# The Uniform Solution Direct EDI Implementation Overview

## Overview

The requirements for implementing Direct EDI with The Uniform Solution are fairly simple. Each vendor will host their own FTP site. The Uniform Solution will use this site to send purchase orders and to check for a functional acknowledgement. Once an incoming purchase order is transmitted to the FTP site, the vendor is responsible for processing the incoming purchase order and creating the functional acknowledgement.

**Note**: To streamline our process, we request that vendors remove any outdated files (recommend every 6 months).

## FTP Site Requirements – All Folder Names Must be Lower Case

| Item | Example | Description |
|---|---|---|
| FTP Address | ftp.uniformvendor.net | This is the address to the FTP site. The address should be an AName, CName or Sub Domain name in case the IP address changes in the future |
| User Name | | The user name to use to access the FTP site |
| Password | | The password for the user to access the FTP site |
| Orders Folder | \orders | All EDI orders are sent to this folder.<br><br>**FTP Access Requirements** - The FTP User must have read, write, rename, and delete access to this Folder. EDI files are transmitted with a **\*.tr_** extension and renamed to **\*.txt** when transmission is complete. Only **\*.txt** files should be processed as complete orders in this folder.<br><br>**Folder Maintenance** - After an order is processed by the vendor, the order should be removed from this folder by the vendor. |
| Account Folder | \account | In order for The Uniform Solution to send an EDI order to the FTP site, the account number in The Uniform Solution for the vendor must exist in the form of a file in the \account Folder on the FTP site. If a blank text file named after the customer account number does not exist, an order cannot be submitted.<br><br>**FTP Access Requirement** – The FTP user must have read access to this folder<br><br>**Folder Maintenance** – The vendor is responsible for creating and removing the account number files in this folder. |
| Ack Folder | \acknowledge | The acknowledgement file provided by the vendor for each EDI order is placed in this folder by the vendor. The Uniform Solution retrieves this file to verify an EDI order was processed and to get the results from the processing.<br><br>**FTP Access Requirement** – The FTP user must have read access to this folder<br><br>**Folder Maintenance** – The vendor is responsible for purging old Acknowledgement files. Generally there is no reason to keep these files longer than 30 days. |

## File Name Specifications – *All File Names Must be Lower Case

Files that are placed in the FTP folders have specific naming conventions to make it possible for The Uniform Solution to (1) verify it is OK for an account to send FTP orders and (2) to retrieve the result of an EDI order that was submitted (ie. the functional acknowledgement) in the \acknowledgement folder.

### The Customer Account Number

The customer account number (i.e. *customeracctnum* in the Table below) is the account number used to identify the customer in the Vendor's system. The customer account number can be comprised or 1 or 2 parts. The first part of the account number is always the customer's primary account number in the vendor's system. If there is a dash (ie. "-") after the primary account number, this second value is considered the Store Number (often the Ship To Location). This Store Number/Ship to Location (if one exists) is used in the 4th Position of the N1 Segment in the EDI file.

| Item | Specification<br>(Items in bold are constants) | Example |
|---|---|---|
| Account Validation File | customeracctnum**.txt**<br><br>Folder Location: **\account** | a10532.txt<br>a10532-002.txt<br>a10532-003.txt |
| Purchase Order File | customeracctnum_**edi**_ponumber**.txt**<br><br>Folder Location: **\orders** | a10532_edi_1045-1.txt<br>a10532-002_edi_1046-2.txt |
| Acknowledgement File | customeracctnum_**edi**_ponumber_**ack.txt**<br><br>Folder Location: **\acknowledgement** | a10532_edi_1045-1_ack.txt<br>a10532-002_edi_1046-2_ack.txt |

## Direct EDI Purchase Order File

The purchase order file created by The Uniform Solution is an EDI-like text file. The example below does not include the ISA/GS segments, but ISA/GS can be included if requested.

### Example EDI File

```
BEG*00*RE*106**021114~
DTM*010*20021114~
DTM*001*20021128~
N1*BT*051911*92*1~
TD5****U*UPSR~
REF*PD*MARCH06~
PO1*8*1*EA*11.25****UP*716605356755~
PO1*9*2*EA*11.25****UP*716605356755~
PO1*10*3*EA*11.25****UP*716605356755~
PO1*11*1*EA*11.00****UP*737314574032~
PO1*12*2*EA*11.00****UP*737314574032~
CTT*5*9~
```

## EDI File Specifications

| Segment/Item | | Pos | Definition |
|---|---|---|---|
| **BEG**<br>Purchase Order<br>Date | 00<br>PO Release<br>PO Number<br>Extra<br>YYMMDD | 1<br>2<br>3<br>4<br>5 | 00<br>**RE** – Normal, **SC**-Ship Complete, **CB**-Cancel Backorders<br>The purchase order number<br>Blank, **WM**-Waive Minimums (or Ignore Minimums)<br>Purchase Order date in format CCYYMMDD |
| **DTM**<br>Start Ship Date | 010<br>YYMMDD | 1<br>2 | Start Ship Date Tag<br>Start ship date in format CCYYMMDD |
| **DTM**<br>Cancel Date | 001<br>YYMMDD | 1<br>2 | Cancel Date Tag<br>Cancel date in format CCYYMMDD |
| **N1**<br>Account Number | Bill To<br>Account No.<br>92<br>Store | 1<br>2<br>3<br>4 | BT- Bill To indicator<br>The customer's main account number (**a10532**-002)<br>Fixed<br>The store number/ship to location in the customer's account number (a10532-**002**) |
| **TD5**<br>Shipping Method | U<br>Ship Method | 4<br>5 | Fixed<br>**UPSG, UPSO, UPSB, UPSR** |
| **REF**<br>Promotion Code | PD<br>Promotion Code | 1<br>2 | Promotion/Deal<br>Promotion Code |
| **P01**<br>Item to Order | Line Item No.<br>Quantity<br>EA<br>Unit Price<br>UP<br>UPC Number | 1<br>2<br>3<br>4<br>8<br>9 | The line item number from The Uniform Solution<br>The quantity ordered<br>EA – pricing is always each<br>The unit price of the item – normally not provided<br>UP – defines the item as referenced by UPC number<br>The item's UPC number |
| **CTT**<br>Hash Totals | Total Line Items<br>Total Quantity | 1<br>2 | The total line items on the PO<br>The total quantity ordered |

Vendors can accept purchase orders that are drop shipped to a custom address. Drop Shipments are handled by using the normal N1 to N4 segments found in an EDI file. The example below is followed by the definition:

```
N1*ST*ABC UNIFORMS*92*1~
N2*ATTN: JOHN DOE~
N3*123 MAIN ST*SUITE 400~
N4*ANYTOWN*VA*12345~
```

| Segment/Item | | Pos | Definition |
|---|---|---|---|
| **N1**<br>Drop Ship Indicator | ST<br>Name<br>N/A<br>Store<br>Number | 1<br>2<br>3<br>4 | ST – Ship to indicator<br>Name portion of ship to address<br>92<br>The store number that ordered to merchandise or blank |
| **N2**<br>Drop Ship Additional<br>Name – Not required | Name | 1 | An additional address name |
| **N3**<br>Drop Ship Address | 1st Address<br>2nd Address | 1<br>2 | Address information<br>Address information – can be blank |
| **N4**<br>Drop Ship City, Etc. | City Name<br>State<br>Postal Code | 1<br>2<br>3 | City name<br>State or province<br>Postal code |

# Direct EDI Acknowledgement File

The standard acknowledgement file used by The Uniform Solution is a Comma Delimited file with a single header record and multiple detail records (if needed).

**Header Record – 1 Per File – Must be the 1st Record**
There is only one header record in the acknowledgement file and should always be the first record. The first field identifies the version of the acknowledgement file so that it can be properly read by The Uniform Solution. Please see the chart below for a description of the fields in the header record.

| Field | Description | Length | Required | Values |
|---|---|---|---|---|
| Version | The version of the acknowledgement file | 5 | Y | V1.0 |
| PO Number | The purchase order number | 20 | Y | |
| Accepted | Was the po accepted or rejected | 1 | Y | A – Accepted<br>E – Rejected (Error)<br>AE – Accepted with Errors |
| Line Items with Error | The number of line items with errors and reported in the detail area | 6 | Y | 1-999,999 |
| Sales Order Number | The vendor's sales order number for the purchase order | 20 | N | |
| Sales Order Date | The date of the sales order | 8 | N | Format mm/dd/yy |
| Shipment Date | The date the order will ship | 8 | N | Format mm/dd/yy |
| Message | Additional information about the order or why it was rejected | 100 | N | |

**Detail Record – Multiple records per file if needed**
The detail records in the acknowledgement file are used to provide additional information about line items submitted in the original purchase order. The primary use is to provide the reason for rejecting a particular item on a purchase order. Each line item on a purchase order that was rejected or contains additional information will be referenced in a single detail record. Please see the chart below for a description of the fields in the detail record.

| Field | Description | Length | Req | Values |
|---|---|---|---|---|
| Line Item Number | The original line item submitted in the purchase order | 5 | Y | 1-99999 |
| Return Code | The return code about the item | 10 | Y | DISC – Discontinued<br>NOTAVAIL – Not Available<br>INVALID – Invalid Item<br>PRICE – Price Correction<br>SHIPDATE – Shipment date |
| Return Descriptor 1 | Descriptor for the return code | 20 | N | Dependent on Return Code.<br>1. UPC number returned or<br>2. Revised Price or<br>3. Ship Date (format mm/dd/yy) |
| Return Descriptor 2 | Descriptor for the return code | 20 | N | Dependent on Return Code.<br>1. Style Color and Size or<br>2. Ship Date Quantity |