# NETcellent's
# Sales Order Import

# For

# ELLIOTT
# VERSION 7.4x

# From

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## *Introduction*

The **Sales Order Import** module is designed to import a pre-defined ASCII file to create COP sales orders. It is intended to provide an easy way for developers to create add-on solutions for creating sales orders. This includes, but is not limited to, EDI (Electronic Data Interchange), e-Commerce and using a notebook computer or portable device to capture off-line sales orders. Since a third party developer does not need to know how to allocate inventory, determine pricing, calculate commission and sales tax, and update various different files that are required to create a sales orders in Elliott, the task is easy to accomplish.

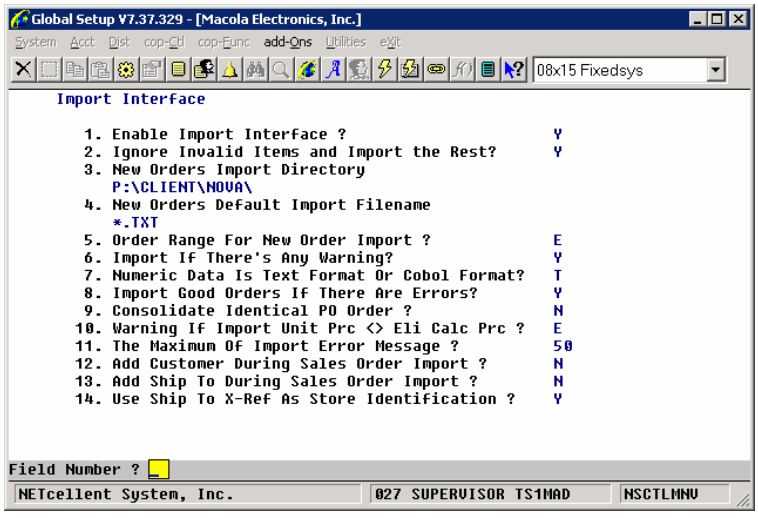
Not only does this relieve the developer's burden of interfacing with Elliott data files, it also simplifies the task of creating a sales order import ASCII file by requiring a minimum number of fields. The only required fields are the customer number and item number. For other fields, the system will honor the information in the ASCII file. If a field is left blank, a default value will be assigned. Therefore, a developer only needs to populate a few important fields that are relevant to its application without needing to know the meaning of every field. The formatted ASCII file layout is included in the later portion of this document.

## *Setup Sales Order Import Interface*

To setup the import interface, you will need to go to

1. The Elliott Main Menu
2. Util_Setup
3. Global Setup
4. Vertical
5. Sales Order Import Interface

You should see a screen similar to figure 1. Please be aware that the Sales Order Import function requires a separate license and you will not be able to access this function if you are not licensed for it.



**1. Enable Import Interface ?**

This must be set to "Y" to use the sales order import function. Sales order import is licensed separately. If you are not licensed for this function, you will not be able to turn this flag on.

**2. Ignore Invalid Items and Import the Rest?**

The default value is “N”. This allows you, if set to "Y", to import your data even if an item is invalid. By default, an invalid item in the imported ASCII file is considered an error condition and the import function will not import any of the data in the ASCII file. This is necessary to correct error conditions so users can make the necessary changes to fix the problem. For example, our UPC code may be setup incorrectly, so we should fix the UPC code settings and perform the interface again.

However, sometimes the error was at the source where we can’t do anything about it and we still want to import the rest of the orders by ignoring the invalid item. Then you would set this flag to “Y” temporarily and import the ASCII file. After that, change this flag back to “N” to ensure data integrity.

**3. New Orders Import Directory**

Specify a valid path here. The user will not be able to change this on the import screen, so you should choose a directory that will be used for all your order imports. We recommend you create a new directory specifically for importing orders.

**4. New Orders Default Import Filename**

Press F1 for the default value of “SOI*.TXT”. You can specify a particular filename, but wildcards are acceptable.

**5. Order Range For New Order Import ?**

There are two options here, “E” to use the Elliott Order Range and “S” to use a Separate Order Range. If “E” is selected, then imported orders will be assigned order numbers from the COP Control File, which is where COP Order Entry gets its sequentially assigned order numbers. If “S” is selected, then the screen will pop up a window asking for a starting order number. Imported orders will use this as a starting point to sequentially assign order numbers. This way you can keep imported orders segregated from regular orders entered manually.

If the Separate Order Range number is less than the Starting Order Number in the COP Setup File, then there is a possibility of assigning an order number that already exists. If the import program does find a duplicate, then it will use the COP Starting Order Number to assign the order number.

**6. Import If There's Any Warning?**

The default is “Y”. If set to "Y" the data will still be imported if there are any warnings found. For example, let’s say there is an invalid Ship-To number for your

trading partner, Wal-Mart, specified in the import ASCII file. Since this is a warning, not an error condition, Elliott will use the default Ship-To which is Wal-Mart's headquarters. If you do not want the default condition to take place, then answer "N" to this flag to prevent the system from importing sales orders when there is a warning condition.

**7. Numeric Data Is Text Format or Cobol Format?**

This flag specifies how your text file's numeric field will be formatted. If you select "T" for text, the number "12.5" will be stored as "12.5", "+12.50" or "00012.50+". The text format is very liberal; almost any human readable format can be used in the designated area for the numeric field. If you select "C" for Cobol, the number "12.5" may be stored as "0001250+" where the leading zeroes are required and the decimal point is implied. Under most of the situations, you would use **Text** format since this is the easiest format to be supported by the developer. However, you should verify with your developer or look at their documentation to make that determination. If you select the wrong format, your data will be imported incorrectly. If you are using NETcellent's provided EDI solution, please set this field to "T" for text format.

**8. Import Good Orders If There Are Errors?**

During the sales order import, if the system detects an error like an invalid customer number, the import program won't be able to proceed with import of that sales order. By default, the sales order import utility will not import the entire batch of sales orders, even though the error is only on one sales order. If you set this flag to "Y", then the import utility will import the good sales orders and keep the bad sales orders in the original ASCII file.

**9. Consolidate Identical PO Order ?**

In some situations, the import ASCII file may place one purchase order as multiple individual sales orders.

One example that uses this feature is an EDI spreadsheet order where a company, like Wal-Mart, may send out a PO for multiple stores and the stores are specified on each line item level. Most of the EDI mapping programs do not have the ability to create consolidated sales orders for each store specified in the line item area. Instead, the EDI mapping program will create one sales order per line item based on the ship-to store in the EDI line item area (usually in the SDQ segment).

If you set this flag to "Y", then during the import process, it will consolidate the purchase order if the following conditions are true:

Customer Number is identical
Purchase Order Number is identical
Ship-To Store Number is identical

**10. Warning If Import Unit Prc <> Eli Calc Prc ?**

Under normal situations, if the developer would like Elliott to calculate the unit price, you will simply leave the unit price field blank. If the developer would like to specify

the unit price, then they will simply populate the unit price field and Elliott would honor it.

In some situations, the developer may want to populate the unit price field and have Elliott calculate the unit price to compare. You may set this field to the following values:

**N = No Warning**

This means you want the import utility to honor the unit price the developer populates in the unit price field. No warning will be given if the unit price given is different from the Elliott calculated unit price.

**I = Warning and Use Import Price**

This means you want the import utility to honor the unit price the developer populates in the unit price field. However, the system will also compare this unit price with the Elliott calculated unit price. If they are different, a warning will be given on the pre-interface report and the interface journal.

**E = Warning and Use Elliott Price**

This means you want the import utility to always use the Elliott calculated unit price. However, if developer populates the unit price field, the system will compare the populated unit price with Elliott's calculated price. If they are different, a warning will be given on the pre-interface report and the interface journal.

**11. The Maximum Of Import Error Message ?**

This is the maximum number of error messages that will print on the pre-interface report and interface journal. If a number is not specified, then it will use a default of 9,999. If the number is unreadable, then it will default to 50.

**12. Add Customer During Sales Order Import ?**

You can have the import program add new customers to the Customer File by setting this flag to "Y". First, a default customer (&&&&&&) must be present in the Customer File and the ASCII file must contain a Bill-To name. Otherwise, the program will kick out the record as an error.

**13. Add Ship To During Sales Order Import?**

The import program can also add new Ship-To's, if this flag is "Y". The program will check the Ship-To and if does not exist, the record will be added.

**14. Use Ship To X-ref As Store Identification ?**

The Ship-To number is limited to four digits. If your customer has identified their stores with more than four digits, then you can use the X-ref (cross reference) field for the store number. First, an additional search key must be established for Ship-To's. You can accomplish this by going to Util-Setup, Global Setup, System and Additional Search Key. Change field 11 (Additional Search Key for Ship To) to "Y". This will prompt you for five search keys. In the first available key, enter X-ref Info. In the Ship-To file, field 15 (Ship-To X-Ref#) must populated with the correct store

number. This can be up to 17 digits. If there was already information here prior to adding the search key, you must generate the key for the information. You can do this by going to Util-Setup, Global Setup, Utilities, Generate User Index, Generate and Ship To Index Key.

Once the above procedures have been established, you can provide the store number in the Ship To X-ref field. If you provide a X-ref, leave the Ship-To number blank.

**15. Replace Orders Import Directory**

Specify a valid path here. The user will not be able to change this on the import screen, so you should choose a directory that will be used for all your order imports. We recommend you create a new directory specifically for importing orders.

**16. Replace Orders Default Import Filename**

Press F1 for the default value of "ROI*.TXT". You can specify a particular filename, but wildcards are acceptable.

**17. Order Range For Replace Order Import ?**

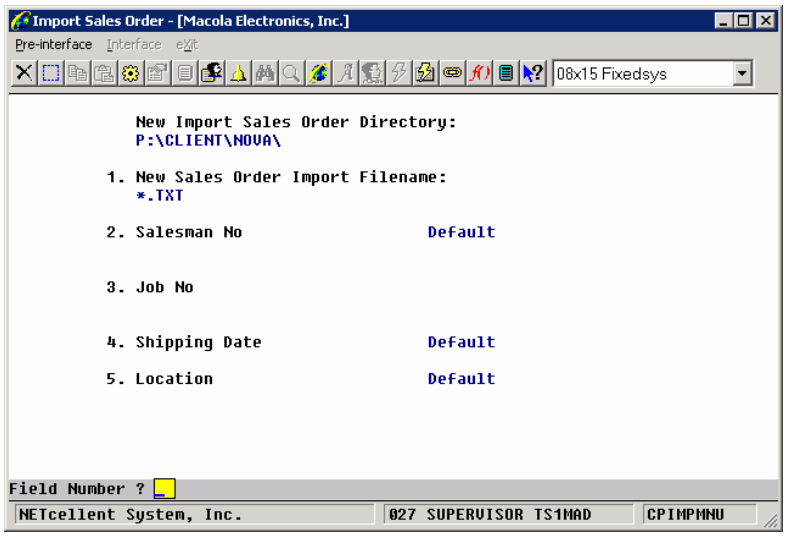
There are three options here, "E" to use the Elliott Order Range, "S" to use a Separate Order Range and "N" to use a New Order Range. If "E" is selected, then imported orders will be assigned order numbers from the COP Control File, which is where COP Order Entry gets its sequentially assigned order numbers. If "S" is selected, then the screen will pop up a window asking for a starting order number. Imported orders will use this as a starting point to sequentially assign order numbers. This way you can keep imported orders segregated from regular orders entered manually.

If the Separate Order Range number is less than the Starting Order Number in the COP Setup File, then there is a possibility of assigning an order number that already exists. If the import program does find a duplicate, then it will use the COP Starting Order Number to assign the order number.

## *Run Sales Order Import*

Once the import ASCII file is created by the developer's application, you can import sales orders into Elliott by going to:

1. The Customer Order Processing main menu
2. Util-Setup
3. Sales Order Import




The Import utility provides two functions: (1) Pre-Interface and (2) Interface. Sales Order Import will prompt you for the following:

**New Import Sales Order Directory**

This value comes from the global setup and can not be changed.

1. **New Sales Order Import Filename**
   The default value comes from global setup. You accept this value, however you can press F7 to view all the files based on this default or press F8 to view all the files in the import directory. You can also override it with your own value. Wildcards are acceptable.
2. **Salesman No**
   If the import is for a particular salesman, then you can specify the Salesman Number here and that will become the salesman for the whole batch of orders that are imported. If you hit enter and leave it blank, then the system will honor the Salesman in the ASCII file. If the Salesman is left blank in the ASCII file, then it will default to the Salesman Number in the Customer file or Ship-To file.
3. **Job No**
   If the import is for a particular Job Number, then you can specify the Job Number here and that will become the Job Number for the whole batch of orders that is imported.
4. **Shipping Date**
   If the import is for a particular shipping date, then you can specify a Ship Date in this field and the import routine will override the Ship Date in the entire batch of orders to this date. If not, simply hit enter to choose “Default”. By default, if the shipping date is left blank in the ASCII file, the import will use the System-Date. Otherwise, it will honor the shipping date provided in ASCII file.
5. **Location**

If the import is for a particular location, then you can specify the Location Code here and that will become the location for the whole batch of orders that are imported. If you hit enter and leave it blank, then the system will honor the Location in the ASCII file. If the Location is left blank in the ASCII file, then it will default to the Location Code in the Customer file or Ship-To file.

The Pre-Interface function will check the data integrity, report any warnings or errors, and print a report to show the orders and items that are to be imported. We suggest printing a Pre-Interface report to make sure the data is correct before proceeding to interface. This is especially important during the initial phase of implementing the interface project.

When users select Interface, the system will also perform an integrity check. If there are any errors, the system will not proceed with the import unless you choose to "Import Good Orders If There Are Errors" in the setup. However, if any warnings are found, the system will import the data, if the setup allows. A typical warning might be "Invalid Terms Code", so the system will substitute the customer's Terms Code as defined in the Customer File. Errors include; the customer number provided does not exist in the Customer File or the item number provided does not exist in the Item File, or the order number specified already exists in the Order Header File.

## *Setting up UPC Codes and Alt. Mfg. Item Numbers*

By default, the system will check the item number in the item number field of the import ASCII file against the item file in Elliott. If the item is not found in Elliott's item file, then an error condition will occur.

Sometimes, it is not possible for the developer's application to know Elliott's item number. For example, if you import sales orders from EDI, your trading partner probably provided you with UPC codes, not necessarily your item number. If your Elliott system is setup to recognize UPC codes, then it is possible to populate the ASCII file with UPC codes, instead of item numbers.

It is also possible for Elliott to recognize the Alt. Manufacture's Item Number during the import process. Lastly, Elliott can also recognize the customer's Item Number. Therefore, it is possible to put the following four different types of numbers in the item number field of the ASCII file for the import process to recognize:

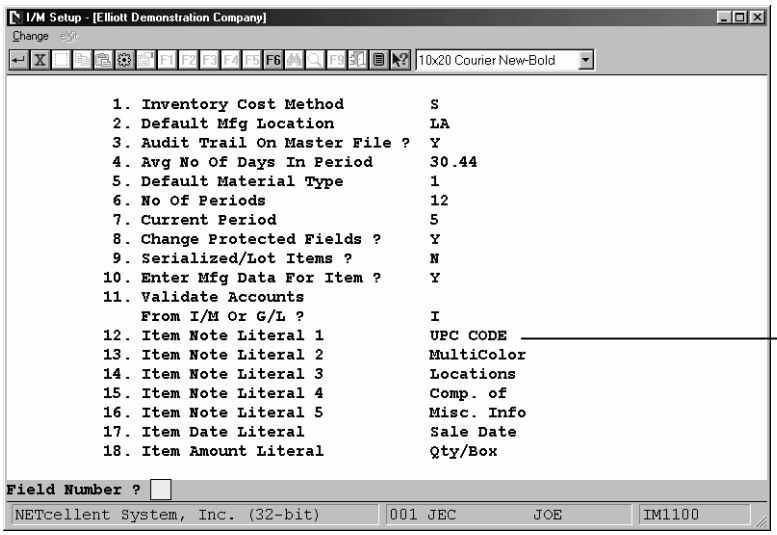
1. Elliott's Item Number
2. UPC Code
3. Manufacture's Item Number
4. Customer's Item Number

During the time of sales order import, the system will check the item number against Elliott's Item Number first. If not found, then it will try to match the UPC code in Elliott, if the UPC code is turned on. If not found, then it will try to match the Alt. Manufacture's Item Number, if this feature is turned on. If a match still isn't found, it

will try to match the Customer's Item Number. If all these fail, then the system will declare that this is an invalid item number.

During the import, any one of these four values may populate the item number field in the ASCII file as long as the system can successfully map it to the right Elliott item number. The item number obtained from Elliott will be Elliott's item number. The original value before the item number is translated will be saved in the field "Orig Item No." if the developer leaves this field blank in the ASCII file. To setup the Elliott system to recognize UPC codes, you should follow the following steps:

**Define an Item Note Literal Field as UPC Code in Inventory Setup**




This will be used as a field to validate the item number.

***Figure 3 shows the Item Note Literal 1 as UPC CODE.***
After defining the Item Note Literal, it must be added as an Additional Search Key.

**Additional Search Key Setup**

1. Main Menu
2. **U**til-setup
3. **G**lobal setup
4. **S**ystem
5. Additional Search **K**ey

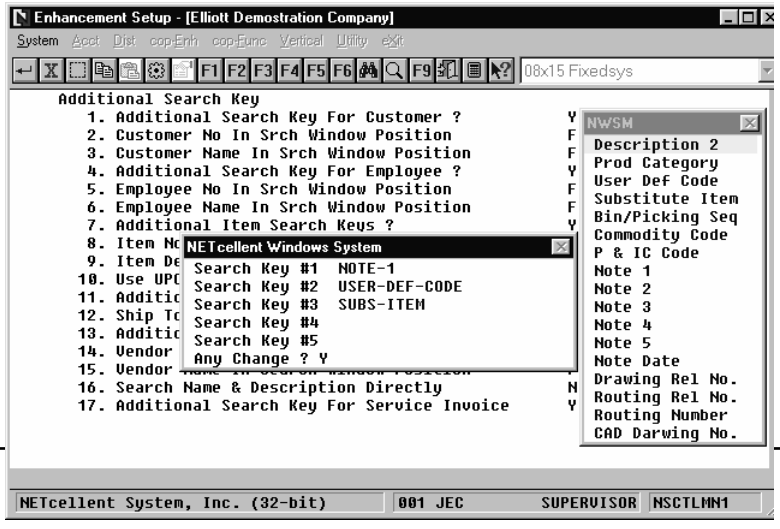
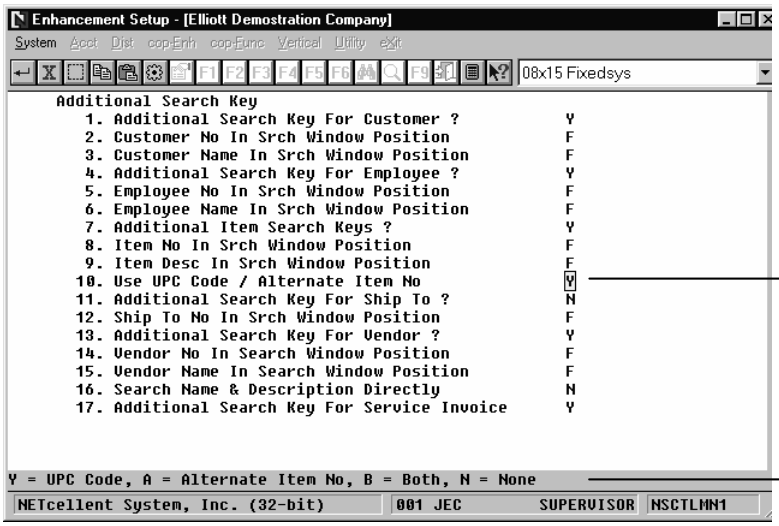


***Figure 4 shows Note-1 as a search key.***

After Field 7 has been selected as "Y" and the UPC Code Search Key defined, we must define what additional information we want the system to scan. This is done in Field 10.




Field No. 7 must be set to "Y". When you select "Y" a window pops up to define your Search Keys.

The available fields are displayed in a second popup window. Had we used Note 4 as the UPC Code, we would ad

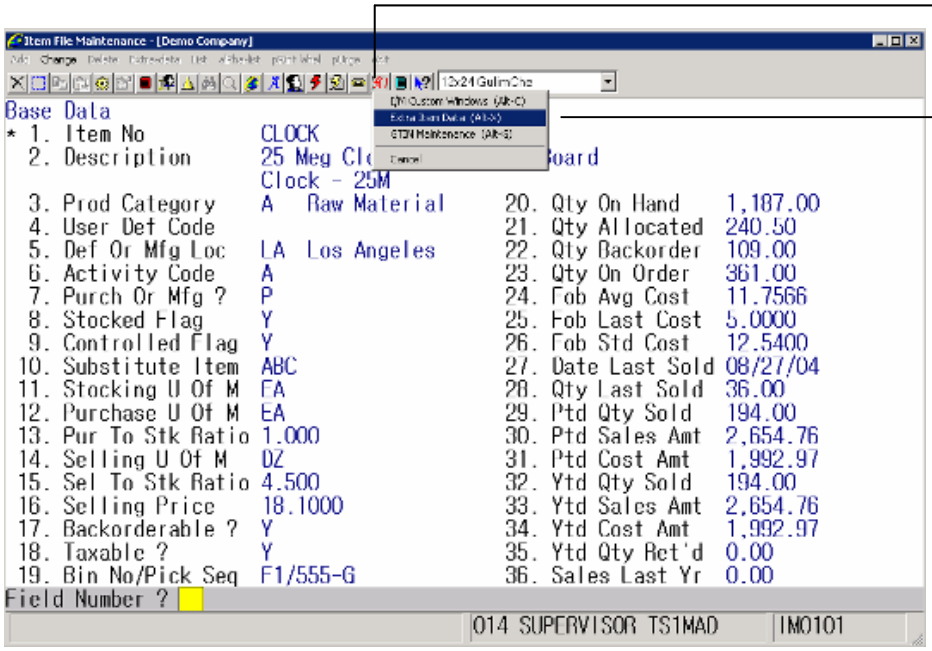
Field 10 is "Y" for UPC Code.

Choices available for Field 10

***Figure 5 is set to Y for UPC Code.***

After defining the Item Note Literal field, Additional Search Key (Field 7), and Use UPC Code (Field 10), we must set up UPC codes for each inventory item. This is done in Inventory Item File maintenance.

**Setting Up UPC Codes for Inventory Items**




Press the Special Functions icon.

Choose Extra Item Data. Pressing Alt-X will also display this window.

***Figure 6 displays the menu options for Special Functions.***

### Adding The UPC Code To An Item

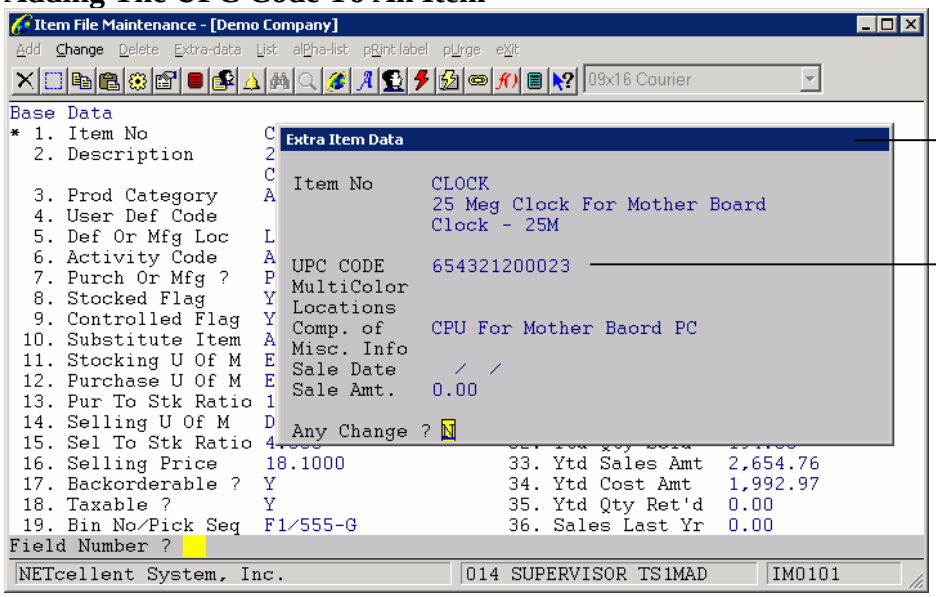
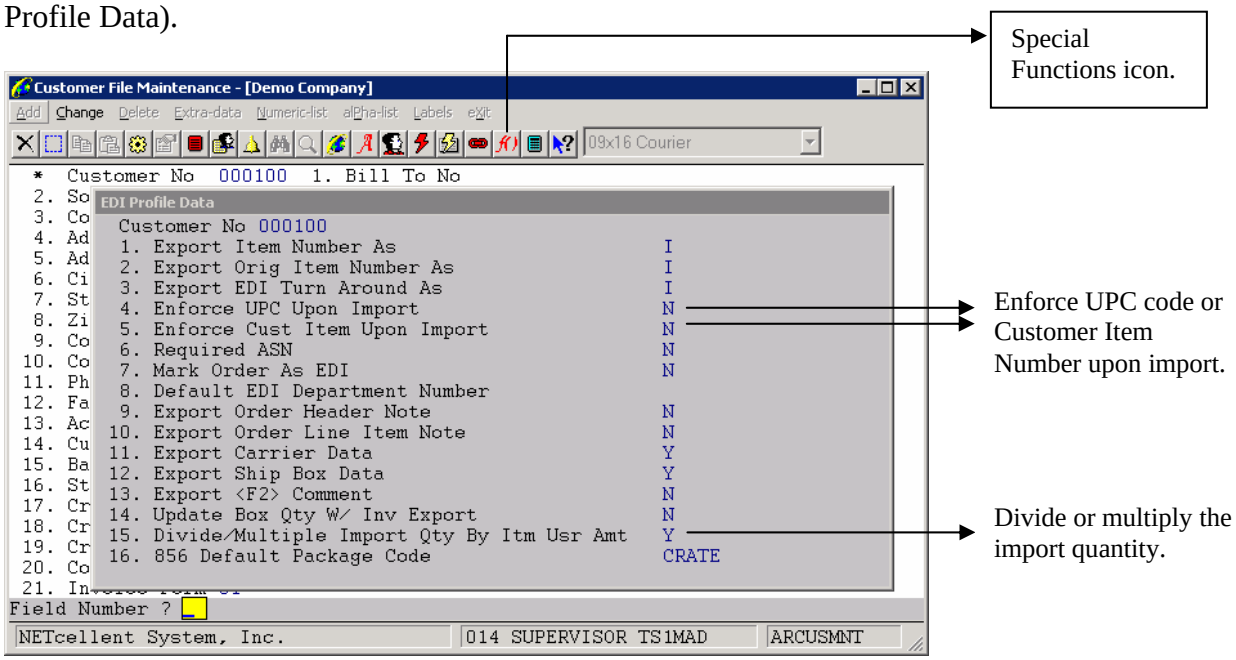



***Figure 7 shows the Extra Item Data with a UPC Code***

## *Tailoring the Import Process Per Customer*

Your customers may not stock their inventory the same way you do and each customer may have different EDI requirements. For these reasons, we have provided an EDI profile for each customer that will allow you to enforce a UPC code upon import, enforce a customer item number upon import, and multiply or divide the import quantity ordered by the user defined amount.

In Customer File Maintenance, you will need to edit a customer. Click on the Special Functions icon and choose EDI Profile Maintenance (Alt-E will also bring up the EDI Profile Data).



Even though your customer sends you a valid item number, you may want to force them to send a UPC code or Customer Item Number, or both. By doing so, you ensure that the item they are requesting is correct and that their inventory file contains the correct values for these fields.

You may have a customer that stocks a particular item by the case, but you stock it in eaches. Or they may stock it in eaches while you stock it by the case. You can automatically convert the quantity during import by setting up a few fields. In each item, you must edit the Extra Item Data amount field to be the conversion factor. If your customer stocks an item by a case of 24, then enter 24 into this field. In the customer's EDI Profile, set field 15 to Multiply. When you receive an order for 2 cases, the import program will convert the quantity to 48 eaches and divide the unit price to the correct amount.

## *Setting up Alt. Mfg. Item Number*

Similar to setting up a UPC code, you can setup Alt. Mfg. Item Number in the same way. One difference with Alt. Mfg. Item Number from UPC Code is that it will allow for duplicates. Therefore, it isn't the best candidate for importing since duplicate Alt. Mfg. Item Numbers can result in ambiguity. The import utility will simply pick the first matching manufacture item number, if the feature is enabled.

## *Setting up Customer Item Number*

The Customer Item Number is a good choice for validation since there won't be duplicate customer item numbers for the same customer. However, it may be time consuming to setup the customer item numbers for each customer. On the other hand, you only have to setup UPC codes once and you can use it for all customers.

In some situations, your EDI trading partner will only transmit their item number to you and you have to setup the Customer Item in order to import their sales orders into Elliott.

## *Error Handling*

The following is one of the common error messages that you may encounter and the solution may not be immediately obvious. You may get the following message on your Import Interface Edit List.

```
Import File Path: F:\ELLIOTT\ORDERIMP.TXT

Interface File Exists, We Can't Continue!
```

When you receive this message it indicates that your previous pre-interface or interface was aborted. This message indicates that a file, ORDERIMP.TX$, exists. The import Pre-Interface process will copy ORDERIMP.TXT → ORDERIMP.TX$ and will print a report based on the file ORDERIMP.TX$. At the end, it will delete the file ORDERIMP.TX$. Interface will rename ORDERIMP.TXT → ORDERIMP.TX$ and

will post based on ORDERIMP.TX$. At the end of the interface, it will delete ORDERIMP.TX$.

If the abort was during Pre-Interface, you can simply delete this file (ORDERIMP.TX$).

If the abort was during an interface, you will need to determine how to handle this file. If the interface has not started yet, rename ORDERIMP.TX$ to ORDERIMP.TXT (the current ORDERIMP.TXT has to be renamed to something else first) and run the interface again. If the interface file is partially imported, you will need to find out what records have been imported and edit the ORDERIMP.TX$ file to delete these records. Then, rename ORDERIMP.TX$ to ORDERIMP.TXT and run the interface again. If all the records were imported, then ORDERIMP.TX$ is no longer needed and you may delete it. No further action is required.

## *Developers Reference*

## *What the Import Process Does and Does Not Do*

A Developer is responsible for writing to an ASCII text file with the order header and line item information in the format specified by NETcellent. Elliott's import utility will then import the data and create the sales orders. Elliott's import utility will perform the following functions:

- Validate data integrity.
- Give warnings or errors if a problem with the data is detected.
- Assign a default value if a field is left blank.
- Calculate fields like unit price, commission, sales tax, freight, total sales amount, etc.
- Assign an order number.
- Check the customer credit limit and decide whether to hold an order.
- Allocate inventory.
- Update the following files:
  Available To Promise File
  COP PO Reference File
  COP Line Item Audit Trail File

The Elliott import utility currently does not support importing serial/lot items for "I" or "C" type orders because there is no mechanism currently to supply serial/lot numbers in the import ASCII file. By the same token, it will not support the multi-bin feature if the import order type is “I” or “C”. Serial/lot numbers and multi-bin functions are fully supported for “O” type orders.

## *Required Fields & Default Values*

Almost all the fields in the header and line item record can be left blank. The only required fields are the Customer Number in the header record and the Item Number in the line item record. When the field is left blank, the system will automatically determine a default value. The following are some examples of the default values, if corresponding fields in the import ASCII file are left blank:

Order Number: sequentially assigned from COP Control file
Order Date: System Date
Order Type: "O" type order
Bill-To Address: from Customer File
Ship-To Address: from Customer File, or Ship-To File if the ship to number is specified
Terms Code: from Customer File
Ship Via code: from Customer or Ship-To File
Line item qty ordered: 1, if left blank
Line item qty to ship: same as qty ordered
Unit Price: calculated by default pricing logic

## *Note Records*

A Note record is designated by an “N” in the first character of the record. If a Note record immediately follows a header record, then the Note will be attached to the order header. If the Note immediately follows a line item, then the Note will be attached to that line item. You can attach as many notes as you want to the header or each line item.

# *ASCII file layout*

## *Order Import Header Information*

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 1 | Header | 1 | | | 1-1 | "H" = Header |
| 2 | Order Number | 6 | 0 | | 2-7 | General speaking, you want to leave this field blank so the system can sequentially assign an order number for you. However, you can force an order number here as long as the order number does not exist in Elliott yet. |
| 3 | Date Entered | 8 | 0 | | 8-15 | Leave it blank to default to the system date. |
| 4 | Date | 8 | 0 | | 16-23 | Purchase Order Date |
| 5 | Type | 1 | | | 24-24 | Value = O (default) I,C,Q |
| 6 | Apply to Number | 6 | 0 | | 25-30 | Leave it blank – unless it's a credit memo. |
| 7 | Purchase Order Number | 10 | | | 31-40 | Customers PO Number |
| 8 | Customer Number | 6 | | | 41-46 | Required Field |
| 9 | Order Number - Alt | 6 | 0 | | 47-52 | Leave it blank. |
| 10 | Customer Balance Method | 1 | | | 53-53 | Leave it blank. |
| 11 | Bill to Name | 30 | | | 54-83 | Blank to default where the system will look up the name and address from the customer file. If you populate the Bill-To name and address, the Bill-To address may in being different from the customer's address. |
| 12 | Bill to Address 1 | 30 | | | 84-113 | Blank for default. |
| 13 | Bill to Address 2 | 30 | | | 114-143 | Blank for default. |
| 14 | Bill to Address 3 | 30 | | | 144-173 | Blank for default. |
| 15 | Bill to Country | 20 | | | 174-193 | Blank for default. |
| 16 | Ship to Number | 4 | | | 194-197 | Leave this field blank if the Ship-To is same as the Bill-To. If the store number is longer than 4 digits, populate the Ship-To X-ref Number field instead. |
| 17 | Ship to Name | 30 | | | 198-227 | Blank to default where the system will lookup the name and address from the Ship-To file, or Customer file if the Ship-To is the same as the Bill-To. However, populating these fields may result in the Ship-To address being different from the address in the Ship-To file. |
| 18 | Ship to Address 1 | 30 | | | 228-257 | Blank for default. |
| 19 | Ship to Address 2 | 30 | | | 258-287 | Blank for default. |
| 20 | Ship to Address 3 | 30 | | | 288-317 | Blank for default. |
| 21 | Ship to Country | 20 | | | 318-337 | Blank for default. |

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 22 | Shipping Date | 8 | 0 | | 338-345 | Shipping Date – the value here will default to the Line Item Request Date, or to the Promise Date if the previous two are blank. |
| 23 | Ship Via Code | 2 | | | 346-347 | Blank for default. |
| 24 | Terms Code | 2 | | | 348-349 | Blank for default. |
| 25 | Freight Pay Code | 1 | | | 350-350 | Leave it blank. |
| 26 | Shipping Instructions 1 | 40 | | | 351-390 | Free form text. |
| 27 | Shipping Instructions 1 | 40 | | | 391-430 | Free form text. |
| 28 | Salesman Number 1 | 3 | | | 431-433 | Leave it blank. |
| 29 | Salesman 1 Percent Com | 5 | 2 | | 434-438 | Leave it blank. |
| 30 | Salesman 1 Comm Amount | 10 | 2 | Y | 439-448 | Leave it blank. |
| 31 | Salesman Number 2 | 3 | | | 449-451 | Leave it blank. |
| 32 | Salesman 2 Percent Com | 5 | 2 | | 452-456 | Leave it blank. |
| 33 | Salesman 2 Comm Amount | 10 | 2 | Y | 457-466 | Leave it blank. |
| 34 | Salesman Number 3 | 3 | | | 467-469 | Leave it blank. |
| 35 | Salesman 3 Percent Com | 5 | 2 | | 470-474 | Leave it blank. |
| 36 | Salesman 3 Comm Amount | 10 | 2 | Y | 475-484 | Leave it blank. |
| 37 | Tax Code 1 | 3 | | | 485-487 | Leave it blank. |
| 38 | Tax Percent 1 | 6 | 4 | | 488-493 | Leave it blank. |
| 39 | Tax Code 2 | 3 | | | 494-496 | Leave it blank. |
| 40 | Tax Percent 2 | 6 | 4 | | 497-502 | Leave it blank. |
| 41 | Tax Code 3 | 3 | | | 503-505 | Leave it blank. |
| 42 | Tax Percent 3 | 6 | 4 | | 506-511 | Leave it blank. |
| 43 | Discount Percent | 5 | 2 | | 512-516 | Leave it blank. |
| 44 | Job Number | 6 | | | 517-522 | Leave it blank. |
| 45 | Mfging Location | 2 | | | 523-524 | Leave blank for a default value or assign a valid location for the order. |
| 46 | Profit Center | 8 | | | 525-532 | Leave it blank. |
| 47 | Department | 8 | | | 533-540 | Leave it blank. |
| 48 | AR - Reference | 30 | | | 541-570 | Leave it blank. |
| 49 | Total Sale Amount | 10 | 2 | Y | 571-580 | Leave it blank. If you populate this field, the import will check it against the line item total. |
| 50 | Total Taxable Amount | 10 | 2 | Y | 581-590 | Leave it blank. |
| 51 | Total Cost | 10 | 2 | Y | 591-600 | Leave it blank. |
| 52 | Total Weight | 11 | 3 | Y | 601-611 | Leave it blank. |
| 53 | Misc. Charge Amount | 8 | 2 | Y | 612-619 | Leave it blank. |
| 54 | Misc. Charge - Acct No | 24 | | | 620-643 | Leave it blank. |
| 55 | Freight Amount | 8 | 2 | Y | 644-651 | Leave it blank. |
| 56 | Freight Account Number | 24 | | | 652-675 | Leave it blank. |
| 57 | Sales - Tax Amount 1 | 9 | 2 | Y | 676-684 | Leave it blank. |
| 58 | Sales - Tax Amount 2 | 9 | 2 | Y | 685-693 | Leave it blank. |
| 59 | Sales - Tax Amount 3 | 9 | 2 | Y | 694-702 | Leave it blank. |
| 60 | Commission Percent | 5 | 2 | Y | 703-707 | Leave it blank. |
| 61 | Commission Amount | 9 | 2 | Y | 708-716 | Leave it blank. |
| 62 | Comment 1 | 35 | | | 717-751 | Free form text. |
| 63 | Comment 2 | 35 | | | 752-786 | Free form text. |
| 64 | Comment 3 | 35 | | | 787-821 | Free form text. |
| 65 | Payment Amount | 9 | 2 | | 922-830 | Leave it blank. |
| 66 | Payment Discount Amount | 8 | 2 | | 831-838 | Leave it blank. |

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 67 | Check Number | 6 | 0 | | 839-844 | Leave it blank. |
| 68 | Check Date | 8 | 0 | | 845-852 | Leave it blank. |
| 69 | Cash Account Number | 24 | | | 853-876 | Leave it blank. |
| 70 | Date – Picked | 8 | 0 | | 877-884 | Leave it blank. |
| 71 | Date – Billed | 8 | 0 | | 885-892 | Leave it blank. |
| 72 | Invoice Number | 6 | 0 | | 893-898 | Leave it blank. |
| 73 | Invoice Date | 8 | 0 | | 899-906 | Leave it blank. |
| 74 | Selection Code | 1 | | | 907-907 | "C" – for Complete, "S" – selected and ready to print invoice, "X" – invoiced and ready for posting. "Z" – posted. |
| 75 | Posted Date | 8 | | | 908-915 | Leave it blank. |
| 76 | Partially Post Flag | 1 | | | 916-916 | Leave it blank. |
| 77 | Ship To - Free Form Flag | 1 | | | 917-917 | Leave it blank. |
| 78 | Bill To - Free From Flag | 1 | | | 918-918 | Leave it blank. |
| 79 | Copy to - BM Flag | 1 | | | 919-919 | Leave it blank. |
| 80 | EDI Flag | 1 | | | 920-920 | "Y" – if this is an EDI order, "N" – if this is not an EDI order. |
| 81 | Purchase Order No Continue | 15 | | | 921-935 | If the PO Number is longer than 10 digits, put the portion that is over 10 digits here. |
| 82 | Closed Flag | 1 | | | 936-936 | Leave it blank. |
| 83 | Accum Misc Charges Amount | 8 | 2 | Y | 937-944 | Leave it blank. |
| 84 | Accum Freight Amount | 8 | 2 | Y | 945-952 | Leave it blank. |
| 85 | Accum Total Taxable Amnt | 10 | 2 | Y | 953-962 | Leave it blank. |
| 86 | Accum Total Sales Tax Amnt | 10 | 2 | Y | 963-972 | Leave it blank. |
| 87 | Accum Total Sale Amount | 10 | 2 | Y | 973-982 | Leave it blank. |
| 88 | Store Number | 6 | | | 983-988 | Store Number – Reference Only |
| 89 | Bill to Number | 6 | | | 989-994 | Leave it blank. |
| 90 | RMA Status | 1 | | | 995-995 | Leave it blank. |
| 91 | Phantom Invoice Flag | 1 | | | 996-996 | Leave it blank. |
| 92 | Department Number | 6 | | | 997-1002 | Use this field if you need to transmit the Department Number back in the outbound EDI document. |
| 93 | BOL Printed | 1 | | | 1003-1003 | Leave it blank. |
| 94 | Reference Document Number | 6 | | | 1004-1009 | Leave it blank. |
| 95 | Payment Type | 1 | | | 1010-1010 | Leave it blank. |
| 96 | EDI Exported Flag | 1 | | | 1011-1011 | Leave it blank. |
| 97 | EDI Shipment No. | 10 | 0 | | 1012-1021 | Leave it blank. |
| 98 | Shipped Acknowledgement Date | 8 | | | 1022-1029 | Leave it blank. |
| 99 | Po Request Gen. Flag | 1 | | | 1030-1030 | Leave it blank. |
| 100 | Picking Ticket Cutoff Date | 8 | 0 | | 1031-1038 | Leave it blank. |
| 101 | Order Exported Flag | 1 | | | 1039-1039 | Leave it blank. |
| 102 | EDI Ship To Flag | 1 | | | 1040-1040 | Leave it blank. |
| 103 | Ship To Xref No. | 17 | | | 1041-1057 | Use this field when the store number is longer than 4 digits and leave the Ship-To Number field blank. |

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 104 | 856 Exported Flag | 1 | | | 1058-1058 | Leave it blank. |
| 105 | Order Acknowledgement Sent Flag | 1 | | | 1059-1059 | Leave it blank. |
| 106 | Time Release | 2 | 0 | | 1060-1061 | Leave it blank. |
| 107 | Charge Credit Card Flag | 1 | | | 1062-1062 | Leave it blank. |
| 108 | Order Quote Sent Flag | 1 | | | 1063-1063 | Leave it blank. |
| 109 | RMA Acknowledgement Sent Flag | 1 | | | 1064-1064 | Leave it blank. |
| 110 | Shipping Data Update Flag | 1 | | | 1065-1065 | Leave it blank. |
| 111 | Select Method | 1 | | | 1066-1066 | Leave it blank. |
| 112 | Freight Entry Method | 1 | | | 1067-1067 | Leave it blank. |
| 113 | Miscellaneous Charge Entry Method | 1 | | | 1068-1068 | Leave it blank. |
| 114 | Weight Entry Method | 1 | | | 1069-1069 | Leave it blank. |
| 115 | Filler | 13 | | | 1070-1082 | Leave it blank. |

## *Order Import Note Information*

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 1 | Note Line | 1 | | | 1-1 | "N" = Note |
| 2 | Note File Name | 8 | | | 2-9 | Leave it blank. |
| 3 | Note File Reference Number | 30 | | | 10-39 | Leave it blank. |
| 4 | Note Folder | 10 | | | 40-49 | Leave it blank. |
| 5 | Note Create Date | 8 | 0 | | 50-57 | Leave it blank. |
| 6 | Note Create Time | 6 | 0 | | 58-63 | Leave it blank. |
| 7 | Note Type | 6 | | | 64-69 | You can provide a note type for this note. |
| 8 | Note Created By User | 10 | | | 70-79 | Leave it blank. |
| 9 | Note Task Status | 1 | | | 80-80 | Leave it blank. |
| 10 | Note Follow Up By User | 10 | | | 81-90 | Leave it blank. |
| 11 | Note Follow Up Date | 8 | 0 | | 91-98 | Leave it blank. |
| 12 | Note Due Date | 8 | 0 | | 99-106 | Leave it blank. |
| 13 | Note Follow Up Time | 6 | 0 | | 107-112 | Leave it blank. |
| 14 | Note File Name Alt | 8 | | | 113-120 | Leave it blank. |
| 15 | Note File Reference Number Alt | 30 | | | 121-150 | Leave it blank. |
| 16 | Note Topic | 30 | | | 151-180 | You can provide a topic for this note, similar to a subject line. |
| 17 | Note Content 1 | 60 | | | 181-240 | This is the first line of the note content. |
| 18 | Note Content 2 | 60 | | | 241-300 | This is the second line of the note content. |
| 19 | Note Content 3 | 60 | | | 301-360 | This is the third line of the note content. |
| 20 | Note Content 4 | 60 | | | 361-420 | This is the fourth line of the note content. |
| 21 | Note Content 5 | 60 | | | 421-480 | This is the fifth line of the note content. |
| 22 | Note Content 6 | 60 | | | 481-540 | This is the sixth line of the note content. |
| 23 | Note Content 7 | 60 | | | 541-600 | This is the seventh line of the note content. |
| 24 | Note Content 8 | 60 | | | 601-660 | This is the eighth line of the note content. |
| 25 | Note Content 9 | 60 | | | 661-720 | This is the ninth line of the note content. |
| 26 | Note Content 10 | 60 | | | 721-780 | This is the tenth line of the note content. |
| 27 | Note Modify Date | 8 | 0 | | 781-788 | Leave it blank. |
| 28 | Note Modify Time | 6 | 0 | | 789-794 | Leave it blank. |
| 29 | Note Modify By User | 10 | | | 795-804 | Leave it blank. |
| 30 | Note Readable Flag | 1 | | | 805-805 | Leave it blank. |
| 31 | Note Changeable Flag | 1 | | | 806-806 | Leave it blank. |
| 32 | Note Deleteable Flag | 1 | | | 807-807 | Leave it blank. |
| 33 | Note Orig Follow Up Date | 8 | 0 | | 809-816 | Leave it blank. |
| 34 | Note Times Follow Up Date Chg | 3 | 0 | | 817-819 | Leave it blank. |
| 35 | Note Estimated Time | 3 | 0 | | 820-822 | Leave it blank. |
| 36 | Note Remind Date | 8 | 0 | | 823-830 | Leave it blank. |

| | | | | | |
|---|---|---|---|---|---|
| 37 | Note Remind Time | 4 | 0 | 831-834 | Leave it blank. |
| 38 | Note Recur Type | 1 | | 835-835 | Leave it blank. |
| 39 | Note Recur Frequency | 3 | 0 | 836-838 | Leave it blank. |
| 40 | Note Remind Ahead Type | 1 | | 839-839 | Leave it blank. |
| 41 | Note Remind Ahead Value | 3 | 0 | 840-842 | Leave it blank. |
| 42 | Note Filler | 16 | | 843-858 | Leave it blank. |

Notes:

1. The Note Type, Topic and Content fields are the only fields that will import data during the Sales Order Import. All of the other fields will be populated by the import program and the import values will be ignored.
2. If the first six characters of the first line of content of the header note are "CRCARD" then the Note Type will be set to "CRCARD" and the Note Topic will be set to "Credit Card Information."

## *Order Import Line Item Information*

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 1 | Detail Line | 1 | | | 1-1 | "L" = Line Detail |
| 2 | Item Order Number | 6 | 0 | | 2-7 | Leave it blank. |
| 3 | Item Sequence Number | 3 | 0 | | 8-10 | Leave it blank. |
| 4 | Item Number | 15 | | | 11-25 | Required Field |
| 5 | Item - Order Number Alt 1 | 6 | 0 | | 26-31 | Leave it blank. |
| 6 | Item - Order Number Alt 2 | 6 | 0 | | 32-37 | Leave it blank. |
| 7 | Item - Picking Sequence | 8 | | | 38-45 | Leave it blank. |
| 8 | Item Description 1 | 30 | | | 46-75 | Desc1/Blank=Elliott's Desc |
| 9 | Item Description 2 | 30 | | | 76-105 | Desc2 |
| 10 | Item - Serial Lot Number | 15 | | | 106-120 | Leave it blank. |
| 11 | Item - Serial - Eff Date | 8 | 0 | | 121-128 | Leave it blank. |
| 12 | Item - Serial – Lot Exp Date | 8 | 0 | | 129-136 | Leave it blank. |
| 13 | Item - Quantity Ordered | 13 | 3 | Y | 137-149 | Quantity ordered. |
| 14 | Item - Quantity to Ship | 13 | 3 | Y | 150-162 | Leave it blank. |
| 15 | Item - Unit Price | 11 | 4 | Y | 163-173 | Unit Price. Blank = Elliott's Price. |
| 16 | Item - Discount Percent | 5 | 2 | | 174-178 | Leave it blank. |
| 17 | Item - Request Date | 8 | 0 | | 179-186 | Item Shipping Date |
| 18 | Item - Quantity Backordered | 13 | 3 | Y | 187-199 | Leave it blank. |
| 19 | Item - Quantity Return to Stock | 13 | 3 | Y | 200-212 | Leave it blank. |
| 20 | Backorderable Flag | 1 | | | 213-213 | Leave it blank. |
| 21 | Unit of Measure | 2 | | | 214-215 | Blank for default. |
| 22 | Item - Unit Cost | 11 | 4 | Y | 216-226 | Leave it blank. |
| 23 | Item - Unit Weight | 9 | 3 | Y | 227-235 | Leave it blank. |
| 24 | Item - Comm Calc Type | 1 | | | 236-236 | Leave it blank. |
| 25 | Item - Comm Pct or Amt | 7 | 2 | Y | 237-243 | Leave it blank. |
| 26 | Item - Promise Date | 8 | 0 | | 244-251 | Same as Request Date. |
| 27 | Item - Taxable Flag | 1 | | | 252-252 | Leave it blank. |
| 28 | Item - Stocked Flag | 1 | | | 253-253 | Leave it blank. |
| 29 | Item - Controlled Flag | 1 | | | 254-254 | Leave it blank. |
| 30 | Item - Select Code | 1 | | | 255-255 | Blank for default. |
| 31 | Item - Total Quantity Ordered | 13 | 3 | Y | 256-268 | Leave it blank. |
| 32 | Item - Total Quantity Shipped | 13 | 3 | Y | 256-268 | Leave it blank. |
| 33 | Item - Taxable Flag 1 | 1 | | | 282-282 | Leave it blank. |
| 34 | Item - Taxable Flag 2 | 1 | | | 283-283 | Leave it blank. |
| 35 | Item - Taxable Flag 3 | 1 | | | 284-284 | Leave it blank. |
| 36 | Item - Price Org. | 11 | 4 | Y | 285-295 | Leave it blank. |
| 37 | Item - Copy to BM Flag | 1 | | | 296-296 | Leave it blank. |
| 38 | Item - Explode Kit | 1 | | | 297-297 | Leave it blank. |
| 39 | Item - BM Order Number | 6 | 0 | | 298-303 | Leave it blank. |
| 40 | Item - Mult FTR Ser Flag | 1 | | | 304-304 | Leave it blank. |
| 41 | Item - Price Fixed Flag | 1 | | | 305-305 | Leave it blank. |
| 42 | Item - Number of Package | 4 | 0 | | 306-309 | Leave it blank. |
| 43 | Item - PO-XRF-Sequence-No | 3 | 0 | | 310-312 | Leave it blank. |
| 44 | Item - Product Category | 3 | | | 313-315 | Blank for default. |
| 45 | Item - Reason Code | 6 | | | 316-321 | Blank for default. |
| 46 | Item - PRC - LVL Number | 2 | 0 | | 322-323 | Leave it blank. |
| 47 | Original Blanket Order Number | 6 | 0 | | 324-329 | Leave it blank. |
| 48 | Original Blanket Sequence No | 3 | 0 | | 330-332 | Leave it blank. |
| 49 | Item - Style Temp Flag | 1 | | | 333-333 | Leave it blank. |

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 50 | Item - Vendor Number | 6 | | | 334-339 | Leave it blank. |
| 51 | Item - Original Item No. | 15 | | | 340-354 | Leave it blank |
| 52 | EDI Turn Around | 30 | | | 355-384 | Leave it blank |
| 53 | Filler | 20 | | | 385-404 | Leave it blank |

Notes:

1. "Blank for default" means if you don't know the meaning of the field, just leave it blank. The system will assign a default value for you.
2. "Leave it blank" means you don't need to put any value in that field. Don't put anything in that field unless you know what you wish to accomplish. Leaving it blank will let the system assign a default value.
3. "Customer Number" and "Item Number" are required fields. Everything else you can leave blank and a default value will be assumed.
4. The Customer Number can be the customer number as defined in the Elliott Customer database. It can also be some kind of consistent code provided by an EDI translator. There is a table on the Elliott side that can be setup to cross reference the EDI translator's customer number and Elliott's customer number.
5. Item Number can be an Elliott item number, UPC code (if UPC code is turned on and setup), or Manufacture Item Number (if alternate item number is turned on and setup).
6. "Purchase Order No Continue" is an extension to the "Purchase Order Number" field. "Purchase Order Number" is a 10-digit field. If the customer's PO is longer than 10 digits, the rest is stored in the "Purchase order No Continue" field. The total length of both fields is 25 digits.
7. All date fields are stored in PIC 9(8) format. You should store your data in YYYYMMDD format. For example, 3/10/2005 should be stored as "20050310".

## *Order Import Option Item Information*

| | Field Description | Size | Decimal Digits | Signed | Position | Notes |
|---|---|---|---|---|---|---|
| 1 | Detail Line | 1 | | | 1-1 | "O" = Option Item |
| 2 | Option Order Number | 6 | 0 | | 2-7 | Leave it blank. |
| 3 | Option Sequence Number | 3 | 0 | | 8-10 | Leave it blank. |
| 4 | Option Feature Number | 3 | 0 | | 11-13 | Required Field for Feature Items, optional for Kits |
| 5 | Option Feature Description 1 | 30 | | | 14-43 | Leave it blank to use default feature description as specified in the previous field. You can also override by providing specific description. |
| 6 | Option Feature Description 2 | 30 | | | 44-73 | Same as previous field. |
| 7 | Option Feature Type | 1 | | | 74-74 | Leave it blank. |
| 8 | Option Option Number | 3 | 0 | | 75-77 | Required Field for Feature Items, optional for Kits |
| 9 | Option Item Number | 15 | | | 78-92 | Required Field for Kit Items. You may leave it blank for Feature Items. |
| 10 | Option Unit Price | 10 | 4 | Y | 93-102 | Leave it blank. The import program will look up the default price. If provided, it will compare the import price to the Elliott price. |
| 11 | Option Unit Cost | 10 | 4 | Y | 103-112 | Leave it blank to use Elliott default cost. |
| 12 | Option Stock Flag | 1 | | | 113-113 | Leave it blank. |
| 13 | Option Controlled Flag | 1 | | | 114-114 | Leave it blank. |
| 14 | Option Purchase Or Manufactured Flag | 1 | | | 115-115 | Leave it blank. |
| 15 | Option Serial/Lot Flag | 1 | | | 116-116 | Leave it blank. |
| 16 | Option Quantity Per | 10 | 6 | Y | 117-126 | If you leave this field blank, system will default to “1”. This field can’t be zeroes. |
| 17 | Option Item Description 1 | 30 | | | 127-156 | If this field is provided, then system will use it. Otherwise, system will lookup item for the default description. |
| 18 | Option Item Description 2 | 30 | | | 157-186 | Same as previous field. |
| 19 | Option Price Cost | 10 | 4 | Y | 187-196 | Leave it blank. |
| 20 | Option Distribution Price | 10 | 4 | Y | 197-206 | Leave it blank. |

Notes:

3. Only provide Option records for kit or feature items. If Option records are provided for other items, the import program will return an error.
4. Some feature items contain required options. If these are not provided, then the import program will return an error.
5. The sequence number refers to the sequence of the line item on the order. If provided and the sequence number is not consistent with the line item, it is possible that option records will be created for the wrong item.

6. The Feature Number is required for feature items and optional for kit items. The value must not have a duplicate with the same order and sequence number. For feature items, the feature number must exist in BOMP or it is an error.
7. The Feature Type indicates if the feature option is required or not. It should be consistent with the flag in the BOMP for feature items. If a feature item is missing an Option import record for a required option, it is an error.

## *Sample Data*

The following is an example of the ASCII data. In this example, there's one header record, four line item records. The first two line items are feature/option item followed by the option records. In this example, the quantity information is not provided (default to "1") and the Unit price is not provided either and system will figure out the default price automatically.

```
12345678901234567890123456789012345678901234567890123456789012345678901234567890

H      20070911200709110      TEST123456A0100
L         0 105 050 800
O         001                                                          0011 105 300 001
O         002                                                          0020 105 012 001
O         003                                                          0011 105 330 001
L         0 105 050 800
O         001                                                          0011 105 300 001
O         002                                                          0030 105 012 014
O         003                                                          0011 105 330 001
L         1 105 300 001
L         0 105 012 001
```