



The widespread implementation of EDI (Electronic Data Interchange) throughout the auto industry has revolutionized the way ABC Technologies conducts business. ABC Technologies benefits by having reduced costs, reduced transaction cycle timing, and increased transaction accuracy when EDI is incorporated into our business processes.

ABC Technologies' EDI Philosophy

ABC Technologies Inc. is committed to improving the business relationship we have with our suppliers, and ABC's EDI program was put in place for this purpose. As part of the EDI program, ABC is committed to working with our suppliers to comply with the program's expectations. ABC also realizes that the success of the EDI program is highly dependent on suppliers making ABC's EDI efforts an integral part of our business relationship.

Benefits of Implementing EDI with ABC

Three key benefits should be evident when a supplier implements EDI with ABC. They are:

- Improved cost structure
- Improved transaction cycle timing
- Improved transaction accuracy

Supplier EDI implementation is a protocol, which improves transaction, costs for both ABC and the supplier. Handling transactions by manual methods require human time spent producing the transaction, costs in mailing or faxing the transaction, and further human time in receiving and utilizing the transaction. EDI transactions eliminate much of the non-value added resources required to handle transactions. This is especially the case when suppliers incorporate EDI transactions into a fully integrated application system.

EDI also reduces transaction cycle timing. This enables suppliers and ABC to see the end result of the transaction sooner than with manually handled transactions. The reason for reduced transaction cycle timing is that the transaction is not dependent on a human to fax or mail the transaction between trading partners. EDI is an aspect of Electronic Commerce that is revolutionizing the speed of doing business today.

Perhaps the most important benefit of doing EDI with ABC is the increase in accuracy of the transactions being sent and received by ABC. An integrated EDI program is not reliant on human input of data or legibility of a fax. The preciseness of ABC's manufacturing processes requires accuracy of the order forecast to our suppliers, and EDI assures a high level of accuracy.



Inventory Item Master Preparation

Please refer to general **Inventory Item Master** work instructions for set up of new purchased inventory items. The following instructions deal in making sure your purchased item has all fields directly related to EDI Planning Schedules filled out as required.

From the Main Menu, select option #4 Inventory Control Main Menu)

Freq used	Last used	Commands	Database	Status	Search	Help
CMSMAIN		CMS Inc. Main Menu		System: S101A04M		
Select one of the following:						
1. Order Entry/Invoicing Main Menu						
2. Financial Control Main Menu						
3. Production Control Main Menu						
4. Inventory Control Main Menu						
5. Purchasing Control Main Menu						
6. System Codes Main Menu						
7. System Utilities Main Menu						
8. User-Defined Options Menu						
90. Sign off						
Selection or command						
====> 4						
F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel						
F13=User support						

Select option #1 (Inventory Control Main Menu)

Freq used	Last used	Commands	Database	Status	Search	Help
IBMN01		Inventory/Bill of Materials Main Menu		System: S101A04M		
Select one of the following:						
1. Inventory Control Main Menu						
2. Bill of Materials Main Menu						
3. Engineering Changes Main Menu						
4. Custom Bill of Materials Main Menu						
5. Label Maintenance Main Menu						
6. Coil Management Main Menu						
7. R/F Scanning Main Menu						
8. Quality Control Main Menu						
99. Return to the previous menu						
Selection or command						
====> 1						
F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel						
F13=User support						
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From the Inventory Control Main Menu, select option #1

```
Freq used  Last used  Commands  Database  Status  Search  Help
-----
IVMN01      Inventory Control - Main Menu      System:  S101A04M
Select one of the following:

  1. Inventory Master Files Menu
  2. Inventory Inquiry Menu
  3. Inventory Management Menu
  4. Inventory Costing Menu
  5. Physical Inventory Control Menu
  6. Inventory Utilities Menu
  7. Bin Administration Menu
  8. Inventory Lot Trace Menu

 99. Return to the previous menu

Selection or command
====> 1

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
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From the Inventory Master Files Menu, select option #2 to obtain your company files

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Freq used  Last used  Commands  Database  Status  Search  Help
-----
IVMN02      Inventory Control - Master Files Menu      System:  S101A04M
Select one of the following:

  1. Maintain Inventory Control Codes
  2. Maintain Inventory Item Master
  3. Maintain Major/Minor Group Codes
  4. Maintain Stock Locations
  5. Maintain Major Sales Codes
  6. Maintain Minor Sales Codes
  7. Maintain Container/Part Codes
  8. Maintain Part/Unit Conversions
  9. Maintain Customer Parts
 10. Inventory Master File Reports Menu
 11. Maintain Part User Defined Fields

More...

Selection or command
====> 2

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
```



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Upon the appearance of the selection screen **<F6-Type>** to switch to 'Purchased Parts', and then **<2-Update>** to select a purchased part. In the example below, we have selected part 'FOA802200'.

Edit Purchased Part		IV009-P
Part #:	FOA802200	Last Activity: 6/11/01
Description 1):	FOAM--P/N•15707626•AE••••••••••	Date Created: 0/00/00
2):	••••••••••	
3):	••••••••••	Status: A (A/I)
Tax Group:	ONV ONTARIO VENDOR TAX GROUP	
Tax Rate:	3 0% GST - 0% PST	
G/L Sales Code:	CMP COST COMPONENTS	
G/L Expense Code:	COM COMPONENT PURCHASES	
Inventory Unit:	EA• EACH	

Major Group Code:	COM COMPONENTS	
Minor Group Code:	FOA FOAM	Usr Ver Tmpl: ••••••••••
Major Sales Code:	COM COMPONENTS	
Minor Sales Code:	•••	
Vendor #:	DE0225••••• DERBY INDUSTRIES INCORPORATED	
Vendor Part #:	15707626•AE••••••••••	
Country Of Origin:	•••	
F1 F2 F3 F4 F5 F6 F7 F24		
General Ordering Sales Inquiry Verify Notes Go Back End		

VENDOR #: The Vendor Number used here must be the same vendor number used in your blanket purchase order. This vendor number should correspond as to where you are sending your releases/purchase orders **not** where you remit your cheques.

Please verify with your Purchasing/EDI Coordinator for use of the proper vendor number.



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From option <F1-General>

Edit Purchased Part		IV009-P	
Part #:	F0A802200	Last Activity:	5/15/03
Description 1):	F0AM - P/N 15707626 AE		
Additional Details			
Global Minimum:	EA	Revision Level:	1
Global Maximum:	EA	Drawing #:	
Harmonization #:		Drawing Size:	
		Drawing Location:	
Net Weight:		Unit:	
Standard Pack Size:	1600.00	Inventory Class Code:	SHP
Standard Pack Unit:	EA	Shelf Life:	(days)
Buyer Code:			
QC Procedure:		Engineering Change #:	
Requisitions Require Approval:	N (Y/N)	Revision #:	
UPC Code:		Revision Date:	0/00/00
		Template Code:	
Catalog ID:		Coil:	N (Y/N)
F1=User F2=Min Qty F3=Mat Spec F4=Inquiry F5=UnitConv F6=Policy			
F7=Go Back F24=End			

MANDATORY FIELDS

Standard Pack Size: Enter the quantity of pieces per container. If not available, you must enter a minimum of '1'.

Standard Pack Unit: This description should be the same as the unit of measure used on your blanket purchase order. Should it differ, a conversion table must be set up in your systems codes (option #18 – Global Conversion Codes) or by using <F5-UnitConv> for the specific item.

ALL OTHER FIELDS ARE OPTIONAL.

Buyer Code: *It is preferable, in our environment, to leave this field blank.*



Press <F2-Ordering>

Edit Purchased Part		IV009-P
Part #:	FOA802200	Last Activity: 6/11/01
Description 1:	FOAM - P/N 15707626 AE	
Purchasing / Scheduling Details		
Purchase Order Unit:	EA• EACH	
Optimum Order Quantity:	••48000.00	Percent Complete: 100.00 (%)
Minimum Order Quantity:	••••••••	
Shrinkage Factor:	••••	
Ordering Lead Time:	•35 (days)	
Order Release Lead Time:	••1 (days)	
Order Policy:	2 (1-Lot for Lot,2-Fixed)	
Sales Forecast Time Fence:	••• (days)	
Schedule Type:	B (A-MPS, B-MRP, -None)	
Order Look Ahead:	••• (days)	
Material Preparation Lead Time:	••1 (days)	
F1 F2 F3 F4 F5 F6 F7 F24		
Inquiry Verify Go Back End		

Purchase Order Unit: MUST be same as blanket purchase order. *Cannot be more than 2 characters.*

Percent Complete: Defaults to 100%. This only works if you are purchasing a part through a standard purchase order not a blanket order. Should you decide to accept 95% complete, as an example, and you receive 95% and over of the part, it will consider it complete and close the line item.

Optimum Order Quantity: Required if Order Policy below is Fixed (2). The “best quantity of this part to purchase in one order in multiples of your standard pack, and always greater than our minimum order quantity. The quantity will drive your Planning Schedules by creating release quantities in multiples of your optimum order quantity in order to cover demand.

If Order Policy is set to Fixed (2): Optimum=75 Demand=10 then, Release=75
Optimum=75 Demand=80 then, Release=150

Minimum Order Quantity: Required if Order Policy below is ‘Lot for Lot’ (1). The smallest quantity that may be ordered from the supplier. This is usually specified by the supplier at the time the contract is awarded and should be in multiples of your standard pack. MUST enter a minimum of 1.

If Order Policy is set to Lot for Lot (1): Minimum=25 Demand=10 then, Release=25
Minimum=25 Demand=80 then, Release=80

Shrinkage Factor: Not Required or Recommended

This is a percentage of standard loss due to evaporation or shrinkage. This increases the order quantity of this part by the entered percentage. Leave blank at this point in time.

Ordering Lead Time: Enter the time in calendar days (based on 7 days/week) needed by your usual supplier to supply the part on time. Include transit time as part of your lead time.

Order Release Lead Time: Enter the time in calendar days which it takes you to place an order from the time the MRP is run.

Order Policy: This determines how order quantities are calculated. There are two policy types.



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Lot for Lot (1): This is usually used for parts with inconsistent demand or parts that require closer monitoring of the levels purchased. This may be due to insufficient warehouse space to maintain physically large sized products in large quantities. It also may be used for service products that are out of production. More beneficial to use for purchased parts once the perpetual inventory is accurate and MRP is run on a consistent basis.

=Min. Order Qty (100) + exact amount to meet demand Demand=101 Order=101

Fixed (2): This is usually used for parts with consistent levels of demand. It is also more frequently used for products that cannot rely on MRP data to produce accurate order quantities.

=Multiples of Optimal Run Size (100) Demand=101 Order=200

Schedule Type:

Use "B" – MRP handles the scheduling of the part.

Do not use at this time "A" – MPS also handles scheduling of the part

Order Look Ahead: Not required – Number of calendar days over which to accumulate orders for production.

Material Preparation Lead Time: If this inventory item must be ordered or assembled in advance of its required production date, enter the number of days lead time required. As an example if you purchase raw materials which must be put in the dryer before use and this takes an extra day to do, enter "1".



The next step is to set your global minimum inventory.

From the Inventory Control Main Menu, select option #3 (Maintain Inventory Management Menu)

Freq used	Last used	Commands	Database	Status	Search	Lang	Help

IVMN01		Inventory Control - Main Menu			System: S101A04M		
Select one of the following:							
<ul style="list-style-type: none">1. Inventory Master Files Menu2. Inventory Inquiry Menu3. Inventory Management Menu4. Inventory Costing Menu5. Physical Inventory Control Menu6. Inventory Utilities Menu7. Bin Administration Menu8. Inventory Lot Trace Menu9. Cycle Counting Process Menu							
99. Return to the previous menu							
Selection or command							
====> 3							

F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel							
F13=User support							
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From the Inventory Control – Management Menu, select option #4 (Stockroom Control Utility)

Freq used	Last used	Commands	Database	Status	Search	Lang	Help

IVMN04		Inventory Control - Management Menu			System: S101A04M		
Select one of the following:							
<ul style="list-style-type: none">1. Enter Inventory Transactions By Part Number2. Maintain Inventory Allocations3. Inventory WIP Adjustment Utility4. Stockroom Control Utility5. Manufacturing Lead Time Utility6. Inventory Adjustment Utility7. Create Stockroom Entry for All Parts8. Component Materials Transfer/Issue Utility9. Inventory ABC Class Analysis Utility10. Reports and Listings Menu11. Maintain/Post Inventory Transfers							
More...							
Selection or command							
====> 4							

F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel							
F13=User support							
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Select <F1> stockroom in question

Inventory Control - Stockroom Control IV047

Stockrooms

COM	COMPONENTS
EXT	EXTRUSIONS
MIS	MISCELLANEOUS
OS	OUTSIDE LOCATION STOCKROOM
PDI	PDI PLASTICS
PKG	PACKAGING
QCH	QUALITY CONTROL HOLD AREA
RAC	RACINE STORAGE FACILITY
RMT	RAW MATERIALS
SEA	SEARS
STK	FINISHED GOODS & WIP
VEN	VENDOR CONSIGNMENT
WIP	Work in Process Stock Location

Begin At: ...
Press <ENTER> to scroll forward

Select Code

Enter Code: COM

Press ENTER

Select the required location by

You can exit from the program by pressing either < F7 > or < F24 >

F7=Go Back F24=End

Select <ENTER>

Then either add <F1>, or update <F2> Update Item number in question

Inventory Management - Stockroom Control IV047

Stockroom: COM COMPONENTS

Part Number	Lot Number	Description
FOA802200		FOAM - P/N 15707626 AE
FOA802267		FOAM - F8ZE-8C045-AF
FOA802272		OAM - F5AB-5428630-AA
FOA802576		OAM - XF5H 18C420 AA1
FOA802577		OAM - XF5H 18C420 AA2
FOA802580		OAM - XF5H 19D569 AB
FOA802581		OAM - XF5H 19B553 AB
FOA802582		OAM - XF5H 19B553 BC
FOA802583		FOAM - XF5H 19B553 DB
FOA802584		FOAM - XF5H 19B553 GB
FOA802585		FOAM - XF5H 19B553 EB/HB

Update Mode

Part: FOA802200.....

Lot:

Enter Part #

Begin at: FOA802590..... Press <ENTER> to scroll forward

F7=Go Back F24=End

Select <ENTER>



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Enter your global minimum inventory. This quantity should be determined between yourselves and the Production staff. It is a team effort.

Inventory Management - Stockroom Control

IV047

Stockroom: COM

COMPONENTS

Part Number	Lot Number	Description
F0A802200		
F0A802267		
F0A802272		
F0A802576		
F0A802577		
F0A802580		
F0A802581		
F0A802582		
F0A802583		
F0A802584		
F0A802585		

Up

Part: F0A8

Lot:

Ent

Edit Stockroom File Information

Part #: F0A802200

F0AM - P/N 15707626 AE

Lot #:

Cycle Group:

Minimum:48000.00000

Maximum:00000

Units: EA

Begin at: F0A802590.....

Press <ENTER> to scroll forward

F7=Go Back

F24=End

Select <ENTER> to save.

<F7> or <F24> to exit



Purchasing Control – Master File Maintenance Menu

From the Main Menu, Select option 5 (Purchasing Control Main Menu)

```
Freq used  Last used  Commands  Database  Status  Search  Help
-----
CMSMAIN          CMS Inc. Main Menu          System:  S101A04M

Select one of the following:

  1. Order Entry/Invoicing Main Menu
  2. Financial Control Main Menu
  3. Production Control Main Menu
  4. Inventory Control Main Menu
  5. Purchasing Control Main Menu
  6. System Codes Main Menu
  7. System Utilities Main Menu
  8. User-Defined Options Menu

  90. Sign off

Selection or command
====> 5

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
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```

Select option #1 (Master File Maintenance Menu)

```
Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN01          Purchase Order System - Main Menu          System:  S101A04M

Select one of the following:

  1. Master File Maintenance Menu
  2. Requisitions Menu
  3. Purchase Orders Quotations Menu
  4. Purchase Orders Maintenance Menu
  5. Receiving Menu
  6. Inquiries Menu
  7. P/O Authorization Menu
  8. Reports and Listings Menu

  99. Return to the previous menu

Selection or command
====> 1

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
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```



VENDOR SET-UP

Select option #6 (Maintain Vendor Master)

Freq used Last used Commands Database Status Search Help

POMN06 Maintain P/O Master Files System: S101A04M

Select one of the following:

1. Maintain Master Purchase Order Control File
2. Maintain Requisitioner Codes
3. Maintain Project Codes
4. Maintain Department Codes
5. Maintain Vendor Parts
- 6. Maintain Vendor Master**
7. Maintain Buyer Codes
8. Purge Completed Purchase Orders and History
9. Purge Closed Requisitions
10. Purge Incoming ASNs
11. Maintain Vendor User Defined Fields

More...

Selection or command
==> 6

F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel
F13=User support
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A Vendor Number must be set up in the Accounts Payable Menu prior to you're accessing any vendor in this file.

There are two (2) pages to the vendor master file in the Purchasing section of the vendor.

Vendor Master File - Edit Screen VNU100-M

Vendor #: DE0225... Page 1 of 2

Name: DERBY INDUSTRIES INCORPORATED Roll Up/Down

Address: 210 PARTHENON PARKWAY... Last Cheque Date: 3/15/00

LA VERGNE, TENNESSEE, U.S.A. Tel #: 615.793.2800

Fax #: 615.793.4057

Postal Code: TN 37086 Prov/State: TN Duns #: 805853165

Contact: ELOISE DONAHOS GST Lisc.#:

Web Address:

E-mail Address:

Freight Charges: C (P)repaid/(C)oll/(I)nv DERBY INDUSTRIES INCORPORATED

QC Inspector: Auto Voucher Flag: A A/P Bank: 5 Currency: US

Vendor Class: Cheque/Voucher Flag: N U S CURRENCY ACCOUNT

Default Carrier: 1099: N Minority Flag: N

Terms Code: 30 NET 30 DAYS Tax Group Code: ONV

FOB Code: LAV LAVERGNE, TENNESSEE Goods Tax Rate: 3

O/S Stockroom: Services Tax Rate: 3

Usr Ver Templ: Default Custom Bkr:

Created: 0/00/00 YTD Purchases \$: .00

Enter information - Press <ENTER> to save

F1 F2 F3 F4 F5 F6 F7 F24

Notes User Inquiry Verify Go Back End

⌚ You must make sure that the Goods & Services Tax Rate are the correct ones as you will no longer have a purchase order attached to the Accounts Payable package.

⌚ There will be a **Duns Number** entered by the Purchasing EDI Coordinator. This number **CANNOT** be deleted, as this will terminate any EDI communications. For this reason, this Vendor **CANNOT** be deleted unless the Purchasing EDI Coordinator is advised prior to deletion.



Vendor Master File - Edit Screen VN0100

Vendor #: DE0225 Page 2 of 2
Roll Up/Down

Create Planning Schedule: N (Y,N)
Planning Schedule Frequency: W (D,W,B,M,K)
Planning Schedule Day: 1 (1-Mon,2-Tue,3-Wed,4-Thurs,5-Fri,6-Sat,7-Sun)
Planning Schedule Date: S ((S)ame day,(N)ext day)
Send Via EDI: Y (Y,N)
Create Shipping Schedule: N (Y,N) *During MRP Run
Shipping Schedule Frequency: W (D,W,B,M,K)
Shipping Schedule Day: 1 (1-Mon,2-Tue,3-Wed,4-Thurs,5-Fri,6-Sat,7-Sun)
Shipping Schedule Date: S ((S)ame day,(N)ext day)
Send Via EDI: N (Y,N)
Scan Supplier/Serial #s: N (Y,N) *At Receiving
P/O Send Mode: 1 PRINTED
Shipping Lead Time:0 Hours
Skip W.Days for EDI Exp Date: 3 (1-Sat & Sun, 2-Sun Only, 3-Do Not Skip)
Req'r EDI Remittance Advice: 2 (1 = Yes 2 = No)
EDI Partial Payment Allowed: 2 (1 = Yes 2 = No)

Enter information - Press <ENTER> to save

F7=Go Back F2=User F4=Inquiry F5=Verify F24=End
F8=SCD

As ABC creates their Planning Schedules manually, all defaults will remain as is, unless we find a need for specific vendor controls. Should the need arise where an OEM sends their releases in the middle of the week and it impacts a certain vendor(s)' releases, some of these vendor controls should be changed. Should this need arise, please contact the Purchasing EDI Coordinator.

Create Planning Schedule: Defaults to 'N'.

Planning Schedule Frequency: Defaults to 'W'. As we run an 830 MRP run for Purchasing use once a week, this should be set to 'W' = Weekly.

Planning Schedule Day: Defaults to '1' where 1 = Monday. Only if Vendor Controls are used in the Creation of Planning Schedules (POMN19), as described above will the need for having a different day than Monday is required.

Planning Schedule Date: Defaults to 'S' Again should the need arise; based on the vendor controls, this can be changed to fit your needs.

Send via EDI: Defaults to 'N'. As each vendor becomes EDI capable, your Purchasing EDI Coordinator will activate the vendor by changing this to a 'Y'.

At this time, the balance of the fields is not used and should remain as is.



MAINTAIN VENDOR PARTS

For purposes of Planning Schedules, the part number MUST first be prioritized as the vendor of choice.

From the Maintain P/O Master Files, select option #5

```
Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN06      Maintain P/O Master Files      System:  S101A04M

Select one of the following:

  1. Maintain Master Purchase Order Control File
  2. Maintain Requisitioner Codes
  3. Maintain Project Codes
  4. Maintain Department Codes
  5. Maintain Vendor Parts
  6. Maintain Vendor Master
  7. Maintain Buyer Codes
  8. Purge Completed Purchase Orders and History
  9. Purge Closed Requisitions
 10. Purge Incoming ASNs
 11. Maintain Vendor User Defined Fields

More...

Selection or command
==> 5

F1=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
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```

Enter the appropriate part number

```

Maintain Vendor Parts      P0005

Part Number: FOA802200.....
Seq#: ... (for OS only)
-or-
Vendor Number: .....

Enter Information

This program allows you to maintain
vendor part details and pricing for
both Inventory and Non-inventory
items. It also allows you to
maintain vendor priority information
for Inventory items.

Enter Part # if working with
Inventory items.
Enter Vendor # if working with
Non-inventory items.

Press < F7 > or < F24 > to end
the program.

F1  F2  F3  F4  F5  F6  F7  F24
Inquiry  Go Back  End

ONLINE 7.26 M
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To add <F1>

Edit Vendor Part Information		P0005A
Internal Part #: FOA802200 FOAM - P/N 15707626 AE		
Seq#:	Consignment Item: N (Y/N)	
Vendor Number: DE0225.....	Priority: 01	Split: 100 % Quality: OK.....
DERBY INDUSTRIES INCORPORATED		Delivery: 07 days
LA VERGNE,		Over-ship Allowed: 999 %
Tax Group: ...		
Tax Rate: .		
Last purchased on: 5/14/03 received in 208 days @		
Unit Price: .00930 EA	based on	Quantity: EA
Vendor Part Number: 15707626-AE..... Vendor Part Sequence:		
Description:		
.....		
.....		
Key in information - press <Enter> to save		
F7=Go Back F3=Prices F4=Inquiry F5=Detail F24=End		

Consignment Item: Defaults to 'N'

Internal Part # is displayed along with the description from the item master files.

Vendor Number: Select the vendor number for the Vendor Master File

Priority: Blank, 0-99. Blank (or 0) indicates the highest priority, while 99 indicates the lowest priority. The highest priority must be the vendor of choice. Should you purchase this product from more than one supplier, make sure that you prioritize them in the correct sequence.

Split: The percentage of the specified part to be supplied by the vendor. This percentage defaults to 100%.

Quality: 8 alphanumeric characters. The quality of the purchased goods.

Delivery: Display field only. The number of days between the placing of the purchase order and its delivery to Receiving.

Over-ship Allowed: 3 digits. PO Receiving rejects receipts that exceed the allowed overage. Enter the percentage of over-shipment that is allowed. 0% means no overage allowed, while blank or 999% indicates there is no limit on overage. For a blanket purchase order this refers to the outstanding quantity.

Tax Group & Tax Rate: When left blank, this information defaults from the Vendor Master files.

Last Purchased on 0/00/00 received in 0 days: Display field only. The system updates this field when the part is received. This displays the date of the last purchase of this product from this vendor, as well as the number of days for delivery of the last purchase.

Unit Price: Display field only. The system updates this field from information from the purchase order when the part is received. This displays the unit price for the last purchase order, and the volume if the price was based on a volume purchase.

Vendor Part Number: 25 alphanumeric characters. The vendor's assigned part number.



Vendor Part Volume Pricing: For purposes of Vendor Planning Schedule, this feature is not required. This will be covered in the Purchasing Master Files Work Instructions. This information should already be entered at time of item set up.

```

Maintain Vendor Parts                                PO005
-----
Part Number: FOA802200          Seq #:             Standard Cost:      $.00000 EA
              FOAM - P/N 15707626 AE
                                     Last
Prty Split%   Vendor #    Name                               Unit Price       Deliv
-----
*.1   100     DE0225      DERBY INDUSTRIES INCORPORATED                .09600 EA        7
.. .. 
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.. .. 
.. .. 
.. .. 

Begin at: *.0                                   Key In Information - Press <ENTER> to Save

F1           F2           F3           F4           F5           F6           F7           F24
Add         Update       Delete                          View        Go Back      End

```

<F7> to Exit



P/O Schedule Format Codes

From Maintain P/O Master Files, Select option #12

```

Freq used  Last used  Commands  Database  Status  Search  Help
-----
PCMN06      Maintain P/O Master Files      System:  S101A04M

Select one of the following:

12. Maintain P/O Schedule Format Codes
13. Reset P/O Schedule Cums
14. Maintain Return To Vendor Reason Codes
15. Populate Item Master w/ Vendor Part Master Information

99. Return to the previous menu

Selection or command
==> 12

F1=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support

```

Press <F1> to add

```

Maintain P/O Schedule Formats      POSFP
-----
Code      Description      Use      Use
      Planning      Shipping

FRIDAY      FRIDAY DELIVERY      Y      N
MONDAY      MONDAY DELIVERY      Y      N
THURSDAY      THURSDAY DELIVERY      Y      N
TUESDAY      TUESDAY DELIVERY      Y      N
WEDNESDAY      WEDNESDAY DELIVERY      Y      N

Begin at:  *..... (Format Code)      More...

F1      F2      F3      F4      F5      F6      F7      F24
Add      Update      Delete      Inquiry      Go Back      End

```



Edit P/O Schedule Format						POSFE	
Format Code: MONDAY••••							
Format Description: MONDAY•DELIVERY••••••••••••••••							
Use Planning Schedule: Y (Y/N)							
	Days	Weeks	Months	Other	Other Size(Days)		
No. of Intervals:	••0	•12	••0	••0	••0		
Use Shipping Schedule: N (Y/N)							
No. of Intervals:	••0	••0	••0	••0	••0		
Week Alignment: 1 (1=Monday, 2=Tuesday, ...)							
Key in information - press <Enter> to save							
F1	F2	F3	F4	F5	F6	F7	F24
						Go Back	End

Format Code: Use any code that you wish and will be easily recognized.

Format Description: Use any description that will make sense to you.

Use Planning Schedule: MUST BE 'Y'.

No. of Intervals: We will use weekly buckets over a 12-week schedule. Should you have suppliers who will require to see out further than 12 weeks, you will have to set up a special schedule just for them.

Use Shipping Schedule: Defaults to 'N'. At this time, we do not use shipping schedules.

No. of Intervals: Not used.

Week Alignment: As we are based on a delivery system with our planning schedules, this is the day of the week you will request that the goods be delivered in house by your supplier. This will help you determine the supplier's delivery performance. Your supplier for delivery expectations will use the day of the week you put in here.

You should negotiate a mutual agreed upon delivery day with your receiver and supplier so there are no conflicts with other supplier and/or outgoing customer shipments causing traffic jams. You can incur additional waiting time charges by various transport companies.

You are now ready to make your Blanket Purchase Order for EDI. Please refer to Production Blanket Order work instruction #QSFP-EDI-WI-006A Rev. 001



Planning Schedules

After running your MRP, make sure that **ALL** Receiving has been entered up to date. For example, if you run your MRP on Monday evenings, all receiving **MUST** be entered up to and including Monday's receipts.

Enter option #7 Planning Schedule Menu

```
Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN08          Purchase Order Maintenance Menu          System:  S101A04M

Select one of the following:

  1. Maintain Purchase Orders
  2. Approve/Reject Requisitions
  3. Change P/O Status Utility
  4. Print Standard P/O or Blanket Release
  5. Print Blanket P/O
  6. P/O Outside Services Menu
  7. Planning Schedule Menu
  8. Shipping Schedule Menu

 24. Print Standard P/O or Blanket Release - ABC Canada/U.S.A
 25. Print Blanket P/O                   - ABC Canada/U.S.A

More...

Selection or command
==> 7
```

F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel
F13=User support

Enter option #2 to Create your Planning Schedules

```
Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN19          P/O Planning Schedule Menu          System:  S101A04M

Select one of the following:

  1. Maintain Vendor Planning Schedules
  2. Create Planning Schedules from Demand
  3. Print Planning Schedules
  4. Send Vendor Planning Schedules via EDI
  5. Print EDI Planning Schedule Acknowledgement Report

 99. Return to the previous menu

Selection or command
==> 2
```

F3=Exit F4=Prompt F9=Retrieve F10=Actions F12=Cancel
F13=User support
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Create Vendor Planning Schedules		P0058					
<u>Selection Criteria</u>		This program will create a Planning Schedule for each item in the range entered. The first interval date will be equal to or greater than the Starting date. Quantities are based on current MRP demand. If no range entered then ALL is assumed. Press < F1 > to proceed. Press < F7 > or < F24 > to end the program.					
Starting Date: 6/15/01							
Starting Vendor:							
Ending Vendor:							
Use Vendor Controls: N (Y/N)							
Print Created Releases: N (Y/N)							
Page Per Part: N (Y/N)							
Submit to Job Queue: Y (Y/N)							
<div>Enter Information</div>							
F1	F2	F3	F4	F5	F6	F7	F24
Proceed			Inquiry			Go Back	End

Next, Create Planning Schedules from Demand using the greatest Starting Date. As you have scheduled deliveries every day of the week including Friday, use the following Friday's date. For example, if today is Tuesday, June 12, 2001, the receiving has been entered for June 11th, the enter Friday's date June 15th as shown above.

Press <F1> To Proceed

The system will then give you a message that "You have selected ALL vendors to create schedule for: Press <F1> to continue or any other key to abort."

Press <F1> To Continue

You will receive a message that the "Create from Demand" is complete.



From P/O Planning Schedule Menu, select option #1

```

Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN19          P/O Planning Schedule Menu          System:  S101A04M

Select one of the following:

  1. Maintain Vendor Planning Schedules
  2. Create Planning Schedules from Demand
  3. Print Planning Schedules
  4. Send Vendor Planning Schedules via EDI
  5. Print EDI Planning Schedule Acknowledgement Report

  99. Return to the previous menu

Selection or command
===> 1

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
Function key not allowed.
+
```

Note: The example below is not typical.

```

Maintain P/O Schedules          POPRVP
-----
Current Planning Releases

Vendor #  Release #  Date  Purpose Code  Printed  EDI Send  Ack.
Status    Status

AB0565    2001163    6/12/01  05 Replace    N        N        N
AC0205    2001163    6/12/01  05 Replace    N        N        N
AD0145    2001163    6/12/01  05 Replace    N        N        N
AT0015    2001163    6/12/01  05 Replace    N        N        N
AV0005    2001163    6/12/01  05 Replace    N        N        N
CH0485    2001163    6/12/01  05 Replace    N        N        N
DE0225    2001163    6/12/01  05 Replace    N        N        N
FO0080    2001163    6/12/01  05 Replace    N        N        N
HL0010    2001163    6/12/01  05 Replace    N        N        N
HO0075    2001163    6/12/01  05 Replace    N        N        N
IT0175    2001163    6/12/01  05 Replace    N        N        N
JA0010    2001163    6/12/01  05 Replace    N        N        N

Begin at: J00195.... 2001163... (Vendor/Release)

F1      F2      F3      F4      F6      F7      F24
Add    Update    Inquiry    Status    Go Back    End
More...
```

Select <F2> to update & enter vendor number or put cursor on supplier the select <F2> to update



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Maintain P/O Planning Schedules PO108

Vendor: DE0225 DERBY INDUSTRIES INCORPORATED
Release #: 2001163 Date: 6/12/01 Type: 05 Replace
* = on this release Use any char in Action to work with part

Action	Part Number	Description	P/O #	Itm#
* .	FOA801512	FOAM - P/N F8CX-9F805-AB R.1	9961	1
* .	FOA802199	FOAM - P/N 3549019	10036	1
* 1	FOA802200	FOAM - P/N 15707626 AE	10036	2
* *	FOA802267	FOAM - F8ZE-8C045-AF	9960	1
* .	FOA802272	FOAM - F5AB-5428630-AA	9959	1
* .	FOA802576	FOAM - XF5H 18C420 AA1	9962	1
* .	FOA802577	FOAM - XF5H 18C420 AA2	9963	1
* .	FOA802580	FOAM - XF5H 19D569 AB	9969	1
* .	FOA802581	FOAM - XF5H 19B553 AB	9965	1
* .	FOA802582	FOAM - XF5H 19B553 BC	9966	1

More...

Begin at: FOA802583..... ..9967 ..1 (Part/PO#/Item#)

F1 F2 F3 F4 F6 F7 F24
Go Back End

Once you have selected your vendor, you will get a listing of all parts that you have set up a schedule with in your blanket purchase order.

To select, put any character next to the part (I.E. '1').



Page 1

Maintain P/O Planning Release										P0020D
P/O #:		10036		Item #:	2		Rel #:	2001163		Release Date: 6/12/01
Vendor:		DERBY INDUSTRIES INCORPORATED					Standard Pack:		1600.00	
Part #:		FOA802200					Cum Required:		763200.00 EA	
		FOAM - P/N 15707626 AE					Cum Received:		763200.00	
							Past Due Qty:		.00	
Start Date	Period Type	Auth	Net Previous	Demand	Net To Release	Cum To Release	Unt			
6/13/01	W	C	.00	.000.00	763200.00	EA			
6/20/01	W	C	48000.00	48000.0048000.00	811200.00	EA			
6/27/01	W	C	.00	.000.00	811200.00	EA			
7/04/01	W	D	.00	.000.00	811200.00	EA			
7/11/01	W	D	.00	.000.00	811200.00	EA			
7/18/01	W	D	48000.00	48000.0048000.00	859200.00	EA			
7/25/01	W	D	.00	.000.00	859200.00	EA			
8/01/01	W	D	48000.00	48000.0048000.00	907200.00	EA	+		
Key in information - press <Enter> to save										
F1	F2	F3	F4	F5	F6	F7	F24			
			Inquiry	Notes	Header	Go Back	End			

Page 2

Maintain P/O Planning Release										P0020D
P/O #:		10036		Item #:	2		Rel #:	2001163		Release Date: 6/12/01
Vendor:		DERBY INDUSTRIES INCORPORATED					Standard Pack:		1600.00	
Part #:		FOA802200					Cum Required:		763200.00 EA	
		FOAM - P/N 15707626 AE					Cum Received:		763200.00	
							Past Due Qty:		.00	
Start Date	Period Type	Auth	Net Previous	Demand	Net To Release	Cum To Release	Unt			
8/08/01	W	D	.00	.000.00	907200.00	EA			
8/15/01	W	D	48000.00	48000.0048000.00	955200.00	EA			
8/22/01	W	D	.00	.000.00	955200.00	EA			
8/29/01	W	D	.00	48000.0048000.00	1003200.00	EA			
Key in information - press <Enter> to save										
F1	F2	F3	F4	F5	F6	F7	F24			
			Inquiry	Notes	Header	Go Back	End			

In the example above, you are shown 12 weekly buckets with a **Start Date** of June 13th being a Wednesday delivery as chosen in your schedule of the blanket purchase order.

Period Type: 'W' meaning weekly schedules

Period Auth: (Authorization Levels) 'C' meaning firm. In the example above, 21 days (3 weeks) of firm releases and 'D' mean forecast.



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It also shows:

- 🕒 **Net Previous** (what you had on order last week).
- 🕒 **Demand** – Customer Requirements
- 🕒 **Net to Release** is populated by the system and suggests when you should bring the quantity in. Note that the Net to Release quantities can be overwritten.

This information is populated based on:

- 🕒 Global Minimum Quantity
- 🕒 Standard Pack Size
- 🕒 Standard Pack Unit
- 🕒 Optimum Order Quantity

DO NOT ENTER ANYTHING UNDER </5> NOTES AS OUR PLANNING SCHEDULES DO NOT SUPPORT THIS OPTION.



PRINTING

Select option #3 to print planning schedules

```

Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN19          P/O Planning Schedule Menu          System:  S101A04M

Select one of the following:

  1. Maintain Vendor Planning Schedules
  2. Create Planning Schedules from Demand
  3. Print Planning Schedules
  4. Send Vendor Planning Schedules via EDI
  5. Print EDI Planning Schedule Acknowledgement Report

  99. Return to the previous menu

Selection or command
==>> 3

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
```

You should obtain plain white continuous computer paper from your stationary supplier SIZE: 11" x 8-1/2".

FOR DETAILED PRINTING

```

Print Vendor Planning Schedules          P0064

-----
Program Parameters

  All New: N  (Y/N)
Starting Vendor: .....
Ending Vendor: .....
Starting Buyer: ...
Ending Buyer: ..
Release Number: .....
Report Type: D  (S)ummary/(D)etail

  Print Only: Y  (Y/N)
Print only non EDI: Y  (Y/N)
If Detail,
  Starting Part #: .....
  Ending Part #: .....

Please enter information

This program prints Vendor Planning Schedules. Summary puts multiple parts per page and Detail puts each part on a separate page.
Ranges left blank mean all.
Release # left blank means current.
All New means all unprinted.

Print Only flag set to (N) Indicates a spool file is to generate for Faxing in Fax output Queue.

Press < F1 > to proceed.

Press < F7 > or < F24 > to end the program.

F1  F2  F3  F4  F5  F6  F7  F24
Proceed  Inquiry  Go Back  End
```

First you should print all your planning schedules that are NOT electronically sent with options shown above. These schedules will have to be faxed.

<F1> To Proceed



FOR SUMMARIZED PRINTING

Print Vendor Planning Schedules		P0064
<u>Program Parameters</u>		
All New: N (Y/N)		This program prints Vendor Planning Schedules. Summary puts multiple parts per page and Detail puts each part on a separate page. Ranges left blank mean all. Release # left blank means current. All New means all unprinted.
Starting Vendor:		
Ending Vendor:		
Starting Buyer: ...		
Ending Buyer: ...		
Release Number:		Print Only flag set to (N) Indicates a spool file is to generate for Faxing in Fax output Queue.
Report Type: S (S)ummary/(D)etail		
Print Only: Y (Y/N)		Press < F1 > to proceed.
Print only non EDI: N (Y/N)		
If Detail,		Press < F7 > or < F24 > to end the program.
Starting Part #: Ending Part #:		
Please enter information		
F1 Proceed	F2	F3
F4 Inquiry	F5	F6
F7 Go Back	F24 End	

A Summary Report should be printed to keep handy what you released to your suppliers. Should you not print this Summary option and you run into problems (gremlins do happen), at least you will have a hard copy of your releases. It is also handy to have near you should a supplier call you with questions regarding your releases.



SENDING YOUR RELEASES

From P/O Planning Schedule Menu, Select option 4

```

Freq used  Last used  Commands  Database  Status  Search  Help
-----
POMN19          P/O Planning Schedule Menu          System:  S101A04M

Select one of the following:

1. Maintain Vendor Planning Schedules
2. Create Planning Schedules from Demand
3. Print Planning Schedules
4. Send Vendor Planning Schedules via EDI
5. Print EDI Planning Schedule Acknowledgement Report

99. Return to the previous menu

Selection or command
===> 4

F3=Exit  F4=Prompt  F9=Retrieve  F10=Actions  F12=Cancel
F13=User support
```

It is suggested to do all your releases and then send all vendors who are 'on-line' together. In this manner, no vendors would be forgotten.

If you use this option, you only need to **<F1> To Proceed** and all EDI vendors will be sent at the same time.

If you choose a particular vendor at a time, you must enter the vendor number both in **Starting & Ending Vendor** range, and make sure that you have the correct release number. **<F4> Inquiry** to obtain release number.

Once you have sent your releases, it will appear as a 'Y' in the 'Maintain P/O Planning Schedules' that they have been sent.

Should you receive any error of any kind, contact the *Purchasing EDI Coordinator*.

```

Send Vendor Planning Schedules Via EDI          P0065

-----
Program Parameters
-----
Starting Vendor: .....
Ending Vendor: .....
Release #: .....
Send/Resend: S (S,R)

This program will send all current
Planning Schedules (830's) for
the ranges specified.

A blank range means all.

Send option will only send unsent
releases. Resend option will only
send releases previously sent.

Press < F1 > to proceed.

Press < F7 > or < F24 > to end
the program.

F1  F2  F3  F4  F5  F6  F7  F24
Proceed  Inquiry  Go Back  End
```



RESENDING YOUR RELEASES

This option should be used **ONLY** if your supplier has called you and has informed you there was a problem and could you please resend. **This is the only time you should use this option.**

Send Vendor Planning Schedules Via EDI		P0065
<u>Program Parameters</u>		This program will send all current Planning Schedules (830's) for the ranges specified.
Starting Vendor: DE0225....		A blank range means all.
Ending Vendor: DE0225....		
Release #: 2001152...		Send option will only send unsent releases. Resend option will only send releases previously sent.
Send/Resend: R (S,R)		
Press < F1 > to proceed		Press < F1 > to proceed.
		Press < F7 > or < F24 > to end the program.
F1	F2	F3
Proceed		
F4	F5	F6
Inquiry		
F7	F24	
Go Back	End	

Press <F1> To Proceed



CHANGING YOUR PLANNING SCHEDULE

ORIGINAL PLANNING SCHEDULES (Rel. #2001172)

Maintain P/O Planning Release										PO0200	
P/O #: 20000 Item #: 1 Rel #: 2001172 Release Date: 6/21/01											
Vendor: AVON AUTOMOTIVE Standard Pack: 220.00											
Part #: ASM802250 Cum Required: 220.00 EA											
ASMBLY - 25173861 RUBBER DUCT Cum Received: 220.00											
Past Due Qty: .00											
Start Date	Period Type	Auth	Net Previous	Demand	Net To Release	Cum To Release	Unit				
6/18/01	W	C	1100.00	.00	1100.00	1320.00	EA				
6/25/01	W	C	1100.00	.00	1100.00	1320.00	EA				
7/02/01	W	C	1100.00	.00	1100.00	2420.00	EA				
7/09/01	W	D	1100.00	.00	1100.00	3520.00	EA				
7/16/01	W	D	1100.00	.00	1100.00	4620.00	EA				
7/23/01	W	D	1100.00	.00	1100.00	5720.00	EA				
7/30/01	W	D	1100.00	.00	1100.00	6820.00	EA				
8/06/01	W	D	1100.00	.00	1100.00	6820.00	EA	+			
Key in information - press <Enter> to save											
F1	F2	F3	F4	F5	F6	F7	F24				
			Inquiry	Notes	Header	Go Back	End				

To obtain a new planning schedule, you MUST create from demand, by selecting option #2 and selected the vendor in question.

Create Vendor Planning Schedules										PO058	
<u>Selection Criteria</u>											
Starting Date: *6/21/01											
Starting Vendor: AV0080....											
Ending Vendor: AV0080....											
Use Vendor Controls: N (Y/N)											
Print Created Releases: N (Y/N)											
Page Per Part: N (Y/N)											
Submit to Job Queue: Y (Y/N)											
This program will create a Planning Schedule for each item in the range entered. The first interval date will be equal to or greater than the Starting date.											
Quantities are based on current MRP demand.											
If no range entered then ALL is assumed.											
Press < F1 > to proceed.											
Press < F7 > or < F24 > to end the program.											
Enter Information											
F1	F2	F3	F4	F5	F6	F7	F24				
Proceed			Inquiry			Go Back	End				

<F1> To Proceed



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As you can see below it is now replaced with a new Schedule #2001172A

Maintain P/O Schedules POPRVP

Current Planning Releases

Vendor #	Release #	Date	Purpose Code	Printed	EDI Send Status	Ack. Status
AB0890	2001152	6/01/01	05 Replace	N	N	N
AG0075	2001130	5/10/01	05 Replace	N	Y	N
AR0150	2001171	6/20/01	05 Replace	N	Y	N
AV0080	2001172A	6/21/01	05 Replace	N	N	N
BA0590	2001158A	6/07/01	05 Replace	N	N	N
DE0415	2001156	6/05/01	05 Replace	N	Y	N
DE0830	2001120	4/30/01	05 Replace	N	Y	N
DE0835	2001120	4/30/01	05 Replace	N	Y	N
DU0210	2001137	5/17/01	05 Replace	N	Y	N
EM0090	2001152B	6/01/01	05 Replace	N	N	N
GT0080	2001122	5/02/01	05 Replace	N	Y	N

Begin at: (Vendor/Release) Bottom

F1 Add F2 Update F3 F4 Inquiry F6 Status F7 Go Back F24 End

You can make your changes as sample below and SEND your changes to the supplier. By recreating you automatically Replace (Code 05) your Planning Schedule.

Maintain P/O Planning Release PO0200

P/O #: 20000 Item #: 1 Rel #: 2001172A Release Date: 6/21/01
Vendor: AVON AUTOMOTIVE Standard Pack: 220.00
Part #: ASM802250 Cum Required: 220.00 EA
ASMBLY - 25173861 RUBBER DUCT Cum Received: 220.00
Past Due Qty: .00

Start Date	Period Type Auth	Net Previous	Net Demand	Net To Release	Cum To Release	Unt
6/18/01	W C	1100.00	.00	1100.00	1320.00	EA
6/25/01	W C	.00	.00	1100.00	2420.00	EA
7/02/01	W C	1100.00	.00	1100.00	3520.00	EA
7/09/01	W D	1100.00	.00	1100.00	4620.00	EA
7/16/01	W D	1100.00	.00	1100.00	5720.00	EA
7/23/01	W D	1100.00	.00	1100.00	6820.00	EA
7/30/01	W D	1100.00	.00	1100.00	7920.00	EA
8/06/01	W D	.00	.00	1100.00	9020.00	EA +

Key in information - press <Enter> to save

F1 F2 F3 F4 Inquiry F5 Notes F6 Header F7 Go Back F24 End

If you change the Planning Schedule the next day, for example, the release number would change to 2001173, incrementing by '1'.

To understand the release number convention – the first 4 digits shows the year and the next 3 digits show the julienne day of the year (i.e. 365 = December 31st). If an alpha character is suffixed, it represents a subsequent, not an original, release for that day.



ADDING RELEASES MANUALLY

If for some reason, (i.e. new supplier with no demand from customer) you must add a release that does not show up on your MRP, the following procedure must be followed.

From Maintain P/O Planning Schedules, option #1

Maintain P/O Schedules POPRV

Current Planning Releases

Vendor #	Release #	Date	Purpose Code	Printed	EDI Send Status	Ack. Status
AB0890	2001152	6/01/01	05 Replace	N	N	N
AG0075	2001130	5/10/01	05 Replace	N	Y	N
AR0150	2001171	6/20/01	05 Replace	N	Y	N
AV0080	2001172A	6/21/01	05 Replace	N	N	N
BA0590	2001158A	6/07/01	05 Replace	N	N	N
DE0415	2001156	6/05/01	05 Replace	N	Y	N
DE0830	2001120			N	Y	N
DE0835	2001120			N	Y	N
DU0210	2001137		Vendor #: TR0340*	N	Y	N
EM0090	2001152B			N	N	N
GT0080	2001122		Enter Information	N	Y	N

Begin at: (Vendor/Release)

F1 F2 F3 F4 F6 F7 F24
Inquiry Go Back End

Bottom

<F1> To add and enter Vendor # in question, press <Enter> to continue

Maintain P/O Planning Schedules PO108

Vendor: TE0340 TEST FILE
Release #: 2001173 Date: 6/22/01 Type: 04 Update
* = on this release Use any char in Action to work with part

Action	Part Number	Description	P/O #	Itm#
1	FOA804092	TEST FOAM PART	21	1

Begin at:0..0 (Part/PO#/Item#)

F1 F2 F3 F4 F6 F7 F24
Go Back End

Bottom

You will notice that there is no asterisk "*" next to the Action feature. This means that there are no releases. Select item by inputting a character (example '1') as above to access schedule.



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Maintain P/O Planning Release										P0020D
P/O #:		21	Item #:		1	Rel #:		2001173	Release Date: 6/22/01	
Vendor:		TEST FILE				Standard Pack:		125.00		
Part #:		FOA804092				Cum Required:		.00 EA		
		TEST FOAM PART				Cum Received:		.00		
						Past Due Qty:		.00		
Start Date	Period	Type	Auth	Net Previous	Demand	Net To Release	Cum To Release	Unit		
6/18/01	W	C		.00	.00	12500.00	12500.00	EA		
6/25/01	W	C		.00	.00	12500.00	12500.00	EA		
7/02/01	W	C		.00	.00	12500.00	25000.00	EA		
7/09/01	W	D		.00	.00	12500.00	25000.00	EA		
7/16/01	W	D		.00	.00	12500.00	37500.00	EA		
7/23/01	W	D		.00	.00	12500.00	37500.00	EA		
7/30/01	W	D		.00	.00	12500.00	50000.00	EA		
8/06/01	W	D		.00	.00	12500.00	50000.00	EA	+	
Key in information - press <Enter> to save										
F1 F2 F3 F4 F5 F6 F7 F24										
Add Rel. Inquiry Notes Header Go Back End										

Enter the requirements in the 'Net to Release' column manually and **<F1> To Add Release**

Maintain P/O Planning Release										P0020D
P/O #:		21	Item #:		1	Rel #:		2001173	Release Date: 6/22/01	
Vendor:		TEST FILE				Standard Pack:		125.00		
Part #:		FOA804092				Cum Required:		.00 EA		
		TEST FOAM PART				Cum Received:		.00		
						Past Due Qty:		.00		
Start Date	Period	Type	Auth	Net Previous	Demand	Net To Release	Cum To Release	Unit		
6/18/01	W	C		.00	.00	12500.00	12500.00	EA		
6/25/01	W	C		.00	.00	12500.00	12500.00	EA		
7/02/01	W	C		.00	.00	12500.00	25000.00	EA		
7/09/01	W	D				.00	25000.00	EA		
7/16/01	W	D				00.00	37500.00	EA		
7/23/01	W	D				00.00	37500.00	EA		
7/30/01	W	D				00.00	50000.00	EA		
8/06/01	W	D				00.00	50000.00	EA	+	
Key in information - press <Enter> to save										
F1 F2 F3 F4 F5 F6 F7 F24										
Confirm Go Back End										

<F1> To Confirm

When you are adding, as above, you create an "Update" schedule as 04, When the original is created, a 'Replace' schedule code 05 is produced.

It is now ready to either Send or Fax whichever is required for that Supplier.



EDI CHECK LIST

The following is a checklist to make sure that your planning schedules have the proper flow of information from your MRP.

Other influencing factors include having correct inventory levels, proper pack sizes, proper pack units, global minimum, and optimum order quantities entered.

- ☐ **Inventory Master Files**
 - ⌚ Make sure the Vendor Number selected is the same number as the number used in your blanket purchase order.
 - ⌚ You must have a quantity in the standard pack size. If you don't know, you MUST put a minimum quantity of '1'.
 - ⌚ Make sure you have a standard pack unit. It must be the same as your purchase order or if your unit of measure is different from that of the purchase order, a conversion must be set up for the item or from the global conversion in the system codes.

- ☐ **Vendor Parts** (Option #5)
 - ⌚ From the Purchase Order Main Menu, Select option #1 Master Files Maintenance Menu, then option #5 to obtain vendor parts.
 - ⌚ Make sure that the supplier of choice is in a #1 priority.

- ☐ **Vendor Master** (Option #6)
 - ⌚ From the Purchase Order Main Menu, Select option #1 Master Files Maintenance Menu, then option #6 to obtain vendor master.
 - ⌚ Make sure a Duns number appears, if not, contact Purchasing Edi Coordinator

- ☐ **P/O Schedule Format Code** (Option #12)
 - ⌚ From the Purchase Order Main Menu, Select option #1 Master Files Maintenance Menu, then option #12 to obtain P/O Schedule Format Code.
 - ⌚ Set your Week Alignment – Day of the week you want your product delivered.

- ☐ **Schedule Item In Blanket Purchase Order**
 - ⌚ Did you attach a schedule to the item in the Blanket Purchase Order by selecting <F6> Schedule for that specific item?
 - ⌚
 - ⌚