

*Phase I:
Setting Up PSN*



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Understanding PSN

Private Supply Network (PSN) opens a new world of interactive possibilities. It connects dealers to trading partners via the Internet, eliminating the speed limitations, problems, and expense of dial-up modem connections.

To complete PSN setup, execute the steps in this document and in the Setting Up and Using PSN handout for your trading partner. To find instructions for your trading partner, go to www.ddms.com/support/doc/psn.htm

You can use PSN to batch transmit purchase orders and receive acknowledgments from vendors. The always-on connection is both faster and more reliable than dial-up modem transmissions. PSN is also free. There are no setup fees or transaction charges.

Not only is PSN free, it's easy, too. Just load the latest DDMS software, set up a few identifiers, passwords and go. Once you've set up your system for PSN, it's invisible. There is no learning curve, no instructions to follow — just process P/Os as normal. The software takes care of the rest.

P/Os are transmitted from your system over the Internet to ECI's private communication network (PCN). The PCN acts a translator and traffic cop. It converts the order to the right file format, and then sends it to the vendor.

Whether your vendor uses XML, EDI, flat-file, or something else, they receive your order in their preferred format, ensuring seamless and speedy transactions.

Trading partners can also use PSN and the PCN to offer customized, value-added services to ECI customers. The features available through a trading partner's PSN are determined solely by the sponsoring trading partner and programmed to its specifications.

To use PSN, complete the setup procedures described in the following pages. Then refer to the Phase II: Setting Up & Using PSN handout for your particular trading partner. It's available at www.ddms.com/support/doc/psn.htm.

System Requirements

- 1 Latest DDMS General Release (Version 7). Go to <http://www.ddms.com/products/psn/newpsn.htm> to order the latest version. If your platform is Windows 2000, you must load DDMS graphical software on your server. For information on loading any of these programs, refer to the appropriate update instructions included with the software package.
- 2 Server with broadband Internet access.

Before You Begin

Install the following, using the appropriate software instructions:

- TBL Server
- DDMS General Release (Version 7 or greater)
- Utilext program (See the heading **Configuring the Utilext Program**).

Perform the following:

- Determine which volume serial label to use to store your temporary Internet files. For example, W1, not 05. When you set up the (L6X) screen, you need to know this location. These files are small and are deleted when the P/O is transmitted. ECi suggests storing them on your work unit. Volume serials are set in the (LØ) Global Master Parameters screen.
- Have your customer account number.
- **Contact each trading partner to whom you plan to send batch P/Os. During setup, you need trading partner-assigned customer codes.** See the heading **Setting Your Trading Partner's Communication Parameters**.

Important!

*Software update
installation
questions? Call
ECi Support at 1-
800-366-4778.*

Setting Up PSN For the First Time

Once you've loaded the software, complete the following steps:

- 1 Configure the Utility Extension Program.
- 2 Set up the (L6X) OPDX Parameter screen.
- 3 Set up the (LE2) Inventory Parameters screen.
- 4 Complete the setup procedure in the *Phase II: Setting Up and Using PSN* handout for your trading partner. Instructions are available at www.ddms.com/support/doc/psn.htm.

Configuring the Utilext Program

The Utility Extension program lets you communicate with trading partners via the Internet. The Utility Extension program is the interface between your DDMS Windows 2000 system and the trading partner.

These instructions explain how to configure your new software.

Note: The Utility Extension program requires Java™ 2 Technology Edition, which is included on the DDMS CD.

Follow these instructions to configure the TBL Server to monitor the Utility Extension program.

- 1 Double-click the Tbl Configuration icon on your desktop.
- 2 In the left pane, click Advanced.
- 3 In the left pane, right-click Server Settings.
- 4 From the drop down menu, click Add New.
- 5 The Server Setting dialog box opens. In the Setting box, type: **UtilExt** (This box is case sensitive.)
- 6 Check the Flag box, and click OK.
- 7 In the left pane, right-click Server Settings.
- 8 From the drop down menu, click Add New.
- 9 The Server Setting dialog box opens. In the Setting box, type: **UtilExtConsole**. (This box is case sensitive.)
- 10 Check the Flag box to see the monitoring program running in a window. ECI recommends checking the Flag box. If you leave the Flag box blank, the program runs in the background.
- 11 Click OK.
- 12 Restart the TBL Server.

Setting Up the (L6X) Screen

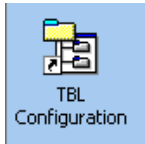
You must set up the PSN parameters in the (L6X) screen.

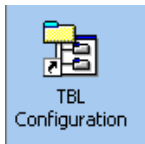
Use the following instructions:

- 1 Log on to the DDMS server.

Note: The following instructions are for furniture-only dealers who have not previously set up PSN. If you are not classified as such, proceed to step 13.

Except for those mentioned, no other fields in this screen pertain to PSN communications.

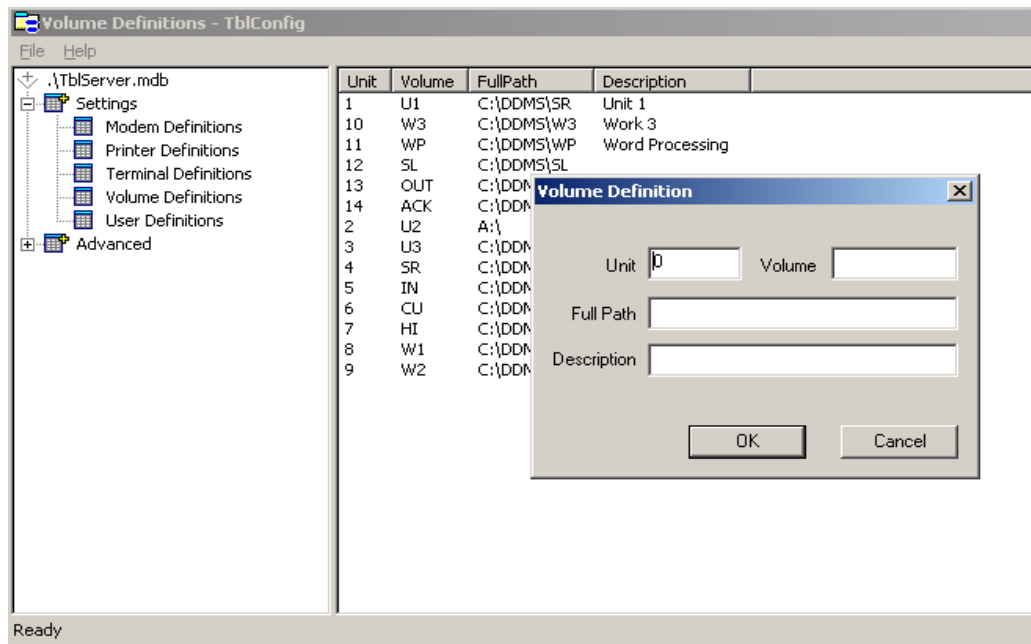
- 2 Click  to open the TBL Configuration screen.



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- 3 Select Volume Definitions, right click, and select Add New to open the Volume Definition dialog box. See Figure 1.
- 4 Indicate the unit number by picking the next available number.
- 5 In the Volume Number box, enter OUT.
- 6 In the Full Path box, enter the full path where the folder is located.
- 7 Click OK.
- 8 Select Volume Definitions, right click, and select Add New to open the Volume Definition dialog box. See Figure 1.
- 9 Indicate the unit number by picking the next available number.
- 10 In the Volume Number box, enter ACK.
- 11 In the Full Path box, enter the full path where the folder is located.
- 12 Click OK.

Figure 1: The Volume Definitions Dialog Box



Note: Make sure to browse to the folder to ensure the folder is shared and that permissions are set to Read/Write. Do the same if setting up more than one volume in TBLConfig. See Figure 2.

13 Go to the (L6X) screen.

Note: In DDMS, double-click  , then  . Select Text

Base Parameters to access the (L) Parameters screen.

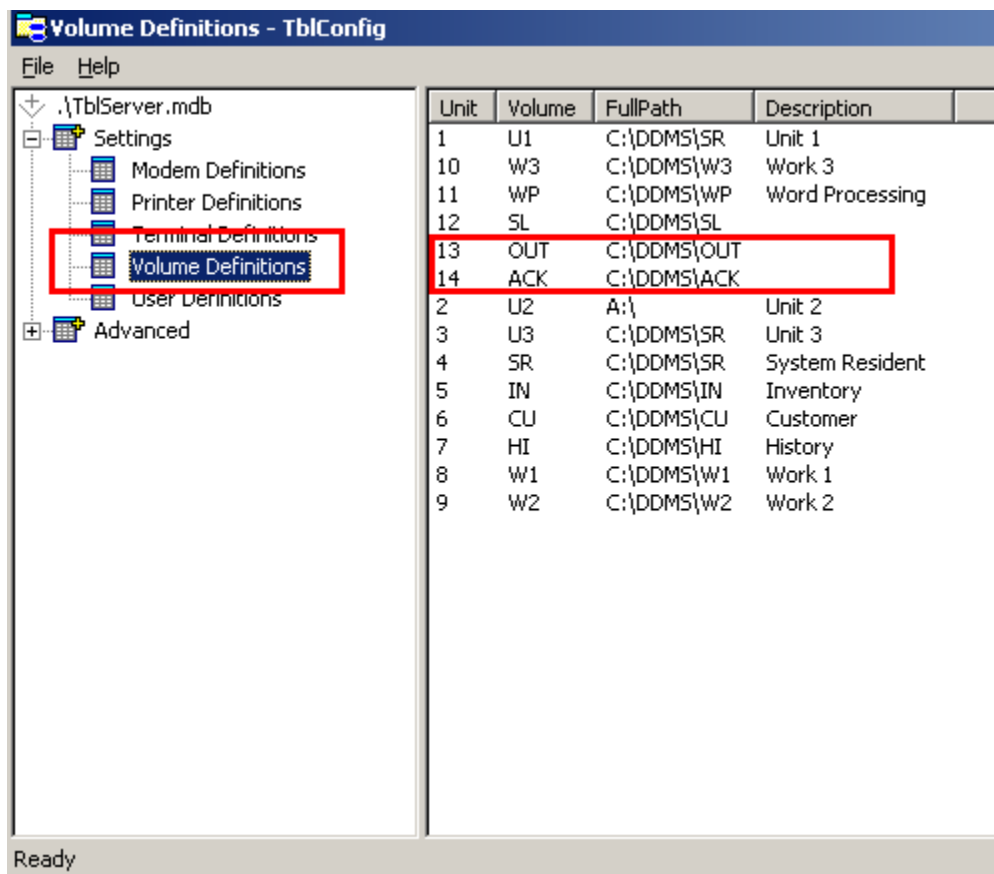


Figure 2: The TBL Config Screen

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- 14 In the ISA ID field, enter your DDMS account number. This number is the PSN ID you received in an email from professional services when you sign up for PSN. See Figure 3.
- 15 Email ddmssupport@ecisolutions.com if you already have an entry here. PCN and PSN are set up based on your current L6X settings.
- 16 Tab to the Outbound Volume/Folder field. Type the DDMS volume serial label where your Outbound temp files are to reside. These files are small and are deleted when the P/O is transmitted. ECi suggests storing them on your work unit. (Volume serials are set in the (LØ) Global Master Parameters screen.)
- 17 In the Inbound Volume/Folder field, enter the same volume serial label you previously used.
- 18 When you finish, press Enter.

Setting the (LE2) Screen (optional)

At any time after you retrieve an item, you can check stock levels and/or pricing by right-clicking the item and opening the Stock/Price Check window. However, you can also set a parameter to open the Stock/Price Check window whenever you retrieve an item. You can limit the items this parameter applies to by stock or price class. To do so, follow these instructions:

**Figure 3: The
(L6X)
Parameters
Screen**

```
13:09:48                PSN Parameter Screen                02/09/04
=====
                        PSN Parameters
ISA Qualifier           :ZZ
ISA Id (PSN Id)        :OPDX
Receivers Code ID     :D-10010

                        DDMS System Parameters
Outbound Volume/Folder [OUT ]
Inbound Volume/Folder  [ACK ]

Acknowledgment Format [OPDACK] Printer [P1]
Pre-Receive Y/N ?Y
=====
```

- 1 In the (LE2) screen, shown in Figure 4, tab to the Online Stock/Price Check Stock Class/To/+ fields. Enter the stock or price classes by which to limit the search.
- 2 Tab to the Online Stock/Price Category: Which Category field. Enter the category by which to limit the search.

Note: Categories are user-defined and are set in the Item Database.

- 3 Press Enter to save your changes.

Setting Your Trading Partner's Communication Parameters

To use any of PSN's features, you must set up the communication parameters screen for your trading partner. For details, see the *Phase II: Setting Up & Using PSN* handout for your particular trading partner.

Those currently available include:

- Allsteel
- AOPD
- Arlington
- Avery
- Cosco

To find instructions for your trading partner, go to www.ddms.com/support/doc/psn.htm

Figure 4: The (LE2) Inventory Parameters Screen

```

16:46:06                (LE2) Inventory Parameters (Con't.)                08/15/03
=====
Action [I] (C=Change, I=Inquiry)  G/L Location [ 1 ]
=====
Online Stock/Price Check Stock Class:  to  + [ , , , , ]
Online Stock/Price Check Category : Which Category ? (1-4)
                                   Category Range:  to  + [ , , , , ]

Supplies: Stock Class Range:  to  + [ , , , , ]
          Vendor(s) :           :           :           :
          :                   :           :           :
Single Pulling Location Dept Range:  to  + [ , , , , ]
Lot Pricing Stock Class: A
    
```

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- Digitek
- Diversified Computer Supplies (DCS)
- Eastern Distributing
- Educators Resource
- Global Industries
- Haworth
- Herman Miller (HMI)
- HNI (HON, Gunlocke, and Paoli)
- Image Star
- Is.group
- Katun
- Kimball
- Knoll
- Lagasse
- National
- Printer Essentials
- SP Richards
- Supplies Network (DMI)
- Synnex
- Tech Data
- TOPS
- TPA
- Trodat
- United
- West Point
- XStamper