Phase II: Setting Up & Using the AOPD PSN for DDMS Servicing Dealers

ECi

ECi DDMS®

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Contents

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., 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 can't 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, and so on. 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 servicing dealer. To set up your system, complete the setup procedures described in the following pages.

System Requirements

This handout is based on prior use of the ECi PSN for communication with other vendors. If you are not currently using PSN, follow the instructions on setting up PSN at www.ddms.com/products/psn/newpsn.htm. You must have:

1. ECi DDMS™ software version 8.11.0 or greater. If a software update is necessary, please email your request to ddmssupport@ecisolutions.com.
2. Importer Software.
3. FTP Client Software.

Before You Begin

- Contact AOPD to obtain your FTP user name and password. You use this information when setting up parameters.
- Contact AOPD to obtain the contracting dealers' receiver's codes. You use this information when setting up parameters.
- Check the (L6X) screen.

- Contact the contracting dealer for the end customers' account numbers. You use this information when setting up parameters.
- Install the required software.

Setting Up AOPD

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

Setting parameters to communicate with AOPD involves:

1. Checking the (L6WB) screen.
2. Setting up the (L6X) screen.
3. Setting up your customer database.
4. Setting up trading partner parameters.
5. Adding cross reference codes.
6. Managing tasks in the FTP File Manager window.
7. Setting up the Importer software.

Check the (L6WB) Screen

Check the (L6WB) screen for your qualifier and receiver's code. You need to give this information to AOPD. See Figure 1.

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

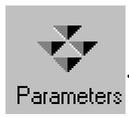
```
16:10:02                   AT&T EDI IMS Parameters                        04/08/05
================================================================================
             Modem Parameters                 |          EDI Parameters
----------------------------------------------|---------------------------------
Hayes Only ?              Capture Log  ?  (Y/N) |
Prefix     ?9,                Reliable ?Y     |  Code       :
Phone Nbr  #18003520192       Baud     :9600  |  Logon Id   :
                                              |  Password   :
                                              |  Qualifier :ZZ
Phone Line #M1                                |  Id         :8009593367
   Custom String [                    ]       |  Code       :8009593367
                                              |  File Type :
                                              |  Backorders :      (SA = NO B/O)
                                              |                    (SS = B/O)
                                              |---------------------------------
                                              |     Location
                                              |  1 [________]
                                              |  2 [________]
                                              |  3 [________]
                                              |  4 [________]
                                              |  5 [________]
                                              |
================================================================================
```

Setting Up the (L6X) Screen

As a servicing dealer, you must set up an inbound/received and an outbound folder in the (L6X) screen. The system uses these folders when building the 810 files.

1 Go to the (L6X) screen. See Figure 2.

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.

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2 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.

3 In the Inbound Volume Folder field, type the volume serial label where your Inbound temp files are to reside and press Enter.

Figure 2: The (L6X) PSN Parameter Screen

```
11:10:52                     PSN Parameter Screen                      10/09/06
================================================================================

                                PSN Parameters

                      ISA Qualifier       :
                      ISA Id (PSN Id)     :
                      Receivers Code ID   :

                             DDMS System Parameters

                       Outbound Volume/Folder     [    ]
                        Inbound Volume/Folder     [    ]


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




================================================================================
```

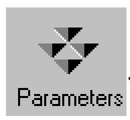
Note: If the outbound and inbound folders do not exist on your system, you must add them using the DDMS TBL Configuration window. For details, see *Setting Up a New DDMS System: Hardware and Software* at http://www.ddms.com/support/doc/ntdoc.htm.

Setting Up Your Customer Database

You must create a customer for the contracting dealer. Before you create a customer, if your account numbers are automatically assigned, you must remove your Next Customer # in the (LA) screen.

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.

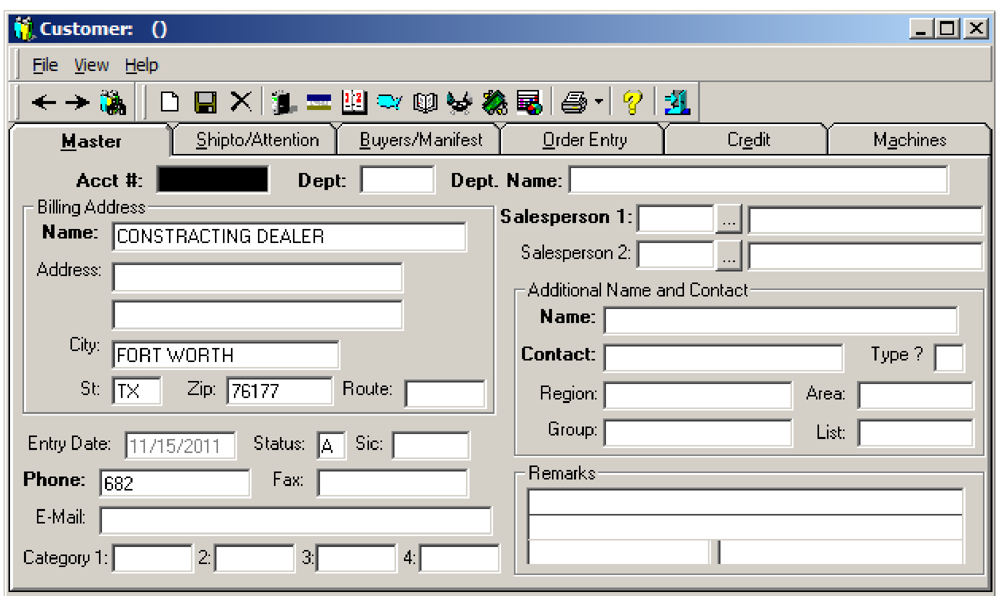


Figure 3: Setting Up the Customer Window

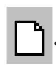
Note: Review the Inc Exc In (B) parameter in the (LA) screen to determine whether you need to include or exclude ranges of status codes. To exclude customers from the Order Entry application, since you are setting up EDI, press Tab until you reach the Inc Exc In (B) field. Type **E** in this field, and 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.

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.

2 Add the contracting dealer.

2.1 From the DDMS Master Menu, double-click 

.

2.2 Click . See Figure 3.

2.3 Click the Account # box and enter the contracting dealer's account number. *The number you specify here must match the contracting dealer's receiver's code as specified by AOPD.*

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

2.5 Click the Status box and enter a status set in the (LA) screen that excludes this customer from order entry.

2.6 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 the instructions below to replace it now.

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 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. See Figure 4. Open your TBL client to access the Master Menu.

1 In the (SGA) screen, type **C** in the Action field.

2 Tab to the Account # field, retrieve the contracting dealer's account number, then press Enter.

3 At the Correct Record prompt, press Enter.

4 Tab to the Interchange ID Qualif field and enter the qualifier for the contracting dealer that you obtain from AOPD.

5 In the ID field, enter the receiver's code for the contracting dealer's system. You obtain this number from AOPD. This is the same number as the account number for the customer. For example, use 7045988971 for Forms and Supply.

6 Tab to the Interchange Control Std field and type **U**

7 In the Version field, type **ØØ4Ø1**

8 In the Receivers Code Id field, enter the contracting dealer's receiver's code, for example 7045988971 for Forms and Supply. Press Tab. This is the same number as the account number for the customer.

9 In the Responsible Agency Code field, type **X**

10 In the Version field, type **ØØ4Ø1Ø**

11 Tab to the Group Control field and type **5ØØØ**

12 In the Test Indicator field, type **P**

13 In the Acknowledgment field, type **N**

Figure 4: 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 #9045988971 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 !!
```

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 located in the upper left corner of most keyboards.

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18 Tab to the Use Received Price field and type **Y**

19 In the Using 810 field, type **Y**

20 Tab to the Auto Create Orders field. Type **Y**

21 In the Sales Auto Group field, type **AOP**

22 Tab to the Default Selector field and type **810AOP**

23 To save your changes, press Enter until the next record in the database appears, along with the Correct Record prompt.

24 Press Esc to exit the screen.

Adding Cross Reference Codes

Servicing dealers must map end customer account numbers sent on orders by their contracting dealers to the correct customer account numbers in their own systems. This is done with trading partner cross reference codes. All customer reference codes are provided by the contracting dealer during the initial AOPD contract setup.

You set up trading partner cross reference numbers in the (SGAR) EDI Customer Cross Reference screen, which is text-based. Open your TBL client to access the ECi Master Menu.

1 In the (SGA) screen, select the [R] Ref Codes action code.

2 In the Name field, enter the contracting dealer name. Press Enter.

3 At the Correct Record prompt, press Enter.

4 To add a reference code, press Enter or type **A**

5 The cursor moves to the Reference Code field. Enter the contracting dealer's account number for the customer you are servicing.

Note: If your contracting dealer's customer account includes an account number and a department number, enter both the account number and the department number, separated by a dash. For example, if the account number is 10012 and the department number is 0001, you would enter 10012-0001.

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6 In the To Name field, retrieve the record for the customer account to assign this reference code to.

7 At the Correct Customer prompt, press Enter.

8 The cursor returns to the Reference Code field. Continue adding all the customer accounts that you service for this contracting dealer. When finished, press Esc.

Setting Up the Importer Software

Importer is an easy-to-use program from ECi. It automates the transfer of electronic invoicing files from your PC to your ECi system. This program lets you process all 850's into the servicing dealer's order entry database. This application processes the files from a servicing dealer's inbound folder, set in the (L6X) screen, and moves the information to the P-MASTERE file. If no exceptions are found, the P-MASTER and supplemental order entry files are updated at this time.

Note: If you are not using Dealer Station, you must install the current version of TBLNetCom on your ECi server. For instructions, contact ECi Support.

You must reboot your ECi server after this installation.

1 Install Importer.

1.1 Close all programs on the PC.

1.2 Place the Importer CD in the CD-ROM drive of the PC.

1.3 Click Start, then select Run.

1.4 In the Run window, browse to find Setup.exe. Double-click Setup.exe to start the installation.

1.5 Click Next in each window until you can click Finish to complete the installation.

1.6 Restart the PC. A shortcut for Importer is placed in your Start Menu.

2 Set up the port for a network connection.

2.1 Click Start, then click Programs, click DDMS, and click Importer.

2.2 When the program opens, click Port Setup.

2.3 The Communication Port Setup dialog box opens. Under the heading Connect, click the Network check box.

2.4 Under the heading Network Connection, you can set up the server port, server address, and ECi port ID.

- To set up your server port, click the Server Port text box. Enter 8766 as the number of the port you are using on your network server.

- To set up your server address, click the Server Address text box. Enter the name or IP address of the DDMS Server, for example 192.9.121.75 or DDMS-NT/2000.
- To set up your ECi port ID, click the DDMS Port ID box. Type **MA**

2.5 To exit, click OK, then click Exit.

3 Test your network connection.

3.1 Click Start, then click Programs, click DDMS, and click Importer.

3.2 When the program opens, click Port Setup.

3.3 To test your settings, click Test.

3.4 The Communications Status dialog box opens with the Initializing Port message. When the test is complete, the message Communications Test Succeeded appears. Click Close.

3.5 Your network setup is now complete. Click OK.

3.6 Open Importer by clicking Start, then Programs and Importer.

3.7 Click Set Path and select a unique local folder to use as your permanent receive volume. This folder must be a unique folder on your system for *only* Importer to use. For example, you could create a new folder called Inbound under Program Files\DDMS\Importer. This must match the Local Path you specified in the FTP Client for receiving P/O's (850s) from the contracting dealer. (See **Step 10** under the previous heading **Adding Receive Tasks**.)

3.8 Click OK to save the receive volume you specified.

3.9 Click Exit to close Importer.

Managing Tasks in the FTP File Manager Window

The FTP file manager lets you monitor an FTP site and schedule specific tasks for uploading and downloading documents to a local drive.

Before you can connect to the FTP site to receive or send documents, you must first setup and schedule the individual tasks.

Adding Send Tasks

1 From your Windows desktop, click Start, All Programs, ECI2, FTPFileManager. The FTP File Manager window opens.

2 In the Task box, enter the name of the task. For example, to add a task for sending invoices, you could enter inv_send.

3 In the IP Address box, enter the FTP site IP address or name.

4 In the User Name box, enter the user name required to access the FTP site.

5 In the Password box, enter the password required to access the FTP site.

Note: The IP address, user name, and password are all provided by AOPD.

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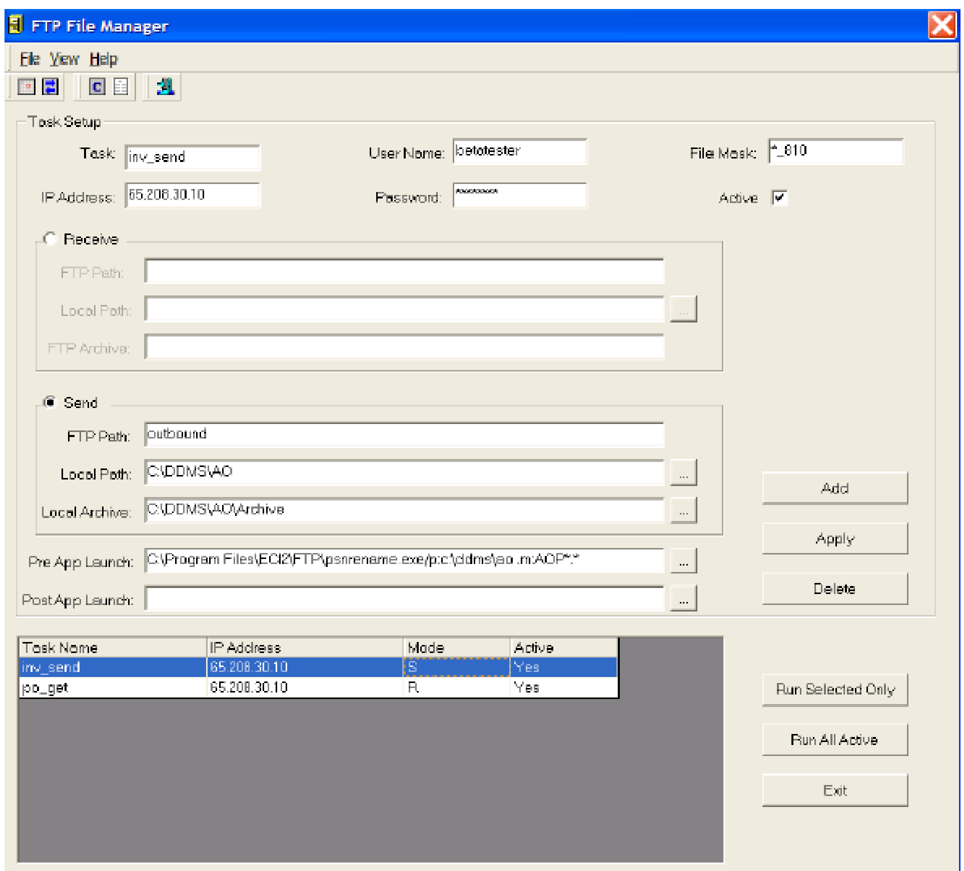
6 In the File Mask box, enter the type of file for this task. For example, to send 810 files, you could enter *_810. This task would send all files ending in _810. For AOPD transactions, the file mask for sending electronic invoices (810s) is *_810. See Figure 5.

7 Check the Active box to send all tasks shown as Active. Active tasks appear in the bottom section of the dialog box with the text Yes in the Active column.

8 Click the Send option.

Figure 5: The FTP File Manager Window



9 In the FTP Path box, enter the path where the files are stored on the FTP site, outbound, for example. For AOPD transactions, the output path is Outbound.

10 In the Local Path box, use the Browse button to enter the path on your system where the files are stored. This is the path to the volume designated in the (L6X) screen, D:\DDMS\W1, for example.

11 In the Local Archive box, enter the path where the files sent are stored once the transaction is complete, D:\DDMS\W1\ARCHIVE, for example.

12 Click the Pre App Launch box and enter the application pre-launch path for the files. Browse to the psnrename.exe file and enter the following: /p:{same path as local path} and /m: AOP*, so it reads across as C:\Program Files\ECI2\FTP\psnrename.exe /p:D:\DDMS\W1/ m:AOP*

Note: The Pre App Launch application launches before the files are placed on the FTP site.

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13 Click Add. The system adds the task information you specified in the bottom section of the dialog box.

Adding Receive Tasks

1 From your Windows desktop, click Start, All Programs, ECI2, FTPFileManager. The FTP File Manager window opens.

2 In the Task box, enter the name of the task. For example, to add a task for receiving orders, you could enter po_get.

3 In the IP Address box, enter the FTP site IP address or name.

4 In the User Name box, enter the user name required to access the FTP site.

5 In the Password box, enter the password required to access the FTP site.

Note: The IP address, user name, and password are all provided by AOPD.

---

6 In the File Mask box, enter the type of file for this task. To receive 850 files, enter *_850.

7 Check the Active box to receive all tasks shown as Active. Active tasks appear in the bottom section of the dialog box with the text Yes in the Active column.

8 Click the Receive option.

9 In the FTP Path box, enter the path where the files are stored on the FTP site, Inbound/Received, for example.

10 In the Local Path box, enter the path on your system where the files are stored. This is the path that is designated under Importer's Set Path function. (See **Step 3.7** under the heading **Setting Up the Importer Software.)**

11 In the FTP Archive box, enter the path where the files sent are stored once the transaction is complete, Inbound/Received/Archive, for example.

12 Click the Post App Launch box and enter the application post-launch path for the files. Browse to Importer.exe and type **I** to read as follows: C:\Program Files\DDMS\Importer\Importer.exe

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Note: This picks up the 850 files and then launches Importer to automatically import them into your system. If there are no exceptions, the files are automatically imported into P-MASTER. This is based on the Auto-Create Orders set in the (SGA) screen for each contracting dealer.

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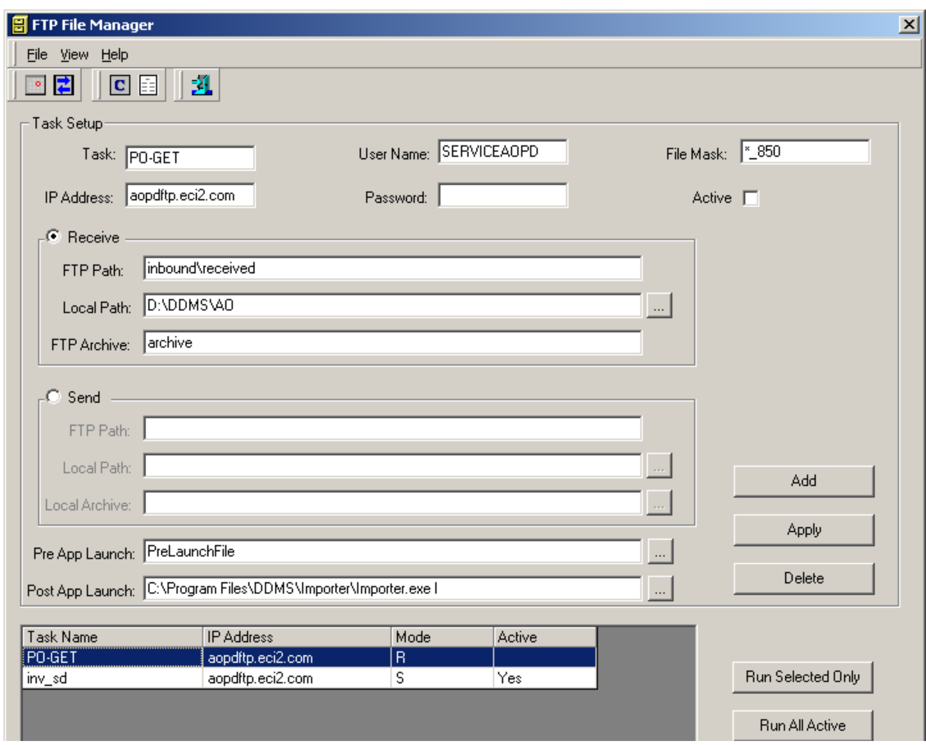
13 Click Add. The system adds the task information you specified in the bottom section of the dialog box. See Figure 6.

Figure 6: Receiving Files in the FTP Run Schedule Dialog Box



Changing or Deleting Existing Tasks

1 From your Windows desktop, click Start, All Programs, ECI2, FTPFileManager. The FTP File Manager window opens.

2 In the lower section of the dialog box, click the task to change or delete.

To change an existing task, click each box and enter the new information over the existing information. Click Apply.

To delete an existing task, click Delete.

Manually Running Existing Tasks

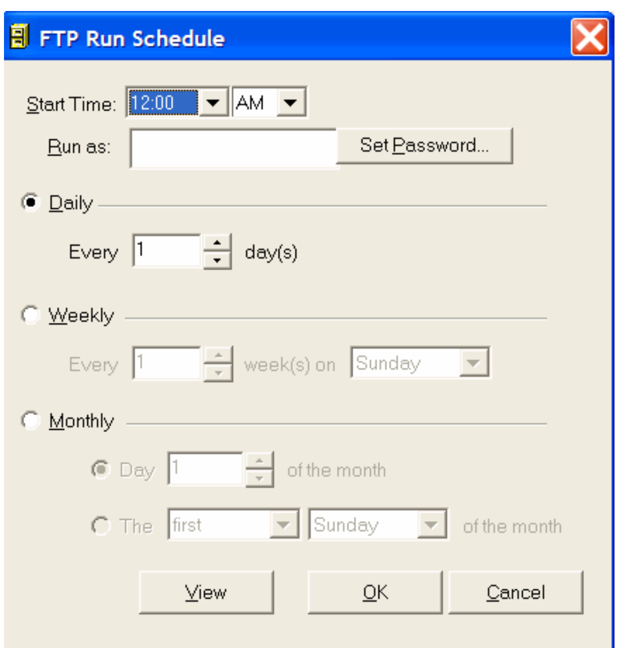
If the test fails, go back through the instructions in this document to make sure the hardware and software have been set up correctly. If your setup checks out and the test still fails, contact ECi Support.

1 From your Windows desktop, click Start, All Programs, ECI2, FTPFileManager. The FTP File Manager window opens.

2 The lower section of the dialog box displays the Active tasks. You can select specific tasks or run all Active tasks.

- To select a specific task, click the task to highlight it. Click Run Selected Only.
- To select all Active tasks, click Run All Active. All tasks with the text Yes in the Active column are run.

Figure 7: The FTP Run Schedule Dialog Box



Setting Up Scheduled Task Events

You can use the FTP File Manager window to set up a scheduled task event. This feature lets you specify a date and time for the system to automatically execute the specified tasks.

1. From your Windows desktop, click Start, All Programs, ECI2, FTPFileManager. The FTP File Manager window opens.
2. Click . You can also click the File menu and select the Scheduler option. The FTP Run Schedule dialog box opens, as shown in Figure 7.
3. Click the down arrow in the Start Time box and specify the time for the system to check for files. Be sure to specify either AM or PM.
4. In the Run As box, you must set a user name and password for this procedure. To do so, click Set Password and enter the password to use. The password you specify here is used by Windows scheduler to determine whether the user has permission to execute the scheduled task event.
5. In the Daily, Weekly, Monthly sections of the dialog box, specify whether to check for files each day, each week, or each month.
6. When you finish, click OK. A task is created under Windows Scheduler.

Note: This terminal ID can be used to determine if the ticket prints and what status it goes to using the (L1W) parameter screen. If (L1W) is not set up, your default terminal ID in the Server Options on your server is used.

Using AOPD PSN

Using AOPD PSN for the servicing dealer involves:

1. Using the FTP File Manager window to receive 850 files.
2. Processing the order in the usual manner and invoicing it.
3. Using the (SG)[L] function to build the 810 files.

Using the FTP File Manager Window to Receive Files

The FTP File Manager window lets you manually connect to FTP sites. You can use this software to receive 850 files from the FTP site.

1. From your Windows desktop, click Start, All Programs, ECI2, FTPFileManager. The FTP File Manager window opens.

2 In the Task Name section of the window, click the task you are executing, Receive 850s, for example.

3 Click Run Selected Only, or you can click Run All Active. The 850s are received and Importer places the tickets in the Order Entry screen for normal fulfillment.

*In order to use the (SG)[L] feature, you must set the Auto Create Orders field to **Y** and the Sales Auto Group field to **AOP** in the (SGA) screen. For instructions, see the previous heading* **Setting Up Trading Partner Parameters**.

Note: If there are no exceptions, the order is placed in P-MASTER. If there are exceptions, the order is placed in P-MASTERE and you have to release manually using the (GO)[E] function. For more information, see *http://www.ddms.com/Resources/Support/faq/ecommerce/EDI-sg-lt-l6w.pdf*
For information on creating EDI aliases, see your online help.

Processing the Order

Next, you process the order in the usual manner. Be sure to invoice the ticket. After the ticket is invoiced, use the (SG)[L] function to process and build the 810 files.

Using the (SG)[L] Function

This function automatically processes the EDI invoices and builds the 810 files. It automatically launches the (SG)[B] program and stores the 810s in the outbound folder set in the Outbound Volume Folder field in the (L6X) screen. Open your TBL client to access the Master Menu.

1 In the (SG) EDI Communications screen, type **L** in the Request field.

2 At the Build Files for Sales Auto Group prompt, type **Y**

3 In the Auto Group field, type **AOP**

4 In the Location field, specify the general ledger location.

5 In the Line field, press Tab to accept the default, or enter the line number.

6 In the Printer field, press Tab to accept the default, or enter the printer's logical name.

7 In the Copies field, press Tab to accept the default number of copies or enter the copies to print.

8 At the Are You Sure prompt, type **Y**

9 Once the 810 invoices are built and stored in the outbound folder, the FTP File Manager moves the 810s to the appropriate contracting dealer.

This completes the process for servicing dealers.