
DSM380 Electronic Data Interchange (EDI) Orders

Batch Order Entry

The order entry process allows for quick, easy input, enabling data entry personnel to continue with maximum efficiency.

The system reverts to user defined default values set up in the EDI set of system Control Files. This means entry requires only some codes, such as:

- The customer number
- The ISBNs
- Order quantities
- Sales rep codes

The file validation program is run for validation of the complete order.

Validated EDI orders which have been validated and flagged as containing errors are maintainable or deleted. The batch order entry/maintenance program is called, highlighting fields with data entry errors.

eCommerce

Orders generated from e-Commerce are uploaded from an Excel spreadsheet into e-commerce and processed using the EDI Module. Once the orders have been uploaded, converted and validated this option is used to review, maintain and release the orders. Orders will be processed in different status.

I is the initial order status, orders in "I" have uploaded without error

E status has uploaded in error or not met the criteria i.e. not part of the classification group/not authorised to upload.

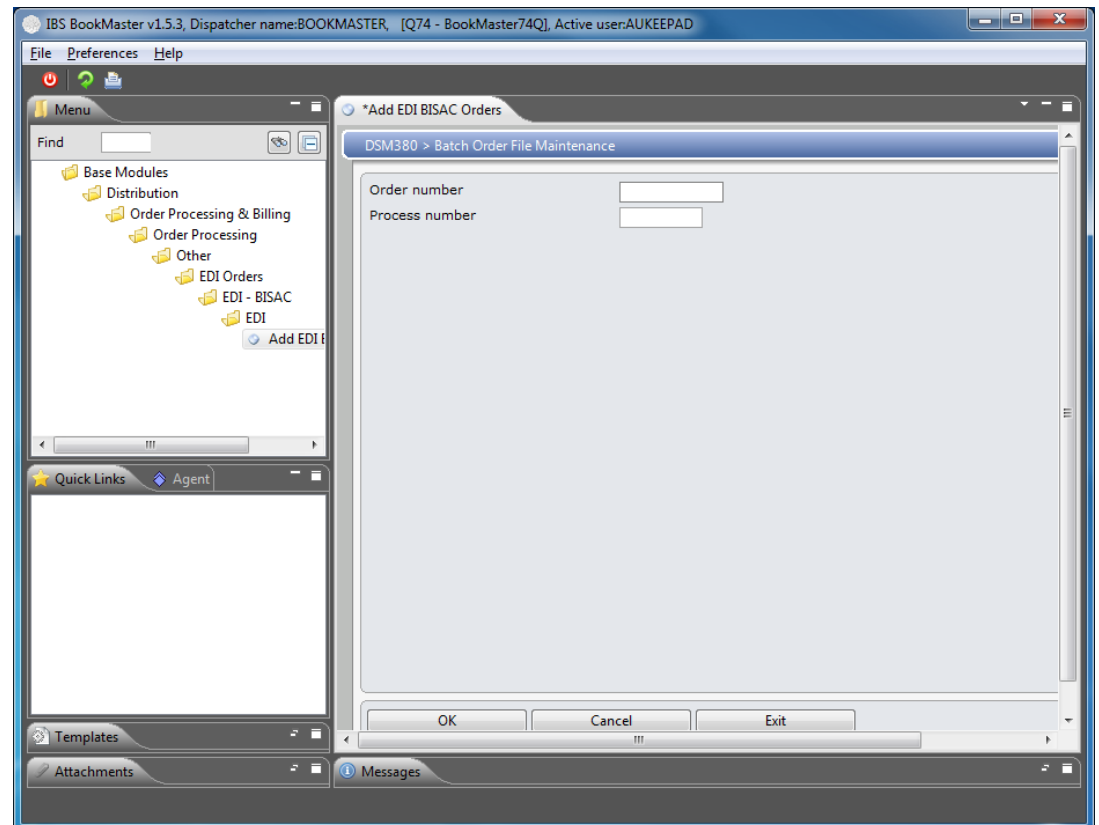
BISAC

Add EDI Orders

This process is subject to User Access Restrictions. Refer to **User Access/Restrictions** documentation for more information on this feature.

1. Select option **Add EDI BISAC Orders** from Base Modules> Distribution> Order Processing & Billing> Order Processing> Other> EDI Orders> EDI-BISAC> EDI menu.

DSM380 Batch Order File Maintenance panel is displayed.



Relevant Fields

- | | |
|-----------------------|---|
| Order number | Entry of the order number is mandatory. |
| Process number | The Process Number is a unique, system generated number, produced for every transaction. It is used to track the progress of the order and to inquire on the order (Document by Doc/Tracking Number Inquiry). |

2. Enter the Order Number and Process Number and click **OK**. The following Panel is displayed.

Relevant Fields

Source of order

Source of Order identifies how the order was placed, for example by fax, telephone, mail, via a sales rep. It also identifies if payment has been received with the order.

In Order Processing the source of the order defaults to blank and can be overridden. Except for EDI orders where the source of the order is defaulted from TMSDS/EDI-DFLT.

To cater for Payment with order situations, the order entry system interfaces with the Accounts Receivable module allowing for payments to be recorded during the entry of orders. A Source of Order code is set up to identify a cash with order sale which results in a cash entry screen displaying on completion of the order. The payment details are then entered and allocated to the order. Other Payment with order codes would be Credit Card or Cheque payment.

Standard account no

The standard account number is required for BISAC as it identifies EDI customers and accesses Customer Masterfile records. Used in Batch/EDI File Maintenance.

Cust reference

In Order Processing the Customer Order Reference could be the customer's purchase order number or the name of the person placing the order. The reference entered defaults to all line items, but can be overridden on a line item by line item basis on the Order Detail Screen.

When checking for a duplicate customer order reference the system checks both the transaction header file and the outstanding order header file. **TMSDS/OE-DUPCH** determines whether to check for duplicates and if so whether to only warn the operator or not allow the entry.

In EDI Order Maintenance the Order Number defaults into this field.

Many customers do not accept invoices without an order number. To prevent orders from being processed without an order number, the Customer Reference field can be set up to be mandatory. This is defined on the Customer Masterfile and is checked by the order entry program each time the customer places an order.

In Consignment Final Invoice Entry a customer reference, which could be the customer's order number or name, is a mandatory entry.

Customer date In Order Processing the date on which the customer placed the order defaults to the current system date and can be overridden.

In EDI Order Maintenance this customer date also defaults to the current system date and if this date is greater than the Cut-off date, which defaults to 99/99/99, a warning message displays.

This is also referred to as the order date or the customer reference date.

The postcode fields cater for USA Zip codes which are defined in **TMSDS/AUTO-CAR**.

Note that the Order Number defaults into the Customer Reference field.

Relevant Fields

Tax number

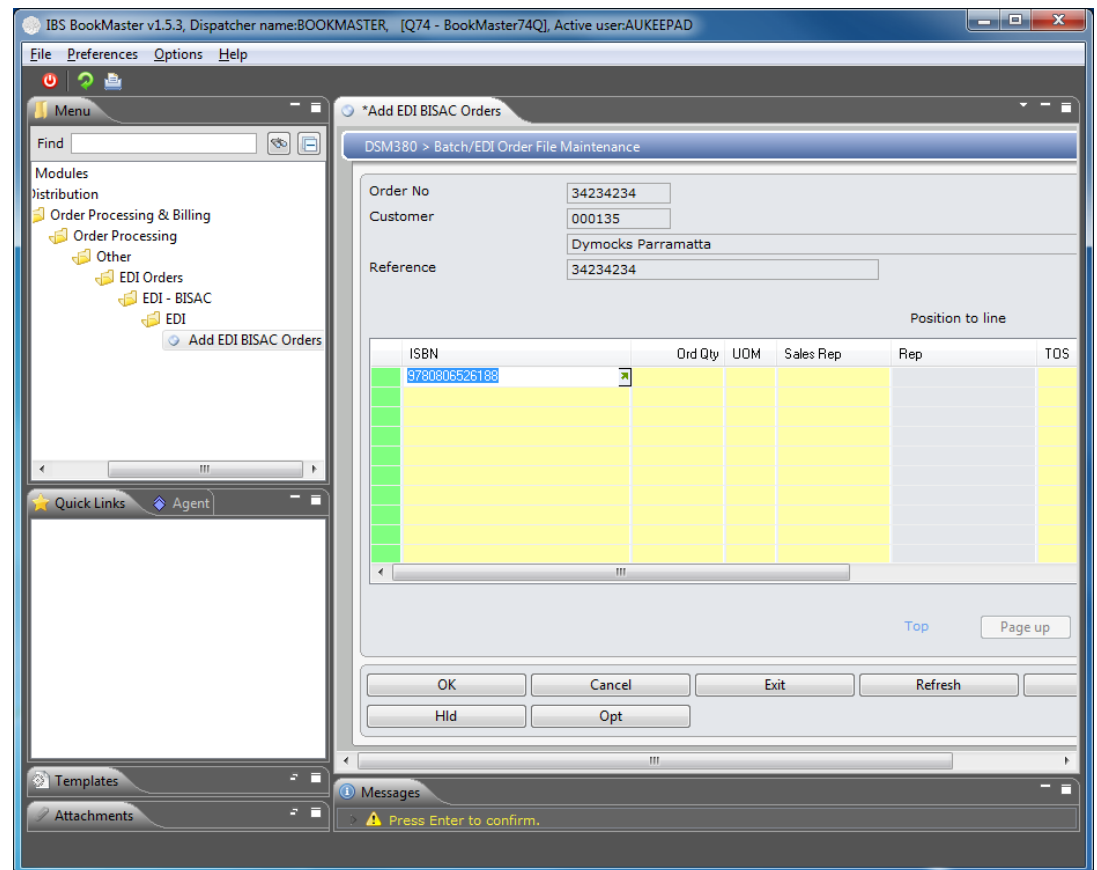
Tax exemption number

A tax exemption number is optional and if blank the tax exempt number or the word 'exempt' can be entered to make this order sales tax exempt.

Tax number

Entry of the tax number is optional. **TMSDS/OE-CTAXO** can be setup to allow an override of the customer tax number and **TMSDS/TAX-TXRO** defines whether users are able to override the tax flag and/or rates on orders and credits.

Depending on the set up in **TMSDS/EDI-TXT** the Text Function accesses the Header text screen.



Relevant Fields

Ord qty

In Order/Credit Entry the ordered quantity defaults to 1 and can be overridden. Enter the number of titles to be ordered.

If entering a return the quantity must be a negative quantity.

In Payment Entry the quantity ordered displays. The supply total may differ if there was insufficient stock.

If stock is unavailable an **O** status for Out of Stock will display alongside the ISBN. The order will remain in **E=Error** status until stock is replenished.

A warning message displays if there is a price difference.

- Click **Text** to enter any additional comments about the title.
- Click **P&A** to view price and availability for a title.
- **Hold** places the order on hold.

Batch Order File Maintenance

Using this Batch/EDI File Maintenance program, specific orders held on the EDI system can be accessed by entering the warehouse along with the status and customer. Leave the selection criteria blank to select all orders.

Any errors that have been detected during the validation process can be corrected via this maintenance option.

The program also checks for closed ISBNs and flags them as an **E** status.

This process is subject to User Access Restrictions. Refer to **User Access/Restrictions** documentation for more information on this feature.

1. Select option **EDI Batch Order File Maint BISAC** from Base Modules> Distribution> Order Processing & Billing> Order Processing> Other> EDI Orders> EDI-BISAC> EDI menu.

DSM380 Batch/EDI File Maintenance panel is displayed.

IBS BookMaster v1.5.3, Dispatcher name:BOOKMASTER, [Q74 - BookMaster74Q], Active user:AUKEEPAD

File Preferences Help

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*EDI Batch Order File Maint BISAC

DSM380 > Batch/EDI File Maintenance

<Optional>

Status
Customer
Major store
Branch
Cust ref
Ending ref
Warehouse

OK Cancel Exit

Relevant Fields

Status

This is the status of the batch record to be maintained. If the stock availability check is on (supply full order) in TMSDS/EDI-SOHA a **status** of O is placed against any detail line where the EDI stock report code is OOS (out of stock). Order with a status of I=Initial, E=Error and R=Ready can be selected for maintenance or deletion.

Options are available:

Select accesses the Batch Order File Maintenance Header and Details screens to make changes to the order.

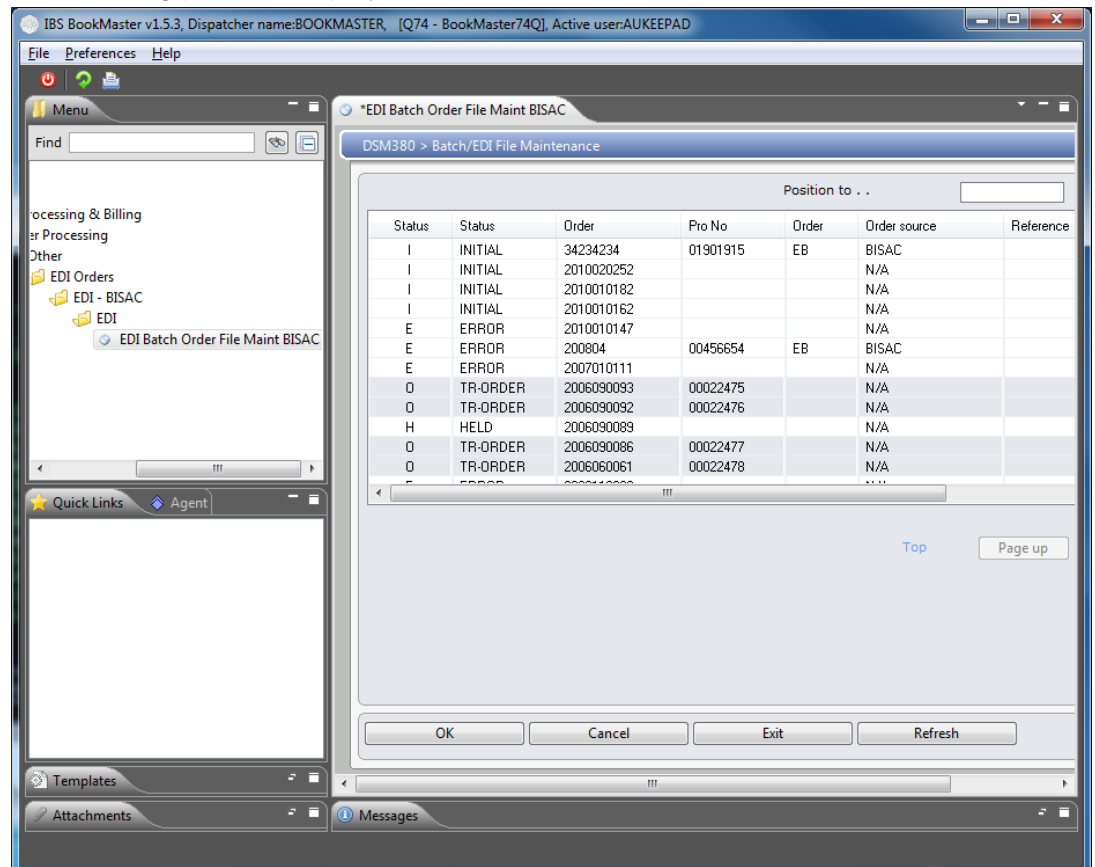
Hold to place the order on hold and change the status to H.

Delete follows the standard delete procedures to delete the selected order from the system.

Release to release and order.

Override allows the Warehouse and Customer Backorder Accept fields to be replaced with values from **TMSDS/EDI-OVR** only for transactions with a status of **H**.

2. Enter the relevant fields or click OK to display all the items in the list. The following panel is displayed.



Orders display in descending EDI order number sequence.

3. **Repeat** can be used to repeat any valid selection from the options against all orders.
4. Select the order and click **Select**.

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DSM380 > Batch Order File Maintenance

Order number: 2010010162
Process number:
Source of order: N/A
Sender SAN:
Trans sts: I INITIAL
Customer number: 000036
Standard Acc No: Randse Afrikaanse Universiteit- JHB Branch
Delivery number:
Delivery Name:
Address:
Cust. reference: TESTING
Customer date:
Cut-off date:
Warehouse: 0001 MAIN WAREHOUSE
Special instr:

OK Cancel Exit Text

5. Page Down

IBS BookMaster v1.5.3, Dispatcher name:BOOKMASTER, [Q74 - BookMaster74Q], Active user:AUKEEPAD

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*EDI Batch Order File Maint BISAC

DSM380 > Batch Order File Maintenance

Order number: 34234234
Process number: 01901915
Source of order: EB BISAC
Sender SAN:
Trans sts: I INITIAL
Document date:
Minimum order charge:
Hold for minimum:
Order consolidation:
Payment terms code: 01 2 000 1 MONTH EOM
Actual due date: N
Carrier code:
Delivery date:
F/O release date:
Order priority: 0..9
Tax number:
Backorder acceptance: Y
Order reference:

OK Cancel Exit Text

Press Enter to confirm.

6. Press <ENTER>.

Functions available:

Details: displays the detail of each line, customer's reference, firm sale flag, and carton quantity.

Hld/Rel: toggle switch between place the order on hold or releasing the held order.

Opt: links the P&A inquiry for the line selected. Highlight the line, select P&A Tab and Select Opt function to display the P&A inquiry screen.

Options available on the following screen are:

- **Text. Display Options** changes the **Text Option** from protected to unprotected allowing selection of the option to add free text about the title or the order.
- **P&A Inquiries**

Enter the ISBN being added to the order.

Whenever text is entered against a line item, a **T** will display in the column beside the *ISBN* field. A message at the bottom of the screen reads "Lines with text indicated by **T**."

On completion the file validation process is generated again in order to convert these amended orders to an R status and check for errors still outstanding. The users should alternate between the validation and maintenance programs until they are satisfied that the orders are correct.