# TSH Tip
## Vendor Transmission Sequences and Bump-Down Logic

## Overview of this TSH Tip

**Who should use this TSH Tip?**

Pricing managers, purchasing managers, system administrators, and anyone who needs to understand the sequence that Vision™ uses to determine which vendor should be sent purchase orders when customers order non-stock products.

**What will this TSH Tip help you do?**

This TSH Tip will help you do several things:

- Gain an overall understanding of how the vendor transmission sequence and bump-down logic work in Vision.

- Override the vendor transmission sequence for a warehouse on a ship route/driver level.

- Suppress EDI transmissions to a particular wholesaler family for a specific product to obtain a better price from a certain vendor.

- Understand how the vendor transmission sequence is affected if some of the vendors are drop ship vendors and others are non-drop ship vendors.

- Assign a new vendor transmission sequence to items that appear on the *Wholesaler End-of-Line Report*.

**Which parts of Vision are discussed?**

Wholesaler screen of Warehouse Maintenance (menu-12.1.2.1.F5)

Ship Route/Driver Maintenance, screens one and two (menu-12.2.12.F1 and F2)

Vendor screen of Product Master File Maintenance (menu-12.3.2.F3)

PO screen of Vendor Master Maintenance (menu-12.4.1.F3)

Line Item screen of Order Entry (menu-1.2)

Customer Master File Maintenance (menu-12.2.2)

*Wholesaler End-of-Line Report* (menu-7.7.4A)

Vendor Xmit Sequence Maintenance (menu-24.1.9)

Assign Xmit Seq to Wholesaler EOL Backorders (menu-7.7.12)

EDI Instructions for Backorders (menu-7.7.11)

Copyright © 2001 The Systems House       Page 1                                                     TSH Tip
Vendor Transmission Sequences and Bump-Down Logic                                      July 2001
                                                                                                  Revised 12/3/02

The glossary of terms provided below is intended to introduce many of the terms and concepts that are related to vendor transmission sequence and bump-down logic.

| Glossary of Terms | |
|---|---|
| Bump-down logic | This is the process by which Vision determines the vendor from whom you are ordering non-stock products. If the first vendor on your priority listing does not have this product in stock, Vision automatically "bumps down" to the next vendor and tries to purchase the item from this vendor. If this vendor also does not have the item available, Vision attempts to purchase the item from the next vendor, and so on. |
| Crossdock delivery | A crossdock delivery is when a product is unloaded from a vendor's shuttle truck directly onto your delivery truck that delivers the product directly to the customer. So, the product goes just "across the dock." |
| Drop ship (DS) | Also known as direct ship. This is an order or line item that is delivered to the customer directly by the vendor without coming to any of your warehouses. |
| EDI | Electronic Data Interchange (EDI) is the method of receiving orders from your customers and transmitting your purchase orders to your wholesalers electronically. |
| EDI instructions | The list of vendors from which the system tries, in sequence, to purchase non-stock products. The EDI instructions take into account the vendor transmission sequence set up initially in Warehouse Maintenance, as well as any areas in Vision where this sequence is overridden. |
| End of line (EOL) | A product reaches end of line when the system, using the bump-down logic, has attempted but failed to purchase the product from the vendors in the EDI instructions. |
| Non-drop ship (ND) | Also known as non-direct ship. This is an order or line item that the wholesaler sends to your warehouse so that you can then deliver it to the customer. |
| Non-stock | Products that are included in your catalog that you do not stock but that you can obtain from the wholesaler. |
| Override | Changing a predetermined option or predetermined data. For example, the vendor transmission sequence is initially set up for a warehouse in Warehouse Maintenance. You can override this sequence in other areas of Vision such as Ship Route/Driver Maintenance. |
| Stock | Products that you keep in the warehouse. |

| Glossary of Terms | |
|---|---|
| Vendor family | A vendor family groups together related vendor numbers that will be used in conjunction with a wholesaler. In Vision, a vendor family must be set up as a wholesaler before it can be used as a family code to group related vendors. |
| Vendor transmission sequence | A list of vendors, in descending order of preference, from whom you would like to purchase a product. If the first-choice vendor does not have the product, then Vision "bumps down" to the second-choice vendor.<br><br>Many factors in Vision determine the vendor transmission sequence, and this TSH Tip explains the details of each. |
| Wholesaler | A wholesaler is a company such as United Stationers or S.P. Richards that sells products to you. In Vision, settings and parameters are set up for a wholesaler to permit electronic transmission of purchase orders. |

# Introduction

Suppose that one of your customers orders a non-stock item. Basically, the system electronically transmits a purchase order for this product to the primary vendor first. If the primary vendor does not have this product in stock, the system automatically "bumps down" to the next vendor and tries to purchase the item from this wholesaler. If this vendor also does not have the item available, the system attempts to purchase from the next vendor, and so on.

When Vision is determining the vendor transmission sequence, the sequence set up on the Wholesaler screen of Warehouse Maintenance (menu-12.1.2.1.F5) is initially checked. On this screen, the sequence is based on the geographic proximity of the wholesaler facilities, the availability of the same day delivery, the cost of freight charges from the facilities, and the timing of inter-facility shuttles.

Many other factors directly affect the vendor transmission sequence. These factors are explained below and on the next page. To make it easier to understand how a valid vendor transmission sequence is determined and how Vision uses this sequence to process a non-stock item, a sample scenario is shown on pages 6–7. This scenario covers, step by step, all of the settings in Vision that have an effect on vendor transmission sequence.

## *Overriding the Vendor Transmission Sequence at the Ship Route Level*

You may need to override the warehouse-level vendor transmission sequence for specific ship routes. The Whlr.End.of.Line field in Ship Route/Driver Maintenance (menu-12.2.12) allows you to do this.

- If this field is set to Y, the system ignores the sequence in Warehouse Maintenance and instead uses the sequence on screen two of Ship Route/Driver Maintenance. This flag is set to Y if the shipment from the wholesaler is being sent directly to the crossdock location, not the distribution center. This is controlled by a different EDI ShipTo Acct number (entered in screen two of Ship Route/Driver Maintenance), which tells the wholesaler the location the shipment should go to. This will also be set to Y for wholesaler drop ship programs like United Stationers' National Express Delivery Service (NEDS) or S.P. Richard's USA Express.
- If this field is set to N, the system appends the sequence on screen two of Ship Route/Driver Maintenance above the sequence listed in Warehouse Maintenance.

Overriding the vendor transmission sequence at the ship route level is part of step 2 of the sample scenario on page 6.

## *Identifying the Vendor Families That Can Supply a Product*

The Vendor screen in Product Master File Maintenance (menu-12.3.2.F3) allows you to list the vendor families that can supply a product. A vendor's family is named in the Whlsr Family field of the PO screen in Vendor Master Maintenance (menu-12.4.1.F3).

Only vendors that belong to one of the vendor families listed in Product Master File Maintenance are allowed to remain in the vendor transmission sequence. However, there is one exception: For non-stock and special items, the vendor can be overridden in Order Entry (menu-1.2) by re-entering the line. Doing so overrides the vendors in screen three of Product Master File Maintenance

In some cases, a particular vendor may supply an item at a much better cost than the other vendors listed in a sequence, and so you may want to bypass the other vendors for this product only. To do so, you can set the Supp EDI field on the Vendor screen to Y for a vendor, which will suppress the EDI transmission to this vendor for this product. This will, however, also keep orders from being transmitted.

How the vendor list in Product Master File Maintenance affects the vendor transmission sequence is step 3 of the sample scenario on page 6.

## *Drop Ship and Non-Drop Ship Lines*

For customers who accept partial shipments (i.e., the Accept Part field in Customer Master File Maintenance (menu-12.2.2) is Y), the status of the wholesale vendor (drop ship vs. non-drop ship) may affect the bump-down sequence. If a partial quantity is filled by a drop ship (DS) wholesale vendor for such customers, the remaining quantity will not be bumped down to a non-drop ship (ND) wholesaler. The system will either find another DS wholesaler in the sequence or, if there is no other DS wholesaler, go to the end of the line for backorder processing. Likewise, if a partial quantity is filled by an ND wholesaler, it will be bumped down to the next ND wholesaler in the sequence or go to the end of the line for backorder processing.

If *no* quantity is filled, bump-down from a DS to an ND wholesaler is permitted, and vice-versa.

The DS/ND status is considered in step 4 of the sample scenario on page 7.

## *Unfilled Purchase Orders*

If no vendor can fill the purchase order, the item appears on the *Wholesaler End-of-Line (EOL) Report* and a backorder is created. The *Wholesaler EOL Report* is created at End-of-Day; it can also be run on demand (menu-7.7.4A). Whenever an order reaches EOL, the purchasing agent assigns an alternate vendor transmission sequence.

If the purchasing agent tries to reassign a sequence from a DS wholesaler vendor to an ND wholesaler vendor (by error or intentionally) for a partial shipment, he or she will be prompted with a message asking if it OK to do so. If Y for "yes" is entered, the system will re-create the EDI instructions accordingly.

Details about unfilled purchase orders are provided in steps 6 and 7 in the sample scenario on page 7.

# A Sample Vendor Transmission Sequence

To illustrate how the settings in several different areas of Vision affect the sequence of events that occur during the processing of a non-stock line item on the customer's order, let's consider a sample order. In our example, a customer orders non-stock product VCT1100; the figures below on the right show the fields that determine what vendor(s) is sent the EDI PO.

## How Vision Determines the Sequence

1. A customer orders non-stock product VCT1100.

2. The system checks the list of vendors in Warehouse Maintenance **(Figure 1)**. The system also checks the Wholesaler End-of-Line field in Ship Route/Driver Maintenance **(Figure 2)**. Since this field in our example is set to N, the system appends the sequence in Ship Route/Driver Maintenance F2 **(Figure 3)** above the sequence listed in Warehouse Maintenance. Thus, at this stage in our example, the vendor sequence starts with UNIT1 (from Ship Route/Driver Maintenance). The next vendors in line are the ones from Warehouse Maintenance. (Since UNIT1 is in Ship Route/Driver Maintenance and repeated in Warehouse Maintenance, it is included only once in the vendor sequence.)

3. The system looks at the vendors and the corresponding Supp EDI fields for product VCT1100 in Product Master File Maintenance **(Figure 4)**. The system also looks at the wholesaler families associated with each of these vendors **(Figures 5 and 6)**.

   Only vendors that belong to one of the vendor families listed for VCT1100 in Product Master File Maintenance are allowed to remain in the vendor sequence. In addition, any vendors that have the Suppress EDI field set to Y are not considered. However, there is an exception for these two rules: For non-stock and special items, the vendor can be overridden during order entry by re-entering the line. Doing so overrides the vendors in screen three of Product Master File Maintenance.

   In our example, DAISY is not one of the wholesaler families listed in Product Master File Maintenance. Therefore, DAISY is no longer considered to be part of the vendor sequence.

   Since the other vendors (UNIT1, SPR1, UNIT2, and SPRDS) belong to the vendor families listed in Product Master File Maintenance, they remain as part of the vendor sequence.

---

| Warehouse Maintenance (menu-12.1.2.1.F5) |
| --- |
| Vendor Transmission Sequence<br>1. UNIT1<br>2. SPR1<br>3. UNIT2<br>4. DAISY<br>5. SPRDS |

**Figure 1**

| Ship Route/Driver Maintenance (menu-12.2.12) |
| --- |
| 17. Whlr.End.of.Line…: N |

**Figure 2**

| Ship Route/Driver Maintenance (menu-12.2.12.F2) |
| --- |
| Vendor Transmission Sequence<br>1. UNIT1 |

**Figure 3**

| Product Master File Maintenance (menu-12.3.2.F3) for product VCT1100 |
| --- |
| Vendors              Supp EDI<br>1. SPR<br>2. UNITD |

**Figure 4**

| PO - Vendor Master Maintenance (menu-12.4.1.F3) for SPR and SPRDS |
| --- |
| 5. Whslr Family…: SPR |

**Figure 5**

| PO - Vendor Master Maintenance (menu-12.4.1.F3) for UNIT1 and UNIT2 |
| --- |
| 5. Whslr Family…: UNITED |

**Figure 6**

In addition, since the Supp EDI field is not set to Y for any vendor in Product Master File Maintenance in our example, EDI transmissions are not suppressed for any of the vendors.

## *How Vision Uses the Established Sequence*

Once the sequence is determined (as shown on the previous page), Vision attempts to purchase item VCT1100.

4. The system tries to purchase the product from first acceptable vendor in the vendor transmission sequence. If the vendor does not have this product in stock, then the system automatically "bumps down" to the next vendor in the sequence. If the vendor can fill only part of the order, and if the customer accepts partial shipments (i.e., the Accept Part field in Customer Master File Maintenance (menu-12.2.2) is Y), the remaining part of the order is bumped down to the next vendor that has the same drop ship/non-drop ship status.

5. The process continues until the item is purchased from a vendor or until the system runs out of possible vendors listed in the sequence.

   In our example, the PO is first sent to UNIT1. If UNIT1 does not have the item, then the item is bumped down to SPR1. If SPR1 does not have the item, the item is bumped down to UNIT2. The last vendor in the sequence is SPRDS.

6. If none of the vendors have the item, then the order is listed on the *Wholesaler End-of-Line (EOL) Report* that is created at End-of-Day, and a backorder is created.

7. Once an item is listed on the *Wholesaler EOL Report*, the purchasing agent can contact one of the vendors (or in United's case, the purchasing agent can use a SCORE terminal) to locate facilities where the product is available.

   Every time an order reaches EOL, the purchasing agent needs to assign an alternate vendor transmission sequence. Nothing is automatic with this assignment. If an order is at EOL, it will remain there until someone takes action to assign a new sequence. The items that are included on the *Wholesaler EOL Report* will never be put on a pending PO systematically; the purchasing agent must address these items manually.

# Setting up and Overriding the Vendor Transmission Sequence

## *Warehouse Maintenance (Menu-12.1.2.1.F5)*

The vendor transmission sequence set up in Warehouse Maintenance is based on the geographic proximity of the wholesaler facilities, the availability of the same day delivery, the cost of freight charges from the facilities, and the timing of inter-facility shuttles.



The Vendor Transmission Sequence fields are as follows:

| | |
|---|---|
| **Seq** | This is the line number for this vendor. Number 1 is your first vendor in the sequence. |
| **Vendor** | Enter the valid vendor number for this wholesaler. |
| **Name** | The vendor's name appears in this field. |
| **Facility Code** | If you have multiple facilities from which you can place orders with this wholesaler, enter the facility that you would like the merchandise shipped from. This entry is validated against the Wholesaler Facility file. |
| **EDI ShipTo Acct** | This entry triggers the wholesaler to deliver to another location other than your main warehouse. The wholesaler maintains this information on its system. |
| **OrdTkr** | The Wholesaler EDI order taker code. This is used in United Stationers transmissions. |

## *Ship Route/Driver Maintenance (Menu-12.2.12)*

You may need to override the warehouse-level vendor transmission sequence for specific ship routes. (Ship routes/driver numbers are assigned to map locations in Map Location Maintenance (menu-12.2.11).) This would be necessary when the shipment from the wholesaler is being sent directly to the crossdock location, not the distribution center. This is also used for United Staioners' NEDS and S.P. Richard's USA Express. The Whlr.End.of.Line field in Ship Route/Driver Maintenance allows you to do this.

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 SHIP.ROUTE.HDR0          The Systems House, Inc.          02/26/01 09:28:05
                          Ship Route/Driver Maintenance

      Route/Driver Code....:608

  1. Description..........:TEST ROUTE
  2. Shipping Wave........:          (1-99)
  3. Manifest Print Flag..:
  4. Manifest Master Route:

     Ship Days                    13. Crossdock Whse #...:
     ---------                    14. Incl.Stk.Crossdock.:
  5. Sunday....: N                15. PWDS Indicator.....: N
  6. Monday...: Y                 16. PWDS Cutoff Time...:
  7. Tuesday...: Y                17. Whlr.End.of.Line...: N
  8. Wednesday.: Y                18. Std.Stk.Frgt.Rate..:
  9. Thursday..: Y                19. PWDS Incl Frgt.....: N
 10. Friday....: Y                20. Scan Tracking Label: N
 11. Saturday..: N                21. Drop Ship Only?....: N
                                  22. Inside Cartage Flag:
 12. Breakroom Rt Ind:           23. Business Type......:

           Ln#, (S#), (R), (DELETE), (F#), (?), (0)Accept:

 Ready                        Ln 22, Col 62             CAP  NUM
```

**17. Whlr.End.of.Line**   This field determines whether you want to override the Vendor Transmission Sequence set up in Warehouse Maintenance with the one set up in screen two of Ship Route/Driver Maintenance.

Y = The system ignores the sequence in Warehouse Maintenance and instead uses the sequence in screen two of Ship Route/Driver Maintenance. This flag is set to Y if the route is a crossdock route or for a wholesaler drop ship program like United Stationers' NEDS or S.P. Richard's USA Express.

N = The system appends the sequence in screen two of Ship Route/Driver Maintenance above the sequence listed in Warehouse Maintenance.

## *Ship Route/Driver Maintenance (Menu-12.2.12.F2)*

Screen two of Ship Route/Driver Maintenance allows you to set up a vendor transmission sequence at the ship route level.

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SHIP.ROUTE.HDR1          The Systems House, Inc.          02/26/01 09:29:37
                         Ship Route/Driver Maintenance

      Route/Driver Code....608

   1.      Vendor Transmission Sequence:
                                                              EDI
    Seq Vendor  Name                   Facility Code      ShipTo Acct OrdTkr
     1. UNIT1   UNITED STATIONERS      CHI United Chicago     000008






               Ln#, (S#), (R), (DELETE), (F), (?), (0)Accept:

Ready                              Ln 22, Col 62          CAP  NUM
```

The Vendor Transmission Sequence fields in screen two of Ship Route/Driver Maintenance are the same as those in Warehouse Maintenance:

| | |
|---|---|
| **Seq** | This is the line number for this item. Number 1 is your first vendor in the sequence. |
| **Vendor** | Enter the valid vendor number for this wholesaler. |
| **Name** | The vendor's name appears in this field. |
| **Facility Code** | If you have multiple facilities from which you can place orders with this wholesaler, enter the facility that you would like the merchandise shipped from. This entry is validated against the Wholesaler Facility file. Leave this field blank for United Stationers' NEDS and S.P. Richard's USA Express routes. |
| **EDI ShipTo Acct** | This entry triggers the wholesaler to deliver to another location other than your main warehouse. The wholesaler maintains this information on its system, or it can be used to override another parameter at the wholesaler, such as ship from address or wholesaler drop ship program. |

**OrdTkr**    The Wholesaler EDI order taker code is an important field for United Stationers' transmissions, particularly NEDS orders. Please contact your United Stationers representative to determine what account number/order taker to use in order to avoid additional freight charges.

## *Product Master File Maintenance (Menu-12.3.2.F3)*

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 PROD.MAST.HDR2              The Systems House, Inc.        09:31:24 Feb 26 2001
                       Product Master File Maintenance (Vendors)

    Ext Product No: UCT1100                    Int Product No: 317886
                                               CALCULATOR,DSK,MINI,    Supp
 Ln#  Vendor  Vendor Name          UM     Cost Vendor Part No.      Cat.Pg EDI
 001  SPR     S.P.RICHARDS         EA    7.950 UCT1100                 359
 002  UNITD   UNITED STATIONERS    EA    7.990 UCT-1100                306









         Ln#, (V#), (I#), (D#), (R), (DELETE), (F#), (?), (0)Accept:

 Ready                          Ln 22, Col 68                    CAP NUM
```

| | |
|---|---|
| **Ln#** | This is the line number for this item. It does not matter what the order is for the vendors entered in this screen. |
| **Vendor** | Enter the wholesaler vendor family. |
| **Vendor Name** | The vendor's name appears in this field. |
| **UM** | This field establishes the unit of measure in which you purchase this item from this vendor. |
| | A mismatch in units of measure causes the system to display error messages in other portions of File Maintenance, Order Entry, and Purchasing. |
| **Cost** | This field corresponds to the item's PO cost for its PO unit of measure. |
| **Vendor Part No.** | If the vendor labels this item with a part number, enter it here. This number is used on the PO. |
| **Cat.Pg** | The page number for this item in the vendor's catalog. |
| **Supp EDI** | Enter Y in this field if you would like to suppress EDI transmissions to this vendor for this product. **Note:** This will, however, also keep wholesaler drop ship orders from being transmitted. |

## Vendor Master Maintenance (Menu-12.4.1.F3)

Only vendors that belong to one of the vendor families listed in Product Master File Maintenance are allowed to remain in the vendor transmission sequence. A vendor's family is identified in Vendor Master Maintenance.

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VEND.MAST.HDR2         The Systems House, Inc.         03/14/01 08:38:17
                      PO - Vendor Master Maintenance
       Vendor No.: SPR1
     Vendor Name.: S.P.RICHARDS

 1. Cost Region: E
 2. Direct Purchase Mfg Code(s):          3. OFUSA Mfg Abbr:




          ---------------------- Wholesaler  EDI ------------------------------
 4. Whslr Ind...........: Y             12. Whslr Order Taker...:
 5. Whslr Family........: SPR           13. Upd EDI Ack PO Cost.: N
 6. Whslr Wrap&Label Ind: Y             14. Disable DS Auto Ver.: N
 7. Whslr PreReceive....: Y
 8. Max Lines...........:
 9. Whslr ADOT/Alt Facil: N
10. Whslr Drop Ship.....: N
11. Whslr Customer No...:
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Ready                          Ln 22, Col 62              CAP  NUM
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| | |
|---|---|
| **4. Whslr Ind** | This Wholesaler Indicator field determines whether the vendor is a wholesaler. |
| | Y = The vendor is a wholesaler. |
| | N = The vendor is *not* a wholesaler. |
| | If this field is set to N, then the Whslr Family field is *not* available. |
| **5. Whslr Family** | The name of the wholesaler family to which this vendor belongs. This field is enabled only if the Whslr Ind field is set to Y. |

## Order Entry (Menu-1.2)

For non-stock and special items, the vendor can be overridden in Order Entry by re-entering the line. Doing so overrides the vendors in screen three of Product Master File Maintenance.

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  [toolbar icons]

Cust 15417   Dr. Anthony Cassani                 Order  AA8813
 ***    NON DIRECT SHIP ***    DS    P/S Y   Sub Y   Bo.I Y
Ln  -Item Number-       Ord  Ship   B/o  Cd   Price   Cost    Tx Vendor Ph S
   Um  Item Desc
01>UCT1100                1    0     1   N    11.350    7.950 Y UNN11    N
    EA CALCULATOR,DSK,MINI,DUAL    ND









                                              11.35
                    Ln#, (ADD), (0)Continue:
                                              OE.DRIVER

Ready                         Ln 22, Col 51              CAP NUM
```

| Vendor | The vendor number defaults from the Product Master record for this product. This is the vendor from whom you usually purchase this product. |
| --- | --- |
| | If this is a non-stock or special item, the vendor can be overridden. |
| S | The Special Item Indicator. |
| | N = Non-stock item |
| | S = Special item |
| | T = Temporary item |
| | For stock products, this column is blank. |

## Customer Master File Maintenance (Menu-12.2.2)

For customers who accept partial shipments (i.e., the Accept Part field in Customer Master File Maintenance (menu-12.2.2) is Y), the status of the wholesale vendor (drop ship vs. non-drop ship) may affect the bump-down sequence.

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CUST.MAST.HDR0            The Systems House, Inc.        03/14/01  08:44:07
                       Customer Master File Maintenance
      Ext Cust #: 15417                  Int Cust #: 000015
  1. Sld To Name: Dr. Anthony Cassani    20. Tax Juris...: 00001 Michigan
  2. Sld To A1..: 16 Ipcress Drive       21. Tax Exempt..: N
  3. Sld To A2..:                        22. Serv Chg....: N
  4. Sld To A3..:                        23. Credit Meth.: 02
  5. City A4....: Vermhamshire           24. Credit Limit: 9999999
  6. State .....: WA                     25. Credit Hold.: N
  7. Zip .......: 332919                 26. C.O.D. Ind..: N
  8. A/R Cont...:                        27. Accept B/O..: Y
  9. Phone .....: 414-233-3341           28. Accept Part.: Y
 10. Mst Acct #.:                        29. Active Ind..:
 11. Mnfst Link.:                        30. Compl. Ship.: N
 12. Cust Cls...: 03 CUSTOMER CLASS 03 DE 31. Sort Picker.: Y
 13. Cust Type..: 01                     32. Alpha Sort..: Dr. Anthon
 14. Spec Inst..: NOTE PRICE BREAKS      33. PO Required.: N
 15. Purch Cont.: TINA COLTRAIN          34. CustPO Match:
 16. Purch Phone: 414-233-3345           35. Blk.PO Match:
 17. Ship.To Key: 001                    36. Blk.PO:
 18. Terms Code.: 01 NET 30              37. CustCd Match:
 19. Taxable....: Y                      38. Net/Show/Msg: N
            Ln#, (S#), (R), (DELETE), (F#), (?), (0)Accept:

Ready                        Ln 22, Col 62              CAP  NUM
```

**28. Accept Part.**    This field determines whether the customer accepts partial shipments.

Y = The customer accepts partial shipments.

N = The customer does *not* accept partial shipments.

## Purchase Orders that Remain Unfilled After Each of the Valid Vendors in the Sequence Has Been Attempted

If no vendor in the vendor transmission sequence can fill the purchase order, the product appears on the *Wholesaler End-of-Line (EOL) Report* and a backorder is created.

Whenever an order reaches EOL, an alternate vendor transmission sequence needs to be assigned to it. **Nothing is automatic with this assignment; if an order is at EOL, it will remain there until someone takes action to assign an alternate sequence.** The items that are included on the *Wholesaler EOL Report* will never be put on a pending PO systematically; the purchasing agent must address these items manually. So, when an item is listed on the *Wholesaler EOL Report*, the purchasing agent can contact one of the vendors (or in United's case, the purchasing agent can use a SCORE terminal) to locate facilities where the product is available. Then an alternate sequence can be created and assigned.

Vendor Xmit Sequence Maintenance (menu-24.1.9) allows you to predefine vendor transmission sequences that you can later assign to EOL backorders. You may want to set up different sequences to account for same-day facilities, non-same day facilities with free freight, and facilities without free freight, for example. The sequences that you set up in Vendor Xmit Sequence Maintenance are not used in the normal transmission of purchase orders for new orders from customers.

To assign one of these vendor transmission sequences established in Vendor Xmit Sequence Maintenance, use the Assign Xmit Seq to Wholesaler EOL Backorders option (menu-7.7.12).

If you try to reassign a sequence from a DS wholesaler vendor to an ND wholesaler vendor (by error or intentionally) for a partial shipment, you will be prompted with a message asking if it OK to do so. If you enter Y for "yes", the system will re-create the EDI instructions accordingly.

EDI Instructions for Backorders (menu-7.7.11) allows you to edit or view the remaining EDI instructions that have not yet been attempted for a wholesaler backorder. An example of when you may want to use this option is if the item ordered is normally purchased from a manufacturer, no wholesaler is listed for the item in Vision, and the customer needs the item right away. In this case, the purchasing agent can use EDI Instructions for Backorders and create EDI instructions for this item. Then for this case only, the PO will be transmitted to the wholesaler assigned during this process.

**WARNING:** The EDI Instructions for Backorders option should be used with caution. If any mistakes are made, you will have problems with EDI transmissions. Please contact The Systems House Support before proceeding with this option.

The *Wholesaler EOL Report* is described on page 17. Vendor Xmit Sequence Maintenance is explained on page 18, and the Assign Xmit Seq to Wholesaler EOL Backorders option is explained on pages 19–21. EDI Instructions for Backorders is explained on pages 21–22.

## The Wholesaler End-of-Line Report (Menu-7.7.4A)

The *Wholesaler End-of-Line (EOL) Report* lists the wholesaler items that have gone through the bump-down process and have not been ordered. The report also includes the last vendor that was attempted in the bump-down sequence.

The *Wholesaler EOL Report* runs automatically as part of End-of-Day processing. In addition, you can run it on demand (menu-7.7.4A).

```
wIntegrate Windows Sockets                                                    _ □ ✕

  File   Edit   Setup   Run   Help

   📁 💾 📋 📋 🖨   ᵀA ↓A  ▪   ⬆ ⬇ ⬆ ⬇ ⬇ ⬇  ⊩

13:24:35 Feb 05 2001              W H O L E S A L E R   E N D - O F - L I N E   R E P O R T      Page:  2
                                        Warehouse: 001-US OFFICE PRODUCTS CO

Reason: E-END OF LINE - BUMP DOWN PAST LAST VENDOR

Product Number      Description           Order # - Ln Qty-Um   Ord Date Sls Customer #              Last Vendor Tried

-------------------- ------------------------ -------- --- -------- -------- --- -------------------------- ----------------------

BSI-86020L          BOOTS,PVC,OVER,LRG,10"  01AA0949-001     1-PR 03/28/00 001 201964-TEMPLE KOL AMI       UNIT1-UNITED STATIONER

CEN-74195004        RIBBON,PTR,3600CHAMP,BLK 01AA1514-001    3-EA 08/02/00 001 WJS3-WJSAUNDERS TEST CUST3  UNIT1-UNITED STATIONER

CEN-74195004        RIBBON,PTR,3600CHAMP,BLK 01AA1996-002    1-EA 11/06/00 001 205991-THOMPSON & SON       UNN11-UNITED Nonstk-W&

CEN-74195004        RIBBON,PTR,3600CHAMP,BLK 01AA1999-002    1-EA 11/06/00 001 205891-TAYLOR UNIVERSITY    UNN11-UNITED Nonstk-W&

FRJ-FH20            FORK,PLASTIC,HEAVY WEIGH 02AA0000-002    3-BX 03/30/00 001 0001394-EMAN H. JAJONIE-DA  UNIT1-UNITED STATIONER

FRJ-FH20            FORK,PLASTIC,HEAVY WEIGH 02AA0001-002    3-BX 03/30/00 001 0001394-EMAN H. JAJONIE-DA  UNIT1-UNITED STATIONER

HEW51626A           PRINT CRG,INKJET,DJ/DW,B 01AA0827-001    7-EA 03/02/00 001 MIKEN-MIKEN Corporation    DAISY-DAISYTEK  TONER

MMM654YW            PAPER,POST-IT,3"X3", YEL 01AA0206-003    1-PD 08/19/99 107 CC8120-DEPT. OF JUSTICE/LI  SPR1-S.P.RICHARDS

Ready                                          Ln 7, Pg 3/20                          NUM
```

## *Vendor Xmit Sequence Maintenance (Menu-24.1.9)*

If a backorder has not been filled and the system has no pending or current EDI instructions for the backorder, the system needs new EDI instructions that specify the wholesaler vendor and facility number. Vendor Xmit Sequence Maintenance (menu-24.1.9) allows you to predefine vendor transmission sequences that you can later assign to EOL backorders. The sequences that you set up in Vendor Xmit Sequence Maintenance are not used in the normal transmission of purchase orders for new orders from customers.

```
wIntegrate Windows Sockets: coyote - Open                            _ □ ×

File  Edit  Setup  Run  Help

VEND.XMIT.SEQ-MAINT          The Systems House, Inc.          05/22/01 09:03:39
                      Vendor Transmission Sequence Maintenance

     Transmit Seq Code:   1

   1.       Vendor Transmission Sequence:

Seq Vendor Name                      Facility Code        Whse Account#  OrdTkr
    1. UNIT1  UNITED STATIONERS       BAL UNI Baltimore        220789     WZS
    2. SPR    S.P.RICHARDS             98 Test Facility
    3. 155    3M TXQ2471 (AC)         PEN                      220789     WZS


  {{{{{{{{ Ln#, (V#), (I#), (D#), (R), (DELETE), (?), (0)Accept:       }}}}}}}}

Ready                                      Ln 22, Col 64                NUM
```

The Vendor Transmission Sequence fields are as follows:

| | |
|---|---|
| **Seq** | This is the line number for this vendor. Number 1 is your first vendor in the sequence. |
| **Vendor** | Enter the valid vendor number for this wholesaler. |
| **Name** | The vendor's name appears in this field. |
| **Facility Code** | If you have multiple facilities from which you can place orders with this wholesaler, enter the facility that is closest to the location of the warehouse to which you want the merchandise shipped. This entry is validated against the Wholesaler Facility file. |
| **Whse Account#** | The Wholesaler EDI account number that overrides the default. |
| **OrdTkr** | The Wholesaler EDI order taker code. |

## *Assign Xmit Seq to Wholesaler EOL Backorders (Menu-7.7.12)*

When you first access the Assign Xmit Seq to Wholesaler EOL Backorders option, the first prompt instructs you to press Enter:

```
Press <RETURN> to Continue, or 'END'
```

Next, the system prompts you to enter the warehouse number:

```
Enter Warehouse or 'ALL'
```

At the next prompt, you have three options:

```
(W)holesaler EOL, (S)tock/nonEOL, or (D)rop-ship
```

At the next two prompts, you need to enter the dates. You can enter specific dates or enter ALL to include all dates:

```
Starting original order date
Ending original order date
```

The final prompt asks you to specify whether you would like to incorporate vendors that have the Supp EDI flag set to Y for certain products in the Vendor screen of Product Master File Maintenance:

```
Ignore Suppress EDI Flag
```

The next page shows the screen that appears when you have completed the last prompt.

```
┌──────────────────────────────────────────────────────────────────────┐
│ 🖥 wIntegrate Windows Sockets                              _ □ ✕       │
├──────────────────────────────────────────────────────────────────────┤
│   File  Edit  Setup  Run  Help                                         │
├──────────────────────────────────────────────────────────────────────┤
│  📂 🖫 🖺 📋 🖳  ᵀA ↓A  ▫  ⇧ ⇩ ⤊ ⤋ ⤓ ⤒ │Ð                            │
├──────────────────────────────────────────────────────────────────────┤
│Assign EDI Instructions to Wholesaler EOL Backorders                    │
│                                                                        │
│Warehouse: 001      Wholesaler EOL Backorders                  Pg 1/1   │
│                                                                 Lst    │
│Idx OrderNumLin     ProductNumber       Qty UM Vend# Rt Wav Sp VXSeq Fac Action│
│  1 01AA8152003     BPC-1602-1/2-15020    1 EA UNNPR 002 01 N           │
│  2 02AA7010002     JK-NONSTOCK           9 EA NPRWL 618    N           │
│  3 01AA8475005     KB8512               75 EA ACTIO 608    N           │
│  4 01AA8152001     MGD-T6336-M           1 BX UNIT1 002 01 N           │
│  5 01AA8154002     MGD-T6336-M           1 BX UNIT1 002 01 N           │
│  6 01AA8155001     MGD-T6336-M           1 BX UNIT1 002 01 N           │
│  7 01AA8157002     MGD-T6336-M           1 BX UNIT1 002 01 N           │
│  8 01AA8158002     MGD-T6336-M           1 BX UNIT1 002 01 N           │
│  9 01AA8152002     UNV-35946             1 CT UNTDN 002 01             │
│ 10 01AA8155002     UNV-35946             1 CT UNTDN 002 01             │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│                                                                        │
│Actions: ^(up), order#/line#, PU(page up), PD(page down), T(top), B(bottom),│
│R)oute, W)ave, Vendor.Transmit.Seq#, or END.    (? to redisplay this msg)│
├──────────────────────────────────────────────────────────────────────┤
│Ready                        │Ln 5, Col 74│        │    │    │NUM │     │
└──────────────────────────────────────────────────────────────────────┘
```

| | |
|---|---|
| **Idx** | An incremental counter of where on the list a backorder is located. |
| **OrderNumLin** | The order number and line number of this backorder. |
| **ProductNumber** | The product's number appears in this field. |
| **Qty** | The quantity of each product ordered. |
| **UM** | The unit of measure. |
| **Vend#** | The identifying number of which vendor is currently assigned to a particular order. |
| **Rt** | The shipping route that is assigned to this order. |
| **Wav** | The shipping wave assigned to this backordered item. |
| **Sp** | The special item indicator. S = special item, N = non-stock item, T = temporary item, null = the item is a stock item. |
| **VXSeq** | The vendor transmission sequence assigned to the backorder. |
| **Lst Fac** | If a transmission was attempted for this item but it is still on backorder (i.e., the wholesaler's facility to which the transmission was directed does not have the item in stock), this column shows the last wholesaler facility that was attempted. |

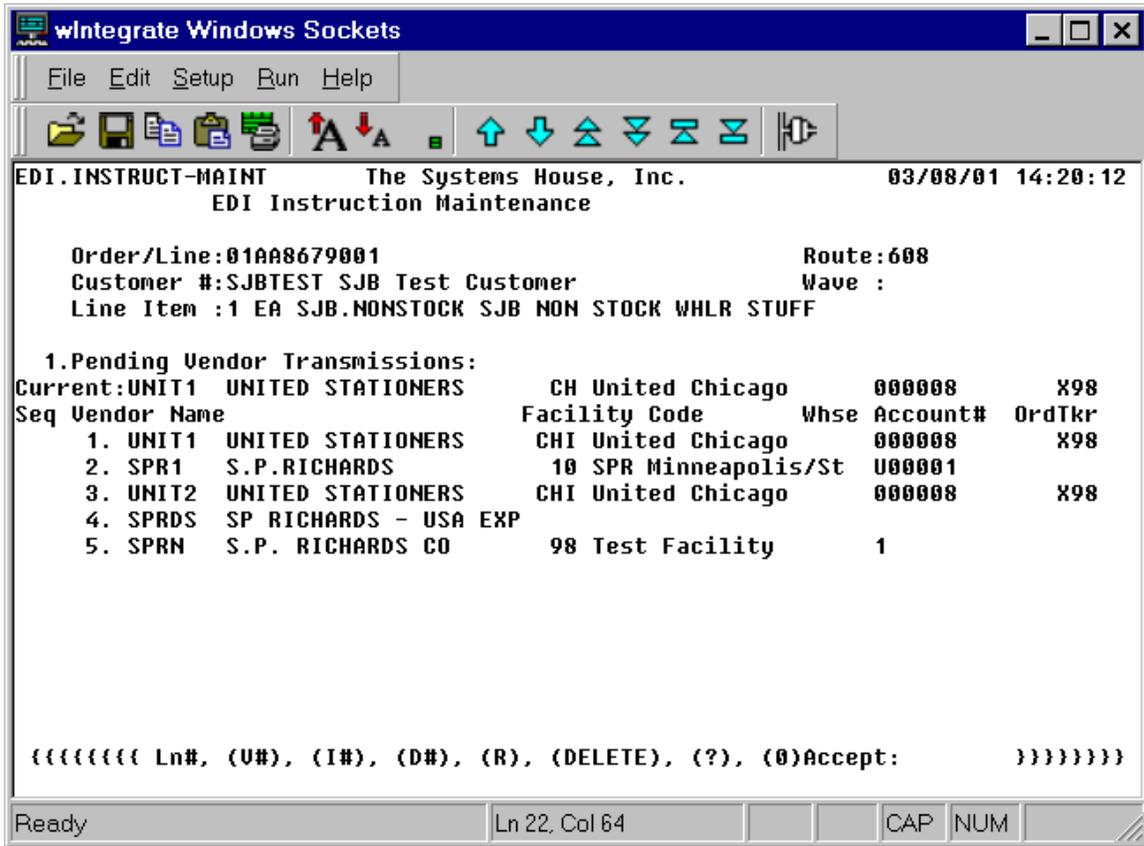| **Action** | This field lets you designate a vendor transmission sequence for a specific backorder. After you enter a number, the VXSeq field is updated with the new sequence number to be used for the backorder. Entering 0 makes the VXSeq field blank. |
| --- | --- |

## *EDI Instructions for Backorders (Menu-7.7.11)*

When an operator is entering an order that includes non-stock items, as soon as the operator enters 0 to accept the order, EDI instructions are created. The EDI instructions consist of a list of vendors, in order of preference, to which the system will try to transmit the PO. The EDI instructions take into account the vendor transmission sequence set up in Warehouse Maintenance, as well as any areas in Vision where this sequence is overridden.

EDI Instructions for Backorders (menu-7.7.11) allows you to edit or view the remaining EDI instructions that have not yet been attempted for a wholesaler backorder. An example of when you may want to use this option is if the item ordered is normally purchased from a manufacturer, no wholesaler is listed for the item in Vision, and the customer needs the item right away. In this case, the purchasing agent can use EDI Instructions for Backorders and create EDI instructions for this item. Then for this case only, the PO will be transmitted to the wholesaler assigned during this process.

**WARNING:** The EDI Instructions for Backorders option should be used with caution. If any mistakes are made, you will have problems with EDI transmissions. Please contact The Systems House Support before proceeding with this option.

The next page shows the EDI Instructions for Backorders screen and explains each of the fields.

```
EDI.INSTRUCT-MAINT          The Systems House, Inc.          03/08/01 14:20:12
                        EDI Instruction Maintenance

    Order/Line:01AA8679001                              Route:608
    Customer #:SJBTEST SJB Test Customer                Wave :
    Line Item :1 EA SJB.NONSTOCK SJB NON STOCK WHLR STUFF

  1.Pending Vendor Transmissions:
Current:UNIT1  UNITED STATIONERS        CH United Chicago      000008      X98
Seq Vendor Name                      Facility Code     Whse Account#   OrdTkr
     1. UNIT1   UNITED STATIONERS      CHI United Chicago     000008      X98
     2. SPR1    S.P.RICHARDS            10 SPR Minneapolis/St  U00001
     3. UNIT2   UNITED STATIONERS      CHI United Chicago     000008      X98
     4. SPRDS   SP RICHARDS - USA EXP
     5. SPRN    S.P. RICHARDS CO        98 Test Facility        1




 {{{{{{{{{ Ln#, (V#), (I#), (D#), (R), (DELETE), (?), (0)Accept:         }}}}}}}}
```

| | |
|---|---|
| **Seq** | This is the line number for this vendor. Number 1 is your first vendor in the sequence. |
| **Vendor** | The vendor number for this wholesaler. |
| **Name** | The vendor's name appears in this field. |
| **Facility Code** | This is the code for the location where you can place orders from this wholesaler. |
| **Whse Account#** | The Wholesaler EDI account number that overrides the default. |
| **OrdTkr** | The Wholesaler EDI order taker code. |