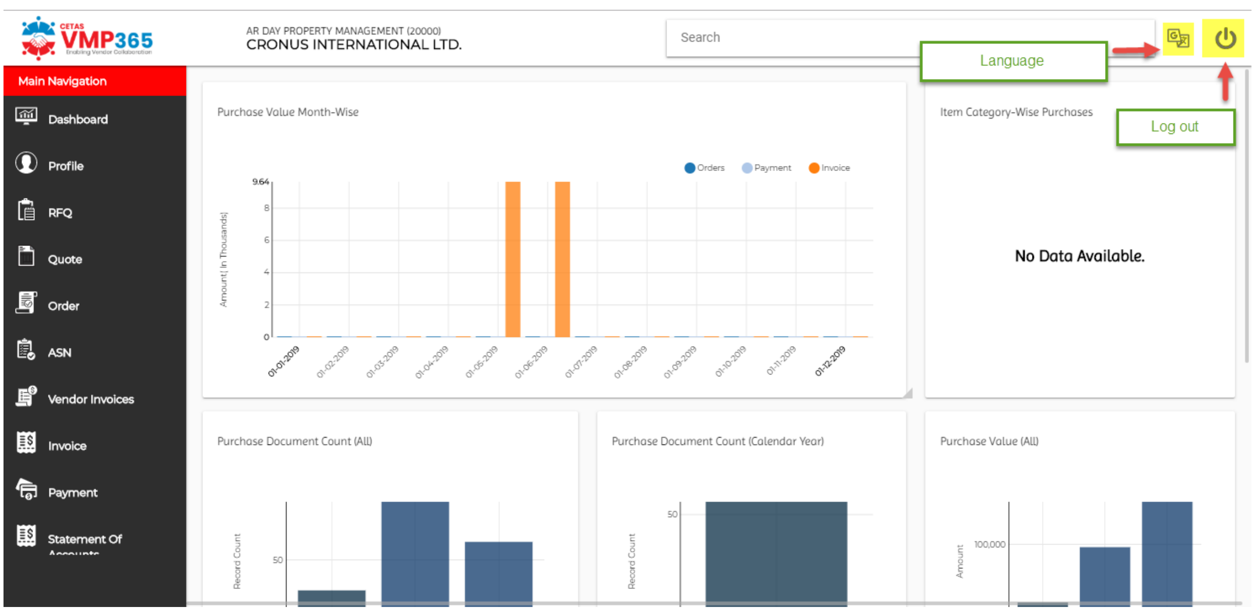
10.1.1 Vendor Portal Login

Vendor Self Service Portal is mainly used to automate the Procure to Pay process seamlessly by electronic mode. It helps to minimize the Lead time, disputes in quality or Finance, etc., and avoid the unnecessary communications and follow ups.

10.1.2 Setup Vendor Portal Password for New User

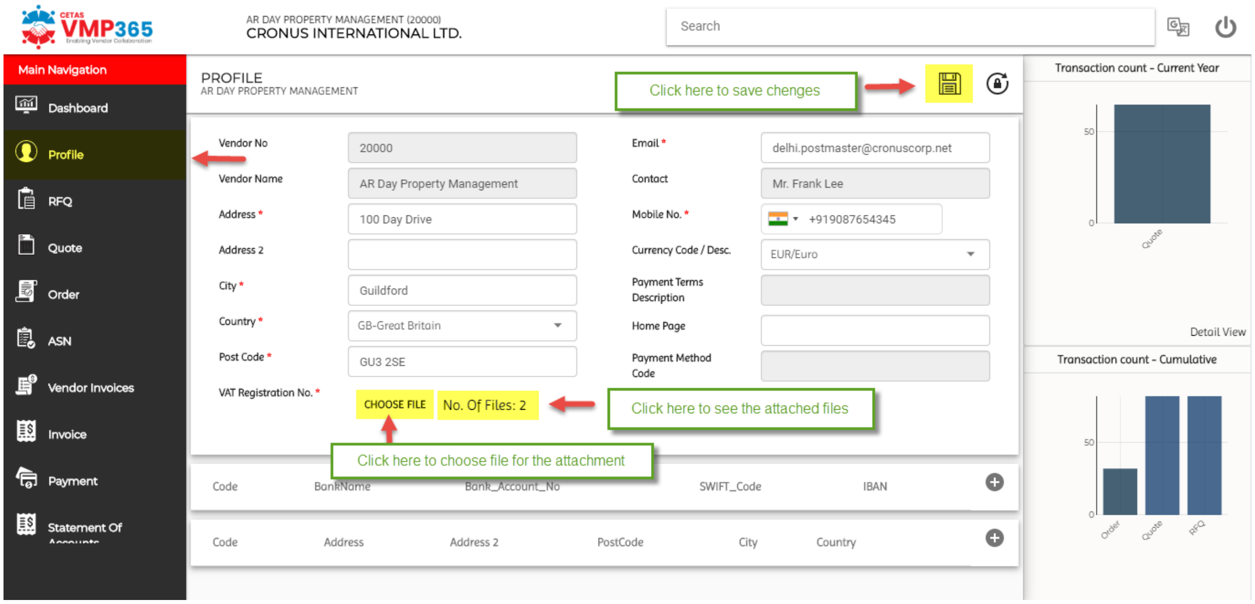
10.1.3 Vendor Portal Home Page and Dashboard

Vendor can see the information's which are specific to them in the single window. Either New Purchase RFQ, Approved Purchase Orders and Payment status, etc.,



10.1.4 Vendor Profile

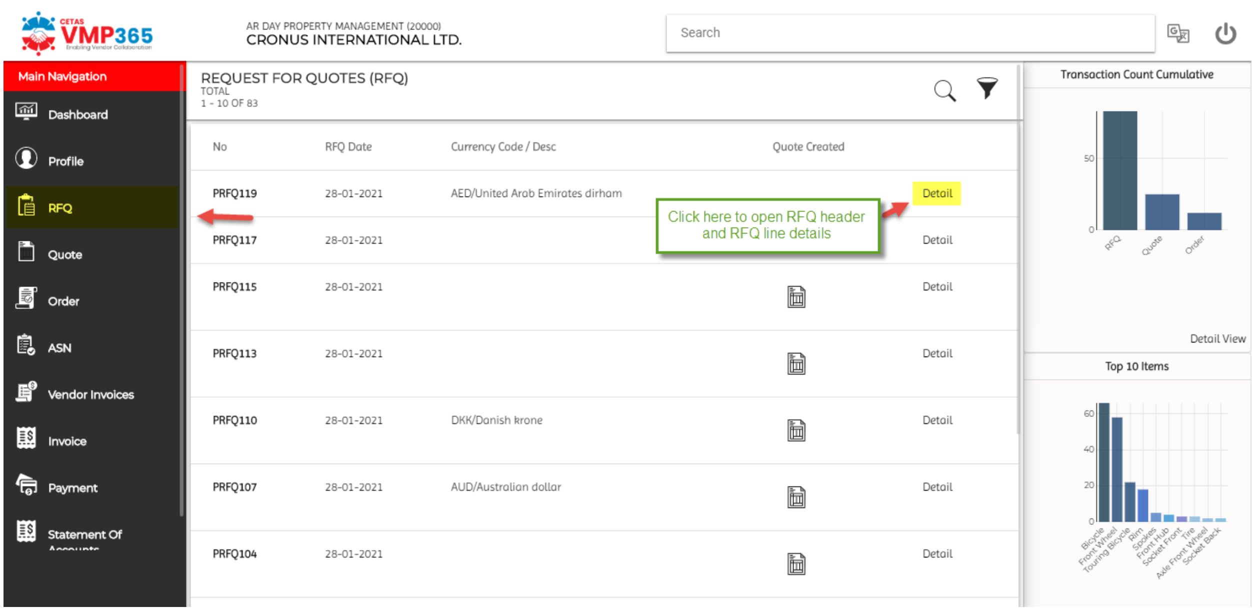
This Page consists of Vendor communications and contract information's



10.2 Request for Quote on Vendor Portal

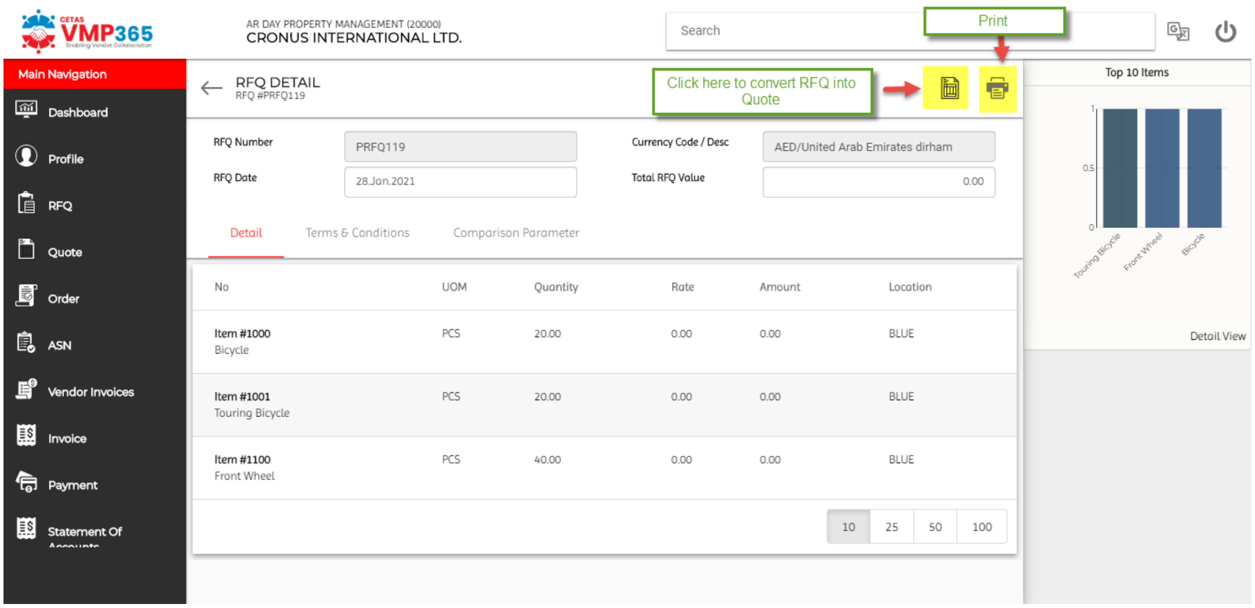
10.2.1 Request for Quote List

Vendor can see the RFQ's which are initiated by the customer.



10.2.2 Request for Quote Details

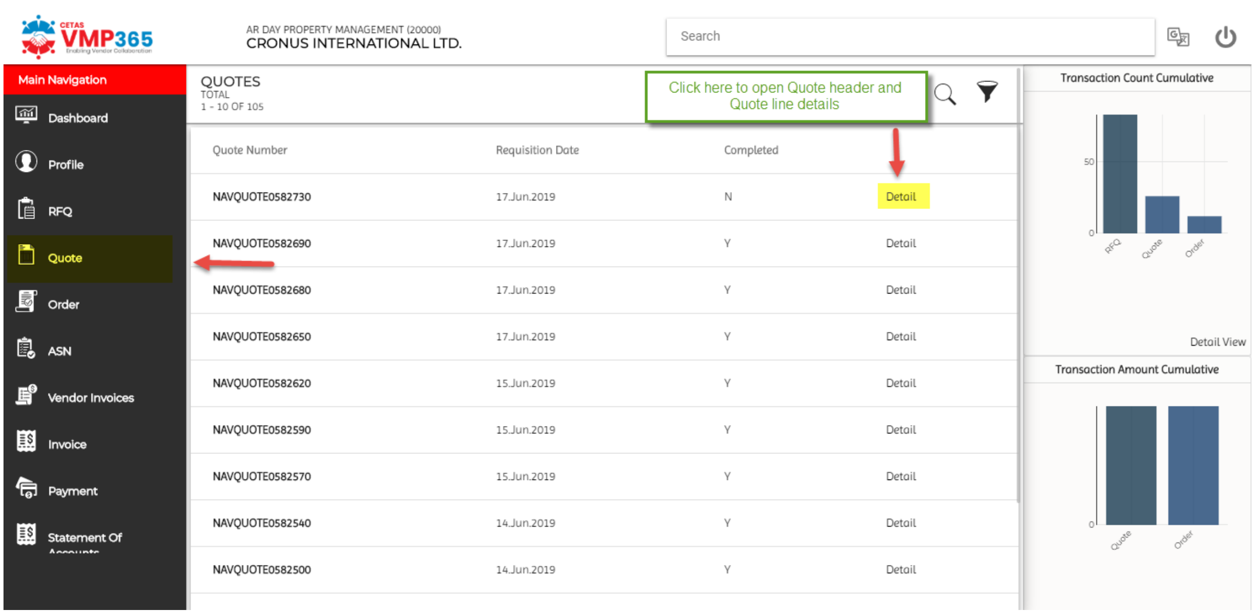
Vendor can convert the RFQ to Quote. So that all relevant RFQ information can be converted to Quote to avoid data redundancy.



10.3 Vendor Quote on Vendor Portal

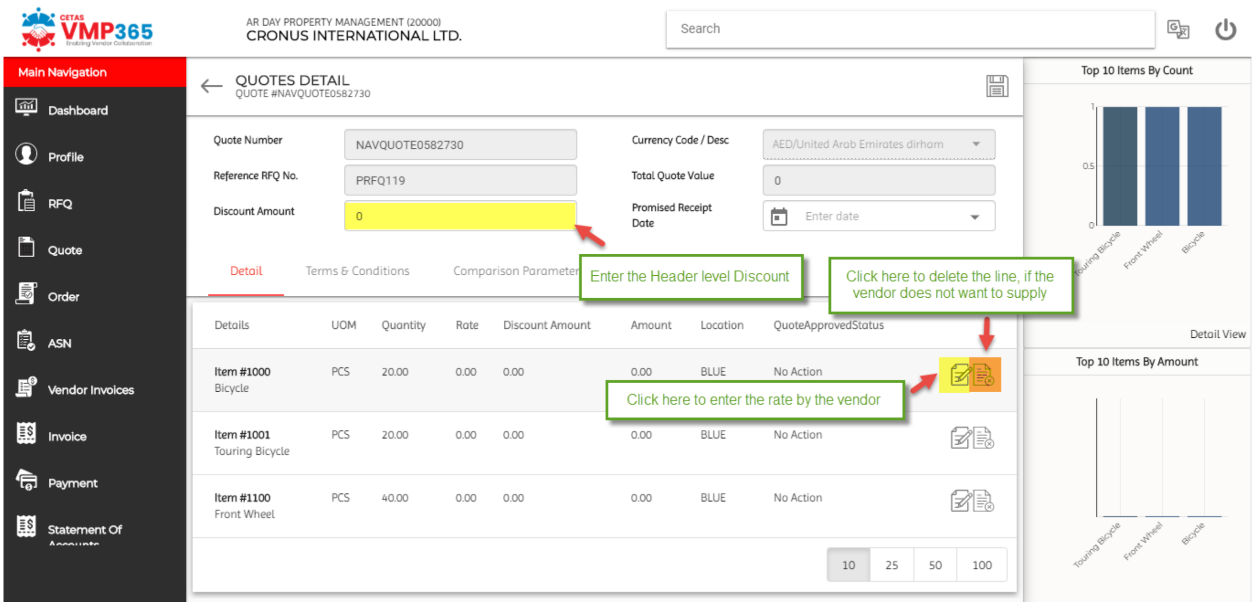
10.3.1 Vendor Quote List

Converted Quotes are available in this List for the Vendor



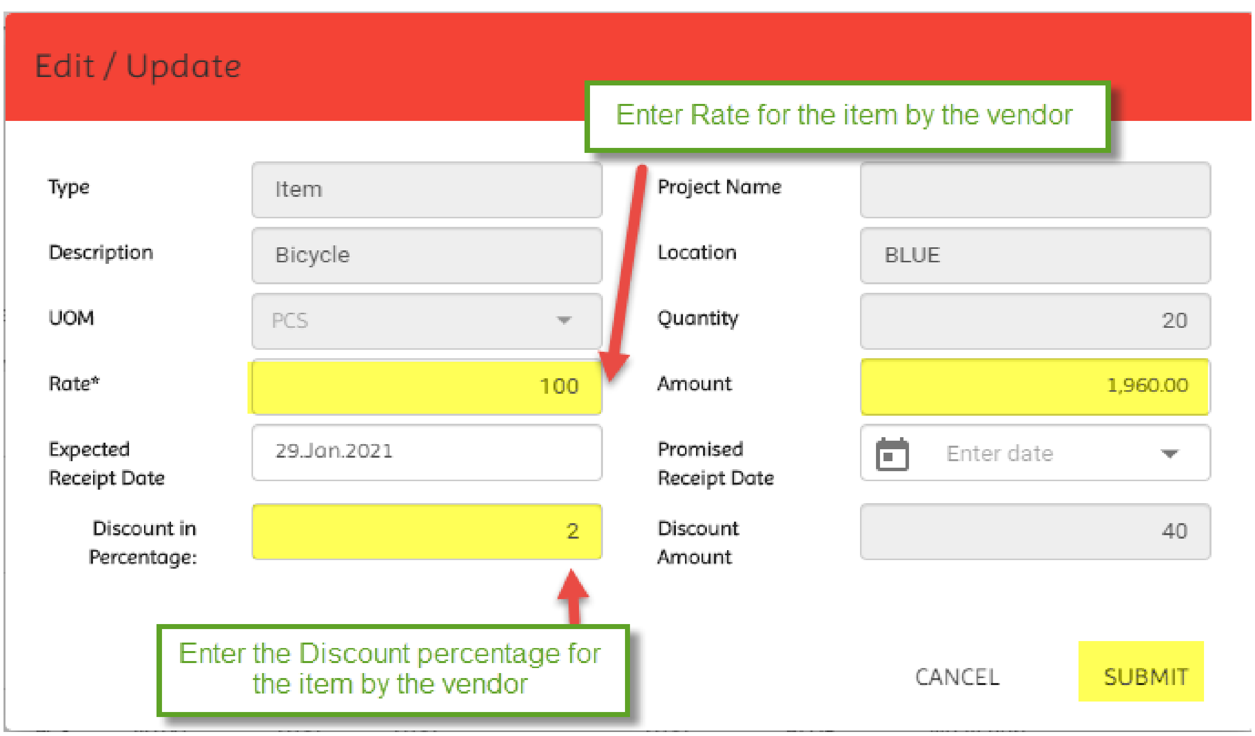
10.3.2 Vendor Quote Details

Vendor can edit the Quote by clicking the below shown screen



10.3.3 Quotation Rate updates by Vendor

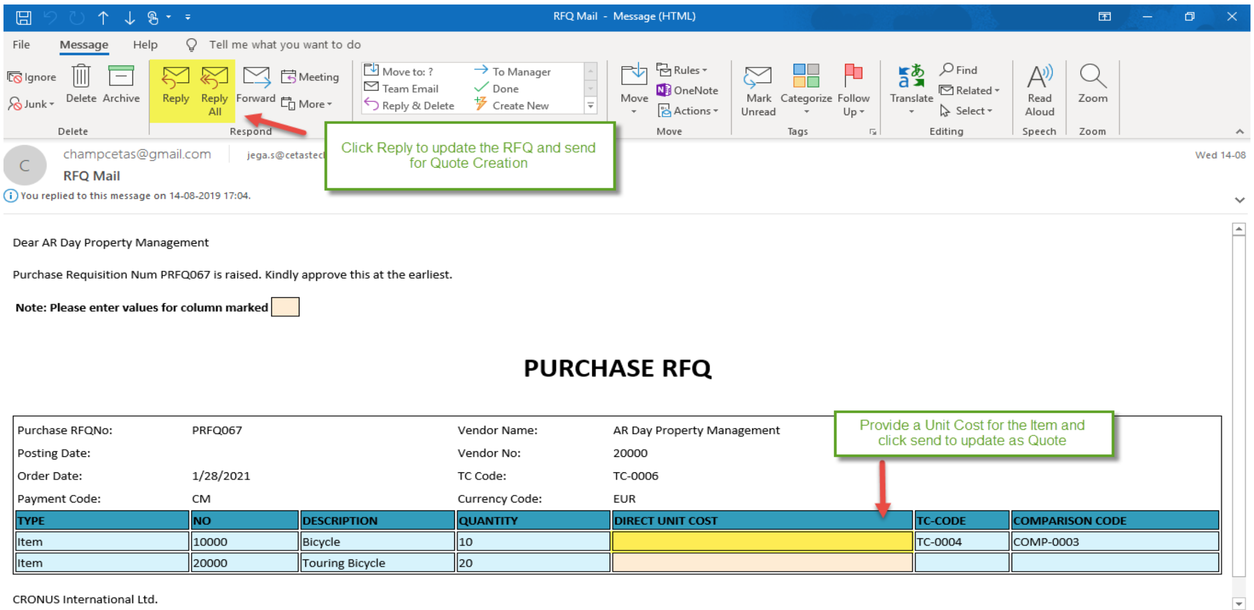
Vendor can edit each line items and update the cost under Rate field as shown below:



10.3.4 Quote Creation via Mail

If Vendor is marked as Non-Portal Vendor, then they can update their Quotes via Mail.

Vendor must need to Provide Mail Id to the customer and the mail Id need to update on vendor card in Dynamics 365 Business Central to get the RFQ mail.

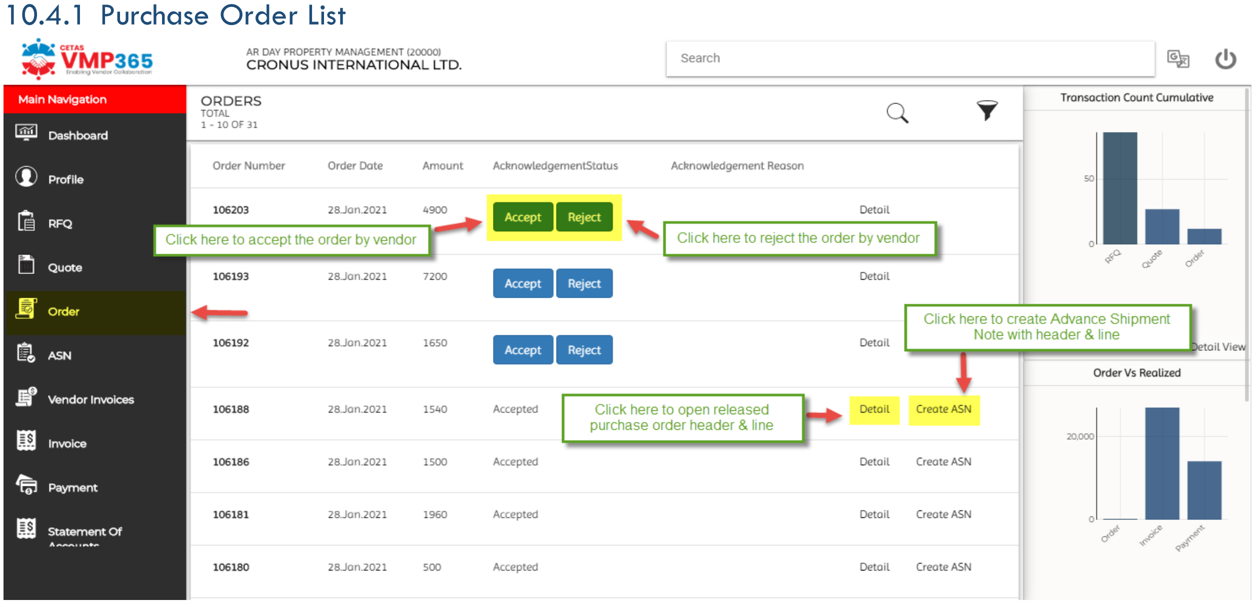


Note: RFQ mail send to Vendor Gmail id and Outlook id only, other Mail services are not included in this version.

10.4 Purchase Order on Vendor Portal

Approved Purchase Order list will be available in the Vendor Self Service Portal to act by the vendor

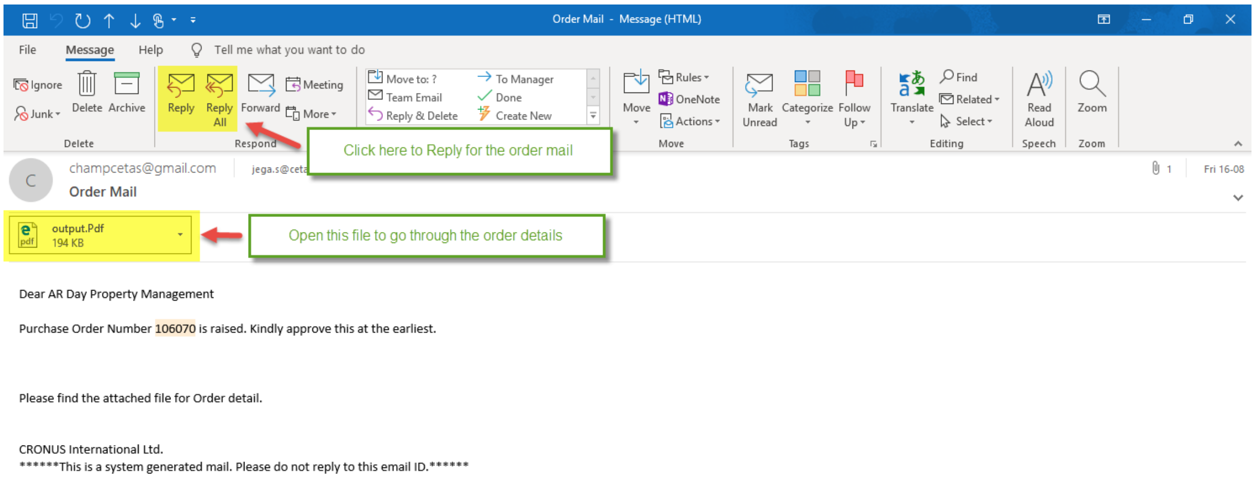
10.4.1 Purchase Order List



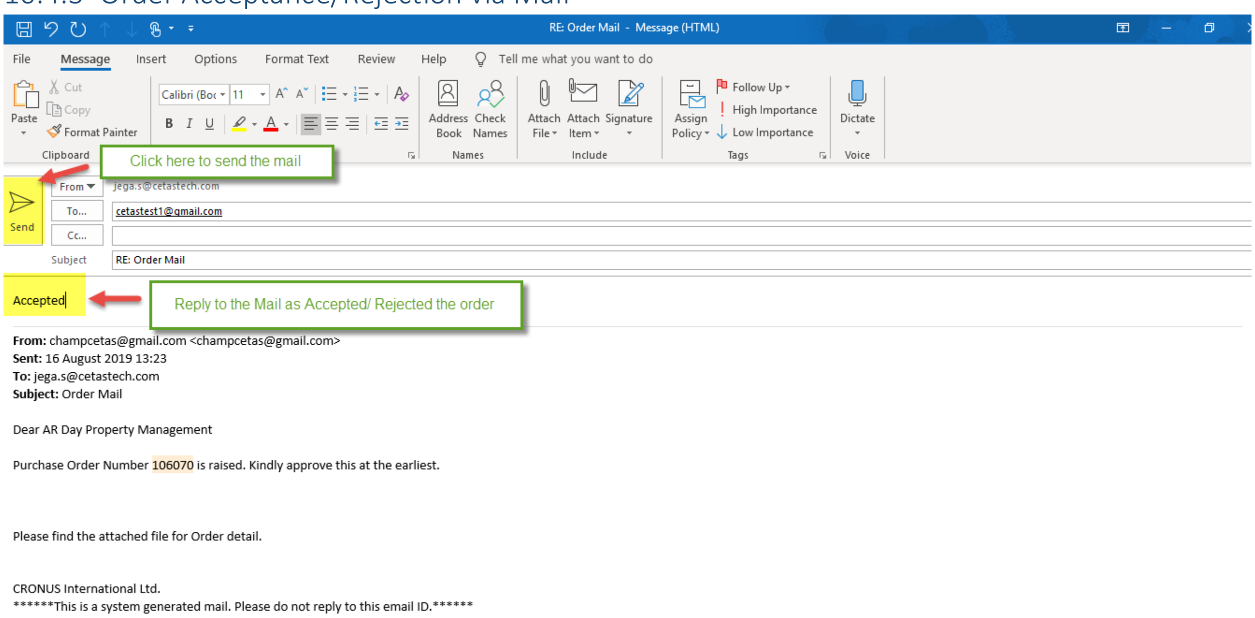
10.4.2 Order via Mail

If Vendor is marked as Non-Portal Vendor, then they can update their Order via Mail.

Vendor must need to Provide Mail Id to the customer and the mail Id need to update on vendor card in Dynamics 365 Business Central to get the Order mail.



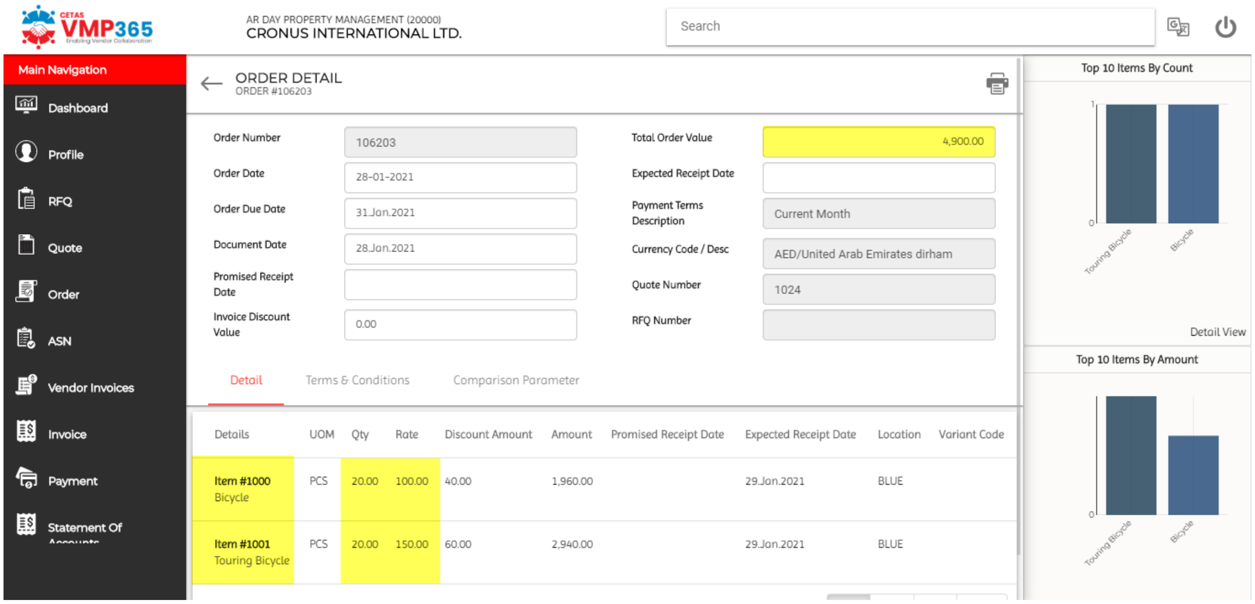
10.4.3 Order Acceptance/Rejection via Mail



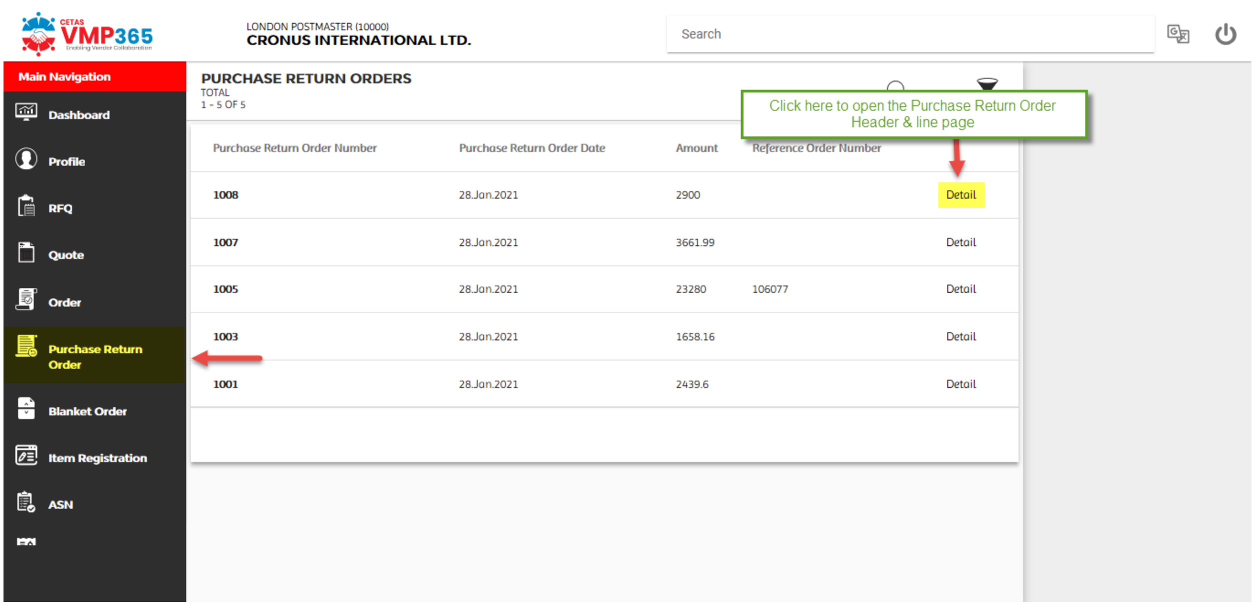
Note: Order mail send to Vendor Gmail id and Outlook id only, other Mail services are not included in this version.

Don't Use any other words for Accept or Reject the order

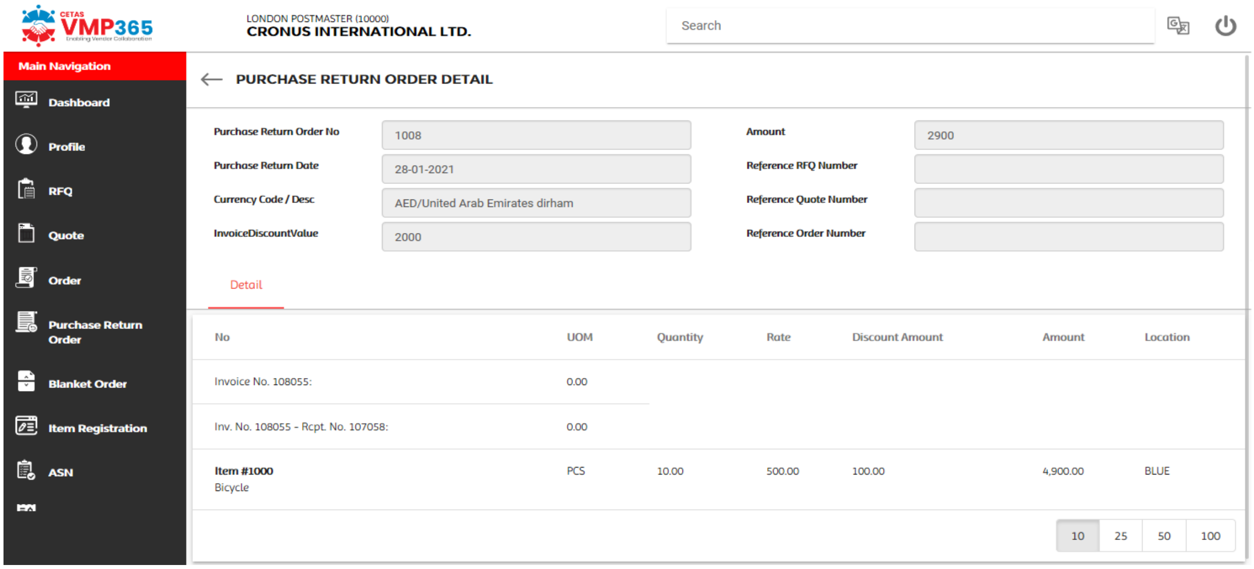
10.4.4 Purchase Order Details



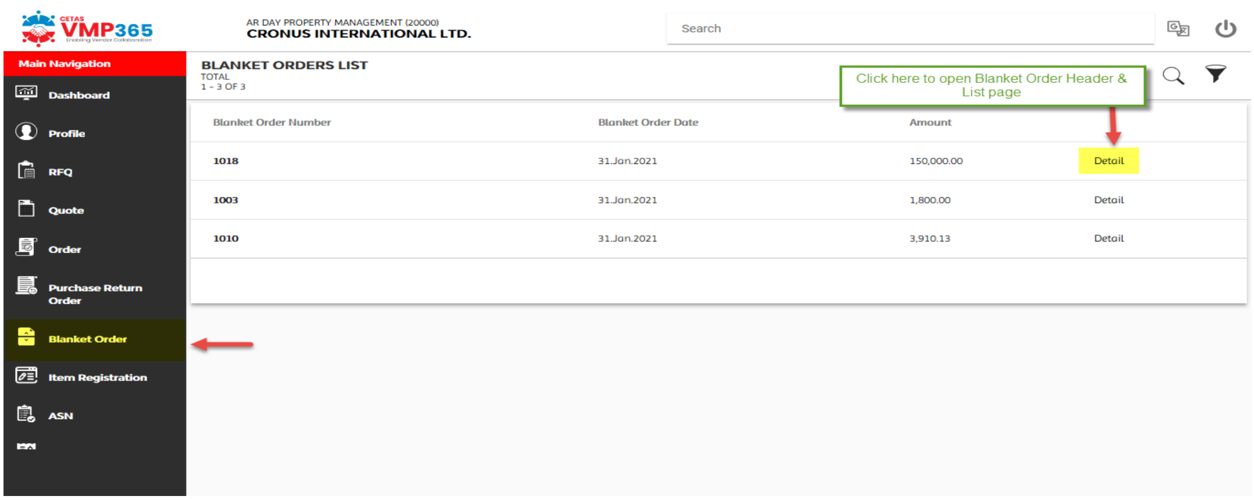
11 Purchase Return Order List



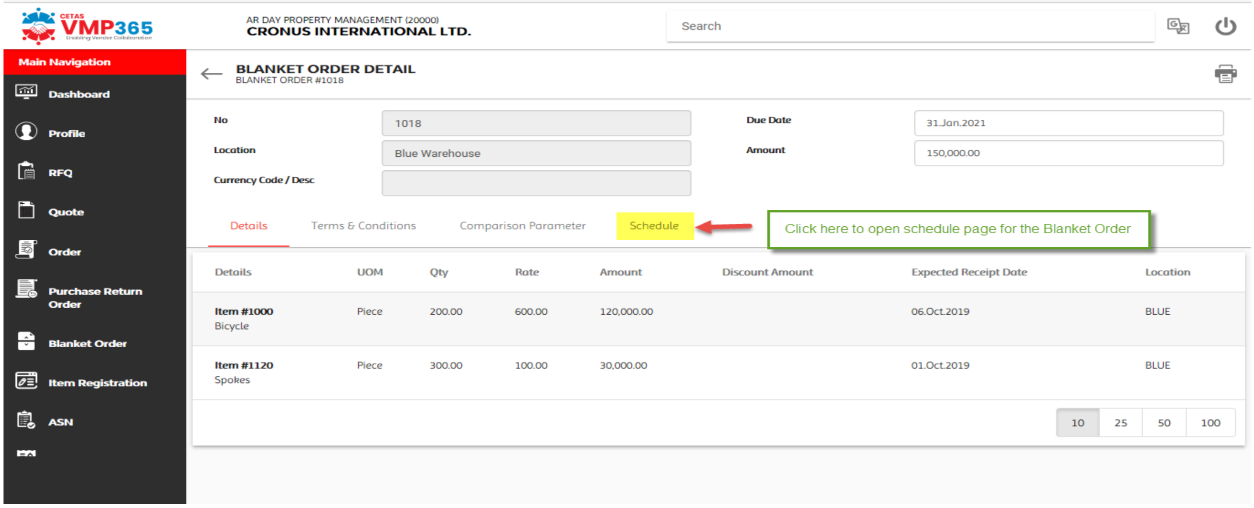
11.1 Purchase Return Order Detailed page



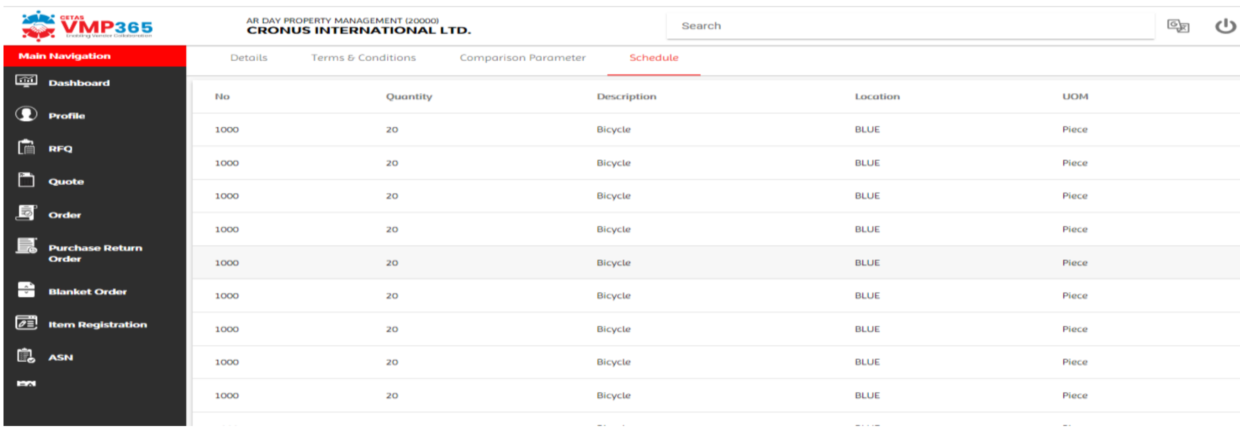
12 Blanket Order List



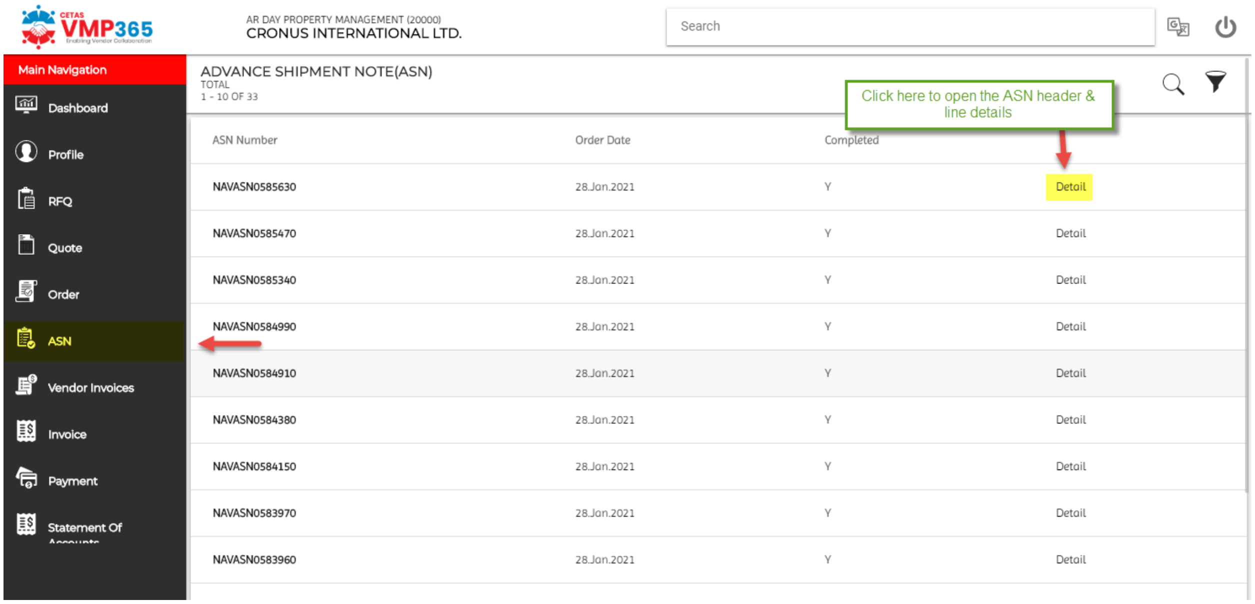
12.1 Blanket Order Detail page



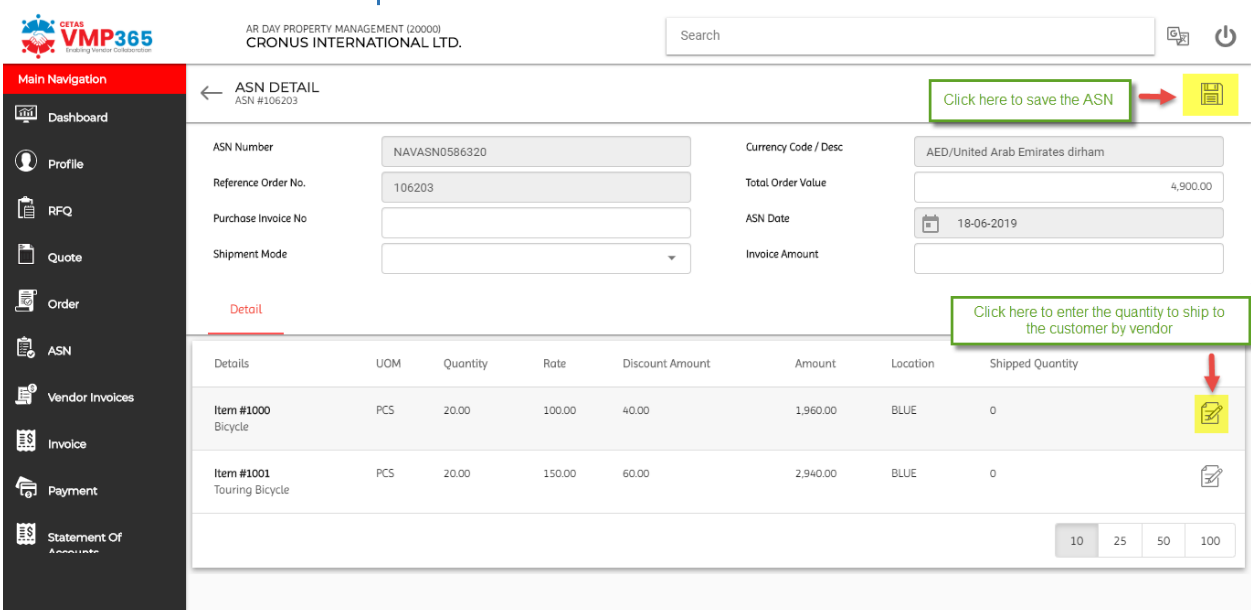
12.2 Schedule for Blanket Order

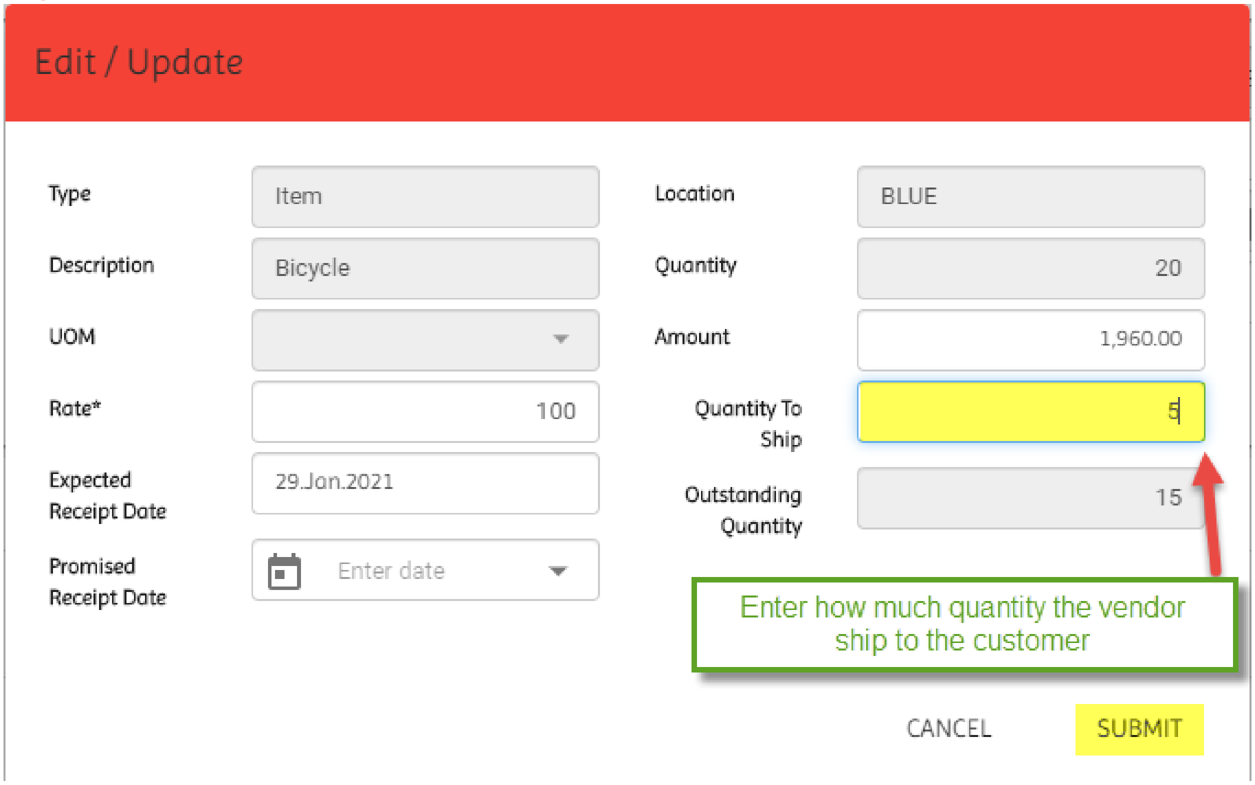


13 Advance Shipment Note list

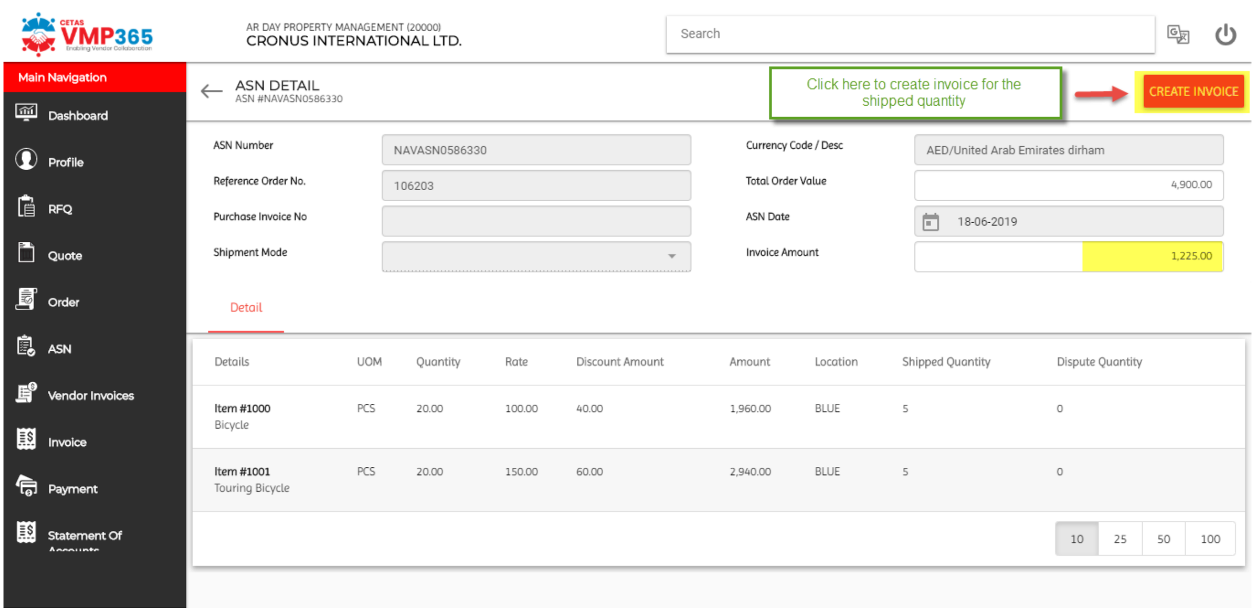


13.1 Create Advance Shipment Note

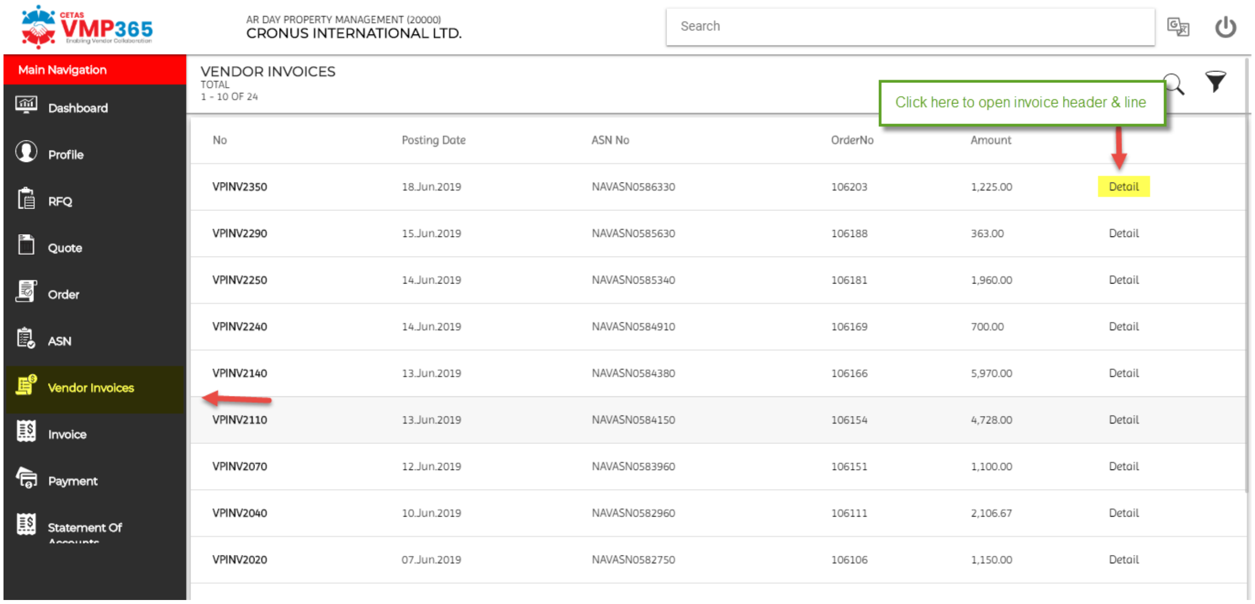


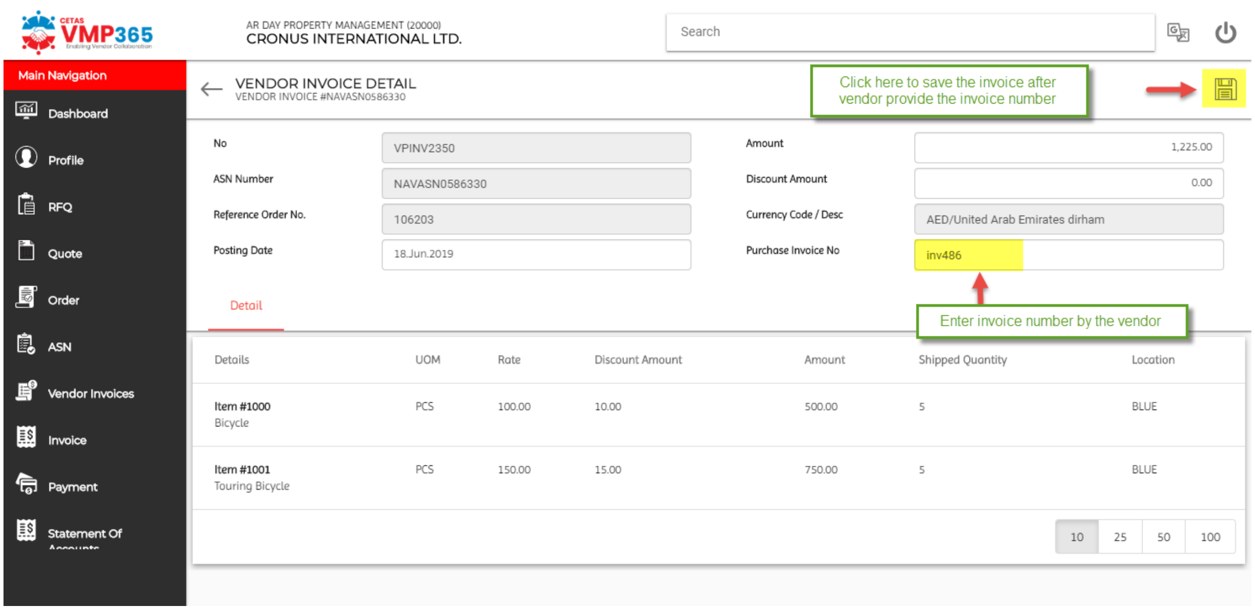


13.1.1 Create Invoice

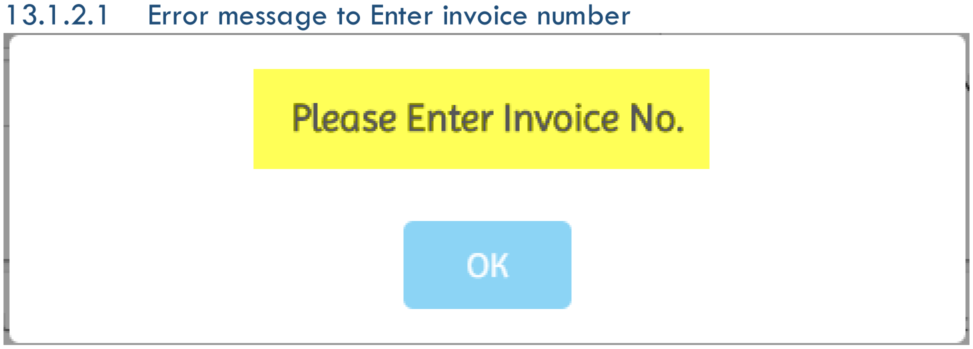


13.1.2 Vendor Invoice list





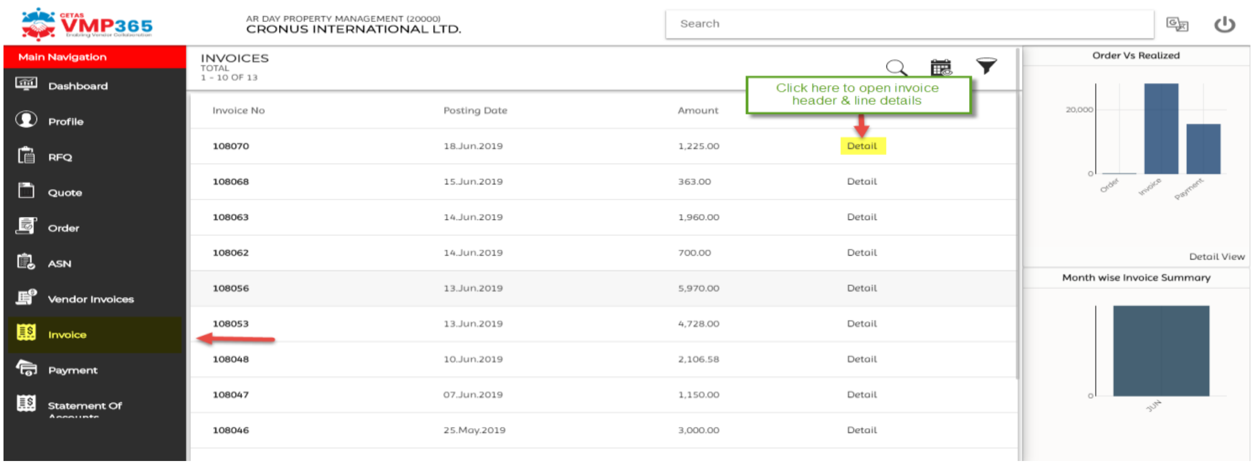
13.1.2.1 Error message to Enter invoice number



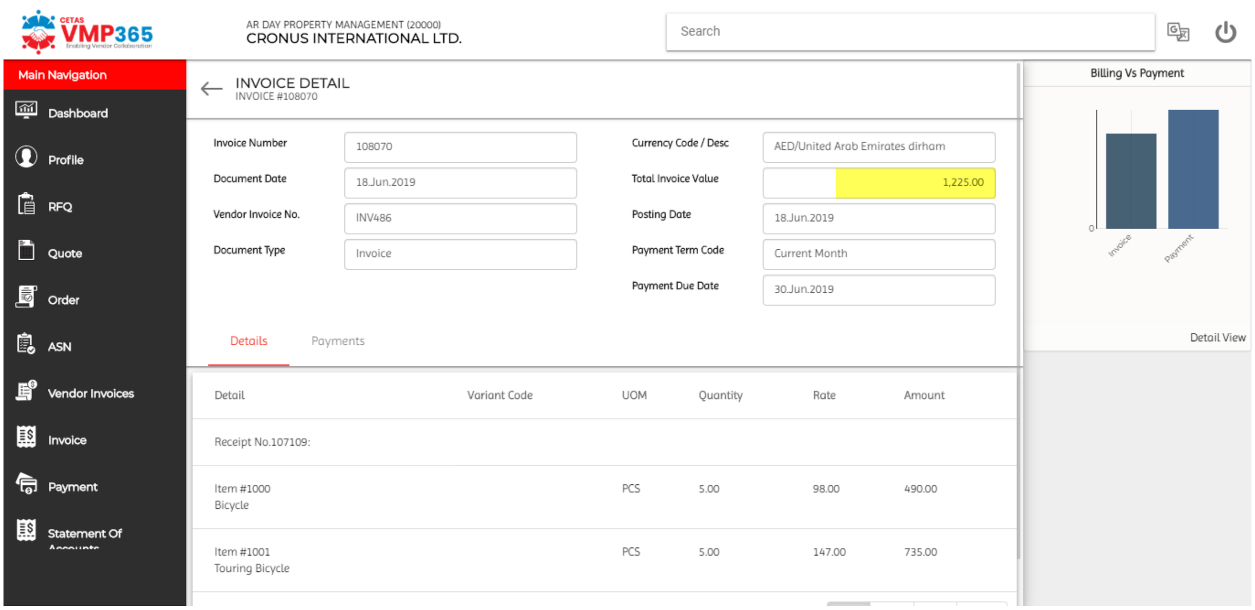
13.2 Purchase Invoice on Vendor Portal

13.2.1 Purchase Invoice List

All Purchase Invoices recorded by the customer will be Listed as shown below



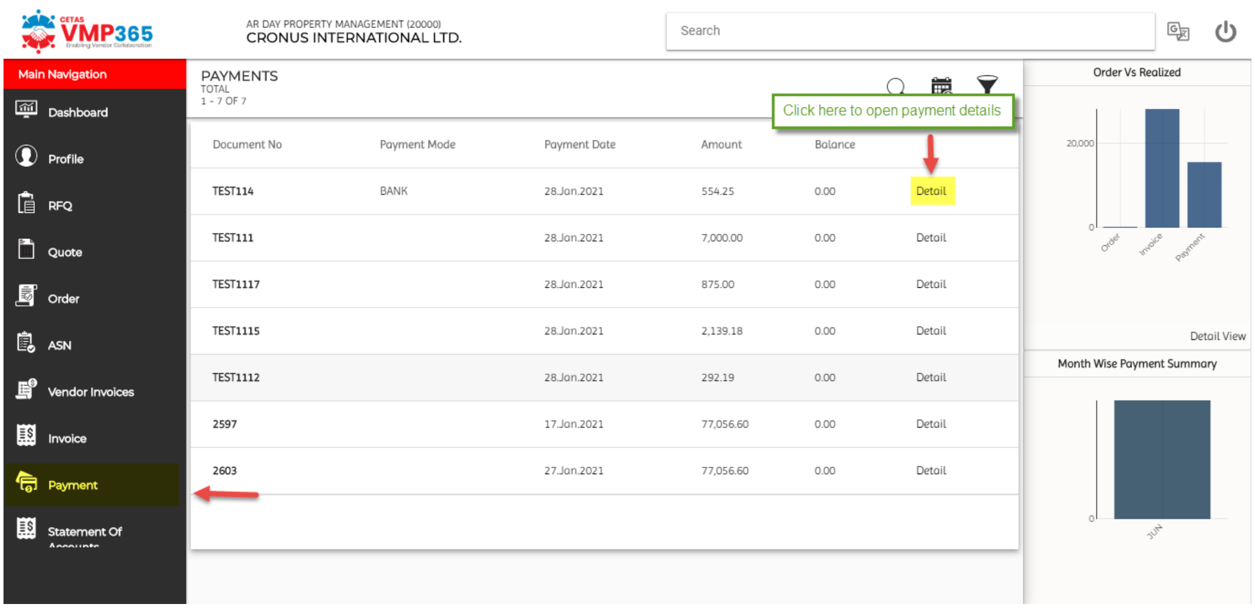
13.2.2 Purchase Invoice Detail

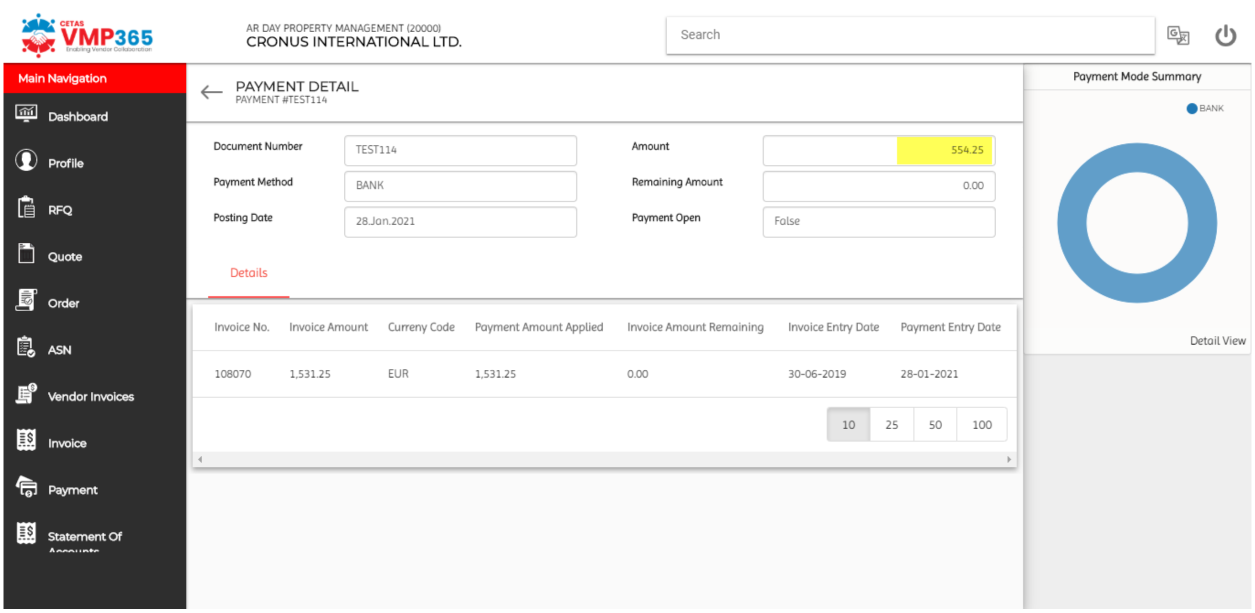


13.3 Vendor Payment on Vendor Portal

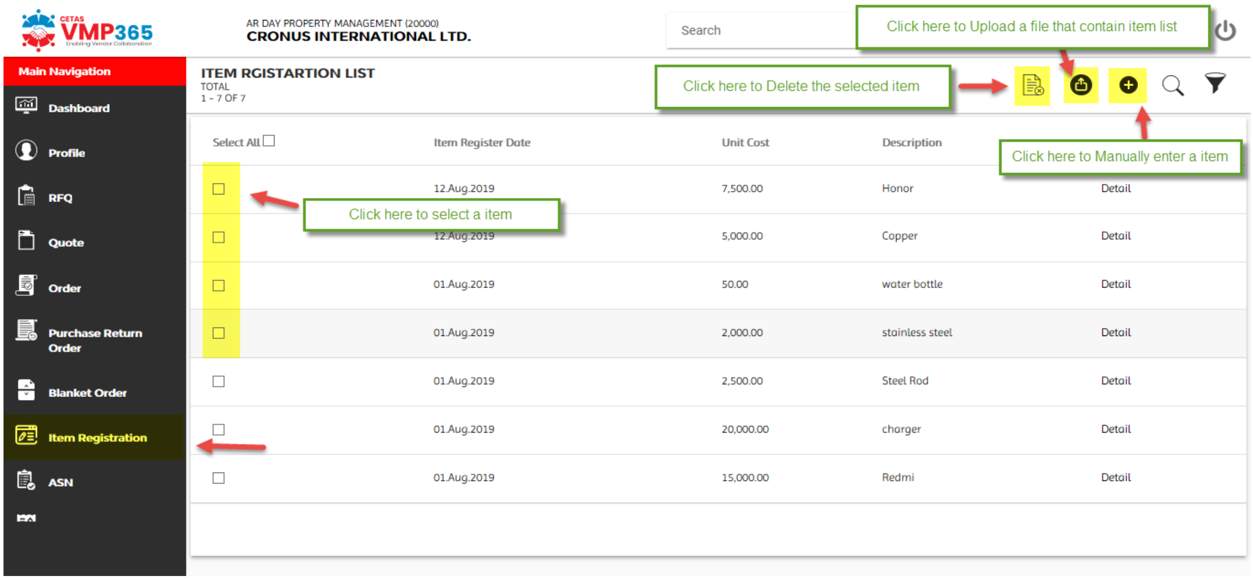
13.3.1 Vendor Payment List

Payment done against Invoices / On-account will be shown as below for the vendor

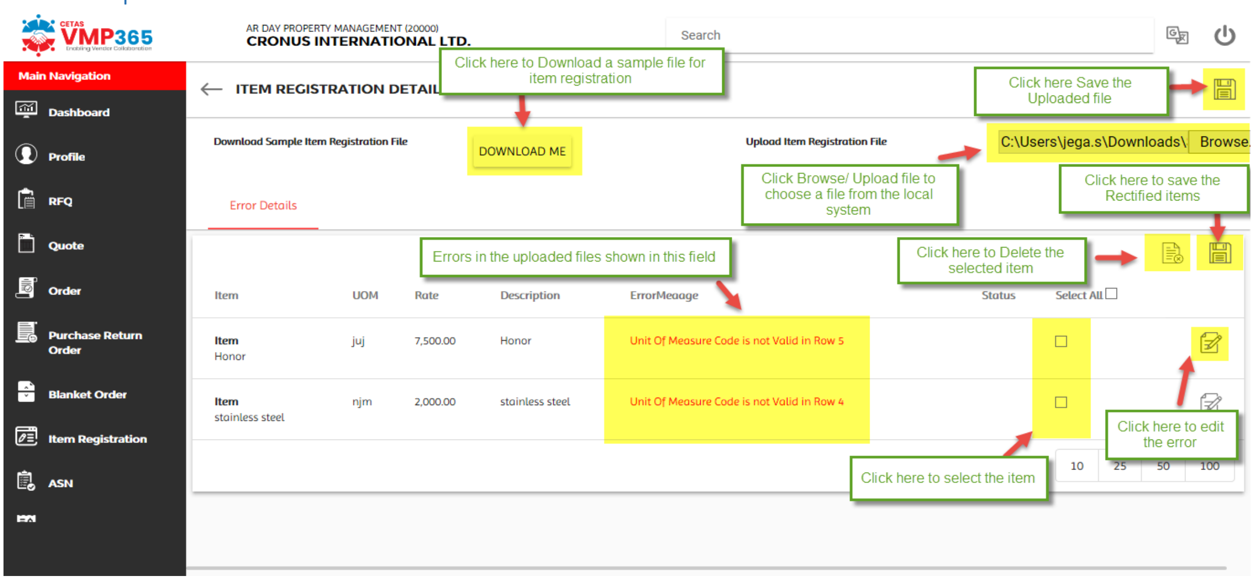




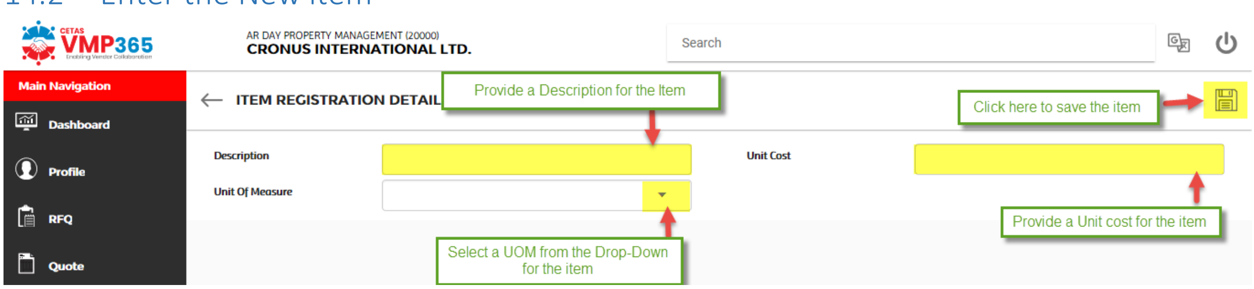
14 Item Registration



14.1 Upload an item file



14.2 Enter the New item



15 Statement of Accounts