EDI Plus
Internet

Operators Manual and

Documentation

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1 EDI Processing with EDI✓Plus

1.1 Introduction

Electronic Document Interchange (EDI) provides a framework for business to business e-commerce. It allows different companies running different accounting software to exchange a wide variety of business documents electronically, using several internationally recognised formats for the encoding of those documents.

Typical business documents include purchase orders, changes to purchase orders, sales information, product information, remittance advices, invoices, sales forecasts, text messages, despatch advices (advance shipping notices) and many more.

The EDI✓Plus software from Double Z Computer is designed for companies who want to use EDI in the day to day operation of their business. It caters for both low and high volumes of document exchange and can handle a wide variety of different document types. It caters for trading with one customer (referred to as a trading partner) or many trading partners and can be integrated into many accounting software packages.

EDI documents have generally been exchanged using traditional networks such as GXS and Connect.com. These are commonly referred to as Value Added Networks (VANs). Virtually all EDI networks are accessed via the Internet, but most charge fees for document transmission. EDI✓Plus is not tied to a single EDI network and therefore has a variety of ways to facilitate document exchange. We can connect to the GXS VAN using our Net✓Plus network for retailers such as Woolworths, David Jones and many others. But we have less costly options for exchanging EDI documents with Coles, Kmart, J.B. HiFi and many other retailers.

Once EDI✓Plus has received and processed incoming EDI documents, it is able to automatically export EDI data to 3rd party software applications in almost any format required.

Ideally EDI✓Plus should be a resource to your application software, providing it with all the details of purchase orders and other documents, to automatically update its database without the need for manual re-keying of transactions.

1.2 Overview

EDI✓Plus is a tool for both sending and receiving EDI documents.

It is important to understand that the process of sending and receiving EDI mail is a co-operative effort between you and your trading partners. Each time mail, such as a purchase order, is received by EDI✓Plus, it will automatically acknowledge receipt of the mail by sending an electronic document called a Functional Acknowledgment (FA), sometimes called a Control (CONTRL) message. Similarly, each time you send a document, such as an Advance Shipping Notice, you will receive a Functional Acknowledgment from your trading partner.

Of course, no Functional Acknowledgment is sent in response to the receipt of a Functional Acknowledgment.

When sending and receiving EDI mail using EDI✓Plus the following steps occur automatically. The description below relates mainly to the receipt of purchase orders, but could apply to any EDI business document:

- **Connect via the internet to your EDI mailbox(es)**

- **Send any of your own EDI mail (such as Advance Ship Notices) to your customers**

- **Check your mailbox for any new EDI mail including customer purchase orders**

- **Transfer EDI mail from the mailbox to your computer**

- **Disconnect from your mailbox**

- **Process each EDI mail file received**

- **Append to, or update the orders index file with details of any new or replacement purchase orders**

- **Update the status of any EDI document previously sent out, when an FA is received, acknowledging receipt by your trading partner**

- **Optionally create a file containing details of all purchase orders, for importing into your application software**

- **Optionally create a file containing details of all purchase orders, for importing into your Scan Pack software**

- **Print EDI purchase orders on your printer**

- **Send a Functional Acknowledgment (FA) to your customer to confirm that EDI purchase orders were correctly received**

Each time a purchase order is received from a customer, an entry is added to an index of incoming orders. And each time EDI✓Plus provides any further processing to an order, an order status is updated. This allows the progress of a purchase order to be tracked through the system.

EDI✓Plus allows you to receive purchase orders from many trading partners, but some users will need to be able to receive purchase orders for *several* companies in their *one* mailbox. EDI✓Plus software can be configured for multi-company operation which will allow you to exchange EDI documents *from* any of your companies *to* any of your trading partners from the one mailbox. Menu options allow you to specify which of your companies you wish to administer.

If your EDI✓Plus software is configured to handshake with a Scan Packing system at the time of packing an order, then you will be able to select the order for packing from a list of current orders.

If your EDI✓Plus software is configured to process ASNs, then a menu option may be selected to automatically create and send ASNs for any orders which have been packed.

When an order is marked as completed EDI✓Plus will automatically archive the order after a certain number of days have elapsed.

1.3 Conventions

The EDI✓Plus software starts with a blank window body and a series of menu titles on the menu bar. Using the left mouse button to click on any menu title will drop down the menu.
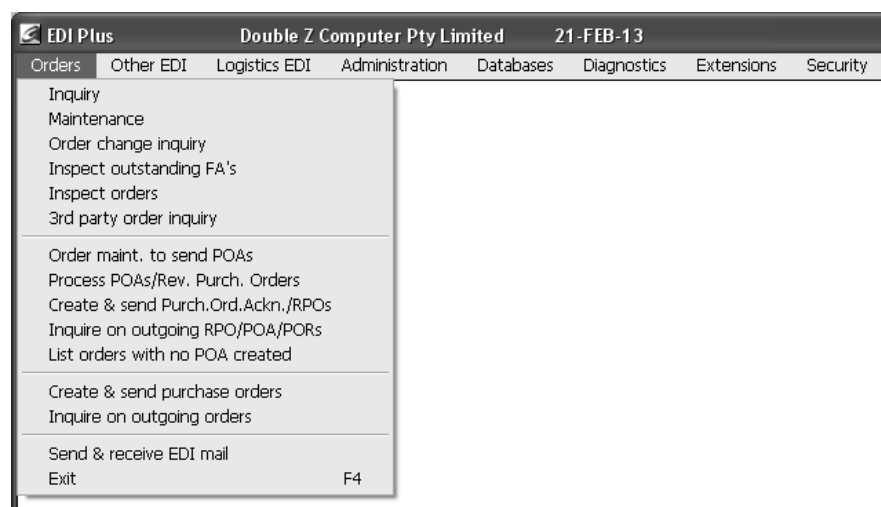
Throughout the software, shortcut keys may be used to perform or initiate certain actions. In all cases those shortcuts may also be accessed by selecting a menu option from one of the menus whose title

is always displayed on the menu bar near the top of the background window.

For example, Control F is selected by holding the Ctrl key down and simultaneously pressing the letter 'F'. The control key is represented in this manual by the carat character **^** . Therefore Control F is always shown as: **^ F**

Pressing **^ F** while displaying a list of purchase order numbers will bring up a small window with the prompt:

Find characters:

Typing characters will search the list of purchase orders for any purchase order containing that string of characters.

The same option can be selected by using the mouse to click on the **General** menu title near the top left of the screen and selecting the menu option labeled: Find   ^ F
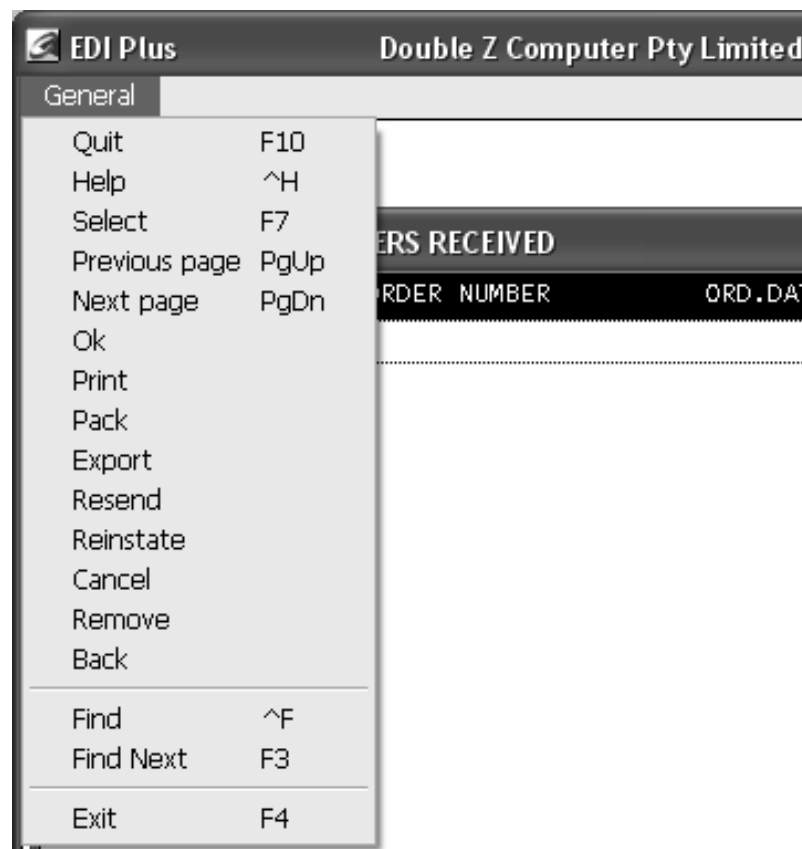
This example illustrates that even without knowing the available options in any part of the EDI✓Plus software, a simple click on the menu or menus near the top left of the screen will always remind you of the options.

2 Operating EDI✓Plus

2.1 Starting EDI✓Plus

To start EDI✓Plus double click the **icon** on the Windows desktop marked "EDI Plus".
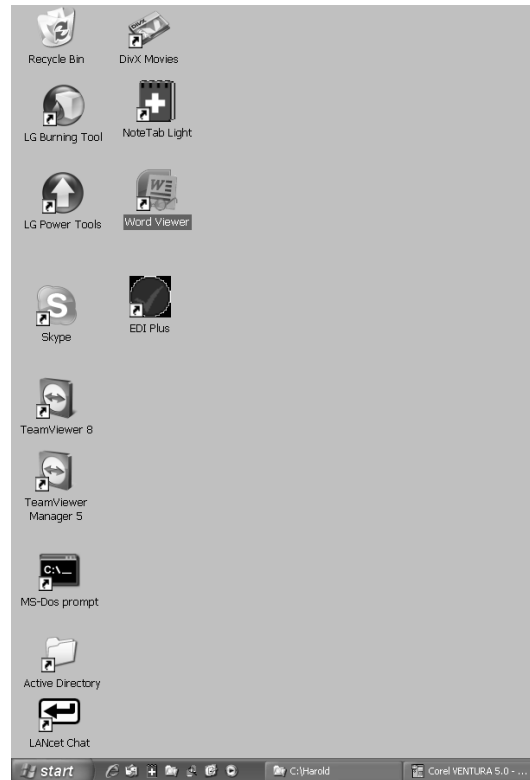
This will bring up the following window:
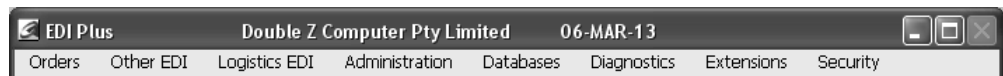
The various parts of the screen are described below:

2.1.1 The Header

The header bar of EDI✓Plus contains the program name, company name and date, and the Minimize (_) and Maximize (☐) buttons.

The window can be moved by pressing and holding the mouse pointer on the header bar, 'dragging' to the desired location and then releasing the mouse button.

2.1.2   The menu bar

The menu bar contains the titles of the main menus in the EDI✓Plus software. Clicking any menu title with the mouse will drop down the menu options.

The menu bar displays the menu titles:

| Orders | Other EDI | Logistics EDI | Administration | Databases | Diagnostics | Extensions | Security |

When you choose one of the menus, a drop-down menu appears displaying all available options for that menu. To choose a menu option:

- **Highlight the menu title on the menu bar**
- **Use the left mouse button to click the menu title so that the drop-down menu appears**
- **Choose the option from the drop-down menu & click on it**

2.2   Ending EDI✓Plus

To end EDI✓Plus and return to the Windows desktop:

- **Return to the main menu window by either pressing the special function F4 key, or selecting the Exit option from the General menu on the top left side of the screen in any of the EDI✓Plus options (other than the main menu).**

- **Either press the F4 key, or select the Exit option from the Orders menu.**

NB. EDI✓Plus can be minimized by clicking on the minimize icon on the title bar.
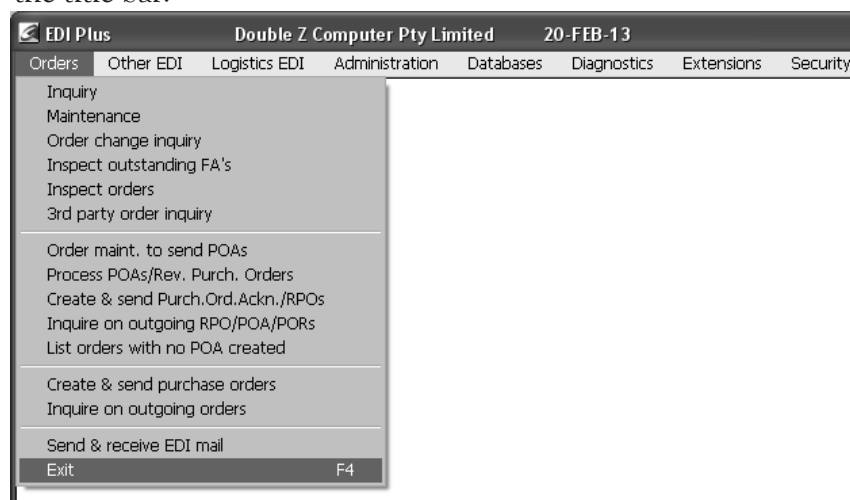
2.3   Receiving EDI orders and other EDI messages.

To receive EDI mail:

- **Select the Orders menu on the main menu and the drop-down menu will appear.**

- **Choose the Send & receive EDI mail option from the menu & click on it.**
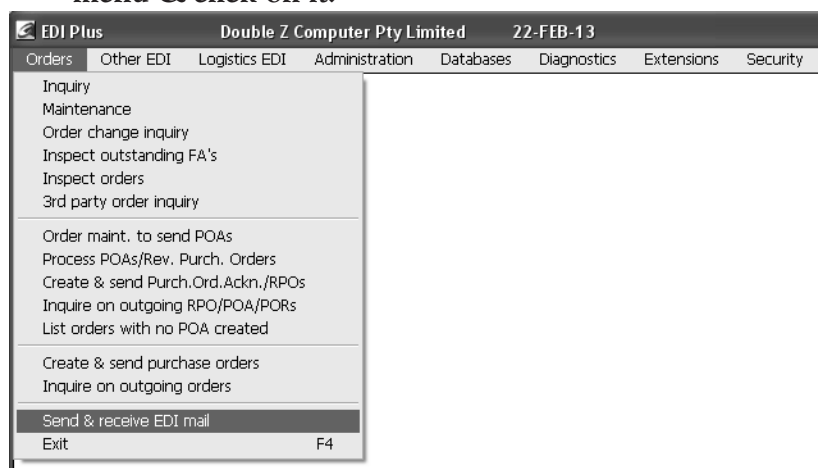
EDI✓Plus will perform a series of tasks automatically. These include connecting to your EDI mailbox or mailboxes. Sending any outgoing mail and receiving any new mail. Processing the new mail and separating out the various received documents such as Purchase Orders and Functional Acknowledgments.

A report showing all details of the received Purchase Orders will appear on the screen automatically and you will be able to produce a printed version to the printer of your choice.

The Purchase orders can be printed by clicking on the 'printer' icon on the menu bar. To change the printer, use the drop-down menu and select 'Printer Setup'. You can then select the printer on which you want the Purchase Orders to be printed. For more information on re-printing orders, see section 1.8 Viewing & Printing orders.

Any Functional Acknowledgments received will update the status of the messages being acknowledged.

If a Purchase Order report is displayed, you will need to exit the report before **Send & receive** processing can continue. There may be other messages that will appear in the form of a report - messages such as Remittance Advices or Invoices. Once all processing is complete you will be returned to the EDI✓Plus main menu.

If only Functional Acknowledgments have been received, no report will appear on the screen and EDI✓Plus will automatically return to the main menu.

2.3.1   Acknowledging receipt of EDI messages.

EDI✓Plus will automatically generate a Functional Acknowledgment (FA) for any purchase orders and other EDI messages received. The FA is generated as each EDI message is processed, and is sent after all messages have been viewed and/or printed.

2.4   Order status inquiry

To inspect the status of an order:

- **Click on the Orders menu on the main menu.**

- **Select Inquiry from the drop-down menu.**

EDI Plus	Double Z Computer Pty Limited	25-FEB-13

Orders	Other EDI	Logistics EDI	Administration	Databases	Diagnostics	Extensions	Security

Inquiry
Maintenance
Order change inquiry
Inspect outstanding FA's
Inspect orders
3rd party order inquiry

Order maint. to send POAs
Process POAs/Rev. Purch. Orders
Create & send Purch.Ord.Ackn./RPOs
Inquire on outgoing RPO/POA/PORs
List orders with no POA created

Create & send purchase orders
Inquire on outgoing orders

Send & receive EDI mail
Exit   F4

A list of current Purchase Orders will appear on the screen as shown below:

EDI Plus	Double Z Computer Pty Ltd	12-APR-02

General

LIST OF PURCHASE ORDERS RECEIVED

TRADING PARTNER	ORDER NUMBER	ORD.DATE	REQ.DATE	ASN?	TYPE	STATUS	DATE
K-Mart	3017108	14/03/00	25/03/00	No	S/ALN	UNPR	7/0
K-Mart	3017109	14/03/00	26/03/00	No	S/ALN	UNPR	7/0
Target	00026R395004	18/01/00	28/01/00	No	S/ALN	UNPR	7/0
Myer Grace Bros	000010639011-R10	21/03/00	23/03/00	No	S/ALN	UNPR	23/0
Myer Grace Bros	000010639011-R20	21/03/00	23/03/00	No	S/ALN	UNPR	22/0
Myer Grace Bros	000010639011-R60	21/03/00	23/03/00	Yes	S/ALN	BEPA	11/0
Myer Grace Bros	000010639011-R90	21/03/00	23/03/00	No	S/ALN	UNPR	22/0
Myer Grace Bros	000090561677-R10	21/03/00	24/03/00	No	REORD	UNPR	7/0
Myer Grace Bros	000090561677-R60	21/03/00	24/03/00	No	REORD	UNPR	7/0
Myer Grace Bros	000010639527-R10	5/05/00	5/05/00	No	S/ALN	UNPR	11/0
Myer Grace Bros	000010639527-R20	5/05/00	8/05/00	No	S/ALN	UNPR	7/0
Myer Grace Bros	000010639527-R60	5/05/00	5/05/00	No	S/ALN	UNPR	7/0
Myer Grace Bros	000010639527-R90	5/05/00	5/05/00	No	S/ALN	UNPR	7/0
K-Mart	2670502	25/05/99	5/06/99	No	S/ALN	UNPR	7/0
K-Mart	2670503	25/05/99	6/06/99	No	S/ALN	UNPR	7/0

A more comprehensive summary of the order and its status can be displayed by selecting the order. Any order can be selected by either using the mouse or the up and down arrow keys.

- **To use the mouse - double click on the order that you want to inspect.**

- **To use the keyboard - use the arrows to highlight the order that you want to inspect and then press the ENTER key.**

The following window will then appear:

The **Print** and **Pack** options are described in the next 2 sections.

The **Print** button allows the display and printing of the selected purchase order.

The **Pack** button is only relevant if EDI✓Plus has been set up for Scan Packing.

To return to the list of purchase orders, use the mouse to click on either the **OK** or **Cancel** buttons or press the **F4** function key.

To return back to the main menu window from the list of purchase orders, press the **F4** function key, or select the **EXIT** option from the left-most 'General' menu.

2.5 Viewing & printing orders

Viewing and printing orders is done from the order inquiry window shown on the previous page.

Click on the **Print** button at the bottom of the window and a new window, for selecting the type of report, will appear on top of the inquiry window as shown below:
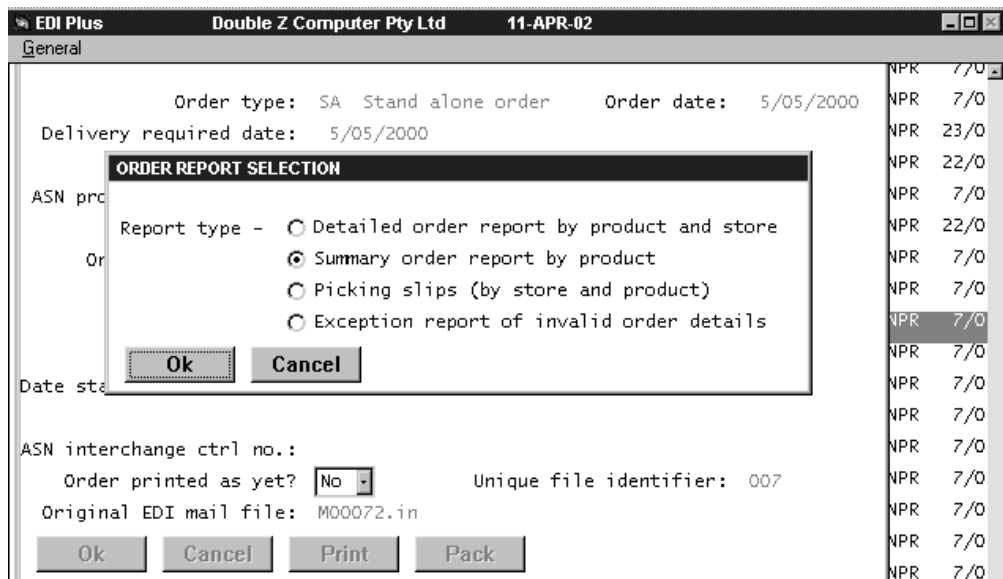
The order report selection window gives a choice of 3 varieties of the order report.

The **detailed order report** gives details of each product ordered, immediately followed by store breakdown details for the quantities ordered.

The **summary order report** only prints details of the products ordered and total quantities ordered. No store details are printed.

The **picking slip report** sorts the order by store and then presents the order, one store at a time, with a full breakdown of all products and required quantities for that store.

The report originally set as your default report will be marked as the selected report, but you may change the selection to any of the available reports.

Using the mouse, select the required report by clicking on the radio button to the left of the report type. A display similar to the one shown below will appear:
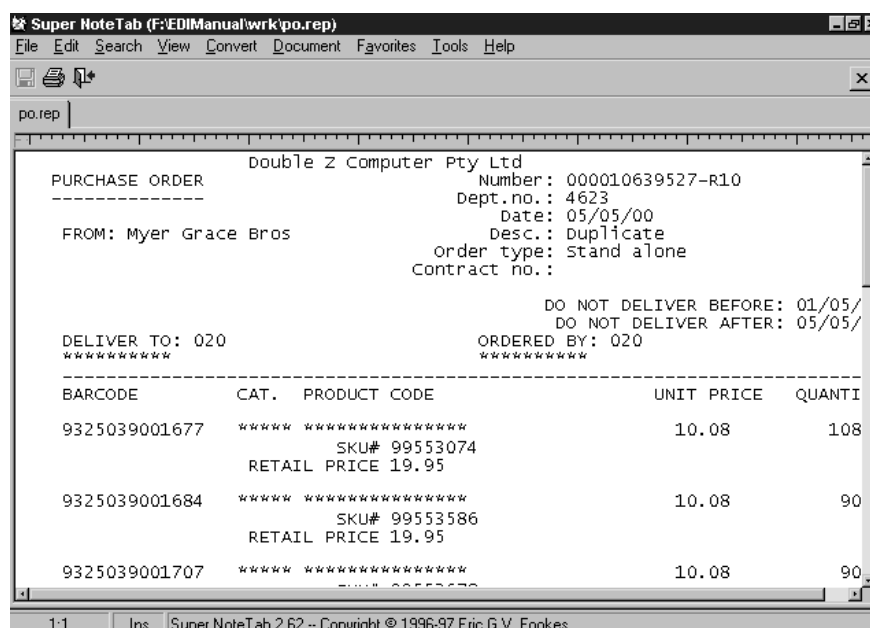
If the order report occupies more than a full screen, you will be able to view other parts of the report by using the mouse to move the drag bar on the right side of the document.

If you wish to print the report to the default printer then simply use the mouse to click the Printer Icon on the left side of the window near the top.

If you wish to print the report to a different printer, use the mouse to select the **File** menu and click on the Printer Setup... option, and select the printer and make any other necessary changes.

When you have finished viewing and printing, close the report viewing window by using the mouse to click the **X** at the top right of the window:

You will be returned to the order inquiry screen. Pressing the **F4** function key at the order inquiry screen will return you to the list of orders and pressing the **F4** key again will return you to the main menu window.

2.6 Selecting an order to pack

This option is only available if EDI✓Plus has been setup to include use of Scan Packing equipment.

With the selected purchase order summary details displayed in a window similar to the one shown below (refer to section 1.7 Order status inquiry for more details) use the mouse to press the **Pack** button:

Internally EDI✓Plus will create a file containing the data required by your Scan Packing equipment. If successful, the following will appear:

The information window in the middle of the screen indicates that you can proceed with the process of downloading the required purchase order information to your Scan Packing equipment.

Using the mouse, press the **OK** button on the information window. The information window will disappear and the original order inquiry status will reappear. You will notice that the status of the purchase order will have changed to "Being packed" and the date and time that the status was last changed will also have altered to the current time.

If you attempt to press the pack button again (accidentally or otherwise), the following message will appear:

EDI Plus	Double Z Computer Pty Ltd	11-APR-02 ⊠

ⓘ Order already packed

OK
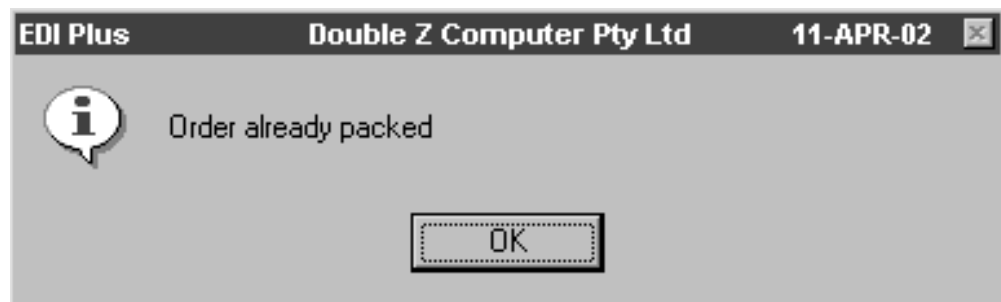
The order will **not** be sent for packing a second time.

If you need to 'pack' the order again, you will need to change the status of the order back to "Ready to be packed". Changing the order status is described in the next section.

2.7 Maintain purchase order details

The maintenance described in this section does not allow changing any of the fundamental details of a received purchase order. Rather it allows some of the administrative details to be altered. Details that control the way in which the order will be processed.

To start the maintenance function:

- **Select the 'Purchase Orders' menu title on the main menu in order to display the drop-down menu.**

- **Choose the 'Maintenance' option from the menu & click on it.**

A list of current Purchase Orders will appear on the screen as shown below:

To maintain order details, first requires selection of an order. Any order can be selected by either using the mouse or the up and down arrow keys.

· **To use the mouse - double click on the order that you want to inspect.**

· **To use the keyboard - use the arrows to highlight the order that you want to inspect and then press the ENTER key.**

The following window will then appear:

The **Print** and **Pack** options are described in previous sections .

The **Print** button allows the display and printing of the selected purchase order.

The **Pack** button is only relevant if EDI✓Plus has been set up for Scan Packing.

The displayed window shows several data fields that can be altered. After making any changes, use the mouse to click on the **OK** button so that the changes can be permanently remembered. Pressing the **Cancel** button will return you to the order list without saving any changes made.

2.7.1   What order details can be changed?

The various fields that can be altered are more fully described:

ASN processing required? (Yes/No)
Packaging code: (one of a range of allowed values)
ASN purpose code: (00 - Original / 07 - Duplicate)
Order status: (one of a range of allowed values)
Order printed as yet? (Yes/No)

Although changes to these details will not be required often, the need for change will arise from time to time. If you wish to mark an order as requiring ASN processing (or vice-versa) then you can change the answer to the 'ASN processing required?' question.

NB. Blanket orders are always marked as **not** requiring ASN processing.

The 'Packaging code:' question is the default code for the packaging type used in creating an ASN.

The 'ASN purpose code:' can be set to '07 - duplicate' if there is a need to resend an ASN to your trading partner.

2.7.2   Order status details

The 'Order status:' provides a means of tracking orders through from receipt to archiving when complete. Possible status values in logical order are:

UNPR	Unprocessed
RTBP	Ready to be packed
BEPA	Being packed
PACO	Packing complete
ASNR	ASN created and sent - waiting for FA
FARA	FA received & ASN accepted by retailer
FARE	FA received & ASN accepted with errors noted
FARP	FA received & ASN partially accepted
FARR	FA received & ASN rejected
ARCH	Ready to be archived

Most of the statuses relate to ASN processing and are therefore not relevant to users who are only receiving purchase orders. However the 'ARCH - Ready to be archived' status value described further down, is important for all users.

If an order has a status of 'BEPA - Being Packed', then EDI✓Plus will prevent it from being packed a second time. To allow an order to be packed again, it is first necessary to reset the status of the order back to 'UNPR - Unprocessed' or 'RTBP - Ready to be packed'. The **Pack** button on the order inquiry or order maintenance windows will then create a 'pack' file for your Scan Packing equipment.

2.7.3   Archiving orders

When EDI✓Plus first processes a purchase order, it sets the order status to 'UNPR - Unprocessed', and after the order is printed for the first time, the status moves up to 'RTBP - Ready to be packed'.

If ASN processing is operating at your site, then the status will eventually reach 'FARA - Functional Acknowledgment received with

no errors'. If there is no ASN processing, the order status will not change.

EDI✓Plus automatically performs housekeeping each time it is started. If any order is marked with a status of 'FARA - FA received without errors', or 'ARCH - Ready to be archived', and a specified number of days have elapsed (default of 14 days) since that status was reached, the order will be removed from the list of current orders, and placed in an archive. This helps to keep the list of orders from being cluttered by completed orders.

If you wish to archive (and therefore remove) any order from the order list, then simply change the order status to ARCH and it will be removed in due course.

2.7.4   Ending order maintenance

To return to the list of purchase orders, use the mouse to click on either the **OK** or **Cancel** buttons or press the **F4** function key.

To return to the main menu window from the list of purchase orders, press the **F4** function key, or select the **EXIT** option from the left most menu.

2.8   Process packing data

This option is reached from the ASN Processing menu and is only available if EDI✓Plus is configured for ASN processing:
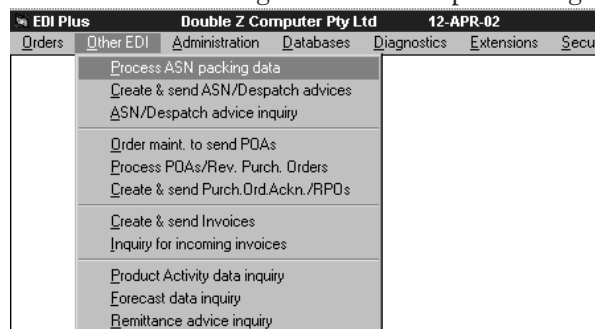
After the packing of an order is complete and the packing details have been exported from your Scan Packing system, the data needs to be converted into a format suitable for EDI✓Plus.

This option is an interim step between the packing process and the sending of ASNs. and as confusing as it might sound, it is not absolutely necessary to ever select this option.

The reason is, that this function is automatically carried out every time you select the next option down in the same menu, create and send Advance Ship Notices (ASNs), and is only included as a separate option so that the order status can be seen to have been updated from

'BEPA - Being packed' to 'PACO - Packing complete'. This can assist you when you do an order inquiry as confirmation that an order is marked as having been packed.

Sometimes it is also convenient to be able to process any packing details for goods to be sent in one consignment, when there are still other goods to be scan packed later in the day for the same consignment. **EDI✓Plus** will confirm by inquiry which of the orders on file have been packed.

2.9 Create /Send Advance Ship Notices

This option is reached from the Other EDI menu and is only available if **EDI✓Plus** is configured for ASN processing:
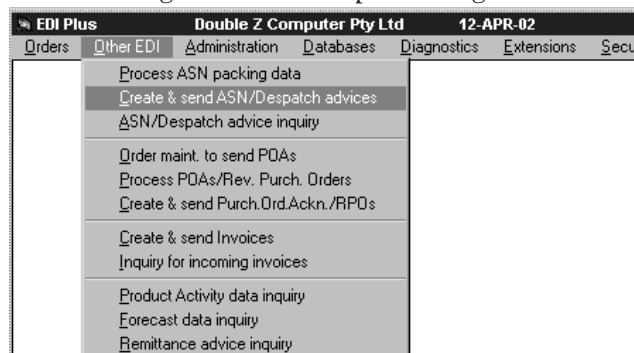
Internally **EDI✓Plus** will process any packing details sent from your Scan Packing system that have not been previously processed. It will then create and send ASNs and will also check your EDI mailbox for any new mail. If new mail is found, it will be processed as normal.

Not a great deal will appear on your screen while processing is in progress, but various icons will appear and disappear on the task bar at the bottom of the screen and a connection will be established to your EDI mailbox(es) for sending the document(s).

2.10   Export/Reprocess a purchase order

Exporting or reprocessing of purchase orders is an administration function that allows a purchase order received by EDI✓Plus to be sent or resent to an external software application such as a scan pack system or an accounting system.

EDI✓Plus is normally set up to export purchase orders automatically when they are first received, so this option will only be necessary if a problem occurs which requires purchase orders to be resent.

From the Administration menu select the option as shown:

EDI Plus	Double Z Computer Pty Ltd	12-APR-02
Orders   Other EDI   Administration   Databases   Diagnostics   Extensions   Security

Move to a different company

Maintain customer details
Maintain our company details
Maintain EDI trading partners
Maintain EDI documents & maps

Order archive inquiry

Export (reprocess) orders
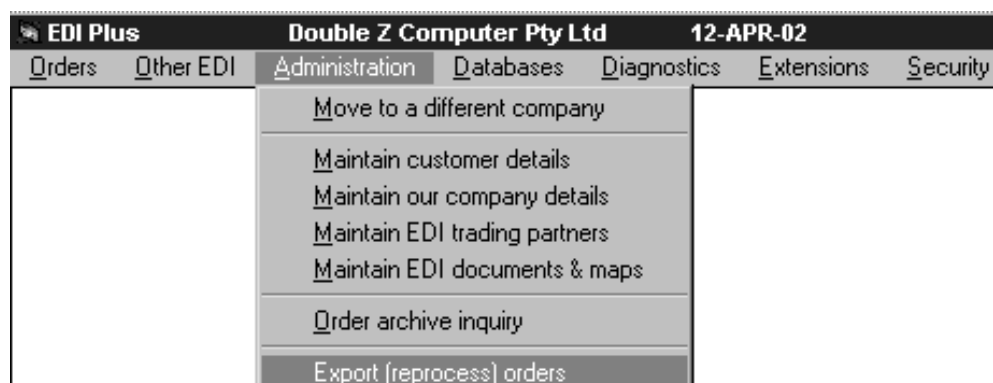
In a similar manner to the inquiry function described in section 1.7, a list of orders will appear in a window. An example is shown below:

EDI Plus	Double Z Computer Pty Ltd	12-APR-02	
General			

LIST OF PURCHASE ORDERS RECEIVED

TRADING PARTNER	ORDER NUMBER	ORD.DATE	REQ.DATE	ASN?	TYPE	STATUS	DATE
K-Mart	3017108	14/03/00	25/03/00	No	S/ALN	UNPR	7/0
K-Mart	3017109	14/03/00	26/03/00	No	S/ALN	UNPR	7/0
Target	00026R395004	18/01/00	28/01/00	No	S/ALN	UNPR	7/0
Myer Grace Bros	000010639011-R10	21/03/00	23/03/00	No	S/ALN	UNPR	23/0
Myer Grace Bros	000010639011-R20	21/03/00	23/03/00	No	S/ALN	UNPR	22/0
Myer Grace Bros	000010639011-R60	21/03/00	23/03/00	Yes	S/ALN	BEPA	11/0
Myer Grace Bros	000010639011-R90	21/03/00	23/03/00	No	S/ALN	UNPR	22/0
Myer Grace Bros	000090561677-R10	21/03/00	24/03/00	No	REORD	UNPR	7/0
Myer Grace Bros	000090561677-R60	21/03/00	24/03/00	No	REORD	UNPR	7/0
Myer Grace Bros	000010639527-R10	5/05/00	5/05/00	No	S/ALN	UNPR	11/0
Myer Grace Bros	000010639527-R20	5/05/00	8/05/00	No	S/ALN	UNPR	7/0
Myer Grace Bros	000010639527-R60	5/05/00	5/05/00	No	S/ALN	UNPR	7/0
Myer Grace Bros	000010639527-R90	5/05/00	5/05/00	No	S/ALN	UNPR	7/0
K-Mart	2670502	25/05/99	5/06/99	No	S/ALN	UNPR	7/0
K-Mart	2670503	25/05/99	6/06/99	No	S/ALN	UNPR	7/0

Select the order which requires re-processing. Any order can be selected by either using the mouse or the up and down arrow keys.

- **To use the mouse - double click on the order that you want to reprocess.**

- **To use the keyboard - use the arrows to highlight the order that you want to reprocess and then press the ENTER key.**

The following window will then appear:

If the correct order is displayed, use the mouse to press the **Reproc.** button near the bottom of the window. Otherwise press the **Exit** button to return to the order list.

If you choose to reprocess, the appropriate file will be created for importing into your Scan Packing system. On the successful conclusion of the reprocess function a confirmation message will appear on your screen.

To exit from the order list back to the main screen, press the **F4** function key.

2.11   Special inquiries

In addition to the purchase order inquiries described in previous sections there are 2 special inquiries that provide a purchase order list which is restricted to only those purchase orders that conform to specified criteria.

Both inquiries are accessed from the Orders menu shown here:

2.11.1   Inspect outstanding FAs

This option will simply display a list of purchase orders for which an ASN has been sent but no Functional Acknowledgment has been received.
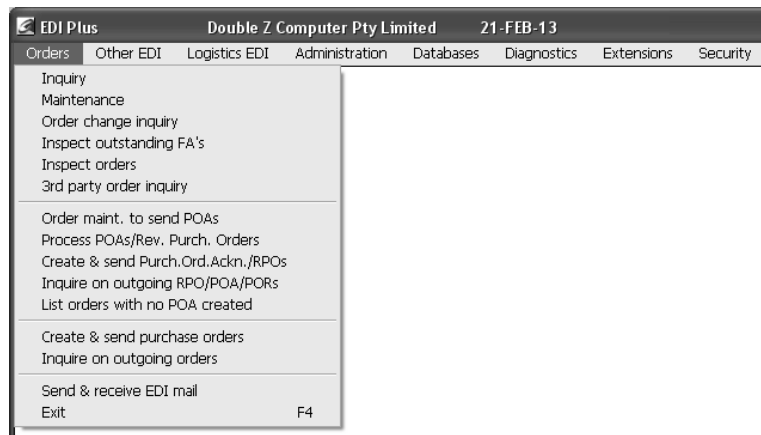
Click on the menu option and the list will appear. Press the **F4** function key to return to the main screen.

2.11.2   Inspect orders

After selecting this menu option a new window will appear with details as shown here:
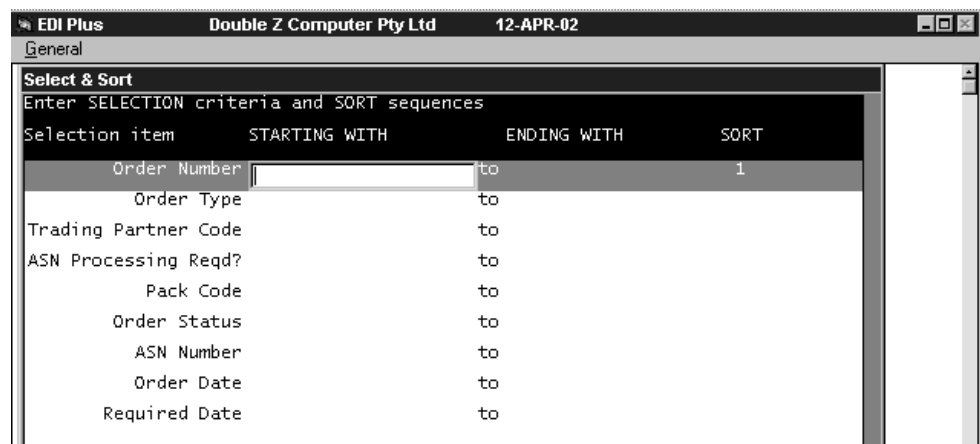
This is the sort and select window that provides a way of selecting a range of values for one or more of the 9 purchase order parameters listed.

Eg. by selecting a range of **Trading Partner Codes** starting from the code for one trading partner and ending with the same code, we would get a list of only the purchase orders for that trading partner.

If, in addition to selecting the **Trading Partner Code** range we also selected an **Order Status** range such as 'RTBP - Ready to be packed' then we would get a list of purchase orders restricted to those for the selected trading partner and with a status of RTBP. No other purchase orders would be listed.

To carry out the example step by step do the following

- Using the up and down arrows or the mouse, select (highlight) the list item marked as **Trading Partner Code.**

- Press the **Insert** key on the keyboard and a box will appear under the STARTING FROM column.

- Type the trading partner code for Myer Grace Bros: 9313164000009 and press the **Enter** key on the keyboard.

- The cursor will move across the window to a new box under the ENDING WITH column and the code just typed will be repeated. Press the **Enter** key on the keyboard.

- The cursor will move further across the window to the SORT column and the number 1 will appear. Press the **Enter** key on the keyboard.

- Using the up and down arrows or the mouse, select (highlight) the list item marked as **Order Status.**

- Press the **Insert** key on the keyboard and a box will appear under the STARTING FROM column.

- Type **RTBP** and press the **Enter** key.

- Press the **Enter** key again to default to **RTBP**

- The cursor will move further across the window to the SORT column and the number 2 will appear. Press the **Enter** key on the keyboard. The window should appear similar to the one shown below:

```
 EDI Plus          Double Z Computer Pty Ltd      12-APR-02                    _□✕
General
Select & Sort                                                                  ▲
Enter SELECTION criteria and SORT sequences
Selection item      STARTING WITH            ENDING WITH         SORT
        Order Number                      to
         Order Type                       to
Trading Partner Code 931316400009         to 931316400009         1
ASN Processing Reqd?                      to
         Pack Code                        to
        Order Status RTBP                 to RTBP                  2
         ASN Number                       to
         Order Date                       to
       Required Date                      to


                                                                               ▼
```

- Press the **F4** function key to terminate further selection of Sort and Select parameters and to generate the report.

  NB. When selecting the parameter ranges, a sort number is also requested. In the above example we simply pressed the **Enter** key. The sort number is used to determine a sort order for sorting the selected purchase orders. The primary sort parameter is the parameter with the lowest sort number. In our example this means that purchase orders are sorted from lowest Trading Partner Code to highest.

  The secondary sort parameter is the parameter with the next lowest sort number after the primary sort parameter. Within a set of purchase orders with the same primary sort parameter value, purchase orders would be sorted by the secondary sort parameter. And so on for any other parameters included in the Sort and Select.

- **A list of purchase orders will appear in a window as   shown below:**

```
🦢 EDI Plus          Double Z Computer Pty Ltd        15-APR-02                 _ ☐ ✕
 General   Select/Print
 Inspect orders                                                                    ▲

 TRADING PARTNER CODE & NAME        ORDER NUMBER     ORD.DATE  REQ.DATE  ASN?  TYPE
 9313938000655   K-Mart             3017108          14/03/00  25/03/00  No    S/ALN
 9313938000655   K-Mart             2670503          25/05/99   6/06/99  No    S/ALN
 9313938000655   K-Mart             3017109          14/03/00  26/03/00  No    S/ALN
 9313938000655   K-Mart             2670502          25/05/99   5/06/99  No    S/ALN




 Trading Partner Code matches 9313938000655



                                                                                   ▼
```

It is also possible to print this report on your printer by selecting the Print Summary option on the Select/Print menu as shown below:

```
🦢 EDI Plus          Double Z Computer Pty Ltd        15-APR-02                 _ ☐ ✕
 General   Select/Print
 Inspect  ┌─────────────────────┐                                                  ▲
          │  Print Setup        │
          │  Print Preview      │
 TRADING  │                     │  ORDER NUMBER     ORD.DATE  REQ.DATE  ASN?  TYPE
          │  Print detail       │
 931393   │  Pack order         │  3017108          14/03/00  25/03/00  No    S/ALN
          │                     │
 931393   │  Print summary      │  2670503          25/05/99   6/06/99  No    S/ALN
          │  Export Comma Delimited │
 931393   │  Email              │  3017109          14/03/00  26/03/00  No    S/ALN
          └─────────────────────┘
 931393                            2670502          25/05/99   5/06/99  No    S/ALN
```

A standard Printer Dialogue box will appear from which you can select the printer on which you want the report to be printed. On standard paper you should choose to print in Landscape rather than Portrait mode.

To return to the Sort and Select window, press the **F4** function key. To return to the main menu window press the **F4** function key again.

3 Administering EDI✓Plus

3.1 Changing to a different Company

While it is fairly common to receive EDI mail **from** more than one trading partner (eg. from Myer, Target, David Jones etc.), it is also possible to receive EDI **for** more than one company.

Typically this occurs in companies that manufacture items under more than one company name.

In such circumstances different EDI orders will be received for each of the different companies controlled by the manufacturer.

EDI✓Plus can keep track of the purchase orders received for each of the different companies, and maintain details in separate lists. Each of the order lists can be administered by "Changing to a different Company".

When you receive EDI mail, it may come from several different trading partners, and may be destined for several different companies. EDI✓Plus will ensure that the received orders are added to the order list for the correct company (regardless of which company you are presently administering).

If purchase orders are exported to different applications for each of the different companies, EDI✓Plus will automatically handle this requirement according to table details set up at the time of installation.

Similarly, any packing details to be converted into Advance Ship Notices will be gathered together from wherever they are created by your Scan Packing application and will be correctly sent **from** their respective companies.

The ability that EDI✓Plus has to keep track of orders for all of the companies under your control mean that a single EDI mailbox can be used to handle the details of many companies in a very cost effective way.

3.1.1   Administering different companies

When EDI✓Plus is first started, it will default to administering the company you were administering last time EDI✓Plus was used.

To administer a different company in your group of companies (ie. if your EDI✓Plus has been set up for multi-company operation):

- **Click on 'Administration' on the main menu.**

- **Select 'Move to a different company' from the drop-down menu.**

A list of your companies will appear on the screen as shown below:
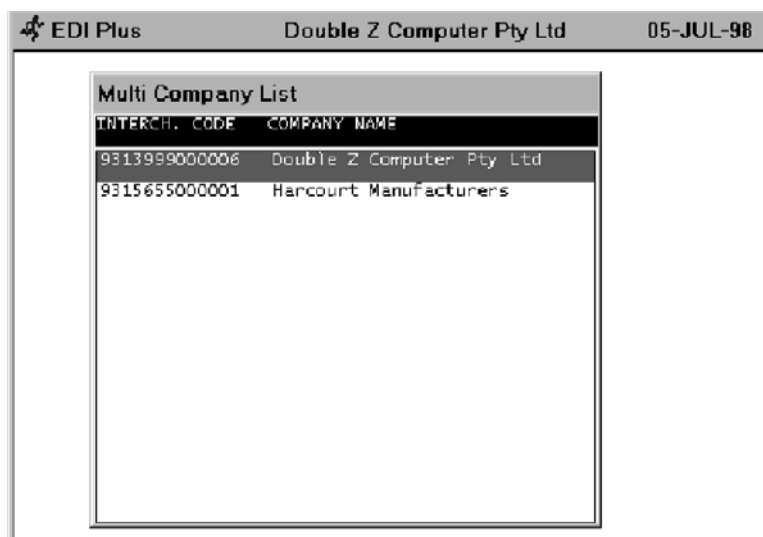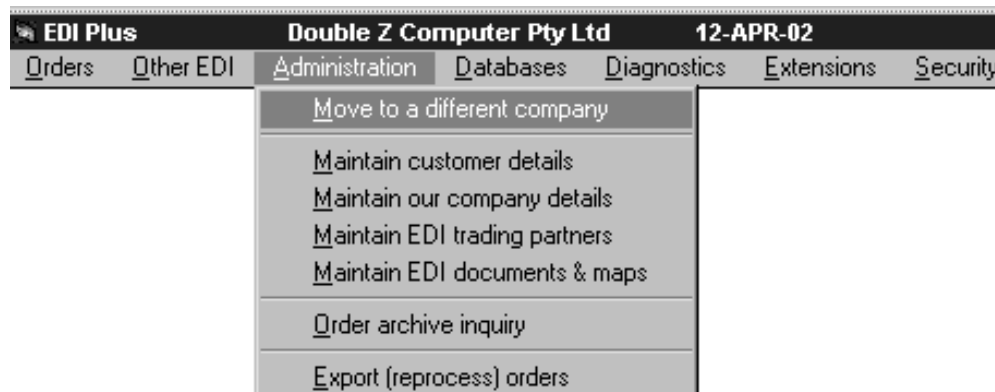
Select the company you wish to administer. The following confirmation message will then appear:
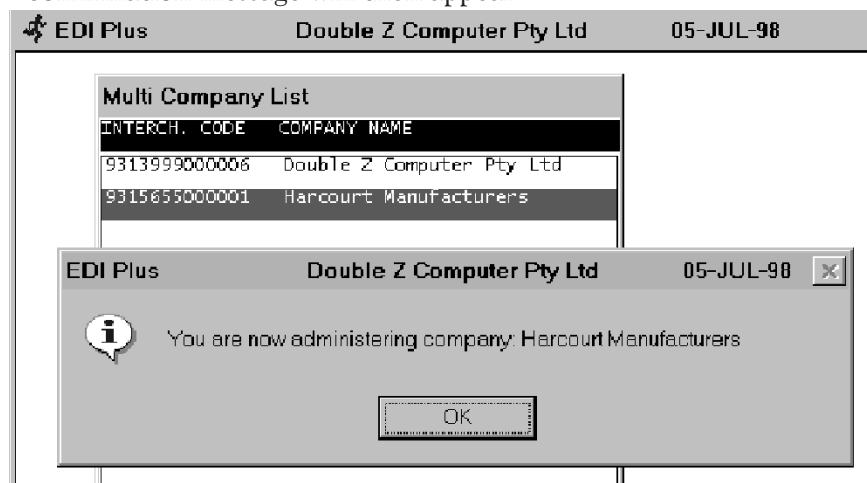
Press OK and you will be returned to the main menu.

3.2   Maintain trading partners

To maintain & view details of your trading partners, select 'Maintain trading partners' from the Administration menu.
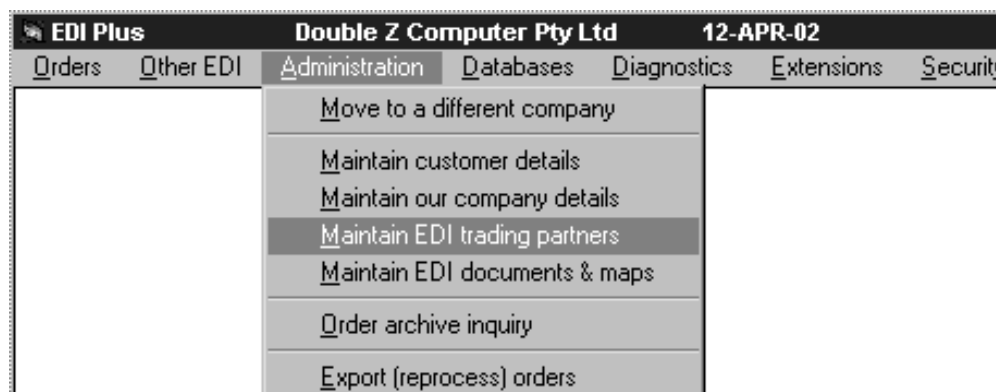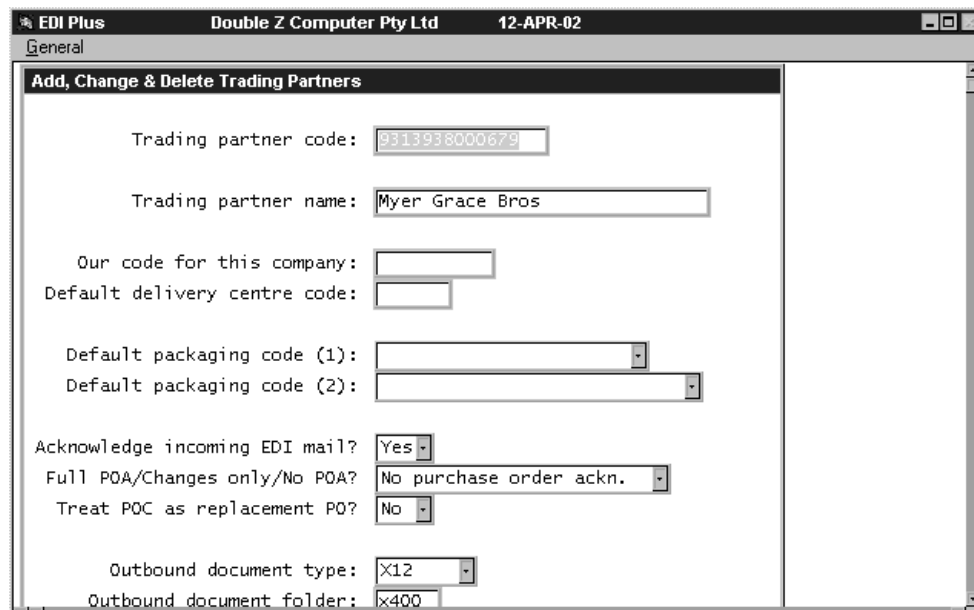
A window similar to the following will appear:

To maintain details, first select a trading partner:

- **Use the mouse to 'double click' on the trading partner you wish to select or**

- **Use the arrows on the keyboard to select the trading partner and then press ENTER.**

The following window will appear:

> **NB. In general the details on this screen should only be altered after consultation with Double Z Computer**
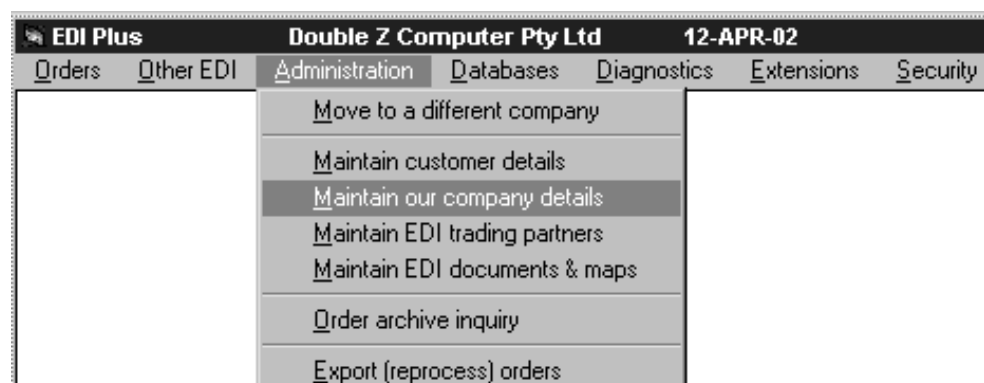
This window is generally used to change the company name of a Trading Partner.

To return to the list of trading partners, press the **F4** function key. To return to the main menu, press the **F4** function key again.

3.3 Maintain our Company Details

To maintain your company details select the 'Maintain our company details' from the Administration menu.

The following screen will appear:

This Window can be used to alter details about your company.

To return to the main window, press the **F4** function key.

3.4 Maintaining a product database

The product database can be used to keep a variety of details about your products including: Barcode, category, your product code, SKU, description, colour, size, unit of measure, your selling price, retail price, promotional price and other information.

There are several reasons for maintaining a database of the products for which you will be receiving EDI documents.

- **The purchase order reports can use the product database to make the reports more readable. The reports can show product category, your code, description and other details. The reports can check that the prices contained in the purchase order match the prices in the database and highlight them if they don't.**

- **When EDI✓Plus exports purchase orders to external software applications it may need to translate the product barcode into your product code.**

- **The product database can be used to provide error checking to ensure that prices are correct and that all products are known.**

There are two ways in which the product database can be populated. Details can be typed into EDI✓Plus via the maintenance option described in this section, or an external database can be imported into the EDI✓Plus database as described in the next section.

To add, change or remove products in the database:

- **Click on 'Databases' on the main menu.**

- **Select 'Maintain products' from the drop-down menu.**

A maintenance screen for entering product details will appear as shown below:

It is important to understand several aspects of the maintenance screen

so that the database is set up correctly. The first and last questions in particular can affect the way that data is kept.

The first question, "Our company code: " will automatically contain your company interchange ID and you will *not* be able to alter this field unless EDI✓Plus has been set up for multi-company operation. However, if EDI✓Plus *has* been set up for multi-company operation, then this field can either be set to one of your interchange ID's or set to blank.

If it is set to an interchange ID then the product being added or changed is exclusively for the use of this company only in the multi-company setup.

If it is set to blank, the product being added or changed is for the common use of all the companies in the multi-company setup.

In the case of the last question, "Trading partner ID: ", the field can either contain one of your trading partner interchange ID's, or it can contain a blank entry.

If it is set to an interchange ID the product being added or changed belongs exclusively to your trading partner. ie. this product code has been set up for the sole purpose of trading with a particular trading partner and no other one.

If the field is set to blank then it means that the product is common to all your trading partners.

The other fields on the maintenance screen should be fairly clear. It is important to note that there is no requirement to enter all details of a product. If the category, product code, size, colour, unit of measure or some other detail are not relevant to your use of the database, don't add those details. You are not obliged to add *any* detailS.

In fact there is no general requirement to add products to the database at all. And if you see no benefit in using it, then don't set up the database.

The buttons on the bottom of the window can assist you in maintaining the database:

With the cursor sitting at the "Barcode: " prompt, pressing the **List** button will bring up a window with a list of the products in the database.

NB. The list will only contain products added for the interchange ID specified in field 1 (Our interchange ID). If you have added products for a different interchange ID they will not appear in the list.

You can move through the list or find a product (by pressing **^ F**) and

th

en select the product for making changes or for removal.

With an existing product selected, pressing the **Remove** button will delete the product from the database. A confirmation question is asked before removal.

After adding or making changes to a product record press the **OK** button to save the product into the database.

Pressing the **Cancel** button will clear the display, and pressing **Exit** will return to the main menu window.

3.5   Importing products into the database

> **NB. Always make a backup of your database before importing new data. This will guarantee that you can always return to the original data. The files to backup are usually contained in the c:\ediplus\table directory and are named: product.ism, product.is1 and product.dat**

EDI✓Plus provides a means of populating its product database from a file exported by some other piece of application software.

This means that if you are running another software application in which you maintain a product database, and that software application provides an export function, it may be possible to export your product details from your other application, and import the product details into EDI✓Plus.

Aside from an export function on your other software application, you will also need a table map from Double Z Computer which maps the fields of information in a record of your exported product file, into a form suitable for importing into the EDI✓Plus database.

There is a one-off cost in our providing the table map to you, but once it is created you will be able to use the import facility as often as you wish.

The product database import function is reached from the **Databases** menu on the main menu:

A standard windows file selection dialogue box will appear for you to select the name of the product file to import into EDI✓Plus.

After selecting the file to import, a new dialogue box will appear:

The name of the selected file to import will appear at the first prompt in the window. If you wish to change your selection, press the **Back** button and you will be returned to the file selection dialogue box.

The field marked "Import to database for: " will by default contain your company interchange ID and name and you will *not* be able to alter this field unless EDI✓Plus has been set up for multi-company operation.

If EDI✓Plus *has* been set up for multi-company operation, then this field can either be set to one of your interchange ID's or set to blank.

If it is set to an interchange ID then it means that the products being imported or updated are exclusively for the use of this company only, in the multi-company setup.

If it is set to blank then the products being imported or updated are for the common use of all the companies in the multi-company setup.

In the case of the prompt, "For trading partner: ", the field can either contain one of your trading partner interchange ID's, or it can contain

a blank entry.

If it is set to an interchange ID then the products being imported or updated belong exclusively to your trading partner. (ie. these product codes have been set up for the sole purpose of trading with a particular trading partner and no other one).

If the field is set to blank then the products will be common to all your trading partners.

The last selection in the dialogue box is a choice between two different methods of importing the product details into the EDI✓Plus database.

Add to or update the existing product database will add any new products in the import file into the database and will replace existing products with the new version in the import file.

Create a new product database will start by deleting **all** products in the existing database and will then populate the database with the products in the import file

> **Be careful when selecting the "Create a new product database" option. If EDI✓Plus has been set up for multi-company operation and you are importing the databases for several companies then only select "Create a new product database" when importing the first database. Otherwise you will delete whatever was previously imported.**

When you have finished setting up the parameters for the import, press the **Import** button to start the process, or press the **Cancel** button to return to the main menu without importing.

3.6 Maintaining a store locations database

The store locations database holds information about the store names and addresses of your various trading partners. It can also contain the codes you use in your accounting software to refer to the various stores.

The main reason for maintaining a database of the store locations is so that the purchase order reports are more readable. The reports can show store name, address and your code for referring to this store.

When EDI✓Plus exports purchase orders to external software applications it may need to translate the store location code into your customer code for this store.

There are two ways in which the store location database can be populated. Details can be typed into EDI✓Plus via the maintenance option described in this section, or an external database can be imported into the EDI✓Plus database as described in the next section.

> **NB. Always make a backup of your database before importing new data. This will guarantee that you can always return to the original data. The files to backup are usually contained in the c:\ediplus\table directory and are named: location.ism, location.is1 and location.dat**

To add, change or remove store locations in the database:

- **Click on 'Databases' on the main menu.**
- **Select 'Maintain store locations' from the drop-down menu.**

A maintenance screen for entering store location details will appear as shown below:

It is important to understand several aspects of the maintenance screen so that the database is set up correctly. The first questions in particular can affect the way that data is kept.

The first question, "Our company code: " will automatically contain your company interchange ID and you will *not* be able to alter this field unless EDI✓Plus has been set up for multi-company operation.

However, if EDI✓Plus *has* been set up for multi-company operation, then this field can either be set to one of your interchange ID's or set to blank.

If it is set to an interchange ID then it means that the store location being added or changed is exclusively for the use of this company only, in your multi-company setup.

If it is set to blank it means that the store location being added or changed is for the common use of all the companies in your multi-company setup.

In the case of the second question, "Trading partner code: ", the field must contain one of your trading partner interchange ID's. This sets the scene for entry of the store location details for this trading partner
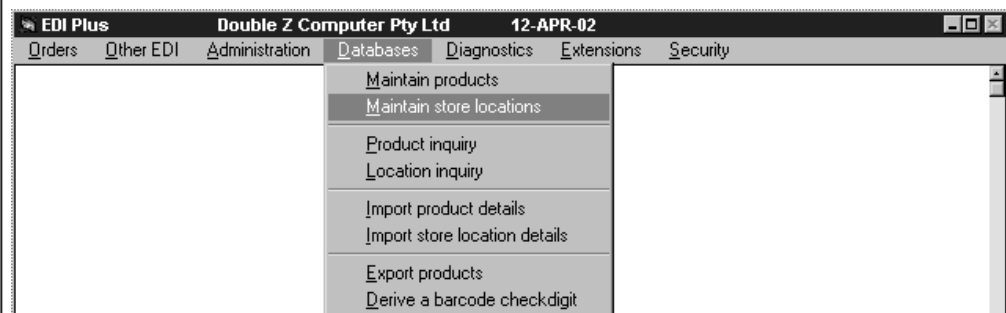
only.
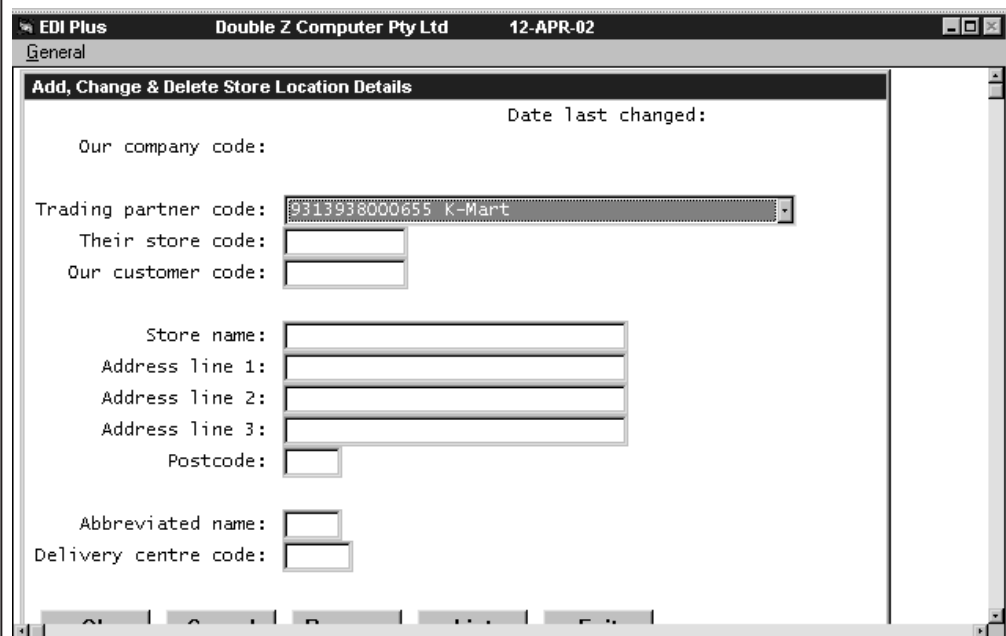
The need to set the trading partner code is best demonstrated by imagining if Target and K-Mart both had a store code "006". In such a case, setting the trading partner code before we start entering the store code and address will clearly separate all the store codes of that trading partner from the store codes of any other trading partner.

After entering "Their store code: ", you can enter:
"Our store code: " which is your customer code for this store. This

information is only required if your EDI purchase orders are being exported to another software application and there needs to be a translation of your trading partner's store code into your own customer code.

The other fields on the maintenance screen should be fairly clear. It is important to note that there is no requirement to enter details into all the fields presented in the window. If you only want to enter 2 lines of address then leave the last line blank etc. You are not obliged to add *any* details.

In fact there is no general requirement to add store locations to the database at all. And if you see no benefit in using it, then don't set up the database.

The buttons on the bottom of the window can assist you in maintaining the database:

With the cursor sitting at either the "Trading partner code: " or "Their store code: " prompt, pressing the **List** button will bring up a window with a list of the store locations in the database f**or the selected trading partner**.

You can move through the list or find a store location (by pressing ⌃**F**) and then select the store location for making changes or for removal.

With an existing store location selected, pressing the **Remove** button will delete the store location from the database. A confirmation question is asked before removal.

After adding or making changes to a store location record press the **OK** button to save the store location into the database.

Pressing the **Cancel** button will clear the display, and pressing **Exit** will return you to the main menu window.

3.7 Importing store locations

> **NB. Always make a backup of your database before importing new data. This will guarantee that you can always return to the original data. The files to backup are usually contained in the c:\ediplus\table directory and are named: location.ism, location.is1 and location.dat**

EDI✓Plus provides a means of populating its store location database from a file exported by some other piece of application software.

This means that if you are running another software application in which you maintain a store location database, and that software application provides an export function, it may be possible to export

your store location details from your other application, and import the store location details into EDI✓Plus.

Aside from an export function on your other software application, you will also need a table map from Double Z Computer which maps the fields of information in a record of your exported store location file, into a form suitable for importing into the EDI✓Plus database.

There is a one-off cost in our providing the table map to you, but once it is created you will be able to use the import facility as often as you wish.

The store location database import function is reached from the **Databases** menu on the main menu:
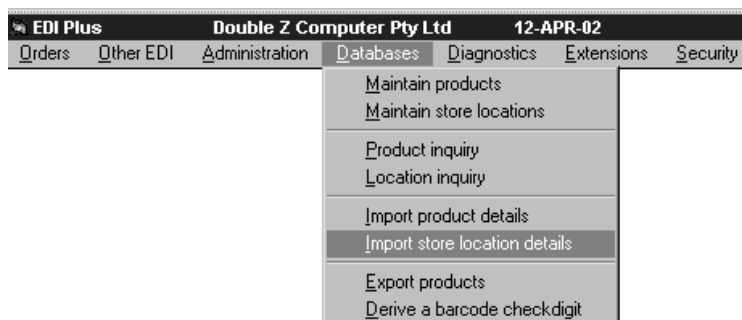
A standard windows file selection dialogue box will appear for you to select the name of the store location file to import into EDI✓Plus.

After selecting the file to import, a new dialogue box will appear:

The name of the selected file to import will appear at the first prompt in th

e window. If you wish to change your selection, press the **Back** button and you will be returned to the file selection dialogue box.

The field marked "Import to database for: " will by default contain your company interchange ID and name and you will *not* be able to alter this field unless EDI✓Plus has been set up for multi-company operation.

If EDI✓Plus *has* been set up for multi-company operation, then this field can either be set to one of your interchange ID's or set to blank.

If it is set to an interchange ID then it means that the store locations being imported or updated are exclusively for the use of this company only, in your multi-company setup.

If it is set to blank it means that the store locations being imported or updated are for the common use of all the companies in your multi-company setup.

In the case of the prompt, "For trading partner: ", the field **must** contain one of your trading partner interchange ID's. This means that the store locations being imported or updated are expected to belong to a particular trading partner and therefore if you wish to import the store location details for more than one trading partner, you must import each one separately.

The last selection in the dialogue box is a choice between two different methods of importing the store location details into the EDI✓Plus database.

Add to/update the existing store location database will add any new store locations in the import file into the database and will replace existing store locations with the new version in the import file.

Create a new store location database will start by deleting **all** store locations in the existing database and will then populate the database with the store locations in the import file

> **Be careful when selecting the "Create a new store location database" option. If you are importing the databases for several trading partners or several of your companies (in a multi-company setup) then only select "Create a new store location database" when importing the first database. Otherwise you will delete whatever was previously imported.**

When you have finished setting up the parameters for the import, press the **Import** button to start the process, or press the **Cancel** button to return to the main menu without importing.

4 Technical Information

This section defines the layout and format of some of the EDI✓Plus documents which can be exported and imported.

EDI✓Plus is able to export and import a variety of information both for its own use and for the use of external software packages.

When EDI✓Plus retrieves an EDI message, it processes it and internally creates a file containing the records of the EDI document. Each record contains fields of data in a comma separated format.

If your installation has been set up to export EDI messages to one or more other applications, then EDI✓Plus will convert the data in its internal format to a format suitable for importing into those other applications.

In many cases the format of the EDI✓Plus processed messages may already be suitable for importation into other applications.

When EDI✓Plus is set up initially, the name and directory path of any exported files are set up in a configuration file called "**ediplus.ini**".

If EDI✓Plus has been set up for sending ASN's (Advance Ship Notices) or Despatch Advices then it will need to import scan packing details from your Scan Packing application. Any files that are imported are first converted into a format suitable for EDI✓Plus to deal with.

The following sections describe the standard layout of some of the documents exported from and imported to EDI✓Plus.

4.1 Purchase order layout

This section describes the layout of the purchase order file created by EDI✓Plus.

The purchase order file contains one or more records of data with each record containing several fields of data each separated by a comma. No comma precedes the first field of data and no comma appends the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a purchase order record in the order in which it appears in the record.

Field no.	Description
1	Original EDI mail file name as stored on computer without path details
2	Document type code (850/ORDERS - purchase order)
3	Interchange sender ID (their interchange ID)
4	Interchange receiver ID (our interchange ID)
5	Date of the interchange (YYMMDD)
6	Time of the interchange (HHMM)
7	Interchange control number
8	Acknowledgment requested
9	Test indicator (P-Production, T-Test)
10	Functional ID (PO-850, PD-852, SH-856, FA-997)
11	Application sender's code (their application code)
12	Application receiver's code (usually the first 12 characters of the interchange receiver ID - field 4)
13	Group control no. (data interchange control no.)
14	Transaction set control number
15	Transaction set purpose code (00-Original, 06-Confirmation, 07-Duplicate)
16	Purchase order type code (BlanKet,BLanket,ReLease, REorder,Stand Alone,NEw)
17	Purchase order number
18	Purchase order date ([YY]YYMMDD)
19	Purchase order contract number
20	Department no.
21	Internal vendor no. (Their code for us)
22	Customer code (Our code for them)
23	Sales tax exemption number
24	Don't ship before this date ([YY]YYMMDD)
25	Don't ship (Cancel) after this date ([YY]YYMMDD)
26	Requested delivery date ([YY]YYMMDD)
27	Advertised date ([YY]YYMMDD)
28	Flag set to SC to indicate Ship Complete

Field no.	Description
29	Ordered by this store code
30	Deliver to this location (blank if no delivery center specified)
31	Package characteristic code (10)
32	Package label code (NL-New line)
33	Advertise date in the form (AD DDMM)
34	Store zone department or department description
35	Message-type code (blank,DEL,INV,PUR,PAY,REV)
36	Actual message text
37	Assigned identification (Order line number)
38	Total order quantity for this product
39	Unit of measurement (EA)
40	Unit price including GST
41	Basis of unit price code (TE-Contract price, CP-Current price, PR-Promotion)
42	Type of product barcode (EN)
43	Product barcode
44	Product code (SKU)
45	Store code (or delivery location [field 30] if no store code)
46	Quantity on this line of the order
47	Store quantity (may be blank if no store breakup)
48	Pack
49	Units in inner pack
50	Pack unit of measurement code (EA)
51	Retail unit price qualifier (RES)
52	Retail unit price
53	Promotional unit price qualifier (PRP)
54	Promotional unit price
55	Back order code (Y-Back order N-No back order)
56	Special services code for ticketing
57	Store code (may be blank if there is no store breakup)
58	Cost quantity factor
59	Total transaction value of the purchase order
60	Promotional deal number
61	Promotional deal start date
62	Dock number for delivery (GHPL, Woolworths)
63	Delivery date (GHPL, Woolworths)
64	Delivery time slot (GHPL, Woolworths)
65	Deliver to this location (holds the store code [field 45] if the delivery location [field 30] is blank)
66	Product description (as sent in the EDI mail)
67	Special services code - promotion order handling
68	Purchase order version number - alpha/numeric
69	No. of outer packs on a pallet layer - numeric/integer
70	No. of outer packs high on a pallet - numeric/integer
71	Line item note - alpha/numeric
72	Product line item note - alpha/numeric

Field no.	Description
73	Assigned ident. (subline item line no.) - alpha/numeric
74	Subline configuration code (A-Added, D-Deleted, I-Included, S-Substituted)
75	Subline quantity - numeric/integer
76	Subline unit of measure (EA-Each,MR-Meter...)
77	Subline unit price (eg.23.3,23.54,23)
78	Subline basis of unit price code (TE-Contract price, CP-Current Price, PR-Promotion)
79	Subline price change code ID (A-Added,D-Deleted, I-Included,O-Information Only)
80	Subline type of product code (SK) - alpha/numeric
81	Subline product code - alpha/numeric
82	Product unit price excluding GST (eg.23.3,23.54,23)
83	GST rate for this product - numeric value
84	Type of product code in field 44 (SKU etc.)
85	Buyers/Customer order no. - alpha/numeric
86	Customer reference no. - alpha/numeric
87	Buyer "deliver to" qualifier in field 30 (BS-bill & ship to, IV-Invoice to)
88	Consumer name part 1 (for ultimate delivery)
89	Consumer name part 2 (for ultimate delivery)
90	Consumer address line 1 (for ultimate delivery)
91	Consumer address line 2 (for ultimate delivery)
92	Consumer address line 3 (for ultimate delivery)
93	Consumer address - city (for ultimate delivery)
94	Consumer state (for ultimate delivery)
95	Consumer postcode (for ultimate delivery)
96	Purchasing contact - alpha/numeric
97	Ordering contact (customer) - alpha/numeric
98	Communic. details type (TE-phone, FX-fax, EM-email)
99	Communications details (phone, fax, e-mail etc.)
100	Transport mode (CX-express, CO-collect, EC-economy)
101	Barcode type or blank (BP-buyers part, EN-EAN)
102	Barcode (blank if no barcode supplied)
103	Supplier product code type (SA-suppl. internal no., VN,VP-Vendor item no.)
104	Supplier product code - alpha/numeric
105	Product colour (Rebel-Sport) - alpha/numeric
106	Product size (Rebel-Sport) - alpha/numeric
107	Requested deliv. date for this order line ([YY]YYMMDD)
108	Supplier picking reference number alpha/numeric
109	No. of items per order unit (Woolies) - numeric
110	Line item total (unit price ξ qty) - numeric
111	Product group/category
112	Line status (3-changed, 5-accepted, 7-rejected)
113	Currency Type (AUD,NZD)

Field no.	Description
114	Promotional deal no. (Header)
115	Promotional deal start date (Header)
116	Ship from warehouse (whole order)
117	Ship from warehouse (per order line)
118	Vendor ID of party to receive remittance
119	Buyer name 1
120	Buyer name 2
121	Address line 1 (Buyer)
122	Address line 2 (Buyer)
123	Address line 3 (Buyer)
124	City (Buyer)
125	State (Buyer)
126	Postcode (Buyer)
127	Country code (Buyer)
128	Ship to name 1
129	Ship to name 2
130	Address line 1 (Ship to)
131	Address line 2 (Ship to)
132	Address line 3 (Ship to)
133	City (Ship to)
134	State (Ship to)
135	Postcode (Ship to)
136	Country code (Ship to)
137	Discount percentage (header)
138	Terms discount percentage (header)
139	Discount percentage (detail)
140	Don't ship before this date - order detail (YYYYMMDD)
141	Don't ship after this date - order detail (YYYYMMDD)

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4.2 Product activity data layout

This section describes the layout of the Product Activity Data file (document type 852) received and processed by EDI✓Plus.

The Product Activity Data (PAD) file contains several fields of data each separated by a comma. No comma precedes the first field of data and no comma follows the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a Product Activity Data record in the order in which it appears in the record.

Field no.	Max. length	Description
1	15	Original EDI mail file name
2	3	Document type code (852)
3	15	Interchange sender ID (their interchange ID)
4	15	Interchange receiver ID (our interchange ID)
5	6	Date of the interchange (YYMMDD)
6	4	Time of the interchange (HHMM)
7	9	Interchange control number
8	1	Acknowledgement requested (0, 1)
9	1	Test indicator (P-Production, T - Test)
10	2	Functional ID (PD - 852 Product activity data)
11	12	Application sender's code (their application code)
12	12	Applic. receiver's code (usually 12 characters of field 4)
13	9	Group control no. (data interchange control no.)
14	9	Transaction set control number
15	1	Transaction handling code: F - Plan & submit suggested PO G - Plan orders & ship product H - Notification only
16	6	Start date of report (YYMMDD)
17	6	End date of report (YYMMDD)
18	30	Department number
19	17	Identification code (location). If segment is present, all sales/stock data will be at company/national level.
20	11	Sequential line no.
21	30	Product barcode
22	30	Product SKU
23	2	Activity code QA - Stock on hand for shipping
24	10	Stock on hand for shipping (total for all stores)
25	2	Unit of measurement (EA - each)
26	2	Activity code QD - Additional demand qty.
27	10	Additional demand quantity (total for all stores)
28	2	Unit of measurement (EA - each)

Field no.	Max. length	Description
29	2	Activity code QP - Quantity on order
30	10	Quantity on order (total for all stores)
31	2	Unit of measurement (EA - each)
32	2	Activity code QS - Qty sold or withdrawn
33	10	Quantity sold or withdrawn (total for all stores)
34	2	Unit of measurement (EA - each)
35	2	Activity code QX - Quantity requested
36	10	Quantity requested (total for all stores)
37	2	Unit of measurement (EA - each)
38	2	Unit of measurement
39	17	Identification code - store
40	10	Stock on hand at the store (QA)
41	10	Additional demand quantity at the store (QD)
42	10	Quantity on order for the store (QP)
43	10	Qty sold at the store in the reporting period (QS)
44	10	Quantity requested at the store (QX)
45	2	Activity code QT - Adjust. to inventory quantity
46	10	Inventory adjustment quantity (total for all stores)
47	2	Unit of measurement (EA - each)
48	10	Inventory adjustment quantity at the store

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4.3 Invoice record data layout

This section describes the layout of the EDI Invoice (message type 810 or INVOIC) received and processed by EDI✓Plus.

The Invoice record contains several fields of data each separated by a comma. No comma precedes the first field of data and no comma follows the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in an Invoice record in the order in which it appears in the record.

Field no.	Max. length	Description
1	15	Original EDI mail file name
2	6	Document type code (810,ORDERS)
3	15	Interchange sender ID (Cust.code)
4	15	Interchange receiver ID (our code)
5	6	Date of the interchange (YYMMDD)
6	4	Time of the interchange (HHMM)
7	9	Interchange control number
8	1	Acknowledgement requested (0, 1)
9	1	Test indicator (1 = Test)
10	2	Functional ID (IN - Invoice)
11	12	Application sender's code
12	12	Application receiver's code
13	9	Interchange control reference
14	10	Message reference number
15	3	Transaction type (Inv,Credit etc.)
16	8	Invoice date (YYMMDD)
17	22	Invoice number
18	8	Purchase order date (YYMMDD)
19	22	Purchase order number
20	30	Transaction heading
21	30	Vendor order number
22	30	Value-added tax registration number
23	30	ASN/Despatch advice/Delivery ref.
24	30	Contract number
25	30	Consignment note number
26	17	Customer code (Our code for them)
27	17	Deliver to this location
28	35	Delivery name
29	35	Delivery street address
30	35	Delivery city name
31	9	Delivery state, country
32	9	Delivery postcode
33	35	Name of contact

Field no.	Max. length	Description
34	35	Contact telephone number
35	35	Contact e-mail address
36	8	Delivery date (YYMMDD)
37	3	Message-type code (CHG,DEL,GEN,PKG)
38	200	Actual message text
39	6	Order line number
40	15	Quantity invoiced for this product
41	3	Unit of measurement (EA)
42	15	Unit price before discount has been deducted
43	3	Basis of unit price code
44	3	Type of product barcode (EN)
45	35	Product barcode
46	35	Product description
47	3	Type of buyers part number (BP)
48	35	Buyers part number
49	3	Type of vendor product code (VN)
50	35	Vendor product code
51	15	Number of units shipped
52	3	Back order code (BO-Back order)
53	11	Back order quantity difference
54	3	GST qualifier
55	15	GST value (dollar value)
56	10	GST rate as percentage
57	3	Extended price qualifier (ex.GST)
58	16	Extended invoice line value (inc.GST)
59	3	Extended price qualifier (inc.GST)
60	16	Extended invoice line value (inc.GST)
61	9	Discount amount
62	6	Allowance charge percentage
63	70	Line item message
64	22	Original order no. of this invoice line
65	6	Orig.order line no.if this inv.line
66	16	Total invoice value (ex.GST)
67	16	Total invoice value (inc.GST)
68	10	Amount subject to terms discount
69	10	Discount amount due
70	10	Terms discount amount
71	3	Total tax qualifier
72	16	Total tax value (dollar value)
73	16	Net freight amount (ex.GST)
74	16	Gross freight amount (inc.GST)
75	16	Net Other charges (ex.GST)
76	16	Gross other charges (inc.GST)
77	6	Number of line items
78	22	Original invoice number
79	17	Bill to code

Field no.	Max. length	Description
80	17	Ordered by code
81	17	Supplier code
82	15	Customer ABN
83	8	Invoice due date
84	35	Customer reference no.
85	35	Seller's reference no.
86	12	Unit price including GST
87	13	Store code for multi-store invoice
88	12	Store quantity for multi-store invoice
89	12	Overshipped/Undershipped qty for store
90	3	Currency of invoice (AUD, NZD)

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4.4   Reverse purchase order

This section describes the basic data required to create a Reverse Purchase Order (RPO) message type 855 or ORDRSP.

The import file should contain one or more records of data with each record containing several fields of data each separated by a comma. No comma precedes the first field of data and no comma appends the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a Reverse Purchase Order import file record in the sequence in which it appears in the record.

Field no.	Max. length	Description
1	15	Interchange sender ID (our interchange ID)
2	15	Interchange receiver ID (their interchange ID)
3	22	Purchase order number
4	30	Department number
5	30	Supplier number (Their code for us)
6	10	Ship date (DD/MM/YY)
7	13	Product barcode
8	12	Selling price (eg. 654 or 654.1 or 654.16 - all valid)
9	12	Retail price (eg. 654 or 654.1 or 654.16 - all valid)
10	17	Ship to code (Store code of the delivery centre)
11	17	Store location code
12	10	Store quantity

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4.5 Purchase order acknowledgement

This section describes the data required to create a Purchase Order Acknowledgment/Response (POA) message type 855 [x12] and ORDRSP [EDIFACT].

The import file should contain one or more records of data with each record containing several fields of data each separated by a comma. No comma precedes the first field of data and no comma appends the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a Purchase Order Acknowledgment import file record in the sequence in which it appears in the record.

Field no.	Max. length	Description
1	15	Interchange sender ID (our interchange ID)
2	15	Interchange receiver ID (their interchange ID)
3	22	Original purchase order number
4	8	Original purchase order date (YYYYMMDD)
5	3	Purchase order version number
6	1	Purpose code - Single character (C,N,A)
		C-POA contains Changes to the original PO
		N-No part of the original PO will be supplied
		A-Original PO Accepted without changes
		NB. If 'N' or "A" is used, field 7 and fields 15 to 32 must not be included
		Kmart use 'C' (and require detail) even if the whole PO is rejected or accepted
7	1	Acknowledgement type-Single character (D,C)
		D-Acknowledge with all PO Details & changes
		C-Acknowledge only Changes to the original PO
		NB. Woolworths prefer the POA to contain only the changes (ie. "C" in this field) to keep the POA as short as possible and therefore lower the EDI transmission costs
8	30	Department number (system number)
9	30	Supplier number (their code for us)
10	30	Ship to code (store code of the delivery centre)
11	8	Don't ship (cancel) after this date (YYYYMMDD)
12	25	Dock number (to which goods are to be delivered)
13	8	Delivery date/Don't deliver before (YYYYMMDD)
14	4	Delivery time (HHMM)
15	6	Line number in the original purchase order
16	15	Quantity offered (ie. quantity able to be supplied)
17	3	Unit of measurement

Field no.	Max. length	Description
18	9	Cost quantity factor

NB. Line item cost is calculated using the following formula:

qty(fld 16) x price(fld 19) x [pack size(fld 26) / cost qty(fld 18)]

Field no.	Max. length	Description
19	15	Price per cost quantity
		(Wholesale price eg. 654 or 654.1 or 654.16-all valid)
20	15	Retail price (eg. 654 or 654.1 or 654.16-all valid)
21	60	Header text message (special instructions etc.)
22	30	Product barcode (or TUN-Trade Unit Number)
23	17	Store location (if required)
24	15	Store quantity (if required)
25	3	Outer pack code (CA-Case, CT-Carton)
26	15	Pack (number of inner pack units per outer eg. per case)
27	15	Size (units in inner pack)
28	15	Number of outer packs on a pallet layer
29	15	Number of outer packs high on a pallet
30	1	Acknowledgement code for this line item-
		Single Character
		C-Line detail contains Changes to the original PO
		N-This line will Not be supplied
		A-Line detail Accepted without changes
31	60	Message relating to item acceptance or rejection
		(optional)
32	6	GST rate for this product (used by Kmart)
33	60	Purchasing details line message (from original PO)
34	60	Error message if purchase order has a problem
35	25	Buyers/Customer order number (not the PO no.)
36	25	Customer reference number
37	20	Buyer code (their code for them)
38	3	Qualifier for field 10 (Ship to code) (BS or IV)
39	35	Name line 1
		(for ultimate delivery to consumer - [fields 39 - 46])
40	35	Name line 2
41	35	Address line 1
42	35	Address line 2
43	35	Address line 3
44	35	City
45	9	State
46	9	Postcode
47	17	Purchasing contact
48	17	Ordering contact (customer)
49	3	Communic. details type (TE-phone, FX-fax, EM-email)
50	35	Communications details (phone no., fax., e-mail addr.)
51	3	Transport mode (CX-express, CO-collect, EC-economy)
52	3	Delivery required code
		(BK-ship partial, SC-ship complete, SP-ship partial)

Field no.	Max. length	Description
53	1	Line status (U-unknown product, N-no action[process manually])
54	3	Supplier product code qualifier (SA-supplier code, VN,VP-vendor code)
55	25	Supplier product code
56	3	Barcode type - blank if no barcode in field 22 (EN, UP)
57	3	Product ID qualifier for field 58 (IN-Buyer item no., BP-Customer internal no.)
58	25	Product code (customer keycode)
59	1	Set to S if substituting a product on this order line

If substituting a product, one or more of fields 60, 61 and 62 must be populated

Field no.	Max. length	Description
60	25	Substituted barcode (or blank)
61	25	Substituted supplier product code (or blank)
62	25	Substituted product code or keycode (or blank)
63	15	Despatch quantity
64	15	Original order quantity for this product
65	15	Backorder quantity
66	8	Requested delivery date for this item
67	8	Scheduled delivery date for this item
68	8	Backorder delivery date for this item
69	60	Item message (special instructions etc.)
70	8	Delivery date (YYYYMMDD)
71	8	Promotion start date
72	15	Promotional deal no.
73	15	Product price excluding GST
74	35	Supplier contact phone
75	35	Supplier contact Fax
76	35	Supplier contact e-mail
77	10	Currency type
78	25	Supplier POA reference (Rebel/Amart)
79	15	Original product unit price including GST
80	15	Original product unit price excluding GST
81	8	Don't ship before this date - order detail (YYYYMMDD)
82	8	Don't ship after this date - order detail (YYYYMMDD)

4.6 Scan packing layout to import

Although scan packing information can be provided in a variety of formats, the layout described here covers the basic information required to create the Advance Ship Notice document (ASN).

Please note that requirements may change over time.

The import file should contain one or more records of data with each record containing several fields of data each separated by a comma. No comma precedes the first field of data and no comma appends the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a Scan Pack import file record in the order in which it appears in the record.

Field no.	Max. length	Description
1	13	Our interchange ID
2	13	Their interchange ID
3	30	ASN / Despatch Advice number
4	30	Consignment note number
5	30	Booking number
6	8	Scheduled ship date (YYYYMMDD)
7	8	Scheduled delivery date (YYYYMMDD)
8	8	Actual ship date (YYYYMMDD)
9	20	Delivery location (distribution centre)
10	22	Customer's purchase order number
11	20	Destination location - Store no. (may be the same as field 9)
12	30	Delivery reference (may be set to sender's invoice)
13	35	SSCC (Serial Ship Container Code)
14	15	EAN barcode for this item
15	15	Quantity of this item
16	15	Carrier name
17	8	Estimated delivery date (YYYYMMDD)
18	12	Package weight
19	12	Package volume
20	8	Original purchase order date
21	3	Order status (CC-Ship complete, SS-Split shipment)

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4.7 Product record layout

This section describes the layout of information held in the product database within EDI✓Plus.

In order to be able to import a product database from an external application some or all fields of information need to be supplied.

The import file should contain one or more records of data with each record containing several fields of data each separated by a comma. No comma precedes the first field of data and no comma appends the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a product import file record in the order in which it appears in the record.

Field no.	Max. length	Description
1	14	Barcode
2	13	Our interchange ID (for multi company systems)
3	13	Partner ID for multiple barcode references
4	5	Product category
5	15	Product code
6	15	Customer keycode or SKU
7	40	Product description
8	10	Colour
9	10	Size
10	10	Stock unit of measure
11	10	Selling price (999999.9999)
12	10	Retail price (999999.9999)
13	10	Promotional price (999999.9999)
14	5	Packaging code
15	8	Date last changed (YYYYMMDD)
16	6	Pack quantity (product ordered in multiples of this quantity)
17	1	Product attracts GST (Y/N)?

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4.8 Store location record layout

This section describes the layout of information held in the store locations database within EDI✓Plus.

In order to be able to import a store locations database from an external application some or all fields of information need to be supplied.

The import file should contain one or more records of data with each record containing several fields of data each separated by a comma. No comma precedes the first field of data and no comma appends the last field of data. Successive commas without data in between indicate a blank field.

The following list describes each field of data in a store locations import file record in the order in which it appears in the record.

Field no.	Max. length	Description
1	13	Our interchange ID (for multi company systems)
2	13	Customer code (Trading partner ID)
3	10	Their code for their store or delivery centre
4	10	Our code for their store or delivery centre
5	30	Store name
6	30	Address line 1
7	30	Address line 2
8	30	Address line 3
9	4	Postcode
10	8	Date last changed (YYYYMMDD)
11	4	Store name abbreviation
12	5	Their delivery centre code
13	10	Alternative "our code" for their store or DC

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