



# *Using Auto Receive*



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## Using Auto Receive

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## About Auto Receive

Auto receive allows you to skip the pre-receiving process and automatically final receive purchase orders using wholesaler acknowledgments. Some of the advantages of this feature include:

*This feature is not included in all software packages and may require authorization. For more information, contact ECP Sales.*

- Auto receiving saves you time during the purchasing process.
- Auto receiving helps eliminate flushing errors.

This feature works with automated short-buy (ASB) as well as manual purchasing. If you have this feature set up, manual and automated short-buy transmissions will only final receive items with a shipped quantity. This allows you to transfer any outstanding items so that they can be filled by another wholesaler either manually or using ASB.

You can use this feature with S.P. Richards and United Stationers.

## Using Auto Receive with S.P. Richards

- 1 Go to the (L6C) screen.
- 2 Tab to the Pre-Recv field.
- 3 Type F to final-receive a P/O without pre-receiving, as shown in Figure 1. This updates receipts and your ITEM AUX file.
- 4 To save your changes, press Enter until the cursor returns to the (L6) screen.

**Figure 1: The Pre-Recv Field in the (L6C) Screen**

```

11:13:16          Sparco Ez-Order / Interactive Parameters          01/29/04
-----
Modem Parameters | SPARCO Parameters [ 1 ]
-----
Hayes Only ?    Log ?Y    Canadian Dealer ? | Ship Code      ?0    Backorders ?N
Prefix      ? 9,          Reliable ?Y      | SPARCO Subs    ?Y    Print Cost ?Y
Sp/Link     #18004465507      Baud      :19.2   | Like Item Subs ?N    Pre-Recv  ?F
Sp/Order   #18006340563      Terminal ?   | Convert Units ?N    Prt Shorts ?N
Block Size #32      File Type ?S   | Ship Partial   ?Y
Line #M1 Custom String [ | Print One Order Per Invoice ?N
   SPR Direct ?      Direct Prefix [  ] | Print List on Pick ?
   Cust Nbr      Cust Id  Printer | Multiple D/S ?N    Zip Routing ?Y
1 [999999950] [TEST2000 ] [P1] | Ingnoe NDS ?N    Alternate Whse ?Y
2 [999999950] [TEST  ] [ ] | ----- Source Complete -----
3 [  ] [  ] [  ] [  ] | Allow Y/N/D ?      Method Q/C ?
4 [  ] [  ] [  ] [  ] | UPSable Only ?      X UPS Zones ?
   Compressed Ack. Format ?Y (Y/N) | -----
----- Label Options -----
Option  Tag      Option  Tag      Barcode | Wrap-N-Pack ?Y    Blind W-N-P ?
1 [C]   [CUSPO]  5 [2]   [LBLZ2]  [N]   | -----
2 [N]   [CNAME]  6 [R]   [ROUTE]  [N]   | Primary Loc [99 ]    Shorts ?Y
3 [I]   [INVOI]  7 [F]   [FSCPO]  [N]   | Short Locations
4 [1]   [LBLZ1]  | [98 ] [  ] [  ] [  ]
-----

```

## Using Auto Receive with United Stationers

- 1 Go to the (L6F) screen.
- 2 Tab to the Pre-Receive Purchase Orders field.
- 3 Type F to final-receive a P/O without pre-receiving, as shown in Figure 2. This updates receipts and your ITEM AUX file.
- 4 To save your changes, press Enter until the cursor returns to the (L6) screen.

**Figure 2: The Pre-Receive Purchase Orders Field in the (L6F) Screen**

```

11:13:36                               United Communications Screen                               01/29/04
=====
Communication Parameters                   | United Parameters [ 1 ]
-----|-----
Hayes Only ?   Log ?Y   Canadian Dealer ? | Acct Id [000004] Pass [DDMSDDMS]
Prefix   ?9,           Reliable ?Y         | Account #1   [000001] [X98]
Uni-Link #18007334067   Baud   :19.2       | Account #2   [   ] [   ]
Score     #18007334066   Baud   :19200      | Account #3   [   ] [   ]
Elec. Inv #           United Direct ?     | Account #4   [   ] [   ]
Block Size #32           Time Out #       | Account #5   [000001] [X98]
Phone Line #M1           Transmission #00000 | E. Inv [   ] Pass [   ]
  Custom String [   ] [   ] [   ] [   ] | Interlink System Id [   ]
Order Type ?12           File Type       ?U | Shipping Inst. I,R,F,S,C,E
ADOT ?Y   W-N-L ?Y   Consolidated W-N-L ?N | Consumer Text N,W,L, , ,
Multiple Drop Ships ?N Zipcode Routing ?Y | Barcode      ?
Allow Backorders ?FP Ignore NDS ?N       | ASI Label Format ?
Exc. Mfg [   ] [   ] [   ] [   ] [   ] | Label Format [   ]
Consolidate Locations on Orders ?         | Route : (R/S/Z) Tag [   ]
Item Description on Acknowledgment ?     | Ref# : (I/C/P) Tag [   ]
Break Page Between Each Order ?Z        | P/O# : (C/P) Tag [   ]
Pre-Receive Purchase Orders ?F          | Terminal Type #04 Control ?Y
Printer [P1]                             | Region ID ?WEST
=====

```