

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



# Contents

<b>Setting Up the Xstamper PSN .....</b>	<b>3</b>
Creating a Customer Record .....	3
Setting Up Your Vendor Database .....	5
Setting Communication Parameters .....	7
<b>Using PSN .....</b>	<b>9</b>
Updating Your Item Files .....	9
Building P/Os .....	12
Transmitting P/Os Online .....	13
<b>Enabling Xstamper for ECinteractive and is.D-Force2 .....</b>	<b>14</b>
Activating the Xstamper Feature .....	14
Ordering from Xstamper .....	15

## Setting Up the Xstamper PSN

If you have previously completed the steps in the handout, *Phase I: Setting Up PSN* for any vendor, you are not ready to set the Xstamper-specific parameters. Email any PSN installation questions to [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com). Setting parameters to communicate with Xstamper involves:



- 1 Creating an Xstamper customer record.
- 2 Setting up your Vendor database.
- 3 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](http://www.ddms.com/support/doc/psn.htm).

### Creating a Customer Record

Before you create the Xstamper customer record, if your account numbers are automatically assigned, you must remove your Next Customer # in the (LA) screen.

*When working in any text-based screen, remember to use Caps Lock.*

- 1 From the DDMS Master Menu, 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.

**Figure 1: 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 ?

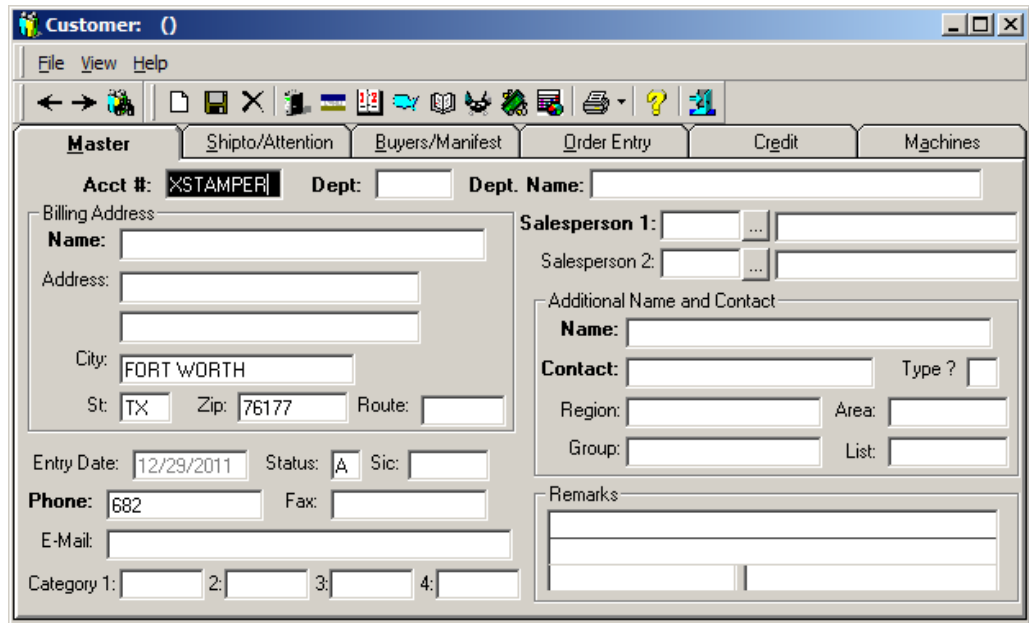
```

## Phase II: Setting Up & Using the Xstamper PSN

- 3 Tab to the Next Customer # field. Note the number in this field and save it for later. See Figure 1.
  - 4 Space through the number in the Next Customer # field to remove it.
  - 5 Press Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.
  - 6 Press Esc multiple times to return to the Parameter Editor window.
- In DDMS's Customer Master tab, create an Xstamper customer.

- 1 From the DDMS Master Menu, 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 type **XSTAMPER**. See Figure 2.
- 4 In the Name box, enter a name for the Xstamper 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.

**Figure 2:  
Creating a  
Customer  
Record**



The screenshot shows a software window titled "Customer: ()" with a menu bar (File, View, Help) and a toolbar. The "Master" tab is selected, and the "Acct #:" field contains "XSTAMPER". The "Billing Address" section includes fields for Name, Address, City (FORT WORTH), St (TX), Zip (76177), and Route. The "Salesperson" section has fields for Salesperson 1 and 2. The "Additional Name and Contact" section includes Name, Contact, Type?, Region, Area, Group, and List. The "Entry Date" is 12/29/2011, Status is A, and Sic is empty. The "Phone" is 682, and the "E-Mail" field is empty. The "Remarks" section is empty. The "Category" fields are numbered 1 through 4.

- 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 Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.
- 6.4 Press Esc multiple times to return to the Parameter Editor window.

## Setting Up Your Vendor Database

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



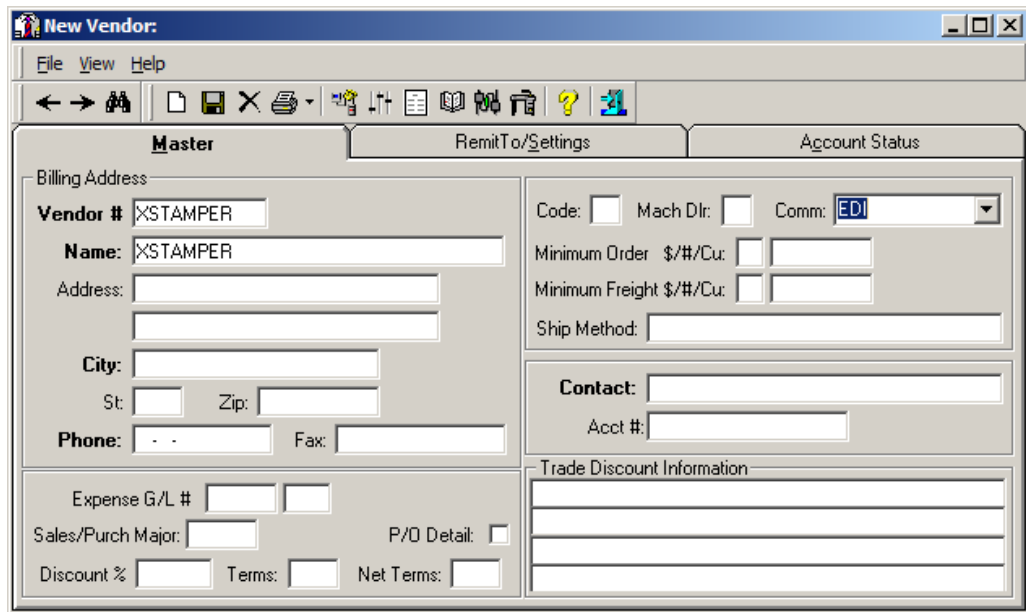


- 1 Set up Xstamper as a vendor. If you already have an Xstamper vendor set up with the name XSTAMPER, retrieve it and go to **Step 4** to set up the Comm box.
  - 1.1 In the Vendor Master tab, click .
  - 1.2 Click the Vendor # box and type XSTAMPER.
  - 1.3 Click the Name box and type XSTAMPER.
  - 1.4 Click the Comm box's down arrow and select EDI. See Figure 3.
  - 1.5 Click .

Figure 3: The Vendor Master Tab

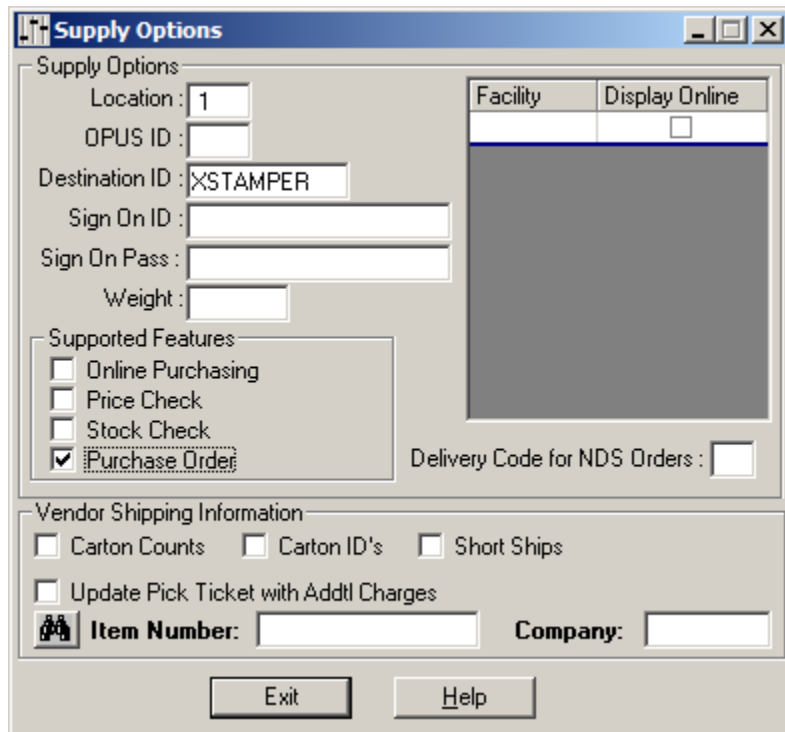


The screenshot shows a 'New Vendor' window with a menu bar (File, View, Help) and a toolbar. The 'Master' tab is active, showing a 'Billing Address' section with fields for Vendor # (XSTAMPER), Name (XSTAMPER), Address, City, State, Zip, Phone, and Fax. To the right, there are fields for Code, Mach Dir, and Comm (EDI). Below these are fields for Minimum Order, Minimum Freight, and Ship Method. A 'Contact' section includes fields for Contact name and Acct #. At the bottom, there is a 'Trade Discount Information' section with fields for Expense G/L #, Sales/Purch Major, Discount %, Terms, Net Terms, and P/O Detail.

## Phase II: Setting Up & Using the Xstamper PSN

- 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 Xstamper's ID exactly as follows: **XSTAMPER**
  - 2.4 From the Supported Features list, click Purchase Order.
  - 2.5 When you finish, click Exit.
- 3 Click .

**Figure 4: The Supply Options Dialog Box**




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

## Setting Communication Parameters

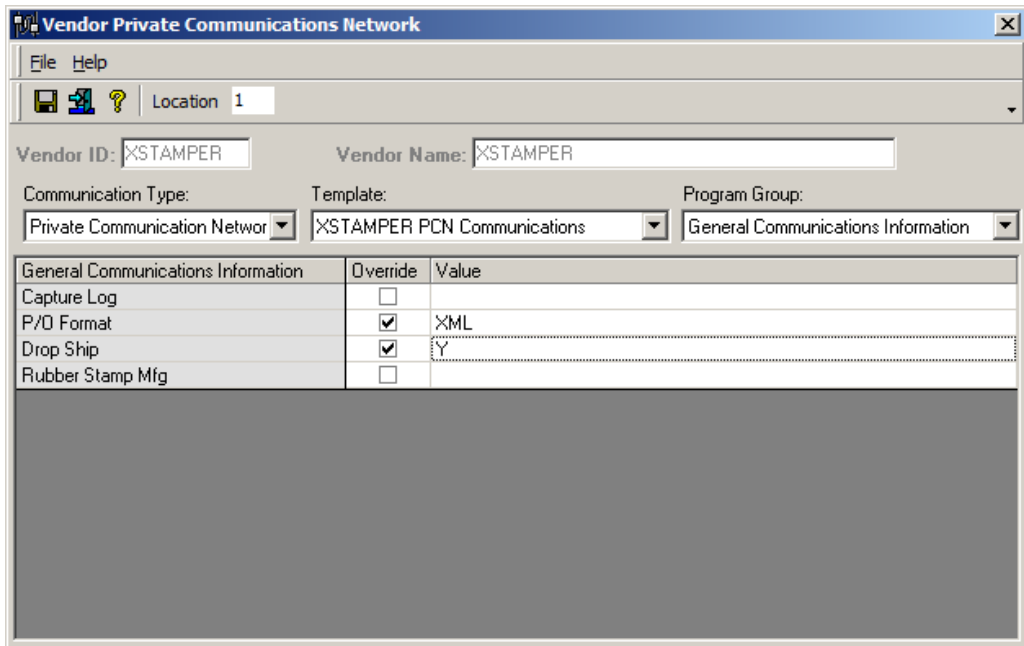
You must set up communication parameters for Xstamper.

**Note:** Be very careful when setting communication parameters. Once you've set them, do not change them without contacting Support.

- 1 Set up the Vendor Private Communications Network dialog box.
  - 1.1 In the Vendor window, open the Vendor Private Communications Network dialog box. To do so, click View and select PCN; press Ctrl + U; or double-click .
  - 1.2 From the Communication Type drop down list, select Private Communication Network.
  - 1.3 From the Template drop down list, select Xstamper PCN Communications.
- 2 Set the general communications parameters in the Vendor Private Communications Network dialog box.
  - 2.1 From the Program Group drop down list, click General Communications Information. The available parameters are listed in the General Communication Information column. See Figure 5.
 


Add a default value by entering it in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.


**Figure 5: The Vendor Private Communications Network Dialog Box**



General Communications Information	Override	Value
Capture Log	<input type="checkbox"/>	
P/O Format	<input checked="" type="checkbox"/>	XML
Drop Ship	<input checked="" type="checkbox"/>	Y
Rubber Stamp Mfg	<input type="checkbox"/>	

## Phase II: Setting Up & Using the Xstamper PSN


- 2.2 Leave the Capture Log value box blank. The capture log file is used only during troubleshooting.
  - 2.3 In the P/O Format Value box, type **XML**
  - 2.4 In the Drop Ship Value box, type **Y**
  - 2.5 When you finish, click .
- 3 Set the account parameters.
    - 3.1 From the Program Group drop down list, click Account Information. The available parameters are listed in the Account Information column.

Add a default value by entering it in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication. You can set these parameters as you choose, with the following exception:
    - 3.2 In the Account ID Value box, enter your Xstamper ID number.
    - 3.3 When you finish, click .
  - 4 Set the shipping address parameters.
    - 4.1 From the Program Group drop down list, click Shipto Address. The available parameters are listed in the Shipto Address column.


Add a default value by entering it in the Value column. For example, to store the name of a business, enter the business name in the Name Value box. Check the corresponding Override box to allow these parameters to be changed at the time of communication. You can set these parameters as you choose, with the following exceptions:
    - 4.2 Enter an email and a contact name.

---

**Note:** If the Shipto and Billto Address information is not entered, these boxes are populated with address information from the (LØ) Parameters screen.

---
  - 4.3 When you finish, click .
- 5 Set the billing address parameters.
    - 5.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.

Add a default by entering the default information in the Value box, For example, to store the name of a business, enter the business name in the Name Value box. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

5.2 When you finish, click .

*If you do not have an account with Xstamper, contact Rosanne Ortega at [rortega@xstamper.com](mailto:rortega@xstamper.com) or 800-541-9719 x6203.*

## Using PSN

To send an online order to Xstamper, you must:

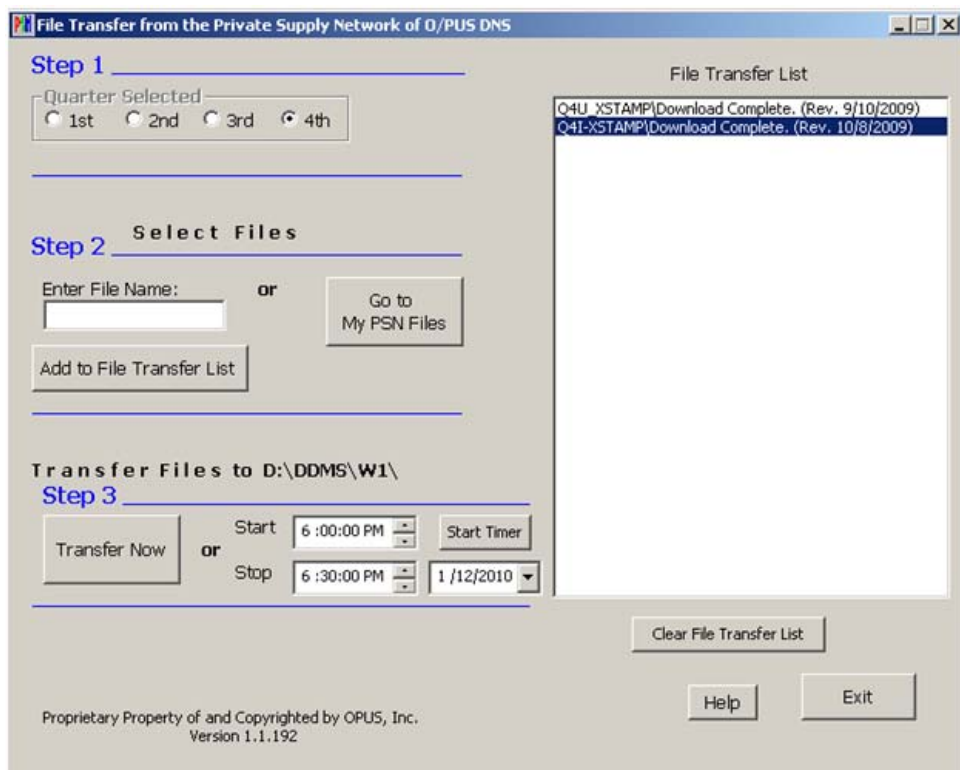
- Update your item files
- Activate Microsite and Create Order in Dealer Station or is.D-Force
- Build the P/O
- Transmit the P/O.

## Updating Your Item Files

1 Download Xstamper's item file using the PSNControl program.

1.1 From the Start menu, click Programs.

**Figure 6: The PSNControl Program**







## Phase II: Setting Up & Using the Xstamper PSN

To activate your existing Xstamper account in the online system, contact Rosanne Ortega at [rortega@xstamper.com](mailto:rortega@xstamper.com) or 800-541-9719 x6203.

If you answer **Y** at the Create New Items prompt, the prompt Class for New Items displays. Enter the Item stock class for the new items. At the prompt Dept for New Items, enter the G/L department for the new items.

If you answer **N** at the Create New Items prompt, the prompt Report Items That Were Not Created displays. Type **Y** to report the items that were not added. Type **N** to not run the report.

- 2.9** At the prompt OK to Proceed, type **Y**. The number of records read and the number of items updated display. Typing **N** aborts the program.

### Building P/Os

After you run the Short-Buy Report (T10), you can build a P/O for Xstamper. Each P/O is transmitted separately and includes only one line item.

**Note:** When creating P/Os you need to include line item specials. These specials include detailed information that is required during transmission.

**Figure 9:  
Transmitting  
P/Os Online**

```
10:36:58          (SR) Purchase Order Reports  rev. (12/16/04)          04/25/05
=====
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.   TECHDATA     XSTAMPER
D. Print P/O Receipts From Vendor.   Delete File Y/N ?   ISG          EXPRESS
F. Talk To Wholesaler.              Who ?             ARLINGTON
I. Receive Electronic Invoice.       Regional 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 ]

R. Inquire or Report on Archive   Reindex Y/N ?.
S. Compare Vendor Purchases with Daisytek

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



## Transmitting P/Os Online

After building a P/O for Xstamper, you can transmit it online. For instructions on transmitting P/Os using DDMS, see your online help. To transmit P/Os using text-based software:

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 9.

---

**Note:** To access the (SR) Purchase Order Reports screen in DDMS, double-

click , then double-click .

- 
- 2 Tab to the Who field and type **N** to select Xstamper. When you select **N**, three or more trading partners may appear. However, based on the Vendor ID of XSTAMPER, P/Os are only sent to the appropriate trading partner.
  - 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 Type **C** to transmit the P/O.

## Enabling Xstamper for ECinteractive and is.D-Force2



Before end users can view and order items using Xstamper's microsite through their ECinteractive or is.D-Force2 storefronts, you must set up the Administrative Web site to grant access. Once you do, the link appears on the shopper's site.

**Note:** If you use Dealer Station or is.D-Force, shoppers also cannot order items until you grant access and allow the Xstamper Purchase Order to be correctly created on the ECi DDMS back office system. For instructions, see <http://www.ddms.com/Resources/Support/faq/ecommerce/dsXstamper.pdf>

*You can also click Customer Settings on the left side of the page and choose Feature.*

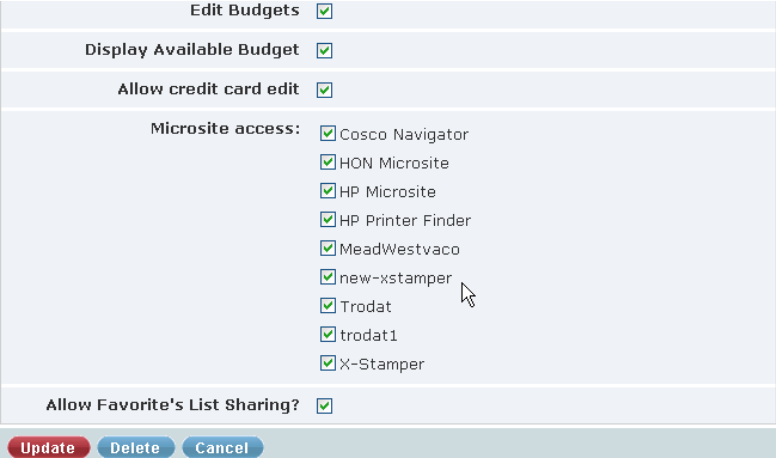
*For more details concerning Feature settings, see your Administrative online documentation.*

### Activating the Xstamper Feature

- 1 Log into the Administrative Control Panel.
- 2 At the top of the page, click the Consumer Config Toolbar and select Feature.
- 3 On the Feature Settings page, click  beside the feature setting to change. (You can also click  to create a new setting.)
- 4 Scroll down the page to view the New-Xstamper option. Click the check box. See Figure 10.
- 5 Scroll to the bottom of the page. Click Save or Update.
- 6 Repeat these steps to add or change each feature setting that allows shoppers access to the Xstamper option.

**Note:** Assign this Feature Setting to shoppers using the Customer Management page or use the Mass Setting Management page.

**Figure 10:**  
Enabling the Xstamper Option



Edit Budgets	<input checked="" type="checkbox"/>
Display Available Budget	<input checked="" type="checkbox"/>
Allow credit card edit	<input checked="" type="checkbox"/>
Microsite access:	
	<input checked="" type="checkbox"/> Cosco Navigator
	<input checked="" type="checkbox"/> HON Microsite
	<input checked="" type="checkbox"/> HP Microsite
	<input checked="" type="checkbox"/> HP Printer Finder
	<input checked="" type="checkbox"/> MeadWestvaco
	<input checked="" type="checkbox"/> new-xstamper
	<input checked="" type="checkbox"/> Trodat
	<input checked="" type="checkbox"/> trodat1
	<input checked="" type="checkbox"/> X-Stamper
Allow Favorite's List Sharing?	<input checked="" type="checkbox"/>

## Ordering from Xstamper

After granting access, shoppers can click the link to view and order Xstamper items.

- 1 Log into the End User Web site.
- 2 At the top of the page, click the Shopping menu and click the New-Xstamper link.

---

**Note:** This link can also be accessed from the Featured Items menu.

---

- 3 The Xstamper microsite opens, shown in Figure 11.

From here, end users can shop and order items. When finished shopping, the Xstamper microsite places the order in their shopping cart for checkout and the order flows to your back office system. The short-buy process places items, each with a special reference code, on a purchase order for transmission using PSN. When you receive the acknowledgment, the purchase order is updated with the order status and shipping information. Xstamper can drop ship directly to your customers.

**Figure 11: The Xstamper Microsite**

