

Orgill EDI FTP Version

Orgill has 2 different file layouts and 2 different ways of receiving orders, Price Updates and Promotions

Technical note: (Files should have a HDI at the beginning of each record if viewed in Notepad if it's the new file layout)

In this manual we are going to explain the new FTP procedure.

You must have Orgill's EDI department set you up on the FTP server. They will email you a Login and Password.

Note: This only has to be done once.

Create a vendor Called Orgill In Vendor Master

Vendor Master

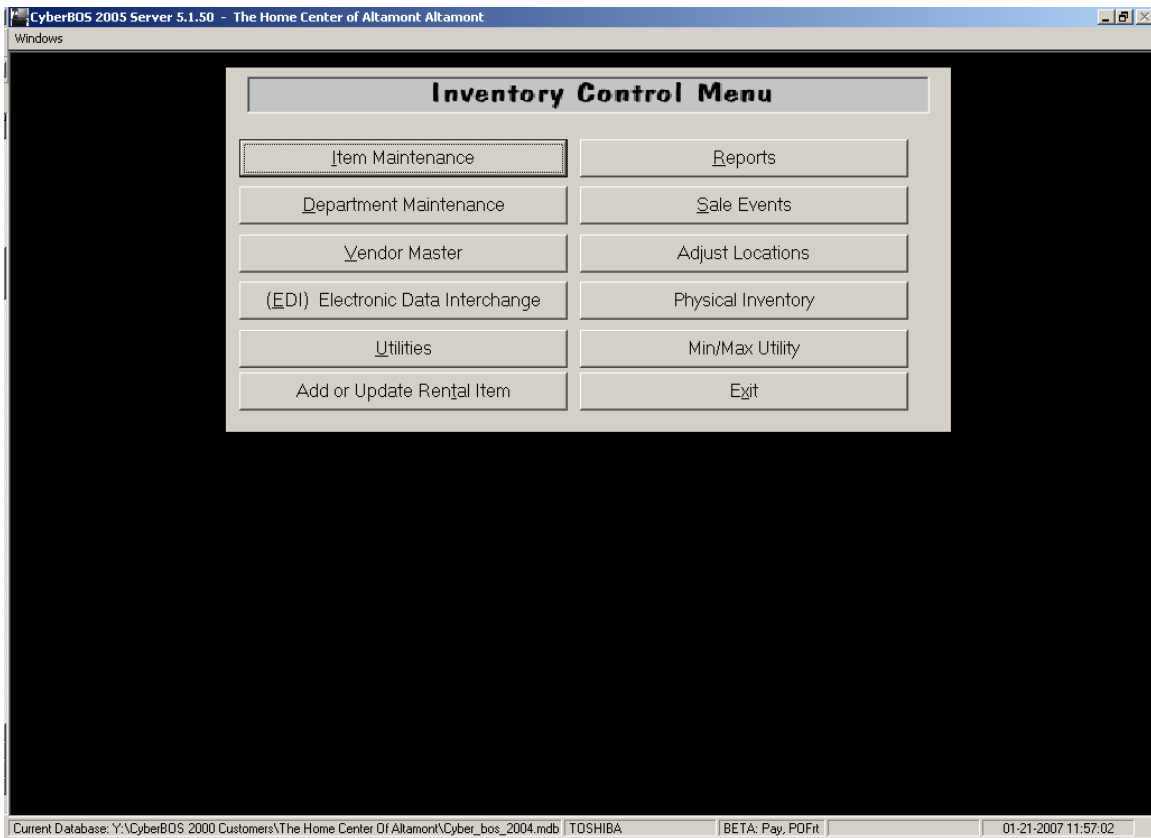
Company Name: Orgill
Physical Address:
Physical Address 2:
City: State:
Zip Code:
Created: 10/26/2006
AP Code:
Vendor Type:
Status: Open
Web Address:
Sales Tax Category: Non-Taxable
Due Date Terms:
Invoice Due: 0 Days
Discount: 0%
If Paid By the:
Acct #: dealer
EDI Login: dealer
EDI Password: password
Save And Exit
Save
Cancel/Exit
Print
Search
Delete
Help

Contacts		Remit To	History	Notes
Name	Email	Type	Number	Ext

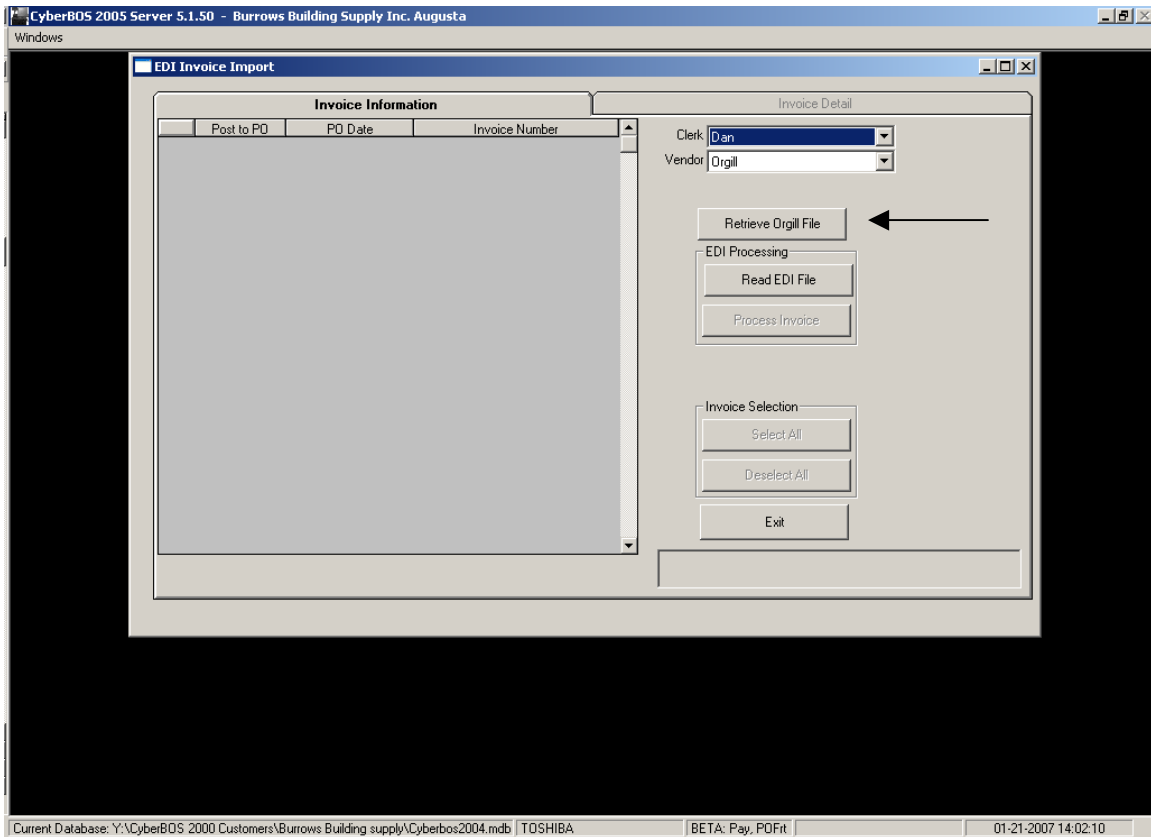
Enter the Login and Password in their appropriate fields.(See the arrow?)

Enter your dealer number in the Account Number Field.

Be sure that you are logged on the internet. For FTP is internet based only.

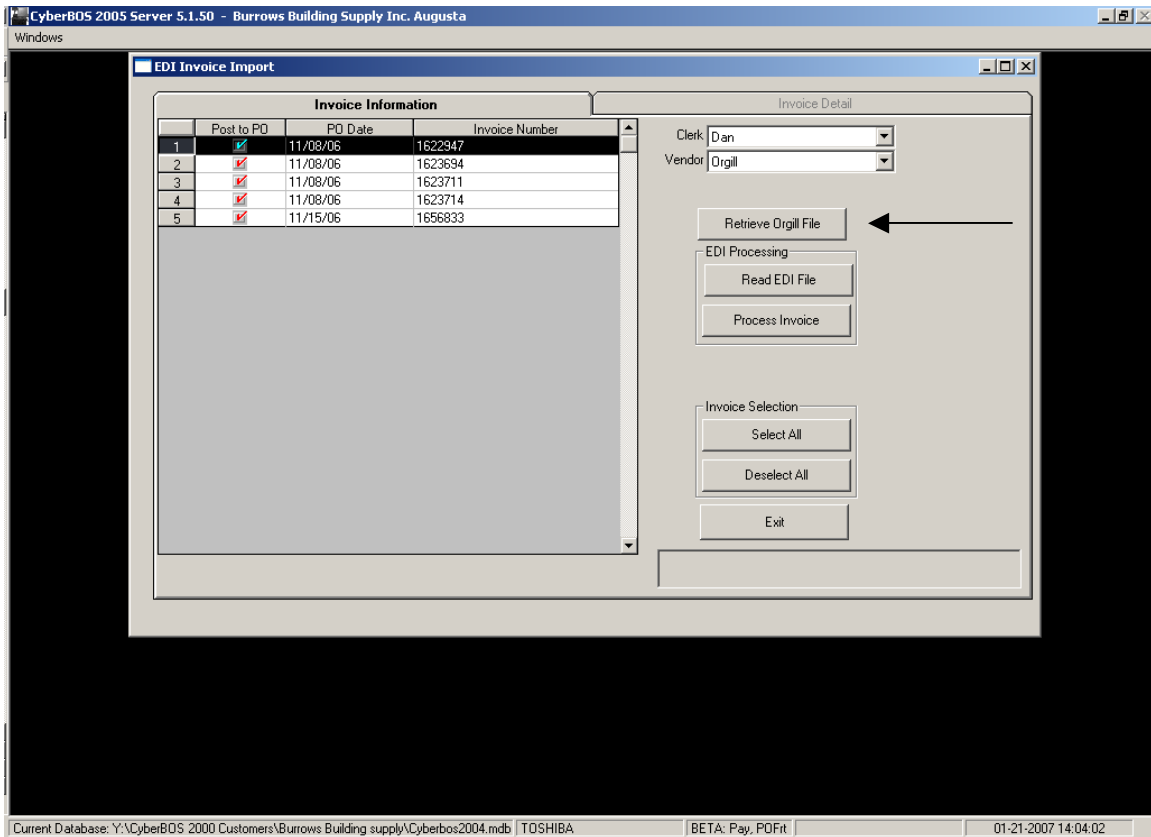


From the Inventory Control Menu Select EDI (Electronic Data Interchange)



Select your clerk name then select Orgill from the Vendor list.

Click on Retrieve Orgill File button (see the arrow?)



The grid will display all the Invoices, Price updates and Promos that are available to process.

If there are any Price Change Files or Proms in the grid, Uncheck them. Process the invoices first, separate from price changes and promos. *See Process Price Changes in a separate manual.* Failure to uncheck the Price Change/Update Promos, will force you to do the Price Changes and Promos first. You will have to go back and process the invoices later. This manual is for training on Invoices Only. There is a separate manual for Price and Promo Updates.

Click on the Process Selected button. (See the arrow?)

You may choose to select or deselect invoices by clicking the check box just left of the PO Date.

Unknown Unit

When pulling in an order, you may get a screen that looks like this, if you do, it's because Orgill is sending you a UOM (Unit Of Measure) that is different from what you have on file for this item.

In this example this member has FT for the Primary Purchase UOM, but Orgill is sending SO (god only knows what SO represents) it appears to be a Spool (what's wrong with SP or SL for Spool?) and the member has it by the Foot (FT). You will also notice this member has the cost at .11 cents, and Orgill has the cost at \$48.45. This would indicate that Orgill is sending down the cost per Spool. Here is an opportunity for you to change the Item so your inventory will match Orgill. It is recommended.

Unknown Unit

An item has been received with an unknown unit of measure.

Product 504351
Description 500' RED 125QL THHN WIRE
Cost \$48.95
Unit Of Measure SO

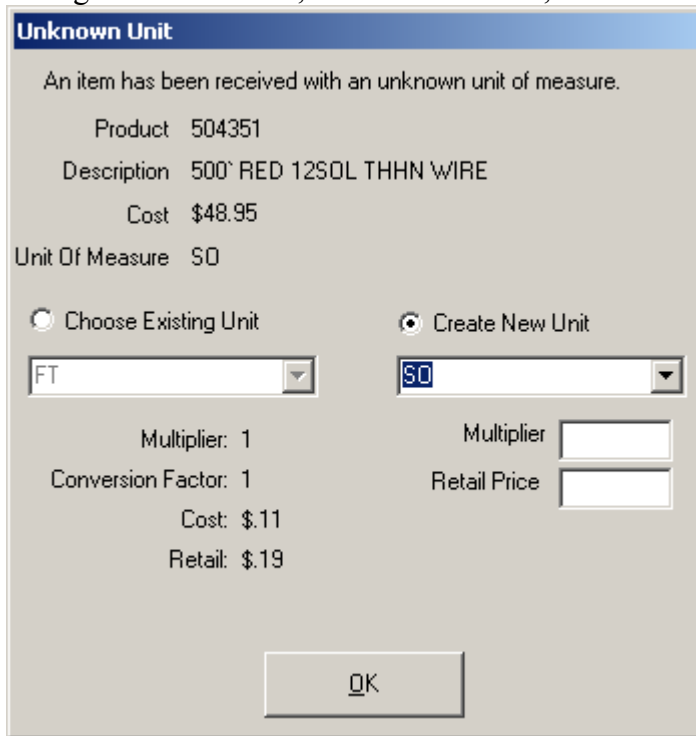
Choose Existing Unit Create New Unit

FT 24

Multiplier: 1 Multiplier
Conversion Factor: 1 Retail Price
Cost: \$.11
Retail: \$.19

OK

Change the Unit to SO, if it does not exist, Click on Create New Unit and add it.



The dialog box titled "Unknown Unit" contains the following information:

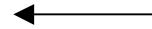
- Product: 504351
- Description: 500' RED 12SOL THHN WIRE
- Cost: \$48.95
- Unit Of Measure: SO

There are two radio buttons: "Choose Existing Unit" (unselected) and "Create New Unit" (selected). Below the "Choose Existing Unit" radio button is a dropdown menu showing "FT". Below the "Create New Unit" radio button is a dropdown menu showing "SO".

Fields for "Multiplier" and "Retail Price" are present. The "Multiplier" field has a value of 1. The "Retail Price" field is empty.

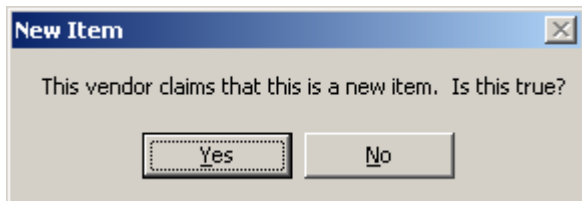
Cost: \$.11
Retail: \$.19

An "OK" button is at the bottom.



Put 500 in the Multiplier Field. Because this order had 4 Spools on the order, but the system has it in by the foot, you have to tell the system how many feet are on a SO (Spool). You have to look and hope the description tells you how many feet are in the Spool. If not, you will be forced to look it up on their web site, or in their catalog.

New Item Warning



The dialog box titled "New Item" contains the following text:

This vendor claims that this is a new item. Is this true?

There are two buttons: "Yes" and "No".

You may get this warning if Orgill Claims this is a new item and it's really not. How this can occur, is if Orgill replaces an item with a new Orgill number because they switched vendors on this particular it. They give it a new Orgill number (SKU). If it is new, simply answer YES. If it's not, click on NO and it will allow you to enter your current SKU for this item and add the new Orgill number as an Alternate. Done once it will never ask again.

Invalid Items

CyberBOS 2004 Node Version 4.0.240 - Paola Paola

Windows

EDI Invoice Import

Invoice Information				Invoice Detail					
	Invoice	Product	Description	Qty	UOM	Cost	Retail	Extended	Dept
1	0439684	100081	HANGER,JOIST 2x8-10	100	EACH	\$0.462	\$0.89	\$46.20	INVALID
2	0439684	102288	BASE POST 5x5	25	EA	\$2.880	\$5.49	\$72.00	NEW
3	0439684	105488	HANGR,JOIST 2x10	150	EACH	\$0.528	\$0.99	\$79.20	INVALID
4	0439684	113263	CRNR I/S PWT WH	25	EA	\$1.614	\$3.79	\$40.35	NEW
5	0439684	113948	5/8-2x4 FIFTH AVENUE	20	CT	\$18.240	\$31.99	\$364.80	NEW
6	0439684	200605	NIGHT LTCH RM	2	EACH	\$5.953	\$9.69	\$11.91	INVALID
7	0439684	210609	PASSAGE,SLIDING DR	4	EA	\$6.272	\$10.49	\$25.09	NEW
8	0439684	214892	BRKT,SHELF/ROD	20	EACH	\$1.263	\$2.29	\$25.26	INVALID
9	0439684	214892	BRKT,SHELF/ROD	180	EACH	\$1.263	\$2.29	\$227.34	INVALID
10	0439684	214906	BRACKET SHLF WHT	100	EA	\$1.355	\$2.49	\$135.50	NEW
11	0439684	216984	PULL,PLASTIC 3"	25	EA	\$1.840	\$3.09	\$46.00	NEW
12	0439686	217697	CAPS END	4	BAG	\$1.017	\$1.89	\$4.07	Builders Hardware
13	0439686	217719	BRKET SIDEWAL	72	CD	\$1.941	\$3.89	\$139.75	NEW
14	0439686	217824	SHELF 12"x72"	72	EA	\$11.587	\$22.89	\$834.26	NEW
15	0439684	221986	CATCH,ROLLER	25	EACH	\$0.497	\$0.89	\$12.43	INVALID
16	0439684	227775	RIM DEADLOCK SINGLE	1	EA	\$7.888	\$12.79	\$7.89	NEW
17	0439684	231215	ENTRY	20	EA	\$17.772	\$24.49	\$355.44	NEW
18	0439687	241334	CATCH,BALL1x21/8	15	EA	\$3.826	\$6.49	\$57.39	NEW
19	0439686	250100	BACKSP,STRAP	2	EA	\$19.573	\$33.99	\$37.79	NEW

Post To Purchase Order

THERE ARE NO ERRORS IN THIS ORDER.CHANGE ANYTHING YOU NEED TO ON THE SPREADSHEET OR POST AS IS TO CREATE YOUR PURCHASE ORDER

Exit

Current Database: \\cyberserver\c_drive\CyberBOS2000\Database\SQL\Cyberbos2004.MDB | TOSHIBA

07-12-2005 18:17:36

Items with a Purple back ground are New but have an invalid department associated with the item number. This would be due to the Orgill catalog having a department that you don't have in your system. Click on the drop down list and choose a valid department. You can prevent this in the future by adding any departments that are missing in your system to match Orgill's catalog.

New Items

CyberBOS 2005 Server 5.1.50 - Burrows Building Supply Inc. Augusta

Windows

EDI Invoice Import

Invoice Information				Invoice Detail					
Invoice	Product	Description	Qty	UOM	Cost	Retail	Extended	Department	
51	1623714	6328082	RQ-2 QUAD WIRE LABEL HOLDER	300.00	EA	\$.08	\$.14	\$24.00 NEW	
52	1656833	1933225	1918830 CAMO EARTH BRWN SPRAY	6.00	CN	\$2.04	\$3.93	\$12.24 Paint	
53	1656833	5308838	1916830 CAMO BLACK SPRAY PAINT	6.00	CN	\$2.04	\$3.93	\$12.24 Paint	
54	1656833	8820557	1917830 CAMO KHAKI SPRAY PAINT	6.00	CN	\$2.04	\$3.93	\$12.24 Paint	
55	1656833	4343851	1919830 CAMO GREEN SPRAY PAINT	6.00	CN	\$2.04	\$3.93	\$12.24 Paint	
56	1656833	7457967	1920830 CAMO ARMY GREEN SPRAY	6.00	CN	\$2.04	\$3.93	\$12.24 Paint	
57	1656833	6397939	27-2408 PASTL BSE S-GLS LATEX	4.00	GA	\$19.43	\$26.99	\$77.72 Paint	
58	1656833	6404891	27-1400 WHITE FLAT WALL LATEX	4.00	GA	\$14.54	\$19.99	\$58.16 Paint	
59	1656833	8992943	KWP122 2PLAQUE LP GAS HEATER	1.00	EA	\$116.11	\$172.45	\$116.11 NEW	
60	1656833	6415889	27-1402 TINT BASE FLAT LATEX	4.00	GA	\$14.38	\$21.99	\$57.52 Paint	
61	1656833	6415871	27-1408 CUST WHITE FLAT LATEX	4.00	GA	\$14.54	\$21.99	\$58.16 Paint	
62	1656833	6450175	16506 SQUARE CHIMNEY BRUSH BIN	1.00	EA	\$12.34	\$25.23	\$12.34 NEW	
63	1656833	6227904	SS-1 POLY SGL LAUNDRY TUB/LEG	1.00	EA	\$22.20	\$37.24	\$22.20 Siding	
64	1656833	8172876	8D COATED SINKER NAIL 50#	1.00	BX	\$19.26	\$37.00	\$19.26 NEW	
65	1656833	8227597	16D COATED SINKER NAIL 50#	2.00	BX	\$18.64	\$36.50	\$37.28 NEW	
66	1656833	3119146	6G30-30F/6G30-32F1 30GAL 6YR	1.00	EA	\$266.20	\$345.75	\$266.20 Plumbing	
67	1656833	6964928	46141 SQ NOTCH ROOF RIPPER	1.00	EA	\$18.15	\$25.16	\$18.15 Lawn & Garden	
68	1656833	0834101	ROOFSIN WOOD ROOFING SHOVEL	2.00	EA	\$12.46	\$22.95	\$24.92 NEW	

Press <Ctrl> P to print grid

Post To Purchase Order

Print Price Changes New Item More than 1/2% cost change No change

Update department in inventory to change I've made.

Current Database: Y:\CyberBOS 2000 Customers\Burrows Building supply\Cyberbos2004.mdb | TOSHIBA | BETA: Pay, POFit | 01-21-2007 14:12:33

New Items appear in Yellow.

Change the departments on all items that say New to their perspective department. If you miss any, the system will make you change all that you missed to one department.

Note: We recommend adding a department called New Items, then putting all new items in that department, and changing them later to the correct department to prevent slowing the EDI process down.

At this point you can print any items that the prices have changed. Click on "Print Price Changes."

Report Display
Page 1 of 1
75%

Orgill EDI Price Update Report

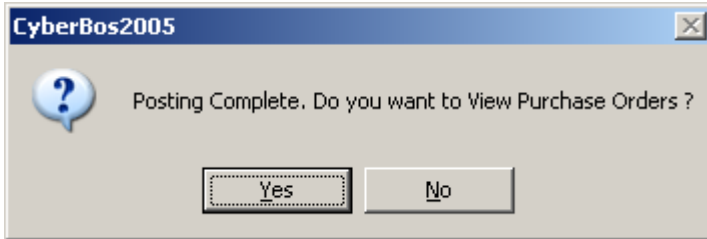
Date 01/21/2007

Action Taken	Stock Number	Old Cost	New Cost	CostChange %	Old Retail	New Retail	Changed
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426676	1.000	12.000	0.00	0.00	0.00	Retail Update
Update	0426676	0.000	1.000	0.00	0.00	0.00	Retail Update
Update	0426677	0.000	2.000	0.00	0.00	0.00	Retail Update
Update	0426678	1.000	25.000	0.00	0.00	0.00	Retail Update
Update	0426678	500.000	4000.000	0.00	0.00	0.00	Retail Update

Click on Post To Purchase Order.

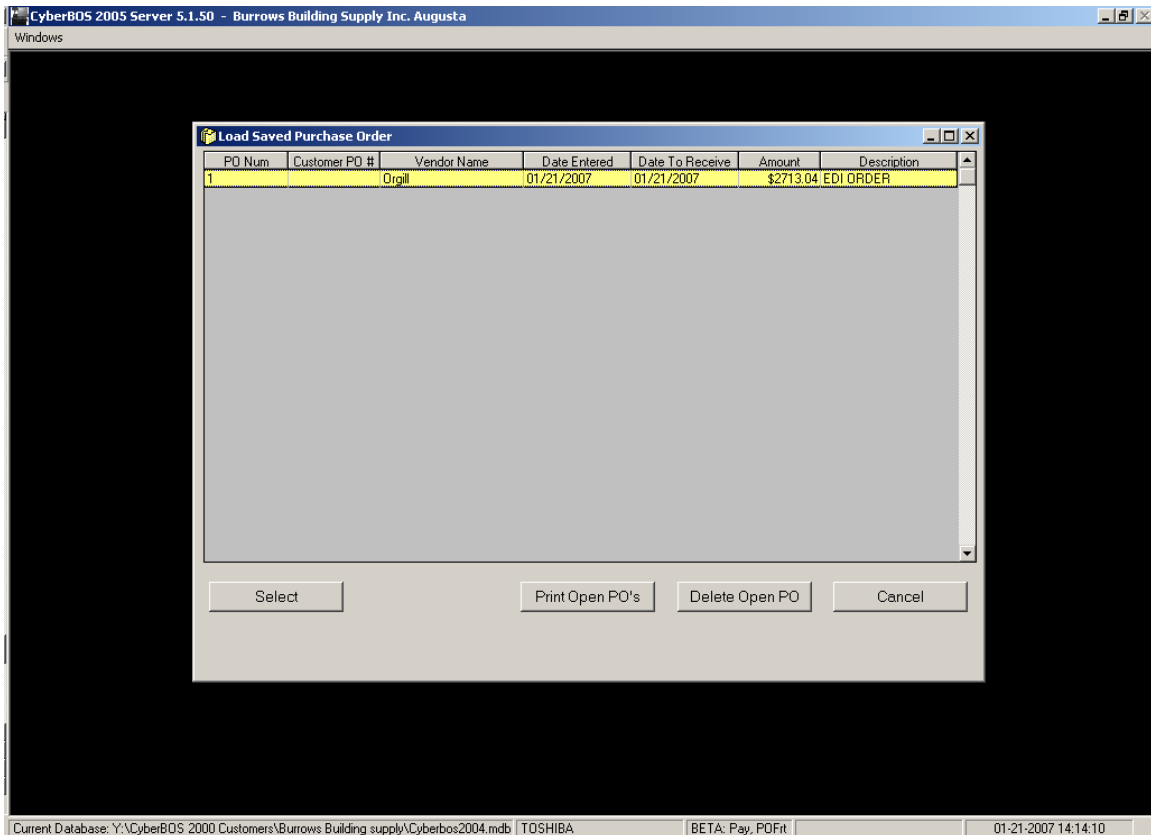
A warning will appear warning that you are about to replace the Cost in your inventory, answering Yes will do that now, answering No will NOT update the cost or retail until you post the PO (Purchase Order)

If you want to view the order in a PO for editing, posting and or printing, answer Yes. Otherwise answering NO will allow you to process another Invoice, File Maintenance or Price update.



In this case I answered Yes.

The system automatically takes you the Open PO Search Screen. Your EDI order should be the last PO in the list highlighted in Yellow, click on Select.



Post an EDI Order Within a Purchase Order

CyberBOS 2005 Server 5.1.50 - Burrows Building Supply Inc. Augusta

Commands

Purchase Order

Clerk: Dan Description Of PO: EDI ORDER Buying Dept: Terms: PO #: 1 Tax Code: Non-Taxable

Vendor: Orgill Ship To: Burrows Building Supply Inc.
105 N. First Street
Augusta AR 72006

DropShip

Customer PO Number: Date: 1/21/2007 Exp Rec Date: 1/21/2007

Item	Description	Qty Ord	Qty Shp	UOM	PU	Unit Cost	Extended	Retail Price	GPM	ONH	ORD	RDL
63	6227904 SS-1 POLY SGL LAUNDRY TU	1.00	1.00	EA	22.20	22.2000	22.2000	37.2400	40.39	0	0	0
64	8172876 8D COATED SINKER NAIL 50#	1.00	1.00	Box	19.26	19.2600	19.2600	37.0000	47.95	0	0	0
65	8227597 16D COATED SINKER NAIL 50#	2.00	2.00	Box	18.64	18.6400	37.2800	36.5000	48.93	0	0	0
66	3119146 6G30-30F/6G30-32F1 30GAL 6"	1.00	1.00	EA	266.2	266.2000	266.2000	345.7500	23.01	0	0	0
67	6964928 46141 SQ NOTCH ROOF RIPP	1.00	1.00	EA	18.15	18.1500	18.1500	25.1600	27.86	0	0	0
68	0834101 ROOFSIN WOOD ROOFING SH	2.00	2.00	EA	12.46	12.4600	24.9200	22.9500	45.71	0	0	0
69												

Sub-Total: 2713.04
Sales Tax: 0.00
Freight: 0.00
Discount: 0.00
TOTAL: 2713.04

Total Weight: 0

Press <Ctrl><Delete> to delete item — Press <Ctrl> P to Print Grid

Current Database: Y:\CyberBOS 2000 Customers\Burrows Building supply\Cyberbos2004.mdb | TOSHIBA | BETA: Pay, POFit | 01-21-2007 14:14:34

Notice: Remember the item we changed the UOM to SO and Multiplier to 500? Look at the last line on the PO. It received 4000 ft with the correct cost and new retail at .15 cents. It's recommended to go to Inventory Control and fix the item permanently, Change the Purchase Unit to SO, Change the Conversion Factor to 500, Update the Cost to Cost per Spool. \$48.95 This will make Orgill happy, and will prevent the Unknown Unit box from popping up the next time you purchase it. As long as Orgill doesn't change the UOM to SP or SL the next time you buy it.

Make any changes necessary to the items in the grid, and click on F1 to Post this order to Inventory .

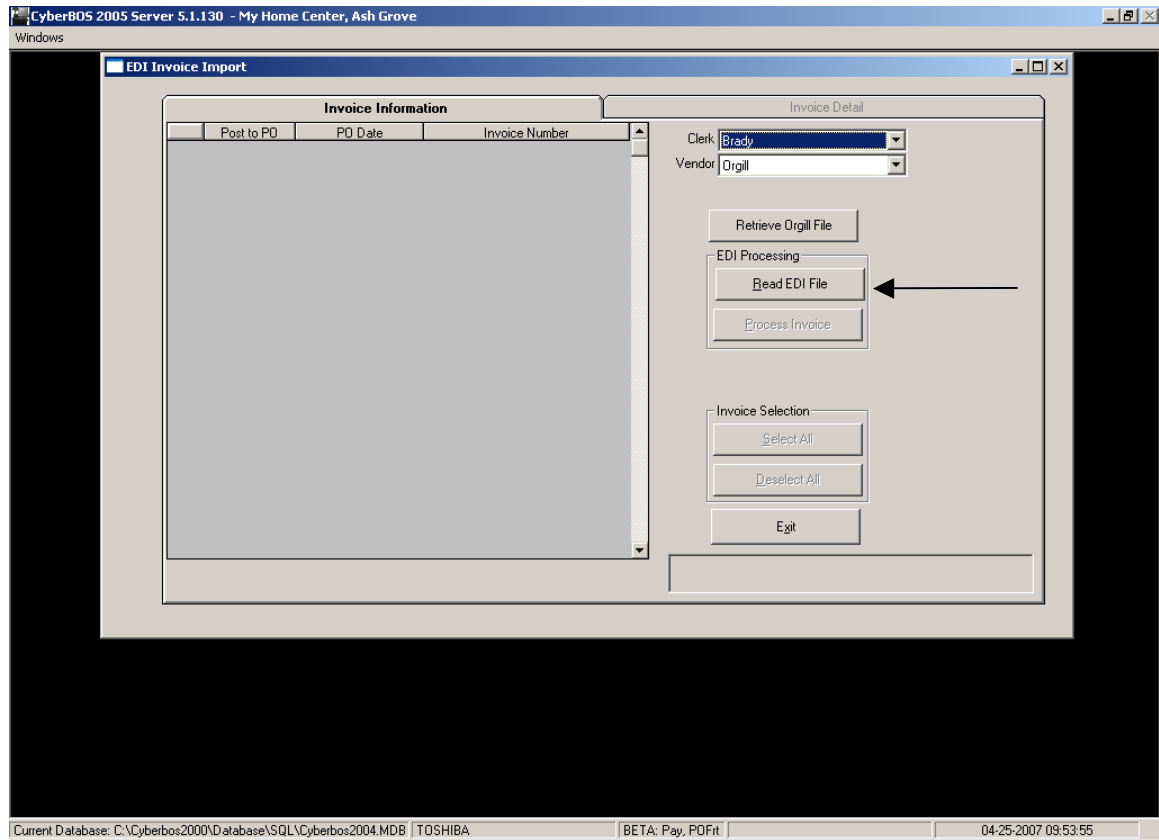
If you change the retail price, be sure to print a new Bin Tag to match your changes.

Be sure to answer Yes on updating Alternate UPC's, Target Pricing and Print a receiving report.

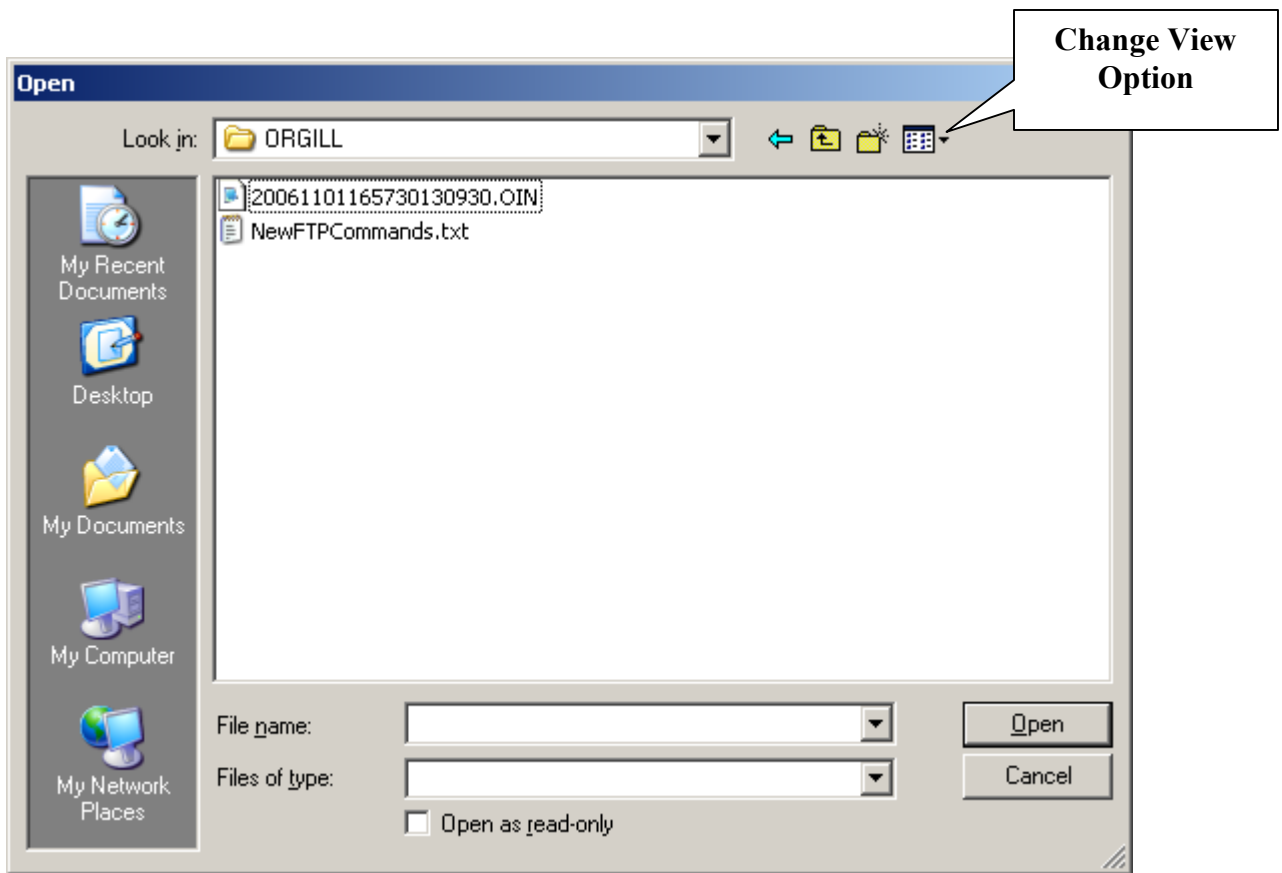
Reposting Old EDI Orders and Skipped Invoices

If you choose only one invoice to process and leave the rest behind, you will have to go back and retrieve the original file that contains the invoices skipped. Or if you need to repost or just look at an old EDI order, use the following procedure to do so.

From the EDI Menu Select Read EDI File:

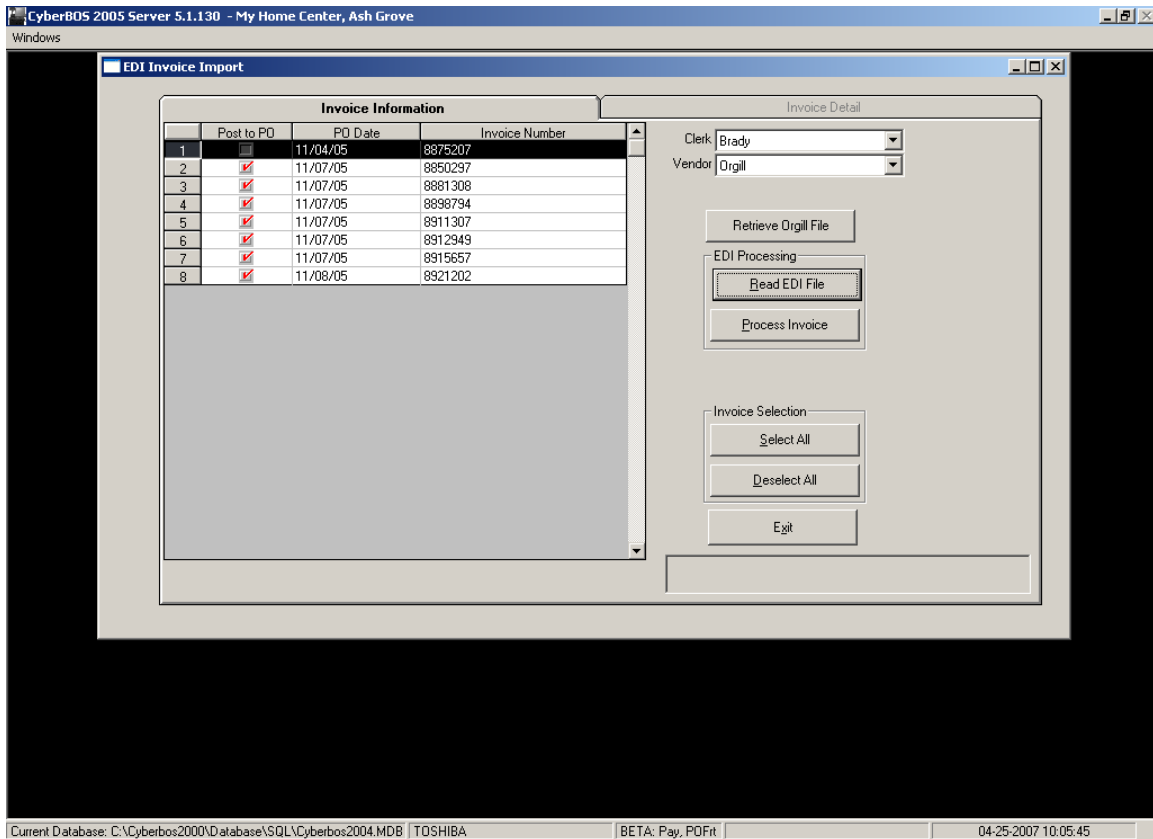


This should take you to y:\cyberbos2000\EDI\Orgill



The original file you download every week is your dealer number with an OIN (Orgill Invoice) extension. We rename this file with the date and time you processed it originally. We do this because the EDI file is always the same name every week. This will prevent old orders from being copied over. The last EDI order should be the last OIN in the list, if your not sure which one it is. Click on the “Change View” box located in the tool bar, to Detail. This will show the date. Or you may place your mouse on the file, it will display the date as well.

Select the EDI file, this one file contains all the invoice(s) for that week.



You will notice that the invoices that have not been posted have a Red check box by them, and the first one does not. This means the first invoice was processed and the rest have not been. Select the invoice(s) you want to process and proceed as normal.

Note: if you choose an invoice that has already been processed, it will warn you that you have already processed this invoice, and it asked are you sure you want to reprocess it.