

*Phase II:
Setting Up & Using the
West Point
PSN*



December 2011 Rev.

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Setting Up the West Point PSN

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

Setting parameters to communicate with West Point involves:

- 1 Setting up your EDI record.
- 2 Setting up your Vendor database.
- 3 Creating a West Point 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. Email any PSN installation questions to ddmssupport@ecisolutions.com

Setting Up the EDI Record

If you already have information in the EDI record of the (L6WB) screen, contact West Point. 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
Phone Nbr #18003520192    Baud :9600
                             Code :00
                             Logon Id :OPD000004
                             Password :DDMS.OPUS
                             Qualifier :ZZ
                             Id :6203017821
                             Code :6203017821
                             File Type :
                             Backorders : (SA = NO B/O)
                                           (SS = B/O)
-----
                             Location
                             1 [ ]
                             2 [ ]
                             3 [ ]
                             4 [ ]
                             5 [ ]
-----
Phone Line #M1
Custom String [ ]
    
```




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

- 1 In the DDMS Master Menu, 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 West Point and select the features to enable.

- 1 Set up West Point as a vendor.
 - 1.1 In the Vendor Master tab, click .
 - 1.2 Click the Vendor # box and type **WESTPOINT**
 - 1.3 Click the Name box and type **WESTPOINT**
 - 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. See Figure 3. In the Location box, enter a G/L location, or accept the default of 1.

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


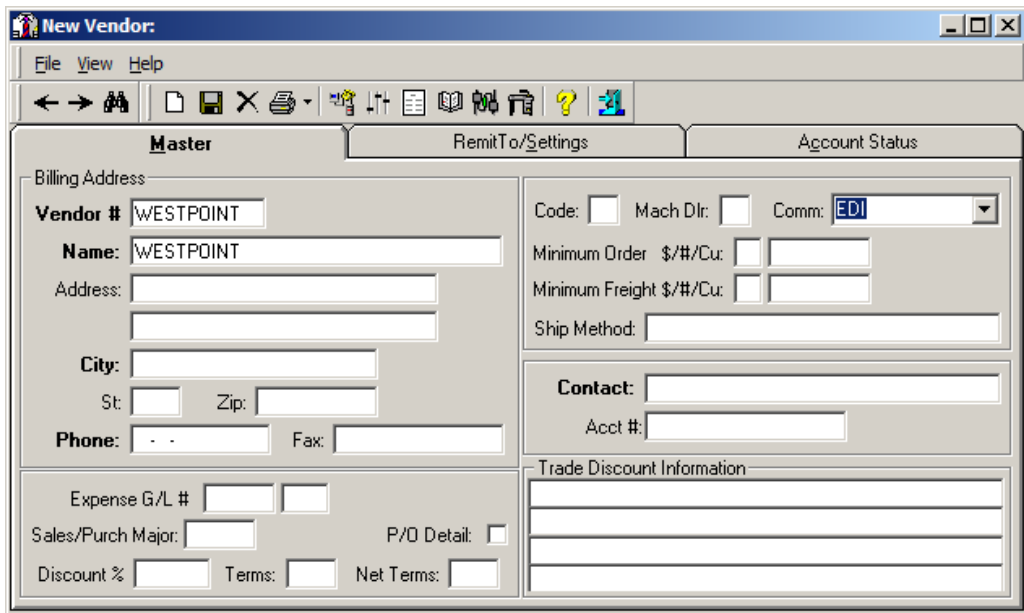
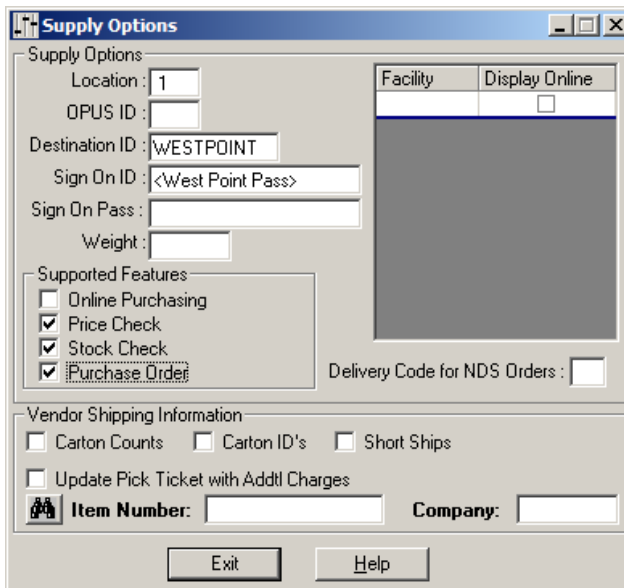
- 2.3 In the Destination ID box, type **WESTPOINT**
 - 2.4 In the Sign On ID box, enter the contact ID provided by West Point.
 - 2.5 From the Supported Features list, click those to enable. Select Price Check, Stock Check, and/or Purchase Order.
 - 2.6 When finished, click Exit.
- 3 In the Vendor Master tab, click .

Figure 2: The Vendor Master Tab



The 'New Vendor' dialog box is shown with the 'Vendor Master' tab selected. The 'Billing Address' section contains fields for Vendor # (WESTPOINT), Name (WESTPOINT), Address, City, St, Zip, Phone, and Fax. The 'RemitTo/Settings' section includes Code, Mach Dir, Comm (EDI), Minimum Order \$/#/Cu, Minimum Freight \$/#/Cu, and Ship Method. The 'Account Status' section has Contact and Acct # fields. The 'Trade Discount Information' section is empty. The 'Expense G/L #' and 'Sales/Purch Major' fields are also present.

Figure 3: The Supply Options Dialog Box



The 'Supply Options' dialog box is shown. The 'Supply Options' section includes Location (1), OPUS ID, Destination ID (WESTPOINT), Sign On ID (<West Point Pass>), Sign On Pass, and Weight. The 'Supported Features' section has checkboxes for Online Purchasing, Price Check, Stock Check, and Purchase Order. The 'Vendor Shipping Information' section has checkboxes for Carton Counts, Carton ID's, Short Ships, and Update Pick Ticket with Addtl Charges. The 'Item Number' and 'Company' fields are at the bottom. The 'Exit' and 'Help' buttons are at the bottom right.

Creating a Customer Record

In the DDMS Customer Master tab, create a customer with WESTPOINT as the account number and name.

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 the DDMS Master Menu, double-click **Keyop Menu** then **Parameters**. 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 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.

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 ?
    
```

Setting Up the Customer Record






- 1 In 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 enter WESTPOINT for the account number. See Figure 5.
- 4 In the Name box, enter a name for the West Point 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 Enter until the Press Any Key to Continue prompt displays at the bottom of the screen.

Figure 5:
Creating a
Customer
Record

The screenshot shows a software window titled "Customer: ()". The window has a menu bar with "File", "View", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window is divided into several sections:

- Master** (selected tab): Contains fields for "Acct #:" (WESTPOINT), "Dept:" (empty), and "Dept. Name:" (empty).
- Billing Address**: Contains fields for "Name:" (WESTPOINT), "Address:" (empty), "City:" (FORT WORTH), "St:" (TX), "Zip:" (76177), and "Route:" (empty).
- Salesperson**: Contains fields for "Salesperson 1:" and "Salesperson 2:" (both empty).
- Additional Name and Contact**: Contains fields for "Name:" (empty), "Contact:" (empty), "Type ?" (checkbox), "Region:" (empty), "Area:" (empty), "Group:" (empty), and "List:" (empty).
- Entry Date**: 12/22/2011, **Status**: A, **Sic**: (empty).
- Phone**: 682, **Fax**: (empty).
- E-Mail**: (empty).
- Category**: 1: (empty), 2: (empty), 3: (empty), 4: (empty).
- Remarks**: A large text area for notes.

6.4 Press Esc multiple times to return to the Parameter Editor window.

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 **WESTPOINT** 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 **WESTPOINT** 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 enter two tildes (type **~~**).

Note: The tilde key (~) is usually located in the upper left portion of the keyboard.

- 13 Tab to the Default Selector field and type **85ØWPP**


Figure 6: The (SGA) Trading Partner Parameters Screen

```

10:21:31          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          06/23/10
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :WEST POINT          Account # WESTPOINT Dept :
-----
EDI VAN :
Interchange ID Qualif :01 ID :064632888          Auto Send          : (Y/N)
Auth. Info Qualif.   : Info :          Negate Credit Inv. :
Security Info Qualif. : Info :          Use Received Price : (Y/N)
Interchange Control Std:U Version :00401          Using 810          :
Receivers Code Id   :WESTPOINT          Using 855          :
Responsible Agency Code:X Version :004010          Auto Create Orders : (Y/N)
Interchange Control# 10034          Sales Auto Group   :
Group Control # 100034          Auto 850 Sendfile  :
                                     Default Selector   : 85ØWPP
                                     ===== 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 !!
    
```

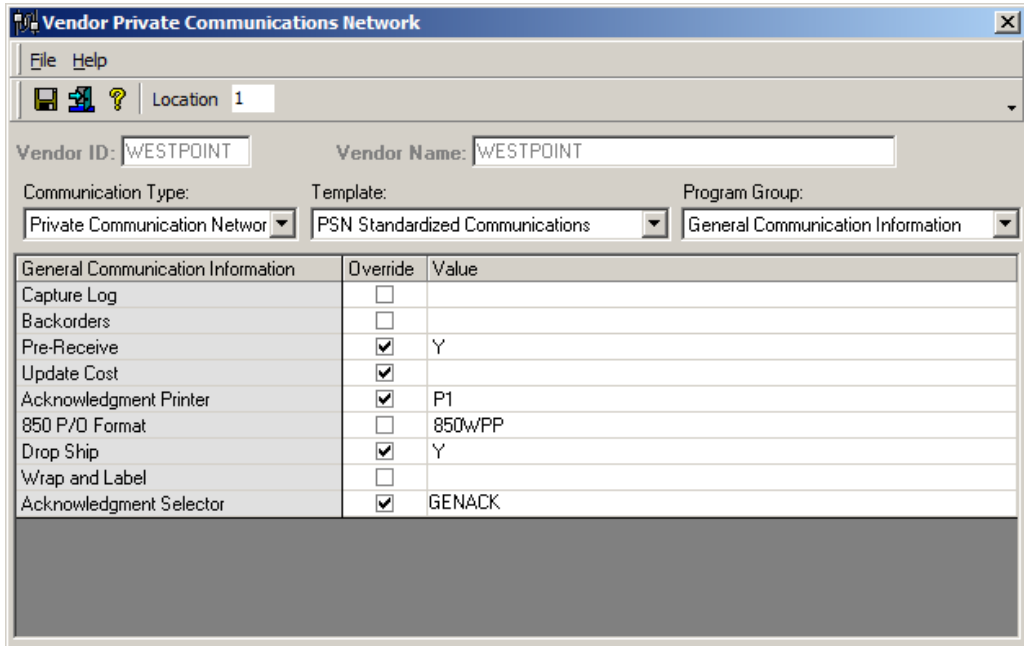
Setting Communication Parameters

To set up communication parameters in DDMS:

- 1 Set up the Vendor Private Communications Network window.
 - 1.1 In the Vendor window, select the West Point 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.

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.
 - 2.2 In the Pre-Receive Value box, type Y

Figure 7: The Vendor Private Communications Network Window



The screenshot shows the 'Vendor Private Communications Network' window. At the top, there is a menu bar with 'File' and 'Help'. Below that is a toolbar with icons for file operations and a 'Location' dropdown set to '1'. The main area contains fields for 'Vendor ID' (WESTPOINT) and 'Vendor Name' (WESTPOINT). Below these are three dropdown menus: 'Communication Type' (Private Communication Network), 'Template' (PSN Standardized Communications), and 'Program Group' (General Communication Information). A table below these menus lists various communication parameters with 'Override' checkboxes and 'Value' columns.

General Communication Information	Override	Value
Capture Log	<input type="checkbox"/>	
Backorders	<input type="checkbox"/>	
Pre-Receive	<input checked="" type="checkbox"/>	Y
Update Cost	<input checked="" type="checkbox"/>	
Acknowledgment Printer	<input checked="" type="checkbox"/>	P1
850 P/O Format	<input type="checkbox"/>	850wPP
Drop Ship	<input checked="" type="checkbox"/>	Y
Wrap and Label	<input type="checkbox"/>	
Acknowledgment Selector	<input checked="" type="checkbox"/>	GENACK

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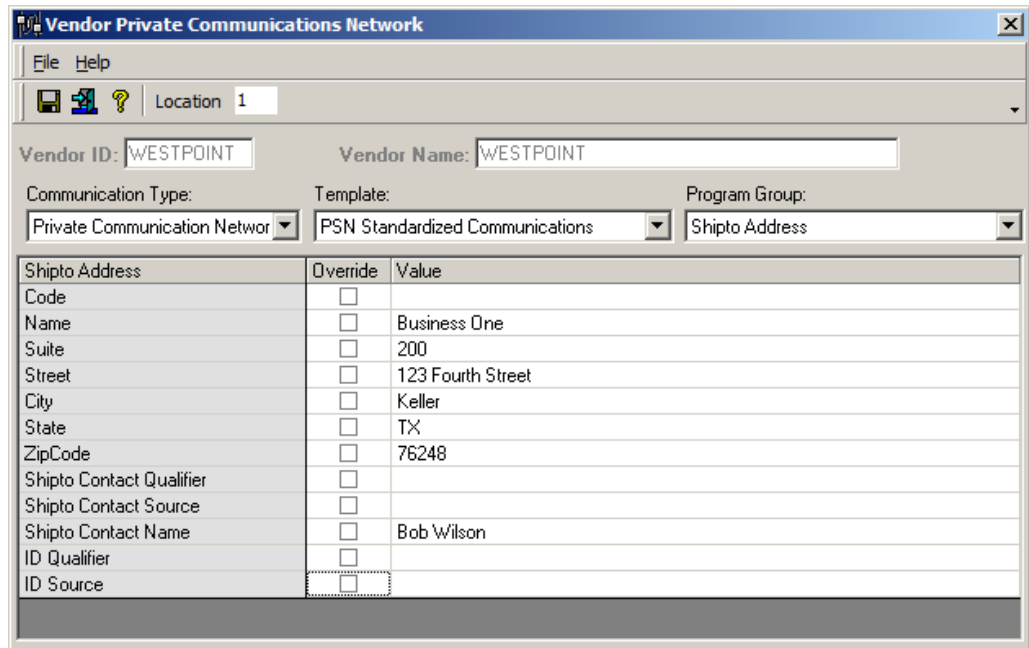
- 2.3 By default cost will be updated. If you do not want to update cost, type N in the Update Cost Value box.
 - 2.4 In the Acknowledgment Printer Value box, enter the name of the printer on which to print the acknowledgment.
 - 2.5 In the 850 P/O Format Value box, type **850WPP**
 - 2.6 By default, the order will be shipped to the Shipto address attached to the order. If you want the order to be shipped to the dealer, Type N in the Drop Ship Value box.
 - 2.7 In the Acknowledgement Selector Value box, type **GENACK**
 - 2.8 When finished, click .
- 3 Set the shipping address parameters in the Vendor Private Communications Network window.
 - 3.1 From the Program Group drop down list, click Shipto Address. The available parameters are listed in the Shipto Address column. See Figure 8.

Figure 8: Setting the Shipto Address Information



The screenshot shows the 'Vendor Private Communications Network' window. At the top, there is a menu bar with 'File' and 'Help'. Below the menu bar, there are icons for a floppy disk, a printer, and a question mark, followed by a 'Location 1' dropdown menu. The main area contains several fields: 'Vendor ID: WESTPOINT', 'Vendor Name: WESTPOINT', 'Communication Type: Private Communication Networ', 'Template: PSN Standardized Communications', and 'Program Group: Shipto Address'. Below these fields is a table with three columns: 'Shipto Address', 'Override', and 'Value'.


Shipto Address	Override	Value
Code	<input type="checkbox"/>	
Name	<input type="checkbox"/>	Business One
Suite	<input type="checkbox"/>	200
Street	<input type="checkbox"/>	123 Fourth Street
City	<input type="checkbox"/>	Keller
State	<input type="checkbox"/>	TX
ZipCode	<input type="checkbox"/>	76248
Shipto Contact Qualifier	<input type="checkbox"/>	
Shipto Contact Source	<input type="checkbox"/>	
Shipto Contact Name	<input type="checkbox"/>	Bob Wilson
ID Qualifier	<input type="checkbox"/>	
ID Source	<input type="checkbox"/>	

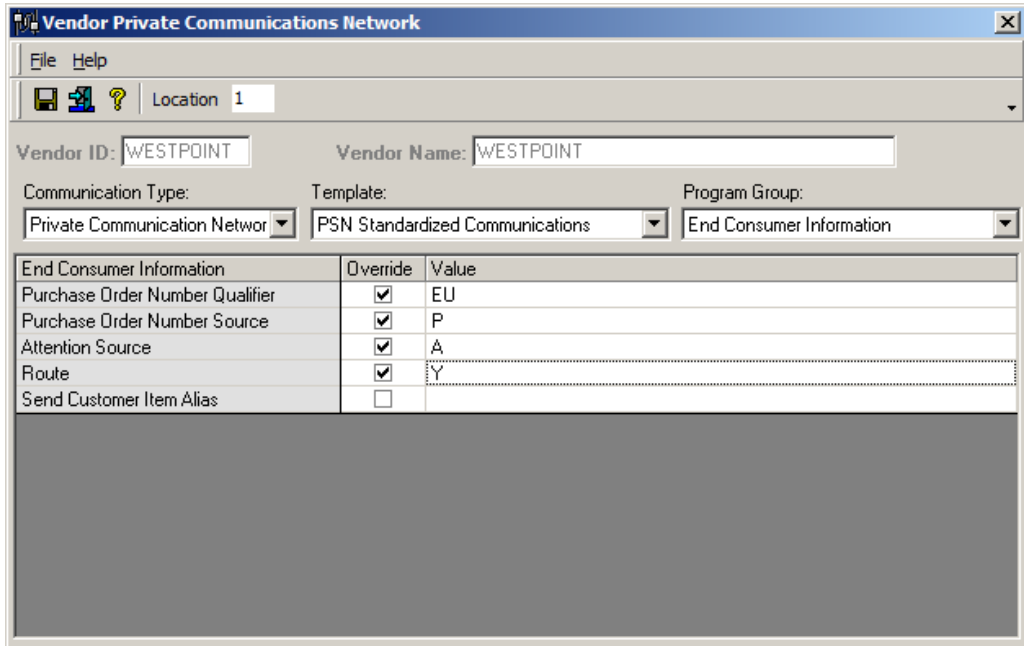
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Add a default value by entering it in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication. You can set these parameters as you choose, with the following exception:

- 3.2 Complete the name and address fields for the dealership's default shipping address. It is recommended that you also complete the shipto Contact Name field.

Note: If you previously set the Drop Ship Value box in the General Communications screen to **N**, by default the purchase order(s) will be sent to the dealer's address entered in these fields. If the Drop Ship Value box in the General Communications Screen was set to **Y**, by default the purchase orders will be sent to the Shipto address attached to the order. You can override these default settings at the time of transmission. See **Using PSN**.

- 3.3 When you finish, click .
- 4 Set the billing address parameters in the Vendor Private Communications Network dialog box.
 - 4.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.




End Consumer Information	Override	Value
Purchase Order Number Qualifier	<input checked="" type="checkbox"/>	EU
Purchase Order Number Source	<input checked="" type="checkbox"/>	P
Attention Source	<input checked="" type="checkbox"/>	A
Route	<input checked="" type="checkbox"/>	Y
Send Customer Item Alias	<input type="checkbox"/>	


Figure 9: Setting the End Customer Information

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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. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

Note: You must set a default billto address.

- 4.2 When you finish, click .
- 5 Set the end consumer parameters in the Vendor Private Communications Network window.
 - 5.1 From the Program Group drop down list, click End Consumer Information. The parameters are listed in the End Consumer Information column, as shown in Figure 9.

Add a default by entering the default information 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 exceptions:
 - 5.2 In the Purchase Order Number Qualifier Value box, type **EU**
 - 5.3 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.
 - 5.4 In the Attention Source Value box, type **A** to use the additional name information from the Attention Special, **W** to use the additional name information from the Who Called Special, or **E** to use the additional name information from the End Line Special.
 - 5.5 Click the Route Override box. In the Route Value box, type **Y**
 - 5.6 Leave the Send Customer Item Alias box blank.
 - 5.7 When you finish, click .

Using PSN

After building a P/O, you can transmit it online to West Point.

Note: You can only include one shipping address per P/O. If you have multiple tickets going to the same address, or you are using your default dealer address as the shipto, you can combine those tickets on one P/O. However, if the order is being drop shipped directly to the end user's address, you must create separate P/Os for each end user's address.

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 10.
- 2 Tab to the Who field and type **N**
- 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 10:
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 have completed the (SR) screen, the (CX) screen opens. To change the shipping information:

- 1 At the Enter Number For Selection prompt, type **0** to select the General Communication Information parameter group, as shown in Figure 11.
- 2 The General Communication Information parameter group appears. At the Enter Number For Selection prompt, enter the number that corresponds to the Drop Ship line, as shown in Figure 12. This number may differ depending on the boxes you checked in the Vendor Private Communications Network window.
- 3 In the 1-20 field, type **Y** to drop ship the order. If the dealer's shipping address is listed in the communication screen set up, a dealer must set this drop ship order flag to **Y** in order to ship the P/O direct to the end user's address.
- 4 Type **N** to use the dealer's default Shipto address.
- 5 Tab to the Override field. Type **Y**, then press Enter.
- 6 At the Enter Number For Selection prompt, type **C** to complete the transmission.
- 7 The P/O is transmitted to West Point.

Figure 11:
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 ] [WPT ] [ ]
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 [0]
    
```

Requesting Acknowledgements

Once the purchase order is transmitted, the dealer automatically receives a shipping acknowledgement from West Point that the data is being sent to PSN.

Note: Using SR-C to retrieve a failed acknowledgement is not a current option.

Figure 12:
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]
    
```