

*Phase II:  
Setting Up & Using  
the Synnex PSN*



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## Setting Up the Synnex PSN

When you have completed the steps in the handout, *Phase I: Setting Up PSN* for any vendor, you are ready to set the Synnex-specific parameters.

Setting parameters to communicate with Synnex involves:

- 1 Setting up the Vendor database
- 2 Setting Synnex communication parameters
- 3 Setting up the Salesperson database.

To find instructions for another trading partner, go to [www.ddms.com/support/doc/psn.htm](http://www.ddms.com/support/doc/psn.htm)

**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](http://www.ddms.com/support/doc/psn.htm).

### Setting Up the Vendor Database





- 1 Set up Synnex as a vendor.
  - 1.1 In the Vendor Master tab, click .
  - 1.2 Click the Vendor # box and type **SYNNEX**.
  - 1.3 Click the Name box and enter a name for the Synnex vendor.
  - 1.4 Click the Comm box's down arrow and click EDI. See Figure 1.
  - 1.5 Click .

Figure 1: The Vendor Master Tab

The screenshot shows a software window titled "Vendor: SYNNEX - SYNNEX" with a menu bar (File, View, Help) and a toolbar. The main area is divided into three tabs: "Master", "RemitTo/Settings", and "Account Status". The "Master" tab is selected and contains the following fields:


- Billing Address:** Vendor # (SYNNEX), Name (SYNNEX), Address (1234 SYNNEX WAY), City (KELLER), St (TX), Zip (76248), Phone (817-555-5555), Fax (- -).
- Code:** (checkbox), **Mach Dir:** (checkbox), **Comm:** (dropdown menu set to EDI).
- Minimum Order \$/#/Cu:** (checkbox), (input field)
- Minimum Freight \$/#/Cu:** (checkbox), (input field)
- Ship Method:** (input field)
- Contact:** (input field)
- Acct #:** (input field)
- Trade Discount Information:** (table with 3 rows and 2 columns)
- Expense G/L #:** (input field)
- Sales/Purch Major:** (input field), **P/O Detail:** (checkbox)
- Discount %:** (input field), **Terms:** (input field), **Net Terms:** (input field)

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- 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.
  - 2.3 In the Destination ID box, enter your Synnex ID exactly as follows: **SYNNEX**
  - 2.4 From the Supported Features list, click Price Check and/or Stock Check. Also, click Purchase Order.
  - 2.5 When you finish, click Exit.
- 3 Click .

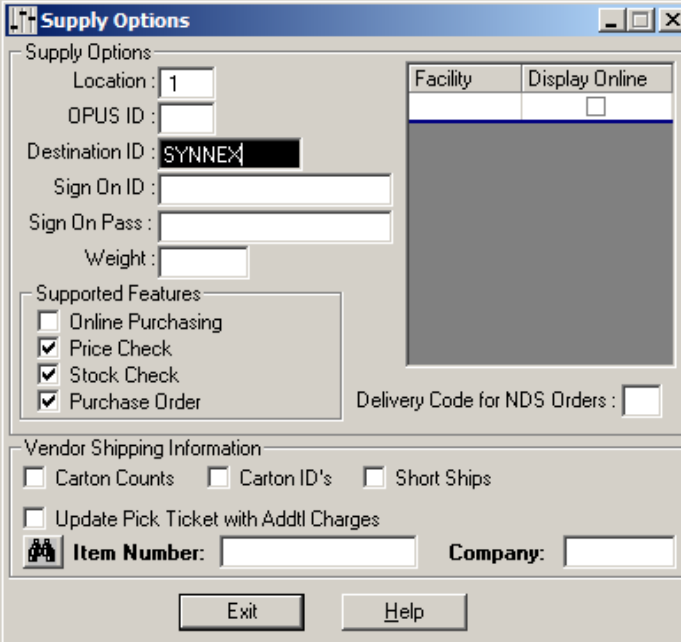
### Setting Synnex Communication Parameters

You must set up communication parameters for Synnex.

- 1 From the DDMS Master Menu, double-click  Keyop Menu, then double-

click  Parameters.

**Figure 2: The Supply Options Window**



| Facility | Display Online           |
|----------|--------------------------|
|          | <input type="checkbox"/> |

- 2 In the Parameter Editor window, double-click Text Base Parameters to access the (L) Parameters screen.
- 3 In the (L) screen, type **6** in the Selection Code field. The (L6) Vendor & Wholesaler Communications screen opens.
- 4 In the (L6) screen, type **R** in the Selection Code field.
- 5 Tab to the PSN Direct field, shown in Figure 3. Type **Y** and press Enter. This enables TCP/IP communications. All communications are via TCP/IP until you space through the Y to leave the field blank. This allows you to switch between TCP/IP and modem communications at any time. This is especially helpful during server maintenance. When you switch between TCP/IP and modem communications, you do not need to reboot.
- 6 In the Customer Id field, enter your Synnex customer ID. If you switch between modem and TCP/IP communications, do not change this field.
- 7 Press Enter to save your changes.

## Setting Up the Salesperson Database

This setting lets the selected order-writer perform price and stock checks.




- 1 From the DDMS Master Menu, double-click **Salesperson**.
- 2 In the Master tab, click the Salesperson # box and enter the number of the salesperson.

**Figure 3: Setting Up the (L6R) Screen**

```

13:51:41                               Synnex Communications Screen                               07/28/03
-----
Communication Parameters | Synnex Parameters
-----|-----
Capture Log ?           | PSN Direct ?           | Customer Id [          ]
-----|-----
----- Ordering Parameters -----
| File Type             ?
| Partial Ship          ? (Y or N)
| Auto Subs             ? (Y or N)
| Min Qty               ? (1 or 2)
----- Secondary Locations ----- | Priority Ship ? (Y or N)
| Wrap-N-Pack           ? (Y or N)
| Multiple D/S          ? (Y or N)
| Pre-Receive           ? (Y or N)
| Backorders            ? (Y or N)
| Label Option          ?
| Printer               ?
-----|-----
2 #           3 #           4 #
5 #           6 #           7 #
8 #           9 #          10 #
    
```

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- 3 Click the Price Check tab, as shown in Figure 4.
- 4 In the Allow Online Vendor Checks box, type Y
- 5 To allow price checks only, click Price. To allow stock checks only, click Stock. To allow both, click Both.
- 6 Click .

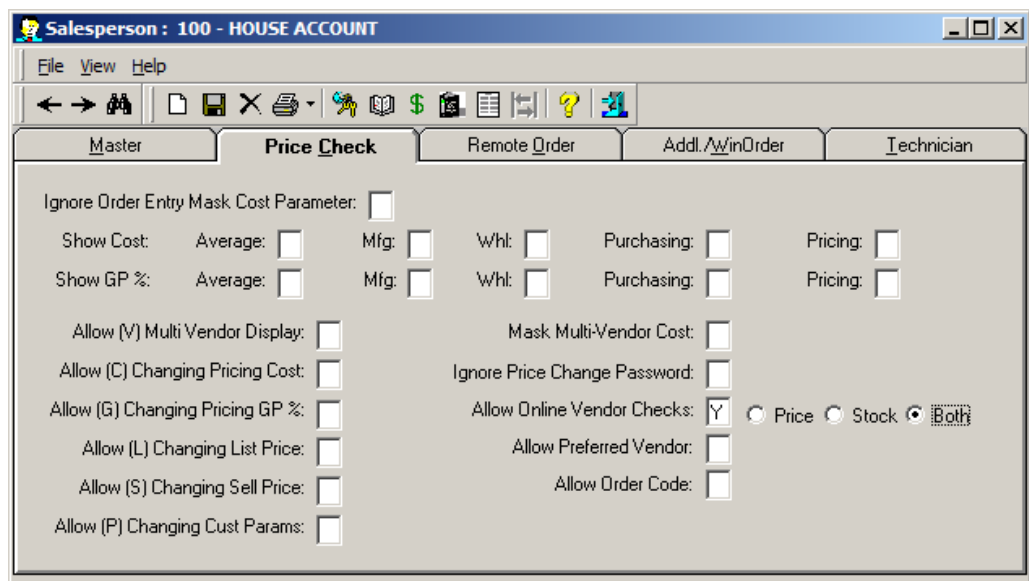
## Using PSN

Before using PSN the first time, you must send test purchase orders to Synnex to confirm proper setup. There may be slight differences in the acknowledgment format. If you experience any problems, email [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com).

Now that you have set up your system to send batch P/Os, all you have to do is process them as usual. PSN takes care of the rest.

Using PSN, you can check vendor stock availability and price from within Order Entry. When you check an item's price or availability, PSN checks your I-CAT file (updated by your O/PUS load) to see which vendor(s) carries the item. Then, it checks the Supply Options window in the Vendor tab for trading partners with enabled stock and price checks. Finally, the program retrieves your ISA ID from the (L6X) screen. PSN then checks the trading partner's available quantities and pricing via the Internet and displays the results in Order Entry.


**Figure 4: The Price Check Tab in the Salesperson Window**



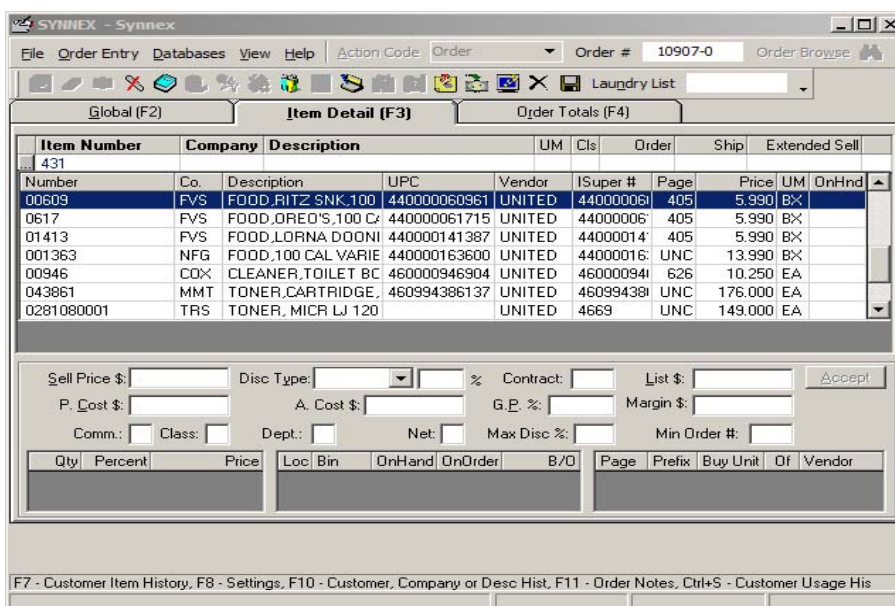
**Note:** By setting up the Salesperson database, an order-writer can check pricing and availability at any time. For more information, refer back to the heading **Setting Up the Salesperson Database**.

To check vendor stock availability and price from Order Entry:



- 1 From the DDMS Master Menu, double-click **Order Entry**.
- 2 When the Order Entry window opens, begin placing an order in the usual manner. For details, see your online documentation.
- 3 Click the Item Detail tab, shown in Figure 5, or press F3. In this tab, enter the item for which to check pricing or availability. You can retrieve items by item number, item description, or company. Or, you can click  to open the Item Query dialog box. For details, see your online documentation.

**Figure 5: The Item Detail Tab in the Order Entry Window**



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- 4 At any time after you retrieve the item, right-click the item to open the Stock/Price Check window, shown in Figure 6.
- 5 Click Check Vendor. The pricing and/or stock information appears. Click the vendor you prefer.
  - The Qty column under the Factored heading refers to the dealer's quantity and unit of measure.
  - The Qty column under the Vendor heading shows how many the vendor has in stock.
- 6 When you are finished checking stock or pricing, click OK.

**Note:** To check pricing or availability in text-based order entry, type S in the Price field. The Price Check window opens.

### Requesting Acknowledgments

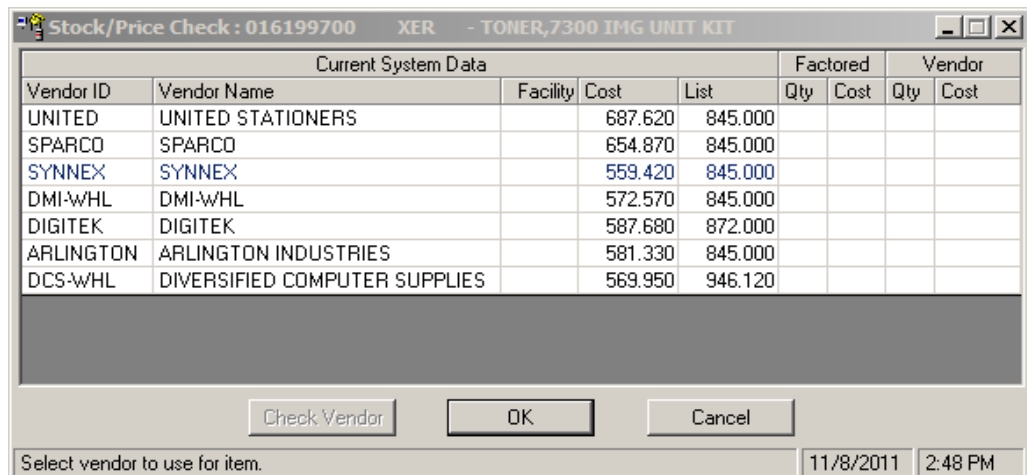
If you missed an acknowledgment, you can request another from Synnex. To do so:

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

**Note:** To access the (SR) screen in DDMS, double-click  Reports Menu, then

double-click  Standard P/O.

**Figure 6: The Stock/Price Check Dialog Box**



| Current System Data |                               |          |         |         | Factored |      | Vendor |      |
|---------------------|-------------------------------|----------|---------|---------|----------|------|--------|------|
| Vendor ID           | Vendor Name                   | Facility | Cost    | List    | Qty      | Cost | Qty    | Cost |
| UNITED              | UNITED STATIONERS             |          | 687.620 | 845.000 |          |      |        |      |
| SPARCO              | SPARCO                        |          | 654.870 | 845.000 |          |      |        |      |
| SYNNEX              | SYNNEX                        |          | 559.420 | 845.000 |          |      |        |      |
| DMI-WHL             | DMI-WHL                       |          | 572.570 | 845.000 |          |      |        |      |
| DIGITEK             | DIGITEK                       |          | 587.680 | 872.000 |          |      |        |      |
| ARLINGTON           | ARLINGTON INDUSTRIES          |          | 581.330 | 845.000 |          |      |        |      |
| DCS-WHL             | DIVERSIFIED COMPUTER SUPPLIES |          | 569.950 | 946.120 |          |      |        |      |

- 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 to request an acknowledgment and press Enter.
- 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 7. If the status is one of the following, go to **Step 5**.

If the status is **N**, the order has not been pre-received

If the status is **F**, the vendor has shipped your order.

If the status is **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 acknowledgment. Your order may not have been transmitted.

- 5 At the Get Acknowledgment prompt, type **Y**

**Figure 7: 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 [__]
=====
    
```

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To pre-receive and/or print the acknowledgment, follow these steps:

- 1 Use the fields at the bottom of the screen, shown in Figure 8, to print an acknowledgment or pre-receive a P/O.

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

To print an acknowledgment, type **P**

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**Note:** If you do not know if your order has been received, try to pre-receive the order while you print the acknowledgment. You can only pre-receive once, but you can print an acknowledgment as many times as necessary.

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- 2 In the Printer field, enter the name of the printer to use.
- 3 At the Are You Sure prompt, type **Y**

**Figure 8:  
Printing and  
Pre-Receiving  
an Acknowledgment**

```
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
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
[.....] [.] [.....] [.] [.....] [.] [.....] [.]
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[.....] [.] [.....] [.] [.....] [.] [.....] [.]

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