Phase II: Setting Up & Using the

SUPPLIESNETWORK

WE SUPPLY TRUST

PSN for use with ATRS

ECi

ECi DDMS®

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Contents

Setting Up the Supplies Network PSN for Use with ATRS

ATRS is an automated supplies fulfillment program offered by Supplies Network and Hewlett Packard.

Once you complete the steps in the handout, *Phase I: Setting Up PSN*, you're ready to set the Supplies Network-specific parameters so you can effectively use the Auto Toner Replenishment System (ATRS) feature. Once this feature is set up, you can create ATRS P/Os and send them to Supplies Network using PSN. ATRS lets you take advantage of a new print service feature provided by Supplies Network (a DMI company) and Hewlett-Packard (HP).

With ATRS, you can:

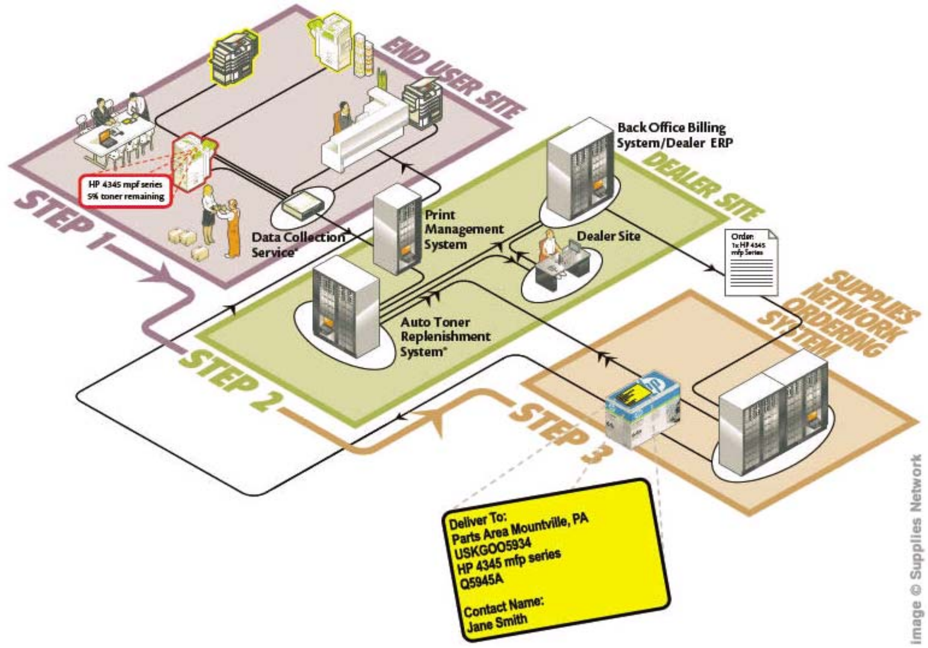
- Qualify your customers using the ATRS marketing package to prospect and strategically promote your program through multiple channels.
- Gain hands-off efficiency and eliminate emergency, overnight shipments. Printers and copiers can order their own supplies based on unique usage metrics.
- Minimize customer downtime with automated orders for not only toner, but maintenance kits and more.
- Use Auto Supply Routing Label® to eliminate mis-orders.
- Add up to 10% margin to your program through a simple monthly credit memo rebate — no separate price list to manage.

The Preferred Vendor box is shown in the Item Settings dialog box and the Order Entry Change tab. For more details, see the topic **About Ship Direct** *in your online documentation.*

It is important to note that when using ATRS, the system automatically:

- Ignores your on-hand quantities when releasing the electronic orders.
- Sets the preferred vendor to DMI-WHL for this particular order, overriding your vendor settings in the Item Vendors tab.
- Overrides the shipping address on the order with the shipping information from the electronic order. See Figure 1.

Figure 1: The Flow of ATRS



If you have any questions about PSN installtation, email them to ddmssupport@ecisolutions.com. Setting parameters involves:

1. Setting up your EDI record.
2. Setting up your Vendor database.
3. Creating a Supplies Network customer record.
4. Setting up trading partner parameters.
5. Setting up the communication parameters.

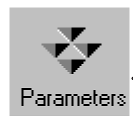
Note: *Do not* perform the steps listed here until you have executed the steps listed in the handout *Phase I: Setting Up PSN*. It is available at www.ddms.com/support/doc/psn.htm.

Setting Up the EDI Record

If you already have information in the EDI record of the (L6WB) screen to communicate with DMI, you do not need to set up the (L6WB) screen.

If you are not currently communicating with DMI or the EDI record is blank, use the following instructions.

1. Double-click 

, then double-click 

. In the Parameter Editor window, double-click Text Base Parameters to access the (L) Parameters screen.

Figure 2: The (L6WB) AT&T EDI IMS Parameters Screen

```
14:51:07                     AT&T EDI IMS Parameters                    12/16/10
================================================================================
             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 [_________]
                                              |
================================================================================
```

For more information on setting up a vendor, see your online help.

2 In the (L) screen, select the [6] Vendor & Wholesaler Communications option.

3 In the (L6) screen, select the [W] AT&T option.

4 When the EDI Network Communications screen opens, type **B** in the Selection Code field.

5 In the (L6WB) screen, tab to the ID field, as shown in Figure 2. Enter the identification code provided by DMI.

6 Press Enter to save your changes.

Setting Up Your Vendor Database

You must set up the appropriate destination ID for Supplies Network for use with the ATRS feature.

1 Set up DMI as a vendor.

1.1 In the Vendor Master tab, click .

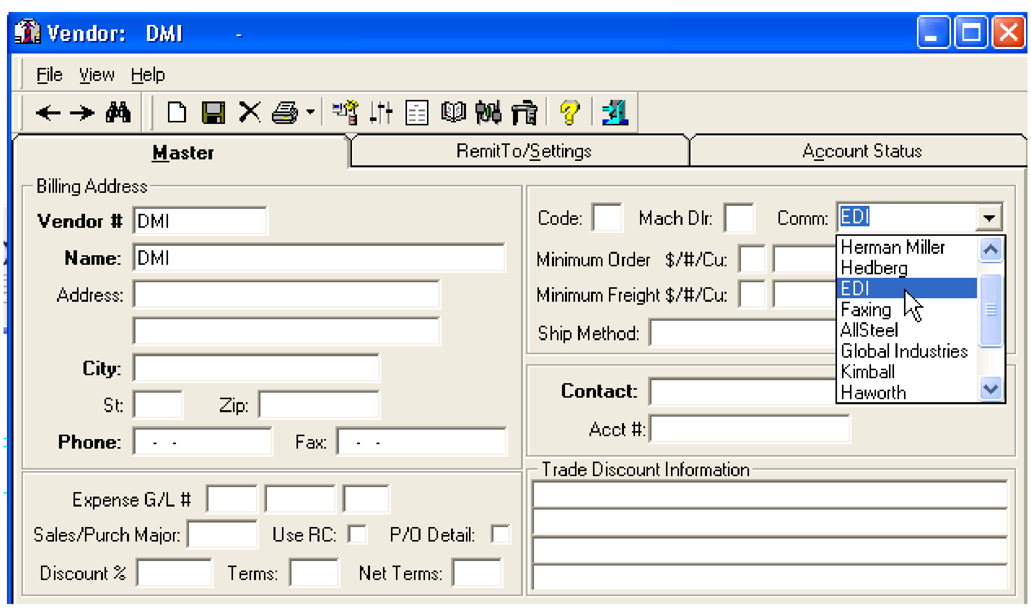
1.2 Click the Vendor # box and type **DMI**

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

1.4 Click the Comm box's down arrow. From the menu, click EDI. See Figure 3.

1.5 Click .

Figure 3: The Vendor Master Tab



2 Set PSN parameters.

2.1 Click .

2.2 The Supply Options dialog box opens, as shown in Figure 4. In the Location box, enter a G/L location, or accept the default of 1.

2.3 In the Destination ID box, enter your Supplies Network's ID exactly as follows: **DMI**

2.4 In the Sign On ID box, enter the contact ID provided by your DMI sales representative.

2.5 In the Sign On Pass box, enter the password provided by your DMI sales representative.

2.6 From the Supported Features list, you can choose Price Check, Stock Check, and/or Purchase Order options.

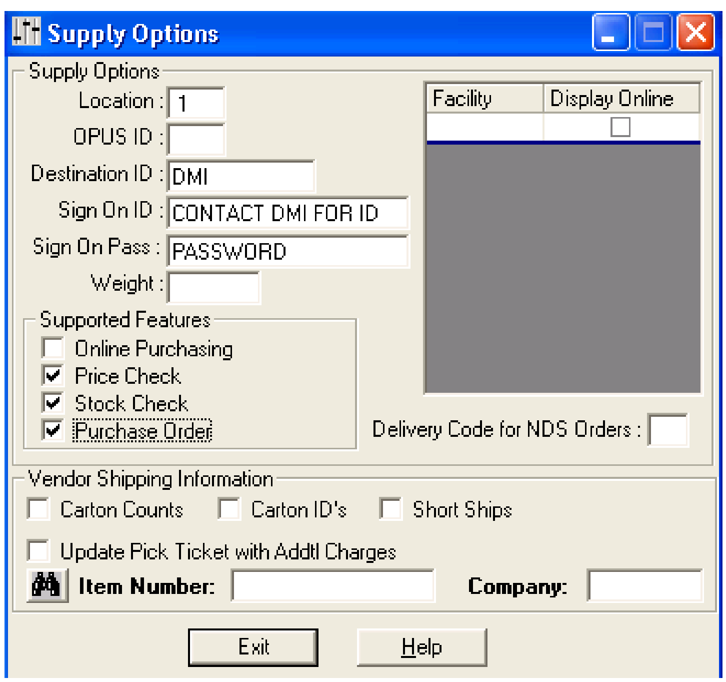
2.7 Click Exit.

3 In the Vendor Master tab, click .

Creating a Customer Record

In the DDMS Customer Master tab, create a customer with DMI-WHL as the account number and name. Create a second customer with DMI as the account number and name.

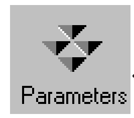
Figure 4: The Supply Options Dialog Box



Note: You must set up both a DMI-WHL and DMI customer before you can communicate with Supplies Network.

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

1. In DDMS, 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.
3. Tab to the Next Customer # field. Note the number in this field and save it for later. See Figure 5.
4. Space through the number in the Next Customer # field, and press Enter.
5. Press Esc to return to the Parameter Editor window.

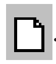
In the Customer Master tab, create a DMI-WHL and DMI customer.

1. Double-click 

.

Figure 5: 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 ?
```

2 Click . The boxes in the window are cleared.

3 Click the Account # box and enter an account number for the DMI customer. See Figure 6.

4 In the Name box, enter a name for the 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 Esc to return to the Parameter Editor window. For information on creating a customer, see your online help.

Setting Up Trading Partner Parameters

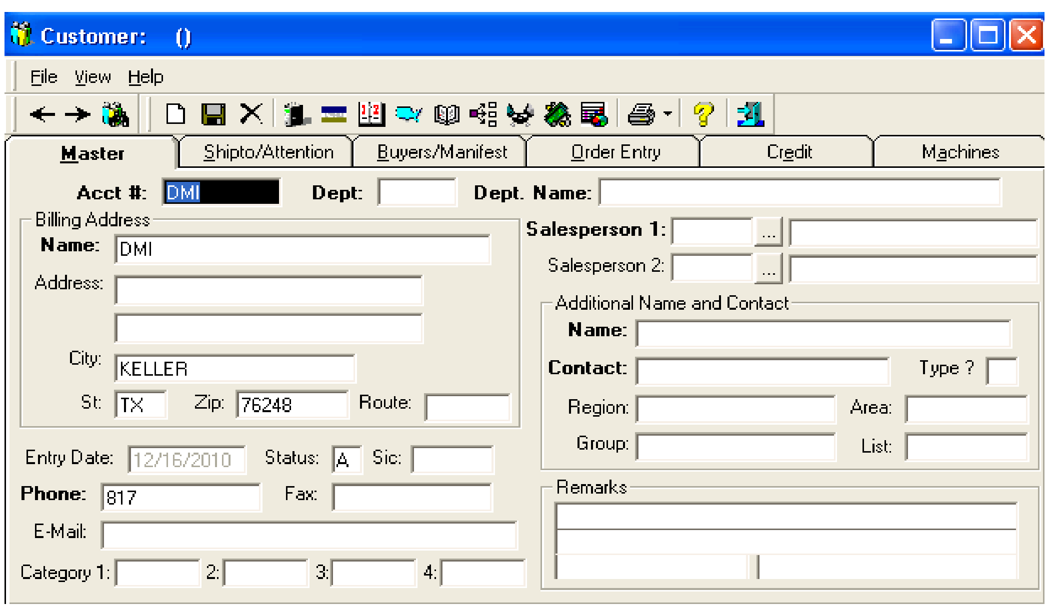
To set up your trading partner parameters:

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

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

3 At the Correct Record prompt, press Enter.

Figure 6: Creating a Customer Record



4 Tab to the Interchange ID Qualif field, as shown in Figure 7, and type **Ø1**

5 In the ID field, type **Ø64632888**

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

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

8 In the Receivers Code Id field, type **SUPPLIESNET** 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 Customer Ref field and type **5**

13 In the Release/Contract 1 field type **7**

14 Tab to the Seg Term field and type **~~**

15 Tab to the Default Selector field and type **85ØDMI**

Setting Communication Parameters

To set up communication parameters in DDMS:

1 Set up the Vendor Private Communications Network window.

  1.1 In the Vendor window, select the DMI vendor.

Figure 7: The (SGA) Trading Partner Parameters Screen

```
15:22:52        (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)        12/16/10
--------------------------------------------------------------------------------
 Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
--------------------------------------------------------------------------------
Name : DMI                                 Account #   DMI     Dept :
                                               KELLER                        TX
                                                817-   -
--------------------------------------------------------------------------------
EDI VAN  :                                          Auto Send          :    (Y/N)
Interchange ID Qualif  :01  ID :064632888           Negate Credit Inv. :
Auth. Info Qualif.     :    Info :                  Use Received Price :    (Y/N)
Security Info Qualif.  :    Info :                  Using 810          :
Interchange Control Std:X  Version :00401           Using 855          :
Receivers Code Id      :SUPPLIESNET                 Auto Create Orders :    (Y/N)
Responsible Agency Code:X Version :004010           Sales Auto Group   :
Interchange Control#     2036                       Auto 850 Sendfile  :
Group Control      #     3036                       Default Selector   :850DMI
                                                     ======= Shipping Info =======
Test Indicator  :P (T/P)  Buy Unit:  (S/M/W)        | Contract #
Acknowledgement :         Customer Ref :5           | Delivering Dlr #
Release/Contract:         1:7  2:                   | Contracting Dealer #
Round Quantities when Needed U/D/R ?  Seg Term:~~   | 2nd Party Delivery :
--------------------------------------------------------------------------------
** ENTER DATA OR <?> FOR HELP !!
```

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

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

1.4 From the Template drop down list, select PSN Standardized Communications.

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

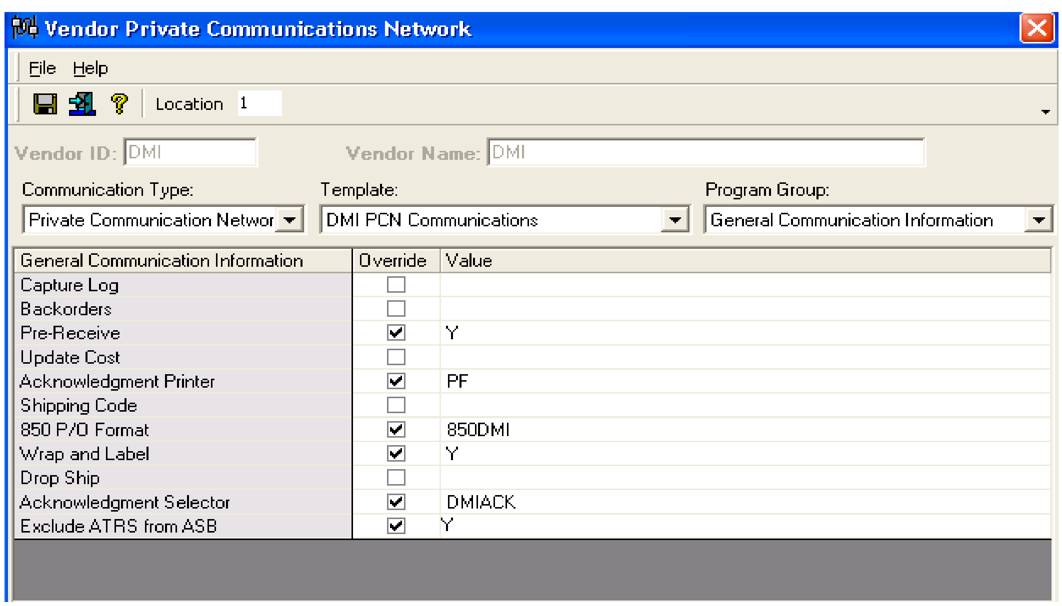
2.1 From the Program Group drop down list, click General Communication Information. The available parameters are listed in the General Communication Information column. See Figure 8.

2.2 Add a default by entering the default information in the Value column. For example, to create a capture log file, enter the log file settings in the Capture Log Override Value box.

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

- In the Pre-Receive Value box, type **Y**
- In the Acknowledgment Printer Value box, enter the name of the printer on which to print the acknowledgment.
- In the 850 P/O Format Value box, type **850DMI**

Figure 8: The Vendor Private Communications Network Window



- In the Wrap and Label Value box, type **Y** to activate Wrap and Label orders for Supplies Network. Before applying this setting, verify with Supplies Network that your account is eligible for Wrap and Label delivery.
- In the Acknowledgement Selector Value box, type **DMIACK**
- In the Exclude ATRS from ASB box, indicate whether to exclude ATRS items when using the automated short-buy feature. To exclude, type **Y** or leave this box blank to include ATRS items.

2.3 Click .

3 Set the account information parameters in the Vendor Private Communications Network window. The information in this box comes from Supplies Network. See Figure 9.

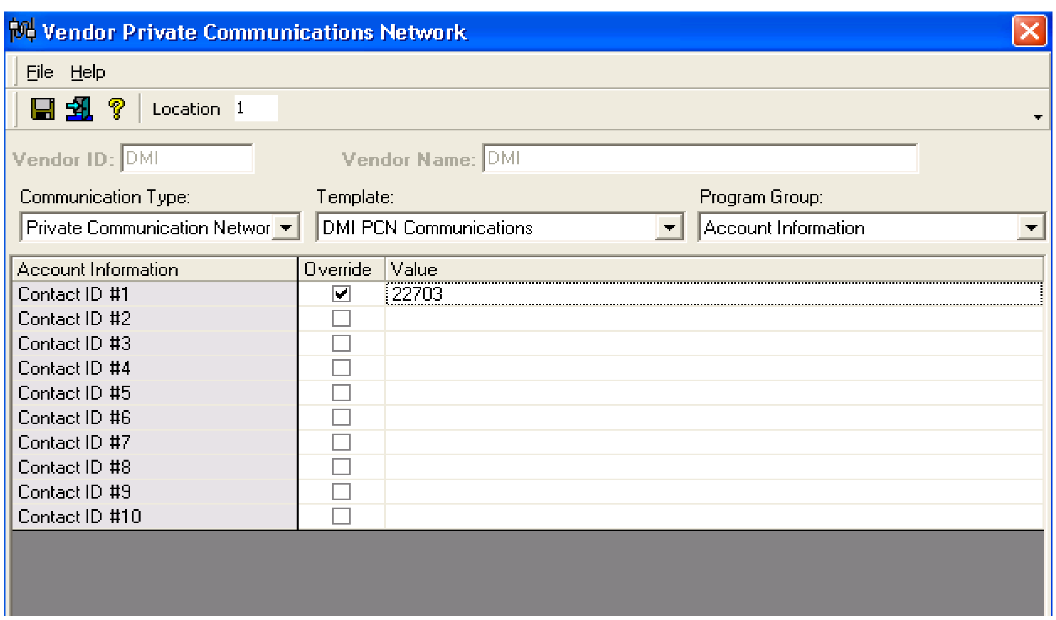
3.1 From the Program Group drop down list, click Account Information.

3.2 In the Account Number Value box, enter your contact ID number.

3.3 Click .

4 Set the shipping address parameters in the Vendor Private Communications Network window. See Figure 10.

Figure 9: Setting the Account ID



4.1 From the Program Group drop down list, click Shipto Address. The available parameters are listed in the Shipto Address column.

4.2 Add a default by entering the default information in the Value column. For example, to store the name of a business, enter the business name in the Name Value box.

Note: You must set a default shipto. If the order is flagged as dropship, the customers address is sent to Supplies Network.

4.3 Click .

5 Set the billing address parameters in the Vendor Private Communications Network dialog box.

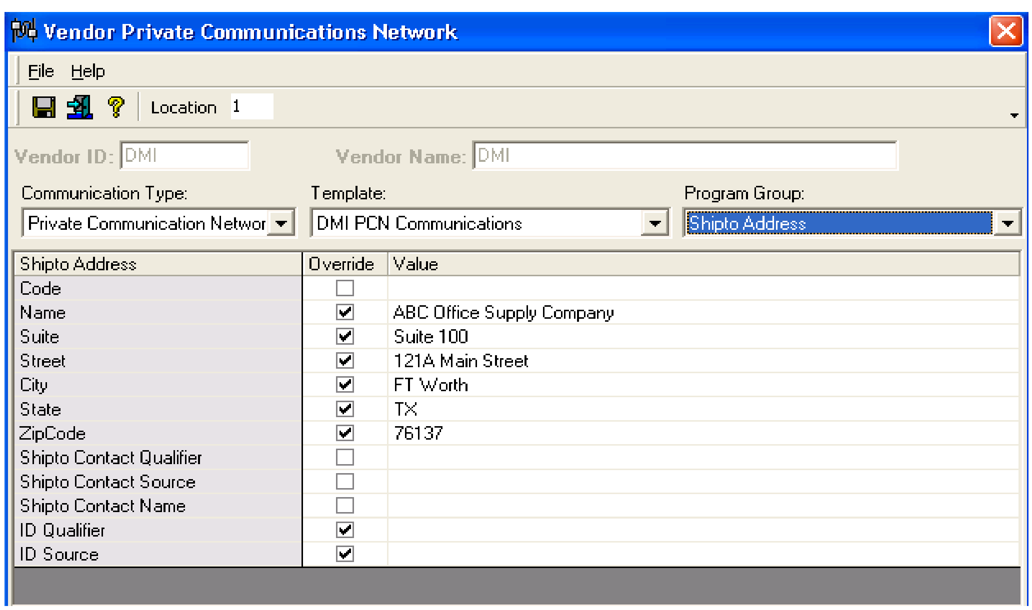
5.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.

5.2 Add a default by entering default information in the Value column. For example, to store the name of a business, enter the business name in the Name Value box.

5.3 Click .

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

Figure 10: Setting the Shipto Address Information



6.1 From the Program Group drop down list, click End Consumer Information. The available parameters are listed in the End Consumer Information column, as shown in Figure 11.

6.2 Add a default by entering the default information in the Value column.

- In the Purchase Order Number Qualifier Value box, type **EU**
- 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.
- 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.
- Click the Route Override box and type **Y** in the Route Value box.

6.3 Click .

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

7.1 From the Program Group drop down list, click Supplier Information. The available parameters are listed in the Supplier Information column, as shown in Figure 12.

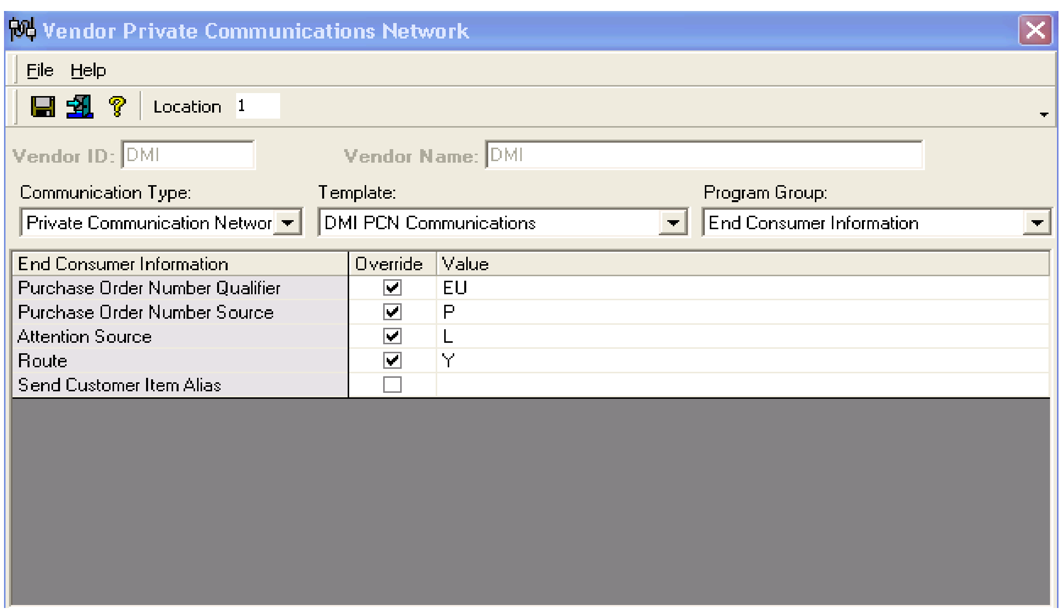


Figure 11: Setting the End Consumer Information

7.2 Add a default by entering the default information in the Value column.

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

- Click the Wrap and Label Order Type Override box and type **RL** in the Value box.

7.3 Click .

Setting Up the (SGA)[R] Screen

You can create a cross reference between your DDMS customer account numbers and departments to Supply Network's system. This process involves two steps. You must first receive and set up a spreadsheet provided to you by Supplies Network. You must then use the data you create from the spreadsheet to also set up the (SGA)[R] screen. See Figures 13 and 14.

Setting Up the Supplies Network Spreadsheet

To properly set up the (SGA)[R] screen, Supplies Network will provide you with a spreadsheet of devices to be supported in the ATRS program. You must enter your customer account and department codes in Supply Network's spreadsheet for each device.

1. Open the spreadsheet sent to you by Supplies Network.
2. Insert a new column on the spreadsheet beside the Ship To column.
3. Add the title DDMS Account-Dept.

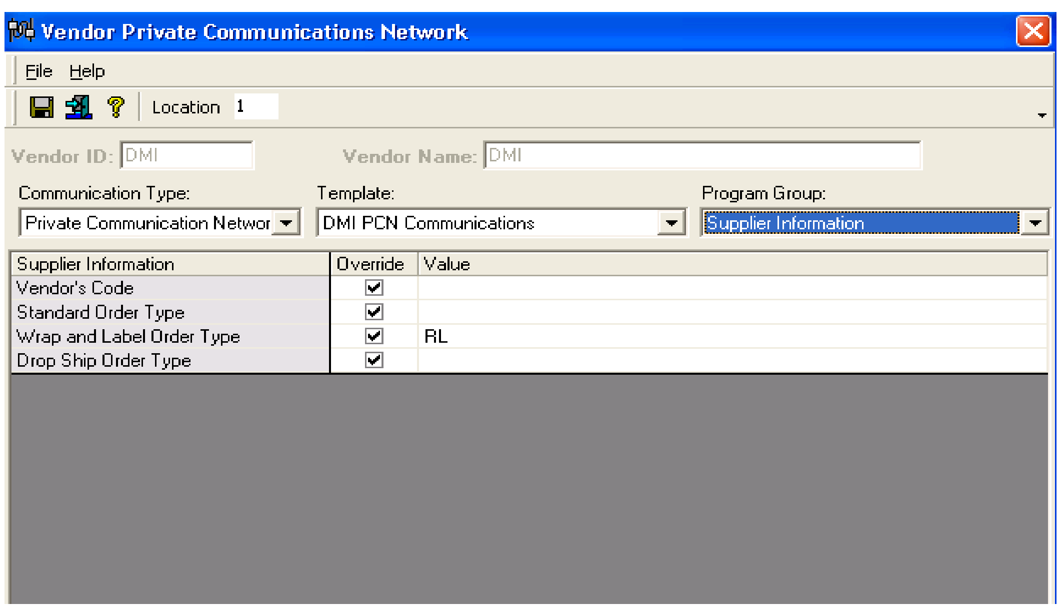


Figure 12: Setting the Supplier Information

4 Enter the customer account and department codes in the format shown in Figure 13.

5 When finished, return the spreadsheet to your Supplies Network representative.

6 Supplies Network will map the codes to the Supplies Network system.

Setting Up the Cross Reference Codes in the (SGA)[R] Screen

Next, you must map the exact same numbers into the DDMS system using the following steps. These steps link the data in Supplies Network's ATRS resupply notifications system with your DDMS customer accounts and departments, if applicable.

Note: You must add a reference code for each DDMS account and department that uses the ATRS program to generate DDMS orders.

---

1 Go to the (SG) EDI Communications screen.

2 Select the [A] Set Up Trading Partner Parameters action code.

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

4 In the Name field, type **DMI-WHL** and press Enter.

Figure 13: Using the Supplies Network Spreadsheet

K	L	M	N	O	P	Q	R
ShipTo ID	DDMS Account-Dept	ShipTo Name	ShipTo Attn	Address	Address 2	City	State
770993	1234-ABCD	Susan's Dog Grooming		4400 Alliance Gateway		Fort Worth	TX

Figure 14: Entering the Cross Reference Code

```
11:40:52        (SGAR) EDI Customer Reference Codes (06/13/03)        09/30/11
--------------------------------------------------------------------------------
Name :DMI-WHL                                   Acct # :    DMI-WHL Dept :
                                          Interchange ID :01 064632888
--------------------------------------------------------------------------------
Reference Code :ABCD-1234................ ....................
      To Name :.............................. Acct # :.......... Dept :....
--------------------------------------------------------------------------------


                           +======================+
                           | Input Reference Code |
                           +======================+
```

5 At the Correct Trading Partner prompt, type **Y**

6 You can now reference a DDMS customer account number, and/or department entered in Supplies Network's ATRS system to your specific DDMS customer accounts. To do so, with the cursor in the Action Menu, press Enter or type **A**

7 The cursor returns to the Reference Code field. Enter the DDMS customer number exactly as you entered it on the Supplies Network ATRS spreadsheet.

8 After you enter the code, press Enter.

9 When the cursor moves to the Name field, retrieve the DDMS master account.

Figure 15: The Customer Account in the Customer Master Tab

Figure 16: Retrieving the Correct Customer Account

```
11:40:52         (SGAR) EDI Customer Reference Codes (06/13/03)         09/30/11
--------------------------------------------------------------------------------
Name :DMI-WHL                                          Acct # :    DMI-WHL Dept :
                                          Interchange ID :01 064632888
--------------------------------------------------------------------------------
Reference Code :ABDC-1234
To Name :SUSAN'S DOG GROOMING                          Acct # :      1234 Dept :ABCD
--------------------------------------------------------------------------------
+===========================| Customer Information |===========================+
| Acct  #      1234  Dept :ABCD                Suite :                          |
| Name  :SUSAN'S DOG GROOMING                  Addr. :                          |
| Suite :                                      City  :                          |
| Addr. :                                      State :    Zip #      [    ]     |
| City  :FORT WORTH                            Contact [                    ]   |
| State :TX  Zip #76177 [     ]                                                 |
| Phone #682-    -        Sic :                    Fax Number #    -   -        |
| Status O/E :A  Slsm #       Route :                                           |
| Stat. Exempt [ ]    Credit Limit $                                            |
| Entry Date :09/30/11 Start Limit $                                            |
+=============================================================================+
                            +| Correct Customer ? |+
                            |      <Yes> No        |
                            +=======================+
```

- To retrieve by customer name, enter the customer's account name in the Name field. To also enter the department, press Tab to move the cursor to the Dept field and enter the department. If you do not completely fill the field, press Enter.
- To retrieve by customer account number, press Tab. Enter the account number in the Acct # field. To also enter a department, enter the customer's department in the Dept field. If you do not completely fill the field, press Enter.

10 At the Correct Customer prompt, press Enter or type **Y**. The account should match the information in the Customer Master tab. See Figures 15 and 16.

11 The cursor returns to the first Reference Code field so you can continue adding reference codes. When finished, press Esc.

Using PSN

After you have set up your system, you can begin using this feature. Using PSN involves:

- Receiving the electronic invoices
- Releasing the electronic invoices to DDMS orders
- Running the short-buy to build the P/Os
- Transmitting the P/O to Supplies Network
- Requesting acknowledgments.

Receiving the Electronic Orders

Use the following instructions to receive electronic orders from DMI:

1 Go to the (SR) Purchase Order Reports screen and select the [I] Receive Electronic Invoice/ASN code.

2 In the Who field, type **N** (The N option is not shown. By typing N, you are specifying to receive orders from the DMI vendor. After you type N, the DMI vendor appears, as shown in Figure 17.)

3 In the Location field, press Tab to accept the default or enter a different location.

4 In the Printer field, enter the logical name of the modem you are using to transmit the purchase order(s). To accept the default modem, press Tab.

5 In the Copies field, press Enter.

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

7 In the Enter Number for Vendor field, type **1** for DMI. Press Enter.

8 At the Requesting Advanced Shipping Notices or Invoices prompt, type **O**

9 The information is downloaded from DMI and processed into the P-MASTERE file on the DDMS system.

Releasing to DDMS Orders

Once the file has been processed, it can be released using the text-based (G) Order Entry screen. Doing so lets you create DDMS purchase orders.

1 Go to the (G) screen and enter your order-writer number in the Order Writer field.

2 Select the [E] EDI Release action code.

3 In the Transaction # field, press Enter or specify the invoice number created in the P-MASTERE file to release a single file.

4 The system begins releasing. As orders are released, the individual line items on each order are displayed. When finished, press Esc to exit the screen.

5 Once you have successfully released your first orders using these steps, you can automate the Order Entry EDI Release (G)[E] process.

5.1 To do so, go to the (SG) EDI Communications screen.

5.2 Select the [A] Set Up Trading Partner Parameters action code.

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

Figure 17: Receiving Electronic Orders from DMI

```
13:58:38         (SR) Purchase Order Reports  rev. (07/28/10)         12/16/10
================================================================================
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.                  ARLINGTON    EDUCATORS
D. Print P/O Receipts From Vendor.    Delete File Y/N ?   AOPD
F. Talk To Wholesaler.                           Who ?
I. Receive Electronic Invoice/ASN         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  ]
            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 [I]   Location ? 1   Printer ?P1   COPIES ?     Totals Only ?N Y/N
```

5.4 When the cursor moves to the Name field, retrieve the DMI/ Supplies Network trading partner.

5.5 At the Correct Record prompt, type **Y**

5.6 Press Tab to move to the cursor to the Auto Create Orders field, as shown in Figure 18 and type **Y**

5.7 Press Enter. The system now automates the (G)[E] process by launching a background process to releases orders. You do not manually need to use the (G)[E] process again to release your orders.

Running the Short-Buy and Building the P/Os

After the orders are created, run the manual short-buy process and build the P/Os for the orders. If you need instructions on running the short-buy and building P/Os, see your online documentation.

Note: When the (SR)[I] function brings the order into DDMS, a P-SPECIAL ES line is written. This special line excludes the order from using the Automated Short Buy process. Since the items must be purchased from DMI (Supplies Network) and must be drop shipped, you must manually create the short buy and build the P/Os.

Transmitting the P/Os

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

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

Figure 18: Setting the Auto Create Orders Field in the (SGA) Screen

```
09:51:03       (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)       09/12/11
________________________________________
Action [I] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
________________________________________
Name :SUPPLIES NETWORK              Account #       DMI Dept :
      TEST FOR ATRS                    KRUM                          TX
                                        940-    -
________________________________________
EDI VAN  :                                          Auto Send          :    (Y/N)
Interchange ID Qualif  :ZZ  ID :064632888           Negate Credit Inv. :
Auth. Info Qualif.     :    Info :                  Use Received Price :    (Y/N)
Security Info Qualif.  :    Info :                  Using 810          :
Interchange Control Std:U  Version :00401           Using 855          :
Receivers Code Id      :064632888                   Auto Create Orders :Y   (Y/N)
Responsible Agency Code:X Version :004010           Sales Auto Group   :
Interchange Control#        7                       Auto 850 Sendfile  :
Group Control      #        7                       Default Selector   :
                                                     ======= Shipping Info =======
Test Indicator  :  (T/P)  Buy Unit:  (S/M/W)       | Contract #
Acknowledgement :         Customer Ref :5          | Delivering Dlr #
Release/Contract:         1:7 2:                   | Contracting Dealer #
Round Quantities when Needed U/D/R ?  Seg Term:    | 2nd Party Delivery :
```

2 Tab to the Who field and type **N** to select DMI.

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 Now you can change shipping information or complete the transmission using the (CX) screen.

Changing Shipping Information

Before completing transmission of the purchase order, you can change the shipping information. Once you've completed the (SR) screen, the (CX) screen opens.

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

2 The General Communication Information parameter group appears. At the Enter Number For Selection prompt, type **4** to select the Drop Ship line, as shown in Figure 19.

3 In the 1-20 field, type **Y** to drop ship the order. Type **N** to use the Shipto information.

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

5 At the Enter Number For Selection prompt, type **C** to complete the transmission.

Figure 19: Selecting the Drop Ship Line

```
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 ] [DMI ] [General Communication Information ]
Parameter
[Drop Ship ] 1-20 [ ]
Override [Y] 21-40 [ ]
41-60 [ ]
0 [Backorders ] 61-80 [ ]
1 [Pre-Receive ]
2 [Acknowledgment Printer ]
3 [Shipping Code ]
4 [Drop Ship ]
5 [Acknowledgment Selector ]

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

6 The P/O is transmitted to Supplies Network.

Requesting Acknowledgments

If you missed an acknowledgement, use the following instructions to request another from Supplies Network.

1 In the (SR) Purchase Order Reports 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. In the P/O Number field, enter the number of the P/O for which you are requesting an acknowledgement and press Enter.

4 The requested P/O's information completes the Vendor #, Transmission Date and Transmission Time fields. The P/O's status appears in the Status field next to the PO Nbr field. 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. Reenter the P/O number. If the record is still not found, call your vendor for a verbal acknowledgement. Your order may not have been transmitted.

5 At the Get Acknowledgement prompt, type **Y**

Figure 20: Printing and Pre-Receiving an Acknowledgement

```
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 [__]
================================================================================
```

To pre-receive and/or print the acknowledgement:

1 Use the fields at the bottom of the screen, shown in Figure 20, to print an acknowledgement or pre-receive a P/O.

   To pre-receive a P/O and print an acknowledgement, type **R**

   To print an acknowledgement, type **P**

Note: If you don't know if your order has been received, try to pre-receive the order while you print the acknowledgement. You can only pre-receive once, but you can print an acknowledgement as many times as necessary.

---

2 In the Printer field, enter the name of the printer to use.

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