



## The ABC's of United Stationers (USSCO) Online Ordering

### **Ordering Cut Off Time:**

USSCO has a cut off time of 2:00 (local time zone) for all orders shipping UPS to your customers. Orders transmitted after 2:00 local time will not be delivered until the next business day.

### **EDI Acknowledgements**

After transmitting your EDI order, USSCO will process the order and send back an acknowledgment. Acknowledgements are usually prepared and ready for you to upload every 45 minutes on the hour. The Acknowledgement is a KEY DOCUMENT. The Acknowledgement will confirm if your order shipped or not, and if not why not. It is the responsibility of the Q-Power Member to resolve ALL Acknowledgement errors between themselves and USSCO. **\*\* PLEASE NOTE, IF YOU DO NOT FOLLOW UP AND VERIFY THE ACKNOWLEDGEMENTS AFTER EACH EDI TRANSMISSION THERE IS A CHANGE YOUR CLIENT WILL NOT RECEIVE PRODUCT WHEN EXPECTED. \*\***

Details on how to receive the EDI Acknowledgements are contained in this document under the heading **Import EDI Files**, along with the **Acknowledgment Order Codes**

### **Contact USSCO with questions on United Stationers (866-639-7799 or [channelsupport@ussco.com](mailto:channelsupport@ussco.com))**

Roles and Responsibilities:

Information and answer to product specific questions, delivery, back orders, returns, all information regarding products you purchased.

### **Contact Qpower with questions on Q-Power (866-365-7797)**

Roles and Responsibilities:

Installation, Training, Credit Approval, Implementation, Payables, support of EDI between USSCO and Q-power

### **Contact Quantum with questions on e-Quantum (800-328-7804)**

Roles and Responsibilities:

Software support of your back office software (Quantum, Quantum Net, Q-Send)



## United Stationers

### Loading Keys

To access Catalog Maintenance, an activation key will need to be down loaded. In File>Utilities>Install/Update>Install Modules, click on the Download button. Quantum will download the keys from the Quantum server. After downloading, a message will appear stating how many keys were download. Exit and restart Quantum to activate these keys.

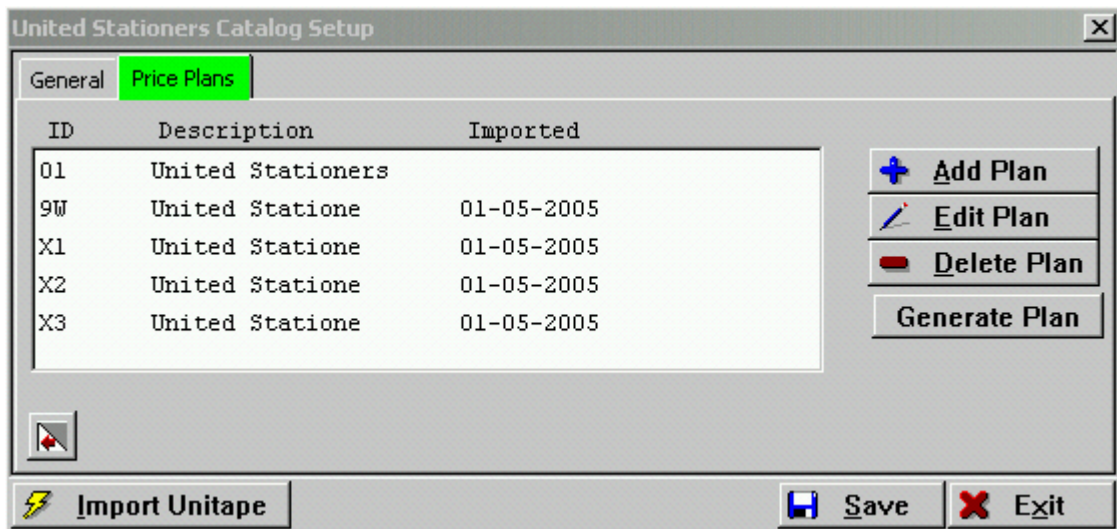
### Catalog Maintenance

To enter the catalog configuration, go to Q-Send>Q-Send Maintenance>Catalog Maintenance. Click on *Add*, in the dropdown for catalog type, choose United Stationers. On the General tab, enter the description that you wish to display on Qnet as the category title. A generic name such as Office Supplies may be entered. This description will also display as the catalog selection when creating a purchase order in Quantum. The vendor ID is the vendor ID of United Stationers in Vendor Maintenance. Product group is the default for the items that will be ordered from the vendor catalog.

A screenshot of a software dialog box titled "United Stationers Catalog Setup". The dialog has two tabs: "General" (selected) and "Price Plans". Under the "General" tab, there are three input fields: "Description:" with the text "United Stationers Catalog", "Vendor ID:" with the text "USSCO" and "UNITED STATIONERS" to its right, and "Product Group:" with the text "OP" and "OFFICE PRODUCTS" to its right. At the bottom of the dialog, there are three buttons: "Import Unitape" (with a lightning bolt icon), "Save" (with a floppy disk icon), and "Exit" (with a red X icon).

### Price Plans

Your United Stationers Representative will supply you with the price plan codes that apply to your account. These will be entered into Quantum and may have different columns that you can allow access to your clients. For the matrix plans, each column is a different margin of markup.

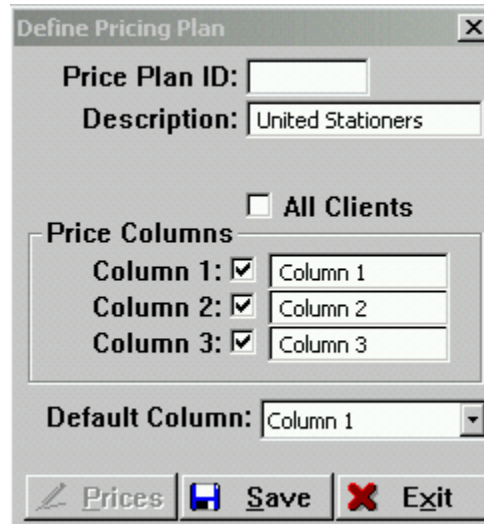


### Define Price Plans

Your United Stationers Representative supplies the Price Plan ID's and a Unitape to import the prices from. You will be given a list of plans to enter. United Stationers will send you a Unitape with all of the price plans included. Enter all of the plans that are available to you to import these plans from the unitape.

### Add Plan

Click on the Add Plan button to enter in these plans. *The Price Plan ID* is the plan ID that is supplied by United Stationers. The *Description* can be changed to identify the plan. If the *All Clients* checkbox is marked, this plan will become available to all of the clients. If left unchecked, the client(s) that this plan needs to be available to, will need to be enabled in client maintenance. Check the appropriate price columns to bring in the pricing from the Unitape. The default column is will default to column 1 but can be changed depending upon the plan selected.



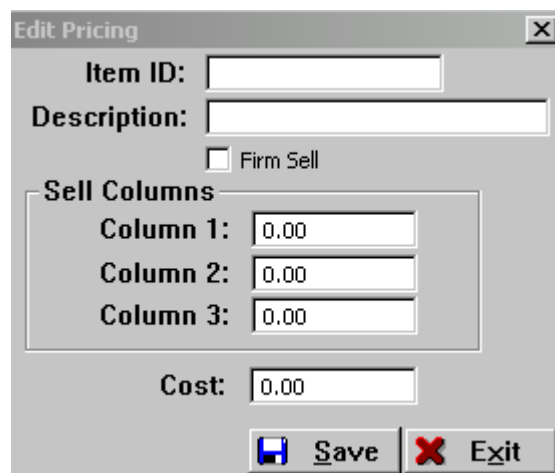
The 'Define Pricing Plan' dialog box contains the following fields and controls:

- Price Plan ID:** An empty text input field.
- Description:** A text input field containing the text 'United Stationers'.
- All Clients:** A checkbox that is currently unchecked.
- Price Columns:** A section containing three rows:
  - Column 1:** A checked checkbox followed by a text input field containing 'Column 1'.
  - Column 2:** A checked checkbox followed by a text input field containing 'Column 2'.
  - Column 3:** A checked checkbox followed by a text input field containing 'Column 3'.
- Default Column:** A dropdown menu currently set to 'Column 1'.
- Buttons:** Three buttons at the bottom: 'Prices' (disabled), 'Save' (with a floppy disk icon), and 'Exit' (with a red X icon).

Click on Save to get back to the Price Plans tab. Continue adding all of the plans that are available to you. A custom plan can be added by using an ID that UssCo does not use. For example, you need to enter in a featured items plan. Add the plan ID and save. Edit the plan to enter the items and pricing.

### Edit Plan

Plan prices can be edited if prices have changed or become a featured item. Click on Edit, the Prices button will be enable. Click on Prices, a warning message will appear stating that the “Edits to a Vendor Plan WILL be overwritten when the net import is Selected”. Click Yes to continue. If you do not wish the prices to be overridden when the next unitape is imported, a custom plan can be created that is not a United Stationers ID.



The 'Edit Pricing' dialog box contains the following fields and controls:

- Item ID:** An empty text input field.
- Description:** An empty text input field.
- Firm Sell:** A checkbox that is currently unchecked.
- Sell Columns:** A section containing three rows:
  - Column 1:** A text input field containing '0.00'.
  - Column 2:** A text input field containing '0.00'.
  - Column 3:** A text input field containing '0.00'.
- Cost:** A text input field containing '0.00'.
- Buttons:** Two buttons at the bottom: 'Save' (with a floppy disk icon) and 'Exit' (with a red X icon).

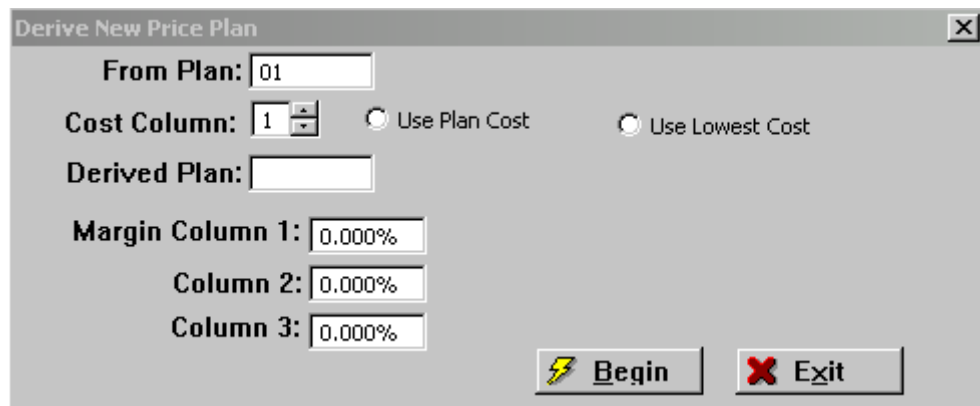
All of the items in that plan will load into the edit window, depending on the plan; this could take a few minutes. Once the items appear, you will be able to edit the prices in the columns.

### Delete Plan

Plans that have become obsolete can be removed by highlighting the plan then clicking on the Delete Plan button. This process will take several minutes.

### Generate Plan

A custom plan can be generated using the pricing structure from an existing plan.



In the From Plan text box, enter the plan ID you wish to create a new price plan from. Select the Cost Column that this plan will use to base its prices on. Check Use Plan Cost if you want the system to base prices on the chosen plan's cost. Choose Use Lowest Cost if you want the system to search other plans and base the new plan on the lowest cost if finds among the other plans. Enter the ID of the new plan in the Derived Plan text box. The Margin Column is used to enter the margin of markup for each item based on the original plan. For example, you may want 34% for column 1, 32% for Column 2 and 30% for column 3. In client maintenance, you enable which price column will be used for that client.

### Load Unitape

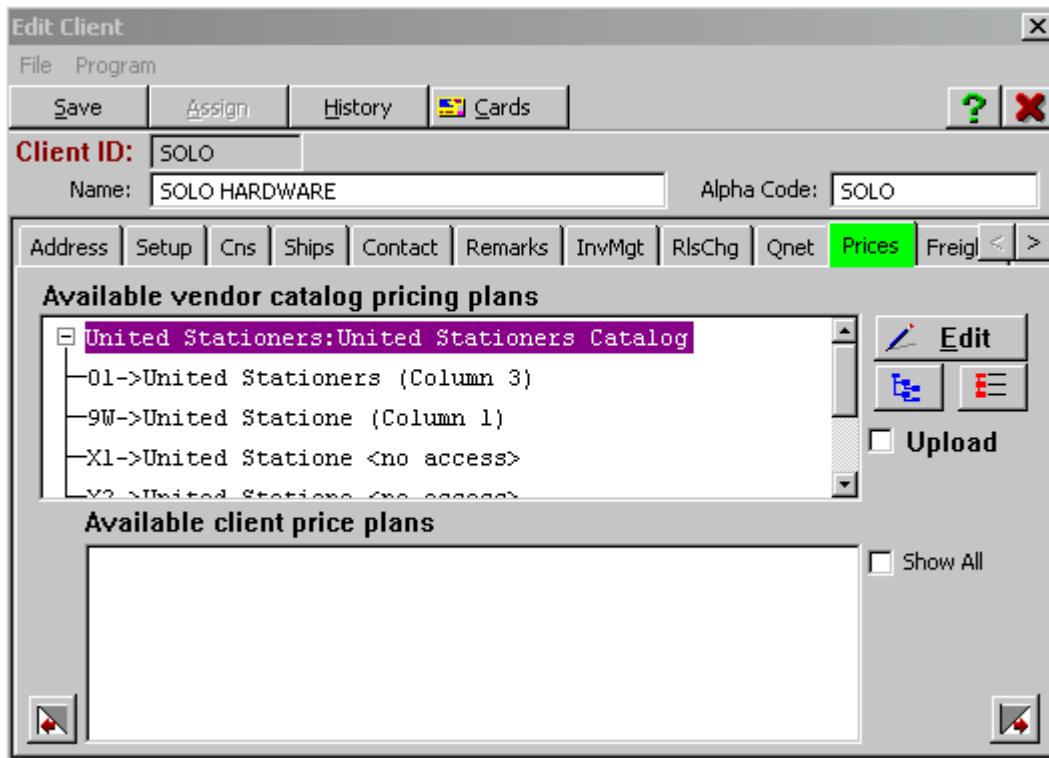
After all of the plans have been added on the Price Plans tab, the Unitape is ready to be loaded. Click on Save, edit back into the United Stationers catalog. The Import Unitape button should be activated. Click on Import Unitape; insert the Untape into your CD drive. From the Import Vendor Catalog Items window, use the browse key to locate the drive the CD has been placed. Find the file



named Unitape.01, click on *Begin*. All of the price plans listed will be extracted from the Unitape. This process can take a while, please be patient.

### Changing Access In Client Maintenance

Go to Client Maintenance, choose the client then edit. On the Prices tab, the United Stationers price plans will be displayed in Available Vendor Catalog Price Plans section.



Every client will have access to the plans that were marked *All Clients* when the plans were added. The price column will display the column that was listed as default. To change access or pricing column, highlight the plan ID and click on edit. A dropdown window for Price Plan will allow you to choose from No Access, Column 1, Column 2 or Column 3.

### Catalog Title

In Client Maintenance>Qnet>Catalog Titles, the Supply Catalog Title can be renamed.



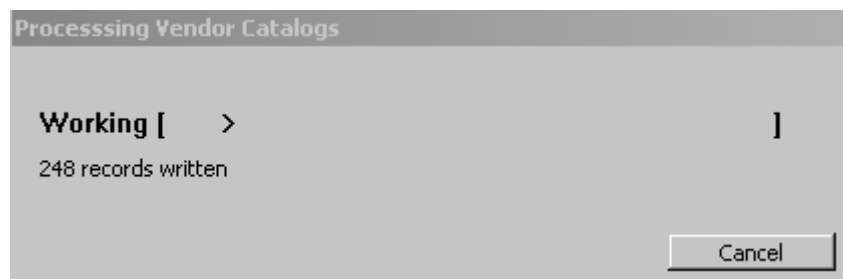
A dialog box titled "Q-Net Catalog Titles" with a close button (X) in the top right corner. It contains four text input fields with labels to their left: "Your Catalog's Name:" with the value "Solo Hardware", "Custom Imprint:" with the value "Custom Imprinting", "Whse Restock:" with the value "Restock Items", and "Supply Catalog Title:" with the value "Office Products". At the bottom right, there is a button with a green checkmark icon and the text "Okay".

### Price Lookup

Pricing plans can be viewed in Q-Send>Q-Send Maintenance>Catalog Price Lookup. Choose the catalog, the item and the client, click on Show Prices to view the price plans. The Plan ID, columns, cost and sell can be viewed. All of the price plans that the selected item is included on will display. If a plan has not been enabled for this client, No Access will display next to the plan. The selected cost and sell display in the lower right hand corner of the screen. This is the sell that will be selected to export to Qnet and the cost/sell for a purchase order that is created in Quantum. Note: Quantum will use the lowest cost from all the plans listed, even if the plan has no access. The sell will be selected only from the available plans.

### Upload Catalog To The Internet

It is necessary to export all of the clients that will be viewing the USSCo catalogs. Exporting will take longer than usual, please be patient.



A dialog box titled "Processing Vendor Catalogs". The main text area contains "Working [ > ]" and "248 records written". At the bottom right, there is a button labeled "Cancel".

An upload window will confirm that the catalog is being sent to your Q-net site.

### Allow Users To View Vendor Catalog On Qnet

After exporting the catalog will be available to any user with the rights to view Vendor Catalogs. To give access to users, log onto Qnet as the administrator or a user with administrative rights. In the Admin section, select the user, go to the



Programs tab. Check the box for Vendor Catalogs. If you wish the user to see the prices of the USSCo items check the box for Vendor Pricing on the Main tab.

### Set Up Vendor To Receive EDI

Orders can be sent to United Stationers via the EDI module. USSCo will supply you with your Customer ID and Sender ID (User Name). In Vendor Maintenance, edit United Stationers.

The screenshot shows the 'Vendor Maintenance' window for Vendor ID 'USSCO' and Description 'UNITED STATIONERS'. The 'EDI' tab is selected. The 'EDI Type' is set to 'UssCo' and 'Delivery' is set to 'HTTP'. Under 'Document(s)', the 'Purchase Orders' checkbox is checked, and the 'Invoices' checkbox is unchecked.

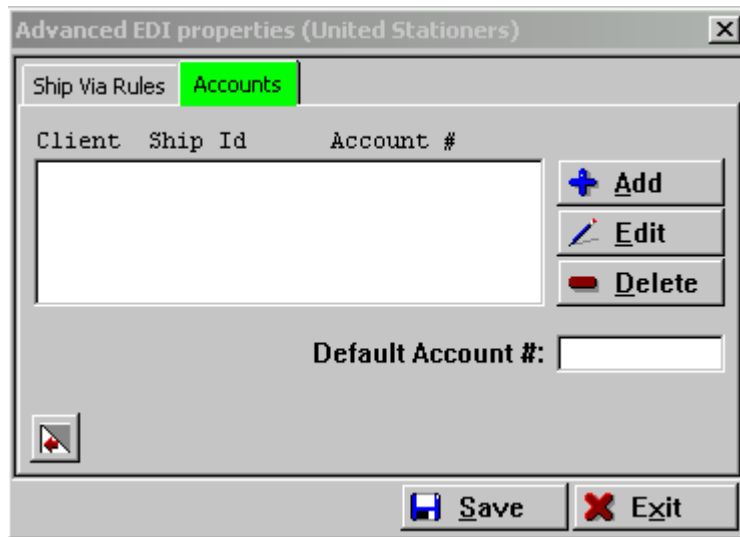
Vendor ID:	USSCO		
Description:	UNITED STATIONERS	Alpha:	UNITEDSTAT
EDI Type:	UssCo	Properties	
Delivery:	HTTP	Properties	
Document(s)			
<input checked="" type="checkbox"/> Purchase Orders			
<input type="checkbox"/> Invoices			

On the EDI tab under Document(s), checkmark Purchase Orders. If you will be importing the UssCo invoices directly into A/P, check the invoice box. Set EDI type to UssCo.

The screenshot shows the 'EDI ANSI X12 Properties' dialog box. It features a title bar with a close button. Below the title bar, there is a text field for 'EDI Type' containing 'UssCo', an 'Advanced' button, and a dropdown menu set to 'Production Data'. The main area contains several fields for ISA segments: ISA01 - Auth ID (00), ISA02 - Auth Info (empty), ISA03 - Sec Info Qual (00), ISA04 - Sec Info (empty), ISA05 - Interchange ID (ZZ), ISA06 - Sender ID (empty), ISA07 - Interchange ID (01), ISA08 - Receiver ID (018978783), ISA09 - Interchange Date (empty), ISA11 - Control ID (U), ISA12 - Version (00401), ISA13 - Control # (empty), and Version Release (empty). To the right, there is a 'Customer Account' field, a checkbox for 'Return 997 Acknowledgement' (unchecked), and a 'Data element Separator' field containing '\*'. At the bottom, there are three buttons: 'Delete' (with a red minus icon), 'Save' (with a green checkmark icon), and 'Exit' (with a red X icon).

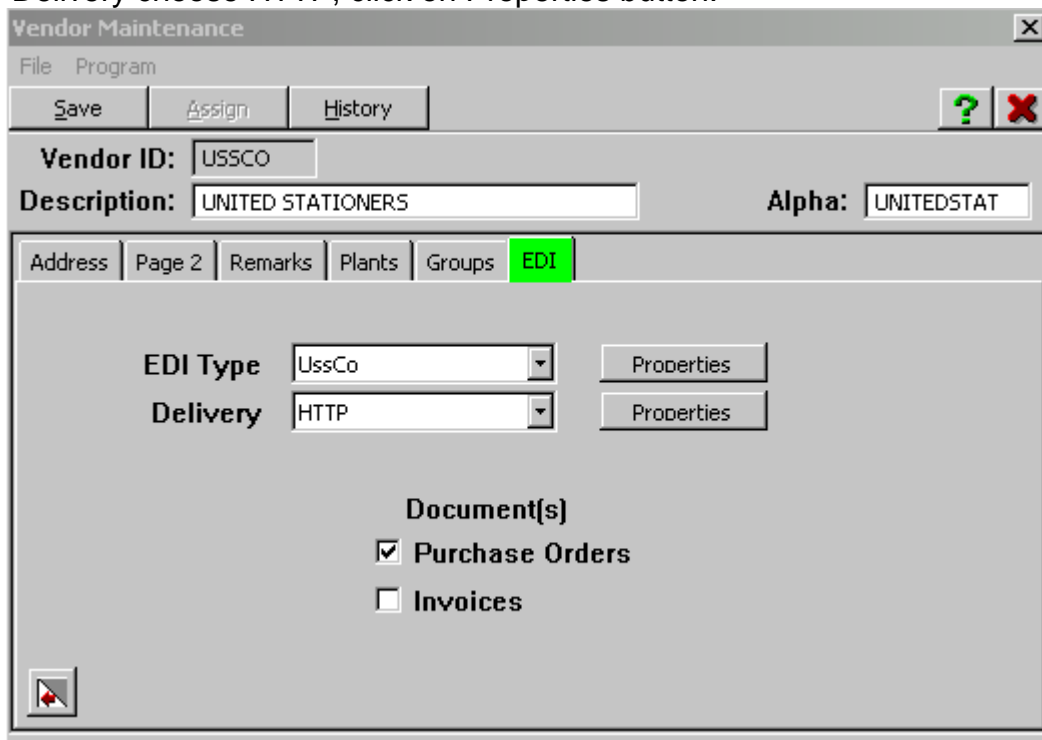
The screenshot shows the 'Advanced EDI properties (United Stationers)' dialog box with the 'Ship Via Rules' tab selected. The dialog has a title bar with a close button. Below the title bar, there are two tabs: 'Ship Via Rules' (highlighted in green) and 'Accounts'. The main area contains a table with columns 'ShipVia', 'Data Type', and 'Value'. Below the table is a 'Default Ship Via:' label and an empty text field. To the right of the table are three buttons: '+ Add', 'Edit' (with a pencil icon), and 'Delete' (with a red minus icon). At the bottom, there are two buttons: 'Save' (with a floppy disk icon) and 'Exit' (with a red X icon).

Ship via rules allows you to associate a ship method to the UssCo processing method, for example: Wrap & Label or Regular ADOT. Click on Add, select the shipping method then select the processing type from the drop down. Save back to the EDI tab.



Click on Properties button; enter your customer account number and Sender ID. If you have multiple accounts, click on advanced. On the Accounts tab, enter in the client ID and the associated UssCo account number. The default account number is the account number used for all other clients.

For Delivery choose HTTP, click on Properties button.





The screenshot shows a dialog box titled "EDI Delivery Setup - HTTP". It contains the following fields and controls:

- Remote URL:** A text field containing "https://elink2.unitedstationers.com/access/services.asp".
- Mailbox ID:** A text field containing "MAILBOX".
- User Name:** An empty text field.
- Password:** An empty text field.
- Use SSL encryption
- Advanced Settings:** A button with a downward arrow.
- Save:** A button with a green checkmark icon.
- Exit:** A button with a red X icon.

The Remote URL and the Mailbox fields will auto populate. Enter your UssCo user name and password. You will not need to enter into Advanced Settings unless you use a proxy server.

### Ordering UssCo Items From Quantum

When creating a purchase order, a selection for Catalog will be an option. A display scan is available by right clicking in the Item ID field if you do not have an item ID.

The screenshot shows a dialog box titled "Select Item". It contains the following fields and controls:

- Select Item Source:** A group box containing five radio buttons:
  - Item File
  - Prev. PO
  - Quote
  - RFQ
  - Catalog
- Catalog Item:** A group box containing:
  - Catalog:** A dropdown menu with "United Stationers Catalog" selected.
  - Item ID:** An empty text field.
- OK:** A button with a green checkmark icon.
- Exit:** A button with a red X icon.

### Ordering UssCo Items From Qnet

All Qnet users that have been given rights to Vendor catalogs will have a section on place order tab for the UssCo catalog. Office products can be entered on the same Qnet order along with items from their custom catalog and imprint catalog. The catalog and category titles are defined in Quantum. The catalog name is defined in Client maintenance>Qnet tab>Catalog Titles. The category title that will display is the title entered in Description when UssCo was entered in Supply Catalog Setup.



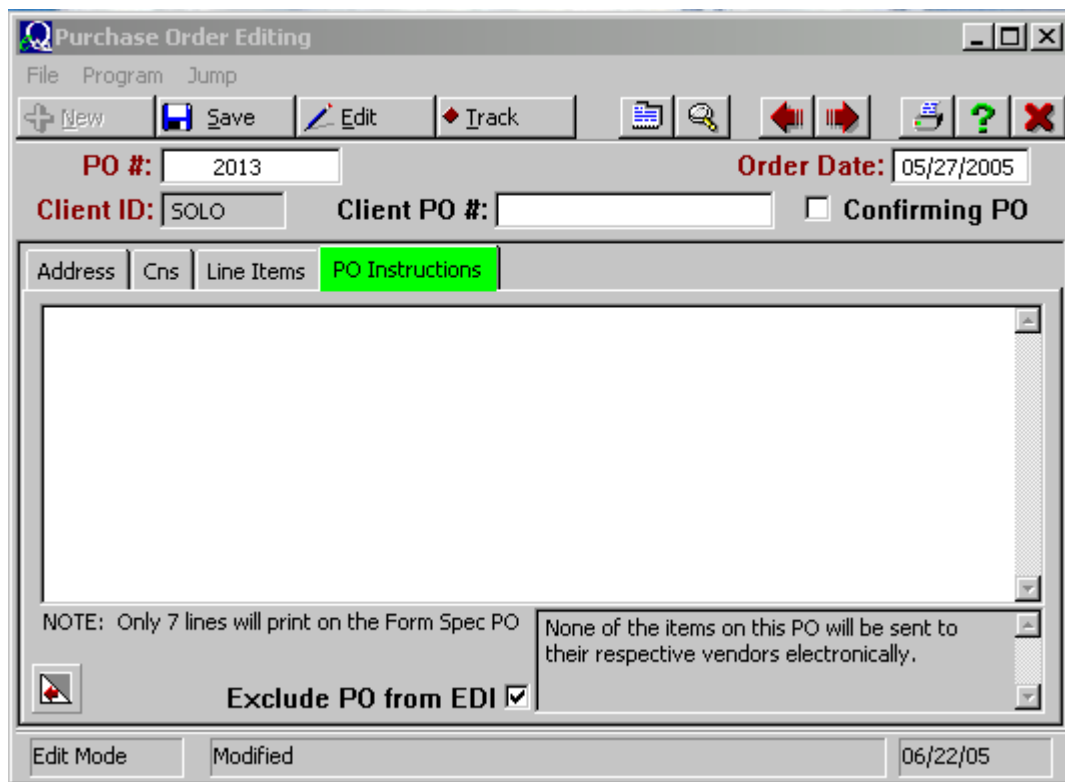
### Office Products

- [United Stationers Catalog](#)
  - [Search](#)
  - [Quick Entry](#)
  - [Biggest Book](#)

Clicking on the category title will display the Supply Catalog Index. A list of all the categories of *Search* will display the categories of the items available from UssCo. *Quick entry* will allow the user to enter the item ID without searching. *Biggest Book* is a link to UssCo website to allow users to search for an item ID by product. Once located, the user can copy and paste the item ID into the quick entry field.

### Send File To Vendor

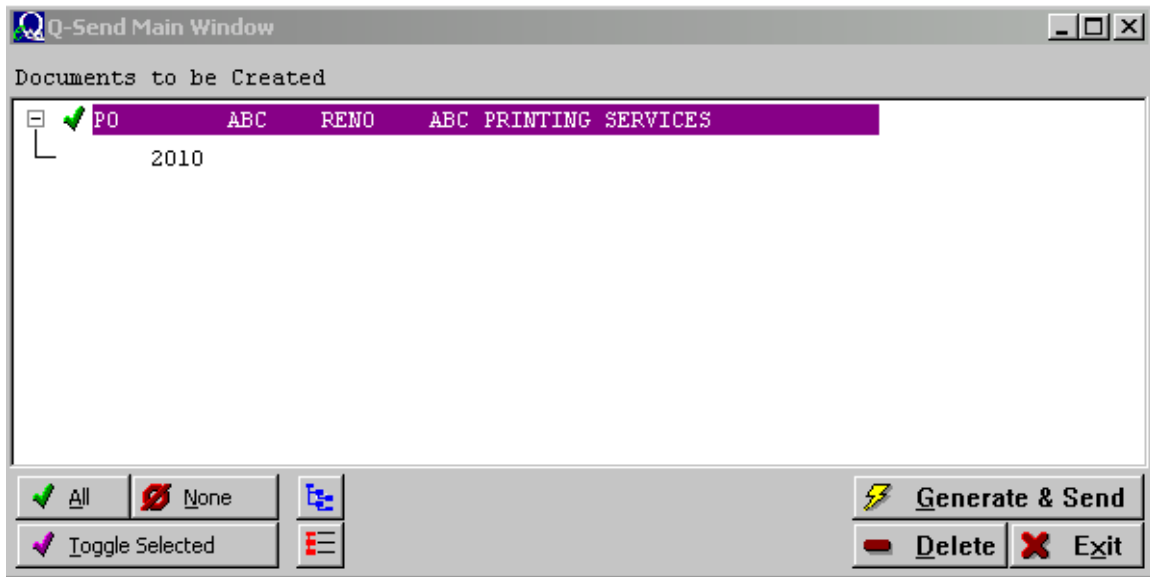
After the purchase order has been generated, the document must be printed or previewed to generate the EDI file. You can suppress the EDI file from being generated by checking the Exclude PO from EDI checkbox on the PO instructions tab. Or, select No for Generate EDI on the range selections of PO printing.





If the EDI file needs to be recreated, on the PO Instructions tab, uncheck the box to Exclude PO from EDI.

Once the file is generated go to Q-Send to export the document. In Q-Send, go to EDI/PDF Files, Export EDI/PDF Files.



A listing will display of all EDI files that have been generated. You may toggle off the documents you do not wish to send at this time. Once your selections are made, click on Generate & Send. All files preceded with a green checkmark will be sent.

### Import EDI Files

Go to Q-Send, EDI/PDF Files, Import EDI Files. A listing of all Vendors set up for EDI will be in the Fetch EDI files window. Remove all vendors you do not wish to import. Click on Get Files to import. After importing you will be prompted to display the log. The log will list the response from UssCo on the orders they received. A 995 or 997 response indicates the order shipped.



### To access EDI Log

#### Q-Send > EDI/PDF File > Print EDI Log

Below are EDI Codes to advise you on what the status of your order is after USSCO processed your EDI. It is your responsibility to review this log each and every time and to resolve any Error Codes.

### USSCO EDI ACKNOWLEDGEMENT CODES - ORDER STATUS

United confirmation codes & associated messages:

- 00 Accepted. Received okay.
- 01 Customer ID error. Acct number is not valid.
- 10 Database write error. Contact United Stationers customer support.
- 20 Database read error. Contact United Stationers customer support.
- 26 Invalid customer number. Customer number in header record not numeric.
- 27 Customer Bill-to error. Customer number not authorized or not on file. Contact United Stationers customer support.
- 29 Rejected order. Order not processed due to closed account. Contact customer service.
- 31 Invalid drop-ship information/record(s).
- 33 Order did not include any valid detail records.
- 39 Accepted. Item processed with Basic ADOT. Filled from a facility other than home facility.
- 40 Accepted. Item processed using Enhanced ADOT guidelines.
- 42 Invalid item number or format.
- 43 No such item. Item not on file at United Stationers.
- 44 Order quantity error.
- 45 Accepted. Replacing UOM. UOM was missing or invalid.
- 46 Discontinued by United facility. Item may be available from another United facility.
- 47 Discontinued by manufacturer.
- 49 Ordering problem with item.
- 50 Sold out. Dated goods sold out until next dated season.
- 51 Available next catalog year; item not available now.
- 52 Out of stock.
- 53 Not enough stock. Not enough stock to fill complete. Item cancelled.
- 54 Not enough stock. Zero or partial shipped. Item remainder cancelled.
- 55 Invalid unit.
- 57 No price available. No contract price established for this item, unavailable to order.
  
- 58 Filled As (item number changed from the time it was ordered to time it was filled.)



### **USSCO EDI ACKNOWLEDGEMENT CODES - ORDER STATUS (CONTINUED)**

- 59 Accepted. United's current stock used to substitute for this item.
- 60 Manufacturer temp outage. Item is temporarily unavailable from the manufacturer.
- 65 Order is being shipped C.O.D.
- 66 Order on hold status.
- 68 Duplicate order checking 'on' and duplicate order found – order rejected.

### **USSCO EDI CODES –DOCUMENTS NAMES AND NUMBERS**

- 997 Functional Acknowledgment
- 855 Purchase Order Acknowledgement
- 856 Ship Notice / Manifest.
- 810 Invoice

NOTE: 855 & 856 will update the Ship Date, Vendor Job Number and Tracking Numbers on the Purchase Order in Quantum if the vendor has included this information

#### **QUANTUM EDI LOG CODES (\*\* NEVER CLEAR LOG \*\*)**

Q-Send > EDI/PDF Files > Print EDI Log

This will let you know if the file transmitted successfully based on below codes

X – (Protocol) AnsiX12

P – (Protocol) PDF

H – (Protocol) HTTPS

F – (Protocol) FTP

E – (Protocol) Email

#### **QUANTUM REPORTS (\*\* NEVER CLEAR LOG \*\*)**

OE/Reports > Purchase Order Reports > EDI Status Report