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## Understanding PSN

Private Supply Network (PSN) opens a new world of interactive possibilities by connecting dealers to trading partners via the Internet. You can use PSN to batch-transmit purchase orders and receive acknowledgments from vendors. PSN is also free. There are no setup fees or transaction charges.

Not only is PSN free, it's easy to use, too. Just load the latest DDMS®/DDMSPLUS® software, set up a few identifiers and passwords, and go. Once you've set up your system for PSN, it's invisible. There is no learning curve or instruction to follow—just process P/Os as normal. The software takes care of the rest.

P/Os are transmitted from your system over the Internet to ECI's private communication network (PCN). The PCN acts as a translator and traffic cop. It converts the order to the right file format and then sends it to the vendor. Whether your vendor uses XML, EDI, flat-file, or something else, they receive your order in their preferred format, ensuring seamless and speedy transactions.

Trading partners can also use PSN and the PCN to offer customized, value-added services to ECI customers. The features available through a trading partner's PSN are determined solely by the sponsoring trading partner and programmed to its specifications.

If this is your first PSN vendor and PSN is not already set up, complete the setup procedures described in the following pages. Then, refer to the Setting Up & Using PSN document for your particular trading partner. Current trading partners are listed in the [DDMS PSN Vendor Setup](#) article in the Customer Support Center.

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**Note:** PSN setup uses graphical and text-based screens. For more information on opening and using text-based screens, see [Opening Text-Based Screens](#).

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## Before You Begin

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**Note:** This document contains instructions for DDMS. While the instructions are similar, some instructions in this document do not apply to DDMSPLUS. For specific DDMSPLUS instructions, refer to your online help.

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Before you begin, do the following:

1. Make sure you have Internet access.
2. Install the following:
  - DDMS
    - Download the latest version of DDMS from the [Customer Support Center](#). If you are using Windows® 2000, you must load DDMS on your server.
  - TBL Server

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**Note:** For information on installing these programs, refer to the instructions included with the software package.

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3. Determine which volume serial label to use to store your temporary Internet files. For example, W1, not 05. When you set up the (L6X) PSN Parameter screen, you need to know this location. These files are small and are deleted when the P/O is transmitted. We suggest storing them on your work unit. Volume serials are set in the (LO) Global Master Parameters screen.
4. Make note of your customer account number.

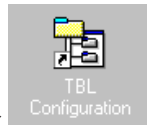
## Setting Up PSN for the First Time

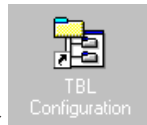
Once you've loaded the software, complete each of the following sections. If you have software update installation questions, call ECI Support at 1-800-366-4778.

### Configuring the UtilExt Program

The Utility Extension program lets you communicate with trading partners via the Internet and is the interface between your DDMS Windows system and the trading partner.

Configure the TBL Server to monitor the Utility Extension program.



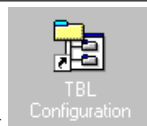
1. From your DDMS desktop, double-click  .
2. Click Advanced.
3. Right-click Server Settings and select Add New. The Server Settings dialog box opens.
4. In the Setting box, type **UtilExt** (This box is case sensitive).
5. Check the Flag box.
6. Click OK.
7. Right-click Server Settings and select Add New. The Server Settings dialog box opens.
8. In the Setting box, type **UtilExtConsole** (This box is case sensitive).
9. Check the Flag box to see the monitoring program running in a window. We recommend checking this box. If you leave this box blank, the program runs in the background.
10. Click OK.
11. Restart the TBL Server.

### Setting Up the (L6X) Screen

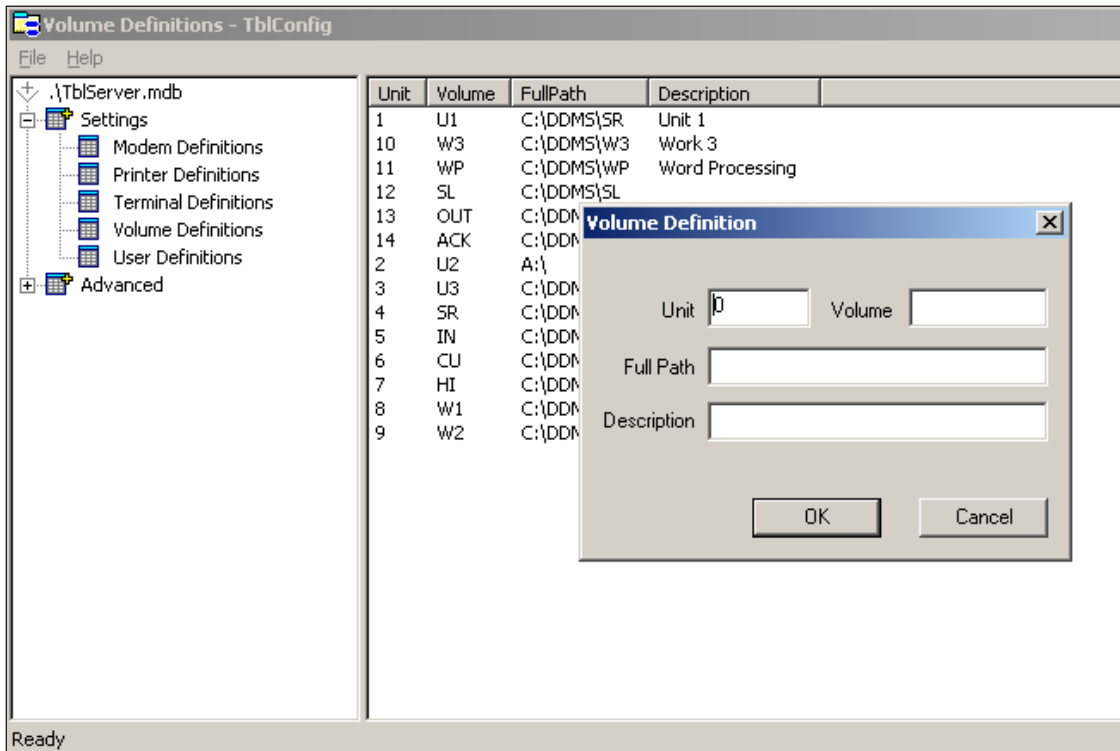
You must set up the PSN parameters in the (L6X) screen.

1. Log on to the DDMS server.

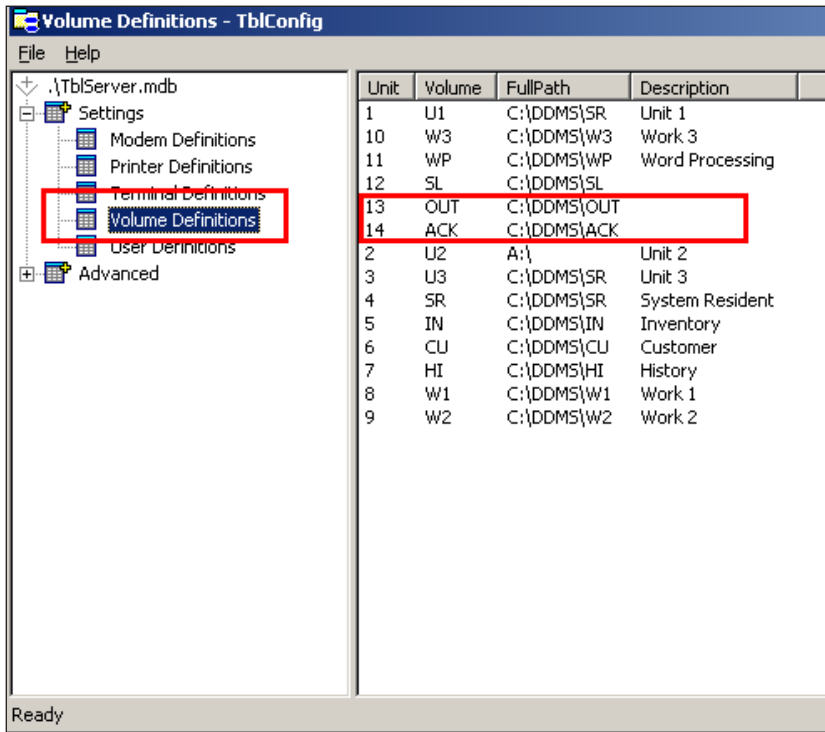
**Note:** **Steps 2-12** are for furniture-only dealers who have not previously set up PSN. If you are not a furniture dealer, proceed to **Step 13**.



2. From your DDMS desktop, double-click  .
3. Right-click Volume Definitions and select Add New. The Volume Definition dialog box opens.

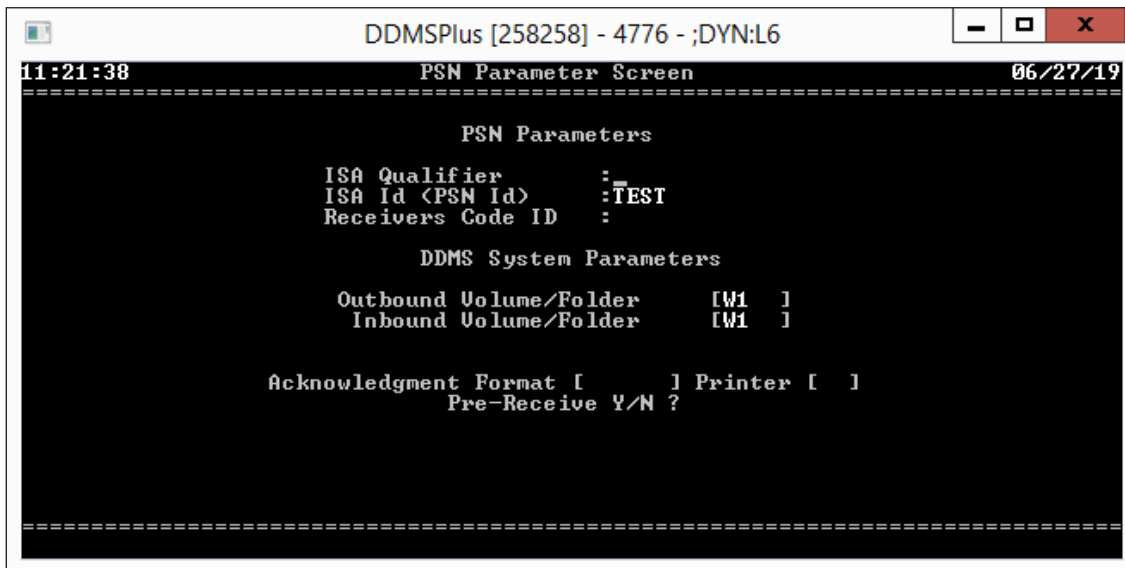


4. Click the Unit box and set the unit number by picking the next available number.
5. Click the Volume box and type **OUT**.
6. Click the Full Path box and enter the full path where the folder is located.
7. Click OK.
8. Right-click Volume Definitions and select Add New. The Volume Definition dialog box opens.
9. Click the Unit box and set the unit number by picking the next available number.
10. Click the Volume box and type **ACK**.
11. Click the Full Path box and enter the full path where the folder is located.
12. Click OK.



**Note:** Make sure to browse to the folder to ensure the folder is shared and that permissions are set to Read/Write. Do the same if setting up more than one volume in TBLConfig.

13. From the text-based Master Menu, type **L** to open the (L) Parameters screen.
14. Type **6** to open the (L6) Vendor and Wholesaler Communications screen.
15. Type **X** to open the (L6X) screen.

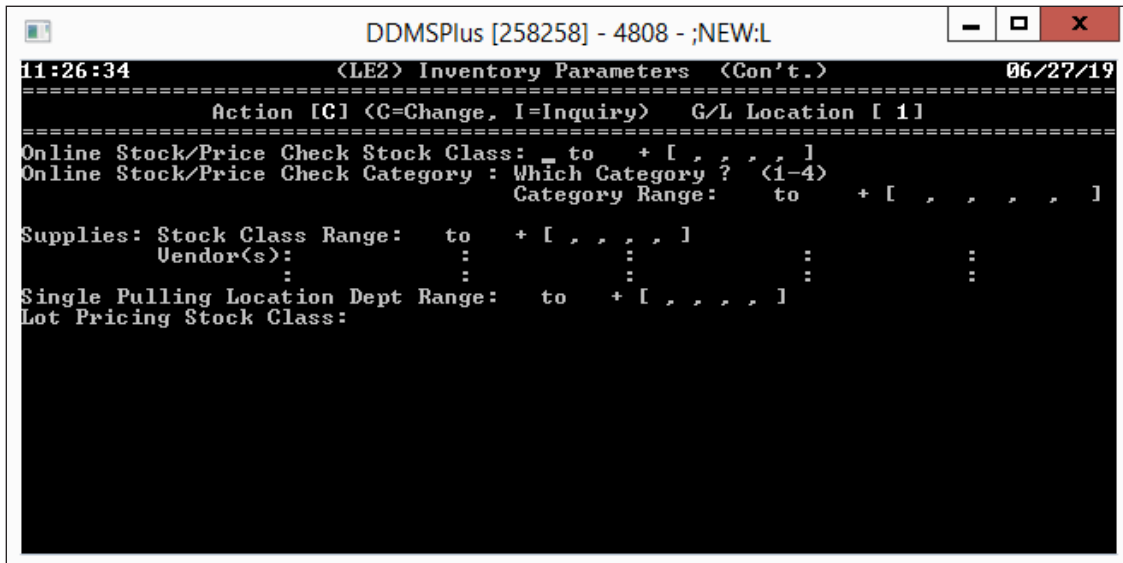


16. In the ISA ID field, enter your DDMS account number. This number is the PSN ID you receive in an email from professional services when you sign up for PSN.
17. Email [ddmssupport@ecisolutions.com](mailto:ddmssupport@ecisolutions.com) if you already have an entry here. PCN and PSN are set up based on your current (L6X) settings.
18. Tab to the Outbound Volume/Folder field and enter the DDMS volume serial label where your Outbound temporary files are to reside. These files are small and are deleted when the P/O is transmitted. We suggest storing them on your work unit. Volume serials are set in the (L0) screen.
19. Tab to the Inbound Volume/Folder field and enter the DDMS volume serial label where your Inbound temp files are to reside.
20. Press Enter.

## Setting the (LE2) Screen (Optional)

At any time after you retrieve an item, you can check stock levels and/or pricing by right-clicking the item and opening the Stock/Price Check window. However, you can also set a parameter to open the Stock/Price Check window whenever you retrieve an item. You can limit the items this parameter applies to by stock or price class by following these instructions:

1. From the text-based Master Menu, type **LE** to open the (LE) Inventory Parameters screen.
2. Type **2** to open the (LE2) screen.
3. Select the [C] Change action code.



4. Tab to the Online Stock/Price Check Stock Class/To/+ fields. Enter the stock or price classes by which to limit the search.
5. Tab to the Online Stock/Price Category Which Category field. Enter the category by which to limit the search.

**Note:** Categories are user-defined and are set in the Item database.

6. Press Enter to save your changes.

### Setting Your Trading Partner's Communication Parameters

To use any of PSN's features, you must set up PSN for your trading partner. For details, see the Setting Up & Using PSN document for your particular trading partner. Current trading partners are listed in the [DDMS PSN Vendor Setup](#) article in the Customer Support Center.