# About the Essendant™ Substitution Program

The Essendant™ (formerly United Stationers) substitution program works with the PSN service to allow dealers to have substitution lists assigned to their accounts in the Essendant system. Dealers can use a custom substitution list or use the generic list that Essendant provides. The list allows dealers to control what items are subbed when transmitted and which items are subbed for them. Since Essendant assigns this list to the dealer's individual Essendant account numbers, this feature works with National Drop Ship (NDS) accounts and any of the dealer's standard delivery accounts.

# Before You Begin

Before setting up and using the Essendant substitution feature, you must do the following:

1. Set up PSN for Essendant. This step includes setting up Essendant Substitution parameters. For more information, see Setting Up & Using the Essendant PSN on the Customer Support Center.

2. Contact Essendant to request a substitution list.

**Note:** To get information on the substitution feature or to obtain a custom item substitution list, contact Essendant Technical Support at 800-733-5555.

# Using Essendant Substitutions

When Essendant Substitutions is set up, changes are made in the way that orders are processed and displayed. The following is a summary of changes:

- The Essendant acknowledgment shows a Check Change Information message with a Shipped Item Number message, followed by the substitution stock number.

- The original item on the pick ticket and purchase order is replaced with the substitution item.

- The sell price remains the same as the original item, and the cost is updated with the substituted item.

- If a dealer is using a canned DDMS® picket ticket and purchase order format, a line item special is created to identify the original item ordered. It displays as follows: Vendor Sub: Original Item #.

- Canned usage reports show the original item ordered, not the substitute.

- It is up to the dealer and Essendant to make sure the Essendant substituted item's unit of measure matches the dealer's selling unit of measure when creating the substitute list.

- If an item is partially filled, the unshipped quantity is put on the next line using the original item stock number as long as split lines are used.

## Essendant Substitutions Flow

The item that Essendant is subbing is searched for using I-SUPER. If the subbed item does not exist in the dealer's database, the original item remains on the pick ticket and purchase order. An exception is generated in the COM-EXCEPT file (New Sub List Item Not on File).

Although the original item is subbed by Essendant, the DDMS ticket and purchase order do not reflect the substitute item. The Super Index is not required, but we recommend it because of situations where the dealer's Master inventory record may not match the wholesaler's number.

## Essendant Substitutions and the I-AUX File

The following fields are updated in I-AUX for the original item:

- Last P/O field is cleared

- Qty Of field is cleared

- Vendor field is cleared

- On-Order field has quantity deducted

- Backorder field has quantity deducted

The following fields are updated in I-AUX for the subbed item:

- Last P/O field is updated

- Qty Of field is updated

- Vendor field is updated

- On-Order field has quantity added

- Backordered field has quantity added

## Essendant Substitutions and the Purchase Order

Purchase orders display the following changes from original to subbed item information:

- Item Key

- Description

- Item Class and Department

- Unit of Measure name (This is not a UOM conversion—just a unit name change if applicable)

- Prefix (Based on Essendant's prefix for the number)

- Any previous line item specials are moved from the original item to the subbed item

- A Line Item Special is created to denote the substitution (Vendor Sub: original item key)

## Essendant Substitutions and Receipts

Receipts show the following changes if the dealer has Final Receive turned on in the (ASB) or (L6F) screens:

- The original item is deducted

- The subbed item is added

## Essendant Substitutions and the Pick Ticket

On the pick ticket, the original item is changed to the subbed item. The following fields reflect the subbed item information:

- Item Number

- Item Company

- Description

- Item Stock Class

- Item Department

- Unit of Measure (name)

- List

- Actual Cost (A Cost) is updated from the P/O cost of the subbed item

- Pricing Cost (P Cost) is updated from the item file for the subbed item unless the item's price is based on cost plus. The consumer's price is not changed

- Any previous line item comments are moved from original item to subbed item

- A line item special is added to denote the substitution. This includes the original item key

## Essendant Substitutions and Reporting

When the Essendant substitutions program is activated, changes are seen in report writer, usage report, and SQL reporting fields.

- The report writer programs SORTU/EXECU and SORTT/EXECT have been modified to report the subbed item usage as the original item usage.

- The ticket/invoice printing program (GTAP) prints the original number as an additional line.

- Usage reports can be modified to reflect Essendant substitutions by selecting the query item # from P-LINE or JO-LINE. Type **TYPEOI** to print the OI special (Vendor Sub: [original item key]).

- In SQL Reports for usage, the new OI special populates the OrderedAsSKU and OrderedAsMACCode fields in the SalesOrderDetail table.