



Setting Up Electronic Communications with Herman Miller



eCommerce Industries, Inc.



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Setting Up Herman Miller Communications

To communicate with Herman Miller electronically, you must set up:



- Vendor database
- Vendor aliases
- Furniture contracts
- Default vendor options.

Herman Miller communications uses these files:


- V-MASTER
- V-ORDER
 - Includes Comm Type (H for Herman Miller)
 - Includes Default Vendor Options
- V-MFG-CONT
 - Includes Manufacturer (Vendor) Contracts

Setting Up the Vendor Database

You must add a new vendor for each division of Herman Miller for whom you create purchase orders.

- 1 From the DDMS Master Menu, double-click . The Vendor window opens.
- 2 In the Vendor Master tab, click  to add a new vendor. The boxes in the window are cleared.
- 3 Click the Vendor # box and enter the vendor number for this vendor.
- 4 Click the Name box and enter a name for this vendor.
- 5 In the Master tab, click the down arrow in the Comm box and click Herman Miller. See Figure 1. (This box is also called the Comm Type box.) This box specifies the communication link between the vendor and the wholesaler or manufacturer. By selecting Herman Miller, the parameters for this vendor are automatically set to communicate with Herman Miller, according to their file transmission preference.

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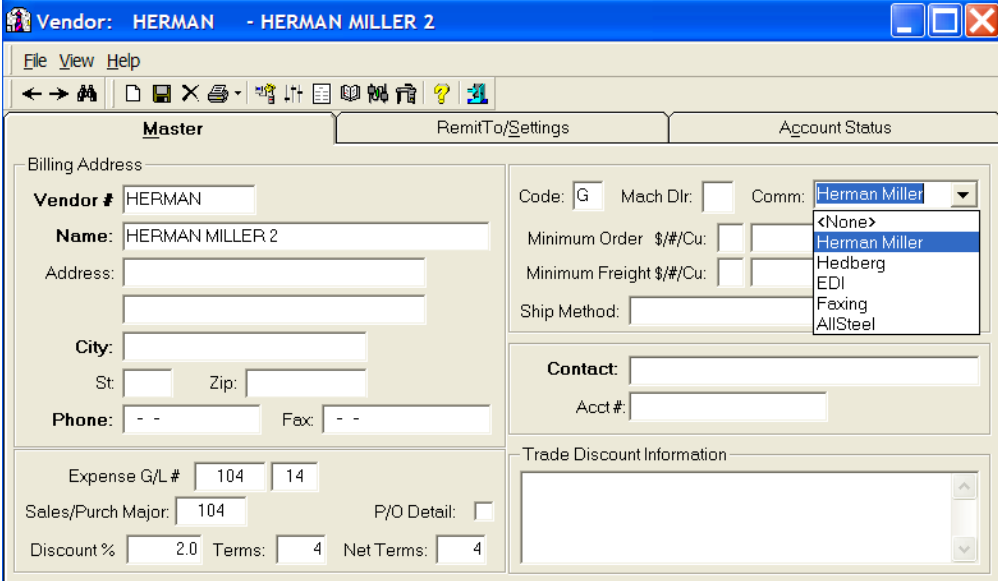
- 4 Click the Remit To/Settings tab.
- 5 Click the MAC box to assign a mac code to this vendor. This code is used to create the P/O number.
- 6 Click  to save your information.

Setting Up Vendor Aliases

You *must* set up your vendor aliases. This is one of the most crucial steps in successfully communicating with Herman Miller electronically. You use the Vendor Alias dialog box to set up all your vendor aliases. Vendor aliases are second names for vendors in your database. They are additional names that vendors may use to identify their items. Setting up the divisions as vendor aliases links the original vendor to all its aliases. This greatly simplifies order entry and streamlines your purchasing process, so you can easily handle larger purchase orders without investing more time or people.

When you set up vendor aliases, you gain control over the entire purchasing process. Since vendor aliases let you tie the items directly to the purchase order, you can create purchase orders using the Short-Buy to include only furniture items. Also, the system recognizes any manufacturer discounts you may have set up and automatically calculates the discount for you on the P/O. When you create the order using vendor aliases and specify to create the P/O, the system automatically identifies the vendor and links its alias information to the purchase order. There is no need to manually enter it.

Figure 1:
Setting Up the
Comm Box in
the Vendor
Master Tab



Vendor: HERMAN - HERMAN MILLER 2

File View Help

Master RemitTo/Settings Account Status

Billing Address

Vendor # HERMAN

Name: HERMAN MILLER 2

Address:

City:

St: Zip:

Phone: - - Fax: - -

Code: G Mach Dir: Comm: Herman Miller

Minimum Order \$/#/Cu:

Minimum Freight \$/#/Cu:

Ship Method:

Contact:

Acct #:

Expense G/L # 104 14

Sales/Purch Major: 104 P/O Detail:



Discount % 2.0 Terms: 4 Net Terms: 4

Trade Discount Information

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When you complete the order, you can also create the purchase order. At that time, the system searches for any matches on the vendor and automatically places all the vendor alias items on the P/O that need to be ordered. This eliminates the need to enter all the vendor alias items individually.

To set up vendor aliases:

- 1 Double-click . The Vendor window opens, displaying the information for the last vendor selected.
- 2 Select the vendor for which to add an alias.
- 3 Click . The Vendor Alias dialog box opens displaying basic information about each alias for the vendor.

Note: You can view the alias information by scrolling through the Vendor Alias dialog box.

- 4 To add a vendor alias, click Add. The Add Alias Vendor dialog box opens, and the cursor moves to the Alias ID box. See Figure 2.

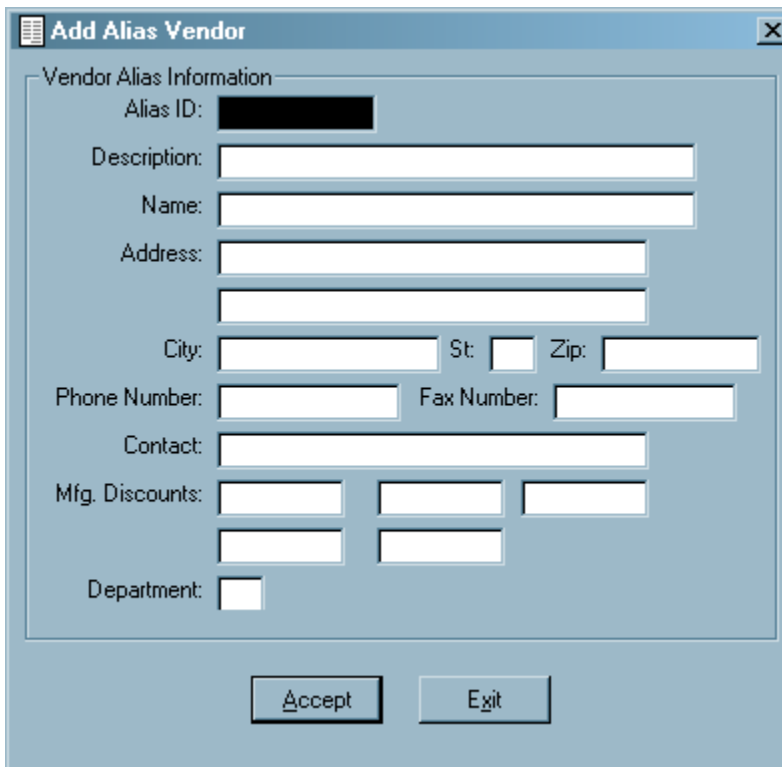



Figure 2: The Add Alias Vendor Dialog Box

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- 5 Click each box and enter the appropriate information:
 - 5.1 In the Alias ID box, enter the vendor alias assigned to this item. In most cases, you can use the three-character library code from your specification system. However, you can also create your own code.
 - 5.2 In the Description box, enter a description for this vendor alias.
 - 5.3 In the Name box, enter a name for the vendor alias you are adding. You can enter up to 30 alphanumeric characters.
 - 5.4 Use the Address, City, St, Zip, Phone Number and Fax Number boxes to enter the address and phone and fax numbers for this vendor alias.
 - 5.5 In the Contact box, enter the name of your contact with this vendor alias. For example, you might enter the sales representative.
 - 5.6 Use the Mfg Discounts boxes to enter the manufacturer's discount for this vendor alias. You can specify up to five different discounts for each vendor alias. To use manufacturer's discounts, you must enter a percentage in the first Mfg Discounts box.

Suppose the manufacturer offers you a discount of 50 percent first, then five percent, and then two percent on a particular item. First, the list price is discounted by 50 percent (the percentage in the first box). If the item's list price is \$90, the discount price is \$45. Second, the discount price from the first calculation (\$45) is discounted by five percent (the percentage in the second box). Using the same example, the discount price from the second calculation is \$42.75. Finally, the discount price from the second calculation (\$42.75) is discounted by two percent (the percentage in the third box). Your cost for this item is \$42.32.
 - 5.7 Use the Department box to enter a default department for items you receive using this vendor's alias. When you build the purchase order, the department you specify in this box is the default for the items on the P/O. You can have a different department specified for each vendor alias you create. This feature lets you assign the G/L department code to items that you import using a SIF file. If necessary, you can also change an item department for a single item or for all items on the order when changing orders by using the Furniture Mass Change dialog box.

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- 6 When you finish, click Accept.
- 7 The vendor alias information you specified is added and displays in the Vendor Alias dialog box. You can continue to add as many vendor aliases as necessary.
- 8 When you finish adding aliases for this vendor, click Exit to close the Vendor Alias dialog box and return to the Vendor window.
- 9 Click  to save your information.

Creating Furniture Contracts for a Vendor




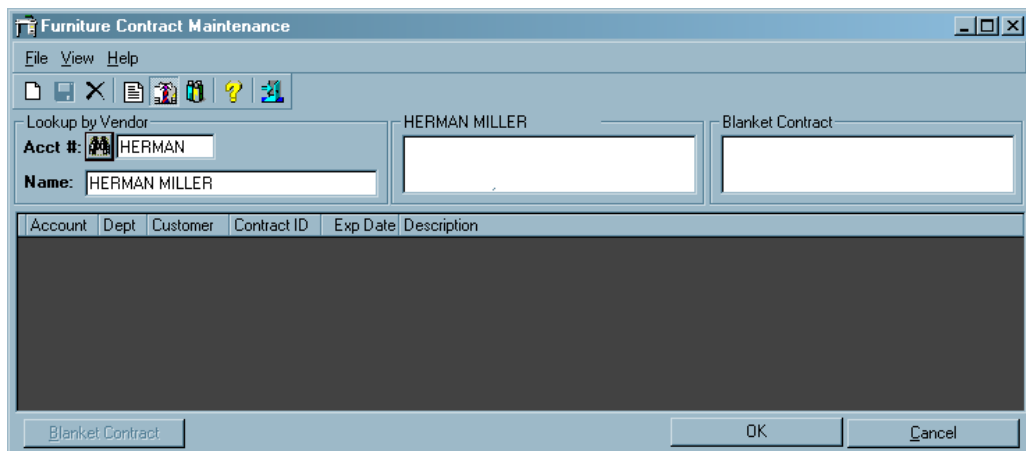
- 1 Double-click . The Vendor window opens, displaying the information for the last vendor selected.
- 2 Select the vendor for which to add a contract.
- 3 Click . The Furniture Contract Maintenance dialog box opens. See Figure 3.
- 4 Click  to add a new contract.
- 5 In the Contract ID box, enter the new contract number. Most dealers have a standard dealer contract of A00000.

Figure 3: The Furniture Contract Maintenance Dialog Box



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- 6 If the contract has an expiration date, enter it in the Exp Date box. Enter the date all in one string 120506, for example. Press Enter. The date displays as 12/05/2006.
- 7 To add a description for this contract, click the Description box and enter it.
- 8 When you finish, click OK.
- 9 At the Save Changes prompt, click Yes. The cursor returns to the Vendor window and the contract information you specified is saved.

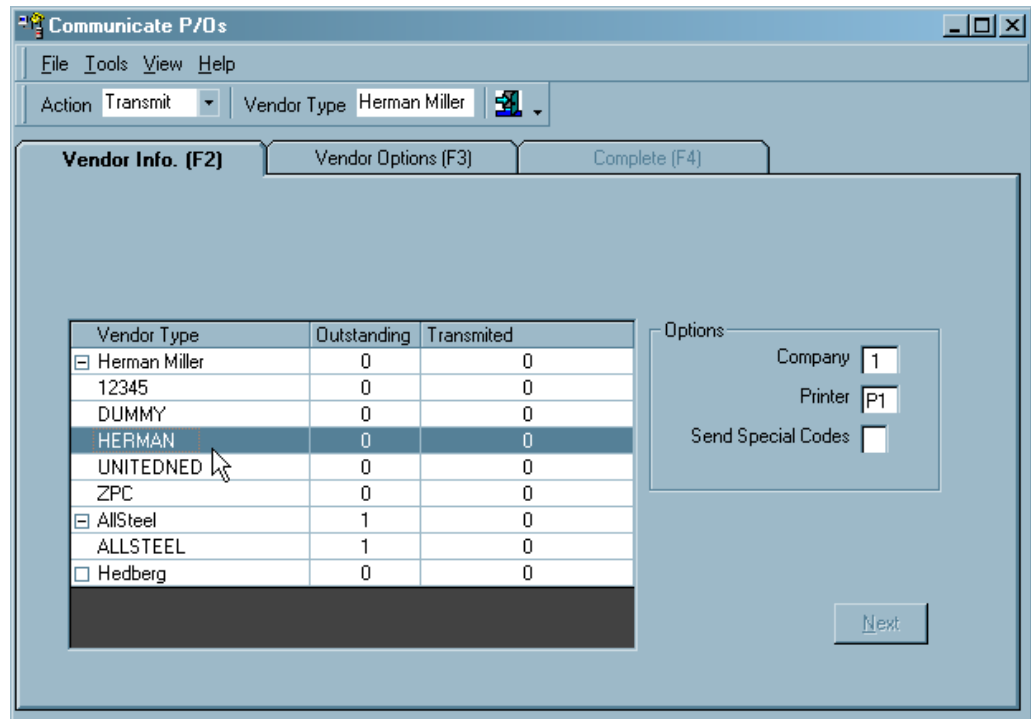
Creating Shared Folders

In most cases, your network server is separate from the DDMS server. On the network server, you must create three shared folders:

- 1TO1
- Append
- Archive.

The Archive folder resides within the Append folder, which resides within the 1TO1 folder. The 1TO1 folder is located on a local drive on the network server. The Herman Miller helpdesk usually sets up these folders for you. They also map a drive to the local drive on the network server.

Figure 4: The Communicate P/Os Dialog Box



Setting Default Vendor Options

You must set up default vendor options for each vendor whose Comm box in the Vendor Master tab is set to Herman Miller. You set up options in the Purchase Order Entry window.


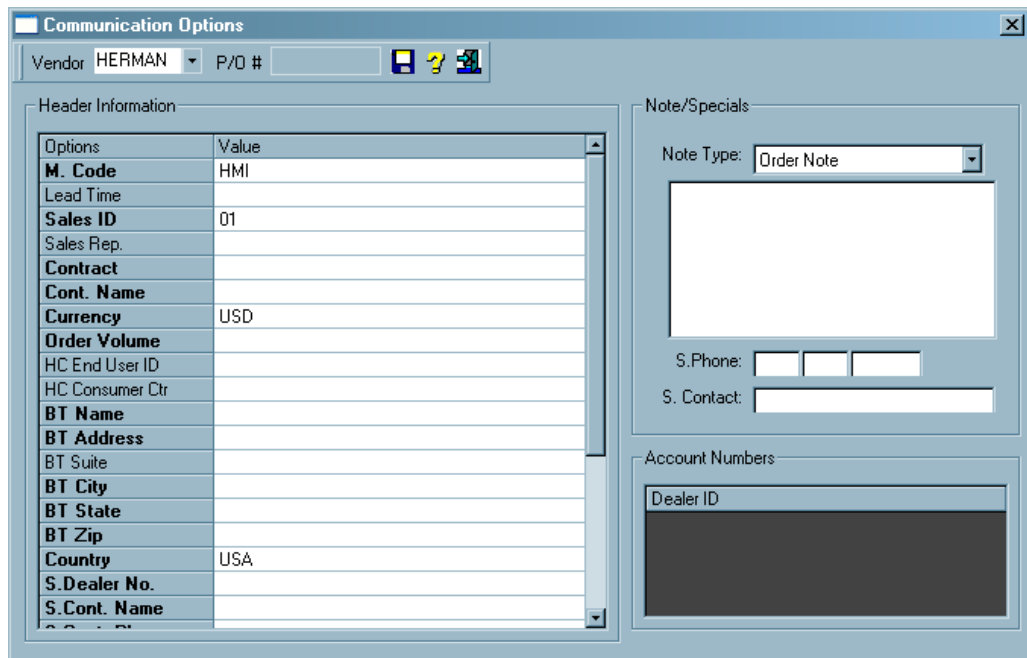

- 1 Double-click . The Purchase Order Entry window opens.
- 2 Click the down arrow in the Action Code box and click Communicate.
- 3 The Communicate P/Os dialog box opens, displaying the Vendor Information tab. Click the vendor's name to select it. See Figure 4.
- 4 Click the View menu and select Default Vendor Options.
- 5 The Communication Options dialog box opens. See Figure 5. Enter the following information:
 - 1.1 Click the M Code box and enter the manufacturer's code.
 - 1.2 Click the Lead Time box and enter in days, the length of lead time required. Enter 20 for regular vendors, and enter 10 for quick-ship vendors, HMP and MEX, for example.

Figure 5: The Communication Options Dialog Box



Options	Value
M. Code	HMI
Lead Time	
Sales ID	01
Sales Rep.	
Contract	
Cont. Name	
Currency	USD
Order Volume	
HC End User ID	
HC Consumer Ctr	
BT Name	
BT Address	
BT Suite	
BT City	
BT State	
BT Zip	
Country	USA
S. Dealer No.	
S. Cont. Name	

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- 1.3 Click the Contract box. To change the displayed contract, click  to open the Furniture Contract Selection dialog box and select the contract to use. See Figure 6. For more information on selecting contracts, see **Creating Orders and Purchase Orders**.
 - 1.4 Click the Order Volume box and type 1.
 - 1.5 At the bottom of the Default Vendor Options dialog box, specify the Output and Input paths.
 - The output path in DDMS is \\TKI-SERVER\1TO1\APPEND. (In this case, \\TKI-SERVER represents the dealer's network server.)

In Kiosk, Herman Miller's software, the path is I:\1TO1\APPEND. (In this case, I: represents the local (mapped) drive on the dealer's network server.)
 - The input path in DDMS is \\TKI-SERVER\1TO1\APPEND. (In this case, \\TKI-SERVER represents the dealer's network server.)


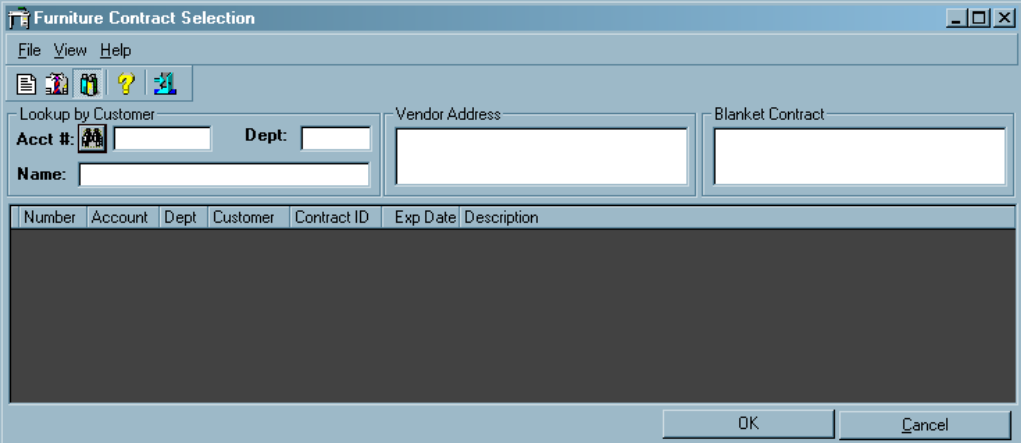
In Kiosk, the path is I:\1TO1\APPEND. (In this case, I: represents the local (mapped) drive on the dealer's network server.)
 - 1.6 Use the following chart to set up the remaining boxes.
- 6 When you finish, click .

Figure 6: The Furniture Contract Selection Dialog Box



Number	Account	Dept	Customer	Contract ID	Exp Date	Description
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Identifier	Description	Required	DDMS Field
TRTYPE	Transaction Type For Purchase Orders this is always "PO"	Yes	P/O
TRDATE	Transaction Date Stamp (CCYYMMDD). TRDATE is the first occurring identifier for a given header.	Yes	System Date
TRTIME	Transaction Time Stamp (HHMM)	Yes	System Time
TRMFID	Transaction Manufacturer Code. Herman Miller = HMI Herman Miller Greenhouse/Rocklin = SQA Herman Miller Spring Lake Campus = CSG	Yes	
BTPONO	Purchase Order Number		Dealer P/O #
ECCUPO	End Customer Purchase Order Number		Customer P/O
ORLDTM	Order Lead Time. Integer Number of Days for the lead time.		
ORRQDT	Requested Delivery Date Requested Delivery Date is used only when it is equal to or greater than the lead-time of the order. If it is less than the lead time of the order, the manufacturer assumes you want best ship or ASAP for a planned delivery date.		P/O Due Date
ORRQTM	Request Delivery Time (HHMM) Time is optional		Optional
ORSCID	Sales Company ID Herman Miller - "01" Milcare = "02"	Yes	Manufacturer ID

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Identifier	Description	Required	DDMS Field
ORTRID	Territory Sales Person If ORSCID = "02", then Territory Sales Person must be specified	C	Sales Rep
ORCTNO	Contract Number	Yes	Mfg Contract
ORCTNM	Contract Name	Yes	Mfg Contract Name
SCIDXX	Sub-Contractor ID If SCTYPE is present, then a Sub-Contractor ID must be specified.	C	
SCTYPE	Sub-Contractor Service Type Design = "X1" Delivery = "X2" Install = "X3" Project Management = "X4" Union Install = "X5" If SCIDXX is present, then at least one service type must be specified. For multiple service types, concatenate values together.	C	Optional
ORCURR	Order Currency "USD"	Yes	Currency
ORVOLM	Order Volume	Yes	List Price by Project
BTCUNM	Sold to Customer Name	Yes	Soldto Name
BTADD1	Sold to Address 1	Yes	Soldto Address
BTADD2	Sold to Address 2		Soldto Suite
BTCITY	Sold to City	Yes	Soldto City
BTSTAT	Sold to State/Province	Yes	Soldto state
BTZIPC	Sold to Zip/Postal Code	Yes	Soldto Zip
BTCNTR	Sold to Country	Yes	Soldto Country

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Identifier	Description	Required	DDMS Field
BTCUNO	Sold to Dealer Number Herman Miller = Herman Miller Dealer Number Herman Miller Spring Lake Campus = Herman Miller Dealer Number Herman Miller Greenhouse/Rocklin = Rocklin Dealer Number	Yes	Soldto Dealer ID
BTCTNM	Sold to Contact Name		Soldto Contact
BTCTPH	Sold to Contact Phone	Yes	Soldto Contact Phone
BTATTN	Sold to Contact Attention		Soldto Attention
STCUNM	Ship To Company Name	Yes	Shipto Company Name
STADD1	Ship to Address 1	Yes	Shipto Address
STADD2	Ship to Address 2		Shipto Suite
STCITY	Ship to City	Yes	Shipto City
STSTAT	Ship to State/Province	Yes	Shipto State
STZIPC	Ship to Zip/Postal Code	Yes	Shipto Zip
STCNTR	Ship to Country		Shipto Country
STCTNM	Ship to Contact Name		Shipto Contact Name
STCTPH	Ship to Contact Phone		Shipto Contact Phone
STATTN	Ship to Contact Attention		Shipto Attention
STCBDN	Ship to Call Before Delivery Contact Name		Shipto Contact Name
STCBDP	Ship to Call Before Delivery Phone		Shipto Contact Phone
ECCUNM	End Customer Contact Name		Customer Name
ECADD1	End Customer Address 1		Customer Address
ECADD2	End Customer Address 2		Customer Suite
ECADD3	End Customer Address 3		

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Identifier	Description	Required	DDMS Field
ECCITY	End Customer City		Customer City
ECSTAT	End Customer State/ Province		Customer State
ECZIPC	End Customer Zip/Postal Code		Customer zip
ECNTR	End Customer Country		Customer Country
ECDUNS	End Customer Dunn & Bradstreet Number	Yes	Customer D & B #
ECUDUN	End Customer Global Ultimate Dunn & Bradstreet Number		
ECCTNM	End Customer Contact Name		Customer Contact
ECCTPH	End Customer Contact Phone		Customer Phone
ECCTFX	End Customer Fax		Customer Fax
ECCTEM	End Customer E-Mail Address		Cusstomer E-Mail
ECCTWU	End Customer Web URL		
ORPRJN	Project Name		Project Name
ORAUTH	Sales Order Creator		Order Writer

Creating Orders and Purchase Orders

Creating orders and building purchase orders goes more smoothly when you keep the following points in mind:

- All items transmitted to Herman Miller must be put on the order through a SIF file. This puts the options in the correct place.
- The P/O must be ended.
- The P/O due date is the date you want the vendor to ship the product. The P/O Due Date box is the Ship Date box in version 8.
- To assign a vendor contract:
 - 1 When building the P/O, click Global Info.
 - 2 Click  next to the Contract # field to open the Furniture Contract Selection dialog box.
 - 3 Click  to look up the contract by contract ID. Click  to look up the contract by vendor name or number. Click  to look up the contract by customer name, number or department.
 - 4 The Query dialog box opens. Highlight the desired contract and click OK. See Figure 7.
 - 5 Click OK in the P/O Global Settings window.
- To exclude a P/O from being transmitted to Herman Miller:
 - 1 When building the P/O, click Global Info.
 - 2 Click the Exclude From Transmit P/O box.
 - 3 Complete the P/O as usual.

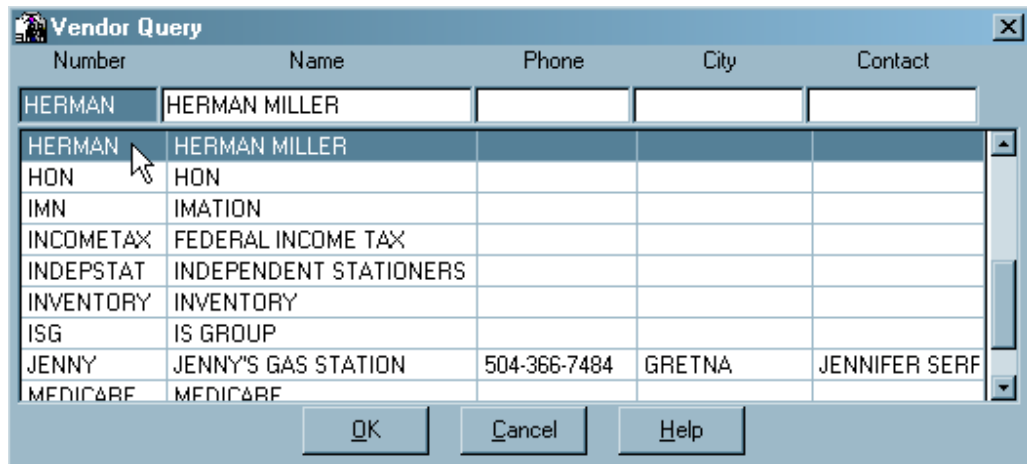



Figure 7: The Vendor Query Dialog Box

Transmitting P/Os to Herman Miller

Purchase orders are exported from DDMS to a text file using the Transmit action in the Purchase Order Entry Communicate dialog box.

The text file is usually stored on the dealer's network server in a shared folder (\\TKI-SERVER\1TO1\APPEND). Kiosk imports the text file and sends it to Herman Miller.

To build the exported text file:

- 1 Double-click . The Purchase Order Entry window opens.
- 2 Click the down arrow in the Action Code box and click Communicate.
- 3 The Communicate P/Os dialog box opens. Click the down arrow in the Action box and click Transmit.
- 4 In the Vendor Info (F2) tab, select the vendor for whom to transmit a purchase order.
- 5 The purchase orders for this vendor display in the Purchase Order Browse dialog box. Click the check box next to the purchase order to send. You can select multiple purchase orders.
- 6 When you finish, click OK.

Note: To re-transmit a P/O that has already been sent, right-click on the vendor in the Vendor Info tab and click Select a PO to Re-Transmit. The Purchase Orders for this vendor display in the Purchase Order Browse dialog box. Click the P/O to mark it and click OK to transmit.

- 7 Click Next. The Vendor Options (F3) tab opens, displaying the vendor default options. There are certain boxes that must be completed before you can build the purchase order. The required boxes are marked with a Y in the Required column and appear in yellow. To add to the vendor options, click the cursor in the line to add or change and enter the new text. You can also add or change the vendor default information.
- 8 When you finish, click Next. If the Next button is dimmed, make sure all the required boxes are complete. You cannot build the purchase order until these boxes are complete.

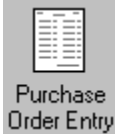
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- 9 The Complete (F4) tab opens. Verify that the information shown in the Build Options: Out Folder box displays the folder where the transmission is sent and saved. This folder is set up in the Communications Options dialog box. When you are ready to build, click Build.
- 10 When the purchase order is built, a Complete message appears in the box on the left side of the tab.

Importing Acknowledgments from Herman Miller

Kiosk obtains the acknowledgment from Herman Miller and places it in the shared folder on the dealer's network server (\\TKI-SERVER\1TO1\APPEND).

Use the Receive action in the Purchase Order Entry Communicate dialog box to import the acknowledgment.

- 1 Double-click . The Purchase Order Entry window opens.
- 2 Click the down arrow in the Action Code box and click Communicate.
- 3 The Communicate P/Os dialog box opens. Click the down arrow in the Action box and click Receive. See Figure 8.

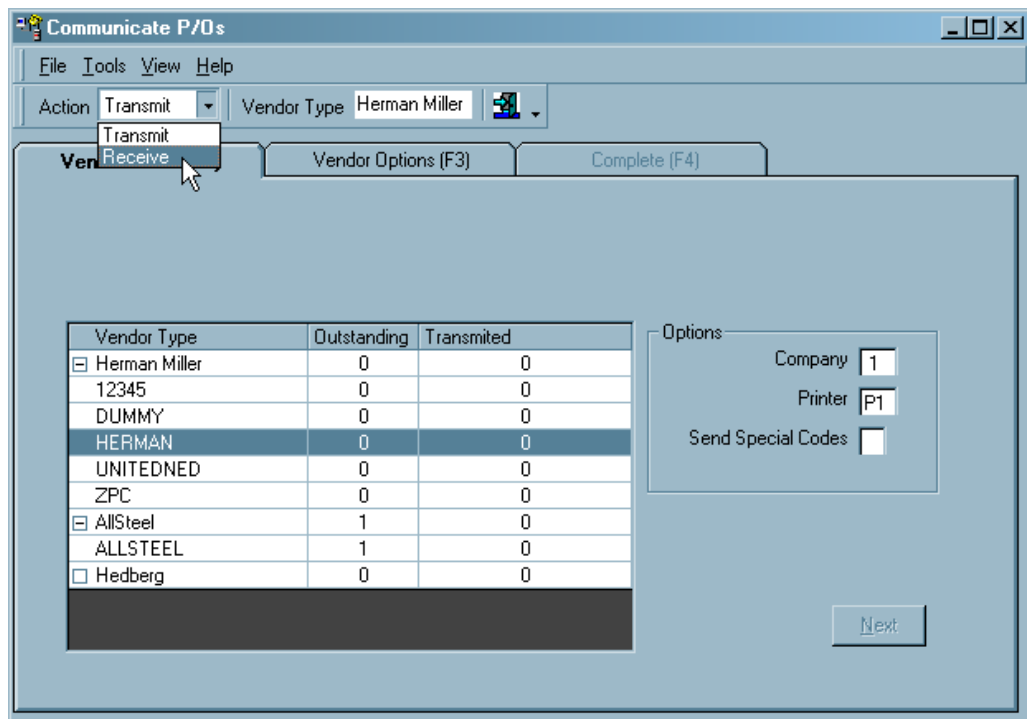


Figure 8: Click Receive In The Communicate P/Os Dialog Box

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- 4 In the Vendor Info (F2) tab, select the vendor for whom to receive an acknowledgment.
- 5 Click the Receive (F5) tab.
- 6 Verify that the information shown in the Ack Path (input path) box is correct.
- 7 To automatically print the acknowledgment after you receive it, click the Print Acknowledgments After Receiving check box.
- 8 At this point, you can first view the acknowledgment before receiving it, or you can receive the acknowledgment.
 - To view an acknowledgment before receiving it, click View. (You can also view the acknowledgment without receiving it.)
 - To receive the acknowledgment without viewing it first, click Receive.
- 9 When the Acknowledgment (F6) tab opens, you can receive the acknowledgment.
 - If you viewed the acknowledgment first, click Receive.
 - Click Print Ack to print the acknowledgment. (If you selected the Print Acknowledgments After Receiving check box in the Receive (F5) tab, this step is unnecessary.)