



TeamDesign[®]: Setting Up & Using the Herman Miller[®] PSN

Updated September 2023



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Understanding PSN

Private Supply Network (PSN) connects dealerships to trading partners via the Internet. You can use PSN in TeamDesign® to transmit purchase orders (P/Os) and receive acknowledgments from vendors seamlessly in one application.

Many vendors currently accept electronic purchase orders and return electronic order acknowledgments. Each vendor uses a slightly different method to accomplish this, and along with these variances, there are slightly different order formats required. TeamDesign accommodates these variances by relaying your orders through our PSN server. The PSN server reformats the order for the appropriate vendor and forwards that order to the vendor's order system.

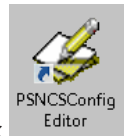
Before You Begin

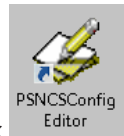
Before you set up and use the Herman Miller® PSN, make sure you have PSN set up. If this is your first PSN vendor and PSN is not already set up, start by following the steps in [PSN Communication Service Installation and Setup](#). For specific instructions on setting up the PSN Communication Service for Herman Miller, see the heading **Setting Up the PSN Communication Service**.

Verify that you have:

- An Internet connection (DSL, T1, Cable Modem).
- TeamDesign version 17.06.581 or higher.
- Advantage Database Server (ADS) version 9 or higher. You can download the latest ADS software from the Customer Support Center [here](#).

Setting Up the PSN Communication Service



1. From your TeamDesign database, double-click .
2. In the PSN URL box, verify that the correct URL is listed. Update if necessary.
3. Enter the inbound and outbound paths for PSN in the Inbound Path and Outbound Path boxes. Record the paths for later use. The output and input paths you specify must be on a network drive. We suggest you use drive T.
 - **Inbound Path:** Use this box to enter the path where your inbound temporary files are stored. We recommend you use the path T:\PSNIN.
 - **Output Path:** Use this box to enter the path where your outbound temporary files are stored. These files are small and are deleted when the P/O is transmitted. We recommend you use the path T:\PSNOUT.
4. Expand the Vendor Settings menu.
5. Expand the Furniture menu.
6. Click Herman Miller.
7. Type **HMI** in the Destination ID box.

8. Leave the Login ID and Password boxes blank.
9. Click File and select Save.
10. At the Restart Services prompt, click Yes.
11. At the PSN Communication Service message, click OK.
12. Click File and select Exit.

Setting Up the Herman Miller PSN

Setting up the Herman Miller PSN in TeamDesign involves:

1. Contacting Herman Miller
2. Setting up the System Configuration window
3. Setting the output and input paths
4. Setting up system security
5. Setting up the Herman Miller vendor

Contacting Herman Miller

Contact Herman Miller to receive the following details for your Herman Miller accounts:

- Your Dealer Login ID and Password.
- Your account numbers. (You may have several different account numbers if you have separate physical locations or if you offer different contract levels.) You need these numbers to set up your PSN communication options.
- Herman Miller contract numbers. (In TeamDesign, the Herman Miller contract numbers can be stored in the Customer Contract Prices table. They can be entered in the Proposal Profile Purchase Orders tab or set in the PSN Transmission screen. For more details, refer to the heading **Using Contracts with Herman Miller.**)

Note: The Herman Miller Kiosk Order Manager has a setting labeled Allow Duplicate PO Numbers. We suggest this box be left blank. Please contact Herman Miller directly with any questions.

Setting Up the System Configuration Window

Setting up the System Configuration window is a required step. You must complete all the information in this window. The address you specify here is used by Herman Miller as the default billing address. This is the address Herman Miller uses to send invoices.

1. From the TeamDesign menu, click System, SetUp, and select System Configuration.
2. Click the PSN Comm tab.
3. Click the Select Manufacturer drop-down menu and select Herman Miller.

| Company Profile | Environment | General Ledger | Payables | Proposals | Purchase Orders | Receivables | Other Modules |
|-----------------|-------------|----------------|---------------|--------------|-----------------|-------------|---------------|
| Commissions | Haworth | PSN Comm | Miscellaneous | User-Defined | | | |

Select Manufacturer: Herman Miller (USA)

PSN Dealer Description:

Dealer Name: Dealer Name

Suite: ADDLINE 1

Address: ADDLINE 2

Postal Code: 55555

City: CITY

State/Province: ST Country: US

Contact Name: contact name

Phone Number: 555-555-5555

E-Mail Address: email@address.com

Ship-to Attention Of: attn of

Order Currency: USD

Default Contract #: A00000

PO Send Time (in seconds): 360 (Max time to check for PO functional Acks)

PO Ack Time (in seconds): 60 (Max time to check for PO formal Acks)

Update Item Costs with Electronic Acknowledged Cost?

Allow this Manufacturer to display on PSN options/lists?

Save Changes

Business Partner #'s

New Business Partner #:

555444222*

555444222*


Set as Default Partner # Delete Selected Partner #

Note: Currently TeamDesign supports transmissions from Herman Miller USA, Herman Miller Canada, Baker Manufacturing, and SitOnIt Seating. The Herman Miller PSN does not currently accept Geiger USA or Geiger Canada transmissions.

4. The PSN Dealer Description boxes include the Dealer Name through Default Contract # box. Click each box and enter the information.
 - 4.1 In the Contact Name box, enter the person to contact regarding the order. This contact is normally an accounts payable employee.
 - 4.2 In the Default Contract # box, enter the default dealer contract number. This information is required.
 - 4.3 Check the Update Item Costs with Electronic Acknowledged Cost to update all Herman Miller P/Os with the acknowledged cost. Please note, if the P/O is for a direct proposal, the acknowledged cost is not updated even if this box is checked.

Note: The system uses the information in the Contact Name, Phone Number, and E-Mail Address boxes as the default when transmitting P/Os in the Transmit Purchase Orders via PSN window.

5. Click the PO Send Time box and enter a time for the P/O to send. We recommend you set the limit to sixty seconds. If you are submitting a large purchase order, you may need to increase the time.
6. Click the PO Ack Time box and enter a time for the P/O to be acknowledged. We recommend you set the limit to sixty seconds. If you are receiving a large acknowledgement, you may need to increase the time.
7. Check the Allow This Manufacturer To Display On PSN Options/Lists box to display this manufacturer in the Select Manufacturer drop-down menu in the PSN Electronic Interface dialog box.
8. Enter the dealer ID that you received from HMI in the New Dealer ID box and press Enter.

9. Continue to add as many account numbers as needed. You may need to add multiple account numbers if you have separate physical locations or if you offer different contract levels.
10. If you have a list of dealer IDs, click the dealer ID that is most frequently used when transmitting P/Os to HMI and click Set as Default Dealer ID.
11. When you finish adding dealer IDs, click Save Changes.
12. At the Dealer Information Was Successfully Saved message, click OK.
13. Click . The window closes and your changes are saved.

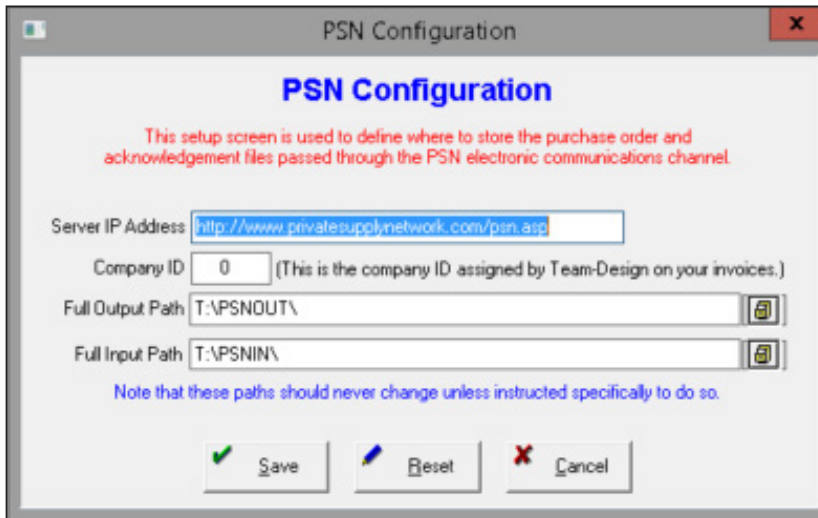
Setting the Output and Input Paths

Once you have contacted Herman Miller, set up your output and input paths.

Note: You only need to complete this step the first time you use PSN.

The output and input paths you specify must be on a network drive. We suggest you use drive T.

1. From the TeamDesign menu, click System, SetUp, and then PSN Configuration.



2. In the Full Output Path and Full Input Path boxes, enter the paths you recorded when Setting Up the PSN Communication Service.


Note: If you have a Netware server, you have installed the PSN service locally. The Server IP Address and Company ID boxes appear. These boxes default to: <http://www.privatesupplynetwork.com/psn.asp>. Your company ID is a number assigned by TeamDesign Once you have registered for PSN services, do not change the IP address or Company ID unless instructed to do so by TeamDesign

3. When you finish, click Okay.

Note: Once you click Okay, archive and log folders are created in the eCommerce Industries Inc, PSN Communication Service folder. When working with tech support, you may be accessed to access the information in this folders.

Setting Up System Security

You must set up a login and password for each user that sends purchase orders to Herman Miller. If the user who is logged in is not set up, the PSN screens are not accessible.

1. From the TeamDesign menu, click System, SetUp, and select Security.
2. Double-click the user to update.
3. Click the PSN Access tab.
4. Update the Herman Miller Logon ID and Password boxes.
5. Click  to close the window and save your changes.
6. Repeat **Steps 1-5** for every user who sends P/Os to Herman Miller.

User ID: BILL

Master Access | Table Access | Module Access | Salesperson Access | System Access | **PSN Access**

Global Industries:
Logon ID:
Password:

Herman Miller Inc. (highlighted):
Logon ID:
Password:


Kimball/National:
Logon ID:
Password:


Knoll:
Logon ID:
Password:
Contact Name:
Contact Phone Nr:
Contact eMail:

Haworth:
Logon ID:
Password:

HNI/AllSteel:
AllSteel Logon ID:
AllSteel Password:
Gunlocke Logon ID:
Gunlocke Password:
HDN Logon ID:
HDN Password:
Maxon Logon ID:
Maxon Password:

Setting Up the Herman Miller Vendor

1. From the TeamDesign menu, click .
2. In the Vendor List window, double-click the Herman Miller vendor.

Note: If the Herman Miller vendor does not exist in your system, click  to add a new vendor. For details on adding new vendors, see your TeamDesign online documentation.

3. In the Vendor List window, click Profile.
4. In the Vendor window, click the Internal Usage tab.
5. Click the PSN Mfg ID drop-down box and select your Herman Miller Alliance vendor.

Vendor: 001013 Herman Miller Inc

Standard Address Purchasing Payments Conditions Internal Usage Contact Names General Ledger Returns Documents

Miscellaneous
 Class: <F>urniture <O>ther F
 Auto-Cost Inventory <Y>es <N>o
 Secured Detail Ledger <Y>es <N>o

1099 Profile
 Eligible: Y/N N
 Payee ID Number

Financial
 Default Revenue Code 02
 VAT/GST/Tax Code
 VAT/GST/Tax Number

Catalog Interface
 Actual Vendor 0
 SIF Interface ID

Special Interface
 User-Defined Index Key

PSN Communications
 PSN Mig ID <None Selected >
 <None Selected >
 AISeating
 AISSteel
 Global Industries
 Haworth
 Herman Miller (USA)
 Hon
 Knoll Dealer Portal
 National

6. Click . The window closes and your changes are saved.

Creating a Proposal

1. From the TeamDesign menu, click Proposals.
2. To add a new proposal click .
3. In the Create Proposal window, enter the information for the proposal.
4. In the Addresses tab, make sure to adhere to the labels for the address.

Proposal: 20449 test53

Description Project Information Addresses Invoicing Commissions Purchase Orders Documents eMail Events SP Richards

Proposal To:
 Company Name Company Name
 ATTN/Misc John Smith
 Suite
 Address 123 MAIN ST
 Postal Code 37211
 City NASHVILLE
 State/Province TENNESSEE Country US
 Cost Center

Ship To:
 Company Name ShipTo Name
 ATTN/Misc
 Suite
 Address 123 MAIN ST
 Postal Code 37211
 City NASHVILLE
 State/Province TENNESSEE Country US
 Contact Name John Smith
 Phone Number 123-456-7890

Bill To: 5002
 Company Name Company Name
 ATTN/Misc
 Suite STE 201
 Address 1234 1ST ST
 Postal Code 37211
 City SAWDUST
 State/Province TENNESSEE Country US


Installation:
 Company Name End Customer Company Name
 ATTN/Misc
 Suite STE 201
 Address 1234 1ST ST
 Postal Code 37211
 City SAWDUST
 State/Province TENNESSEE Country US
 Contact Name
 Phone Number - -

Port of Exit Address:
 < Select Address >

When you transmit an order to Herman Miller, the Installation Address is used as the end customer address. You must enter this information as follows for the end customer address to be correctly transmitted.

- **Company Name:** Enter the end customer company name.
- **Address 1:** Enter the address for the end customer.
- **Address 2:** Enter the suite number for the end customer.
- **City, ST Zip:** Enter the city, state, and Zip Code for the end customer address.

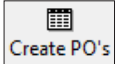
Note: The address can be corrected in the End Customer tab in the Electronic Purchase Order Transmission dialog box. However, this change is not updated on the purchase order.

5. When you finish, click  to save your changes. (For more information on creating proposals, see your TeamDesign online documentation.)

Note: To ensure items are specified properly, it is best practice to use a specifier (2020 Worksheet, ProjectSpec, or CET) before importing into a TeamDesign proposal.

6. In the Proposal Detail Line Item List window, click View and select Purchase Orders.
7. Click Okay to display a list of purchase orders. Once the purchase orders display, a list of vendor purchase orders is available in the Proposal Profile Purchase Order tab. You can assign contract numbers to each by clicking the Contract Numbers box and entering a contract number for the vendor. You also have the ability to change contract numbers in this tab.

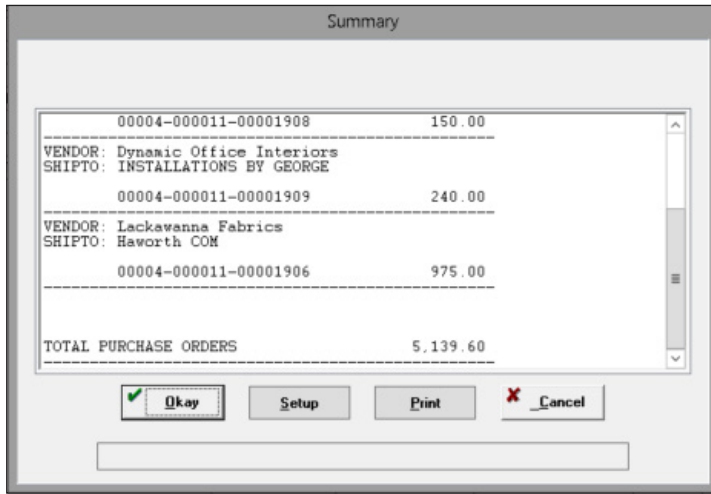
Creating a Purchase Order

1. From the TeamDesign menu, click . The Print Purchase Validation Orders dialog box opens.
2. Click the Select Desired Document drop-down menu and select Purchase Order.
3. Click the Proposal box and enter the proposal number for this purchase order. You can click the Proposal button to search.
4. Complete the purchase order as you normally would.
5. Click Accept. For more information on creating purchase orders, see your TeamDesign online documentation.

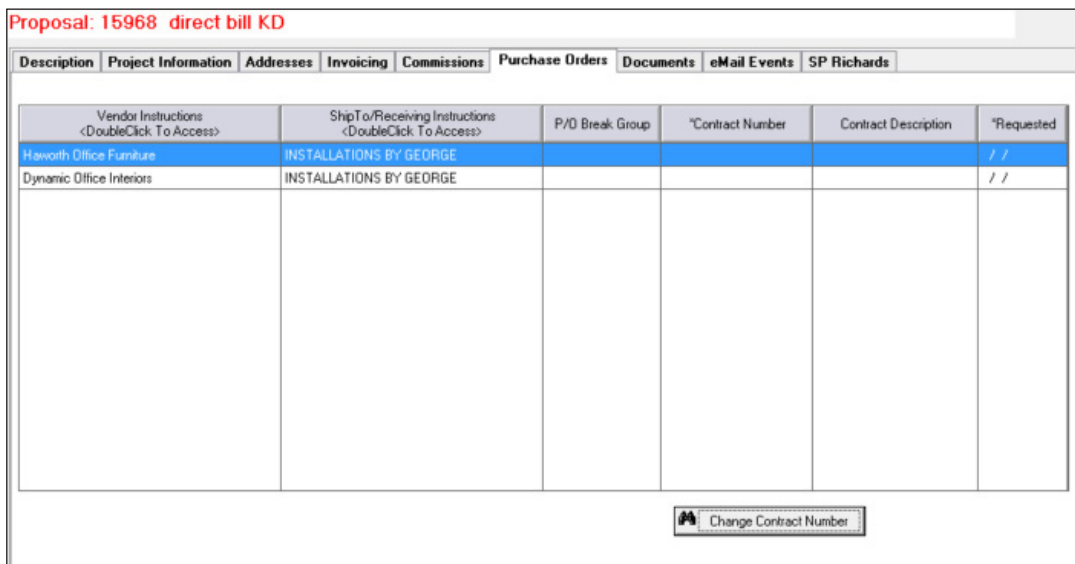
Using Contracts with Herman Miller

Herman Miller requires a valid contract number for every purchase order. The default contract number is stored in the PSN Comm tab of System Configuration. Other contracts can be stored in the Customer Profile Special Prices tab. Contracts that are stored this way display in the Customer Contracts Prices table.

1. To apply a contract to a purchase order, first create a virtual purchase order.
2. View the Proposal Detail Line Item List window, then click View and select Purchase Orders. The Summary dialog box displays.
3. Click Okay. A list of virtual purchase orders displays.



- In the Proposal Profile window, click the Purchase Orders tab.
- Click the line to highlight the purchase order.



- Once the line is highlighted, click the Change Contract Number button. If you have stored the contract in a customer profile, it is available to select from the Quick Find.

Note: The Change Contract Number Quick Find is tied to the Customer Contract Prices table. You may search for a contract by contract number, contract name, customer number, vendor name, or vendor number. You may also enter a contract number by double clicking on the Contract Number box in the Proposal Profile Purchase Orders tab.

Transmitting P/Os to Herman Miller



1. From the TeamDesign menu, click . The Electronic Interface dialog box opens.
2. In the Electronic Interface dialog box, select your Herman Miller Alliance vendor.
3. Make sure the Send Purchase Orders option is selected and click Continue. The Electronic Purchase Order Transmission dialog box opens.

Note: In the Electronic Purchase Order Transmission dialog box, required boxes display in yellow. You must complete these boxes before you can transmit the order.

4. Enter the P/O number to transmit to Herman Miller. If you cannot recall the number, click Select Purchase Order to open the Search Purchase Orders dialog box. The system displays information for the P/O you selected.
5. Click the Project/Contract tab. The Proposal Number box is populated with the proposal number associated with the purchase order.

- 5.1 The Lead Time box defaults to 20 days. If your order consists of only quick ship items, you can select 10 days.

- 5.2 The Contract number box defaults to the number set in System Configuration. If a value is entered in the Proposal Profile Purchase Orders tab, this value overrides the default. If you need to change the value in this box, click Search and select the Contract number from the table.
- 5.3 The Tier Volume box defaults to 1000. To change the Tier Volume, enter a value greater than 1000 in this box.
- 6. Click the Sold-To tab. In this box, enter dealer information for the dealer to which Herman Miller sold the product.

- 6.1 The Business Partner # box is populated with the default dealer ID entered in System Configuration. If more than one dealer ID is set up in System Configuration, you can select the dealer ID to use in the drop-down box. The default dealer ID is indicated with an asterisk.
- 6.2 Enter the company name in the Dealer Name box.
- 6.3 In the Purchase Order # box, enter the vendor purchase order number.
- 6.4 The Desired Delivery Date box is required. However, this information may come from the purchase order. You can change this information in the PO Sold-To tab, but the address is not updated on the purchase order.
- 6.5 Fill in the additional boxes as needed.

7. Click the PO Ship-To tab. In this tab, enter the ship to information for the purchase order.
 - 7.1 Enter the ship to name in the Name box.
 - 7.2 In the Address box, enter the address for the customer.

Herman Miller Inc. (USA) Electronic Purchase Order Transmission

Select Purchase Order: 1 11 1275 Note: Fields with yellow backgrounds are required! Is this a mock-up order?

Project/Contract Sold-To **PO Ship-To** End Customer Miscellaneous Mock-up Order

Name:

Suite:

Address:

Postal Code:

City:

State/Province: Country:

Contact Name:

Phone #:

Ship-to Attention-of:

Shipping Tag:

Hours Before: 24 Hours 48 Hours 72 Hours Call Before Delivery?

Delivery Contact Name:

Delivery Phone #:

View PO export file after transmission?

- 7.3 Enter the city, state, and postal code in the corresponding boxes.
 - 7.4 In the Country box, enter the 2 character country code. For the United States, type **US**.
 - 7.5 Click the Contact Name drop-down box and select the contact.
 - 7.6 In the Shipping Tag box, enter any notes about the order, for example, who to call or which door to use for the delivery. This box is not required.
 - 7.7 The Call Before Delivery service is a specialized service with Herman Miller. Contact Herman Miller for more information. If you subscribe to the service, click this check box to receive a phone call before your delivery. If this box is checked, the Hours Before, Delivery Contact Name, and Delivery Phone # are required.
8. Click the End Customer tab, and use it to enter information for the end customer.
 - 8.1 Enter the end customer name in the Name box. The default end customer address is pulled from the Addresses tab of the proposal profile. You can make changes by entering the address for the end customer in the Address 1, Address 2, City, State, Zip Code, and Country boxes.

Note: The Country box pulls from System Configuration. Type **US** for United States or **CA** for Canada.

Herman Miller Inc. (USA) Electronic Purchase Order Transmission

Select Purchase Order: [Dropdown] Note: Fields with yellow backgrounds are required!

[1] [11] [1275] Is this a mock-up order?

Project/Contract | Sold-To | PD Ship-To | End Customer | Miscellaneous | Mock-up Order

Name: [Yellow Background]

Suite: [Text Box]

Address: [Yellow Background]

Postal Code: [Yellow Background]

City: [Yellow Background]

State: < None Selected > Country: [Yellow Background]

Contact Name: [Text Box]

Contact Phone: [Text Box]

Customer PO #: [Text Box]

DUNS #: [Text Box]

U.S. Comm. EIN/TIN #: [Text Box]

View PO export file after transmission?

Clear Values | Send | Exit

- 8.2 Enter the end customer name in the Name box.
- 8.3 Enter the address, city, state, and postal code in the corresponding boxes.
- 8.4 In the Country box, enter the 2 character country code.
- 8.5 In the Contact Name and Contact Phone box, enter the name of the person to contact about the order and their corresponding phone number. These boxes default to the buyer and buyer phone on the proposal.
- 8.6 The Customer PO # box is populated with the P/O number from the proposal. Update as necessary. This box is required.

Note: Herman Miller only accepts 20 character purchase order numbers. If the P/O number is longer than 20 characters, it is truncated here.

- 8.7 Fill in the remaining boxes as applicable.

Note: Enter the EIN/TIN without the dash (-).

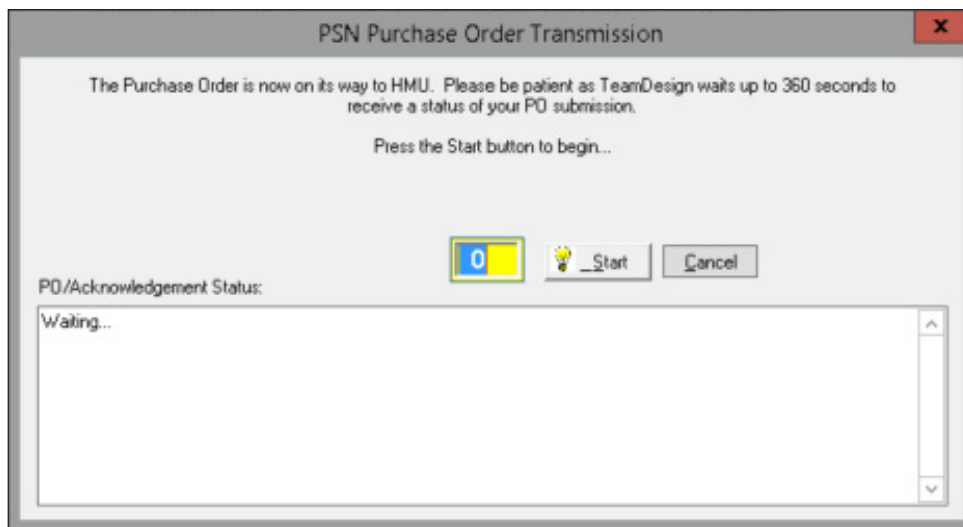
9. Click the Miscellaneous tab to enter special instructions or order notes.
 - 9.1 Enter the GPO account number in the GPO Account # box.
 - 9.2 In the Order Currency box, enter the currency in which the order is processed. For orders using the United States Dollar, type **USD**.
 - 9.3 Use the Order Notes to enter information for internal use. This information is not reviewed by Herman Miller.
10. Set up the Mock-Up tab if this is a Mock-Up order. All fields in this tab are required except the Station, Office, and Seating Qty boxes.

Note: The fields in this tab are only activated if the Mock-Up order type is selected in the Project tab.

11. When you finish entering information, click the View PO Export File After Transmission to view the data transmitted to Herman Miller or leave this box blank to not view the export file.

Note: When working with technical support, you may be asked to use this feature.

12. Click Send. The PSN Purchase Order Transmission dialog box opens.



13. Click Start. The purchase order is transmitted. When the order is transmitted to the Herman Miller Kiosk Order Manager, it is prevalidated.
 - If all line items are valid, you receive a message stating the order was successfully generated and transmitted. For valid orders, the purchase order Acknowledgment Number box in TeamDesign indicates that the order was accepted.
 - If there are any invalid line items, the functional acknowledgment displays the reasons the P/O is invalid in the exceptions screen and the order is placed on hold.

Exceptions are saved in the PSNOUT Log folder. You can also print the exceptions. For invalid orders, the purchase order's Acknowledgment Number box in TeamDesign indicates the order was rejected.

14. Click OK to continue. If you specified to view the Export file, the file automatically opens.

Note: You must submit purchase orders one at a time.

Retrieving PSN Acknowledgments



1. From the TeamDesign menu, click . The Electronic Interface dialog box opens.
2. Click the Select Manufacturer drop-down menu and select Herman Miller.
3. Click the Retrieve PO Acknowledgements option and click Continue. The PSN Acknowledgement Retrieval dialog box opens.
4. Click Start. Once the acknowledgments have downloaded, the Acknowledgements Received Browser window opens.

Acknowledgements Received Browser

PO Acknowledgement Filters

Sort Option:
 Full PO Number
 PO Number Only

Select All Ack Options

Standard Orders
 Direct Orders
 Invalid Orders
 Revised Orders

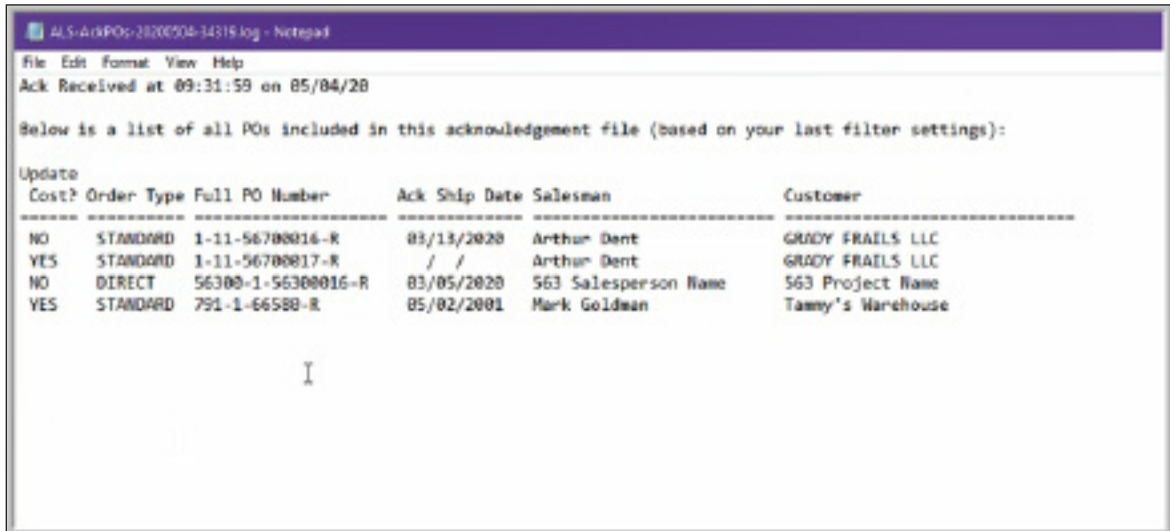
- Provided is a list of PO acknowledgments from the current file download.
 - Select PO's to update cost. (Invalid PO's will obviously not be processed.)
 - After all selections, click "Process".
 - All PO's listed (except Invalid Orders) update acknowledgment number and ship date.
 - Once update process is complete, all PO's are removed from this list.
 - Click the Save/Print button to save and/or print a list of these PO's.

| Update Cost? | Order Type | Revised? | Full PO Number | PO Number | Ack Ship Date | Salesperson Name | Customer Name |
|-------------------------------------|------------|----------|----------------|-----------|---------------|----------------------|--------------------|
| <input checked="" type="checkbox"/> | STANDARD | YES | 1-11 56700016 | 56700016 | 03/13/00 | Arthur Dietz | GRADY FRANKS LLC |
| <input checked="" type="checkbox"/> | STANDARD | YES | 1-11 56700017 | 56700017 | ?? | Arthur Dietz | GRADY FRANKS LLC |
| <input type="checkbox"/> | DIRECT | YES | 56300156300016 | 56300016 | 03/05/00 | SEJ Salesperson Name | SEJ Project Name |
| <input checked="" type="checkbox"/> | STANDARD | YES | 781-1-60588 | 66500 | 05/02/01 | Mark Goldsman | Tansey's Warehouse |

Select all Standard PO's Only
 Save/Print List of PO's

5. Select either Full PO Number or PO Number Only.
6. Filter the acknowledgment list by checking the Standard Orders, Direct Orders, Invalid Orders, and Revised Orders boxes.
7. Check the box in the Update Cost column next to an acknowledgment to update the item cost with the electronic acknowledged cost. Standard orders are selected to update cost by default.
8. Click Save/Print List Of POs to save a list of the acknowledgments. The list is saved in a log file and can be reprinted. The saved list includes the following information:
 - Update Cost
 - Order Type
 - Full P/O Number
 - Revised P/O Number (followed by -R)
 - Acknowledged Ship Date

- Salesman
- Customer



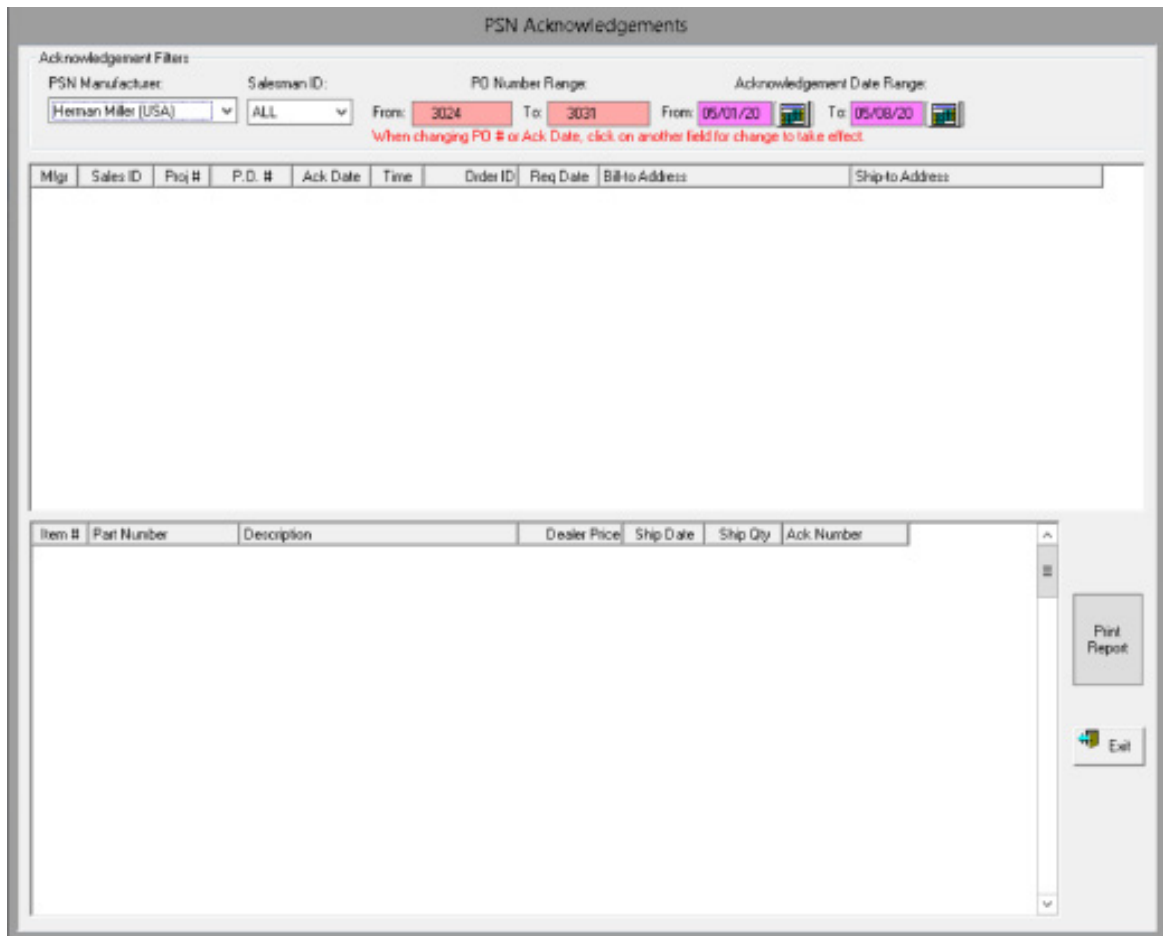
9. In the Acknowledgements Received Browser window, click Process.
10. At the Please Confirm Your Request prompt, click Yes. The cost updates for the selected P/Os, and the acknowledgment numbers and ship dates update for all P/Os. Acknowledgment numbers and ship dates do not update for invalid orders.
11. In the PSN Acknowledgement Retrieval dialog box, click Exit.


Once the acknowledgments are retrieved, the Acknowledgment Number box for each P/O lists the actual acknowledgment number.

Reviewing/Printing PSN Acknowledgments



1. From the TeamDesign menu, click . The Electronic Interface dialog box opens.
2. Click the Select Manufacturer drop-down menu and select Herman Miller.
3. Click the Review/Print Acknowledgements option and click Continue. The PSN Acknowledgements dialog box opens.



4. Click the PSN Manufacturer drop-down menu and select Herman Miller.
5. Click the Salesman ID drop-down menu and select the salesperson.
6. In the PO Number Range boxes, you can limit the display by P/O number. Enter the beginning of the range in the From box and the end of the range in the To box.
7. In the Acknowledgment Date Range boxes, you can limit the display by P/O date range. Enter the beginning date in the From box and the ending date in the To box. To view a calendar from which to select the date, click .
8. When you finish setting limits, click Print Report. The Acknowledgement Report dialog box opens.
9. Click Create Report. The search begins for the purchase orders that meet the limits you set.
10. When finished, click Exit.



Printed: 4/23/2010 11:42:08AM

Herman Miller Acknowledgement Review
KELLER QA
For Salesman ID: All
Review Date Range: 04/01/10 - 04/23/10

Page: 1
DEVELOPERS

Purchase Order: 828-1-56009
Acknowledgement Transmitted DN: 04/23/10 AT:

Sold To:

Ship To: SAM S SHIP TO (0)
18066 LEGANON ROAD
STE 734
OLD HICKORY, TN 37138

| Line # | Qty | Catalog Number | Description | Mfg Code | Vendor | Del. Date | Unit Cost |
|--------|-----|----------------|---|----------|--------|-----------|-----------|
| 1 | 1 | AE13PWB | *Wk Chr Aeros Stn-Ht Pneu TR Linkng Fixed Arms Restup Attributes: AJ +adjustable lambar support (Attribute Mismatch) G1 +graphite (Attribute Mismatch) BB +2 1/2 hard castor black yoke carpet BK +black (Attribute Mismatch) SD +particle classic (Attribute Mismatch) D1 +pellicle classic carbon (Attribute Mismatch) | HST | 2487 | | 0.00 |
| | | | Ask Discrepancies: Ask for this line item was NOT found! No attributes were returned for this line item! | | | | |
| 2 | 1 | RE18F | *Wk Chr Reaction 560 Seat/RT Fixed Arms Attributes: BB +2 1/2 hard castor black yoke carpet BK +black (Attribute Mismatch) DK +black (Attribute Mismatch) DA +main - P1 Cat 2 (Attribute Mismatch) D2 +main bisetti (Attribute Mismatch) | HST | 2487 | | 0.00 |
| | | | Ask Discrepancies: Ask for this line item was NOT found! No attributes were returned for this line item! | | | | |
| 3 | 1 | E27053072 | *Periscopi Formcat Oval Bed 350 72W Attributes: BQ +blackstone grey (Attribute Mismatch) DU +black urea (Attribute Mismatch) HN +none (Attribute Mismatch) SM +c/s module (Attribute Mismatch) | HEI | 2487 | | 0.00 |
| | | | Ask Discrepancies: Ask Part Number = E27053072 Ask Dealer Cost = 001.200 | | | | |

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Resending PSN Purchase Orders

If you need to cancel or change a submitted P/O, you must call your Herman Miller representative and cancel the P/O.

Once the P/O is canceled, return to TeamDesign and perform one of the following functions:

- Cancel the P/O.
- Remove the line items from the P/O.
- Make the appropriate line item changes.

You can then create a new P/O or reprint it to transmit to Herman Miller with the appropriate changes.