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.

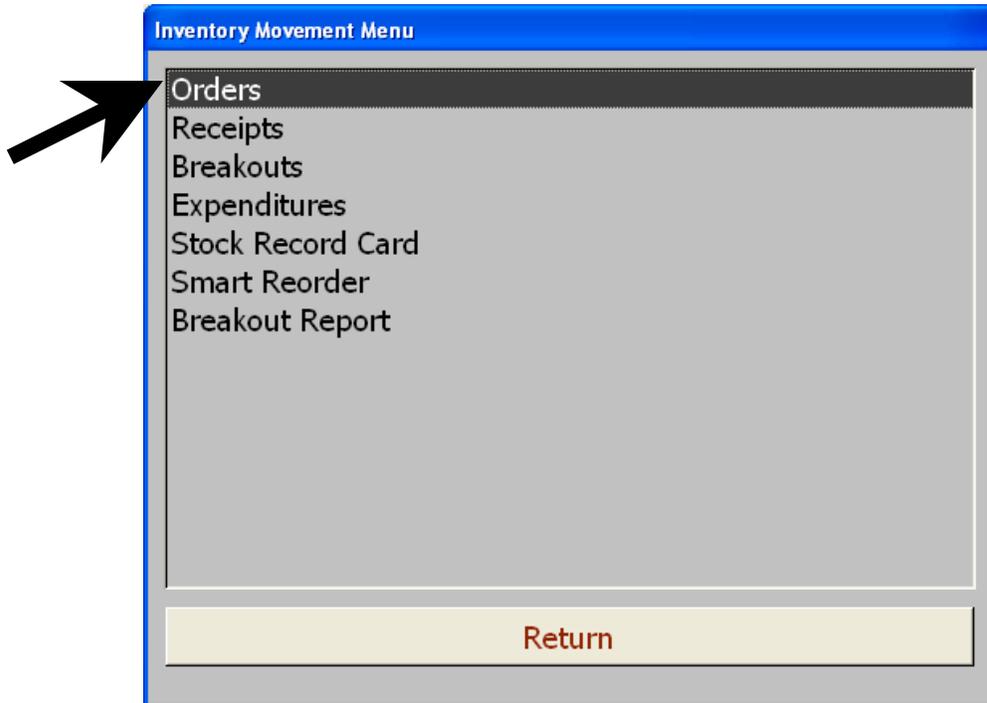On the ROM menu the EDI functions option should now be available

Prepare an order as normal.

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.

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
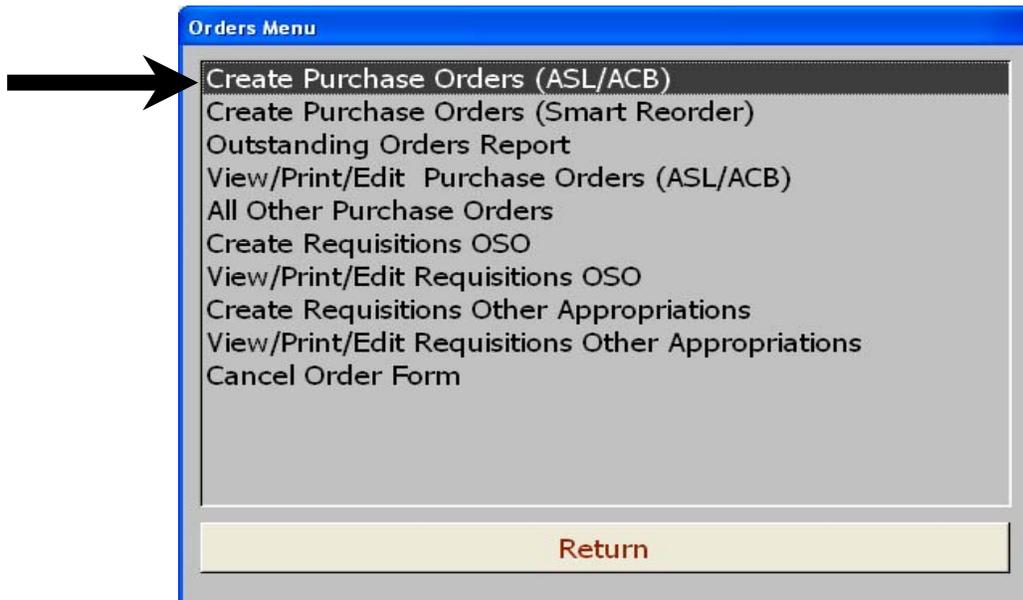
Select the items you wish to order, and create the order as you normally would.
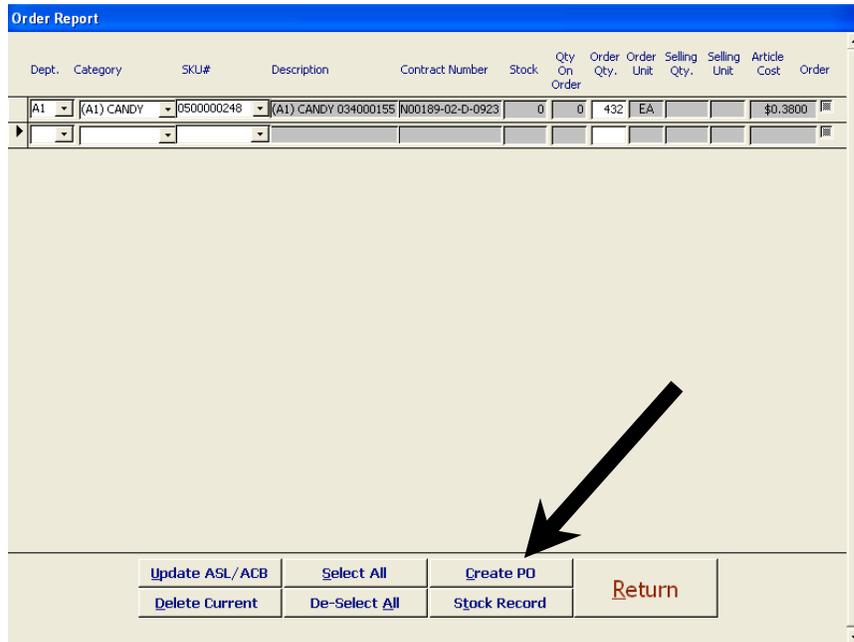
You will receive the status screen as normal
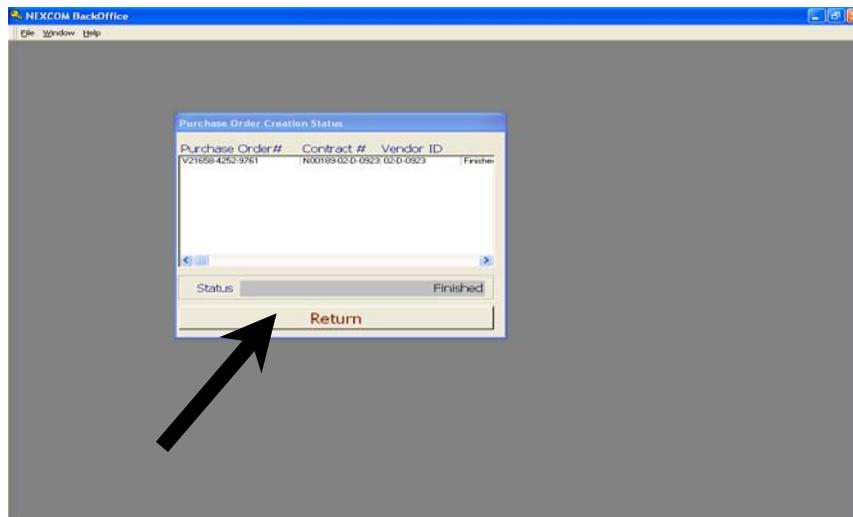
Enter the View/Print/Edit Purchase Orders (ASL/ACB) function
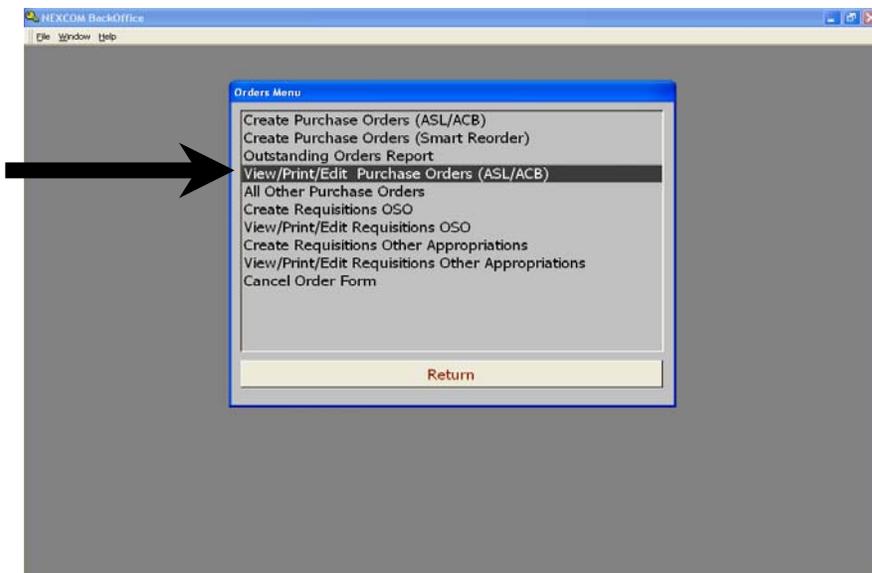
You will note that the order is clearly shown as an EDI order
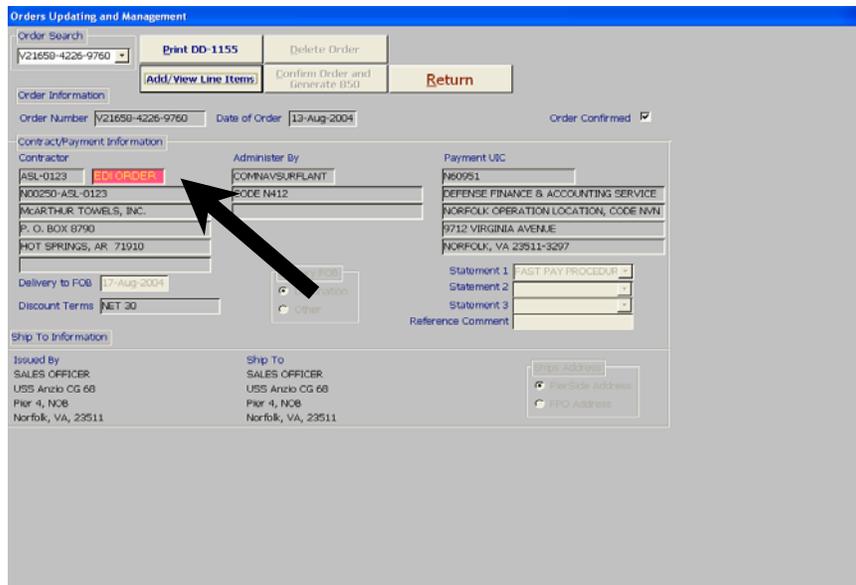
Enter the required information; note that the Confirm Order and Generate 850 option is available. Click this button to confirm the order.

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.
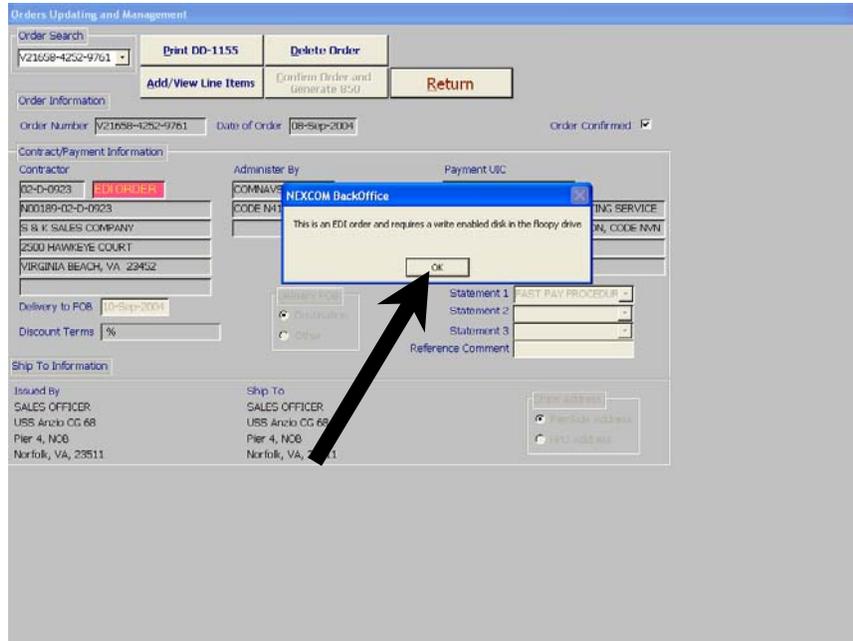
Return to the View/Print Edit menu and print the 1155 for the RK files. Note that the Block 24-signature block reads EDI order – Not Valid For Payment.
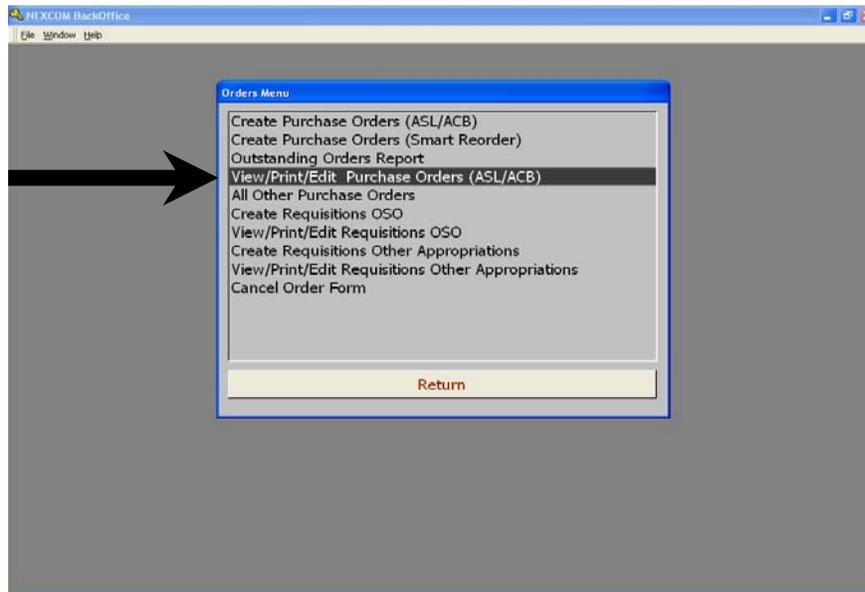
ORDER FOR SUPPLIES OR SERVICES DD-1155	RECEIVE NUMBER	CONFIRMED	CERTIFIED FOR NATIONAL DEFENSE UNDMS REG 100

1. (PURCHASE ORDER NO.) N00189-03-D-0939	2. DELIVERY ORDER NO	3. DATE OF ORDER 30-Jul-04	4. REQUISITION / ORDER NO V21658-4212-9746	

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 **EDI ORDER**

Name and Address: C. LLOYD JOHNSON COMPANY, INC.
8031 HAMPTON BLVD.
NORFOLK, VA 23505

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

12. Discount Terms NET 30

13. Mail Invoices to SEE BLOCK 15

11. MARK IF BUSINESS
☐ Small
☐ 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

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. ORDER TYPE
Delivery ☑
Purchase ☐

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

Reference Your Furnish the following of terms specified herein.
ACCEPTANCE. THE CONTRACTORY HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY BEEN OR IS NOW MODIFED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED
☐ If this box is marked, supplier must sign Acceptance and return the following number of copies:			

17. Accounting and Appropriation Data

Appropriation Symbol And SubHead	Object class	Bureau Control No.	Sub Allot	Authorization Acct'g Act'y	Trans Type	Property Acct'g Act'y	Cost Code	Amount
97X4930.NC1A	000	21001	0	000250	7C	V21658	000042129746	$103.68

Stock #	Description PO # V21658-4212-9746	Quantity	Unit	Unit Price	Amount
0500000393	CANDY SNICKER	288	EA	$0.3600	$103.68
			25.	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.

24. UNITED STATES OF AMERICA
EDI order - Not Valid For Payment
A. KACZUR, LTJG,SC,USNR

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS

27. SHIP NO.
☐ PARTIAL
☐ FINAL

31. PAYMENT
☐ COMPLETE
☐ PARTIAL
☐ FINAL

DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

36.
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER

| 37. RECEIVED AT	38. RECEIVED BY	39. DATE RECEIVED	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	41. S/R VOUCHER NO.

Run Date 30-Jul-04

Page 1 of 1

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   ES152004090885000001067
02ILV2165842529761
02ZZG
04PSDE
070.0000
0999620040910
14ZZ
19KC0
2097X4930.NCIA00025000021001000002507CV21658US000042529761
22FA52.231-1
25OB                             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   ES152004090885000001067
02ILV2165842529761
02ZZG
04PSDE
070.0000
0999620040910
14ZZ
19KC0
2097X4930.NCIA00025000021001000002507CV21658US000042529761
22FA52.231-1
25OB                             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**
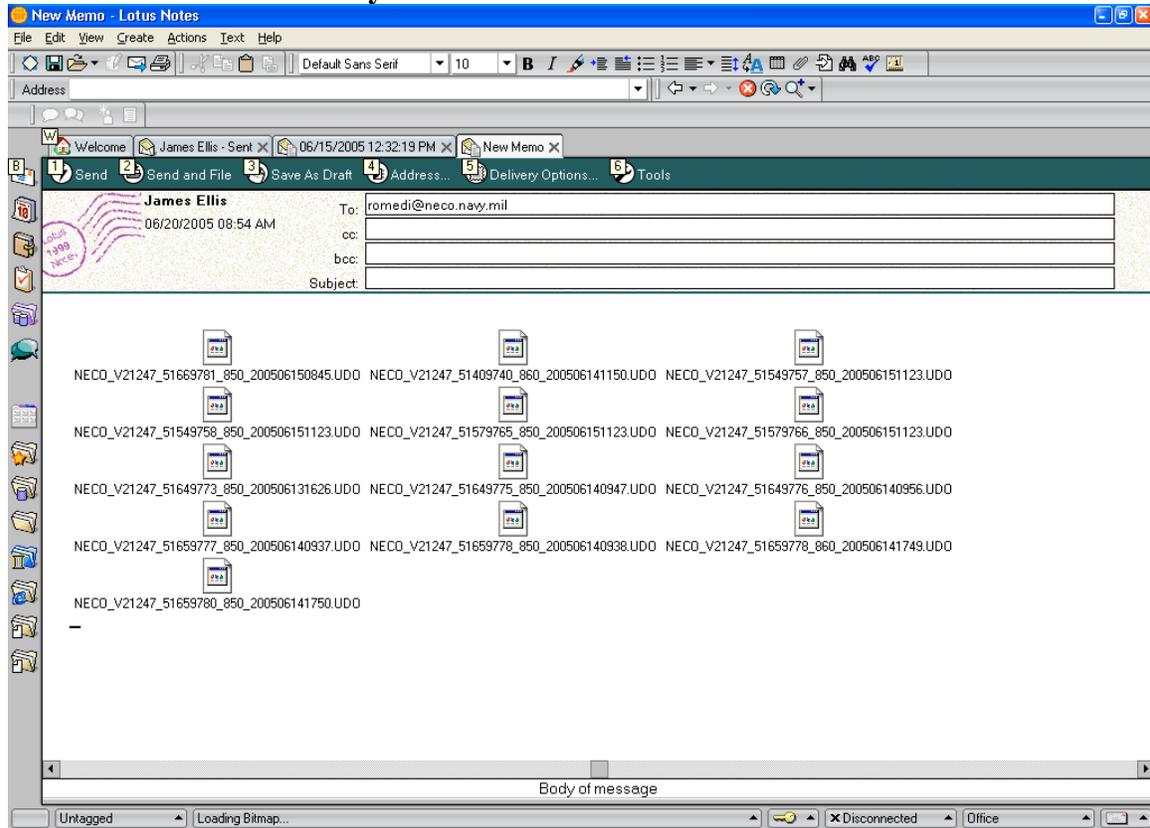
E-mail will probably be the preferred method of sending and receiving edi files. However, when deployed it may become necessary to use SALTS if email becomes restricted. The following five pages give information on the operation of SALTS. More information is available at <u>www.salts.navy.mil</u> or from the SK's and IT's onboard your ship.

When using SALTS access SALTS and log-in
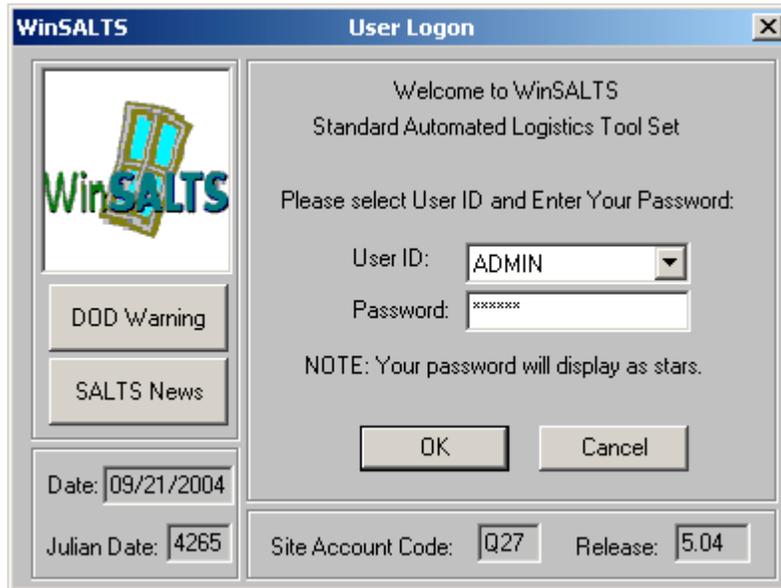
Select the "Data Services" Pull down. Facts & EDI Files. All Other EDI File Types
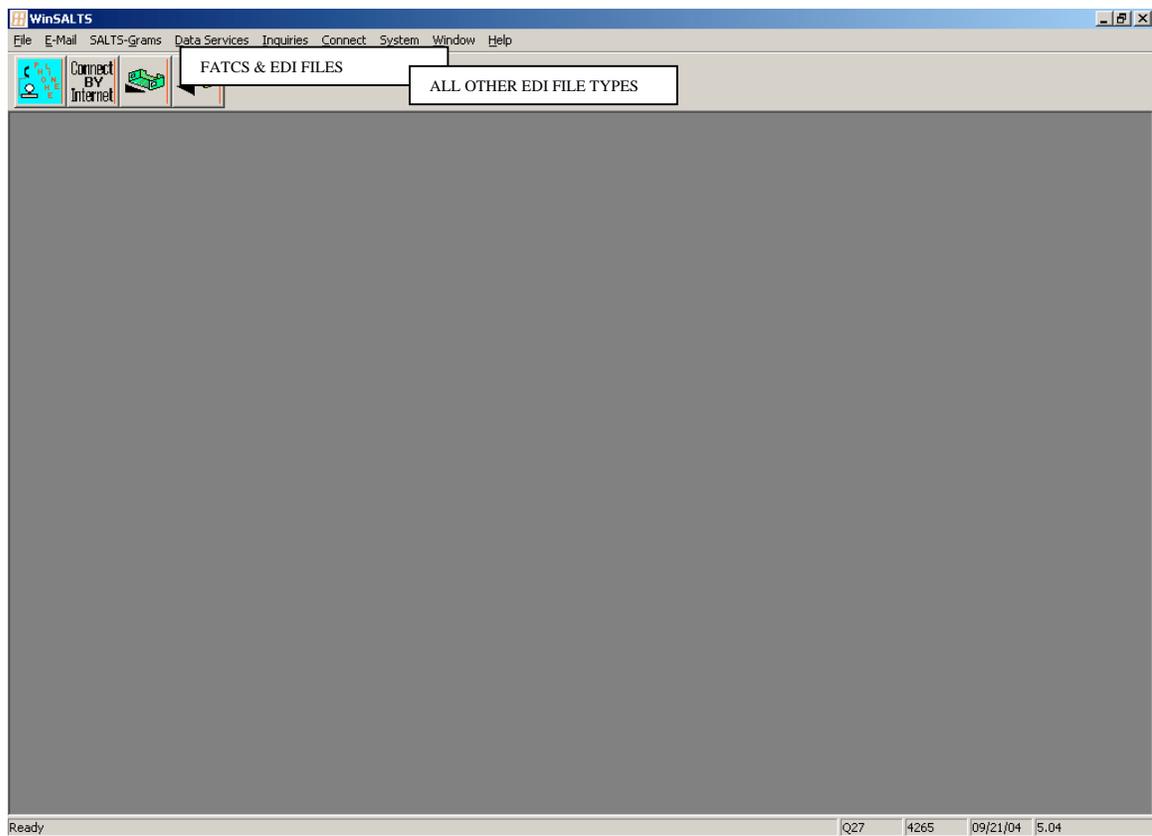
In the next SALTS screen there are several steps, place your ROM EDI disk in the proper drive.

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
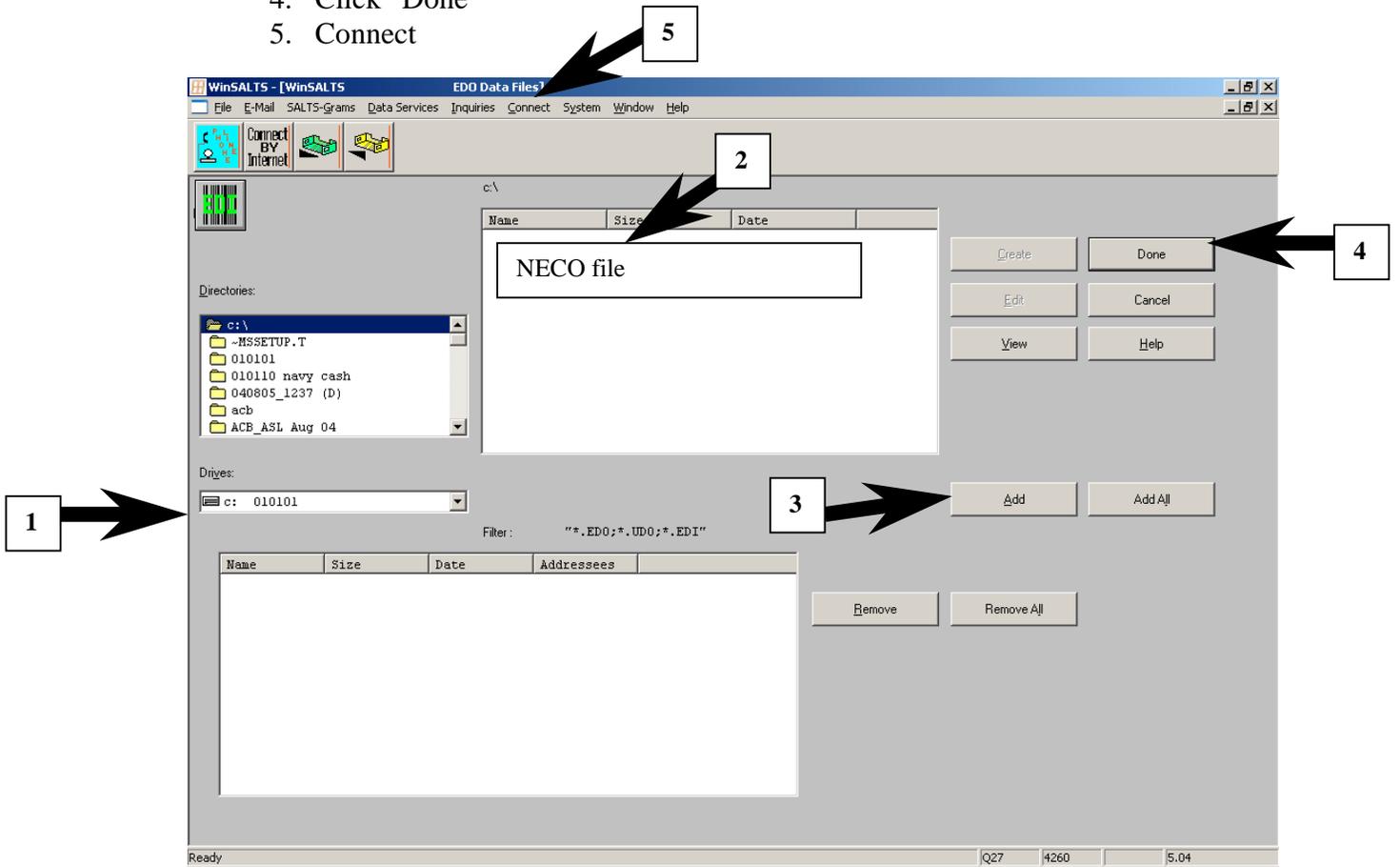
In the next screen select how your ship connects to the web and "Connect"
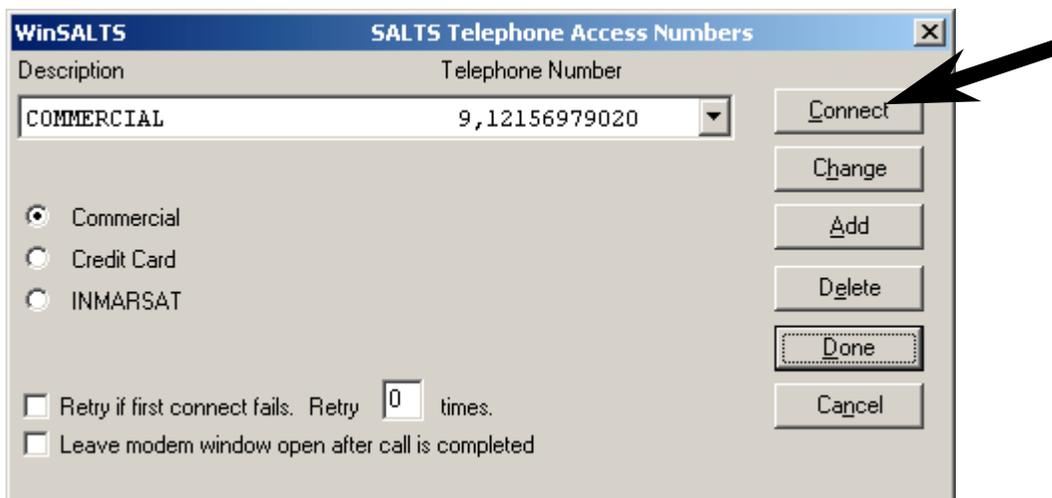
SALTS will connect and send your 850 out automatically. At the same time it will down load any incoming files from NECO to you.
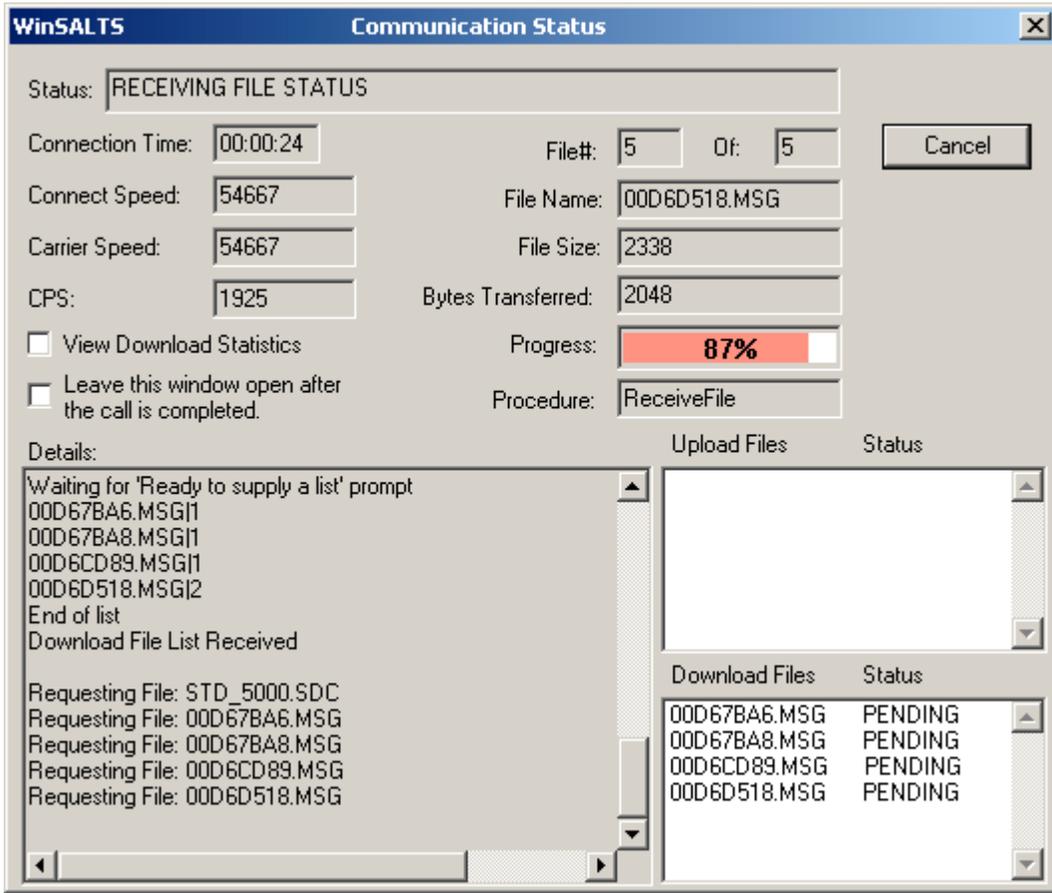
After the vendor receives the 850 from NECO, the vendor will then send back to NECO their shipping invoice information 857, and NECO will SALTS this 857 information to you. After you connect and the transfer of information is complete you will be prompted by SALTS to Process Incoming Files. Click Process and the Files will write to the specified folded for EDI files.
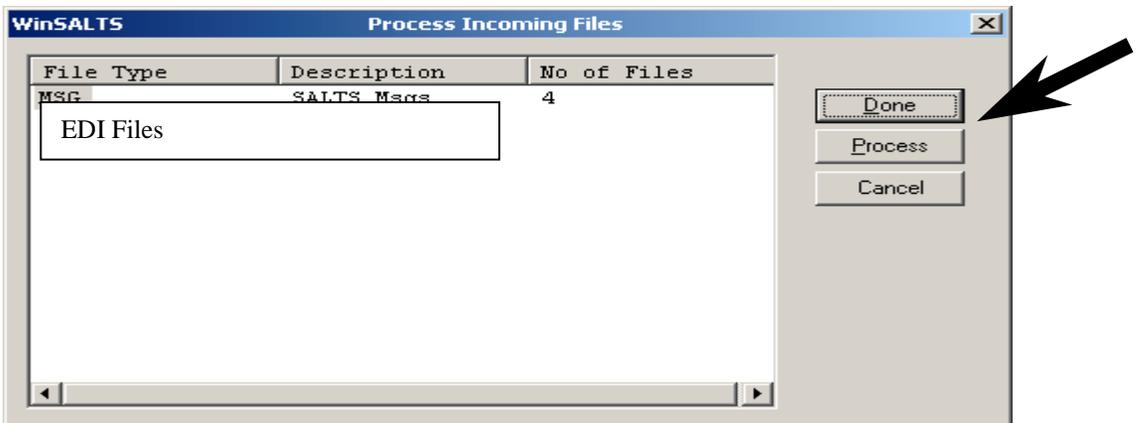
From the Specified EDI folder on the Salts Terminal, write the 857's on to a disk and process them into the ROM back office.

You will 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

From the main menu select EDI Functions.
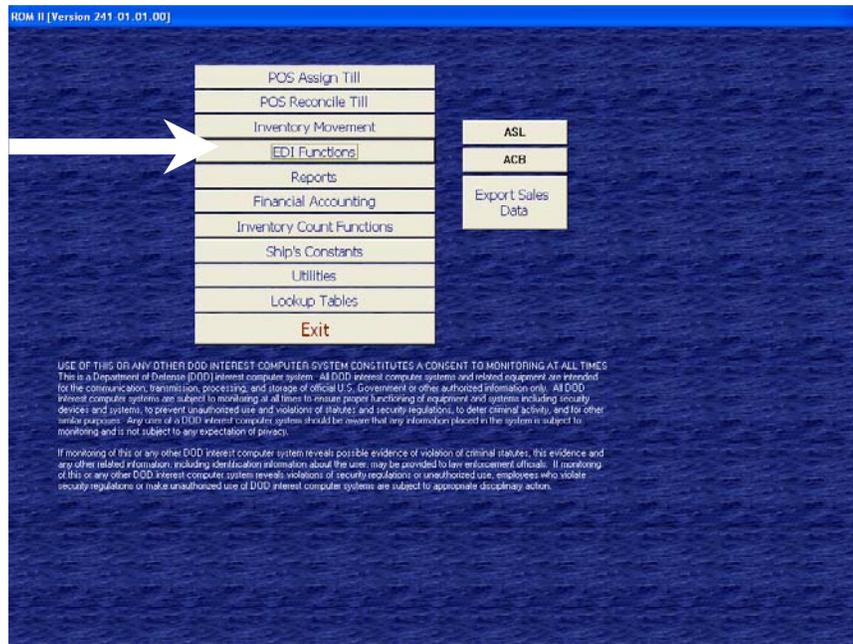
Select Download Incoming EDI Transmit files *ONLY IN ROM 02.02 and Higher versions do not load 857 in ROM 01.02*
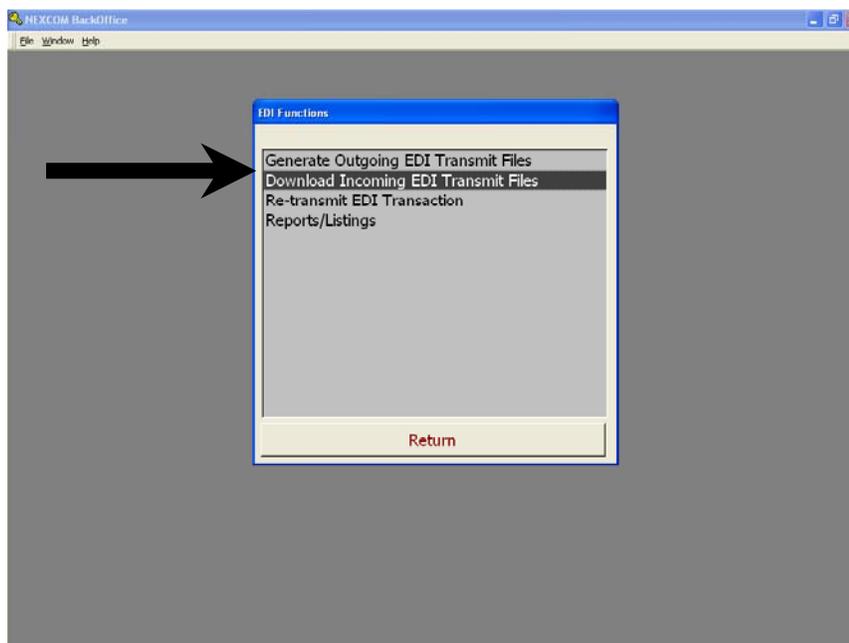
You will receive a message that ROM is "Importing Purchase Order Number" click OK.
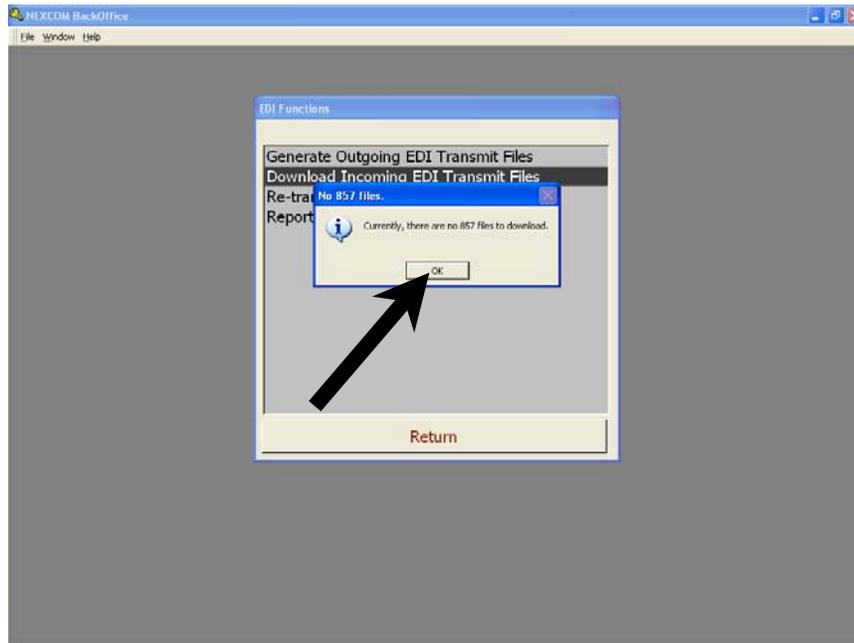
The 857 Report will be updated to show the current contract data from NECO.

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
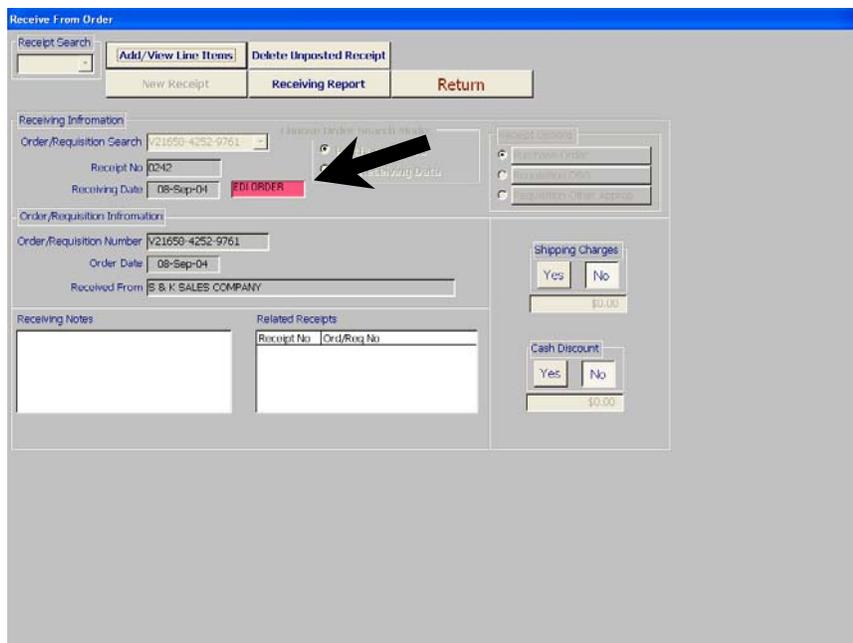
Use the Post order block as normal, but you will notice that the block now also generates an 861. The 861 are also a SALTS format report but are currently not used. In the future the 861 will be sent to NECO and DFAS for reconciliation of receipts.
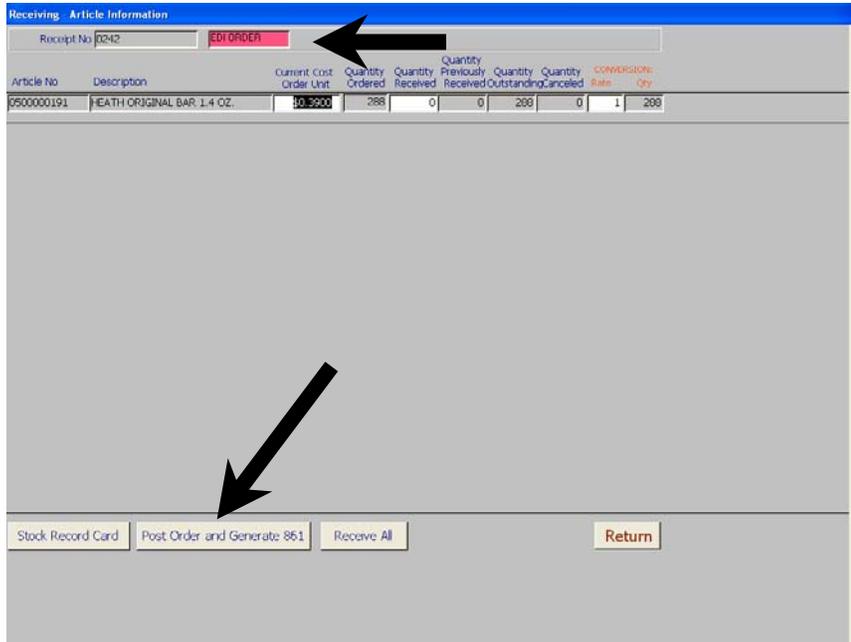
Proceed as normally
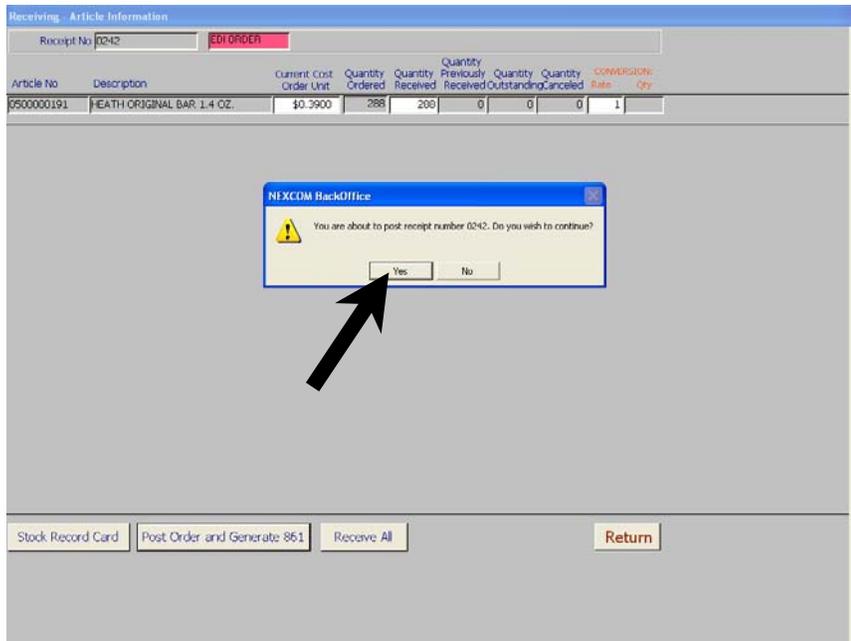
Enter discount if appropriate

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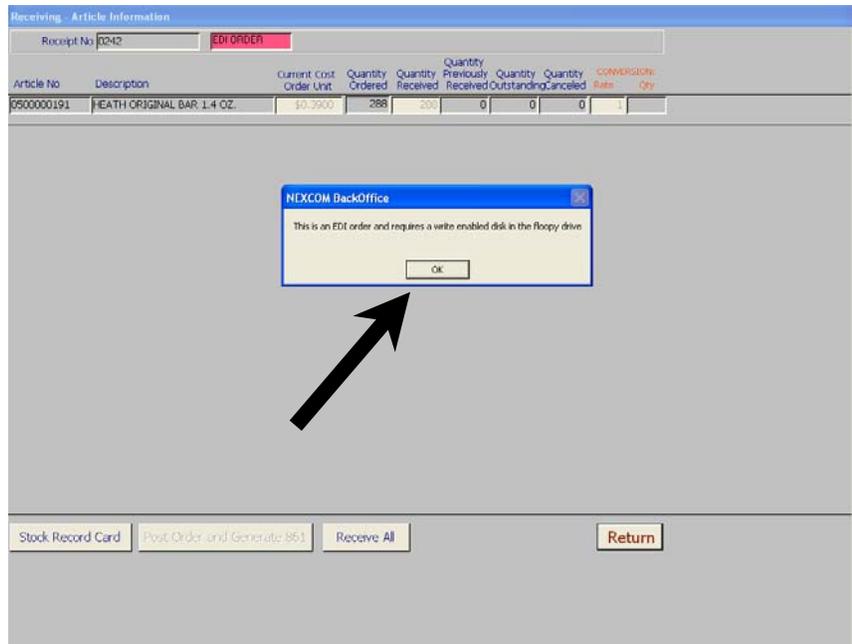
If the 857 is received after the merchandise has been received, up load the 857 as normal and if differences exist an accounting adjustment will be created.

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
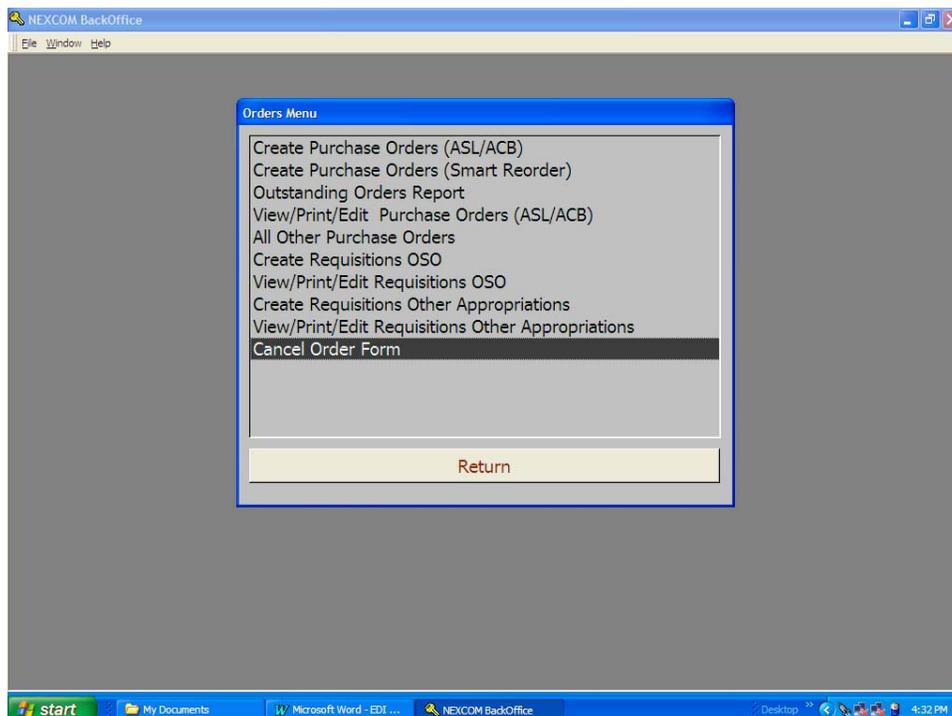
Select the order and generate the 860. You will again need a disk and SALTs out the information.
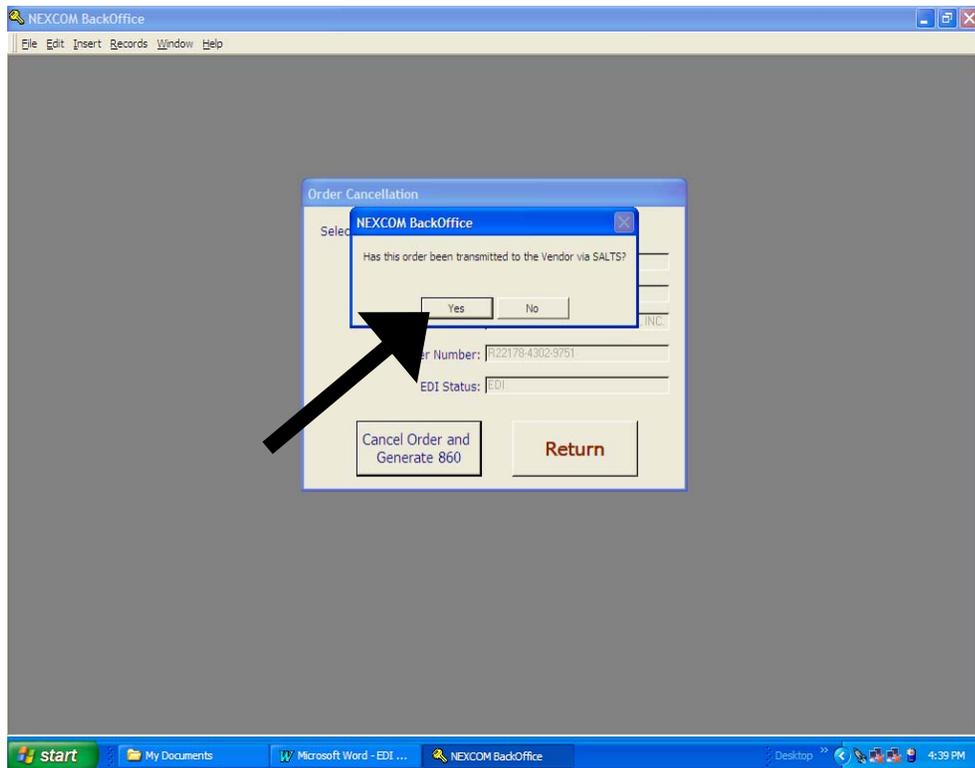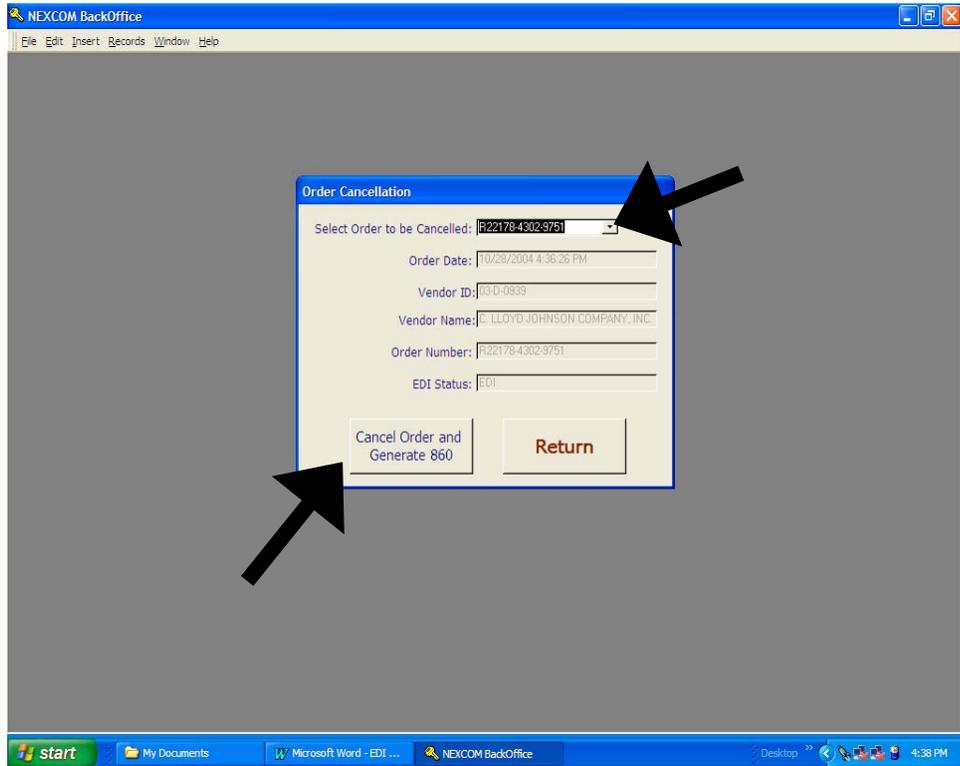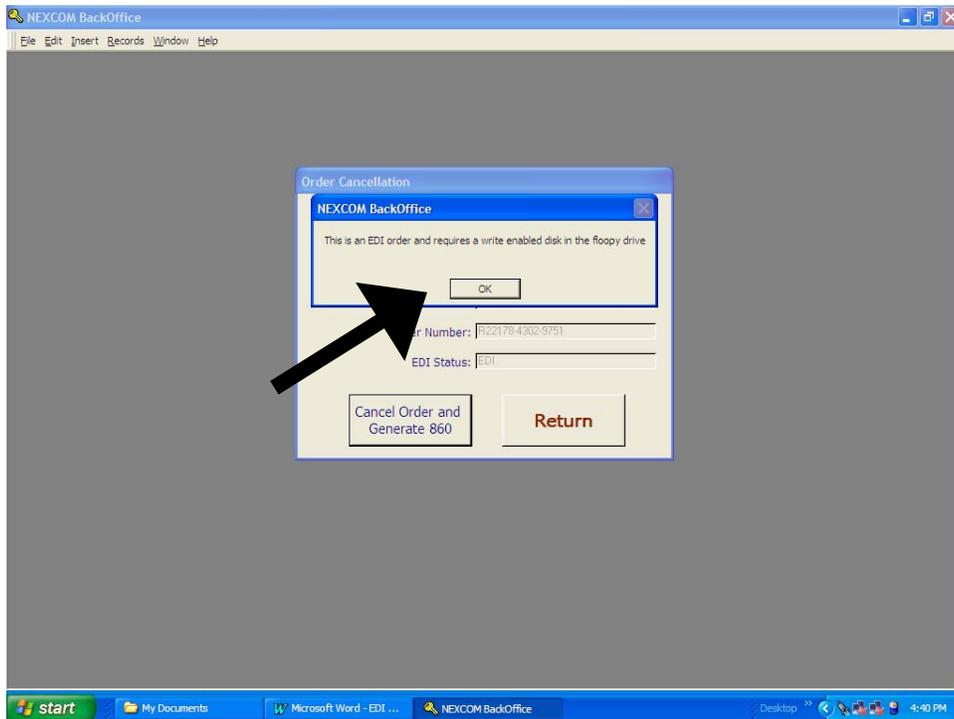
The EDI Functions menu will allow you to see the status of EDI orders. You can retransmit any transaction that was not received by NECO, and print reports.
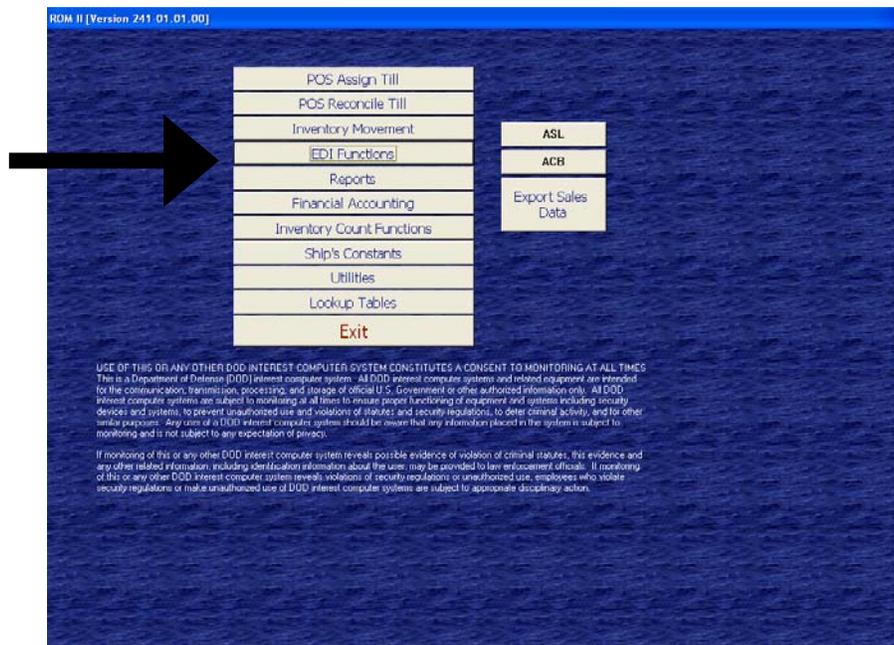
The Generate Outgoing EDI Transmit files, is no longer used.
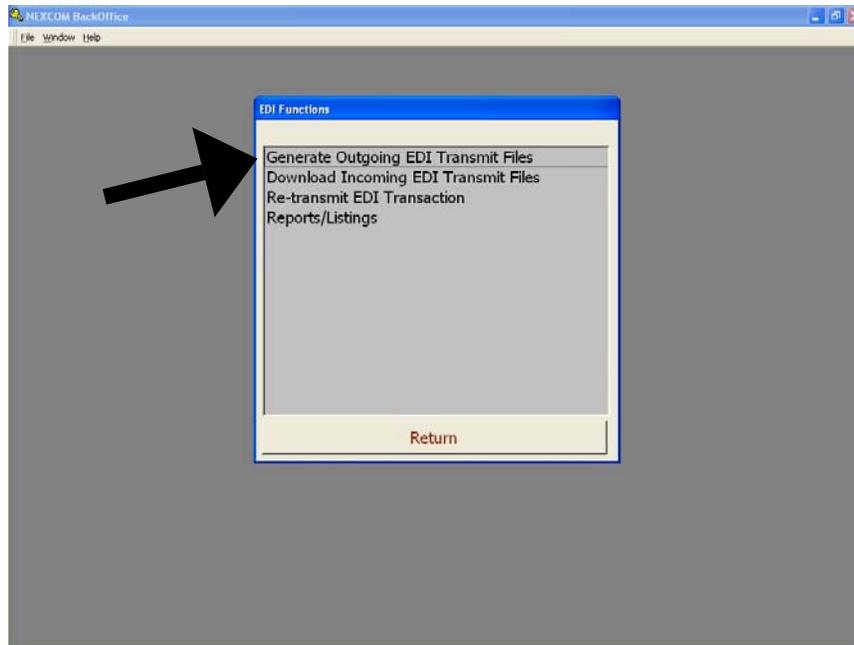
The Re-Transmit option gives you several choices.
The options are used if it is necessary to re-send any data. From the pull down menus select the 850 (order), 860 (cancellation) or 861(receiving report). Check the block by the appropriate PO number, insert the disk and click on the button to re-write to a disk. Take the disk to your SALTS and send it out to NECO.
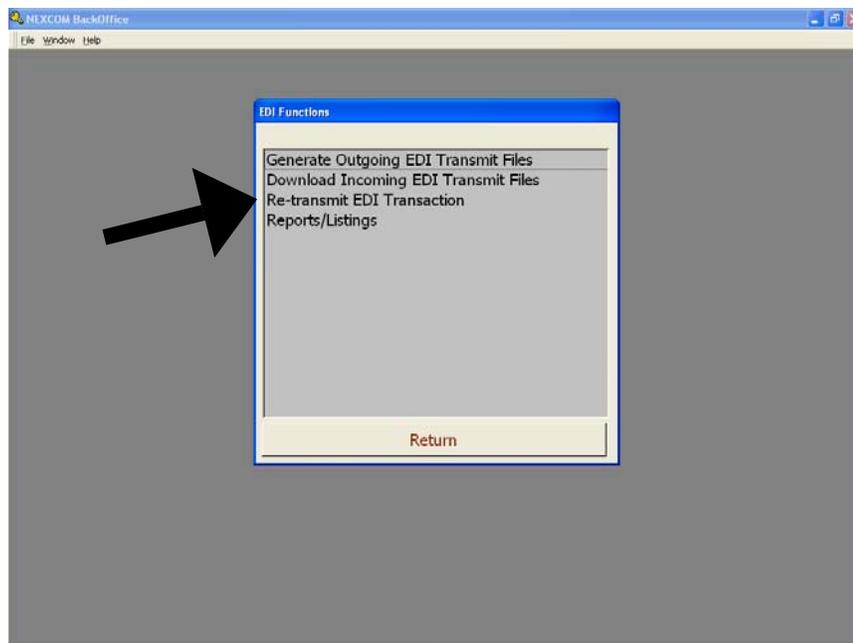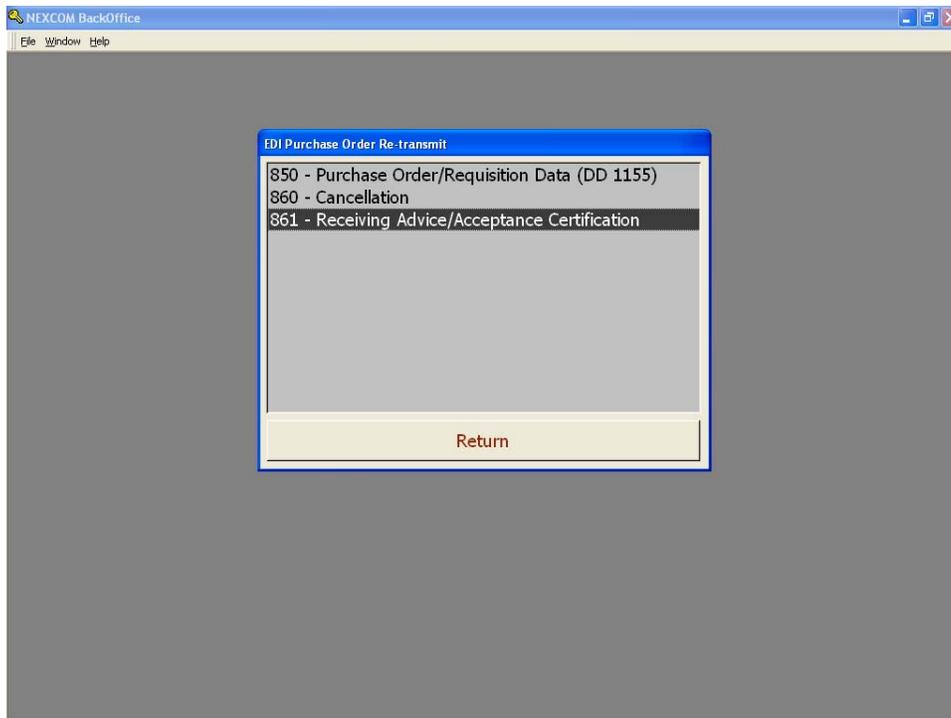
In each option you will receive a pull down menu to select the order and click the button to Re-Write to a floppy.
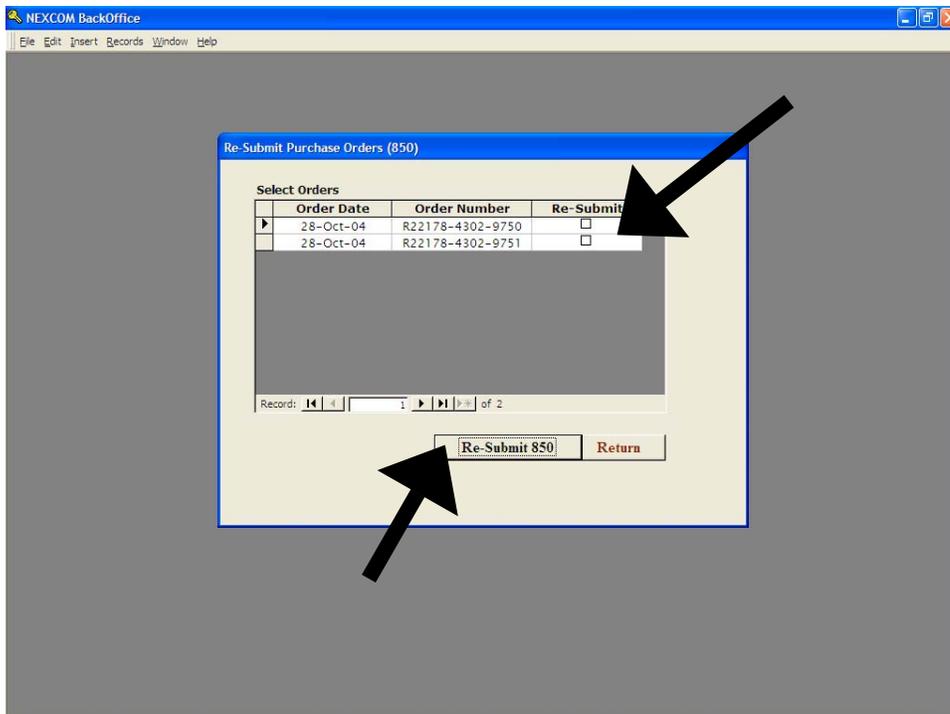
The EDI reports menu has several options
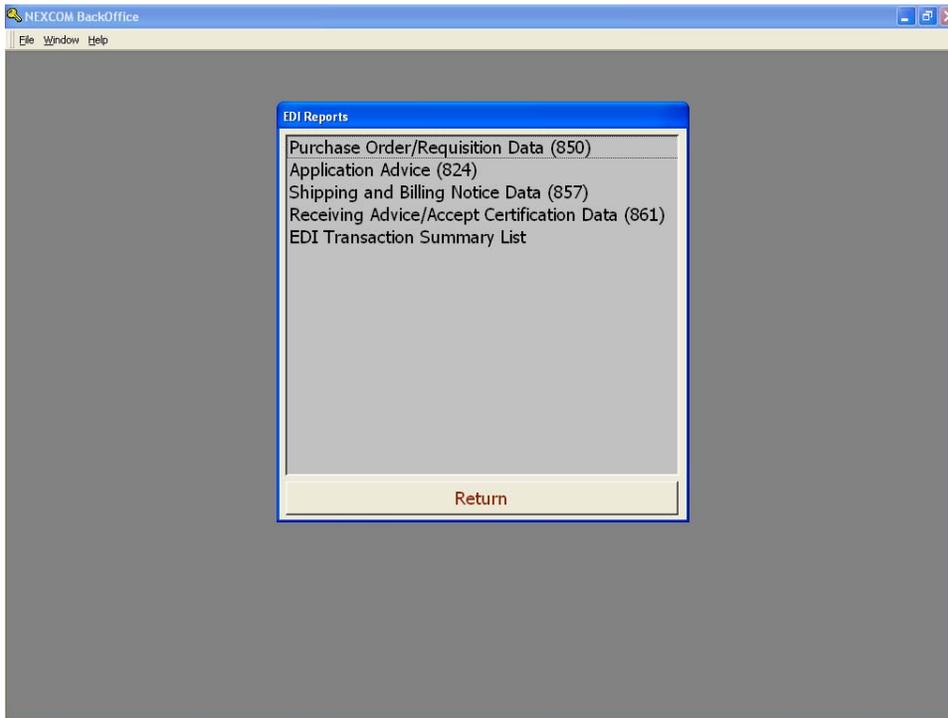
The "Purchase Order / Requisition Data (850) option will allow you to print a listing of what is on and 850 order by selecting it from a pull down menu.
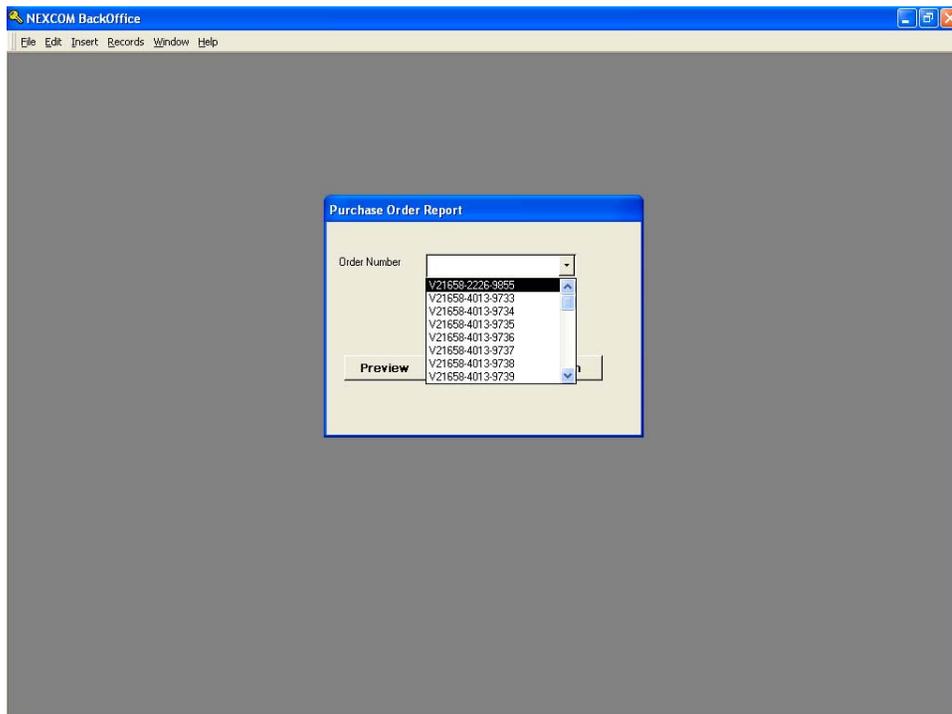
You can print this report if you wish.

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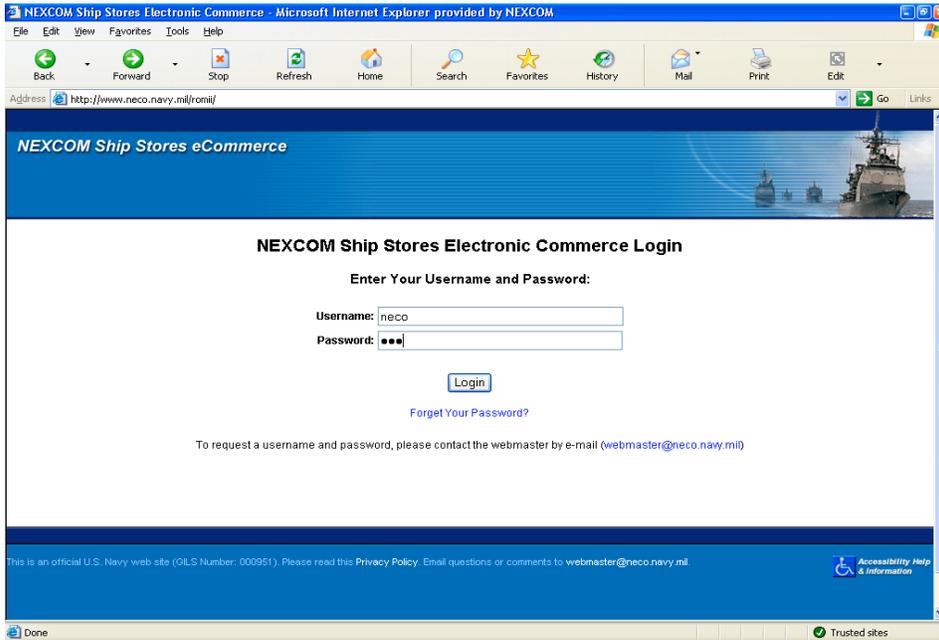
You will be sent to the 850search page, enter your UIC and click search
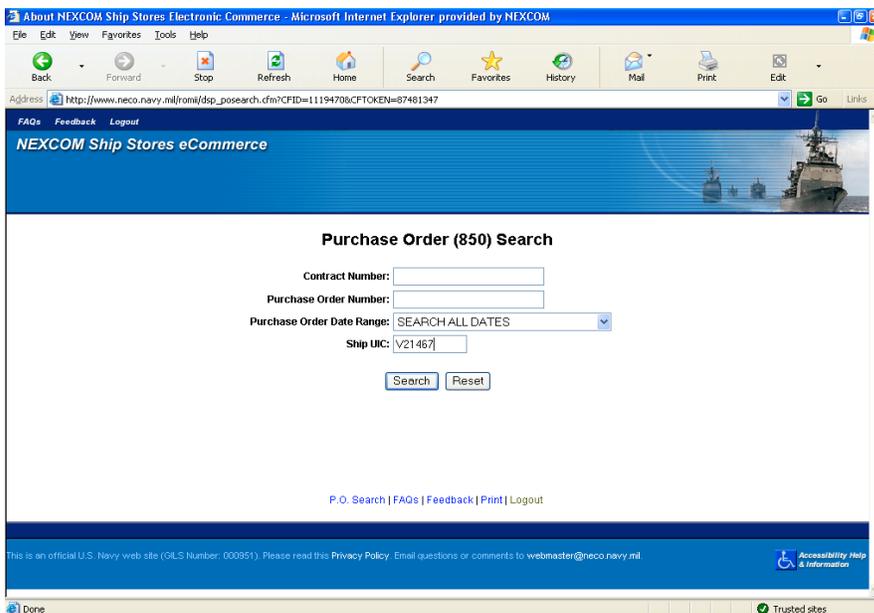
You will be taken to a listing of all your PO's. If you see an asterisk (*) that order has an 857

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.

Shipment and Billing Notice (857)

Purchase Order Number:	V2195451339751
Release Number:	GG01
Contract Number:	N0018903D0939
Purchase Order Date:	05/13/2005
Required Delivery Date:	05/18/2005
Ship Name:	USS ROOSEVELT (DDG-80)
Ship UIC:	V21954
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:	
Total Dollar Amount:	$840.00
Invoice Total Dollar Amount:	$840.00
Invoice Number:	0068769920
No of Boxes:	0
Shipped Date:	
Invoice Date:	05/16/2005