IFS.Syncada EDI Live Plan

Version	Modified by	Date	Summary of changes
1.0	PR	03/15/11	Initial draft
1.1	PR	4/1/11	Winko Removed Hoffmaster added

Scope of Go Live Phase

Six vendors who have check payments by Syncada will go live on EDI. This means that WNA will send the following EDI Messages to Syncada:

Outgoing

850 Purchase Order. When the PO is confirmed, Purchasing will send this EDI message to Syncada

865 Purchase Order Receipts. When the receipts are received, WNA will send this EDI Message to Syncada

Incoming

810 Paid Invoice. When the invoice is paid, Syncada will send WNA this confirmation of invoice payment

Date of Go Live

Week commencing March 28th at which time all PO transactions as listed above **MUST** go through the EDI process. Further vendors will be added in the weeks and months starting at Chelmsford then all remaining WNA US Sites. Eventually all vendors who are paid through Syncada will use the EDI transmission method. (This does NOT include vendors paid by wire). Additional training documentation, and onsite training and support will be created and delivered by and on the week of March 28th

The Six Vendors

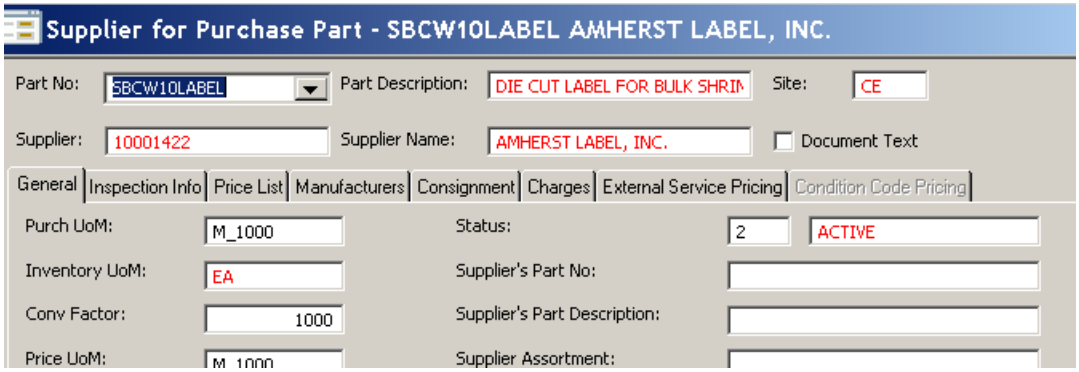
The six initial vendors that will go live are as follow[1]:

- 10001446 – American Carton
- 10010302 – Hoffmaster
- 10007721 – Eastern Packaging
- 10019500 – Shrink Packaging Systems
- 10011400 – Interstate Container Lowell
- 10001422 – Amherst Label

[1] These suppliers are subject to amendment. If they change everyone will be notified

Preparation

1. Communication of plan
    a. The six vendors' details to be sent to Tom Butler (US Bank) for creation in Syncada
    b. The six vendors' details to be sent to Bobbie Jarvi (Radley) for set up in Radley.
    c. The six vendors' details to be sent to Jody Beal for set up in IFS PROD
    d. The six vendors' details to be sent to Rick Cormier for reference
    e. The six vendors' details to be sent to Debbie Hertzenberg and Ronicha Laroche for reference
    f. This document sent to Riz Rusli, Dave Weitzel and Sherri Worley for reference.
2. Setting up of IFS Data
    a. Initial clear out of historical Receiving Advice receipts prior to go live being accidentally sent to Syncada (Paul/Bobbie)
    b. Entry of Supplier's Part Number and Description on the Supplier for Purchase Part Screen. *[Note: This information will be needed by Syncada in order to do receipt match to the invoice. If this information is currently not available in IFS it must be requested from the supplier starting with these 6 vendors after which it can be entered or possibly automatically uploaded. If the data does not exist by go live then WNA's own Part Number and Description will be copied to these fields]*



    c. Removing the Self-billing check box for invoicing prior to creating new orders on these vendors.

Miscellaneous issues

1. Syncada will continue to work to providing the Due Date on the 810 Paid Invoice file. Until that is complete Radley copy the Invoice date value and add 30 days. AP will over write with the correct date if necessary before posting the invoice to GL
2. The Net amount field needs to be populated on the incoming 810 from Syncada. This can be copied for the Sales amount field.
3. The Suppliers part number and description need to be added to the Supplier for Purchase Part. I am assuming that Vendors have provided this information in the past but it has not necessarily been added. If they have not provided it the Vendors should supply this. I can upload this from a spreadsheet so long as the WNA part number is added. This information will be sent on the EDI

message to Syncada. Without it, it will make the receipt to invoice match very difficult and will have to rely on matching line numbers. If this information is missing by Go Live then I will copy the part # and description to these fields so that the EDI message does not fail

4. No-Part Purchase Orders (i.e. The No Part PO Tab) cannot be used. All items going through this process must have purchase parts set up. If the part is truly a one off ad-hoc part then we can create a generic part number and the description can be added to the PO just like a no part purchase order line
5. The PO price must be correct. The PO price is used to match against the Invoice price. We have added no tolerances on the match to the invoice
6. As mentioned before taxes cannot be added as a line item and must be added to the tax line data. Adding it to the order is incorrect for EDI but is also incorrect for the GL so as I have asked before I need a list of Vendors that we add tax so I can set up IFS to auto calculate the tax
7. Miscellaneous charges such as pallets, etc must be added to the charges tab and not to the line item