eci™

DDMS®/DDMSPLUS®: Setting Up & Using the AOPD® PSN for Servicing Dealers

Updated November 2021

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About the AOPD® PSN for Servicing Dealers

ECI's Private Supply Network (PSN) lets you communicate with AOPD® (American Office Products Distributors, Inc.), the nation's largest network distributor of office supplies.

PSN opens a new world of interactive possibilities. It connects dealers to trading partners via the Internet, eliminating the speed limitations, problems, and expense of dial-up modem connections. The PSN always-on connection is both faster and more reliable than dial-up modem transmissions. Once you load the latest ECI software and set up the identifiers and passwords, you can begin using AOPD PSN.

When using PSN to communicate with AOPD, you have the option of setting up your system for a contracting dealer, a servicing dealer, or both.

For example, at times you may be able to place and process a customer's order but not deliver it. As a contracting dealer, you could have a servicing dealer deliver the customer's order on your behalf. You would have direct contact with the customer, so the servicing dealer would rely on you for order information, billing, etc. At other times, you may act as a servicing dealer for another contracting dealer, delivering the order to the customer's site. This handout details the steps needed to act as a servicing dealer.

Note: PSN set up uses graphical and text-based screens. For more information on opening and using text-based screens, see the Opening Text-Based Screens handout.

Before You Begin

Before you set up AOPD PSN for servicing dealers, do the following:

- Contact AOPD to obtain your FTP user name and password and the contracting dealers' receiver's codes. You use this information when setting up parameters.

- Contact the contracting dealer for the end customers' account numbers. You use this information when setting up parameters.

Setting Up the AOPD PSN for Servicing Dealers

Before you set up parameters for AOPD, make sure you have PSN set up. If this is your first PSN vendor and PSN is not already set up, start by following the steps in the Setting Up PSN handout.

Once PSN is set up, setting parameters to communicate with AOPD involves the following:

1. Checking the (L6WB) screen.

2. Setting up the (L6X) screen.

3. Creating a customer record.

4. Setting up the trading partner parameters.

5. Adding cross reference codes.

6. Managing Tasks in DDMSPLUS® Administration.

7. Setting up the Importer software (DDMS® only).

8. Managing tasks in the FTP File Manager window (DDMS only).

Checking the (L6WB) Screen

Check the (L6WB) screen for your qualifier and receiver's code. You need to give this information to AOPD.

```
DDMSPlus [258258] - 4840 - ;DYN:L6                    _  □  X
13:08:18                 AT&T EDI IMS Parameters                  03/13/20
================================================================================
        Modem Parameters               :          EDI Parameters
--------------------------------------- :---------------------------------------
Hayes Only ?             Capture Log  ?  <Y/N> :
Prefix     ?9             Reliable    ?Y        :  Code      :
Phone Nbr  #18003520192   Baud        :9600     :  Logon Id  :
                                               :  Password  :
                                               :  Qualifier :ZZ
Phone Line #M1                                  :  Id        :8009593367
   Custom String [                    ]         :  Code      :8009593367
                                               :  File Type :
                                               :  Backorders :   <SA = NO B/O>
                                               :               <SS = B/O>
                                               :---------------------------------
                                               :         Location
                                               :  1 [_____]
                                               :  2 [_____]
                                               :  3 [_____]
                                               :  4 [_____]
                                               :  5 [_____]
                                               :
================================================================================
```
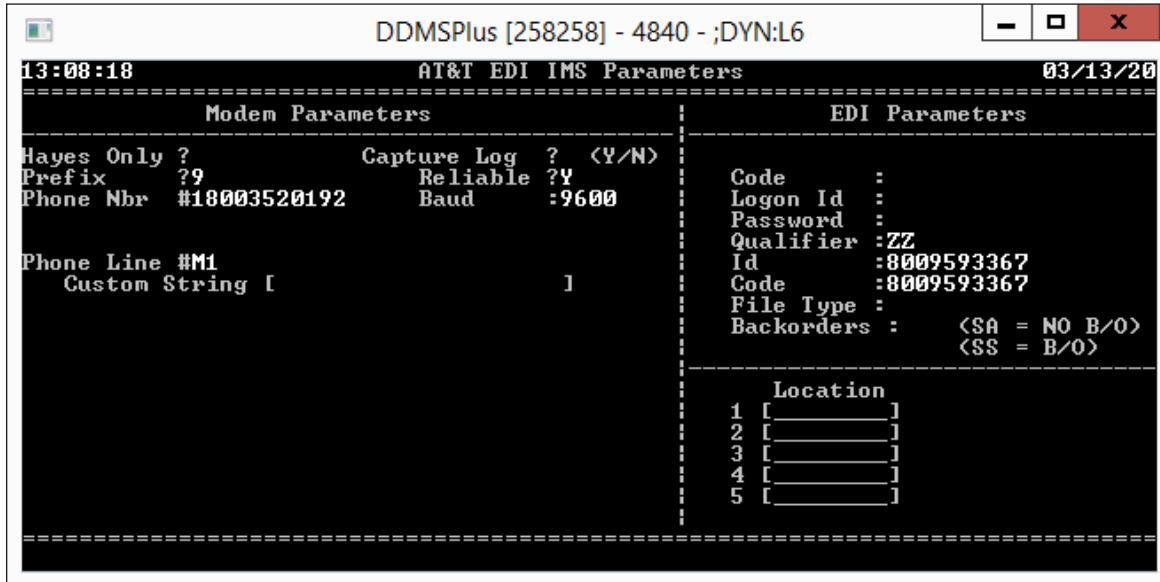
To access the (L6WB) screen, do the following:

1. From the text-based Master Menu, type **L6** to open the (L6) screen.

2. In the (L6) screen, enter the [W] action code.

3. In the (L6W) screen, enter the [B] action code. The (L6WB) screen opens.

Setting Up the (L6X) Screen

As a servicing dealer, you must set up an inbound/received and an outbound folder in the (L6X) screen. The system uses these folders when building the 810 files.

1. From the text-based Master Menu, type **L** to open the (L) Parameters screen.

2. In the (L) screen, type **6** to open the (L6) Vendor and Wholesaler Communications screen.

3. In the (L6) screen, type X to open the (L6X) screen.

4. In the Outbound Volume/Folder field, type the volume serial label where your Outbound temp files are to reside. These files are small and are deleted when the P/O is transmitted. We suggest that you do not store them on your work unit. You can also set up a new folder using the DDMS TBL Configuration window or DDMSPLUS Administration.

Note: Volume serials are set in the (L0) Global Master Parameters screen.

5. In the Inbound Volume/Folder field, type the volume serial label where your Inbound temp files are to reside.
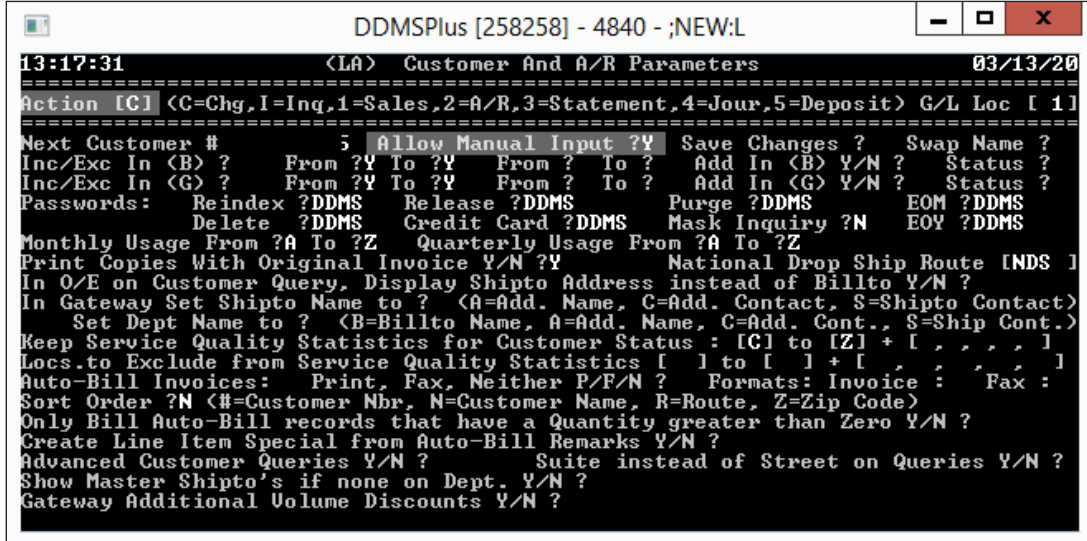
6. Press Enter.

Note: If the outbound and inbound folders do not exist on your system, you must add them using the DDMS TBL Configuration window or DDMSPLUS Adminstration.
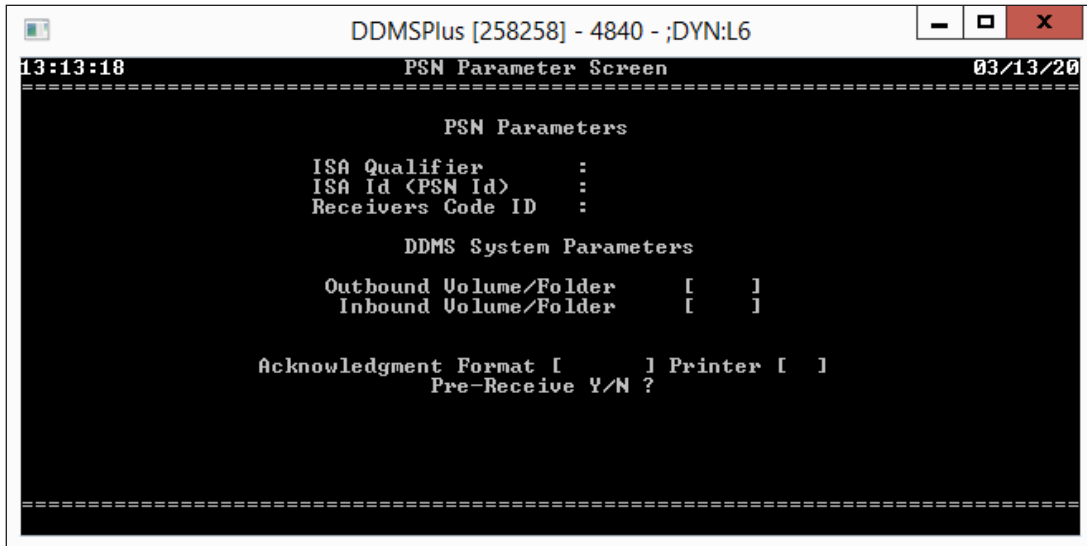
Creating a Customer Record

In the Customer Master tab, create a customer with AOPD as the account number and name. Before you create the customer record, you must select the option to allow for manual input.

1. From the text-based Master Menu, type **LA** to open the (LA) Customer & A/R Parameters screen.

2. Enter the [C] Change action code.

3. Tab to the Allow Manual Input field and type **Y**.

4. Press Enter until the Press Any Key to Continue prompt appears.

5. Press Esc multiple times to return to the Parameter Editor window.

Setting Up a Customer Record

You must set up a customer record for the servicing dealer.

1. From the Master Menu, double-click Customer . The Customer window opens and displays the information for the last customer selected.

2. Click ⬜. The boxes in the window are cleared.

3. In the Acct # box, enter the contracting dealer's account number for the servicing dealer. The number you specify here must match the dealer's receiver's code as specified by AOPD.

4. In the Name box, enter a name for the contracting dealer.

5. Click the Status box and enter a status set in the (LA) screen that excludes this customer from order entry.

Note: Review the Inc Exc In (B) parameter in the (LA) screen to determine whether you need to include or exclude ranges of status codes. To exclude customers from the Order Entry application, since you are setting up EDI, press Tab until you reach the Inc Exc In (B) field. Type **E** in this field, and define a range in the From and To fields. In the Customer Master tab, use the Status Box to set a code which falls in the range you define here. For further information, see the online help.

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6. Click 💾.

7. If you changed the (LA) screen to allow for manual input, follow these instructions to change it back to the original setting:

   7.1 From the text-based Master Menu, type **LA**.

continue to next page

7.2   In the (LA) screen, enter the [C] Change action code.

7.3   Tab to the Allow Manual Input field and type **N**.

7.4   Press Enter until the Press Any Key to Continue prompt appears.

7.5   Press Esc multiple times to return to the text-based Master Menu.

Setting Up Trading Partner Parameters

To set up your trading partner parameters, follow the instructions below:

1.   From the text-based Master Menu, type **SGA** to open the (SGA) Trading Partner Parameters screen.

2.   Enter the [C] Change action code.

3.   Tab to the Account # field.

4.   Retrieve the contracting dealer's account number and press Enter.

5.   At the Correct Record prompt, press Enter.

6.   Tab to the Interchange Id Qualif field and enter the qualifier for the contracting dealer that you obtain from AOPD.

7.   In the ID field, enter the receiver's code for the contracting dealer's system. You obtain this number from AOPD. This is the same number as the account number for the customer. For example, use 7045988971 for Forms and Supply.

8.   Tab to the Interchange Control Std field and type **U**.

9.   In the Version field, type **00401**.

10. In the Receivers Code Id field, enter the contracting dealer's receiver's code. This is the same as the account number for the customer.

11. Tab to the Responsible Agency Code field and type **X**.

12. In the Version field, type **004010**.

13. Tab to the Group Control field and type **5000**.

14. In the Test Indicator field, type **P**.

15. In the Acknowledgment field, type **N**.

16. In the Release/Contract field, type **4**.

17. Tab to the Buy Unit field, and type **S**.

18. In the Customer Ref field, type **5**.

19. Tab to the Seg Term field and enter two tildes (type ~~).

Note: The tilde key (~) is usually located in the upper left portion of the keyboard.

20. Tab to the Use Received Price field and type **Y**.

21. In the Using 810 field, type **Y**.

22. Tab to the Auto Create Orders field and type **Y**.

23. In the Sales Auto Group field, type **AOP**.

24. Tab to the Default Selector field and type **810AOP**.

25. To save your changes, press Enter until the next record in the database displays, along with the Correct Record prompt.

26. Press Esc to exit the screen.

Adding Cross Reference Codes

Servicing dealers must map end customer account numbers sent on orders by their contracting dealers to the correct customer account numbers in their own systems.

This is done with trading partner cross reference codes. All customer reference codes are provided by the contracting dealer during the initial AOPD contract setup.

You set up trading partner cross reference numbers in the text-based (SGAR) EDI Customer Cross Reference screen.

1. From the text-based Master Menu, type **SGA** to open the (SGA) Trading Partner Parameters screen.

2. In the (SGA) screen, enter the [R] Ref Codes action code.

3. In the Name field, enter the contracting dealer name. Press Enter.

4. At the Correct Record prompt, press Enter.

5. To add a reference code, press Enter or type **A**. The cursor moves to the Reference Code field.

6. Enter the contracting dealer's account number for the customer you are servicing.

Note: If your contracting dealer's customer account includes an account number and a department number, enter both the account number and the department number, separated by a dash. For example, if the account number is 10012 and the department number is 0001, you would enter 10012-0001.

7. In the To Name field, retrieve the record for the customer account to which to assign this reference code.

8. At the Correct Customer prompt, press Enter. The cursor returns to the Reference Code field.

9. Continue adding all the customer accounts that you service for this contracting dealer.

10. When finished, press Esc.

Managing Tasks in DDMSPLUS Administration

In DDMSPLUS, the Importer and FTP File Manager programs have been combined in the EDI Settings page on the DDMSPLUS Administration website.

Note: These instructions are for DDMSPLUS only. For DDMS instructions, see the **Setting Up the Importer Software** and **Managing Tasks in the FTP File Manager Window** headings.

Adding Send Tasks

1. Open DDMSPLUS Administration.

2. Click Utilities.

3. Click EDI Settings. The EDI Settings page opens.
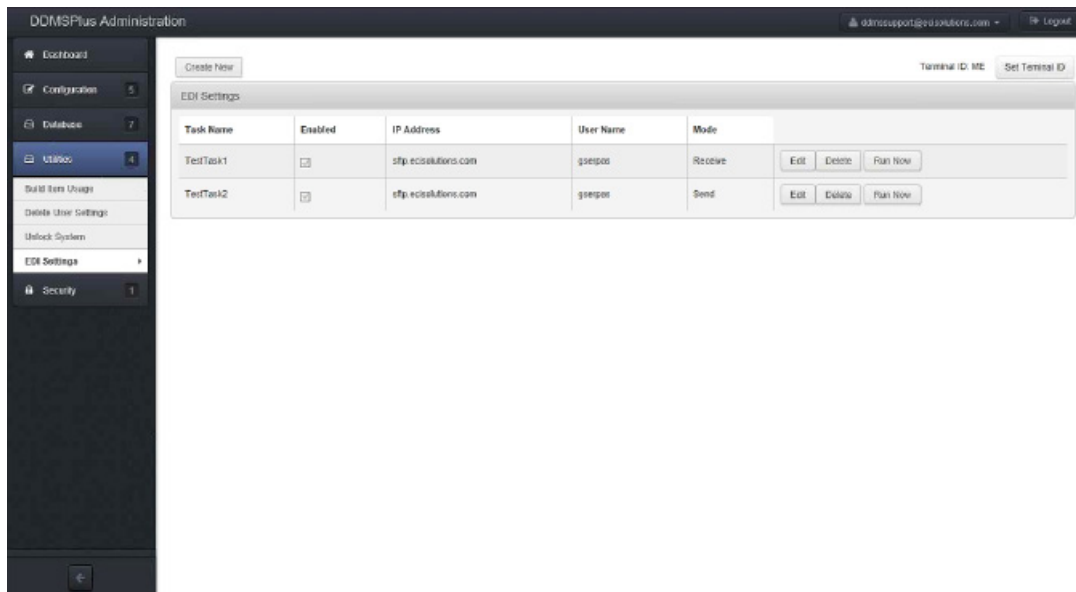
4. Click Create New. The Create New EDI Settings page opens.

5. Click the Task Name box and enter the name of the task. For example, to add a task for sending invoices, you could type inv_send.

6. Check the Enabled box.

7. Click the Mode drop-down menu and select Send.

8. Click the Protocol drop-down menu and select the FTP protocol you are using. You can select FTPS, SFTP, or FTP.

Note: The IP address, user name, and password are all provided by AOPD.

9. Click the IP Address box and enter the IP address for AOPD.

10. The Port box defaults to the port for the protocol you selected in **Step 8**. To change it, click the box and enter a new port.

11. Click the User Name box and enter the user name required to access the FTP site.

12. Click the Password box and enter the password required to access the FTP site.

13. Click the File Mask box and enter the type of file for this task. For example, to send 810 files, you could type *_810. This task would send all files ending in _810. For AOPD transactions, the file mask for sending electronic invoices (810s) is *_810.

14. Click the FTP File Path box and enter the path where files are stored on the FTP site, outbound for example. This path must always begin with a forward slash (/). For AOPD transactions, the output path is Outbound.

Note: The Local Path box is set automatically when you select a mode and cannot be changed. The local path for send tasks is \EDI\OUT.
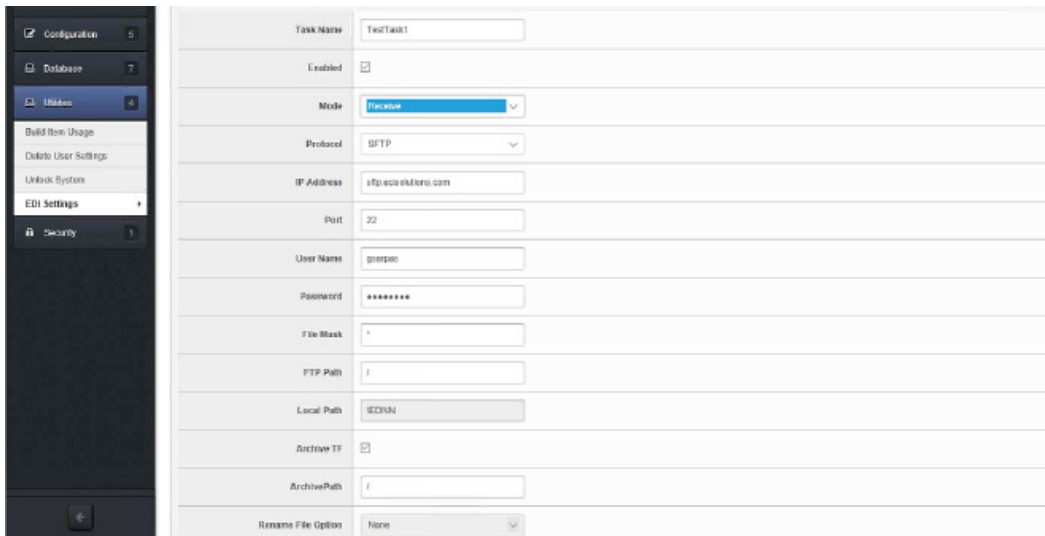
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15. Check the Archive TF box to archive your files. If you enable this option, the system renames and saves your files when you finish sending them.

16. Click the ArchivePath box and enter the path where the files are sent and stored once the transaction is complete. This path should point to the FTP server.

17. Click the Rename File Option drop-down menu and select AOPD.

18. Click Save. The task is created and you are returned to the EDI Settings page.

Adding Receive Tasks

1. Open DDMSPLUS Administration.

2. Click Utilities.

3. Click EDI Settings. The EDI Settings page opens.

4. Click Create New. The Create New EDI Settings page opens.

5. Click the Task Name box and enter the name of the task. For example, to add a task for receiving orders, you could enter po_get.

6. Check the Enabled box.

7. Click the Mode drop-down menu and select Receive.

8. Click the Protocol drop-down menu and select the FTP protocol you are using. You can select FTPS, SFTP, or FTP.

Note: The IP address, user name, and password are all provided by AOPD.

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9. Click the IP Address box and enter the IP address for AOPD.

10. The Port box defaults to the port for the protocol you selected in **Step 8**. To change it, click the box and enter a new port.

11. Click the User Name box and enter the user name required to access the FTP site.

12. Click the Password box and enter the password required to access the FTP site.

13. Click the File Mask box and enter the type of file for this task. To receive 850 files, type ***_850**. This task receives all files ending in _850. For AOPD transactions, the file mask for receiving orders (850s) is *_850.

14. Click the FTP Path box and enter the path where files are stored on the FTP site, inbound, for example. This path must always begin with a forward slash (/).

Note: The Local Path box is set automatically when you select a mode and cannot be changed. The local path for receive tasks is \EDI\IN.

15. Check the Archive TF box to archive your files. If you enable this option, the system renames and saves your files when you finish sending them.

16. Click the ArchivePath box and enter the path where the files are sent and stored once the transaction is complete. This path should point to your local machine.

17. Click Save. The task is created and you are returned to the EDI Settings page.

Note: When you run the receive task, the 850 files download from the FTP site and are imported to P-MASTER.

Changing Tasks

1. Open DDMSPLUS Administration.

2. Click Utilities.

3. Click EDI Settings. The EDI Settings page opens.

4. Click Edit next to the task to edit. The Editing EDI Settings page opens.

5. Click each box and enter new information over the existing information.

6. When finished, click Save.

Deleting Tasks

1. Open DDMSPLUS Administration.

2. Click Utilities.

3. Click EDI Settings. The EDI Settings page opens.

4. Click Delete next to the task to delete.

Manually Running Existing Tasks

1. Open DDMSPLUS Administration.

2. Click Utilities.

3. Click EDI Settings. The EDI Settings page opens.

4. Click Run Now next to the task to run.

Scheduling Tasks

Once you've created an EDI task, you can schedule it to run when needed. You can schedule the same task multiple times. For example, if you need to run a task at 9:45, 1:45, and 4:45, you can add three scheduled tasks for these times.

1. From the EDI Settings page, click Edit next to the task to schedule.

2. Click Schedule. The Scheduled EDI Settings Task Creation page opens.

3. Click the Active Mode drop-down menu and select Active.

4. Specify when the EDI task should run:

   - To run the task on a specific day, click the Day of Week drop-down menu and select the day on which to run the task. You can also select Monday - Friday or Saturday & Sunday.

   - To run the task on a specific date, click the Date drop-down menu and select the month. Then, click the corresponding box and enter the day. For example, to run the task on January first, select Jan in the first box and type 01 in the second box.

5. Use the time drop-down menus to set the time when this task should run. You can also use wildcards, which are indicated by ?? in the menus. For example, to set a task to run every hour at the 45 minute mark, you would select ?? in the Hour box and 45 in the Minutes box.

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6. The Description box populates with a description based on your EDI settings. Click this box and enter a new description, if needed.

Note: The Device, Program, Type of File, and Start Parameters boxes are for display only.

7. Click Create. The EDI task is added to the Scheduled Tasks page.

Setting Up the Importer Software

Note: The following steps apply to DDMS only. For DDMSPLUS instructions, refer to the heading **Managing Tasks in DDMSPLUS**.

Importer is an easy-to-use program from ECi. It automates the transfer of electronic invoicing files from your PC to your ECi system. This program lets you process all 850's into the servicing dealer's order entry database. This application processes the files from a servicing dealer's inbound folder, set in the (L6X) screen, and moves the information to the P-MASTER file. If no exceptions are found, the P-MASTER and supplemental Order Entry files are updated at this time.

Note: If you are not using Dealer Station, you must install the current version of TBLNetCom on your ECi server. For instructions, contact ECi Support.

1. Install Importer.

    1.1   Close all programs on the PC.

    1.2   Place the Importer CD in the CD-ROM drive of the PC.

    1.3   Click Start, then select Run.

    1.4   In the Run window, find Setup.exe. Double-click Setup.exe to start the installation.

    1.5   Click Next in each window until you can click Finish to complete the installation.

    1.6   Restart the PC. A shortcut for Importer is placed in your Start Menu.

2. Set up the port for a network connection.

    2.1   Click Start, then Programs, then DDMS, and then Importer.

    2.2   When it opens, click Port Setup to open the Communication Port Setup dialog box.

    2.3   Under the heading Connect, click the Network check box.

    2.4   Under the heading Network Connection, click the Server Port text box, and type **8766** as the number of the port you are using on your network server.

    2.5   Under the heading Network Connection, click the Server Address text box. Enter the name or IP address of the DDMS Server, for example 192.9.121.75 or DDMS-NT/2000.

    2.6   Under the heading Network Connection, click the DDMS Port ID box and type **MA**.

    2.7   Click OK.

    2.8   Click Exit.

3. Test your network connection.

    3.1   Click Start, then Programs, then DDMS, and then Importer.

    3.2   When the program opens, click Port Setup.

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3.3 To test your settings, click Test. The Communications Status dialog box opens and displays the Initializing Port message.

3.4 When the test is complete, the message Communications Test Succeeded opens.

3.5 Click Close. Your network setup is now complete.

3.6 Click OK.

3.7 To open Importer, click Start, then Programs, and then Importer.

3.8 Click Set Path and select a unique local folder to use as your permanent receive volume. This folder must be a unique folder on your system for only Importer to use. For example, you could create a new folder called Inbound under Program Files\DDMS\Importer. This must match the Local Path you specified in the FTP Client for receiving P/O's (850s) from the contracting dealer.

3.9 Click OK to save the receive volume you specified.

3.10 Click Exit to close Importer.

4. Reboot your ECi server after this installation.

Managing Tasks in the FTP File Manager Window

The FTP file manager lets you monitor an FTP site and schedule specific tasks for uploading and downloading documents to a local drive. Before you can connect to the FTP site to receive or send documents, you must first setup and schedule the individual tasks.

Note: The following steps apply to DDMS only. For DDMSPLUS instructions, refer to the heading **Managing Tasks in DDMSPLUS**.

Adding Send Tasks

1. From your Windows desktop, click Start, then All Programs, then ECI2, and then FTPFileManager. The FTP File Manager window opens.

2. In the Task box, enter the name of the task. For example, to add a task for sending invoices, you could type **inv_send**.

Note: The IP address, user name, and password are all provided by AOPD.

3. In the IP Address box, enter the FTP site IP address or name.

4. In the User Name box, enter the user name required to access the FTP site.

5. In the Password box, enter the password required to access the FTP site.

6. In the File Mask box, enter the type of file for this task. For example, to send 810 files, you could type ***_810**. This task would send all files ending in _810. For AOPD transactions, the file mask for sending electronic invoices (810s) is *_810.

7. Check the Active box to send all tasks shown as Active. Active tasks appear in the bottom section of the dialog box with the text Yes in the Active column.

8. Click the Send option.
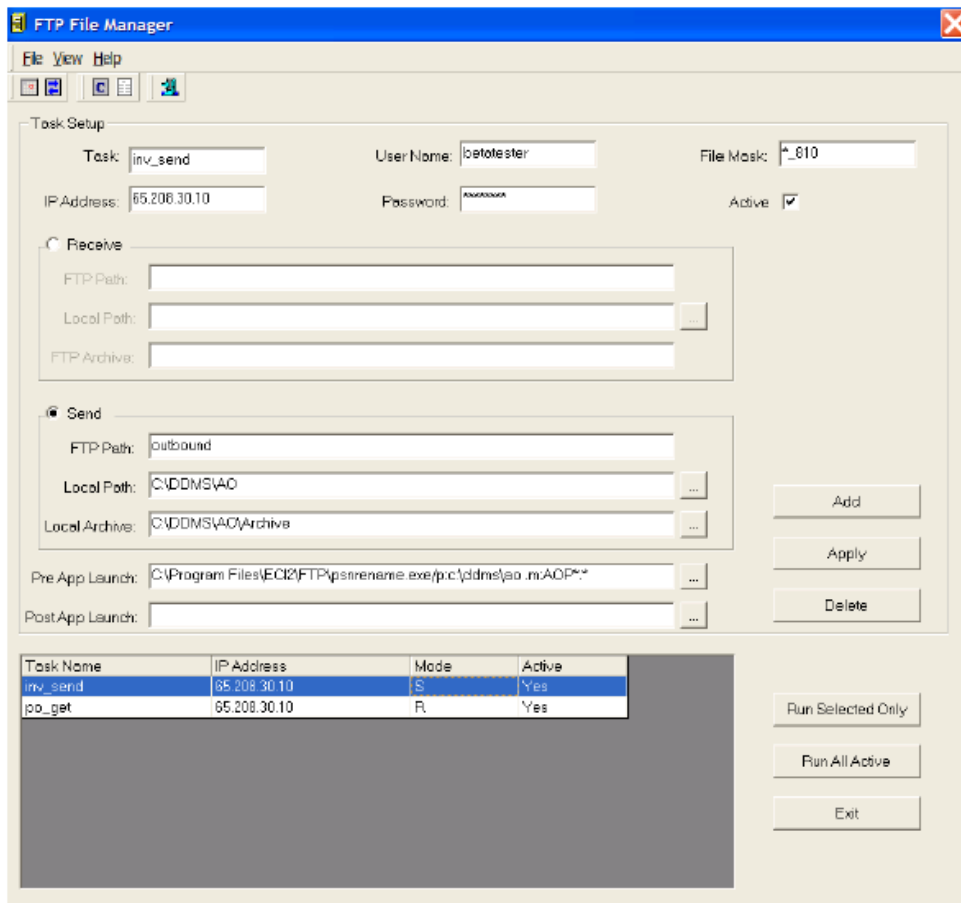
9. In the FTP Path box, enter the path where the files are stored on the FTP site, outbound, for example. For AOPD transactions, the output path is Outbound.

10. In the Local Path box, use the Browse button to enter the path on your system where the files are stored. This is the path to the volume designated in the (L6X) screen, D:\DDMS\W1, for example.

11. In the Local Archive box, enter the path where the files sent are stored once the transaction is complete, D:\DDMS\W1\ARCHIVE, for example.

12. Click the Pre App Launch box and enter the application pre-launch path for the files. Browse to the psnrename.exe file and type **/p:{same path as local path}** and **/m: AOP***, so it reads across as C:\ Program Files\ECI2\FTP\psnrename.exe /p:D:\DDMS\W1/m:AOP*

Note: The Pre App Launch application launches before the files are placed on the FTP site.

13. Click Add. The system adds the task information you specified at the bottom of the dialog box.
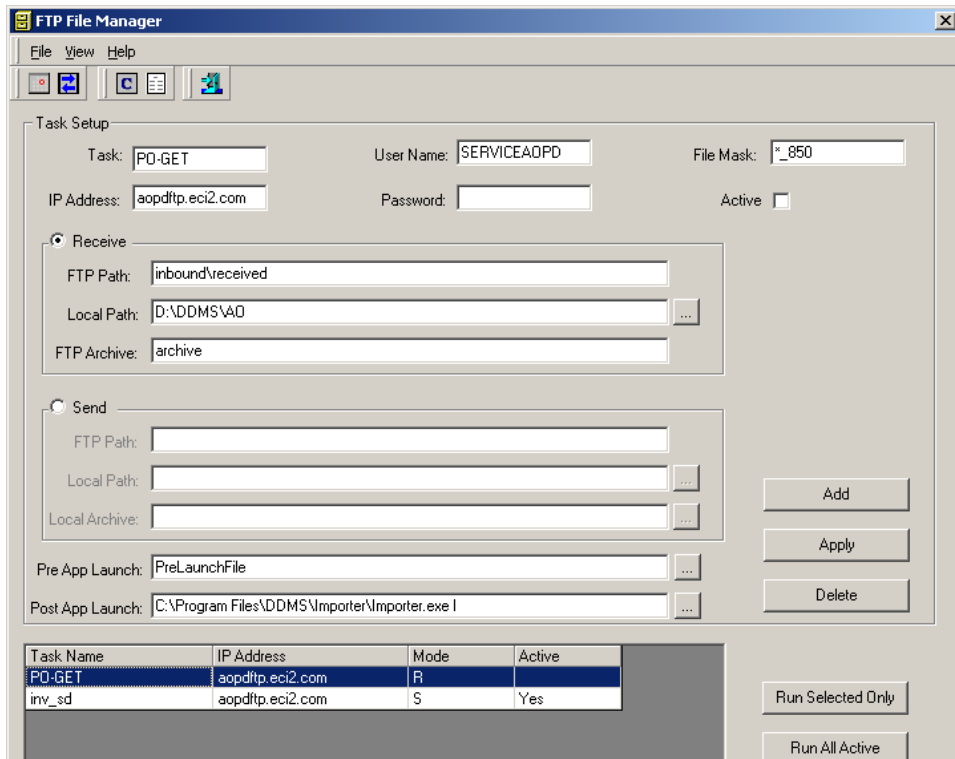
Adding Receive Tasks

1. From your Windows desktop, click Start, then All Programs, then ECI2, and then FTPFileManager. The FTP File Manager window opens.

2. In the Task box, enter the name of the task. For example, to add a task for receiving orders, you could enter po_get.

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Note: The IP address, user name, and password are all provided by AOPD.

3. In the IP Address box, enter the FTP site IP address or name.

4. In the User Name box, enter the user name required to access the FTP site.

5. In the Password box, enter the password required to access the FTP site.

6. In the File Mask box, enter the type of file for this task. To receive 850 files, type ***_850**.

7. Check the Active box to receive all tasks shown as Active. Active tasks appear in the bottom section of the dialog box with the text Yes in the Active column.

8. Click the Receive option.

9. In the FTP Path box, enter the path where the files are stored on the FTP site.

10. In the Local Path box, enter the path on your system where the files are stored. This is the path that is designated under Importer's Set Path function.

11. In the FTP Archive box, enter the path where the files sent are stored once the transaction is complete, Inbound/Received/Archive, for example.

12. Click the Post App Launch box and enter the application post-launch path for the files. Browse to Importer.exe and type **I** to read as follows: C:\Program Files\DDMS\Importer\Importer.exe

Note: This picks up the 850 files and then launches Importer to automatically import them into your system. If there are no exceptions, the files are automatically imported into P-MASTER. This is based on the Auto-Create Orders set in the (SGA) screen for each contracting dealer.

13. Click Add. The system adds the task information you specified in the bottom section of the dialog box.

Changing or Deleting Existing Tasks

1. From your Windows desktop, click Start, then All Programs, then ECI2, and then FTPFileManager. The FTP File Manager window opens.

2. In the lower section of the dialog box, click the task to change or delete.

   • To change an existing task, click each box and enter the new information over the existing information. Click Apply.

   • To delete an existing task, click Delete.

Manually Running Existing Tasks

1. From your Windows desktop, click Start, then All Programs, then ECI2, and then FTPFileManager. The FTP File Manager window opens.

2. The lower section of the window displays the Active tasks. You can select specific tasks or run all Active tasks.

   • To select a specific task, click the task to highlight it. Click Run Selected Only.

   • To select all Active tasks, click Run All Active. All tasks with the text Yes in the Active column are run.

Setting Up Scheduled Task Events

You can use the FTP File Manager window to set up a scheduled task event. This feature lets you specify a date and time for the system to automatically execute the specified tasks.

1. From your Windows desktop, click Start, then All Programs, then ECI2, and then FTPFileManager. The FTP File Manager window opens.

2. Click [icon] . You can also click the File menu and select the Scheduler option. The FTP Run Schedule dialog box opens.
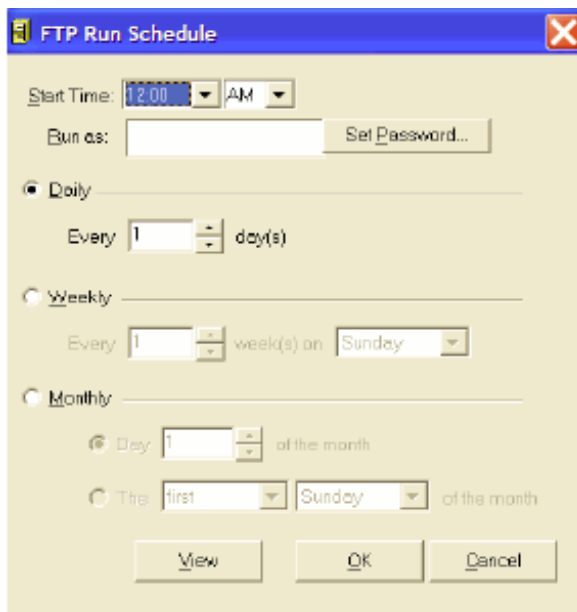
3. Click the down arrow in the Start Time box and specify the time for the system to check for files. Be sure to specify either AM or PM.

4. In the Run As box, set a user name and password for this procedure. To do so, click Set Password and enter the password to use. The password you specify here is used by Windows scheduler to determine whether the user has permission to execute the scheduled task event.

5. In the Daily, Weekly, and Monthly sections of the dialog box, specify whether to check for files each day, each week, or each month.

6. When you finish, click OK. A task is created under Windows Scheduler.

Note: This terminal ID from the (L1W) Parameter screen can be used to determine if the ticket prints and the status to which it goes. If (L1W) is not set up, your default terminal ID in the Server Options on your server is used.

Using the AOPD PSN for Servicing Dealers

Using the AOPD PSN for the servicing dealer involves the following:

1. Using the FTP File Manager Window to Receive Files.

2. Processing the Order.

3. Using the (SG)[L] Function.

Using the FTP File Manager Window to Receive Files

The FTP File Manager window lets you manually connect to FTP sites. You can use this software to receive 850 files from the FTP site.

Note: The following steps apply to DDMS only. For DDMSPLUS instructions, refer to the heading **Managing Tasks in DDMSPLUS**.

1. From your Windows desktop, click Start, then All Programs, then ECI2, and then FTPFileManager. The FTP File Manager window opens.

2. In the Task Name section of the window, click the task you are executing.

3. Click Run Selected Only, or you can click Run All Active. The 850s are received and Importer places the tickets in the Order Entry screen for normal fulfillment.

Note: If there are no exceptions, the order is placed in P-MASTER. If there are exceptions, the order is placed in P-MASTERE and you have to release manually using the (GO)[E] function. For more information, visit the Customer Support Center.

Processing the Order

Next, process the order in the usual manner. Be sure to invoice the ticket. After the ticket is invoiced, use the (SG)[L] function to process and build the 810 files.

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Using the (SG)[L] Function

This function automatically processes the EDI invoices, builds the 810 files, launches the (SG)[B] program, and stores the 810s in the outbound folder set in the Outbound Volume Folder field in the (L6X) screen.

1. From the text-based Master Menu, type **SG** to open the (SG) screen.

2. In the (SG) screen, type **L** in the Request field.

3. At the Build Files for Sales Auto Group prompt, type **Y**.

4. In the Auto Group field, type **AOP**.

5. In the Location field, specify the general ledger location.

6. In the Line field, press Tab to accept the default, or enter the line number.

7. In the Printer field, press Tab to accept the default, or enter the printer's logical name.

8. In the Copies field, press Tab to accept the default number of copies or enter the copies to print.

9. At the Are You Sure prompt, type **Y**.

Once the 810 invoices are built and stored in the outbound folder, the FTP File Manager moves the 810s to the appropriate contracting dealer.