

*Setting Up & Using the
AOPDPSN
for DDMS
Contracting Dealers*



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About AOPD PSN

ECi has developed a new feature that lets you use Private Supply Network (PSN) to communicate with American Office Products Distributors, Inc. (AOPD), the nation's largest network distributor of office supplies.

Private Supply Network (PSN) opens a new world of interactive possibilities. It connects dealers to trading partners via the Internet, eliminating the speed limitations, problems, and expense of dial-up modem connections. The PSN always-on connection is both faster and more reliable than dial-up modem transmissions. Once you load the latest ECi software and set up the identifiers and passwords, you can begin using AOPD PSN.

When using PSN to communicate with AOPD, you have the option of setting up your system for two dealership types: a contracting dealer, a servicing dealer, or both.

For example, at times you may be able to place and process a customer's order but not deliver it. As a contracting dealer, you could have a servicing dealer deliver the customer's order on your behalf. You would have direct contact with the customer, so the servicing dealer would rely on you for order information, billing, etc. At other times, you may act as a servicing dealer for another contracting dealer, delivering the order to the customer's site.

This handout details the steps needed to act as a contracting dealer. To set up your system, complete the setup procedures described in the following pages.

Note: Some dealers may be set up as both a contracting dealer and a servicing dealer. To set up your system to act as a servicing dealer, see the hand-out **Setting Up & Using the AOPD PSN for DDMS Servicing Dealers**.

System Requirements

- 1 DDMS software version 8.11.0 or greater. If a software update is necessary, please email your request to dddmssupport@ecisolutions.com.
- 2 Set up for ECi PSN. If you are not currently using PSN, you can set up an account using the online form on the Starting a New PSN Account page at www.ddms.com/products/psn/newpsn.htm. If you are already using PSN, you can simply add AOPD to your existing PSN account by following the setup instructions in this handout.

Before You Begin

- Contact AOPD to obtain your user name and password. You use this information when setting up your parameters.
- Contact AOPD to obtain the servicing dealer's receiver's code. You must receive this information from AOPD.

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- Check the (L6WB) screen. If you already have information in this screen, contact AOPD. They need this information. Do not change this information unless you are instructed to do so by AOPD.
- Install the required software.

Setting Up AOPD

If you are a contracting dealer, you must follow the instructions below. These steps are required and must be completed before you can use this feature.

Note: For instructions on setting up the system for servicing dealers, see the handout **Setting Up & Using the AOPD PSN for DDMS Servicing Dealers**.

Setting parameters to communicate with AOPD involves:

- 1 Setting up the EDI record
- 2 Setting up the (L6X) screen
- 3 Setting up your vendor database
- 4 Setting up your customer database
- 5 Setting up your trading partner parameters
- 6 Setting up your auto short buy parameters.

Figure 2: The (L6X) PSN Parameter Screen

```
11:10:52 PSN Parameter Screen 10/09/06
=====
PSN Parameters
ISA Qualifier      :
ISA Id (PSN Id)   :ECI2
Receivers Code ID :

DDMS System Parameters
Outbound Volume/Folder [ OU]
Inbound Volume/Folder [ IN]

Acknowledgment Format [ ] Printer [ ]
Pre-Receive Y/N ?
=====
```

Setting Up the EDI Record

If you already have information in the EDI record of the (L6WB) screen, contact AOPD. They need this information. Do not change this information unless you are instructed to do so by AOPD. If the EDI record is blank, complete it using the instructions below.

- 1 In the (L6WB) screen, tab to the Qualifier field, as shown in Figure 1, and type **12**

Note: From the DDMS Master Menu, double-click , then



. In the Parameter Editor window, double-click Text

Base Parameters to access the (L) Parameters screen.

- 2 In the ID field, enter your company's 10-digit phone number.
- 3 In the Code field, enter your company's 10-digit phone number.
- 4 Press Enter to save the changes.

Setting Up the (L6X) Screen

If you already have outbound and inbound information set up in the (L6X) screen, do not change it. If the outbound and inbound volumes are not set up in the (L6X) screen, complete the screen using these instructions.

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

```

16:10:02                AT&T EDI IMS Parameters                04/08/05
=====
Modem Parameters                EDI Parameters
-----
Hayes Only ?                Capture Log ? (Y/N)
Prefix ?9,                Reliable ?Y
Phone Nbr #18003520192    Baud :9600
                             Code      :
                             Logon Id  :
                             Password   :
                             Qualifier  :12
                             Id         :8175551212
                             Code       :8175551212
                             File Type  :
                             Backorders : (SA = NO B/O)
                                           (SS = B/O)
Phone Line #M1
Custom String [           ]
                             Location
                             1 [         ]
                             2 [         ]
                             3 [         ]
                             4 [         ]
                             5 [         ]
=====
    
```

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Since you must use the X option with the automated short buy, the first two characters you specify in the Vendor # field must be unique. The X option creates the P/O number as the ticket number, along with the first two digits of the vendor's account number. The X option also sends the item's selling price as the cost on the 850 to the servicing dealer.

- 1 Go to the (L6X) screen. See Figure 2.
- 2 In the ISA ID field, enter your ECi account number.
- 3 In the Outbound Volume/Folder field, type the volume serial label where your Outbound temp files are to reside. These files are small and are deleted when the P/O is transmitted. We suggest that you **do not** store them on your work unit. (Volume serials are set in the (LØ) Global Master Parameters screen.) You can also set up a new folder using the TBL Configuration window.
- 4 In the Inbound Volume/Folder field, type the volume serial label where your Inbound temp files are to reside.

Note: If the outbound and inbound folders do not exist on your system, you must add them using the DDMS TBL Configuration window. For details, see the handout *Setting Up a New Ensite Pro System: Hardware and Software* at <http://www.ddms.com/support/doc/ntdoc.htm>.

- 5 Press Enter.

Setting Up a Graphical Vendor

You must create vendors for the servicing dealer. You are required to have the AOPD vendor, as well as the servicing dealer.

- 1 Add the AOPD vendor to the vendor database. If you already have the servicing vendor, retrieve it and go to **Step 1.5** to set up the Comm box.

The screenshot shows a software window titled "Vendor: AOPD - AOPD VENDOR". 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", "Remit To/Settings", and "Account Status". The "Master" tab is selected and contains the following fields:

- Billing Address section:
 - Vendor #: AOPD
 - Name: AOPD VENDOR
 - Address: (empty)
 - City: (empty)
 - St: (empty) Zip: (empty)
 - Phone: (empty) Fax: (empty)
- Code: A Mach Dir: (empty) Comm: EDI (dropdown menu is open showing options: EDI, Faxing, AllSteel, Global Industries, Kimball, Haworth, Knoll, Comm. Service)
- Minimum Order \$/#/Cu: (empty)
- Minimum Freight \$/#/Cu: (empty)
- Ship Method: (empty)
- Contact: (empty)
- Acct #: (empty)

At the bottom of the window, there is a section for "Trade Discount Information" with fields for Expense G/L #, Sales/Purch Major, Use RC, P/O Detail, Discount %, Terms, and Net Terms.

Figure 3: The Vendor Master Tab

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1.1 From the DDMS Master Menu, double-click



1.2 In the Vendor Master tab, click .

1.3 Click the Vendor # box and enter the vendor number for the servicing dealer.

1.4 Click the Name box and enter a name for the servicing dealer.

1.5 Click the Comm box's down arrow. From the menu, click EDI, as shown in Figure 3.

1.6 Click .

2 Set Vendor Supply Options for the AOPD vendor.

2.1 In the vendor window, click .

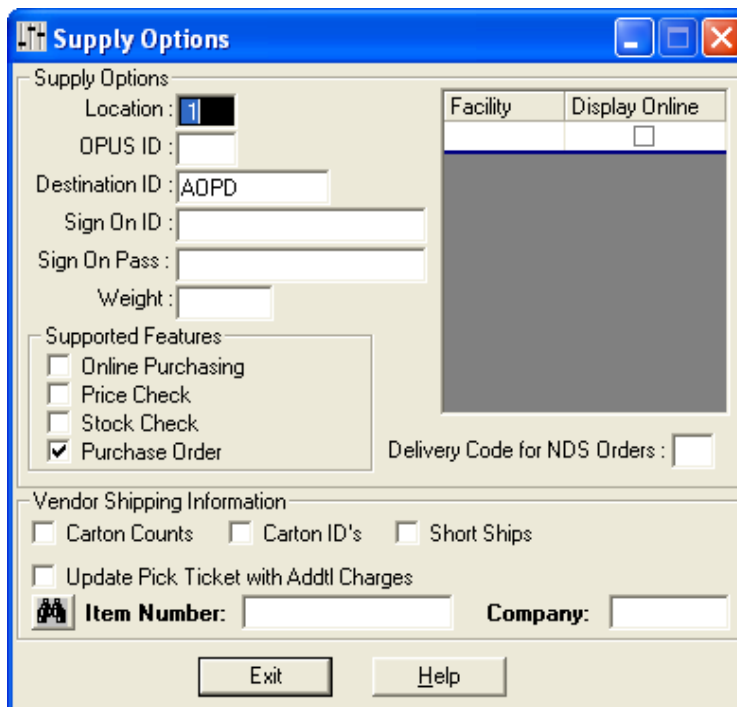
2.2 The Supply Options window opens. See Figure 4. The Location box defaults to your master location.

2.3 In the Destination ID box, enter the receiver's code ID for the servicing dealer. You receive this information from AOPD.

2.4 In the Sign On ID box, enter your vendor ID number.

2.5 In the Sign On Pass box, enter your password.

Figure 4: Setting Vendor Supply Options for AOPD




The image shows a screenshot of the "Supply Options" dialog box. The dialog has a blue title bar with the text "Supply Options" and standard window control buttons (minimize, maximize, close). The main area is divided into several sections:

- Supply Options:** Contains text boxes for "Location" (with a dropdown arrow), "OPUS ID", "Destination ID" (containing "AOPD"), "Sign On ID", "Sign On Pass", and "Weight".
- Supported Features:** A list of checkboxes: "Online Purchasing", "Price Check", "Stock Check", and "Purchase Order" (which is checked).
- Delivery Code for NDS Orders:** A text box.
- Vendor Shipping Information:** Contains checkboxes for "Carton Counts", "Carton ID's", "Short Ships", and "Update Pick Ticket with Addtl Charges".
- Item Number and Company:** Text boxes for "Item Number" and "Company".

At the bottom of the dialog are "Exit" and "Help" buttons.

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- 2.6 Click the Purchase Order check box.
- 2.7 When you finish, click OK.
- 2.8 Click .
- 3 Add the servicing dealer to the vendor database. If you already have the servicing dealer, retrieve it and go to **Step 3.5** to set up the Comm box.







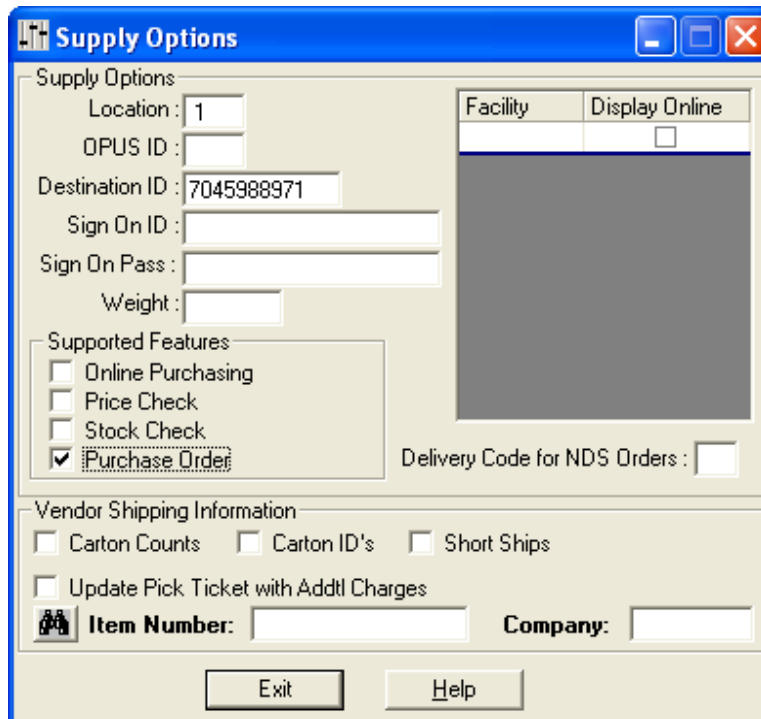


- 3.1 From the DDMS Master Menu, double-click .
- 3.2 In the Vendor Master tab, click .
- 3.3 Click the Vendor # box and enter the vendor number for the servicing dealer.
- 3.4 Click the Name box and enter a name for the servicing dealer.
- 3.5 Click the Comm box's down arrow. From the menu, click EDI.
- 3.6 Click .
- 4 Set Vendor Supply Options for servicing dealer.
 - 4.1 In the vendor window, click .

Figure 5: Setting Vendor Supply Options for Forms and Supply



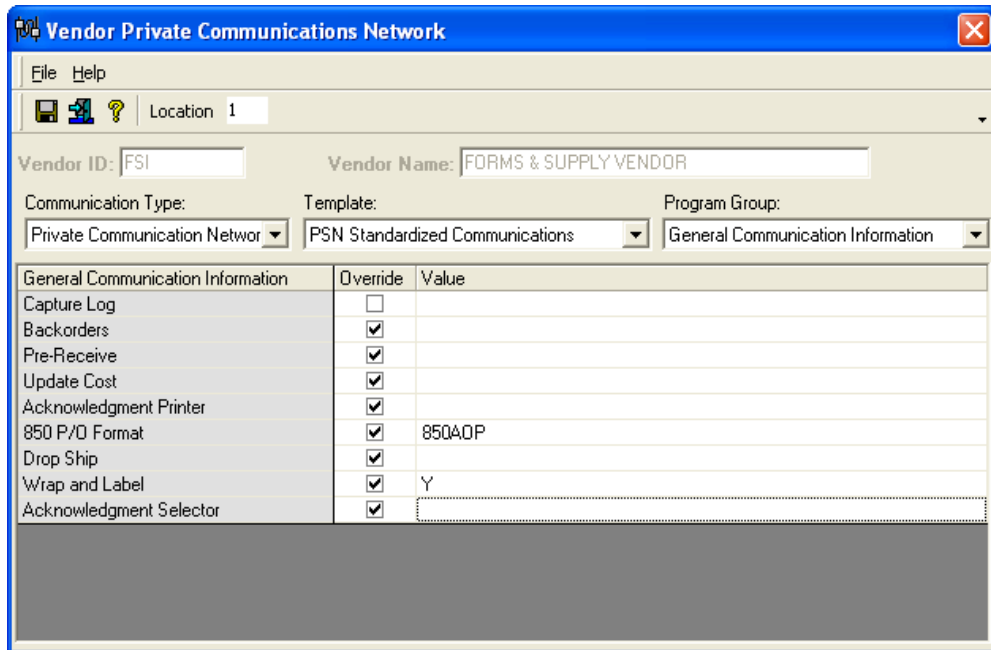
Facility	Display Online
	<input type="checkbox"/>

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- 4.2 The Supply Options window opens. See Figure 5. The Location box defaults to your master location.
- 4.3 In the Destination ID box, enter the receiver's code ID for the servicing dealer.
- 4.4 In the Sign On ID box, enter your vendor ID number.
- 4.5 In the Sign On Pass box, enter your password.
- 4.6 Click the Purchase Order check box.
- 4.7 When you finish, click OK.
- 4.8 Click .
- 5 Set the Vendor Private Communications Network dialog box.
 - 5.1 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 .
 - 5.2 From the Communication Type drop down list, select Private Communication Network.
 - 5.3 From the Template drop down list, select PSN Standardized Communications.
- 6 Set the general communications parameters in the Vendor Private Communications Network dialog box.

Be very careful when setting communication parameters. Once you've set them, do not change them without contacting support.

Figure 6: The Vendor Private Communications Network Dialog Box



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

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6.1 From the Program Group drop down list, click General Communications Information. The available parameters are listed in the General Communication Information column. See Figure 6.

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.

You may set these parameters as you choose, with the following exception:

6.2 In the 850 P/O Format Value box, type **850AOP**

6.3 Click .

7 Set the shipping address information parameters in the Vendor Private Communications Network dialog box.

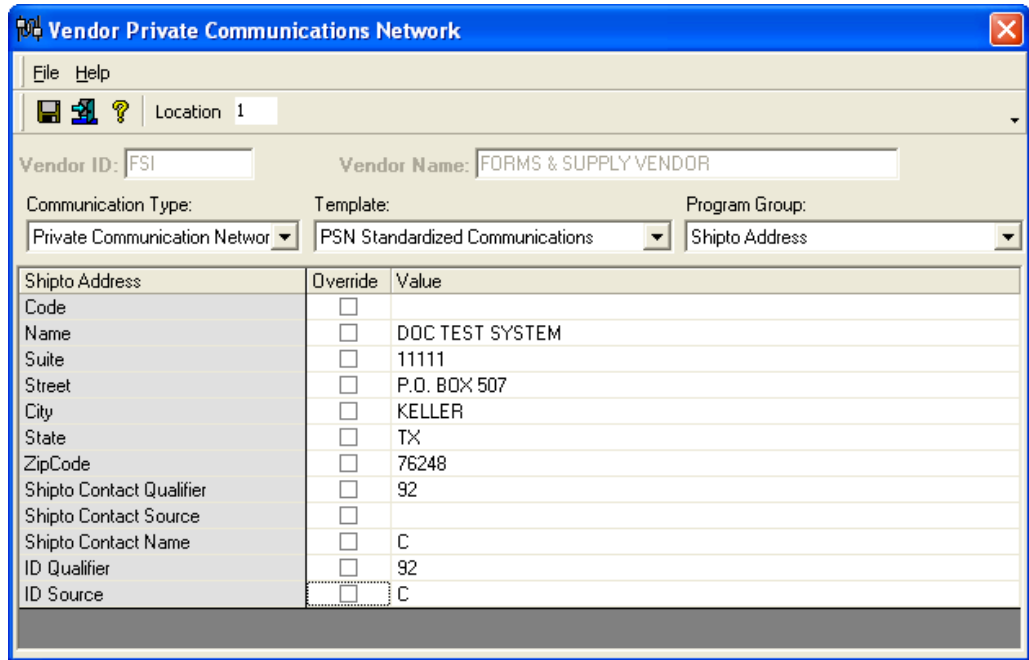
7.1 From the Program Group drop down list, click Shipto Address. The available parameters are listed in the Shipto Address column.

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


You may set these parameters as you choose, with the following exceptions, shown in Figure 7:


7.2 In the ID Qualifier Value box, type **92**

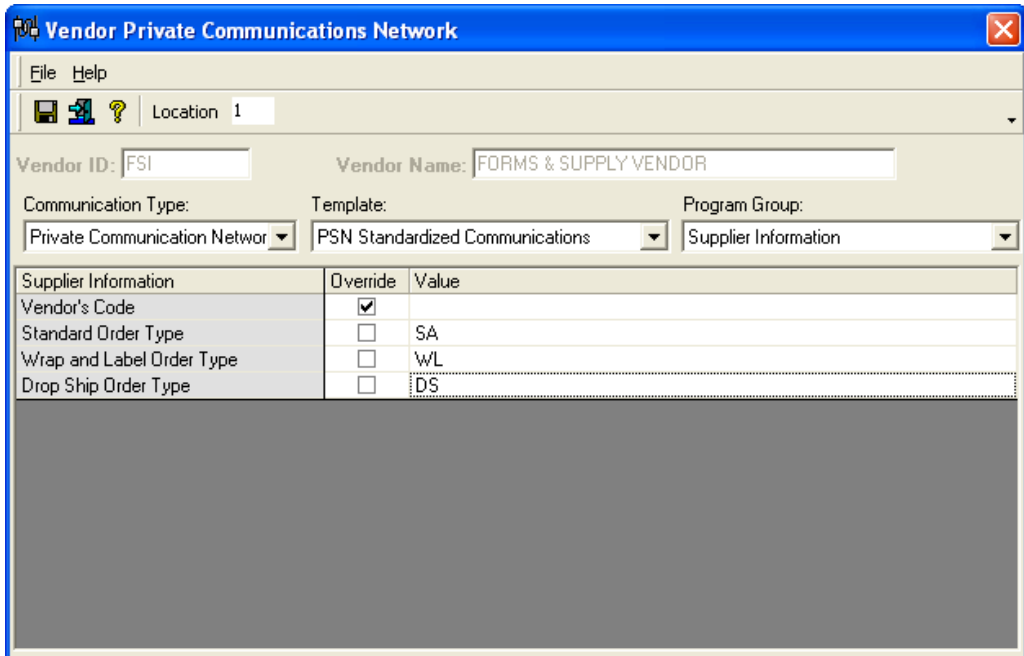
Figure 7: Setting Shipto Address Parameters



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- 7.3 In the ID Source Value box, type **C**
- 7.4 Click .
- 8 Set the supplier information parameters in the Vendor Private Communications Network dialog box.
 - 8.1 From the Program Group drop down list, click Supplier Information. The available parameters are listed in the Supplier Information column, as shown in Figure 8.


To add a default, enter the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication. You may set these parameters as you choose, with the following exceptions:
 - 8.2 In the Standard Order Type Value box, type **SA**
 - 8.3 In the Wrap and Label Order Type Value box, type **WL**
 - 8.4 In the Drop Ship Order Type Value box, type **DS**
 - 8.5 When you finish, click .
- 9 Set the end consumer information parameters in the Vendor Private Communications Network dialog box.
 - 9.1 From the Program Group drop down list, click End Consumer Information. The available parameters are listed in the Supplier Information column.



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

Figure 8:
Setting
Supplier
Information
Parameters

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- 10.5 Click the Match on P/O # box and type **R**
- 10.6 In the Additional Charges grid, click the Code box and type **H750**
- 10.7 In the G/L# box, enter the number of your sales tax GL account.
- 10.8 In the Stop box, type **N**
- 10.9 In the Description box, type **Sales Tax**.
- 10.10 Click Exit to return to the Vendor window.
- 10.11 Click .

Note: Other parameters in the Vendor Electronic Invoicing Parameter dialog box affect electronic invoicing. For details concerning the other boxes in this dialog box, see the handout Posting Electronic Invoices at <http://www.ddms.com/Resources/Support/faq/ecommerce/PostElecinv.pdf>.

Setting Up Your Customer Database

You must create a customer for the servicing dealer.

- 1 Clear the Next Customer # in the (LA) screen.

- 1.1 From the DDMS Master Menu, double-click  then



. Double-click Text Base Parameters. The (L) Parameters

screen opens. Type **A** in the Selection Code field.

- 1.2 In the (LA) screen, select the [C] Change action code.
- 1.3 Tab to the Next Customer # field. Note the number in this field and save it for later.
- 1.4 Space through the number in the Next Customer # field to remove it.
- 1.5 Press Enter until the cursor returns to the action code field. If you press Esc before doing so, your changes do not save.
- 1.6 Press Esc to return to the Parameter Editor window.

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2 Add the servicing dealer.

2.1 In the DDMS Master Menu, double-click



2.2 Click .

2.3 In the Acct # box, enter the customer account number for the servicing dealer. The number you specify here must match the servicing dealer's receiver's code. See Figure 10.

2.4 In the Name box, enter a name for the servicing dealer.

Note: Review the Inc Exc In (B) parameter in the (LA) screen to determine whether you need to include or exclude ranges of status codes. To exclude customers from the Order Entry application, since you are setting up EDI, press Tab until you reach the Inc Exc In (B) field. Type E in this field, and define a range in the From and To fields. In the Customer Master tab, use the Status Box to set a code which falls in the range you define here. For further information, see online help.

2.5 When you finish, click .

3 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.

Figure 10:
Setting Up the
Customer
Window

A screenshot of a software window titled "Customer: 7045988971 () FORMS AND SUPPLY". 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. At the top, there are tabs for "Master", "Shipto/Attention", "Buyers/Manifest", "Order Entry", "Credit", and "Machines". The "Master" tab is selected. Below the tabs, there are fields for "Acct #:" (7045988971), "Dept:" (empty), and "Dept. Name:" (blacked out). The "Billing Address" section includes fields for "Name:" (FORMS AND SUPPLY), "Address:" (*EDI ONLY*), "City:" (empty), "St:" (empty), "Zip:" (empty), and "Route:" (empty). The "Salesperson" section has fields for "Salesperson 1:" and "Salesperson 2:" (both empty). The "Additional Name and Contact" section includes fields for "Name:" (empty), "Contact:" (empty), "Type ?" (checkbox), "Region:" (empty), "Area:" (empty), "Group:" (empty), and "List:" (empty). The "Entry Date:" is 4/26/2007, "Status:" is A, and "Sic:" is empty. The "Phone:" is 817, "Fax:" is empty, and "E-Mail:" is empty. The "Remarks" section has a text area. At the bottom, there are fields for "Category 1:" through "Category 4:" (all empty).

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- 3.1 In the (LA) screen, select the [C] Change action code.
- 3.2 Tab to the Next Customer # field. Enter the number you noted previously and press Tab.
- 3.3 Press Enter until the cursor returns to the action code field. If you press Esc before doing so, your changes do not save.
- 3.4 Press Esc multiple times to return to the Parameter Editor window.

Setting Up Trading Partner Parameters

You set up trading partner parameters in the (SGA) Trading Partner Parameters screen, which is text-based. Open your TBL client to access the Master Menu. See Figure 11.

- 1 In the (SGA) screen, type **C** in the Action field.
- 2 Tab to the Account # field, retrieve the servicing dealer's account number and press Enter.
- 3 At the Correct Record prompt, press Enter.
- 4 Tab to the Interchange Id Qualif field and enter the servicing dealer's qualifier given to you by AOPD.
- 5 In the ID field, enter the servicing dealer's receiver's code. You obtain this code from AOPD. For example, enter 7045988971 for Forms and Supply.
- 6 Tab to the Interchange Control Std field and type **U**

Figure 11:
Setting Up the
(SGA) Screen

```
17:10:40          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          04/23/07
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :FORMS AND SUPPLY          Account #7045988971 Dept :
      *EDI ONLY*
                                     817-  -
-----
EDI VAN      :                               Auto Send      :Y   (Y/N)
Interchange ID Qualif  :12  ID :7045988971    Negate Credit Inv. :
Auth. Info Qualif.   :   Info :              Use Received Price :Y   (Y/N)
Security Info Qualif. :   Info :              Using 810          :Y
Interchange Control Std:U  Version :00401      Using 855          :
Receivers Code Id    :7045988971             Auto Create Orders :Y   (Y/N)
Responsible Agency Code:X Version :004010     Sales Auto Group   :AOP
Interchange Control#  :5000                   Auto 850 Sendfile  :.....
Group Control #      :5000                   Default Selector   :810AOP
                                     ===== Shipping Info =====
Test Indicator  :P (T/P)  Buy Unit:S (S/M/W)  | Contract #...
Acknowledgement :N          Customer Ref :5    | Delivering Dlr #.....
Release/Contract:4          1: 2:           | Contracting Dealer #...
Round Quantities when Needed U/D/R ? Seg Term:~~ | 2nd Party Delivery ..
-----
** ENTER DATA OR <?> FOR HELP !!
```

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- 7 In the Version field, type **00401**
- 8 In the Receivers Code Id field, enter the servicing dealer's receiver's code, for example, enter 7045988971 for Forms and Supply. Press Tab.
The number you enter in the ID field and the number you enter in the Receivers Code Id field are the same. You obtain the receiver's code from AOPD.
- 9 In the Responsible Agency Code field, type **X**
- 10 In the Version field, type **004010**
- 11 Tab to the Group Control field and type **5000** (This is the group control number to use for all AOPD trading partners you set up in the (SGA) screen.)
- 12 In the Test Indicator field, type **P**
- 13 In the Acknowledgment field, type **N**
- 14 In the Release/Contract field, type **4**
- 15 Tab to the Buy Unit field, and type **S**
- 16 In the Customer Ref field, type **5**
- 17 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.

- 18 Tab to the Auto Send field and type **Y**
- 19 Tab to the Use Received Price field and type **Y**
- 20 In the Using 810 field, type **Y**
- 21 Tab to the Auto Create Orders field. Type **Y**
- 22 In the Sales Auto Group field, type **AOP**
- 23 Tab to the Default Selector field and type **810AOP**
- 24 To save your changes, press Enter until the next record in the database appears, along with the Correct Record prompt.
- 25 Press Esc to exit the screen.

Excluding Routes from Global Settings (optional)

You may select to ignore (LFAØ) Global Settings when running auto short buys for AOPD orders only.

- 1 In the (LFAØ) screen, type 1 in the Action field. The (LFAØ1) Global Automated Short-Buy Cont. screen opens. See Figure 12.
- 2 Type C in the Action field.
- 3 In the Exempt from Global Limits Routes boxes, enter the range of routes for which to ignore Global Settings. (These routes should match your range of AOPD accounts.)
- 4 To save your changes, press Enter.
- 5 Press Esc to exit the screen.

Setting Up the Automated Short Buy Parameters

You must set up the (LFA1) screen for AOPD PSN. You should create a vendor call for each servicing dealer with whom you do business. AOPD recommends that you assign each servicing vendor a specific route and then assign that route to each customer that is serviced by that vendor. For example, you could assign your first servicing dealer to route ZZ01, your second servicing dealer to route ZZ02, and so on. Alternatively, you could use the dealer's name as part of the route. For instance, you might use the code ZZAB for dealer ABC and ZZXY for dealer XYZ. For more information on setting routes, see your online help. This allows the ASB to include only orders for that customer on each call.

```

10:20:23                (LFA1) Global Automated Short-Buy Cont.                02/19/10
-----
Action [I] (C=Change, I=Inquiry)
-----
Exempt from Global Limits Routes [ ] to [ ] [ , , , , ]
-----

```

Figure 12: The (LFAØ1) Screen

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- 1 In the (LFA1) screen, type **C** in the Action field.
- 2 In the Call Number field, select the vendor. If you enter a single character, press Enter.
- 3 The (LFA1) Vendor Call Number screen opens, as shown in Figure 13. To specify field settings, press Tab to move from field to field. You can choose how to set the fields in this screen, with the following exceptions:
 - 3.1 In the Parameter Screen field, type **L6N**
 - 3.2 In the P/O Vendor # field, enter the servicing vendor's account number.
 - 3.3 In the Match on Vendor field, type **N**
 - 3.4 In the Transmit P/O field, type **Y**
 - 3.5 In the End P/Os Created field, type **Y**
 - 3.6 In the How to Create P/O Number field, type **X**

Note: The X option creates the P/O number as the ticket number, along with the first two digits of the vendor's account number. The X option also sends the item's selling price as the cost on the 850 to the servicing dealer.)

- 3.7 In the How to Sort P/O field, type **I** in the first sort field.
- 3.8 In the Create New P/O When Sort One Changes field, type **Y**. (This ensures that one purchase order is created for each ticket.)

Figure 13: The (LFA1) Screen

```
16:08:51                (LFA1) Vendor Call Number                02/22/07
-----
                        Call Number [ 2 ]
-----
Parameter Screen :L6N      P/O Vendor # :FORMS      Desc: [FORMS AND SUPPLY]
Match On Vendor Y/N ?N  Add. Ways To Match on Vendor [      ] [      ]
Match on ? W=Primary Vendor Id, P=Pur. Vendor Program, V=Pur. Vendor Id
Transmit P/O ?Y (Y=Yes,N=No,F=Fax,E=Email)  End P/O's Created Y/N ?Y

How to Create P/O Number ?X (Last P/O Number Used :      )
      (1=MMDD##,2=V.DOY##,3=V.MM##,4=Yymm##,5=V.MMDD#,N=Next P/O Number)

If P/O Exists Use Next P/O Number Y/N/X ?X (Y=LF P/O #,N=Same,X=Next Seq.#)

How to Sort P/O (1)I (2) (3)  Create NEW P/O When Sort ONE Changes Y/N ?Y
      (I=Inv.,C=Customer,R=Route,S=Slsm,#=Item #,D=Dept,V=Ven.,X=Class)

P/O Minimum Amount $
      Combine P/O if Under Minimum Y/N ?N  Transmit P/O if Under Minimum Y/N ?N
Split P/O when Maximum Weight is Exceeded Y/N ?
Cutoff Time : 22:00      Cutoff Day of Week :
      Combine P/O if Under Minimum Y/N ?N  Transmit P/O if Under Minimum Y/N ?N
-----
<RET> for Next Screen, <Esc> for Previous Screen
```

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- 3.9 Press Enter until the second (LFA1) screen opens, as shown in Figure 14.
 - 3.10 In the second (LFA1) screen, you have the opportunity to set limits to include or exclude specific items or customers. AOPD recommends that you limit the customer by route for the specific servicing vendor.
 - 3.11 In the Specials to Put on P/O field, type **SH** and **CD**.
 - 3.12 In the Transfer Exceptions, type **F**.
 - 3.13 In the Print Options Exceptions field, type **Y**.
 - 3.14 In the Printer field, enter the name of the printer to which to print exceptions.
- 4 When finished making changes, press Enter until the cursor returns to the (LFA1) Vendor Call Number Master screen.

For more details concerning Vendor Call Number parameters and using the automated short buy, see your ECI online documentation.

Setting up Electronic Invoicing Parameters



- 1 From the DDMS Master Menu, click  .
- 2 In the Vendor window, click  to view the electronic invoice parameters.
- 3 Make sure the Match on P/O # box is set to **R**.

Figure 14: The Second (LFA1) Screen

```

(LFA1) Vendor Call Number
-----
Call Number [1 ]
-----
Limits: (Line Item MUST Match ALL Limits To Go On P/O)
(I)nc/(E)xc Stock Classes ?I [ ] to [ ] [ , , , , ]
(I)nc/(E)xc Departments ? [ ] to [ ] [ , , , , ]
(I)nc/(E)xc Locations ? [ ] to [ ] [ , , , , ] (I)nv/(G)/L ?
(I)nc/(E)xc Locations ? [ ] to [ ] [ , , , , ] (I)nv/(G)/L ?
(I)nc/(E)xc Sic Codes ? [ ] to [ ] [ , , , , ]
(I)nc/(E)xc Assort Codes ? [ ] to [ ] [ , , , , ]
(I)nc/(E)xc Routes ? [ZZ01] to [ZZ01] [ , , , , ]
(I)nc/(E)xc Contracts ? [ ] to [ ] [ , , , , ]

Include UPSable Items Only Y/N ?
Specials To Put On P/O. [ SH, CD, , , , ]
(AA=AAAA, ZZ=ZZZZ, SH=Shipto, SB=Short-Buy, BO=Back Order, SP=Item, PO=Spec. P/O)
Exceptions From Vendors:
Transfer Exceptions ?F P/O #
(D=Dummy P/O, N=Next Call, S=Short-Auto, T=Next Time Slot)
Stop Process for Time Slot if P/Os Not Transmitted Y/N ?N
Print Options: P/O's Y/N ?Y Printer [P1] Exceptions Y/N ?Y Printer [P1]
-----
<RET> for Next Screen, <Esc> for Previous Screen
  
```

Using AOPD PSN

Using AOPD PSN for the contracting dealer involves:

- 1 Receiving the customer's order
- 2 Using the automated short buy
- 3 Receiving the 810 files in the (SR)[I] screen
- 4 Processing Electronic Invoices in the (QR)[I] screen
- 5 Flushing backorders in the (TR)[G] screen
- 6 Completing the order using your normal business flow.

Receiving the Customer's Order

The first step in the process is to receive the customer's order, which can be done in various ways. Once the order is placed, you can process the order using the automated short buy.

Using the Automated Short Buy

Once you have the customer's order in the system, you use the automated short buy feature. This process creates a separate P/O for each order and places the files in the Outbound folder set in the Outbound Volume/Folder field in the (L6X) screen. The system names the files as follows: CSOSMMDDSEQ##. The PSN Communication Service picks up the file and sends it to the appropriate FTP site for each servicing dealer.

Note: Before you can process the files using the automated short buy feature, you must set vendor call number fields in the (LFA1) screen for each servicing dealer with whom you do business. For details, see the previous heading **Setting Up the Automated Short Buy Parameters**.

Receiving the 810 Files in the (SR)[I] Screen

After you have processed the customer's order using the automated short buy feature and the servicing dealer has received and delivered the product to the end customers, the servicing dealer should process an invoice for you to download. This function serves multiple purposes. It receives the purchase order, places the servicing dealer's invoice number in the Short PO field on the order, and posts an invoice into A/P. You receive the 810 files in the (SR)[I] screen. This application processes the invoices for the contracting dealer as they are posted from the servicing dealer.

Setting Up & Using the AOPD PSN for DDMS Contracting Dealers

A request is made to the PSN server to check all servicing dealer's outbound folder FTP sites for a file. The PSN server then moves the file to your inbound folder as set in the (L6X) screen. This process then automatically launches the (SG)[C] function which creates the Electronic Invoicing files, so the contracting dealer can then run the Invoice Detail Report. When the (QR)[I] function is executed, the system processes the invoices and posts them to accounts payable. It also updates the original customer ticket, detailing the servicing dealer's invoice number as the short P/O, and updates the RECEIPTS file so backorders can be flushed through the (TR)[G] screen. Use the following instructions to process the invoices and update the RECEIPTS file.

- 1 In the (SR) screen, select the [I] Receive Electronic Invoices function.
- 2 In the Who field, type N
- 3 In the Location field, make sure you specify the G/L location that is set up with the account to use. Press Enter to accept the default, or enter another location number.
- 4 At the Are You Sure prompt, type Y
- 5 Choose option 5 for AOPD. Press Enter.

A file CSISMMDDSEQ# is placed in the Outbound folder set in (L6X). The PSN Communication Service picks up this file and sends it to the PSN server. The PSN server searches through the active AOPD FTP sites and retrieves your electronic invoices from each servicing dealer.


- 6 The system begins downloading the electronic invoices. At the Process Complete message, press Enter.

Posting Electronic Invoices in the (QR)[I] Screen

Invoices are reconciled and posted through the (QR) screen using the [I] Post Electronic Invoices function. This function determines whether there are any significant differences between your expected price and the vendor's charge. The electronic invoices are reconciled with the P/O and if there are no exceptions, they are posted to accounts payable. If there are exceptions, only those invoices need to be set aside and handled as exceptions. (Any invoices found during posting that are outside the variances you set up in the graphical Vendor Electronic Invoice Parameters dialog box are called exceptions.) When posting invoices in the (QR) screen, an attempt is made to post any exceptions that were not previously posted. An attempt to post these invoices is made every time you use the (QR) [I] function until the invoices are either posted or purged from the system.

Setting Up & Using the AOPD PSN for DDMS Contracting Dealers

- 1 In the (QR) screen, select the [I] Post Electronic Invoices function.

Note: To access the (QR) screen, double-click  Reports Menu, then double-

click  Standard A/P.

- 2 At the Enter Password prompt, enter the password in the Passwords Release field set in the (LC) Vendor And A/P Parameters screen. If no password is set, press Enter.
- 3 At the Are You Sure prompt, type Y, as shown in Figure 15.
- 4 Invoice posting begins. The cursor returns to the Enter Requested Report Code field.
- 5 Be sure the posting and reconciling process is complete before you do any other procedure.
 - 5.1 Check to see if the A/P invoice is posted under the proper servicing dealer in the (D) Screen or in the Accounts Payable window.
 - 5.2 Once the A/P invoice is posted and the original order is updated with the servicing dealers invoice number, you are ready to flush backorders.

Note: To view invoice detail, print the Electronic Invoice Detail Report.

Figure 15: The (QR) [I] Screen

```

09:35:00          (QR) Accounts Payable Reports rev. (01/08/08)          08/31/09
===== FILE [AP-MASTER ] VOL [IN??] ===
A. Print A/P Batch.      Batch Number #... To #... Release Y/N ?.
B. Print Trial Balance.  Suppress Invoices Y/N ?. Over $....
                        Days From Invoice Date ?.. (30,60,90)
                        Period From ?.. To ?.. (Tab = All)
                        Cutoff ../..../.. Invoice, Paid or Detail I/P/D ?.
                        Released Y/N/O=Open ?.
                        System Paid or Hand Check S/H ?.
C. Print A/P Reports.   Release Checks Y/N/D ?. (Updates G/L)
                        Purge Completed Invoices Y/N ?.
                        To Be Paid Y/N/D ?.      Paid          Y/N ?.
                        Futures      Y/N ?.      No Voucher Y/N ?.
D. Print Checks.        Alignment Form Y/N/S/D?. First Check #.....
E. Posting to Check File. Accounts Payable/Payroll/Both A/P/B ?.
                        Open Checks ?. (N=Outstanding, Y=Returned)
F. Print Check File.    Date ../..../.. To ../..../..
                        Check #..... To :..... Purge Y/N ?.

I. Post Electronic Invoices.
Z. Print A/P G/L Summary Report.
Loc ?.. Name From :..... Nbr. From #..... Code ?.
      To :..... To #.....
                        Enter Requested Report Code [I] Printer ?P1 Copies ? 1
                        Are You Sure Y/N ?Y
    
```

Processing Invoices

On all systems, you must use the Accounts Payable window to process the invoices that did not post because of exceptions. Or, you must purge unwanted invoices using the (G) Purge records option in the (SG) screen.

Note: To view invoice exceptions, run the Electronic Invoice Exceptions Report.

Flushing Backorders in the (TR)[G] screen

When the (QR)[I] is run, the RECEIPTS file is updated with the quantity that was shipped by the servicing dealer. This allows you to flush the quantity shipped to the original open order in your system.

To flush backorders, use the [G] Flush Backorders action code in the (TR) Order Entry Reports. For more details, see your ECi online help.

The (TR)[G] can be run for each AOPD order that was shipped or it can be included in your daily flush process. To limit to specific servicing dealer P/Os:

- 1 Type **Y** at the Flush Only Items Assigned to Invoices prompt.
- 2 Tab to the Route field and enter the range of customer routes that apply to the specific servicing dealer.
- 3 Type **R**

Note: You can also set to a status 8 to bill during your daily invoice run. After entering the customer route, tab to Status. Change from a status 6 to a status 8.

- 4 At the Are You Sure prompt, type **Y**

Completing the Order

After you flush your backorders in the (TR)[G] screen, you can complete the order using your normal business flow.

This completes the AOPD PSN Process for Contracting Dealers.