

*Setting Up & Using  
HON Direct  
Via PSN  
For Supply Dealers*



November 2011 Rev.

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## About the HON PSN

DDMS now supports a direct-buy flow with HON using PSN, allowing you to automate the process from when a piece of furniture is ordered to when the purchase order is electronically transmitted to HON. This automation reduces the chance for an error in the purchase order, as well as making the ordering process easier and more efficient. You may need to set up an additional account with HON to fully enable the PSN. Contact the HON Ready Portal group at 1-800-552-0122 or email [honready@honcompany.com](mailto:honready@honcompany.com). Using the HON PSN, you periodically load dealer-specific HON pricing into the DDMS Item database, place HON items on orders from customer EDI orders, and fulfill HON items through your DDMS system's short-buy processes. The purchase orders are electronically transmitted to HON Daily in their preferred format via PSN, and you automatically receive the acknowledgment of the purchase order.

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

- 1 Set up ECI Content Integration Software for use with HON PSN. For more information, see the heading **Setting Up ECI Content Integration Software for Use with HON PSN**.
- 2 Configure the HON-specific PSN settings. For more information, see the heading **Setting Up the HON PSN**.
- 3 Complete the transmission and receive the purchase order acknowledgment. For more information, see the heading **Using the HON PSN**.

## Setting Up ECI Content Integration Software for Use with HON Direct PSN

Setting up your system to communicate with HON Daily via PSN involves:

- 1 Installing ECI Content Integration software.
- 2 Selecting HONDaily as the content source for integration.
- 3 Verifying the username, password, and download folder values.
- 4 Setting parameters.
- 5 Updating inventory with HON Daily products.

### Installing ECI Content Integration Software

To load items from HON Direct, you must install the ECI Content Integration software:

- 1 Log in to <https://support.ecisolutions.com>.
- 2 On the top navigation bar, click **Software Downloads**.

## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 3 Under DDMS, click the link for **ECi Content Install**.
- 4 Follow the steps listed on the page.

### Opening Content Integration

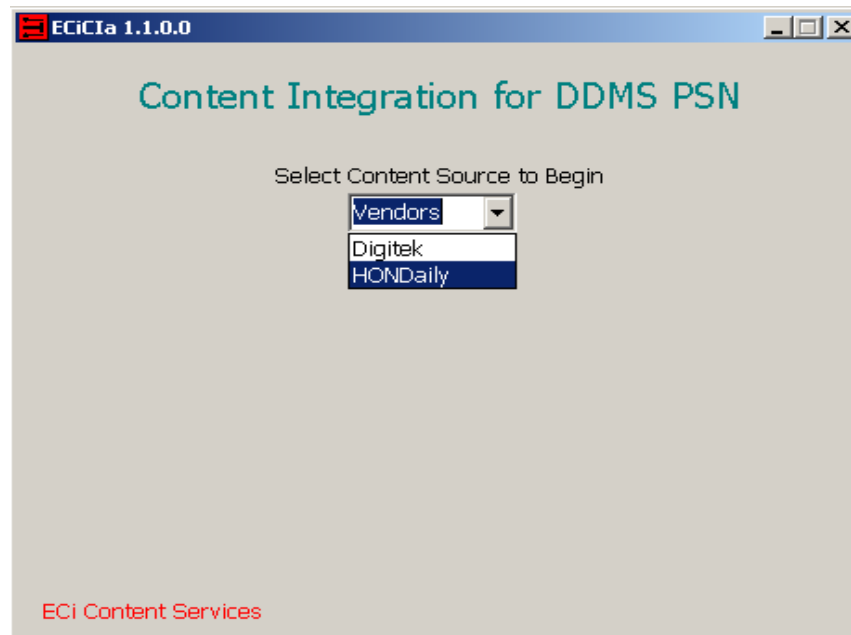
Once Content Integration is installed, you access it from your Start menu. The steps to open Content Integration are as follows:

- 1 Click the **Start** button.
- 2 Click **All Programs**.
- 3 Select **ECiContentServices, ECi ContentIntegration, ECi ContentIntegration.exe**. The Content Integration for DDMS PSN window opens.

### Using ECi Content Integration Software with HON Direct PSN

- 1 Open Content Integration for DDMS PSN .
- 2 Click the down arrow to select HONDaily. See Figure 1.
- 3 The HON Office Furniture logo displays. See Figure 2.

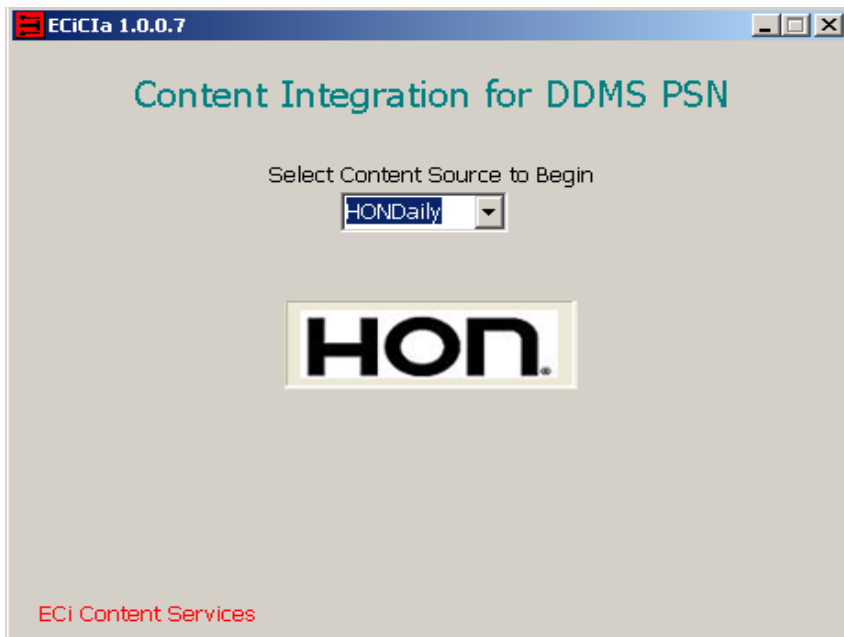
**Figure 1: The Content Integration Window**



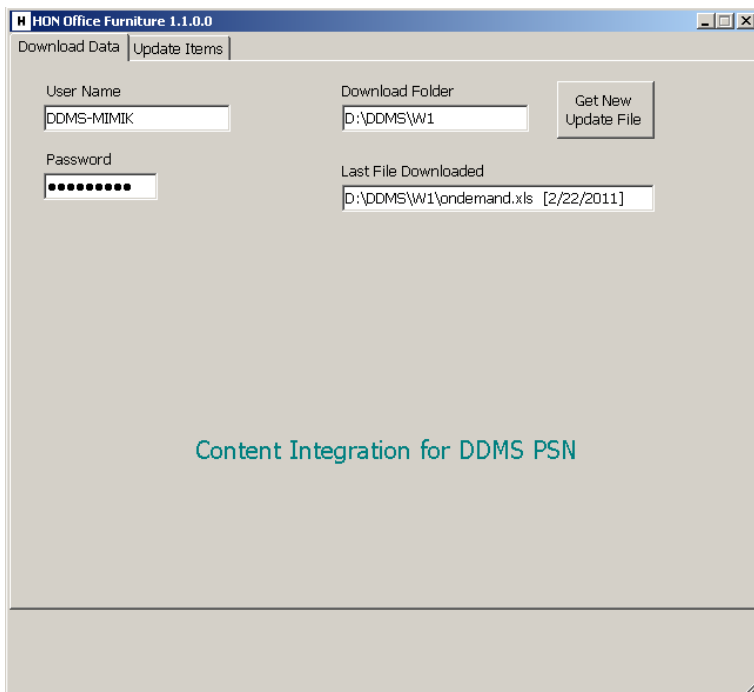
## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 4 Click the HON Office Furniture logo to open the HON Download & Update Parameters.
- 5 The HON Office Furniture Download Data & Update Items window opens. In the Download Data tab, verify that the User Name, Password, and Download Folder boxes are populated. See Figure 3.

**Figure 2: The HON Office Furniture Logo**



**Figure 3: The HON Download Data Tab**



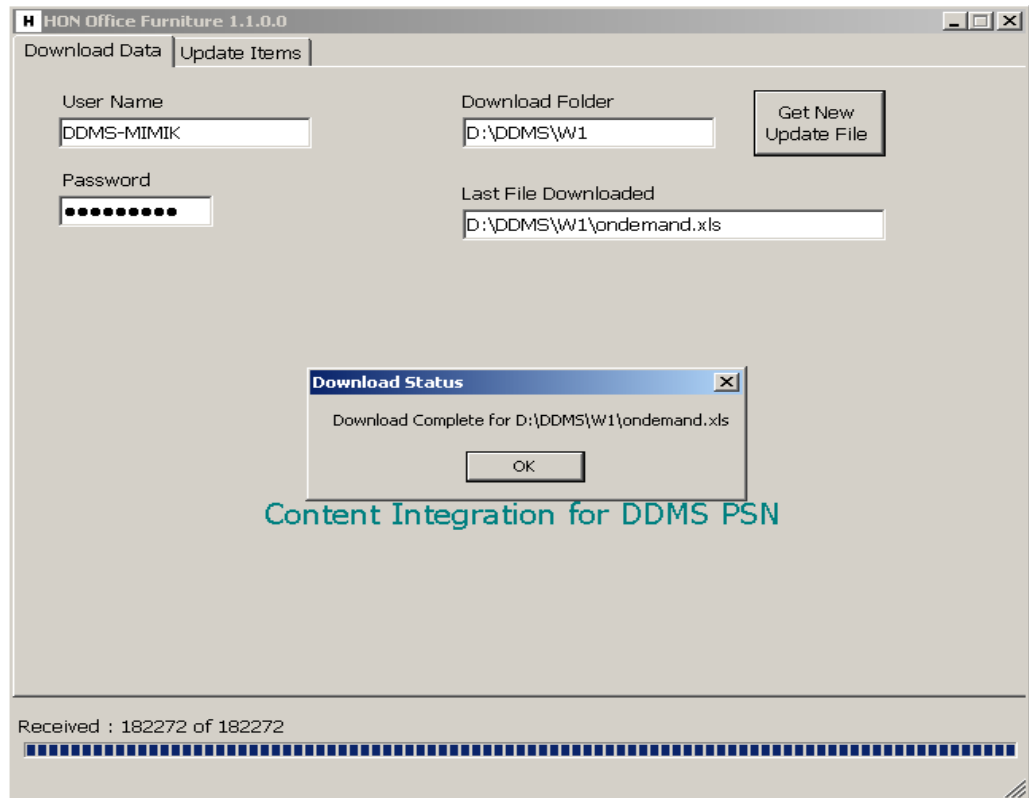
## Setting Up & Using HON Direct Via PSN for Supply Dealers

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**Note:** Your normal PSN user name, password, and download folder display by default in the User Name, Password, and Download Folder boxes.

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- 6 Click Get New Update File to begin downloading the content files for HON.
- 7 The Download Complete dialog box displays. See Figure 4. Click OK to accept.
- 8 Click the Update Items tab.
- 9 The download folder displays by default in the File to Process box. You can click Browse to select a different file location.
- 10 Check the Add New Items not Found in my Database box to add additional items. The New Items options display. See Figure 5.
- 11 Complete the Stock Classes and Department boxes and check the Update Weight and Update UPC boxes.



**Figure 4: The Download Complete Dialog Box**

## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 12 Enter the cost level as provided by your HON account representative and check the corresponding boxes relating to average cost, list price, and matching items.

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**Note:** The Use I-SUPER to Match Items box is checked by default. Clear this box only for troubleshooting purposes.

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- 13 Enter up to 10 stock classes to exclude from the update. A dash in the second box indicates a range of classes.
- 14 The Clear Hon.log and Clear Exceptions check boxes relate to normal item update reports that are placed into the Content Integration program folder. It is recommended that these reports be cleared (kept at the default of checked) so the most recent content file information is saved.
- 15 Click Save Update Options to save your preferences.
- 16 Click Begin Update.

**Figure 5: The Update Items Tab**

**HON Office Furniture 1.1.0.0**

Download Data | Update Items

File To Process  
D:\DDMS\W1\ondemand.xls <-Browse

Save Update Options

Add New Items not found in my Database

New Items  
Stock Class Department  Update Weight  
W 1  Update UPC

Cost Level  
ENTER COST LEVEL

Update Average Cost (I-PRICE)  
 Update list Price (I-PRICE)

Use I-SUPER to Match Items


Enter upto 10 Stock Classes to exclude from Update  
(A Dash in the second box indicates a range of classes)

Last File Processed  
D:\DDMS\W1\ondemand.xls on 2/23/2011

Clear Hon.log  
 Clear Exceptions

Begin Update

## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 17 The Update Complete dialog box opens. Click OK. See Figure 6.
- 18 The Last File Processed displays in the lower left corner, along with the item number and record count being processed in the lower right corner.
- 19 You can click the View HON.Log button to view items that were updated, as well as the View Exceptions button to view items that did not load, along with an explanation.
- 20 Click the  in the upper right corner to close the program.

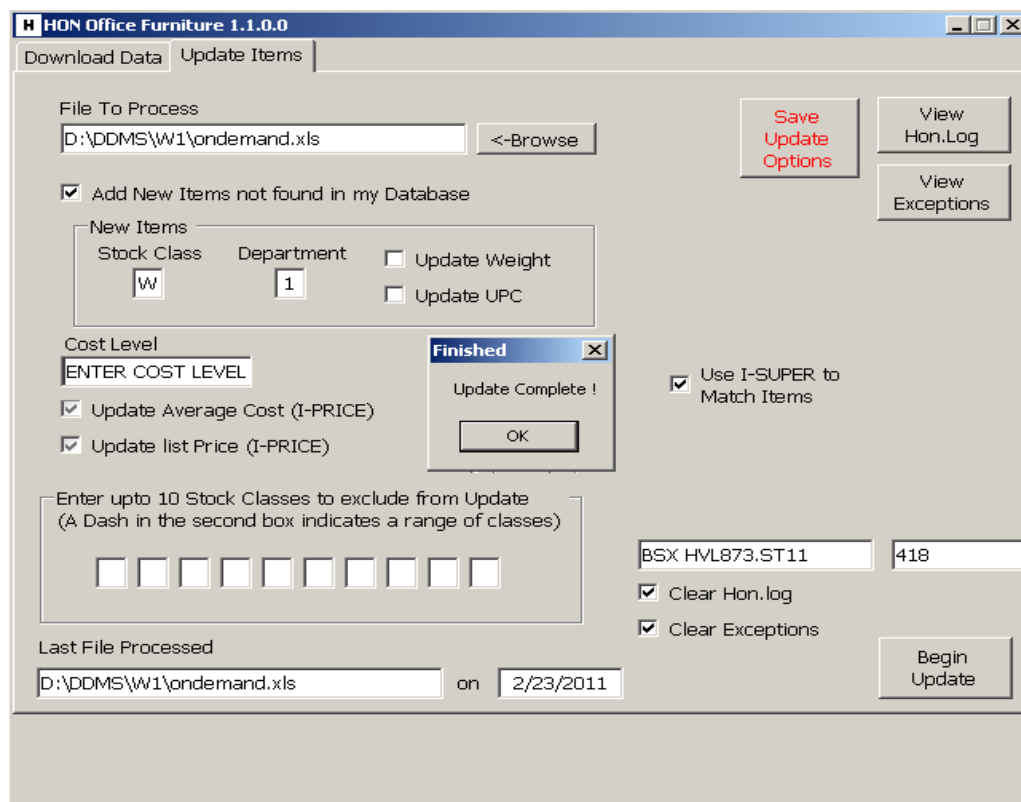
## Setting Up the HON Direct PSN

If you have previously completed the steps in the handout *Setting Up PSN* for any vendor, you are ready to set the HON specific parameters.

Setting parameters to communicate with HON involves:

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

**Figure 6: The Update Complete Dialog Box**



The screenshot shows the 'Update Items' dialog box in the 'HON Office Furniture 1.1.0.0' application. The 'File To Process' field is set to 'D:\DDMS\W1\ondemand.xls'. The 'Add New Items not found in my Database' checkbox is checked. The 'New Items' section shows 'Stock Class' as 'W' and 'Department' as '1'. The 'Cost Level' field is 'ENTER COST LEVEL'. The 'Update Average Cost (I-PRICE)' and 'Update list Price (I-PRICE)' checkboxes are checked. A 'Finished' dialog box is open, displaying 'Update Complete!' and an 'OK' button. The 'Use I-SUPER to Match Items' checkbox is checked. The 'Enter upto 10 Stock Classes to exclude from Update' section is empty. The 'Last File Processed' field shows 'D:\DDMS\W1\ondemand.xls' on '2/23/2011'. The 'Begin Update' button is highlighted.

**Note:** Do not perform the steps listed here until you have executed the steps listed in the handout, *Setting Up PSN*. It is available at <http://www.ddms.com/support/doc/psn.htm>.

## Setting Up the EDI Record

If you already have information in the EDI record of the (L6WB) screen, contact the HON Ready Portal group at 1-800-552-0012 or email them at [honready@honcompany.com](mailto:honready@honcompany.com) and give them this information.

If the EDI record is blank, complete it using these instructions:

- 1 In the DDMS Master Menu, double-click  , then double-click



. In the Parameter Editor window, double-click Text Base Pa-

rameters to access the (L) Parameters screen.

- 2 In the (L6WB) screen, tab to the Qualifier field, as shown in Figure 7. Enter your selection from the following:

Ø1 (This is the preferred qualifier)

12

16

ZZ

**Figure 7: The (L6WB) AT&T EDI IMS Parameters Screen**

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

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- 3 In the ID and Code fields, enter information according to the following:

If your qualifier is Ø1, enter your DUNS number.

If your qualifier is 12, enter your 10-digit business phone number.

If your qualifier is 16, enter your DUNS number plus 4 letters.

If your qualifier is ZZ, this means the ID has been mutually agreed upon.

- 4 Press Enter to save your changes.

## Setting Up Your Vendor Database

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



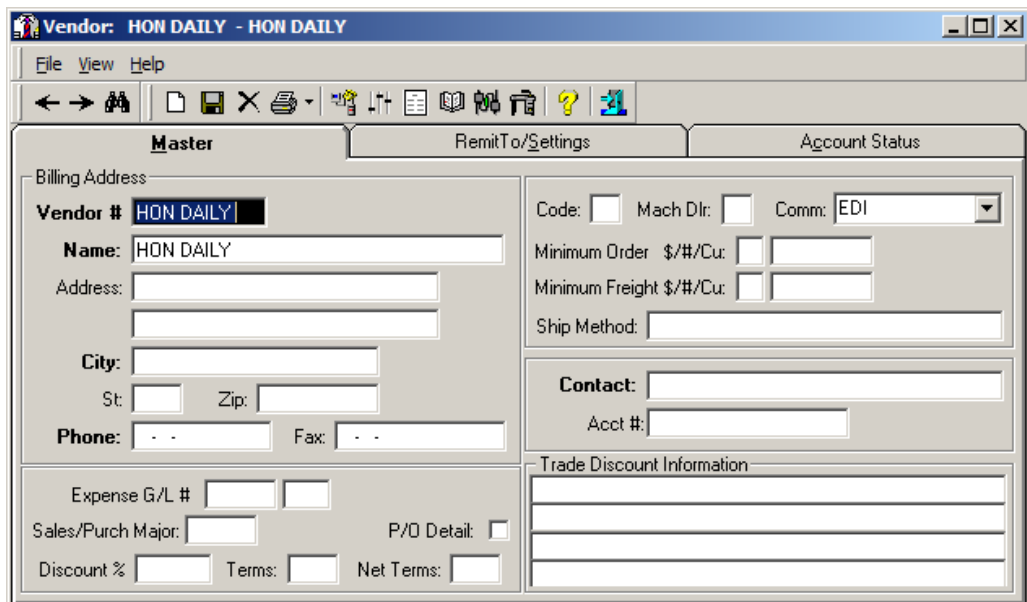


- 1 Set up HON DAILY as a vendor.
  - 1.1 In the Vendor Master tab, click .
  - 1.2 Click the Vendor # box and type **HON DAILY**. See Figure 8.
  - 1.3 Click the Name box and type **HON DAILY**
  - 1.4 Click the Comm box's down arrow. From the menu, click EDI.
  - 1.5 Click .

Figure 8: The Vendor Master Tab



The screenshot shows a software window titled "Vendor: HON DAILY - HON DAILY". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into three tabs: "Master", "RemitTo/Settings", and "Account Status". The "Master" tab is selected and contains the following fields:

- Billing Address:**
  - Vendor #: HON DAILY
  - Name: HON DAILY
  - Address: [Empty]
  - City: [Empty]
  - St: [Empty] Zip: [Empty]
  - Phone: [Empty] Fax: [Empty]
- Code:** [Empty] **Mach Dir:** [Empty] **Comm:** EDI
- Minimum Order \$/#/Cu:** [Empty]
- Minimum Freight \$/#/Cu:** [Empty]
- Ship Method:** [Empty]
- Contact:** [Empty]
- Acct #:** [Empty]
- Trade Discount Information:** [Empty]
- Expense G/L #:** [Empty]
- Sales/Purch Major:** [Empty] **P/O Detail:** [Empty]
- Discount %:** [Empty] **Terms:** [Empty] **Net Terms:** [Empty]

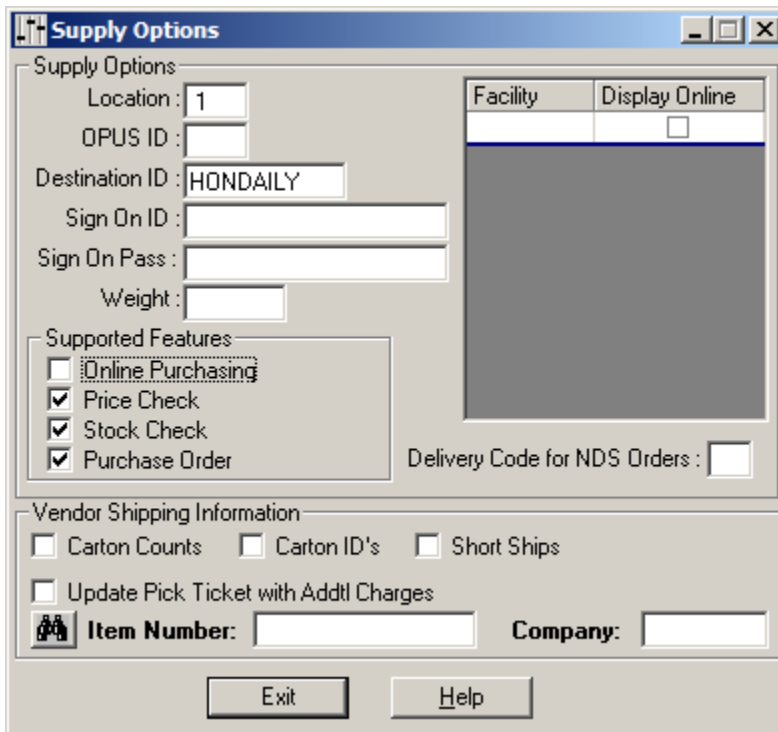
- 2 Set PSN parameters.
  - 2.1 Click .
  - 2.2 The Supply Options dialog box opens, as shown in Figure 9. In the Location box, enter a G/L location, or accept the default of 1.
  - 2.3 In the Destination ID box, type **HONDAILY**
  - 2.4 In the Sign On ID box, enter the contact ID provided by HON DAILY.
  - 2.5 From the Supported Features list, click those to enable. Select 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 HONDAILY as the account number and name.

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

**Figure 9: The Supply Options Dialog Box**



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

## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 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.
- 3 Tab to the Next Customer # field. Note the number in this field and save it for later. See Figure 10.
- 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 the 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.

**Figure 10: The (LA) Customer and A/R Parameters Screen**

```

11:27:32                (LA) Customer And A/R Parameters                01/25/05
=====
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 ?
    
```

## Setting Up & Using HON Direct Via PSN for Supply Dealers


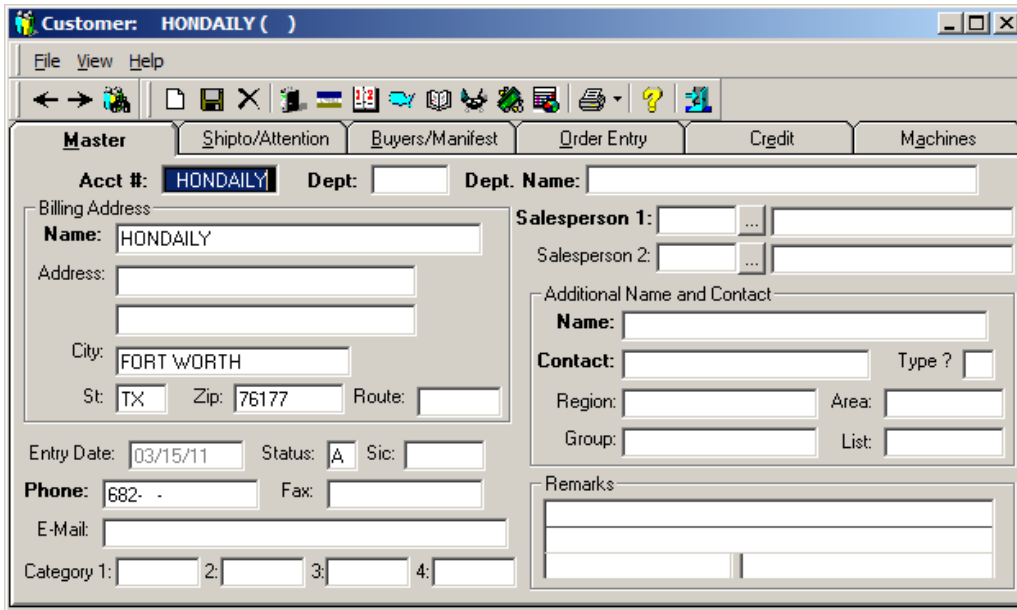
- 3 Click the Acct # box and type **HONDAILY** as the account number. See Figure 11.
- 4 In the Name box, enter a name for the HON customer.
- 5 When you finish, click .
- 6 If you removed the number from the Next Customer # field in the (LA) screen when you started setting up the Customer window, follow 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.

Figure 11:  
Creating a  
Customer  
Record



The screenshot shows a software window titled "Customer: HONDAILY ( )". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Master** (selected tab):
  - Acct #: **HONDAILY** Dept: [ ] Dept. Name: [ ]
  - Billing Address:
    - Name: **HONDAILY**
    - Address: [ ]
    - City: **FORT WORTH**
    - St: **TX** Zip: **76177** Route: [ ]
  - Entry Date: **03/15/11** Status: **A** Sic: [ ]
  - Phone: **682- .** Fax: [ ]
  - E-Mail: [ ]
  - Category 1: [ ] 2: [ ] 3: [ ] 4: [ ]
- Salesperson 1:** [ ] **Salesperson 2:** [ ]
- Additional Name and Contact:**
  - Name: [ ]
  - Contact: [ ] Type ?
  - Region: [ ] Area: [ ]
  - Group: [ ] List: [ ]
- Remarks:** [ ]

## 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 **HONDAILY** and press Enter.
- 3 At the Correct Record prompt, press Enter.
- 4 Tab to the Interchange ID Qualif field and type **12**. See Figure 12.
- 5 In the ID field, type **3192647056**
- 6 Tab to the Interchange Control Std field and type **U**
- 7 In the Version field, type **00401**
- 8 In the Receivers Code Id field, type **3192647056** and press Tab.
- 9 In the Responsible Agency Code field, type **X**
- 10 In the Version field, type **004010**
- 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 **850HOD**


**Figure 12: The (SGA) Trading Partner Parameters Screen**

```

10:21:31          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          06/23/10
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :HON DAILY          Account # HONDAILY          Dept :
          - -
-----
EDI VAN :
Interchange ID Qualif : 12 ID :3192647056          Auto Send : (Y/N)
Auth. Info Qualif. : Info :          Negate Credit Inv. :
Security Info Qualif. : Info :          Use Received Price : (Y/N)
Interchange Control Std:U Version :00401          Using 810 :
Receivers Code Id : 3192647056          Using 855 :
Responsible Agency Code:X Version :004010          Auto Create Orders : (Y/N)
Interchange Control# 10034          Sales Auto Group :
Group Control # 100034          Auto 850 Sendfile :
          Default Selector : 850HOD
          ===== 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 !!
    
```

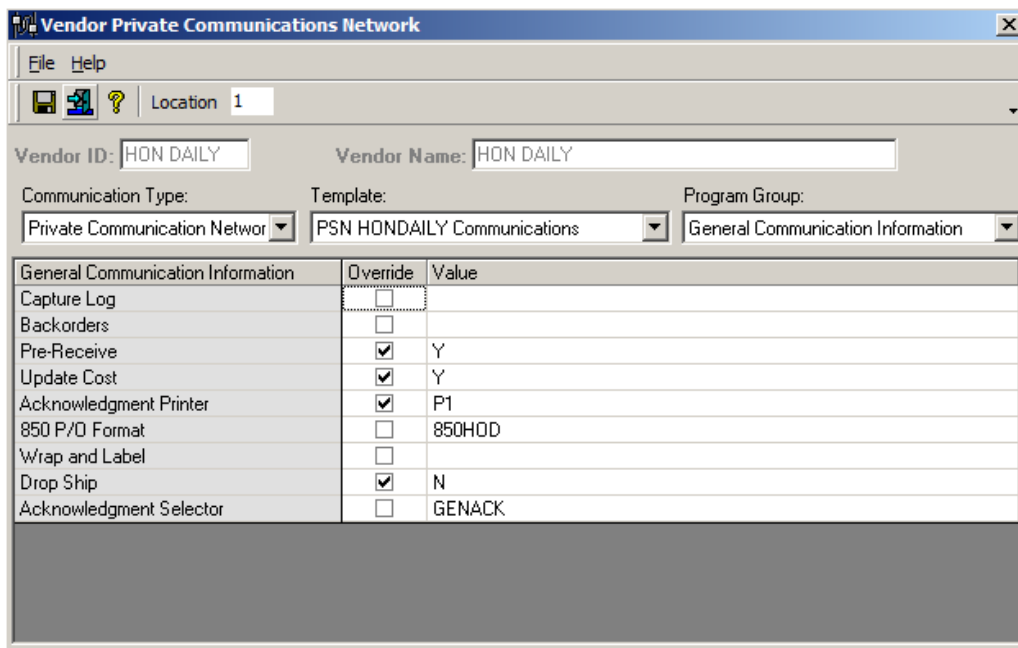
## Setting Communication Parameters

To set up communication parameters in DDMS:


- 1 Set up the Vendor Private Communications Network window.
  - 1.1 In the Vendor window, select the HON DAILY 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 HONDAILY 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 13.
 

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

**Figure 13: The Vendor Private Communications Network Window**



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- 2.2 In the Pre-Receive Value box, type **Y**
  - 2.3 By default, cost is updated. To not update cost, you would type **N** in the Update Cost Value box. For HON, type **Y** or leave this box blank.
  - 2.4 In the Acknowledgment Printer Value box, enter the name of the printer to print the acknowledgment.
  - 2.5 In the 850 P/O Format Value box, type **850HOD**
  - 2.6 By default, the order is shipped to the Shipto address attached to the order. To ship to the dealer, type **N** in the Drop Ship Value box. For HON, type **N**
  - 2.7 In the Acknowledgement Selector Value box, type **GENACK**
  - 2.8 Check the Override boxes that correspond to the Pre-Receive, Update Cost, Acknowledgment Printer, and Drop Ship parameters.
  - 2.9 When finished, click .
- 3 Set up the account information 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 value by entering it in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

The recommended settings for HON are as follows:
    - 3.2 In the Account Number Value boxes, enter your account numbers. The account numbers are obtained from HON.
    - 3.3 Leave all boxes in the Override column blank.

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**Note:** To obtain your account and contract number, contact the HON Ready Portal group at 1-800-552-0122 or email [honready@honcompany.com](mailto:honready@honcompany.com)

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- 3.4 When finished, click .

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4 Set the shipping address parameters in the Vendor Private Communications Network window. See Figure 14.

4.1 From the Program Group drop down list, click Shipto Address. The parameters are listed in the Shipto Address column.

Add a default value by entering it in the Value column.

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

Complete the name and address fields for the dealership's default shipping address, but in particular enter the following values in these boxes:

4.2 In the Shipto Contact Qualifier Value box, type **DC**

4.3 In the Shipto Contact Source Value box, enter **W** to use the additional name information from the Who Called Special. The other options are to type **A** to use the additional name information from the Attention Special or to type **E** to use the additional name information from the End Line Special.

These fields can be populated with Shipto contact information during the order entry phase for drop ship orders; these responses override the default Shipto information.

The screenshot shows the 'Vendor Private Communications Network' window. At the top, there are fields for 'Vendor ID' and 'Vendor Name', both containing 'HON DAILY'. Below these are three dropdown menus: 'Communication Type' (set to 'Private Communication Networ'), 'Template' (set to 'PSN HONDAILY Communications'), and 'Program Group' (set to 'Shipto Address').


Shipto Address	Override	Value
Code	<input type="checkbox"/>	3
Name	<input type="checkbox"/>	DEFAULT SHIPTO NAME
Suite	<input type="checkbox"/>	DEFAULT SHIPTO SUITE
Street	<input type="checkbox"/>	DEFAULT SHIPTO STREET
City	<input type="checkbox"/>	FT. WORTH
State	<input type="checkbox"/>	TX
ZipCode	<input type="checkbox"/>	76262-115
Shipto Contact Qualifier	<input type="checkbox"/>	DC
Shipto Contact Source	<input type="checkbox"/>	W
Shipto Contact Name	<input type="checkbox"/>	DEFAULT SHIPTO (333) 555-1212

**Figure 14:**  
Setting the  
Shipto Address  
Information

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**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 fields. If the Drop Ship Value box in the General Communications screen is 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 transmissions. See the heading **Using PSN**. Check the corresponding Override box to allow these parameters to be changed at the time of communication.


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- 4.4 In the Shipto Contact Name Value box, enter the following value exactly as shown: **DEFAULT SHIPTO (333) 555-1212**
  - 4.5 Leave all boxes in the Override column blank.
  - 4.6 When finished, click .
- 5 Set the billing address parameters in the Vendor Private Communications Network window.
- 5.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.
  - 5.2 Add a default value by entering it in the Value column. For example, to store the name of a business, enter the business name in the Name Value box.


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

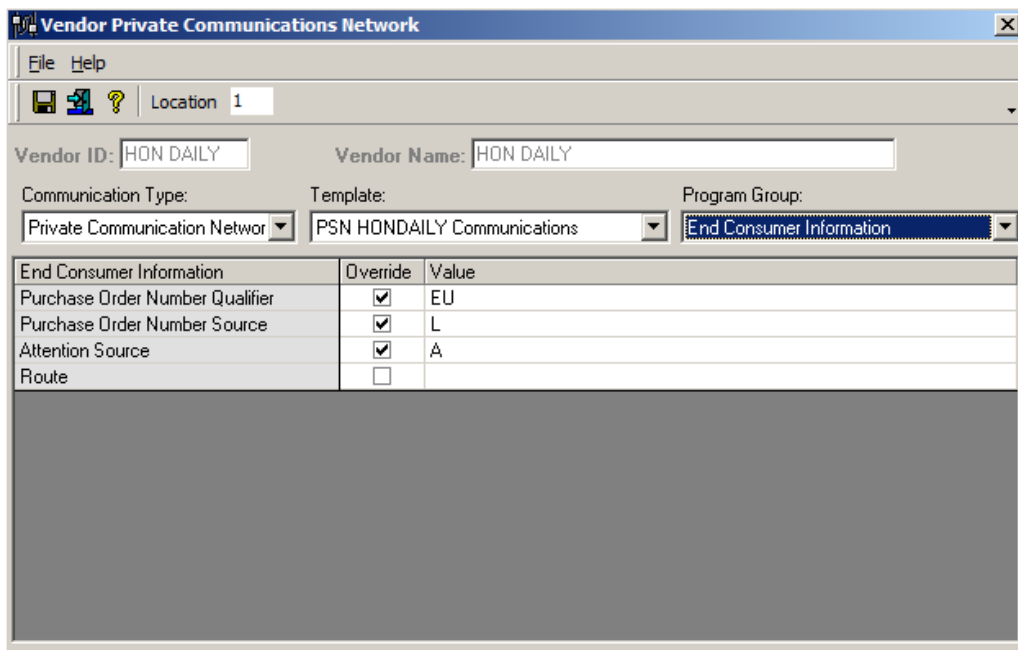
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- 5.3 When finished, click .
- 6 Set the end consumer parameters in the Vendor Private Communications Network window.
- 6.1 From the Program Group drop down list, click End Consumer Information. The parameters are listed in the End Consumer Information column, as shown in Figure 15.  
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.
  - 6.2 In the Purchase Order Number Qualifier Value box, type **EU**

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- 6.3 In the Purchase Order Number Source Value box, type **L** to default to the customer's long P/O, if it exists. (If it is blank, the short P/O number is used, if it exists). The other option is to type **P** to default to your customer's standard short P/O number.
- 6.4 In the Attention Source Value box, type **A** to use the additional name information from the Attention Special. The other options are to type **W** to use the additional name information from the Who Called Special or to type **E** to use the additional name information from the End Line Special.
- 6.5 Check the Override boxes that correspond to the Purchase Order Number Qualifier, Purchase Order Number Source, and Attention Source parameters.
- 6.6 When finished, click .

**Figure 15:**  
Setting the End  
Consumer  
Information




End Consumer Information	Override	Value
Purchase Order Number Qualifier	<input checked="" type="checkbox"/>	EU
Purchase Order Number Source	<input checked="" type="checkbox"/>	L
Attention Source	<input checked="" type="checkbox"/>	A
Route	<input type="checkbox"/>	

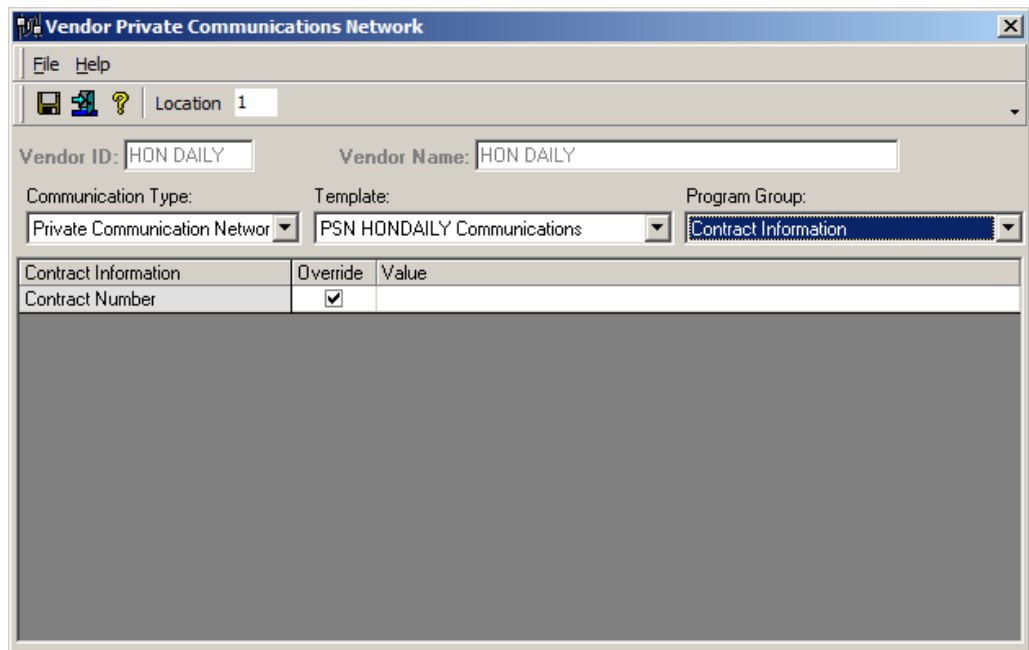
## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 7 Set the Contract Information in the Vendor Private Communications Network window.
  - 7.1 From the Program Group drop down list, click Contract Information. The parameters are listed in the Contract Information column. See Figure 16.

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

The recommended settings for HON are as follows:
  - 7.2 In the Contract Number Value box, enter the contract number. This number is obtained from HON.
  - 7.3 Check the Override box that corresponds to the Contract Number parameter.
  - 7.4 When finished, click .

**Figure 16:**  
Setting the  
Contract  
Information



The screenshot shows a software window titled "Vendor Private Communications Network". It has a menu bar with "File" and "Help". Below the menu bar is a toolbar with icons for save, print, and help, and a "Location 1" dropdown. The main area contains several fields and dropdown menus:


- Vendor ID: HON DAILY
- Vendor Name: HON DAILY
- Communication Type: Private Communication Networ
- Template: PSN HONDAILY Communications
- Program Group: Contract Information

Below these fields is a table with three columns: Contract Information, Override, and Value.

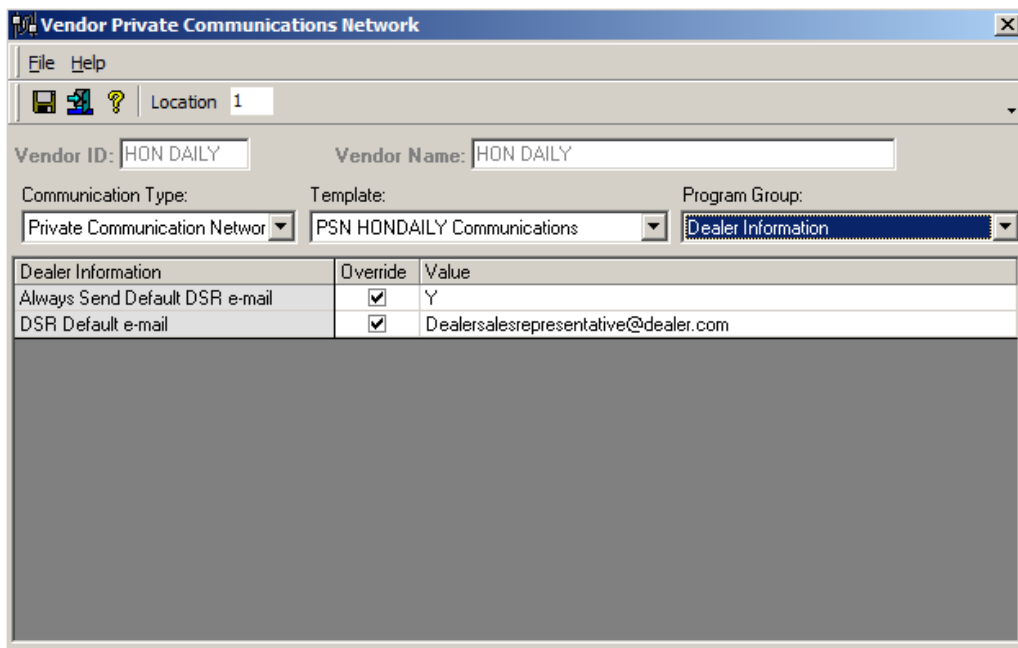
Contract Information	Override	Value
Contract Number	<input checked="" type="checkbox"/>	

## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 8 Set the Dealer Information in the Vendor Private Communications Network window.
  - 8.1 From the Program Group drop down list, click Dealer Information. The parameters are listed in the Dealer Information column. See Figure 17.

The recommended settings for HON are as follows:
  - 8.2 In the Always Send Default DSR Email box, type **Y** for a default email to be sent. The alternative is to type **N** or leave this box blank to attempt to get the email from the sales order, or choose a salesperson's email.
  - 8.3 In the DSR Default Email box, enter the email address.
  - 8.4 Check all boxes in the Override column.
  - 8.5 When finished, click .

**Figure 17:**  
Setting the  
Dealer  
Information



The screenshot shows the 'Vendor Private Communications Network' window. The 'Vendor ID' and 'Vendor Name' fields are both set to 'HON DAILY'. The 'Communication Type' is 'Private Communication Network', the 'Template' is 'PSN HONDAILY Communications', and the 'Program Group' is 'Dealer Information'. Below these fields is a table with columns for 'Dealer Information', 'Override', and 'Value'.

Dealer Information	Override	Value
Always Send Default DSR e-mail	<input checked="" type="checkbox"/>	Y
DSR Default e-mail	<input checked="" type="checkbox"/>	Dealersalesrepresentative@dealer.com

## Using the HON Direct PSN

After building a P/O, you can transmit it online to HON.

**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 address.

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 18.
- 2 Tab to the Who field and type **N** to select HON DAILY.
- 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.

**Figure 18:**  
Transmitting  
P/Os Online

```

11:26:47          (SR) Purchase Order Reports  rev. (06/26/03)          07/30/03
=====
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 ?.   D=Daisytek 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
    
```

## Changing Shipping Information and Completing the Transmission

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 and complete the transmission:

- 1 The Parameter Group options appear, as shown in Figure 19. Note the Parameter Group field is blank. At the Enter Number For Selection prompt, type **0** to select the General Communication Information parameter group.
- 2 The General Communication Information parameter group appears. At the Enter Number For Selection prompt, enter the number that corresponds to the Drop Ship line. This number may differ, depending on the boxes you checked in the Vendor Private Communications Network window. See Figure 20.
- 3 Verify that the Override field is set to Y.
- 4 Tab to the 1-20 field and type **Y** to drop ship the order. If the dealer's shipping address is listed in the communication screen set up, a dealer must set this drop ship order flag to **Y** to ship the P/O directly to the end user's address. Alternately, you can type **N** to use the dealer's default Shipto address.

**Figure 19:**  
Selecting the  
General  
Communication  
Parameter  
Group

```

16:20:22      Vendor Private Communication Network Rev. (11/21/10)      03/23/11
=====
ACTION [C]  A=Add, C=Change, I=Inquire                               Location [ 1 ]
=====
Vendor#HON DAILY      HON DAILY      Code :      G/L #      -

Comm. Type      Template      Parameter Group
[PCN      ]      [HONDAILY      ]      [
Parameter
[      Override [ ]      ]      1-20 [      ]
21-40 [      ]
41-60 [      ]
61-80 [      ]
0 [General Communication Information      ]
1 [Account Information      ]
2 [Shipto Address      ]
3 [Billto Address      ]
4 [End Consumer Information      ]
5 [Supplier Information      ]
6 [Contract Information      ]
7 [Dealer Information      ]

=====
Enter Number for Selection [0]
    
```

## Setting Up & Using HON Direct Via PSN for Supply Dealers

- 5 At the Enter Number For Selection prompt, type C to complete the transmission.
- 6 The P/O is transmitted to HON Daily.

### Receiving Acknowledgements

Once the purchase order is transmitted, the dealer automatically receives a purchase order acknowledgement from HON Daily.

---

**Note:** Using (SR) [C] to retrieve a failed acknowledgement is not a current option.

---

**Figure 20:**  
Selecting the  
Drop Ship Line

```
16:20:22      Vendor Private Communication Network Rev. (11/21/10)      03/23/11
=====
ACTION [C]  A=Add, C=Change, I=Inquire                               Location [ 1 ]
=====
Vendor#HON DAILY      HON DAILY                               Code :      G/L #

  Comm. Type      Template      Parameter Group
  [PCN      ]      [HONDAILY      ]      [General Communication Information      ]
      Parameter

[      Override [      ]      1-20 [Y      ]
      21-40 [      ]
      41-60 [      ]
      61-80 [      ]
0 [Capture Log      ]
1 [Backorders      ]
2 [Pre-Receive      ]
3 [Update Cost      ]
4 [Acknowledgment Printer      ]
5 [850 P/O Format      ]
6 [Wrap and Label      ]
7 [Drop Ship      ]
8 [Acknowledgment Selector      ]

=====
Enter Number for Selection, "N" - Next Page [7]
```