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.

SHIP INFORMATION							
ACCT. PER. START DATE	02/07/2004	dd/mm/yyyy	Di	SBURSING OFFICER	B HENDERSON	N,LT,SC,USN	
ACCT. PER. END DATE	30/09/2004	dd/mm/yyyy	DIS	B. OFFICER SYMBOL	8793		
SHIP NAME	IWO JIMA			CREW SIZE	1200		
HULL NUMBER	LHD-7		N	O. PERSON.TENDED	0		
UIC	V23027			PAYING ACTIVITY	DEFENSE FIN	ANCE & ACCOUN	ITING SERVICE
FPO DESIGNATOR	AE				NORFOLK CO	DE NVN SUITE 1	401
FPO ZIP CODE	09574-1664				1837 MORRIS	ST NORFOLK, V	VA 23511-3431
				TYPE COMMANDER	COMNAVSUR	FLANT	
PIERSIDE ADDRESS	NAVAL STATI	ON NORFOLK			CODE N412		
	NORFOLK, VA	23511			NORFOLK, VA	23551	
SALES OFFICER	E.D. LOCKETT	,LT,SC,USN					
SENIOR SUPPLY OFFICER	G.F. STROH, (CDR, SC,USN					
OPERATING ZONE	G - ED	I CAPABLE Yes	G	if Assessment Bupers	: (Enter as per	rcentage, eg: 4 :	= 4%) 4.50%
SHORE SITE		SPIN CODE D	G	if Assessment Local (Enter as decir	mal, eg: .005 = .	.5%) .005
	-				S	ave As	Save Record
					^	Shore	Determ
							Return
		•					

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

ROM II [Version 241-01.01.00]		
	POS Assign Till	
	POS Assign Till	
	Touestery Movement	
		ASL
	EDI Functions	ACB
	Reports	
	Financial Accounting	Export Sales
	Inventory Count Functions	Daa
	Ship's Constants	
	Utilities	
	Lookup Tables	
	Exit	
USE OF THIS OR ANY OTHER DI Tris is a Department of Defense [D for the communication. Intermitisation devices anogustems (solid) and the imitar purpose. Any user of a DD monitoring and is not subject to any unclear tested information, inclu- or this or any other DDD interestor of this or any other DDD interestor security regulations or make unauth	DO INTEREST COMPUTER SYSTEM CONSTITUTES A CO OD Interest computer system. All DOD interest computer sys- processing, and storage of official U.S. Government or other stationary of the system should be aware that any informal expectation of privacy. D interest computer system should be aware that any informal expectation of privacy. D interest computer system should be aware that any informal imputer system intervals possible evidence of viola- ing determination information about the user, may be provided imputer system versions of security regulations or use imputer system intervals of security regulations or use indicated use of DOD interest computer systems are subject to a	NSENT TO MONITORING AT ALL TIMES terms and related sequences are intended authorized information only. All DOD upment and systems including security ons, to deter cimmal activity, and for other ison placed in the system is subject to authorized use, employees who violate ppropriate disciplinary action.

Prepare an order as normal.

Inventory Movement Menu
Orders Receipts Breakouts Expenditures Stock Record Card Smart Reorder Breakout Report
Return

This is done in the same manner as placing and order with the ACB/ASL.



Order Report												
Dept. Category	SKU#	Description	Contract Number	Stock	Qty On Order	Order Qty.	Order Unit	Selling Qty.	Selling Unit	Article Cost	Order	-
A1 (A1) CANDY	• 0500000248	(A1) CANDY 034000155	N00189-02-D-0923	0	0	432	EA			\$0.3	800 🕅	-
	•	-										
					l			•				
	Update ASL/A	CB <u>S</u> elect All	Creat	e PO		Р		r n				-
	Delete Currer	nt De-Select <u>A</u>	ll S <u>t</u> ock R	ecord		K	etui					
												-

Select the items you wish to order, and create the order as you normally would.

You will receive the status screen as normal

NEXCOM BackOffice				
lle <u>W</u> indow <u>H</u> elp				
	V216584252-9761	Contract # Vendor ID N00189-02-0-0923-02-0-0923	Frisher	
	< 11 P			
	Children	- 84	and the second	
	Status	F	nished	
		Return		
		rectarri		

Enter the View/Print/Edit Purchase Orders (ASL/ACB) function

Create Purchase Orders (ASL/ACB) Create Purchase Orders (Smart Reorder) Outstanding Orders Reord	
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	

You will note that the order is clearly shown as an EDI order

Order Search	Print DD-1155	Delete Order		
V21658-4226-9760 ·	Entrop 1135	Sente order		
	[Add/View Line Items]	Generate 850	<u>R</u> eturn	
Croer Information				
Order Number V21658-	4226-9760 Date of O	rder 13-Aug-2004		Order Confirmed 🔽
Contract/Payment Inform	hation			
Contractor	Admin	ister By	Payment UIC	
ASL-0123 EDIORO	COMN	AVSURFLANT	N60951	
N00250-ASL-0123	SODE	N412	DEFENSE FINAN	CE & ACCOUNTING SERVICE
MCARTHUR TOWELS, IN	c		NORFOLK OPER	ATION LOCATION, CODE NVN
P. O. BOX 8790			9712 VIRGINIA	AVENUE
HOT SPRINGS, AR 7191	.0		NORFOLK, VA 2	3511-3297
ļ		TY FOB	Statement 1	AST PAY PROCEDUR
Delivery to FOB 17-Aug		C c nation	Statement 2	×
Discount Terms NET 30		🔿 Other	Statement 3	<u>×</u>
Note: The Technese store			Reference Comment	
and to prior matter				
Issued By	Shi	p To		
USS Anzio CG 68	US	5 Anzio CG 68		C PierSide Address
Pier 4, NOB	Pig	r 4, NOB		C FPO Address
	Nor	folk, VA, 23511		

Enter the required information; note that the Confirm Order and Generate 850 option is available. Click this button to confirm the order.

Add/View Line Items Continue Drider and Lenerate 850 Return Order Information Order Line Items Return Order Number V21058-4252-9761 Date of Order Descepto2004 Order Confirmed Contractor Contractor Administer By Payment UIC Descepto202 Descepto202 Descepto202 Donebro20-0r023 CONFAUXSURELANT P60051 Descepto202 Descepto202 Descepto202 Double-DroP023 DODE NH12 DEFENSE FINANCE & ACCOUNTING SERVICE VIRGINIA BEACH, VA. 224102 DESCEPTO202 DESCEPTO202 Delivery to FO8 10-Sup-2004 P0212 VIRGINIA VEX.UE P0212 VIRGINIA VEX.UE P0212 VIRGINIA VEX.UE Delivery to FO8 10-Sup-2004 P02197 VIRGINIA VEX.UE Statement 1 FAST PAY PROCEDUR_ Statement 2 Image: P12 VIRGINIA VEX.UE Discount Terms % Colliner Reference Comment Image: P12 VIRGINIA VEX.UE
Order Information Order Information Order Number [V21658+255:9761] Date of Order [De-Skp-2004] Order Confirmed [Contractor Administer By Payment UIC Contractor Administer By Payment UIC Contractor CONNAVSURFLANT P400551 N00199-020-09023 COCE NH12 Defender B ACOUNTING SERVICE S & SALES COMPANY DODE NH12 DEFENDE FINANCE & ACOUNTING SERVICE VIRGINIA BEACH, VA 22452 DODE NH12 DEFENDE CORT VIRGINIA BEACH, VA 22452 DEImery FCB Statement 1 Discount Terms % Cother Statement 2 Discount Terms % Cother Statement 3 App To Information Statement 4 Enternet
Order Number V21658-4252-5761 Date of Order Descep-2004 Order Confirmed Contract/Payment Information Administer By Payment UIC Contract/Payment Information Administer By Payment UIC Re20-0623 CONNAVSURPLANT MOOPS1 N00199-02-0-0723 CODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC CODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC CODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC DODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC DODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC DODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC DODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC DODE N412 DEFENSE FINANCE & ACCOUNTING SERVICE 200 HUM-VEC DEFENSE FINANCE & ACCOUNT NAME AND NE DEFENSE FINANCE & ACCOUNT NAME AND NE 200 HUM-VEC DEFENSE FINANCE & ACCOUNT NAME AND NE DEFENSE FINANCE & ACCOUNT NAME AND NE 200 HUM-VEC DEFENSE FINANCE & ACCOUNT NAME AND NE DEFENSE FINANCE & ACCOUNT NAME AND NE <
Contract/Payment Information Contract/Payment Information Contractor Contract
Contractor Administer By Payment UIC D02-D023 DOMENAVSURPLANT PK0551 D0189-02-D023 DOME H112 DEFENSE FINANCE & ACCOUNTING SERVICE S at Salas ComPANY DOMENAVE PK0501 Z000 HWWEYE COURT PK05FCUL (VA 22511-3287) DEFENSE FINANCE & ACCOUNTING CODE MA Z000 HWWEYE COURT PK05FCUL (VA 22511-3287) DEFENSE FINANCE & ACCOUNTING CODE MA Delivery to R08 10-Stationert 1 FAST PAY PROCEDUR Discount Terms % Other Statement 1 Application Cottractor PREFense Comment Statement 2
D2-0-0923 ED10201021 D0019702-0-0023 COOMAVSURFLANT D0019702-0-0023 COOMAVY S & SALES COMMANY DORECUL OREATION LOCATION, COOL NO 2500 HAVRENE COURT VICREDUC OREATION LOCATION, COOL NO VIRGINIA BEACH, VA 23452 Delivery FOB Delivery to FOB 10-Sup-2004 O Declaration Statement 1 FAST PAY PROCEOUR Discount Terms % Pub To Other Reference Comment
N0018P-00-20-0023 CODE NH12 DEFENSE FINANCE & ACCOUNTING SERVICE S & K SALES COMPANY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
S & K SALES COMPANY ZGO HAWKE'S COURT ZGO HAWKE'S COURT VIRGINA AVENUE VIRGINA AVENUE Delivery to F06 10-Sup-2004 C Destruction Discount Terms 9 C Other Reference Comment
2500 HWWKEYE COURT VIRGINIA BEACH, VA. 23452 VIRGINIA BEACH, VA. 23452 VIRGINIA BEACH, VA. 23452 VIRGINIA BEACH, VA. 23452 VIRGINIA AVENUE VIRGINIA BEACH, VA. 23452 VIRGINIA AVENUE VIRGINA A
VIRGINA BEACH, VA. 22452 Delivery to FOB 10-Sup-2004 Discount Terms % C Other Reference Comment Pip To Information
Delivery to PO6 10-Sep-2004 Policery FO6 Statement 1 FAST PAY PROCEDUR = Policery for PO6 Statement 2 Policery Discount Terms % C Other Statement 3 Policery hip To Information
Delivery to POB 10-Sup-2001
Discount Terms 96 C Other Statument 3 - hip To Information
Pip To Information
hip To Information
and a set of the set o
Issued By Ship To
SALES OFFICER SALES OFFICER SALES OFFICER
USS Anzio CG 68 USS Anzio CG 68 PierSide Address
Pier 4, NOB Pier 4, NOB FPO Address
WILLE, YH, 2001

You will receive the normal ROM screens and prompts

Order Search	Print DD-1155	Delete Order			
	Add/View Line Items	Confirm Order and	Return		
Order Information		denerate 000			
Order Number V21658-	4252-9761 Date of O	der 08-Sep-2004		Order Confirmed	Г
Contract/Payment Inform	ation				
Contractor	Admin	ister By	Payment UIC		36
02-D-0923	ERT S WAS	aning		X	· · · · ·
N00189-02-D-0923	P		CHASE OFFICE WALLARD A	OT READ E TO MAKE ANY	VICE
S & K SALES COMPANY		CHANGES TO IT.			NVN
2500 HAWKEYE COURT					
VIRGINIA BEACH, VA 23	452		OK Cancel		
Delivery to ECO. 10-Sec.	2004	Delivery FCB	Sciument 1	FAST PAY PROCEDUR	
centery wrote pro sep	to Tran	@ Destination	Statement 2	•	
Discount Terms %	_	C Other	Statement 3	·	
Ship To Information			reference comment		
Issued By	Shi	ото		Children and Annual	
SALES OFFICER	SAL	ES OFFICER		C Burgete Littere	
USS Anzio CG 68	USS	S Anzio CG F		Pierbide Address	
Chinese at http://www.com		- 4. IV. 85		PPU Address	

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.

Order Search				
V21658-4252-9761 ·	Print DD-1155	Delete Order		
	Add/View Line Items	Confirm Order and	Return	
Order Information		uenerate 650	Listanti	
Order Number V21658-	252-9761 Date of O	der 08-50p-2004		Order Confirmed
Contract/Payment Inform	ation			
Contractor	Admin	ister By	Payment UIC	
02-D-0923	COMN	AVE NEYCON BackOffice		192
N00189-02-D-0923	CODE	N41		ING SERVICE
S & K SALES COMPANY		This is an EDI order and n	equires a write enabled disk in	the floopy drive IN, CODE NVN
2500 HAWKEYE COURT	-9			8
VIRGINIA BEACH, VA 23	452		OK	2
		of partnership populations	Statement 1	FACT PAY PROPERTY R .
Delivery to FOB 10-Sep-	2004	C. ALL CO.	Statement 2	-
Discount Terms		C. California	Statement 3	
The second se			Reference Comment	
Ship To Information				
Issued By	Shi	ото		
SALES OFFICER	SAL	ES OFFICER		C. C
USS Anzio CG 68	USS	5 Anzio CG 68		C THE REAL PROPERTY AND
Norfolik VA 23511	Pier Nor	folk VA 7 1		A DEC MALLEL
reactions, they addread	14.5	iting they want the		

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 SUPPL	IES OR S	ERVICI	ES DD-1155	REC	CEIVE NU	MBER		CONFIRM	ED	CERTIFIED FOR	
1. (PURCHASE ORDE	R NO.)	2. DE	LIVERY ORD	ER NO	3. DATE	E OF ORDER	4.	REQUISITION	/ ORDER NO	DEFENSE UNDMS	
N00189-03-D-0939					30-Jul	-04	'	V21658-4212-9746 REG 100			
6. ISSUED BY UIC V2	1658				7. ADM	INISTERED E	BY			8. DELIVERY FOB	
USS Anzio CG 68					COMN	COMNAVSURFLANT				 Destination 	
FPU AE 09564-1188					CODE	N412				Other	
9. CONTRACTOR 0	3-D-0939		EDI ORD	ER	10. Deli	ivery to FOB	Point	By (DATE)		11. MARK IF	
Name and C. LL	OYD JOH	NSON	COMPANY, I	NC.	30-	Jul-04				BUSINESS	
Address 8031 HAMPTON BLVD. 12. Discount Terms											
NOR	FOLK, VA	23505			13 Mai	30				Disadvantage	
					SEE	BLOCK 15	;			Women Owned	
14. SHIP TO:			1	5. PAYN	IENT WILL	BE MADE B	Y N60	951		MARK ALL	
SALES OFFICER				DEFE	ENSE FIN	ANCE & AC	COUN	ITING SERVI	CE	PACKAGES AND	
USS Anzio CG 68				NOR	FOLK OPE	ERATION LO	OCATI	ON, CODE N	IVN	CONTRACT OR	
Pier 4, NOB				9712	VIRGINIA	AVENUE				ORDER NUMBER	
Norfolk, VA, 23511											
16. ORDER TYPE This delivery order is issued on another Go vernment agency or in accord ance with and subject to terms an conditions of above numbered contract.											
Delivery V Re	ference Yo	ur		1224		Furnish the	e follov	w ing of terms	specified here	in.	
Purchase O	CEPTANC	E. THE (CONTRACTOR	Y HERE	BY ACCEP	ODIFED SU	ER RE		BY THE NUMB	BERED PURCHASE	
SE	T FORTH	AND AG	REES TO PER	FORM T	HE SAME.		DULU	I TO ALL OF		D COMPILICATO	
NAME OF COM	TRACTOR			SIGNATI	IIRE		TVE			DATE SIGNED	
If this box is m	arked, sup	nlier mu	et sign Accen	tance an	nd return th	ne follow ing	numbe	ar of conies:	DINEL	DATE ORANED	
17. Accounting and Appropriation Data											
Appropriation Sys	mbol	Object	Bureau	Sub /	Authorizati	on Trans		Property	Cost	Amount	
And SubHe	ad	class	Control No.	Allot	Acct'g Act	ty Type	A	cct'g Act'y	Code		
97X4930.NC1A		000	21001	0	000250	70		V21658	000042129746	\$103.68	
Stock # D	rescription	PU	# V21058-4212	2-9740		Quantity	0	init Uni	(Price	Amount	
0500000393 C	ANDY SNI	CKER				288		EA \$C	.3600	\$103.68	
								25.	Total:	\$103.68	
FAST PAY PROCEDUR	RES APPLY	. THE S	IGNED ORIGI	VALOFT	THIS ORDE	ER MUST AC	COMP	ANY THE INV	DICE AT TIME	OF SUBMISSION TO	
DAO OF PAYMENT. OF	NE COMPL	Y OF TH	IE INVOICE M	UST BE	MAILED TO	THE SHIP (CARE	OF FLEET PO	ST OFFICE ADI	DRESS.	
If quantity accepted by t	the Governr	n ent is s	ame as quanti	ty ordered	d, circle the	amount. If		24. UNITED S	TATES OF AME	ERICA	
different, enter actual qu	lantity orde	red and	circle.					EDI order -	Not Valid F	or Payment	
26. QUANTITY IN COL	UMN 20 H	AS BEEI			27	7. SHIP NO.		A KACZUB	LTJG SC USI	NR	
	RECEIVE		CONFORMS T	O THE	Tr.	PARTIAL		/ TU 102011,	2100,00,001		
		(CONTRACT EX	CEPT A	s [FINAL					
					3	1. PAYMENT					
DATE	SIGN	ATURE	OF AUTHORI	ZED			F				
36.	GOVE	RNMEN	REPRESEN	AIIVE			-				
						FINAL					
DATE SIG	BECENE		LE OF CERTIF	YING OF		ONTAINEDO	11 0				
ST. RECEIVED AT 38.	RECEIVE	39	DATE RECE	40	U. TOTAL C	ONTAINERS	41.5	ACCOUNT	NOMBER 41.3	B/R VOUCHER NU.	
Bun Date 30- Jul-04										Dage 1 of 1	
101 Date 30-301-04										raye i of i	

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).

01955900483 00RLN0018902D0923 ES1520040908850000001067 02ILV2165842529761 02ZZG 04PSDE 070.0000 0999620040910 14ZZ19KC0 2097X4930.NCIA0002500002100100002507CV21658US000042529761 22FA52.231-1 250B 10V21658 28CNW.T. MURRAY, LCDR, SC, USN 25AECOMNAVSURFLANT CODE N412 N/A N/A 25SE 1955900483 25STSALES OFFICER USS ANZIO CG 68 FPO AE 09564-1188 25pr 1060951 460001 00288EA0000.3900SW0500000191 CNHEATH ORIGINAL BAR 1.4 OZ. 99TT000000112.32 01N60951 00RLN0018902D0923 ES1520040908850000001067 02ILV2165842529761 02ZZG 04PSDE 070.0000 0999620040910 14ZZ19KC0 2097X4930.NCIA0002500002100100002507CV21658US000042529761 22FA52.231-1 250B 10V21658 28CNW.T. MURRAY, LCDR, SC, USN 25AECOMNAVSURFLANT CODE N412 N/A N/A 25SE 1955900483 25STSALES OFFICER USS ANZIO CG 68 FPO AE 09564-1188 25pr 1060951 460001 00288EA0000.3900SW0500000191 CNHEATH ORIGINAL BAR 1.4 OZ. 99TT000000112.32

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 <u>no subject line or text</u>. **To: romedi@ahf.nmci.navy.mil**

1	٩ev	w Memo - Lotus Notes							
Eile	Ē	dit <u>V</u> iew <u>C</u> reate <u>A</u> ctions <u>T</u> ext <u>H</u> elp							
		🛾 🗁 🕶 🦉 🖾 🚺 🦨 🖆 👘 🖳 📗 Default Sans	s Senii ▼ 10 ▼ B <i>I ∲</i> +≣ ≣ ≕ ⇒ ‡4 <u>A</u> Ш ∅ 원 ₩ ♥ Ш						
Ad									
	2								
	Ľ	💫 Welcome 🔀 James Ellis - Sent 🗙 🟠 06/15/2005	12:32:19 PM × 🔊 New Memo ×						
B	ŀ	🥹 Send and File 😫 Save As Draft 🖣	🕹 Address 😓 Delivery Options 😔 Tools						
R	2	James Ellis To:	romedi@neco.navy.mil						
(a)	1	06/20/2005 08:54 AM cc:							
9		bcc:							
Ø.		Subject [
1									
	2								
ĺ	L	NEC0_V21247_51669781_850_200506150845.UD0	NEC0_V21247_51409740_860_200506141150.UD0_NEC0_V21247_51549757_850_200506151123.UD0						
		<u></u>							
~~~		NEC0_V21247_51549758_850_200506151123.UD0	NEC0_V21247_51579765_850_200506151123.UD0_NEC0_V21247_51579766_850_200506151123.UD0						
2									
1		NEC0_V21247_51649773_850_200506131626.UD0	NEC0_V21247_51649775_850_200506140947.UD0_NEC0_V21247_51649776_850_200506140956.UD0						
9									
1		NEC0_V21247_51659777_850_200506140937.UD0	NEC0_V21247_51659778_850_200506140938.UD0 NEC0_V21247_51659778_860_200506141749.UD0						
<u></u>		914							
		NEC0_V21247_51659780_850_200506141750.UD0							
23		-							
Ð									
	L								
	L								
	L								
	4		Poduct monorm						
_		(University a) (Leading Disease							
		Concagged -) (Loading bitmap							

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 <u>www.salts.navy.mil</u> or from the SK's and IT's onboard your ship. When using SALTS access SALTS and log-in

WinSALTS	User Logon	×
	Welcome to WinSALTS Standard Automated Logistics Tool Set	
Winselts	Please select User ID and Enter Your Password:	
	User ID: ADMIN	
DOD Warning	Password: *****	
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	

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

1

	c:\ Name Size	Date		
	NECO file		Create	Done
Directories:			Edit	Cancel
- C: \ - ~MSSETUP.T - 010101			⊻iew	Help
010110 navy cash 040805_1237 (D)				
ACB_ASL Aug 04	<u>_</u>			
Dri <u>v</u> es:	,			
C: 010101		3	Add	Add All
Name Size	Date Addressees			
		Bemove	Bemove All	

In the next screen select how your ship connects to the web and "Connect"

WinSALTS	SALTS Telephone Access Nu	umbers	×
Description	Telephone Number		
COMMERCIAL	9,12156979020	-	Connect
			C <u>h</u> ange
Commercial			Add
C Credit Card			Delete
O INMARSAT			
			One
🔲 Retry if first connect fails. Retry	y 0 times.		Ca <u>n</u> cel
Leave modem window open af	ter call is completed		

SALTS will connect and send your 850 out automatically. At the same time it will down load any incoming files from NECO to you.

WinSALTS	Communication Status		×
Status: RECEIVING FILE ST	ATUS		
Connection Time: 00:00:24	, File#: E	5 Of: 5	Cancel
Connect Speed: 54667	File Name:	00D6D518.MSG	
Carrier Speed: 54667	File Size: 2	2338	
CPS: 1925	Bytes Transferred:	2048	
View Download Statistics	Progress:	87%	
Leave this window open a the call is completed.	iter Procedure: F	ReceiveFile	
Details:		Upload Files	Status
Waiting for 'Ready to supply a 00D67BA6.MSG[1 00D67BA8.MSG[1 00D6CD89.MSG[1	list' prompt		4
00D6D518.MSG(2 End of list Download File List Received			Y
Bequesting File: STD, 5000 S	)C	Download Files	Status
Requesting File: 00D67BA6.M Requesting File: 00D67BA8.M Requesting File: 00D6CD89.M Requesting File: 00D6D518.M	SG SG SG	00D67BA6.MSG 00D67BA8.MSG 00D6CD89.MSG 00D6D518.MSG	PENDING PENDING PENDING PENDING
•	آ 	-	•

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 folded for EDI files.

File Type       Description       No of Files         MSG       SALTS Mags       4         EDI Files       Process         Cancel

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 down load 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

M II [Version 241-01.01.00]					
	DOC Assiss Till				
	POS Assign mi	the second			
	PUS Reconcile Till				
STORES OF	Inventory Movement	ASL			194
	EDI Functions	ACB		20 HE 21	375-0
	Reports	Everyt Color		10 10-12	
	Financial Accounting	Data			
	Inventory Count Functions	Contraction of the			
	Ship's Constants				
	Utilities				
Cheffer here	Lookup Tables				
	Exit				
USE DF THIS OR ANY DTHER DO This is a Department of Delense (DI for the contrumication: transmission, inverse computer systems are subject devices and systems, to prevent un semilar purposes. Any uses of a DDE mentioning and is not subject to any.	ID INTEREST COMPUTER SYSTEM CONSTITUTES A CI DD interest compare system. AD DD interest compare sy pocessing, and latoged of directly U.S. Government or offi- el to movilaring at all times to ensure paper functivities of a submoted use and violations of thetwice and security legade i vienest computer, system should be aware that any inform execution of preside.	DISENT TO MONITORING AT ALL terms and related equipment are inte- resultations only. All DO systems industrial systems including shou bios, to deter climinal activity, and to bios placed in the system is subject to	TIMES rolod D aty x other o		
If monitoring of this or any other DDD any other related information, include of this or any other DDD interest cor security regulations or make unauth	D interest computer system reveals possible evidence of viol ng dentification information about the user, may be scovide spucer system reveals violations of recurity resolations or un naced use at DOD interest computer systems are subject to	ation of criminal statutes, this evident I to law enforcement officials. If mon extincted use, employees who stole appropriate disciplinary action.	ce and Woring He		
the second s					
	And And And And And				-

From the main menu select EDI Functions.

Select Download Incoming EDI Transmit files <u>ONLY IN ROM 02.02 and Higher</u> versions do not load 857 in ROM 01.02

NEXCOM BackOffice le <u>W</u> indow <u>H</u> elp		- 6
$\longrightarrow$	10) Functions Generate Outgoing EDI Transmit Files Download Incoming EDI Transmit Files Re-transmit EDI Transaction Reports/Listings	
	Return	

tile <u>wo</u> ndow tielp		
	Concerning EDI Transmit Files Download Incoming EDI Transmit Files Re-tra No 857 files. Report Correctly, there are no 857 files to download. Correctly, there are no 857 files to download.	
	Return	

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.

Receipt Search	Add/View Line Items	Delete Unposted Receipt	
	New Receipt	Receiving Report	Return
Receiving Infroma Order/Requisition Receivi Order/Requisition I Order/Requisition I Order/Requisition I	tion Search (21650-4252-976). opt No 0242 Infromation Number (V21650-4252-9761 er Date (08-Sep-04)	CORDER	
Receiving Notes	d From IS & K SALES COMP	Related Receipts Receipt No Ord/Rog No	Cash D Yes
]	_		

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.

Article No Description Current Cort Quartet OSCODODI91 FEATH ORIGINAL BAR 1.4 OZ. 30,500 28	Quantity Controlly Quantity COMPUTATION d Received Received OutstandingCarceled Bate (gy) 8 0 0 288 0 1 288
/500000191   HEATH ORIGINAL BAR 1.4 OZ. 8000000191   HEATH ORIGINAL BAR 1.4 OZ. 8000000191   10000000   28	8 0 0 288 0 1 288
▲	
Stock Record Card Post Order and Generate 861 Receive	Al Return

Proceed as normally

Enter discount if appropriate

Receiving A	rticle Information	
Receipt	No 0242	EDI ORDER
Article No	Description	Quantity Current Cost Quantity Quantity Quantity Quantity COMMUNISIONE Order Unit Ordered Received OutstandingCanceled State (by
0500000191	HEATH ORIGINAL BAR	1.4 0Z. \$0.3900 288 200 0 0 0 1 288
		Confirm
Stock Reco	rd Card Post Orde	r and Generate 861 Receive All Return

Update screens as necessary

Receipt No         Description         Current Cost:         Quantity:	Receipt No     Description     Current Cost:     Quantity:     Current Cost:     Quantity:     Current Cost:     Current Retail:     FIL:     Current Cost:     <	Receiving Ar	ticle Information			
ricle No Description Control Cost Quantity Quant	ricle No Description Current Cost Quantity Quantity Perioduly Quantity Conversions Order Unt Order Vint Order Received Received Received Received CustomanoCanceled See (W) S00000191  PEATH ORIGINAL BAR 1.4 OZ. 10.7  Period Update Article Number: Cost Order Vint	Receipt N	NO 0242 EDI 0	RDER		
Stock Record Card     Post Order and Generate 861     Receive All     Receive All     Receive All	Stock Record Cord. Doct Order and Generate 85.1 Recent Al	inticle No	Description	Quantity Current Cost Quantity Quantity Previously Order Ungt Ordered Received Received	Quantity Quantity COMMUNICATION	
Article Number:     COUNTINT       Description:     ELEXATORIZANAL ELEXAT       Suggested New Retail:     (0.00000000000000000000000000000000000	Article Number: Eccountin Description: #Attronumber Leaf 1 Current Retail: Eff. Supported New Retail: #2.45 Eccent Change Jonne Change Jonne Change	500000191	HEATH ORIGINAL BAR 1.4 OZ	\$0.39 Retail Price Update	1 200	
Stock Record Card Post Order and Generate 861 Receive All Return	Stock Record Cord Dect Order and Generate 951 Record A			Article Number: 2000009 Description: 2017 Current Retail: 2014 Suggested New Retail: 30.45 Accept Change	ngroup Hain 1 et	
	Return data in data da a data da a data da a	Stock Recor	d Card Post Order and (	Generate 861 Receive Al	Return	

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

vrbcle No 1	EATH ORIGINAL BAR 3	1.4 OZ.	Carront Cost Order Unit 10.3900 NEXCOM B This is on EC	Quantity Ordered 288 NackOffice Dt order and r	Quantity Prevented River	antity Qua inicusty Qua cerved Outst	ntity Quanti LandingEancel	ity COM led Sala 0	ADESIONE QBY	 	
500000191 F	EATH ORIGINAL BAR 1	1.4 02.	NEXCOM B This is an EE	PackOffice	equires a write	0   enabled disk in	0 D	O Ve			
			NEXCOM B This is an Ef	BackOffice DL order and r	equires a write	enabled disk in	h the Roopy din	XI va			
Stock Record (	Card Post Order	and Generat	e.851 F	Receive All				R	eturn		

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

## VERIFY THE ACCOUNTING ADJUSTMENT FOR ACURACEY. DO SPOT INVENTORY IF NEEDED

If you need to cancel an order it is done in the orders menu Cancel order form

NEXCOM BackOffice				_ C 🛛
Ele Window Help				
				<b>_</b>
Ura	iers menu			-
	reate Purchase Ord reate Purchase Ord Jutstanding Orders iew/Print/Edit Purc II Other Purchase O reate Requisitions ( iew/Print/Edit Requ reate Requisitions ( iew/Print/Edit Requ ancel Order Form	lers (ASL/ACB) lers (Smart Reorder Report hase Orders (ASL/A inders SSO isitions OSO Dither Appropriation isitions Other Appro	) CB) s priations	
		Return		
👫 start 🔪 🗁 My Documents	W Microsoft Word - EDI	& NEXCOM BackOffice		Desktop 🎽 🔇 💊 🍓 🍓 🤮 4:32 PM

Select the order and generate the 860. You will again need a disk and SALTs out the information.



S NEXCOM BackOffice		- 2 🛛
S NEXCOM BackOffice	Order Cancellation NEXCOM EackOffice This is an EDI order and requires a write enabled disk in the floopy drive OK r Number: 0221784302/9751 EDI Status: EDI Cancel Order and Generate 860 Return	
y Start My Documents	W Microsoft Word - EDI 🔍 NEXCOM BackOffice	🖗 Desktop 🎽 🔦 🗽 🔂 🗳 4:40 PM

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.

Q NEXCOM BackOffice		🖃 🗗 🔀
Elle Window Help		
	EDI Functions	
	Generate Outgoing EDI Transmit Files	
	Download Incoming EDI Transmit Files	
	Re-transmit EDI Transaction	
	Reports/Listings	
·		
	Bathum	
	Return	



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.

					a w	Save As/Export	
						- salo Esterbaran	
a							
End Date: 9/	/26/2003 /30/2004	Purch	ase Order Desci	nption	Run Dao Run Tim	e: 13:07	
			(850)				
			USS Anzio UIC V21658				
Order #	Order Date	Article #	Description	# Ordered	CostEA	Total	
¥21658-2226	-9855 14-Aug-02	070000.5994	JERKY MEXICAN STEAK	24	\$0.90	\$21.60	
		0700003072	JERKY HOT AND SPICY STE	24	\$0.90	\$21.60	
		0700003071	JERKY TERIYAKI STEAK.	24	\$0.90	\$21.60	
		0700003070	KIPPERED BEEF STEAK, AS	24	\$0.90	\$21.60	
		0700002612	NATURAL PISTACHIOS 1.5	24	\$0.79	\$18.96	
		0700002611	SALTED CASHEWS 1.50Z.	24	\$0.79	\$18.96	
		0700002584	JERKY BIG DAD HOT STICK	192	\$0.71	\$136.32	
				Total For O:	der	\$260.64	

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.

SEXCOM BackOffice - [857 Shipping/Billing Notification Report]	- 7 🛛
Ele Window Help	_ @ ×
🖨 🕎 🎽 Save As/Exp	ort
	<u> </u>
Start Date: 9/26/2003 End Date: 9/26/2004 Report USS Arris UIC V21658 Remition/Purchase Order Number V1/658 072 0200	
Requisited by declase Order (Valid) v 21036-4027-9700	
Stock Number Description Quantity Ordered Quantity Shipped Quantity Received 0700001086 (A1) SNACK 073196001500 3 12 12	
Page: [< < ] 1 → >1	

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

NEXCOM Ba	ckOffice - [861Transaction Sun	nmary List]				
	, Teh			s v	🗴 🔀 Save <u>A</u> s/Export.	 
						-
	Start Date: 9/26/2003 End Date: 9/30/2004	EDI 861 TR	ANSACTION	Run Date Run Tim	e: 9/8/2004 .e: 13:14	
		SUMMA	ARY LIST			
		USS Anzio	→ UIC ¥21658			
	PO Date Order	Article Description	Qty Qty Ord Rov'd	Qty Qtyin Rtn Question	Qtynot Rov'd	
	3/4/2004 \\21658-4027-9700	0700001086 (A1) SNACK 0	0731960015 12 12	0 0	0	
						-

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

OM BackC	Office - [El	DI TRANSACTION S	UMMARY LIST]					
Window E	ielp					a P	Save <u>A</u> s/Export	
	Start De End Da	ate: 9/26/2003 te: 9/30/2004	EDI TRA SUMN uss a	ANSACI IARY L mio UIC V210	ΓION IST 638	Run Da Run Tir	te: 9.8/2004 ne: 13:15	
	Transa	ction	Purchase Order	Order Date	Ship Date	Received Date	Cancel Date	
	857	(SHP DOC)	₩20725-3270-9700		30-Oct-03			
	857	(SHP DOC)	₩21560-3147-9741		20-Aug-03			
	850	(FORM1155)	₩21658-2226-9855	14-Aug-02				
	850	(FORM1155)	₩21658-4013-9733	13-Jan-04				
	850	(FORM1155)	₩21658-4013-9734	13-Jan-04				
	850	(FORM1155)	₩21658-4013-9735	13-Jan-04				
	850	(FORM1155)	₩21658-4013-9736	13-Jan-04				
	850	(FORM1155)	₩21658-4013-9737	13-Jan-04				
	850	(FORM1155)	₩21658-4013-9738	13-Jan-04				
	860	(Cancel PO)	₩21658-4013-9738				13-Jan-04	

## **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* 

MEXCOM Ship Stores	lectron	ic Comme	rce - Microsoft I	nternet Expl	orer provided	by NEXCOM					- 72
<u>Eile E</u> dit <u>V</u> iew F <u>a</u> vorite	s <u>T</u> ools	Help									2
G - O Back Forwar	•	× Stop	2 Refresh	C) Home	Search	<b>Favorites</b>	History	Mail	Series Print	Edit -	»
Address 🙆 http://www.nec	.navy.mil/	romii/								💌 🔁 Go	Links »
NEXCOM Ship S	tores	eComn	nerce							. 2	
			NEXCOM	Ship Sto Enter Yo	ores Elect	ronic Cor e and Passw	nmerce L ^{ord:}	.ogin			
			Use	rname: neco	)						
			Pas	sword: •••							=
					Login	]					
					Forget Your Pa	ssword?					
		To reques	t a username and	l password, pl	ease contact the	e webmaster by	e-mail (webma	ster@neco.navy	A <b>mil)</b>		
				this Privacy Poli			webmaster@nec			& Information	ility Help
Done										Trusted sites	

You will be sent to the 850search page, enter your UIC and click search

About 🖻	NEXCO	M Ship St	ores Ele	ectronic (	Commerce - Mi	crosoft Intern	et Explorer pr	ovided by NEX	сом			
Eile Edit	t ⊻iew	Favorites	ĭools	Help								
G Back	•	Forward		× Stop	2 Refresh	Home	Search	<b>Favorites</b>	History	Mail	Print	🖸 🗸
Address 🧯	🖹 http:/,	/www.neco.r	havy.mil/r	omi/dsp_p	osearch.cfm?CFID=	=1119470&CFTOk	EN=87481347					💌 🄁 Go Lin
FAQs	Feedbac	k Logout										
NEXC	COM	Ship St	ores	eComr	nerce						4.	. 4
						Purcha	se Order	(850) Sea	rch			
						Contract Numb	er:					
					Purcha	se Order Numb	er:					
					Purchase (	order Date Ranı	ge: SEARCH	ALL DATES		*		
						Ship U	IC: V21467					
							Search	Reset				
						P.O. Sear	ch   FAQs   Feed	back   Print   Log	jout			
his is an of	fficial U.S	. Navy web	site (GILS	S Number: O	00951). Please ret	d this Privacy Pol	licy. Email questior	is or comments to	webmaster@nec	o.navy.mil.		Accessibility He & Information
Done												Trusted sites

You will be taken to a listing of all your PO's. If you see an asterisk (*) that order has an 857

http://www.neco.na	vy.mil/n	omii/dsp_po	search_frame	e.cfm - Micro	soft Internet Ex	plorer provid	led by NEXC	DM			-	
<u>E</u> dit <u>V</u> iew F <u>a</u> vorit	es <u>T</u> ools	; <u>H</u> elp										
G - O	) _ rd	Stop	2 Refresh	CA Home	Search	👷 Favorites	History	Mail	Print	Edit -		
ess 💩 http://www.nec	o.navy.mi	/romii/dsp_pose	arch_frame.cfm							🗸 🄁 Go	L	
s Feedback Logo	ut									1		
EXCOM Ship S	Stores	eComm	erce							. 1		
Query Retriev	ed: 3 Rec	ord(s)	~	Γ		Purc	hase Or	der (850)				
Showing i	tems 1 -	15				Fuic	nase VI	uer (850)				
Purchase Order	Release	P O Date		E	urchase Order N	umber: V2195	451539753					
No.	<u>No.</u>	<u></u>			Release N	umber:						
V2195451539753		06/02/2005			Contract N	umber: V2195	451539753					
V2195451339751 *	GG01	05/13/2005	2005 Purchase Order Date: 06/02/2005									
V2195451339752*	GGU1	05/13/2005			Required Deliver	y Date: 06/20/	:: 06/20/2005					
					Company	Name: Voyag	er Custom Pr	oducts				
New S	earch				Ship	Ship Name: USS ROOSEVELT (DDG-80)						
					SI	ip UIC: V2195	4					
						POC: J.W. E	NDRESS, LT, 9	SC, USN				
					Ship to	Name: SALES	OFFICER					
					Ship to Ac	dress:						
					Deliver	/Zone: I						
					Cert of Conform	nation:						
					Shipping Auth	orized: No						
				Ļ	Total Dollar A	mount: \$2,092	.50					
				F	Line Item	(CLIN): 0001						
					Stock N	umber: 55000	02208					
					Unit of	Issue: EA	sue: EA					
			<u>~</u>							<u> </u>	_	

Click on the order with the asterisk and it will open the order and show an 857 date.

🗿 http://www.neco.navy.mil/romii/dsp_posearch_frame.cfm - Microsoft Internet Explorer provided by NEXCOM													
<u>File E</u> dit <u>Vi</u> ew F <u>a</u> vorites <u>T</u> ools <u>H</u> elp						AT							
G - Stop	🚺 🏠 Refresh Home	Search Favo	7 🧭 ites History	Mail	Print	Edit							
Address 🔕 http://www.neco.navy.mil/romii/dsp_pose	earch_frame.cfm					Go Links »							
FAQs Feedback Logout													
NEXCOM Ship Stores eCommerce													
Query Retrieved: 3 Record(s)													
Showing items 1 - 15	Showing items 1 - 15												
Purchase Order Release P.O. Date	F	Purchase Order Number:	V2195451339751			_							
No. No.			_										
V2195451539753 U6/02/2005		Contract Number:	Contract Number: N0018903D0939										
V2195451339751* GG01 05/13/2005	V2195451339751 * GGU1 U5/13/2005 V2105451320752 * GGU1 05/13/2005												
0301 03713/2003		Required Delivery Date: 05/18/2005											
New Search		Company Name:	Company Name: C. Lloyd Johnson, Inc										
		Ship Name:	USS ROOSEVELT (DE	)G-80)		_							
		Ship UIC:	V21954	0.1101		_							
		PUC:	J.W. ENDRESS, LT, S	_									
		Ship to Address:	SALES OFFICER	G 90		_							
		Ship to Huar 533.	FPO AA 34092-1297	0.00		_							
		Delivery Zone:	I	_									
		Cert of Conformation:	ert of Conformation:										
		Shipping Authorized:	ed: No										
		Total Dollar Amount:	unt: \$840.00										
		857:	05/16/2005										
	~	Line Item (CLIN):	0018			<u> </u>							
Cone					0	Trusted sites							

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.

🕘 A	bout	NEXCO	M Ship St	ores El	ectronic	Commerce - Mic	rosoft In	iternet Exp	plorer pro	ovided by NEX	СОМ				- 🖻 🛛
Eile	<u>E</u> dit	⊻iew	F <u>a</u> vorites	<u>T</u> ools	Help										
	G Back	•	Forward	÷	× Stop	Refresh	Home	)	) Search	<b>Favorites</b>	<ul> <li>History</li> </ul>	Mail	Print	ر الح Edit	»
Addre	ess 🧔	http:/	www.neco.r	avy.mil/i	romii/dsp_i	857.cfm?PO_HD_ID=	102128&j=	=2&from=1							Go Links »
FAQs Feedback Logout													<u>^</u>		
NI	NEXCOM Ship Stores eCommerce													ien.	
m	NEXCOM Ship Stores ecommerce														
	Shipment and Billing Notice (857)														
						Purchase Order N	lumber:								
						Release N	lumber:	GG01							
						Contract N	lumber: I	NOO18903I	D0939						
						Purchase Ord	er Date: (	05/13/2005	i						
				Required Delivery Date: 05/18/2005											
						Shij									
						s	hip UIC:								
		POC: J.W. ENDRESS, LT, SC, USN													
	Ship to Name: SALES OFFICER														
	Ship to Address: USS ROOSEVELT DDG 80														
	FPO AA 34092-1297														
	Delivery Zone: I														
			Certificate of Conformance:												
					In	voice Total Dollar /	ice Total Dollar Amount: \$\$40.00								
						Invoice Number: 0068769920									
						No of	Boxes:								
						Shippe	ed Date:								
-						Invoid	ce Date:	05/16/2005	j					-	<u> </u>
😂 Di	one													🛛 🕗 Trusted site	es