Phase II:
Setting Up & Using the

SUPPLIES NETWORK®

PSN

ECi

ECi DDMS®

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Contents

Setting Up the Supplies Network PSN

Once you complete the steps in the handout, *Phase I: Setting Up PSN*, you're ready to set the Supplies Network-specific parameters.

Email PSN installation questions to support@eci2.com

Setting parameters to communicate with Supplies Network 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

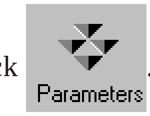
If you already have information in the EDI record of the (L6WB) screen, contact Supplies Network. They need this information.

Figure 1: 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 [________]
                                              |
================================================================================
```

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

1 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, as shown in Figure 1. Enter your selection from the following:

Ø1 (This is the preferred qualifier.)

16

ZZ

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 16, enter your DUNS number plus 4 letters.

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

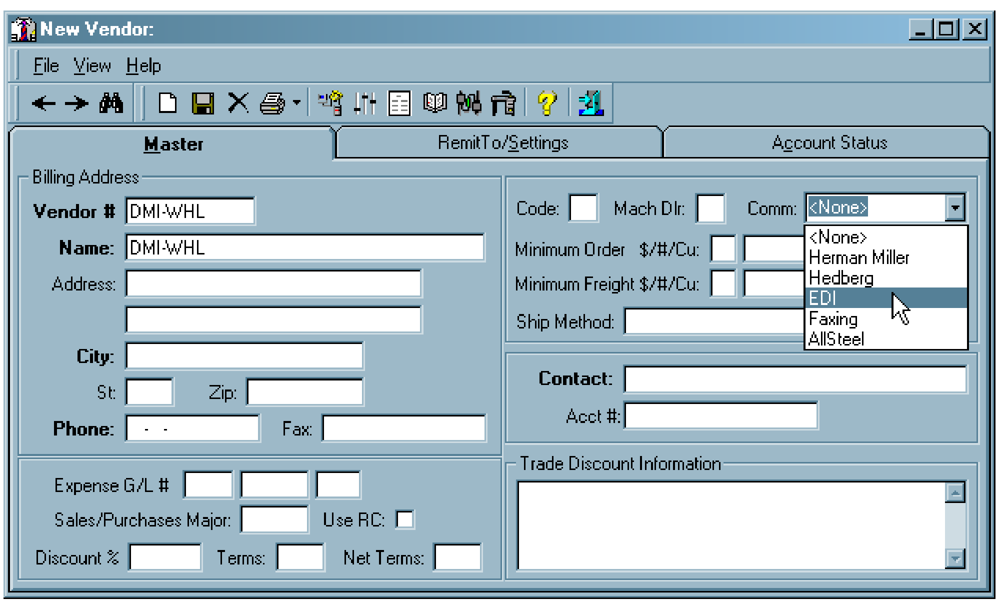
4 Press Enter to save your changes.

Setting Up Your Vendor Database

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

1 Set up DMI-WHL as a vendor.

Figure 2: The Vendor Master Tab



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

1.1 In the Vendor Master tab, click .

1.2 Click the Vendor # box and type **DMI-WHL**.

1.3 Click the Name box and type **DMI-WHL**.

1.4 Click the Comm box's down arrow. From the menu, click EDI. See Figure 2.

1.5 Click .

2 Set PSN parameters.

2.1 Click .

2.2 The Supply Options dialog box opens, as shown in Figure 3. 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**

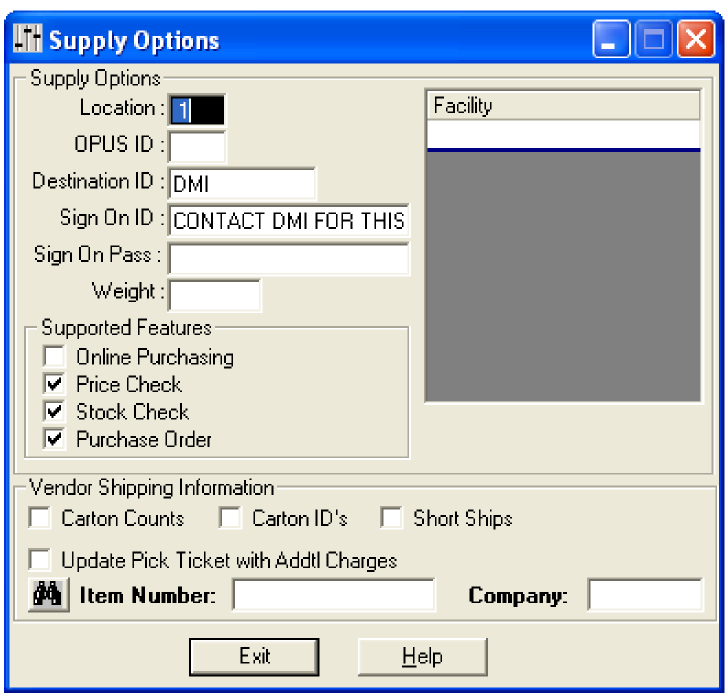
2.4 In the Sign On ID box, enter the contact ID provided by your DMI sales representative.

2.5 From the Supported Features list, click those to enable. You can select Price Check, Stock Check, and/or Purchase Order.

2.6 When finished, click Exit.

3 In the Vendor Master tab, click .

Figure 3: The Supply Options Dialog Box



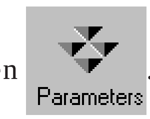
Creating a Customer Record

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.

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

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 DDMS, double-click 

then 

. Next, double-click Text Base Parameters. The (L) Parameters screen opens. Type **A** in the Selection Code field.

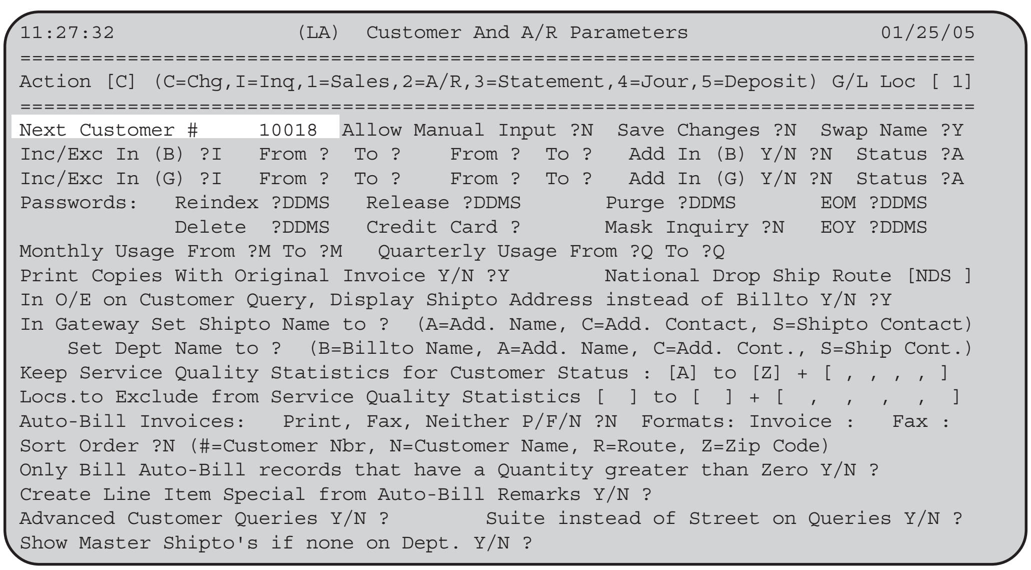
2 The (LA) screen opens. Type **C** in the Action field.

3 Tab to the Next Customer # field. Note the number in this field and save it for later. See Figure 4.

4 Space through the number in the Next Customer # field, and press Enter.

5 Press Esc to return to the Parameter Editor window.

Figure 4: The (LA) Customer and A/R Parameters Screen

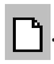


```
11:27:32              (LA)  Customer And A/R Parameters              01/25/05
================================================================================
Action [C] (C=Chg,I=Inq,1=Sales,2=A/R,3=Statement,4=Jour,5=Deposit) G/L Loc [ 1]
================================================================================
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 ?
```

In DDMS's Customer Master tab, create a DMI-WHL and DMI customer.

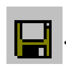
1 Double-click 

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

2 Click . The boxes in the window are cleared.

3 Click the Account # box and enter an account number for the DMI-WHL customer. See Figure 5.

4 In the Name box, enter a name for the DMI-WHL 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.

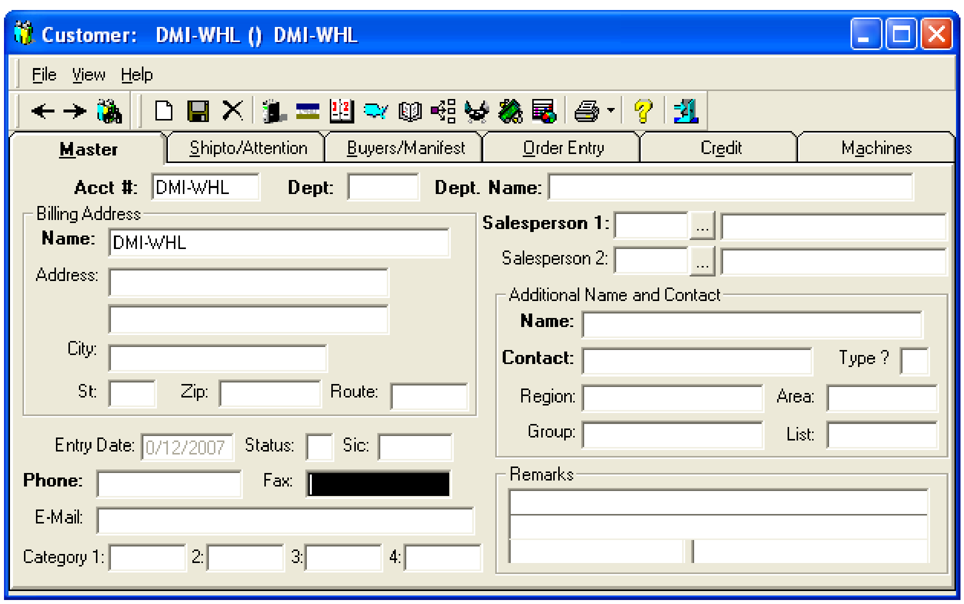


Figure 5: Creating a Customer Record

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-WHL** and press Enter.
3. At the Correct Record prompt, press Enter.
4. Tab to the Interchange ID Qualif field and type **Ø1**. See Figure 6.
5. In the ID field, type **Ø64632888**
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 **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 Seg Term field and type **~~**
13. Tab to the Default Selector field and type **85ØDMI**

Repeat these steps for the account number DMI.

Figure 6: The (SGA) Trading Partner Parameters Screen

```
15:22:52        (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)        01/19/07
--------------------------------------------------------------------------------
 Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
--------------------------------------------------------------------------------
Name :                                Account #   DMI-WHL 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:U  Version :00401           Using 855          :
Receivers Code Id      :SUPPLIESNET                 Auto Create Orders :    (Y/N)
Responsible Agency Code:X Version :004010           Sales Auto Group   :
Interchange Control#    10034                       Auto 850 Sendfile  :
Group Control      #   100034                       Default Selector   :850DMI
                                                     ======= 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 :
--------------------------------------------------------------------------------
** ENTER DATA OR <?> FOR HELP !!
```

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-WHL vendor.

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 7.

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.

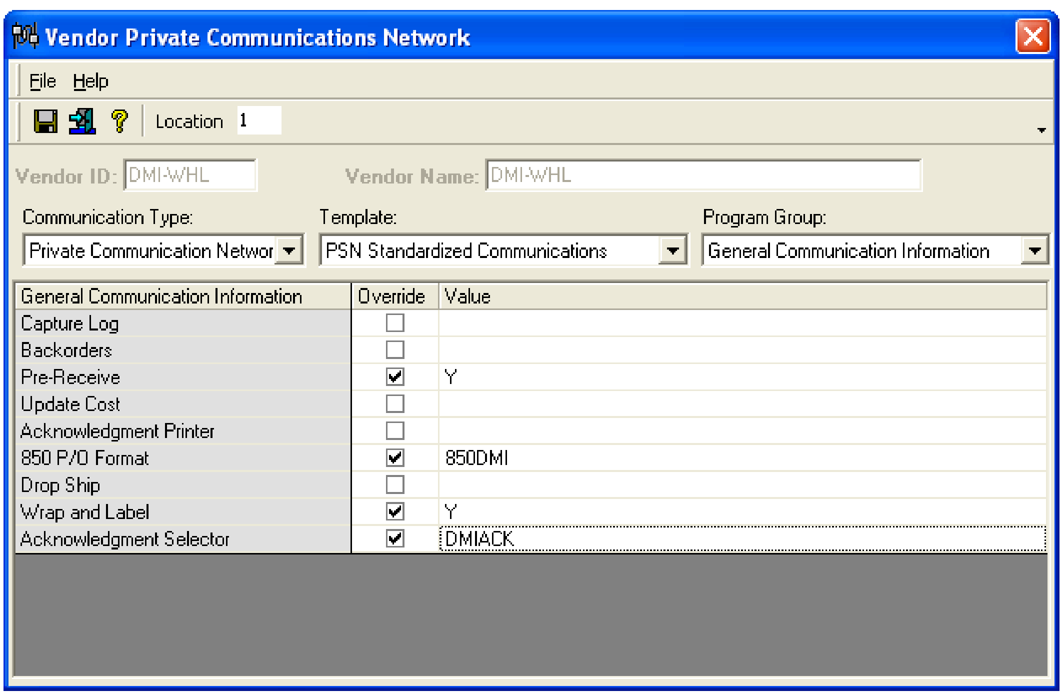


Figure 7: The Vendor Private Communications Network Window

You may set these 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**
- In the Wrap and Label Value box, type **Y** to activate Wrap and Label orders for Supplies Network.
- In the Acknowledgement Selector Value box, type **DMIACK**

2.3 When finished, click .

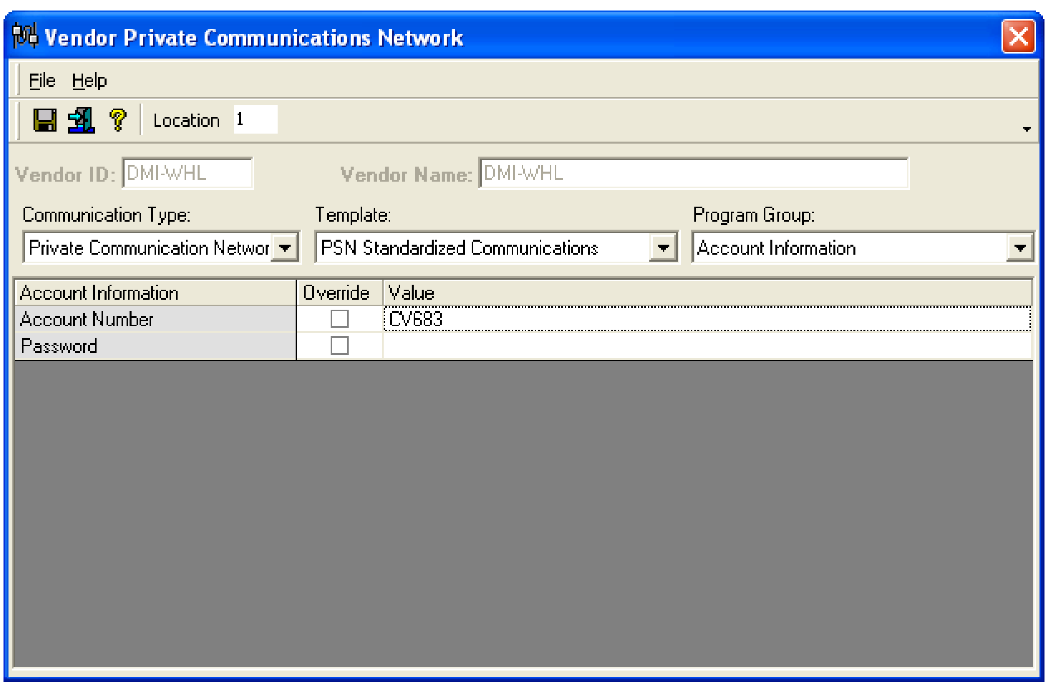
3 Set the account parameters in the Vendor Private Communications Network window. The information in this box comes from Supplies Network. See Figure 8.

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 When you finish, click .

Figure 8: Setting the Account ID



4 Set the shipping address parameters in the Vendor Private Communications Network window. See Figure 9.

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.

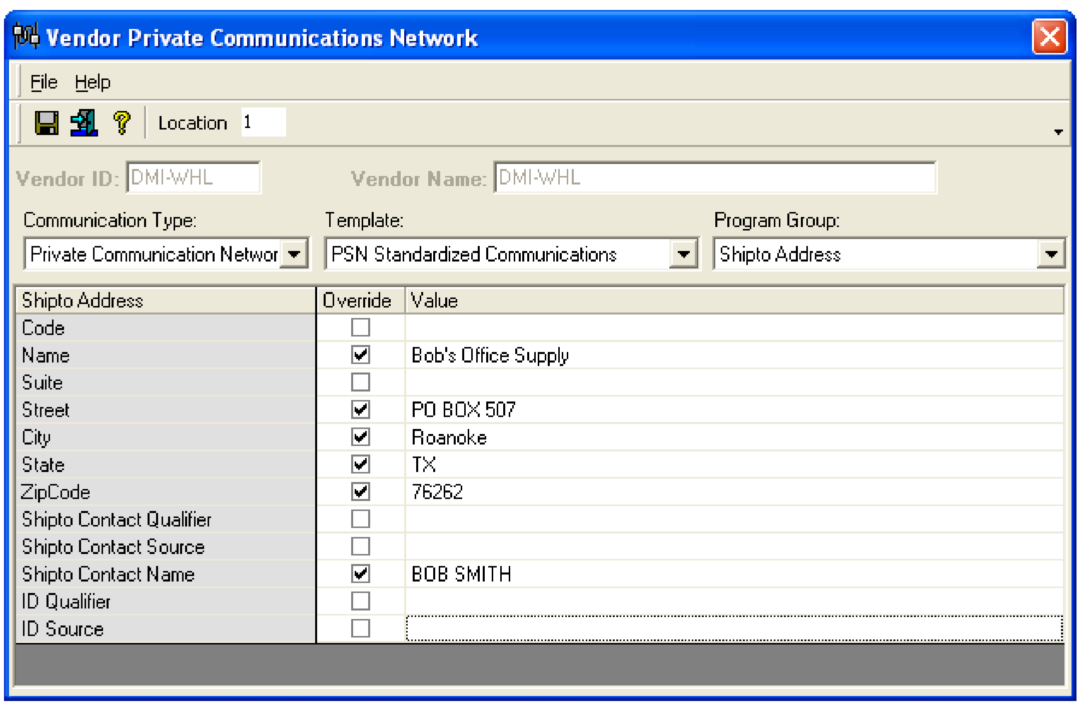
4.3 When you finish, click .

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.

Figure 9: Setting the Shipto Address Information



Note: You must set a default billto address.

5.3 When you finish, click .

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

6.1 From the Program Group drop down list, click Supplier Information. The available parameters are listed in the Supplier Information column, as shown in Figure 10.

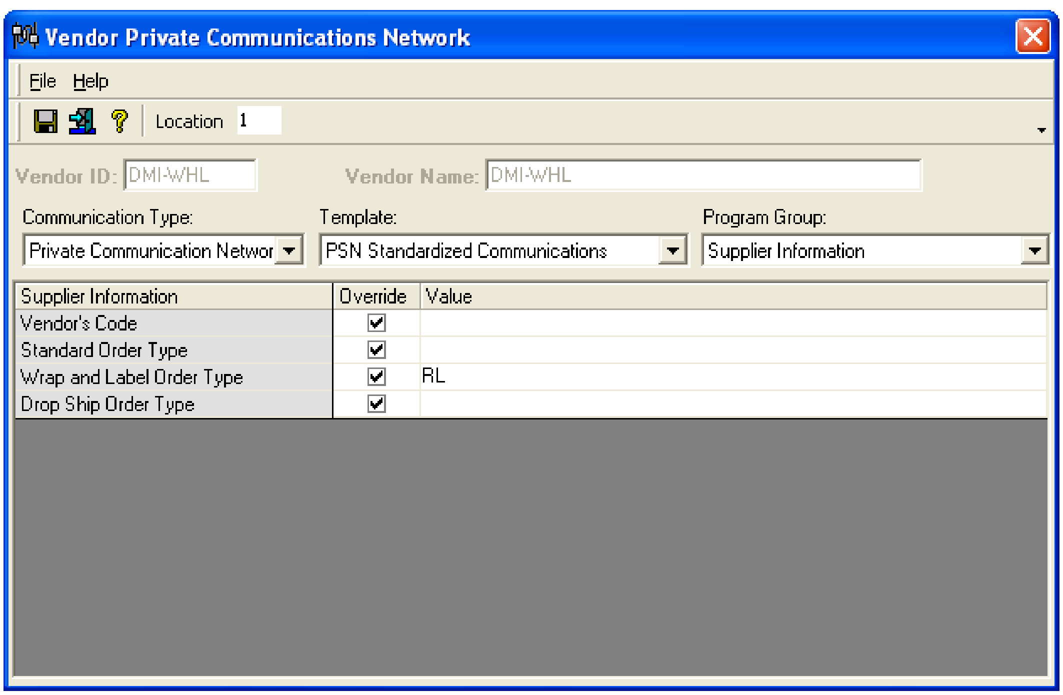
6.2 Add a default by entering the default information in the Value column.

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.

6.3 When you finish, click .

Figure 10: Setting the Supplier Information



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

7.1 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.

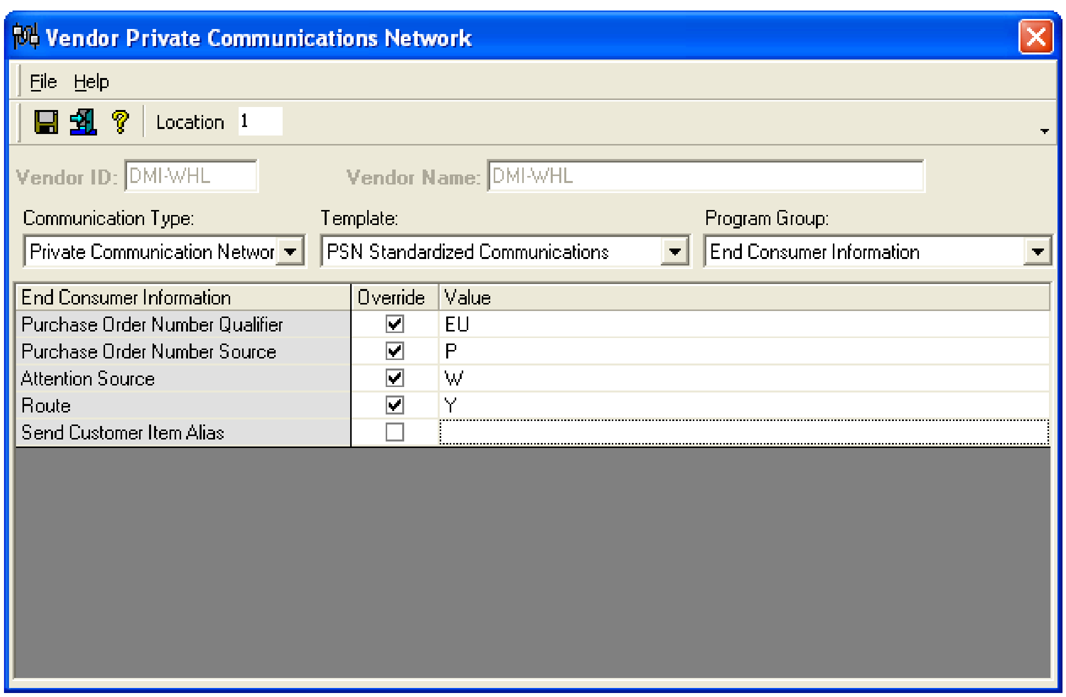
7.2 Add a default by entering the default information in the Value column.

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

- 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.

7.3 When you finish, click .

Figure 11: Setting the Supplier Information



Using PSN

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. See Figure 12.

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

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.

Figure 12: Transmitting P/Os Online

```
11:26:47         (SR) Purchase Order Reports  rev. (06/26/03)          07/30/03
================================================================================
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 ?.
C. Receive P/O Transmission From Vendor.                A=Azerty   F=United
D. Print P/O Receipts From Vendor.    Delete File Y/N ?. C=Sparco   G=Horizon
F. Talk To Wholesaler.                          Who ?. D=Daisytek J=Emco
I. Receive Electronic Invoice.    Regional Wholesaler ?. E=Whl-Grp  R=Synnex

E. Backorder Reports.            Short Buy Report Y/N ?.
   Keep Short Buy File for P/O's ?.   Print All ?.    Match Against P/O's A/E ?.
M. Debit Memo Report.
P. Purge Purchase Orders.        Archive Purge to Journal Y/N ?.
       From File [PO-MASTER ] Vol. [W1  ]                             E=Dept
         To File [JOUR-PO   ] Vol. [W1  ]          D=Date   P=Prefix  V=Vendor
                                                   S=Slsm   R=Route   N=Item Nbr
R. Inquire or Report on Archive   Reindex Y/N ?.   C=Cust   L=Class   I=Invoice
S. Compare Vendor Purchases with Daisytek          Sort Codes  1(.), 2(.), 3(.)

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

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. To change the shipping information:

1. The Parameter Group options appear, as shown in Figure 13. 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 13: Selecting the General Communication Parameter Group

```
14:22:27 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 ] [ ]
Parameter
[________________________________________] 1-20 [____________________]
Override [_] 21-40 [____________________]
41-60 [____________________]
0 [General Communication Information ] 61-80 [____________________]
1 [Account Information ]
2 [Shipto Address ]
3 [Billto Address ]

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

2 The General Communication Information parameter group appears, as shown in Figure 14. At the Enter Number For Selection prompt, type **4** to select the Drop Ship line.

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.

6 The P/O is transmitted to Supplies Network.

Requesting Acknowledgements

If you missed an acknowledgement, you can request another from Supplies Network. To do so:

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.

Figure 14: 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]
```

4 The requested P/O's information fills the Vendor #, Transmission Date and Transmission Time fields. The P/O's status appears in the Status field next to the PO Nbr field, as shown in Figure 15. If the status is one of the following, go to **Step 5**.

- **N** The order has not been pre-received.
- **F** The vendor has shipped your order.
- **P** The vendor has allocated inventory to fill your order.

If the status field is blank or is set to ? (question mark), the P/O you requested was not found. Re-enter the P/O number. If the record is still not found, call your vendor for a verbal acknowledgement. Your order may not have been transmitted.

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

Figure 15: The Status Field in the (SRC) Acknowledgement Request Screen

```
15:35:55           Acknowledgment Request Screen (04/23/03)          05/08/03
=============================================================================

        P/O Number #..........                Vendor #..........

     Transmission Date [........]          Transmission Time [........]

                             Transmission Status
        [..........................................................]

   ? - P/O Not Found   N - Not Received  F - Final Received  P - Pre-Received

    PO Nbr     Status    PO Nbr    Status    PO Nbr    Status    PO Nbr    Status
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]
 [..........]   [.]   [..........]  [.]   [..........]  [.]   [..........]  [.]

P=Print Acknowledgment  R=Pre-Receive and Print Acknowledgment [P]  Printer [__]
============================================================================
```

To pre-receive and/or print the acknowledgement:

1 Use the fields at the bottom of the screen, shown in Figure 16, 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**.

Figure 16: 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 [__]
===============================================================================
```