



PENTAGON 2000 SOFTWARE

# **Open EDI Module**

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TITLE:	Open EDI Module		
PART:	General System		
MODULE:	Open EDI Module	BUILD	8.5.54.113.18
<b>RESPONSIBILITY:</b>	Procedures Specialist, Pentagon 2000	<b>REVISION:</b>	00
APPROVED BY:	Vice President, Operations, Pentagon 2000	EFFECTIVE DATE:	08/30/2013

### Purpose

The Pentagon 2000 Open EDI Module enables the electronic data interchange.

- Enables import of selected purchasing and sales documents from flat file.
- Enables export of selected purchasing and sales documents to flat file.
- Allows default document import and export format to be saved by customer/vendor.

#### Overview

This procedure outlines the steps for import and export of selected purchasing and sales documents using the Open EDI module.

# **Required Modules/Features**

- Pentagon 2000 Core
- Open EDI Module



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# Procedure

#### 1. Import Documents Setup

It is possible that the data to be imported to Pentagon 2000 will originate from various sources (customers/vendors). The Pentagon 2000 system allows the flat file columns required for import of flat files to be identified by document and customer/vendor.

The default document import format setup identifies the particular columns and order of those columns in the flat file received by customer/vendor.

Import setup applies to the following documents:

Vendors:

- RFQ
- Purchase Order
- Purchase Invoice
- Customers:
  - Quote
  - Sales Order
  - Sales Invoice
- a. From the **Main Menu** screen, left-click the **Vendors** or **Customers** button (depending on the default document import format setup required to be set up).

	Customers
OR	
	OR

This procedure will identify instructions for setup of the default Sales Order Import Format.



b. The Customers List search window will appear.

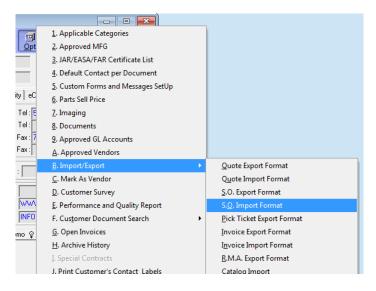
Search On : Start With :	Customer Co	ntact Mi	sc l	Acc	ccount Typ count Ratin ount Priorit Regio	g:Al	II II				AI AI AI
Drag a column l	neader here to group by t	hat column		_	Categor			lax Sean	ch Result		A
Name	,	Account #.	Our Code	Sub	Cust/Vend	Туре	Region	Rating	Priority	Approved	i I
3 - B SALES		7158		1	Customer	DIST	WST			Yes	١
O OMELO											
AAA Airlines C	orporation	AAA		1	Customer					Yes	1
		AAA ABC		1	Customer Customer	011	MW	002	RG	Yes Yes	+-
AAA Airlines C ABC AIRLINE		ABC		1 1 2		011	M₩	002	RG		I
AAA Airlines C ABC AIRLINE ABC AIRLINE	G, LLC	ABC		1 1 2 1	Customer	011	MW	002	RG	Yes	1
AAA Airlines C ABC AIRLINE ABC AIRLINE ADAMS ELEC	5, LLC 5-MAINTENANCE DIVIS	ABC ABC		1 1 2 1 1	Customer Customer		MW	002	RG	Yes Yes	N   N   N   N
AAA Airlines C ABC AIRLINE ABC AIRLINE ADAMS ELEC	5, LLC 5-MAINTENANCE DIVIS TRONICS, INC.	ABC ABC 222		1 2 1 1 1 1 1	Customer Customer Customer		MW 	002	RG	Yes Yes Yes	N N
AAA Airlines C ABC AIRLINE ABC AIRLINE ADAMS ELEC AERO SUPPO	5, LLC 5-MAINTENANCE DIVIS TRONICS, INC.	ABC ABC 222 7336		1 2 1 1 1 1 1 1	Customer Customer Customer Customer		MW 2	002	RG	Yes Yes Yes Yes	л л л л
AAA Airlines C ABC AIRLINE ABC AIRLINE ADAMS ELEC AERO SUPPO Air Jamaica	S, LLC S-MAINTENANCE DIVIS TRONICS, INC. IRT,INC.OF FLORIDA	ABC ABC 222 7336 AIRJAM		1 2 1 1 1 1 1 1 1 1	Customer Customer Customer Customer Customer	002	MW 		RG	Yes Yes Yes Yes Yes	N N N
AAA Airlines C ABC AIRLINE ABC AIRLINE ADAMS ELEC AERO SUPPO Air Jamaica AIRBORNE AIRCRAFT FA	S, LLC S-MAINTENANCE DIVIS TRONICS, INC. IRT,INC.OF FLORIDA	ABC ABC 222 7336 AIRJAM 0040 7165		1 2 1 1 1 1 1 1 1 1 1 1 1 1	Customer Customer Customer Customer Customer Customer	002	MW 2		RG	Yes Yes Yes Yes Yes Yes	1 1 1 1 1 1 1 1

- c. Select the appropriate customer (left-click the line within the search window and left-click OK; or doubleclick the line within the search window).
- d. The **Customer File** window will appear.

Customer File: ABC AIRLINES, LLC	
Add Edit Del Prev Next Bill Ship Remit	Cn <u>t</u> ct Call <u>x</u> Opt Strch Cncl OK Close
Account : ABC / 1 Cage Code : 1V	N02 Branch :
Our Code : 🔰 ILS Code :	Section :
General Defaults SetUp Financials Status Tax Misc.	Charges   Quality   eCommerce   Ext. Search   Repair ( 💶 🕨
Name:         ABC AIRLINES, LLC           Image:         50 MAIN STREET           Addr :         50 MAIN STREET           Addr :         1           City :         FAIRBANKS           St :         AK           Zip :         [45545           Region :         MW           MID WEST         1           County :         1           County :         1           Contact :         001           Mike Jones         1           Title :         Ext :	Area:       290       Tel:       564-9988       Ext:         Tel:       Ext:       Ext:       Ext:         Fax:       786-7878       Ext:       Ext:         Fax:       Cust Code :       Cust Code :       Ext:         Web:       WWW.ABC.COM       Ext:       Ext:         F-Mail:       INF0@ABC.COM       Memo Q       Alert:       Note Q
Global Position Leitude : 0 Longitude : 0	



e. Left-click the **Opt** button on the **Customer File** window toolbar, go to **B. Import/Export**, left-click **S.O. Import Format**.



f. The **Import** window will appear.

🕑 Import		_	
Import      Occument Line Fields     Available fields     Alt 1 · NSN     Alt 2 · MiL     Ref 01 · Trace/DC     Ref 02 · Tag Date     Ref 03 · Tag Info     Misc1 Charge - Shipping Amount     Misc2 Charge - Air Rt Amount     Misc5 Charge - Insurance Amount     Misc5 Charge - Insurance Amount     Misc5 Charge - HazMat	> >> <	Selected fields Seq Field Description ▶ 1 Part Number 2 Qty Ordered 3 Ship Date 4 Line Number	Size 30 12 10 6 ▼
0 <u>K</u> ancel			Help

**NOTE:** Import format setup requires the identification and order of line fields only.



g. Identify the columns from the **Available fields** grid that are present on the flat file used to import sales order documents from this customer by moving them to the **Selected fields** grid using the arrow buttons between the two grids.

Document Line Fields Available fields		Selected fiel	de .		
Art 1 - NSN Art 2 - NML Ref 01 - Trace/DC Ref 02 - Tag Date Ref 03 - Tag Date Ref 03 - Tag Info Misc1 Charge - Shipping Amount Misc2 Charge - Air Frt Amount Misc2 Charge - Insurance Amount Misc5 Charge - Haadh Charge Amount Misc5 Charge - Haadh Charge Amount Charge 1 - Parts	·	E Seq Field ▶ 1 Part 2 Qty 0 3 Ship	Description Number Drdered	Size 30 30 12 10 6	

h. Identify the order of the columns present on the flat file used to import sales order documents from this customer by using the arrow buttons to the right of the **Selected fields** grid.

🝠 Import		_	_ 0 X
Document Line Fields			
Available fields	>	Selected fields	Size
Alt 2 - MIL Ref 01 - Trace/DC Ref 03 - Tag Date Ref 03 - Tag Info Misc1 Charge - Shipping Amount Misc2 Charge - Shipping Amount Misc2 Charge - Insurance Amount Misc4 Charge - Insurance Amount Misc4 Charge - Hand Charge Amou Misc6 Charge - Hard Charge Amount Charge 1 - Parts	>> <	1 Part Number     2 Qty Ordered     3 Ship Date     4 Line Number	
0 <u>K</u> ancel			Help

i. Left-click the **OK** button to close the **Import** window.



### 2. Export Documents Setup

It is possible that the data exported from the system will be required in various formats for interface to customer or vendor systems. The Pentagon 2000 system allows the flat file columns required for export of flat files to be identified by document and customer/vendor.

The default document export format setup identifies the particular columns and order of those columns in the flat file being passed to customer/vendor.

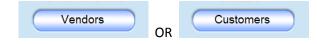
Export setup applies to the following documents:

Vendors:

- RFQ
- Purchase Order
- Purchase Shipper
- Vendor Claim

Customers:

- Quote
- Sales Order
- Pick Ticket
- Sales Invoice
- RMA
- a. From the **Main Menu** screen, left-click the **Vendors** or **Customers** button (depending on the default document export format setup required to be set up).



This procedure will identify instructions for setup of the default Purchase Order Export Format.



b. The Vendors List search window will appear.

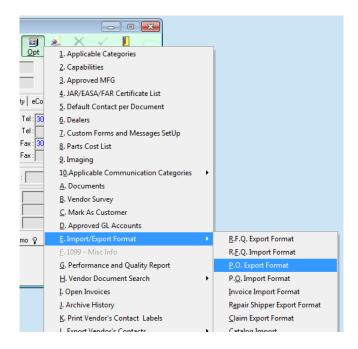
Search	On : Vendor Conta	ct Misc	Cap	Α	ccount Typ	e: Al	1				All
C4				Ac	count Ratin	g: Al	I				Al
Start W	nun :)		<u> </u>	Acc	ount Priorit	y: Al	I				AI
					Regio	n: Al					A
					Categor						A
					-						_
				Сара	bility for P/	N: AI					Al
							М	lax Sear	ch Result	Lines : 50	
Drag a col Name	umn header here to group b	y that column	Our Code	Sub	Cust/Vend	Туре	Region	Rating	Priority	Approved	
Name		Account #.					-	-			÷
Name 3 - R SAL			Our Code P2000XL	Sub 1	Cust/Vend Vendor Vendor	Type A-MOI SB	-	Rating 005	Priority HI	Approved Yes Yes	٩
Name 3 - R SAL 3 RIVER	ES	Account #. 7158			Vendor	A-MOI	-	-		Yes	N N
Name 3 - R SAL 3 RIVER	ES 5 DISTRIBUTING, INC. 8CRAFT, INC.	Account #. 7158 AIK0		1	Vendor Vendor	A-MOI SB	-	-		Yes Yes	1 1 1
Name 3 - R SAL 3 RIVER A & E AIP A & L LAI	ES 5 DISTRIBUTING, INC. 8CRAFT, INC.	Account #. 7158 AIK0 3097		1 1 1	Vendor Vendor Vendor	A-MOI SB SB	-	-		Yes Yes Yes	N   N   N
Name 3 - R SAL 3 RIVER A & E AIF A & L LAI A & P BE	ES 5 DISTRIBUTING, INC. 3CRAFT, INC. 3S	Account #. 7158 AIK0 3097 AK4P		1 1 1	Vendor Vendor Vendor Vendor	A-MOI SB SB SB	-	-		Yes Yes Yes Yes	H H N N N N
Name 3 - R SAL 3 RIVER A & E AIF A & L LAI A & P BE A & S INT	ES 5 DISTRIBUTING, INC. RCRAFT, INC. 35 ARINGS, INC.	Account #. 7158 AIK0 3097 AK4P 6967		1 1 1 1 1 1	Vendor Vendor Vendor Vendor Vendor	A-MOI SB SB SB SB	-	-		Yes Yes Yes Yes Yes	א א א א א
Name 3 - R SAL 3 RIVER A & E AIF A & L LAI A & P BE A & S IN A J WAL	ES 5 DISTRIBUTING, INC. ICRAFT, INC. 35 ARINGS, INC. "L SUPPLY, INC.	Account #. 7158 AIK0 3097 AK4P 6967 AJ2T		1 1 1 1 1 1 1 1	Vendor Vendor Vendor Vendor Vendor Vendor	A-MOI SB SB SB SB SB	-	-		Yes Yes Yes Yes Yes Yes	N   N   N   N
Name 3 - R SAL 3 RIVER A & E AIF A & L LAI A & P BE A & S IN A J WAL	ES 5 DISTRIBUTING, INC. ICRAFT, INC. 35 ARINGS, INC. "L SUPPLY, INC. TER (AVIATION) LTD RAFT SERVICES, INC.	Account #. 7158 AIK0 3097 AK4P 6967 AJ2T 1927		1 1 1 1 1 1 1 1 1	Vendor Vendor Vendor Vendor Vendor Vendor	A-MOI SB SB SB SB SB	-	-		Yes Yes Yes Yes Yes Yes Yes	א א א א א

- c. Select the appropriate vendor (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- d. The Vendor File window will appear.

🗭 Vendor File: A. B. PERS CORP.	
Image: Second secon	
Account : AJWS / 1 Cage Code :	SITA : CCCC
Our Code : 🔰 ILS Code :	AIRINC : XXXXX
General Defaults SetUp Financials Status Tax Misc.	Charges Quality Commerce Ext. Search MFG/R
Name: A. B. PERS CORP.	Area : Tel : 305-428-8325 Ext : Ext
Addr: SUITE 107	Fax: 305-698-6853
Addr: City: DEERFIELD BEAC St: FL Zip: 33442	EDI Supplier Code : Cust Code :
Region :	
County : USA Contact :	Web:
Title : Ext :	E-Mail: Alert Note Q
Global Position Latitude : 0	
E Longitude : 0	



e. Left-click the **Opt** button on the **Customer File** window toolbar, go to **E. Import/Export Format**, left-click **P.O. Export Format**.



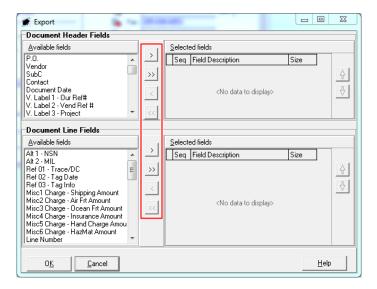
f. The **Export** window will appear.

Export     Document Header Fields				
Available fields		Selected fields		
P.0.		Seq Field Description	Size	
Vendor SubC Contact Document Date V. Label 1 - Our Ref# V. Label 2 - Vend Ref #	>> <	<no data="" display="" to=""></no>		<b>₽</b>
Label 3 - Project      Document Line Fields      Available fields	~~	Selected fields		
Alt 1 - NSN	>	Seq Field Description	Size	
Alt 2 - MIL Ref 01 - Trace/DC Ref 03 - Tag Date Ref 03 - Tag Date Misc1 Charge - Shipping Amount Misc2 Charge - Shipping Amount Misc2 Charge - Ocean Fit Amount Misc4 Charge - Insurance Amount Misc5 Charge - HazMat Amount Line Number	* <	<no data="" display="" to=""></no>		4
0 <u>K</u>				<u>H</u> elp

**NOTE:** Export format setup requires the identification and order of both header and line fields.



g. Identify the columns from the **Available fields** grid that should be present on the flat file purchase order documents to this vendor by moving them to the **Selected fields** grid using the arrow buttons between the two grids.



h. Identify the order of the columns that should be present on the flat file purchase order documents to this vendor by using the arrow buttons to the right of the **Selected fields** grids.

	1			
<u>A</u> vailable fields		Selected fields		
P.O.		Seq Field Description	Size	
Vendor SubC	>>>			Ą
Contact	<u> </u>			
Document Date	<	<no data="" display="" to=""></no>		4
V. Label 1 - Our Ref# V. Label 2 - Vend Bef #				
V. Label 3 - Project	<<			
Document Line Fields		E.		
Available fields	7	Selected fields		
Alt 1 - NSN	>		10:	
ALCO AND		Seq Field Description	Size	
Ref 01 - Trace/DC	>>			4
Ref 02 - Tag Date Ref 03 - Tag Info				Ŧ
Misc1 Charge - Shipping Amount	<			
Misc2 Charge - Air Frt Amount	<<	<no data="" display="" to=""></no>		
Misc3 Charge - Ocean Frt Amount Misc4 Charge - Insurance Amount				
Misc5 Charge - Hand Charge Amou				
Misc6 Charge - HazMat Amount				
Line Number				

i. Left-click the **OK** button to close the **Export** window.

END OF SECTION



# 3. Import/Export File Type Setup

You may identify whether the files imported and exported for a particular customer of vendor are formatted as comma delimited text or fixed length text files.

- a. Definitions
  - i. Comma Delimited Text separation between fields are identified by a comma. Any comma appearing in the file will be considered as identifying the end of one field and the beginning of another; therefore, data values should not contain any commas.

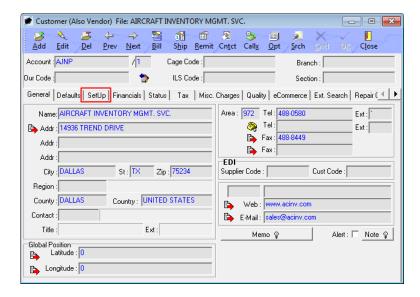
**NOTE:** Comma delimited text is the most popular and is considered the industry standard. Excel files can (and must) be saved as .csv file in order to import using Open EDI; this is the recommended file type.

File name:	Book1.xlsx -
Save as type:	Excel Workbook (*.xlsx)
Authors:	Excel Workbook (*.xlsx)
Autions	Excel Macro-Enabled Workbook (^.xlsm)
	Excel Binary Workbook (*.xlsb)
	Excel 97-2003 Workbook (*.xls)
	XML Data (*.xml)
	Single File Web Page (*.mht;*.mhtml)
de Folders	Web Page (*.htm;*.html)
	Excel Template (*.xltx)
	Excel Macro-Enabled Template (*.xltm)
	Excel 97-2003 Template (*.xlt)
	Text (Tab delimited) (*.txt)
	Unicode Text (*.bxt)
	XML Spreadsheet 2003 (*.xml)
	Microsoft Excel 5.0/95 Workbook (*.xls)
	CSV (Comma delimited) (*.csv)
	Formatted Text (Space delimited) (*.prn)
	Text (Masintach) (* tut)

ii. Fixed Length Text – each field is allocated a set number of characters identified by the import or export module. Open EDI allocates the length identified in the selected fields grid in the import/export window. Commas appearing in the file will be considered a part of the data value; therefore, commas (and any other delimiters) should not appear between fields and commas are acceptable characters in fields such as descriptions.



- b. Customer
  - i. From the **Customer File** window, go to the **Setup** tab.



ii. Left-click the Edit button from the Customer File window toolbar.

Customer (/	Also Vendor) Fi Del <u>P</u> rev	le: AIRCRAFT I → 😭 <u>N</u> ext <u>B</u> ill	NVENTORY MO	6	8	 Opt	عن Srch	X	OK.	Close	×
Account : AJNP	Dei Flev		Cage Code :	Chilet	Call <u>x</u>		Bran Secti	ch : [		ciose	
General Defau Measures Conv Weight to : Length to : Volume to : Contract No :		ancials   Status		nge Defa	ults ert Core \	( /alue in N	Core Chi Note Fie I Core W	arge Up Id (if not /ithin :	earch   R Front : zero) : 30- ↓		
Add Cost Code S	Edit   hift   Reg. Char <no data="" dis<="" td="" to=""><td></td><td></td><td></td><td>nguage :</td><td>)oc imag</td><td>es autor</td><td>matically</td><td>on printin</td><td>ıg :  <b>V</b></td><td></td></no>				nguage :	)oc imag	es autor	matically	on printin	ıg :   <b>V</b>	
										*	



iii. Select the appropriate value in the Import/Export File Type field.

€ [Editing] Customer (Also Vendor) File: AIRCRAF	T INVENTORY MGMT. SVC.
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Remit Critet Cally Opt Srch CnCl OK Close
Account : AJNP / 1 Cage C	ode : Branch :
Our Code : 🔰 ILS C	iode : Section :
General Defaults SetUp Financials Status Tax	:   Misc. Charges   Quality   eCommerce   Ext. Search   Repair ( 💶 🕨
Measures Convert           Weight to :           Length to :           Volume to :           Contract No :	Exchange Defaults Core Charge Up Front : Insert Core Value in Note Field (if not zero) : Return Core Within : Exchange/Core Cost SetUp
Labor Charges           Add         E dit         Delete           Cost Code         Shift         Reg. Charge         Overtime Charg	Import/Export File Type :
<no data="" display="" to=""></no>	Do not Mark Doc images automatically on printing :
	\$

- iv. Left-click the **OK** button from the **Customer File** window toolbar to save the record.
- v. Left-click the Close button from the Customer File window toolbar to close the window.
- c. Vendor
  - i. From the **Vendor File** window, go to the **Setup** tab.

💓 Vendor File: A. B. PERS CORP.	
Image: Second state     Image: Second state       Add     Edit     Del     Prev     Next     Bill     Ship     Remit	A → A → A → A → A → A → A → A → A →
Account : AJWS / 1 Cage Code :	SITA : CCCC
Our Code : State	AIRINC : XXXXX
General Defaults SetUp Financials Status Tax Misc.	Charges Quality   eCommerce   Ext. Search   MFG/R 📧 🕨
Name: A. B. PERS CORP.	Area : Tel : 305-428-8325 Ext :
Addr: 1191 EAST NEWPORT CENTER DR	Tel: Ext: Ext: Ext: Ext: Ext: Ext: Ext: Ext
Addr: SUITE 107	Fax:
Addr :	EDI
City : DEERFIELD BEAC St : FL Zip : 33442	Supplier Code : Cust Code :
Region :	
County : Country : USA	Web:
Contact :	🕒 E-Mail :
Title : Ext :	Memo Q Alert Note Q
Global Position	
Latitude : 0	
Longitude : 0	



ii. Left-click the Edit button from the Vendor File window toolbar.

🖉 Vendor File: A. B. PERS CORP.	
▲     ▲     ↓     ↓     ↓     ↓       Add     Edit     Del     Prev     Next     Bill     Ship	Image: Second state     Image: Second state     Image: Second state       Remit     Cntct     Callx     Opt     Srch     Cncl     OK     Close
Account : AJWS / 1 Cage Co	ode : SITA : CCCC
Our Code : 🎽 🚯 ILS Co	AIRINC : XXXXX
General Defaults SetUp Financials Status Tax	Misc. Charges   Quality   eCommerce   Ext. Search   MFG/R
Measures Convert     Auto R.F.Q.       Weight to :     C       Length to :     C       Volume to :     C       Contract No :     C	Exchange Defaults Core Charge Up Front : 🗔 Return Core Within : 🚺 15 🚖 Days
	Import/Export File Type : Language : Do not Mark Doc images automatically on printing : Allow entering Vendor Misc Invoices for Vendors not Approved :

iii. Select the appropriate value in the **Import/Export File Type** field.

🕖 [Editing] Vendor File: A. B. PERS CORP.	
Add Edit Del Prev Next Bill Ship	Image: Second
Account : AJWS / 1 Cage C	ode : SITA : CCCC
Our Code : 👘 ILS C	ode : AIRINC : XXXX
General Defaults SetUp Financials Status Tax	
Measures Convert Auto R.F.Q. Weight to : C Vendor Only	Exchange Defaults Core Charge Up Front :
Length to :     ····     C     Dealers Only       Volume to :     ····     C     Vendor & Dealers	Return Core Within : 15 🛨 Days
Contract No :	
	Import/Export File Type :
	Language : Fixed Length Text File Comma Delimited Text
	Do not Mark Doc images automatically on printing :
	Allow entering Vendor Misc Invoices for Vendors not Approved :
	•

- iv. Left-click the **OK** button from the **Vendor File** window toolbar to save the record.
- v. Left-click the **Close** button from the **Vendor File** window toolbar to close the window.

END OF SECTION



#### 4. Document Import

The procedure to import documents is identical (except for option numbering) for all available documents.

Import setup applies to the following documents:

Purchasing:

- RFQ
- Purchase Order
- Purchase Invoice

Sales:

- Quote
- Sales Order
- Sales Invoice

This procedure will identify instructions for import of a customer Sales Order.

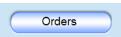
- a. Prepare the flat file to be used for the import of data. Whether you receive flat files from customers, vendors, or internally, you will need to identify the columns present, the order of those columns, and the format of those columns.
  - i. Each column has a length limit (identified in the Size column of the Selected fields grid)

💣 Import					1 22
Document Line Fields					
<u>A</u> vailable fields		Selecte	ed fields		
Alt 1 - NSN	>	Seq	Field Description	Size	▲
Alt 2 - MIL Ref 01 - Trace/DC	>>	▶ 1	Line Number	6	<b></b>
Ref 02 - Tag Date =		2	Part Number	30	
Ref 03 - Tag Info Misc1 Charge - Shipping Amount	<	3	Description	50	+
Misc2 Charge - Air Frt Amount		4	Cust P/N	30	
Misc3 Charge - Ocean Frt Amount	<<	5	Qty Ordered	12	
Misc4 Charge - Insurance Amount Misc5 Charge - Hand Charge Amou		6	Qty UM	5	
Misc6 Charge - HazMat Amount		7	Cond	5	
Charge 1 - Parts Charge 2 - Labor		8	Due Date	10	
Charge 3 - Lot Charge					
					<u> </u>
O <u>K</u> Cancel				<u> </u>	elp

- ii. If the flat file being imported is a comma delimited text file, there should be no commas in any of the data. If commas within the data fields are required, you must use a fixed length text file.
- iii. Dates should be in MM/DD/YYYY format.
- iv. Prices and costs should have no dollar/currency signs.
- v. Files should be saved as either a .csv (comma-separated values) or .txt (Text) file.



b. From the Main Menu screen, left-click the Orders button on the Sales side of the screen.



c. The Sales Order search window will appear.

S	earch O tart Wit		Line: at column	s <b></b>	-	ustomer : All Category : All	Max Search Resul	t Lines : 50
S.	O. No	Doc Type	Cust P.O.	Account Name	Entered	Ship On	Due by	Currency(Ba
▶ 00	1573	Sales Order	6464	AAA Airlines Corpora	Oct-26-2012	Nov-19-2012	Oct-26-2012	USD
00	1572	Sales Order	64333	AAA Airlines Corpora	Oct-26-2012	Nov-05-2012	Nov-05-2012	USD
00	1571	Sales Order	4342424	AAA Airlines Corpora	Oct-24-2012	Oct-31-2012	Oct-24-2012	USD
00	1570	Repair Order [S.O.]	R4327452	PARTS SUPPLY SE	Sep-13-2012	Sep-13-2012	Sep-13-2012	USD
00	1569	Sales Order	7557R	AAA Airlines Corpora	Sep-12-2012	Oct-06-2012	Sep-12-2012	USD
00	1568	Sales Order	555	AAA Airlines Corpora	Sep-12-2012	Oct-06-2012	Sep-12-2012	USD
00	1567	Sales Order	64T533	PARTS SUPPLY SE	Sep-12-2012	Sep-18-2012	Sep-18-2012	USD
00	1566	Sales Order	649649	PARTS SUPPLY SE	Sep-10-2012	Oct-04-2012	Sep-10-2012	USD
00	1565	Repair Order [S.O.]	8897888	ABC AIRLINES, LLC	Aug-30-2012	Sep-19-2012	Aug-30-2012	USD
00	1564	Sales Order	K432854	ADAMS ELECTRON	Aug-08-2012	Aug-08-2012	Aug-08-2012	USD
00	1563	Sales Order	6444	PARTS SUPPLY SE	Aug-06-2012	Aug-09-2012	Aug-09-2012	USD
00	1562	Sales Order	P427-545	ADAMS ELECTRON	Aug-06-2012	Aug-11-2012	Aug-11-2012	USD
00	1561	Sales Order	H4584	AAA Airlines Corpora	Jul-11-2012	Jul-13-2012	Jul-11-2012	USD
00	1560	Repair Order [S.O.]	R4666-66	PARTS SUPPLY SE	Jul-06-2012	Jul-26-2012	Jul-06-2012	USD
< [ ]			Í					

- d. Left-click the **Add** button.
- e. The **Customers List** search window will appear.

Search On : Customer Co Start With :	ntact Mi		Acc	ccount Type count Rating ount Priorit Region Categor	g:Al y:Al n:Al	   	lax Sear	ch Result		4   4   4   4
Name	Account #	Our Code	Sub	Cust/Vend	Туре	Region	Rating	Priority	Approved	Ho
Tridine .										
3 - R SALES	7158	ĺ	1	Customer	DIST	WST			Yes	No
	7158 AAA		1	Customer Customer	DIST	WST				No No
3 - R SALES			1 1 1		DIST 011	WST MW	002	RG	Yes	No
3 - R SALES     AAA Airlines Corporation	AAA ABC		1 1 1 2	Customer			002	RG	Yes Yes	No No
3 - R SALES     AAA Airlines Corporation     ABC AIRLINES, LLC	AAA ABC		1 1 2 1	Customer Customer			002	RG	Yes Yes Yes	No No
3 - R SALES     AAA Airlines Corporation     ABC AIRLINES, LLC     ABC AIRLINES-MAINTENANCE DIVIS	AAA ABC ABC		1 1 2 1 1 1	Customer Customer Customer	011		002	RG	Yes Yes Yes Yes	
3 - R SALES     AAA Airlines Corporation     ABC AIRLINES, LLC     ABC AIRLINES-MAINTENANCE DIVIS     ADAMS ELECTRONICS, INC.	AAA ABC ABC 222		1 1 2 1 1 1 1 1	Customer Customer Customer Customer	011		002	RG	Yes Yes Yes Yes Yes	No No No
3 - R SALES AAA Aitlines Corporation ABC AIRLINES, LLC ABC AIRLINES-MAINTENANCE DIVIS ADAMS ELECTRONICS, INC. AERO SUPPORT, INC. OF FLORIDA	AAA ABC ABC 222 7336		1 1 2 1 1 1 1 1 1 1	Customer Customer Customer Customer Customer	011		002	RG	Yes Yes Yes Yes Yes Yes	No No No No
3 - R SALES     AAA Airlines Corporation     ABC AIRLINES, LLC     ABC AIRLINES-MAINTENANCE DIVIS     ADAMS ELECTRONICS, INC,     AERO SUPPORT,INC.OF FLORIDA     Air Jamaica	AAA ABC ABC 222 7336 AIRJAM		1 1 2 1 1 1 1 1 1 1 1	Customer Customer Customer Customer Customer Customer	011			RG	Yes Yes Yes Yes Yes Yes Yes	No No No No No
3 - R SALES     AAA Airlines Corporation     ABC AIRLINES, LLC     ABC AIRLINES-MAINTENANCE DIVIS     ADAMS ELECTRONICS, INC.     AERO SUPPORT, INC. OF FLORIDA     Air Jamaica     AIRBORNE	AAA ABC ABC 222 7336 AIRJAM 0040 7165		1 1 2 1 1 1 1 1 1 1 1 1	Customer Customer Customer Customer Customer Customer	011			RG	Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No



- f. Select the appropriate customer (left-click the line within the search window and left-click OK; or doubleclick the line within the search window).
- g. The Sales Order window will appear.

[New] Sales Order		
	🗈 🗴 🗐 🤌 int L/C Crncy Optin Srch	
Header Ship/Bill Set Up Charges Taxes Com	mission Acct Expedite	
S.O. No. : 001575	Our Ref# :	Doc Status Open
S.O. Type : Sales Order	Your Ref# :	Hold by/on
· · · · · ·	Project :	
Cust P.O. No. :	Contract :	
ABC ABC AIRLINES, LLC	Entered: 8/23/2013 10:57:35 /	
Attn : 001 ···· Mike Jones	Ordered: 8/23/2013 10:57:357	Sub Total :
	Amended:	Discount : 0.00
F.O.B. ORG ··· Origin	Ship On: 8/23/2013 -	Misc Ttl : 0.00
Ship Via : FDX3 FEDEX 2ND DAY	Due By: 8/23/2013	Tax Ttl : 0.00
Terms : 004 C.O.D. COMPANY CHEC	Acknige:	Doc Total :
Prepared by : 005 Anna Wright	Printed:	Crncy Base : USD
Priority :	,	>>Crncy Conv : USD
ଦୁ Message କୁ Memo	Revision :	

i. Header tab – Complete all applicable header information.

**NOTE:** The Open EDI Import function does not import header information.

- ii. Left-click the OK button on the Sales Order window toolbar.
- iii. The Lines tab will appear and will be selected.

🕖 [Editing] Sales Orde	r No. 001575 For : ABC	AIRLINES, LLC			
Add Edit Del				a Teller generation	Close
Header Lines [USD]	Ship/Bill   Set Up   Charges	s   Taxes   Commissio	n Acct Exped	lite	
	vpe Sts P/N	Description	Cond Hold	I Ordered	UM Q. Open
* •	0				
•				1	F
	st Comm Measures Ex	pedite Vendor Bids	Scheduled Delive	y xy Line Change	
NSN :		Trace/DC :		Ship to :	0
MIL :		Tag Date :		MFG :	
Cust P/N :		Tag Info :		Category :	
Line Ref# :	Rev :	Note :			
Ship On :	💌 No Charge : 🗹	Modify To:			··· /
Due on :	Priority      O	)ffers			
Ship Date I	Confirmed : 🗖		RoHS :		
Reg P/N :					

iv. Left-click the OK button on the Sales Order window toolbar.



v. Left-click the **Optn** button on the **Sales Order** window toolbar, select **7. Export/Import**, and left-click **Import From File**.

	1. Go To Line		
	2. Go To P/N		
	3. Customer Memo		
y Op <u>t</u> n	4. Images	+	
on Accl	5. Attachments	•	
Cond	6. Update S.O. Totals		
	<u>7</u> . Export/Import	•	Export to File
u>	<u>8</u> , AutoSource		Import From File
31	0 Channel Cartering		

h. The **Import** window will appear.

Document Line Fields	_				
<u>Available fields</u>		Selecte	ed fields		
Alt 1 - NSN		Seq	Field Description	Size	<b></b>
Alt 2 - MIL Ref 01 - Trace/DC	>>	▶ 1	Line Number	6	4
Ref 02 - Tag Date		2	Part Number	30	
Ref 03 - Tag Info fisc1 Charge - Shipping Amount	<	3	Description	50	+
fisc2 Charge - Air Frt Amount		4	Cust P/N	30	
lisc3 Charge - Ocean Frt Amount	<<	5	Qty Ordered	12 L	_
fisc4 Charge - Insurance Amount fisc5 Charge - Hand Charge Amou		6	Qty UM	5	
1isc6 Charge - HazMat Amount		7	Cond	5	
Charge 1 - Parts		8	Due Date	10	
Charge 2 - Labor Charge 3 - Lot Charge				r	_
					<u> </u>

**NOTE:** If a document default import format has been set up for the customer (or vendor for applicable documents) identified on the document, that format will appear.

i. Identify the columns from the **Available fields** section that are present on the flat file used to import sales order documents from this customer by moving them to the **Selected fields** section using the arrow buttons between the two sections.

Document Line Fields		electe	:d fields			
Alt 1 - NSN Alt 2 - MIL Ref 01 - Trace/DC Ref 02 - Trace/DC Ref 03 - Tag Info Misc1 Charge - Shipping Amount Misc2 Charge - Air Fit Amount Misc3 Charge - Ocean Fit Amount Misc4 Charge - Insurance Amount Misc5 Charge - Hand Charge Amou Misc5 Charge - Hand Charge Amou Charge 1 - Parts Charge 1 - Parts Charge 1 - Parts	`	1 2 3 4 5 6 7	Field Description Line Number Part Number Description Cust P/N Qty Ordered Qty UM Cond Due Date	Size 6 30 50 30 12 5 5 5 10	•	<b>₽</b>
Charge 3 - Lot Charge 🔻					-	



ii. Identify the order of the columns present on the flat file used to import sales order documents from this customer by using the arrow buttons to the right of the **Selected fields** section.

Document Line Fields	_				
<u>A</u> vailable fields		Selecte	ed fields		
Alt 1 - NSN	1 - )	Seq	Field Description	Size	<b>_</b>
Alt 2 - MIL Ref 01 - Trace/DC	>>	▶ 1	Line Number	6	4
Ref 02 - Tag Date 😑		2	Part Number	30	
Ref 03 · Tag Info	<	3	Description	50	+
Misc1 Charge - Shipping Amount Misc2 Charge - Air Frt Amount		4	Cust P/N	30	
Misc3 Charge - Ocean Frt Amount	<<	5	Qty Ordered	12	Ц
Misc4 Charge - Insurance Amount Misc5 Charge - Hand Charge Amou		6	Qty UM	5	
Misc6 Charge - HazMat Amount		7	Cond	5	
Charge 1 - Parts		8	Due Date	10	
Charge 2 - Labor Charge 3 - Lot Charge					
					▼

- iii. Left-click the **OK** button.
- iv. The Import From window will appear.

f Import From	×
X √ Cancel OK	
Lines File :	
Error Files	
0%	

- 1. Lines File field Select the flat file that contains the lines for this sales order.
- 2. Error File field Identify the directory that error files will be stored.
- v. Left-click the **OK** button on the **Import From** window toolbar.



i. The Import Preview window will appear.

Information from the flat file will be placed into the proper fields in the import preview.

(figure and the second	ABC AIRLINES, LLC
Cancel OK Log File Del Upd	
Header Lines [USD] Ship/Bill Set Up Charges	
New Doc No. : 000061	Our Ref# : Open
· · · · · · · · · · · · · · · · · · ·	Your Ref# : Hold by/on
	Project :
¥	Contract :
ABC ABC AIRLINES, LLC	Entered : 8/26/2013 11:16:19/
Attn : 001 ···· Mike Jones	
	Discount : 0.00
F.O.B. ORG ··· Origin	Misc Ttl : 0.00
Ship Via : FDX3 FEDEX 2ND DAY	Tax Ttl : 0.00
Terms: 004 C.O.D. COMPANY CHEC	Doc Total : 0.00
Prepared by : 005 Anna Wright	Crncy Base : USD
Priority :	>>Crncy Conv : USD
V Message V Memo	

- i. Import Preview Window Toolbar
  - 1. Cancel button Left-click this button to cancel the import.
  - 2. **OK** button Left-click this button to process the import. This will transfer the data from the **Import Preview** to the document.
  - 3. Log File button Displays the error file for the import process, if one was created.
  - 4. **Del** button Activated when a line on the **Lines** tab is selected. Left-click this button to delete the selected line.
  - 5. **Upd** button Creates a new part master record for any line part numbers that do not currently exist in the parts master.



ii. Left-click the Lines tab.

1	Editing)	Import	Preview	No. 00	0061 For : ABC A	IRLINES, LLC	-		-		+				
	X Cancel O		File D			- 			-	1		7.7	-	1	
	Header Lines [USD] Ship/Bill Set Up Charges Taxes Commission Acct Expedite														
[	🖉 Line	Print	Туре	Sts	P/N	Description	Cond	Hold	Ordered	UM	Q. Open	Unit Price	UM	Export Lic	Total
	1		01	0	0-132-002700000	toggle switch	NE	<b>V</b>		4 EA			IO EA		0.00
	2	•	01	0	607148 -2	temp sensor	NE	1		10 EA			IO EA		0.00
	3	✓	01	0	41-8569	regulator	NE	1		2 EA		0 0.0	IO EA		0.00
	Ref Cha	arges   I	Comm   M	deasure:	Expedite Export	/ Import License									
	NSN :				Trace	/DC:									
	MIL :	<u> </u>			Tag	Date :			MFG :						
	Cust P/N :		1000			Info :			ategory :						
	Line Ref# :		1332			Note :			acegoiy						
				Re	)	vote .									
	Ship on :	8/26/2	2013	No C	harge : 🕅										
	Due on :	9/1/20	13 -	<ul> <li>Priority</li> </ul>	· · · · ·										
						RoHS C	ompliance	•	·						

**NOTE:** Information may be changed or added in the Import Preview window; however, all calculations will be processed in the document after the import is processed.

- iii. Ensure all data has been placed into the correct field.
- iv. Left-click the **OK** button on the **Import Preview** window toolbar.
- v. An Information dialog box will appear with the following message:



vi. Left-click the **OK** button.



vii. The line data will be imported into the document as well as data from the parts master file for the part numbers imported.

🍠 Sales	Ord	er No.	001576	For : A	ABC AIRLIN	NES, LLC												• 🔀
Add	<b>≥</b> d	it 🤈 🖸	i Vo	oid Pr	ev <u>N</u> ext	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	JE L/C	∯ Crnc <u>y</u>	Op <u>t</u> n	ø> Srch ⊆	K √ ncl O <u>K</u>	C <u>l</u> ose			<u>(</u>	7		
Header	Line	es (USD	] Ship/	/Bill   Se	t Up   Cha	rges   Tax	es   Co	mmission	Acct	Expedite								
🖉 Lin	э	Print	Туре	Sts	P/N		Descrip	otion	Cond	Hold	Ordered	UM	Q. Open	Unit Price	UM	Total		Export Lic
▶ 1			01	0	0-132-002	2700000	toggle :	switch	NE			4 EA	4	200.00	EA 👘		800.00	
2			01	0	607148-2	2	temp se	ensor	NE			10 EA	10	0.00	EA 👘		0.00	
3		<ul><li>✓</li></ul>	01	0	41-8569		regulati	or	NE			2 EA	2	0.00	EA 👘		0.00	
Ref	) Cha		Cost L	Comm	Massuras	Funadita	Vand	or Ride ]	Scheduler	Deliveru	Line Chan	an Custo	omer Contract	On-Hand Inv	entoru	Eutomal 9		
	· · · ·	<u> </u>	8-098-09	· ·	measures		e/DC :		Scheduled	Delivery	Ship to :		_ `	Onniana inv	entory	External a	iource   L	
				00							· ·		0					
		MS214					Date :				MFG : 08							
		453-47	5938			-	; Info :				Category : C	DNNECTO	RS					
Line R	ef#:			Re	ev :	1	Note :											
Ship	On:	8/26/2	013	No C	Charge : 🗖	Modi	fy To:					/[						
Due	on :	9/1/20	13	Priority		Offers												
		Ship Da	ate Confir	med : 🔽					RoH	S : LF	Lead Fr	е						
Req F	27N :																	

j. At this point, the import is complete and the document can be modified just as if it were created manually.

END OF SECTION



#### 5. Document Export

The procedure to export documents is identical (except for option numbering) for all available documents.

Import setup applies to the following documents:

Purchasing:

- RFQ
- Purchase Order
- Purchase Shipper
- Claim

Sales:

- Quote
- Sales Order
- Pick Ticket
- Sales Invoice
- RMA

This procedure will identify instructions for export of a vendor Purchase Order.

a. From the Main Menu screen, left-click the P.O. button on the Purchasing side of the screen.



b. The **P.O.** search window will appear.

Search C Start Wi	i inclusio	Lines		Vendor Line Category	: All	earch Result Lines : [5	AII AII
P.O. No	Doc Type	Account Name	Entered	Ship On	Due by	Printed Date	C
001293	Purchase Order	A & E AIRCRAFT, IN	Oct-31-2012	Oct-31-2012	Oct-31-2012	Aug-22-2013	U!
001292	Purchase Order	3 - R SALES	Oct-26-2012	Nov-09-2012	Oct-26-2012		U
001291	Purchase Order	A & P BEARINGS, II	Oct-26-2012	Oct-26-2012	Nov-05-2012		U
001290	Purchase Order	3 - R SALES	Oct-26-2012	Oct-26-2012	Nov-05-2012		U
001289	Purchase Order	A & E AIRCRAFT, IN	Oct-26-2012	Oct-26-2012	Nov-05-2012		U
001288	Purchase Order	A & E AIRCRAFT, IN	Oct-25-2012	Oct-25-2012	Oct-25-2012		U
001287	Purchase Order	A & E AIRCRAFT, IN	Oct-24-2012	Oct-31-2012	Oct-24-2012		U
001286	Purchase Order	A & E AIRCRAFT, IN	Oct-24-2012	Oct-31-2012	Oct-31-2012		U
001285	Purchase Order	3 - R SALES	Sep-13-2012	Sep-13-2012	Sep-13-2012		U
001284	Purchase Order	A & E AIRCRAFT, IN	Sep-12-2012	Sep-12-2012	Sep-12-2012		U
001283	Purchase Order	3 - R SALES	Sep-12-2012	Sep-26-2012	Sep-12-2012		U
001282	Purchase Order	3 - R SALES	Sep-12-2012	Oct-12-2012	Oct-12-2012		U
001281	Purchase Order	3 RIVERS DISTRIB	Sep-10-2012	Sep-24-2012	Sep-24-2012		U
001280	Purchase Order	A & E AIRCRAFT, IN	Sep-05-2012	Sep-05-2012	Sep-05-2012		U



- c. Select the appropriate purchase order (left-click the line within the search window and left-click OK; or double-click the line within the search window).
- d. The P.O. window will appear.

P.O. No. 001226 For : 3 - R SALES		
		<u>C</u> ncl O <u>K</u> C <u>l</u> ose
Header Lines [USD] Ship/Bill Set Up Charges	Taxes Commission Acct Exp	
P.O. No. : 001226	Our Ref# :	Doc Status Open
P.O. Type : Purchase Order	Vend Ref # :	Hold by/on
, En	Project :	
	Contract :	
7158 3 - R SALES		
Attn : 001 Anna White	Entered: 3/8/2012 2:38:09 PM	Sub Total : 525.00
	Ordered: 3/8/2012 2:38:09 PM	Discount : 0.00
F.O.B: ORG Origin	Ship On: 3/8/2012 Due By: 3/8/2012 12:27:16 Pt	Misc Ttl : 0.00
Ship Via : UPS1 UPS GROUND	Acknige:	Tax Ttl : 0.00
Terms : 001 NET 30	Amended:	Doc Total : 525.00
Prepared by : 001 Margaret Fagan	Printed:	
Priority :	1 11 100.	Crncy Base : USD
စ္ခ Message စု Memo	Revision :	>>Crncy Conv : USD
	,	

e. Left-click the Optn button on the P.O. window toolbar, select 7. Export/Import, and left-click Export to File.

		Price	UM	Total	Export Lic
		200.00	EA	800.00	
		0.00	EA	0.00	
y Op <u>t</u> n	<u>1</u> . Go To Line			0.00	
on Acc	<u>2</u> . Go To P/N				
	3. Vendor Memo				
	<u>4</u> . Images		•	External Source	Expc 🔹 🕨
	5. Attachments		•		
	6. Update P.O. Totals				
010.0.00	<u>7</u> . Export/Import			<u>E</u> xport to Fil	e
:012 2:38	8. P/N Expedite (Float Bar)		•	Import From	n File
012 2:38	0 Hold/Release				



f. The **Export** window will appear.

Document Header Fields	-				
<u>A</u> vailable fields		Selecte	ed fields		
SubC 🖌		Seq	Field Description	Size	<b></b>
Contact Ship To W/H SubC		▶ 1	P.O.	20	
Ship To W/H	<u>&gt;&gt;</u>	2	Vendor	12	<u></u>
Tax A - Tax A	<		Document Date	10	ŧ
Tax B · Tax B			V. Label 1 · Our Bef#	22	
Tax C - Tax C Misc1 Charge - Shipping Amount 🏾		i Hini i i i	V. Label 2 - Vend Bef #	22	-
Alt1 - NSN ∆lt2 - MII	파스		Field Description	Size	▲
Available fields		Selecte	ed fields		
Alt 2 - MIL			Line Number	6	
Ref 01 - Trace/DC Ref 02 - Tag Date	>>	<u> </u>	Part Number	30	4
Ref 03 - Tag Info		H -	Description	50	+
Misc1 Charge - Shipping Amount				12	
Misc2 Charge - Air Frt Amount	<<		Qty Ordered		
Misc3 Charge - Ocean Frt Amount Misc4 Charge - Insurance Amount			Qty UM	5	
Misc5 Charge - Hand Charge Amou			Note	100	
Misc6 Charge - HazMat Amount Vend P/N			Due Date	10	_
		11 8	Unit Price	12	<b>▼</b>

**NOTE:** If a document default export format has been set up for the vendor (or customer for applicable documents) identified on the document, that format will appear.

i. Identify the columns from the **Available fields** grid that should be present on the flat file purchase order documents to this vendor by moving them to the **Selected fields** grid using the arrow buttons between the two grids.

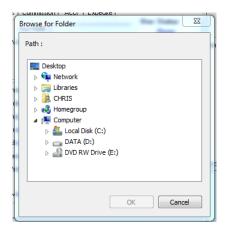
Export     Document Header Fields	-				
<u>A</u> vailable fields		Selecte	ed fields		
SubC Contact Ship To W/H SubC Ship To W/H Tax A - Tax A Tax B - Tax A Tax B - Tax B Tax C - Tax C Misc1 Charge - Shipping Amount	> >> <	▶ 1 2 3 4	Field Description P.O. Vendor Document Date V. Label 1 - Our Ref# V. Label 2 - Vend Ref #	Size 20 20 12 10 22 22	
Document Line Fields     Available fields     Akt 1 - NSN     Akt 2 - ML     Ref 01 - Trace/DC     Ref 02 - Tag Date     Ref 03 - Tag Info     Misc1 Charge - Shipping Amount     Misc2 Charge - Air Frt Amount     Misc3 Charge - Insurance Amount	> >> <	 ≥ 1 2 3 4 5	ed fields Field Description Line Number Part Number Description Qty Ordered Qty UM	Size 6 30 50 12 50	
Misc5 Charge - Hand Charge Amou Misc6 Charge - HazMat Amount Vend P/N		7	Note Due Date Unit Price	100 10 12	▼ Help



ii. Identify the order of the columns that should be present on the flat file purchase order documents to this vendor by using the arrow buttons to the right of the **Selected fields** grids.

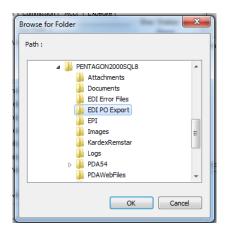
Available fields		Selected fields	
SubC Contact Ship To W/H SubC Ship To W/H Tax A - Tax A Tax B - Tax B Tax C - Tax C Tax C - Tax C	> >> <	Seq         Field Description           >         1         P.O.           2         Vendor         3           3         Document Date         4           4         V. Label 1 - Our Reft#         5           5         V. Label 2 - Vend Ref #         5	Size 20 12 10 22 22 ▼
Document Line Fields Available fields		Selected fields	
Alt 1-NSN Alt 2-ML Ref 01 - Trace/DC Ref 02 - Tag Date Ref 03 - Tag Info Misc 1 Charge - Shipping Amount Misc2 Charge - Air Fit Amount Misc2 Charge - Ucean Fit Amount Misc2 Charge - Insurance Amount Misc5 Charge - Hand Charge Amount Misc5 Charge - Hand Charge Amount Misc6 Charge - Hand Charge Amount	> >> <	Seq         Field Description           ▶         1         Line Number           2         Part Number           3         Description           4         Qty Ordered           5         Qty UM           6         Note           7         Due Date           8         Unit Price	Size ▲ 300 500 112 5 1000 100 122

- iii. Left-click the **OK** button.
- iv. The Browse for Folder window will appear.





v. Identify the folder in which you would like the exported file to be stored.



- vi. Left-click the **OK** button.
- vii. An Information dialog box will appear with the following message:

Informatio	n n n n n n n n n n n n n n n n n n n
1	Header record exported to: D:\PENTAGON2000SQL8\EDI PO Export\POH001226.TXT 7 Line record(s) exported to: D:\PENTAGON2000SQL8\EDI PO Export\POL001226.TXT 2 File(s) created.
	ОК

**NOTE:** When an export is processed, a header file is created containing header data and a second file is created containing line information for all lines. Header files are identified by the presence of an "H" in the file name while line files are identified by an "L" in the file name.

- viii. Left-click the **OK** button.
- g. The files will be located in the directory that you identified previously and may be delivered to the party requiring the exported data.

