



Commport Internet EDI

Trading Partner Addresses Interface Improvements

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Some minor changes to Trading Partner addresses have been made. The address entry screen has been enhanced to support Facility Codes and Store-to-DC cross-referencing. The Trading Partners address screen now includes 2 additional fields: DC (Distribution Centre) and Facility Code (see image below). Entering values in either one of these fields is mandatory ONLY if specifically required by your Trading Partner (customer). Also, the values to enter are provided by the Trading Partner – you cannot enter just anything you wish.

Most Trading Partners do not require Facility Codes or DC cross-referencing, but a few do. The trading partner provides its vendors with a list of store locations and the Facility Codes associated with them, and keeps vendors informed of any changes or new stores and codes. You will need to be sure that all store addresses are kept up to date and accurate with correct Facility Codes.

In rare instances there are retailers that transmit multiple store locations in their Purchase Orders (850s), but do not specify a ship-to location - usually a DC. Retailers sending these types of POs expect vendors to maintain a list of their store addresses, cross-referenced to the DCs they are associated with. When this type of PO is posted in Exchange, the system will look up this address cross-reference list to determine the ship-to location and include it in the order. This is critical since a shipment/ASN cannot be created without a ship-to location.

You are reminded that the above changes may or may not apply to you. It all depends on which Trading Partners and document types you are exchanging with them.

The screenshot shows the 'Edit Address' form with the following data:

- Name: Bed Bath & Beyond #0005
- Location Number: 0005
- Location Type: Store-Store
- Address Line1: 13 SUGAR HOLLOW RD.
- Address Line2: (empty)
- City: DANBURY
- Province/State: CT-Connecticut
- Postal/Zip Code: 06810
- Country: US-USA
- Default Billing Address:
- DC Associated With Store: (empty dropdown)
- Pool Facility Code: SPR
- Contact For This Location:
 - Name: (empty)
 - Telephone #: (empty)
 - Email Address: (empty)

Buttons at the bottom right: Save, OK, Cancel.

NOTE: Some of you have already been using addresses with Facility Codes and DC Cross-Referencing. This was accomplished by using address tables behind the scenes and maintained by Commport Support Staff. You were never able to access these address tables. By introducing these changes, you will now be able to access Facility Codes and DCs in the Trading Partners screen, Partner Locations Tab. For your convenience, we have preserved all addresses that already contained Facility Codes and/or DCs. You will now be able to make changes to either of these 2 new fields as and when necessary, and as directed by your Trading Partners