Creating and Receiving EDI Orders

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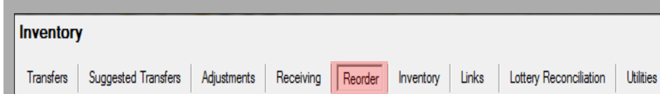
Creating an EDI Purchase Order

EDI orders are those filled by electronically creating and sending **POs**, locally, to an applicable vendor, and/or electronically receiving an invoice(s) from a vendor.

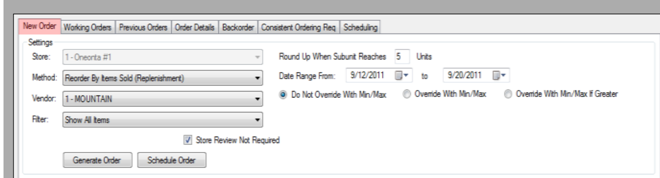
Setup for **Vendors** utilizing **EDI** should be accomplished with assistance from **FasTrax Support**. Certain file formats are required for this utility to operate properly. Please contact **FasTrax Support** for any further assistance/questions.

1) After logging into the **Fastrax Director**, choose the "**Inventory**" module.

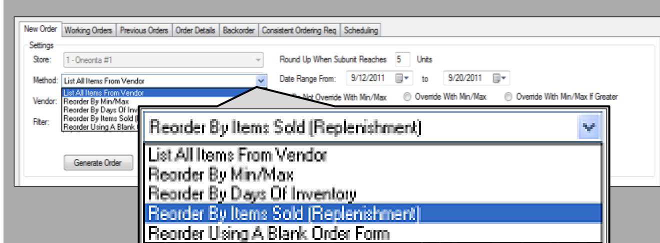
2) Choose the "**Reorder**" utility from the options listed along the top utility tab.



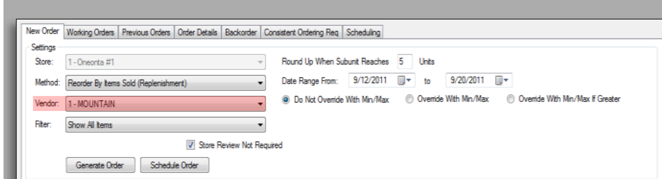
3) If not already by default, choose the "**New Order**" tab within the **Reorder** utility.



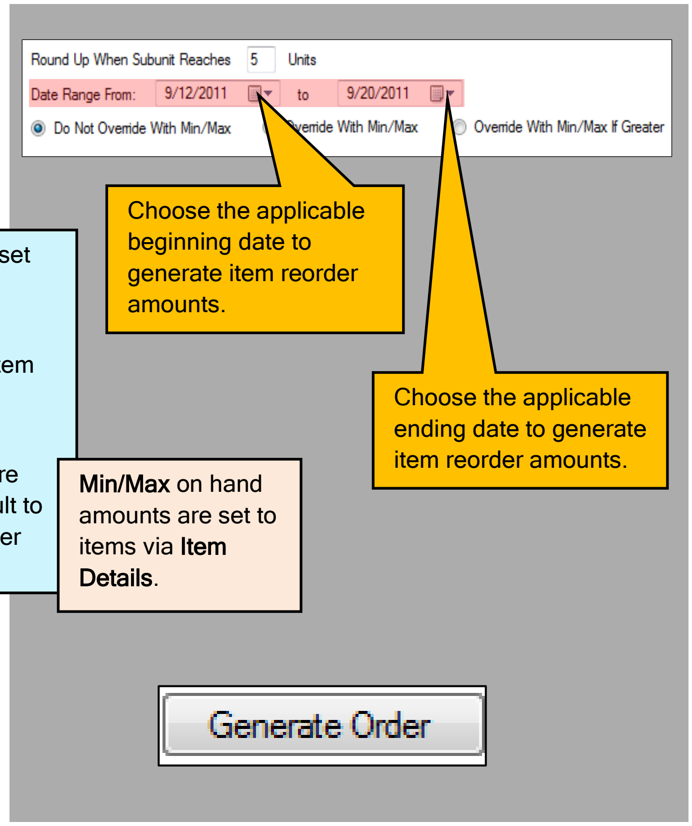
4) Change the "**Method**" to the applicable "**Reorder By Items Sold (Replenishment)**". This is chosen from the available dropdown.



5) Choose the applicable vendor from the "**Vendor**" dropdown.



6) If an order based on "**Sales**" is being created, an applicable **Date Range** will need to be identified to generate an accurate order.



Choose the applicable beginning date to generate item reorder amounts.

Choose the applicable ending date to generate item reorder amounts.

Do Not Override With Min/Max - If **Min/Max** are set for item reorders, a manual input for reorder will override these **Min/Max** presets.

Override With Mix/Max - If **Min/Max** are set for item reorders, **Min/Max** presets will auto fill reorder amounts.

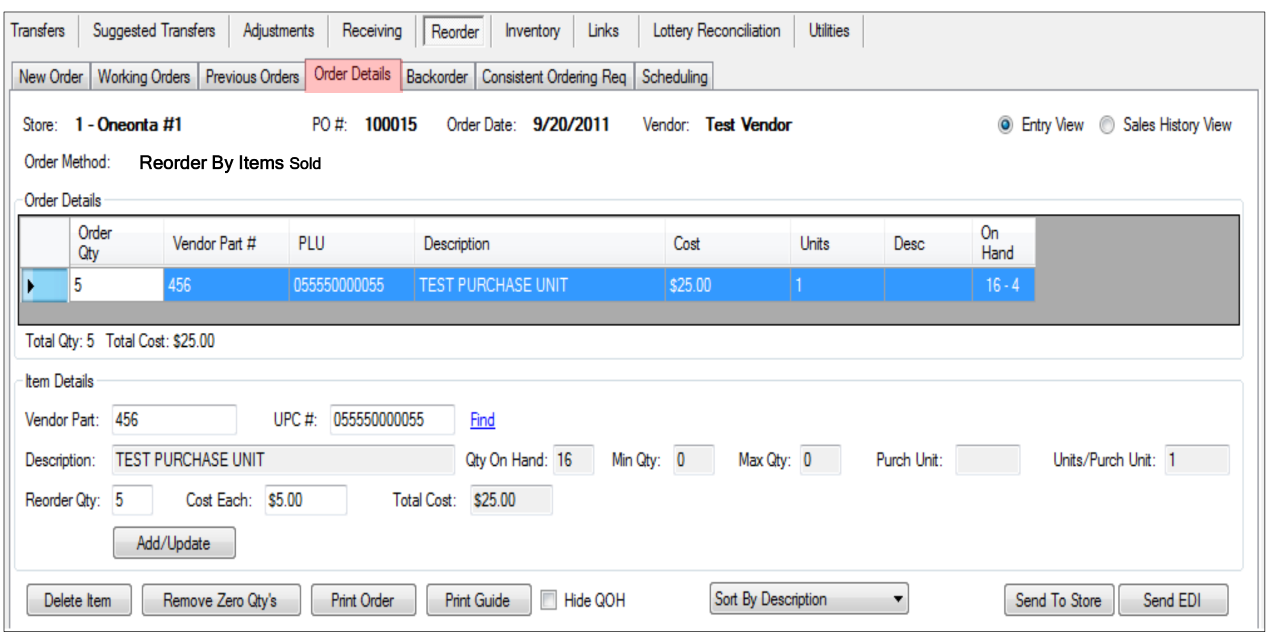
Override With Min/Max If Greater - If **Min/Max** are set for item reorders, reorder amounts will default to **Min/Max** presets if the suggested amount is lower than **Min/Max**.

Min/Max on hand amounts are set to items via **Item Details**.

7) After confirming invoice filtering criteria is correct, press the "**Generate Order**" button.

8) Generating the order will take you to the "**Order Details**" section of the **Reorder** utility.

The **Order Details** section is for editing any items or quantities generated on the order. Items can be removed and/or added to a **PO**. Cost of items can also be edited from this screen.

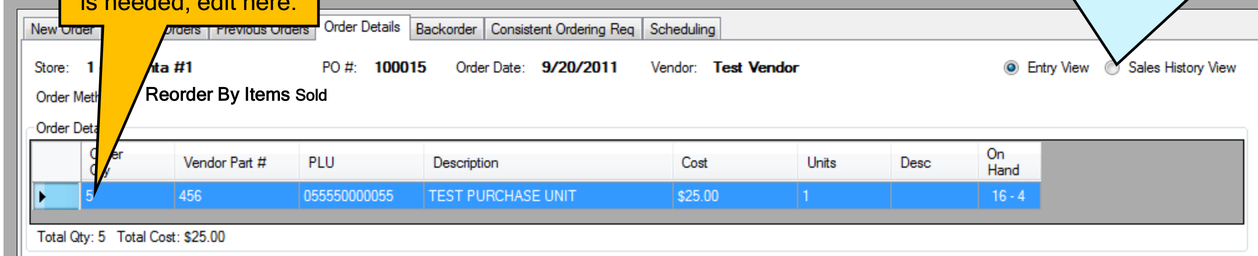


The "**Order Details**" section is separated into two portions.

Order Details

This view displays the sales history for selected items. This information can aid in editing order quantities.

If different quantity is needed, edit here.



Generated **PO**s can be edited through this section. This section displays pertinent information for generated items; **PO** number, date and vendor.

Choosing "**Sales History View**" will display item information by a weekly sales history, thus assisting in manual quantity entry.

Quantities, if needed, can be edited by entering the desired amount(s) per item.

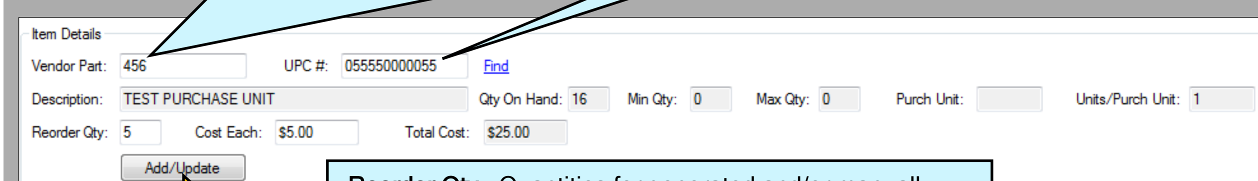
Items can be removed by highlighting and pressing Delete Item

Item Details

This displays the currently highlighted item's **Part** and **UPC Number**. If a desired item is not included on the current **PO**, enter the **Part Number** and/or **UPC** number.

Click the Add/Update to include a new item on the current **PO**. Quantities will need to be entered for manually added items.

Pressing the Find tool will assist in adding items if complete **Vendor/UPC** numbers are not known.



Press after adding and/or editing items to implement changes.

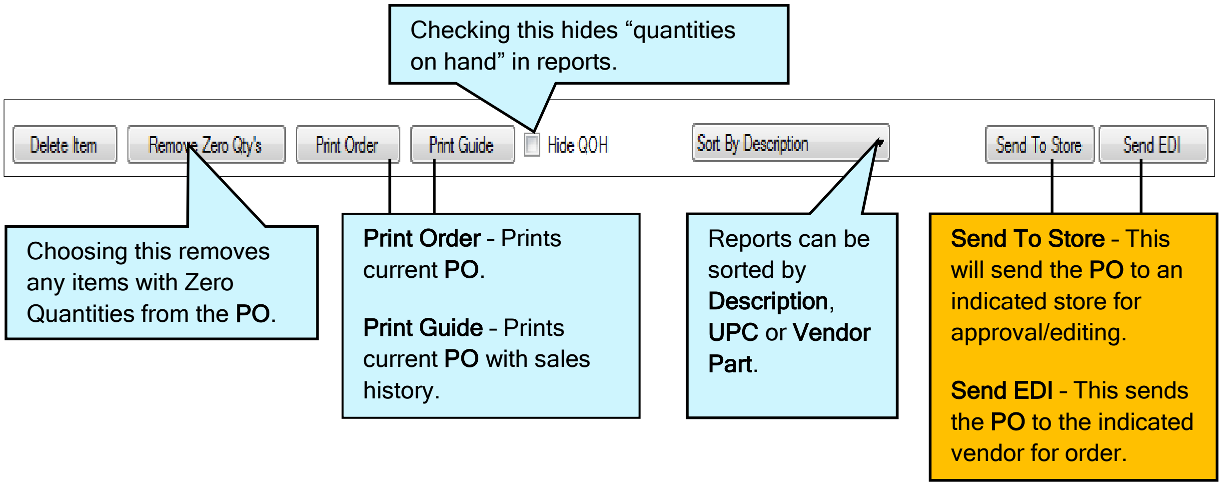
Reorder Qty - Quantities for generated and/or manually items can be entered here. Press **Add/Update** after editing items.

Cost Each - If applicable, enter item cost. Press **Add/Update** after editing items.

Reorder quantities and **Cost** are editable in this section. If the generated quantities are not satisfactory, edit and press Add/Update.

If additional items are desired to be added to the **PO**, enter either the item's **Vendor Part** or **UPC #** then press Add/Update to add item(s).

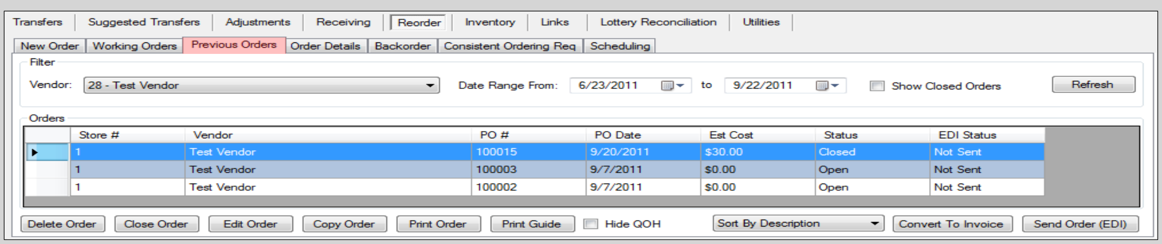
9) If there are any items you do not wish to include on the generated **PO**, highlight from the **Order Details** list and press Delete Item



10) After confirming **PO** information is correct, press the "**Send EDI**" button.

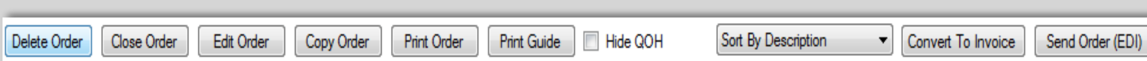
If an order/**PO** is generated and not sent, it can be reviewed, edited, deleted and sent at a later time through the "**Previous Orders**" section.

1) Choose "**Previous Orders**" from the **Reorder** utility.



2) Filter to the correct vendor and/or date, or highlight the applicable **PO**.

3) Choose the applicable option for the highlighted **PO**.



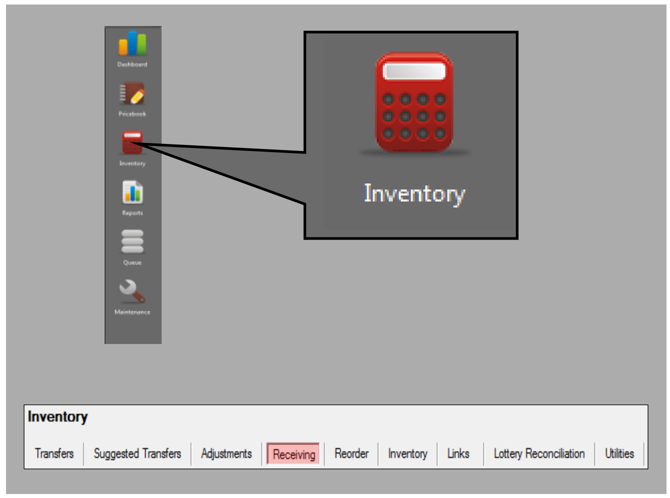
Delete Order - Choosing this will delete any highlighted **PO**, waiting or sent.
Close Order - Choosing this will close any highlighted **PO**, waiting or sent. Closed **PO**s are not deleted, but are simply removed from the list. Closed **PO**s are still editable.

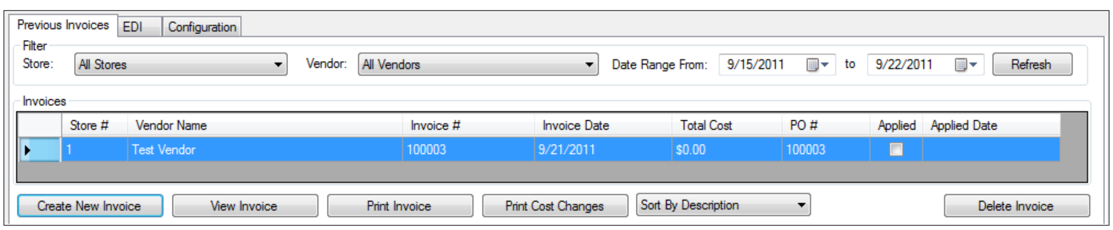
After creating **Purchase Orders** sent via **EDI**, these **Purchase Orders** can then in turn be received as **Vendor Invoices** upon order arrival.

When receiving an **EDI Invoice** created from a **Purchase Order**, you will need the **Vendor Invoice Number**. Your applicable vendor will supply this number.

1) After logging into the **Fastrax Director**, choose the "**Inventory**" module.

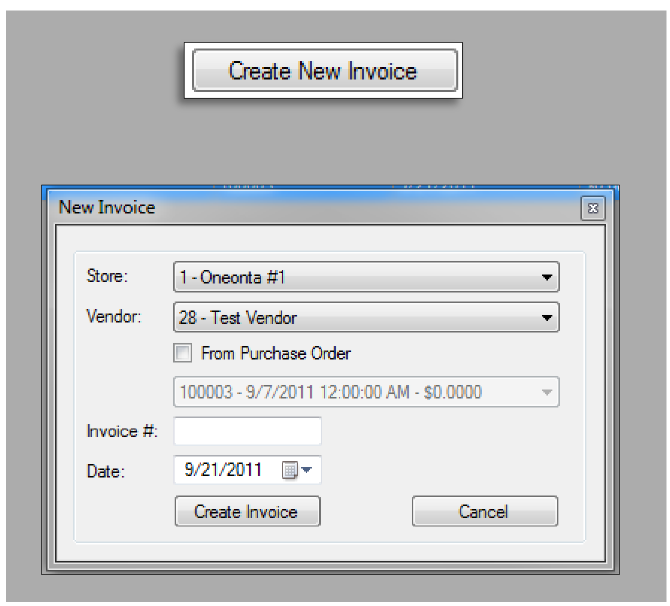
2) Choose the "**Receiving**" utility.



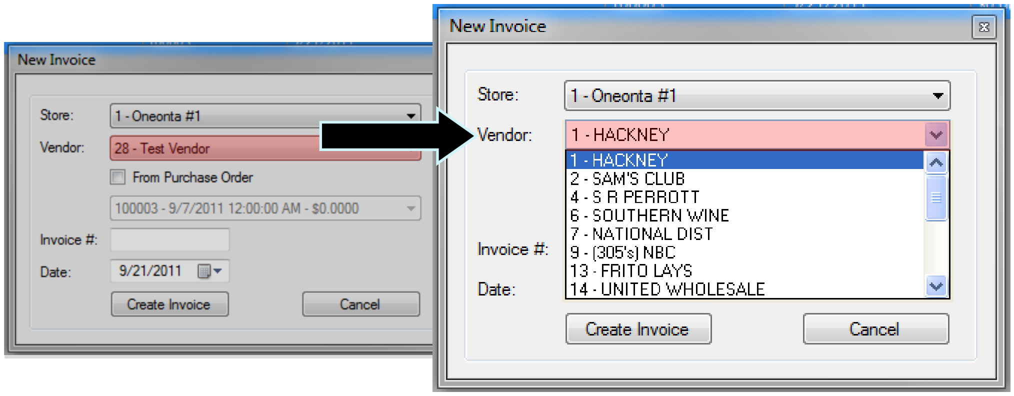


3) From this section, press the "**Create New Invoice**" button.

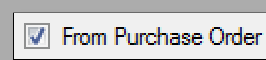
This will open the "**New Invoice**" window.



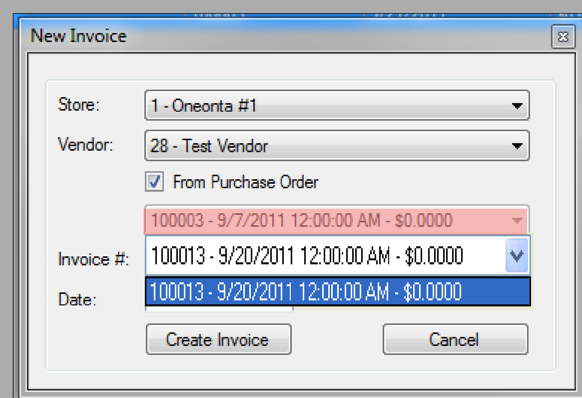
4) Choose the applicable vendor from the **Vendor** dropdown.



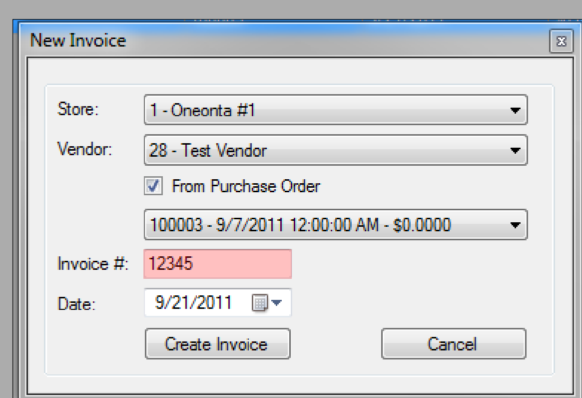
5) Check "**From Purchase Order**".



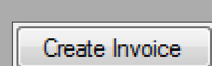
6) Select applicable **Purchase Order** from dropdown.



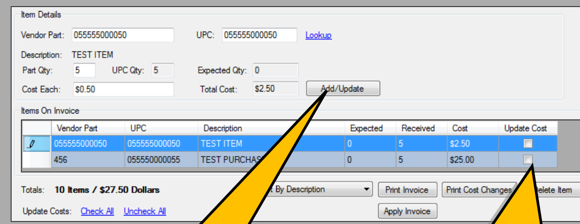
7) Enter the applicable **Vendor Invoice Number** for the previously generated **PO**.



8) Press the "**Create Invoice**" button.



9) Verify quantities and costs are correct for the items listed.



Press after editing item quantities, cost or adding a new item.

Check "**Update Cost**" if the new cost of the received item is intended to replace the existing cost.

If an item requires a change in quantity or cost:

1) Highlight the applicable item and edit **Part Qty** or **Cost Each**.
2) Press the "**Add/Update**" button to save changes before highlighting another item.

If items not listed on an invoice need to be added and received:

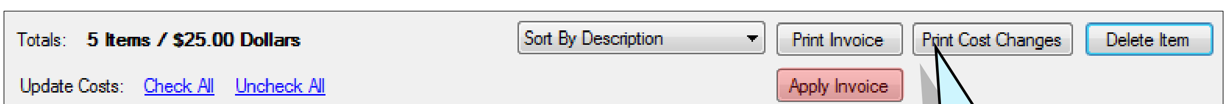
1) Enter the **Vendor Part** or **UPC.**
2) Edit the quantity and cost.
3) Press the "**Add/Update**" button.

Sometimes items are damaged before receiving. If items need to be completely removed from an invoice:

1) Highlight the applicable item and press the "**Delete Item**" button.

This will remove the item and change the invoice "**Totals**".

10) Press the "**Apply Invoice**" button to receive the invoice.



Update Costs:

Check All - Pressing this will check all items to **Update Cost** as received.
Uncheck All - Pressing this will uncheck all items flagged to **Update Cost** as received.

Prints a list of **Cost** changes from items received.