

*Setting Up & Using
the
HON PSN*



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Setting Up the HON PSN

Once you complete the steps in the handout, *Setting Up & Using HON Direct Content for Use with HON Daily PSN*, you're ready to set the HON specific parameters.

Setting parameters to communicate with HON involves:

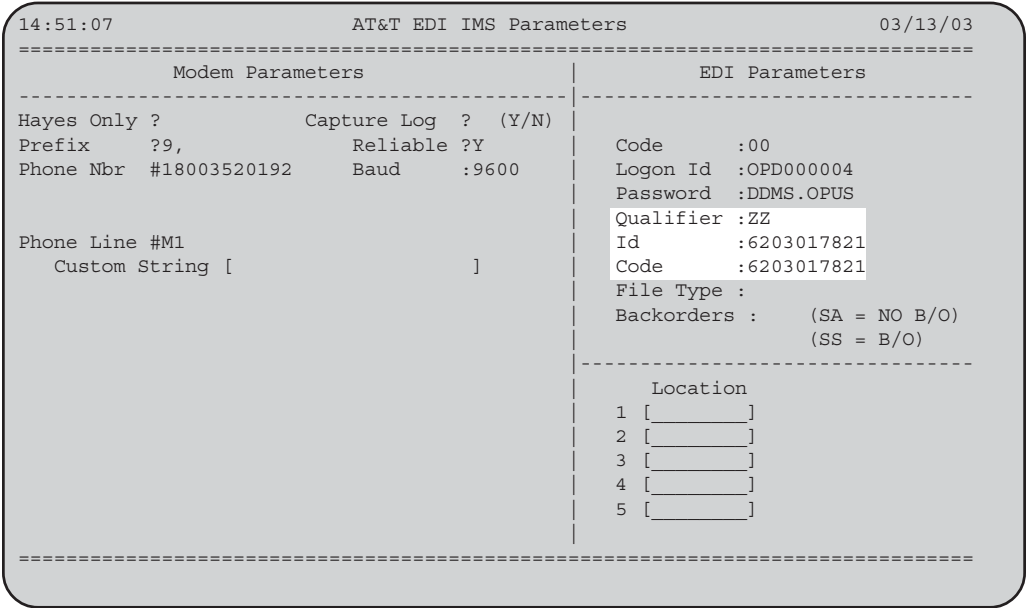
- 1 Setting up your EDI record.
- 2 Setting up your Vendor database.
- 3 Creating a HON customer record.
- 4 Setting up trading partner parameters.
- 5 Setting up the communication parameters.

Note: *Do not* perform the steps listed here until you have executed the steps listed in the handout, *Setting Up PSN*. It is available at www.ddms.com.

Setting Up the EDI Record



If you already have information in the EDI record of the (L6WB) screen, contact HON. They need this information. If you already have information in the EDI record of the (L6WB) screen, contact the HON Ready Portal group at 1-800-552-0012 or email honready@honcompany.com.

Figure 1: The (L6WB) AT&T EDI IMS Parameters Screen



Setting Up & Using the HON PSN

If the EDI record is blank, complete it using these instructions:

- 1 Double-click  , then double-click  . In the Parameter

Editor window, double-click Text Base Parameters to access the (L) Parameters screen.

- 2 In the (L6WB) screen, tab to the Qualifier field, as shown in Figure 1. Enter your selection from the following:

Ø1 (This is the preferred qualifier.)

12

16

ZZ

- 3 In the ID and Code fields, enter information according to the following:

If your qualifier is Ø1, enter your DUNS number.

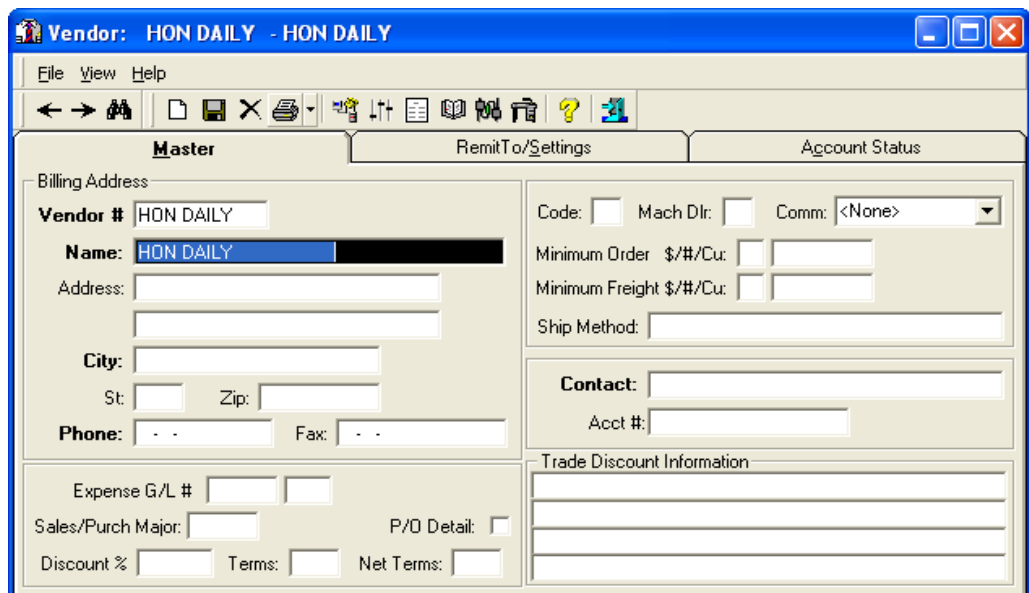
If your qualifier is 12, enter your 10-digit business phone number.

If your qualifier is 16, enter your DUNS number plus 4 letters.

If your qualifier is ZZ, this means the ID has been mutually agreed upon.

- 4 Press Enter to save your changes.

Figure 2: The Vendor Master Tab



Vendor: HON DAILY - HON DAILY

File View Help

Master RemitTo/Settings Account Status

Billing Address

Vendor # HON DAILY

Name: HON DAILY

Address:

City:

St: Zip:

Phone: Fax:

Code: Mach Dir: Comm: <None>

Minimum Order \$/#/Cu:

Minimum Freight \$/#/Cu:

Ship Method:

Contact:

Acct #:

Trade Discount Information

Expense G/L #




Sales/Purch Major: P/O Detail:

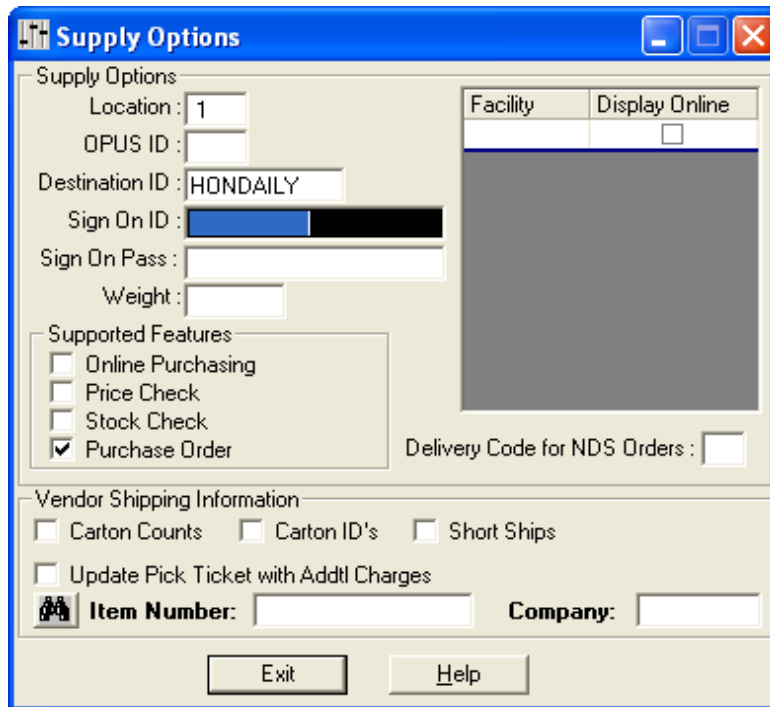
Discount % Terms: Net Terms:

Setting Up Your Vendor Database

For more information on setting up a vendor, see your online help.

You must set up the appropriate destination ID for HON DAILY and select the features to enable.

- 1 Set up HON DAILY as a vendor.
 - 1.1 In the Vendor Master tab, click .
 - 1.2 Click the Vendor # box and type **HON DAILY**
 - 1.3 Click the Name box and type **HON DAILY**.
 - 1.4 Click the Comm box's down arrow. From the menu, click EDI. See Figure 2.
 - 1.5 Click .
- 2 Set PSN parameters.
 - 2.1 Click .
 - 2.2 The Supply Options dialog box opens, as shown in Figure 3. In the Location box, enter a G/L location, or accept the default of 1.
 - 2.3 In the Destination ID box, enter HONDAILY.
 - 2.4 In the Sign On ID box, enter the contact ID provided by HON DAILY.



Supply Options

Supply Options

Location : 1

OPUS ID :

Destination ID : HONDAILY

Sign On ID :

Sign On Pass :

Weight :

Facility	Display Online
	<input type="checkbox"/>

Supported Features

Online Purchasing

Price Check

Stock Check


Purchase Order

Delivery Code for NDS Orders :

Vendor Shipping Information


Carton Counts Carton ID's Short Ships

Update Pick Ticket with Addtl Charges

 **Item Number:** **Company:**

Exit Help

Figure 3: The Supply Options Dialog Box

- 2.5 From the Supported Features list, click those to enable. Select Price Check, Stock Check, and/or Purchase Order.
- 2.6 When finished, click Exit.
- 3 In the Vendor Master tab, click .

Creating a Customer Record

In the DDMS Customer Master tab, create a customer with HONDAILY as the account number and name.

Before you create the customer record, if your account numbers are automatically assigned, you must remove your Next Customer # in the (LA) Customer and A/R Parameters screen.



- 1 In DDMS, double-click  then . Next, double-click Text Base Parameters. The (L) Parameters screen opens. Type A in the Selection Code field.
- 2 The (LA) screen opens. Type C in the Action field.
- 3 Tab to the Next Customer # field. Note the number in this field and save it for later. See Figure 4.
- 4 Space through the number in the Next Customer # field, and press Enter.
- 5 Press Esc to return to the Parameter Editor window.

Figure 4: The (LA) Customer and A/R Parameters Screen

```

11:27:32                (LA) Customer And A/R Parameters                01/25/05
=====
Action [C] (C=Chg,I=Inq,1=Sales,2=A/R,3=Statement,4=Jour,5=Deposit) G/L Loc [ 1 ]
=====
Next Customer #      10018  Allow Manual Input ?N  Save Changes ?N  Swap Name ?Y
Inc/Exc In (B) ?I   From ?  To ?      From ?  To ?      Add In (B) Y/N ?N  Status ?A
Inc/Exc In (G) ?I   From ?  To ?      From ?  To ?      Add In (G) Y/N ?N  Status ?A
Passwords:  Reindex ?DDMS  Release ?DDMS  Purge ?DDMS      EOM ?DDMS
            Delete ?DDMS  Credit Card ?  Mask Inquiry ?N  EOY ?DDMS
Monthly Usage From ?M To ?M  Quarterly Usage From ?Q To ?Q
Print Copies With Original Invoice Y/N ?Y      National Drop Ship Route [NDS ]
In O/E on Customer Query, Display Shipto Address instead of Billto Y/N ?Y
In Gateway Set Shipto Name to ? (A=Add. Name, C=Add. Contact, S=Shipto Contact)
Set Dept Name to ? (B=Billto Name, A=Add. Name, C=Add. Cont., S=Ship Cont.)
Keep Service Quality Statistics for Customer Status : [A] to [Z] + [ , , , , ]
Locs.to Exclude from Service Quality Statistics [ ] to [ ] + [ , , , , ]
Auto-Bill Invoices:  Print, Fax, Neither P/F/N ?N  Formats: Invoice :  Fax :
Sort Order ?N (#=Customer Nbr, N=Customer Name, R=Route, Z=Zip Code)
Only Bill Auto-Bill records that have a Quantity greater than Zero Y/N ?
Create Line Item Special from Auto-Bill Remarks Y/N ?
Advanced Customer Queries Y/N ?      Suite instead of Street on Queries Y/N ?
Show Master Shipto's if none on Dept. Y/N ?
    
```

Setting Up the Customer Record




- 1 Double-click . The Customer window opens, displaying the information for the last customer selected.
- 2 Click . The boxes in the window are cleared.
- 3 Click the Account # box and enter HONDAILY for the account number. See Figure 5.
- 4 In the Name box, enter a name for the HON customer.
- 5 When you finish, click .
- 6 If you removed the number from the Next Customer # field in the (LA) screen when you started setting up the Customer window, follow these instructions to replace it now.
 - 6.1 In the (LA) screen, type C in the Action field.
 - 6.2 Tab to the Next Customer # field. Enter the number you noted previously and press Enter.
 - 6.3 Press Esc to return to the Parameter Editor window.

Figure 5:
Creating a
Customer
Record

Customer: HON DAILY () HON DAILY

File View Help

Master Shipto/Attention Buyers/Manifest Order Entry Credit Machines

Acct #: HONDAILY Dept: Dept. Name:

Billing Address
Name: HONDAILY
Address:
City: FORT WORTH
St: TX Zip: 76177 Route:

Salesperson 1:
Salesperson 2:

Additional Name and Contact
Name:
Contact: Type ?
Region: Area:
Group: List:

Entry Date: 02/25/11 Status: A Sic:
Phone: 682- Fax:
E-Mail:
Category 1: 2: 3: 4:

Setting Up Trading Partner Parameters

To set up your trading partner parameters:

- 1 In the (SGA) screen, select the [C] Change action code.
- 2 Tab to the Account # field. Type **HONDAILY** and press Enter.
- 3 At the Correct Record prompt, press Enter.
- 4 Tab to the Interchange ID Qualif field and type **12**. See Figure 6.
- 5 In the ID field, type **3192677056**
- 6 Tab to the Interchange Control Std field and type **U**
- 7 In the Version field, type **00401**
- 8 In the Receivers Code Id field, type **HONDAILY** and press Tab.
- 9 In the Responsible Agency Code field, type **X**
- 10 In the Version field, type **004010**
- 11 Tab to the Test Indicator field and type **P**
- 12 Tab to the Seg Term field and type **~~**
- 13 Tab to the Default Selector field and type **850HOD**

Figure 6: The (SGA) Trading Partner Parameters Screen

```

10:21:31          (SGA) TRADING PARTNER PARAMETERS REV. (06/13/03)          06/23/10
-----
Action [C] ( C=Chg, D=Del, I=Inq, R=Ref Codes)
-----
Name :HON DAILY          Account # HONDAILY          Dept :
- -
-----
EDI VAN :
Interchange ID Qualif : 12 ID :3192677056
Auth. Info Qualif.   : Info :
Security Info Qualif. : Info :
Interchange Control Std:U Version :00401
Receivers Code Id    : HONDAILY
Responsible Agency Code:X Version :004010
Interchange Control#  10034
Group Control        # 100034
Auto Send            : (Y/N)
Negate Credit Inv.   :
Use Received Price   : (Y/N)
Using 810            :
Using 855            :
Auto Create Orders   : (Y/N)
Sales Auto Group     :
Auto 850 Sendfile    :
Default Selector     : 850HOD
===== Shipping Info =====
Contract #...
Delivering Dlr #.....
Contracting Dealer #...
2nd Party Delivery ..
Test Indicator :P (T/P) Buy Unit: (S/M/W)
Acknowledgement : Customer Ref :
Release/Contract: 1: 2:
Round Quantities when Needed U/D/R ? Seg Term:~~
-----
** ENTER DATA OR <?> FOR HELP !!
    
```

Setting Communication Parameters

To set up communication parameters in DDMS:


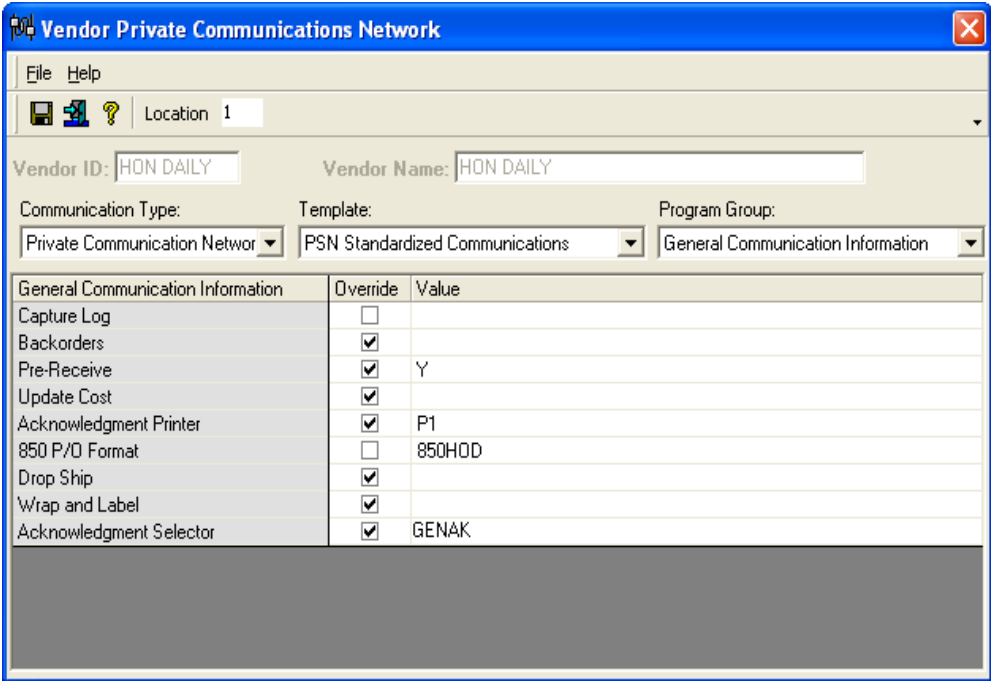
- 1 Set up the Vendor Private Communications Network window.
 - 1.1 In the Vendor window, select the HON DAILY vendor.
 - 1.2 Open the Vendor Private Communications Network window. To do so, click View and select PCN; press Ctrl + U; or double-click .
 - 1.3 From the Communication Type drop down list, select Private Communication Network.
 - 1.4 From the Template drop down list, select PSN Standardized Communications.
- 2 Set the general communications parameters in the Vendor Private Communications Network window.
 - 2.1 From the Program Group drop down list, click General Communication Information. The available parameters are listed in the General Communication Information column. See Figure 7.
 - 2.2 Add a default by entering the default information in the Value column. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

Figure 7: The Vendor Private Communications Network Window



Setting Up & Using the HON PSN

The following boxes are applicable to HON DAILY:

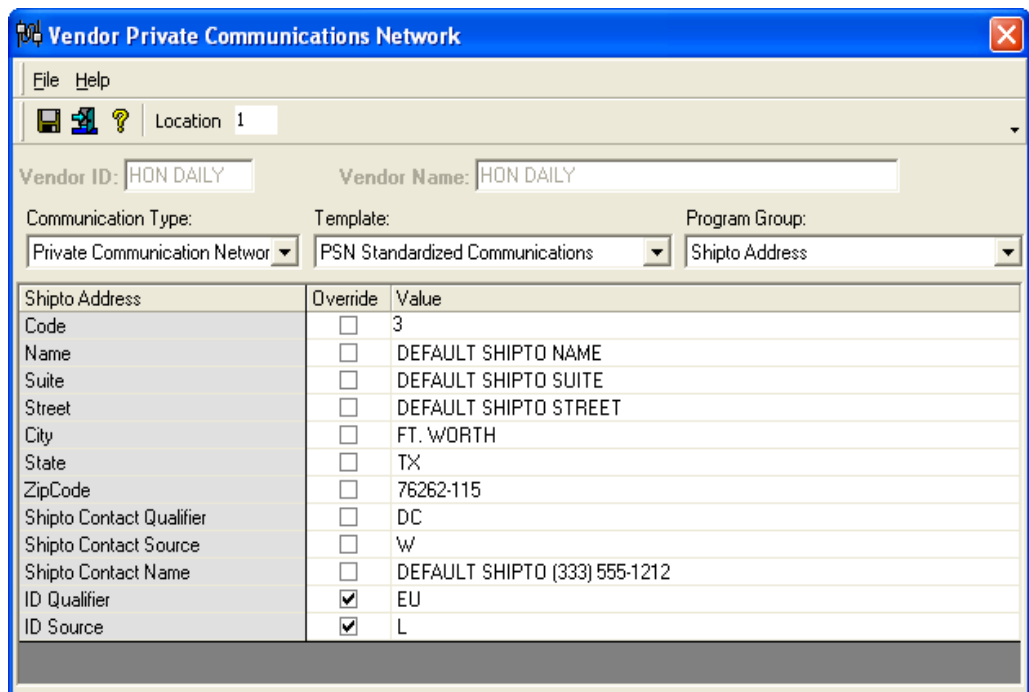
- In the Pre-Receive Value box, type **Y**
- By default, cost is updated. To not update cost, type **N** in the Update Cost Value box.
- By default, the order is shipped to the Shipto address attached to the order. To ship to the dealer, Type **N** in the Drop Ship Value box.
- In the Acknowledgment Printer Value box, enter the name of the printer to print the acknowledgment.
- In the 850 P/O Format Value box, type **850HOD**
- In the Acknowledgement Selector Value box, type **GENACK**

2.3 When finished, click .

3 Set up the account information in the Vendor Private Communications Network window.

3.1 From the Program Group drop down list, click Account Information. The parameters are listed in the Account Information column.

Figure 8: Setting the Shipto Address Information



The screenshot shows the 'Vendor Private Communications Network' window. The 'Vendor ID' and 'Vendor Name' fields are both set to 'HON DAILY'. The 'Communication Type' is 'Private Communication Network', the 'Template' is 'PSN Standardized Communications', and the 'Program Group' is 'Shipto Address'. Below these fields is a table with columns for 'Shipto Address', 'Override', and 'Value'.

Shipto Address	Override	Value
Code	<input type="checkbox"/>	3
Name	<input type="checkbox"/>	DEFAULT SHIPTO NAME
Suite	<input type="checkbox"/>	DEFAULT SHIPTO SUITE
Street	<input type="checkbox"/>	DEFAULT SHIPTO STREET
City	<input type="checkbox"/>	FT. WORTH
State	<input type="checkbox"/>	TX
ZipCode	<input type="checkbox"/>	76262-115
Shipto Contact Qualifier	<input type="checkbox"/>	DC
Shipto Contact Source	<input type="checkbox"/>	W
Shipto Contact Name	<input type="checkbox"/>	DEFAULT SHIPTO (333) 555-1212
ID Qualifier	<input checked="" type="checkbox"/>	EU
ID Source	<input checked="" type="checkbox"/>	L

- 3.2 Complete the Account Number and Password fields. The account number is obtained from HON.

Note: To obtain your account and contract number, contact the HON Ready Portal group at 1-800-552-0122 or email honready@honcompany.com

- 4 Set the shipping address parameters in the Vendor Private Communications Network window. See Figure 8.

- 4.1 From the Program Group drop down list, click Shipto Address. The parameters are listed in the Shipto Address column.

- 4.2 Complete the name and address fields for the dealership's default shipping address. The Shipto contact information needs to be formatted as follows:

DEFAULT SHIPTO (333) 555-1212

The Shipto Contact Source can be A, E, or W (A -- Attention, E -- End Line, W -- Who Called). These fields can be populated with Shipto contact information during the order entry phase for drop ship orders; these responses override the default Shipto information. It is recommended that you complete the Shipto Contact Name field.

Note: If you previously set the Drop Ship Value box in the General Communications screen to **N**, by default the purchase order(s) are sent to the dealer's address entered in these fields. If the Drop Ship Value box in the General Communications Screen is set to **Y**, by default the purchase orders are sent to the Shipto address attached to the order. You can override these default settings at the time of transmissions. See the heading **Using PSN**. Check the corresponding Override box to allow these parameters to be changed at the time of communication.

- 4.3 When you finish, click .


- 5 Set the billing address parameters in the Vendor Private Communications Network window.

- 5.1 From the Program Group drop down list, click Billto Address. The available parameters are listed in the Billto Address column.

- 5.2 Add a default by entering default information in the Value column. For example, to store the name of a business, enter the business name in the Name Value box.

Check the corresponding Override box to allow these parameters to be changed at the time of communication.

Note: You must set a default billto address.

5.3 When you finish, click .

6 Set the end consumer parameters in the Vendor Private Communications Network window.

6.1 From the Program Group drop down list, click End Consumer Information. The parameters are listed in the End Consumer Information column, as shown in Figure 9.

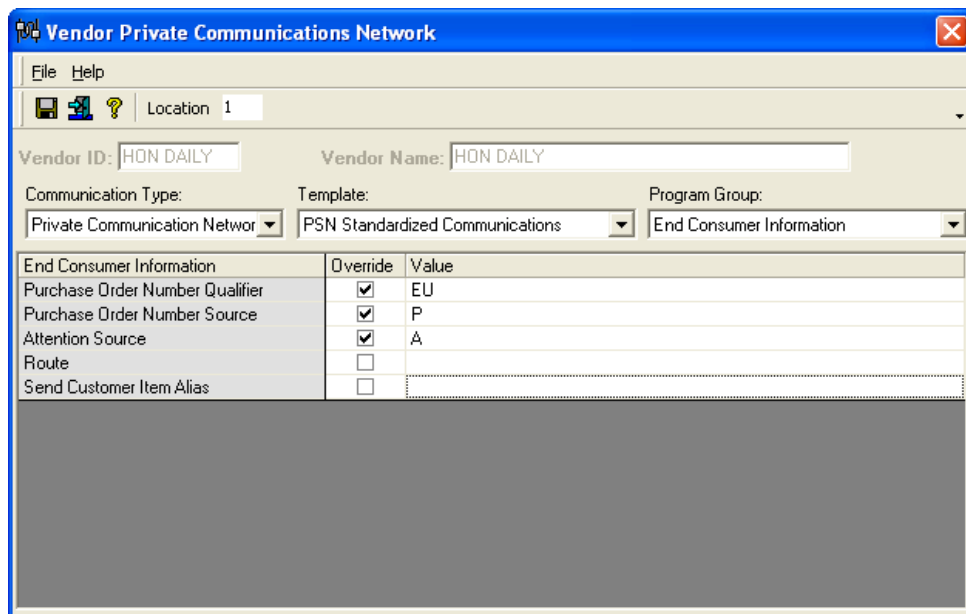
6.2 Add a default by entering the default information in the Value column.

Check the corresponding Override box to allow these parameters to be changed at the time of communication.

The acceptable settings for HON DAILY are as follows:

- In the Purchase Order Number Qualifier Value box, type **EU**
- In the Purchase Order Number Source Value box, type **P** to default to your customer's standard short P/O number (The short P/O field for a purchase order number is used, if one exists. If the short P/O number is blank, the long P/O field is used, if it exists). Type **L** to default to the customer's long P/O. (The long P/O is used, if it exists. If it is blank, the short P/O number is used, if it exists).

Figure 9: Setting the End Consumer Information



- In the Attention Source Value box, type **A** to use the additional name information from the Attention Special. Type **W** to use the additional name information from the Who Called Special. Type **E** to use the additional name information from the End Line Special.
- Leave the Send Customer Item Alias box blank.

6.3 When you finish, click .

7 Set the Contract Information in the Vendor Private Communications Network window.

7.1 From the Program Group drop down list, click Contract Information. The parameters are listed in the Contract Information column.

7.2 Complete the Contract Number field. The contract number is obtained from HON.

Using PSN

After building a P/O, you can transmit it online to HON.

Note: You can only include one shipping address per P/O. If you have multiple tickets going to the same address, or you are using your default dealer address as the shipto, you can combine those tickets on one P/O. However, if the order is being drop shipped directly to the end user's address, you must create separate P/Os for each end user address.

**Figure 10:
Transmitting
P/Os Online**

```

11:26:47          (SR) Purchase Order Reports  rev. (06/26/03)          07/30/03
=====
A. Print P/O's.   P/O Form Format Y/R/B/S ?.   Past Due Y/N ?.   Outstanding Y/N ?.

B. Transmit P/O To Vendor          Send Special Codes ?.
C. Receive P/O Transmission From Vendor.          A=Azerty   F=United
D. Print P/O Receipts From Vendor.   Delete File Y/N ?.   C=Sparco   G=Horizon
F. Talk To Wholesaler.              Who ?.   D=Daisytek   J=Emco
I. Receive Electronic Invoice.       Regional Wholesaler ?.   E=Whl-Grp   R=Synnex

E. Backorder Reports.              Short Buy Report Y/N ?.
   Keep Short Buy File for P/O's ?.   Print All ?.   Match Against P/O's A/E ?.
M. Debit Memo Report.
P. Purge Purchase Orders.          Archive Purge to Journal Y/N ?.
   From File [PO-MASTER ] Vol. [W1 ]          E=Dept
   To File [JOUR-PO ] Vol. [W1 ]          D=Date   P=Prefix   V=Vendor
                                          S=Slsm   R=Route   N=Item Nbr
R. Inquire or Report on Archive   Reindex Y/N ?.   C=Cust   L=Class   I=Invoice
S. Compare Vendor Purchases with Daisytek          Sort Codes 1(.), 2(.), 3(.)

P/O Numbers #..... To #.....
Vendor Nbr #..... To #.....
Request [B] Location ? Printer ?P1 COPIES ? 1 Totals Only ?N Y/N
    
```

- 1 In the (SR) Purchase Order Reports screen, type **B** in the Request field. See Figure 10.
- 2 Tab to the Who field and type **N** to select HON DAILY.
- 3 In the P/O Numbers field, enter the number of the P/O to send. To send more than one P/O, enter the number of the first P/O in the P/O Numbers field. Enter the number of the last P/O in the To # field.
- 4 Press Enter until the Are You Sure prompt appears. Type **Y**.
- 5 Now you can change shipping information or complete the transmission using the (CX) screen.

Changing Shipping Information

Before completing transmission of the purchase order, you can change the shipping information. Once you've completed the (SR) screen, the (CX) screen opens. To change the shipping information:

- 1 The Parameter Group options appear, as shown in Figure 11. Note the Parameter Group field is blank. At the Enter Number For Selection prompt, type **0** to select the General Communication Information parameter group.
- 2 The General Communication Information parameter group appears, as shown in Figure 12. At the Enter Number For Selection prompt, type **4** to select the Drop Ship line.

Figure 11:
Selecting the
General
Communication
Parameter
Group

```
14:22:27 Vendor Private Communication Network Rev. (02/07/03) 10/27/03
=====
ACTION [ ] A=Add, C=Change, I=Inquire Location [ 1 ]
=====
Vendor# _____ Code :_ G/L # ___-__
Comm. Type Template Parameter Group
[PCN ] [WPT ] [ ]
Parameter
[ _____ ] 1-20 [ _____ ]
Override [ ] 21-40 [ _____ ]
41-60 [ _____ ]
0 [General Communication Information ] 61-80 [ _____ ]
1 [Account Information ]
2 [Shipto Address ]
3 [Billto Address ]
=====
Enter Number for Selection "C" - Complete, "A" - Abort [0]
```

- 3 In the 1-20 field, type **Y** to drop ship the order. If the dealer's shipping address is listed in the communication screen set up, a dealer must set this drop ship order flag to **Y** to ship the P/O directly to the end user's address.
- 4 Type **N** to use dealer's default Shipto address.
- 5 Tab to the Override field. Type **Y** then press Enter.
- 6 At the Enter Number For Selection prompt, type **C** to complete the transmission.
- 7 The P/O is transmitted to HON Daily.

Requesting Acknowledgements

Once the purchase order is transmitted, the dealer automatically receives a shipping acknowledgement from HON DAILY that the data is being sent to PSN.

Note: Using SR-C to retrieve a failed acknowledgement is not a current option.

**Figure 12:
Selecting the
Drop Ship Line**

```

14:25:25 Vendor Private Communication Network Rev. (02/07/03) 10/27/03
=====
ACTION [ ] A=Add, C=Change, I=Inquire Location [ 1 ]
=====
Vendor# _____ Code :_ G/L # ___ - __
Comm. Type Template Parameter Group
[PCN ] [HON ] [General Communication Information ]
Parameter
[Drop Ship] 1-20 [ ]
Override [ ] 21-40 [ ]
41-60 [ ]
0 [Backorders ] 61-80 [ ]
1 [Pre-Receive ]
2 [Acknowledgment Printer ]
3 [Shipping Code ]
4 [Drop Ship ]
5 [Acknowledgment Selector ]

Enter Number for Selection "C" - Complete, "A" - Abort [4]
    
```