*Be sure to EDI your Purchase Orders (PO) to all EDI capable vendors. The most current listing of the EDI PO vendors is available on **The Hub**.*

Purchase Order Writers perform these steps to verify that their PO is ready for EDI transmission to the vendor.

1. On the PO *Body* screen, follow these rules for your line comments:

   a. Unattached PO line comments do not transmit via EDI.

   b. Attached PO line comments do transmit via EDI. However, use only letters, numbers, the period and the dash in your attached line comments. All other special characters are stripped and are not transmitted via EDI.

2. On the PO *Header* screen, verify the following field entries:

   a. Ensure that the correct freight term is entered in the freight field indicating how freight will be charged to this order. This information is critical for your AP person and ensures that they debit the vendor for an incorrect freight charge.

   b. Verify the payment terms for this order. When you negotiate a different term, enter the new terms code. Also enter an internal note about the special terms.

   c. When applicable, enter vendor instructions – be advised that the vendor may or may not read them! Use only letters and numbers for your Vendor Instructions as all special characters are stripped and are not transmitted via EDI. ***When entering a direct shipment order, enter your vendor instructions on the PO Header!***

   d. When applicable, enter internal notes. The information entered here displays during AP entry and will expedite the processing of the payable. Internal notes may include pricing confirmation, special payment terms, and freight information.

3. On the PO *Status* screen, ensure the correct ship via is entered for this order.

   Note: The most current listing of additional vendor specific and generic EDI PO rules is on **The Hub**.

Purchase Order Writers perform these steps to EDI the PO, confirm the EDI transmission, and follow up on the order.

1. On the PO *Status* screen, enter an "E" in the Print field and press "**X**" to transmit the PO via EDI to the vendor. You'll see an "EDI 850 Document Sent:" entry in the change log for this PO.

2. When the vendor transmits the acknowledgement of the receipt of your order, you'll see a scrolling message with that information. Additionally, an "** EDI 997 ACKNOWLEDGEMENT RECEIVED **" entry is recorded in the change log for this PO. If you do not receive the acknowledgement within 24 hours, email the details to EDIAdministrator@hajoca.com.

3. Use the ***PO Expedite Queue*** to confirm pricing and shipment of your order. Upon receipt of confirmed pricing and shipping information, verify and update the PO pricing and create a "V" – Vendor Shipment Notification generation for those items that are in the confirmed shipment.

Accounts Payable performs these steps to review, research and process the 810s (EDI vendor invoices).

1. From the **A/P** menu, select the **Hajoca EDI 810 Invoice Review** option.

2. When the selection criteria screen displays, press **Escape** to accept the defaults and display all 810s for your accessible branches <u>OR</u> enter specific selection criteria – like a vendor, start and end date or an invoice type like direct.

3. If applicable, use the Branch hotkey (**Alt, B**) to select a specific branch to process.

4. Requeue (**Alt, R**) the displayed 810s now – so the system will match as many 810s to received PO generations as possible.

5. Clear (**Alt, C**) the approved 810s – the "P" perfect match payables. These approved payables will be on the Hajoca Open Payable Report. You do not need to do anything further with these transactions – the system did the work for you!

6. Research and process the remaining 810s starting with the T, G and S match levels:

   - Use the Sort hotkey (**Alt, T**) to choose a different way to sort the 810s currently displayed. Try sorting by match level or Purchase Order #.
   - Use the Message hotkey (**Alt, M**) to review the status message.
   - Use the Vendor Item Detail hotkey (**Alt, I**) to review/print the 810 invoice.
   - Use the Vendor Item Exception hotkey (**Alt, X**) to review/print the matching exception report – this will help determine what's causing the mis-match.
   - Use the Edit AP hotkey (**Alt, E**) to review the payable entry. Check for internal notes regarding freight, terms, pricing confirmation and other charges.
   - Use the Chg View hotkey (**Alt, V**) to see the date the 810 was received, the pay date, or more trading partner information.

7. Process all *direct* 810s that appear in the Queue. Look for the "S" Sales Order number in the PO# column.

8. Research all 810 invoices that are over a week old. Use the Chg View (**Alt, V**) hotkey to see the date the 810 was received. Resolve all problems.

9. When all research and 810 processing is complete, clear (**Alt, C**) the approved 810s from the Active view of the Queue.

10. Requeue (**Alt, R**) as many times as necessary throughout the day.

The <u>Unapproved</u> Hajoca Open Payable Report
This report, which should be printed and reconciled weekly and on Day 21, provides another great reminder to research and process all EDI 810 invoices that are over a week old! This tool is especially helpful if 810s are accidently deleted from the Active view of the Queue before being processed.   Review the entries on this report and process the AP items promptly.

The Hajoca Unbilled Stock Receipts Report with Internal Notes (UBAP)
This report, which should be printed and reconciled monthly, shows all received PO generations for which a vendor invoice hasn't been received. Pay special attention to the EDI AP vendors. Research why an invoice has not been processed against those received POs.