

*Phase II:  
Setting Up & Using the  
TriMega PSN*



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## Setting Up the TriMega PSN

Once you have completed the steps in the handout, *Phase I: Setting Up PSN*, you're ready to set the TriMega-specific parameters.

Setting parameters to communicate with TriMega involves:

- 1 Contacting TriMega.
- 2 Setting up your EDI record.
- 3 Creating a TriMega customer record.
- 4 Setting up your TriMega parameters.
- 5 Setting up your other vendors.

Email PSN  
installation  
questions to  
[support@eci2.com](mailto:support@eci2.com)

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**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/support/doc/psn.htm](http://www.ddms.com/support/doc/psn.htm).

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### Contacting TriMega

Contact TriMega to request a vendors list. The vendors list has all the information you need for each vendor setup, including the receiver's code. You use the receiver's code when you set up communication parameters.

When you contact TriMega, you need your user name and password. Give them the qualifier, ID and code (if they are already set up) from the (L6WB) AT&T IMS Parameters screen. (See **Setting Up the EDI Record**.)

### Setting Up the EDI Record

If you already have information in the EDI record of the (L6WB) screen, note the qualifier, ID and code on the right side of the screen. Send the information to TriMega. Do not change this information unless you are instructed to do so by TriMega. If the EDI record is blank, complete it using these instructions:

- 1 In DDMS, double-click  then . Next, double-click Text Base Parameters. The (L) Parameters screen opens. Type **6** in the Selection Code field.
- 2 The (L6) Vendor and Wholesaler screen opens. Type **W** in the Selection Code field.
- 3 The (L6W) EDI Network Communications screen opens. Type **B** in the Selection Code field.

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- 4 In the (L6WB) screen, tab to the Qualifier field, type **12**. See Figure 1.

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**Note:** If you already have information in the EDI record of the (L6WB) screen, contact TriMega. They need this information. Do not change this information unless you are instructed to do so by TriMega.

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- 5 In the Id field, enter your company's 10-digit phone number.
- 6 In the Code field, enter your company's 10-digit phone number.
- 7 Press Enter to save your changes.
- 8 Contact TriMega and give them this information.

### Creating a TriMega Customer Record

Before you create the TPA customer record, if your account numbers are automatically assigned, you must clear the Next Customer # field in the (LA) screen.

*To manually assign a customer number, the next customer number in the (LA) screen must be blank.*

- 1 In DDMS, double-click  then . Next, double-click

Text Base Parameters. The (L) Parameters screen opens. Type **A** in the Selection Code field.




**Figure 1: The (L6WB) AT&T EDI IMS Parameters Screen**

```

13:35:12                AT&T EDI IMS Parameters                11/03/04
=====
Modem Parameters                EDI Parameters
-----
Hayes Only ?C                Capture Log ? (Y/N)
Prefix ?9,                    Reliable ?Y
Phone Nbr #18003520192        Baud :9600
                               Code :00
                               Logon Id :OPD000004
                               Password :DDMS.OPUS
                               Qualifier :12
                               Id :62781735
                               Code :62781735
                               File Type :
                               Backorders : (SA = NO B/O)
                                           (SS = B/O)
                               Location
                               1 [ ]
                               2 [ ]
                               3 [ ]
                               4 [ ]
                               5 [ ]
=====
  
```

- 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 2.
- 4 Space through the number in the Next Customer # field, and press Enter.
- 5 Press Esc to return to the Main Menu.

In DDMS's Customer Master tab, create a customer with TPA as the account number.

- 1 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 type **TPA**. See Figure 3.
- 4 In the Name box, enter TriMega Purchasing's name.
- 5 When you finish, click .

**Figure 2: 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 ?
    
```

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- 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 Esc to return to the Main Menu.

### Setting Up TriMega Parameters

To set up your parameters for TriMega, you must:


- Set up TriMega as a vendor.
  - Set communication parameters for TriMega
  - Set up trading partner parameters for TriMega.
- 1 Set up TriMega as a vendor. If you already have a TriMega vendor, retrieve it and go to **Step 1.4** to set up the Comm box.
    - 1.1 In the Vendor Master tab, click .

**Figure 3:  
Creating a  
Customer  
Record**

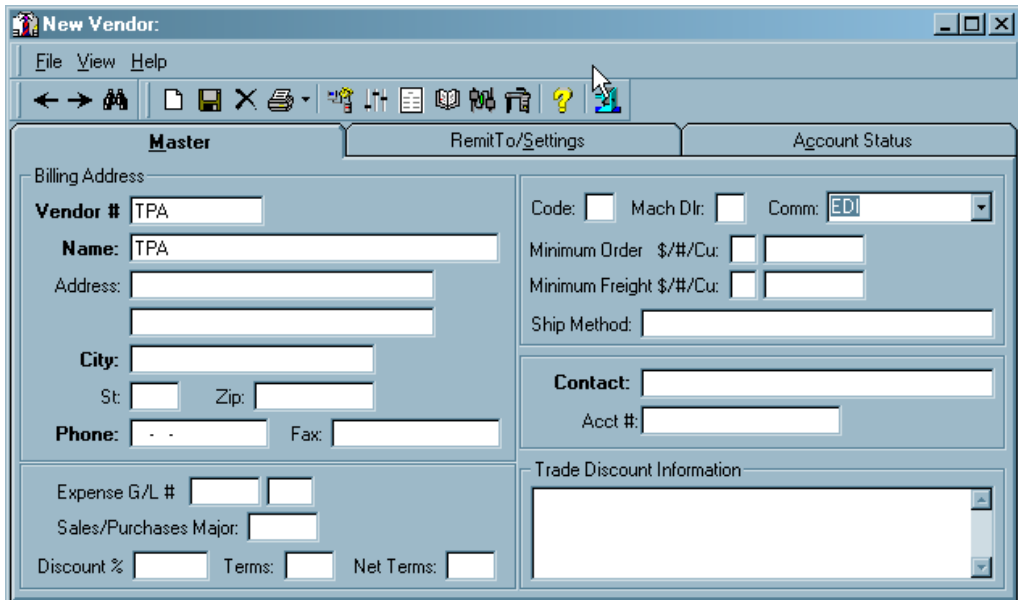
The screenshot shows a software window with a menu bar (File, View, Help) and a toolbar. Below the toolbar are several tabs: Master, Ship to/Attention, Buyers/Manifest, Order Entry, Credit, and Machines. The 'Master' tab is active. The form contains the following fields and values:

- Acct #: TPA
- Dept: [Empty]
- Dept. Name: [Empty]
- Billing Address:
  - Name: TPA
  - Address: [Empty]
  - City: [Empty]
  - St: [Empty] Zip: [Empty] Route: [Empty]
- Salesperson 1: [Empty]
- Salesperson 2: [Empty]
- Additional Name and Contact:
  - Name: [Empty]
  - Contact: [Empty] Type ? [Empty]
  - Region: [Empty] Area: [Empty]
  - Group: [Empty] List: [Empty]
- Entry Date: 02/19/96
- Status: G
- Sic: [Empty]
- Phone: 817- [Empty]
- Fax: [Empty]
- E-Mail: [Empty]
- Category 1: [Empty] 2: [Empty] 3: [Empty] 4: [Empty]
- Remarks: [Empty]

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- 1.2 Click the Vendor # box and enter a vendor number for TriMega.
- 1.3 Click the Name box and enter a name for TriMega.
- 1.4 Click the down arrow in the Comm box and select EDI. See Figure 4.
- 1.5 Click .




**Figure 4:  
Creating a  
Vendor Record  
For TPA**



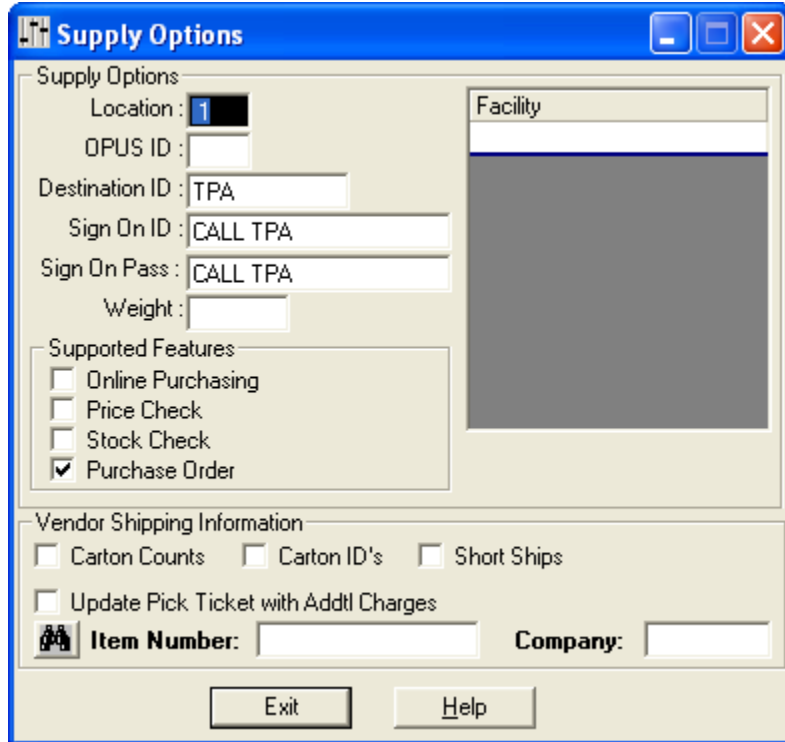
The screenshot shows a software window titled "New Vendor:" with a menu bar (File, View, Help) and a toolbar. The window is divided into three tabs: "Master", "Remit To/Settings", and "Account Status". The "Master" tab is active and contains the following fields:

- Billing Address:**
  - Vendor #: TPA
  - Name: TPA
  - Address: (empty)
  - City: (empty)
  - St: (empty) Zip: (empty)
  - Phone: (empty) Fax: (empty)
- Code:** (empty) **Mach Dir:** (empty) **Comm:** EDI (selected in dropdown)
- Minimum Order \$/#/Cu:** (empty)
- Minimum Freight \$/#/Cu:** (empty)
- Ship Method:** (empty)
- Contact:** (empty)
- Acct #:** (empty)
- Trade Discount Information:** (empty)
- Expense G/L #:** (empty)
- Sales/Purchases Major:** (empty)
- Discount %:** (empty) **Terms:** (empty) **Net Terms:** (empty)

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- 2 Set PSN parameters for TriMega.
  - 2.1 In the Vendor Master tab, click .
  - 2.2 The Supply Options dialog box opens, as shown in 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 your TriMega's ID exactly as follows: **TPA**
  - 2.4 In the Sign On ID box, enter the ID provided by TriMega.
  - 2.5 In the Sign On Pass box, enter the password provided by TriMega.
  - 2.6 From the Supported Features list, click Purchase Order.
  - 2.7 When you finish, click Exit.
- 3 Click .
- 4 Set up the Vendor Private Communications Network dialog box for TPA.
  - 4.1 In the Vendor window, open the Vendor Private Communications Network dialog box. To do so, click View and select PCN; press Ctrl + U; or click .

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



Supply Options

Supply Options

Location : 1

OPUS ID :

Destination ID : TPA

Sign On ID : CALL TPA

Sign On Pass : CALL TPA

Weight :

Facility

Supported Features

Online Purchasing

Price Check


Stock Check

Purchase Order

Vendor Shipping Information

Carton Counts  Carton ID's  Short Ships


Update Pick Ticket with Addtl Charges

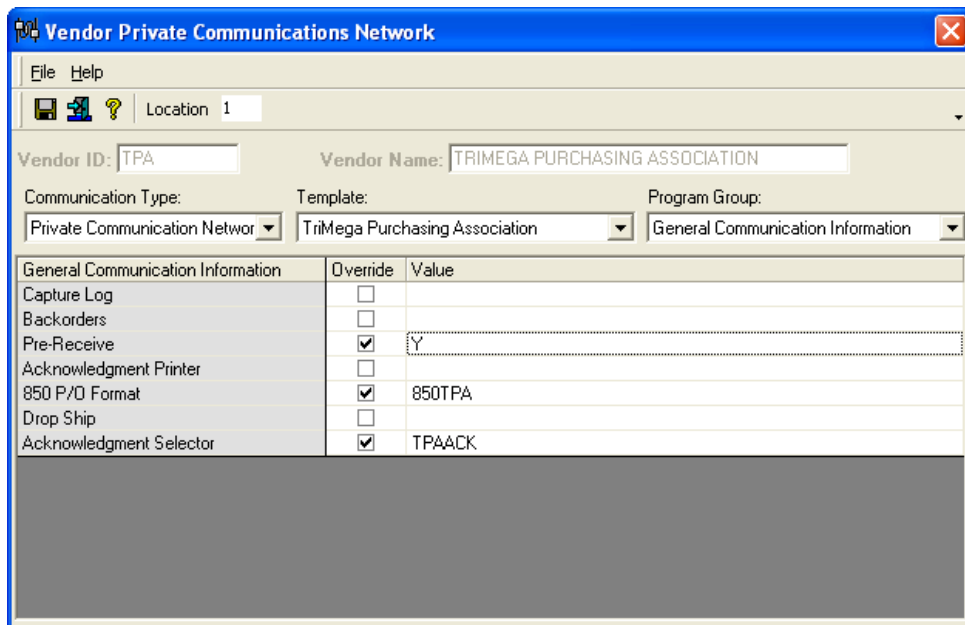
 Item Number:  Company:

Exit Help

- 4.2 From the Communication Type drop down list, select Private Communication Network.
- 4.3 From the Template drop down list, select TriMega Purchasing Association.
- 5 Set the general communications parameters in the Vendor Private Communications Network dialog box.
  - 5.1 From the Program Group drop down list, click General Communications Information. The available parameters are listed in the General Communication Information column.
  - 5.2 Add a default by entering the default information in the Value column. For example, to create a capture log file, enter the log file settings in the Value box.
 


You may set these as you choose with the following exceptions, shown in Figure 6:

    - In the Pre-Receive Value box, type **Y**
    - In the 850 P/O Format Value box, type **850TPA**
    - In the Acknowledgment Selector Value box, type **TPAACK**
  - 5.3 When you finish, click .



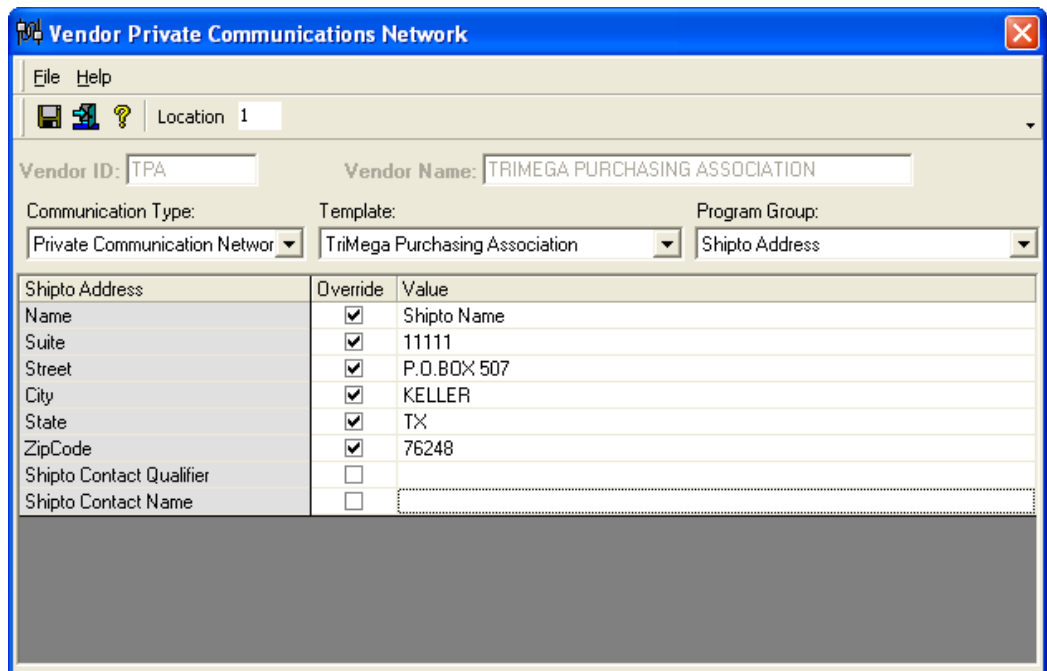
**Figure 6: Setting the General Communication Parameters**

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- 6 Set the Supplier Information parameters.
  - 6.1 From the Program Group drop down list, click Supplier Information. The available parameters are listed in the Supplier Information column.
  - 6.2 In the Vendor's Code Value box, type **6019825650** for TPA.
- 7 The billing address from the (LØ) screen is sent to TriMega. However, you can set a different address in the Vendor Private Communications Network dialog box. (This step is optional.)
  - 7.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.
  - 7.2 Add a default by entering the default information in the Value column. For example, to store the name of a business, enter the name in the Name Value box.
  - 7.3 When you finish, click .
- 8 The shipping address set in the (LØ) Global Master Parameters screen is sent to TriMega. However, you can set a different address in the Vendor Private Communications Network dialog box, as shown in Figure 7. (This step is optional.)
  - 8.1 From the Program Group drop down list, click Shipto Address. The available parameters are listed in the Shipto Address column.


*You only set up trading partner parameters for TPA. Do not set up the (SGA) screen for your other vendors.*

**Figure 7: Setting the Shipping Address**



Shipto Address	Override	Value
Name	<input checked="" type="checkbox"/>	Shipto Name
Suite	<input checked="" type="checkbox"/>	11111
Street	<input checked="" type="checkbox"/>	P.O. BOX 507
City	<input checked="" type="checkbox"/>	KELLER
State	<input checked="" type="checkbox"/>	TX
ZipCode	<input checked="" type="checkbox"/>	76248
Shipto Contact Qualifier	<input type="checkbox"/>	
Shipto Contact Name	<input type="checkbox"/>	

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

8.3 When you finish, click .

9 Set up trading partner parameters for TriMega. You set up trading partner parameters in the text-based (SGA) screen. Open your TBL client to access the DDMS Master Menu.

9.1 In the (SGA) screen, type C in the Action field. See Figure 8.

9.2 Tab to the Account # field and retrieve the TPA customer you added earlier, then press Enter.

9.3 At the Correct Record prompt, press Enter.

9.4 Tab to the Interchange ID Qualif field and type 12.

9.5 In the ID field, type 6019825650.

9.6 Tab to the Interchange Control Std field and type U.

9.7 In the Version field, type 00400.

9.8 In the Receivers Code Id field, type 6019825650 and press Tab.

9.9 In the Responsible Agency Code field, type X.

9.10 In the Version field, type 004010.

9.11 Tab to the Test Indicator field and type P.

*When working in any text-based screen, remember to keep your Caps Lock on.*

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

```

13:22:52          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          11/03/04
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :TRIMEGA PURCHASING ASSOC          Account #          TPA Dept :
-----
EDI VAN :
Interchange ID Qualif :12 ID :6019825650          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 :00400          Using 810          :
Auto 850 Sendfile    :          Using 855          :
Default Selector     :          Receivers Code Id   :6019825650
Interchange Control# :          Responsible Agency Code :X
Group Control #      :200000          Version :004010
===== AOPD Use Only =====
Test Indicator :P (T/P) Buy Unit :S (S/M/W) | Contract #...
Acknowledgement : Customer Ref : | Location #.....
Release/Contract : 1:A 2: | Contracting Dealer #...
Round Quantities when Needed U/D/R ? Seg Term:~~ | Reports Used :.
-----
** ENTER DATA OR <?> FOR HELP !!
    
```

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- 9.12 Tab to the Buy Unit field and type **S**.
- 9.13 Tab to the Seg Term field and type **~~**.
- 9.14 The number in the Interchange Control field increases by one with each transaction. To enter a starting point, type **10000** and press Tab.
- 9.15 The number in the Group Control field increases by one with each transaction. To enter a starting point, type **200000** and press Enter.

### Setting Up Your Other Vendors




Once you've finished setting up your TriMega vendor, you must set up the same information for each vendor that you use who trades through TriMega. For each vendor, you must:

- Set up your Vendor database.
  - Set communication parameters.
  - Set electronic invoicing parameters.
- 1 Create a vendor record for each of the vendors who trades with TPA. Contact Linda Kusiolek at TPA for a copy of the TPA Vendors List.

---

*New vendors are added frequently to the TPA Vendors List. For the latest information, contact Linda Kusiolek at TPA.*

---

- 1.1 In the Vendor Master tab, click .
  - 1.2 Click the Vendor # box and enter a vendor number for this vendor. For example, to set up Smead as a vendor, type SMD in the Vendor # box. If you have already set up this vendor in your database, go to **Step 4** to set up the Comm box.
  - 1.3 Click the Name box and enter a name for this vendor. For Smead, you would type Smead Manufacturing.
  - 1.4 Click the down arrow in the Comm box and select EDI.
  - 1.5 Click .
- 2 Set PSN parameters for this vendor.
    - 2.1 In the Vendor Master tab, click .
    - 2.2 The Supply Options dialog box opens. In the Location box, enter a G/L location, or accept the default of 1.
    - 2.3 In the Destination ID box, enter your TriMega's ID exactly as follows: **TPA**
    - 2.4 In the Sign On ID box, enter the ID provided by TriMega.
    - 2.5 In the Sign On Pass box, enter the password provided by TriMega.



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- 7 You can send up to two bin locations per vendor on the purchase order. The bin locations print on the packages you receive from the manufacturers. Bin Location 1 and Bin Location 2 print on the package label, separated by a slash. For example, you might set Bin Location 1 for this item as the primary bin from the I-AUX file, say A1. You could set Bin Location 2 to the secondary bin from the I-AUX file, say B2. The bin location on the package label would print as A1/B2. (This step is optional.)
  - 7.1 From the Program Group drop down list, click Line Item Information.
  - 7.2 Click the Reference Qualifier box and type **BO**. See Figure 9.
  - 7.3 Click the Value box for Bin Location 1. Enter the appropriate code.
    - Type **P** to set this as the primary bin from the I-AUX file.
    - Type **S** to set this as the secondary bin from the I-AUX file.
    - Type **1** to set this as the Bulk 1 Bin from the I-BULK file.
    - Type **2** to set this as the Bulk 2 Bin from the I-BULK file.

Using the example above, you would set this box to P.

**Figure 9: Setting the Line Item 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 dropdown menu currently showing "Location 1".

The main area contains several fields and dropdown menus:

- Vendor ID: TPA
- Vendor Name: TRIMEGA PURCHASING ASSOC
- Communication Type: Private Communication Networ
- Template: TriMega Purchasing Association
- Program Group: Line Item Information



Below these fields is a table with the following data:

Line Item Information	Override	Value
Reference Qualifier	<input checked="" type="checkbox"/>	BO
Bin Location 1	<input checked="" type="checkbox"/>	P
Bin Location 2	<input checked="" type="checkbox"/>	S



## Using PSN

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

- 1 In DDMS, double-click  , then double-click .
- 2 In the (SR) Purchase Order Reports screen, type **B** in the Request field.
- 3 Tab to the Who field and type **N** to select TriMega. See Figure 10.
- 4 Use the P/O Numbers # field and the To # field to specify the P/Os to send.
  - To send a single P/O, in the P/O Numbers # field, enter the number of the P/O to send. Go to **Step 5**.
  - To send multiple P/Os, in the P/O Numbers # field, enter the number of the first P/O to send. In the To # field, enter the number of the last P/O.
- 5 Press Enter until the Are You Sure prompt appears. Type **Y**.

**Figure 10:**  
**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 N.   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
    
```

- 6 Now you can change shipping information or complete the transmission.

## Changing Shipping Information

Before completing transmission of the purchase order, you can change the shipping information.

If you are not changing the default information, at the Enter Number for Selection prompt, type **C**. The P/O is transmitted to TriMega.

To change the shipping information (for example, to drop ship an order):

- 1 At the Enter Number For Selection prompt, type **1**.
- 2 In the Override field, type **Y** and press Tab.
- 3 In the 1-20 field, enter the appropriate code.
  - For blind drop-shipping, type **BS**. See Figure 11.
  - For drop-shipping, leave this field blank.
- 4 At the Enter Number For Selection prompt, type **C** to complete the transmission.
- 5 The P/O is transmitted to TriMega.

**Figure 11:**  
**Changing the Drop Ship Line**

```

16:37:38      Vendor Private Communication Network Rev. (06/13/03)      03/16/06
=====
ACTION [C]  A=Add, C=Change, I=Inquire                               Location [ 1 ]
=====
Vendor#TPA      TRIMEGA                                           Code :A  G/L #  -

  Comm. Type      Template      Parameter Group
  [PCN          ]  [TRIMEGA     ]  [Supplier Information          ]
      Parameter
[Drop Ship Order Type      ]  1-20 [BS          ]
      Override [Y]          21-40 [          ]
                               41-60 [          ]
0 [Vendor's Code          ]  61-80 [          ]
1 [Drop Ship Order Type    ]
2 [Shipping Method         ]

=====
Enter Number for Selection [1]
    
```

## Using Acknowledgments

Acknowledgments are not printed or pre-received automatically. You can:

- Check a P/O's status
- Request an acknowledgment
  - Full acknowledgment
  - Functional acknowledgment
- Pre-receive and/or print an acknowledgment.

## Checking a P/O's Status

The EDI Transaction Monitor screen is updated with information from the P/O being sent to TPA. There is also an entry for the acknowledgment being received by TPA. This monitor lets you verify the P/O was received by TPA, not by the vendor.

- 1 In the (SG) EDI Communications screen, type T. See Figure 12. The EDI Transaction Monitor opens, displaying the P/O's information.
- 2 To find a P/O number, type A in the EDI Transaction Monitor screen.
- 3 The cursor returns to the (SG) screen. In the Action field, type N.
- 4 The P/O numbers appear in the P/O # and the corresponding To fields.

**Figure 12: The Action Field in the (SG) EDI Communications Screen**

```

09:46:48          (SG) EDI Communications Screen rev. (12/02/04)          02/24/05
=====
Processing Functions :
(A) Set Up Trading Partner Parameters
(B) Build For Transmission          File [P-MASTER ] Vol. [SR??]
(C) Process Received File
(K) Build P/O File For Sharp        Transaction Set to Process [.....]
Communication Functions :
(D) Send Files
(E) Receive Files
(F) Interactive Mode                Acct #..... Dept :....
(G) Purge Records                   Name :.....
(H) Fax File                         .....
(I) Fax Purchase Orders              .....
(J) Pricing Matrix                   .....
(T) Transaction Monitor
P/O #[.....] To [.....] Invoice #[.....-] To [.....-]
Vndr#[.....] To [.....] Cust #[.....] To [.....]
Vendor Code [.] To [.]
File Name [.....] Vol. Ser. [W2??]

Action [T]          Location [..] Line [M1] Printer [P1] Copies [ 1]
=====
    
```

### Requesting an Acknowledgment

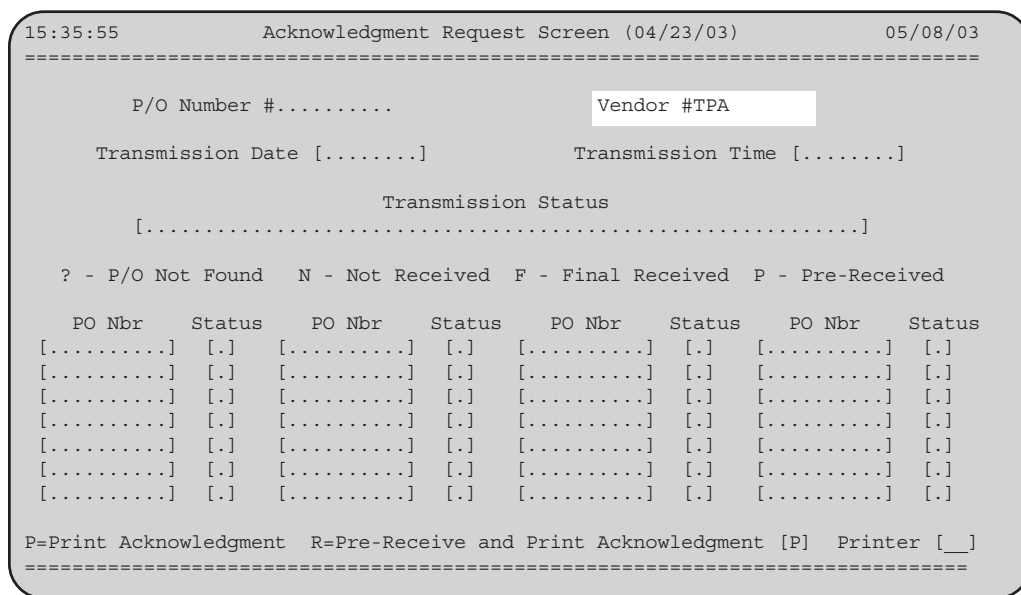
Some vendors send full acknowledgments (855s) and some do not. Contact TPA to find out which vendors do and which do not. To download a full acknowledgment:

- 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. Tab to the Vendor # field and type **TPA** to download all acknowledgments. See Figure 13.
- 4 At the Get Acknowledgment prompt, type **Y**.
- 5 Go to **Pre-Receiving and/or Printing the Acknowledgment**.

For vendors that do not send an acknowledgment, you can request a functional acknowledgment (997). To request a functional acknowledgment:

- 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) screen opens. Tab to the P/O Number # field and enter the P/O number.
- 4 At the Get Acknowledgment prompt, type **Y**.
- 5 Go to **Pre-Receiving and/or Printing the Acknowledgment**.

**Figure 13: The Vendor # field in the (SRC) Acknowledgement Request Screen**



### **Pre-Receiving and/or Printing the Acknowledgment**

When the vendor has received 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 **Re-requesting an Acknowledgment**.
- 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.

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**Note:** Once you print an acknowledgment, you cannot pre-receive it. Contact TriMega to repost the acknowledgment.

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

### **Purging Acknowledgments**

You can clear acknowledgments from the Acknowledgment report (printed using the (SR) [C] program).

- 1 In the (SG) EDI Communications screen, type **G** in the Action field.
- 2 In the Purge Type field, type **V**.
- 3 At the Are You Sure prompt, type **Y**.

## Appendix: TPA Sample Vendors List

*These are some sample TPA vendors. New vendors are added frequently. For the latest information, contact Linda Kusiolek at TPA.*

This is a list of a few sample TPA vendors. It is accurate at the time of publication. However, new vendors are added frequently. For the latest information, contact Linda Kusiolek at TPA.

<b>Vendor Number</b>	<b>Vendor Name</b>	<b>Receiver's Code</b>
MMM	3M Company	006173082
SAN	Sanford Corporation	6111970034
SMD	Smead Manufacturing	6124382021
TPA	TriMega Purchasing Assoc.	6019825650
XER	Xerox Corporation	049591852