

## **EDI365 User Scenario Documentation**

EDI365 is a user-friendly EDI connector for Microsoft Dynamics 365 Business Central used by many businesses to carry out their business operations with efficiency in less time. Electronic Data Interchange (EDI) is the exchange of business documents, such as purchase orders and invoices, between business partners in a common format directly from one computer to another.

With EDI365 users can maximize communication exchanges between a wide range of business-tobusiness networks and make transmitting standard business documents to trading partners such as Wayfair, Amazon, Walmart, and Home Depot easy and simple.

EDI follows specific codes for different transaction. The below codes represent each transaction which the EDI365 app can process. These transaction types will be shown in the documentation.

- 810 Sales Invoice
- 832 Price Catalogue
- 846 Inventory Advice
- 850 Purchase Orders
- 855 Order Acknowledgement
- 856 Advanced Shipment Notice
- 861 Inbound Receiving Advise/Acceptance Certificate
- 940 Warehouse Shipping Order
- 945 Inbound Warehouse Shipping Advise
- 947 Inbound Warehouse Inventory Adjustment Advise

In order to utilize EDI365 the users must first set up the trading partner in Microsoft Dynamics 365 Business Central. From there users can begin using the app to transmit certain document to that trading partner or receive documents from the trading partner. This document will cover the following available transaction types with EDI365.

This document will cover set up and transaction processes in the following scenarios:

- Receiving and Purchase Order (850) from a trading partner, processing the Purchase Order and sending out an Order Acknowledgement (855), Advanced Shipment Notice (856) and Sales Invoice (810).
- 2) Sending out an Inventory Advise (846) document to a trading partner to advise them of current quantities of inventory.
- 3) Sending a trading partner a Price Catalogue (832) document
- 4) A standard Sales Order is created in Microsoft Dynamics 365 Business Central where the warehouse trading partner must be advised to ship the sales items. A Warehouse Shipping Order (940) document will be created and sent out to the warehouse and the warehouse will send back a Inbound Warehouse Shipping Advise (945) document to acknowledge the shipment has been sent.
- 5) Receiving an Inventory Advise (846) and Inbound Warehouse Inventory Adjustment Advise (947) from the warehouse trading partner.



6) Creating a Purchase Order (850) and sending out to a warehouse trading partner and make a purchase and receiving an Inbound Receiving Advise/Acceptance Certificate (861) from the warehouse that the items were received from the vendor.

Before reviewing each scenario and functionality of the EDI365 apps there are a few initial items to consider.

## **EDI Application Settings**

The EDI Application window can be found by searching "EDI Application Settings". This window provides certain system settings that can be applied to specific EDI Transactions or multiple transactions. The below details outline a few fields that should be populated if required.

GS1 Company Prefix: This is a unique number found as part of your barcodes/SSCC18. If you are printing packing slips or labels with barcodes/SSCC18, then you would enter that unique number here, and it will generate barcodes/SSCC18.

SSCC18 Extension Digits: Your package label will have a SSCC18 on it. This field is used to help generate the SSCC18.

Barcode API Key: An API key used for connecting to a service that generates barcodes images for packing slips that some partners need. This unique API key is provided by WebSan Solutions.

EDI Settings	
General	
Enable 850 Error Emails · Send Error Emails to: · · · · rafael.ayala@websan.com Auto Create SO from Enable Auto 832 catal Enable Auto 846 inve Error Email for 846 OB · ·	Enable Auto 861 proc • • • • • • • • • • • • • • • • • •
Enable Auto 945 proc  Labels GS1 Company Prefix ····	SSCC18 Extension Digit ···0
Batches         Cash Receipt Batch         Inventory Adjustment         DEFAULT	Auto Post Inventory A
Miscellaneous Barcodes API Key	



## **EDI References**

EDI Reference records can be passed into the system along with 850 documents. These references represent data that has no existing field in Microsoft Dynamics 365 Business Central that it is mapped to. For example, customer order number. Some trading partners will have data in these references that are required to be sent back with outbound documents. References travel along through the entire order processing. For example, reference data that comes from an inbound 850 will flow out with 855, 856 or 810 documents outbound. If orders are created manually and the trading partner has reference data that is mandatory, then users are responsible to enter that reference data for the trading partner. To facilitate making sure those reference fields are populating, users can utilize the reference template functionality. Users can create a template in which they can specify reference and whether they are mandatory or not. From there, those templates will be reviewed by EDI365 to make sure those reference fields that are mandatory are populated when processing outbound data.



## Scenario 1)

Receiving a Purchase Order (850) from a Trading Partner, processing the Purchase Order and sending out an Order Acknowledgement (855), Advanced Shipment Notice (856) and Sales Invoice (810) to the Trading Partner.

## **Initial Set up**

## **Trading Partner Set Up**

Please keep in mind that these are just the user set ups needed in Microsoft Dynamics 365 Business Central but that there are set ups that will need to be done in the back end to connect Microsoft Dynamics 365 Business Central to the EDI services provided by WebSan Solutions. Please contact WebSan Solutions in order to get those back end set ups completed for you.

First users need to set up a trading partner. An EDI trading partner is simply another company that you exchange documents with.

Start by searching for the "EDI Trading Partner" in Microsoft Dynamics 365 Business Central.



This will then open the list of all active trading partners set up in Microsoft Dynamics 365 Business Central.

Click the "new" button to open the trading partner configuration window and set up a new trading partner.

n (	EDI Trading Partners	
5	× Reminder: your work date is 4/12/2021 Use today Change to   Turn off reminder	~
v)	😰 Search 🕂 New Manage 🖹 Update855 🗱 Open in Excel	\ ≡
	Trading Partner ID † Name	
1	AMAZE	
	TEST	

In the configuration window first fill in the set up information. The mandatory fields here are the

- Trading Partner ID
- Type



ISA ID

Note: Trading Partner Type will dictate what types of transactions users can enable. Once a type is selected, certain documents will be greyed out, prevent users to enable it for that trading partner.

For this scenario since the trading partner is purchasing items from us the trading partner type should be a Customer.

Following this is the configuration section, these fields are not required but will have certain benefits for certain types of transactions. To know the purpose of each field users can hover over the field name to see more information.

Trading Partner Configuration	() + <sup>™</sup> √ Saved □ √
AMAZON	
$\times$ Reminder: your work date is 4/12/2021	Use today   Change to   Turn off reminder 🔹 🗸
🕵 Item UOM Map 🛛 📑 Payment Terms Map	p 🐺 Payment Methods Map 🔒 PO Type Map 🖹 832 Mapping \cdots
Setup	
Trading Partner ID · · · · · AMAZON	GS ID ····· AMAZON321
Trading Partner Type	▼ Name ·····
ISA ID ·····	Primary Inbound Trad ·
Configuration Auto Create Shipping	Suppress Blank Buyer
Default Address Loca	× 856 Label Mandatory
Auto Release Process	Print Label to PDF · · · · ·
Enhance Item Lookup \cdots 💽	Label Name
Global Inventory Allo	0 No. of Copies
Apply allocation to 8	Prompt for early ship
846 OB - PO Days to	0 Default 940 Address ·
Include S.O. Quantity 🔹 🦲	Reference Template · · · ·
Include Blank locatio	Auto Ship Direct 945 · · · ·
Suppress Blank UPCs 🕐 🔍	Auto Ship and Invoic

Following the configuration section there is the Inbound Documents, Outbound Document and SAC Default settings.

Inbound documents are the types of transaction that would be sent by the trading partner and recorded into Microsoft Dynamics 365 Business Central. These documents may depend on the type of trading partner.

Outbound Documents are the types of transaction that would be sent from Microsoft Dynamics 365 Business Central to a trading partner.



Transactions in EDI follow a specific code number. These codes are mentioned above and will be shown in the Inbound and Outbound document set ups section of the window. User can also hover over the code to see the description if they are not sure.

In this scenario the inbound document to enable is 850 and the outbound document to enable are 810, 855 and 856.

Note: 850 is automatically enabled by default for customer type trading partners so user do not need to worry about enabling it manually.

To enable the documents, simply select the enable switch next to each option as shown below.

imes Reminder: your work date is 4/12/2021 U	Jse today   Change to   Turn off reminder
🕵 Item UOM Map 📑 Payment Terms Map	Payment Methods Map 🎍 PO Type Map 🖹 832 Mapping …
Suppress Blank UPCs	Auto Ship and Invoic
Inbound Documents	
846	945
861	947
Outbound Documents	
810	Auto Cancel 855
846	856
540 C	
850	940
855	940
SAC Defaults	940
SAC Defaults Default SAC Discount	940 ····· Default SAC Handling · V

The Auto Cancel 855 option is utilized in situations where there is not enough inventory to fulfill the order. When there is not enough inventory to fulfill an order, users would have the option to either accept the order and acknowledge they will fulfill it or cancel advising they cannot fulfill it to the trading partner. If the Auto Cancel 855 is enabled, then EDI365 will automatically send the cancel 855 document stating inventory is not available and it cannot be fulfilled when the Sales Order is created from the 850. If disabled user will have the choice to manually send either the cancel option document or accept option document.

SAC Defaults are codes that will identify any specific charges or discounts that would need to be applied in invoicing. For this scenario these codes will be ignored.



The final trading partner set up that should be completed is Unit of Measure mappings. This is required if the customer/trading partner has their own codes for an items unit of measure which would map to your internal unit of measures.

To map unit of measure search for "EDI Trading Partner" and select the trading partner in question. Once you have the trading partner open select the "Item UOM Map" option.

r Configuration   \	Vork Date: 2/23/2021		+ 🖻	I	
AMAZO	NC				
🛃 Item UOM Map	📑 Payment Terms Map	Payment N	Methods Map	🔓 PO Type Map	83
Setup					
Trading Partner ID	AMAZON		GS ID · · · ·	AMA	ZON321
Trading Partner Typ	a Customer	~	Nama	Δma	ron Tect

Once this window is open first enter the item in question to map the unit of measure. Then in the "EDI UofM" enter the unit of measure used by the trading partner. Finally select the internal unit of measure used to map to the trading partners. This will complete the unit of measure mapping set up.

At the end of each line are checkboxes that say inbound or outbound. Selecting inbound will mean only inbound EDI transaction will use this unit of measure mapping. Selecting outbound will mean only outbound EDI transaction will use this mapping. If you leave both unmarked the unit of measure mapping will apply to both types of transactions. If the item number is left blank the mapping will apply to any line item EDI365 tries to process, regardless of item.

ΤP	ltei	n UoM Configuratio	on   Work	Date:	: 2/23/2021						Not saved	ď	2
Ļ	0	Search + New	🐯 Edit	List	📋 Delete	Page		More options				$\mathbb{V}$	
		Item No. ↑		lte	m Variant↑		EDI Uo	MÎ	Unit of measure 1		Inbound	Outbou	und
	>	1011					A		PCS	$\sim$			]

## **Customer Set Up and Requirements for Trading Partner**

This scenario involves a customer type trading partner. Now that the trading partner is set up, we must assign the trading partner to a customer in Microsoft Dynamics 365 Business Central.

Note: This scenario assumes you already have an established system and Customers are already configured. As such this document will not go over the basics of creating a new customer.

Search for "Customers" and select the customer you want to assign the trading partner to.



	Tell m	e what you want to do			2	×		
	Custo	omers						
	On c	urrent page (Customers)			Show a	ll (16)		
	Blo	cked Customers						
	× 1	DeleteAll This action will delete all cu	stomers					
	Cus	tomers with credit limits						
	Go tr	ວ Pages and Tasks			Show a	II <u>(15)</u>		
	> 0	Sustomers		Lists	5			
	> 0	Create Contacts from Custo	mers	Task	S			
Customers								
× Remine	der: your work date is 4/12/2	2021 Use today   Ch	ange to   Turn	off reminder				
							47	1
✓ Search	+ New Manage R	Process Report	New Document	Customer	Navigate Price	s & Discounts	Open in Excel	M
No. ↑	Name	Responsib Center	ility Location (	Code Phone No	o. Contact		Balance	(LCY)
10000	Adatum Corporation	n	MAIN		Robert	lownes	16,1	30.75
20000	Trey Research				Helen R	ау	4,9	08.72
30000	School of Fine Art				Meagar	Bond	85,4	01.00
Customer Card	Amazon Custom <sup>,</sup> rour work date is 4/12/2021 Use t	은Ր oday   Change to   Turn off	reminder		Ø + 1			
	Approva Boquest Approval	Prices & Discounts Navig	ate Customer	Actions Rela	ted Reports Fewer	options		
New Document	Approve Request Approva							
New Document	Approve Request Approva						Shov	v more
New Document General No.	C00020			Credit Limit (LCY)	[		Shov	0.00
New Document General No. Name	E00020	Justomer		Credit Limit (LCY) Blocked · · · · · ·	[		Shov	0.00
New Document General No. Name Balance (LCY)	Approve Request Approva	lustomer	10.00	Credit Limit (LCY) Blocked · · · · · · · · · · · · · · · · · · ·	······ [ ······ [		Shov 1	0.00 • 0.00

- Account Number (the users account number the customer has record of)
- Trading Partner (select the trading partner created)

Our Account No.	BC1234		Bill to DUNS	
Trading Partner	AMAZON	$\sim$		



Although not required, a best practice is to also assign ship-to address ID and details for the customer in Microsoft Dynamics 365 Business Central to use in EDI Transactions. Many Trading Partner may send documents with just a ship to address ID without any address information, if this ID is not set up in Microsoft Dynamics 365 Business Central this can cause errors.

Follow the standard procedure to create a new ship-to address ID. In the customer details expand the "navigate" button and select "Ship-to Addresses"

$\leftarrow$	Customer Card	( <i>i</i> ) + ii
	C00020 · Amazon Customer	$\smile$
	× Reminder: your work date is 4/12/2021 Use today   Change to   Turn off reminder	
	New Document Approve Request Approval Prices & Discounts Navigate Custome	er Actions Related Reports Fewer options
	🖬 Statement 🛛 📓 Scheduled Statements 🛛 🖪 Bank Accounts 🛛 🔠 Direct Debit Mandates	🐂 Ship-to Addresses 📮 Contact 🖀 Document Layouts 👔
	No	Credit Limit (LCY)

If creating a new address ID select the "New" Button. If you need to update an existing ID select the ID from the list.

$\leftarrow$	C00020 · Amazon Custo	00020 · Amazon Customer						
	imes Reminder: your we	ork date is 4/12/2021 Use	today   Change to   Turn off remin	der	~			
	Ship-to Address List		Manage 🛛 🛛 Open in Excel	More options	7 ≣			
	Code 1	Name	City	Location Code	Store ID (EDI)			
	PRIMARY :	Amazon Customer	Toronto		TEST			

There will be and EDI section on the Customer Ship-to address. To map this address ID with the customer for EDI transaction enter the Store ID/DUNS and Location Type.

The Store ID/DUNS is the ID that the Trading Partner has for the address and would show on the transactions that come from the trading partner. This ID when set up will map to the ship-to ID in 850 documents.

Location Type is where items are received. The options are Direct Store Delivery (DSD), Distribution Center (DC), Residential (R) and Commercial (C).



F1 .2

Ship-to Address

0 + 🖻

## C00020 Amazon Customer PRIMARY Amazon Customer

imes Reminder: your work	× Reminder: your work date is 4/12/2021 Use today   Change to   Turn off reminder				
General			Show more		
Code · · · · · · · · · · · · · · · · · · ·	PRIMARY	Contact			
Name · · · · · · · · · · · · · · · · · · ·	Amazon Customer	Location Code			
GLN ·····		Service Zone Code			
Address · · · · · · · · · · · · · · · · · ·	123 street street	Tax Liable			
Address 2		Tax Area Code			
City · · · · · · · · · · · · · · · · · · ·	Toronto				
Post Code	M5E 1G5				
Country/Region Code	CA				
Show on Map					
EDI					
Store ID/DUNS	TEST	Region (Override)			
Location Type	DSD				

Once these are entered the ship-to address set up should be complete for the customer in EDI.

Now that the customer and ship-to address for the customer is set up, the customer is ready to process EDI transactions.

## **Trading Partner Packing Slips**

If trading partner request their own branded packing slips, the EDI365 app comes with a set of preconfigured packing slips for the trading partners that WebSan supports, and they can be assigned in the customer set up. Once this is set up users can print these branded packing slips for that particular customer and trading partner from the posted sales shipments pages.

To set up, first open the customer in question. Select Navigate > Document Layout



Customer Card | Work Date: 2/23/2021

## C00040 · AMAZON CUSTOMERS

× Your App: "B	asy Custom Field Extender" Free Trial will soon expire	. Click Here			
New Document	Approve Request Approval Prices & Discour	nts <u>Navigate</u> Customer	Actions Related Reports	Fewer options	
🖬 Statement	🖬 Scheduled Statements 🛛 🖪 Bank Accounts	🔠 Direct Debit Mandates	🛱 Ship-to Addresses 🛛 💾 Contact	Document Layouts	Sales
No	C00040		Credit Limit (LCY)		

#### Under Usage select "Shipment"

When you select the Report ID drop down you will see all the branded documents available in EDI365. In this case the document needed is a sales shipment document for trading partner Amazon, this would be the "52507 Amazon DS – Sales Shipment."

Edit - Document	Layouts - C	00040 · AMAZ	ON CUSTOMERS		2
✓ Search + New	🐯 Edit List				
Usage	Report ID R	eport Caption	Custom Layout Description	Send To Email	I
$\rightarrow$ Shipment :	52507 🗸 A	mazon DS - Sales Sh	ipment _		
		01:17			
	Object IE		Object Caption		
-	525	05 Report	Lowes - Sales Shipment	▲	
	525	06 Report	HD US ComHub Sp. Order - Sales	Ship	
	→ <u>525</u>	07 Report	Amazon DS - Sales Shipment		
	525	08 Report	Hayneedle - Sales Shipment		
	525	09 Report	Overstock - Sales Shipment	_	
			Select fror	m full list	

Once the report ID is select the set up is complete.

Now when users print a posted sales shipment, then go to posted sales shipment and select print report it will show this branded template.

## Inventory Set Up and Requirements for Trading Partner

Since this scenario is involving inventory items we are selling to the customer trading partner it is also important to make sure inventory is set up properly. Inventory Items may have a different code or ID with the trading partner so it is important to also map that information.

Note: This scenario assumes you already have an established system and Items are already configured. As such this document will not go over the basics of creating a new item.



First, set up the Item Cross References. This set up is needed if a Trading Partners item code for an item is different than your internal code or if there is a UPC that the trading partner uses for the item.

To set up cross referencing in the specific item select the Related > Item > Cross References.



In the Cross Reference Entry window first select the cross reference type. In this scenario the type can be customer if the customer/trading partner has a different item code or the type can be barcode if the customer/trading partner has a UPC.

If type = customer then enter the customer in question in the cross reference type number field and then enter the customers item code in the cross reference number field.

If type = Bar Code enter the item UPC into the Cross Reference Number field

Once the line details are set up the cross references are completed.

1011

lter	n Cross Referenc	ce Entries	Search + N	ew 🐯 Edit Lis	st 📋 Delete	Page Mo
	Cross- Reference Type ↑	Cross- Reference Type No.↑	Cross- Reference No.↑	Variant Code ↑	Unit of Measure ↑	Description
	Customer	C00040	AZTEST1		PCS	
	Bar Code		321456897		PCS	
$\rightarrow$			*			

If items need to be shown on outbound documents an additional set up is needed in the EDI Trading Partner mapping for outbound documents.



Search "Items" and select the item to associate with your trading partner.

ltems   Work Da	te: 2/23/2021									
X You can g	et the sales forecast updated au	tomatically every week.	Set Up Scheo	duled Fore	casting   D	)on't ask again				
✓ Search -	+ New Manage Process	Item Prices & D	)iscounts Rec	juest Appr	roval In	iventory Attri	ibutes Page	More op	tions	
No. ↑	Description	Туре	Inventory	Substi Exist	Assem BOM	Production BOM No.	Routing No.	Base Unit of Measure	Cost is Adj	Unit
1011	Amazon Basic Test Item	Inventory	0	No	No			PCS	2	
	Items   Work Da X You can g Search - No. † 1011	Items   Work Date: 2/23/2021 X You can get the sales forecast updated au Search + New Manage Process No. † Description 1011 : Amazon Basic Test Item	Items   Work Date: 2/23/2021         × You can get the sales forecast updated automatically every week.         > Search + New Manage Process Item Prices & D         No. ↑       Description         1011       ⋮ Amazon Basic Test Item	Items   Work Date: 2/23/2021         × You can get the sales forecast updated automatically every week. Set Up Scher         > Search + New Manage Process Item Prices & Discounts Rec         No. ↑       Description         Type       Inventory         1011       : Amazon Basic Test Item       Inventory       0	Items   Work Date: 2/23/2021         × You can get the sales forecast updated automatically every week.       Set Up Scheduled Fore         > Search + New Manage Process       Item Prices & Discounts       Request Appr         No. ↑       Description       Type       Inventory       Substi Exist         1011       :       Amazon Basic Test Item       Inventory       0       No	Items   Work Date: 2/23/2021         × You can get the sales forecast updated automatically every week.       Set Up Scheduled Forecasting   D         > Search + New Manage Process Item Prices & Discounts Request Approval In         No. ↑       Description         Type       Inventory         Substi       Assem         BOM         1011       : Amazon Basic Test Item	Items   Work Date: 2/23/2021         X You can get the sales forecast updated automatically every week.       Set Up Scheduled Forecasting   Don't ask again         P Search + New Manage Process Item Prices & Discounts Request Approval Inventory Attr         No. ↑       Description         Type       Inventory         Substime BOM No.         1011       : Amazon Basic Test Item	Items   Work Date: 2/23/2021         X You can get the sales forecast updated automatically every week. Set Up Scheduled Forecasting   Don't ask again $ ho$ Search       + New       Manage       Process       Item       Prices & Discounts       Request Approval       Inventory       Attributes       Page         No. ↑       Description       Type       Inventory       Substi       Assem       Production       Routing No.         1011       I:       Amazon Basic Test Item       Inventory       0       No.       No.	Items   Work Date: 2/23/2021         × You can get the sales forecast updated automatically every week.       Set Up Scheduled Forecasting   Don't ask again         > Search + New Manage Process Item Prices & Discounts Request Approval Inventory Attributes Page   More option         No. ↑       Description         Type       Inventory         Substi       Assem         BOM No.       Routing No.         1011       : Amazon Basic Test Item       Inventory       0       No	Items   Work Date: 2/23/2021         X You can get the sales forecast updated automatically every week. Set Up Scheduled Forecasting   Don't ask again $ ho$ Search       + New       Manage       Process       Item       Prices & Discounts       Request Approval       Inventory       Attributes       Page       More options         No. 1       Description       Type       Inventory       Substi       Assem       Production       Routing No.       Base Unit of is Adjunction       Adjunction         1011       Image:       Amazon Basic Test Item       Inventory       0       No.       No.       PCS       Image:

In the item setup move to the EDI section now found in the window. In this section the only field required for this scenario is the "Trading Partner Map". This field has the following options:

- All: this means this item can be used for all trading partners
- None: this means this item cannot be used by any trading partner
- Specific: This means this item can only be used with an assigned trading partner. Setting the specific trading partner is done through item cross referencing set ups which is mentioned below.

All other fields are not required for this scenario.

EDI			
SAC Category	Trading Partner Map	Specific	~
SAC Code	Assemble Qty. for Inventory Feeds		

#### Go to Item > EDI TP Item Map

ltem Card   Work D	m Card   Work Date: 2/23/2021												
1011 · Amazon Basic Test Item													
Notifications: 2	lf you want, we can a	ssign attributes	based on the	images you	ı import for	items and co	ntacts.   Your /	App: "Eo					
Process <u>Item</u>	Prices & Discounts	Request App	oroval	Actions	Related	Reports	Fewer option	s					
🗟 Comments	Attachments	Attributes	着 Adjust I	nventory	🗲 EDI T	P Item Map							

In this window, enter the trading partner in questions. Then enter the exclusive item number or exclusive UPC. The exclusive item number or exclusive UPC are the ID or codes that the trading partner will need to see when they receive documents or transactions.



Item - Trading Partner Ma	m - Trading Partner Map   Work Date: 2/23/2021										
✓ Search + New	🞲 Edit List	📋 Delete	📑 Add all TradingPartne	ers Page		\ ≣					
Trading Partner ↑	Name		Allocation Percent	Exclusive Item No.	Exclu	sive UPC					
$\rightarrow$ Amazon $\sim$	Amazon T	est	0	AZ123	2314	1512					

#### Shipping Set ups and Requirements for Trading Partner

Some EDI documents will require a Standard Carrier Alpha Code (SCAC). This is a 2-4 digit code that is set up on the Shipping Agent. Typically, the shipping company will provide this code, if not then you can enter the first 4 characters of the Shipping Agent code.

Note: This scenario assumes you already have an established system and Shipping Agents are already configured. As such this document will not go over the basics of creating a new Shipping Agent.

Search for the Shipping Agent. If updated an existing Agent then select "Edit List", if creating a new agent select the "new". In the row where the Agents information lies will be a column called "SCAC". Enter the SCAC provided by the shipping company in that field.

Tell me what y	rou want to do			$\nearrow$
Shipping Age	ent			
On current p	age (Shipping Agents)			
Shipping View the	Agent Services types of services that you	r shipping agent can offer y	ou and their shippi	ng time.
Go to Pages	and Tasks			
> Shipping	Agents	A	dministration	Ľ
Didn't find wh	at you were looking for? 1	Try exploring		
Shipping Agents:	NII ~ / Search	+ New 🗎 Delete	🐯 Edit List	Open in Excel
imes Reminder: your	work date is 4/12/2021	Use today   Change to	Turn off remind	er
Code 1	Name	Internet Ado	dress	Easy
DHL	DHL Systems, Inc.	www.dhl.c	:om/track/track.po	st-track?aw



Ship >	oping Agents K Reminder: ye	our w	rork date is 4/12/2	021 Use to	oday   Change to	Turn off reminder	Unique 2 to 4 le indentify transp Required for so not applicable	etter code used to portation companies. me EDI documents. If but required for EDI,	
2	Search +	New	🐯 Edit List	📋 Delete	Open in Excel	Related	populate this w code(first 4 cha	ith the shipping agen racters).	t ~
	Code 1		Carrier Service Defa	ult	Carrier Account No.	Easypost Shipping Charge Markup	<u>scac</u> ✓	1	
	DHL								
	FEDEX								
$\rightarrow$	OWN LOG.	1							
	UPS						UPSG		
	UPS-GROU						UPS-		

Enter the SCAC for the Agent. The SCAC is a 2-4 digit code used to identify transportation companies which is required for some EDI documents.

## **Transactional Process**

## Inbound/Receiving Document

Now that set up is complete we can begin processing transactional data. In this scenario the first part is to receive the Purchase Order (850) from the customer trading partner.

Below is an example of what the 850 record would look like when it arrives from the trading partner. This can be found by searching "850" in the search bar.

	Tell me what yo	u want to do			2			
	850							
	Go to Pages ar	nd Tasks						
	> EDI Purcha	se Order List (850	0)	Administration				
EDI Purchase	Order List (8	350)   Work D						
✓ Search	+ New	Manage	Process All	Page	More optic	ons		
EDI PO Num		Status D	escription		Date↓	Bill To ID		
<u>89542135</u>		:			1/1/2021			

Select the 850 record in question. This would be a typical 850 record if it only contained the mandatory fields needed to create the Sales Order.



EDI Purchase	e Order (850)									
+ Create Sales Order	View Sales Order 🛛 🖷 EDI	References								
General										
Status Description					Fo8					
ISA · · · · · · · · · · · · · · · · · · ·	A	MAZON123			FoB Description					
GS	A	MAZON321			Payment Terms ID					
Vendor ID					Payment Terms					
Order Number	8	9542135			Warehouse Code					
BC Doc No.					Allow Backorder					
Order Date		/1/2021			Order Acknowledgeme	nt				
РО Туре					Order Cancelled					
PO Type Description					ISO Currency Code					
Buyer					Notes					
Buyer Phone					Created On					
Buyer Email										
Lines										
EDI Purch. Order Line List	(850) \( <									
P.O. Line	EDI Item No.	Item Desc.	Qty.	Unit	Price	Buyer Prod ID	UPC	Unit of Measure	Ship to ID 1	Ship to Qty 1
1	1011	AMAZON TEST	2	10				EA		

Select the "Create Sales Order" button. This will generate the Sales Order

	EDI Purchase Order (850)   Work Date: 3/2/2021
	<u>89542135 ·</u> AMAZON123 · AMAZON321
	+ Create Sales Order 🔄 View Sales Order 📴 EDI References
	General
	Order Created Succesfully
	ОК
Search for the Sales Order	now created.
	Tell me what you want to do
	Sales Orders
	On current page (Sales Orders)
	Delete Invoiced Sales Orders Delete orders that were not automatically deleted after completion. For example, wh

				4 ₿₽ Pla Op	Planning Open a tool for manual supply planning that displays all new demand along with ava								
				Go to	Pages and Task	s			Show	v all (9)			
				> Sa	les Orders			Li	sts				
Sales Orders   V	Vork D	ate: 3	3/2/2021										
🔎 Search	+ Nev	w	Manage	Process	Report	Order	Relea	se Postin <u>o</u>	9 Print/Send	Navigate	Page	More options	
No.↓	~		Sell-to Customer No.	. Sell-to	Customer Na	ame		External Document No.	Location Code	Assigned User ID	Document Date	Status	Cre by We EDI
S-ORD101179		1	C00040	ΔΜΑΖ		MERS		89542135			1/1/2021	Open	



(2) + ii

- Sales Order | Work Date: 3/2/2021

imes Your App: "Easy Custom Field	Extender" Free Trial will soon expire. Click Here							
Process Report Release	Posting Prepare Order Request Approval	Print/Send Navigate	Actions Relate	ed Reports	Fewer options			
General							Show le	55
Customer No.	C00040	<ul> <li>✓ Requester</li> </ul>	ed Delivery Date					]
Customer Name	AMAZON CUSTOMERS	··· Promised	d Delivery Date				Ē	J
Sell-to		External	Document No.	8954	2135			
Sales Order   Work Date: 3/2/2021 S-ORD101179 · AM × Your App: "Easy Custom Field Ex Process Report Balasse Po	AZON CUSTOMERS tender" Free Trial will soon expire. Click Here	Print/Send Navigate	() +	ed Reports	Fewer ontions			
Process Report Release Po	sting Prepare Order Request Approva		Actions Relate	ed Reports	measure code	101		_
→ Item : 1011	AMAZON TEST	2		_	PCS	10.00	ON	T
4								+
Subtotal Excl. VAT (CAD)		20.00 Total Excl.	. VAT (CAD)				20.0	00
Inv. Discount Amount Excl. VAT (CAD)		0.00 Total VAT	(CAD)				2.	60
Invoice Discount %		0 Total Incl.	VAT (CAD)				22.	60

Now that the sales order is created that completes the inbound record process.

#### **Outbound/Sending Documents**

The next step is to send the customer the following documents:

- Order Acknowledgement (855)
- Advanced Shipment Notice (856)
- Sales Invoice (810) view 810 in sales invoice can give you option to view the 810, update the fields with issues and press reprocess button to resend 810

The 855 document is automatically created and sent to the trading partner when the sales order is created. To find the 855 document search for 855 and open the record in question.

Tell me what you want to do		
855		
Go to Pages and Tasks		
> EDI Order Acknowledgment Lines (855)	Lists	

					solutions		®
EDI Order Acknowledg	ment Lines (855)   Work Date:	3/2/2021			Д	വ്	Ľ
	v 🐺 Edit List 🛛 🔟 Delete	e Page	More options			$\nabla$	
PO Num 1	PO Line	BC Document No.	Quantity Status	ltem	UPC		
$\rightarrow$ <u>89542135</u> :	1	S-ORD101179	IA	AZ123	231415	12	

The 855 record simply shows as a list of details on this window. The information was sent to the trading partner acknowledging the order was received.

**Alternate Scenario for 855 Documents:** If no inventory is available to fulfill the order then a notification will show on the Sales Order screen requesting the user to either cancel or accept the order. Cancelling the order means the user cannot fulfill the order and thus the 855 will be sent to the trading partner advising inventory cannot be fulfilled. Accepting the order means the user will fulfill the order and will send an 855 document to the trading partner advising that.

Sales Order   Work Date: 3/2/2021	(1) + <sup>1</sup>
S-ORD101180 · AMAZON CUSTOMERS	
Notifications: 2	
imes EDI Order Acknowledgements are enabled for this customer and none has been issued for this ord	er due to one or more items not being in stock. Accept Order   Cancel Order
X Your App. "Easy Custom Field Extender" is not registered. Click Here	
General	Show less
Customer No	Requested Delivery Date
Customer Name · · · · · · AMAZON CUSTOMERS ····	Promised Delivery Date · · · · · · · · · · · · · · · · · · ·
Sell-to	External Document No

To create the 856 and 810 document users must process the Sales Order and post shipment and invoice.

First release the sales order

S-OR	2D101	179 · A	MAZ	ON CL	JS
X Your	App: "Eas	y Custom Fie	eld Extender	" Free Trial v	vill :
Process	Report	Release	Posting	Prepare	C
🕃 Relea	ase 🝼	Reopen			

Then post the sales order.

Note: Make sure shipping agent is assigned to the sales order before posting.



Posting shipment will only generate the 856 record and send to trading partner. Posting the invoice will only generate the 810 record and send to trading partner. Post both shipment and invoice will generate both 856 and 810 records and send it to the trading partner. In this scenario both will be posted.

Users can validate if the 856 and 810 were created by searching for them and opening the record in question.

	Tell me what you wan	t to do		
	856			_
	Go to Pages and Tas	ks		
	> EDI ASN List (856	)	Adm	inis
EDI ASN List (856)   V	Work Date: 3/2/2021			
	ew Manage Pag	e		
Order No.↑		Status	Ship Date	PO Number

3/3/2021

89542135

5

S-ORD101179



🗸 Saved 🗖 🖌 🖉

EDI ASN (856) | Work Date: 3/2/2021

AMAZON123 · AMAZON321 · S-ORD101179

🖻 🗉 EDI References 🛛 😂 R	leprocess	🛱 Get Tran	sfer Order H	leader Data 🛛 🖹	Get Transfer	Order Line Data	
General							
Status	5			850 PO No.		89542135	
ISAID	AMAZON1	23		850 Doc. Date		1/1/2021	ţ.
GSID · · · · · · · · · · · · · · · ·	AMAZONS	321		Created On		3/3/2021 9:22 AM	Ē
Vendor ID	AMAZON			Document Source		SO	
Order No.	S-ORD101	S-ORD101179		Original Docu	ment · · · ·	S-ORD101179	
РО Туре							
Lines							
EDI 856 Lines 🗸							
Status		Line No.↑	Item No.		Item Desc.		Qty.
$\rightarrow$ 5		10000	AZ123		AMAZON TE	ST	2

Tell me what you want to do

: 5

PS-INV103286

	810							
	Go to Pages a	nd Tasks						
	> EDI Invoice	es List (810)				Administrat		
EDI Invoices List (810	)   Work Date: 3/2	/2021						ľ
✓ Search + Ne	ew Manage	Page					7	7
Invoice No. ↑		Status 🔻	In	v. Date	Order No.		PO Numb	er

1/1/2021

S-ORD101179

89542135



EDI Invoice (810) | Work Date: 3/2/2021

AMAZON123 · AMAZON321 · PS-INV103286

□ EDI References ♂ General	Reprocess						
Status Reason	Processing	g 810, sending	to Tra	Vendor Name		CRONUS Canada, In	1C.
ISAID	AMAZON	123		Vendor Addre	ISS	220 Yonge St	
GSID · · · · · · · · · · ·	AMAZON	321		Vendor Addre	iss 2 · · · ·		
Vendor ID	AMAZON			Vendor City		Toronto	
PO Type Code				Vendor Prov/S	State · · · ·	Ontario	
РО Туре				Vendor Postal	Code · · · ·	M5E 1G5	
Inv. No.	PS-INV10	3286		Vendor Count	try · · · · · ·	CA	
Inv. Date	1/1/2021			Vendor Phone	<u>2</u>	+1 425 555 0100	
Due Date	2/1/2021			Vendor Fax		+1 425 555 0101	
850 PO No	89542135			Vendor Email			
850 Doc. Date	1/1/2021			Notes · · · ·			
Inv. Currency	CAD			CreatedOn		3/3/2021 9:22 AM	Ē
Order No.	S-ORD101	1179					
EDI Sales Invoice Line	s Ma	anage					62
Inv. No. 1	Line No.↑	EDI Line No.	Item No.		Item Desc.		Qty.
→ PS-INV1032 :	10000	1	AZ123		AMAZON TE	ST	2

Now that both records are created these will automatically send to the trading partner completing the process of this scenario.

This concludes the setup and transaction process users will take for this scenario using the functionality of the EDI365 app.



## Scenario 2)

# Sending out an Inventory Advise (846) document to a trading partner to advise them of current quantities of inventory.

## **Trading Partner Set Up**

Please keep in mind that these are just the user set ups needed in Microsoft Dynamics 365 Business Central but that there are set ups that will need to be done in the back end to connect Microsoft Dynamics 365 Business Central to the EDI services provided by WebSan Solutions. Please contact WebSan Solutions in order to get those back end set ups completed for you.

First users need to set up a trading partner. An EDI trading partner is simply another company that you exchange documents with.

Start by searching for the "EDI Trading Partner" in Microsoft Dynamics 365 Business Central.

Central						Sandbox	Q
CRONUS Canada, Inc.   Finance Cash Manage	Tell me what you want to do	Ż	~ ×				
Customers Vendors Items Bank Accounts Chart of A	EDI Trading Partners						2
$\times$ This is a sandbox environment (preview) for test, demo, or develo	Go to Pages and Tasks						~
Insight from last month	> EDI Trading Partners	Lists					
The hest colling item				New	> Setup		
The best-selling item	Didn't find what you were looking for? Try exploring			Payments	E Excel Reports		
ATHENS Deck with 18	units	+ Sales Invoice + Purchase Inv	voice >	Reports			
	units						

This will then open the list of all active trading partners set up in Microsoft Dynamics 365 Business Central.

Click the "new" button to open the trading partner configuration window and set up a new trading partner.

n	$\leftarrow$	EDI Trading Partners		
٤.		X Reminder: your work date is 4/12/2021 Use today Change to Turn off reminder	~	
v)				
L		💆 Search 🕂 New Manage 🕏 Update855 🖉 Open in Excel	\7 ≡	
L				
		Trading Partner ID ↑ Name		
1		AMAZE		
L		TEST		
L				
L				

In the configuration window first fill in the set up information. The mandatory fields here are the

- Trading Partner ID
- Type
- ISA ID



Note: Trading Partner Type will dictate what types of transactions users can enable. Once a type is selected, certain documents will be greyed out, prevent users to enable it for that trading partner.

For this scenario since the trading partner is purchasing items from us the trading partner type should be a Customer.

Following this is the configuration section, the fields are not required field but will have certain benefits for certain types of transaction. To know the purpose of each field users can hover over the field name to see more information.

Trading Partner Configuration	n		+	Ē		√ Saved	۲ Z
AMAZON							
imes Reminder: your work of	date is 4/12/2021 U	se today   Chan	ge to   Tu	rn off reminder			~
🛃 Item UOM Map 🛛 📲 P	ayment Terms Map	Payment M	ethods Map	PO Type	Map 🛛 🔀 832	Mapping	
Setup							_
Trading Partner ID · · · · ·	AMAZON		GS ID		AMAZON321		
Trading Partner Type	Customer	~	Name · ·				
ISA ID	AMAZON123		Primary Ir	bound Trad			- 1
Configuration Auto Create Shipping · (			Suppress	Blank Buyer			-
Default Address Loca		$\sim$	856 Labe	Mandatory · ·			- 1
Auto Release Process •			Print Labe	el to PDF			_
Enhance Item Lookup 🕚 🤅			Label Nar	ne			
Global Inventory Allo		0	No. of Co	pies · · · · · · ·			0
Apply allocation to 8			Prompt fo	or early ship			
846 OB - PO Days to		0	Default 9	40 Address			$\sim$
Include S.O. Quantity			Reference	Template			$\sim$
Include Blank locatio			Auto Ship	Direct 945			
Suppress Blank UPCs 🕐 🤇			Auto Ship	and Invoic			

Following the configuration section there is the Inbound Documents, Outbound Document and SAC Default settings.

Inbound documents are the types of transaction that would be sent by the trading partner and recorded into Microsoft Dynamics 365 Business Central. These documents may depend on the type of trading partner.

Outbound Documents are the types of transaction that would be sent from Microsoft Dynamics 365 Business Central to a trading partner.

Documentation types in EDI follow a specific code number. These codes are mentioned above and will be shown in the Inbound and Outbound document set ups section of the window. User can also hover over the code to see the description if they are not sure.



In this scenario the outbound document to enable 846 Inventory Advise document.

To enable the documents, simply select the enable tab next to each option as shown below.

🕵 Item UOM Map 🛛 📑 Payment Terms M	ap 🐺 Payment Methods Map 🍰 PO Type Map 🖹 832 Mapping …
Include S.O. Quantity 🔹 🦲	Reference Template · · · ·
Include Blank locatio	Auto Ship Direct 945 · · · ·
Suppress Blank UPCs	Auto Ship and Invoic
Inbound Documents	
846	945
861	947
Outbound Documents	
310	Auto Cancel 855
346 • • • • • • • • • • • • • • • • • • •	856
350	940

SAC Defaults are codes that will identify any specific charges or discounts that would need to be applied in invoicing. For this scenario these codes will be ignored.

#### Trading Partner Configuration Settings that can apply to this scenario are as follows:

Global inventory Allocation – set what percentage of available inventory should be used int the 846 document

846 OB – PO Days to Look Ahead – What number of days ahead you see what POs you should receive. For example, if set to 30 days then you see what PO's are received in 30 days and their respective quantities are communicated to the partner.

Include S.O Quantity in Inv. Calculation - calculates inventory amount and reduces any inventory allocated to sales to show on 846. For example, if total inventory is 50 but 5 allocated to sales then it only shows 45 on the 846 documents.

Include blank location in 846 – allows 846 to show blank location inventory assigned to items.

Suppress blank UPC in 846 – items with no UPC will not show up on 846.

Suppress blank buyer ID in 846 – items with no buyer ID will not show up in 846.



#### Configuration

Auto Create Shipping Address	Suppress Blank Buyer ID in 846
Default Address Location	856 Label Mandatory
Auto Release Processed Orders	Print Label to PDF
Enhance Item Lookup	Label Name
Global Inventory Allocation · · · · · · · · · · · · · · · · · · ·	No. of Copies
Apply allocation to 855 Calculations	Prompt for early shipments
846 OB - PO Days to Look Ahead	Default 940 Address Location
Include S.O. Quantity in Inv. Calculations	Reference Template
Include Blank location in 846 · · · · · · · · · · · · · · · · · · ·	Auto Ship Direct 945
Suppress Blank UPCs in 846	Auto Ship and Invoice Direct 945

Note: For this scenario, these configuration option will be disabled or not used.

Certain trading partners may have their own coding standards for certain locations or warehouse. As such it is important to map those location codes to the system internal codes. To do so, select the OB 846 Location Mapping button at the top trading partner screen.

Trading Partner Configuration   Work Date: 2/23/2021 AMAZON					(2) + ii			
🕵 Item UOM Map	📲 Payment Terms Map	F Payment Methods Map	🎍 PO Type Map	🖹 832 Mapping	陀 Create 846 Outbound	💱 SAC Map	🕄 OB 846 Location Mapping	📸 Shipper Map
Include S.O. Quantity	y in Inv. Calculations				Reference T	emplate · · · · ·		

This will open the mapping screen where users can map their internal location code with the Trading Partners location code. This will allow the EDI365 app to know what the location code for the trading partner is.

- Select location code (internal code for that location)
- Enter location code override, optional (code of the location for the trading partner)

TP 846 Location Mapping   Work Date: 2/23/2021								√ Saved	
✓ Search	n 🕂 New	🐯 Edit List	📋 Delete	Page		Action	s	Fewer options	
	LocationCode	Ť					Loc	ation Code Override	
$\rightarrow$	MAIN						PRI	IMARY	

The final item set up that should be completed is Unit of Measure mappings. This is required if the customer/trading partner has their own codes for an items unit of measure which would map to your internal unit of measures.

To map unit of measure search for "EDI Trading Partner" and select the trading partner in question. Once you have the trading partner open select the "Item UOM Map" option.

r Configuration   W	'ork Date: 2/23/2021		+ 🖻		
AMAZO	N				
🛃 Item UOM Map	📲 Payment Terms Map	📑 Payment N	lethods Map	🎍 PO Type Map	83
Setup					
Trading Partner ID $\cdot$	AMAZON		GS ID · · · ·	AMA	ZON321
Trading Partner Type	Customer	~	Nama	Ama	zon Test

Once this window is open first enter the item in question to map the unit of measure. Then in the "EDI UofM" enter the unit of measure used by the trading partner. Finally select the internal unit of measure used to map to the trading partners. This will complete the unit of measure mapping set up.

At the end of each line are checkboxes that say inbound or outbound. Selecting inbound will mean only inbound EDI transaction will use this unit of measure mapping. Selecting outbound will mean only outbound EDI transaction will use this mapping. If you leave both unmarked the unit of measure mapping will apply to both types of transactions. If the item number is left blank the mapping will apply to any line item EDI365 tries to process, regardless of item.

「P Ite	P Item UoM Configuration   Work Date: 2/23/2021							2
Q	Search + New	🐺 Edit List	📋 Delete	Page More option	ns		Y	
	Item No. ↑	Iter	m Variant ↑	EDI UoM ↑	Unit of measure 1	Inbound	Outbou	und
$\rightarrow$	1011			EA	PCS	$\sim$ $\Box$		]

## **Customer Set Up and Requirements for Trading Partner**

This scenario involves a customer trading type partner. Now that the trading partner is set up, we must assign the trading partner to a customer in Microsoft Dynamics 365 Business Central.

Note: This scenario assumes you already have an established system and Customers are already configured. As such this document will not go over the basics of creating a new customer.

Search for "Customers" and select the customer you want to assign the trading partner to.



	Tell me wh	hat you want to do					
	Custome	rs					
	On curre	nt page (Customers)		Shov	v all (16)		
	Blocked	d Customers					
	× Delet	teAll					
	This a	action will delete all custom	ners				
	Custom	ers with credit limits					
	Go to Pa	ges and Tasks		Shov	<u>v all (15)</u>		
	> Custo	omers	Lists	5			
	> Creat	te Contacts from Customers	s Task	5			
Customers							
	ork date is 4/12/2021	Use today   Change	to   Turn off reminder				
imes Reminder: your v							
× Reminder: your v							
× Reminder: your v P Search + New	Manage Process	Report New [	Document Customer	Navigate	Prices & Discounts	Open in Excel	More
× Reminder: your v P Search + Nev	Manage Process	Report New [ Responsibility	Document Customer	Navigate	Prices & Discounts	Den in Excel	More
X Reminder: your v     Search + New No. † Nz	Manage Process	Report New D Responsibility Center	Document Customer	Navigate No. Co	Prices & Discounts	Dpen in Excel	More (LCY) Bi
×         Reminder: your v            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >            >	Manage Process me latum Corporation	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co R	Prices & Discounts ontact obert Townes	Den in Excel Balance 16,13	More (LCY) B; 0.75
×         Reminder: your v	Manage Process me latum Corporation :y Research	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co Ri H	Prices & Discounts ontact obert Townes lelen Ray	Den in Excel Balance 16,13 4,90	More (LCY) Bi 0.75 8.72
×         Reminder: your v           ♪         Search         +         Nev           No. ↑         Na         Na           10000         Arr         20000         Tr           30000         Sc         Sc	Manage Process me latum Corporation 29 Research hool of Fine Art	Report New I Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co R H	Prices & Discounts ontact obert Townes elen Ray Meagan Bond	Den in Excel Balance 16,13 4,90 85,40	More (LCY) B; 0.75 8.72
×         Reminder: your v           P         Search         +         New           No. †         Na         Na         Na           10000         Au         Au         Au           20000         Tr         30000         So	Manage Process me latum Corporation 29 Research hool of Fine Art	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co R	Prices & Discounts ontact obert Townes elen Ray Meagan Bond	Open in Excel     Balance     16,13     4,90     85,40	More (LCY) B; 0.75 8.72 1.00
×         Reminder: your v           ♪         Search         +           No. †         Na           10000         Au           20000         Tr           30000         Sc           €         Customer Card	Manage Process me latum Corporation zy Research hool of Fine Art	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co R H No. Co R +	Prices & Discounts ontact obert Townes lelen Ray Meagan Bond	Den in Excel Balance 16,13 4,90 85,40	More (LCY) B; 0.75 8.72 1.00
×         Reminder: your v           ♪         Search         +         New           No. ↑         Na         Na           10000         Ar           20000         Tr           30000         Se           €         Customer Card           CO0020 · A	Manage Process me latum Corporation 29 Research hool of Fine Art mazon Customer	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co R H M M M M M M M M M M M M M M M M M M	Prices & Discounts ontact obert Townes elen Ray Meagan Bond	Copen in Excel Balance 16,13 4,90 85,40	More (LCY) Bi 0.75 8.72 1.00
×     Reminder: your v       ♪     Search       +     New       No. †     Na       10000     Ar       20000     Tr       30000     So       €     Customer Card       CO0020 · A       ×     Reminder: your	Manage Process me latum Corporation 2y Research hool of Fine Art mazon Customer	Report New I Responsibility Center	Document Customer Location Code Phone MAIN	Navigate No. Co R H M M	Prices & Discounts ontact obert Townes elen Ray feagan Bond	Open in Excel     Balance     16.13     4.90     85.40	More (LCY) B; 0.75 8.72 1.00
×         Reminder: your v           ♪         Search         +           No. ↑         Na           10000         Au           20000         Tr           30000         Sc           €         Customer Card           CO0020 · Au           ×         Reminder: your           New Document         Au	Manage Process me latum Corporation ay Research hool of Fine Art mazon Customer ork date is 4/12/2021 Use today   prove Request Approval Price	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN der	Navigate No. Co R H M M M M M M M M M M M M M M M M M M	Prices & Discounts ontact obert Townes elen Ray Meagan Bond	Den in Excel Balance 16,13 4,90 85,40	More (LCY) B; 0.75 8.72 1.00
× Reminder: your v	Manage Process me latum Corporation ay Research hool of Fine Art mazon Customer rork date is 4/12/2021 Use today   prove Request Approval Price	Report New [ Responsibility Center	Document Customer Location Code Phone MAIN  der  Customer Actions Rela	No. Co Ri H M M Ated Reports Fe	Prices & Discounts ontact obert Townes lelen Ray Meagan Bond wer options	Compen in Excel Balance 16,13 4,90 85,40	More (LCY) B; 8.72 1.00
X Reminder: your V Search + New No. 1 Na 10000 Ar 20000 Tr 30000 Sc Customer Card CO0020 · A X Reminder: your New Document Ar General	Manage Process me latum Corporation ay Research hool of Fine Art mazon Customer rork date is 4/12/2021 Use today   prove Request Approval Price	Report     New I       Responsibility     Center	Document Customer Location Code Phone MAIN  der Customer Actions Rela	No. Co R H M M H	Prices & Discounts ontact obert Townes elen Ray feagan Bond	Copen in Excel Balance 16,13 4,90 85,40 Show more	More (LCY) B; 0.75 8.72 1.00
×     Reminder: your v       ♪     Search       +     New       No. ↑     Na       10000     Ar       20000     Tr       30000     Se       €     Customer Card       CO0020 · Ar       ×     Reminder: your       New Document     Ar       General     No.	Manage Process  Me Atum Corporation  Atum Corpo	Report     New I       Responsibility Center     I       Image to     Turn off remine s & Discounts	Document Customer Location Code Phone MAIN der Customer Actions Rela Credit Limit (LCY)	No. Co R H M M M Ated Reports Fe	Prices & Discounts ontact obert Townes elen Ray feagan Bond  wer options	Copen in Excel           Balance           16,13           4,90           85,40	More (LCY) B; 0.75 8.72 1.00
×         Reminder: your v           ♪         Search         +         New           No. ↑         Na         Na           10000         Ar         Ar           20000         Tr         30000         Sc           Customer Card         CO0020 · Ar         Ar           ×         Reminder: your v         Ar           General         No.         Name	Manage Process me latum Corporation ay Research hool of Fine Art mazon Customer ork date is 4/12/2021 Use today I prove Request Approval Price	Report     New I       Responsibility Center       Image to       Image to       Image to       Image to       Image to       Image to	Document Customer Location Code Phone MAIN  der Customer Actions Rela Credit Limit (LCY) Blocked	No. Co R H M M M N N N N N N N N N N N N N N N N	Prices & Discounts	Copen in Excel     Balance     16,13     4,90     85,40	More (LCY) B; 0.75 8.72 1.00
×         Reminder: your v           ♪         Search         +         New           No. ↑         Na         Na           10000         Ar         Ar           20000         Tr         30000         Sc           C         Customer Card         CO0020 · Ar           ×         Reminder: your         Ar           No. ····         Na         Ar           Balance (LCY) ····         Balance (LCY) ····         Ar	Manage Process  Me Atum Corporation  Av Research  hool of Fine Art  Mazon Customer  rork date is 4/12/2021 Use today    prove Request Approval Price  Amazon Custor  Amazon Custor	Report     New I       Responsibility Center     I       Image: Content of the second state of the second s	Document Customer Location Code Phone MAIN  der  Customer Actions Rela  Credit Limit (LCY) Blocked 10.00 Total Sales	No. Co R H M M M N N N N N N N N N N N N N N N N	Prices & Discounts ontact obert Townes elen Ray deagan Bond  wer options	Copen in Excel     Balance     16,13     4,90     85,40     Show more     0.00      10.00     000	More (LCY) B; 0.75 8.72 1.00

Scrolling down the customer details will be an EDI section for the customer. In the section users must enter:

- Account Number (the users account number the customers has record of)
- Trading Partner (select the trading partner created)

EDI			
Our Account No.	BC1234	Bill to DUNS	
Trading Partner	AMAZON V		
Statistics >			

Although not required, a best practice is to also assign ship-to address ID and details for the customer in Microsoft Dynamics 365 Business Central to use in EDI Transactions. Many Trading Partner may send



documents with just a ship to address ID without any address information, if this ID is not set up in Microsoft Dynamics 365 Business Central this can cause errors.

Follow the standard procedure to create a new ship-to address ID. In the customer details expand the "navigate" button and select "Ship-to Addresses"

$\leftarrow$	Customer Card 🖉 + 🖻	
	C00020 · Amazon Customer	
	× Reminder: your work date is 4/12/2021 Use today   Change to   Turn off reminder	
	New Document Approve Request Approval Prices & Discounts Navigate Customer Actions Related Reports Fewer options	
	🗟 Statement 🗟 Scheduled Statements 📑 Bank Accounts 🖓 Direct Debit Mandates 🐂 Ship-to Addresses 🕮 Contact 🔹 Document Layouts	ŀ
	No.         C00020          Credit Limit (LCY)	

If creating a new address ID select the "New" Button. If you need to update an existing ID select the ID from the list.

$\leftarrow$	C00020 · Amazon Custo				
	imes Reminder: your w	~			
	Ship-to Address List		Manage 🛛 🗳 Open in Excel	More options	7 ≣
	Code 1	Name	City	Location Code	Store ID (EDI)
	PRIMARY :	Amazon Customer	Toronto		TEST

There will be an EDI section on the Customer Ship-to address. To map this address ID with the customer for EDI transactions, enter the Store ID/DUNS and Location Type.

The Store ID/DUNS is the ID that the Trading Partner has for the address and would show on transactions that come from the trading partner. This ID when set up will map to the internal ID.

Location Type is where items are received. The options are Direct Store Delivery (DSD), Distribution Center (DC), Residential (R) and Commercial (C)



Ship-to Address

## C00020 Amazon Customer PRIMARY Amazon Customer

imes Reminder: your work	date is 4/12/2021 Use today   Ch	ange to   Turn off reminder	~
General			Show more
Code · · · · · · · · · · · · · · · · · · ·	PRIMARY	Contact	
Name · · · · · · · · · · · · · · · · · · ·	Amazon Customer	Location Code	
GLN ·····		Service Zone Code	
Address	123 street street	Tax Liable	
Address 2		Tax Area Code	
City · · · · · · · · · · · · · · · · · · ·	Toronto		
Post Code	M5E 1G5		
Country/Region Code	CA		
Show on Map			
EDI			
Store ID/DUNS	TEST	Region (Override)	
Location Type	DSD		

Once these are entered this ship-to address set ups should be complete for the customer in EDI.

Now that the customer and ship-to address for the customer is set up, the customer is ready to process EDI transactions.

## Inventory Set Up and Requirements for Trading Partner

Since this scenario is involving inventory items we are selling to the customer trading partner it is also important to make sure inventory is set up properly. Inventory Items may have a different code or ID with the trading partner so it is important to also map that information.

Note: This scenario assumes you already have an established system and Items are already configured. As such this document will not go over the basics of creating a new item.

First, is to set up the Item Cross References. This set up is needed if a Trading Partners item code for an item is different than your internal code or if there is a UPC that the trading partner uses for the item. This is also important to set if the items EDI trading partner type was set to specific.

To set up cross referencing in the specific item select the Related > Item > Cross References.



Item Card | Work Date: 2/23/2021

## 1011 · Amazon Basic Test Item

Notifications: 2		lf you wa	nt, we can as	sign attri	butes based	on the	images you	i import fo	r items and o	ontacts.	Your
Process	ltem	Prices &	Discounts	Reques	st Approval		Actions	Related	Reports	Fewer	optior
🕙 History	y ~	ltem $\vee$	Availab	ility $\smallsetminus$	🔓 Purcha	ises $\vee$	Sale:	s 🗸 🛛 🥂	Bill of Mate	rials $\smallsetminus$	V
Planning >		🔑 Dimensi	ions								
		Z Cross Re	eferences								
Item Trac	:king	💁 Units of	Measure								

In the Cross Reference Entry window first select the cross reference type. In this scenario the type can be customer if the customer/trading partner has a different item code or the type can be barcode if the customer/trading partner has a barcode.

If type = customer then enter the customer in question in the cross reference type number field and then enter the customers item code in the cross reference number field.

If type = Bar Code enter the item bar code into the Cross Reference Number field

Once the line details are set up the cross references are completed.

lter	n Cross Referen	ce Entries	Search + N	ew 💀 Edit Lis	st 📋 Delete	Page Mo
	Cross- Reference Type ↑	Cross- Reference Type No.↑	Cross- Reference No.↑	Variant Code ↑	Unit of Measure ↑	Description
	Customer	C00040	AZTEST1		PCS	
	Bar Code		321456897		PCS	
$\rightarrow$			*			

1011 · Amazon	Basic Test Item	Work Date: 2/23/2021
TOTT / GHOLOTT	boble repertenti	

If items need to be shown on outbound documents an additional set up needed for EDI Trading Partner mapping for outbound documents.

Search "Items" and select the item to associate with your trading partner.



$\leftarrow$	Items   Work Date	: 2/23/2021									
	× You can get	the sales forecast updated autom	atically every week.	Set Up Scheo	duled Fore	casting   D	)on't ask again				
	,⊖ Search +	New Manage Process	Item Prices & Dis	counts Rec	quest Appr	oval In	iventory Att	ributes Page	More op	tions	
	No. †	Description	Туре	Inventory	Substi Exist	Assem BOM	Production BOM No.	Routing No.	Base Unit of Measure	Cost is Adj	Unit
	1011	Amazon Basic Test Item	Inventory	0	No	No			PCS	<b>V</b>	
	1000.0	ATUTO DE L	· ·						200	-	

In the item setup move to the EDI section now found in the window. In this section the only field required for this scenario is the "Trading Partner Map". This field has the following options:

- All: this means this item can be used for all trading partners
- None: this means this item cannot be used by any trading partner
- Specific: This means this item can only be used with an assigned trading partner. Setting the specific trading partner is done through item cross referencing set ups which is mentioned below.

All other fields are not required for this scenario.

EDI			
SAC Category · · · · · · · · · · · · · · · · · · ·	Trading Partner Map	Specific	~
SAC Code · · · · · · · · · · · · · · · · · · ·	Assemble Qty. for Inventory Feeds		1

## Go to Item > EDI TP Item Map

Item Card | Work Date: 2/23/2021



In this window, enter the trading partner in questions. Then enter the exclusive item number or exclusive UPC. The exclusive item number or exclusive UPC are the ID or codes that the trading partner will need to see when they receive documents or transactions.



Item - Trading Partner M	em - Trading Partner Map   Work Date: 2/23/2021							
	🐯 Edit List	📋 Delete	📑 Add all TradingPartners	s Page		\ ≣		
Trading Partner ↑	Name		Allocation Percent	Exclusive Item No.	Exclu	sive UPC		
→ AMAZON ∨	: Amazon T	est	0	AZ123	2314	1512		

## **EDI Application Setup**

Additional set up in the application settings for automatic creating of the data in this scenario and for these types of transactions is possible:

Search for "EDI Application Settings"

Tell me what you want to do							
EDI Application Settings							
Go to Pages and Tasks							
> EDI Application Settings	Administration						

In this window there are some settings to create jobs for 846 document processing. Users can enable:

Auto 846 Inventory generation – daily refresh of 846 catalog to send to Trading Partner

EDI Settings								
General								
Enable 850 Error Emails 🕖 💶 💽	Enable Auto 861 proc							
Send Error Emails to: · · · · rafael.ayala@websan.com	Error Emails for 861							
Auto Create SO from	Enable Auto 846 Inbo 🛛 💽							
Enable Auto 832 catal 🔹 💽	Error Emails for 846 IB \cdots 💽							
tnable Auto 846 inve 🕐 💶	Enable Auto 947 Inbo							

For this scenario this will be disabled to show the process of creating and sending the 846 manually.

#### **Transaction Process**

Search for "EDI Trading Partner" and select the Trading Partner in question.



Central					Sandbox	Q
CRONUS Canada, Inc.   Finance ~ Cash Manage	Tell me what you want to do	2	×			
Customers Vendors Items Bank Accounts Chart of A	EDI Trading Partners					2
imes This is a sandbox environment (preview) for test, demo, or develo	Go to Pages and Tasks					~
Insight from last month The best-selling item	EDI Trading Partners Didn't find what you were looking for? Try exploring	Lists	New Payments	> Setup		
ATHENS Desk with 18	units	- Sales Invoice + Purchase Invoid	ce > Reports			

To create and send the 846 document simply select the "Create 846 Outbound" button.

Trading Partner Conf	iguration   Work Date: 2/23/	2021		(2) + II					
K Item UOM Map	📑 Payment Terms Map	臂 Payment Methods Map	🎍 PO Type Map	🄀 832 Mapping	🖹 Create 846 Outbound	💱 SAC Map	🗳 OB 846 Location Mapping		
Setup									
Trading Partner ID $\cdot$		AMAZON			GS ID · · · ·		AMAZC		
		(i) 846 Complete	2						

Once processed the 846 will get created and sent out to the trading partner. To review the 846 document search for "EDI Outbound Inventory 846"

	Tell me what you want to do	
	EDI outbound 846	Administration
	Go to Pages and Tasks	
	> EDI Outbound Inventory (846)	Administration
e list o	f entries created in the 846 that day. These are the	e line record that are sen

ОК

This will display the list of entries created in the 846 that day. These are the line record that are sent to the trading partner.

E	EDI Outbound Inventory (846)   Work Date: 3/2/2021									ď	2
										Y	≡
	ISAID 1			GSID ↑	VendorID †	Location Code 1	ltemNum ↑	ItemDesc			
		123	÷	AMAZON321	AMAZON	PRIMARY	1900-S	PARIS Gue	st Chai	r, bla	ck
	AMAZON	123		AMAZON321	AMAZON	PRIMARY	AZ123	Amazon B	asic Tes	t Iten	n

This concludes the setup and transaction process users will take for this scenario using the functionality of the EDI365 app.



## Scenario 3)

## Sending a trading partner a Price Catalogue (832) document

## Trading Partner Set Up

Please keep in mind that these are just the user set ups needed in Microsoft Dynamics 365 Business Central but that there are set ups that will need to be done in the back end to connect Microsoft Dynamics 365 Business Central to the EDI services provided by WebSan Solutions. Please contact WebSan Solutions in order to get those back end set ups completed for you.

First users need to set up a trading partner. An EDI trading partner is simply another company that you exchange documents with.

Start by searching for the "EDI Trading Partner" in Microsoft Dynamics 365 Business Central.

Central					Sandbox	Q
CRONUS Canada, Inc.   Finance Cash Manage	Tell me what you want to do	Z ×				
Customers Vendors Items Bank Accounts Chart of A	EDI Trading Partners		1			2
imes This is a sandbox environment (preview) for test, demo, or develo	Go to Pages and Tasks					~
Insight from last month	> EDI Trading Partners	Lists				
The best-selling item	Didn't find what you were looking for? Try exploring		New Payments	> Setup Excel Reports		
ATHENS Desk with 18	units	+ Sales Invoice + Purchase Invoice	> Reports			

This will then open the list of all active trading partners set up in Microsoft Dynamics 365 Business Central.

Click the "new" button to open the trading partner configuration window and set up a new trading partner.

	X Reminder: your work date is 4/12/2021 Use today Change to Turn off reminder	~
<u> </u>	Search + New Manage Department Update855 I Open in Excel	7 ≣
Tr	rading Partner ID † Name	
Α	MAZE :	
т	EST	

In the configuration window first fill in the set up information. The mandatory fields here are the

- Trading Partner ID
- Type
- ISA ID

Note: Trading Partner Type will dictate what types of transactions users can enable. Once a type is selected, certain documents will be greyed out, prevent users to enable it for that trading partner.



For this scenario since the trading partner is purchasing items from us the trading partner type should be a Customer.

Following this is the configuration section, the fields are not required field but will have certain benefits for certain types of transactions. To know the purpose of each field users can hover over the field name to see more information.

Trading Partner Configuration		+ 1	J	√ Saved	c 2
AMAZON					
$\times$ Reminder: your work date is 4/12/2021	Use today   Cha	ange to   Turr	off reminder		~
🕵 Item UOM Map 🛛 學 Payment Terms Map	Payment	Methods Map	💄 PO Type Map	b 🖹 832 Mapping	
Setup					
Trading Partner ID · · · · · AMAZON		GS ID · · · ·	AM	IAZON321	
Trading Partner Type · · · Customer	~	Name · · ·			
ISA ID ····· AMAZON123		Primary Int	oound Trad · 🦲	$\supset$	_
Configuration Auto Create Shipping · Default Address Loca ·	~	Suppress B 856 Label I	ilank Buyer · () Mandatory · · · ()		_
		Print Laber			
		Label Nam			
Global Inventory Allo	0	No. of Cop	ies	_	0
Apply allocation to 8		Prompt for	early ship •		
846 OB - PO Days to	0	Default 94	0 Address		~
Include S.O. Quantity		Reference	Template		~
Include Blank locatio 🔹 🖲 📃		Auto Ship	Direct 945 · · · · 🖲		
Suppress Blank UPCs 🕐 🖲 📃		Auto Ship	and Invoic 🔹 🖲		

Following the configuration section there is the Inbound Documents, Outbound Document and SAC Default settings.

Inbound documents are the types of transaction that would be sent by the trading partner and recorded into Microsoft Dynamics 365 Business Central. These documents may depend on the type of trading partner.

Outbound Documents are the types of transaction that would be sent from Microsoft Dynamics 365 Business Central to a trading partner.

Documentation types in EDI follow a specific code number. These codes are mentioned above and will be shown in the Inbound and Outbound document set ups section of the window. User can also hover over the code to see the description if they are not sure.

To enable the documents, simply select the enable tab next to each option as shown below.



In this scenario only 832 documents need to be enabled. 832 is automatically enabled and does not require user set up.

For this scenario it is important to also set up the Price Catalog mappings if the partner requests data that you have set up as item attributes or dimensions. To do so, in the Trading Partner screen select the "832 Mapping" button.

Setup				832 Map	pping	
Kem UOM Map	Payment Terms Map	📑 Payment Methods Map	🔓 PO Type Map	🖹 832 Mapping	🖹 Create 846 Outbound	💱 SAC I
AMAZON					h	
Trading Partner Conf	iguration   Work Date: 2/23/	2021			+ <sup>1</sup>	

This will open the catalog attribute details where users can adjust what attributes of the item show on the documentation. Users can map item attributes or dimension attributes for the catalog. This allows users to send the trading partner up to 15 values per item which can be item attribute or dimensions.

Generate Catalog					
Catalog					
Catalog Name		Default			
Catalog Attributes					
Туре	Item Attribute	~	Attribute Map8		$\sim$
Attribute Code1	DP1		Туре	Dimension	~
Attribute Map1 · · · · · ·	Depth	$\sim$	Attribute Code9		
Туре	Dimension	~	Attribute Map9		$\sim$
Attribute Code2	DEP1		Туре	Dimension	~
Attribute Map2	DEPARTMENT	$\sim$	Attribute Code10		
Туре	Dimension	~	Attribute Map10		$\sim$
Attailante Carle?			Туре	Dimension	~
Attribute Code3		$\sim$	Attribute Code11		
Attribute Codes					$\sim$
Attribute Codes	Dimension	~	Attribute Map11		
Attribute Map3 · · · · · · · · · · · · · · · · · · ·	Dimension	~	Attribute Map11	Dimension	~


The final trading partner set up that should be completed is Unit of Measure mappings. This is required if the customer/trading partner has their own codes for an items unit of measure which would map to your internal unit of measures.

To map unit of measure search for "EDI Trading Partner" and select the trading partner in question. Once you have the trading partner open select the "Item UOM Map" option.

r Configuration   \	Vork Date: 2/23/2021		+ 🖻	I	
AMAZO	NC				
🛃 Item UOM Map	📑 Payment Terms Map	Payment N	Methods Map	🔓 PO Type Map	83
Setup					
Trading Partner ID	AMAZON		GS ID · · · ·	AMA	ZON321
Trading Partner Typ	a Customer	~	Nama	Δma	ron Tect

Once this window is open first enter the item in question to map the unit of measure. Then in the "EDI UofM" enter the unit of measure used by the trading partner. Finally select the internal unit of measure used to map to the trading partners. This will complete the unit of measure mapping set up.

At the end of each line are checkboxes that say inbound or outbound. Selecting inbound will mean only inbound EDI transaction will use this unit of measure mapping. Selecting outbound will mean only outbound EDI transaction will use this mapping. If you leave both unmarked the unit of measure mapping will apply to both types of transactions. If the item number is left blank the mapping will apply to any line item EDI365 tries to process, regardless of item.

TP Ite	m UoM Configuratio	on   Work Da	te: 2/23/2021			Not saved	Ľ /
Q	Search + New	🐯 Edit List	t 📋 Delete	Page More option	S		\ ≣
	Item No. ↑		Item Variant †	EDI UoM 1	Unit of measure 1	Inbound	Outbound
$\rightarrow$	1011			EA	PCS	$\sim$ $\Box$	

## **Customer Set Up and Requirements for Trading Partner**

This scenario involves a customer trading type partner. Now that the trading partner is set up, we must assign the trading partner to a customer in Microsoft Dynamics 365 Business Central.

Note: This scenario assumes you already have an established system and Customers are already configured. As such this document will not go over the basics of creating a new customer.

Search for "Customers" and select the customer you want to assign the trading partner to.



		Tell	me what you	want to do				2 X			
		Cu	stomers								
		Or	1 current page	(Customers)			:	Show all (16)			
		B	locked Custon	ners							
		×	DeleteAll This action w	vill delete all cus'	tomers						
		C	Sustomers with	n credit limits							
		Go	to Pages and	l Tasks			1	Show all (15)			
		>	Customers			List	S				
		>	Create Conta	acts from Custon	ners	Tas	ks				
Customers											
× Reminde	er: your work	date is 4/12	2/2021 Us	se today   Cha	ange to   Turr	n off reminder					
× Reminde	er: your work + New	date is 4/12 Manage	2/2021 Us Process	se today   Cha Report N	ange to   Turr Jew Document	off reminder Customer	Navigate	Prices & Discour	its 🚺 Oper	n in Excel	N
× Reminde	r: your work + New Name	date is 4/12 Manage	2/2021 Us Process	se today   Cha Report N Responsibili Center	ange to   Turr Jew Document ity Location	Customer	Navigate	Prices & Discour	its 🚺 Oper	n in Excel   Balance (L	N .CY)
× Reminde Search No. ↑ 10000	+ New Name Adatur	date is 4/12 Manage n Corporati	2/2021 Us Process on	se today   Cha Report N Responsibili Center	ange to   Turr New Document ity Location MAIN	Customer	Navigate Io. Co Ro	Prices & Discour ntact ybert Townes	its 🖬 Opei	n in Excel Balance (I 16,130	N .CY) 0.75
× Reminde	+ New Name Adatur	date is 4/12 Manage n Corporati	2/2021 Us Process on	Report N Responsibili Center	inge to   Turr	n off reminder Customer Code Phone N	Navigate Io. Co Ro He	Prices & Discour ntact obert Townes elen Ray	its 🚺 Oper	n in Excel Balance (L 16,13( 4,908	N
× Reminde No. ↑ 10000 20000 30000	+ New Name Adatur Trey Re School	date is 4/12 Manage n Corporati search of Fine Art	Process on	Report N Responsibil Center	inge to   Turr	Customer Customer	Navigate Io. Co Rc He M	Prices & Discour ntact obert Townes elen Ray eagan Bond	its 🖪 Oper	n in Excel   Balance (I 16,13( 4,908 85,401	N .CY) 0.75 3.72
× Reminde	+ New Name Adatur Trey Re School	date is 4/12 Manage n Corporati search of Fine Art	Process on	Report N Responsibil Center	inge to   Turr	Customer Customer	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond	its 🖪 Oper	n in Excel   Balance (L 16,130 4,908 85,401	N .CY) ).75 3.72
× Reminde	+ New Name Adatur Trey Re School	date is 4/12 Manage n Corporati search of Fine Art Custor	Process on	Report N Responsibil Center	inge to   Turr	Customer	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond	its 🖬 Opei	n in Excel Balance (l 16,130 4,908 85,401	N .CY) 0.75 3.72
<ul> <li>✓ Reminder</li> <li></li></ul>	r: your work  + New Name Adatur Trey Re School Amazon ar work date is 4/	date is 4/12 Manage n Corporati search of Fine Art Custor 12/2021 us	Process on NET	se today   Cha Report N Responsibil Center	ange to   Turr	Customer Customer Code Phone N	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond	its 🖪 Oper	n in Excel   Balance (I 16,13( 4,908 85,401	N .CY) 0.75 3.72
X Reminder Search No. † 10000 20000 30000 Customer Card COOO2O • X Reminder: you New Document	r: your work + New Name Adatur Trey Re School Amazon ar work date is 4/ Approve Rec	date is 4/12 Manage n Corporati search of Fine Art Custon 12/2021 Us uest Approval	2/2021 Us Process on NCCr e today   Change	e to   Turn off re counts Naviga	eminder	Customer Code Phone N Code Actions Rel	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond in Fewer options	its 🖬 Oper	n in Excel Balance (l 16,130 4,908 85,401	N .CY) ).75 3.72 1.00
X Reminder Search No. † 10000 20000 30000 Customer Card COOO2O + X Reminder: you New Document General	+ New Name Adatur Trey Re School Amazon ur work date is 4/	date is 4/12 Manage n Corporati ssearch of Fine Art Custon 12/2021 us	Process on NET Prices & Disc	e to   Turn off re counts Naviga	eminder ender Customer	Customer Code Phone N Actions Ref	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond Fewer options	its 🖪 Opei	n in Excel Balance (I Balance (I 16,130 4,908 85,401	N .CY) ).75 3.72 1.00
X Reminder Search No. ↑ 10000 20000 30000 Customer Card COOO2O · X Reminder: you New Document General No.	+ New Name Adatur Trey Re School Amazon ar work date is 4/ Approve Rec	date is 4/12 Manage n Corporati search of Fine Art Custon 12/2021 Us uest Approval	Process on NCC Prices & Disc	e to   Turn off re counts Naviga	eminder	Customer Code Phone N Actions Rel Credit Limit (LCY)	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond Fewer options	its 🖬 Oper	n in Excel Balance (I Balance (I 16,130 4,908 85,401 Show m	N .CV) 0.75 3.72 1.00
X Reminder	r: your work + New Name Adatur Trey Re School Amazon ur work date is 4/ Approve Rec	date is 4/12 Manage n Corporati search of Fine Art Custon 12/2021 us uest Approval 	2/2021 Us Process on Ner e today   Change Prices & Disc on Customer	e to   Turn off re counts Naviga	eminder eminder	Customer Customer Code Phone N Actions Rel Credit Limit (LCY) Blocked ······	Navigate	Prices & Discour ntact obert Townes elen Ray eagan Bond Fewer options	its 🔲 Opei	n in Excel Balance (l Balance (l 16,130 4,908 85,401 Show m 0.	N .CY) 0.75 3.72 1.00
X Reminder Search No. † 10000 20000 30000 Customer Card COO020 • X Reminder: you New Document General No. Name No. Balance (LCY)	+ New Name Adatur Trey Re School Amazon ar work date is 4/ Approve Rec	date is 4/12 Manage n Corporati search of Fine Art Custon 12/2021 Us uest Approval 	2/2021 Us Process on Process etoday   Change Prices & Dise customer	e to   Turn off re	ange to   Turr	Customer Code Phone N Code Phone N Code Credit Limit (LCY) Blocked Total Sales	Navigate Io. Co Rc Ha M	Prices & Discour ntact obert Townes elen Ray eagan Bond in Fewer options	ts 🛛 Oper	n in Excel Balance (L Balance (L 16,130 4,900 85,401 Show m 0. 10.1	N .CY) 0.75 3.72 1.00

Scrolling down the customer details will be an EDI section for the customer. In the section users must enter:

- Account Number (the users account number the customers has record of)
- Trading Partner (select the trading partner created)

EDI			
Our Account No.	BC1234	Bill to DUNS	
Trading Partner	AMAZON ~		

Statistics >



Although not required, a best practice is to also assign ship-to address ID and details for the customer in Microsoft Dynamics 365 Business Central to use in EDI Transactions. Many Trading Partner may send documents with just a ship to address ID without any address information, if this ID is not set up in Microsoft Dynamics 365 Business Central this can cause errors.

Follow the standard procedure to create a new ship-to address ID. In the customer details expand the "navigate" button and select "Ship-to Addresses"

$\leftarrow$	Customer Card	( <i>i</i> ) + ii
	C00020 · Amazon Customer	$\smile$
	× Reminder: your work date is 4/12/2021 Use today   Change to   Turn off reminder	
	New Document Approve Request Approval Prices & Discounts Navigate Custome	er Actions Related Reports Fewer options
	🖬 Statement 🛛 📓 Scheduled Statements 🛛 🖪 Bank Accounts 🛛 🔠 Direct Debit Mandates	🐂 Ship-to Addresses 📮 Contact 🖀 Document Layouts 👔
	No	Credit Limit (LCY)

If creating a new address ID select the "New" Button. If you need to update an existing ID select the ID from the list.

$\leftarrow$	C00020 · Amazon Custo	mer			
	imes Reminder: your we	ork date is 4/12/2021 Use	today   Change to   Turn off remin	der	~
	Ship-to Address List		Manage 🛛 🛛 Open in Excel	More options	7 ≣
	Code 1	Name	City	Location Code	Store ID (EDI)
	PRIMARY :	Amazon Customer	Toronto		TEST

There will be and EDI section on the Customer Ship-to address. To map this address ID with the customer for EDI transaction enter the Store ID/DUNS and Location Type.

The Store ID/DUNS is the ID that the Trading Partner has for the address and would show on transaction that come from the trading partner. This ID when set up will map to the internal ID.

Location Type is where items are received. The options are Direct Store Delivery (DSD), Distribution Center (DC), Residential (R) and Commercial (C)



Ship-to Address

0 + 🖻

## C00020 Amazon Customer PRIMARY Amazon Customer

imes Reminder: your work	date is 4/12/2021 Use today   Ch	ange to   Turn off reminder	~
General			Show more
Code · · · · · · · · · · · · · · · · · · ·	PRIMARY	Contact	
Name · · · · · · · · · · · · · · · · · · ·	Amazon Customer	Location Code	
GLN ·····		Service Zone Code	
Address	123 street street	Tax Liable	
Address 2		Tax Area Code	
City · · · · · · · · · · · · · · · · · · ·	Toronto		
Post Code	M5E 1G5		
Country/Region Code	CA		
Show on Map			
EDI			
Store ID/DUNS	TEST	Region (Override)	
Location Type	DSD		

Once these are entered this ship-to address set ups should be complete for the customer in EDI.

Now that the customer and ship-to address for the customer is set up, the customer is ready to process EDI transactions.

## Inventory Set Up and Requirements for Trading Partner

Since this scenario is involving inventory item we are selling to the customer trading partner it is also important to make sure inventory is set up properly. Inventory Items may have a different code or ID with the trading partner so it is important to also map that information.

Note: This scenario assumes you already have an established system and Items are already configured. As such this document will not go over the basics of creating a new item.

First, is to set up the Item Cross References. This set up is needed if a Trading Partners item code for an item is different than your internal code or if there is a barcode that the trading partner uses for the item. This is also important to set if the items EDI trading partner type was set to specific.

To set up cross referencing in the specific item select the Related > Item > Cross References.



Item Card | Work Date: 2/23/2021

## 1011 · Amazon Basic Test Item

Notifica	tions: 2	lf you wa	nt, we can as	sign attri	butes based	on the	images you	import fo	r items and c	ontacts.	Your
Process	ltem	Prices &	Discounts	Reque	st Approval		Actions	Related	Reports	Fewer	optior
🕚 Histo	ory $\smallsetminus$	ltem $\vee$	Availab	ility $\smallsetminus$	Purcha	ses $\vee$	🎝 Sales	s 🗸 🔐	Bill of Mate	rials $\smallsetminus$	
Plannin	a >	🕹 Dimensi	ions								
	5/	Cross R	eferences								
Item Tra	acking	💁 Units of	Measure								

In the Cross Reference Entry window first select the cross reference type. In this scenario the type can be customer if the customer/trading partner has a different item code or the type can be barcode if the customer/trading partner has a barcode.

If type = customer then enter the customer in question in the cross reference type number field and then enter the customers item code in the cross reference number field.

If type = Bar Code enter the item bar code into the Cross Reference Number field

Once the line details are set up the cross references are completed.

1011 · Amazon Basic Test Item | Work Date: 2/23/2021

lten	n Cross Referen	ce Entries	Search + N	lew 💀 Edit Lis	st 📋 Delete	Page	Мо
	Cross- Reference Type ↑	Cross- Reference Type No.↑	Cross- Reference No.↑	Variant Code ↑	Unit of Measure ↑	Description	
	Customer	C00040	AZTEST1		PCS		
	Bar Code		321456897		PCS		
$\rightarrow$			*				

If items need to be shown on outbound documents an additional set up needed the EDI Trading Partner mapping for outbound documents.

Search "Items" and select the item to associate with your trading partner.



1

$\leftarrow$	Items   Work Date	e: 2/23/2021									
	imes You can get	the sales forecast updated auton	natically every week.	Set Up Scheo	duled Fore	casting   D	Oon't ask again				
	,⊅ Search +	New Manage Process	Item Prices & Dis	counts Rec	quest Appr	oval Ir	oventory Att	ributes Page	More opt	ions	
	No. 1	Description	Туре	Inventory	Substi Exist	Assem BOM	Production BOM No.	Routing No.	Base Unit of Measure	Cost is Adj	Unit
	1011	Amazon Basic Test Item	Inventory	0	No	No			PCS	V	
	1005.0								0.00	-	

In the item setup move to the EDI section now found in the window. In this section the only field required for this scenario is the "Trading Partner Map". This field has the following options:

- All: this means this item can be used for all trading partners
- None: this means this item cannot be used by any trading partner
- Specific: This means this item can only be used with an assigned trading partner. Setting the specific trading partner is done through item cross referencing set ups which is mentioned below.

All other fields are not required for this scenario.

EDI				
SAC Category ·······		Trading Partner Map	Specific	~
SAC Code	L.	Assemble Qty. for Inventory Feeds		1

#### Go to Item > EDI TP Item Map

Item Card | Work Date: 2/23/2021



In this window, enter the trading partner in questions. Then enter the exclusive item number or exclusive UPC. The exclusive item number or exclusive UPC are the ID or codes that the trading partner will need to see when they receive documents or transactions.

tem - Trading Partner Ma	ap   Work Date: 2/2		√ Saved	ď,		
$\wp$ Search + New	🐯 Edit List	前 Delete 🛛 🚨 Ad	ld all TradingPartne	rs Page		7
Trading Partner 1	Name		Allocation Percent	Exclusive Item No.	Exclu	sive UPC
$\rightarrow$ Amazon $\sim$	Amazon Test	t	0	AZ123	2314	1512



### **Transaction Process**

To process an 832 document and send it out to a trading partner, open the trading partner window in questions by searching for "EDI Trading Partner" and selecting the trading partner.

Tell me what you want to do		$\mathcal{Z}$ $\times$
EDI Trading Partner		
Go to Pages and Tasks		
> EDI Trading Partners	Lists	

Once you have the trading partner open select the 832 mapping button.

- Tradi	Trading Partner Configuration   Work Date: 3/2/2021													
K. It	tem UOM Map	📑 Payment Terms Map	👺 Payment Methods Map	💄 PO Type Map	🖹 832 Mapping	🕅 Create 8	46 Outbound	💱 SAC Map	💱 OB 846 Location M	lapping 🕻				
Set	up													
Tradi	ling Partner ID \cdots		AMAZON				GS ID · · · · ·			AMAZON				
Tradi	ling Partner Type		Customer			~	Name · · · ·			Amazon T				
ISA I	ID		AMAZON123				Primary Inbo	ound Trading Part	tner · · · · · · · · · · · · · · · · · · ·					

Assuming the attributes needed for the 832 are set up simply click the "Generate Catalog" button. This will create the 832 document and send it to the trading partner.

To find and review the 832 document sent to the trading partner, search for "832". This will then show the line details of the price catalog sent out to the trading partner. If the 832 is processed again for the trading partner or a different trading partner this window will update to the latest catalog creation.



				Tell me what you want to do					
				832					
				Go to Pages and Tasks					
				> EDI Inventory Catalogue	e (832)	Ac			
)	EDI Inventory	Catalogue (83)	2)   Work	: Date: 3/2/2021		√ Saved	ď	2	
	🔎 Search	🐯 Edit List	Page	More options				$\mathbb{V}$	≣
	ISAID 1			GSID ↑	Catalog Name ↑	Catalog Version ↑	ProcessID		State
		123	:	AMAZON321	Default	1			5

This concludes the setup and transaction process users will take for this scenario using the functionality of the EDI365 app.



## Scenario 4)

A standard Sales Order and Warehouse Shipment is created in Microsoft Dynamics 365 Business Central where the warehouse trading partner must be advised to ship the sales items. A Warehouse Shipping Order (940) document will be created and sent out to the warehouse and the warehouse will send back an Inbound Warehouse Shipping Advice (945) document to acknowledge the shipment has been sent which will post the warehouse shipment and update the order.

Please keep in mind that these are just the user set ups needed in Microsoft Dynamics 365 Business Central but that there are set ups that will need to be done in the back end to connect Microsoft Dynamics 365 Business Central to the EDI services provided by WebSan Solutions. Please contact WebSan Solutions in order to get those back end set ups completed for you.

## **Trading Partner Setup**

First set up a trading partner. In this scenario the trading partner is a third-party logistics enitity who handles the companies inventory inflows and outflows. As such this is a location-based trading partner.

First search for EDI Trading Partner and select new to create the new trading partner.

Centra	Sandbox Q
CRONUS Canada, Inc.   Finance Cash Manage Tell me what you want to do	ZX
Customers Vendors Items Bank Accounts Chart of / EDI Trading Partners	
× This is a sandbox environment (preview) for test, demo, or develo	×
Insight from last month > EDI Trading Partners	Lists
The best-selling item Didn't find what you were looking for? Try exploring	New → Setup Payments 🗄 Excel Reports
ATHENIS Deck with 18 units + sales1	Invoice + Purchase Invoice > Reports
ATTENS DESK WITT TO UTILIS	
n 🔶 EDI Trading Partners	
× Reminder: your work date is 4/12/2021 Use today  Change to	n off reminder
) 📁 Search 🕂 New Manage 😚 Update855 🗳 Open in Excel	$\nabla \equiv$
Trading Partner ID ↑ Name	
AMAZE	
IESI	

Enter the Trading Partner ID, ISA ID and GS ID. The Trading Partner Type would be location.

r Configuration   Work D 3PL	ate: 2/23/2021	Ø	+ 1		√ Saved	
🛃 Item UOM Map 🛛 📳	Payment Terms Map	📑 Payment I	Methods Map 🛛 💄 PO	Туре Мар 🛛 🕏 832	Mapping …	
Setup						_
Trading Partner ID	3PL		GS ID · · · · · · ·	WAREHOUSE		
Trading Partner Type	Location	~	Name · · · · · · · ·			
ISA ID	WAREHOUSE		Primary Inbound Tra	d •		

Next in the inbound section enable Warehouse Shipping Advise (945) document

For outbound enable Warehouse Shipping Order (940) document

Inbound Documents	
846 · · · · · · · · · · · · · · · · · · ·	945
861 · · · · · · · · · · · · · · · · · · ·	947 · · · · · · · · · · · · · · · · · · ·
Outbound Documents	
810	Auto Cancel 855
846	856 · · · · · · · · · · · · · · · · · · ·
850 · · · · · · · · · · · · · · · · · · ·	940 · · · · · · · · · · · · · · · · · · ·
855	

The final trading partner set up that should be completed is Unit of Measure mappings. This is required if the customer/trading partner has their own codes for an items unit of measure which would map to your internal unit of measures.

To map unit of measure search for "EDI Trading Partner" and select the trading partner in question. Once you have the trading partner open select the "Item UOM Map" option.

r Configuration   Work	Date: 2/23/2021		+ ī		√ Saved	C 2
3PL		Ŭ				
🕵 Item UOM Map	Payment Terms Map	📳 Payment	Methods Map	🍰 PO Type Map	🍞 832 Mapping	
Setup						_
Trading Partner ID · · · ·	3PL		GS ID · · ·	WAF	REHOUSE	
Trading Partner Type 🕠	Location	~	Name ···			
ISA ID	WAREHOUSE		Primary In	bound Trad ·	$\supset$	
<i></i>						

Once this window is open first enter the item in question to map the unit of measure. Then in the "EDI UofM" enter the unit of measure used by the trading partner. Finally select the internal unit of measure used to map to the trading partners. This will complete the unit of measure mapping set up.

At the end of each line are checkboxes that say inbound or outbound. Selecting inbound will mean only inbound EDI transaction will use this unit of measure mapping. Selecting outbound will mean only outbound EDI transaction will use this mapping. If you leave both unmarked the unit of measure mapping will apply to both types of transactions. If the item number is left blank the mapping will apply to any line item EDI365 tries to process, regardless of item.

TP Ite	Item UoM Configuration   Work Date: 2/23/2021							Ľ	2
Q	Search + New	🐯 Edit List	📋 Delete	Page More opti	ions			Y	=
	Item No. ↑	It	em Variant †	EDI UoM ↑	Unit of measure †		Inbound	Outbou	und
$\rightarrow$	1011			EA	PCS	$\sim$			)

#### **Location Setups**

A location record will need to be assigned an EDI Trading partner in order to use that location for inventory related EDI transactions.



Tell	me what you want to do		2>						
Lo	cation								
On	current page (Locations)		Show all (8)						
Ø	<ol> <li>Resource Locations</li> <li>View or edit information about where resources are located. In this window, you can</li> </ol>								
3 <del>0</del>	Create Warehouse location Enable the inventory location to use zones and bins to operate as a warehouse locati								
ð	Transfer Order Prepare to transfer items to another location.								
Go	to Pages and Tasks		Show all (10)						
>	Locations	Administration							
5	FA Locations	Administration							

Next Select the location to assign to EDI transactions.

Note: This scenario assumes you already have an established system and Locations are already configured. As such this document will not go over the basics of creating a new Location.

$\leftarrow$	Locations   Work Date: 2/23/2021									
	🔎 Search	New	Manage	Process	Report	Functions	Page		More options	
	Code 1				Name					
	EAST				East Wa	arehouse				
	LOCTEST									
[	MAIN			:	Main W	/arehouse				
	OUT. LOG.				Outsou	rced Logistics				

In the location card scroll down to the EDI section. Enter the EDI Trading Partner to assign this location to. This should complete the location set up needed for this scenario.



√ Saved

Process Location	More options	
Shipment		Cross-Dock
Shipment Bin Code	$\sim$	Cross-Dock Bin Code · · · ·
Production		Assembly
Open Shop Floor Bin	$\sim$	To-Assembly Bin Code 🕔 🗸 🗸
To-Production Bin Co	~	From-Assembly Bin C $ \cdot $
From-Production Bin	$\sim$	Asmto-Order Shpt 🗸 🗸 🗸
Special Equipment · · · · · · Bin Capacity Policy · · · · · Allow Breakbulk · · · · · · Put-away Put-away Template C · · ·	✓ Never Check Capacity ✓	Pick Always Create Pick Line ·  Pick According to FEFO ·
Always Create Put-aw		
Trading Partner	3PL V	Reservation Code
QC Location	×	Exclude from 846

Note: You can also set the QC location optionally. The QC Location field is a priority/reserve location that can be set if a trading partner wants a reserve location to store a certain amount of inventory.

For this scenario it is also important that "Require Receive" and "Require Shipment" is enabled for the location in question. These are standard system settings for the location but are needed in order for the 940 document record to create the warehouse shipment and the 945 to update the sales order.



## MAIN · Main Warehouse

Process Location More options	
Country/Region Code · · CA · ·	
Show on Map	
Warehouse	
Require Receive · · · · · · ·	Default Bin Selection · · ·
Require Shipment · · · · ·	Outbound Whse. Han ·
Require Put-away	

### **Item Setups**

If items need to be shown on outbound documents an additional set up is needed.

Next is to set up the Item Cross References. This set up is needed if a Trading Partners item code for an item is different than your internal code or if there is a barcode that the trading partner uses for the item. This is also important to set if the items EDI trading partner type was set to specific.

To set up cross referencing in the specific item select the Related > Item > Cross References.

Item Card | Work Date: 2/23/2021 1011 · Amazon Basic Test Item Notifications: 2 If you want, we can assign attributes based on the images you import for items and contacts. Your Process ltem Prices & Discounts Request Approval Actions Related Reports Fewer optior 🔓 Purchases 🗸 History ~ Item  $\lor$ . Availability  $\sim$ Sales 🗸 🛲 Bill of Materials 🗸 - W Dimensions Planning > Z Cross References Item Tracking <sup>C</sup> Units of Measure

In the Cross Reference Entry window first select the cross reference type. In this scenario the type can be customer if the customer/trading partner has a different item code or the type can be barcode if the customer/trading partner has a barcode.

If type = customer then enter the customer in question in the cross reference type number field and then enter the customers item code in the cross reference number field.



If type = Bar Code enter the item bar code into the Cross Reference Number field

Once the line details are set up the cross references are completed.

lter	n Cross Referenc	ce Entries	Search + N	ew 😨 Edit Li	st 📋 Delete	Page Mo
	Cross- Reference Type ↑	Cross- Reference Type No.↑	Cross- Reference No.↑	Variant Code ↑	Unit of Measure ↑	Description
	Customer	C00040	AZTEST1		PCS	
	Bar Code		321456897		PCS	
$\rightarrow$			*			

1011 · Amazon Basic Test Item | Work Date: 2/23/2021

#### **Transaction Process**

First create a standard Sales Order in Microsoft Dynamics 365 Business Central. For the purpose of processing the records through EDI it is important the following details are entered in the order:

- Line Item associated with EDI
- Location associated with EDI for line item and sales header location codes

All other details on the Sales Order can be set up according to your situation of the sales, those fields are not relevant for the purposes of the EDI transactions.

Note: This scenario assumes you already have an established system where standard Sales Order creations are already known. As such this document will not go over the basics of creating a standard Sales Order.



Once the Sales Order is created release the order.



Sales Order | Work Date: 2/23/2021

## S-ORD101178 · AMAZON CUSTOMERS

Notifications: 2 EDI Order Acknowledgements are enabled for this customer and none has bee

Process	Report	Release	Posting	Prepare	Order	Request Approval	Print,
🕒 Rele	ase 🔮	Reopen					

The next step is to create the warehouse shipment. This can be done in the sales order by navigating to actions > warehouse > create warehouse shipment.

Sales Order   W	/ork Date: 2/2	3/2021								
S-ORD	101178	· AMA	ZON CU	ISTO	MERS					Ŭ
Notifications	: 2 EDI Ord	er Acknowle	dgements are enal	bled for th	his customer	and none	has been is	sued for this	order. Plea	se accept or o
Process Re	port Relea	ise Posti	ng Prepare	Order	Request	Approval	Print/Ser	nd Navig	ate	Actions
Functions	s 🗸 📲 Pla	in 🗸 🛛 😽	Request Approval	l∨ ■	Warehous	e 🗸 🔸	Posting $\sim$	🖶 Print	t∨ Ē(	Order Confiri
No			S-ORD101178	3	Create Inve	ntory Put-a	way/Pick	Posti	ing Date 🕠	
Customer No.			C00040		Create War	ehouse Ship	oment v	Orde	er Date	
WHS-0006 Process Print/Sen	d Release Pos	iting Shipment	Actions Related	d Fewer op	vtions					
General										
No		WHS-0006			Posting Dat	2		2/23/2021		
Location Code · · · · ·		MAIN			Assigned Us	er ID · · · · · · ·				~
Zone Code				$\sim$	Assignment	Date · · · · · · ·				
Bin Code · · · · · ·				$\sim$	Assignment	Time · · · · · ·				
Document Status					Sorting Met	hod				~
Status		Released								
Lines Manag	e More options									Ež
Source Document	Source No. Iten	n No. Descr	iption	Source Line No.	Location Code	Quantity	Qty. to Ship	Qty. Shipped	Qty. Outstanding	Ur Due Date M
→ <u>Sales Order</u>	S-ORD1011 101	1 Amaz	on Basic Test Item	10000	MAIN	4	4	L 0	4	2/23/2021 PC



To create and send out the 940 documents to the trading partner, release the warehouse shipment.

Release	🕉 Reo	pen				
Process Pr	int/Send	Release	Posting	Shipment	Actions	Rela
WHS-0	006					
Warehouse Sh	ipment   W	/ork Date: 2/	/23/2021			

Once released the 940 record will be created and sent to the Trading Partner. To find the record, search for "EDI Warehouse Shipping Order 940" and select the newly created 940 record.

		Tell me what you want to do		
		940		
		On current page (Warehouse Shipment)		
		a Create 940		
		Go to Pages and Tasks		
		> EDI Warehouse Shipping Order (940)	Administration	
(	EDI Warehouse Shipping O	rder (940)   Work Date: 2/23/2021		
	✓ Search + New	Manage Page		$\forall \equiv$
	Sales Order ↓	Ship To	Status Description	
	S-ORD101178	AMAZON CUSTOMERS	Shipment 940 document created	



...ing Order (940) | Work Date: 2/23/2021

WAREHOUSE · WAREHOUSE · S-ORD101178

Actions						
Order Status Code	N		Ship to Address 2			
PO Number · · · · · · · ·			Ship to City			
Customer No.	C00040		Ship to Country			
PO Date	2/23/202	1	Ship to ID			
РО Туре			Ship to Postal Code			
Billing			Ship to Province			
Bill to Address 1			FoB			
Bill to Address 2			Shipping Agent			
Bill to ID	C00040		Shipper Account Nu			
Bill to Name	AMAZO	I CUSTOMERS	Requested Ship Date	2/23/2021		
Bill to Postal Code			Cancel Date			
Bill to Province			Delivery Remarks			
Bill to Province						
Bill to Country						
Lines						
940 Lines 🗸						
ltem		UPC	QTY	Order Number ↑	WH Shipment ↑	lten
→ 1011	-	321456897	4	S-ORD1011	WHS-0006	Am

After this record is sent to the warehouse to process the shipment the warehouse will send back a document stating the shipment has been sent which will allow the users to post the warehouse shipment and update the sales order.

Below is a sample of the 945 Shipment advisory document that the warehouse trading partner will send back. Users can also edit the page. To find this record search for "945" and find the record created for the sales order.

Tell me what you want to do

945

Go to Pages and Tasks

> EDI Warehouse Shipping Advice (945)

Administration



EDI Warehouse Shipping Advice (945) | Work Date: 2/23/2021

ho Search $+$ New Manage Page					
Order No.↓			1	Shipn	nent Date
<u>S-ORD101178</u>		:			
I 945IB Header   Work Date: 2/23/2021	- 0l	⊦ ≊ JSE·S-	-OR	D	✓ <sup>saved</sup> ぱ 2 101178 · 852
<ul> <li>➔ Process</li> <li>✓ Mark as Processed</li> <li>B View Order</li> <li>Header</li> </ul>	Acti	ons Fewer opti	ons		
Status Description		Reporting Code ·			
Order No. S-ORD101178		Shipment Date			
PO Date · · · · · · · · · · ·		Tracking No. · · ·			
РО Туре		Ship From			
Allowance Charge 0.00	)	ISAID		WAR	REHOUSE
Allowance Code		GSID · · · · · · · ·		WAR	REHOUSE
Allowance Handling C		XMITID		852	
Lines Manage					E
Sales Order WH Shi #↑ Shipment # Item	WH oment Line #	Qty. Shipped	Source L Num/II	.ine D↑	Status
→ S-ORD101178 : WHS-0006 1011	10000	4.00	100	000	

Once the record is in the system click the process button. This will post the Warehouse shipment and update the Sales Order showing quantity shipped.



Sales Order   Work Date:	3/2/2021						+	Î
S-ORD10117	8 · AMAZO	ON CUSTO	OMERS					
	ustom Field Extender	" is not registered.	Click Here					
Process Report R	elease Posting	Prepare Order	Request Appr	oval Print/Send	Navigate	Actions	Related	Repo
Lines Manage	Line Order	Page Fewer opti	ons				,	
Туре	Tax Group Code	Line Discount %	Line Amount Excl. VAT	Amount Including VAT	Qty. to Ship	Quantity Shipped	Qty. to Inv	oice
Type Item	TAXABLE	Line Discount %	Line Amount Excl. VAT 40.00	Amount Including VAT 45.20	Qty. to Ship	Quantity Shipped 4	Qty. to Inv	voice 4

This concludes the setup and transaction process users will take for this scenario using the functionality of the EDI365 app.



## Scenario 5

## Receiving an Inventory Advice (846) and Inbound Warehouse Inventory Adjustment Advice (947) from the warehouse trading partner which will create an Inventory Adjustment transaction to post.

Both the 846 and 947 documents will create inventory adjustment entries inside an item journal for the items in Microsoft Dynamics 365 Business Central. Both documents however will process different types of adjustments. The 846 document advises the users what the current count of inventory is at the trading partners location. As such, the quantity entered on the 846 will update the quantities in system to be the same amount. The 947 document is a standard increase or decrease adjusting document. This document will advise if there needs to be an increase/decrease in inventory in a specific location and by how much. In this scenario both documents will be processed.

Please keep in mind that these are just the user set ups needed in Microsoft Dynamics 365 Business Central but that there are set ups that will need to be done in the back end to connect Microsoft Dynamics 365 Business Central to the EDI services provided by WebSan Solutions. Please contact WebSan Solutions in order to get those back end set ups completed for you.

## **Trading Partner Setup**

First set up a trading partner. In this scenario the trading partner is a third-party logistics entity who handles the companies inventory inflows and outflows. As such this is a location-based trading partner.

First search for EDI Trading Partner and select new to create the new trading partner.



Enter the Trading Partner ID, ISA ID and GS ID. The Trading Partner Type would be location.

r Configuration   Wor	k Date: 2/23/2021	Ø	+ 🖻	~	/Saved 📑 🧷
3PL					
🛃 Item UOM Map	📑 Payment Terms Map	📑 Payment I	Methods Map 🔒 P	D Type Map 🛛 🖹 832 N	lapping ···
Setup					
Trading Partner ID · · ·	3PL		GS ID · · · · · · ·	WAREHOUSE	
Trading Partner Type	Location	~	Name · · · · · · ·		
ISA ID	WAREHOUSE		Primary Inbound Tr	ad ·	

Next in the inbound section enable Inventory Advice (846) and Inbound Warehouse Inventory Adjustment Advice (947)

Inbound Documents	
846 · · · · · · · · · · · · · · · · · · ·	945 · · · · · · · · · · · · · · · · · · ·
Outbound Documents	
810	Auto Cancel 855
846	856 • • • • • • • • • • • • • • • • • • •
850 · · · · · · · · · · · · · · · · · · ·	940
855 · · · · · · · · · •	

#### SAC Defaults

The final trading partner set up that should be completed is Unit of Measure mappings. This is required if the customer/trading partner has their own codes for an items unit of measure which would map to your internal unit of measures.

To map unit of measure search for "EDI Trading Partner" and select the trading partner in question. Once you have the trading partner open select the "Item UOM Map" option.

r Configuration   Work Date: 2/23/20	21	+ 🖻	√ Saved	
3PL	$\bigcirc$			
📕 Item UOM Map 📑 Payment Te	rms Map 🛛 🕞 Payment	t Methods Map 🛛 🎍 PO	Type Map 🛛 🖹 832 Mapping	
Setup				
Trading Partner ID · · · · · 3PL		GS ID	WAREHOUSE	
Trading Partner Type · · · Location	~	Name · · · · · · ·		
ISA ID ····· WAREHOU	ISE	Primary Inbound Trac	ł · •	

Once this window is open first enter the item in question to map the unit of measure. Then in the "EDI UofM" enter the unit of measure used by the trading partner. Finally select the internal unit of measure used to map to the trading partners. This will complete the unit of measure mapping set up.

At the end of each line are checkboxes that say inbound or outbound. Selecting inbound will mean only inbound EDI transaction will use this unit of measure mapping. Selecting outbound will mean only outbound EDI transaction will use this mapping. If you select both or leave both unmarked the unit of measure mapping will apply to both types of transactions.

TP Ite	m UoM Configuratio	on   Work Date:	2/23/2021			Not saved	
Q	Search + New	🐯 Edit List	📋 Delete	Page More opti	ons		7 =
	Item No. ↑	Ite	m Variant↑	EDI UoM 1	Unit of measure 1	Inbound	Outbound
$\rightarrow$	1011			EA	PCS	$\sim$ $\Box$	

## **Location Setups**

A location will need to be assigned to an EDI Trading partner in order to use that location for inventory related EDI transactions.

Tell me what you want to do





Note: This scenario assumes you already have an established system and Locations are already configured. As such this document will not go over the basics of creating a new Location.

$\leftarrow$	Locations   W	ork Date:	2/23/2021						
	🔎 Search	New	Manage	Process	Report	Functions	Page	More options	
	Code 1				Name				
	EAST				East Wa	arehouse			
	LOCTEST	_							
[	MAIN			:	Main W	/arehouse			
	OUT. LOG.				Outsou	rced Logistics			

In the location card scroll down to the EDI section. Enter the EDI Trading Partner to assign this location to. This should complete the location set up needed for this scenario.



Location Card | Work Date: 2/23/2021



🗸 Saved 🗖 🖌

## MAIN · Main Warehouse

Process Location More options			
Shipment		Cross-Dock	
Shipment Bin Code	$\sim$	Cross-Dock Bin Code	$\sim$
Production		Assembly	
Open Shop Floor Bin	$\sim$	To-Assembly Bin Code	$\sim$
To-Production Bin Co	$\sim$	From-Assembly Bin C	$\sim$
From-Production Bin	$\sim$	Asmto-Order Shpt	$\sim$
Bin Policies			
Special Equipment	~	Pick	

D

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+

special Equipment	•	
Bin Capacity Policy	Never Check Capacity 🗸 🗸	Always Create Pick Line
Allow Breakbulk		Pick According to FEFO
Put-away		
Put-away Template C	$\sim$	
Always Create Put-aw		
EDI		
6		
Trading Partner	3PL V	Reservation Code
QC Location	~	Exclude from 846

You can also set the QC location optionally. The QC Location field is a priority/reserve location that can be set if a trading partner wants a reserve location to store a certain amount of inventory.

## **Item Setups**

Next is to set up the Item Cross References. This set up is needed if a Trading Partners item code for an item is different than your internal code or if there is a barcode that the trading partner uses for the item. This is also important to set if the items EDI trading partner type was set to specific.

To set up cross referencing in the specific item select the Related > Item > Cross References.



Item Card | Work Date: 2/23/2021

## 1011 · Amazon Basic Test Item

Notificatio	ons: 2	lf you wa	nt, we can as	sign attri	butes based	on the	images you	i import fo	r items and o	ontacts.	Your
Process	ltem	Prices &	Discounts	Reques	st Approval		Actions	Related	Reports	Fewer	optior
🕙 History	y ~	ltem $\vee$	Availab	ility $\smallsetminus$	🔓 Purcha	ises $\vee$	Sale:	s 🗸 🛛 🥂	Bill of Mate	rials $\smallsetminus$	
Planning	>	🔑 Dimensi	ions								
		Z Cross Re	eferences								
Item Trac	:king	💁 Units of	Measure								

In the Cross Reference Entry window first select the cross reference type. In this scenario the type can be customer if the customer/trading partner has a different item code or the type can be barcode if the customer/trading partner has a barcode.

If type = customer then enter the customer in question in the cross reference type number field and then enter the customers item code in the cross reference number field.

If type = Bar Code enter the item bar code into the Cross Reference Number field

Once the line details are set up the cross references are completed.

lten	n Cross Referen	ce Entries 🔎	Search + N	ew 💀 Edit Lis	st 📋 Delete	Page Mo
	Cross- Reference Type ↑	Cross- Reference Type No. ↑	Cross- Reference No.↑	Variant Code ↑	Unit of Measure ↑	Description
	Customer	C00040	AZTEST1		PCS	
	Bar Code		321456897		PCS	
$\rightarrow$			*			

#### **EDI Application Setup**

Additional set up in the application settings are needed for this scenario and for these types of transactions.

Search for "EDI Application Settings"

Tell me what you want to do



EDI Application Settings

Go to Pages and Tasks

> EDI Application Settings

Administration

In the application settings window move down to the batches sections. Set a batch for inventory adjustments. In Microsoft Dynamics 365 Business Central you can set multiple batches for standard inventory adjustments transactions, as such for EDI you need to set a default batch to always be associated with EDI based transactions.

Another optional setting is the "Auto Post Inventory Adjustment" which can be enabled. This set up will force Microsoft Dynamics 365 Business Central to auto post the inventory adjustment record that gets created when the 846 or 947 record has processed in the system. Keeping this disabled will mean the user has to manually post the adjustment entry. For the sake of showing this process overall, this set up will remain disabled.

		-
EDI Settings		
General		
Enable 850 Error Emails 🐳 💶 💽	Enable Auto 861 proc	
Send Error Emails to: · · · · rafael.ayala@websan.com	Error Emails for 861 · · · · ·	
Auto Create SO from	Enable Auto 846 Inbo	
Enable Auto 832 catal	Error Emails for 846 IB · · · ·	
Enable Auto 846 inve	Enable Auto 947 Inbo	
Error Email for 846 OB · · · ·	Error Email for 947	
Enable Auto 945 proc		
Labels		
GS1 Company Prefix	SSCC18 Extension Digit	0
Batches		
Cash Receipt Batch	Auto Post Inventory A	
Inventory Adjustment DEFAULT 🗸		

### **Transaction Process**

Since both 846 and 947 documents are inbound documents that come from the Trading Partner they will be automatically created in the system. User can also manually create these entries for testing purposes. Below is an example what the 846 document and 947 documents can look like from the Trading Partner. These can be found by simply searching "846 Inbound" and "947" respectively.

846 inbound

Go to Pages and Tasks

> EDI Inbound Inventory (846)



In the 846 record the only required fields needed to make the inventory adjustment is the ISA ID and GS ID to validate the Trading Partner and the Item Number, Quantity and Unit of Measure to make the inventory change. Location details are set up with the Trading Partner as was shown in the set up above so EDI365 will auto set the remaining data.

c Record (846)   Work Date: 2/23/2021	(2) + <sup>1</sup>	Not saved 🗖 🖉
0		
Process Actions Fewer options		
General		
Status	Item Description	
Vendor ID	Unit Price	0.00
Quantity6	Currency Code	
UOM EA	Reservation Code	
UPC	Warehouse Code	
Buyer Prod ID	Adjustment	
Item No	Adj. Date	tini (
EDI Overhead		
ISAID WAREHOUSE	XMITDate · · · · · · ·	
GSID ····· WAREHOUSE	ProcessID · · · · · · · ·	

Select the "Process" button to process the record and create the inventory adjustment record. To find the inventory adjustment search of "Item Journal".

Tell me what you want to do

|--|

Go to Pages and Tasks

> EDI Inventory Adjustment (947)

The 947 document is very similar to the 846 document. The same mandatory fields apply for the sake of the inventory adjustment which are the ISA ID and GS ID to validate the Trading Partner and the Item Number, Quantity and Unit of Measure to make the inventory change. Additional the Adjustment Type



is important for the 947. The adjustment type defines what type of adjustment the entry should make to the inventory. Below are the optional available.

- 1) IN Increase Adjustment
- 2) DE Decrease Adjustment
- 3) LK Lock (move qty entered in 947 from the trading partner default/selected location to the QC location set up on the location EDI settings)
- 4) UN Unlock (move qty entered in 947 from the QC location into the trading partner default/selected location set up on the location EDI settings)

EDI 947   Work Date: 2/23/2	2021	+ 🖻	Not saved 🗖 🦯
0			
➔ Process More op	ptions		
General			
Status Description		Buyer Product ID	
Item Number	1011	Reservation Code	
Quantity	2	Adjustment Date	
UoM · · · · · · · · · · · · · · · · · · ·	EA	Adjustment Number	
UPC ·····		Item Description	
Adj. Type	IN		
Record ID	1	Status	
ISAID	WAREHOUSE	XMIT Date	
GSID · · · · · · · · · · · · · · · · · · ·	WAREHOUSE	ProcessID · · · · · · · ·	

Select the "Process" button to process the record and create the inventory adjustment record. To find the inventory adjustment search of "Item Journal".



Tell me what you want to do

item journals		
Go to Pages and Tasks		<u>Sho</u>
> Item Journals	Tasks	

As you can see below since both the 846 and 947 documents were processed to entries were created the item journal entries. The 846 document said the quantity is 6 and it created a increase adjustment entry of 6 to update quantity to 6 (original quantity = 0). The 947 document was an increase adjustment of 2 and has created the increase adjustment entry for 2.

Post the item journals to update inventory.

Item Journals	k Date: 2/23/2	√ Saved							
Batch Name				DEFAUL	Г				
Manage Pr	oces	s Page	Post/Print L	ine Item	Open in Excel More op	otions		7	
🛗 Post 🛛	Po	ost and Print	🖶 Print					⊣⊐	
Posting Date		Entry Type	Document No.	ltem No.	Description	Location Code	(	Quantity	Unit Mea
2/23/2021	÷	Positive Adj	846-3PL	1011	Amazon Basic Test Item	MAIN		6	PCS
2/23/2021		Positive Adj	947-3PL	1011	Amazon Basic Test Item	MAIN		2	PCS

The updates will be made to inventory which can be found by searching the item in question and seeing the update to inventory. Selecting the button next to inventory will show the posted adjustment records.



🖉) + 🖻

Item Card | Work Date: 2/23/2021

# 1011 · Amazon Basic Test Item

Notifica	itions: 2	lf you want, we can as	ant, we can assign attributes based on the images yo						
Process	ltem	Prices & Discounts	Request Approval	Actions	Relat				
				(	i) Deta				
Invento	ory		Show mo	ore	):				
Shelf No.					lcture				
Inventory			8	·					
Oty on P	urch Ord	or		0					

This concludes the setup and transaction process users will take for this scenario using the functionality of the EDI365 app.



## Scenario 6

Creating a Purchase Order (850) and sending it to a warehouse trading partner and make a purchase and receiving an Inbound Receiving Advise/Acceptance Certificate (861) from the warehouse that the items were received from the vendor.

Please keep in mind that these are just the user set ups needed in Microsoft Dynamics 365 Business Central but that there are set ups that will need to be done in the back end to connect Microsoft Dynamics 365 Business Central to the EDI services provided by WebSan Solutions. Please contact WebSan Solutions in order to get those back end set ups completed for you.

## **Trading Partner Setup**

First set up a trading partner. In this scenario the trading partner is a third-party logistics entity who handles the companies inventory inflows and outflows. As such this is a location-based trading partner.

First search for EDI Trading Partner and select new to create the new trading partner.

Central				Sandbox	Q
CRONUS Canada, Inc.   Finance Cash Manage	Tell me what you want to do				
Customers Vendors Items Bank Accounts Chart of A	EDI Trading Partners				2
imes This is a sandbox environment (preview) for test, demo, or develo	Go to Pages and Tasks				~
Insight from last month	> EDI Trading Partners Lists				
The best-selling item	Didn't find what you were looking for? Try exploring	New Payments	<ul> <li>Setup</li> <li>Excel Reports</li> </ul>		
ATHENS Desk with 18	+ Sales Invoice + Purchase Invoice	> Reports			
The best-selling item ATHENS Desk with 18	Didn't find what you were looking for? Try exploring + Sales Invoice + Purchase Invoice	New Payments > Reports	> Setup E Excel Reports		

DI Trading Partners	
X Reminder: your work date is 4/12/2021 Use today Change to   Turn off reminder	~
😰 Search 🕂 New Manage 🔀 Update855 📲 Open in Excel	\ ≣
Trading Partner ID   Name	
AMAZE	
TEST	

Enter the Trading Partner ID, ISA ID and GS ID. The Trading Partner Type would be location.

r Configuration   Work	Date: 2/23/2021	Ø	+ 🖻		√ Saved	C 2
3PL						
K Item UOM Map	Payment Terms Map	📑 Payment N	lethods Map	🚨 PO Type Map	🎇 832 Mapping	
Setup						
Trading Partner ID	3PL		GS ID · · · · ·	WA	REHOUSE	
Trading Partner Type	Location	~	Name · · · ·			
ISA ID	WAREHOUSE		Primary Inbou	nd Trad · 💽	$\supset$	

Next in the inbound section enable 861 – Inbound Receiving Advise/Acceptance Certificate

In the outbound section enable 850 – Outbound Purchase Orders

Inbound Documents	
846	945
861 · · · · · · · · · · · · · · · · · · ·	947
Outbound Documents	
810	Auto Cancel 855 · · · · · ·
846	856 ·····
850 · · · · · · · · · · · · · · · · · · ·	940
855	

The final trading partner set up that should be completed is Unit of Measure mappings. This is required if the customer/trading partner has their own codes for an items unit of measure which would map to your internal unit of measures.

To map unit of measure search for "EDI Trading Partner" and select the trading partner in question. Once you have the trading partner open select the "Item UOM Map" option.

r Configuration   Work E	ate: 2/23/2021		+ 🖻		√ Saved	C' 2
3PL						
🕵 Item UOM Map 🔮	Payment Terms Map	Payment I	Methods Map	🔓 PO Type Map	🖹 832 Mapping	
Setup						_
Trading Partner ID · · · · ·	3PL		GS ID · · · · ·	WARE	HOUSE	
Trading Partner Type	Location	~	Name · · · ·			
ISA ID · · · · · · · · · · · · · · · · · ·	WAREHOUSE		Primary Inbo	und Trad · 💽		

Once this window is open first enter the item in question to map the unit of measure. Then in the "EDI UofM" enter the unit of measure used by the trading partner. Finally select the internal unit of measure used to map to the trading partners. This will complete the unit of measure mapping set up.

At the end of each line are checkboxes that say inbound or outbound. Selecting inbound will mean only inbound EDI transaction will use this unit of measure mapping. Selecting outbound will mean only outbound EDI transaction will use this mapping. If you leave both unmarked the unit of measure mapping will apply to both types of transactions.

「P Ite	Not saved	1 1 2					
Q	Search + New	🐯 Edit List	📋 Delete	Page More opti	ions		\ ≣
ltem No.↑		Ite	m Variant↑	EDI UoM ↑	Unit of measure 1	Inbound	Outbound
$\rightarrow$	1011			EA	PCS	$\sim$ $\Box$	

## **Location Setups**

A location will need to be assigned to an EDI Trading partner in order to use that location for inventory related EDI transactions.

Tell me what you want to do





Note: This scenario assumes you already have an established system and Locations are already configured. As such this document will not go over the basics of creating a new Location.

$\leftarrow$	Locations   W	ork Date:	2/23/2021							
	🔎 Search	New	Manage	Process	Report	Functions	Page		More options	
	Code 1				Name					
	EAST			East Wa	East Warehouse					
_	LOCTEST	_								
[	MAIN			:	Main W	/arehouse				
	OUT. LOG.				Outsou	rced Logistics				

In the location card scroll down to the EDI section. Enter the EDI Trading Partner to assign this location to. This should complete the location set up needed for this scenario.

Note: You can also set the QC location optionally. The QC Location field is a priority/reserve location that can be set if a trading partner wants a reserve location to store a certain amount of inventory.




⊘) + ₪

🗸 Saved 🛛 🗖 🌽

## MAIN · Main Warehouse

Process Location	More options	
Shipment		Cross-Dock
Shipment Bin Code	$\sim$	Cross-Dock Bin Code · · · · · · · · · · · · · · · · · · ·
Production		Assembly
Open Shop Floor Bin	$\sim$	To-Assembly Bin Code \cdots 🛛 🗸 🗸
To-Production Bin Co	$\sim$	From-Assembly Bin C 🗸
From-Production Bin	$\sim$	Asmto-Order Shpt 🕓
Bin Policies		
Special Equipment	~	Pick
Bin Capacity Policy	Never Check Capacity 🗸	Always Create Pick Line
Allow Breakbulk		Pick According to FEFO
Put-away		
Put-away Template C	$\sim$	
Always Create Put-aw		
EDI		
Trading Partner	3PL 🗸	Reservation Code
QC Location	~	Exclude from 846 · · · · ·

#### **Item Setups**

Next is to set up the Item Cross References. This set up is needed if a Trading Partners item code for an item is different than your internal code or if there is a barcode that the trading partner uses for the item. This is also important to set if the items EDI trading partner type was set to specific.

To set up cross referencing in the specific item select the Related > Item > Cross References.



Item Card | Work Date: 2/23/2021

### 1011 · Amazon Basic Test Item

Notifica	tions: 2	lf you wa	If you want, we can assign attributes based on the images you import for items and contacts.   Y							Your	
Process	ltem	Prices &	Discounts	Reque	st Approval		Actions	Related	Reports	Fewer	optior
🕚 Histo	ory $\smallsetminus$	ltem $\vee$	Availab	ility $\smallsetminus$	Purcha	ses $\vee$	🎝 Sales	s 🗸 🔐	Bill of Mate	rials $\smallsetminus$	
Plannin	a >	🕹 Dimensi	ions								
	5/	Cross R	eferences								
Item Tra	acking	💁 Units of	Measure								

In the Cross Reference Entry window first select the cross reference type. In this scenario the type can be customer if the customer/trading partner has a different item code or the type can be barcode if the customer/trading partner has a barcode.

If type = customer then enter the customer in question in the cross reference type number field and then enter the customers item code in the cross reference number field.

If type = Bar Code enter the item bar code into the Cross Reference Number field

Once the line details are set up the cross references are completed.

lten	n Cross Referenc	ce Entries	Search + N	ew 💀 Edit Lis	st 📋 Delete	Page Mo
	Cross- Reference Type ↑	Cross- Reference Type No. ↑	Cross- Reference No.↑	Variant Code ↑	Unit of Measure ↑	Description
	Customer	C00040	AZTEST1		PCS	
	Bar Code		321456897		PCS	
$\rightarrow$			*			

#### 1011 · Amazon Basic Test Item | Work Date: 2/23/2021

#### **Transaction Process**

Now that set ups are complete the transactions can be processed.

First start by creating a standard Purchase Order in Microsoft Dynamics 365 Business Central.



Posting Date

Note: This scenario assumes you already have an established system where standard Purchase Order creations are already known. As such this document will not go over the basics of creating a standard Purchase Order.

In order for the PO to work with the EDI transaction you must enter the item that's assigned to the trading partner and the location assigned to the trading partner. All other standard fields in the PO will not affect the EDI transfer.

Purchase Order   Work Date: 2/23/2021 106126 · Fabrikam, II	nc.	$(\mathscr{O})$ + $\widehat{\mathbb{I}}$
imes Your App: "Easy Custom Field Exte	nder" Free Trial will soon expire. Click Here	
Process Release Posting Ord	er Request Approval Print/Send Navigate	More options
Address 2		Purchaser Code
City · · · · · · · · · · · · · · · · · · ·	··· Toronto ····	No. of Archived Versions
Province	ON	Order Date
Post Code	M5K 1E7	Quote No
Country/Region	CA ~	Vendor Order No.
Contact No.	СТ000011	Vendor Shipment No.
Phone No.		Alternate Vendor Address Code
Mobile Phone No.		Responsibility Center
Email · · · · · · · · · · · · · · · · · · ·	fabrikam.inc@contoso.com	Assigned User ID · · · · · · · · · · · · · · · · · ·
Contact · · · · · · · · · · · · · · · · · · ·	Krystal York	Status · · · · · · · · · · · · · · · · · · ·
Type No.	GST/HST Description	cation Code Quantity Details
→ Item 1011	Amazon Basic Test Item M	AIN 4
nce the PO is created,	Release the PO	
- Purchase Order   Work Dai		V
106126 · Fabr	ikam, Inc.	
imes Your App: "Easy Cust	om Field Extender" Free Trial will soon expire.	Click Here
Process <u>Release</u> Po	sting Order Request Approval Print,	/Send Navigate More options
🕃 Release 🔮 Reope	en	
Vendor No.		✓ Document Date · · · · · · · · · · · · · · · · · · ·

Vendor Name · · · · · · Fabrikam, Inc.



Once the PO is released, EDI365 will automatically creation an 850 outbound transaction which will then be transferred to the trading partner. Below is what the 850 outbound document looks like. This can be found by search "850 Outbound."

850 Outbo	ound				
Go to Pag	es and Tasks				
> EDI Pu	urchase/Return Orders Ou	utbound (850)		Administration	
EDI Purchase/Ret	urn Orders Outbound (850)   Work	Date: 2/23/2021		Д	c /
	- New Manage Page	More options			\ ≣
Order No. ↑	Vendor/Customer Name	Document Type	Trading Partner	Status Description	
106036	Fabrikam, Inc.	PO	LOC	Purchase Order created	
106039	Nod Publishers	PO	LOC	Purchase Order created	
106125	Fabrikam, Inc.	PO	3PL	Purchase Order created	
<u>106126</u>	Fabrikam, Inc.	PO	3PL	Purchase Order created	
0 OB Header   Work	<sub>Date: 2/23/2021</sub> ( WAREHOUS	<ul><li><i>▶</i> +</li><li>E · WAR</li></ul>	® Rehou	√Saved	ď
0 OB Header   Work )6126 · \ ader	<sub>Date: 2/23/2021</sub> (		® Rehou	√Saved	C'
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0 OB Header   Work ) 6126 · \ ader us Description · · · · ument No. · · · · · · ument Date · · · · ·	Date: 2/23/2021 ( WAREHOUS Purchase Order created Date: 2/23/2021	+ E · WAR Ship to Ship to 4 Ship to 4	CEHOU	√ Saved SE 220 Yonge St Toronto	
0 OB Header   Work )6126 · \ ader us Description · · · · ument No. · · · · · ument Date · · · · · dor/Customer Nu	Date: 2/23/2021 ( WAREHOUS Purchase Order created 106126 2/23/2021 10000	+ E · WAR     Ship to     Ship to      Ship to      Ship to	CEHOU Address Address 2 City Province	✓ Saved SE 220 Yonge St Toronto Ontario	
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At this point the 850 has gone out to the Trading Partner and the Trading Partner will eventually send back an 861 – Inbound Receiving Advise/Acceptance Certificate to allow us to post a warehouse receipt and update the quantity received on the Purchase Order.

Below is what the 861 for this scenario will look like from the Trading Partner. This window can be found by searching for "861 Inbound". This entry can also be manually created by the user but this should be created automatically by the Trading Partner assuming your Microsoft Dynamics 365 Business Central and EDI365 app is configured correctly.

EDI	861	IB Head	er					
Process	🗸 Mar	k as Processed	More options					
Header								
Status Text				Shipment Da	ate · · · · · · ·			
Document	No. · · · · ·	106126		Created On		3/1/2021 11:5	59 PM	
Vendor/Cus	tomer Nu	. FABRIKAM		Document T	ype · · · · · · ·	PO		
UNSI0011 EE	)  861 Line	~						
W510011 EE								
Doc No → 106126	. т	PO Line No. T	1011		Qty Received		Qty Outstanding	
4								•
ISA ID			WAREH	IOUSE				
GS ID · · · ·			WAREH	IOUSE				

If 861 is set to auto process, then the system will create a warehouse receipt and post it in time interval specific in the job queue if auto processing is set up in the EDI application settings. If not set up, select the "Process" button to process the entry and create the warehouse receipts.



# EDI 861 IB Header

.

Process  Mark as Processed More options	
Header	
Status Text	Shipment Date
Document No. · · · · · · 106126	Created On 3/1/.
Vendor/Customer Nu FABRIKAM	Document Type · · · · · PO

Next search "posted warehouse receipts". Then open from the list the newly created receipt. This will show the warehouse receipt posted from the 861 documents.

posted warehouse rece							
Go to Reports and Analysis							
Posted Warehouse Receipts Archive							
Posted Warehouse Receipts   V	Vork Date: 2/23/2021						
✓ Search Manage Page	ge More options						
No.	Location Code	Assigned User ID	No. Series				
000002	MAIN		P-WHRCP				

Posted Whse. Receipt   Work Date: 2/23/2021		(0) + 🛍	-	
000002		$\bigcirc$		
Process Reports More options				
General				
No. 000002		Vendor Shipment No.		
Location Code · · · · · · · · · · · MAIN		Whse. Receipt No.	107214	
Zone Code		Assigned User ID		
Bin Code		Assignment Date · · · · · · · · · · · · · · · · · · ·		
Document Status · · · · · · · Completely Put Away		Assignment Time		
Posting Date				
Lines Manage More options				ß
Source Document Source No. Due Date	Item No.	Description	Quantity	Unit of Measure Code
→ Purchase Order 106126	1011		4	PCS

You can also open the Purchase Order and see that quantity received on the line level has also been updated.

Purchase (	Order   Work	Date: 2/23	3/2021						$( \ensuremath{ \mathcal{O}} )$
10612	6 · Fak	orikar	n, Inc.						
× Your	App: "Easy (	Custom Fie	eld Extender" f	Free Trial will so	on expire. Clic	(Here			
Process	Release	Posting	Order F	Request Approv	al Print/Send	Nav	igate	More options	<b>Qty. to Assign</b> Specifies how ma charge will be as
Lines	Manage	Line	Functions	Order Pa	ge Fewer opti	ons			Learn more
Туре			Line Amount Excl. VAT	Qty. to Receive	Quantit e Receive	4 Q	ty. to Invoice	Quantity Invoiced	Qty. to Assign
ightarrow Item		:	8.00			4	4		0

This concludes the setup and transaction process users will take for this scenario using the functionality of the EDI365 app.