

Tech Tips from the Help Desk

Unwrapping Wrap-and-Label

Wrap-and-label can be a real time saver for dealers; transmit your P/Os to your wholesaler, and get back each customer's order individually packaged and labeled. To use wrap-and-label, your P/Os must be transmitted in a specific format. Otherwise, the wholesaler won't get the information needed to separate orders by customer. Instead of the pre-packaged orders you were expecting, you'll get a lot of items that you have to marry to specific customer orders. If this should happen, what should you check to make sure that you are sending the right information in the right format?

Section 1: The Purchase Order

Check the P/O(s) for the items that were supposed to be sent wrap-and-label. To do this:

1. Go to the (F) Purchase Order Entry screen and select [I] Inquire.
2. The Limiting Windows appears and the cursor moves to the Hold Lines field. Type Y. This will cause the system to display each line item on a selected P/O individually.
3. Retrieve the first P/O you want to view by entering a number or range of numbers in the P/O#

- and corresponding To # fields.
4. The first line item on the selected P/O appears, along with the prompt More Lines - Press Any Key To Continue. Look at the Pick # field in the information line at the bottom of the screen.
 - If the item does not have a pick ticket number, you have located the problem. To determine the cause, check the following:
 - a. Go to the (T) Order Entry Selectors screen and select the Short-Buy Report. Check the Short Buy field at the bottom of the screen. The file name you use for this report must begin with "SHORT-" to use wrap-and-label. Otherwise, pick ticket numbers will not be saved in the file.
 - b. If the name of the Short Buy file is in the correct format, then you typed N or spaced through the Assign Pick Ticket Numbers Y/N field in the (F) screen. Be sure this field is set to Y the next time you transmit an order.
 - If the items do have pick ticket numbers assigned to them, then the problem lies elsewhere. If you are using the Auto Short Buy module, go to **Section 3: The Auto Short-Buy**. If you are transmitting orders manually (through the (SR)

Tech Tips from the Help Desk presents answers to the questions dealers ask most. It has two formats: *If...Then* helps you find solutions: *If* this happens, *Then* you do that. *How Do I...* explains how to perform a procedure. Please save these columns in a binder for future reference.

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17:33:35          (F) Purchase Order Entry rev. (08/18/99)          09/28/99
===== Inv Loc [ 1 ] ===== File [PO-MASTER ] Vol [SR??]
ACTION [I] (C=Chg,I=Inq,D=Del,O=Ord,M=Deb,R=Rec,S=S.Buys,T=Trans,P=Print,F=Fax)
Vendor #UNITED Contact : Phone # - -
Name :UNITED STATIONERS Fax #817-431-5290 R.Phone # - -
Street : Account # Last P/O # YON
City : State : Zip # - Current P/O # 2124
===== Total Weight # 62.500 $ 93.46 ===== Due Date : / /
STOCK NUMBER CO. DESCRIPTION UNIT C ORDER RECEIV ACK. NBR.
10 ANG FOLDER,FILE,11-5/8X9,VN,C EA W 10 10
A EKO REGISTER,CHECK PERSONAL EA W 10 10 00XXXXX
P205A PEN PENCIL,MECH,.5MM,BK EA J 10 10 00XXXXX

Vendor : Prefix Buy Unit : of : Bin (P) : (S) :
Pick # [ 150442] List [ ] Cost [ 2.720] Ord :12/17/98 Recv :03/26/99
END OF P/O - PRESS ANY KEY TO CONTINUE !
    
```

Wrap-and-label orders must have pick ticket numbers assigned to each line item. The pick ticket numbers display in the Pick # field in the (F) Purchase Order Entry screen.

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Purchase Order Reports screen, go to the **Section 2: Transmitting Wrap-and Label Orders Manually**.

Section 2: Transmitting Wrap-and Label Orders Manually

The Secondary Transmission screen appears when you use the [B] Transmit P/O to Vendor function in the (SR) screen and type Y at the prompt Are You Sure Y/N. This screen shows your parameter settings for the wholesaler. Some dealers send wrap-and-label orders by setting the wrap-and-label field in the Secondary Transmission screen to Y for specific P/Os. Do you do this?

Y If so, most likely you did not mark this P/O for wrap-and-label transmission. The next time you send a wrap-and-label order, be sure to enter the correct response in the wrap-and-label field in the secondary screen.

N If this order was sent to any wholesaler *except* S.P. Richards or United Stationers, go to **Section 4: Wholesaler Communication Parameters (Except S.P. Richards and United Stationers)**. If the order was sent to S.P. Richards or United, go to **Section 5: Wholesaler Communication Parameters: S.P. Richards and United Stationers**.

Section 3: The Auto Short-Buy

Make sure the Auto Short-Buy module is set up correctly:

1. Identify the call code you use for the vendor to whom the P/O was assigned.
2. Go to the (LFA I) Vendor Call Number Master screen. Select [I] Inquire and enter the number in the CALL NUMBER field.
3. The system displays parameter settings for the specified vendor along with the prompt PRESS ANY KEY TO CONTINUE (P=PREVIOUS SCREEN).
4. Press RETURN. The system displays another screen of parameters and repeats the prompt. Press RETURN again.
5. The field controlling wrap-and label transmissions is located in the third screen of parameter settings. (The exact name varies by vendor.) If this field is set to N, the Auto Short-Buy module will not transmit your orders in wrap-and-label format. You have discovered the problem.

If this field is blank, then the system uses the vendor's communication parameters. If this order was sent to any wholesaler *except* S.P. Richards or United Stationers, continue to **Section 4: Wholesaler Communication Parameters (Except S.P. Richards and United Stationers)**.

The exact name of the wrap-and-label parameter fields will vary by wholesaler. For example, in the Secondary Transmission screen for S.P. Richards, you would look for the Wrap-N-Pack field.

```

17:43:00          SPARCO Ez-Order Parameters  09/14/99          09/28/99
=====
Modem Type ?1    Baud #2400    Reliable ?Y
Sp/Link Phone   #18004465507
Prefix ?
P/O Comments

Account Numbers
[ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ]
[ ] [ ] [ ] [ ] [ ] [ ]

Backorders      ?N          SPARCO Subs    ?Y
Like Item Subs  ?N          Convert Units  ?Y
Print Cost      ?Y          Print Shorts   ?Y
Ship Partial    ?Y          1 Order/Inv.   ?N          Drop Ship Information
Printer         ?          Pre-Receive    ?Y          Name _____
Shorts          ?X         Loc.           ?90         Suite _____
List on Pick    ?          Wrap-N-Pack    ?          Street _____
Multiple Drop Ships ?Y       Ignore NDS     ?          City _____
Zipcode Routing ?Y                               State  __ Zip  ____
=====
    
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```

United Stationers Inc.
=====
Acct# :          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 ?   [  ] [  ] [  ] [  ]
United's Parameter Loc ?  Label Format [          ]

Note : If left blank will use default parameters from L6F.

=====
PRESS ANY KEY TO CONTINUE (P=PREVIOUS SCREEN)

```

The parameter location field determines which set of parameters the Auto Short-Buy module uses to transmit a P/O to S.P. Richards or United. (The United version of this field is shown here.)

- ners). If the order was sent to S.P. Richards or United, continue to step 6.
- Find the parameter location field. While the exact name varies depending on which wholesaler you are purchasing from, the field is located on the sixth line below the wrap-and-label field. (For example, the United version of this field is named United's Parameter Loc ?)

DDMS lets you set up multiple communication parameters for both S.P. Richards and United. The number in the parameter location field determines which set of parameters was used to transmit this order. If this field is blank, the Auto Short-Buy uses the location 1 parameters for the wholesaler. To be sure the communication parameters are set up correctly, go to **Section 5: Wholesaler Communication Parameters: S.P. Richards and United Stationers.**

Section 4: Wholesaler Communication Parameters (Except S.P. Richards and United Stationers)

- Verify the wholesaler parameter settings:
- Go to the (L6) Vendor and Wholesaler Communications screen. The cursor moves to the Selection Code field.
 - Enter the letter corresponding to the wholesaler with whom you placed the wrap-and-label order. The system displays the communication parameter screen for the selected wholesaler.
 - Locate the wrap-and-label field. (The exact name

of the field varies by wholesaler.) If the field is set to N or is left blank, orders to this vendor will not be transmitted in wrap-and-label format. You have found the problem.

If the wrap-and-label field is set to the correct response, go to **Section 6: Getting Help.**

Section 5: Wholesaler Communication Parameters: S.P. Richards and United Stationers

Verify the wholesaler parameter settings:

- DDMS lets you set up multiple communication parameter screens for both S.P. Richards and United (up to 99 for each). Go to the (Z) screen and select [E2] View Disk File to see how many parameter locations you have for the wholesaler.

Note: If you are using Auto Short-Buy, you already know which parameter location was used for the P/O. Skip directly to Step 9.
- The system displays all of the disk units on your computer. At the prompt Enter File Name, type PARAMETERS.
- The cursor moves to the Unit # field. Press TAB.
- At the prompt Enter Starting Byte to Display, press TAB
- At the prompt Enter Starting Record Number, press RETURN.
- At the prompt Enter Key Field #1, type L6C if the wholesaler is S.P. Richards or L6F if the

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wholesaler is United.

7. Press RETURN. The system displays three columns of information and the prompt Enter Anything Except <Esc> to Continue. The first column of information lists the parameter screens in your system, beginning with the first screen for the specified wholesaler. For example, if you have three parameter locations for United, the first three rows of this column will show L6E. The second column shows the location number assigned to each parameter screen. Write the location numbers down.
8. Determine which parameter location was used to transmit the P/O. Unless you have multiple locations for this vendor, the system used location 1. If you do have more than one set of parameters, here are the rules:
 - a. Go to the terminal you used to transmit the P/O. The (SR) screen's Location field defaults to the location assigned to the terminal in the (L1) Terminal and Ticket Parameters screen. If you accept the default when transmitting a P/O, and there is a matching parameter location for the vendor, the system uses those parameters. If no parameters exist for this location, the system uses the location 1 parameters for the vendor.
 - b. If you enter a number in the (SR) screen's Location field, it overrides the default terminal location. If there is a matching parameter location for the vendor, the system uses those

parameters. If no parameters exist for the location, the system defaults to the location 1 parameters for the vendor.

9. Go to the (L6) Vendor and Wholesaler Communications screen. The cursor moves to the Selection Code field.
10. Enter the letter corresponding to the wholesaler with whom you placed the order. The system displays the communication parameter screen for that wholesaler and the cursor moves to the parameter location field in the upper right portion of the screen. (In the (L6C) screen, this is the Sparco Parameters field. In the (L6F) it reads United Parameters.)
11. Enter the parameter location used for this P/O. The system displays the parameter settings for that location.
12. Find the wrap-and-label field. (The exact name varies by wholesaler.) If the field is set to N or is left blank, orders to this vendor will not be transmitted in wrap-and-label format. You have found the problem.

If the wrap-and-label field is set to the correct response, go to **Section 6: Getting Help**.

Section 6: Getting Help

If you have not been able to determine the cause of the problem using these steps, you will need assistance from DDMS. Contact DDMS Quick Response for additional help. ☎

The second column lists the parameter locations for each wholesaler. In the example there are three S.P. Richards locations (1, 2 & 6) and four United locations (1, 2, 9 & 20).

```

SOURCE FILE: PARAMETERS          UNIT 4 (SR          )

ENTER KEY FIELD #1      L6C
L6C 1      1
L6C 2      1
L6C 6      1
L6D 1      18883305507
L6E 1      11800972492918007924928
L6E 1B     1800968655118009686551
L6E 1C     18003664778
L6E 1E     118006533282
L6E 1F     11800643554418009798080
L6E 1J     11800968655118009686551
L6F 1      1800733406718007334066
L6F 2      1800733406718007334066
L6F 9      1888971837717166620439
L6F20     1800733406718007334066

ENTER ANYTHING EXCEPT <ESC> TO CONTINUE

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