# *Phase II: Setting Up & Using the EDR PSN*

ECi™ ECi DDMS®

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# Contents

# About the EDR PSN

DDMS now supports a direct-buy flow with Educators Resource (EDR) using PSN. This process allows you to automate the procedure of loading your dealer-specific EDR pricing into the DDMS Item database and transmitting your purchase orders through your DDMS system's short-buy processes. The purchase orders are electronically transmitted to EDR in their preferred format via PSN, and you receive the acknowledgment of the purchase order automatically. This automation makes the ordering process easier and more efficient.

There are three parts to configuring this automation, which are covered in this document:

1. Set up Vendor MultiLoader software for use with EDR PSN. For more information, see the heading **Setting Up and Using the Vendor MultiLoader.**
2. Configure the EDR-specific PSN settings. For more information, see the heading **Setting Up the EDR PSN**.
3. Complete the transmission and receive the purchase order acknowledgment. For more information, see the heading **Using the EDR PSN**.

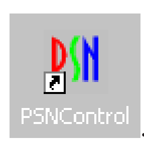
# Setting Up and Using the Vendor MultiLoader

The Vendor MultiLoader program gives you access to all the supplemental vendors' item files in just a few clicks. You can load supplemental vendor files and custom item files quickly and easily.

The Vendor MultiLoader program updates all the O/PUS supplemental vendors according to the parameters (settings) you set. Each vendor has its own settings screen.

The Vendor MultiLoader program is normally run once each quarter after you run the O/PUS SIMPLE program. However, you can run the program as many times as you need as updated vendor files become available.

You download this program to your DDMS server using PSNControl.

1. Open PSNControl by double-clicking 

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2 The File Transfer window opens. Make sure the correct quarter is selected in Step 1. Under the Step 2 heading, type VENDOR in the Enter File Name box.

3 Click Add to File Transfer List.

4 Click Transfer Now.

5 When the Download Complete message appears in the File Transfer List box, click Exit.

6 The latest Vendor MultiLoader program is now installed. To start the program, click Start then All Programs. Click VENDORMULTILOADER.exe to start the program.

## Using Vendor Multiloader to Update DDMS Inventory with EDR Products

Using the Vendor Multiloader program takes just five simple steps. For more information on each step, refer to the appropriate heading.

1 First, in the Vendor MultiLoader window, select Educators Resource from the list provided. See Figure 1.

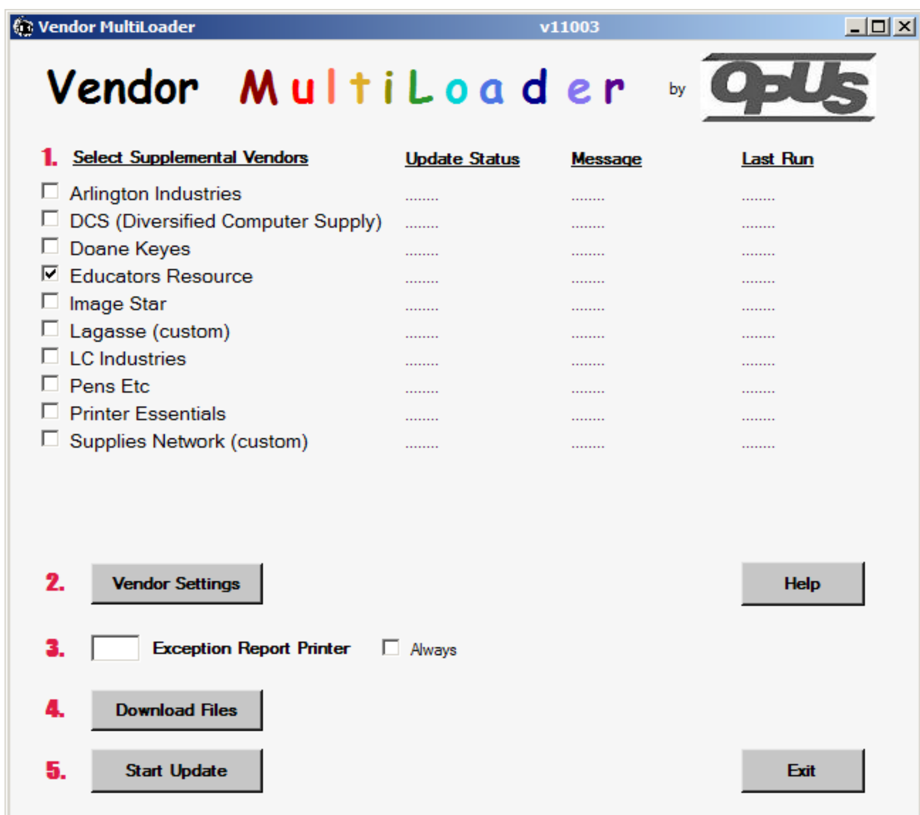


**Figure 1: The Vendor Multiloader Window**

2 Complete the Vendor Settings. For more information, see the heading **Setting Vendor Settings.**

3 Designate a printer to print the Exceptions report. For more information, see the heading **Selecting the Exceptions Report Printer.**

4 Download the vendor files. For more information, see the heading **Downloading Files.**

5 Start the update. For more information, see the heading **Starting the Update.**

## Setting Vendor Settings

1 In the Vendor MultiLoader window, select which vendors' supplemental files to download, by clicking the check box next to Educators Resource.

2 After you have selected Educator's Resource, click Vendor Settings. The vendor settings dialog box for Educators Resource opens.

3 Accept the default file name of the Educators Resource update file. See Figure 2.

4 Select the Create New Items option to add new items not found in your inventory.

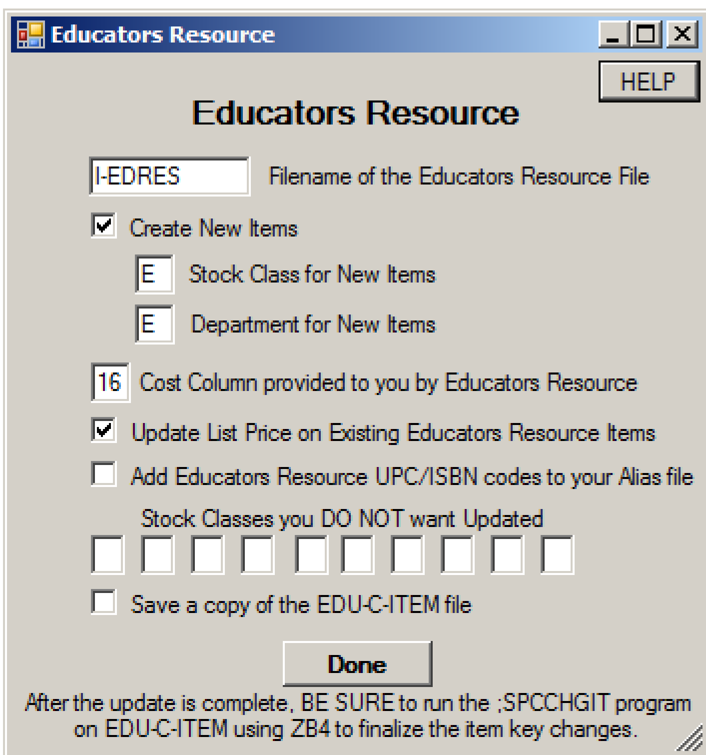


**Figure 2: The Educators Resource Vendor Settings Dialog Box**

The items are created using the supplied EDR number. A blank space in this box does not create items.

5 If you choose to create new items, you must enter a Stock Class and Department for the items created.

6 Enter the Cost Column provided to you by EDR.

7 Select the Update List Price on Existing Educators Resource Items option to load the EDR supplied price into the pricing record list field.

   A blank space in this box does not update list price on existing items.

8 If you check the Add Educators Resource UPC/ISBN codes to your Alias file, you may add EDR supplied codes to the file.

   If you leave this box blank, aliases are not created.

9 Next, you can enter up to 10 stock classes to not update.

10 Check the Save a copy of the EDU-C-ITEM file box if you want the program to make a backup copy of the EDU-C-ITEM file in your work unit. The EDU-C-ITEM file is deleted each time you run an update.

11 Click Done when finished.

## Selecting the Exceptions Report Printer

The Exceptions Report lists items that were not added or updated, along with the reasons. This report automatically prints during the update.

You must enter the DDMS printer ID in the Exception Report Printer box.

Click the Always box to use the same printer each time.

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**Note:** In addition to the Exceptions report, the All Item report is always available in the DDMS/SR folder after vendor files are updated. The report is named by vendor. For example, RPT-EDRES.xls is the name of the All Item report for Educators Resource.

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Next, you must download the vendor files.

## Downloading Files

1 When you click Download Files, the PSNControl File Transfer window opens and the necessary files are automatically downloaded.

2 The vendor files are saved to the OPUS Download unit. The Download Complete message displays.

3 Click Exit.

### Starting the Update

Now that you've downloaded your vendor files, you can start the update.

1 Click Start Update to update your item files. A status update message appears next to each vendor you selected.

2 When finished, the Update Status column shows Done.

3 Click Exit.

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**Note:** After the update is complete, you must run the ;SPCCHGIT program to finalize the item key changes. Go to the ZB4 screen and run ;SPCCHGIT on unit 04. Enter EDU-C-ITEM as the Input Source Item File.

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# Setting Up the EDR PSN

If you have completed the steps in the handout, *Phase I: Setting Up PSN* for any vendor, you're ready to set the EDR-specific parameters.

Setting parameters to communicate with EDR involves:

1 Setting up your EDI record

2 Setting up your Vendor database

3 Creating a EDR customer record

4 Setting up trading partner parameters

5 Setting up communication parameters.

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**Note:** Dealers must be on version 8.26.0 or higher to transmit or check stock/price for EDR. *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.

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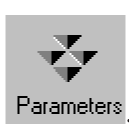
## Setting Up the EDI Record

If the EDI record is blank, complete it using these instructions:

1 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 (L6WB) screen, tab to the Qualifier field. See Figure 3. Enter your selection from the following:

**Ø1** (This is the preferred qualifier)

**12**

**16**

**ZZ**

**Figure 3: The (L6WB) AT&T EDI IMS Parameters Screen**

```
14:51:07                        AT&T EDI IMS Parameters                       03/13/03
================================================================================
             Modem Parameters                  |              EDI Parameters
----------------------------------------------|---------------------------------
Hayes Only ?            Capture Log  ?  (Y/N)  |
Prefix     ?9,              Reliable ?Y        |   Code       :00
Phone Nbr  #18003520192     Baud      :9600    |   Logon Id   :OPD000004
                                               |   Password   :DDMS.OPUS
                                               |   Qualifier  :ZZ
Phone Line #M1                                 |   Id         :6203017821
   Custom String [                    ]        |   Code       :6203017821
                                               |   File Type  :
                                               |   Backorders :      (SA = NO B/O)
                                               |                     (SS = B/O)
                                               |---------------------------------
                                               |      Location
                                               |   1 [________]
                                               |   2 [________]
                                               |   3 [________]
                                               |   4 [________]
                                               |   5 [________]
```

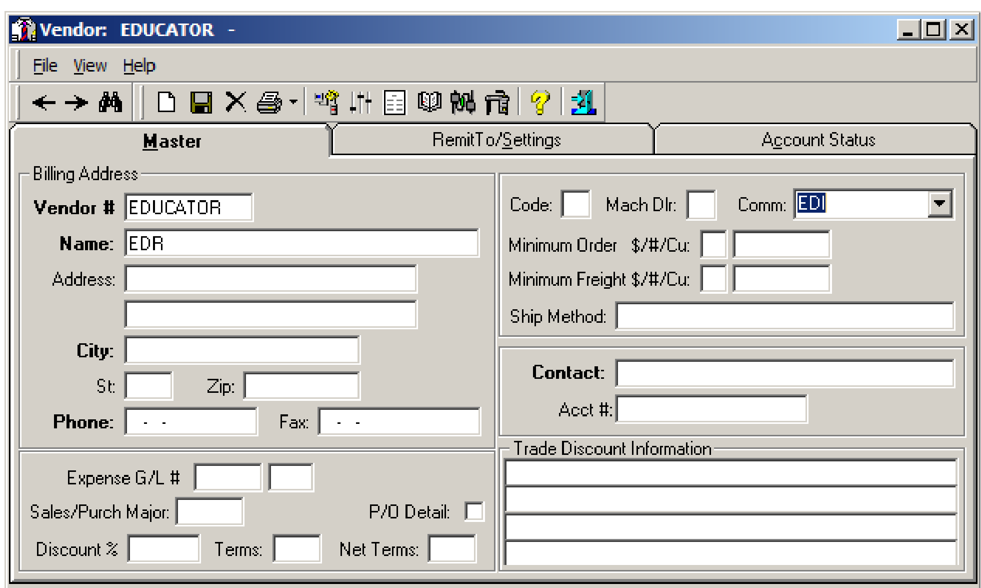



**Figure 4: The Vendor Master Tab**

3 In the ID and Code fields, enter information according to the following:

If your qualifier is Ø1, enter your DUNS number.

If your qualifier is 12, enter your 10-digit business phone number.

If your qualifier is 16, enter your DUNS number plus 4 letters.

If your qualifier is ZZ, this means the ID has been mutually agreed upon.

4 Press Enter to save your changes.

## Setting Up Your Vendor Database

1 Set up your EDR vendor. If you already have a EDR vendor, retrieve it and go to **Step 1.4**.

1.1 In the Vendor Master tab, click . See Figure 4.

1.2 Click the Vendor # box and type **EDUCATOR**

1.3 Click the Name box and type **EDR**

1.4 Click the Comm box's down arrow and select EDI as the communication type.

1.5 Click .

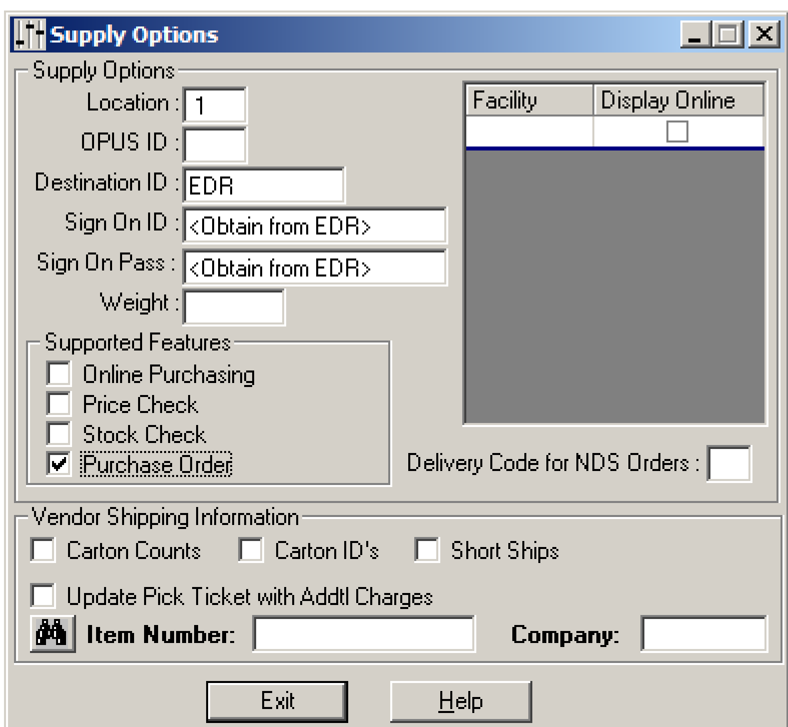



**Figure 5: The Vendor Supply Options Dialog Box**

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**Note:** You can set up multiple vendors. If you do so, you must also set up parameters for each vendor.

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2 Set PSN parameters.

**2.1** In the Vendor Master tab, click .

**2.2** The Supply Options dialog box opens, as shown in Figure 5. In the Location box, enter a G/L location, or accept the default of 1. The supply options need to be set for each vendor that you are using.

**2.3** In the Destination ID box, type **EDR**

**2.4** In the Sign On ID box, enter your sign on ID number, assigned by EDR.

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**Note:** If EDR assigns you a Sign On ID that exceeds the 20-character limit for this field, email EDR to request an alias. EDR then assigns a new Sign On ID under 20 characters and a cross-reference email address where the confirmations are sent.

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**2.5** In the Supported Features list, click Purchase Order.

**2.6** When you finish, click Exit.

3 Click .

# Creating a Customer Record

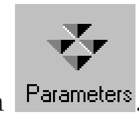
In the DDMS Customer Master tab, create a customer with EDR as the account number and name.

**Figure 6: The (LA) Customer and A/R Parameters Screen**

```
11:27:32              (LA)  Customer And A/R Parameters                01/25/05
================================================================================
Action [C] (C=Chg,I=Inq,1=Sales,2=A/R,3=Statement,4=Jour,5=Deposit) G/L Loc [ 1]
================================================================================
Next Customer #     10018  Allow Manual Input ?N  Save Changes ?N  Swap Name ?Y
Inc/Exc In (B) ?I   From ?  To ?    From ?  To ?   Add In (B) Y/N ?N  Status ?A
Inc/Exc In (G) ?I   From ?  To ?    From ?  To ?   Add In (G) Y/N ?N  Status ?A
Passwords:    Reindex ?DDMS   Release ?DDMS      Purge ?DDMS       EOM ?DDMS
             Delete  ?DDMS   Credit Card ?      Mask Inquiry ?N   EOY ?DDMS
Monthly Usage From ?M To ?M  Quarterly Usage From ?Q To ?Q
Print Copies With Original Invoice Y/N ?Y       National Drop Ship Route [NDS ]
In O/E on Customer Query, Display Shipto Address instead of Billto Y/N ?Y
In Gateway Set Shipto Name to ?  (A=Add. Name, C=Add. Contact, S=Shipto Contact)
    Set Dept Name to ?  (B=Billto Name, A=Add. Name, C=Add. Cont., S=Ship Cont.)
Keep Service Quality Statistics for Customer Status : [A] to [Z] + [ , , , , ]
Locs.to Exclude from Service Quality Statistics [  ] to [  ] + [  ,  ,  ,  ,  ]
Auto-Bill Invoices:   Print, Fax, Neither P/F/N ?N  Formats: Invoice :   Fax :
Sort Order ?N (#=Customer Nbr, N=Customer Name, R=Route, Z=Zip Code)
Only Bill Auto-Bill records that have a Quantity greater than Zero Y/N ?
Create Line Item Special from Auto-Bill Remarks Y/N ?
Advanced Customer Queries Y/N ?        Suite instead of Street on Queries Y/N ?
Show Master Shipto's if none on Dept. Y/N ?
```

Before you create the customer record, if your account numbers are automatically assigned, you must remove your Next Customer # in the (LA) Customer and A/R Parameters screen.

1 In the DDMS Master Menu, double-click 

then 

. 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. See Figure 6.

3 Tab to the Next Customer # field. Note the number in this field and save it for later.

4 Space through the number in the Next Customer # field to remove it.

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

6 Press Esc multiple times to return to the Parameter Editor window.

## Setting Up the Customer Record

1 In the DDMS Master Menu, double-click 

. The Customer window opens, displaying the information for the last customer selected.

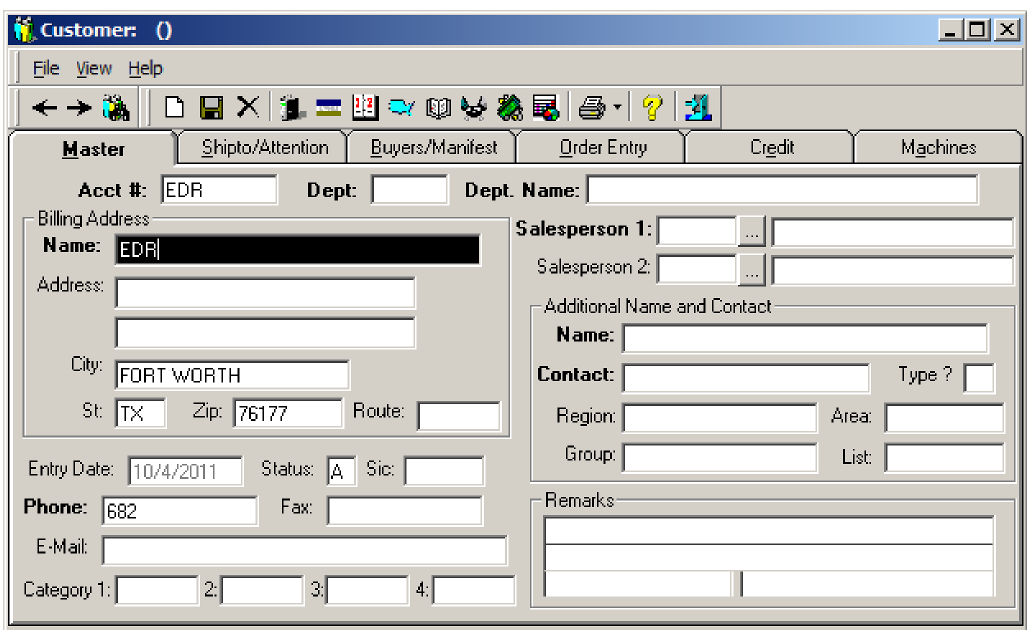
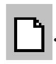
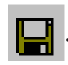



Figure 7: Creating a Customer Record

2 Click . The boxes in the window are cleared.

3 Click the Acct # box and type **EDR** as the account number. See Figure 7.

4 In the Name box, enter a name for the EDR customer.

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.

## Setting Up Trading Partner Parameters

To set up your trading partner parameters:

1 In the (SGA) screen, select the [C] Change action code.

2 Tab to the Account # field. Type **EDR** and press Enter.

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

```
10:44:44        (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)        04/08/11
--------------------------------------------------------------------------------
 Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
--------------------------------------------------------------------------------
Name :EDUCATORS RESOURCE              Account #        EDR   Dept :
                                          KELLER                           TX
                                            817-    -
--------------------------------------------------------------------------------
EDI VAN  :                                         Auto Send           :    (Y/N)
Interchange ID Qualif   : ZZ  ID :6307515670        Negate Credit Inv. :
Auth. Info Qualif.     :    Info :                 Use Received Price :    (Y/N)
Security Info Qualif.  :    Info :                 Using 81Ø           :
Interchange Control Std:U  Version :ØØ4Ø1           Using 855           :
Receivers Code Id      :6307515670                  Auto Create Orders :    (Y/N)
Responsible Agency Code:X Version :ØØ4Ø1Ø          Sales Auto Group   :
Interchange Control#    1ØØ33                       Auto 85Ø Sendfile  :
Group Control      #    1ØØØ33                     Default Selector   : 85ØEDR
                                                    ======= Shipping Info =======
Test Indicator  :P (T/P)  Buy Unit:  (S/M/W)       | Contract #
Acknowledgement :         Customer Ref :           | Delivering Dlr #
Release/Contract:         1:  2:                   | Contracting Dealer #
Round Quantities when Needed U/D/R ?  Seg Term:~~  | 2nd Party Delivery :
--------------------------------------------------------------------------------
         CORRECT RECORD Y/N?Y
```

3 At the Correct Record prompt, press Enter.

4 Tab to the Interchange ID Qualif field and type **ZZ**. See Figure 8.

5 In the ID field, type **6307515670**

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, type **6307515670** and press Tab.

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

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

11 Tab to the Test Indicator field and type **P**

12 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.

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13 Tab to the Default Selector field and type **85ØEDR**

## Setting Communication Parameters

To set up communication parameters in DDMS:

1 Set up the Vendor Private Communications Network window.

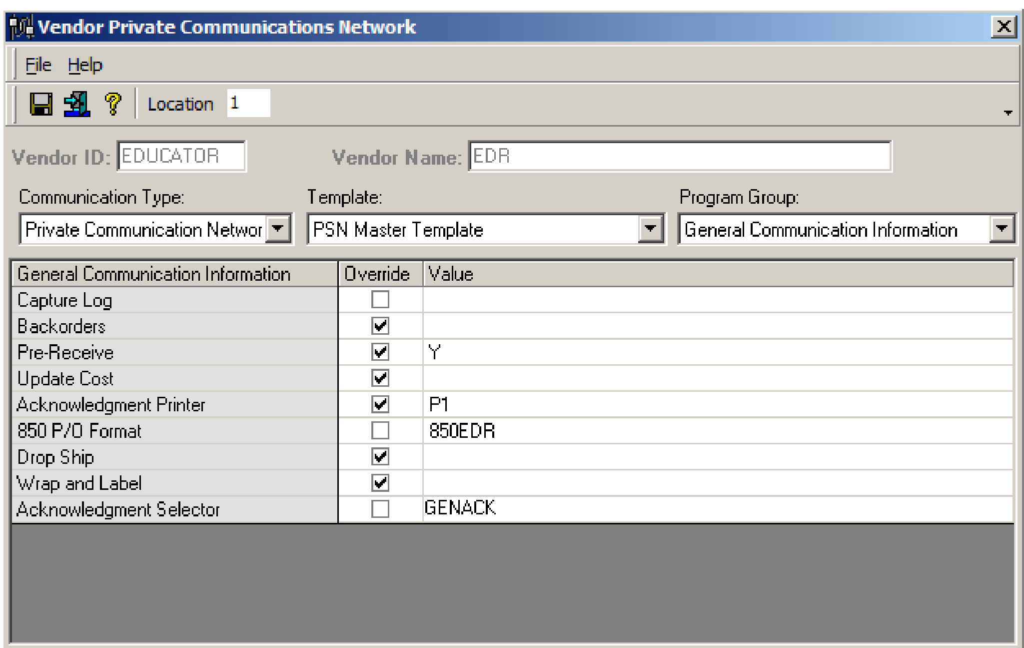



**Figure 9: The Vendor Private Communications Network Window**

1.1 In the Vendor window, open the Vendor Private Communications Network window. To do so, click View and select PCN; double-click ; or press Ctrl + U.

1.2 From the Communication Type drop down list, select Private Communication Network.

1.3 From the Template drop down list, select PSN Master Template.

2 Set the general communications parameters in the Vendor Private Communications Network window.

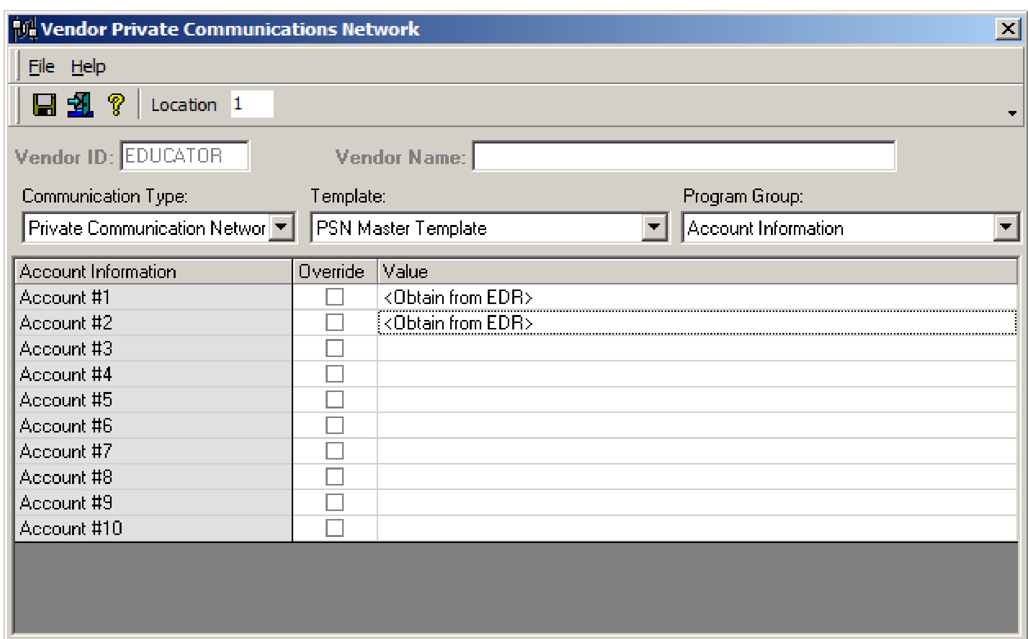
2.1 From the Program Group drop down list, click General Communication Information. The available parameters are listed in the General Communication Information column. See Figure 9.

You can add a default value by entering it in the Value column. Check the corresponding Override box to allow this information to be changed at the time of communication.

2.2 In the Pre-Receive Value box type **Y**

2.3 In the Acknowledgment Printer box, enter the DDMS printer where you want the acknowledgments to print, for example, **P1**. Check the corresponding Override box. This setting is recommended for this parameter but may change based on your own preferences.

**Figure 10: Setting the Account Information**



**2.4** In the P/O Format Value box, type **85ØEDR**. Leave the Override box that corresponds to this parameter blank. This setting is required for this parameter.

**2.5** In the Acknowledgment Selector Value box, type **GENACK**. This setting is required for this parameter.

**2.6** In the Update Cost box, check the corresponding Override box. Enter **N** in the Value field to not update the cost on your purchase order. To update the cost on the P/O, leave the Value field blank.

**2.7** By default, the Drop Ship parameter is set to **N**. To set the default shipping method to Drop Ship, enter **Y** in the Value field. Check the corresponding Override box to change the Drop Ship flag when transmitting in the (SR) [B] screen.

**2.8** Check the Override box that corresponds to the Pre-Receive parameter. Leave the Override boxes that correspond to the Capture Log and Wrap and Label parameters blank. These settings are recommended for these parameters but may change based on your own preferences.

**2.9** When finished, click .

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**Note:** Any parameters not specifically mentioned do not apply to EDR and do not need to be set.

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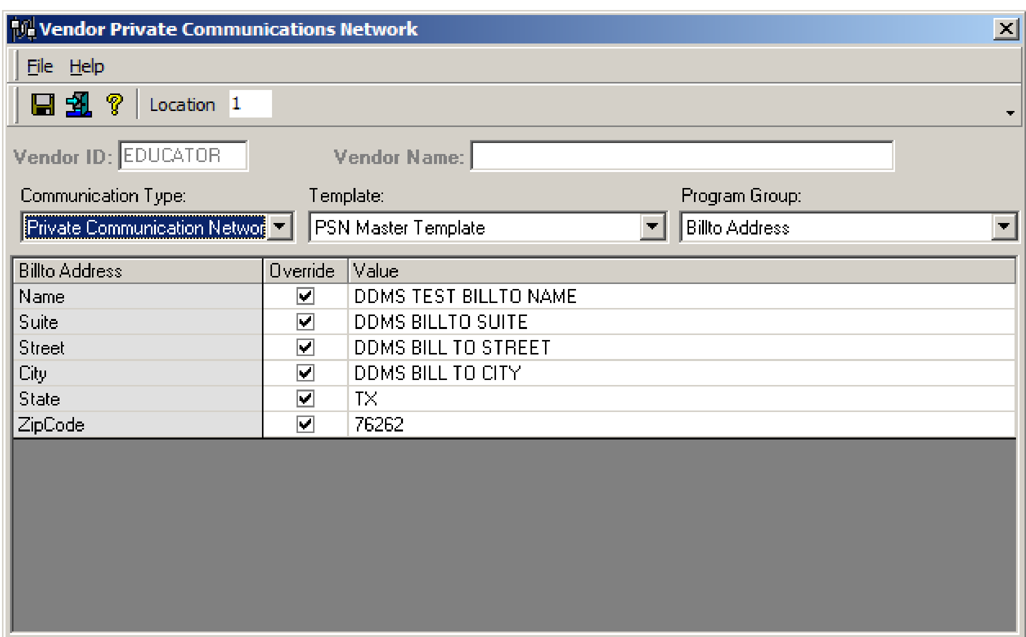
**Figure 11: Setting the Billto Information**



3 Set the account information parameters in the Vendor Private Communications Network Window.

**3.1** From the Program Group drop down list, click Account Information. The parameters are listed in the Account Information column. See Figure 10.

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.

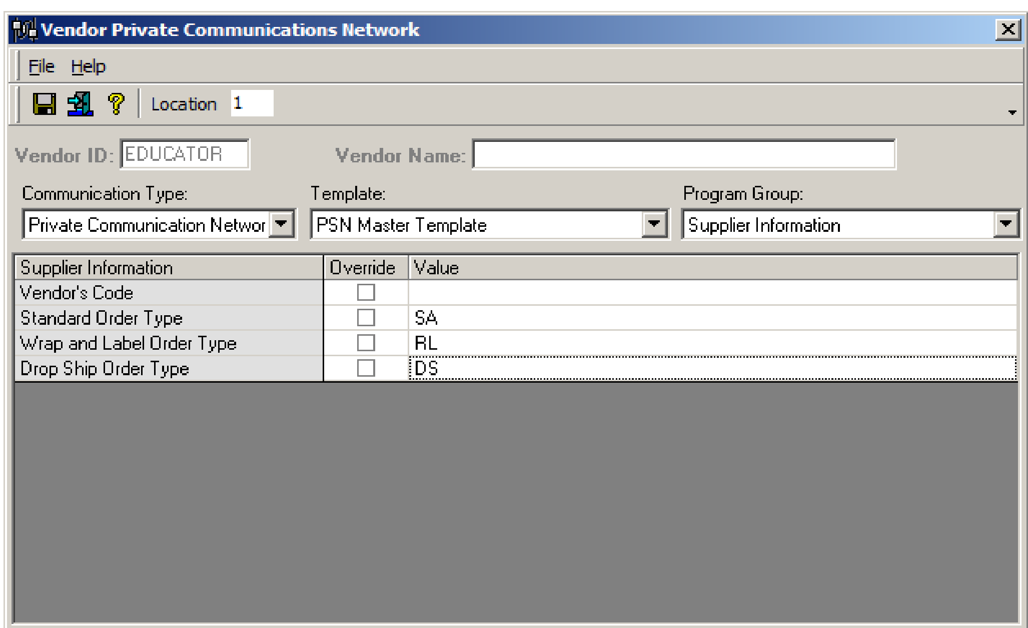
**3.2** Check the Account Number Override box. In the Account Number Value box, enter the account number provided by EDR.

4 Set the billing address parameters in the Vendor Private Communications Network window.

**4.1** From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column, as shown in Figure 11. You can add a default value by entering it in the Value column. Check the corresponding Override box to allow this information to be changed at the time of communication.

**4.2** In the Name, Suite, Street, City, State, and Zip Code Value boxes, enter the default address information and check the corresponding Override boxes. These settings are recommended for these parameters but may change based on your own preferences.

**Figure 12: Setting the Supplier Information**



**Note:** If the Billto/Shipto Address boxes are left blank, the address is pulled from the (LØ) screen. Any parameters not specifically mentioned do not apply to EDR and do not need to be set.

**4.3** When you finish, click .

**5** Set the supplier information parameters in the Vendor Private Communications Network window.

**5.1** From the Program Group drop down list, click Supplier Information. The parameters are listed in the Supplier Information column. See Figure 12.

**5.2** Leave the Vendor's Code Value box blank.

**5.3** In the Standard Order Type Value box, type **SA**

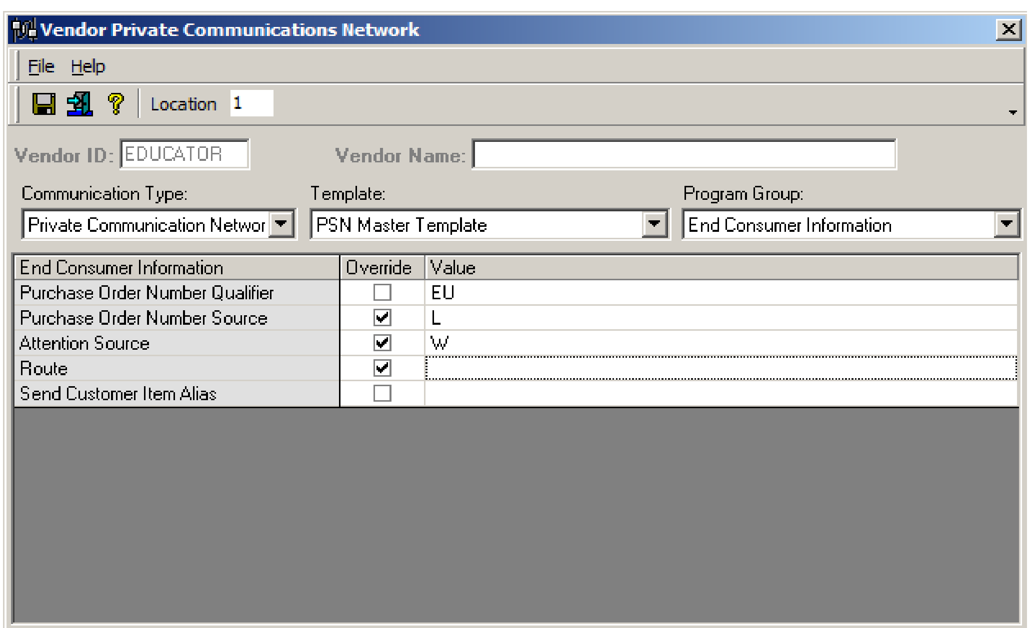
**5.4** In the Wrap and Label Order Type Value box, type **RL**

**5.5** In the Drop Ship Order Type Value box, type **DS**

**6** Set the end consumer parameters in the Vendor Private Communications Network window.

**6.1** From the Program Group drop down list, click End Consumer Information. The parameters are listed in the End Consumer Information column, as shown in Figure 13.

**Figure 13: End Consumer Information**



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.

**6.2** In the Purchase Order Number Qualifier Value box, type **EU**

**6.3** In the Purchase Order Number Source Value box, type **P** if your customer's P/O numbers have 10 characters. Type **L** if they have 30.

**6.4** In the Attention Source Value box, type **A** to use the additional name information from the Attention Special. Type **W** to use the additional name information from the Who Called Special. Type **E** to use the additional name information from the End Line Special.

**6.5** Leave the Send Customer Item Alias Value box blank.

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**Note:** The End Consumer information is only sent on Drop Ship orders.

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**6.6** When you finish, click .

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**Note:** Any parameters not specifically mentioned do not apply to EDR and do not need to be set.

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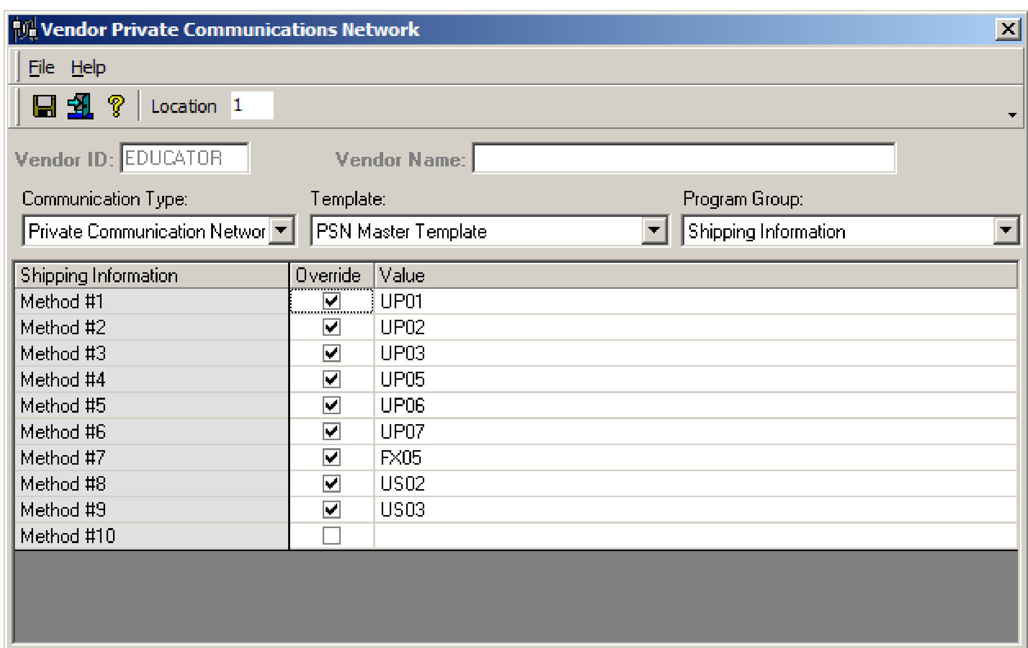
**7** Set the shipping parameters in the Vendor Private Communications Network window.

**Figure 14: Shipping Information**



**7.1** From the Program Group drop down list, click Shipping Information. The parameters are listed in the Shipping Information column, as shown in Figure 14.

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.

**7.2** In the Method #1 Value box, type **UP01**

---

**Note:** Method #1 is used as the default shipping method. Check the corresponding override box to change the shipping method to one of the methods listed below when transmitting in the (SR) [B] screen.

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**7.3** In the Method #2 Value box, type **UP02**

**7.4** In the Method #3 Value box, type **UP03**

**7.5** In the Method #4 Value box, type **UP05**

**7.6** In the Method #5 Value box, type **UP06**

**7.7** In the Method #6 Value box, type **UP07**

**7.8** In the Method #7 Value box, type **FX05**

**7.9** In the Method #8 Value box, type **US02**

**7.10** In the Method #9 Value box, type **US03**

**7.11** When you finish, click .

**Figure 15: Transmitting P/Os Online**

```
16:38:23        (SR) Purchase Order Reports  rev. (Ø7/28/1Ø)         Ø8/23/11
================================================================================
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          LAGASSE
F. Talk To Wholesaler.                              Who   ARLINGTON    EDUCATORS
I. Receive Electronic Invoice/ASN         Wholesaler ?    AOPD         WEST POINT
                                                          DCS          DIGITEK
E. Backorder Reports.            Short Buy Report Y/N ?   HONDAILY     TRODAT
   Keep Short Buy File for P/O's ?.   Print All ?         TOPS         COSCO
M. Debit Memo Report.                                     KATUN        OFFICE MAX
P. Purge Purchase Orders.                                 IMAGE STAR   AVERY
       From File [PO-MASTER ] Vol. [W3??]
         To File [JOUR-PO   ] Vol. [W3??]
            Up to Receive Date   ../../..
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
```

# Using the EDR PSN

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

1. In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 15.
2. Tab to the Who field and type **N**
3. In the P/O Numbers field, enter the number of the purchase order to send. To send more than one purchase order, enter the number of the first purchase order in the P/O Numbers field and the number of the last purchase order in the To field.
4. Press Enter until the Are You Sure prompt displays. Type **Y**
5. Now you can change shipping information or complete the transmission using the (CX) screen.

## Overriding Parameters During Communication

Before completing transmission of the purchase order, you can change the values you entered when setting up communication parameters if you checked the corresponding Override box.

**Note:** It is not necessary to change any parameters at communication time.

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

1. The Parameter Group options appear, as shown in Figure 16. Note the Parameter Group field is blank. At the Enter Number For Selection prompt, type **Ø** to select the General Communication Information parameter group.

**Figure 16: Selecting the General Communication Parameter Group**

```
15:25:56 Vendor Private Communication Network Rev.       (03/30/11) Ø8/23/11
================================================================================
ACTION [C ] A=Add, C=Change, I=Inquire                          Location [ 1]
================================================================================
Vendor#_EDR      ______________________________ Code :_ G/L #___-__
Comm. Type Template                            Parameter Group
[PCN ] [  ] [ PSNSTD]
Parameter
[________________________________________] 1-20 [____________________]
Override [_]                               21-40 [____________________]
                                           41-60 [____________________]
0 [General Communication Information  ]  61-80 [____________________]
1 [Account Information                ]
2 [Shipto Address                     ]
3 [Billto Address                     ]
4 [Supplier Information               ]
5 [End COnsumer Information           ]
6 [Shipping Information               ]

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

2 The General Communication Information parameter group appears. At the Enter Number For Selection prompt, enter the number that corresponds to the Drop Ship line. This number may differ, depending on the boxes you checked in the Vendor Private Communications Network window. See Figure 17.

**Note:** If the Drop Ship parameter is set to Y, then only one ticket per P/O is permitted, and the customer information is only transmitted to the vendor.

3 Tab to the the Override field. Type **Y** then press Enter.

**Figure 17: Selecting the General Communication Parameter Group**

```
16:20:22     Vendor Private Communication Network Rev. (11/21/1Ø)     Ø8/23/11
================================================================================
 ACTION [C]  A=Add, C=Change, I=Inquire                           Location [ 1]
================================================================================
Vendor# EDR                                            Code :     G/L #   -

   Comm. Type        Template                  Parameter Group
  [PCN      ]     [PSNSTD      ]     [General Communication Information       ]
                Parameter
[                                        ]     1-20 [Y                    ]
             Override [ ]                      21-40 [                    ]
                                               41-60 [                    ]
                                               61-80 [                    ]
1 [Pre-Receive                             ]
2 [Update Cost                             ]
3 [Acknowledgment Printer                  ]
4 [Drop Ship                               ]
5 [Acknowledgment Selector                 ]

================================================================================
 Enter Number for Selection, "4" - Next Page [7]
```

**Figure 18: Selecting the Shipping Information Parameter Group**

```
16:45:43     Vendor Private Communication Network Rev. (Ø3/3Ø/2Ø11)     Ø8/23/11
================================================================================
 ACTION [C]  A=Add, C=Change, I=Inquire                           Location [ 1]
================================================================================
Vendor# EDR                                               Code :     G/L #   -

   Comm. Type        Template                  Parameter Group
  [PCN      ]     [PSNSTD      ]     [Shipping Information       ]
                Parameter
[                                        ]     1-20 [Y                    ]
             Override [ ]                      21-40 [                    ]
                                               41-60 [                    ]
                                               61-80 [                    ]
1 [UPSP                                    ]
2 [UPS2D                                   ]
3 [UPSS                                    ]
4 [USPS                                    ]
5 [FEDEX                                   ]

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

4. Tab to the 1-20 field and type **Y** to drop ship the order. Alternately, you can type **N** to use the dealer's default Shipto address.
5. Select the number that corresponds to the Shipping Method line. The Shipping Method options appear. See Figure 18.

   Method #1 is used as the default shipping method. To change the shipping method, choose the corresponding number associated with your preferred method.
6. At the Enter Number For Selection prompt, type **C** to complete the transmission.
7. The P/O is transmitted to EDR.

## Requesting an Acknowledgment

Once the purchase order is transmitted, the dealer receives a shipping acknowledgment from EDR that the data is being sent to PSN. It takes approximately 30 minutes for the vendor to process the acknowledgement. Therefore, you must wait for the time allotted before completing the following steps:

1. In the (SR) screen, type **C** in the Request field.
2. At the Are You Using Private Supply Network query, type **Y**
3. The (SRC) Acknowledgment Request screen opens. Tab to the Vendor # field and type **EDR** to download all acknowledgments. See Figure 19.
4. At the Get Acknowledgment prompt, type **Y**
5. Go to the heading **Pre-Receiving and/or Printing the Acknowledgment**.

**Figure 19: SRC Acknowledgement Request Screen**

```
16:49:43       Acknowledgment Request Screen      (Ø3/3Ø/2Ø11)  Ø8/23/11
=========================================================================
P/O Number #..........                  Vendor # EDR..............
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 [_]Printer
[__]=====================================================================
```

## Pre-Receiving and/or Printing the Acknowledgment

When the vendor receives 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 the heading **Requesting an Acknowledgment**.
2. In the P=Print Acknowledgment field:
   - Type **R** to receive and print the acknowledgment.
   - Type **P** to print the acknowledgment without pre-receiving it.

---

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

---

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

## Purging Acknowledgments

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

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