

Type "M" for Mlink again, then press [Enter] to begin the transfer. Verify that the transfer was successful and press [enter] to continue. This returns you to the Advantage Posting procedures menu. If the transfer was not successful, make the necessary corrections, per the messages on the screen. Then retry the transfer.

- 12) Log off of the Unix computer.
- 13) Press [Ctrl &] (Control, Right Bracket), then type "Q" to quit the MLink session.

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

order, and you may now save and print the receiver. The electronic transfer and processing is now complete.

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