

*Phase II:
Setting Up & Using the
National PSN
for DDMS*



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Contents

Setting Up the National PSN	3
Contacting National	3
Setting Up Your Vendor Database	4
Setting Up Salesperson Contacts	5
Setting Up a Salesperson Contact with No Type	5
Setting up a Salesperson Contact with a Type of National	6
Setting Up Furniture Contracts	7
Setting Up P/O Communication Defaults	8
Using PSN	11
Importing the SIF	11
Building the P/O	15
Uploading the P/O to National	18
Receiving Acknowledgments	20

Setting Up the National PSN

If you've completed the steps in the handout *Phase I: Setting Up PSN* for any vendor, you're ready to set the National-specific parameters. If you have PSN installation questions, email ddmssupport@ecisolutions.com.

Note: If you are also a Kimball dealer, keep in mind that you can use the same procedures to set up PSN for Kimball.

Setting parameters to communicate with National involves:

- 1 Contacting National
- 2 Setting up your Vendor database
- 3 Setting up furniture contracts/ National CDAs
- 4 Setting up your P/O communication defaults.

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.

Contacting National

Contact National to register your user name and password. Also ask for all eligible contract (CDA) numbers and expiration dates, as well as your National account numbers.

Figure 1: The Vendor Window

The screenshot shows a software window titled "Vendor: NATIONAL - NATIONAL". 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 #: NATIONAL
 - Name: NATIONAL
 - Address: [empty]
 - City: [empty]
 - St: [empty] Zip: [empty]
 - Phone: [empty] Fax: [empty]
- Code:** [empty] **Mach Dir:** [empty] **Comm:** Kimbal (dropdown menu open showing: Herman Miller, Hedberg, EDI, Faxing, AllSteel, Global Industries, Kimball, Haworth)
- Minimum Order \$/#/Cu:** [empty]
- Minimum Freight \$/#/Cu:** [empty]
- Ship Method:** [empty]
- Contact:** [empty] **Acct #:** [empty]



At the bottom of the window, there are additional fields for "Expense G/L #", "Sales/Purch Major", "Discount %", "Terms", "Net Terms", "Use RC", and "P/O Detail".

Setting Up Your Vendor Database

- 1 Set up National as a vendor. If you already have a National vendor, retrieve it and go to **Step 1.5**.

Contact National to get your User ID and password.



- 1.1 From the DDMS Master Menu, double-click . The Vendor window opens.
- 1.2 In the Master tab, click .
- 1.3 Click the Vendor # box and enter an account number for National. See Figure 1.
- 1.4 Click the Name box and enter a name for National.
- 1.5 Click the Comm box's down arrow, then click Kimball.

Note: Both Kimball and National share communication settings. You need to select Kimball in the Comm box for both vendors.



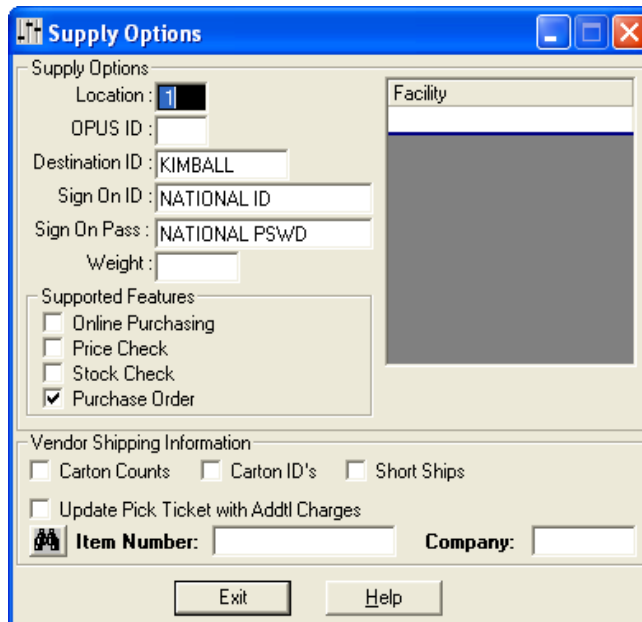

- 1.6 Click .
- 2 Set PSN parameters.
 - 2.1 Click .
 - 2.2 The Supply Options dialog box opens, as shown in Figure 2. In the Location box, enter a G/L location, or accept the default of 1.

Figure 2: The Vendor Supply Options Dialog Box



Phase II: Setting Up & Using the National PSN for DDMS

- 2.3 In the Destination ID box, enter your ID exactly as follows:
NATIONAL
 - 2.4 In the Sign On ID box, enter your National sign on ID number. You must contact National for your sign on ID and password.
 - 2.5 In the Sign On Pass box, enter your National sign on password.
 - 2.6 From the Supported Features list, click Purchase Order.
 - 2.7 When you finish, click Exit.
- 3 Click .







Note: If you are also a Kimball dealer, use the same steps to set up your Kimball vendor. Enter **KIMBALL** for the destination ID, and enter your Kimball sign on ID and password.

Setting Up Salesperson Contacts

To set the order writer as the default contact on the purchase order, you must set up two contacts for National.




Setting Up a Salesperson Contact with No Type

First, you must set up the salesperson contact for the order writer that does not have a type specified. In this contact record, you record the name, e-mail address, and phone number of the order writer.

- 1 From the DDMS Master Menu, double-click . The Salesperson window opens.
- 2 In the Master tab, select the salesperson to set up as the order writer. Click  to create a new salesperson or  to browse. For more information, see your online help.
- 3 Click  to open the Salesperson Contacts window, and make sure the correct salesperson is displayed in the Salesperson or Tech box.
- 4 Click  to add a new contact.
- 5 Leave the Type box blank. See Figure 3.
- 6 In the Contact box, enter the name of the order writer.
- 7 In the Email box, enter the email address of the order writer.
- 8 In the Phone box, enter the phone number of the order writer.
- 9 Click .

Setting up a Salesperson Contact with a Type of National

Next, you must create a salesperson contact with the type of National. In this contact record, you record the order writer's information in all boxes except two: The Email and URL boxes. In these boxes, you enter your National sign on ID number and password.

- 1 From the DDMS Master Menu, double-click . The Salesperson Master tab opens.
- 2 Select the salesperson that is the order writer.
- 3 Click  to open the Salesperson Contacts window.
- 4 Click  to add a new contact.
- 5 In the Type box, type **NATIONAL**
- 6 In the Contact box, enter the name of the order writer.
- 7 In the Email box, enter your National sign on ID number.
- 8 In the URL box, enter your National sign on password.

Note: The sign on ID and password that you enter in these boxes are the same ones that you should have already obtained from National and entered in the Supply Options dialog box.


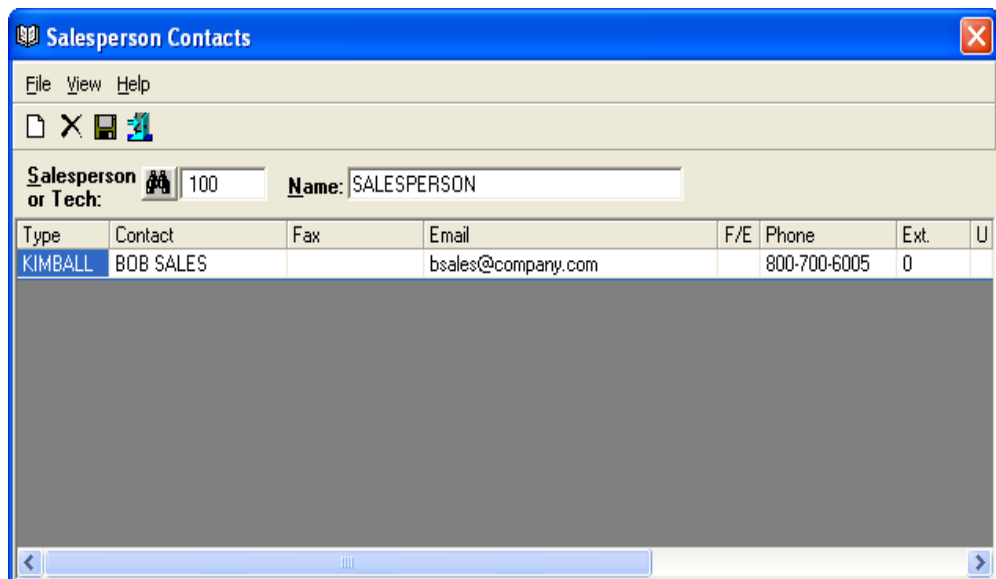


- 9 Enter any additional information about the order writer, as necessary.
- 10 Click .

Figure 3: The Salesperson Contacts Window



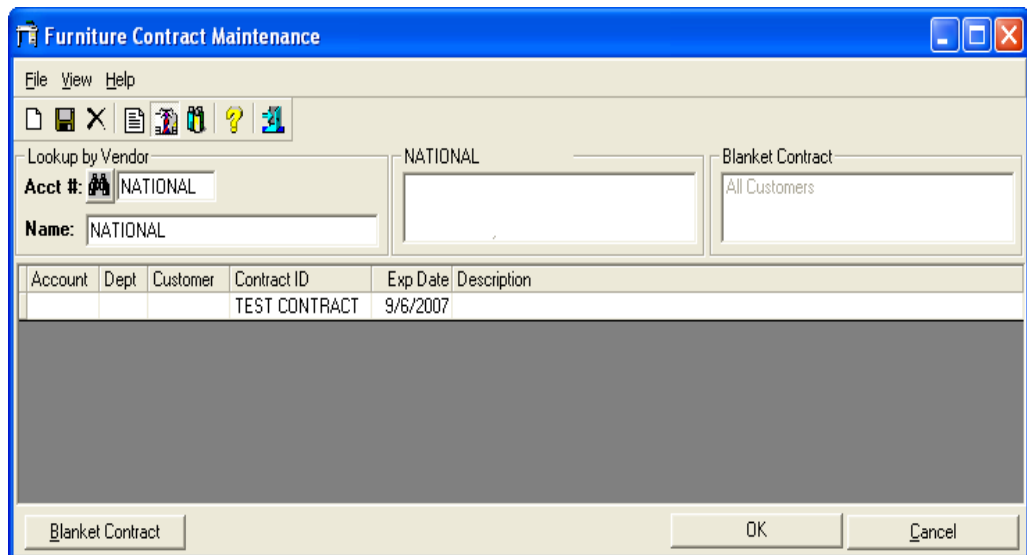
Setting Up Furniture Contracts

ECi recommends that you set up your National contract/CDA numbers before communications. Use the Furniture Contract Maintenance window to create a furniture contract.

- 1 Retrieve your National vendor.
- 2 In the Vendor window, click  to open the Furniture Contract Maintenance window. See Figure 4.
- 3 Click  to add a new contract.
- 4 In the Contract ID box, enter the new contract number.
- 5 If the contract has an expiration date, enter it in the Exp Date box.
- 6 To add a description for this contract, enter it in the Description box.
- 7 Continue adding all eligible contracts for National. (If a contract is specific to a particular customer, you can put in their Customer account number and/or department.)
- 8 When you finish, click OK.
- 9 At the Save Changes prompt, click Yes. The cursor returns to the Vendor window and the contract information you specified is saved.

Note: If you are also a Kimball dealer, follow this same procedure to enter your Kimball contracts under your Kimball vendor.

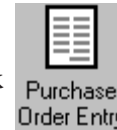
Figure 4: The Furniture Contract Maintenance Window

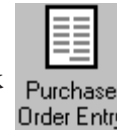


Account	Dept	Customer	Contract ID	Exp Date	Description
			TEST CONTRACT	9/6/2007	

Setting Up P/O Communication Defaults

To place an order with National, set up default parameters in the Communicate P/Os window. These parameters include information such as account number, contract number, and bill-to address. If you do not set any defaults, each time you build a P/O for National, you must manually enter the information. These parameters are defaults only and may be overridden when you send the P/O to National.



- 1 From the DDMS Master Menu, double-click . The Purchase Order Entry window opens.
- 2 In the Master tab, click the down arrow in the Action Code box and select Communicate. The Communicate P/Os window opens, as shown in Figure 5.
- 3 In the grid in the Vendor Info tab, highlight National.
- 4 Click the View menu and select Default Vendor Options. The Communications Options dialog box opens. Be sure National is the vendor selected in the Vendor box. See Figure 6.
- 5 Use the Dealer ID boxes in the Account Numbers section to add your National account number. The first account number on the list is the default. National account numbers are 10 digits in length. Be sure to input all 10 digits. For example, if your account number is 64764, enter 0000064764.

To add an account number:

- 5.1 Right-click the Account Number section, then click Add Dealer ID. See Figure 7.
- 5.2 A new line is added to the Account Number section. Click the line and enter the ten-digit account number.
- 5.3 Press Enter.
- 5.4 Repeat **Steps 5.1 - 5.3** for each account number you want to set up.

To delete an account number:

- 5.5 Click the line to delete.
- 5.6 Right-click the same line and click Delete Dealer ID.
- 5.7 In the Delete Dealer ID message box, click Yes. The account number is deleted.

Note: Add only account numbers for your National account. If you are also a Kimball dealer, you need to setup separate default communication options for your Kimball Office Vendor.

Figure 5: The Communicate P/Os Window

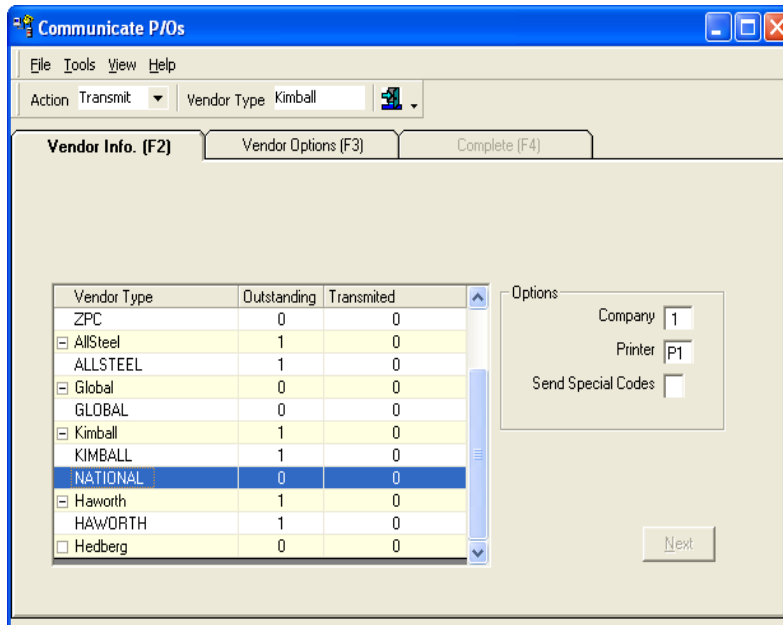
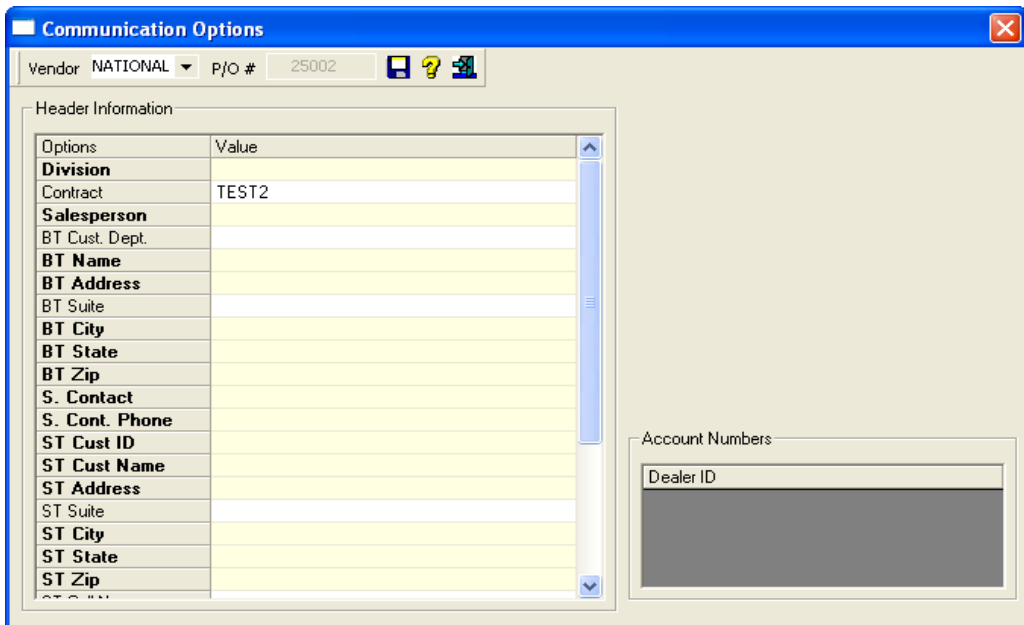


Figure 6: The Communication Options Dialog Box



Phase II: Setting Up & Using the National PSN for DDMS

- 6 In the Header Information section, the required default options are listed in bold on the left side of the window. If you do not set any defaults, each time you build a P/O for National, you must manually enter the information.

To set defaults, click a box name and enter a value. ECI recommends you set up the following defaults:

- 6.1 In the Division box, type **NATIONAL**. This is a case-sensitive field.
- 6.2 In the Salesperson box, enter the salesperson for the order.
- 6.3 In the Ord Wtr Ph and Order Wtr Email boxes, enter the phone number and email address at which to contact the default order writer.
- 6.4 In the BT Name, BT Address, BT Suite, BT City, BT State, BT Zip, and BT County boxes, enter the billto information (the name and address to which you want to send your company's invoices).

Note: In any Country box, enter the two-digit country code.

- 6.5 In the S Contact and S Cont Phone boxes, enter the name and phone number of the default billto attention person, for example, your company's A/P clerk.
- 6.6 In the ST Cust ID box, enter your shipto account number with National.

**Figure 7:
Adding A
Dealer ID**

The screenshot shows a software window titled "Communication Options". At the top, there is a "Vendor" dropdown menu set to "NATIONAL" and a "P/O #" field. Below this is a "Header Information" section containing a table with two columns: "Options" and "Value".

Options	Value
Division	NATIONAL
Contract	TEST2
Salesperson	SALESPERSON
Ord. Wtr. Ph.	ORDER WRITER PHONE
Ord. Wtr. Email	ORDER WRITER EMAIL
BT Cust. Dept.	
BT Name	BOBBY
BT Address	234 STREET
BT Suite	
BT City	FORT WORTH
BT State	TX
BT Zip	76177
BT Country	US
S. Contact	SOLD TO CONTACT
S. Cont. Phone	2148888888
ST Cust ID	0000054764
ST Cust Name	ABC COMPANY
ST Address	123 STREET
ST Suite	

Below the table is an "Account Numbers" section. It contains a "Dealer ID" field with the value "0000064764". To the right of the field are two buttons: a blue button with a plus sign labeled "Add Dealer ID" and a red button with a minus sign labeled "Delete Dealer ID".

Phase II: Setting Up & Using the National PSN for DDMS


- 6.7 In the ST Cust Name, ST Address, ST Suite, ST City, ST State, ST Zip, and ST Country boxes, enter the shipto information (the name and address for where the shipment is to be delivered).

Note: If an order is designated as a Direct Ship, a ship to customer number (ST Cust ID box) is not required, but the ship to address information is required.

- 6.8 In the ST Contact and ST Cont Phone boxes, enter the name and phone number of the person to call before delivery.

- 6.9 In the Output Path and Input Path boxes, enter the same value that is in the Outbound and Inbound Volume/Folder fields in the (L6X) PSN Parameter screen. Enter the true network path as \\ddmserver name\path. For example, a valid path is \\ddmserver\ddms\w2.

Note: If you are also a Kimball dealer, the same defaults should be set for Kimball Office under your Kimball vendor.

- 7 When you finish, click .

Using PSN

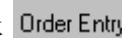
To place a P/O with National using PSN:

- 1 Import the SIF to Order Entry
- 2 Build the P/O
- 3 Upload the P/O to National
- 4 Receive Acknowledgments.

Importing the SIF

Third party packages like 2020 Worksheet and Project Spec are known as specification or specifier software. They simplify the process of developing specifications for furniture orders. You can easily import the resulting quotes or orders directly into DDMS through a SIF file. This application imports standard SIF format specification files (the file format used by 2020 Worksheet, Project Spec, and many other specifier programs) and releases them to orders. You can use any specifier program that supports the SIF format and still send your furniture sales through the same order and accounting flow as other transactions.



- 1 From the DDMS Master Menu, double-click . The Order Entry window opens.

Phase II: Setting Up & Using the National PSN for DDMS

- 2 Click the down arrow in the Order Style box and select Furniture.
- 3 In the Action Code box, click the down arrow and select Order.
- 4 Select the customer for this furniture order. For instructions, see your DDMS online help.
- 5 In the Purchase Order #box, enter a project number for this order. The project number ties together all the customer's invoices and helps you easily track the project. For instructions, see your online help.
- 6 In the Furniture portion of the window, click Furniture Profile Settings. This dialog box lets you specify settings for the project and set defaults for your customers. See Figure 8.
 - 6.1 Enter the due date in the Customer Due box.
 - 6.2 Enter the estimated delivery date in the Est Delivery box.
 - 6.3 Enter the estimated installation date in the Est Install box.


Note: Enter dates in the YYYYMMDD format.



- 6.4 Check the Mfg Discounts, Dates, and Sort/Group Desc boxes to allow users to view dates, sort and group descriptions, and manufacturer discounts while placing orders. This also allows you to enter information in these sections in the Item Detail tab.

Figure 8: The Furniture Profile Settings Dialog Box

The screenshot shows the 'Furniture Profile Settings' dialog box with the 'General' tab selected. The 'Project Type' section has 'General Project' selected. The 'Dates' section shows 'Customer Due' as 09/15/2006, 'Est. Delivery' as 09/13/2006, and 'Est. Install' as 09/13/2006. The 'View Options' section has 'Tag Info', 'Dates', and 'Sort/Group Desc.' checked. The 'Default Options' section has 'Build P/O At End Of Order' checked. The 'Sif Options' section has 'Exclude "Option =" on Option Items' unchecked. Buttons for 'Reset', 'OK', 'Save', and 'Cancel' are at the bottom.

Phase II: Setting Up & Using the National PSN for DDMS

- 6.5 Change posting dates, default options, dealer shipto information, and printing instructions as needed. For details, see your online help.
- 6.6 Click Save.
- 7 Click the Item Detail tab.
- 8 Click  to open the SIF Specifier, then perform the standard operations to create the item.

Note: To open the Giza Specifier, click . To open the CAP Specifier, click .

- 9 Scroll to the location on your network hard drive where the SIF file is stored, C:\SIF Files, for example and import the file.
- 10 At the Process prompt, click Yes. The items move from the file to a furniture order.
- 11 To enter information about a specific item, click on the item and press F8. The Item Settings Dialog Box opens. See Figure 9.

If you reserve stock with National, National provides you with a stock reservation number and a stock line number. Input the stock reservation number in the Furniture Bid Number box and the stock line number in the Tag Description box.

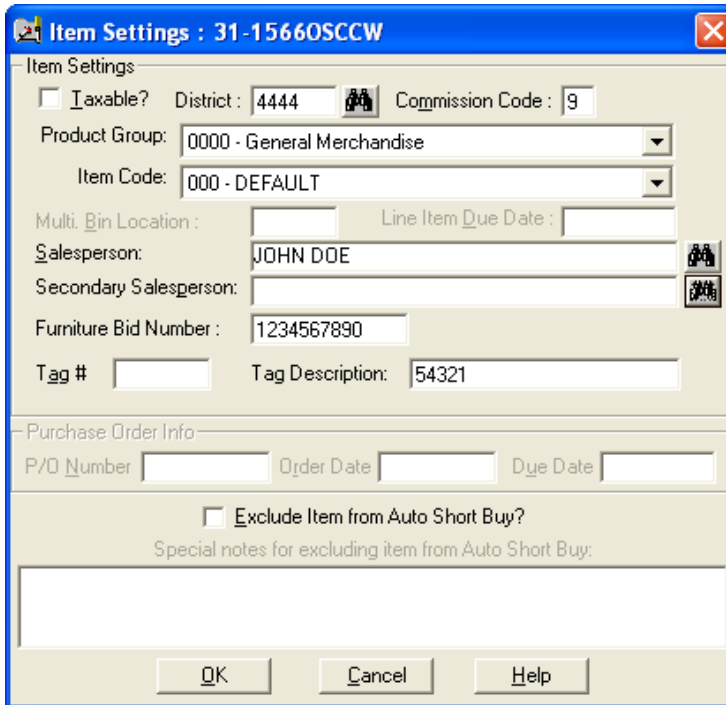


Figure 9: The Item Settings Dialog Box

Phase II: Setting Up & Using the National PSN for DDMS

- 12 Click the Order Totals tab.
- 13 If you have add-on items set up in the (LGC1) Furniture Add On Item Parameters screen, the items are automatically added to the order (if the items are required) or the Furniture Addon Items dialog box opens so you can select the items to add to this order.

To add items to the order, enter the quantity of each item in the Qty box. For example, to add one freight charge, type 1 in the Qty box corresponding to the freight item. When you finish adding items, click OK. If you are not adding items to the order, click Cancel.
- 14 The Order Totals tab opens. See Figure 10. At this point, you can end the order or make changes to the ending order status or printer information, and enter an end line special. For details on changing this information, see your online help.
- 15 To automatically build the purchase order when the order is ended, click Build P/O.
- 16 Click Accept Order.

Figure 10: The Order Totals Tab

Global (F2)	Item Detail (F3)	Order Totals (F4)
Ordered	Shipped	
Subtotal \$ 117.45	Subtotal \$	
Discount \$	Discount \$	
Tax \$ 9.54	Tax \$	
Total \$ 126.99	Total \$	

Formats And Printers			
Copies	Format Type	Format	Printer
	Pick Ticket		
	Pro Forma		
	Acknowledgn		
	Delivery		
	Install Ticket		
	Quote		
	Invoice		
	P/O's		

Ending Order Status

(B) - Invoiced

(8) - Final Verified

(6) - Initial Verified

(4) - Not Verified

Don't Print ?

Fax Order ?

E-mail Order ?

Build P/O ?

Terms And Conditions ?

Buttons: Add On Items, Accept Order

End Line : _____

Status Bar: F6 - Order Settings, F11 - Order Notes # 3 \$ 117.45

Building the P/O

- 1 After following the previous steps to import the SIF, the Purchase Order Info dialog box opens. See Figure 11.

In this dialog box, enter the following information about the purchase order:


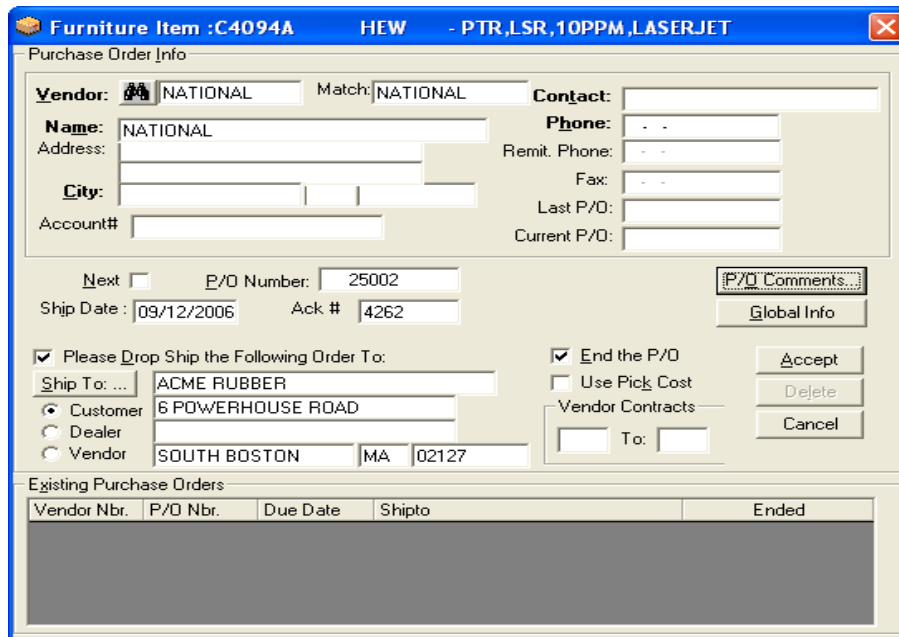

- 1.1 The vendor for the last item on the order fills the Vendor box. You can change the vendor by entering the new vendor over the existing one or clicking  to query for a different vendor.
 - 1.2 In the P/O Number box, enter the number for this purchase order.
 - 1.3 In the Ship Date box, enter the date this order is due to ship. This value is sent to National as the Requested Delivery Date.
 - 1.4 In the Ship To boxes, enter the address to which to ship the order.
 - 1.5 Check the End the P/O box to end this purchase order. You must check this box before you can transmit it to National.
- 2 To enter notes about the purchase order, click P/O Comments. The Order Notes dialog box opens. See Figure 12. In this dialog box, you can specify notes to print at the start of the ticket invoice.

Figure 11: The Purchase Order Info Dialog Box



Furniture Item :C4094A HEW - PTR,LSR,10PPM,LASERJET

Purchase Order Info

Vendor:  NATIONAL Match: NATIONAL Contact: _____

Name: NATIONAL Phone: - -

Address: _____ Remit. Phone: - -

City: _____ Fax: - -

Account#: _____ Last P/O: _____

Current P/O: _____

Next P/O Number: 25002

Ship Date: 09/12/2006 Ack # 4262

Please Drop Ship the Following Order To: End the P/O

Ship To: ... ACME RUBBER Use Pick Cost

Customer 6 POWERHOUSE ROAD Vendor Contracts

Dealer

Vendor SOUTH BOSTON MA 02127

Existing Purchase Orders

Vendor Nbr.	P/O Nbr.	Due Date	Shipto	Ended

Phase II: Setting Up & Using the National PSN for DDMS

- 2.1 If you select Order Notes, these are sent to National as Order History.
- 2.2 If you select Shipping Instructions, the shipping name is sent to National as the Delivery Contact Name, the phone number as the Delivery Contact Phone Number, and the instructions as Load Planning. You can enter instructions about specific delivery times (for example, deliver between 8 AM and 10 AM), which dock to use for delivery (for example, use dock at back of building), or about trailer size (for example, use 48 ft trailer).
- 2.3 If you select Shipping Tag, this is sent to National as a Header Tagging. This information becomes a global tag for the purchase order and works with the line item tagging that is sent. For example, you might have a header tag of "Third Floor" with a Line Item tag of "Conf R3."

Note: These comments are displayed in PO Communicate when you transmit the P/O. These can be overridden at that time.

- 3 To view global information, click Global Info. The system displays information for the vendor (manufacturer). You can use this dialog box to specify a vendor contract.


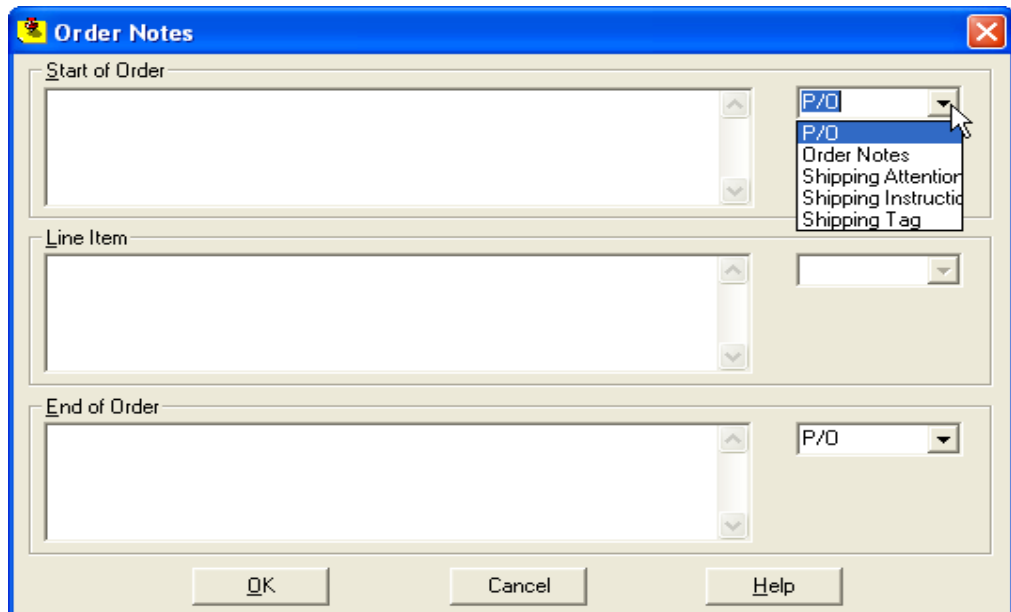
If you don't know the vendor contract, click  to open the Furniture Contract dialog box. You can also use this dialog box to enter a P/O description, a category code, and any comments. When you finish, click OK.

Figure 12: The Order Notes Dialog Box



Phase II: Setting Up & Using the National PSN for DDMS

- 4 The cursor returns to the Purchase Order Information dialog box. When you finish specifying information, click Accept.
- 5 The Items to Be Purchased dialog box opens. See Figure 13. The system automatically checks the items that match the vendor alias, NL1, for example, and displays them in this box. To deselect an item, click it. To reselect an item, click it again.
- 6 You can use this dialog box to limit to a specific SIF file. To do so, click the down arrow in the SIF Limit box and click the SIF file by which to limit this P/O.
- 7 Click Put On P/O.
- 8 At the Finished Adding Items to P/O message, click OK.
- 9 The Purchase Order Information dialog box reopens for every vendor alias matched to the order. After you select the vendor to which to send this purchase order, enter the appropriate information. When the Items to Be Purchased dialog box reopens, select the items to purchase and click Put On P/O.
- 10 When all the items on the order are on a P/O, the Finished Adding Items to P/O # message appears. Click OK. The cursor returns to the Global tab.

Items To Be Purchased

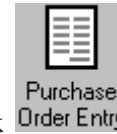
Vendor: NATIONAL Match On Vendor: NATIONAL Ticket#: 10145-0
 Name: NATIONAL P/O #: 5050
 Sif Limit: <No Limits>

Item Number	Company	Description	Qty
X 72X-GUXX	NL1	ARLINGTON, SIDE, MID-BACK, OPEN	1
SPECIAL		Package Type = Count = 1	
SPECIAL		BACK	
SPECIAL		Option = L7 GRADE 7	
SPECIAL		Option = 70102 DAVENPORT CAMEL	
SPECIAL		Option = CW CORDOVAN	
39U-GRXXF	NL1	TIMBERLANE, SIDE, ARMLESS, UPHOLS	1
SPECIAL		TERED	
SPECIAL		Package Type = Count = 1	
SPECIAL		BACK, FIRE RETARDANT	
SPECIAL		Option = COM CUSTOMER'S OWN M/	
SPECIAL		Option = SPECIAL PRIMARY UPH PATTI	
SPECIAL		Option = TOR DT 1234 56 MIDNIGHT	
SPECIAL		Option = 462 CINDER	
31-15660SCCW	NL2	ARROWOOD, 15Dx66W, HIGHBACK	1
SPECIAL		Package Type = Count = 1	

Put On P/O Cancel

Figure 13: The Items To Be Purchased Dialog Box

Uploading the P/O to National



- 1 From the DDMS Master Menu, double-click **Purchase Order Entry**. The Purchase Order Entry window opens.
- 2 Click the down arrow in the Action Code box and select Communicate. The Communicate P/Os dialog box opens, with the Vendor Info tab displaying.
- 3 In the Vendor Type grid, click the plus sign next to Kimball, if available, to expand the list to include all of your Kimball vendors.
- 4 Double-click NATIONAL. The Purchase Order Browse dialog box opens.
- 5 Check the box that corresponds to the purchase order to transmit, then click OK. The Purchase Order Browse dialog box closes.
- 6 In the Communicate P/O's Vendor Info tab, click Next. The Vendor Options tab opens.
- 7 In the boxes outside of the grid, specify the Dealer ID, Distribution Channel, Order Type, Pack Service, Ship Complete, Ship Condition, and Ship Service.

Note: The Distribution Channel box is automatically set to Direct if you selected third-party billing during order entry. If direct shipping, a ship to customer number is not required, but the P/O ship to address information and a partnering dealer is required.

In the Options grid, all required boxes are labeled in bold and have a highlighted Value box. See Figure 14.

If you previously entered default values in the Communication Options dialog box, these values display. For more information, see the heading **Setting up P/O Communication Defaults**. You can change these values if necessary.

In addition, you can enter any information that does not have a default value. In particular, the following required boxes for the Direct Distribution Channel may not have default values:

- 7.1 In the Dealer ID box, enter the dealer's ID number.
- 7.2 In the Part Dealer box, enter the ID number of the partnering dealer. If you do not have a partnering dealer, enter your own dealer ID.

Phase II: Setting Up & Using the National PSN for DDMS

7.3 In the Ref Dealer box, enter the ID number of the reference dealer.

7.4 In the BT Cust No box, enter the billto customer number.

Note: If an order is designated as a Direct Ship, a ship to customer number (ST Cust ID box) is not required, but the ship to address information (the ST Cust Name, ST Address, ST City, ST State, ST Zip, and ST Country) is required.

7.5 In the Cust P/O and Cust Cont Name boxes, enter the purchase order number and the contact person for this customer.

Note: If you enter values in any date field, use the YYYYMMDD format. When entering times, enter the hours, minutes, and seconds. For countries, enter two-digit country codes.

8 When all the required boxes are populated, click Next. The Complete tab opens. See Figure 15.

9 Click Build. The P/O you selected is transmitted to the Kimball Office and National website.

10 The P/O is updated on the header line with National's SCN#. This is the number you use to reference your PO if you need to contact National before the P/O is processed.

Figure 14: The Vendor Options Tab

Options	Value	Requii
Type	PO	Y
Division	KIMBALL	Y
P/O	4321	Y
Dealer ID	0000064764	Y
Due Date	20060902	N
Contract	TEST	N
Proj. Number		N
Proj. Name		N
Salesperson	TEST SALESPERSON	Y
Ord. Wtr.	101	Y
Ord. Wtr. Ph.	800-959-3367	Y
Ord. Wtr. Email		Y
PE Partner No.		N
GPO1 No.		N
GPO2 No.		N
GPO3 No.		N

Dealer Id: 0000064764
 Distrib. Channel: Dealer
 Order Type: Standard
 Ship Condition: Deliver By
 Ship Complete: Yes

Pack Serv. options: Blanket Wrap, Crate, Double Pack, Reduced Carton
 Ship Serv. options: Inside Delivery, Carton Removal, Residential Delivery, Setup, Weekend Delivery

Buttons: Back, Next

Receiving Acknowledgments

Use the Receive action in the Purchase Order Entry Communicate dialog box to import the acknowledgment. For more information, see the handout *Phase III: Setting Up and Using Furniture Acknowledgments*. It is available at www.ddms.com/support/doc/psn.htm.

Figure 15: The Complete Tab

