EDI TRAINING AND INSTALLATION



Rom.ico

What's it all About







What Changes will I see?

- As a user EDI is virtually seamless
- Instead of Mailing the 1155 you will SALTS it out
- Your PO will be updated to show current contract information
- Some new reports

What will EDI do?

- EDI will save \$12 in processing cost per 1155 cut
- EDI will enable you to order instantly from anywhere in the world
- EDI will limit the number of UNMATCHED EXPENDITURES



How do I get EDI?

 A simple auto executable DAP Turns on EDI and your ready to roll

You must be updated to Resource CD 13



As a ROM TECH you will see changes in the Database FOX V_ID

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In the contractor column EDI will appear next to the VID for those vendors who are onboard

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Future Updates to the V_ID will be imbedded in the SSEC, on the Resource CD





EDI Functions are now Available



This is a Department of Defense (DOD) interest computer system. All DOD interest computer systems and related equipment are intended for the communication, transmission, processing, and storage of official U.S. Government or other authorized information only. All DOD interest computer systems are subject to monitoring at all times to ensure proper functioning of equipment and systems including security devices and systems, to prevent unauthorized use and violations of statutes and security regulations, to deter criminal activity, and for other similar purposes. Any user of a DOD interest computer system should be aware that any information placed in the system is subject to monitoring and is not subject to any expectation of privacy.

If monitoring of this or any other DOD interest computer system reveals possible evidence of violation of criminal statutes, this evidence and any other related information, including identification information about the user, may be provided to law enforcement officials. If monitoring of this or any other DOD interest computer system reveals violations of security regulations or unauthorized use, employees who violate security regulations or make unauthorized use of DOD interest computer systems are subject to appropriate disciplinary action.

Now You are EDI



- You will be turned on!
- And Assigned a SPIN Code

Do Business as Normal



Order from the ASL/ACB

Orders Menu

Create Purchase Orders (ASL/ACB) Create Purchase Orders (Smart Reorder) Outstanding Orders Report View/Print/Edit Purchase Orders (ASL/ACB) All Other Purchase Orders Create Requisitions OSO View/Print/Edit Requisitions OSO Create Requisitions Other Appropriations View/Print/Edit Requisitions Other Appropriations Cancel Order Form

Return

Select your Items & generate the Orders

Update ASL/ACB Select All Create P0													
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View and Edit

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	Return	

Some Changes here

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- Contract/Payment Inform	ation				
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P. O. BOX 8790			9712 VIRGINI	A AVENUE	
HOT SPRINGS, AR 7191	0		NORFOLK, VA	23511-3297	
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Discount Terms NET 30		Other	Statement 3	<u></u>	
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USS Anzio CG 68	USS	Anzio CG 68		PierSide Address	
Pier 4, NOB	Pier	4, NOB		🗢 FPO Address	
Norfolk, VA, 23511	Nor	folk, VA, 23511			

• Note the EDI is highlighted

Changes on this screen too

Order Search Print DD-1155 Delete Order V21658-4252-9761 Add/View Line Items Confirm Order and Generate 850 Return Order Information Order Number V21658-4252-9761 Date of Order 08-Sep-2004 Order Confirmed Confirmed
Add/View Line Items Confirm Order and Generate 850 Ceturn Order Information Order Number V21658-4252-9761 Date of Order 08-Sep-2004 Order Confirmed □
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S & K SALES COMPANY NORFOLK OPERATION LOCATION, CODE NVN
2500 HAWKEYE COURT 9712 VIRGINIA AVENUE
VIRGINIA BEACH, VA. 23452 NORFOLK, VA. 23511-3297
Delivery to FOB 10-Sep-2004 C Destination Statement 2 -
Discount Terms % C Other Statement 3 C Other Reference Comment
Ship To Information
Issued By Ship To SALES OFFICER SALES OFFICER USS Anzio CG 68 USS Anzio CG 68 Pier 4, NOB Pier 4, NOB Norfolk, VA, 23511

• Confirm Order and Generate 850

What's an 850?

- Simply, it's your Purchase Order in an Electronic format
- You will put the 850 on disk and SALTS it out

Same screen as normal

Orders Updating and Mar	iagement				
Order Search			Ì		
V21658-4252-9761 💽	Print DD-1155	Delete Urder			
	Add/View Line Items	<u>C</u> onfirm Order and Generate 850	<u>R</u> eturn		
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2500 HAWKEYE COURT					
VIRGINIA BEACH, VA 234	452		or I creat		
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SALES OFFICER	SAL	ES OFFICER		Ships Address	
USS Anzio CG 68	USS	6 Anzio CG 68		PierSide Address	
Pier 4, NOB	Pier	· 4, NOB		C FPO Address	
Norfolk, VA, 23511	Nor	folk, VA, 23511			

Here's a change, Get a floppy disk ready

Order Search Print DD-1155 Delete Order V21658-4252-9761 · Add/View Line Items Confirm Order and Generate 850
Add/View Line Items Confirm Order and Generate 850 Return
Order Information
Order Number V21658-4252-9761 Date of Order 08-Sep-2004 Order Confirmed 🔽
Contract/Payment Information
Contractor Administer By Payment UIC
D2-D-0923 EDIORDER COMINAVE NEXCOM BackOffice
N00189-02-D-0923 CODE N41
S & K SALES COMPANY This is an EDI order and requires a write enabled disk in the flore to S N, CODE NVN
2500 HAWKEYE COURT
VIRGINIA BEACH, VA 23452
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Delivery to FOB 10-Sep-2004 © Destination Statement 2
Discount Terms % C Other Statement 3
Reference Comment
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Issued By Ship To
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USS Anzio CG 68 USS Anzio CG 68 • PierSide Address
Pier 4, NOB Pier 4, NOB C IFPO Address
Nortolk, VA, 23511 Nortolk, VA, 23511

When you print the 1155 for the RK file you will see a BIG change!

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Return	

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FPD AE 09564-1188 CODE N412 Other 9. CONTRACTOR 030.0939 EDI ORDER 10. Delivery to FOB Point By (DATE) 11. MARK IF Name and C. LLOYD JOHNSON COMPANY, INC. 30Ui-04 Ismail Ismail Address Son HAMPTON BLVD. Smail Ismail Ismail NORFOLK, VA 23905 IS. PAYMENT WILL BE MADE BY NE0051 MARK ALL SALES OFFICER DEFENSE FINANCE & ACCOUNTING SERVICE PACKAGES AND VIS Anato CG 68 DEFENSE FINANCE & ACCOUNTING SERVICE PACKAGES AND Norfok, VA, 23511 STI 2 VIRGINIA AVENUE ONTRACTOR, CODE NVN GREE NUMBER Delivery Or Ta delivery order Is issued on another Go vernment agency or in accordance with and subject to terms an conditions of above numbered contract. Finite the follow ing oit serms specified herein: ONTRACTOR, MARK ALL Delivery Or Onther may Property object to terms and conditions of above numbered contract. Finite hereins of the follow object to terms an conditions of above numbered contract. Finite hereins of the follow object to terms an conditions of above numbered contract. Finite office in go terms specified herein: ONTRACTOR Delivery Or To Accounting and Appropriation Data Opportation Symbol Object 2 Act 2 Act 2 Oat 2	USS Anzio CG 68					COMNAV	SURFLAM	NT			Destination
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No Signature is required on the 1155

But the 1155 can't be used for Payment

Take your floppy to the SALTS terminal



- You need a SALTS account set up by IT support
- Also if you need training on SALTS the IT's or SK's can provide



Your Order goes to NECO

Why SALTS?

WinSALTS	User Logon	×		
	Welcome to WinSALTS Standard Automated Logistics Tool Set			
Win	Please select User ID and Enter Your Password:			
	User ID: ADMIN			
DOD Warning	Password: xxxxxx			
SALTS News	NOTE: Your password will display as stars.			
Date: 09/21/2004	OK Cancel			
Julian Date: 4265	Site Account Code: Q27 Release: 5.04			

- Comes up even if email is not
- Greater band width
- Accepts the NECO format easily
- Moves data in and out simultaneously



NECO SENDS THE ORDER TO THE VENDOR

When you are logged on SALTS you may get back a 857 file from NECO

WinSALTS	Process Incon	ning Files	× ,
File Type M3G	Description SALTS Msgs	No of Files 4	Done Process Cancel

- What's an 857?
- It updates your PO information with the VENDOR'S Shipping information and prices

Process the EDI files to a floppy

What's a NECO? Navy Electronic Commerce Online



Up-Load the 857



• It will update the 1155 to show the current contract price and the quantity shipped by the vendor

Select Download Incoming EDI Transmit files



You will receive a message that ROM is "Importing Purchase Order Number" click OK

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Ble Window Help		
	101 Functions Generate Outgoing EDI Transmit Files Download Incoming EDI Transmit Files Re-tra 10 557 files Report Correctly, there are no 657 files to download	
	Return	

 The 1155 will be updated to show the current contract data from NECO. Print the updated order for the RK and Receipt inspector files.

Receipt with EDI

- Once the stock arrives the receipt process is the same as outlined in the NAVSUP P-487.
- You will notice some changes to the screens, however, the process is the same.



Use the Post order block as normal, but you will notice that the block now also generates an 861.

Receipt N Icle No 0000191	Description HEATH ORIGINAL BAR 1.4 OZ.	Current Cost Order Unit	Quantity Quantity Ordered Received	Quantity Previously Quantity Quantity Received OutstandingCanceled	COMPRESSION:	
ICIE NO 0000191	Description HEATH ORIGINAL BAR 1.4 OZ.	Current Cost Order Unit	Quantity Quantity Ordered Received	Quantity Previously Quantity Quantity Received OutstandingCanceled	CONVERSIONI Rate ON	
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	Card Doct Order and Gen	rate 861 R	A series		Return	
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tock Record	Post order and deriv					

• The 861 is also in SALTS format but the reports are currently not used. In the future the 861 will be sent to NECO and DFAS for reconciliation of receipts.

Normal generation of Receipt number

	ticle Information
Receipt f	No 0242 EDI ORDER
Article No	Quantity Quantity Convert Cost Quantity Quantity Conversion Conversion
0500000191	HEATH ORIGINAL BAR 1.4 OZ. \$0.3900 288 288 0 0 0 1
	NEXCOM BackOffice Vou are about to post receipt number 0242. Do you wish to continue? Yes No
Stock Recor	rd Card Post Order and Generate 861 Receive All Return

Normal ROM procedures on the next two screens

	Receiving Article Information
Receipt No 0242 EDI ORDEA	Roceipt Na (0242 EDI ORDER
Article No Description Current Cost Quantity Quantity Quantity Quantity Quantity Countity Countity County Quantity County Quantity County Quantity County Quanty Qu	Article No Description Current Cost Quantity Qua
Cash Discount Inter Cash Discount Percentage If applicable: Confirm	Article Number: Construction Co
Stock Record Card Post Order and Generate 861 Receive Al Return	Stock Record Card Post Order and Generate 861 Receive All Return

Here's a change

Noccept No Description Current Cost Order Unit Order Order O										
Arrick ND Description Correction Quantity Quanti	Receipt	ND 0242	EDI ORDER							
	Article No	Description		Current Cost Order Unit	Quantity Quar Ordered Rece	Quantity tity Previously Q ved Received Ou	uantity Quantity tstandingCanceled	COMMERSION: Rate Qty		
HEXCOM BackOffice The is an EDI order and requires a write analled disk in the Roopy drive ox Ox Stock Record Card Post Order and Generate Sol Receive Al	0500000191	HEATH ORIGINAL BAR	1.4 OZ.	10.3900	200	0	0 0	S (1	1	
Stock Record Card Post Grad and Scherate 201 Receive Al				NEXCOM E	lackOffice	e e write enabled du	k in the Rospy drive			
	Stock Reco	rd Card - Post Orde	and General	2.861	Receive Al			Return		

- Insert a floppy to write the 861 to
- You can then delete the 861 from the disk



Other EDI functions.



 Will allow you to see the status of EDI orders. You can retransmit an data that was not received by NECO, and print reports.

Generate Outgoing EDI Transmit Files



• No longer used. Outgoing files are generated automatically

Re-transmit EDI Transmit Files



• The Re-generate Outgoing EDI Transmit files, if the data were lost or damaged.

Just select the items to submit in either menu choice, insert a disk and click submit, or Generate as appropriate



Canceling an Order using the 860

• If you need to cancel any order it is done in the Orders screen with the cancel order form.

•You will be prompted to insert a disk and ROM will auto generate an 860

- The 860 are used to cancel an order that has been transmitted to NECO.
- It must be done before the 857 is processed
- From the menu select the order to be canceled, insert the disk and click on cancel PO. Take the disk to your SALTS and send it out to NECO.

The EDI reports menu has several options

Section 2018 NEXCOM BackOffice		
Eile <u>W</u> indow <u>H</u> elp		
	EDI Reports Purchase Order/Requisition Data (850) Application Advice (824) Shipping and Billing Notice Data (857) Receiving Advice/Accept Certification Data (861) EDI Transaction Summary List	
	Return	

The "Purchase Order / Requisition Data (850) option will allow you to print a listing of what is on an 850 order by selecting it from a pull down menu.

NEXCOM BackOffice	NEXCOM BackOffice - [Purchase Order Description]
Ble Edit (Insert Becords Window Help	E E Window Help
	🖀 👿 🔀 Save As/Export
Purchase Order Report	Start Date: 926/2003 End Date: 920/2004 (850)
Dider Number V1505 4013 5273 V1505 4000 500000000000000000000000000000	USA Santa UC VISA USA Santa UC VISAS Description #Order Date Anticle # Description #Ordered Cost EA Tota VISASS-2284-9855 14-4 aged2 00000394 EXECT METALAN STEAK 34 4059 5160 00000000 EXECUTENTIAL 24 4059 5160 000000000 EXECUTENTIAL 24 4059 5165 00000001 EXECUTENTIAL 24 4059 5165 00000001 EXECUTENTIAL 1524 4059 51656 00000001 EXECUTENTIAL 1524 4059 51656 00000001 EXECUTENTIAL 1524 4059 51656 00000001 EXECUTENTIAL 1524 4059 51656 00000001 EXECUTENTIAL 1524 5059 51656 00000001 EXECUTENTIAL 1524 5059 51656 00000001 EXECUTENTIAL 1524 5059 51656

Application Advice

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Return	Return	

Not currently used

Shipping and Billing Data 857

	Shipping/Billing Notification Report	- C 🛛
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Different Purchase Order/Requisition Data (850) Application Advice (824) Shipping and Billing Notice Data (857) Receiving Advice/Accept Certification Data (861) EDI Transaction Summary List	Start Date: 9/26/2003 S57 Order Delivery Information Run Date: 9/2/2004 Report USS Arrio UIC V216/3 Requisition/Purchase Order Number: V216/38-4027-9700 V216/38-4027-9700 Stock Number: Description Quantity Ordered: Quantity Shapped: Quantity Reserved 0700001086 (A1) SNACK 073196001500 12 12	

• The Shipping and Billing Notice Data (857) operates on a pull down screen as well and allows you to print invoice data.

The Receiving Advice / Accept Certification Data (861) also works on a pull down menu and provides receipt information.

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		-

The EDI Transaction Summery List will show each EDI transaction and the date of the item.

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	4 V X s	we <u>A</u> s/Export
DI Reports Purchase Order/Requisition Data (850) Application Advice (824) Shipping and Billing Notice Data (857) Receiving Advice/Accept Certification Data (861) EDI Tenceztina Summary List	Start Date: 9/26/2003 End Date: 9/26/2004 End Date: 9/26/2004 SUMMARY LIST USS Amio UIC V2/16/38	004 5
	Transaction Furchase Order Order Date Ship Date Received Date Cano	1Date
	857 (SHP DOC) ¥20725-3270-9700 30-Oxt-03	
	857 (SHP DOC) V21560-3147-9741 20-Aug-03	
	850 (FORM1155) ¥21658-2226-9855 14-Ang-02	
	850 (FORM1155) ¥21658-4013-9733 13-Jan-04	
Return	850 (FORM1155) V21658-4013-9734 13.Jun-04	
	850 (FORM1155) ¥21658-4013-9735 13-Jan-04	
	850 (FORM1155) ¥21658-4013-9736 13.Jan-04	
	850 (FORM1155) ¥21638-4013-9737 13-Jan-04	
	850 (FORM1155) V21658-4013-9738 13-Jan-04	
	860 (Cancel PO) V21658-4013-9738 13-	Jan-04
	Page: 1(())) (•

This form is much like a PO log

Review

- Very little user interface change
- A simple DAP installs the program
- All you need is the User guide and some floppy disk

- Big money savings
- No Mail to worry with
- Order anytime from anywhere
- Updated with current contract
- Limits Unmatched Expenditures





