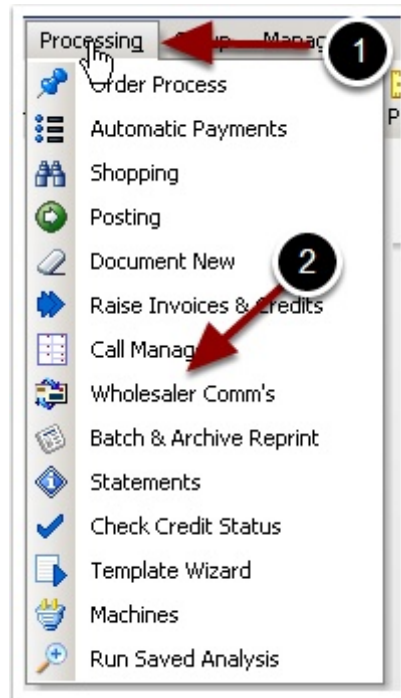


Wholesaler Comms

1. Select Processing in main Horizon menu
2. Select Wholesaler Comms



EDI Collection

1. Select Tradesupply account from the dropdown
2. Select Invoices & Credits
3. Select the items in Box 3 as per your usual company settings
 - Query if Variance % > Leaving this at 0.00 will mean that PORD and PINV price must match exactly
 - But Not if Value Difference: Ticking this option and entering a small amount (0.02 for example) will prevent invoices going on query were the difference is 0.02 or less
 - Process Box: You can select to process invoice & credits or just invoices or credits on their own
 - Process Downloaded File Dates: Process files collected within a date range, this is the date the file was created not the date on the actual transactions
4. Collect EDI files to collect

Selected Supplier **TradeSupply**

Supplier: All TSUPPLY

All Branches
Tradesupply

All Process Types

All Cost Centres

All Areas

All Delivery Methods

Orders and Acknowledgments | **2** Delivery Confirmations

Invoices and Credits | Terms | Remittances | Catalogues

Query if Variance % > 0

But Not If Value Difference 0.02

Hold If Queried Save

Lock EDI Documents

Process

Invoices and Credits

Invoices

Credits

Process Downloaded File Dates

Starting from 01/12/2016

Up To 15/02/2017

All Dates Inc.Future

From 01/12/2016

To 15/02/2017

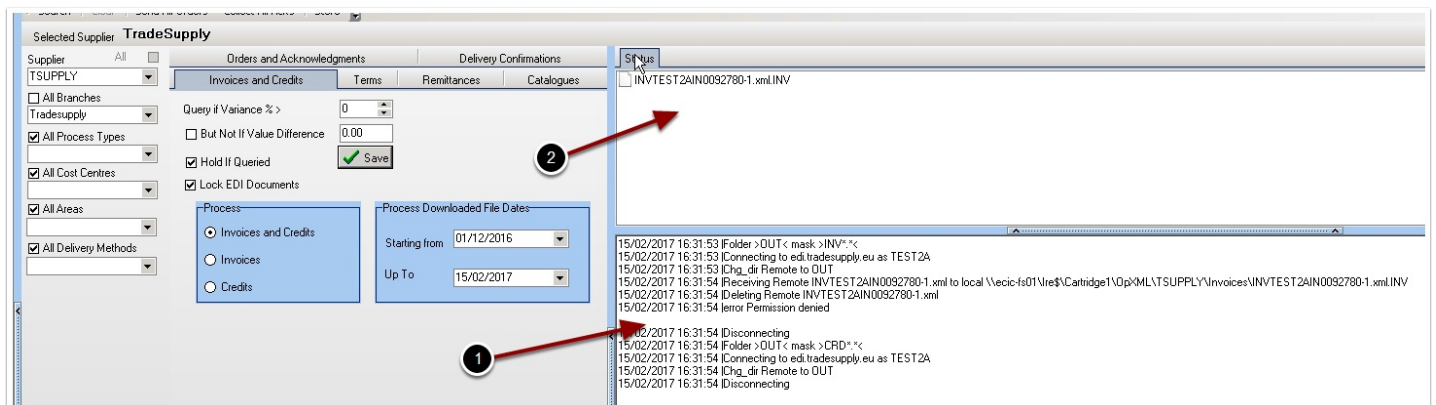
Output To Device
Printer

Exclude Printed
 Auto Collect Acks
 Auto Book In

1 2 3 4

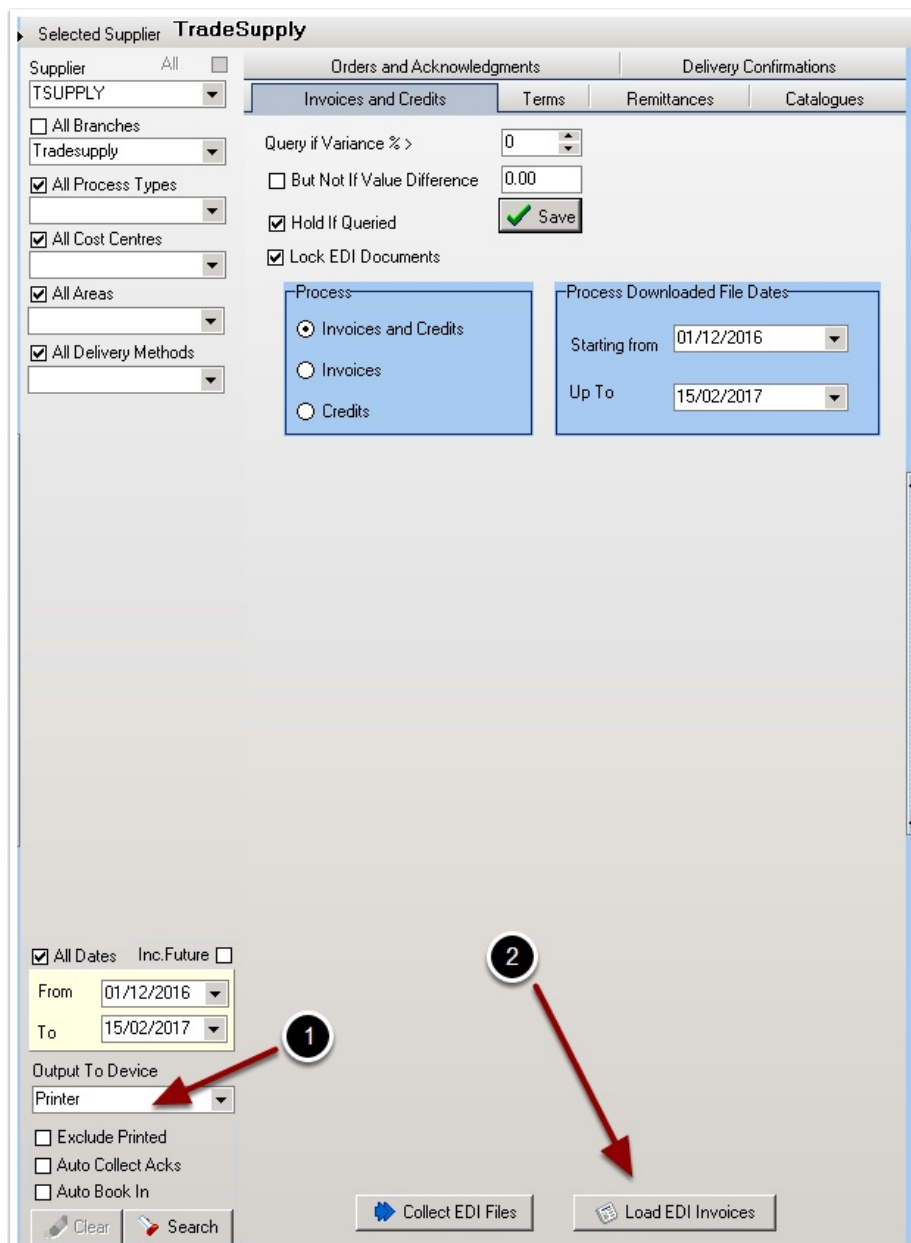
File Collection

1. This box will show the communication between Horizon and Tradesupply
2. All collected invoice and credit files waiting to be processed will appear in this box



Load EDI transactions

1. Select the output device, if you do not wish to print out the invoices & credits then select NONE from the dropdown box
2. Press Load EDI Invoices



The screenshot shows the 'Selected Supplier TradeSupply' window. It features several sections for configuring the data load process:

- Supplier Selection:** Includes a dropdown for 'Supplier' (TSUPPLY) and checkboxes for 'All Branches', 'All Process Types', 'All Cost Centres', 'All Areas', and 'All Delivery Methods'.
- Query Parameters:** Includes 'Query if Variance % >' (0), 'But Not If Value Difference' (0.00), 'Hold If Queried' (checked), and 'Lock EDI Documents' (checked). A 'Save' button is present.
- Process Selection:** A 'Process' section with radio buttons for 'Invoices and Credits' (selected), 'Invoices', and 'Credits'.
- Process Downloaded File Dates:** Includes 'Starting from' (01/12/2016) and 'Up To' (15/02/2017) dropdowns.
- Additional Filters:** 'All Dates' (checked) and 'Inc. Future' (unchecked) checkboxes.
- Date Range:** 'From' (01/12/2016) and 'To' (15/02/2017) dropdowns.
- Output Options:** 'Output To Device' dropdown (set to 'Printer'), 'Exclude Printed' (unchecked), 'Auto Collect Acks' (unchecked), and 'Auto Book In' (unchecked).
- Buttons:** 'Clear', 'Search', 'Collect EDI Files', and 'Load EDI Invoices'.

Red arrows and numbered circles indicate the steps: Arrow 1 points to the 'Output To Device' dropdown menu, and Arrow 2 points to the 'Load EDI Invoices' button.