

*Phase II:  
Setting Up & Using the  
Diversified Computer Supplies  
(DCS) PSN*



January 2012 Rev.

# Contents

<b>About the DCS PSN .....</b>	<b>3</b>
<b>Setting Up and Using the Vendor MultiLoader .....</b>	<b>3</b>
Using Vendor MultiLoader to Update DDMS Inventory with DCS Products .....	4
Setting Vendor Settings .....	5
Selecting the Exceptions Report Printer .....	6
Downloading Files .....	6
Starting the Update .....	6
<b>Setting Up the DCS PSN .....</b>	<b>7</b>
Setting Up the EDI Record .....	7
Setting Up Your Vendor Database .....	8
Creating a Customer Record .....	10
Setting Up a Customer Record .....	11
Setting Up Trading Partner Parameters .....	12
Setting Communication Parameters .....	13
<b>Using PSN .....</b>	<b>18</b>
Changing Shipping Information .....	18
Requesting Acknowledgements .....	20

## About the DCS PSN

DDMS now supports Diversified Computer Supplies (DCS) using Private Supply Network (PSN), allowing you to electronically transmit Purchase Orders from your DDMS to DCS, making the ordering process easier and more efficient. Using the Vendor MultiLoader program, you can periodically load dealer-specific DCS pricing into the DDMS Item database. The purchase orders are electronically transmitted to DCS in their preferred format via PSN, and you receive the acknowledgment of the purchase order automatically.

There are three parts to configuring this automation, which are each covered in this document:

- 1 Set up Vendor MultiLoader Software for use with DCS PSN. For more information, see the heading **Setting Up and Using the Vendor MultiLoader**.
- 2 Configure the DCS-specific PSN settings. For more information, see the heading **Setting Up the DCS PSN**.
- 3 Complete the transmission and receive the purchase order acknowledgement.

## Setting Up and Using the Vendor MultiLoader


The Vendor MultiLoader program gives you access to all the supplemental vendors' item files in just a few clicks. You can load supplemental vendor files and custom item files quickly and easily.

The Vendor MultiLoader program updates all the O/PUS supplemental vendors according to the parameters (settings) you set. Each vendor has its own settings screen.

The Vendor MultiLoader program is normally run once each quarter after you complete your O/PUS SIMPLE program. However, you can run the program as many times as you need as updated vendor files become available.

You download this program to your DDMS server using PSNControl.



- 1 Open PSNControl by double-clicking .
- 2 The File Transfer window opens. Make sure the correct quarter is selected in Step 1. Under the Step 2 heading, type VENDOR in the Enter File Name box.

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 3 Click Add to File Transfer List.
- 4 Click Transfer Now.
- 5 When the Download Complete message appears in the File Transfer List box, click Exit.
- 6 The latest Vendor MultiLoader program is now installed. To start the program, click Start then All Programs. Click VENDORMULTILOADER.exe to start the program.

### Using Vendor MultiLoader to Update DDMS Inventory with DCS Products

Using the Vendor MultiLoader program takes just 5 simple steps. For more information on each step, refer to the appropriate heading.

- 1 First, in the Vendor MultiLoader window, select Diversified Computer Supplies from the list provided. See Figure 1.
- 2 Complete the Vendor Settings. For more information, see the heading **Setting Vendor Settings**.
- 3 Designate a printer to print the Exceptions Report.
- 4 Download the vendor files.
- 5 Start the update.

**Figure 1: The Vendor MultiLoader**



### Setting Vendor Settings

- 1 In the Vendor MultiLoader window, select which vendors' supplemental files to download, by clicking the check box next to Diversified Computer Supplies.
- 2 After you've selected DCS, click Vendor Settings.
- 3 The vendor settings dialog box for DCS appears.
- 4 You can accept the default file name of the DCS update file, or enter a custom file name.

---

**Note:** If you receive a custom price file from DCS, put it in your OPUS download folder on your DDMS server. Make sure the name is no more than 10 characters and has a .TXT after the name.

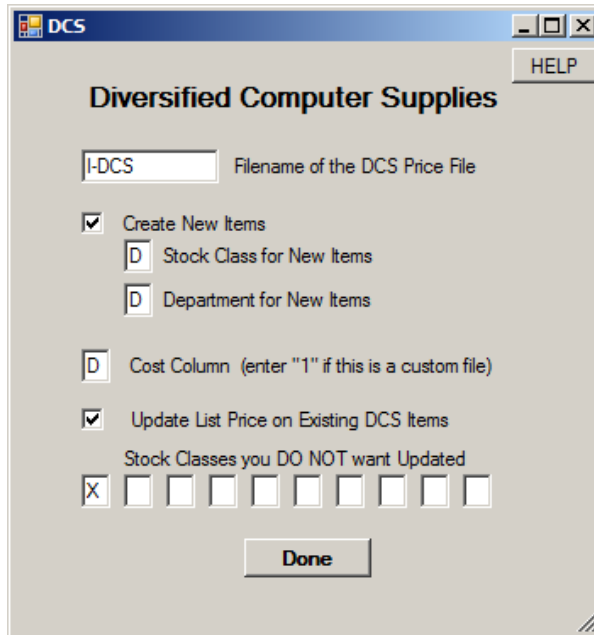
---

- 5 Select the Create New Items option to add new items not found in your inventory.  
The items are created using the supplied DCS number. A blank space in this box does not create items.
- 6 If you choose to create new items, you must enter a Stock Class and Department for the items created. See figure 2.

---

**Note:** I-WHL record is created for new items. If an item's Primary Wholesaler is not DCS, the DCS cost is added (or updated, if the record already exists) in the multivendor record (I-CAT).

---



**Figure 2: The DCS Vendor Settings Box**

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 7 Enter the Cost Column. The standard cost column is D. DCS will notify you if you are assigned to a different column.

---

**Note:** If you received a custom file, there is only one cost. Enter 1.

---

- 8 Select the Update List Price on Existing DCS Items option to load the DCS supplied price into the pricing record list field.

A blank space in this box does not update list price on existing items.

- 9 Next, you can enter up to 10 stock classes you do not want to update.
- 10 Click Done when finished.

### Selecting the Exceptions Report Printer

The Exceptions Report lists items that were not added or updated, along with the reasons. This report automatically prints during the update.

You must enter the DDMS printer ID in the Exception Report Printer box.

Click the Always box to use the same printer each time.

---

**Note:** In addition to the Exceptions Report, the All Item Report is always available in the DDMS/SR folder after vendor files are updated. The report is named by vendor. For example, RPT-DCS.xls is the name of the All Item report for DCS.

---

Next, you must download the vendor files.

### Downloading Files

- 1 When you click Download Files, the PSNControl File Transfer window opens and the necessary files are automatically downloaded. You can see which files are not available in the displayed list.
- 2 The vendor files are saved to the OPUS Download unit.  
The Download Complete message appears. Click Exit.

### Starting the Update

Now that you've downloaded your vendor supplemental files, you can start the update. Click Start Update to update your item files.

A status update message appears next to each vendor you selected. When finished, the Update Status column shows Done.

When finished, click Exit.

## Setting Up the DCS PSN

If you have previously completed the steps in the handout *Phase 1: Setting Up PSN* for any vendor, you are ready to set the Diversified Computer Supplies (DCS) specific parameters.

Setting parameters to communicate with DCS involves:

- 1 Setting up your EDI record.
- 2 Setting up your Vendor database.
- 3 Creating a DCS customer record.
- 4 Setting up trading partner parameters.
- 5 Setting up the communication parameters.

---

**Note:** *Do not* perform the steps listed here until you have executed the steps listed in the handout *Phase I: Setting Up PSN*. It is available at [www.ddms.com](http://www.ddms.com).

---

## Setting Up the EDI Record



Whether you need to set up the (L6WB) screen depends on your current settings in the Qualifier, ID, and Code fields. If these fields have information specified, you may be using this data to communicate with a different vendor.

Therefore, do not change the current settings in the (L6WB) screen if the following is true:

- The Qualifier field is set to **ZZ**, **Ø1**, or **16**.
- The ID and Code fields contain current information.

In this case, skip this step and go to the heading **Setting Up Your Vendor Database**.

If the Qualifier, ID, and Code fields are blank, use the following instructions:



- 1 In the DDMS Master Menu, double-click  Keyop Menu, then double-click  Parameters.
- 2 In the Parameter Editor window, double-click Text Base Parameters to access the (L) Parameters screen.

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 3 In the (L6WB) screen, tab to the Qualifier field, as shown in Figure 3.
- 4 In the Qualifier, ID, and Code fields, enter your response according to the following:
  - If you have a DUNS number, enter **Ø1** in the Qualifier field. In the ID and Code fields, enter your DUNS number.
  - If you *do not* have a DUNS number, enter **ZZ** in the Qualifier field. In the ID and Code fields, enter your 10-digit business telephone number.
- 5 When finished, press Enter to save your changes.

### Setting Up Your Vendor Database


You must set up the appropriate destination ID for DCS and select the features to enable.

- 1 Set up DCS-WHL as a vendor.
  - 1.1 In the Vendor Master tab, click .
  - 1.2 Click the Vendor # box and type **DCS-WHL**
  - 1.3 Click the Name box and type **DIVERSIFIED COMPUTER SUPPLIES**
  - 1.4 Click the Comm box's down arrow. From the menu, click EDI. See Figure 4.
  - 1.5 Click .

**Figure 3: The (L6WB) AT&T EDI IMS Parameters Screen**

```
14:51:07                AT&T EDI IMS Parameters                03/13/03
=====
Modem Parameters                EDI Parameters
-----
Hayes Only ?                Capture Log ? (Y/N)
Prefix ?9,                Reliable ?Y
Phone Nbr #18003520192    Baud :9600
                             Code :00
                             Logon Id :OPD000004
                             Password :DDMS.OPUS
                             Qualifier :ZZ
Phone Line #M1                Id :6203017821
                             Code :6203017821
                             File Type :
                             Backorders : (SA = NO B/O)
                             (SS = B/O)
                             -----
                             Location
                             1 [ ]
                             2 [ ]
                             3 [ ]
                             4 [ ]
                             5 [ ]
```

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 2 Set PSN parameters.
  - 2.1 Click .
  - 2.2 The Supply Options dialog box opens. See Figure 5. In the Location box, enter a G/L location, or accept the default of 1.

**Figure 4: The Vendor Master Tab**

Vendor: DCS-WHL - DIVERSIFIED COMPUTER SUPPLIES

File View Help

Master RemitTo/Settings Account Status

Billing Address

Vendor # DCS-WHL

Name: DIVERSIFIED COMPUTER SUPPLIES

Address:

City:

St: Zip:

Phone: Fax:

Code: Mach Dir: Comm: EDI

Minimum Order \$/#/Cu:

Minimum Freight \$/#/Cu:

Ship Method:

Contact:

Acct #:

Trade Discount Information

Expense G/L #

Sales/Purch Major: P/O Detail:

Discount % Terms: Net Terms:

**Figure 5: The Supply Options Dialog Box**

Supply Options

Supply Options

Location: 1

OPUS ID:

Destination ID: DCS

Sign On ID: <Obtain from DCS>

Sign On Pass: <Obtain from DCS>

Weight:

Supported Features

Online Purchasing

Price Check

Stock Check

Purchase Order

Facility	Display Online
	<input type="checkbox"/>

Delivery Code for NDS Orders:

Vendor Shipping Information


Carton Counts  Carton ID's  Short Ships

Update Pick Ticket with Addtl Charges

Item Number: Company:

Exit Help

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 2.3 In the Destination ID box, enter DCS.
  - 2.4 In the Sign On ID box, enter the contact ID provided by DCS.
  - 2.5 In the Sign On Pass box, enter the password provided by DCS.
  - 2.5 From the Supported Features list, click these to enable. Select Price Check, Stock Check, and/or Purchase Order.
  - 2.6 When finished, click Exit.
- 3 In the Vendor Master tab, click .

### Creating a Customer Record

In the DDMS Customer Master tab, create a customer with DCS-WHL as the account number and name.

If your account numbers are automatically assigned, you must remove your Next Customer # in the (LA) Customer and A/R Parameters screen before you create the customer record.

- 1 In the DDMS Master Menu, double-click



then



Next, double-click Text Base Parameters. The (L) Parameters screen opens. Type **A** in the Selection Code field.

- 2 The (LA) screen opens. Type **C** in the Action field.

**Figure 6: The (LA) Customer and A/R Parameters Screen**

```
11:27:32                (LA) Customer And A/R Parameters                05/31/11
=====
Action [C] (C=Chg,I=Inq,1=Sales,2=A/R,3=Statement,4=Jour,5=Deposit) G/L Loc [ 1]
=====
Next Customer #      10018 Allow Manual Input ?N Save Changes ?N Swap Name ?Y
Inc/Exc In (B) ?I From ? To ? From ? To ? Add In (B) Y/N ?N Status ?A
Inc/Exc In (G) ?I From ? To ? From ? To ? Add In (G) Y/N ?N Status ?A
Passwords: Reindex ?DDMS Release ?DDMS Purge ?DDMS EOM ?DDMS
           Delete ?DDMS Credit Card ? Mask Inquiry ?N EOY ?DDMS
Monthly Usage From ?M To ?M Quarterly Usage From ?Q To ?Q
Print Copies With Original Invoice Y/N ?Y National Drop Ship Route [NDS ]
In O/E on Customer Query, Display Shipto Address instead of Billto Y/N ?Y
In Gateway Set Shipto Name to ? (A=Add. Name, C=Add. Contact, S=Shipto Contact)
Set Dept Name to ? (B=Billto Name, A=Add. Name, C=Add. Cont., S=Ship Cont.)
Keep Service Quality Statistics for Customer Status : [A] to [Z] + [ , , , , ]
Locs.to Exclude from Service Quality Statistics [ ] to [ ] + [ , , , , ]
Auto-Bill Invoices: Print, Fax, Neither P/F/N ?N Formats: Invoice : Fax :
Sort Order ?N (#=Customer Nbr, N=Customer Name, R=Route, Z=Zip Code)
Only Bill Auto-Bill records that have a Quantity greater than Zero Y/N ?
Create Line Item Special from Auto-Bill Remarks Y/N ?
Advanced Customer Queries Y/N ? Suite instead of Street on Queries Y/N ?
Show Master Shipto's if none on Dept. Y/N ?
```

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 3 Tab to the Next Customer # field. Note the number in this field and save it for later. See Figure 6.
- 4 Space through the number in the Next Customer # field to remove it.
- 5 Press Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.
- 6 Press Esc multiple times to return to the Parameter Editor window.

### Setting Up a Customer Record



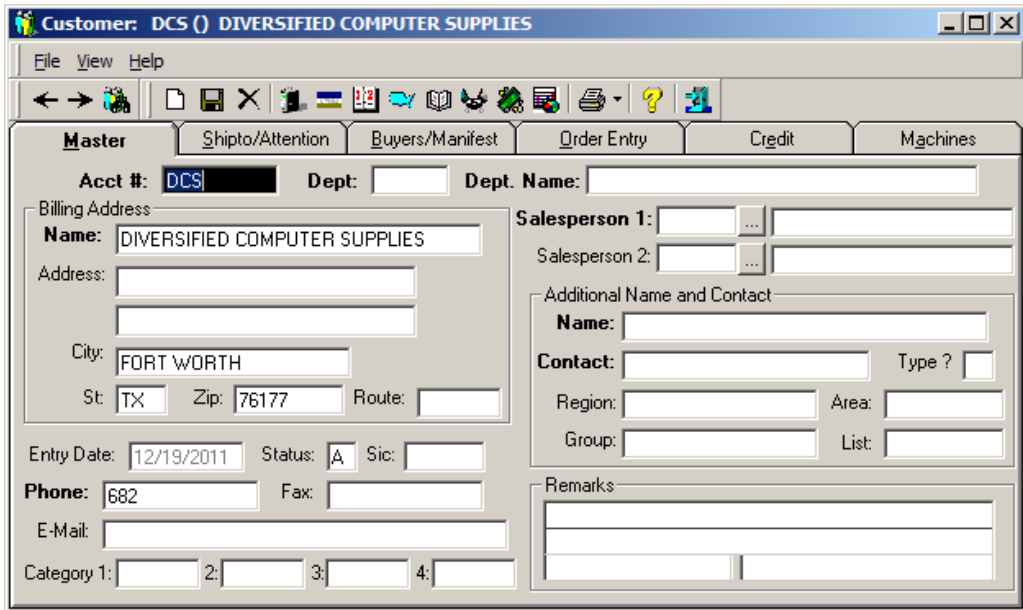
- 1 In the DDMS Master Menu, double-click . The Customer window opens, displaying the information for the last customer selected.
- 2 Click . The boxes in the window are cleared.
- 3 Click the Account # box and enter DCS for the account number. See Figure 7.
- 4 In the Name box, enter a name for the DIVERSIFIED COMPUTER SUPPLIES customer.

Figure 7:  
Creating a  
Customer  
Record



Customer: DCS () DIVERSIFIED COMPUTER SUPPLIES

File View Help

Master Shipto/Attention Buyers/Manifest Order Entry Credit Machines

Acct #: DCS Dept: Dept. Name:

Billing Address  
Name: DIVERSIFIED COMPUTER SUPPLIES  
Address:  
City: FORT WORTH  
St: TX Zip: 76177 Route:


Salesperson 1:  
Salesperson 2:

Additional Name and Contact  
Name:  
Contact: Type ?  
Region: Area:  
Group: List:

Entry Date: 12/19/2011 Status: A Sic:  
Phone: 682 Fax:  
E-Mail:  
Category 1: 2: 3: 4:

Remarks:

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 5 When you finish, click .
- 6 If you removed the number from the Next Customer # field in the (LA) screen when you started setting up the Customer window, follow these instructions to replace it now.
  - 6.1 In the (LA) screen, type C in the Action field.
  - 6.2 Tab to the Next Customer # field. Enter the number you noted previously and press Enter.
  - 6.3 Press Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.
  - 6.4 Press Esc multiple times to return to the Parameter Editor window.

### Setting Up Trading Partner Parameters

To set up your trading partner parameters:

- 1 In the (SGA) screen, select the [C] Change action code.
- 2 Tab to the Account # field. Type DCS and press Enter.
- 3 At the Correct Record prompt, press Enter.
- 4 Tab to the Interchange ID Qualif field and type ZZ. See Figure 8.
- 5 In the ID field, type DCS
- 6 Tab to the Interchange Control Std field and type U

**Figure 8: The (SGA) Trading Partner Parameters Screen**

```
11:49:55 (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03) 09/15/11
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :DIVERSIFIED COMPUTER SUPPLIES Account # DCS Dept :
      FORT WORTH TX
      682- -
-----
EDI VAN : Auto Send : (Y/N)
Interchange ID Qualif : ZZ ID :DCS Negate Credit Inv. :
Auth. Info Qualif. : Info : Use Received Price : (Y/N)
Security Info Qualif. : Info : Using 810 :
Interchange Control Std:U Version :0401 Using 855 :
Receivers Code Id :DCS Auto Create Orders : (Y/N)
Responsible Agency Code:X Version :004010 Sales Auto Group :
Interchange Control# Auto 850 Sendfile :
Group Control # Default Selector : 850DCS
===== Shipping Info =====
Test Indicator :P (T/P) Buy Unit: (S/M/W) | Contract #
Acknowledgement : Customer Ref : | Delivering Dlr #
Release/Contract: 1: 2: | Contracting Dealer #
Round Quantities when Needed U/D/R? Seg Term:~~ | 2nd Party Delivery :
-----
** ENTER DATA OR <?> FOR HELP !!
```

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 7 In the Version field, type **Ø4Ø1**
- 8 In the Receivers Code Id field, type **DCS** and press Tab.
- 9 In the Responsible Agency Code field, type **X**
- 10 In the Version field, type **ØØ4Ø1Ø**
- 11 Tab to the Test Indicator field and type **P**
- 12 Tab to the Seg Term field and enter two tildes (type **~~**).

---


**Note:** The tilde key (~) is usually located in the upper left portion of the keyboard.

---

- 13 Tab to the Default Selector field and type **85ØDCS**

### Setting Communication Parameters


To set up communication parameters in DDMS:

- 1 Set up the Vendor Private Communications Network window.
  - 1.1 In the Vendor window, select the DCS-WHL vendor.
  - 1.2 Open the Vendor Private Communications Network window. To do so, click View and select PCN; press Ctrl + U; or double-click .
  - 1.3 From the Communication Type drop down list, select Private Communication Network.
  - 1.4 From the Template drop down list, select PSN Standardized Communications.
- 2 Set the general communications parameters in the Vendor Private Communications Network window.
  - 2.1 From the Program Group drop down list, click General Communication Information. The available parameters are listed in the General Communication Information column. See Figure 9.

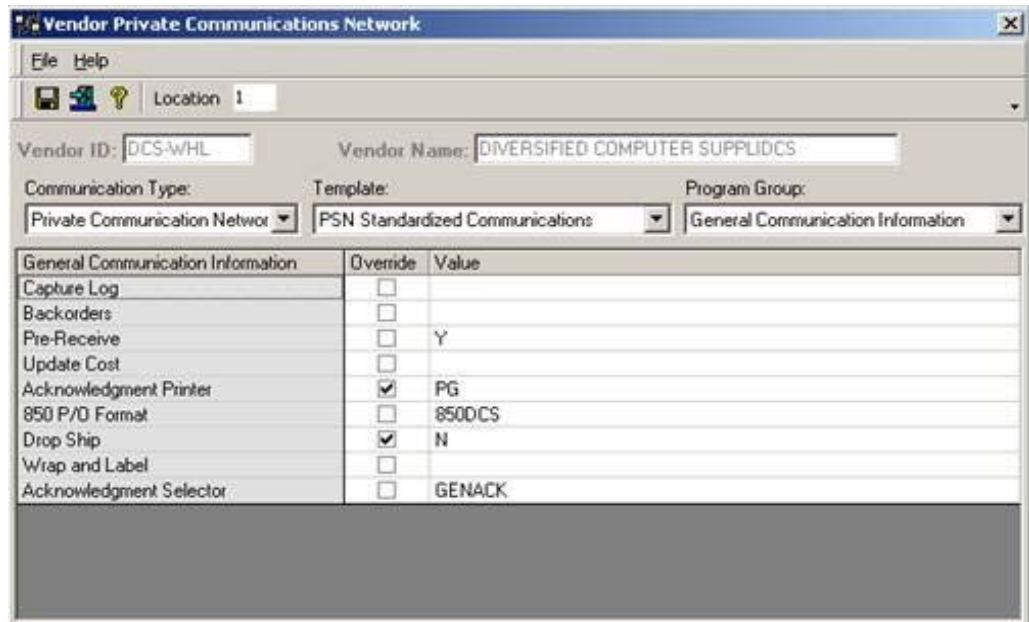
Add a default by entering the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

The following fields are applicable to DCS:
  - 2.2 In the Pre-Receive Value box, type **Y**
  - 2.3 By default, the cost is updated. If you do not want to update cost, type **N** in the Update Cost Value box.

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 2.4 In the Acknowledgment Printer Value box, enter the name of the printer on which to print the acknowledgment.
  - 2.5 In the 850 P/O Format Value box, type **850DCS**
  - 2.6 By default, the order is shipped to the Shipto address attached to the order. To set the default for the order to be shipped to the dealer, type **N** in the Drop Ship Value box.
  - 2.7 In the Acknowledgement Selector Value box, type **GENACK**
  - 2.8 When finished, click .
- 3 Set the account information parameters in the Vendor Private Communications Network window.
    - 3.1 From the Program Group drop down list, click Account Information. The parameters are listed in the Account Information column. Add a default by entering the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.
    - 3.2 In the Account Number Value box, enter the account number provided by DCS.
  - 4 Set the shipping address parameters in the Vendor Private Communications Network window.

**Figure 9: The Vendor Private Communications Network Window**



General Communication Information	Override	Value
Capture Log	<input type="checkbox"/>	
Backorders	<input type="checkbox"/>	
Pre-Receive	<input type="checkbox"/>	Y
Update Cost	<input type="checkbox"/>	
Acknowledgment Printer	<input checked="" type="checkbox"/>	PG
850 P/O Format	<input type="checkbox"/>	850DCS
Drop Ship	<input checked="" type="checkbox"/>	N
Wrap and Label	<input type="checkbox"/>	
Acknowledgment Selector	<input type="checkbox"/>	GENACK

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 4.1 From the Program Group drop down list, click Shipto Address, as shown in Figure 10. The parameters are listed in the Shipto Address column.

---

**Note:** You must set a default shipto address.

---

- 4.2 Complete the name and address fields for the dealership's default shipping address. It is recommended that you also complete the shipto Contact Name field.

---

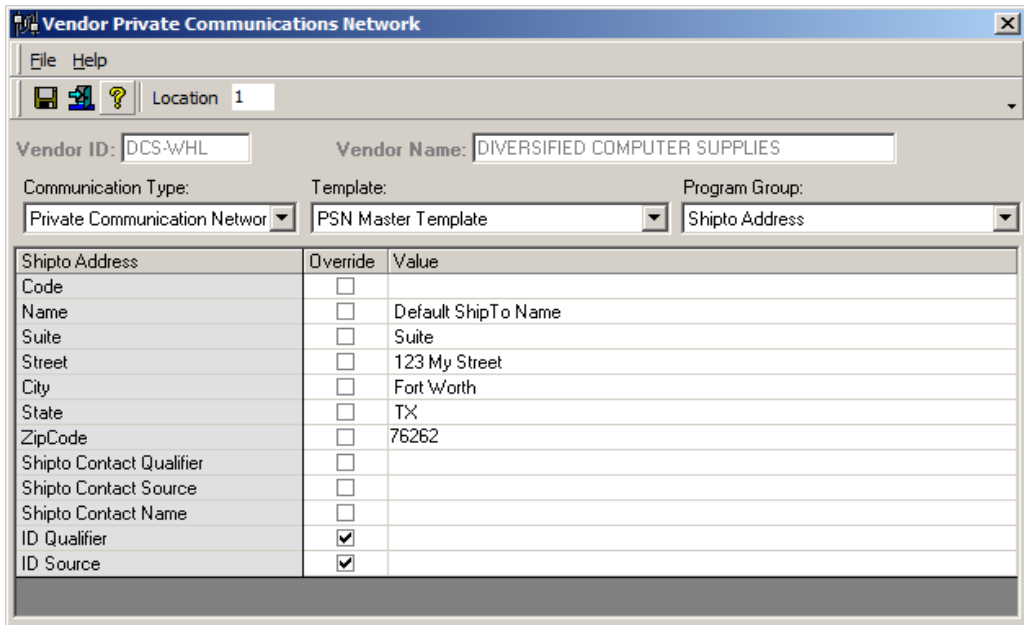
**Note:** If you previously set the Drop Ship Value box in the General Communications screen to N, by default the purchase order(s) are sent to the dealer's address entered in these boxes. If the Drop Ship Value box in the General Communications Screen are set to Y, by default the purchase orders are sent to the Shipto address attached to the order. You can override these default settings at the time of transmission. See heading of Using PSN. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

---

- 4.3 When you finish, click .

- 5 Set the billing address parameters in the Vendor Private Communications Network dialog box.

- 5.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.



Shipto Address	Override	Value
Code	<input type="checkbox"/>	
Name	<input type="checkbox"/>	Default ShipTo Name
Suite	<input type="checkbox"/>	Suite
Street	<input type="checkbox"/>	123 My Street
City	<input type="checkbox"/>	Fort Worth
State	<input type="checkbox"/>	TX
ZipCode	<input type="checkbox"/>	76262
Shipto Contact Qualifier	<input type="checkbox"/>	
Shipto Contact Source	<input type="checkbox"/>	
Shipto Contact Name	<input type="checkbox"/>	
ID Qualifier	<input checked="" type="checkbox"/>	
ID Source	<input checked="" type="checkbox"/>	

**Figure 10:**  
Setting the  
Shipto Address  
Information

Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 5.2 Add a default by entering default information in the Value column. For example, to store the name of a business, enter the business name in the Name Value box.

Check the corresponding Override box to allow these parameters to be changed at the time of communication.

---

**Note:** You must set a default billto address.

---

- 5.3 When you finish, click .

- 6 Set the end consumer parameters in the Vendor Private Communications Network window.

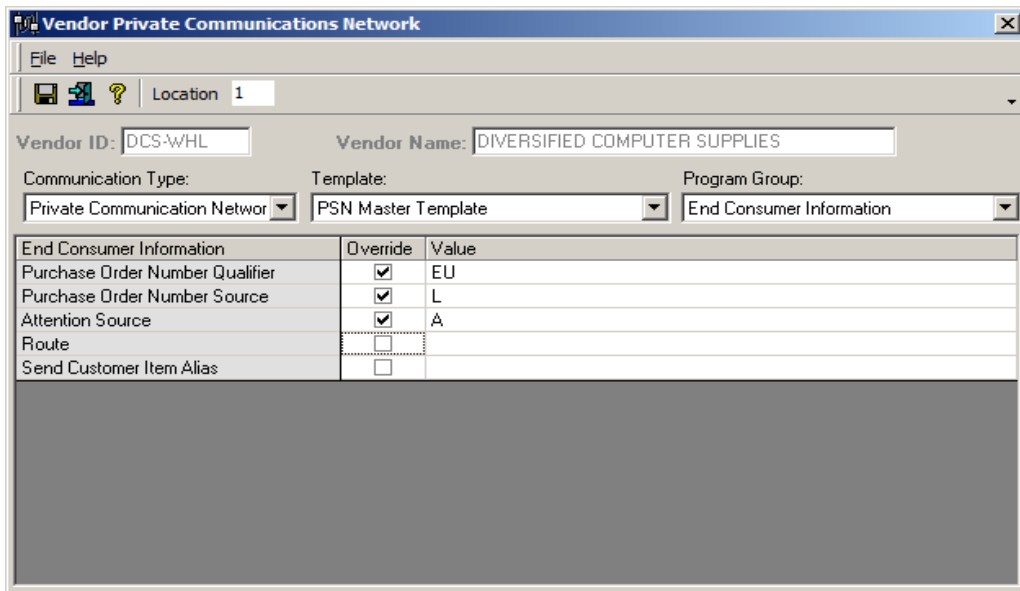
- 6.1 From the Program Group drop down list, click End Consumer Information. The parameters are listed in the End Consumer Information column, as shown in Figure 11.

Add a default by entering the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.


The acceptable settings for DCS are as follows:


- 6.2 In the Purchase Order Number Qualifier Value box, type **EU**
- 6.3 In the Purchase Order Number Source Value box, type **P** to pull the end user's short P/O number or type **L** to pull the end user's long P/O number. If the selected value is not available, the other P/O number is used. A customer purchase order is not sent if this box is left blank.

**Figure 11:**  
Setting the End  
Customer  
Information

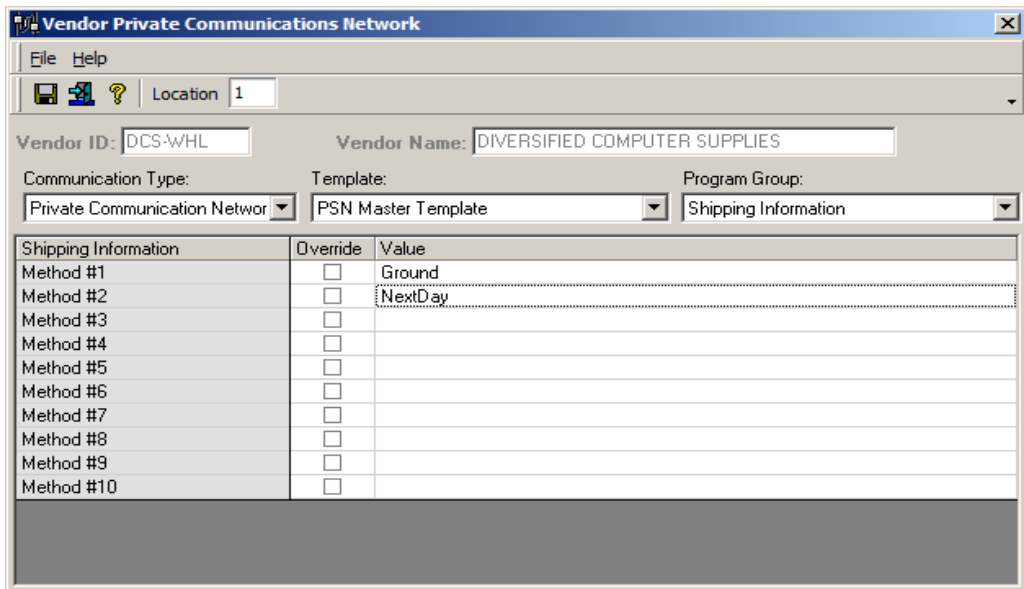


## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 6.4 In the Attention Source Value box, type **A** to use the additional name information from the Attention Special. Type **W** to use the additional name information from the Who Called Special. Type **E** to use the additional name information from the End Line Special.
- 6.5 Leave the Send Customer Item Alias box blank.
- 6.6 When you finish, click .
- 7 Set the shipping information parameters in the Vendor Private Communication Network window.
  - 7.1 From the Program Group drop down list, click Shipping Information. The parameters are listed in the Shipping Information column, as shown in Figure 12.

Add a default by entering the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.
  - 7.2 There are two shipping options: Ground and NextDay. If the default shipping method is Ground, Method #1 should be set to Ground and Method #2 should be set to NextDay. If the default shipping method is NextDay, Method #1 should be set to NextDay and Method #2 should be set to Ground.
  - 7.3 When you finish, click .

**Figure 12:**  
Setting the  
Shipping  
Information



The screenshot shows the 'Vendor Private Communications Network' window. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar, there are icons for save, print, and help, along with a 'Location' dropdown set to '1'. The main area contains several fields: 'Vendor ID' (DCS-WHL), 'Vendor Name' (DIVERSIFIED COMPUTER SUPPLIES), 'Communication Type' (Private Communication Network), 'Template' (PSN Master Template), and 'Program Group' (Shipping Information). Below these fields is a table with columns for 'Shipping Information', 'Override', and 'Value'.

Shipping Information	Override	Value
Method #1	<input type="checkbox"/>	Ground
Method #2	<input type="checkbox"/>	NextDay
Method #3	<input type="checkbox"/>	
Method #4	<input type="checkbox"/>	
Method #5	<input type="checkbox"/>	
Method #6	<input type="checkbox"/>	
Method #7	<input type="checkbox"/>	
Method #8	<input type="checkbox"/>	
Method #9	<input type="checkbox"/>	
Method #10	<input type="checkbox"/>	

## Using PSN

After building a P/O, you can transmit it online to Diversified Computer Supplies.

**Note:** You can only include one shipping address per P/O. If you have multiple tickets going to the same address, or you are using your default dealer address as the shipto, you can combine those tickets on one P/O. However, if the order is being drop shipped directly to the end user's address, you must create separate P/Os for each end user's address.

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 13.
- 2 Tab to the Who field and type **N** to select DCS.
- 3 In the P/O Numbers field, enter the number of the P/O to send. To send more than one P/O, enter the number of the first P/O in the P/O Numbers field. Enter the number of the last P/O in the To # field.
- 4 Press Enter until the Are You Sure prompt appears. Type **Y**
- 5 Now you can change shipping information or complete the transmission using the (CX) screen.

## Changing Shipping Information

Before completing transmission of the purchase order, you can change the shipping information. Once you've completed the (SR) screen, the (CX) screen opens. To change the shipping information:

**Figure 13:**  
Transmitting  
P/Os Online

```

11:26:47          (SR) Purchase Order Reports  rev. (03/30/11)          05/31/11
=====
A. Print P/O's.   P/O Form Format Y/R/B/S ?.   Past Due Y/N ?.   Outstanding Y/N ?.

B. Transmit P/O To Vendor          Send Special Codes ?.
C. Receive P/O Transmission From Vendor.          A=Azerty   F=United
D. Print P/O Receipts From Vendor.   Delete File Y/N ?.   C=Sparco   G=Horizon
F. Talk To Wholesaler.              Who ?.   N=DCS     J=Emco
I. Receive Electronic Invoice.       Regional Wholesaler ?.   E=Whl-Grp  R=Synnex

E. Backorder Reports.              Short Buy Report Y/N ?.
  Keep Short Buy File for P/O's ?.   Print All ?.   Match Against P/O's A/E ?.
M. Debit Memo Report.
P. Purge Purchase Orders.          Archive Purge to Journal Y/N ?.
  From File [PO-MASTER ] Vol. [W1 ]          E=Dept
  To File [JOUR-PO ] Vol. [W1 ]              D=Date   P=Prefix  V=Vendor
                                          S=Slsm   R=Route   N=Item Nbr
R. Inquire or Report on Archive   Reindex Y/N ?.   C=Cust    L=Class   I=Invoice
S. Compare Vendor Purchases with Daisytek      Sort Codes 1(.), 2(.), 3(.)

P/O Numbers #..... To #.....
Vendor Nbr #..... To #.....
Request [B] Location ? Printer ?P1 COPIES ? 1 Totals Only ?N Y/N
    
```

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 1 The Parameter Group options appear, as shown in Figure 14. Note the Parameter Group field is blank. At the Enter Number For Selection prompt, type  $\emptyset$  to select the General Communication Information parameter group.
- 2 The General Communication Information parameter group appears, as shown in Figure 15. If the dealer's shipping address is listed as the default in the communication screen set up, a dealer must set the dropship flag to **Y** in order to ship the P/O directly to the end user's address.

At the Enter Number For Selection prompt, enter the number that corresponds with the Drop Ship line. This number may differ depending on the boxes you checked in the Vendor Private Communications Network window.

- 3 In the 1-20 field, type **Y** to drop ship the P/O directly to the end user's address. Type **N** to use dealer's default Shipto address.
- 4 Press Enter.
- 5 At the Enter Number for Selection prompt, type **C** to complete the transmission and transmit the P/O to DCS, or press Esc to change the shipping method before transmitting.
- 6 When you press Esc, the General Communication Information parameter group appears. At the Enter Number for Selection prompt, enter the number that corresponds with the Shipping Information line. This number may differ depending on the boxes you checked in the Vendor Private Communications Network window.

**Figure 14:**  
Selecting the  
General  
Communication  
Parameter  
Group

```
14:22:27 Vendor Private Communication Network Rev. (03/30/11) 05/31/11
=====
ACTION [ ] A=Add, C=Change, I=Inquire Location [ 1 ]
=====
Vendor# DCS-WHL _____ Code :A G/L #__-__
Comm. Type Template _____ Parameter Group
[PCN ] [ ] [PSNSID]
Parameter
[_____] 1-20 [_____]
Override [ ] 21-40 [_____]
41-60 [_____]
61-80 [_____]

0 [General Communication Information ]
1 [Account Information ]
2 [Shipto Address ]
3 [Billto Address ]
4 [Supplier Information]
5 [End Consumer Information]
6 [Shipping Information]

=====
Enter Number for Selection "0" - Complete, "A" - Abort [0]
```

## Phase II: Setting Up & Using the Diversified Computer Supplies PSN

- 7 The Shipping Information appears. When you enter the number that corresponds with the preferred shipping method, you immediately go back to the Parameter Group options screen.
- 8 At the Enter Number for Selection prompt, type C to complete the transmission or A to abort and start over.

### Requesting Acknowledgements

Once the purchase order is transmitted, the dealer automatically receives a shipping acknowledgement from DCS that the data is being sent to PSN.

---

**Note:** Using SR-C to retrieve a failed acknowledgement is not a current option.

---

**Figure 15:**  
Selecting the  
Drop Ship Line

```
14:25:25 Vendor Private Communication Network Rev. (03/30/11) 05/31/11
=====
ACTION [ ] A=Add, C=Change, I=Inquire                               Location [ 1 ]
=====
Vendor# DCS-WHL          DIVERSIFIED COMPUTER SUPPLIDCS      Code A G/L #___-__
Comm. Type  Template                Parameter Group
[PCN       ] [PSNSTD]                [General Communication Information  ]
      Parameter
[Drop Ship]                               1-20 [Y   ]
      Override [Y]                        21-40 [   ]
                                           41-60 [   ]
0 [[Acknowledgment Printer   ]           61-80 [   ]
1 [Drop Ship                  ]

=====
Enter Number for Selection "C" - Complete, "A" - Abort [4]
```