

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	DISBURSING OFFICER	B HENDERSON,LT,SC,USN
ACCT. PER. END DATE	30/09/2004	dd/mm/yyyy	DISB. OFFICER SYMBOL	8793
SHIP NAME	IWO JIMA		CREW SIZE	1200
HULL NUMBER	LHD-7		NO. PERSON.TENDED	0
UIC	V23027		PAYING ACTIVITY	DEFENSE FINANCE & ACCOUNTING SERVICE
FPO DESIGNATOR	AE		NORFOLK CODE NVN SUITE 1401	
FPO ZIP CODE	09574-1664		1837 MORRIS ST NORFOLK, VA 23511-3431	
PIERSIDE ADDRESS	NAVAL STATION NORFOLK		TYPE COMMANDER	COMNAVSRFLANT
	NORFOLK, VA 23511		CODE N412	
			NORFOLK, VA 23551	
SALES OFFICER	E.D. LOCKETT,LT,SC,USN			
SENIOR SUPPLY OFFICER	G.F. STROH, CDR, SC,USN			
OPERATING ZONE	G	EDI CAPABLE	Yes	Gf Assessment Bupers (Enter as percentage, eg: 4 = 4%) 4.50%
SHORE SITE	<input type="checkbox"/>	SPIN CODE	D	Gf Assessment Local (Enter as decimal, eg: .005 = .5%) .005
				Save As A Shore Site
				Save Record
				Return

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

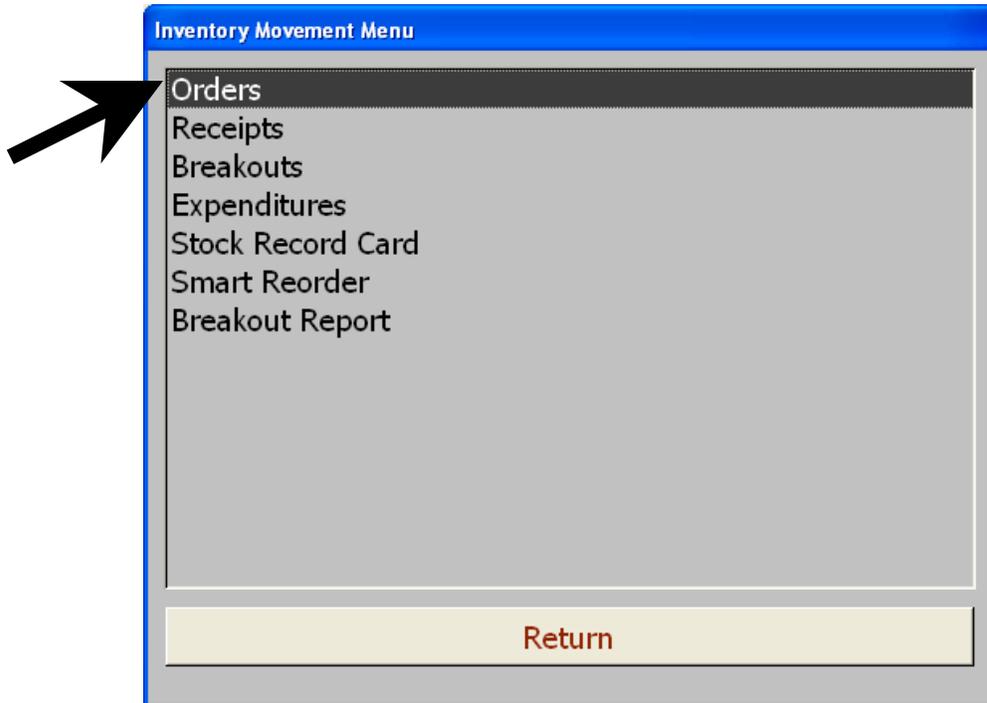
On the ROM menu the EDI functions option should now be available

ROM II [Version 241-01.01.00]	
POS Assign Till	
POS Reconcile Till	
Inventory Movement	
EDI Functions	ASL
Reports	ACB
Financial Accounting	Export Sales Data
Inventory Count Functions	
Ship's Constants	
Utilities	
Lookup Tables	
Exit	

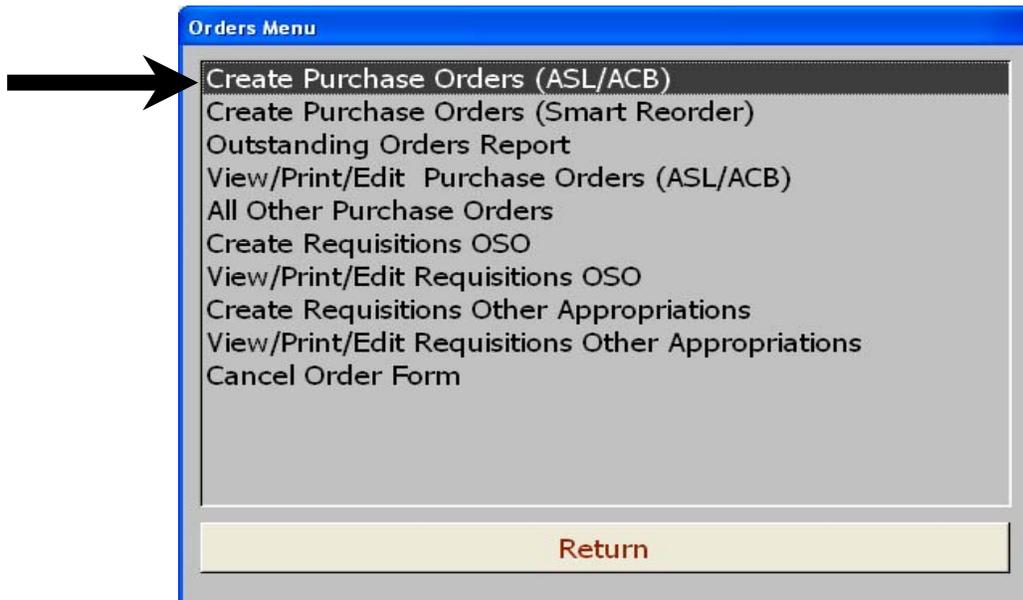
USE OF THIS OR ANY OTHER DOD INTEREST COMPUTER SYSTEM CONSTITUTES A CONSENT TO MONITORING AT ALL TIMES. This is a Department of Defense (DOD) interest computer system. All DOD interest computer systems and related equipment are intended for the communication, transmission, processing, and storage of 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.

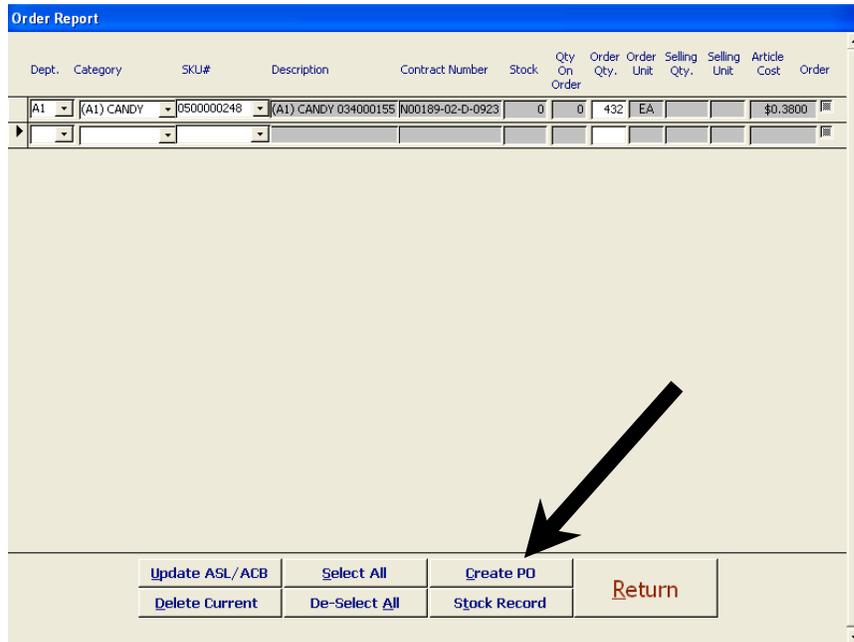
Prepare an order as normal.



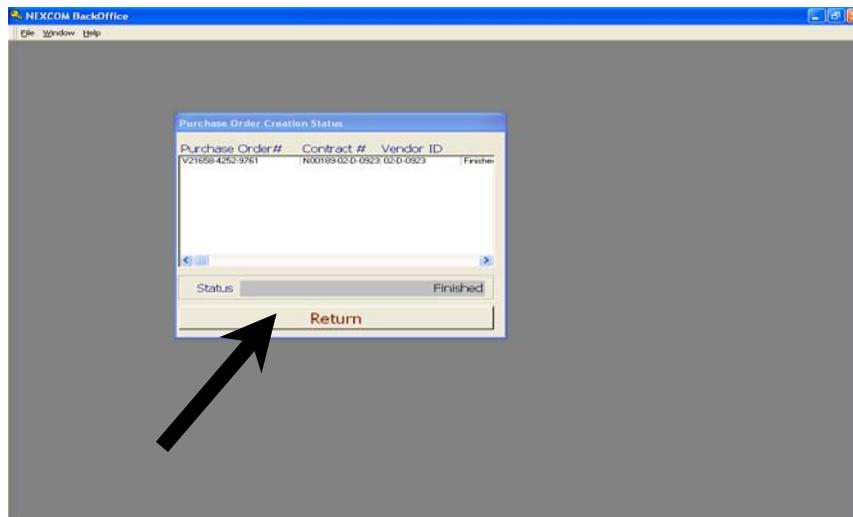
This is done in the same manner as placing an order with the ACB/ASL.



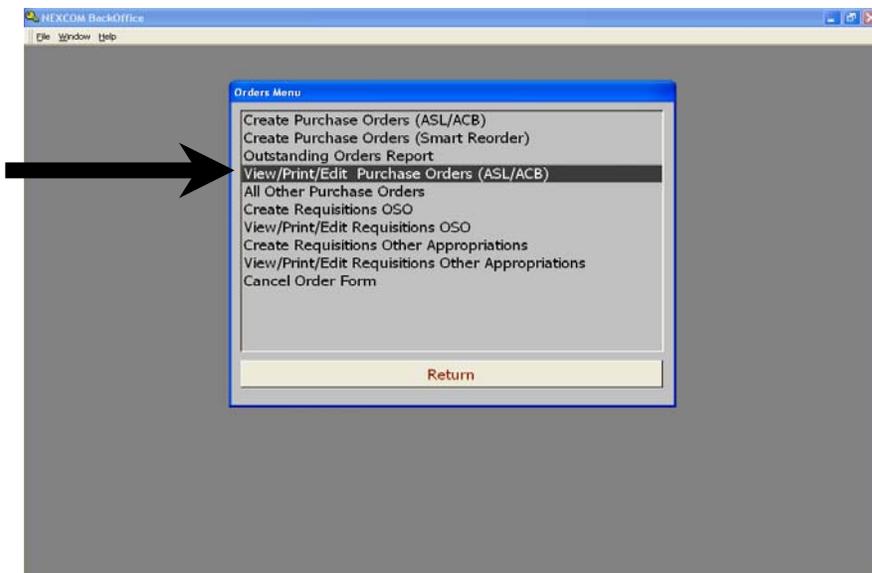
Select the items you wish to order, and create the order as you normally would.



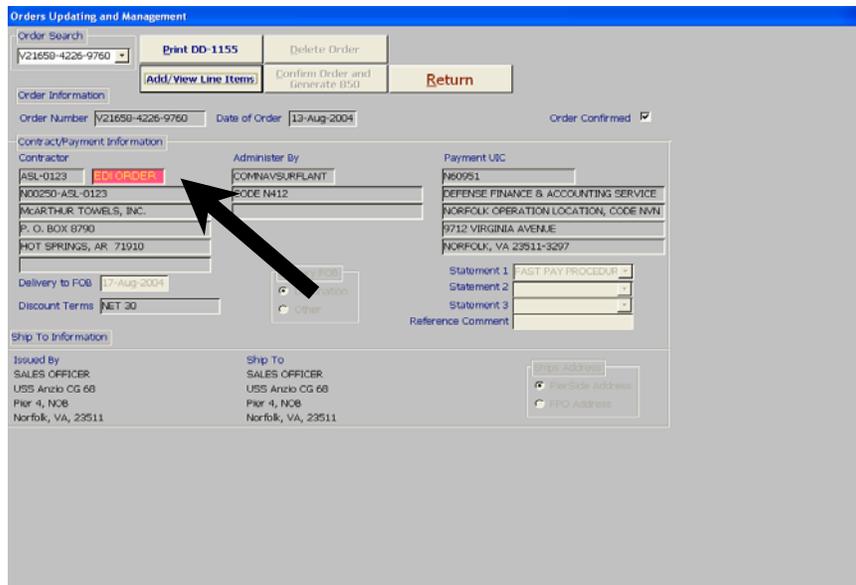
You will receive the status screen as normal



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



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



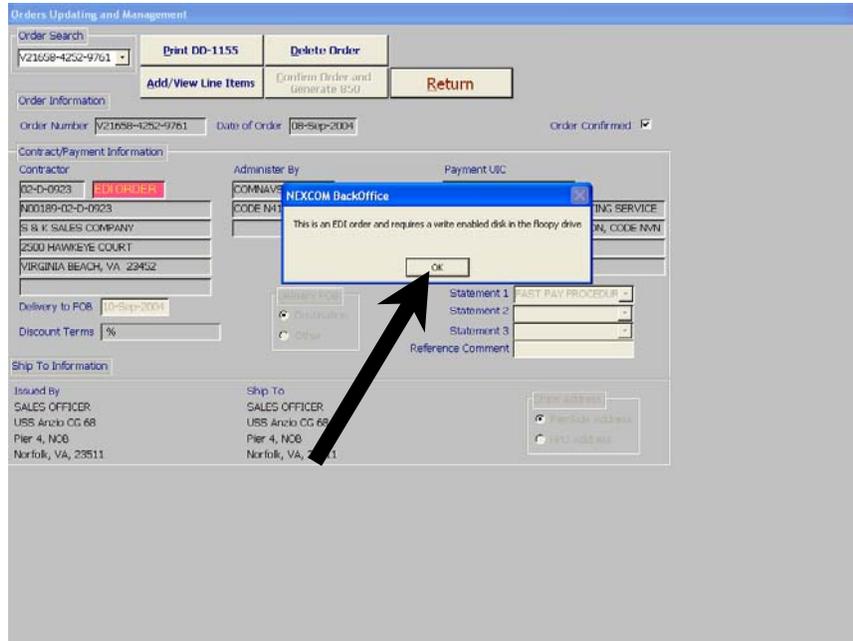
Enter the required information; note that the Confirm Order and Generate 850 option is available. Click this button to confirm the order.

The screenshot shows the 'Orders Updating and Management' interface. At the top, there is a search bar with 'V21658-4252-9761' and buttons for 'Print DD-1155', 'Delete Order', 'Add/View Line Items', 'Confirm Order and Generate 850', and 'Return'. The 'Confirm Order and Generate 850' button is highlighted with a black arrow. Below the search bar, there are sections for 'Order Information', 'Contract/Payment Information', and 'Ship To Information'. The 'Order Information' section includes 'Order Number' (V21658-4252-9761) and 'Date of Order' (08-Sep-2004). The 'Contract/Payment Information' section includes 'Contract' (R2-D-0923), 'Administer By' (COMNAV/SURPLANT), 'Payment UIC' (N0751), and 'Contractor' (S & K SALES COMPANY). The 'Ship To Information' section includes 'Issued By' (SALES OFFICER) and 'Ship To' (SALES OFFICER). There are also radio buttons for 'Delivery FOB' (Destination/Other) and 'Ships Address' (PierSide Address/FPO Address).

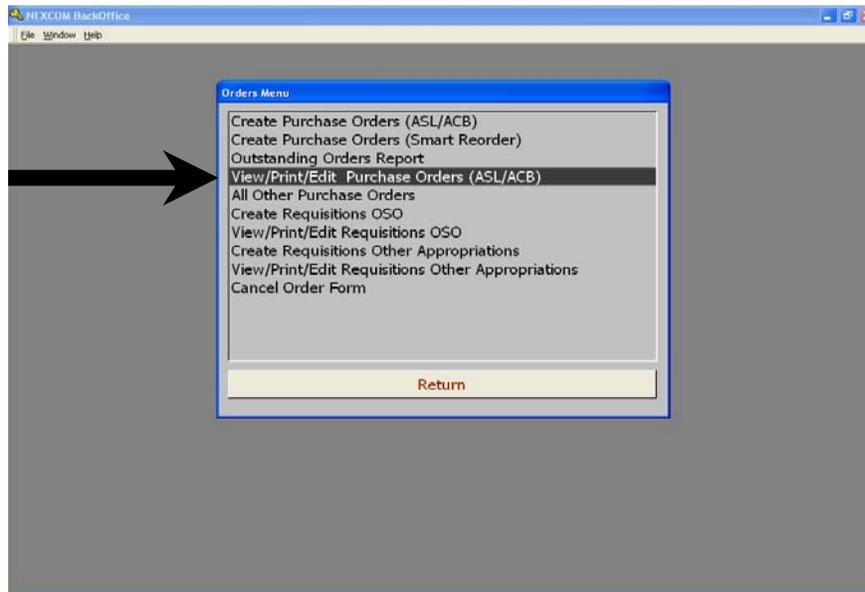
You will receive the normal ROM screens and prompts

The screenshot shows the same 'Orders Updating and Management' interface as above, but with a 'WARNING' dialog box overlaid. The dialog box contains the text: 'WARNING: AFTER CONFIRMING A PURCHASE ORDER, YOU WILL NOT BE ABLE TO MAKE ANY CHANGES TO IT.' Below the text are 'OK' and 'Cancel' buttons. A black arrow points to the 'OK' button. The background interface is dimmed.

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 UNDCS 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 <input checked="" type="checkbox"/> Destination <input type="checkbox"/> 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		11. MARK IF BUSINESS <input type="checkbox"/> Small <input type="checkbox"/> Small Disadvantage <input type="checkbox"/> 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 <input checked="" type="checkbox"/> Delivery <input type="checkbox"/> Purchase This delivery order is issued on another Go vurnment agency or in accordance with and subject to terms an conditions of above numbered contract. Reference Your 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. Furnish the follow ing of terms specified herein.								
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED		
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the follow ing 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				
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS				27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
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		

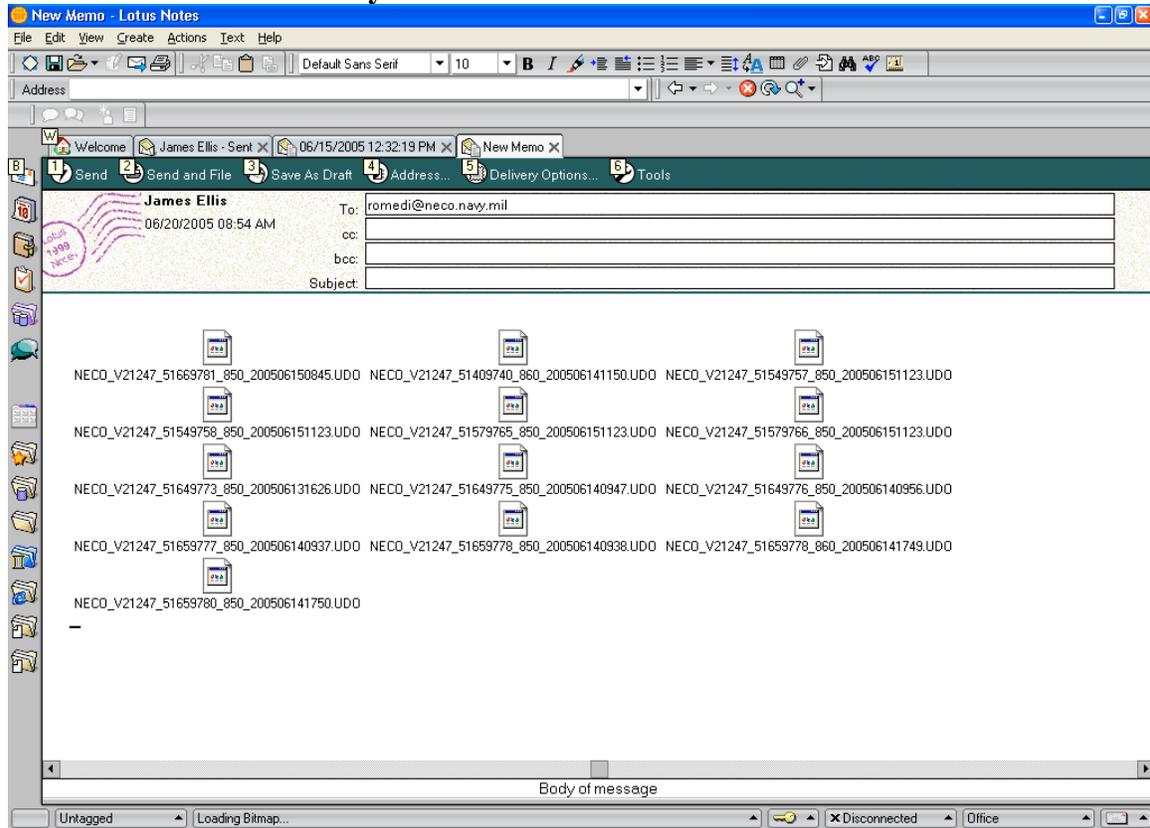
The diskette will contain the order in EDI format, similar to the next figure. This file is to be sent SALTS or email to Navy E Commerce Online (NECO).

```
01955900483      00RLN0018902D0923   ES1520040908850000001067
02ILV2165842529761
02ZZG
04PSDE
070.0000
0999620040910
14ZZ
19KCO
2097X4930.NCIA0002500002100100002507CV21658US000042529761
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   ES1520040908850000001067
02ILV2165842529761
02ZZG
04PSDE
070.0000
0999620040910
14ZZ
19KCO
2097X4930.NCIA0002500002100100002507CV21658US000042529761
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.

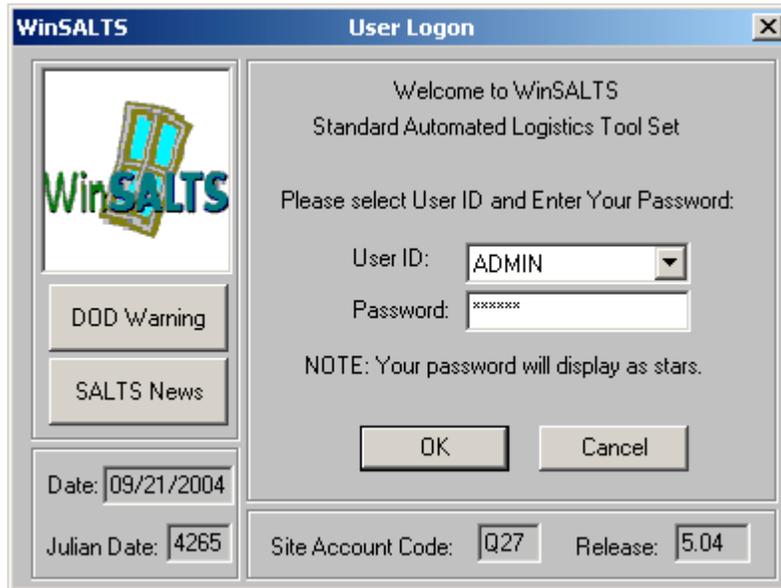
To e-mail send the 850 as an attachment with no subject line or text.

To: romedi@ahf.nmci.navy.mil

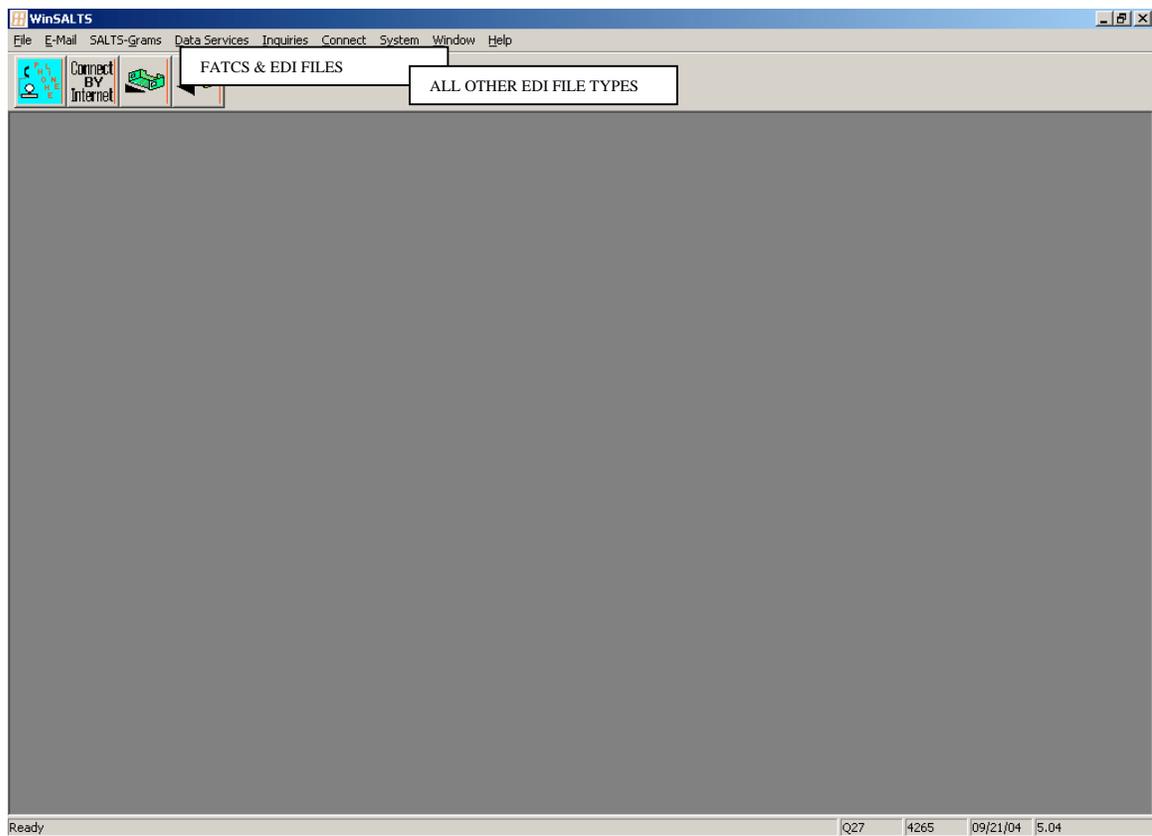


E-mail will probably be the preferred method of sending and receiving edi files. However, when deployed it may become necessary to use SALTS if email becomes restricted. The following five pages give information on the operation of SALTS. More information is available at www.salts.navy.mil or from the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

When using SALTS access SALTS and log-in

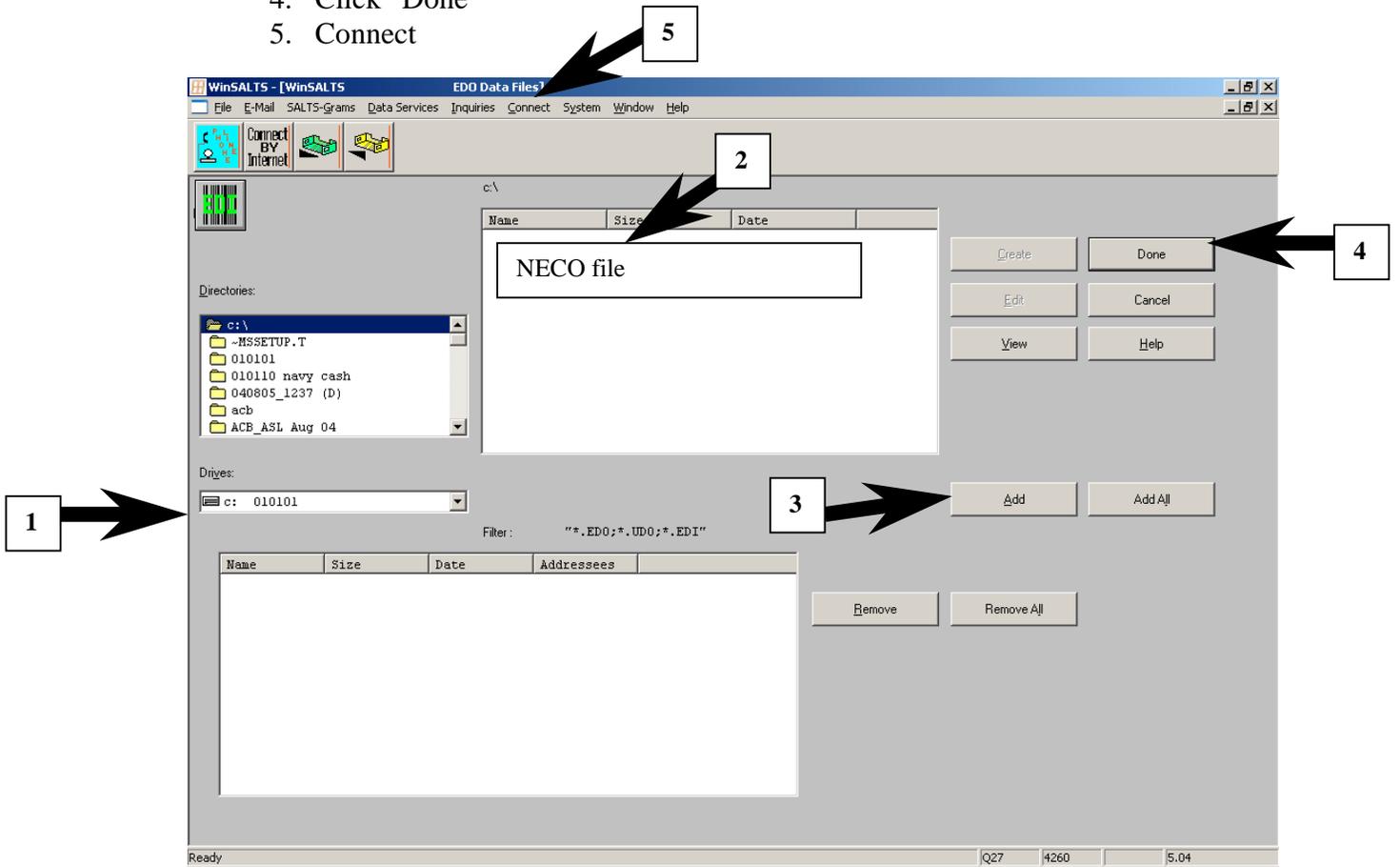


Select the "Data Services" Pull down. Facts & EDI Files. All Other EDI File Types

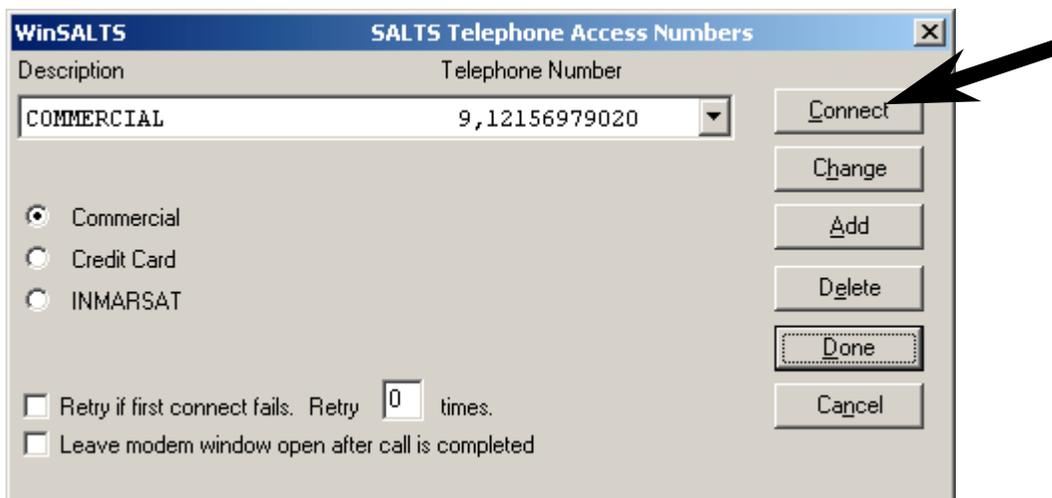


In the next SALTS screen there are several steps, place your ROM EDI disk in the proper drive.

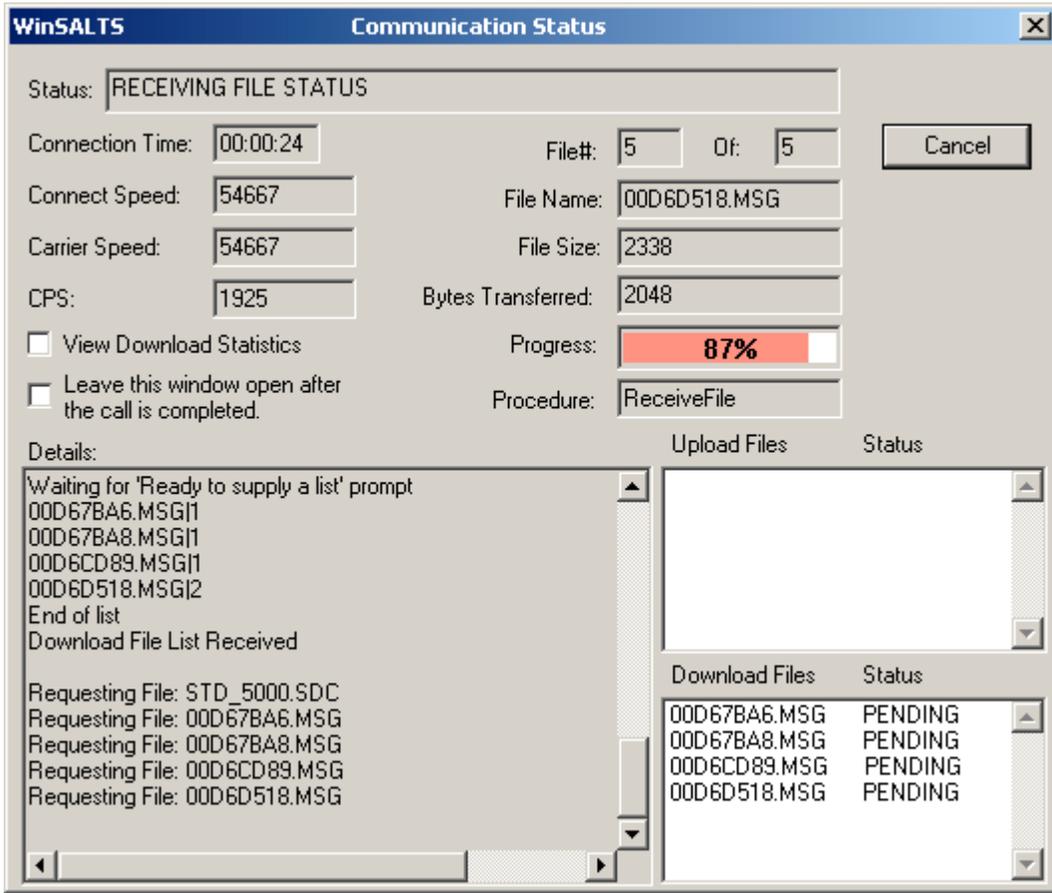
1. Select the proper drive to access the floppy.
2. Select the ROM EDI files in the window.
3. Click “Add” this will put your file in the outgoing cue.
4. Click “Done”
5. Connect



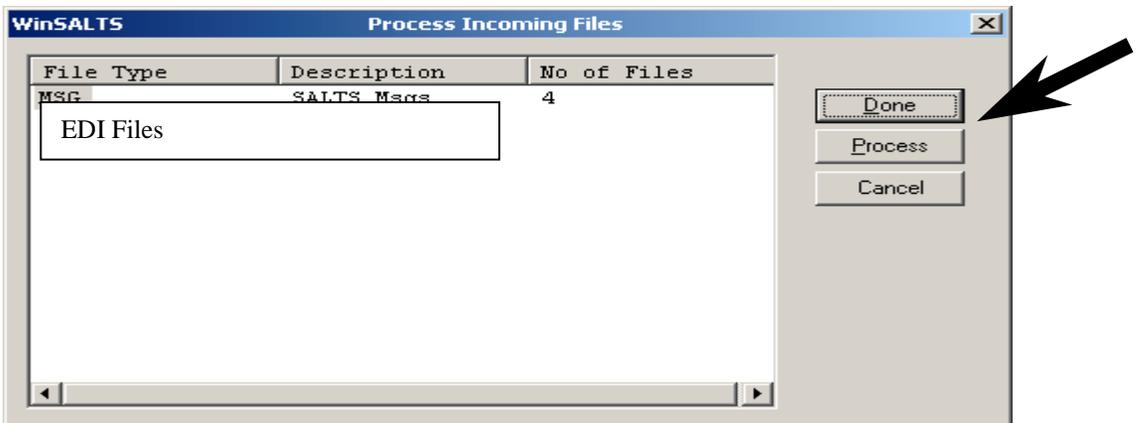
In the next screen select how your ship connects to the web and “Connect”



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



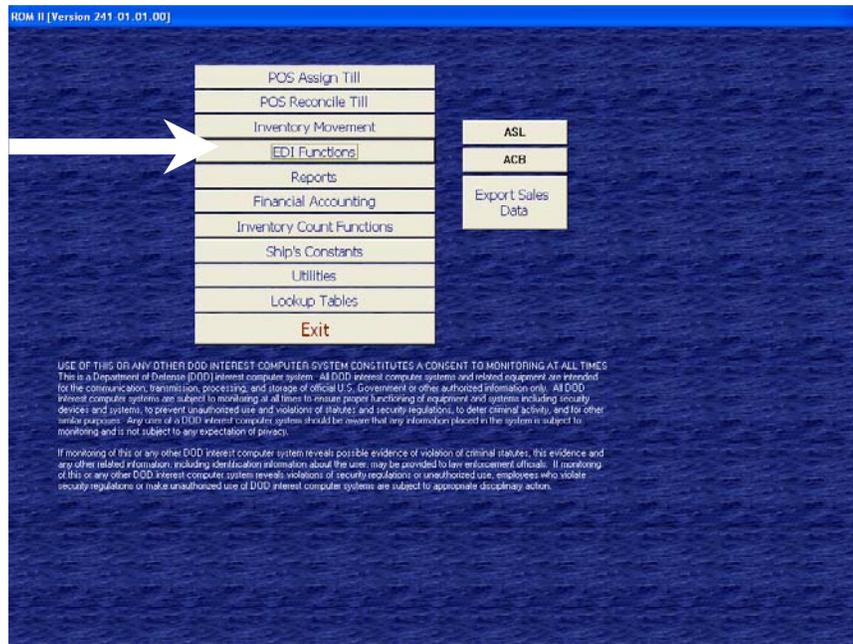
After the vendor receives the 850 from NECO, the vendor will then send back to NECO their shipping invoice information 857, and NECO will SALTS this 857 information to you. After you connect and the transfer of information is complete you will be prompted by SALTS to Process Incoming Files. Click Process and the Files will write to the specified folder for EDI files.



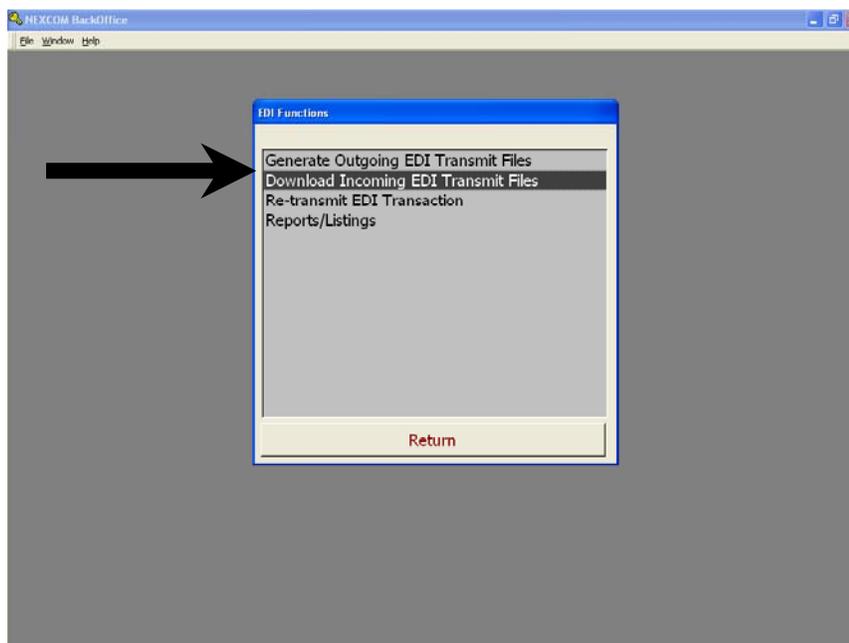
From the Specified EDI folder on the Salts Terminal, write the 857's on to a disk and process them into the ROM back office.

You will 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

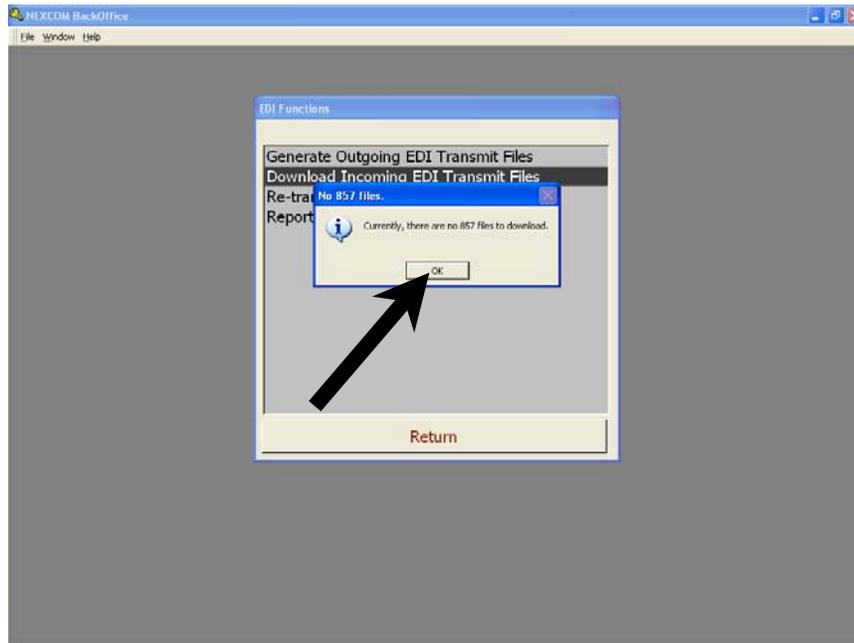
From the main menu select EDI Functions.



Select Download Incoming EDI Transmit files **ONLY IN ROM 02.02 and Higher versions do not load 857 in ROM 01.02**



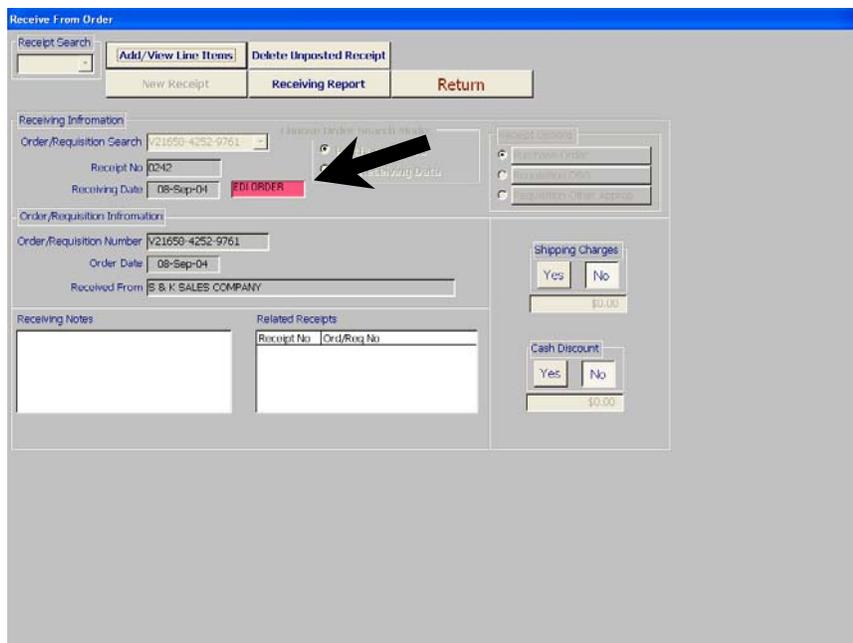
You will receive a message that ROM is “Importing Purchase Order Number” click OK.



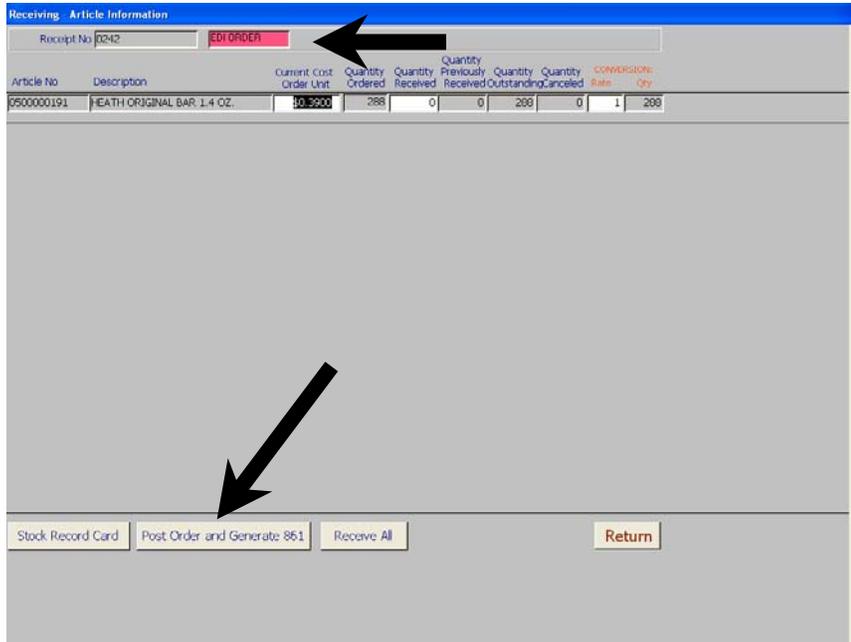
The 857 Report will be updated to show the current contract data from NECO.

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.

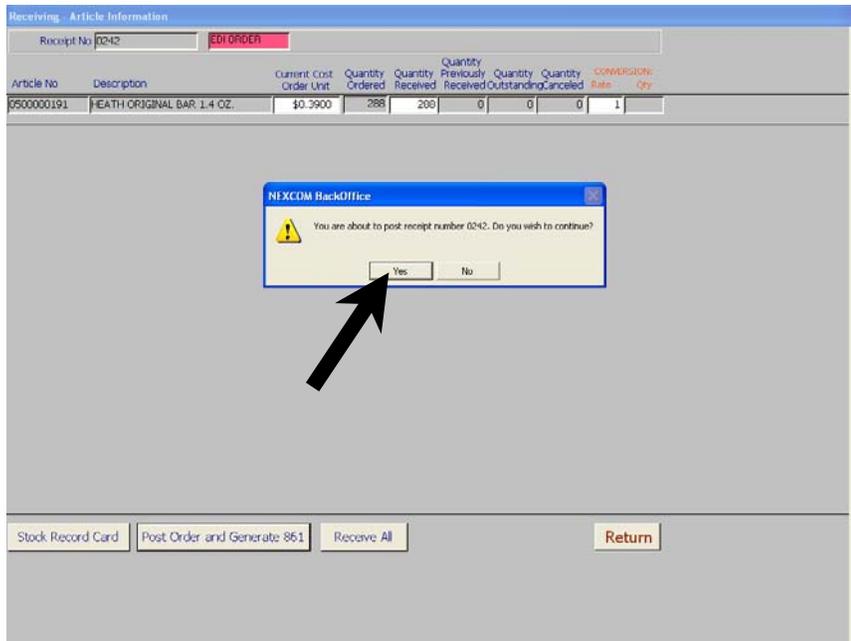
YOU MAY RECEIVE STOCK BEFORE YOU RECEIVE 857



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

Receiving - Article Information

Receipt No: 0242 **EDIT ORDER**

Article No	Description	Current Cost	Order Unit	Quantity Ordered	Quantity Received	Quantity Previously Received	Quantity Outstanding	Quantity Canceled	CONVERSION: Rate	Qty
0500000191	HEATH ORIGINAL BAR 1.4 OZ.	\$0.3900		288	208	0	0	0	1	208

Cash Discount

Enter Cash Discount Percentage if applicable:

%

Confirm

Stock Record Card Post Order and Generate: 861 Receive All Return

Update screens as necessary

Receiving - Article Information

Receipt No: 0242 **EDIT ORDER**

Article No	Description	Current Cost	Order Unit	Quantity Ordered	Quantity Received	Quantity Previously Received	Quantity Outstanding	Quantity Canceled	CONVERSION: Rate	Qty
0500000191	HEATH ORIGINAL BAR 1.4 OZ.	\$0.39		288	208	0	0	0	1	208

Retail Price Update

Article Number:

Description:

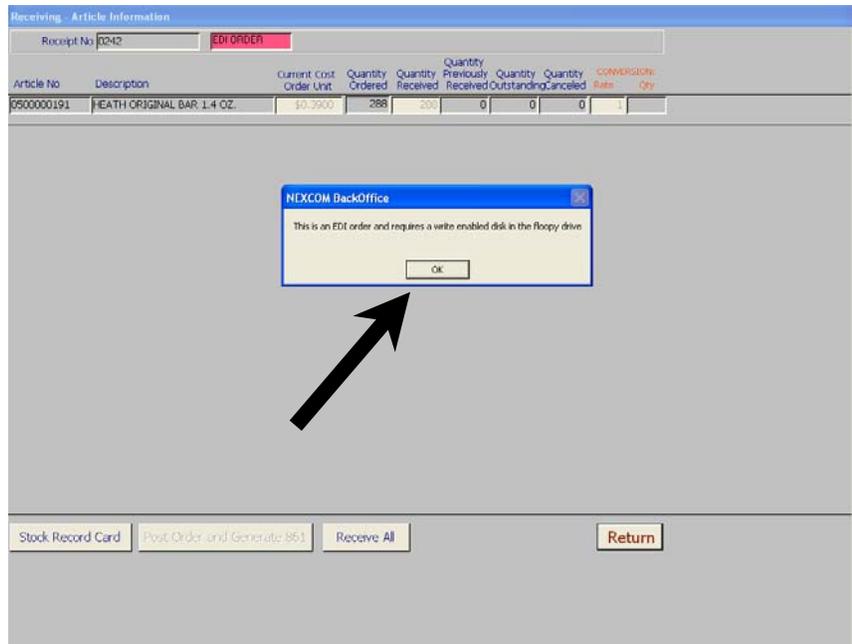
Current Retail:

Suggested New Retail:

Accept Change Ignore Change

Stock Record Card Post Order and Generate: 861 Receive All Return

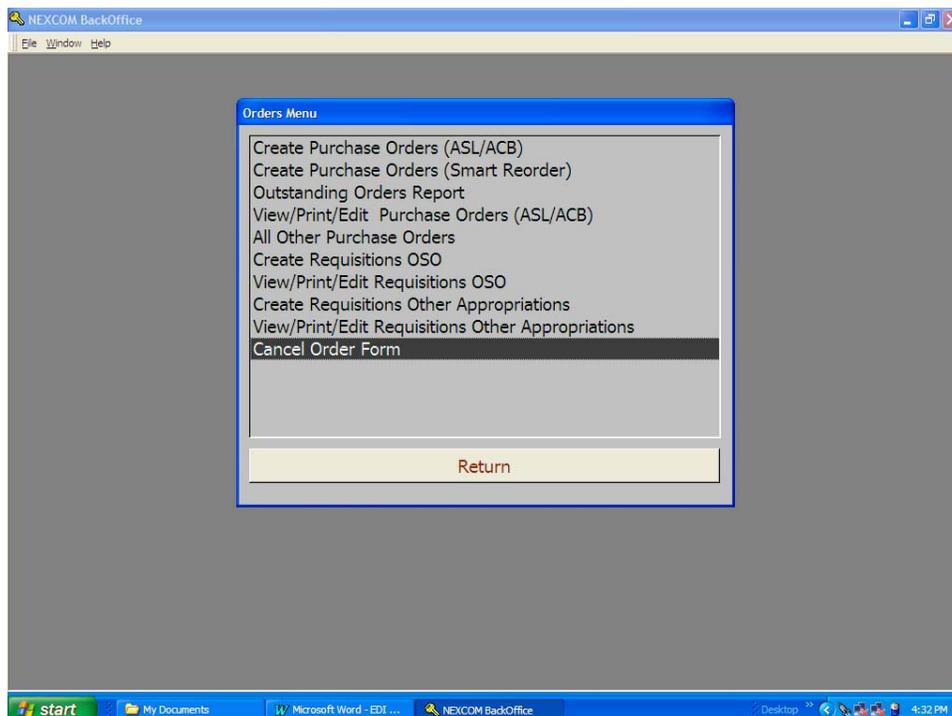
You will receive a prompt that EDI requires a disk, for the present simply insert a disk into the drive so ROM can write the file, and process you're receiving reports as normal for reconciliation at the end of the month



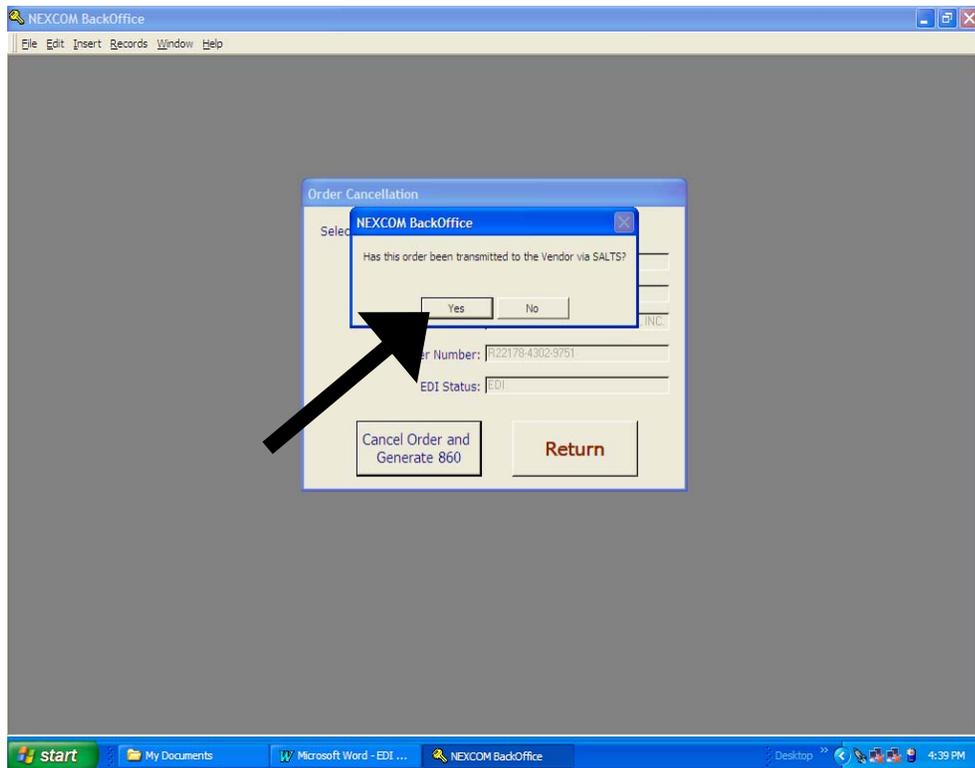
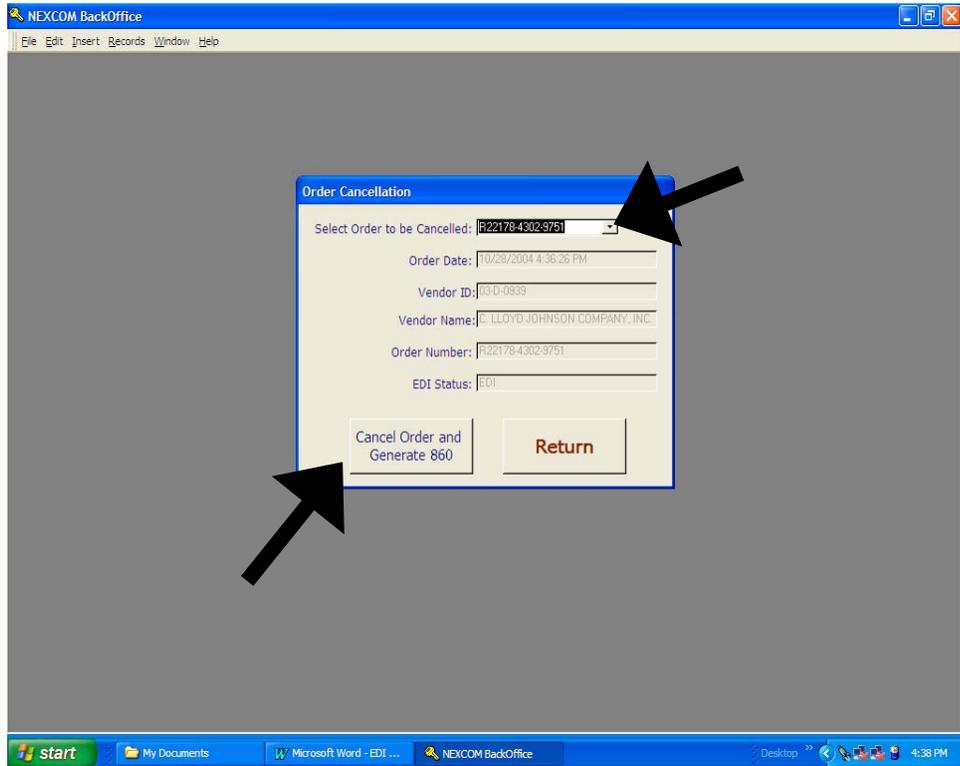
If the 857 is received after the merchandise has been received, up load the 857 as normal and if differences exist an accounting adjustment will be created.

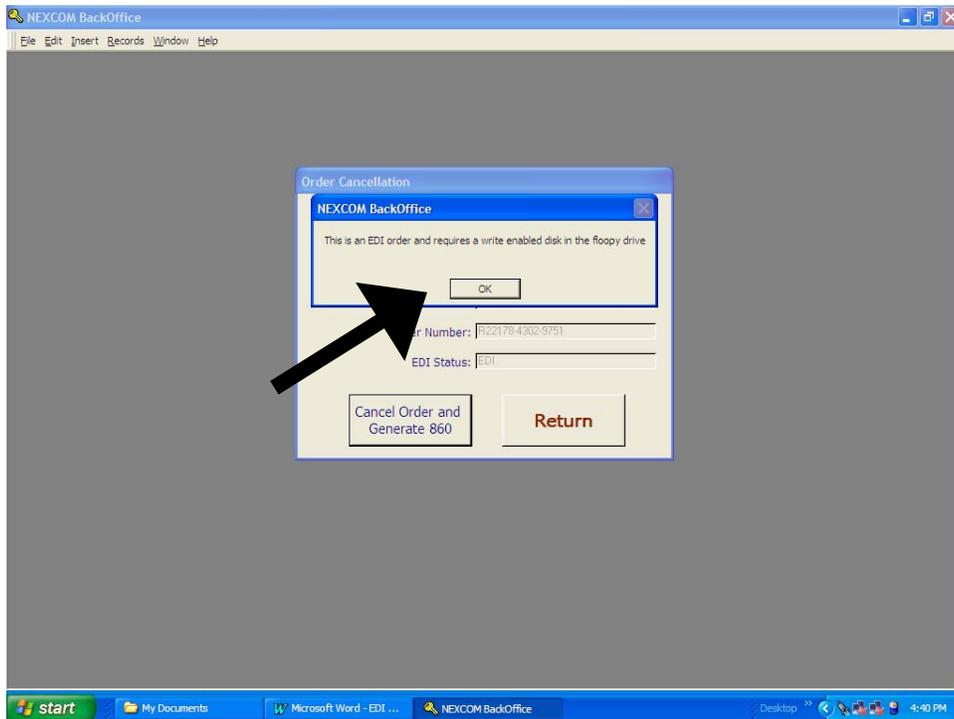
VERIFY THE ACCOUNTING ADJUSTMENT FOR ACURACEY. DO SPOT INVENTORY IF NEEDED

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

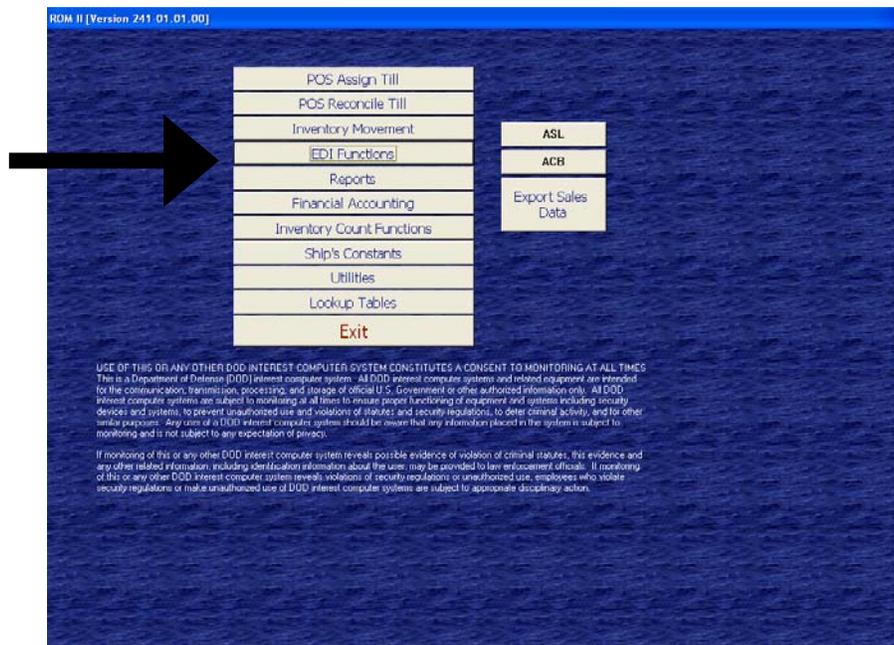


Select the order and generate the 860. You will again need a disk and SALTs out the information.

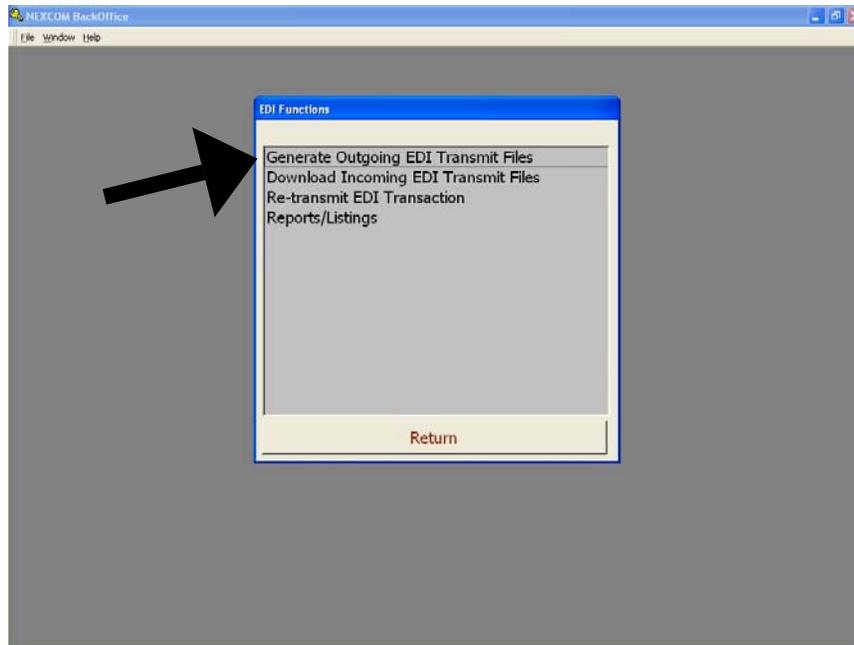




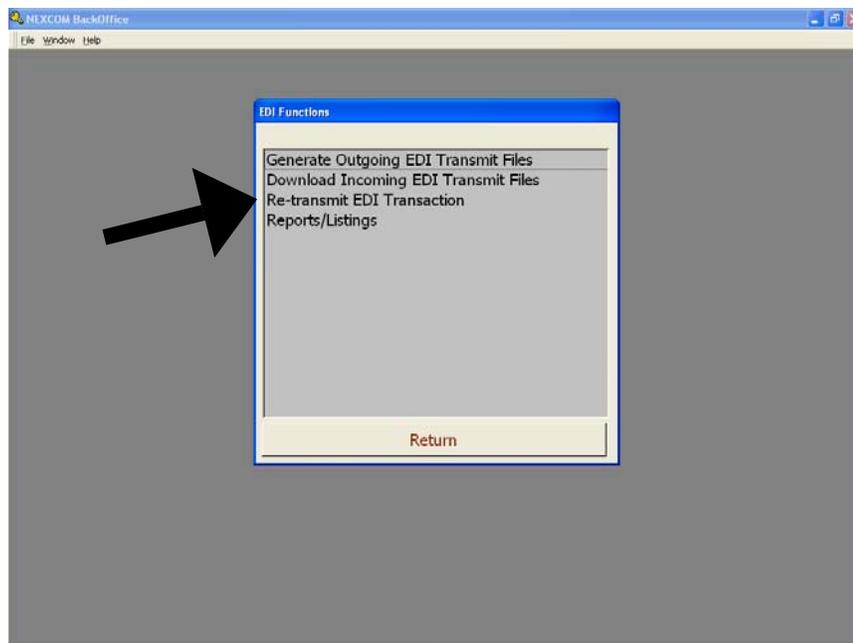
The EDI Functions menu will allow you to see the status of EDI orders. You can retransmit any transaction that was not received by NECO, and print reports.

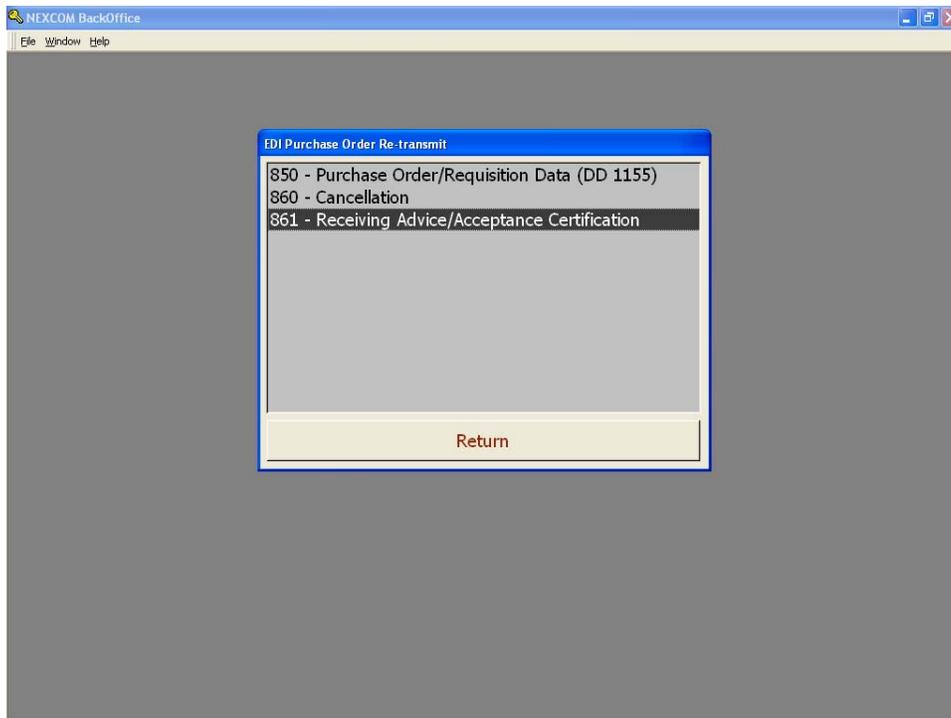


The Generate Outgoing EDI Transmit files, is no longer used.

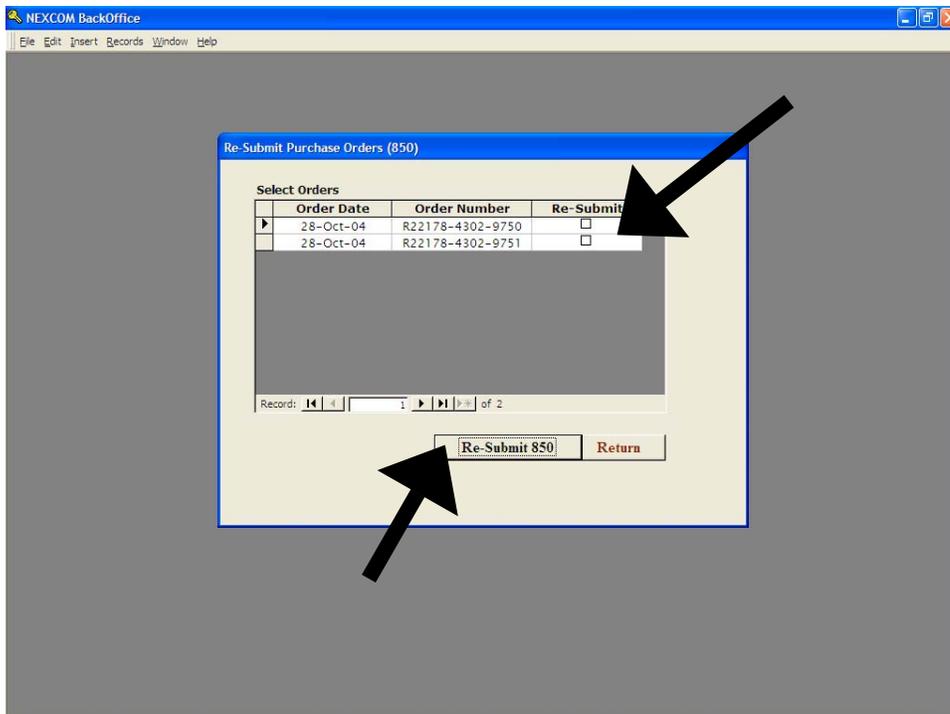


The Re-Transmit option gives you several choices. The options are used if it is necessary to re-send any data. From the pull down menus select the 850 (order), 860 (cancellation) or 861(receiving report). Check the block by the appropriate PO number, insert the disk and click on the button to re-write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

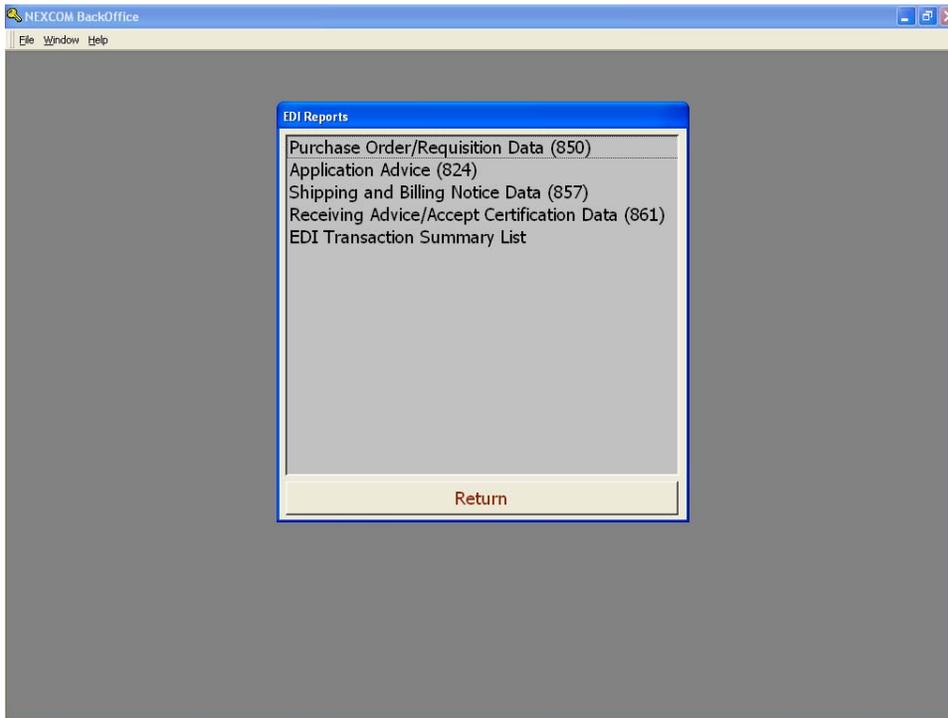




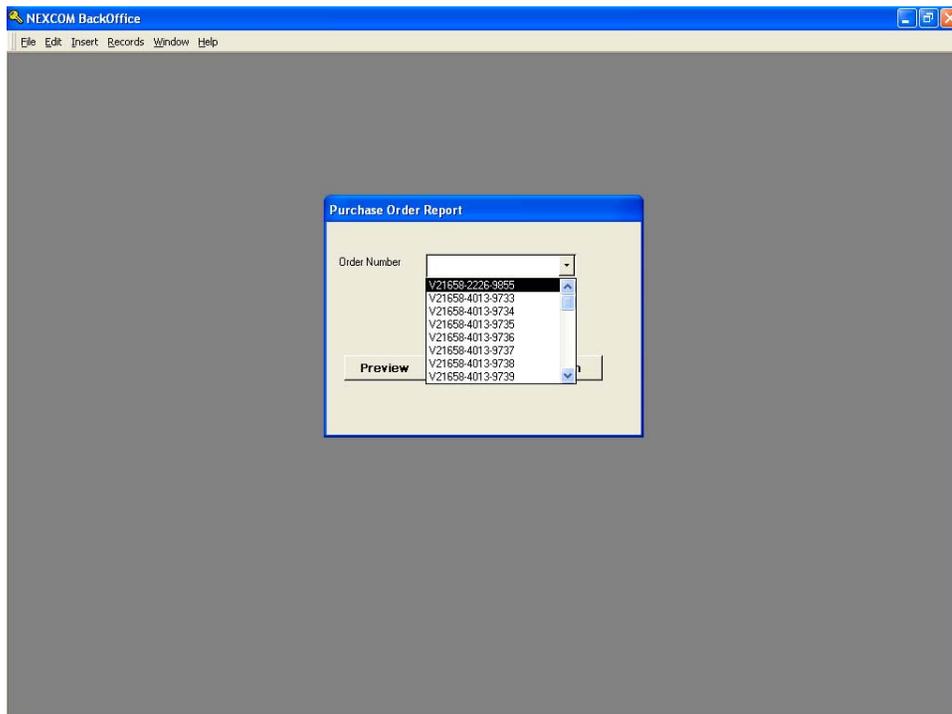
In each option you will receive a pull down menu to select the order and click the button to Re-Write to a floppy.



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.

Start Date: 9/26/2003
End Date: 9/30/2004

**Purchase Order Description
(850)**

Run Date: 9/8/2004
Run Time: 13:07

USS Arzio UIC V21658

Order #	Order Date	Article #	Description	# Ordered	Cost EA	Total
V21658-2226-9855	14-Aug-02	0700003994	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 PEACHIOS 1.5	24	\$0.79	\$18.96
		0700002611	SALTED CASHEWS 1.5OZ.	24	\$0.79	\$18.96
		0700002584	JERKY BIG DAD HOTSTCK	192	\$0.71	\$136.32
Total For Order						\$260.64

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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.

Start Date: 9/26/2003
End Date: 9/30/2004

**857 Order Delivery Information
Report**

Run Date: 9/8/2004
Run Time: 13:08

USS Arzio UIC V21658

Requisition/Purchase Order Number V 21658-4027-9700

Stock Number	Description	Quantity Ordered	Quantity Shipped	Quantity Received
0700001086	(A1) SNACK 073196001500 3	12	12	

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

Start Date: 9/26/2003
End Date: 9/30/2004

EDI 861 TRANSACTION SUMMARY LIST

Run Date: 9/8/2004
Run Time: 13:14

USS Arzio UIC V21658

PO Date	Order	Article	Description	Qty Ord	Qty Rcv'd	Qty Rtn	Qty in Question	Qty not Rcv'd
3/4/2004	V21658-4027-9700	0700001086	(A1) SNACK 0731960015	12	12	0	0	0

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

Start Date: 9/26/2003
End Date: 9/30/2004

EDI TRANSACTION SUMMARY LIST

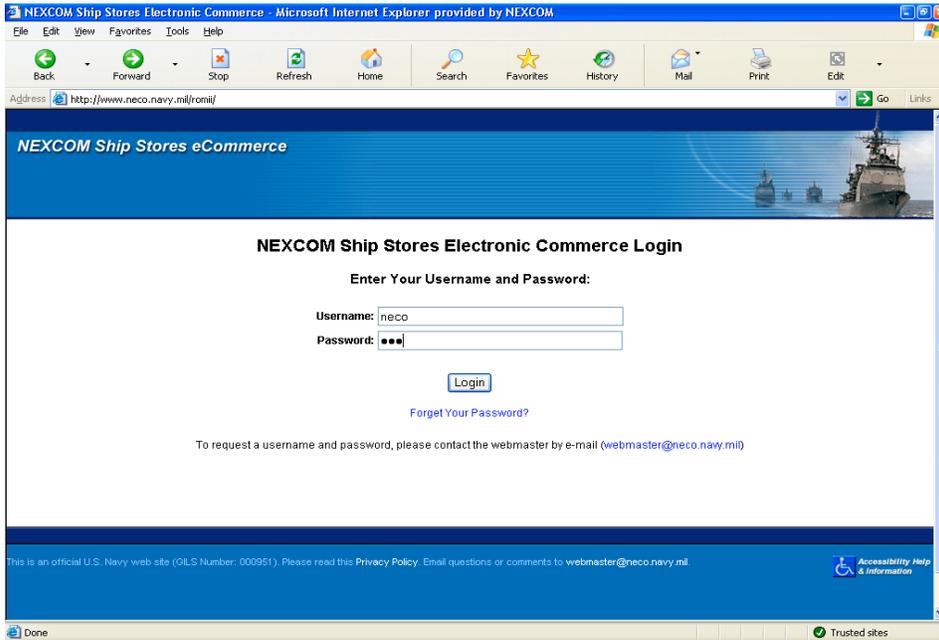
Run Date: 9/8/2004
Run Time: 13:15

USS Arzio UIC V21658

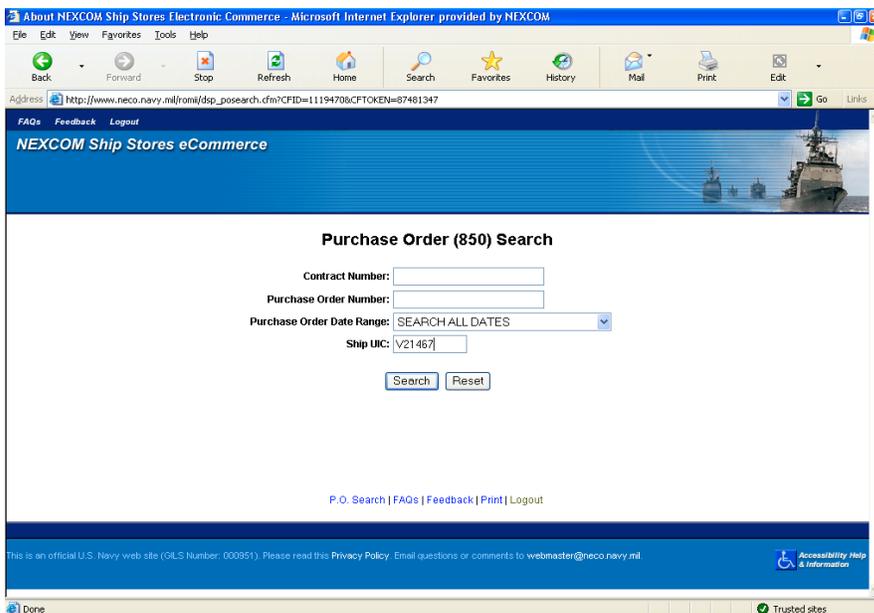
Transaction	Purchase Order	Order Date	Ship Date	Received Date	Cancel Date
857 (SHP DOC)	V20725-3270-9700		30-Oct-03		
857 (SHP DOC)	V21560-3147-9741		20-Aug-03		
850 (FORM1155)	V21658-2226-9855	14-Aug-02			
850 (FORM1155)	V21658-4013-9733	13-Jan-04			
850 (FORM1155)	V21658-4013-9734	13-Jan-04			
850 (FORM1155)	V21658-4013-9735	13-Jan-04			
850 (FORM1155)	V21658-4013-9736	13-Jan-04			
850 (FORM1155)	V21658-4013-9737	13-Jan-04			
850 (FORM1155)	V21658-4013-9738	13-Jan-04			
860 (Cancel PO)	V21658-4013-9738				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*



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

Query Retrieved: 3 Record(s)
Showing items 1 - 15

Purchase Order No.	Release No.	P.O. Date
V2195451539753		06/02/2005
V2195451339751*	GG01	05/13/2005
V2195451339752*	GG01	05/13/2005

[New Search](#)

Purchase Order (850)

Purchase Order Number:	V2195451539753
Release Number:	
Contract Number:	V2195451539753
Purchase Order Date:	06/02/2005
Required Delivery Date:	06/20/2005
Company Name:	Voyager Custom Products
Ship Name:	USS ROOSEVELT (DDG-80)
Ship UIC:	V21954
POC:	J.W. ENDRESS, LT, SC, USN
Ship to Name:	SALES OFFICER
Ship to Address:	
Delivery Zone:	I
Cert of Conformation:	
Shipping Authorized:	No
Total Dollar Amount:	\$2,092.50
Line Item (CLIN):	0001
Stock Number:	560002208
Unit of Issue:	EA

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

Query Retrieved: 3 Record(s)
Showing items 1 - 15

Purchase Order No.	Release No.	P.O. Date
V2195451539753		06/02/2005
V2195451339751*	GG01	05/13/2005
V2195451339752*	GG01	05/13/2005

[New Search](#)

Purchase Order (850)

Purchase Order Number:	V2195451339751
Release Number:	GG01
Contract Number:	N0018903D0939
Purchase Order Date:	05/13/2005
Required Delivery Date:	05/18/2005
Company Name:	C. Lloyd Johnson, Inc
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
Cert of Conformation:	
Shipping Authorized:	No
Total Dollar Amount:	\$840.00
	857: 05/16/2005
Line Item (CLIN):	0018

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