User Manual

Aptean Food and Beverage ERP

Compliance Documents

Product Documentation

aptean

Contents

Release notes

Article • 3/25/2026 • 1 min read

To view what's new or changed in each release of the Aptean Compliance Documents extension, select the specific release version.

Business Central

Date	Release version	Description
March 2026	2601.1.0.0	Stability release
January 2026	2601.0.0.0	Feature release
November 2025	2503.1.0.0	Stability release
October 2025	2503.0.0.0	Feature release
September 2025	2502.0.0.0	Feature release
July 2025	2501.0.0.0	Feature release
July 2025	2401.4.0.0	Stability release
April 2025	2401.3.0.0	Stability release
March 2025	2401.2.0.0	Platform release
February 2025	2401.1.0.0	Stability release
November 2024	2401.0.0.0	Feature release
September 2024	2301.6.0.0	Stability release
September 2024	2301.5.0.0	Stability release
March 2024	2301.4.0.0	Stability release
February 2024	2301.3.0.0	Stability release
December 2023	2301.2.0.0	Stability release
November 2023	2301.1.0.0	Stability release
September 2023	1.9.117563.0	Feature release

August 2023	1.8.113942.0	Stability release
May 2023	1.7.96732.0	Stability release
April 2023	1.7.92887.0	Feature release
December 2022	1.6.68813.0	Stability release
October 2022	1.5.63448.0	Stability release
May 2022	1.4.48511.0	Stability release
January 2022	1.3.41331.0	Stability release

Power Automate

Date	Release version	Description
July 2023	1.2.110587.0	Stability release
February 2023	1.2.80661.0	Stability release

2601.1.0.0

Release Note • 3/25/2026 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
362701	The system restricts the **Power Automate URL** field value on the **Compliance Document Setup** page to 250 characters, causing an authentication error when the job queue runs with a longer URL.

2601.0.0.0

Release Note • 1/28/2026 • 2 min read

Features

With the features added in this release of the Aptean Compliance Documents extension,

- You can configure the *Order Release Control* option as a new control type across vendor, customer, item, purchase, and sales compliance documents.
- The system enforces mandatory **Expiration Date** field validation when the *Order Release Control* option is selected.
- The system prevents the release of purchase and sales orders when applicable compliance documents with the *Order Release Control* option have expired validity.
- The system handles confirmation during the approval of compliance documents that have exceeded their expiration date by displaying a confirmation message and proceeding with the approval based on your response.

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension,

- The compliance documents linked to specific items or item attributes are re-evaluated when documents are reopened and new lines are added. Across all order types and control types, such compliance documents are displayed with the **Applicable** field value set to *Unknown*, ensuring proper visibility and accurate compliance validation.
- Updates have been made to ensure interoperability with the recent changes in the Aptean Non Conformances extension. For more information, see What's new in Non Conformances, version 2601.0.0.0.

UI/UX changes

The *Order Release Control* option has been added to the **Control Type** field on the following pages:

- Vendor Compliance Documents
- Customer Compliance Documents
- Purchase Compliance Documents
- Sales Compliance Documents
- Item Compliance Documents

2503.1.0.0

Release Note • 11/26/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension, the translation file for the Swedish (sv-SE) language has been updated with standard texts for better readability.

2503.0.0.0

Release Note • 10/22/2025 • 1 min read

Features

With the feature added in this release of the Aptean Compliance Documents extension, you can select the item compliance documents for display as work instructions in the Aptean Shop Floor Production extension by selecting the **Show in Shop Floor** checkbox on the **Item Compliance Documents** page. This provides a streamlined method for relevant compliance documents, such as Material Management Reports (MMRs) or Safety Data Sheets (SDS) to be available to operators on the shop floor. For more information, see Integration with Aptean Shop Floor Production.

Integrations

The Aptean Compliance Documents extension has been integrated with the Aptean Shop Floor Production extension. For more information, see Integrations.

2502.0.0.0

Release Note • 9/24/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension,

- You can add or update required field values on the **Purchase Compliance Documents** page if the **Approval Status** field value is set as *To Approve* for all control types on the **Purchase Compliance Documents** page, after the purchase order is released. For more information, see Purchase compliance documents in purchase order processing.
  This functionality is also applicable for purchase return orders and purchase credit memos.

- You can add or edit required field values on the **Sales Compliance Documents** page only if the **Approval Status** field value is set as *To Approve* for all control types on the **Sales Compliance Documents** page after the sales order is released. For more information, see Sales compliance documents in sales order processing.
  This functionality is also applicable for sales return orders and sales credit memos.

2501.0.0.0

Release Note • 7/30/2025 • 2 min read

Features

With the features added in this release of the Aptean Compliance Documents extension, you can:

- Set up default compliance document codes for Safety Data Sheets (SDS), Master Manufacturing Records (MMR), and Certificates of Analysis (CoA). To know more, see Set up compliance documents.
- Assign and view attachments in multiple languages. To know more, see Open the documents.
- Upload and access documents via storage or link.
- Assign and validate compliance documents across items, lots, vendors, and production scenarios. To know more, see Item compliance documents and Lot compliance documents.

Enhancements/ Modifications

With this release of the Aptean Compliance Documents extension, the **Attachment** field on the **Attachments** page has been modified to dynamically present the *Select File* or *Add Link* option depending on the selected attachment type.

Integrations

The Aptean Compliance Documents extension has been integrated with the following extensions.

- Aptean Document Link
- Aptean Production Scenarios

To know more, see Integrations.

UI/UX changes

The following UI/UX changes have been made in this release.

- The **Lot Compliance Documents** page has been added.
- The **Lot Compliance Documents** and **Attach CoA** actions have been added to the **Lot No. Information List** and **Lot No. Information Card** pages.

- The **Attach SDS** and **Attach MMR** actions have been added to the **Items** list and **Item Card** pages.
- The **Attach SDS** action has been added to the **Lines FastTab** on the **Purchase Order** page.
- The **Open Document** action has been added to the following pages:
    - Company Compliance Documents
    - Vendor Compliance Documents
    - Customer Compliance Documents
    - Item Compliance Documents
    - Lot Compliance Documents
    - Purchase Compliance Documents
    - Posted Purchase Compliance Documents
    - Sales Compliance Documents
    - Posted Sales Compliance Documents
- The **Document Type** FastTab has been added to the **Compliance Document Setup** page.
- The **Compliance Documents** FactBox has been added to the following pages:
    - Purchase Order
    - Lot No. Information Card
    - Item Card
    - Sales Order
    - Released Production Order
- The **Master Manufacturing Record No.** field has been added to the **Item Production Scenarios** page.
- The **Default Language Code** field has been added to the **General FastTab** on the **Compliance Document Setup** page.
- The following fields have been added to the **Attachments** page:
    - Attachment Type
    - Language Code
- The **Compliance Document No. Required** checkbox has been added to the **Compliance Documents** page.

2401.4.0.0

Release Note • 7/2/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension, the translation file for the Chinese (zh-CN) language has been added.

2401.3.0.0

Release Note • 4/28/2025 • 1 min read

Enhancements/Modifications

The translation file for the Swedish (sv-SE) language has been updated with standard texts for better readability.

2401.2.0.0

Release Note • 3/4/2025 • 1 min read

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension, common warnings in various objects have been removed or marked as obsolete, as part of a code cleanup activity.

2401.1.0.0

Release Note • 2/11/2025 • 1 min read

Resolved issues

The following issue has been resolved in this release.

ID	Description
263565	The system fails to display the associated compliance documents on the **Posted Purchase Compliance Documents** page when accessed from the **Posted Purchase Receipts** list page.

2401.0.0.0

Release Note • 11/29/2024 • 1 min read

Enhancements/Modifications

This extension has been updated to ensure interoperability with the recent changes in the Aptean Contract Management extension. To know more, see What's new in Contract Management, version 2404.0.0.0.

2301.6.0.0

Release Note • 9/24/2024 • 1 min read

Enhancements/Modifications

The translation files for the Danish (da-DK) language have been updated with standard texts for better readability.

2301.5.0.0

Release Note • 9/9/2024 • 1 min read

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension, modifications have been made to accommodate the following changes:

- Enhanced application interaction: Procedures have been added to enhance the application interaction, improve upgrade tag management, streamline upgrade and installation processes, and provide additional flexibility by managing upgrades on a per-company and per-database basis.
- Application area refresh: Updates have been implemented to improve the application area refresh process by integrating a new procedure into the *Enable* codeunit.
- Improved management of install and upgrade code: The *Install* and *Upgrade* codeunits have been updated to streamline the handling of installation, reinstallation, and upgrade processes, ensuring smoother transitions and minimizing disruptions during these operations.
- Centralized license management procedures: The existing license management codeunit has been modified to use centralized license management procedures, further reducing the need for application-specific adjustments.
- Enhancements have been made to update the process within the application to handle the *User Group* and *User Group Permission Set* tables. This change ensures compatibility with current and future versions of Business Central, even when the *User Group* and *User Group Permission Set* tables are deprecated.

> **Note**
>
> The *User Group* and *User Group Permission Set* tables are deprecated in Business Central, version 25.

2301.4.0.0

Release Note • 3/6/2024 • 1 min read

Enhancements/Modifications

With this release of the Aptean Compliance Documents extension, the issues arising from the indirect permission set have been effectively resolved to ensure the seamless functionality of the extension.

2301.3.0.0

Release Note • 2/7/2024 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
152184	• The **Purchase Order** is created while executing the **Create Purchase Order** action on the **Commodity Receipt** page even when the **Control Type** field on the **Vendor Compliance Documents** page is set to *Order Control* for the specified vendor. • The **Purchase Order** is created while executing the **Create and Post Purchase Order** action on the **Commodity Receipt** page even when the **Control Type** field on the **Vendor Compliance Documents** page is set to *Receipt Control* or *Order Control* for the specified vendor.

2301.2.0.0

Release Note • 12/27/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
163839	An error occurs on the **Item Compliance Documents** page when navigating in the current line with either the **Transaction Type** or **Compliance Document Code** field value selected, but not both.

2301.1.0.0

Release Note • 11/17/2023 • 1 min read

Resolved issues

The following issue has been resolved in this release:

ID	Description
154695	Processing issue occurs due to the temporary data being considered during document creation.

1.9.117563.0

Release Note • 9/19/2023 • 1 min read

Features

With the features added in this release of the Aptean Compliance Documents extension, you can:

- Navigate to the posted sales/purchase order from the **Posted Purchase/Sales Compliance Documents** list page by selecting the link in the **Source No.** field.
- View the compliance documents to approve for all purchase/sales orders listed on a **Warehouse Receipt/Shipment** page by selecting the **Purchase/Sales Compliance Documents to Approve** field.

UI/UX changes

The following UI/UX changes have been made in this release:

- On the **Vendor/Customer Compliance Documents** page, the following fields are available:
  - **Vendor/Customer Name**
  - **Item Description**
  - **Contact Person Name**
  - **Company Contact Name**

  Only the **Item Description** field is shown by default.
- On the **Posted Purchase/Sales Compliance Documents** page, the **Item Description** and **Vendor/Customer Name** fields are available. The **Vendor/Customer Name** field is hidden by default and can be accessed using Design or Personalize.
- On the **Item Compliance Documents** page, the **Item Description** field can now be accessed using Design or Personalize.
- The **Contact Number** field has been renamed to **Company Contact Number** on the **Vendor/Customer/Item/Company Compliance Documents** page.

1.8.113942.0

Release Note • 8/23/2023 • 1 min read

Resolved issues

The following issue has been fixed in this release:

ID	Description
140686	When the Aptean Trading Board extension is used in conjunction with this extension, an error occurs while creating a sales order from the **Trading Board** page.

1.7.96732.0

Release Note • 5/8/2023 • 1 min read

Enhancements/Modifications

The field captions in the translation file for the German language code [de-DE] have been updated.

1.7.92887.0

Release Note • 4/29/2023 • 2 min read

Features

With the features added in this release of the Aptean Compliance Documents extension, you can

- Create Sales Compliance Documents and Item Compliance Documents for a particular customer and item. These sales and item compliance documents will be automatically applied to the sales documents and associated warehouse documents when creating for that specific customer and item. Previously, you could create Purchase Compliance Documents for a particular vendor. This Purchase compliance documents will be automatically applied to the purchase documents and associated warehouse documents as they are created for that specific vendor.

> Note
>
> In this release, when an Item number is selected on a purchase document and that Item number has been configured in the Item Compliance Documents, the related compliance documents will also be applied to the purchase documents and the associated warehouse documents.

- View the **Sales Compliance Documents** page,which shows compliance documents are valid during the sales process, and you can view and control the compliance documents that are linked to the sales documents. For information, see Sales compliance documents in sales order processing.

UX/UI changes

The two new **Expired Sales Compliance Documents** and **Expired Sales Compliance Documents** fields about the sales compliance documents are added to the sales order list and header. It gives you information about the sales compliance documents that need to be approved or that are expired. For more information, click here.

1.6.68813.0

Release Note • 4/29/2023 • 1 min read

Resolved Issues

The following issue has been fixed in this release:

ID	Description
78298	A permission error occurs when you Release the Purchase Order if the user is configured with the following access: • User Group Memberships - D365 BUS FULL ACCESS & D365 BUS PREMIUM • Indirect permission for the extension • SUPER Permission removed

1.4.48511.0

Release Note • 4/29/2023 • 1 min read

Enhancements/Modifications

The enhancements in this release are listed below:

- A localized version of the Compliance Documents extension is made available for the Switzerland market with the addition of German language code [de-CH].
- Minor technical changes were made to keep our apps in line with the *updated* coding guidelines for Business Central.

1.3.41331.0

Release Note • 4/29/2023 • 1 min read

Resolved Issues

The following issue has been fixed in this release:

ID	Description
41804	After the assisted setup,the **Completed** check box at the **Set up Compliance Document Setup** does not set to "True" state.

1.2.110587.0

Release Note • 7/31/2023 • 1 min read

Enhancements/Modifications

New Power Automate build tools are employed to enhance efficiency and performance. No other changes are applied.

1.2.80661.0

Release Note • 4/29/2023 • 1 min read

Resolved Issues

The following issue has been fixed in this release:

ID	Description
98262	The Power Automate currently in use for the Compliance Documents extension is outdated and insecure.

Introduction

Article • 4/29/2023 • 2 min read

The Aptean Compliance Documents (COD) extension ensures that during the process of buying or selling from a specific vendor or customer, the relevant vendor compliance documents, customer compliance documents, and item compliance documents are available and have been approved by the person responsible.

These documents serve various purposes, including customs, transport, and quality documents, with or without certification. The compliance documents can be set up with an expiration date. The system provides information on expired compliance documents used in the sales and purchase order processes and the compliance documents that are about to expire within a specified time period.

When creating a new sales or purchase document, such as an order, invoice, return order, or credit memo, the corresponding vendor, customer, and item compliance documents will be automatically included in the purchase and sales compliance documents. This provides visibility on the validity of the compliance documents used in the sales and purchase processes and allows the user to view and control the linked compliance documents.

Additionally, Power Automate can be set up to notify a user about vendor, customer, and item compliance documents that are about to expire within the given time period. This information can be used to take precautionary actions so the compliance documents can be updated/changed in time.

Besides the possibility of using compliance documents within the sales and purchase processes, users can also set up compliance documents applicable to their own company and use them for informational purposes.

The system can handle compliance documents in file types such as PDFs. These documents can be assigned in Microsoft Dynamics 365 Business Central to the compliance documents by using the extension Document Link and will be stored in the Azure Blob storage account. For more details, click here.

Setup

Article • 1/8/2024 • 1 min read

The following setups are required.

- Manage permission sets
- Set up compliance documents
- Set up a job queue for expired documents

Manage permission sets

Article • 10/21/2024 • 3 min read

Permission sets in Business Central define a user's access level to various features and data within this extension.

We provide the following system permission sets:

- Direct
- Indirect

Direct permission sets

Users with this permission set can perform specific actions directly without requiring additional approvals or workflows. These sets include permissions to read, modify, delete, and create data.

The direct permission set ID for this extension is *COMPLIANCEDOCSFDW*.

Indirect permission sets

Users with this permission set can perform specific actions. This is used in conjunction with other permission sets and typically involves additional conditions or approvals before an action can be completed.

The indirect permission set ID for this extension is *COMPLDOCSBASICFDW*.

User-defined permission sets

In addition to the system permission sets we provide, you can create new permission sets or copy system permission sets and modify or delete access to specific entities according to your requirements. For more information, see [Assign permissions to users and groups](#).

Assign a permission set

1. Select the Search icon , enter **Users**, and then choose the related link.
   The **Users** list page opens.
2. Navigate to the username for which you want to assign the permission set and select it.
   The **User Card** page opens.

3. On the **User Permission Sets** FastTab, in the **Permission Set** field, enter the valid permission set for this extension.
   The associated fields are automatically updated based on the entered value.
   The user has the necessary permissions to use the features of the Aptean Compliance Documents extension, ensuring secure and role-based access.

Set up compliance documents

Article • 7/30/2025 • 5 min read

To use item attributes in compliance documents or to get more insight regarding the expiration of compliance documents, the setup must be completed.

The **Compliance Documents Setup** page makes it possible to assign two item attributes, one vendor attribute, and one customer attribute (if the Aptean [Advanced Attributes] extension is installed). These item attributes can be used later to specify that the document is only valid for that specific attribute on the **Vendor Compliance Documents**, **Customer Compliance Documents**, and **Item Compliance Documents** pages.

1. Select the Search icon , enter **Compliance Documents Setup**, and then choose the related link.
   The **Compliance Documents Setup** page opens.
2. On the **General** FastTab, enter the required information in the following fields:

Field	Description
Item Attribute Name 1	Select the first attribute that applies to an item.
Item Attribute Name 2	Select the second attribute that applies to an item.
Vendor Attribute Name	Select the attribute to apply to vendors.
Customer Attribute Name	Select the attribute to apply to customers. This field is available only when the Aptean [Advanced Attributes] extension is installed.
Default Language Code	Select the default language code to be assigned to compliance document attachments

3. On the **Expired Documents** FastTab, enter the required information in the following field values.

Field	Description
Expiration Alert Period	Specify a time frame (for example 3M for three months) that determines how far in advance the system notifies users of impending document expiration.
Power Automate URL	Enter the URL of the Power Automate flow that sends email notifications.
Recipient Email Address	Enter the email address to which expiration alerts are sent when one or more vendor compliance documents and/or customer compliance documents are about to expire/are expired.

1. On the **Document Types** FastTab, enter the required information in the following field values.

Field	Description
Certificates of Analysis	Specify the document code used for CoA documents.
Safety Data Sheets	Specify the document code used for SDS documents.
Master Manufacturing Records	Specify the document code used for MMR documents.

Note

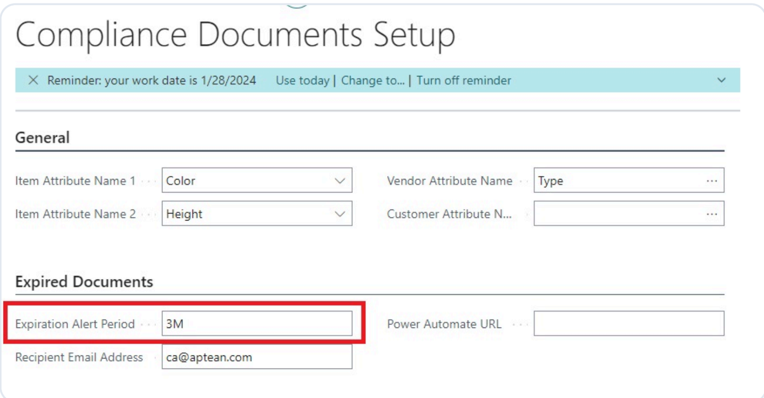
You cannot assign the same compliance document code to more than one document type.

The compliance documents setup has been configured. You can proceed to assign and manage compliance documents across items, vendors, customers, lots, and production scenarios.

Expired Documents

The Expiration Alert Period is used to give insight into the number of vendor compliance documents and customer compliance documents that expire within the date formula that is entered as a given time period.

1. On the **Expired Documents** FastTab, in the **Expiration Alert Period** field, enter a value.



The specified time period is used to alert users before vendor compliance documents, customer compliance documents, and item compliance documents expire by subtracting them from their expiration date.Here, you can use data formulas such as 3M (3 months).
Setting up Power Automate can notify users of compliance documents expiring within the given period. This information can be used to take preventive actions so the compliance documents can be updated/changed in time.

1. In the **Recipient Email Address** field, enter the email address.
   This specifies to which email address an informative email is sent when one or more vendor compliance

documents are about to expire/are expired.

2. In the **Power Automate URL** field, enter the URL.
   This specifies the URL of the Power Automate responsible for generating an email to inform the user about expired compliance documents.
3. Click the Back arrow button.

The setup for Compliance Documents is now completed.

Set up a job queue for expired documents

Article • 4/29/2023 • 1 min read

To enable email alerts for expired documents, it is necessary to set up a job queue.

> **Note**
>
> - For vendors, use the job queue's CodeUnit ID **70234378**.
> - For customers, use the job queue's CodeUnit ID **70234392**.

The status should display *Ready* for proper functioning.

When the job queue runs, thespecified CodeUnit calculates which documents are bound to expire and initiates the Power Automate defined in the **Power Automate URL**. This, in turn, sends an email to the user defined in the **Recipient Email Address**.

Compliance Documents

Article • 2/18/2026 • 3 min read

The Compliance Documents page enables you to set up all types of compliance documents so that they, later on, can be used in the process of creating company, vendor, customer, item, purchase compliance documents, or sales compliance documents.

For each compliance document, you must specify whether it is necessary to carry out a control during the purchase and sales process. When this control is enabled, the system will check during the process if the compliance document is approved. if the document isn’t approved yet, the system will then inform the user to approve the compliance document before he/she can continue with handling the document (in case the compliance document is applicable for this purchase and sales document based on the item number and attributes).

1. Select the Search icon , enter **Compliance Documents**, and then choose the related link.
   The **Compliance Documents** page opens.
2. On the action bar, select **New**.
   This inserts a new line.
3. In the **Code** field, enter a value. e.g., "Custom Clearance".
4. In the **Description** field, enter an explanatory text, e.g., "Custom clearance document".
5. In the **Contact No.** field, select a desired **No.** from the list.
   This specifies the contact number of the company that issues the compliance document.
6. In the **Control Type** field, select an option.
   This specifies at which point in the purchase process control is needed to check if the compliance document is approved.
   The option can be set as the per compliance document to one of the following options:

   - *No control needed*
   - *Order control*: Checks are executed when releasing an order.
   - *Receipt control*: Checks are executed when posting a receipt.
   - *Invoice control*: Checks are executed when posting an invoice.
   - *Shipment control*: Checks are executed when posting a shipment.
   - *Order Release Control*: Blocks order release if compliance documents are expired.

The Compliance Documents are now set up.

Company compliance documents

Article • 4/29/2023 • 4 min read

The Company Compliance Documents page enables you to set up multiple compliance documents that are applicable to the user's own company. It is possible to link multiple compliance documents (previously set up on the Compliance Documents page) to a location code. The company compliance documents are set up for informational purposes only; no checks or warnings are generated based on them. When assigning an already existing compliance document to the company compliance document list, it will inherit some settings from the selected compliance document (such as contact number) and can further be detailed with information such as a requested and document date.

1. Select the Search icon , enter **Company Compliance Documents**, and then choose the related link. The **Company Compliance Documents** page opens.
2. On the action bar, select **New**.
3. In the **Compliance Document Code**field, select the desired code.
   When selecting the compliance document code, it inherits the following settings from the selected compliance document into the company compliance document: the compliance document code, description and contact number.
4. In the **Description** field, enter a explanatory text.
5. In the **Location Code** field, select the desired code.
   It's possible to specify to which location the compliance document applies.
6. In the **Contact No.** field, select a desired **No**. from the list.
   This specifies the contact number of the company that issues the compliance document.
7. In the **Compliance Document No.** field, enter a value.
   This specifies the document number of the compliance document.
8. In the **Requested Date** field, choose a date.
   This specifies the date on which the compliance document is requested.
9. In the **Document Date** field, choose a date.
   Once the document is issued, this field specifies the date the compliance document was issued.
10. In the **Expiration Date** field, choose a date.
    This specifies the date on which the compliance document expires. Once the document has expired, the date is indicated in red colored text.
    You can upload an image and attach it to the company compliance document for informational purposes; it can be printed on reports for instance.
11. On the FactBox, select the **Image** button.
12. Select **Import**.
13. Select **Choose...**
    You can select the image to beuploaded.

14. On the action bar, select **Attachments** to attach a document.
15. In the **Attachment** field, select the flow value to view or edit the documents attached to the selected company compliance document.

    See Document Link extension for more information on uploading attachments.

    The Company Compliance Documents are now set up.

Item compliance documents

Article • 2/3/2026 • 6 min read

On the **Item Compliances Documents** page, you can link multiple compliance documents (previously set up on the Compliance Documents page) to an item. These compliance documents will then default as sales compliance documents and purchase compliance documents in the order process for that item.

> **Note**
>
> In the item compliance document, you can fill in more specific information about the compliance document, such as a request and document date.

For each document, you can specify if the document is only applicable to specific items and/or item attributes. The values are automatically inherited when assigning an existing compliance document to the item compliance document.

Set the Item Compliance Documents

The following procedure describes how to setup the Item compliance documents.

1. Select the Search icon, enter **Item Compliance Documents**, and then choose the related link.
   The **Item Compliance Documents** list page opens.
2. On the action bar, click **New**.
   The **Item Compliance Documents** page opens.
3. In the **Item No.** field, select the item number to which the compliance document should be linked.
4. In the **Compliance Document Code** field, select the code from the existing list.
   When you select the compliance document code, the description, contact number, and control type are populated from the setting done on the Compliance Documents.
5. In the **Compliance Document No.** field, enter the document number of the compliance document.
6. In the **Transaction Type** field, select any one of the options: *Both*, *Purchase*, and *Sales*.
   You can select two item attributes value (of the item attributes set up on the Compliance Documents Setup page), and they specify to which the compliance document applies. Example: Colour (Item Attribute Name 1) and Item Type (Item Attribute Name 2)

   > **Note**
   >
   > Only the attributes that are configured as part of your attribute group and linked will appear on the purchase and sales compliance documents pages.

7. In the **Colour** (the field name and caption are displayed based on the setup configured on the Compliance Documents Setup page) field, select the attribute value.
8. In the **Item Type** (the field name and caption are displayed based on the setup configured on the Compliance Documents Setup page) field, select the attribute value.
9. In the **Item No.** field, select the number of the item to which the compliance documents apply.
10. In the **Contact Person No.** field, select the contact person number to be contacted for questions about the compliance document.
11. In the **Contact No.** field, select the contact number of the company.
12. In the **Requested Date** field, select the date on which the compliance document is requested.
13. In the **Document Date** field, select the date. The date of the compliance document was issued is captured.
14. In the **Expiration Date** field, select the date on which the compliance document should expire.
    Once the document has expired, the date will change to red color.
15. In the **Control Type** field, select the control type, at which point the sales process control is needed to check if the compliance document is approved.
    The option can be set per customer compliance document to one of the following options:
    - *No control needed*
    - *Order control*: checks will be executed when releasing an order
    - *Receipt control*: checks will be executed when posting a receipt
    - *Invoice control*: checks will be executed when posting an invoice
    - *Shipment control*: checks will be executed when posting a shipment
    - *Order Release Control*: Blocks order release if compliance documents are expired

> **Note**
>
> An error occurs when the *Order Release control* option is selected in the **Control Type** field, and the field value is empty on the same line.

The control type is populated from the Compliance Document but can be changed.

1. In the **Compliance Document No.** field, enter the document number of the compliance document. If the **Compliance Document No. Required** checkbox is selected on the **Compliance Documents** page for the related compliance document code, you must enter a document number.
   The **Item Compliance Documents** are now set up.
   To view or edit the documents attached to the selected item compliance document.
2. On the action bar, select **Attachments**.
   Alternatively, you can select in the **Attachments** flow field value. For more information, see [Document Link]() extension.

On the **Item Card** page, on the action bar, select **Compliance Documents** > **Attach MMR** or **Attach SDS**.

> **Note**
>
> Before executing the **Attach MMR** and **Attach SDS** actions, ensure the **Master Manufacturing Records** and **Safety Data Sheets** field values are configured on the **Compliance Documents Setup** page.

When you execute either action, the system opens the **Item Compliance Documents** page and automatically assigns the appropriate compliance document code from the **Compliance Documents Setup** page.

If you execute the **Attach SDS** action, the **Compliance Document Code** field value is automatically set to *Safety Data Sheets* on the **Compliance Documents Setup** page.

The **Attach SDS** action can be executed from the following pages:

- Item Card
- Purchase Order

If you execute the **Attach MMR** action, the **Compliance Document Code** field value is automatically set to the *Master Manufacturing Records* on the **Compliance Documents Setup** page.
If you attempt to change the assigned compliance document code, the system displays an error messages.

When uploading an MMR document on the **Attachment** pages,

- The **Attachment Type** field value must be set to *Storage*.
- The file must be in **PDF format**.

If you attempt to select a different attachment type or upload a non-PDF file, the system displays an error message to ensure compliance with production module requirements.

FactBox cues for attached documents

The **Compliance Documents** FactBox on the **Item Card** includes the following cues:

- The **Master Manufacturing Records** cue displays the number of MMRs attached.
- The **Safety Data Sheets** cue displays the number of SDSs attached.

These visual cues provide quick access to the respective compliance documents. Selecting a cue opens a list of the related records.

Vendor compliance documents

Article • 1/28/2026 • 4 min read

On the **Vendor Compliance Documents** page, you can link multiple compliance documents (previously set up on the Compliance Documents page to a vendor. These compliance documents will then default as purchase compliance documents in the purchase order process for that vendor.

> **Note**
>
> In the vendor compliance document, you can fill in more specific information about the compliance document, such as a request and document date.

For each document, you can specify if the document is only applicable to specific items and/or item attributes. The values are automatically inherited when assigning an existing compliance document to the vendor compliance document.

Set the Vendor Compliance Documents

You can view all the vendor compliance documents by accessing the page through the Search function. However, if you open the page from the Vendor card or from the Vendor list,you can also view the vendor compliance documents specific to that vendor.

1. Select the Search icon , enter **Vendor Compliance Documents**, and then choose the related link. The **Vendor Compliance Documents** list page opens.
2. On the action bar, select **New**.
3. In the **Vendor No.** field, select a desired **No.** from the list to which the compliance document should be linked.
4. In the **Compliance Document Code** field, select a desired code from the list. When you select the compliance document code, the description and contact number are populated from the settings done on the Compliance Documents.
5. In the **Compliance Document No.** field, enter the value.
6. In the item attribute name fields, select the desired attribute values.

> **Note**
>
> When you select values for the **Item Attribute Name 1** and **Item Attribute Name 2** fields on the **Compliance Documents Setup** page, the corresponding attribute fields appear. For example, if you select *Colour* for item attribute name 1 and *Item Type* for item attribute name 2, you will see fields for these attributes. You can then select or add attribute values as needed. Only the attributes that are configured in your attribute group and linked will be visible on the **Purchase Compliance Documents** page.

7. In the **Item No.** field, select the number of the item to which the compliance documents apply.
8. In the **Contact Person No.** field, select the number at which you can reach the contact person for questions about the compliance document.
9. In the **Requested Date** field, select the date on which the compliance document is requested.
10. In the **Document Date** field, select the date on which the compliance document was issued.
11. In the **Expiration Date** field, select the date on which the compliance document should expire.

> **Note**
>
> Once the document has expired, the date will change to the color red.

12. In the **Control Type** field, select the required control type.

> **Note**
>
> The control type is populated from the Compliance Document but can be changed.

One of the following options can be set per the vendor compliance document:

- *No control needed*
- *Order control*: checks will be executed when releasing an order
- *Receipt control*: checks will be executed when posting a receipt
- *Invoice control*: checks will be executed when posting an invoice
- *Shipment control*: checks will be executed when posting a shipment
- *Order Release Control*: Blocks order release if compliance documents are expired

> **Note**
>
> An error occurs when the *Order Release Control* option is selected in the **Control Type** field, and the field value is empty on the same line.

The Vendor Compliance Documents are now set up.

To view or edit the documents attached to the selected vendor compliance document

1. On the action bar, select **Attachments**.
   Alternatively, you can select the value in the **Attachments** flow field.
2. On the **Attachments** page, in the **Attachment** field, select the link to view or edit the documents attached to the selected company compliance document. For more information, see Document Link.

Customer Compliance Documents

Article • 1/28/2026 • 5 min read

On the **Customer Compliances Documents** page, you can link multiple compliance documents (previously set up on the Compliance Documents page) to a customer. These compliance documents will then default as sales compliance documents in the sales order process for that customer.

> **Note**
>
> In the customer compliance documents, you can fill in more specific information about the compliance document, such as a request and the document date.

For each document, you can specify if this document is only applicable to specific items and/or item attributes. When assigning an existing compliance document to the customer compliance document, the values are automatically inherited.

Set the Customer Compliance Documents

You can view all the customer compliance documents by accessing the page through the Search function. However, if you open the page from the Customer card or from the Customer list,you can also view the customer compliance documents specific to that customer.

The following procedure describes how to set up the customer compliance documents.

1. Select the Search icon , enter **Customer Compliance Documents**, and then choose the related link.
   The **Customer Compliance Documents** list page opens.
2. On the action bar, click **New**.
   The **Customer Compliance Documents** page opens.
3. In the **Customer No.** field, select the customer number to which the compliance document should be linked.
4. In the **Ship-to-Code** field, select the address of the products on the shipped sales document.
5. In the **Compliance Document Code** field, select the code from the existing list.
   When you select the compliance document code, the description, contact number, and control type are populated from the settings done on the Compliance Documents.
6. In the **Compliance Document No.** field, enter the document number of the compliance document.
   If the **Compliance Document No. Required** checkbox is selected on the **Compliance Documents** page for the related compliance document code, you must enter a document number.
   You can select two item attributes value (of the item attributes set up on the Compliance Documents Setup page), and they specify to which the compliance document applies. Example: Colour (Item Attribute Name 1) and Item Type (Item Attribute Name 2)

> **Note**
>
> Only the attributes that are configured as part of your attribute group and linked will appear on the Sales Compliance Documents page.

1. In the **Colour** (the field caption is displayed based on the setup configured on the Compliance Documents Setup page) field, select the attribute value.
2. In the **Item Type** (the field caption is displayed based on the setup configured on the Compliance Documents Setup page) field, select the attribute value.
3. In the **Item No.** field, select the number of the item to which the compliance documents apply.
4. In the **Contact Person No.** field, select the number at which you can reach the contact person for questions about the compliance document.
5. In the **Requested Date** field, select the date on which the compliance document is requested.
6. In the **Document Date** field, select the date on which the compliance document was issued.
7. In the **Expiration Date** field, select the date on which the compliance document should expire.

> **Note**
>
> Once the document has expired, the date will change to the color red.

1. In the **Control Type** field, select the required control type.
   One of the following options can be set per the customer compliance document:

   - *No control needed*
   - *Order control*: checks will be executed when releasing an order
   - *Receipt control*: check will be executed when posting a receipt
   - *Invoice control*: checks will be executed when posting an invoice
   - *Shipment control*: checks will be executed when posting a shipment
   - *Order Release Control*: Blocks order release if compliance documents are expired

   > **Note**
   >
   > An error occurs when the *Order Release Control* option is selected in the **Control Type** field, and the field value is empty on the same line.

The control type is populated from the compliance document but can be changed.

The **Customer Compliance Documents** are now set up.

To view or edit the documents attached to the selected customer compliance document.

1. On the action bar, select **Attachments**.
   Alternatively, you can click in the **Attachments** flow field.
2. On the **Attachments** page, in the **Attachment** field, select the link to view or edit the documents attached to the selected company compliance document. For more information, see Document Link extension.

Lot compliance documents

Article • 7/30/2025 • 2 min read

You can use the **Lot Compliance Documents** page to link compliance documents directly to specific lots.

1. Select the Search icon , enter **Lot Compliance Documents**, and then choose the related link.
   The **Lot Compliance Documents** page opens
2. Enter the required information in the following fields:

Field	Description
Item No.	Select the item number to which the compliance document is linked.
Variant Code	Specify the item variant.
Lot No.	Select the lot number to which the compliance document is linked.
Item Description	Specifies the description for the item.
Item Variant Description	Specifies the description of the item variant.
Lot No. Description	Specifies lot number description.
Compliance Document Code	Select the compliance document code assigned to this document (e.g., CoA, SDS, MMR).
Description	Enter a description for the compliance document.
Compliance Document No.	Enter the document number of the compliance document. If the **Compliance Document No. Required** checkbox is selected on the **Compliance Documents** page for the related compliance document code, you must enter a document number.
Expiration Date	Specify the expiration date of the document. If the document is expired, the date appears in red.
Attachments	Select the **Attachments** flow field to view or upload document files. For more information, see Document Link extension.

Attach CoA from a lot number information record

Before executing the **Attach CoA** action, ensure the **Certificate of Analysis** field value is configured on the **Compliance Documents Setup** page.
On the action bar select **Attach CoA** (>**Compliance Documents**) action on the **Lot No. Information Card** page.

When you execute this action, the system opens the **Lot Compliance Documents** page and automatically sets the **Compliance Document Code** field value to *Certificate of Analysis* on the **Compliance Documents Setup** page.

If you attempt to change the assigned compliance document code, the system displays an error messages.

Open the documents

Article • 7/30/2025 • 2 min read

You can use the **Open Document** action to view attachments linked to compliance documents across various page.

You can execute the **Open Document** action on the following pages:

- Vendor Compliance Documents
- Purchase Compliance Documents
- Company Compliance Documents
- Posted Purchase Compliance Documents
- Sales Compliance Documents
- Posted Sales Compliance Documents
- Item Compliance Documents
- Customer Compliance Documents
- Lot Compliance Documents

After you execute the action, the system opens an attachment assigned to the compliance document, the manner in which this attachment is opened depends on its type.

- If the attachment type is *Storage*, the system downloads a copy of the attachment.
- If the attachment type is *Link*, the system opens a new tab in your web browser with the attachment's URL.

As part of the open document process, the system checks your assigned language on the **My Profile Settings** page. If a document attachment exists in that language, the system opens that version.

If no document matches your language, the system checks the **Default Language Code** field value configured on the **Compliance Documents Setup** page.

If multiple documents exist in either your language or the default language,

- The system opens the **Attachments** page, filtered to show all attachment that meet the appropriate language criteria.
- You can then manually select the appropriate document version.

If no documents match your language or the default language, the system opens the **Attachments** page without filters.

Purchase compliance documents in purchase order processing

Article • 1/28/2026 • 10 min read

When a new purchase document (such as an order, invoice, return order, or credit memo) is created, the vendor compliance documents that are set up for the selected vendor will be inherited into a purchase compliance document.

> **Note**
>
> Even if the Item Compliance Documents are created without an item number, they will still be inherited into the Purchase Compliance Documents if the specified attributes match the selected Item attributes in the purchase line.

This gives insight into which compliance documents are valid during the purchase process, and you can view and control the compliance documents that are linked to the purchase document.

The purchase compliance documents can only be viewed when you open them directly from the purchase document.

1. Select the Search icon , enter **Purchase Orders**, and then the related link.
   The **Purchase Orders** list page opens.
2. On the action bar, select **New** .
   The new **Purchase Order** card page.
3. On the **General** FastTab, in the **Vendor Name** field, select the name of the vendor.
   The purchase compliance documents are created when selecting the vendor name.
   The applicability of the purchase compliance documents is based on which items are selected on the purchase order lines.
4. Select **OK**.
   The purchase compliance documents are created when selecting the vendor name.
   The applicability of the purchase compliance documents is based on which items are selected on the purchase order lines.
5. On the **Lines** FastTab, in the **Type** field, select the Item from the options.
6. In the **No.** field, select the desired **No.** from the list.
   You can view, edit or delete the purchase compliance document that can be opened from the purchase document.
7. On the **Purchase Order** page, on the action bar, select **Compliance Documents** > **Purchase Compliance Documents**. To learn more, see [View the purchase compliance documents](#).
   The **Purchase Compliance Documents** page opens.

> **Note**
>
> You can add or update required field values only if the **Approval Status** field value is set as *To Approve* for all control typeson the **Purchase Compliance Documents** page, after the purchase order is released.

View the purchase compliance documents

The purchase compliance documents are created when a new purchase document is created, and the vendorand/or item numbers are entered. The purchase compliance documents inherit all the information set up on the **Vendor Compliance Document** and **Item Compliance Documents** page.

> **Note**
>
> Even if the Item Compliance Documents are created without an item number, they will still be inherited into the Purchase Compliance Documents if the specified attributes match the selected Item attributes in the purchase line.

The following information is inherited: compliance document code, compliance document description, contact number, compliance document number, item number, item attribute values, contact person, expiration date, requested date, document date, and control type.

After the purchase compliance documents are created, you can change their values (for instance, adding the expiration date and document number) and/or delete a purchase compliance document. You can also manually add an additional purchase compliance document. The same compliance document can be added multiple times to the purchase document to enrich the purchase document with additional information. For example, this feature benefits you when you are providing the same certificate that applies to yellow and green apples.

> **Note**
>
> Except for the **Applicable** and **Approval Status** fields, all fields are editable and can be altered. For more information, see Applicability of the purchase compliance document.

Adding new Purchase Compliance documents

When you are creating the purchase compliance documents by selecting a compliance document code, it inherits the following information from the selected compliance document: the compliance document code, description, and contact number. The information from the vendor compliance documents is not inherited into newly created purchase compliance documents.

1. On the **Purchase Order** page, on the action menu, select **Compliance Documents** > **Purchase Compliance Documents** to open the **Purchase Compliance Documents** page.
2. In the **Compliance Document Code** field, select the code of the compliance document.
3. For more information on filling out the other fields, see Vendor compliance documents.

Applicability of the purchase compliance document

When the compliance document is set up for an item and for one or two specific item attributes, the applicability will be determined based on the purchase lines when releasing/posting the purchase document (or when manually checking the applicability with the **Check Applicability** function). The options include *Applicable*, *Not Applicable*, and *Unknown*.

After executing the **Check Applicability** function, it checks whether the created compliance documents are applicable to this purchase document based on the current item lines in the purchase document.

Visibility of applicable value on the purchase compliance documents after executing the Check Availability function

1. On the **Purchase Compliance Documents** page, on the action bar, select **Check Applicability**.
   The value in the **Applicable** field is always set as *Unknown* since it first must be checked if the item number and item attributes correspond with the purchase lines.

Item Attribute Name 1	Item Attribute Value 1	Item Attribute Name 2	Item Attribute Value 2	Item No.	Applicable
Colour		Item Type		0018	Unknown
Colour	Yellow	Item Type	Finished Product	0035	Unknown
Colour		Item Type			Unknown
Colour		Item Type			Unknown
Colour		Item Type			Unknown
Colour		Item Type			Unknown

The function checks if the added compliance documents are applicable to this purchase document based on the current item lines in the purchase document.

In summary, one of the following scenarios occurs:

- *Unknown* - Initially, the applicability of all purchase compliance documents is unknown, regardless of whether they are created manually or automatically after choosing a vendor in the purchase document.
- *Applicable* - When the combination of the selected item number, the Item attribute value 1, and the Item attribute value 2 on the purchase compliance document match with the item in one or morepurchase lines.
- *Not Applicable* – When the combination of the selected item number, the Item attribute value 1, and the Item attribute value 2 on the purchase compliance document does not match with the item in one or more purchase lines.
  For example, when the purchase compliance document is set up with an item attribute value that is not assigned to one of the items present on the purchase document line. The result is that the document is no longer included in the purchase process, and there is no check on whether it is approved. There is no need to manually delete the purchase compliance documents that do not apply, as they will be automatically filtered out.

Approval status of the purchase compliance document

Approval of the purchase compliance document is needed when an order, receipt, or invoice control is specified, and the compliance document is set to *Applicable* for this purchase document.An error message appears when the compliance document is not yet approved during the purchase process.

The purchase compliance document's approval status indicates whether it has been approved.

This feature helps you to ensure that the compliance document has been requested and/or that the appropriate attachment is attached before the purchase process continues.

The **Approval Status** field is automatically changed after determining whether the purchase compliance document is applicable, specifying whether or not approval is required. This is selected based on the value of the **Control Type** and **Applicable** fields combined:

- When the purchase compliance document is *Applicable*, and the document has another option than *No control needed* (which implicates that at some timecontrol is needed), the **Approval Status** field will be changed to *To approve*.
- When the purchase compliance document has been set up with the **Control Type** field as *No control needed* (which implies that no control is needed during the purchase process), the **Approval Status** field willalways be changed into *No approval needed* regardless of whether the line is applicable or not.
- When the purchase compliance document is *Not Applicable* since none of the items on the purchase document match the purchase compliance document, the **Approval Status** field will also be changed to *No approval needed*.
- When the purchase compliance document is set up with the **Control Type** field value as *Order Release Control*:
    - The system blocks the release of the purchase document when the compliance document has passed its expiration date, and the **Approval Status** field value is set to *To Approve*.
    - In this case, you must manually change the approval status. When you attempt to change the **Approval Status** field value to *Approved,* the system displays a confirmation message.
        - If *Yes* is selected, the **Approval Status** field value is changed to *Approved*.
        - If *No* is selected, the **Approval Status** field value is not changed.
    - If the compliance document has not expired, the purchase document is released automatically, and the **Approval Status** field value is set to *No approval needed*.

After the purchase compliance documents are created and checked on their applicability, the user can change the value of the field Approval Status by using a function. This gives the possibility to approve purchase compliance documents that need to be approved. This may be the case when the certificate/document has been received and checked for completeness and correctness by the person concerned when all the needed data is correctly added and filled in.

Approving the purchase compliance documents prevents the system from generating errors and/or notifications later in the purchase process.

1. On the action bar, select **Change Approval Status**.
   A dialog box appears with two options:

    - *To Approve*
    - *Approved*

2. Select the value of the **Approval Status** field from *To approve* to *Approved* from the purchase compliance document and backward.
3. Click **OK** to close the dialog box.
4. The **Approval Status** field has now changed to *Approved* on the **Purchase Compliance Documents** page.

> **Note**
>
> The approval status can't be changed when the option is set as *Unknown* in the **Control Type** field and *No Approval needed* in the **Approval Status** field.

You cannot change any information on the purchase compliance document once the approval status has been changed to Approved.

Controls during purchase process

Article • 4/29/2023 • 3 min read

The purpose of setting up purchase compliance documents is to ensure that the relevant compliance documents are available and/or approved by the person responsible for buying from the specific vendor.

To ensure the presence and authorization of these documents, verification checks must be performed during various stages of the end-to-end procurement process, specifically at the time of purchase order release, purchase order receipt, or purchase order invoicing.

An error occurs when the purchase compliance document must be approved. The error message is shown in the case that the purchase compliance document is "Applicable" and has the approval status "To Approve".

The following scenarios can occur:

- When releasing a purchase order and the purchase compliance document has been set up with the control type "Order Control".
- When posting a purchase order for receipt and the purchase compliance document has been set up with the control type "Receipt Control".
- When registering an inventory put-away or posting a warehouse receipt with a source document that contains a purchase compliance document with the control type "Receipt Control".
- When releasing a purchase invoice and the purchase compliance document has been set up with the control type "Invoice Control".
- When posting a purchase order for invoice and the purchase compliance document has been set up with the control type "Invoice Control".
- When posting a purchase invoice and the purchase compliance document has been set up with the control type "Invoice Control".

Because the same checks are executed when managing the purchase return process, the following scenarios can occur:

- When releasing a purchase return order and the purchase compliance document has been set up with the control type "Order Control".
- When posting a purchase return order for shipment and the purchase compliance document has been set up with the control type "Receipt Control".
- When registering an inventory pick or posting a warehouse shipment with a purchase return order as a source document that contains a purchase compliance document with the control type "Receipt Control".
- When releasing a purchase credit memo and the purchase compliance document has been set up with the control type "Invoice Control".
- When posting a purchase return order for invoice and the purchase compliance document has been set up with the control type "Invoice Control".

- When posting a purchase credit memo and the purchase compliance document has been set up with the control type "Invoice Control".

Moment check is executed:	Order Control	Receipt Control	Invoice Control
Purchase process			
Release purchase order	✓		
Post purchase order for receipt		✓	
Register inventory put-away		✓	
Post warehouse receipt		✓	
Post purchase order for receipt + invoice		✓	✓
Post purchase order for invoice			✓
Release purchase invoice			✓
Post purchase invoice			✓
Purchase return process			
Release purchase return order	✓		
Post purchase return order for shipment		✓	
Register inventory pick for purchase return		✓	
Post warehouse shipment for purchase return		✓	
Post purchase return for shipment + invoice		✓	✓
Post purchase return for invoice			✓
Release purchase credit memo			✓
Post purchase credit memo			✓

Sales compliance documents in sales order processing

Article • 1/28/2026 • 9 min read

When a new sales document (such as an order, return order, invoice, and credit memo) is created, the customer compliance documents and/or item compliance documents that are set up for the selected customer and item will be inherited into the sales compliance documents.

> **Note**
>
> Even if the Item Compliance Documents are created without an item number, they will still be inherited into the Sales Compliance Documents if the specified attributes match the selected Item attributes in the sales line.

This gives insight into which compliance documents are valid during the sales process, and you can view and control the compliance documents linked to the sales document.

The sales compliance documents can only be viewed when you open them directly from the sales document.

1. Select the Search icon , enter Sales Order, and then choose the related link.
   The **Sales Orders** list page opens.
2. On the action bar, click **New**.
   The **Sales Order** card page opens.
3. On the **General** FastTab, in the **Customer Name** field, select the name of the customer.
4. On the **Shipping and Billing** FastTab, in the **Ship-to Code** field, select the address of the products on the shipped sales document.
5. On the **Lines** FastTab, in the **Type** field, select the item from the list.
6. In the **No.** field, select the desired No. from the list.
   The sales compliance documents are created when selecting the customer's name, ship-to code, or item number.
   The applicability of the sales compliance documents is based on which items are selected on the sales order lines.
   You can view, edit or delete the sales compliance document that can be opened from the sales document.
7. On the **Sales Order** page, on the action bar, select **Compliance Documents** > **Sales Compliance Documents**. To know more, see View the sales compliance document.
   The **Sales Compliance Documents** page opens.

> **Note**
>
> You can add or update required field values only if the **Approval Status** field value is set as *To Approve* for all control types on the **Purchase Compliance Documents** page, after the sales order is released.

View the sales compliance documents

The sales compliance documents are created when a new document is created, and the customer and/or item numbers are entered. The sales compliance documents inherit all the information set up on the **Customer Compliance Documents** and **Item Compliance Documents** page.

> **Note**
>
> Even if the Item Compliance Documents are created without an item number, they will still be inherited into the Sales Compliance Documents if the specified attributes match the selected Item attributes in the sales line.

The following information is inherited: compliance document code, compliance document description, contact number, compliance document number, item number, item attribute values, contact person, expiration date, requested date, document date, and control type.

After the sales compliance documents are created, you can change their values (for instance, adding the expiration date and document number) and/or delete a sales compliance document. You can also manually add an additional sales compliance document. The same compliance document can be added multiple times to the sales document to enrich the sales document with additional information. For example, this feature benefits you when you are providing the same certificate that applies to yellow and green apples.

> **Note**
>
> Except for the **Applicable** and **Approval Status** fields, all fields are editable and can be altered. For more information, see Applicability of the sales compliance document.

Adding new Sales Compliance documents

When you are creating the sales compliance documents by selecting a compliance document code, it inherits the following information from the selected compliance document: the compliance document code, description, and contact number. The information from the customer compliance documents is not inherited into newly created sales compliance documents.

1. On the **Sales Order** page, on the action menu, select **Compliance Documents** > **Sales Compliance Documents** to open the **Sales Compliance Documents** page.
2. In the **Compliance Document Code** field, select the code of the compliance document.
3. For more information on filling out the other fields, see [Customer compliance documents].

Applicability of the sales compliance document

When the compliance document is set up for an item and for one or two specific item attributes, the applicability will be determined based on the sales lines when releasing/posting the sales document (or when manually checking the applicability with the **Check Applicability** function). The options include *Applicable*, *Not Applicable*, and *Unknown*.

After executing the **Check Applicability** function, it checks whether the created compliance documents are applicable to this sales document based on the current item lines in the sales document.

Visibility of applicable value on the sales compliance documents after executing the Check Availability function

On the **Sales Compliance Documents** page, on the action bar, select **Check Applicability**.

The value in the **Applicable** field is always set as *Unknown* since it first must be checked if the item number and item attributes correspond with the sales lines.

This function checks if the added compliance documents are applicable to this sales document based on the current item lines in the sales document.

In summary, one of the following scenarios occurs:

- *Unknown* - Initially, the applicability of all sales compliance documents is *Unknown*, regardless of whether they are created manually or automatically after choosing a customer or an item in the sales document.
- *Applicable* - When the combination of the selected item number, the Item attribute value 1, and the Item attribute value 2 on the sales compliance document match with the item in one or more of the sales lines.
- *Not Applicable* – When the combination of the selected item number, the Item attribute value 1, and the Item attribute value 2 on the sales compliance document does not match with the item in one or more sales lines.

For example, when the sales compliance document is set up with an item attribute value that is not assigned to one of the items present on the sales document line. The result is that the document is no longer included in the sales process, and there is no check on whether it is approved. There is no need to manually delete the sales compliance documents that do not apply, as they will be automatically filtered out.

When the sales compliance document is set up with the **Control Type** field value as *Order Release Control*:

- The system blocks the release of the sales document when the compliance document has passed its expiration date, and the **Approval Status** field value is set to *To Approve*.
- In this case, you must manually change the approval status. When you attempt to change the **Approval Status** field value to *Approved*, the system displays a confirmation message.
  - If *Yes* is selected, the **Approval Status** field value is changed to *Approved*.
  - If *No* is selected, the **Approval Status** field value is not changed.
- If the compliance document has not expired, the purchase document is released automatically, and the **Approval Status** field value is set to *No approval needed*.

Approval status of the sales compliance document

Approval of the sales compliance document is required when an order, receipt, invoice control, or shipment control is specified, and the compliance document is set to *Applicable* for this sales document. An error message appears when the compliance document is not yet approved during the sales process.

The sales compliance document's approval status indicates whether it has been approved.

This feature helps you to ensure that the compliance document has been requested and/or that the appropriate attachment is attached before the sales process continues.

The **Approval Status** field is automatically changed after determining whether the sales compliance document is applicable, specifying whether or not approval is required. This is selected based on the value of the **Control Type** and **Applicable** fields combined:

- When the sales compliance document is *Applicable*, and the document has another option than *No control needed* (which implies that at some time control is needed), the **Approval Status** field will be changed to **To approve**.
- When the sales compliance document has been set up with the **Control Type** field as *No control needed* (which implies that no control is needed during the sales process), the **Approval Status** field will always be changed into *No approval needed* regardless of whether the line is applicable or not.
- When the sales compliance document is *Not Applicable* since none of the items on the sales document match the sales compliance document, the **Approval Status** field will also be changed to *No approval needed*.

After the sales compliance documents are created and checked on their applicability, you can change the value of the **Approval Status** field by using the **Change Approval Status** function. You can approve sales compliance documents that need to be approved. This will be helpful when the certificate/document has been received and checked for completeness and correctness by the person concerned when all the needed data is correctly added and filled in.

Approving the sales compliance documents prevents the system from generating errors and/or notifications later in the sales process.

1. On the **Sales Compliance Documents** page, on the action bar, select **Change Approval Status**.
   A dialog box appears with two options:

   - *To Approve*
   - *Approved*

2. Select the value of the **Approval Status** field from *To approve* to *Approved* from the sales compliance document and backward.
3. Click **OK** to close the dialog box.
   The **Approval Status** field has now changed to *Approved* on the **Sales Compliance Documents** page.

> **Note**
>
> The approval status can't be changed when the option is set as *No Control Needed* in the **Control Type** field and *No Approval needed* in the **Approval Status** field.
> You cannot change any information on the sales compliance document once the approval status has been changed to *Approved*.

Controls during the sales process

Article • 4/29/2023 • 3 min read

The purpose of setting up sales compliance documents is to ensure that the relevant compliance documents are available and/or approved by the person responsible for selling from the specific customer.

To ensure the presence and authorization of these documents, verification checks must be performed during various stages of the end-to-end procurement process, specifically at the time of sales order release, sales order receipt, or sales order invoicing.

An error occurs when the sales compliance document must be approved. The error message is shown in the case that the sales compliance document is "Applicable" and has the approval status "To Approve". The following scenarios can occur:

The following scenarios can occur:

- When releasing a sales order and the sales compliance document has been set up with the control type "Order Control."
- When posting a sales order for shipment and the sales compliance document has been set up with the control type "Shipment Control."
- When registering an inventory put-away or posting a warehouse shipment with a source document containing a sales compliance document with the control type "Shipment Control."
- When releasing a sales invoice and the sales compliance document has been set up with the control type "Invoice Control."
- When posting a sales order for an invoice, and the sales compliance document has been set up with the control type "Invoice Control."
- When posting a sales invoice and the sales compliance document has been set up with the control type "Invoice Control."

Because the same checks are executed when managing the sales return process, the following scenarios can occur:

- When releasing a sales return order and the sales compliance document has been set up with the control type "Order Control."
- When posting a sales return order for receipt and the sales compliance document has been set up with the control type "Shipment Control."
- When registering an inventory pick or posting a warehouse receipt with a sales return order as the source document that contains a sales compliance document with the control type "Shipment Control."
- When releasing a sales credit memo and the sales compliance document has been set up with the control type "Invoice Control."
- When posting a sales return order for an invoice and the sales compliance document has been set up with the control type "Invoice Control."

- When posting a sales credit memo and the sales compliance document has been set up with the control type "Invoice Control."

Moment check is executed:	Order Control	Shipment Control	Invoice Control
Sales process			
Release sales order	✓		
Post sales order for shipment	✓	✓	
Register Inventory put-away		✓	
Post warehouse shipment		✓	
Post sales order for shipment + invoice		✓	✓
Post sales order for invoice			✓
Release sales invoice			✓
Post sales invoice			✓
Sales return process			
Release sales return order	✓		
Post sales return order for receipt		✓	
Register inventory pick for sales return		✓	
Post warehouse receipt for sales order		✓	
Post sales return for receipt + invoice		✓	✓
Post sales return for invoice			✓
Release sales credit memo			✓
Post sales credit memo			✓

Purchase or Sales compliance documents in the warehouse process

Article • 4/29/2023 • 4 min read

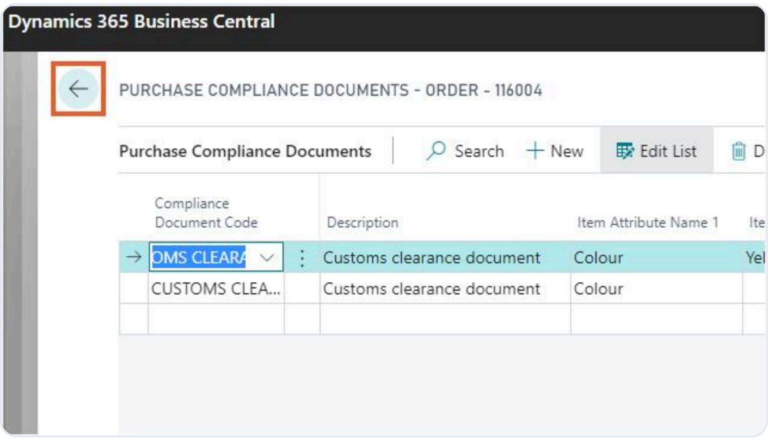
The warehouse employee has insight into the purchase compliance documents and the sales compliance documents that are linked to the warehouse receipt/shipment or inventory put-away/pick. The warehouse employee can add extra attachments to the purchase or sales compliance document.

When opening the logistical document, a notification appears if a purchase or sales compliance document must be approved and contains the control type with receipt/shipment control.

However, you cannot manually add a purchase or sales compliance document from the logistical document. When a compliance document must be added, you need to return to the source document and add it to the purchase or sales compliance documents.

The following procedure describes how the notification is shown via the inventory pick. The below description is the same for all other logistic documents.

1. Select the Search icon , enter **Inventory Put-aways**, and then choose the related link.
   The **Inventory Put-aways** list page opens.
2. Select the desired **No.**
   The **Inventory Put-away** card page opens.
   A notification is shown in the blue bar at the top of the page, which states that the document still has purchase compliance documents that need to be approved.
   The purchase or sales compliance documents can be opened by clicking the notification and by navigating.



On the **Warehouse Receipt/Shipment** page, the **Purchase/Sales Compliance Documents to Approve** field will display the number of compliance documents to approve for all purchase/sales orders listed in the document lines. You can select the field to view these compliance documents.

The Compliance documents overview is displayed only if the purchase or sales compliance documents are applicable and have the control type Receipt Control, Shipment Control, or Invoice control, which must be handled during the receiving or shipping process. The warehouse employee can add extra attachments to the purchase or sales compliance document or other information, such as the document date.

After approving the purchase or sales compliance documents, the warehouse employee can continue with the sales and purchase processes.

Posted Purchase and sales Compliance Documents

Article • 4/29/2023 • 4 min read

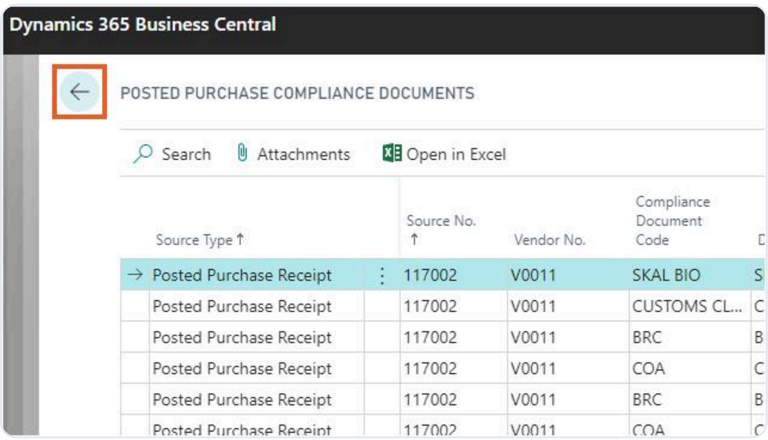
The purchase or sales compliance documents that are created during the process and added to a purchase or sales document are copied (together with the attached documents) to the posted purchase or sales compliance documents so they can still be viewed after the purchase or sales process is completed.

Depending on what type of transaction is posted, the posted purchase or sales compliance documents will be linked to the posted purchase or sales documents, such as a receipt, invoice, return shipment, or credit memo. The posted purchase or sales compliance documents are only for informational purposes and can't be changed/deleted. When an attachment has been linked to the purchase or sales compliance document, the document links are copied to the posted purchase or sales compliance document. The attachments can then be viewed and downloaded when opened from a posted purchase or sales document.

You can view all the posted purchase and sales compliance documents by accessing the page through the Search function. However, if you open the page from the Posted document or fromPosted document list,you can also view the purchase and sales compliance documents specific to that vendor/customer.

The following procedure describes how to view the posted purchase compliance documents, and the below description is the same for all other posted purchase and sales compliance documents.

1. Select the Search icon  , enter **Posted Purchase Receipts** and then choose the related link.
   The **Posted Purchase Receipts** page opens.
2. Select the required record in the No. field.
   The **Posted Purchase Receipt** page opens.
3. On the action bar, select **Compliance Documents** > **Posted Purchase Compliance Documents**.
   The **Posted Purchase Compliance Documents** page opens.



The purchase compliance documents that were used during the purchase process can be viewed from the posted documents.

Insight into compliance documents

Article • 4/29/2023 • 10 min read

Insight into expiring and expired vendor, customer, and, item compliance documents

With this extension, you can receive proactive email notification about vendor,customer, and, item compliance documents that are about to expire within a given time period.This allows you to take precautionary actions to update and change the documents in a timely manner. For example, suppose a vendor compliance document is about to expire within the Expiration Alert Period specified on the **Compliance Document Setup** page or has already expired. In that case, an email will be sent to the recipient.

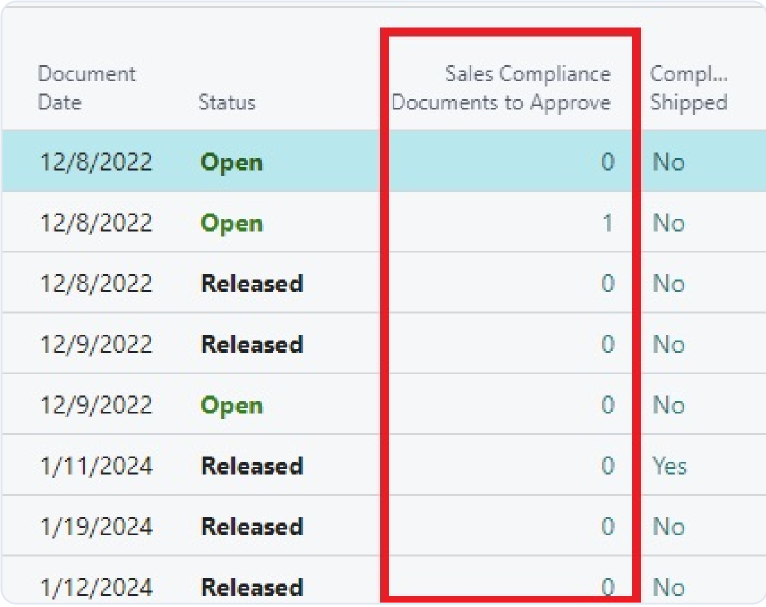
The job queue is used to schedule and run the code unit that checks which vendor and customer compliance documents are to expire or that are already expired. Once the codeunit has identified at least one document, a file containing the recipient email address is generated and sent to the URL of the Power Automate Flow setup in the Compliance Document Setup. This triggers the flow in Power Automate, which may, for example, send an email to the recipient.

Insight into purchase and sales compliance documents that are expired or need approval

Two informational fields about the purchase compliance documents and sales compliance documents are added to the purchase and sales order list and header. It gives you information about purchase and sales compliance documents that need to be approved or that are expired.

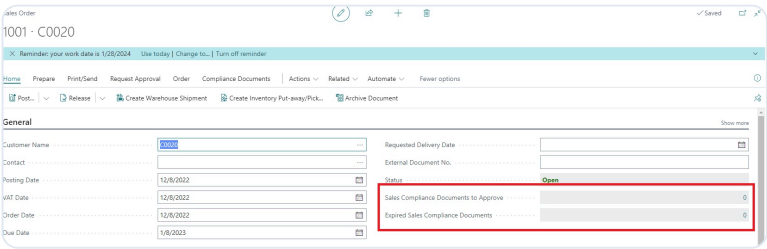
The following procedure describes the visibility of the two fields on the purchase order:

1. Select the Search icon , enter **Purchase Orders** and then choose the related link.
   The **Purchase Orders** list page opens.
   The **Expired Purchase Compliance Documents** field gives insight into how many of the applicable compliance documents in this purchase process have expired. This gives you information about how many compliance documents need to be reviewed.
   The **Purchase Compliance Documents to Approve** field gives you insight into how many applicable purchase compliance documents still need to be approved before the purchase process can continue.



Document Date	Status	Sales Compliance Documents to Approve	Compl... Shipped
12/8/2022	Open	0	No
12/8/2022	Open	1	No
12/8/2022	Released	0	No
12/9/2022	Released	0	No
12/9/2022	Open	0	No
1/11/2024	Released	0	Yes
1/19/2024	Released	0	No
1/12/2024	Released	0	No

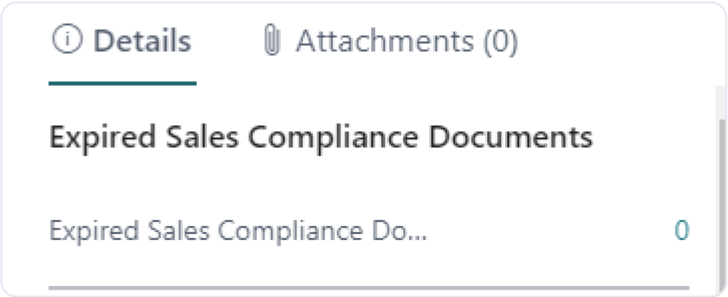
2. Select the desired **No.**
   The **Purchase Order** card page opens.



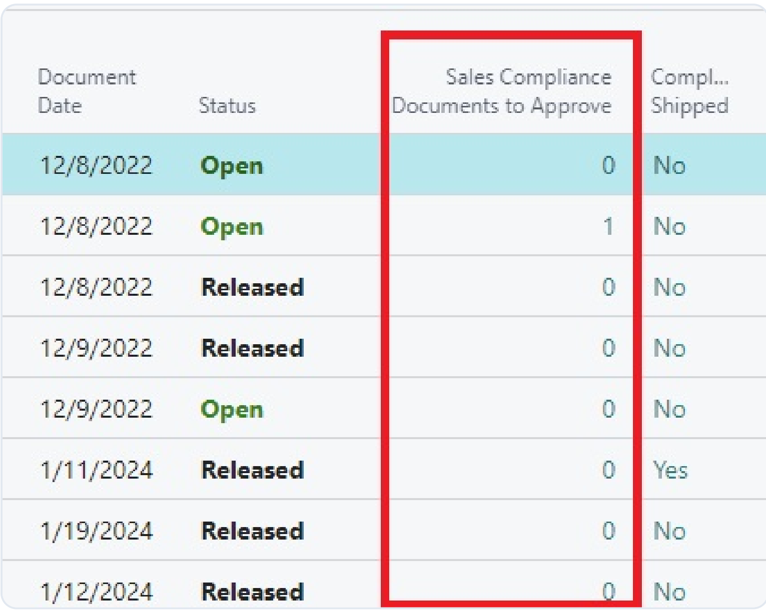
The same two fields on the purchase order list are added on the purchase header as well.

The following procedure describes the visibility of the two fields on the sales order:

1. Select the Search icon , enter **Sales Orders** and then choose the related link.
   The **Sales Orders** list page opens.
2. On the **Expired Sales Compliance Documents** FactBox, the **Expired Sales Compliance Documents** field gives insight into how many of the applicable compliance documents in this purchase process have expired. This gives you information about how many compliance documents need to be reviewed.

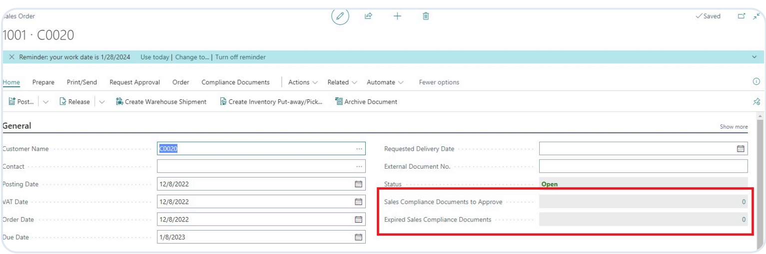


3. In the **Sales Compliance Documents to Approve** field gives you insight into how many applicable purchase compliance documents still need to be approved before the purchase process can continue.



Document Date	Status	Sales Compliance Documents to Approve	Compl... Shipped
12/8/2022	Open	0	No
12/8/2022	Open	1	No
12/8/2022	Released	0	No
12/9/2022	Released	0	No
12/9/2022	Open	0	No
1/11/2024	Released	0	Yes
1/19/2024	Released	0	No
1/12/2024	Released	0	No

4. Select the desired **No.**
   The **Sales Order** card page opens.



The same two fields on the sales order list are added on the Sales header as well.

Deployment Instructions

Article • 4/29/2023 • 1 min read

To set up the Aptean **Compliance Documents** extension on your Business Central environment, click the corresponding links in the table.

Item	Link
Prerequisites	Click here
App specific instructions	Click here

Integrations

Article • 10/22/2025 • 1 min read

The Aptean Compliance Documents extension has been integrated with the following extensions:

- Aptean Document Link
- Aptean Production Scenarios
- Aptean Shop Floor Production

Aptean Document Link

Article • 7/30/2025 • 1 min read

When the Aptean Compliance Documents extension is used in conjunction with the Aptean Document Link extension, on the **Attachments** page, you can specify the type of attachment using the **Attachment Type** field on the **Attachments** page. The available options are:

- Storage: Select and upload a file directly from your device.
- Link: Enter a valid URL pointing to an externally hosted document.

When a new attachment is created, the **Language Code** field values on the **Attachments** page is automatically populated using the **Default Language Code** field value defined on the **Compliance Documents Setup** page.

You can override the default language by selecting a language code from the standard language table.

Aptean Production Scenariosn

Article • 7/30/2025 • 1 min read

When the Aptean Compliance Document extension in conjunction with the Aptean Production Scenarios extension, you can attach the Master Manufacturing Records (MMR) document on the **Item Card** page. For more information, see Assign MMR to production scenario.

Aptean Shop Floor Production

Article • 10/22/2025 • 1 min read

When the Aptean Compliance Documents extension is used in conjunction with the Aptean Shop Floor Production extension, he system validates that the attached file is a PDF if the **Show in Shop Floor** checkbox is selected on the **Item Compliance Documents** page.

Work Instructions in the Aptean Shop Floor Production extension can query documents with this checkbox selected and display them directly to operators.