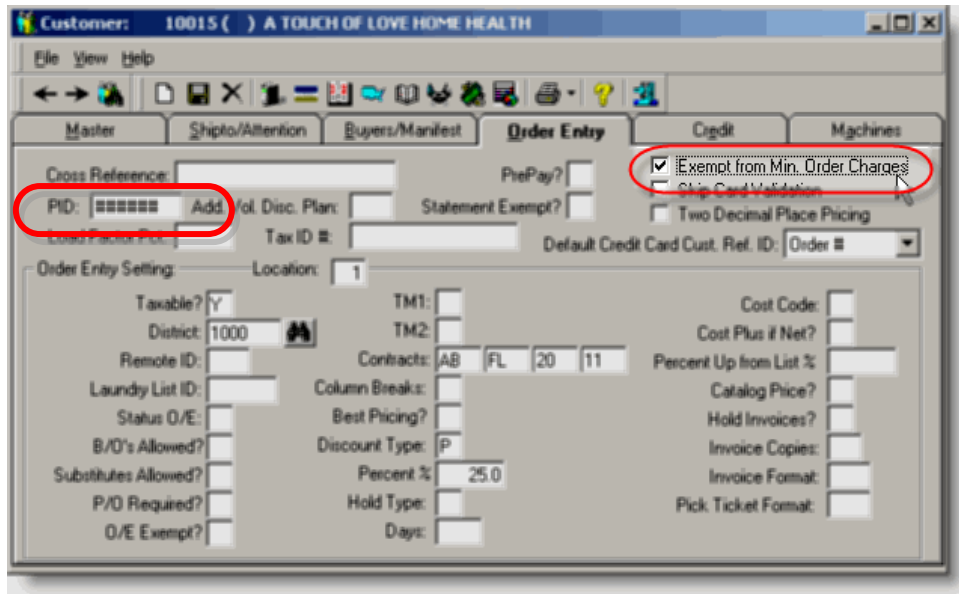


Did you know? You can make your customers exempt from the minimum order fees charged when you use the Hewlett-Packard (HP) PurchasEdge program.

How It Works

Both the setting to make the account **Exempt from Minimum Order Charge**, and the HP PurchasEdge ID (**PID**), are available in the graphical Customer Order Entry tab, as well as the text-based (AU) Customer Settings screen. This data is stored with customer supplementary data in the C-SUPP file.



That's fine for changing customer records one at a time, but can you exempt your customers *in mass* from those HP minimum order fees?

Yes, if the customer has a PID record in C-SUPP. ECI DDMS Support recommends creating a backup C-SUPP, then assigning a blank PID, then mass-changing the exemption, and then merging with the original file to restore PIDs.

How To Do It

To exempt all your customers from PurchasEdge minimum order fees, follow these steps:

Copy C-SUPP to CSUPP

1. Look in your (LØ) Global Master Parameters for the Customer volume. (Go to the **Keyop Menu**, double-click **Parameters**, then double-click **text-based**, and type Ø. When you have found the Customer volume, Escape to the main menu.)
2. Next, go to the **Keyop Menu**, and double-click **Utilities**, then type **C** and then **2**.
3. You may be prompted for a password listed in the **X** screen. If needed, go to the KeyOp menu and double-click Program Security. When you are finished, Escape to the main menu, and enter the password in the (ZC2) Copy utility screen.
4. At the prompt to copy FROM, enter **C-SUPP**.
5. If necessary, tab to the unit field.

6. Specify the Unit number corresponding to your Customer volume according to the list on this screen
7. Press Tab.
8. At the prompt to copy TO, enter CSUPP (without the hyphen, but a space at the end)
9. If necessary, tab to the unit field.
10. Specify the same unit number for the Customer volume
11. Press Enter.
12. At the N/R/I prompt, type N for Normal.
13. When the process is complete, Escape to the main menu.

Set up Blank PIDs in Mass

14. In the **Keyop Menu**, doubleclick the **Specials** icon, and type **A**.
15. In the (+A) Special Customer screen, type **P** to select the Set PID action code. This function allows you to mass change and mass create records in C-SUPP for whatever customer range you enter. To mass create a record in the C-SUPP file for all customers, you will limit to the full range.
16. Tab to the Customer FROM field, enter the number **1** and then press Tab.
17. Tab to the Customer TO field, and enter **ZZZZZZZZZ** (filling the field) as shown at left in the following figure.
18. Hit ENTER to get to the PID field, and (as shown at right in the following figure), space out the periods in the field.
19. When prompted "Are you sure?", hit Y (Yes) and enter.
20. When the process is complete, Escape to the main menu.

```

(SPA) SPECIAL CUSTOMER SCREEN REV. (04/13/06)
=====
ACTION CODE [P] (C=CHANGE, D=DELETE, I=INQUIRY, Z=ZERO HITS, R=PRINT ROLODEX)
(F=RESET FINANCE CHARGES, X=DELETE BLANK AUX. RECORDS, T=CLEAN AVG.DAYS TO PAY)
(J=RESET CUSTOMER SALES HISTORY FROM SALES JOURNAL, L=RESET CUSTOMER LIMIT)
(P=SET PID)
BY CUST Y/N ?.          LOC [ 1 ]          PID [      ]
-
      CUSTOMER  DEPT          SELECT ON          CHANGE TO
FROM      1          CREDIT LIMIT $          $
TO  ZZZZZZZZZZ          STATUS
          PO FLAG
          SALESMAN
      Y-T-D- SALES          CONTRACT
FROM      $          TAX FLAG
TO        $          TAX DISTRICT
          DISCOUNT TYPE
          DISCOUNT %
          REMOTE ID
          ROUTE #
          CITY
          STATE
          ZIP

```

Merge to Restore Original PIDs from CSUPP

21. Next, go to the **Keyop Menu**, double-click **Utilities**, and then type **C** and then **5**. This lets you run the (ZC5) utility to merge CSUPP back in to C-SUPP.
22. You may be prompted for a password listed in the **X** screen. If needed, go to the **KeyOp Menu** and double-click **Program Security**. When you are finished, Escape to the main menu, and enter the password in the (ZC5) Merge utility screen.
23. At the prompt to merge from, enter **CSUPP** (without the hyphen).
24. If necessary tab to the unit field.
25. Specify the unit number corresponding to your Customer volume according to the list on this screen, as shown in the figure below (*Note: your unit volume may be different!*).
26. At the prompt to COPY THE ENTIRE FILE, type **Y**.
27. At the prompt to merge to, enter **C-SUPP** (with the hyphen).
28. If necessary tab to the unit field.
29. Specify the same unit number for the Customer volume (*Note: your unit may vary!*).
30. Press **Enter**.
31. At the prompt to allow duplicate keys, type **N**.
32. The system will revert any C-SUPP records, which had a PID previously assigned, back to the original PID instead of the blank one you set temporarily. When the process is complete, Escape to the main menu.

Unit	Label	Unit	Label
1	U1	19
2	U2	20
3	U3	21
4	SR	22
5	IN	23
6	CU	24
7	HI	25
8	W1	26
9	W2	27
10	W3	28
11	WP	29
12	30
13		
14		
15		
16		
17		
18		

```
MERGE FILES (3.00)
ENTER FIRST INPUT FILE:
ENTER FILE NAME          CSUPP          ENTER UNIT #    9
COPY THE ENTIRE FILE (Y/N)? Y
ENTER OUTPUT FILE:
ENTER FILE NAME          C-SUPP          ENTER UNIT #    9
ALLOW DUPLICATE KEYS Y/N? N
```

