

The Vendor Tutorial

Federal EDI - Adding EDI Trading Partners

If you have not yet viewed Section V-4A "Accessing your EDI Management Menu" it is recommended that you review this file before proceeding.

Step 1: To add a trading partner click on the radio button labeled **EDI Trading Partners** on your EDI Management Menu. See Image 1.

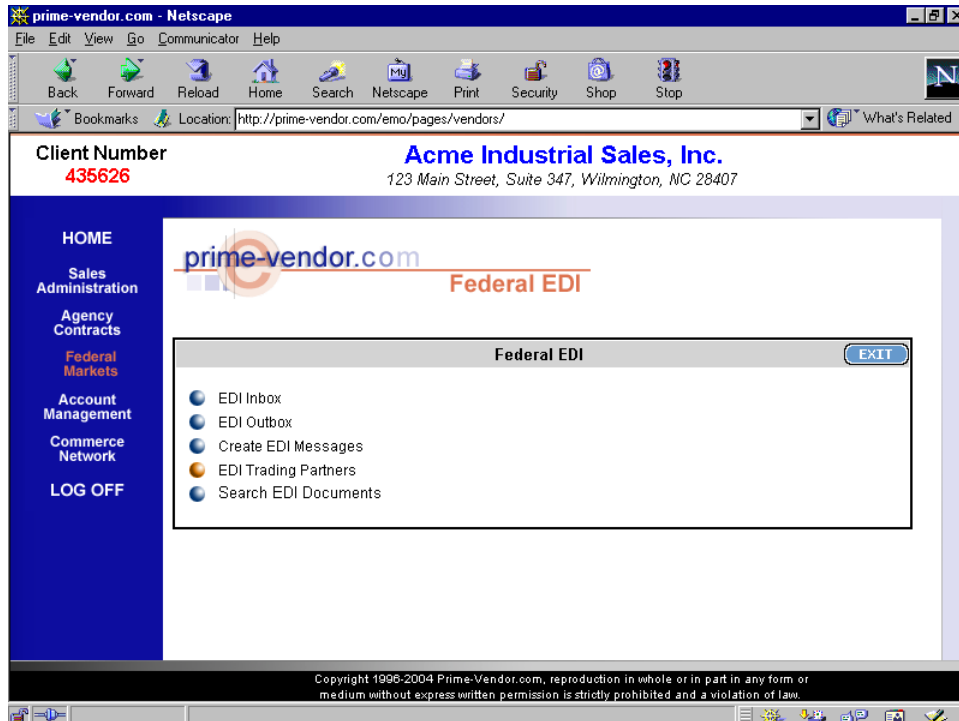


Image 1: Selecting EDI Trading Partners

Step 2: On the EDI Trading Partners page click on the radio button next to **Add New Trading Partner**. (See Image 2). You will be directed to an empty form (Image 3) where you will fill in your trading partner's information.

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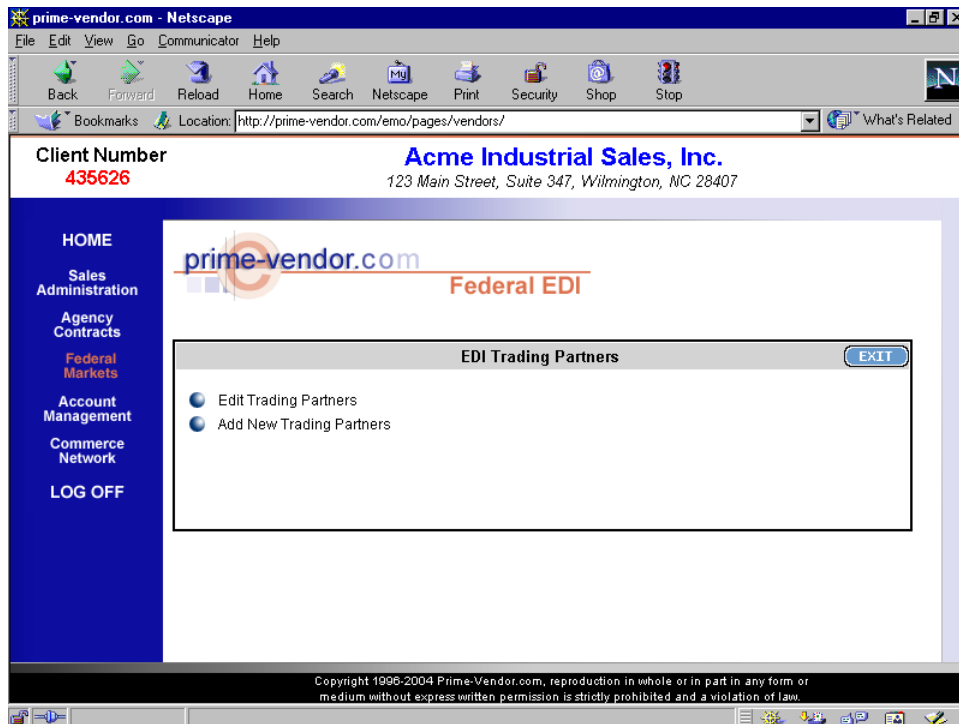


Image 2: Selecting Add New Trading Partner

Step 3: Image 3 shows the information you will need to add a trading partner. The mandatory fields for this form are:

- **Name** - Located in the **Company \ Agency Information** block
- **ISA07 (ISA08 Code Qualifier)**
- **ISA08 (Interchange Receiver)**
- **GS03 (Application Receiver Code)**
- You must select the **Government Network** the agency is utilizing.

Note: You may have more than one contact at a particular government agency. You may also need to send invoices to one person and shipping notices to another. In this case, you will need to create a trading partner profile for each person. You may want to use the 'comment' field to mention the purpose of the trading partner. This comment will be displayed along with the agency name whenever you need to select a trading partner on an EDI document.

Most often the ISA07 field will be 'ZZ,' and the other GS03 will be the DODAAC ID of the agency you are shipping to. You will need to contact the agency to confirm these values.

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Client Number: 435626

Acme Industrial Sales
123 Main Street, Suite 547, Wilmington

Update Trading Partner Profile [EXIT]

Company \ Agency Information

Name [] [SAVE]

Comment []

EDI Routing Information

Government Network: ECI \ FACNET DLA \ DAASC

ISA07 (ISA08 Code Qualifier): ZZ

ISA08 (Interchange Receiver): []

GS03 (Application Receiver Code): []

Address

Address 1: []

Address 2: []

City: []

State: AK Alaska

Zip \ Postal Code: []

Country: United States

Primary Contact

Name: []

Phone: []

Fax: []

Email: []

Secondary Contact

Name: [] [SAVE]

Phone: []

Fax: []

Email: []

Secondary Contact

Name: [] [SAVE]

Phone: []

Fax: []

Email: []

Notes

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Image 3: Form for adding EDI Trading Partners

Step 4: When you have completed the entry, press the **Save** button to record this entry for later use.

Step 5: After you have saved the new profile you may click on the **Exit** button to view your EDI Trading Partners Index (Image 4)

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Note: If you ever need to edit this or any other trading partner, you can do so by selecting **Edit Trading Partners** on the EDI Trading Partners page.

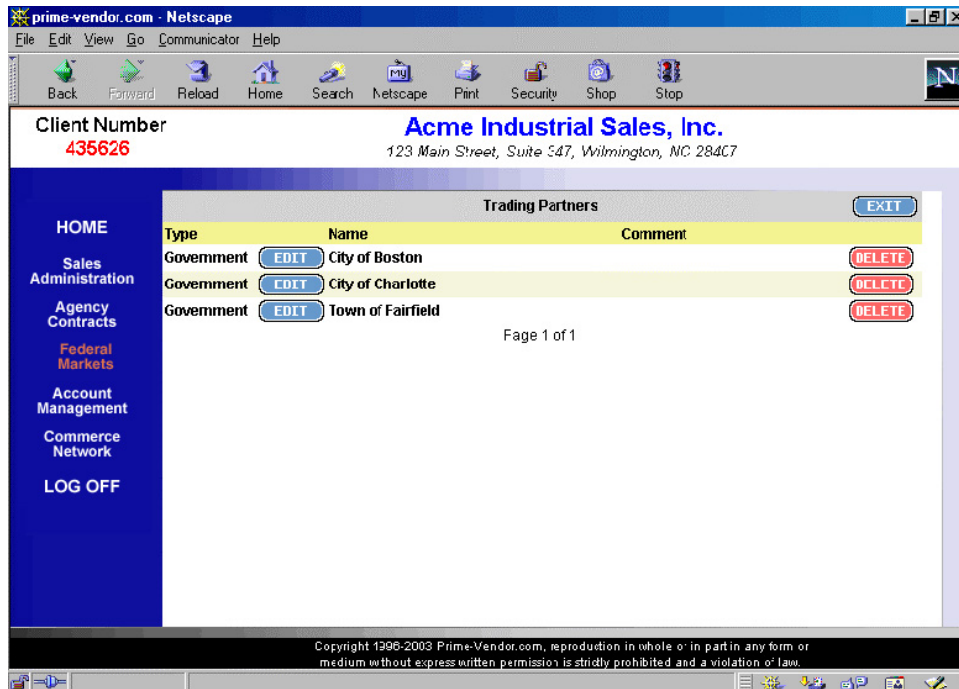


Image 4: Trading Partners Index