

Pubnet/WinPRISM v. 1.8.0.0 Interface

WinPRISM interfaces with Pubnet to allow you to send Purchase Orders (POs) through Pubnet to its partner vendors, and to receive different types of Electronic Data Interchange (EDI) responses from those vendors.

- **Functional Acknowledgement (FAC):** a response acknowledging that the vendor received your purchase order.
- **Purchase Order Acknowledgement (POA):** a response to the PO including the status of each item (i.e., in stock, on backorder, out of print).
- **Advance Ship Notice (ASN):** a response with information as to what is being sent in a shipment (i.e., PO numbers, carton numbers, items).
- **Invoice (INV):** an electronic invoice that bills your store for the items you ordered.

Depending on how you configure WinPRISM and the Pubnet service on your WinPRISM server, these responses can be used to do any or all of the following:

- Update cancellation/backorder quantities and cost information on the WinPRISM PO.
- Receive by carton number, with received quantities defaulting to the shipped quantities on the ASN response.
- Create an invoice in WinPRISM from the INV response.

Virtually all U.S. and Canadian partner vendors receive POs sent through Pubnet and send POAs in response. However, only some send FACs, ASNs, and/or INVs.

You can go to the Pubnet web site (<http://www.pubnet.org>) to find a document listing which types of EDI documents are sent and received by each U.S. or Canadian Pubnet vendor. To get the current list, from the main Pubnet.org page navigate to: Our EDI Community > EDI Documents Traded by Vendor.

If a vendor is listed as sending FACs, ASNs, and/or INVs and you would like these types of responses sent to your store, contact the vendor to request that they be sent.

WinPRISM/WPServer Pubnet Setup

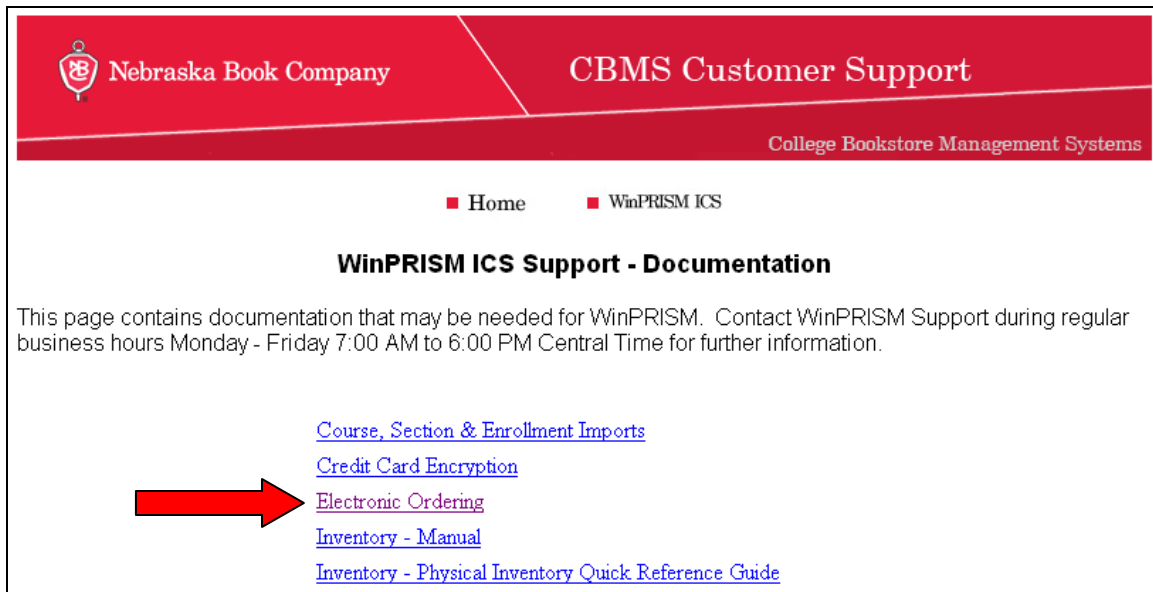
The first step to ordering through Pubnet is establishing an account with Pubnet. If you already have an account with Pubnet, you need to make sure it is compatible with WinPRISM. When you set up this account, you should get an FTP Proxy Username, an FTP Proxy Password, an FTP Pubnet Username, and an FTP Pubnet Password. This information will be used when Support sets up the Pubnet interface in WinPRISM.

It can take 2-3 weeks to get this account set up with Pubnet, please be sure to budget your set up time accordingly.

Once you have set up a Pubnet account, you need to verify that your WinPRISM server has an open port for FTP connections. The Pubnet service connects through your server's FTP connection to communicate information between your Pubnet account and your WinPRISM server.

When FTP connectivity has been verified and you have a Pubnet account, you will need to install and configure WPConsole (typically on your main WinPRISM server), and set Pubnet parameters in WPAdmin. When you are ready to do this setup, please contact WinPRISM ICS Support for help at 800-510-3911.

You can find complete setup directions on the Support web site in the detailed Electronic Ordering document found at <http://www.support.nebook.com>. From the main page, navigate to: WinPRISM ICS > Documentation. Click on the Electronic Ordering link to open or download the document.



The screenshot shows the Nebraska Book Company website header with the logo and 'Nebraska Book Company' text on the left, and 'CBMS Customer Support' and 'College Bookstore Management Systems' on the right. Below the header are navigation links for 'Home' and 'WinPRISM ICS'. The main heading is 'WinPRISM ICS Support - Documentation'. A paragraph of text states: 'This page contains documentation that may be needed for WinPRISM. Contact WinPRISM Support during regular business hours Monday - Friday 7:00 AM to 6:00 PM Central Time for further information.' Below this text is a list of links: 'Course, Section & Enrollment Imports', 'Credit Card Encryption', 'Electronic Ordering', 'Inventory - Manual', and 'Inventory - Physical Inventory Quick Reference Guide'. A large red arrow points to the 'Electronic Ordering' link.

Deciding How to Set Pubnet-related Parameters

Before you start to send and receive messages through Pubnet, you need to be aware of a few WPConsole, WPAAdmin, and WinPRISM settings that determine what WinPRISM does with the responses received from the vendor via Pubnet. Understanding how they work will help you decide how to set them.

In WPConsole > Pubnet Service

Pubnet Sales Code: Determines how the WinPRISM PO will be updated if the quantity the vendor says will be shipped does not match the order quantity on the PO (e.g., if the order quantity is 10 and the vendor is sending only 7).



Parameter	Value
Pubnet - Sales Code	Back Order Out Of Stock / Not Yet Published
Pubnet - Date/Time Qualifier	Back Order Out Of Stock
Pubnet - Qualifier Date	Mutually Defined
Pubnet - Ship Via Code	Ship Partial / Back Order Balance
Pubnet - Service Level	Ship Partial / Cancel Balance
Pubnet - Transaction Acknowledg...	Ship Per Release Or Buyer Authorization
Pubnet - Invoice Type	No Back Order
	Ship Complete
	Ship Per Schedule

The complete list of options is:

- Backorder only if new item
- Consignment
- Backorder if items are out of stock or not yet published
- Backorder if items are out of stock
- Mutually defined
- Ship partial/Backorder balance
- Ship partial/Cancel balance
- Ship per release of buyer authorization
- No backorder
- Ship complete
- Ship per schedule

The options most commonly selected are either:

- ‘Ship partial/Cancel balance’ (which would update the PO in the example above with a cancellation of 3, because 3 of the 10 copies ordered are not being sent)
- OR
- One of the backordering options (which would update the PO in the example above with a backorder of 3, because 3 of the 10 copies ordered are not being sent). The most common of these is ‘Ship partial/Backorder balance’.

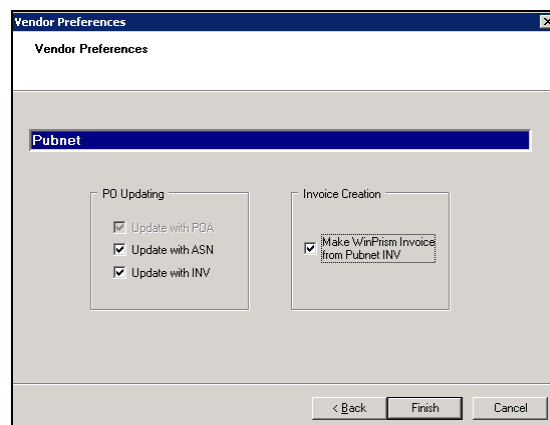
Note that if Pubnet POs are cascaded, WinPRISM automatically uses the option ‘Ship partial/Cancel balance’ for them, because it is assumed any quantities not fulfilled by the first vendor in the cascade should be cancelled and ordered from the next vendor.

In WPAAdmin > General Parameters > Purchasing

Pubnet - Update with ASN	<input checked="" type="checkbox"/>
Pubnet - Update with INV	<input checked="" type="checkbox"/>
Pubnet - Create WinPrism Invoice from INV	<input checked="" type="checkbox"/>
Pubnet - Do not update Cancels on PO	<input type="checkbox"/>
Pubnet - List Backorder/Cancel as Exception	<input type="checkbox"/>

- **Pubnet – Update with ASN:** Check this box if you will be receiving advance ship notices (ASNs) from some Pubnet vendors and wish to have them update the PO in the Receiving module with backorders or cancellations (depending on the option you chose in the WPConsole Pubnet setup).
- **Pubnet – Update with INV:** Check this box if you will be receiving invoices (INVs) from some Pubnet vendors and wish to have them update the PO in the Receiving module with backorders or cancellations, and to update the PO cost (if the vendor is set to allow cost updates from Pubnet).
- **Pubnet – Create WinPrism Invoice from INV:** Check this box if you will be receiving invoices (INVs) from some Pubnet vendors and wish to have WinPRISM create an invoice from the INV Pubnet response.
- **Pubnet - Do not update Cancels on PO:** This box determines whether cancellations sent on a Pubnet POA should automatically adjust the canceled quantity on the PO, based on what is sent in the POA. Check this box if you want to manually cancel quantities on POs instead of having WinPRISM automatically adjust them. Leave it unchecked if you want the POs automatically updated.
- **Pubnet – List Backorder/Cancel as Exception:** Check this box if you want backorders or cancellations to be listed as exceptions in the message properties in Incoming message maintenance, as well as updating the PO.

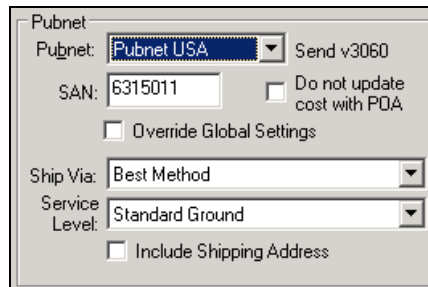
You can also change the first three of these settings in the Outgoing Message Maintenance module, using the Vendor Preferences option under the Hammer.



In WinPRISM > Vendor Maintenance

Before creating purchase orders to send to a vendor via Pubnet, you must first make sure the vendor has Pubnet information entered in your vendor file, and that the Pubnet information is attached to the system type(s) for which you will be creating POs. If the vendor specified on the Purchase Order does not have Pubnet information entered, you will not be able to send messages to them via Pubnet.

For each Pubnet vendor, access the vendor record in Vendor Maintenance and go to the Parameters tab. Select the appropriate subsystem (i.e., GM, Text, Trade) and fill in the following information in the Pubnet frame:



The screenshot shows a 'Pubnet' parameter form with the following fields and options:

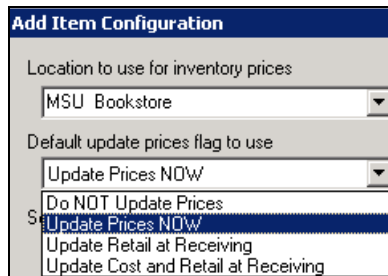
- Pubnet:** A dropdown menu currently showing 'Pubnet USA'.
- Send v3060:** A checkbox that is currently unchecked.
- SAN:** A text input field containing the value '6315011'.
- Do not update cost with POA:** A checkbox that is currently unchecked.
- Override Global Settings:** A checkbox that is currently unchecked.
- Ship Via:** A dropdown menu currently showing 'Best Method'.
- Service Level:** A dropdown menu currently showing 'Standard Ground'.
- Include Shipping Address:** A checkbox that is currently unchecked.

- **Pubnet:** Use the combo box to select the format in which the Pubnet information will be sent. The available formats are: 'Express', 'No Pubnet' (which is the default), 'Pubnet Canada', and 'Pubnet USA'. Choose 'Pubnet Canada' or 'Pubnet USA', as appropriate to your location.
- **SAN:** Enter the Standard Address Number (SAN) of the vendor. *This number is what Pubnet uses to route POs to the vendor, so must be entered correctly in order for messages to flow from WinPRISM to the vendor via Pubnet.*
- **Do not update cost with POA:** Check this checkbox if you *do not* want the cost on purchase orders sent via Pubnet to be updated with the cost sent in POA and/or INV responses.
- **Override Global Settings:** Pubnet has default parameters set in the WPConsole Pubnet service properties (which is usually accessed on the WinPRISM main SQL Server). To override the default settings for a vendor, check this checkbox.
- **Ship Via:** The Ship Via combo box allows you to select the ship via method you prefer to use for Pubnet orders (e.g., Federal Express, UPS, USPS, etc.). This is only added to the PO message when it is scheduled to be sent to Pubnet. If you need to change the ship via temporarily for a particular PO, be sure to change the ship via code on the vendor record *before* you schedule the PO to be sent, then change it back on the vendor record after it has been scheduled.

- **Service Level:** The Service Level drop down menu allows you to select the type of delivery – how you would like Pubnet orders to be shipped. (e.g., Next day air, Overnight, Three day service, etc.).
- **Include Shipping Address:** The Include Shipping checkbox allows you to include a store location’s shipping address on Pubnet orders. If the box is unchecked, your address will not be sent with the order via Pubnet. If the box is checked it will send your address to the vendor via Pubnet (truncated to a maximum of 35 characters). Some vendors prefer not to have an address sent via Pubnet as they have the addresses they need on file, and truncated addresses may cause problems. So you should check with the vendor to determine the right option for them.

In WinPRISM > Purchase Orders

Before you create a PO you will send via Pubnet, you should access the Add Item Configuration option under the Hammer in the Purchase Orders module, and make sure that the ‘Default update prices flag to use’ is set as you want it to be for the PO, taking into consideration whether the PO’s vendor record is set to have WinPRISM update the PO cost from POA and/or INV responses.



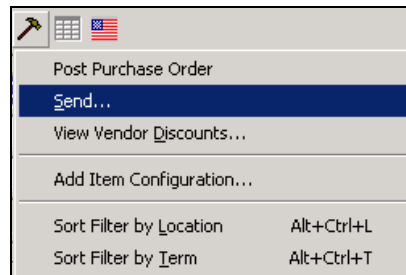
- If you choose the option ‘Update Prices NOW’ and the PO cost is updated from a POA or INV response, the item’s cost in the appropriate inventory location record(s) will automatically change at that time to match the new PO cost.
- If you select one of the other options, the item cost will not be affected at the time the PO cost is updated.

WinPRISM/Pubnet Workflow

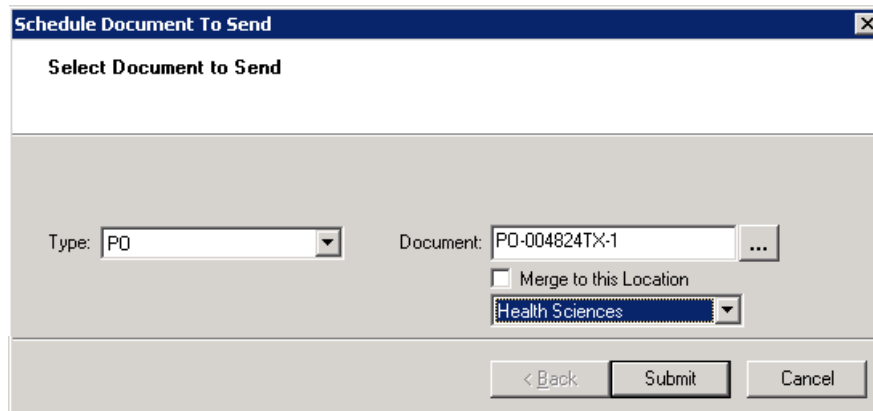
- 1) **Creating POs:** Create your PO for the appropriate locations and vendor, and with the appropriate price update flags. Once you are ready to order the items, you can schedule the PO to be sent via Pubnet. *Do not post the PO, because only proposed POs can be scheduled to be sent.*
- 2) **Sending to Pubnet:** You can schedule a PO to be sent via Pubnet either from the Purchase Orders module or from Outgoing Message Maintenance.

From Purchase Orders:

- a) While on the PO you want to send, click the Hammer and select the 'Send' option.



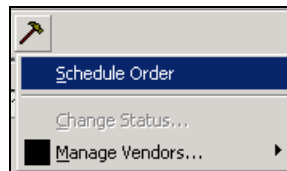
- If the PO has orders for only one store location, a message displays, saying “Your PO has been scheduled in Outgoing Messages”. You can now see the scheduled PO message in the Outgoing Message Maintenance module.
- If the PO has orders for more than one store location, the following dialog displays.



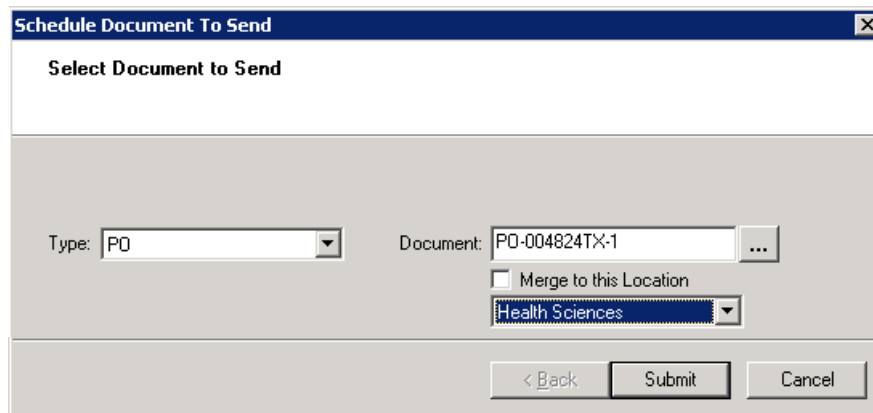
- If you want the PO sent as a merged PO, check the ‘Merge to this Location’ checkbox and select the location from which you want the PO to be sent.
 - If you want the PO to be separated by location, do not check the check box. A separate PO message will be sent to the vendor for each location, but each will have the same PO number.
- b) Click Submit. This posts the PO and schedules it to be sent via Pubnet. You can now see the scheduled PO message in the Outgoing Message Maintenance module.

From Outgoing Message Maintenance:

- a) Click the Hammer, then choose the ‘Schedule Order’ option.



- b) In the ‘Schedule Document’ To Send dialog, select ‘PO’ as the order type, then enter the PO number or use the ellipsis to select the PO to send. If there are multiple locations on the PO, select whether you want to send the PO as merged or separate (as described above).

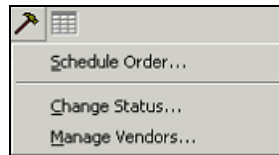


- c) Click Submit. This posts the PO and schedules it to be sent via Pubnet. You can now see the scheduled PO message in the Outgoing Message Maintenance module.

- 3) **Outgoing Message Maintenance:** After the Submit button is clicked, the PO is scheduled to be sent to Pubnet and is viewable in Outgoing Message Maintenance. Until the message is sent to Pubnet, the status shows as 'Send'. The WPServer Pubnet service sends and receives messages on a regular cycle (e.g., every 30 minutes). The status will change from 'Send' to 'Sent' once WPServer cycles and the message is actually sent.

Service	Location	Document	Status	Description	Scheduled	Sent
Pubnet	MSU Bkst	Purchase Order	Send	PO-004824TX-1 (PO004824TX1) - MPS	3/27/2008 5:00:23 PM	

If for some reason you want to delay sending a message, you can select the PO, click the Hammer, and choose the 'Change Status' option to change the status from 'Send' to 'Hold'. Changing the status to 'Hold' prevents the message from being sent until you change the status back to 'Send'.



If you would like to see details about the history of the message, you can select the PO and right-click the 'Properties' option.

Service	Location	Document	Status	Description	Scheduled	Sent
Pubnet	MSU Bkst	Purchase Order	Sent	PO-004824TX-1 (PO004824TX1) - MPS	3/27/2008 2:39:01 PM	3/27/2009 3:11:00 PM
Pubnet	MSU Bkst	Purchase Order	Send	PO-000013TR (PO000013TR) - NACSCORP	3/27/2008 3:18:02 PM	Properties...

Selecting this option allows you to see general information about the document, an activity log, a copy of the source document (i.e., what is actually sent to Pubnet), and item information showing the location, term, ISBN, and order quantity of the items on the PO. This information can be helpful in resolving problems or verifying what data was sent to the vendor.

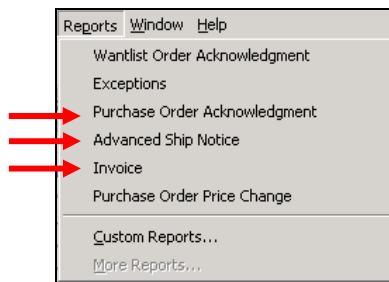
Location	Term	ISBN	Total
MSU Bkst	2008BMSU	1555971148	15
MSU Bkst	2008BMSU	0716706156	6
MSU Bkst	2008BMSU	031236878X	4
Health Sciences	Non-Term	0312392257	3

- 4) **Incoming Message Maintenance:** You can view vendors' responses to POs sent via Pubnet in the Incoming Message Maintenance module.

The standard responses from a vendor normally consists of at least a POA. Depending on the vendor, they may also send a FAC, ASN, and/or INV.

As in Outgoing Message Maintenance, if you would like to see details about the history of a message, you can select the PO and right-click, then select the 'Properties' option.

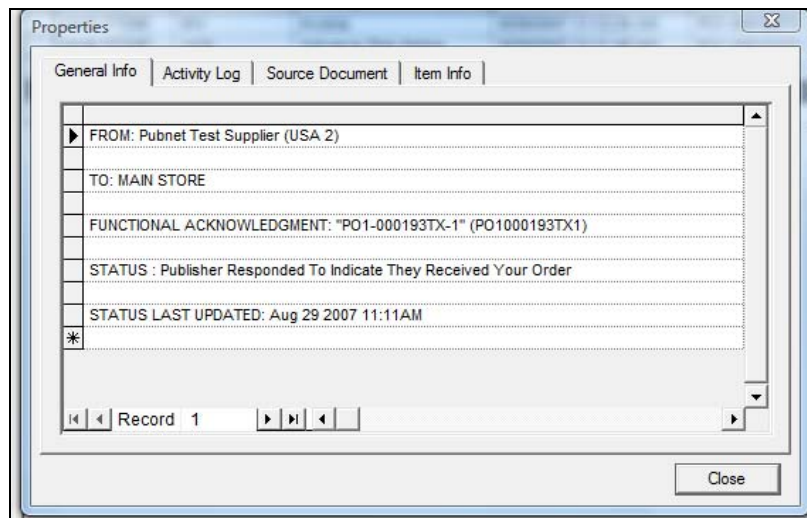
If you would like to print a copy of one of these responses as a report, there are reports in the Reports menu of Incoming Message Maintenance for each type of response, as well as other reports.



A short definition of each type of response is listed below:

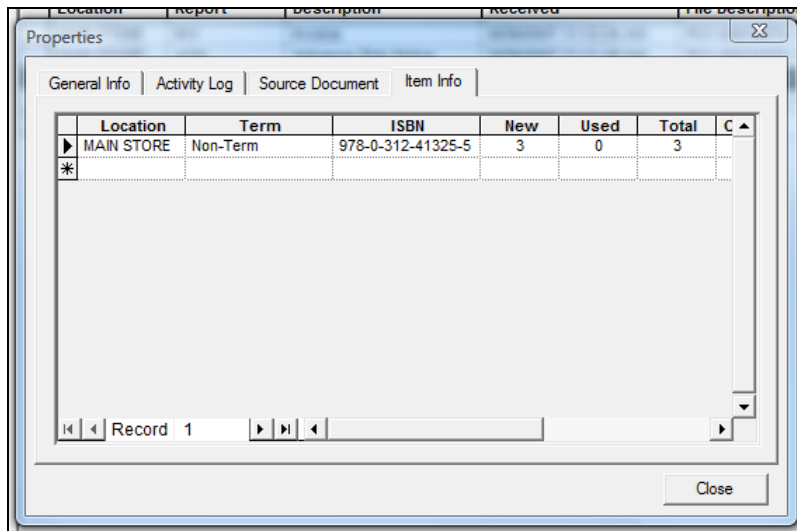
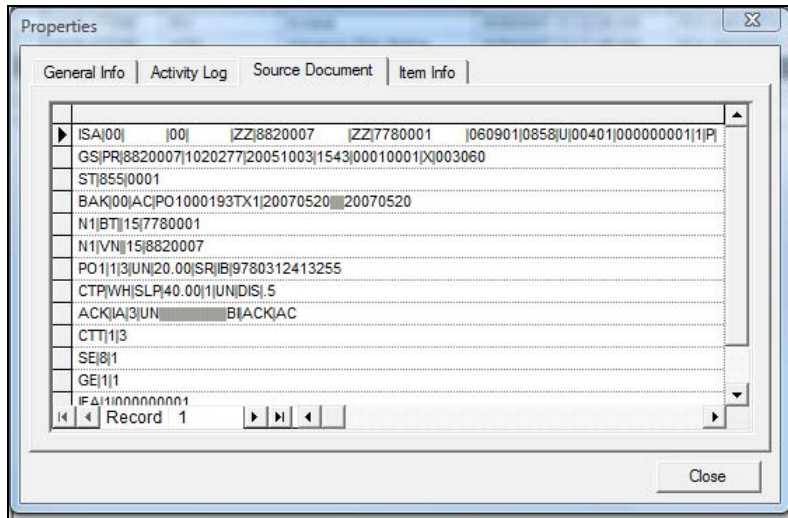
Functional Acknowledgment (FAC)

- **Origin:** Vendor.
- **Purpose:** Notify the store that the order was received successfully.
- **Content:** Simple notification, no reference to order items.



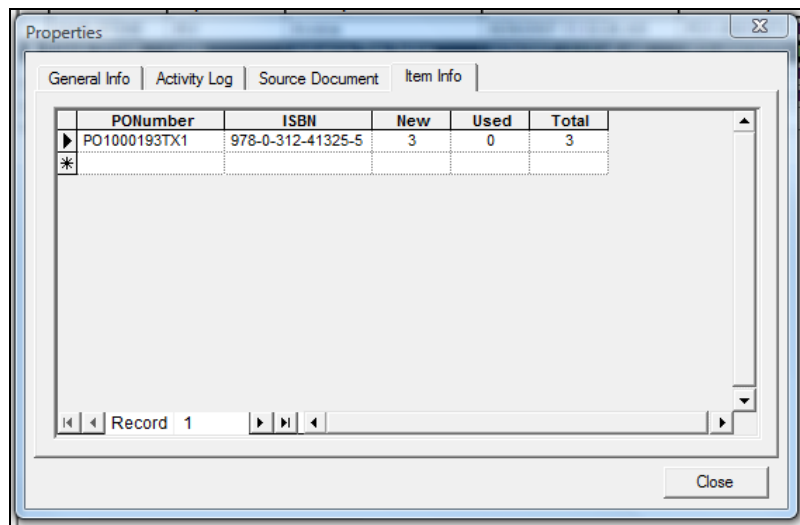
Purchase Order Acknowledgment (POA)

- **Origin:** Vendor.
- **Purpose:** Notify the store that the order has been processed.
- **Content:** Quantities and prices of items the vendor intends to provide.
- **WinPRISM data updates:** Updates PO with cancel/backorder quantities and (depending on vendor's Pubnet settings) cost.

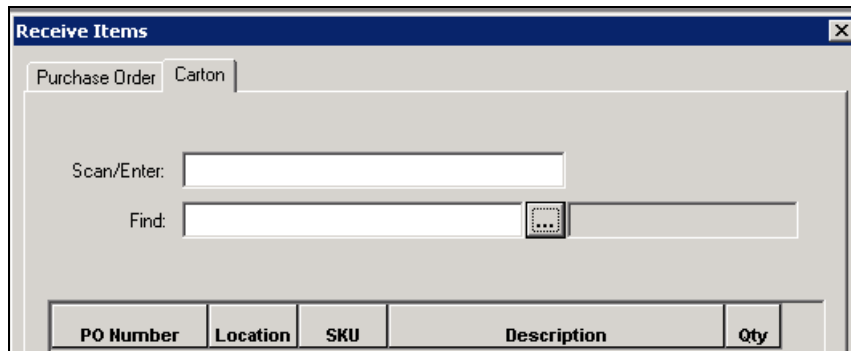


Advance Ship Notice (ASN)

- **Origin:** Vendor.
- **Purpose:** Notify the store of the cartons that will be shipped and their contents.
- **Content:** Carton Numbers, Store PO Numbers, and Item Quantities for the items the vendor is shipping.
- **WinPRISM data updates:** Can update PO with cancel/backorder quantities.



Additionally, when the shipment is received at the store, you have the option to batch receive the items listed in the ASN by using the 'Receive Items' Hammer option in the Receiving module. If you enter or scan the barcode number on the carton, the quantities listed for the items in the ASN are automatically received.



Invoice (INV)

- **Origin:** Vendor.
- **Purpose:** Notify the store of the quantities and price information for items for which the store will be billed.
- **Content:** Vendor Invoice Number, Shipping charges, Store PO Numbers, Quantities, Cost, Price, and Discount for items the vendor has provided. For Canadian stores, GST and PST are also included.
- **WinPRISM data updates:** Can update PO with cancel/backorder quantities and (depending on vendor's Pubnet settings) cost.

The screenshot shows the 'Properties' dialog box with the 'General Info' tab selected. The fields are as follows:

ISA	00	00	ZZ	8820007	ZZ	7780001	000831	1055	U	00401	000000023	0	P					
GS	IN	8820007	7780001	20070829	1105	1001	X	003060										
ST	B	10	00001															
BIG		20070829	A	3000000	PO	1000	193TX1											
CUR	SE	USD																
REF	PK	12345678																
REF	BM	12345678																
N1	BT	BOOKSTORE NAME	15	7780001														
N1	ST	15	1111111															
N1	VN	PUBLISHER NAME	15	8820007														
ITD	01	3	30															
DTM	01	20070829																
ITI	11	12	F	Δ	20	00	NT	IR	9	7	0	3	2	5	IP	PO	1000	193TX1

The screenshot shows the 'Properties' dialog box with the 'General Info' tab selected. The table below is displayed:

PONumber	ISBN	New	Used	Total	CostUnit	Co
PO1-000193TX-1	978-0-312-41325-5	3	0	3	EA	20.0
*						

- 5) **Create Invoice:** If the ‘Make WinPrism Invoice from Pubnet INV’ option is checked in your system, an invoice is created by WinPRISM when the INV response is received. You can find it in the Enter Invoice Information module by searching on vendor or date. After reviewing it, you simply need to post the invoice.

The price and cost on the WinPrism Invoice will reflect the price and cost on the electronic invoice received from the vendor, rather than using the PO cost or item cost that are used when you manually create an invoice.

Each item’s cost will be updated or not, based on the default Update Prices flag you have set in the Accounting parameters in WPAdmin. If the default is set to ‘Update POS Prices’, when the invoice is created the price update occurs immediately and the list/net price flag is flipped as needed. If the default flag is set to ‘Do NOT Update’, there will not be any POS price (i.e., item price) updates and the net/list price flag will remain the same.

Questions?

If you have further questions about how WinPRISM and Pubnet work together, please feel free to contact WinPRISM Support at 800-510-3911 or wpsupport@nebook.com.