

How to process a PROMPT EDI billing

This procedure defines how to generate and correct an EDI billing using the Core-Mark/MTC/M&H/Shell EDX delivery specifications a widely used definition for the retail mini marts. The nature of the setup defined below is to send an EDI document via email that the target customer downloads automatically into their application.

We can set up other EDI formats not currently supported by PROMPT Business System on a fee basis for use in either Sales Order Processing or Purchase Order Processing.

How to generate an EDI billing

1. The customer account must have the email address set properly in the "DOC" field in the PROMPT Accounts Receivable master file.
2. Prepare the sales order in the same manner as any other order using Prompt sales order processing.
3. When the merchandise is ready to ship, the paper invoice has been printed, and there is no reason to believe there will be any change in the order do the next step 4.
4. Get into OP, set the session to EDI and reprint the invoice. Nothing should print at your office, as this is an electronic submission. Also, remember to change the session back from EDI after the reprint.
5. The final invoice should be generated in the normal manner to close the invoice.

How to correct and resubmit an EDI billing with UPC corrections

1. This may never be required but we learned some things while testing this software that we want to document for future reference.
2. If a UPC number has dashes it will kick out on the customer's end. This is also true of a bad UPC number.
3. If you are ask to correct a UPC number without resubmitting the EDI billing all that is required is to correct the UPC in IC, 5, 6 and it will be okay the next time.
4. If you are ask to correct one or more UPC number and resubmit the EDI billing do this:
 - (1) Correct the UPC in IC 5, 6 just like you would in 3 above
 - (2) Also, you must go into OP, SA, 2 and locate the order detail line that has the incorrect UPC number and correct it there too before resubmitting the EDI order The UPC field is named **X-Ref** on the screen of this detail file editor.
5. Rebilling is the exact same process as billing, do # 4 in the above section – How to generate an EDI billing.