

ADVANTAGE BUSINESS COMPUTER SYSTEMS, INC.
*****DATABASE VERSION*****
TRANSFERRING PURCHASE ORDER TO TRU*SERV VIA FLOPPY
REVISED 9/11/98

The following are instructions for transferring an Advantage Purchase Order to the Tru*Serv Connectivity Interface System (CIS) computer and sending the order electronically.

****NOTE****

- ³The Tru*Serv vendor should already be set up as an electronic purchasing vendor by selecting True Value (Cotter) as the "Electronic purchasing mode" on screen 3 of the Purchasing->Maintenance menu->Vendor file maintenance.
- ³You also need to enter your store number information under Purchasing->Posting procedures->Electronic purchasing procedure->[F2] Vendor setup.
- ³You should also have the configurations set up in the CIS software before beginning this procedure.

CREATE THE PURCHASE ORDER: (This option can be done from any Unix terminal that has access to the Advantage software.)

- 1) In Purchasing->Posting procedures->Purchase order entry, create the purchase order as you normally would. HINT: Use the "What ordered" field on screen 1 of the purchase order header to enter a unique identification for the order created.
- 2) Save the Purchase Order.
- 3) When saving the order, you will be asked to choose a file in which to store the order. Unless you have more than one order in this cycle, choose the first option, "Order.imp." Otherwise, the second order should be placed in the second file, "Order.im2," and so on. The next screen asks for "Order type," "Your relay number" and "If you want to override the suggested retail price." These are questions relating to Tru*Serv and you get the proper answers from Tru*Serv.
- 4) On the final question, "Do you want to export the order now?", Answer "Y" for yes. This will start the Tru*Serv order export to CIS Computer program.
- 5) Insert a floppy disk into the drive on your UNIX computer, then when the question "Use F)loppy or T)ransfer mode?" appears, choose the "F" option for floppy creation, and press [Enter].

NOTE : The same routine can be found in the "Electronic purchasing procedure" for creating the floppy disk.

TRANSFER THE ORDER TO THE CIS PC:

- 1) Boot the CIS PC.
- 2) Using the mouse, click the [Start] button.
- 3) Select [Programs].
- 4) Select [MS DOS Prompt].
- 5) Insert the floppy into the PC floppy drive.
- 6) Type "getord" then press [Enter]. (Do not type in the quote marks.) This routine copies the order from the floppy to the CIS import directory for processing.

SEND THE ORDER ELECTRONICALLY:

If you still have the CIS PC on and are at the MS DOS prompt, skip to step 5. Otherwise begin at step 1.

- 1) Boot the CIS PC.
- 2) Using the mouse, Click the [Start] button.

- 3) Select [Programs].
 - 4) Select [MS DOS Prompt].
 - 5) Type "CIS" and press [Enter].
 - 6) This will bring up the CIS software logo and disclaimers.
Press [Enter] until you reach the CIS "Main Menu."
 - 7) Select [Order entry].
 - 8) Select [Import order].
 - 9) The defaults for "Drive" and "Path" should be correct. The "Filename" is assumed to be "order.imp." If that is not correct, enter the right filename and press [Enter].
 - 10) Select [Create new order], then press [Enter].
 - 11) When the prompt "Do you wish to create this order?" appears, choose [Yes], then press [Enter].
 - 12) You may change the following fields:
 - Member number: [your assigned customer number should be correct]
 - Due Date: [this is the date the order will be placed]
 - PO Number: [Your purchase order number]
 - Comments: [Any relevant comments you want to add to the order]
 Make necessary changes or accept the defaults and press [Enter].
 - 13) When the process has completed, if you get any messages, read them and press [Esc] to return to the "Order entry" menu.
 - 14) Select [Send order] and press [Enter].
 - 15) Highlight the order and press [Enter].
If the order is not on the "Send Order" screen, there is an error on the order. To correct it, select the [Create/revise Order] option on "Main Menu." The order should be on the list in red colored type. Select it and make the necessary changes. Then return to [Send Order].
 - 16) Answer the following questions, "Do you wish to send the order" [Yes]; "RDC balance check not done, continue" [Yes]; and press [Enter].
 - 17) When the process has completed, you may exit the CIS software.
- **NOTE:** When this process is complete, read the messages on the screen to make sure the transfer was successful. If not, take the necessary measures to correct the problem and try the transfer process again.

RECEIVE THE INVOICE ELECTRONICALLY:

If you still have the CIS PC on and are at the MS DOS prompt, skip to step 5. Otherwise begin at step 1.

- 1) Boot the CIS PC.
 - 2) Using the mouse, Click the [Start] button.
 - 3) Select [Programs].
 - 4) Select [MS DOS Prompt].
 - 5) Type "CIS" then press [Enter]. (Do not type in the quote marks.)
 - 6) This will bring up the CIS software logo and disclaimers.
Press [Enter] until you reach the CIS "Main Menu."
 - 7) Select [File maintenance].
 - 8) Select [File maintenance downloads].
 - 9) When the "Receive File Updates" screen appears, press [Enter]. Answer the question, "Run file updates unattended," [Yes]. The CIS software will now dial the Tru*Serv computer system and download all of your store's current files.
- **NOTE:** When this process is complete, read the messages on the screen to make sure the transfer was successful. If not, take the necessary measures to correct the problem and try the download process again.
- 10) Exit the CIS software to the MS DOS prompt.
 - 11) Insert a floppy disk into the PC floppy drive.
 - 12) Type "puterp" and press [Enter]. (Do not type in the quote marks.)
This routine copies the "ERP-A" invoices from the CIS import directory to the floppy.
 - 13) Remove the floppy disk and insert it into the UNIX floppy drive.
 - 14) Log on to the Unix computer as normal.
 - 15) In Purchasing->Posting procedures->Electronic purchasing procedures, enter "14" (True Value/Cotter) as the vendor, and "R" (Receive data)

