



*Phase II:
Setting Up & Using
ActionEmco's
PSN*

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Setting Up ActionEmco's PSN

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

To find instructions for another trading partner, go to www.ddms.com/support/doc/psn.htm

Note: Do not perform the steps listed here until you have configured the Utiltext program and set up the (L6X) PSN Parameter screen. For instructions, see the handout *Phase I: Setting Up PSN*. It is available at www.ddms.com/support/doc/psn.htm.

If you have questions about DDMS software or its installation, please contact ECI support. However, if you have questions about PSN, please email comm@eci2.com.

Setting ActionEmco Communication Parameters



- 1 In Ensite Pro, double-click , then double-click .
- 2 In the Parameter Editor window, double-click Text Base Parameters to access the (L) Parameters screen.
- 3 In the (L) screen, type **6** in the Selection Code field. The (L6) Vendor & Wholesaler Communications screen opens.
- 4 In the (L6) screen, type **J** in the Selection Code field.
- 5 The cursor moves to the Emco Parameters field. Tab to the Emco Direct field, shown in Figure 1.

Figure 1: Setting Up the (L6J) Screen

Communication Parameters				Emco Parameters [1]			
Hayes Only ?	Capture Log ? (Y/N)	Acct Id [40]	Pass [TEST]				
Prefix ?	Reliable ?	Account #1 [40]	[P1]				
P/O Batch #18883621080	Baud :9600	Account #2 []	[]				
On-Line #	Baud :	Account #3 []	[]				
	Emco Direct ?	Account #4 []	[]				
Block Size #	Time Out #	Account #5 []	[]				
Phone Line #M1	Ack. Retry #						
	Transmission #00001						
Custom String []							
Order Type ?	File Type ?0	Shipping Inst. , , , , ,					
ADOT ? W-N-L ?	Consolidated W-N-L ?	Consumer Text , , , , ,					
Multiple Drop Ships ?	Zipcode Routing ?	Barcode ?					
Allow Backorders ?	Ignore NDS ?	ASI Label Format ?					
Exc. Mfg [] [] [] []		Label Format []					
Consolidate Locations on Orders ?		Route : (R/S/Z) Tag []					
Item Description on Acknowledgment ?		Ref# : (I/C/P) Tag []					
Break Page Between Each Order ?		P/O# : (C/P) Tag []					
Pre-Receive Purchase Orders ?							
Printer [P1]		Online Logon Id []					

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Type **Y** and press Enter. This enables TCP/IP communications. All communications are via TCP/IP until you space through the **Y** to leave the field blank. You can switch between TCP/IP and modem communications at any time. This is especially helpful during server maintenance. When you switch between TCP/IP and modem communications, you do not need to reboot.

- 6 Tab to the Transmission # field. Enter a transmission number. If you do not have a transmission number, type **001**.
- 7 In the Printer field, enter the name of the printer to use.
- 8 In the Acct Id field, enter your account ID.
- 9 In the Pass field, enter your password.
- 10 In the Acct #1 field, enter your account ID. (This should be the same account ID you entered in Step 8.)
- 11 In the adjacent field, enter the name of the printer to use.
- 12 Press Enter to save your changes.

Setting Up the Vendor Database

You must set up the appropriate destination ID for each PSN trading partner and select the features to enable. You can do this using *either* text or Ensite Pro.

Setting Up a Text-Based Vendor Database

Use the (CS) screen to set PSN parameters. See Figure 2.

Figure 2: The (CS) Screen

```
14:36:23          (CS) Vendor Private Supply Network Rev. (09/20/03)          03/13/07
=====
ACTION [C]  C=Change, I=Inquire
=====
Vendor#EMCO          EMCO SALES & SERVICES          Code :A  G/L #  -
-----
Destination Id #EMCO
Vendor Id      [VENDOR ID      ]
Vendor Password [VENDOR PSWD   ]

                                           Facility Codes

PSN Options      [NJ1 ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ]
Price Checks    ?Y      [ ] [ ] [ ] [ ] [ ] [ ]
Stock Checks    ?Y      [ ] [ ] [ ] [ ] [ ] [ ]
P/O's           ?Y      [ ] [ ] [ ] [ ] [ ] [ ]
P/O's thru O/E ?Y      [ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ] [ ]
Maximum P/O Weight #
Update Freight on Pick Tickets Y/N ?
Freight Item Number [ ]

=====
CORRECT RECORD Y/N ?Y
```


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- 1 In the (CS) screen, select the [C] Change Action Code.
- 2 In the Vendor # field, enter your trading partner's ID and press Enter.
- 3 At the Correct Record prompt, type Y.
- 4 If the Destination Id field is blank, type **EMCO**
- 5 If the Vendor Id and Vendor Password fields are blank, enter your vendor ID and password.

Note: The information in these fields must match the vendor ID and password in the (L6J) screen.


- 6 To enable price checks, type Y in the Price Checks field.
- 7 To enable stock checks, type Y in the Stock Checks field.
- 8 Tab to the P/Os field. To enable purchase order transmission, type Y.
- 9 In the Facility Codes fields, you can choose whether to set facility codes. There are two facility codes that can be set up: NJ1 (New Jersey) and MI1 (Michigan). If you do not set these, ActionEmco uses the facility code which matches your account number.
- 10 Press Enter, then Esc.

Setting Up an Ensite Pro Vendor Database

- 1 To retrieve your vendor in the Vendor Master Tab, click the Vendor # box and enter your trading partner's ID.
- 2 Click .

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For more information on setting up a vendor, see your online help.

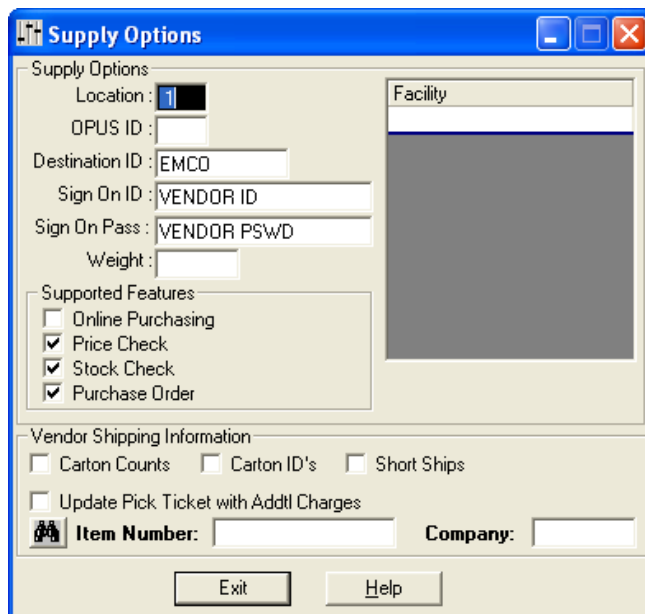
- 3 The Supply Options window opens, as shown in Figure 3. In the Location box, enter a G/L location, or accept the default of 1.
- 4 In the Destination ID box, enter your trading partner's ID exactly as follows: **EMCO**
- 5 From the Supported Features list, select Price Check, Stock Check, and Purchase Order.
- 6 In the Facility Codes fields, you can choose whether to set facility codes. There are two facility codes that can be set up: NJ1 (New Jersey) and MI1 (Michigan). If you do not set these, ActionEmco uses the facility code which matches your account number.
- 7 When you finish, click Exit.
- 8 Click .

Setting Up Electronic Invoicing

The Electronic Data Interchange (EDI) application lets you accept electronic invoices from vendors. It is another electronic link to allow paperless transactions and bridge the gap between corporations that use different computer systems.

For instructions on setting up your EDI, see the handout *Setting Up & Receiving Electronic Invoices — Emco*. It is available at: <http://www.ddms.com/Resources/Support/faq/ecommerce/emcoelinv.pdf>. For posting instructions, see the handout *Posting Electronic Invoices*. It is available at: <http://www.ddms.com/Resources/Support/faq/ecommerce/PostElecinv.pdf>.

Figure 3: The Supply Options Window



Supply Options

Supply Options

Location : 1

OPUS ID :

Destination ID : EMCO

Sign On ID : VENDOR ID

Sign On Pass : VENDOR PSWD

Weight :

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

Requesting Acknowledgments

If you missed an acknowledgment, you can request another from your trading partner. To do so:

- 1 In the (SR) Purchase Order Reports 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 you want an acknowledgment and press Enter.
- 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, as shown in Figure 4. If the status is one of the following, go to **Step 5**.
 - N** The order has not been pre-received.
 - F** The vendor has shipped your order.
 - P** The vendor has allocated inventory to fill your order.

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 acknowledgment. Your order may not have been transmitted.

Figure 4: The Status Field in the (SRC) Acknowledgement Request Screen

```

15:35:55                Acknowledgment Request Screen (04/23/03)                05/08/03
=====
P/O Number #.....          Vendor #.....
Transmission Date [.....]    Transmission Time [.....]
                               Transmission Status
                               [.....]
? - P/O Not Found   N - Not Received   F - Final Received   P - Pre-Received

PO Nbr   Status   PO Nbr   Status   PO Nbr   Status   PO Nbr   Status
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]

P=Print Acknowledgment  R=Pre-Receive and Print Acknowledgment [P]  Printer [__]
=====
    
```

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

To pre-receive and/or print the acknowledgment:

- 1 Use the fields at the bottom of the screen, shown in Figure 5, to print an acknowledgment or pre-receive a P/O.
 - To pre-receive a P/O and print an acknowledgment, type **R**.
 - To print an acknowledgment, type **P**.

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

2 In the Printer field, enter the name of the printer to use.

3 At the Are You Sure prompt, type **Y**.

**Figure 5:
Printing and
Pre-Receiving
an Acknow-
ledgement**

```
15:35:55 Acknowledgment Request Screen (04/23/03) 05/08/03
=====
P/O Number #..... Vendor #.....
Transmission Date [.....] Transmission Time [.....]
Transmission Status
[.....]
? - P/O Not Found N - Not Received F - Final Received P - Pre-Received
PO Nbr Status PO Nbr Status PO Nbr Status PO Nbr Status
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
P=Print Acknowledgment R=Pre-Receive and Print Acknowledgment [P] Printer [__]
```