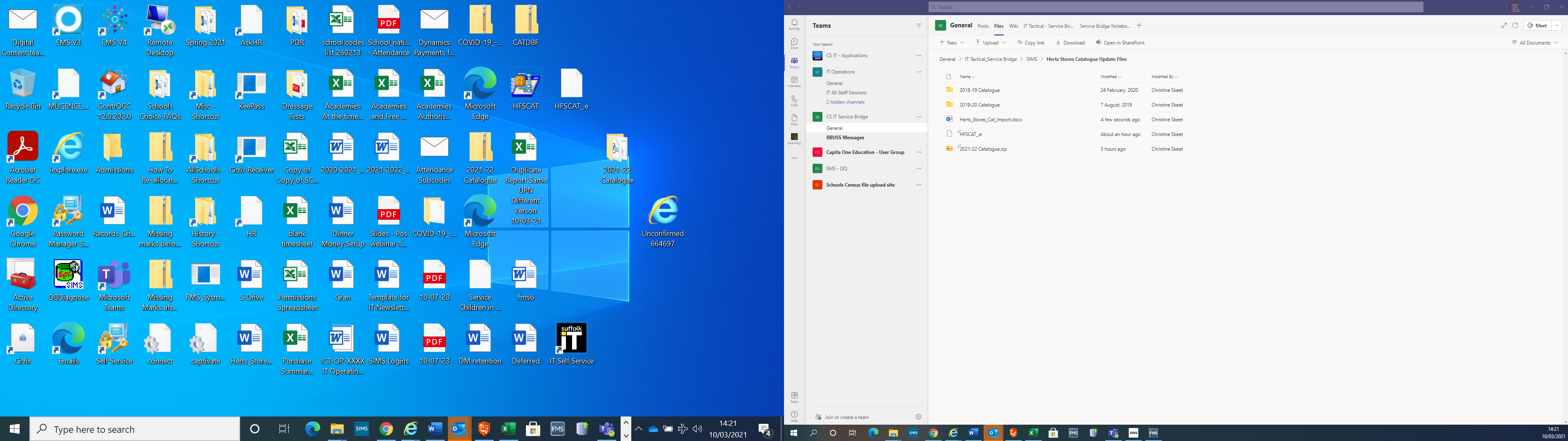
**FMS Catalogue Instructions**

Go to your shared area (this may be the S or G drive) and create a folder called “2022-23 Catalogue”

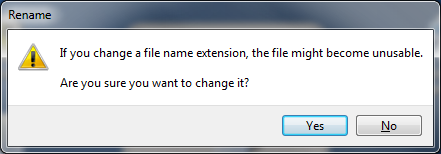
Run Anycomms (if you do not have access to anycomms please log a call with the IT Servicedesk telephone 01473 265555 stating that you need to be sent the Herts Stores HFS\_SIMS\_2022\_2023.ex file by the SIMS Support team).

Go to the anycomms In-Misc folder and copy the file named HFS\_SIMS\_2022\_2023.ex and paste it into your “2022-23 Catalogue” folder.

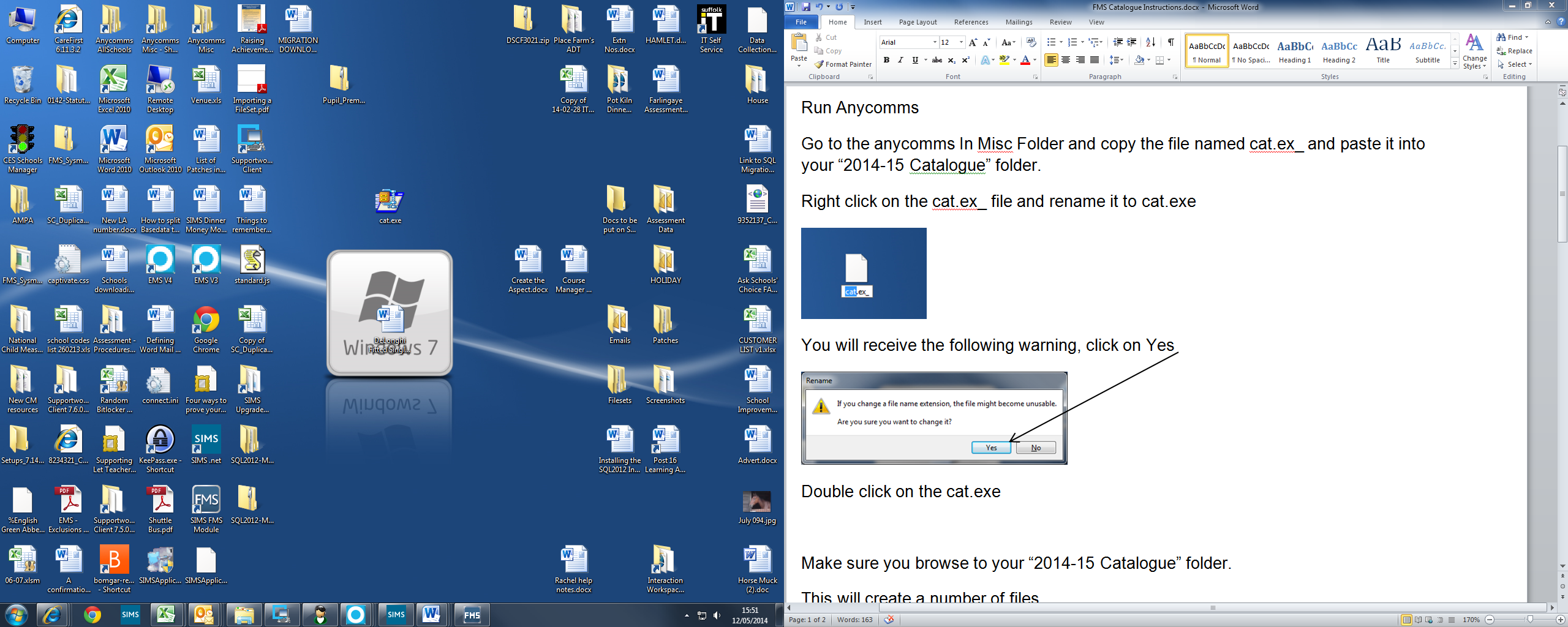
Right click on the HFS\_SIMS\_2022\_2023.ex file and rename it to cat.exe

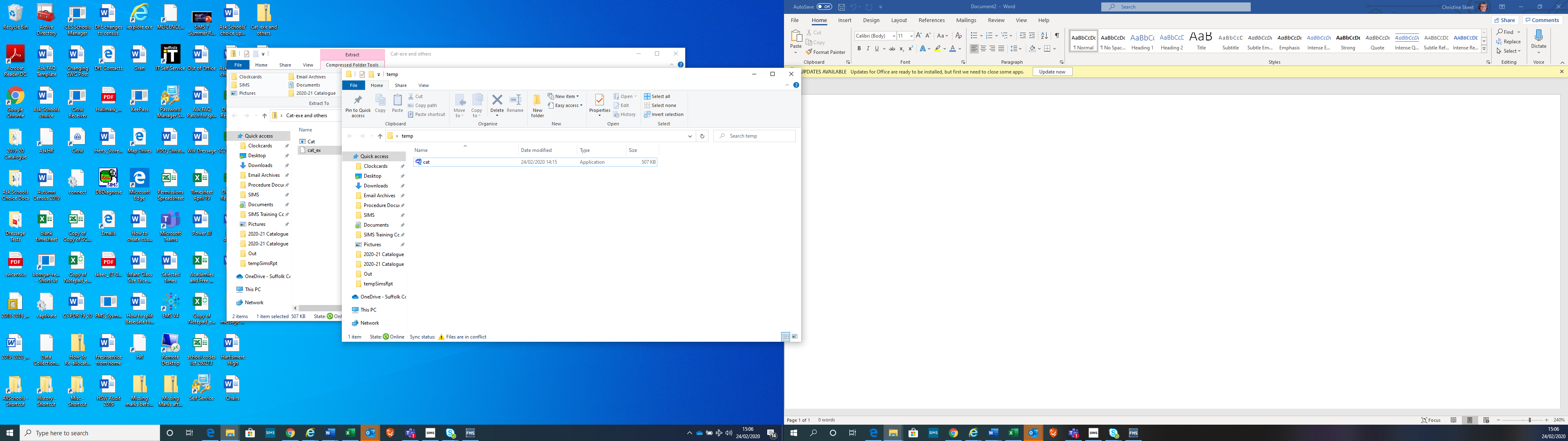


You will receive the following warning, click on Yes



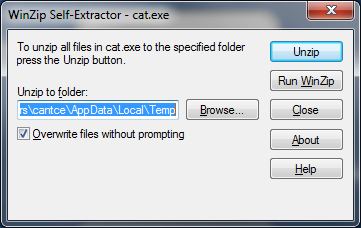
Double click on the cat.exe or cat shown below

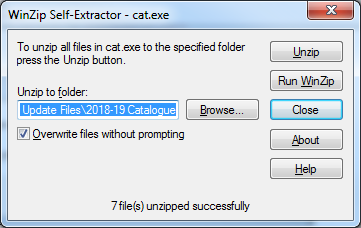




**Extract using WinZip or 7Zip:-**

**Make sure you browse to your “2022-23 Catalogue” folder**, then click on unzip





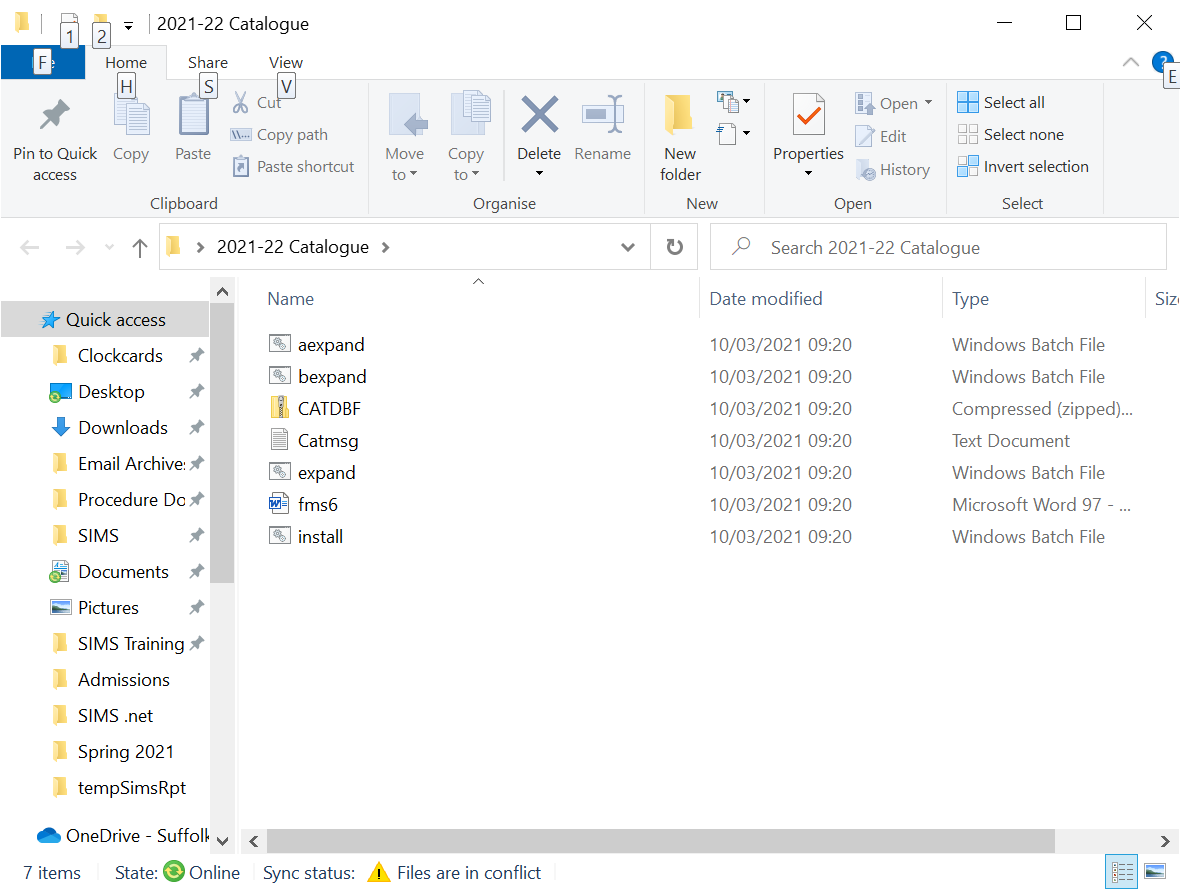
Once successfully unzipped click Close

If you don’t have WINZIP use 7Zip

Graphical user interface, text, application, email

Description automatically generated

Either method will create 7 new files:-



Or with file extensions:-

aexpand.bat

bexpand.bat

CATDBF.ZIP

Catmsg.txt

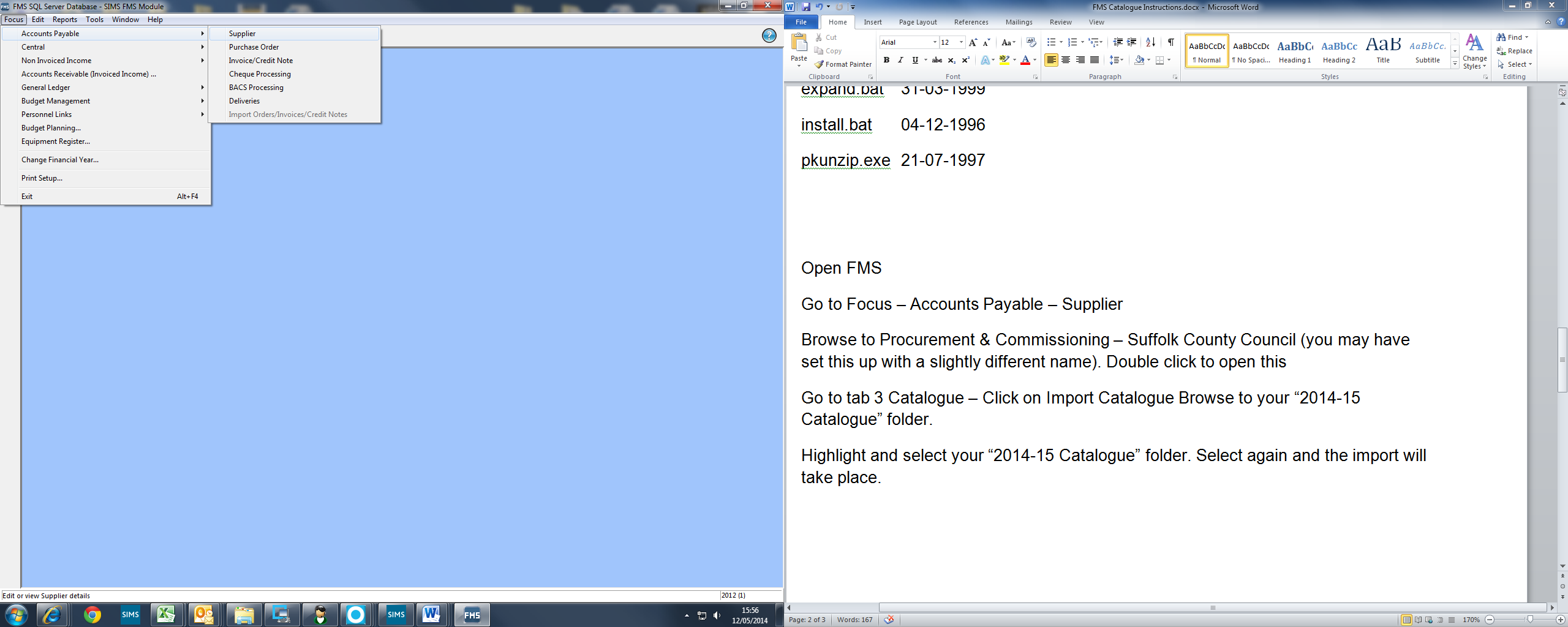
expand.bat

fms6.doc

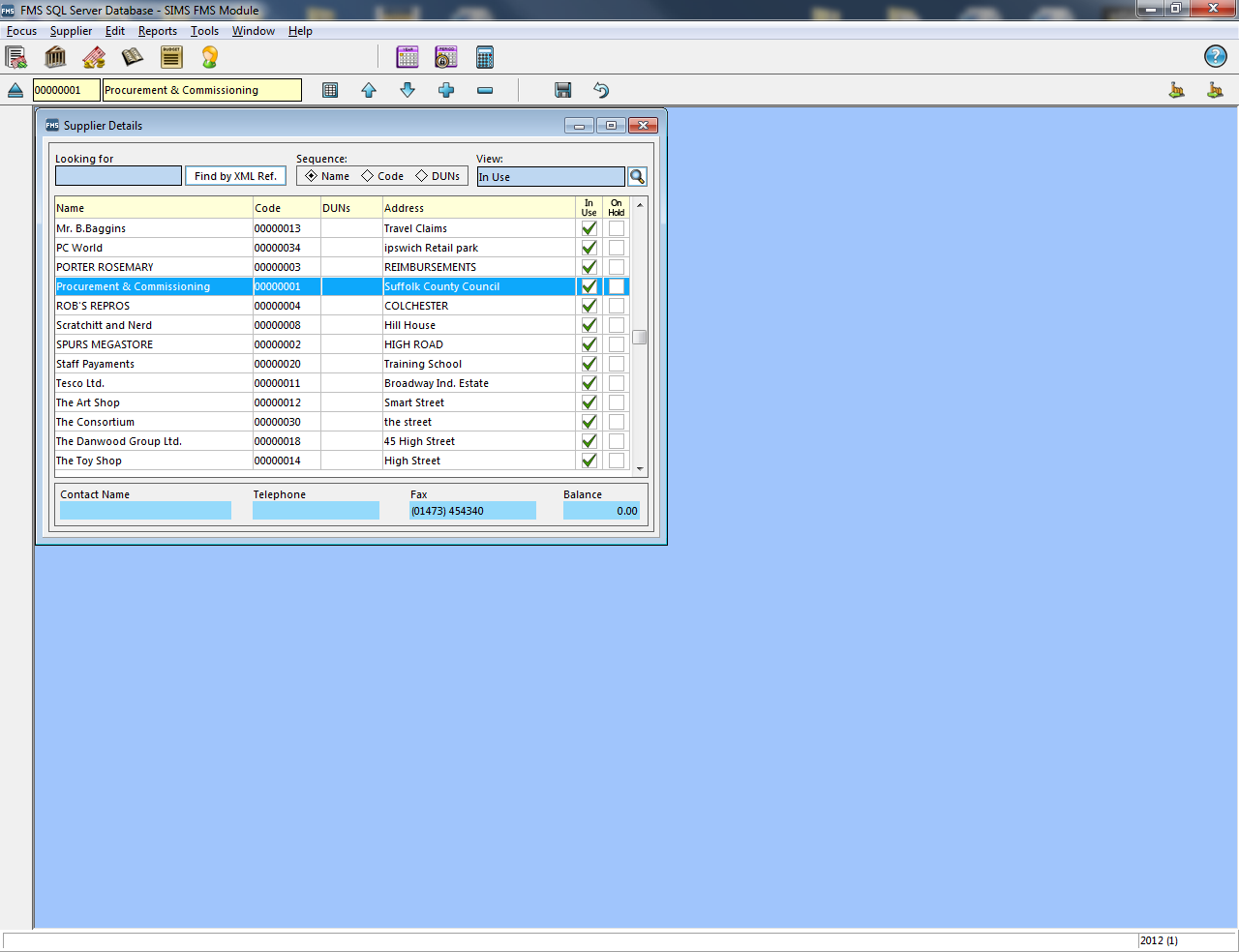
install.bat

Open FMS

Go to Focus – Accounts Payable – Supplier

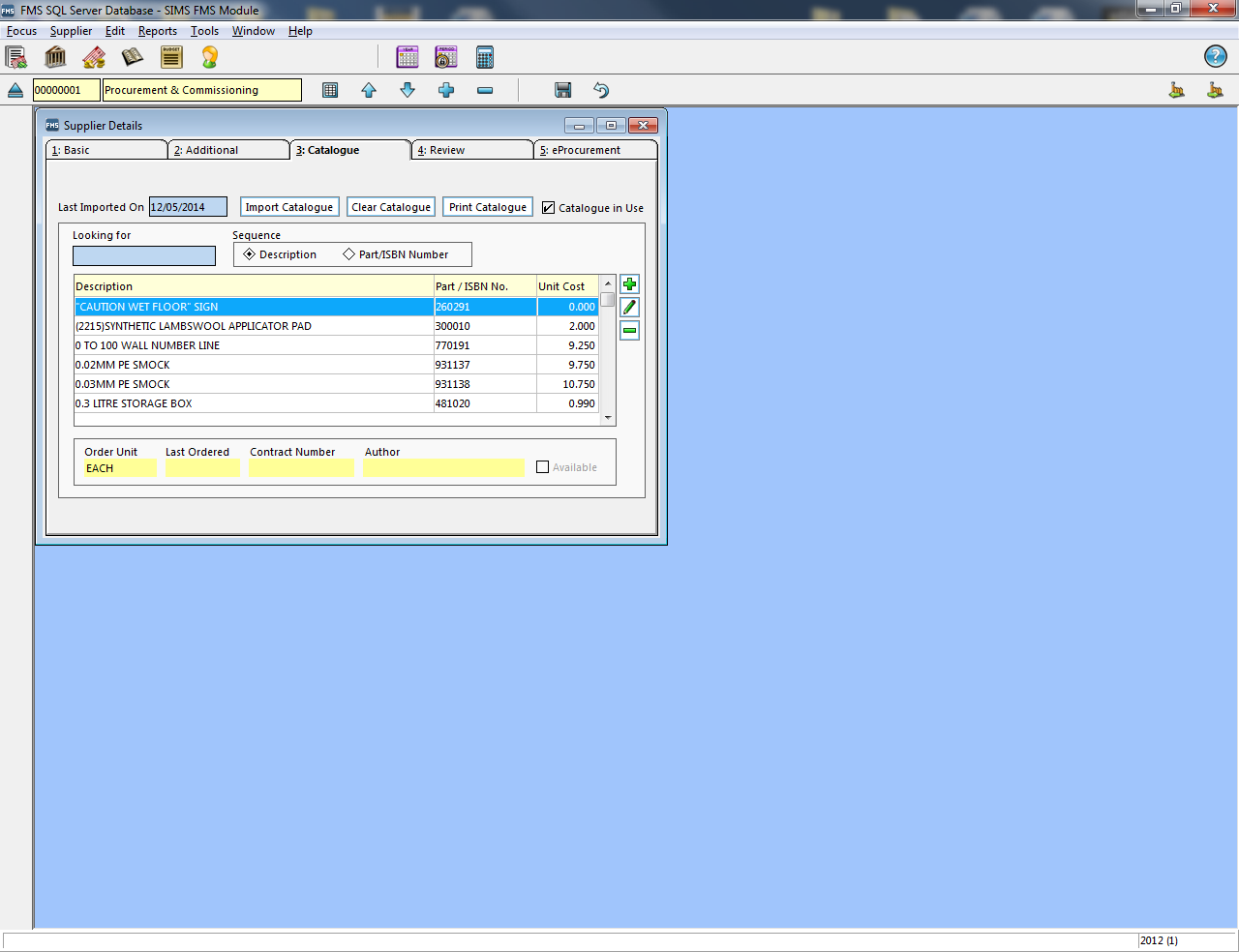


Browse to Procurement & Commissioning – Suffolk County Council (you may have set this up with a slightly different name).



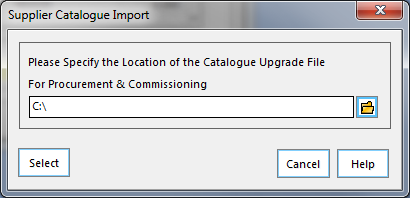
Double click to open this

Go to tab 3 Catalogue



Click on Import Catalogue

Browse to where you created your “2022-23 Catalogue” folder. If you are unable to see your shared area in FMS you will have to move the 2022-23 catalogue folder to an area you can see.



Double Click and select your CAT folder within the “2022-23 Catalogue” folder.

Graphical user interface, text, application

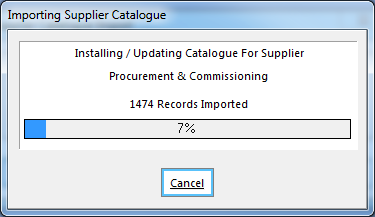
Description automatically generated

Select again and the import will take place.

Graphical user interface, text, application

Description automatically generated

Once the progress bar closes the import will be complete.



Last imported date = today

Graphical user interface, application

Description automatically generated