

*Phase II:  
Setting Up & Using the  
Eastern Distributing  
PSN*



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## Setting Up the Eastern PSN

If you have completed the steps in the handout, *Phase I: Setting Up PSN* for any vendor, you're ready to set the Eastern-specific parameters. If you have any questions about PSN installation, email them to [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com).

Setting parameters to communicate with Eastern involves:

- 1 Contacting Eastern
- 2 Setting up your EDI record (This is for electronic invoicing only.)
- 3 Creating an Eastern customer record
- 4 Setting up your Vendor database
- 5 Setting up the communication parameters
- 6 Setting up your trading partner parameters.

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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).

---

### Contacting Eastern

Contact Eastern to get your user name and password. You should also provide them with the information in the (L6WB) AT&T EDI IMS Parameters screen if it is already set up. (See **Setting Up the EDI Record**.)

## Setting Up the EDI Record

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

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

**Note:** In the DDMS Master Menu, double-click  , then

double click  . 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 your changes.
- 5 Contact Eastern to provide them with this information.

**Figure 1: The (L6WB) Parameters Screen**

```

11:21:52                AT&T EDI IMS Parameters                08/21/06
=====
Modem Parameters      |      EDI Parameters
-----|-----
Hayes Only ?C        |      Capture Log ? (Y/N)
Prefix ?9,           |      Reliable ?Y
Phone Nbr #18003520192 |      Baud :9600
                       |
Phone Line #M1       |
Custom String [      ] |
                       |
                       |      Code :00
                       |      Logon Id :OPD000004
                       |      Password :DDMS.OPUS
                       |      Qualifier :ZZ
                       |      Id :62781735
                       |      Code :62781735
                       |      File Type :11
                       |      Backorders ::1 (SA = NO B/O)
                       |                        (SS = B/O)
                       |
                       |      Location
                       |      1 [ ]
                       |      2 [ ]
                       |      3 [ ]
    
```

## Creating a Customer Record

If your account numbers are automatically assigned, you must clear the Next Customer # field in the (LA) Customer and A/R Parameters screen before you create the Eastern customer record,

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



- 1 In the DDMS Master Menu, double-click **Keytop Menu** then **Parameters**. Next, double-click Text Base Parameters. The (L) Parameters screen opens. Type **A** in the Selection Code field.
- 2 The (LA) screen opens. Type **C** in the Action field.
- 3 Tab to the Next Customer # field. See Figure 2. Note the number in this field and save it for later.
- 4 Space through the number in the Next Customer # field to remove it.

**Note:** You may review the Inc/Exc In (B) Parameter as well. This parameter allows you to include or exclude ranges of customer status codes. To exclude customers from the Order Entry screen, 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 screen, you need to set a status code which falls in the range you define here. For further information, see your online help.

- 5 Press Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.




**Figure 2: The (LA) Customer and A/R Parameters Screen**

```

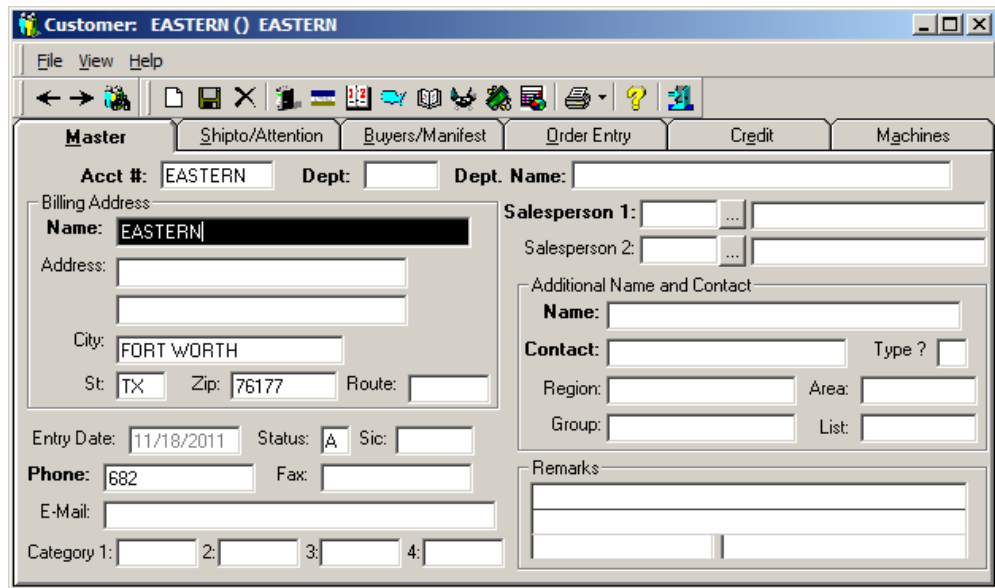
11:27:32                (LA) Customer And A/R Parameters                01/25/05
=====
Action [C] (C=Chg,I=Inq,1=Sales,2=A/R,3=Statement,4=Jour,5=Deposit) G/L Loc [ 1 ]
=====
Next Customer #      10018 Allow Manual Input ?N Save Changes ?N Swap Name ?Y
Inc/Exc In (B) ?E From ? To ? From ? To ? Add In (B) Y/N ?N Status ?A
Inc/Exc In (G) ?E 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 ?
    
```

## Phase II: Setting Up & Using the Eastern Distributing PSN

6 Press Esc multiple times to return to the Parameter Editor window.  
In the DDMS Customer Master tab, create a customer for Eastern.

- 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 enter an account number for Eastern.
- 4 In the Name box, enter a name for the Eastern customer. See Figure 3.
- 5 When you finish, click .
- 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 Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.
  - 6.4 Press Esc multiple times to return to the Parameter Editor window.

**Figure 3: The Customer Master Tab**





The screenshot shows a software window titled "Customer: EASTERN () EASTERN". 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 tabs: "Master", "Shipto/Attention", "Buyers/Manifest", "Order Entry", "Credit", and "Machines". The "Master" tab is active. The form contains the following fields and values:

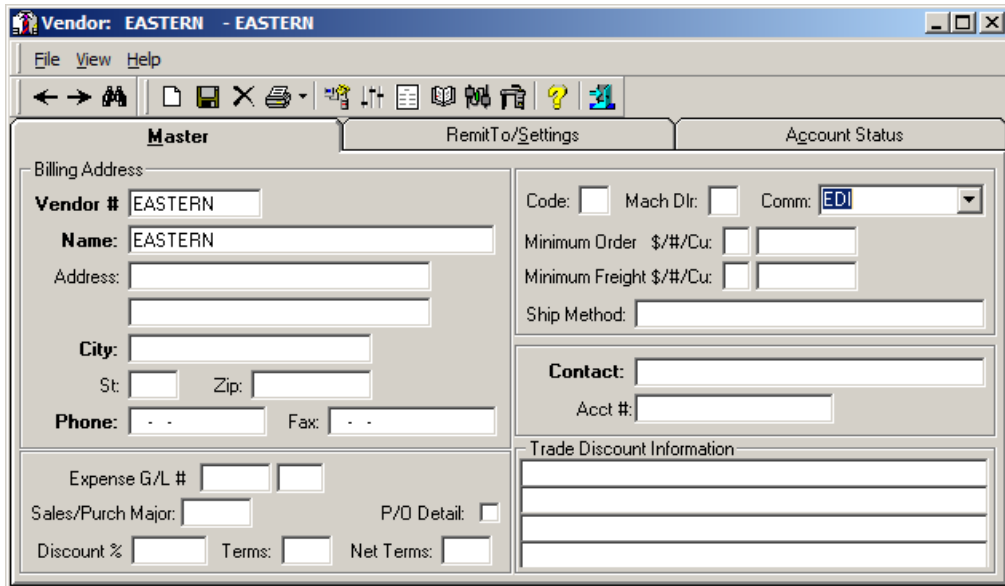
- Acct #: EASTERN
- Dept: [Empty]
- Dept. Name: [Empty]
- Billing Address:
  - Name: EASTERN
  - Address: [Empty]
  - City: FORT WORTH
  - St: TX
  - Zip: 76177
  - Route: [Empty]
- Entry Date: 11/18/2011
- Status: A
- Sic: [Empty]
- Phone: 682
- Fax: [Empty]
- E-Mail: [Empty]
- Category 1: [Empty] 2: [Empty] 3: [Empty] 4: [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]
- Remarks: [Empty]

## Setting Up Your Vendor Database

You must set up the appropriate destination ID for Eastern and select the features to enable.

- 1 Set up Eastern as a vendor.
  - 1.1 In the Vendor Master tab, click .
  - 1.2 Click the Vendor # box type **EASTERN**.
  - 1.3 Click the Name box and enter a name for the Eastern vendor.
  - 1.4 Click the Comm box's down arrow and click EDI. See Figure 4.
  - 1.5 Click .



**Figure 4: The Vendor Window**



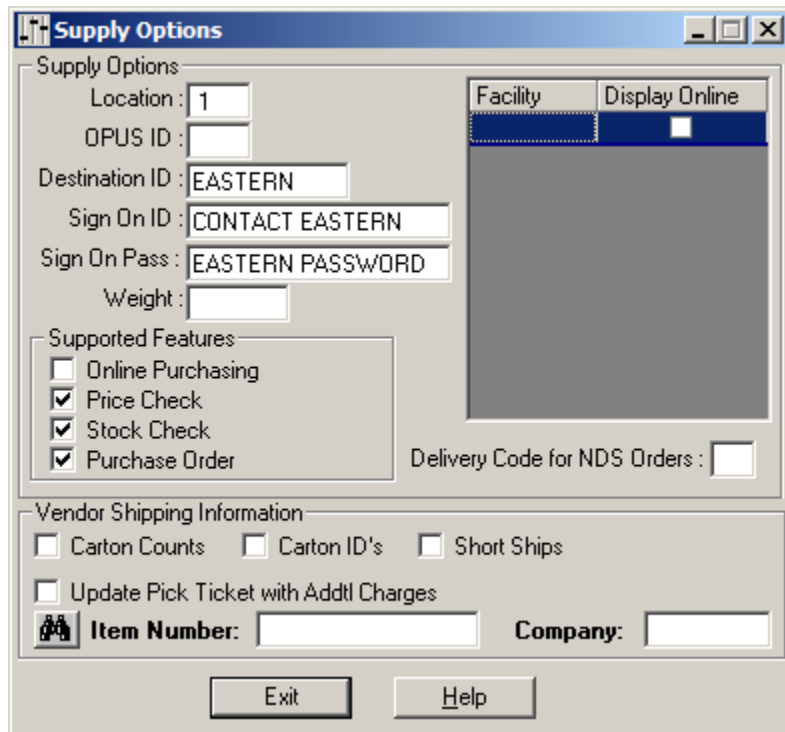
The screenshot shows a software window titled "Vendor: EASTERN - EASTERN". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into three tabs: "Master", "RemitTo/Settings", and "Account Status". The "Master" tab is active and contains the following fields:

- Billing Address:**
  - Vendor #: EASTERN
  - Name: EASTERN
  - 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 table with 3 rows]
- Expense G/L #:** [Empty]
- Sales/Purch Major:** [Empty] **P/O Detail:** [Empty checkbox]
- Discount %:** [Empty] **Terms:** [Empty] **Net Terms:** [Empty]

## Phase II: Setting Up & Using the Eastern Distributing PSN

- 2 Set PSN parameters.
  - 2.1 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, type **EASTERN**
  - 2.4 In the Sign On ID box, enter your Eastern vendor ID number.
  - 2.5 In the Sign On Pass box, enter your Eastern password.
  - 2.6 From the Supported Features list, click Price Check, Stock Check, and Purchase Order.
  - 2.7 When you finish, click Exit.
- 3 Click .

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




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

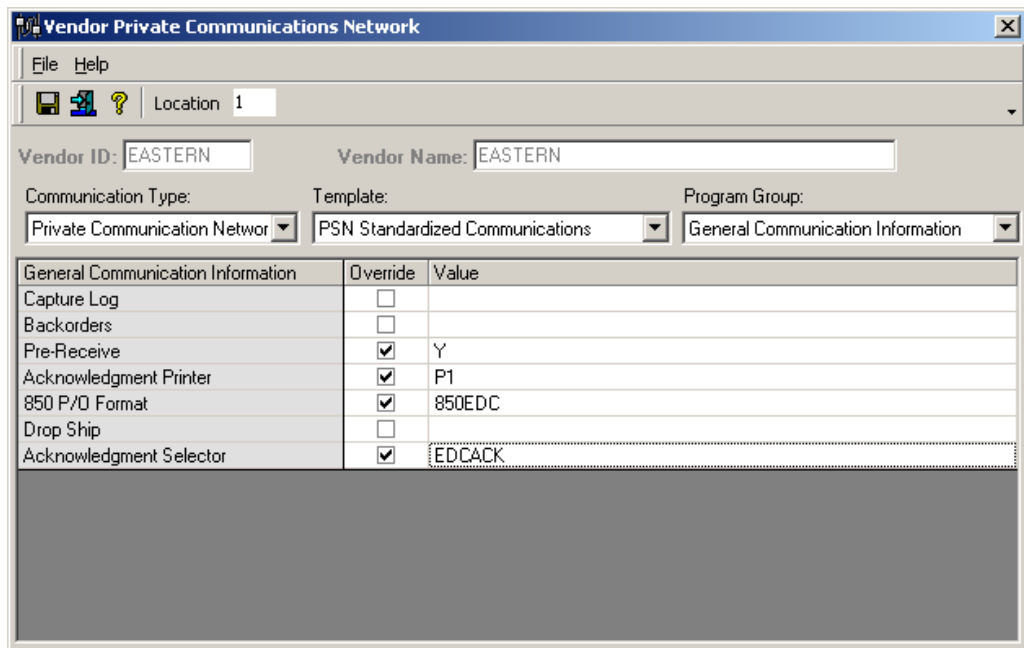
## Setting Communication Parameters

You must set up communication parameters for Eastern.

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

- 1 Set up the Vendor Private Communications Network dialog box.
  - 1.1 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 .
  - 1.2 From the Communication Type drop down list, select Private Communication Network.
  - 1.3 From the Template drop down list, select PSN Standardized Communications.
- 2 Set the general communications parameters in the Vendor Private Communications Network dialog box.
  - 2.1 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.

**Figure 6: Setting General Communications Information Parameters**




| General Communication Information | Override                            | Value  |
|-----------------------------------|-------------------------------------|--------|
| Capture Log                       | <input type="checkbox"/>            |        |
| Backorders                        | <input type="checkbox"/>            |        |
| Pre-Receive                       | <input checked="" type="checkbox"/> | Y      |
| Acknowledgment Printer            | <input checked="" type="checkbox"/> | P1     |
| 850 P/O Format                    | <input checked="" type="checkbox"/> | 850EDC |
| Drop Ship                         | <input type="checkbox"/>            |        |
| Acknowledgment Selector           | <input checked="" type="checkbox"/> | EDCACK |

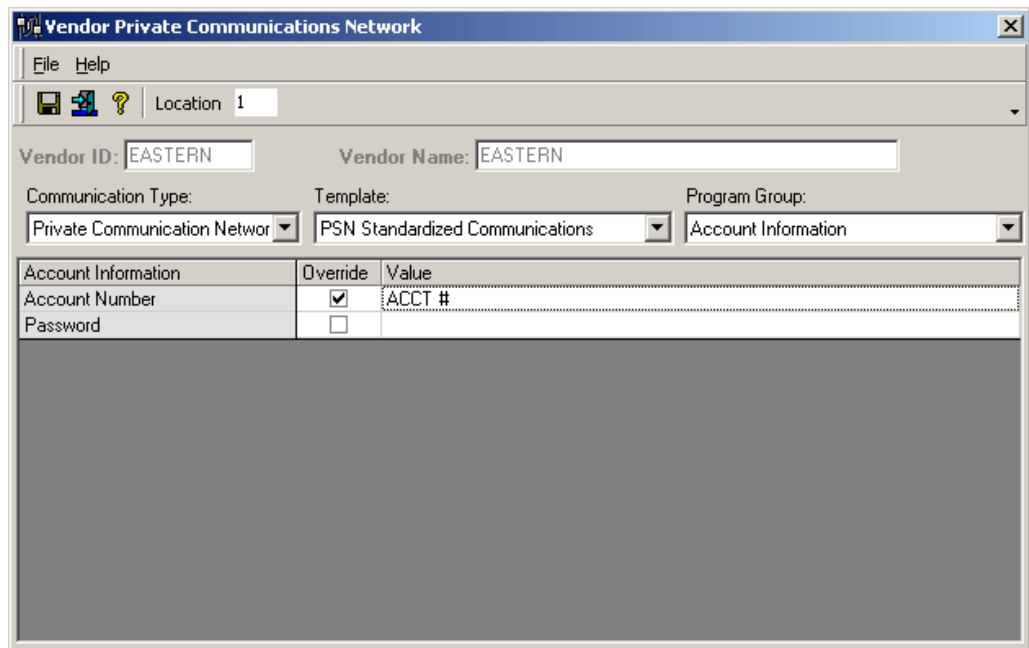
## Phase II: Setting Up & Using the Eastern Distributing PSN

Add a default value by entering it in the Value column. For example, to create a capture log file, type **Y** in the Capture Log Value box. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

You may set these as you choose with the following exceptions:

- 2.2 Type **Y** in the Pre-Receive Value box.
  - 2.3 In the Acknowledgment Printer Value box, enter your acknowledgment printer's name.
  - 2.4 Type **850EDC** in the 850 P/O Format Value box.
  - 2.5 Leave the Drop Ship Value box blank. The default is next-day delivery. Entering information in this box places your order on hold on Eastern's side.
  - 2.6 In the Acknowledgment Selector Value box, type **EDCACK**
  - 2.7 When you finish, click .
- 3 Set the account parameters in the Vendor Private Communications Network dialog box.
    - 3.1 From the Program Group drop down list, click Account Information. The available parameters are listed in the Account Communication Information column. See Figure 7.




**Figure 7: Setting Account Information Parameters**



| Account Information | Override                            | Value  |
|---------------------|-------------------------------------|--------|
| Account Number      | <input checked="" type="checkbox"/> | ACCT # |
| Password            | <input type="checkbox"/>            |        |

## Phase II: Setting Up & Using the Eastern Distributing PSN

Add a default value by entering it 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 as you choose with the following exception:

- 3.2 In the Account Number Value box, enter the account number provided by Eastern.
  - 3.3 When you finish, click .
- 4 Set the supplier information parameters in the Vendor Private Communications Network dialog box. You can have Eastern ship orders using standard shipping, Wrap-n-Label, or drop-shipping. All Wrap-n-Label orders are shipped to your warehouse. Drop ship orders are shipped directly to the customer. Standard shipping is used for all other orders.
- 4.1 From the Program Group drop down list, click Supplier Information.  
  
The available parameters are listed in the Supplier Information column. Add a default value by entering it 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 as you choose with the following exception:  
  
To use standard shipping, type **DL** in the Value box for Standard Order Type.  
  
To use Wrap-and-Label, type **RL** in the Value box for Wrap-and-Label Order Type.  
  
To drop ship the order, type **DS** in the Value box for Drop Ship Order Type.
  - 4.2 When you finish, click .
- 5 Click  to save your changes.

### 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 DDMS Master Menu. To set up your trading partner parameters:

- 1 In the (SGA) screen, type **C** in the Action field.
- 2 Tab to the Account # field, type **EASTERN** then press Enter.
- 3 At the Correct Record prompt, press Enter.
- 4 Tab to the Interchange Id Qualif field and type **12**

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- 5 In the ID field, type **8473621001**
- 6 Tab to the Interchange Control Std field and type **U**
- 7 In the Version field, type **00401**
- 8 In the Receivers Code Id field, type **8473621001** and press Tab.
- 9 In the Responsible Agency Code field, type **X**
- 10 In the Version field, type **004010**
- 11 Tab to the Test Indicator field and type **P**
- 12 Tab to the Seg Term field and type **~~**, as shown in Figure 8.

---

**Note:** The tilde (~) key is located in the upper left corner of most keyboards.

---

- 13 The number in the Interchange Control field increases by one with each transaction. To enter a starting point, type **10000** and press Tab.
- 14 The number in the Group Control field increases by one with each transaction. To enter a starting point, type **200000** and press Enter.

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

```

15:38:39          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          04/08/05
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :EASTERN          Account # EASTERN Dept :
                        KELLER                      TX
                        817- -
-----
EDI VAN :
Interchange ID Qualif :12 ID :8473621001
Auth. Info Qualif.   :   Info :
Security Info Qualif. :   Info :
Interchange Control Std :U Version :00401
-----
Receivers Code Id      :8473621001
-----
Responsible Agency Code :X
                        Version :004010
-----
Test Indicator   :P (T/P)  Buy Unit   : (S/M/W) | Contract #....
Acknowledgement :          Customer Ref :      | Location #.....
Release/Contract:          1: 2:      | Contracting Dealer #...
Round Quantities when Needed U/D/R ? Seg Term:~~| Reports Used :.
-----
** ENTER DATA OR <?> FOR HELP !!

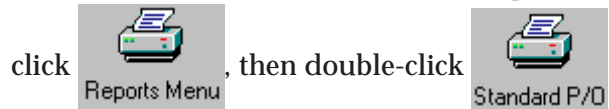
```

## Using PSN

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

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field.

**Note:** To access the (SR) Purchase Order Reports screen in DDMS, double-



- 2 Tab to the Who field and type **N** to select Eastern. See Figure 9.
- 3 In the P/O Numbers field, enter the number of the P/O to send. To send more than one P/O, enter the number of the first P/O in the P/O Numbers field. Enter the number of the last P/O in the To # field.
- 4 Press Enter until the Are You Sure prompt appears. Type **Y**
- 5 You can complete the transmission using the (CX) screen. See **Completing the Transmission**.

**Note:** The order processes in six to eight minutes. Your system attempts to receive the acknowledgment for six minutes. If you do not receive an acknowledgment in that time, see **Requesting Acknowledgments**.

**Figure 9:**  
**Transmitting**  
**P/Os Online**

```

16:26:12          (SR) Purchase Order Reports  rev. (12/16/04)          04/08/05
=====
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 ?   DMI          TPA
C. Receive P/O Transmission From Vendor.          TECHDATA     XSTAMPER
D. Print P/O Receipts From Vendor.   Delete File Y/N ?   ISG          EXPRESS
F. Talk To Wholesaler.              Who N          EASTERN
I. Receive Electronic Invoice.       Regional Wholesaler ?

E. Backorder Reports.              Short Buy Report Y/N ?
  Keep Short Buy File for P/O's ?.   Print All ?.
M. Debit Memo Report.
P. Purge Purchase Orders.
  From File [PO-MASTER ] Vol. [W1 ]
  To File [JOUR-PO ] Vol. [W1 ]
R. Inquire or Report on Archive   Reindex Y/N ?.
S. Compare Vendor Purchases with Daisytek

P/O Numbers #..... To #.....
Vendor Nbr #..... To #.....
Request [B] Location ? 1 Printer ?P1 COMPANY ? Totals Only ?N Y/N
    
```

## Completing the Transmission

Once you've completed the (SR) screen, the (CX) screen opens.

- 1 At the Enter Number For Selection prompt, type **C** to complete the transmission. See Figure 10.
- 2 The P/O is transmitted to Eastern.

## Using Acknowledgments

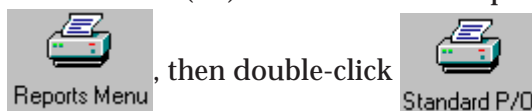
Acknowledgments are not printed or pre-received automatically. You can:

- Request an acknowledgment.
- Pre-receive and/or print an acknowledgment.

## Requesting Acknowledgments

You can request an acknowledgment within six to 10 minutes of transmitting the P/O.

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



- 1 In the (SR) screen, type **C** in the Request field.
- 2 At the Are You Using Private Supply Network prompt, type **Y**

**Figure 10:**  
Completing the  
Transmission

```

14:25:25 Vendor Private Communication Network Rev. (02/07/03) 10/27/03
=====
ACTION [ ] A=Add, C=Change, I=Inquire Location [ 1]
=====
Vendor# _____ Code :_ G/L # ___-__
Comm. Type      Template      Parameter Group
[PCN ]          [PSNSTD ] [
                Parameter
[Drop Ship      ]              1-20 [N]
                Override [Y]         21-40 [ ]
                                41-60 [ ]
                                61-80 [ ]
0 [Backorders ]
1 [Pre-Receive ]
2 [Acknowledgment Printer ]
3 [Shipping Code ]
4 [Drop Ship ]
5 [Acknowledgment Selector ]

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

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- 3 The (SRC) Acknowledgment Request screen opens. In the P/O Number field, enter the number of the P/O for which you are requesting 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 11.

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.

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

**Figure 11: The (SRC) Acknowledgment 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 [__]
=====
```

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

When the vendor has pre-received and allocated inventory for your order, or final-received and shipped 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 **Requesting Acknowledgments**.
- 2 In the P=Print Acknowledgment field:
  - Type **P** to print the acknowledgment without pre-receiving it. See Figure 12.
  - Type **R** to receive and print the acknowledgment.
- 3 In the Printer field, enter the printer to use and press Enter.
- 4 At the Are You Sure prompt, type **Y**

**Figure 12:**  
**Printing and**  
**Pre-Receiving**  
**an**  
**Acknowledgment**

```

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 [__]
=====
    
```