EDI Users Guide

After Running the DAP from SPAWAR, or typing yes in the EDI capable block in the SHIP INFORMATION screen in the 241.01.02 version, and restarting ROM.

Enter the ships information screen and insure that it shows the ship as EDI capable and assigns a SPIN code.

On the ROM menu the EDI functions option should now be available.
Prepare an order as normal.

This is done in the same manner as placing an order with the ACB/ASL.
Select the items you wish to order, and create the order as you normally would.

You will receive the status screen as normal.
Enter the View/Print/Edit Purchase Orders (ASL/ACB) function

You will note that the order is clearly shown as an EDI order.
Enter the required information; note that the Confirm Order and Generate 850 option is available. Click this button to confirm the order.

You will receive the normal ROM screens and prompts.
The next screen will tell the user “EDI requires a write enabled disk”, insert the disk in to your floppy drive and click OK, the order will be written to the disk.

Return to the View/Print Edit menu and print the 1155 for the RK files. Note that the Block 24-signature block reads EDI order – Not Valid For Payment.
# ORDER FOR SUPPLIES OR SERVICES DD-1155

<table>
<thead>
<tr>
<th>RECEIVED NUMBER</th>
<th>CONFIRMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>30-Jul-04</td>
<td>V21658-4212-9746</td>
</tr>
</tbody>
</table>

### 1. PURCHASE ORDER NO.
N00189-03-D-0939

### 6. ISSUED BY
UIC V21658
USS Anzio CG 68
FPO AE 09564-1188

### 7. ADMINISTERED BY
COMNAVSURFLANT
CODE N412

### 8. DELIVERY FOB
- Destination
- Other

### 9. CONTRACTOR
03-D-0939
EDO ORDER
Name and Address
C. LLOYD JOHNSON COMPANY, INC.
8031 HAMPTON BLVD.
NORFOLK, VA 23503

### 10. Delivery to FOB Point By (DATE)
30-Jul-04

### 11. MARK IF BUSINESS
- Small
- Disadvantage
- Women Owned

### 14. SHIP TO:
SALES OFFICER
USS Anzio CG 68
Pier 4, NOB
Norfolk, VA, 23511

### 15. PAYMENT WILL BE MADE BY
N60951
DEFENSE FINANCE & ACCOUNTING SERVICE
NORFOLK OPERATION LOCATION, CODE NVN
9712 VIRGINIA AVENUE

### 16. ORDER TYPE
- Delivery [☑]
- Purchase [ ]

**This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.**

**Acceptance, the Contractory hereby accepts the offer represented by the numbered purchase order as it may previously been or is now modified, subject to all of the terms and conditions set forth and agrees to perform the same.**

### 17. ACCOUNTING AND APPROPRIATION DATA

<table>
<thead>
<tr>
<th>Stock #</th>
<th>Description</th>
<th>PO #</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0500000393</td>
<td>CANDY SNICKER</td>
<td>V21658-4212-9746</td>
<td>288</td>
<td>$0.3600</td>
<td>$103.68</td>
</tr>
</tbody>
</table>

**Total:** $103.68

FAST PAY PROCEDURES APPLY, THE SIGNED ORIGINAL OF THIS ORDER MUST ACCOMPANY THE INVOICE AT TIME OF SUBMISSION TO DAO OF PAYMENT. ONE COMPLY OF THE INVOICE MUST BE MAILED TO THE SHIP CARE OF FLEET POST OFFICE ADDRESS.

If quantity accepted by the Government is same as quantity ordered, circle the amount. If different, enter actual quantity ordered and circle.

### 26. QUANTITY IN COLUMN 20 HAS BEEN
- INSPECTED [ ]
- RECEIVED [ ]
- ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS [ ]

**DATE**

### 27. SHIP NO.

<table>
<thead>
<tr>
<th>PARTIAL</th>
<th>FINAL</th>
</tr>
</thead>
</table>

### 30. PAYMENT

<table>
<thead>
<tr>
<th>COMPLETE</th>
<th>PARTIAL</th>
<th>FINAL</th>
</tr>
</thead>
</table>

### 36. DATE

### 38. RECEIVED BY

### 39. DATE RECEIVED

### 40. TOTAL CONTAINERS

### 41. S/R ACCOUNT NUMBER

### 41. S/R VOUCHER NO.

Run Date 30-Jul-04

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**EDO order - Not Valid For Payment**

A. KACZUR, LTJG, SC, USNR
The diskette will contain the order in EDI format, similar to the next figure. This file is to be sent SALTS or email to Navy E Commerce Online (NECO).
The disk will be taken to the SALTS or e-mail terminal and sent to NECO. NECO will send the 850 order to the vendor.

To e-mail send the 850 as an attachment with **no subject line or text**.

**To:** romedi@ahf.nmci.navy.mil

E-mail will probably be the preferred method of sending and receiving edi files. However, when deployed it may become necessary to use SALTS if email becomes restricted. The following five pages give information on the operation of SALTS. More information is available at www.salts.navy.mil or from the SK’s and IT’s onboard your ship.
When using SALTS access SALTS and log-in

Select the “Data Services” Pull down. Facts & EDI Files. All Other EDI File Types
In the next SALTS screen there are several steps, place your ROM EDI disk in the proper drive.

1. Select the proper drive to access the floppy.
2. Select the ROM EDI files in the window.
3. Click “Add” this will put your file in the outgoing cue.
4. Click “Done”
5. Connect

In the next screen select how your ship connects to the web and “Connect”
SALTS will connect and send your 850 out automatically. At the same time it will download any incoming files from NECO to you.

After the vendor receives the 850 from NECO, the vendor will then send back to NECO their shipping invoice information 857, and NECO will SALTS this 857 information to you. After you connect and the transfer of information is complete you will be prompted by SALTS to Process Incoming Files. Click Process and the Files will write to the specified folder for EDI files.
From the Specified EDI folder on the Salts Terminal, write the 857’s on to a disk and process them into the ROM back office.

You will download the SALTS 857 file to floppy and import it to the back office in the following manner. Or if receiving 857 via e-mail, place the attachment on a floppy.

From the main menu select EDI Functions.

Select Download Incoming EDI Transmit files ONLY IN ROM 02.02 and Higher versions do not load 857 in ROM 01.02
You will receive a message that ROM is “Importing Purchase Order Number” click OK.

The 857 Report will be updated to show the current contract data from NECO.

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.

**YOU MAY RECEIVE STOCK BEFORE YOU RECEIVE 857**
Use the Post order block as normal, but you will notice that the block now also generates an 861. The 861 are also a SALTS format report but are currently not used. In the future the 861 will be sent to NECO and DFAS for reconciliation of receipts.

Proceed as normally
Enter discount if appropriate

Update screens as necessary
You will receive a prompt that EDI requires a disk, for the present simply insert a disk into the drive so ROM can write the file, and process you're receiving reports as normal for reconciliation at the end of the month.

If the 857 is received after the merchandise has been received, upload the 857 as normal and if differences exist an accounting adjustment will be created.

VERIFY THE ACCOUNTING ADJUSTMENT FOR ACCURACY. DO SPOT INVENTORY IF NEEDED

If you need to cancel an order it is done in the orders menu Cancel order form.
Select the order and generate the 860. You will again need a disk and SALTs out the information.
The EDI Functions menu will allow you to see the status of EDI orders. You can retransmit any transaction that was not received by NECO, and print reports.
The Generate Outgoing EDI Transmit files, is no longer used.

The Re-Transmit option gives you several choices.
The options are used if it is necessary to re-send any data. From the pull down menus select the 850 (order), 860 (cancellation) or 861(receiving report). Check the block by the appropriate PO number, insert the disk and click on the button to re-write to a disk. Take the disk to your SALTS and send it out to NECO.
In each option you will receive a pull down menu to select the order and click the button to Re-Write to a floppy.
The EDI reports menu has several options

The “Purchase Order / Requisition Data (850) option will allow you to print a listing of what is on and 850 order by selecting it from a pull down menu.
You can print this report if you wish.

The 824 data is currently not used.

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.

The EDI Transaction Summary List will show each EDI transaction and the date of the item.
ACCESS TO NECO

You can access the NECO site via the web at www.neco.navy.mil/romii/

Enter the user name *neco* and the password *edi*

You will be sent to the 850search page, enter your UIC and click search
You will be taken to a listing of all your PO’s. If you see an asterisk (*) that order has an 857 date.

Click on the order with the asterisk and it will open the order and show an 857 date.
Click on the 857 date and you will be shown the 857 date and you will be shown the 857
data with the vendors invoice number and date. Print this for you RK files.