

*Phase II:
Setting Up & Using the
Printer Essentials PSN*



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About the Printer Essentials PSN

DDMS now supports Printer Essentials using Private Supply Network (PSN), allowing you to electronically transmit Purchase Orders from your DDMS to Printer Essentials, making the ordering process easier and more efficient. Using the Vendor MultiLoader program, you can periodically load dealer-specific Printer Essentials pricing into the DDMS Item database. Purchase orders are electronically transmitted to Printer Essentials 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 Printer Essentials PSN. For more information, see the heading **Setting Up and Using the Vendor MultiLoader**.
- 2 Configure the Printer Essentials-specific PSN settings. For more information, see the heading **Setting Up the Printer Essentials 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 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 run the 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

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- 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.
- 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 the MultiLoader to Update DDMS Inventory with Printer Essentials 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 Printer Essentials from the list provided. See Figure 1.
- 2 Complete the Vendor Settings. For more information, see the heading **Setting Vendor Settings**.

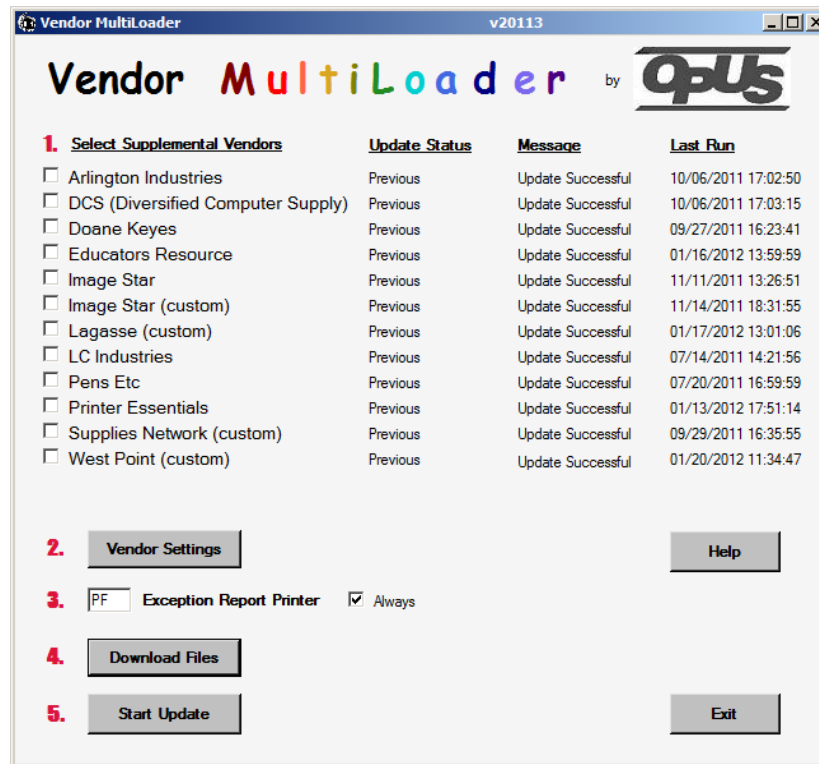


Figure 1: The Vendor MultiLoader

- 3 Designate a printer to print the Exceptions Report.
- 4 Download the vendor files.
- 5 Start the update.

Setting Vendor Settings

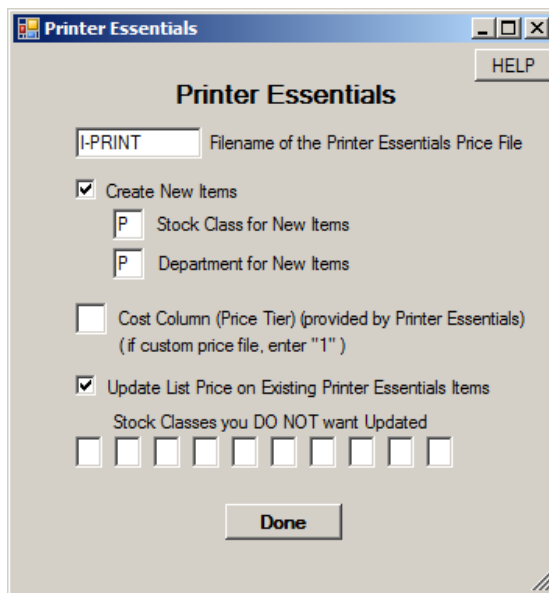
- 1 In the Vendor MultiLoader window, select the vendors' supplemental files to download, by clicking the check box next to Printer Essentials.
- 2 After you've selected Printer Essentials, click Vendor Settings.
- 3 The Vendor Settings dialog box for Printer Essentials appears.
- 4 Accept the default file name of the Printer Essentials update file, I-PRINT, or enter the name of your custom Printer Essentials price file, obtained from Printer Essentials.

Note: If you receive a custom price file from Printer Essentials, you must put it in your OPUS download folder on your DDMS server. The name should be 10 characters or less in length and have .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 Printer Essentials 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.

Figure 2: The Printer Essentials Vendor Settings Box



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

- 7 Enter the Cost Column (price tier) provided to you by Printer Essentials. If you have a custom file, there is only one cost. Enter 1.
- 8 Select the Update List Price on Existing Printer Essentials Items option to load the Printer Essentials 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 to not update.
- 10 When finished, click Done.

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-PRINT.xls is the name of the All Item report for Printer Essentials.

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 Printer Essentials 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 Printer Essentials specific parameters.

Setting parameters to communicate with Printer Essentials involves:

- 1 Setting up your EDI record.
- 2 Setting up your Vendor database.
- 3 Creating a Printer Essentials 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.

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



- 2 In the Parameter Editor window, double-click Text Base Parameters to access the (L) Parameters screen.

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- 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 Printer Essentials and select the features to enable.



- 1 Set up Printer Essentials as a vendor.
 - 1.1 In the Vendor Master tab, click .
 - 1.2 Click the Vendor # box and type **PRINTESS**
 - 1.3 Click the Name box and type **PRINTER ESSENTIALS**
 - 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
                             Id :6203017821
                             Code :6203017821
                             File Type :
                             Backorders : (SA = NO B/O)
                                           (SS = B/O)
-----
                             Location
                             1 [ ]
                             2 [ ]
                             3 [ ]
                             4 [ ]
                             5 [ ]
```

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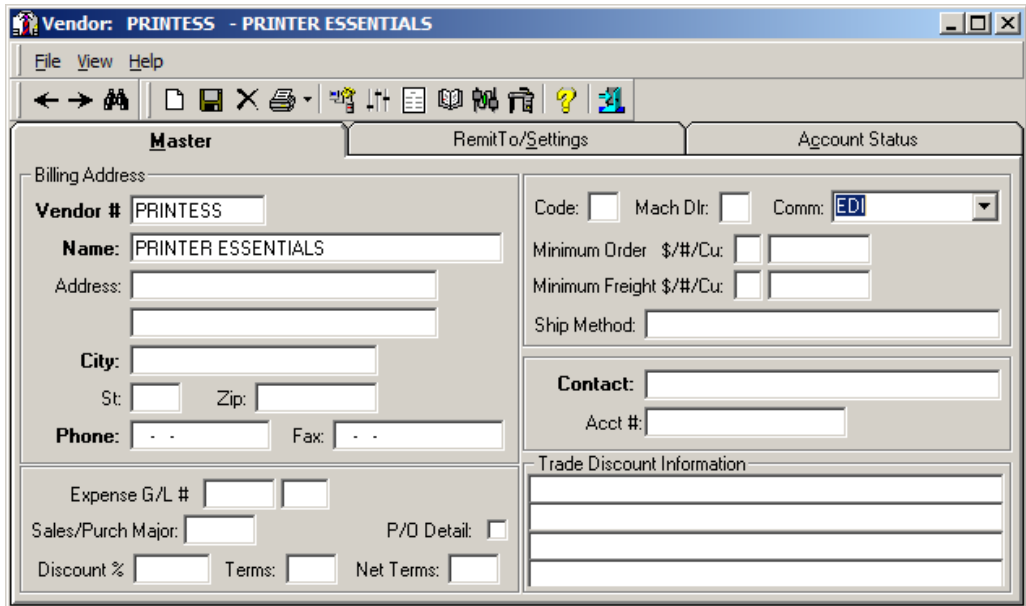
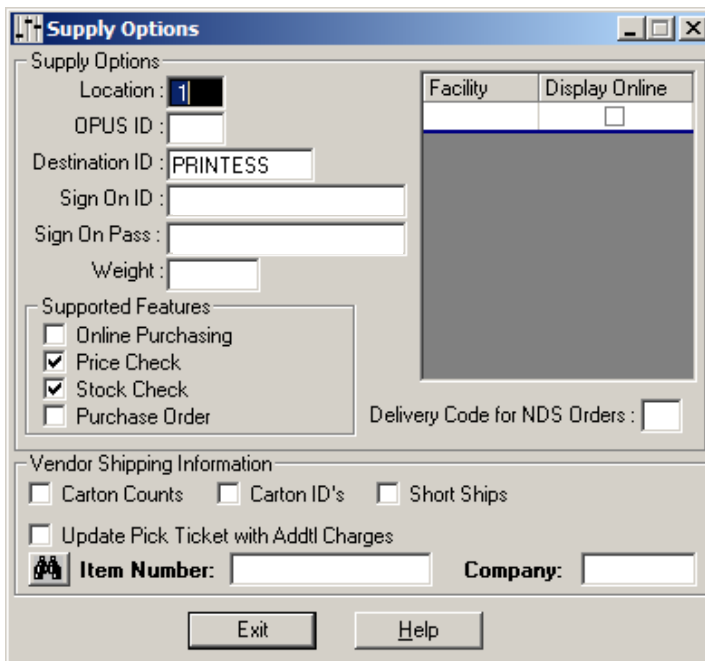
- 2 Set PSN parameters.
 - 2.1 Click .
 - 2.2 The Supply Options dialog box opens. See Figure 5. In the Location box, enter a G/L location, or accept the default of 1.
 - 2.3 In the Destination ID box, enter **PRINTESS**

Figure 4: The Vendor Master Tab




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

Figure 5: The Supply Options Dialog Box



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- 2.4 Leave the Sign On ID and Sign On Pass boxes blank. No ID or password is required.
 - 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 Printer Essentials as the account number and name.

Before you create the customer record, in the (LA) Customer and A/R Parameters screen, you must select the option to allow for manual input.





- 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 Allow Manual Input field and type **Y**, as shown in Figure 6.
- 4 Press Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.
- 5 Press Esc multiple times to return to the Parameter Editor window.

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 ?Y 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 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 **PRINTESS** for the account number. See Figure 7.
- 4 In the Name box, enter a name for the Printer Essentials customer.
- 5 When you finish, click .
- 6 If you changed (LA) Customer and A/R Parameters screen to allow for manual input, follow these instructions to change it back to the original setting.
 - 6.1 In the (LA) screen, type **C** in the Action field.
 - 6.2 Tab to the Allow Manual Input field and type **N**, then press Enter.
 - 6.3 Press Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.

Figure 7:
Creating a
Customer
Record

- 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 **PRINTESS** 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 **PRINTESS**
- 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 **PRINTESS** 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 **850GEN**


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 :PRINTER ESSENTIALS          Account # PRINTESS          Dept :
                                FORT WORTH                TX
                                682- -
-----
EDI VAN :
Interchange ID Qualif : ZZ ID :PRINTESS          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 :PRINTESS                      Using 855 :
Responsible Agency Code:X Version :004010        Auto Create Orders : (Y/N)
Interchange Control#                          Sales Auto Group :
Group Control #                               Auto 850 Sendfile :
                                           Default Selector : 850GEN
                                           ===== 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 !!
    
```

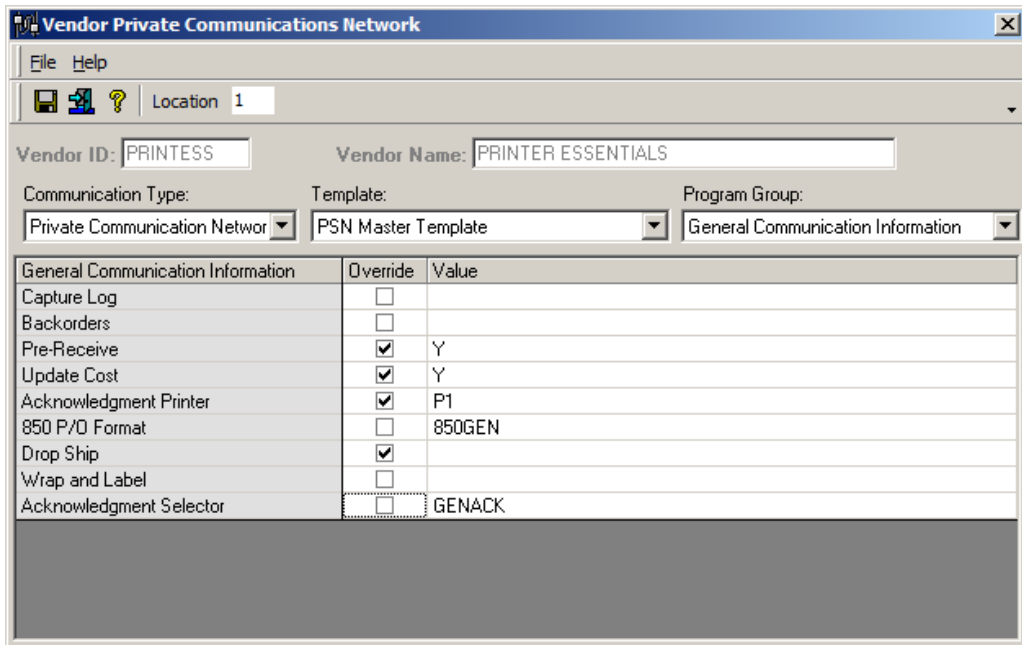
Setting Communication Parameters

To set up communication parameters in DDMS:

- 1 Set up the Vendor Private Communications Network window.
 - 1.1 In the Vendor window, select the Printer Essentials 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 Master Template.
- 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.
 - 2.2 In the Pre-Receive Value box, type Y

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 checked="" type="checkbox"/>	Y
Update Cost	<input checked="" type="checkbox"/>	Y
Acknowledgment Printer	<input checked="" type="checkbox"/>	P1
850 P/O Format	<input type="checkbox"/>	850GEN
Drop Ship	<input checked="" type="checkbox"/>	
Wrap and Label	<input type="checkbox"/>	
Acknowledgment Selector	<input type="checkbox"/>	GENACK

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- 2.3 By default, the cost is updated. If you do not want to update cost, type N in the Update Cost Value box.
- 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 **850GEN**
- 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**

Note: The Wrap & Label function is not currently offered by Printer Essentials. Setting that option at this time results in the Purchase Order acknowledgment to show all items as rejected.


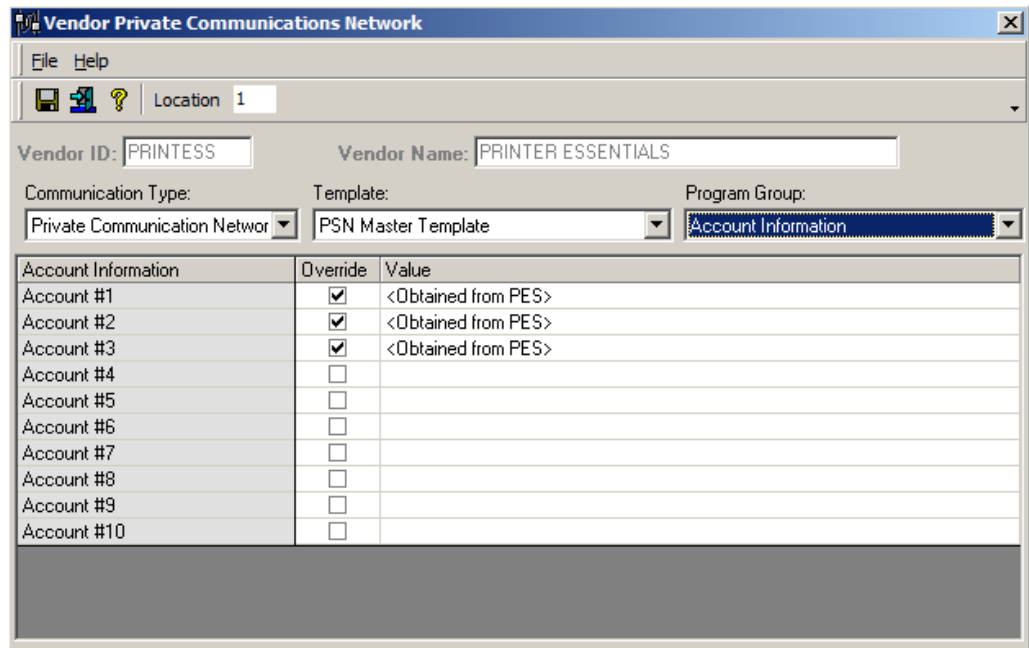
- 2.8 When finished, click .
- 3 Set the account information parameters in the Vendor Private Communications Network window.
 - 3.1 From the Program Group drop down list, click Account Information. The parameters are listed in the Account Information column. See Figure 10. Add a default by entering the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

Figure 10:
Setting the
Account
Information



- 3.2 In the Account Number Value box, enter the account number provided by Printer Essentials.
- 4 Set the shipping address parameters in the Vendor Private Communications Network window.
 - 4.1 From the Program Group drop down list, click Shipto Address, as shown in Figure 11. 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 the heading **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 .

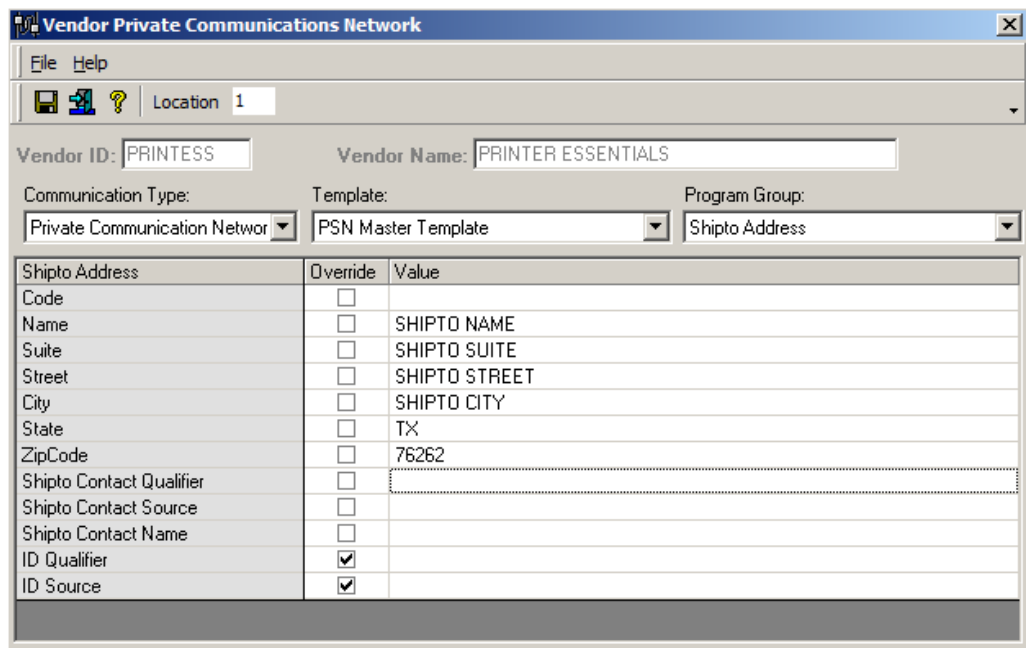



Figure 11:
Setting the
Shipto Address
Information

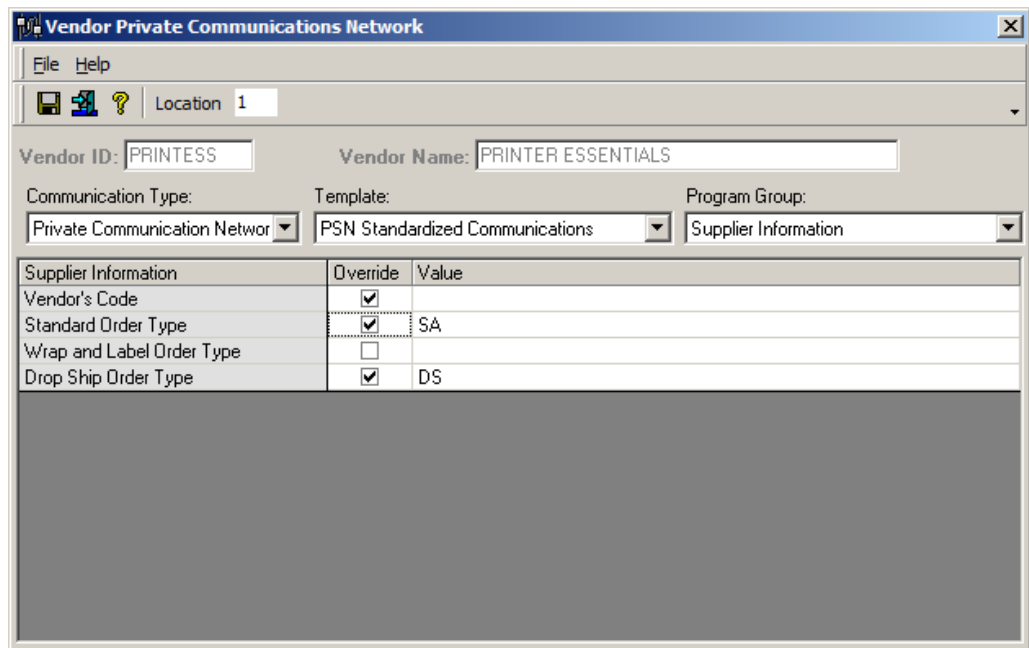
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- 5 Set the billing address parameters in the Vendor Private Communications Network dialog box.
 - 5.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.
 - 5.2 Add a default 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.

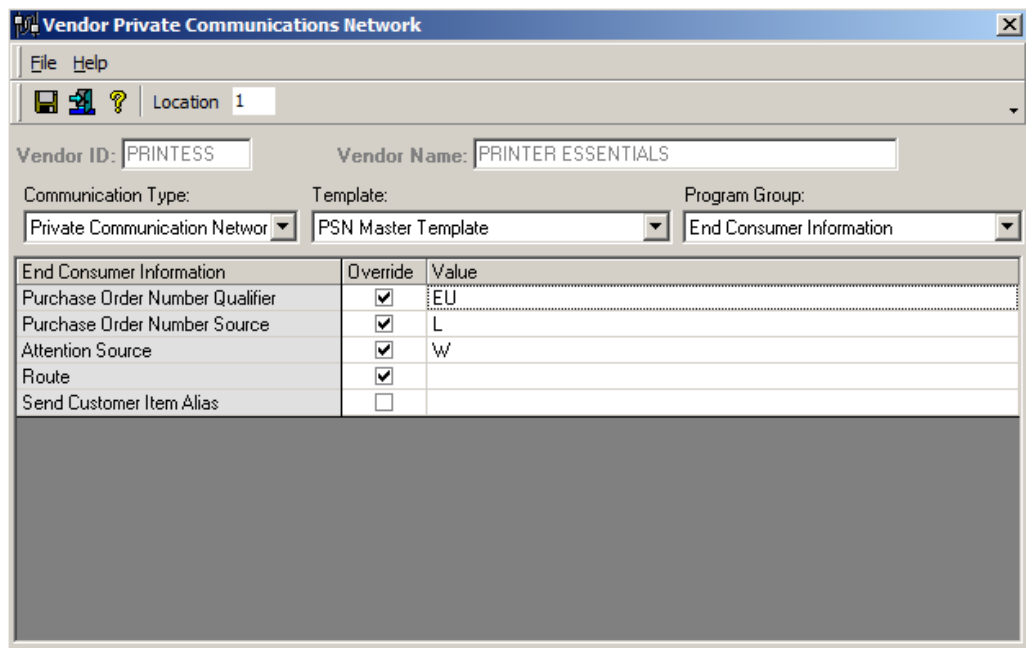
- 5.3 When you finish, click .
- 6 Set the supplier information parameters in the Vendor Private Communications Network window.
 - 6.1 From the Program Group drop down list, click Supplier Information. The parameters are listed in the Supplier Information column. See Figure 12.
 - 6.2 Leave the Vendor's Code Value box blank.
 - 6.3 In the Standard Order Type Value box, type **SA**
 - 6.4 In the Drop Ship Order Type Value box, type **DS**



Supplier Information	Override	Value
Vendor's Code	<input checked="" type="checkbox"/>	
Standard Order Type	<input checked="" type="checkbox"/>	SA
Wrap and Label Order Type	<input type="checkbox"/>	
Drop Ship Order Type	<input checked="" type="checkbox"/>	DS

Figure 12:
Setting the
Supplier
Information

- 7 Set the end consumer parameters in the Vendor Private Communications Network window.
 - 7.1 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 13.
 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 In the Purchase Order Number Qualifier Value box, type **EU**
 - 7.3 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.
 - 7.4 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.
 - 7.5 Leave the Route box blank.
 - 7.6 Leave the Send Customer Item Alias box blank.
 - 7.7 When you finish, click .



The screenshot shows the 'Vendor Private Communications Network' window. At the top, there is a menu bar with 'File' and 'Help'. Below that is a toolbar with icons for save, print, and help, and a 'Location' dropdown set to '1'. The main area contains fields for 'Vendor ID: PRINTESS' and 'Vendor Name: PRINTER ESSENTIALS'. Below these are three dropdown menus: 'Communication Type: Private Communication Networ', 'Template: PSN Master Template', and 'Program Group: End Consumer Information'. At the bottom, there is a table with the following data:

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"/>	W
Route	<input checked="" type="checkbox"/>	
Send Customer Item Alias	<input type="checkbox"/>	

Figure 13:
Setting the End Consumer Information

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- 8 Set the shipping information parameters in the Vendor Private Communication Network window.
 - 8.1 From the Program Group drop down list, click Shipping Information. The parameters are listed in the Shipping Information column, as shown in Figure 14.

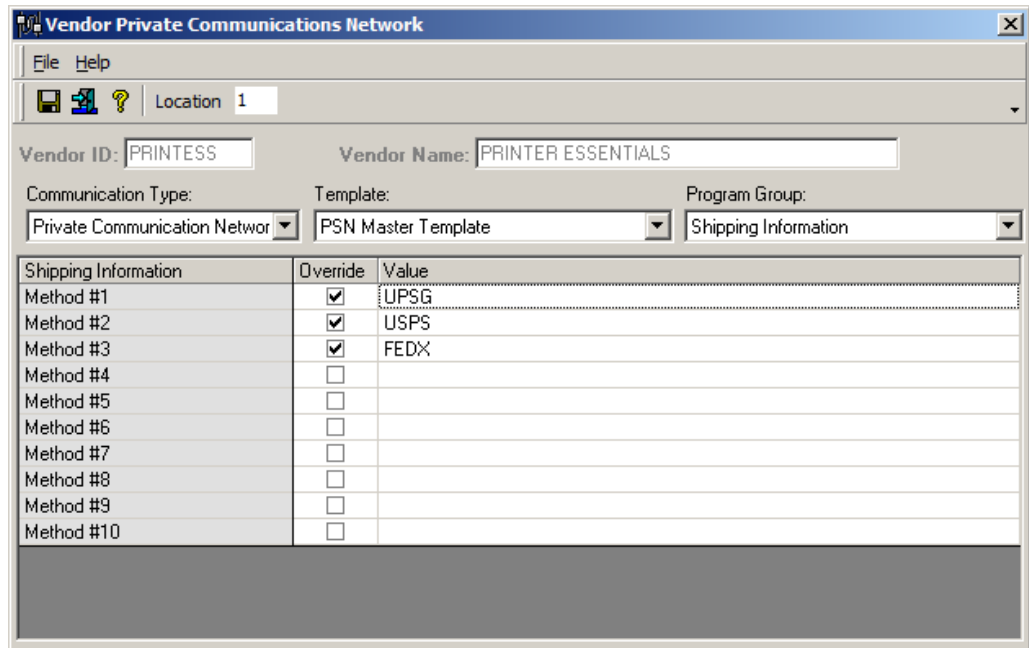
Printer Essentials provides you with the codes for this window.

Check the corresponding Override boxes to allow this information to be changed at the time of communication.

Note: The code entered in the Method #1 Value field must be the same as the default code set up in the Printer Essentials system. If it does not match, the code you setup in the DDMS system as Method #1 takes priority over the default setup in the Printer Essentials system.

- 8.2 When you finish, click .

Figure 14:
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 is a toolbar with icons for save, print, and help, and a 'Location' dropdown set to '1'. The main area contains fields for 'Vendor ID: PRINTESS' and 'Vendor Name: PRINTER ESSENTIALS'. Below these are three dropdown menus: 'Communication Type: Private Communication Networ', 'Template: PSN Master Template', and 'Program Group: Shipping Information'. At the bottom is a table with columns 'Shipping Information', 'Override', and 'Value'.

Shipping Information	Override	Value
Method #1	<input checked="" type="checkbox"/>	UPSG
Method #2	<input checked="" type="checkbox"/>	USPS
Method #3	<input checked="" type="checkbox"/>	FEDX
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 Printer Essentials.

Note: It is not necessary to create a separate purchase order for each drop ship address. You may combine multiple drop ship shipping addresses on a single purchase order.

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 15.
- 2 Tab to the Who field and type **N**
- 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 15:
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

```

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:

- 1 The Parameter Group options appear, as shown in Figure 16. Note the Parameter Group field is blank. At the Enter Number For Selection prompt, type 0 to select the General Communication Information parameter group.

Figure 16:
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# PRINTESS _____ 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]
    
```

Figure 17:
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# PRINTESS PRINTER ESSENTIALS 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 [ ]
61-80 [ ]

0 [[Acknowledgment Printer ]
1 [Drop Ship ]

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

Phase II: Setting Up & Using the Printer Essentials PSN

- 2 The General Communication Information parameter group appears, as shown in Figure 17. 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 Printer Essentials, 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.
- 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 Printer Essentials that the data is being sent to PSN. If you missed an acknowledgement, you can request another from your wholesaler.



Note: To access the (SR) screen in DDMS, double-click **Reports Menu**, then



double-click **Standard P/O**.

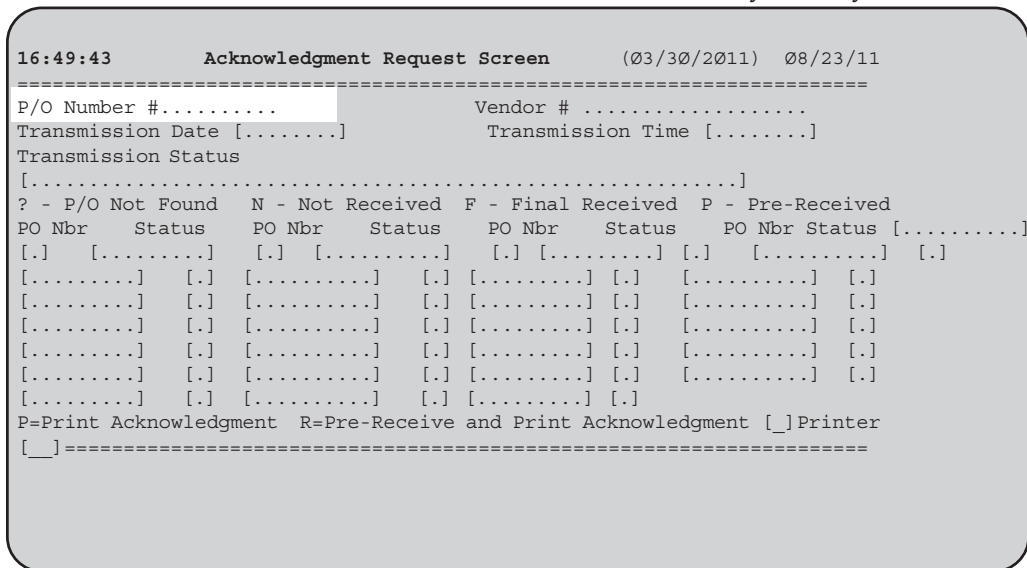
- 1 In the (SR) screen, type **C** in the Request field.
- 2 At the Are You Using Private Supply Network query, type **Y**
- 3 The (SRC) Acknowledgment Request screen opens. In the P/O Number field, enter the number of the P/O for which to request an acknowledgement and press Enter. See Figure 18.
- 4 The requested P/O's information fills the Vendor #, Transmission Date, and Transmission Time fields. The P/O's status appears in the Status field next to the PO Nbr field. If the status is one of the following, go to **Step 5**.

If the status is **N**, the order has not been pre-received

If the status is **F**, the vendor has shipped your order.

If the status is **P**, the vendor has allocated inventory to fill your order.

Figure 18: SRC Acknowledgement Request Screen



Phase II: Setting Up & Using the Printer Essentials PSN

If the status field is blank or is set to ? (question mark), the P/O you requested was not found. Re-enter the P/O number. If the record is still not found, call your vendor for a verbal acknowledgement. Your order may not have been transmitted.

- 5 At the Get Acknowledgment prompt, type **Y**

Pre-Receiving and/or Printing the Acknowledgment

When the vendor receives your order, you can print an acknowledgment or pre-receive and print an acknowledgment.

- 1 Complete the steps to request an acknowledgment. Refer back to the heading **Requesting Acknowledgments**.
- 2 In the P=Print Acknowledgment field:
 - Type **R** to receive and print the acknowledgment.
 - Type **P** to print the acknowledgment without pre-receiving it.

Note: If you do not know if your order has been received, try to pre-receive the order while you print the acknowledgement. You can only pre-receive once, but you can print an acknowledgement as many times as necessary.

- 3 In the Printer field, enter the printer to use and press Enter.
- 4 At the Are You Sure prompt, type **Y**