

Changing the Azerty Services Account Number and Parameters

What It Does

If you received a new Azerty Services account number from United Stationers, you need to update your DDMS system so that you can communicate electronically under that new account number. We'll explain how to do this here.

How to Do It

Follow these steps to update your Azerty Services account number:

Note: If you use eNsite through our ASP service, these instructions do not apply. Please call DDMS Support, and ask them to update your Azerty Services account number.

Changing the Communication Parameters

- 1 If you use a text-based system, go to the (L6) Vendor and Wholesaler Communications screen.

If you use graphical eNsite Pro software, do the following:

- Go to the eNsite Pro window.

- Double-click **Keyop Menu**.

- Double-click **Parameters**.

- In the Selection Code field, type **6**

- 2 If you do not transmit to United, go to **Step 3**.

- a If you transmit to United, go to the (L6F) screen. (From the (L6) screen, you do this by typing **F**.)

- b Look at the Uni-Link field in the upper left portion of the screen, and write down the phone number you find there.

- c Look at the Baud field directly to the right of the Uni-Link field, and write down the baud rate.

Go back to the (L6) screen by pressing ESC.

- 3 From the (L6) screen, type **A** to go to the (L6A) Azerty Communications screen.

- 4 Press TAB until the cursor moves to the Batch # field. Specify your United or Azerty batch phone number:

- If you wrote down a Uni-Link phone number in **Step 2**, type that number in the Batch # field. In

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the corresponding Baud field, specify the baud rate you wrote down.

- If you do not transmit to United, use your modem's baud rate to determine the appropriate batch phone number:

Baud Rate	Batch Phone Number
2400	18007334061
9600	18007334068
19.2 or more	18007334067

Type the appropriate number in the Batch # field.

- 5 In the corresponding Baud field, make sure the baud rate is correct for your modem. Enter one of the following:

- 2400
- 9600
- 19.2
- 28.8
- 33.6

You must type the decimal point for the last three baud rates.

- 5 If you drop ship Azerty Services orders to customers, go to **Step 6**.

If you do not drop ship Azerty Services orders, go to **Step 8**.

The screenshot shows the 'Azerty Communications Screen' with a timestamp of 15:04:46 and a date of 03/25/02. It is divided into two main sections: 'Communication Parameters' and 'Azerty Parameters [1]'.
Communication Parameters:
 Hayes Only ? Capture Log ? (Y/N) Prefix ? Reliable ?
 Batch #18007334067 Baud : 28.8
 Score # Baud :
 Elec. Inv # Block Size # Time Out #
 Phone Line #M1 Transmissi on #
 Custom String []
 Order Type ? File Type ?
 ADOT ? W-N-L ? Consolidated W-N-L ?
 Multiple Drop Ships ?Y Zipcode Routing ?Y
 Allow Backorders ? Ignore NDS ?
 Exc. Mfg [] [] [] []
 Consolidate Locations on Orders ?
 Item Description on Acknowledgment ?
 Break Page Between Each Order ?
 Pre-Receive Purchase Orders ?
 Printer []
Azerty Parameters [1]:
 Acct Id [123456] Pass []
 Account #1 [123456] []
 Account #2 [] []
 Account #3 [] []
 Account #4 [] []
 Account #5 [] []
 E. Inv [] Pass []
 Shipping Inst.
 Consumer Text
 Barcode ?
 ASI Label Format ?
 Label Format []
 Route : (R/S/Z) Tag []
 Ref# : (I/C/P) Tag []
 P/O# : (C/P) Tag []
 Terminal Type # Control ?
 Region ID ?

- 6 Tab to the Multiple Drop Ships field, and type **Y**

- 7 At Zipcode Routing, type **Y**

Note: The settings for Multiple Drop Ships and Zipcode Routing are those recommended by United for dealers who drop ship orders.

Warning: Making this change will cause all orders placed for this account to be drop shipped.

- 8 Tab to the Acct ID field, and enter the Azerty Services account number that United provided for you. (See the figure above.)

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- 9 Tab to the Account #1 field, and enter the same Azerty Services account number.
- 10 Save your changes by pressing ENTER.
- 11 If you use the automated short-buy to transmit orders to Azerty, go to **Step 12**.

If you do not transmit Azerty orders through the automated short-buy, this procedure is complete.

Changing the Automated Short-Buy Parameters

- 12 Press ESC until the Master Menu appears
Go to the (LFA1) screen.
- 13 Select the [C] Chg action code.
- 14 Select the Azerty call by entering its number in the Call Number field.
- 15 Press Enter until you see the third screen, which looks like the figure on the right.
- 16 If your old account number appears in the Acct# field, replace it with the new number, as shown in the figure. Save your change by pressing Enter. Then press ESC until the Master Menu appears.

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                                     Azerty Communication Parameters
=====
Acct# : 123456          Password :                               P/O Comments
Fac Code [ ]          Consumer Text ? , , , , , [ ]
Wrap-N-Label ?       Barcode Type ? [ ]
Order Taker ?        ASI Label Format ?
Adot ?               Multiple Drop Ship ?           Label Text
Backorders ?         Ignore NDS ? [ ]
Printer ?            Excluded Manufacturers [ ]
Will Call ?          [ ] [ ] [ ] [ ]
Azerty's Parameter Loc ? Label Format [ ]

Note : If left blank will use default parameters from L6A.

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<RET> for Next Screen, <Esc> for Previous Screen
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If the Acct# field is blank, leave it blank; the system will automatically use your new number from the (L6A) screen. Press ESC until the Master Menu appears.

- 17 If you're using graphical eNsite or eNsite Pro software, type = to close the text-based window and end the session.