



Infor Polaris (PL)

Traditional

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### **Publication Information**

Release: Infor Polaris

Publication date: October 2018

# Contents

- Contents..... 3**
- Table of Changes ..... 5**
- General Information ..... 6**
  - Transaction Sets and Versions ..... 6
  - Polaris Destinations ..... 6
  - Shipper Requirements ..... 7
  - Miscellaneous Information ..... 7
  - Old Process..... 7
- New Process..... 7**
  - Polaris Breakdown and Print..... 7
  - Polaris Process ..... 7
  - Check Ship History..... 8
  - Load File Build ..... 8
  - Load Sheet..... 8
  - Shipper Extract..... 8
    - Creating Shippers for locations NOT using the new Polaris 862: ..... 9
    - Creating Shippers for locations using the new Polaris 862: ..... 9
    - Missed/Partial Shipments for the Polaris 862: ..... 9
- Security ..... 10**
- Implementation..... 11**
  - Identification Code File ..... 11
  - Trading Partnership File..... 12
  - Model Year..... 14
  - CUM Required Prior..... 14
  - Machine Readable Setup..... 15
  - Destination Master Setup..... 15
  - EDI Code File ..... 17
  - Requirement File--Report Flags ..... 17
  - Requirement File--Clear Flags..... 17
  - Special Processing Window--Type of Processing ..... 18
  - OEM Miscellaneous Info ..... 18
  - VL0 Menu..... 19
    - Print Method..... 20
    - Print Requirements (830, 850, 860, 862) ..... 20
    - Print Notes ..... 20
    - Process Requirements (830, 850, 860, 862)..... 20
  - VL37 Menu..... 20
  - VL55 Menu..... 21

<b>ASNs.....</b>	<b>22</b>
ASN Maintenance .....	22
<b>Electronic Invoices.....</b>	<b>24</b>
Maintain Invoices .....	24
File Setup .....	29
<b>How to Use This Document.....</b>	<b>31</b>
General Information .....	31
Security .....	31
Implementation.....	31
VLO Menu.....	31
ASNs .....	32
Electronic Invoice Menu.....	32

## Table of Changes

Changed By	Date	Reason	Update#	Section Changed
K. Radtke	6/14/17	Added 862 & 856	A115033116	ASNs
K. Radtke	6/9/17	Added 864 & 812	A116031702	VL37 & VL55 Menus

# General Information

## Transaction Sets and Versions

The Polaris module supports the following transaction sets:

- 810 Electronic Invoice Version 4010
- 812 Debit Memo Version 4010
- 830 Material Release Version 4010
- 850 Purchase Order Version 4010
- 856 ASN Version 4010
- 860 Purchase Order Change Version 4010
- 862 Shipping Schedule Version 4010
- 864 Text Message Version 4010
- 997 Functional Acknowledgement Version 3020

The 810 (Electronic Invoice) is required to be transmitted to Polaris when required.

The 812 (Debit Memo) is used advise of an adjustment to the amount being charged (810/850).

The 830 (Material Release) contains planning requirements.

The 850 (Purchase Order) contains authorized ship requirements.

The 856 (ASN) must be sent when the truck leaves the supplier.

The 860 (Purchase Order Change) may change, cancel, or reinstate a previously cancelled 850.

The 862 (Shipping Schedule) contains firm ship requirements.

The 864 (Text Message) is used to provide 810 Invoice rejection notifications.

Warning: Consider the need to access the requirement history file if Polaris reinstates a cancelled requirement when determining how often the requirement history is purged.

The 997 (Functional Acknowledgement) is required to be transmitted within seven days to acknowledge the received 850 and 860 requirements.

## Polaris Destinations

Ship to the following:

Roseau 56751

Spirit Lake 51360

Vermillion 57069

Minneapolis 55441

Osceola 54020

## Shipper Requirements

Polaris requires that only one item is included per packing slip.

## Miscellaneous Information

The supplier is paid from the paper invoice.

## Old Process

Polaris sends planning requirements in the 830 transaction and firm ship orders in the 850/860. The 850/860 requirements are then converted to 862s and processed into the Requirement Master. There are no ASNs.

## New Process

Polaris has implemented 862 Ship Schedules for firm shipments. The Polaris module will no longer convert the 850/860s to 862s; instead, both the 850 and 860 will process in as an 850.

Suppliers with destinations receiving only 850/860 will no longer see the 862s. These suppliers will need to ship based on the 850 requirements and use the Polaris website to enter and send the ASN (per Polaris). NOTE: If your MRP 862 and REPORT 862 flags are marked you will need to change them to 850.

Suppliers with destinations using the Polaris 862 will still receive 850/860s. The 862 will contain approximately 2-3 days' worth of firm shipments. Each individual shipment will have a Unique Shipment ID. This Unique Shipment ID is comprised of four pieces of data sent in the TD3 and TD5 segments: Unique Stop (TD309), Route Reference (TD503), Routing Order (TD505) and Unique Final Delivery Route (TD508). All locations receiving 862s from Polaris must send an ASN for each Unique Shipment ID. (Note: If a supplier sends more than one ASN for a Unique Shipment ID, it will overlay the previous ASN's data on Polaris's system).

There can only be one Shipper/ASN per Unique Shipment ID. If the supplier misses a shipment or makes a partial shipment, the unshipped parts/quantities will be issued by Polaris under a new Unique Shipment ID. The reissue of missed shipments is not automatic. When this occurs, you must contact your Polaris buyer to arrange for the missed requirements to be reissued under a new Unique Shipment ID or added to a future shipment. This will be handled on a case by case basis.

## Polaris Breakdown and Print

The Polaris 862 transaction has been added to the Breakdown and Print requirements programs. The 862 contains a considerable amount of additional data that must pass to the new Polaris 856. Several fields were added to the Polaris EDI files to accommodate this new data.

## Polaris Process

The Polaris 862 is a full replacement by Company, Customer Abbreviation, Part Number, Destination Abbreviation, Model Year, Purchase Order and Release Number (RAN). It contains the firm ship orders for approximately 2-3 days where as the 850/860 contains firm orders for approximately 2 weeks. Once the 862 is received for a PO/RAN combination it supersedes the 850. If both are allowed to process, the demand for the RAN will double. The Polaris process programs were modified to ensure that when an 862 is received the associated 850 is marked for deletion and when an 850 is received it will only process

if there isn't an associated 862. A new report will generate indicating the items marked for deletion and whether they are from the incoming EDI work file or from the Requirement Master detail file.

## Check Ship History

Check Ship History has been added for Polaris 850s and 862s. Each transaction set uses a different method.

The Polaris 862 will check using Company, Customer Abbreviation and the Unique Shipment ID which is stored in the F3B152, F3B153 and F3B201 fields in JTPJITB. If the Unique Shipment ID is found in ship history for any requirement, the incoming requirement will not process. This is due to the fact each Unique Shipment ID can be shipped against only once.

The Polaris 850 will check using the full Requirement Master Detail (JTPJITB) key. If the requirement is found, it will be removed or reduced. If it isn't found, we will check to see if it was shipped as an 862. If shipped as an 862, the 850 will not process. Note: Since these items have a RAN, if the supplier over ships an individual RAN, the check against ship history will not remove the over shipment from the next RAN.

## Load File Build

The Load File build was modified to load all 850s for Polaris. Therefore, they will be visible on the Load Sheet and available to ship.

## Load Sheet

The Polaris Unique Shipment ID is not visible on the normal Load Sheet or in shipper maintenance. Each Unique Shipment ID needs to have a separate shipper and ASN. Therefore, a new special Load Sheet was created for the Polaris 862. This new Load Sheet can be run from the Reports Menu (Option 23. 862 - Multi OEM Load Sheet).

User can create the Load Sheet using the following criteria: Company, OEM, Customer Abbreviation, Polaris Unique Shipment ID, and Pick-up date/time range. This will make it easier to stage and prepare shipments. Note: Unique Shipment ID values can be found on the Polaris Requirement Edit List or in Manual Requirements Entry.

## Shipper Extract

The Shipper Extract program was modified to remove all Requirement Master detail records and Load File records for the Unique Shipment ID even if they are not on the shipper. This is to prevent missed or partial shipments for a specific Unique Shipment ID from remaining in the system indefinitely due to the fact they would be assigned a new Unique Shipment ID by Polaris.



## **Procedural Changes/Requirements**

### **Creating Shippers for locations NOT using the new Polaris 862:**

The only procedural change for shipping to these locations is the requirements will appear as 850s instead of 862s on all the reports. All other procedures will remain the same.

### **Creating Shippers for locations using the new Polaris 862:**

The Polaris 862 sends a Due on Dock Date, Estimated Ship Date and Time, and Carrier Pick-Up Window date with a Start and End time. The Due on Dock date is placed into Arrival Date field (ARVDT). The parts within a Unique Shipment ID may have different arrival dates. The Carrier Pick-Up Date and time is the same for all parts within the Unique Shipment ID and is placed into Requirement Date and Time (REQDAT/REQTIM). The pick-up window may span several hours so the earliest time is used.

Currently the Polaris Unique Shipment ID fields are not available in Shipper Maintenance. Users will need to sort the 862 shipping requirements by requirement date and time (F15=Sort in Shipper Maintenance) to group the requirements by Carrier Pick-Up date/time. The Unique Shipment ID values are available on the new 862 Load Sheet for Polaris (Option 23 from the Reports Menu (RC11)).

### **Missed/Partial Shipments for the Polaris 862:**

There can only be one Shipper/ASN per Unique Shipment ID. If the supplier misses a shipment or makes a partial shipment, the unshipped parts/quantities need to be issued by Polaris under a new Unique Shipment ID. The reissue of missed shipments is not automatic. When this occurs, you must contact your Polaris buyer to arrange for the missed requirements to be reissued under a new Unique Shipment ID or added to a future shipment. This will be handled on a case by case basis. (Reminder: If a supplier sends more than one ASN for a Unique Shipment ID, it will overlay the previous ASN's data on Polaris's system).

# Security

## Communication Method

Polaris communicates through the ACM (Advanced Communications Module) component.

For more information on ACM, see Chapter 17 of the AutoRelease Main Manual. Enter security requirements (identification codes, passwords, etc.) before attempting to receive or transmit. Network security is entered one time, but may be accessed by multiple trading partners.

Note: When establishing communication set up either with a VAN or direct, the following must exist:

Wrap Data? YES - 80

Start New Record on New Interchange? YES

## File Archiving / Auto Print and Process

(Option 3 on the AZ10 Menu - ACM)

AZD2008	PROCESS PROFILE SETUP
<p>OEM .....</p> <p>Company .....</p> <p>Auto Print .....</p> <p>Auto Process.....</p> <p>Auto 997.....</p> <p>Days To Archive.....</p> <p>F4=Prompt    F12=Cancel</p>	

- Auto Print (Y/N) - Enter "Y" if using AutoReceive and Breakdown (scheduled through ACM), to perform an automatic Print after the Breakdown. Enter "N" if not using AutoReceive, or, if using AutoReceive and Breakdown, if the Print option is not to be run automatically after the Breakdown.
- Auto Process (Y/N) - Enter "Y" if using AutoReceive and Breakdown (scheduled through ACM) and if also using Auto Print, to perform an automatic Process after the Receive, Breakdown and Print. Enter "N" if not using AutoReceive, or, if using AutoReceive, Breakdown, and Auto Print, if the Process option is not to be run automatically after the Print.
- Auto 997 (Y/N) – Enter "Y" and a 997 will automatically be sent back to the OEM acknowledging receipt of inbound EDI data.
- Days to Archive - Enter the number of days to archive files received from the OEM. Files must be saved for at least one day. Archived files, are files that are stored for a given number of days so that they can be reactivated. The number of days is not based on calendar days. Only the number of days when a communication session takes place is counted. Then the archived files are removed during the next Shift.

Note: Only error free requirements are processed. Errors must be corrected and the "Print" and "Process" options must be taken manually to process the remaining data.

# Implementation

## Identification Code File

The Identification Code File is used when taking the options to “Split” and “Breakdown” a file received from Polaris and when transmitting ASNs. The Identification Code File is used differently by different manufacturers.

### Initial Record

(Trading Partnership File Required)

```
Company Number - xx
OEM Code - PL
Plant ID - Your Supplier code

OEM ID -                               Polaris's Phone number (2184632312)
Corporate ID -                          Not used by Polaris
Remit to Duns Number -                   Not used by Polaris
VAT Code -                               Tax ID
Transmission Mode ..... P (T/P) T-Test, P-Production
Smart Labels ..... N (Y/N)
Pallet Staging ..... N (Y/N)
Bar Code File Transfer ... N (Y/N)
Variable Unwrap Print .... Y (Y/N)
Automatic print of 997 ... N (Y/N)
AutoMap..... N (Y/N)

F1=Help F10=Delete F12=Return F14=Trading Partnership File (X.12)
F17=Selective F/A's F18=Additional Qualifiers F19=Outbound Receiver IDs
```

Errors that occur during the “Split” that indicate a code is missing from the Identification Code File are referring to OEM ID.

Errors that occur during the “Breakdown” that indicate a code is missing from the Identification Code File are referring to Plant ID.

## 997 Record

(Trading Partnership Record Required)

Polaris requires consecutive ISA and GS control numbers in the EDI enveloping. To accomplish this a second identification file record must be entered with "SUPPID 997" as the Plant ID. Without this record, the control number is created based on date and time.

Company Number - xx  
 OEM Code - PL  
 Plant ID - SUPPID 997

OEM ID -	Not used by Polaris
Corporate ID -	Not used by Polaris
Remit to Duns Number -	Not used by Polaris
VAT Code -	Tax ID
Transmission Mode .....	P (T/P) T-Test, P-Production
Smart Labels .....	N (Y/N)
Pallet Staging .....	N (Y/N)
Bar Code File Transfer ...	N (Y/N)
Variable Unwrap Print ....	Y (Y/N)
Automatic print of 997 ...	N (Y/N)
AutoMap.....	N (Y/N)

F1=Help F10=Delete F12=Return F14=Trading Partnership File (X.12)  
 F17=Selective F/A's F18=Additional Qualifiers F19=Outbound Receiver IDs

## Trading Partnership File

The Trading Partnership file is used to enter data used in the "enveloping" of the electronic file being transmitted instead of using the Identification Code File and the hard-coding within the programs. When a trading partner changes its enveloping, users may change the enveloping in the Trading Partnership File, instead of waiting for a program change.

Press F14 (Trading Partnership File) after entering the appropriate data in the Identification Code File.

Steps to create default values:

1. Press F6 (Add) from the ISA list screen.
2. Enter optional abbreviations or leave blank if all customers and destinations for this company, OEM, and Supplier Code are the same.
3. Press Enter.
4. Enter the code representing the data format ("A" for ISA).
5. Press Enter. The ISA detail screen displays.
6. Press F7 (Infor defaults):

Initial Record

Two ISA records are created.

One GS record is created for each transaction set (856 & 810).

No modifications are needed to the ISA or GS records. The default for the Processing Option on the GS Detail Screen is "P."

### 997 Record

One ISA record is created.

One GS record is created (997).

The ISA defaults are displayed for the Functional Acknowledgement. No modifications are needed to the ISA record or the GS Record. The default for the Processing Option on the GS Detail Screen is "P."

Note: The Receiver and Sender IDs must be blank for the SUPPID 997 record.

### ISA Detail Screen

VLD9702A	Maintain Trading Partnership File
Company Number..... KB	(A) ISA/ (C) ICS/ (E) Edifact: A
OEM Code..... PL	
Supplier ID..... 12345	
Customer Abbrv(O).....	
Destination Abbrv(O)....	
User Define Description: ELECTRONIC INVOICE	
Qualifier/Information	
Authorization: 00	Active (Y)/(N): Y
Security: 00	
Sender: 01 12345	
Receiver: 12 2184632312	
Hexadecimal Code	
Control Standards ID: U	Sub Element Separator: 5C
Version Identifier: 00401	Data Element Separator: 5C
	Segment Terminator: 6F
Computer Generated ISA Control Number:	
F7=Update Infor Defaults F10=GS Level F12=Return	

### Required Changes for the SUPPID 997 Record:

- Sender ID - Leave blank. The system creates the Sender ID from the incoming Receiver ID.
- Receiver ID - Leave blank. The system creates the Receiver ID from the incoming Sender ID.
- Press F10 (GS Level). The GS list screen displays.
- Select the GS record with "1" and press Enter to display the GS detail screen. Default data can be viewed or maintained.

## GS Detail Screen

VLD9702E	Maintain Functional Identifier	
Company Number.....	KB	
OEM Code.....	PL	
Supplier ID.....	12345	
Customer Abbrv(O).....		
Destination Abbrv(O)....		
Transaction Type.....	810	
Functional Identifier:	IN	Non Repeating Transaction
Application Sender:	12345	Control Number:
Application Receiver:	2184632312	ST Control#:
Responsible Agency Code:	X	
Version/Release/Industry:	004010	
(T)est/(P)roduction:	P	
Acknowledge Requested:	N	
Last Date Used:	0/00/00	
Last Time Used:		
Number Times Used:		Processing Option: P
Computer Generated Group Control Number:		P=Print Before Sending
F12=Return		

- Processing Option - The default is "P" to activate an unwrapped file to be viewed before the transmission. Change to blank if an unwrapped file is not to be viewed before the transmission. (Optional).
- Required Changes for the SUPPID 997 Record:
- Application Sender - Leave blank. The system creates the Sender ID from the incoming Receiver ID.
- Application Receiver - Leave blank. The system creates the Receiver ID from the incoming Sender ID.
- Press Enter.
- Press F12 to return to the ISA detail screen.

Setup is complete.

## Model Year

Polaris does not send model year. Therefore, the Requirement and Price Files must be entered leaving the Model Year field blank.

## CUM Required Prior

Polaris does not send CUM required prior, so it must be entered manually before going live so the system can include ahead or behind figures in the package quantity. The CUM required prior is entered using the

option Enter Manual Requirements. CUM required prior can be entered by using F5 from the entry screen or by entering it directly on the header screen.

## Machine Readable Setup

For all destinations that do not send zero requirements when parts are no longer needed, mark the Clear by Destination flag with "Y" on the Destination Abbreviation Record screen of the Machine Readable File.

## Destination Master Setup

### Polaris Destinations with 862s:

ASN type in the Destination Master needs to be 'V', or 'C' if you are using bar code, so records are written to the ASN files during the Extract. ASNs must be sent via EDI.

### Polaris Destinations without 862s:

ASN Type in the Destination Master needs to be 'N'. ASNs must be entered via the Polaris Website.

### Lead Time settings in ALL Polaris Destination Masters:

The 850s (previously 862s) send the 'Due on Dock' date which is processed into the requirement date and time. The result being many suppliers needed to set up a lead time in their Destination Master. The NEW Polaris 862 places the Carrier Pick-Up date into the Requirement Master. The carrier pick up date takes the lead time into consideration and should not use the lead time in the Destination Master. In order to accommodate this difference, a new Application Control File Keyword was created to allow you to set up a lead time by transaction set. For Polaris 862s you must set up this new keyword to have a Zero lead time, while the 850s retain the lead time in the Destination Master.

Verify the available ship days have been entered in the Destination Master. (Note: Do NOT leave blank, if shipping seven days a week, mark all seven days)

## Application Control File

Description of what new Application Control record does:

You now set the lead time by transaction set for the Load File build.

Polaris sends arrival dates on their 830 and 850s but the Carrier's Pick-up dates on their 862s. Therefore, the 830 and 850 requirements need to use the lead time in the Destination Master and the 862 requirements do not need a lead time.

This new application control keyword will allow you to change the lead time for a particular transaction set. In order to use this new keyword, you must:

- Verify all requirement types and frequencies for the OEM are entered in the EDI Codes File. (File Maintenance Menu Opt 11. EDI Codes).
- Verify the available ship days have been entered in the Destination Master. (Note: Do NOT leave blank, if shipping seven days a week, mark all seven days)

Add the record as described below. For more information about adding control records, see Chapter 11 of the AutoRelease Main Manual.

CO = Company or \*\*  
 Application Name = Transaction Set (830, 850, 862, 866)  
 Keyword = Dest Abbrev + OEM

Where:  
 Dest Abbrev is in positions 1-6 and  
 OEM Code is in positions 7-8.  
 (e.g. If Dest Abbrev = ABC and OEM = C,  
 then keyword will be 'ABC C')

Length = 14  
 Dec= blank  
 Infor Data = "xMmmmHhhhDddd"

Where:  
 x = Y or N to indicate if keyword is active  
 M = indicates Minutes  
 mmm = lead time minutes (000 - 059)  
 H = indicates Hours  
 hhh = lead time hours (000 - 023)  
 D = indicates Days  
 dddd = lead time days (0000 - 0365)

Note: If you have a 90 minute lead time,  
 you must enter 001 hour and 030 minutes.  
 (e.g.: YM030H001D0000)

From the main menu select System Maintenance (option 11), then Application Control File Maintenance (option 17). Enter the following information:

```

APP
Opt CO# Name Keyword
  1  ** 862 OSCEOLPL
    
```

Press Enter and on the next screen enter a length of 14 and YM000H000H0000 in the Infor Data area.

Example ONLY:

```

CO# APP Name Keyword
**      862 OSCEOLPL
    
```

```

Infor Data                               Length: 14 Dec:
      1           2           3           4
123456789012345678901234567890123456789012345
YM000H000D0000
    
```

```

Customer Data                               Length:      Dec:
      1           2
12345678901234567890
    
```



NOTE: The software will use destination master lead time if lead time is not defined or is inactive in the Application Control File.

## EDI Code File

### Type codes:

C - Firm

D - Planning

F - Potential Order Increase

### Frequency codes:

D - Discrete

F - Flexible Interval

M - Monthly

W - Weekly

## Requirement File--Report Flags

The requirements received from Polaris on 862s and 850s are authorized ship requirements. Mark the 862 report flag as shown below. If you only receive 850s, that is the only report flag that should be marked.

866	862	830	850
-	X	-	X

## Requirement File--Clear Flags

Info suggests that clear flags (found in the Requirement Master) be marked as follows:

866	862	830	850
-	-	X	-

This is subject to change based on the files Polaris transmits to your company. Do not select clear flags with "X" if requirements are transmitted only once for any given transaction set.

## Special Processing Window--Type of Processing

The Type of Processing flag accessed using F20 (Special Processing) from the Requirement Master must be marked with "N" for "Net" to perform the Shift exception required for Polaris.

JTDMAINT4 Special Processing Information	
Load Past Due Req'ts from History? (Y/N/B/M) .....	Chrysler Special Processing for 'B D' or 'B W' Reqs (B/L/S)....
<b>Type of Processing (C/N). N</b>	Remove Chry EDI 'B D' or 'B W' Reqts. prior to today (Y/N) .....
Ignore STD PAK for Load/MRP Build? (Y/N) ..	Omit 830 planning req'ts in Shipping (Y/N) .....
Competitor Part (C) or FBO Flag (B/F/J/E) .....	Pricing Based On Order Quantity Or Ship Quantity? (O/S) .....
Special Partial Week for current week (Y/N) ..	Override in Manual Req'ts Entry: Release Number and Date? (Y/N) ..
No Container Calculation for Part On Shipper (Y/N)	P.O. Number? (Y/N) .....
	Eng. Revision Level? (Y/N) .....
Partial Week With Sunday Dates (Y/N) .....	Secondary OEM Code .....
	SPAB BOM Flag .....
	OEM Specific Process (B,Q,Z).....
F1=Help F12=Return	

Enter "N" for "Net" in the Type of Processing field.

## OEM Miscellaneous Info

Polaris 850 and 862 requirements must be cleared by Purchase Order Number.

OEM MISCELLANEOUS INFORMATION MAINTENANCE	
Company Number .....	KB
OEM Code .....	PL
Destination Abbrev ...	
Model Year .....	Clear 830s w/ Purpose Codes
GM Message File .....	Clear 862s w/ Purpose Codes
GS ASN/UNH DESADV Ver Lvl.	Combine Daily 866s .....
Next Avail Adjust # .....	Caterpillar Facility Code .
<b>Use DUNS in ISA/UNB Seg... N (Y/N)</b>	Caterpillar Proprietary ID
GM DESADV Packaging Info.. (Y/N)	Caterpillar 830 10-10-10... (Y/N)
Appl Receiver ID ....	IBM Supplier Code.....
	<b>Clear Transaction Set including Purchase Order....850, 862</b>
GM Invoice Message File...	Clear Transaction Set including Release Number....
GM Invoice Location Code..	
GM Duns in ISA/UNB Seg.... (Y/N)	Process EDI Dock..... (Y/N)
GS/UNH Invoice Ver. Lvl...	Direct Supply Contract #...

- Use DUNS in ISA Seg - Enter "N" in the Use DUNS in ISA Seg field.
- Clear Transaction Set - Enter "850 and 862" in the Clear Transaction Set including Purchase Order field.

All Polaris Suppliers must make this change. Previously, 850/860s were converted to 862s so the "Clear Transaction including Purchase Order" flag was set up for 862s. However, since 850/860s will now be processed as 850s this setting must change:

**For Destinations receiving the NEW Polaris 862:**

Add an entry for the "850" so both 850s and 862s will 'Clear Transaction including Purchase Order'.

**All other Destinations:**

Replace the "862" entry with "850". This will allow the 850/860s to replace including Purchase Order. Failure to change this setting will cause over/under-shipping due to improper replacement logic.

## VLO Menu

```

VLD0000PL1      6/09/XX      MENU: VL0PL      12:42:54
12.0      -----
                POLARIS
                VARIABLE LENGTH TELECOMMUNICATIONS
                -----
1.  Receive Data
2.  Split Network Data into OEM files
3.  Breakdown Data
4.  Acknowledge Received Data
5.  Print Requirements (830,850,860,862)
6.  Print Notes
7.  Process Requirements (830,850,860,862)
8.  Maintain Network Selection
9.  Maintain Network Security
10. Maintain Miscellaneous File

                11. Commerce Miscellaneous Menu
                12. GEISCO Miscellaneous Menu
                13. Text Message Menu (864)
                14. Debit Memo Menu (812)

                23. Return to V/L Telecommunications Menu
                24. Return to Main Menu

                Option
  
```

Many options are identical from trading partner to trading partner. Those options are explained in the AutoRelease Manual. Only options unique to this trading partner, exceptions, or unique business practices are explained in this document.

## Print Method

Print Method: Mandatory

Polaris is coded to use the mandatory "Print" method, which affects the Breakdown, Print and Process options.

## Print Requirements (830, 850, 860, 862)

(Option 5 on the VL0 menu)

### Purchase Order Print

This report lists data received on the 850 that is not printed on the edit list, such as terms, type code, ship to and bill to addresses.

## Print Notes

(Option 6 on the VL0 menu)

This option is used to print notes transmitted in the NTE segment from Polaris. The Transaction Set Audit report that prints during the "Breakdown" indicates if notes were received.

The notes print when the print requirements option is taken. They can be reprinted using the option.

The company selection is displayed if the user has authority to multiple companies.

## Process Requirements (830, 850, 860, 862)

(Option 7 on the VL0 menu)

### Special Processing

Special processing is in place to combine requirements when the requirement data and the Purchase Order Number are the same.

## VL37 Menu

12.0	6/09/XX	MENU: VL37PL	14:29:13
-----			
POLARIS			
DEBIT MEMO MENU			
-----			
1.	Display Debit Memo		
2.	List Debit Memo		
3.	Purge Debit Memo		
23.	Return to V/L Communications Menu		
24.	Return to Main Menu		
Option			

## VL55 Menu

```
12.0          6/09/XX          MENU: VL55PL          14:35:45
-----
                POLARIS
                TEXT MESSAGE MENU
-----
1.  Display Text Messages
2.  List Text Messages
3.  Purge Text Messages

23. Return to V/L Communications Menu
24. Return to Main Menu

                Option
```

# ASNs

The ASN has been added to the Polaris module. The new menu includes the following options:

```

VLD8000PL      6/14/XX      MENU: VL8PL      14:36:51
12.0      -----
                        POLARIS
                        ADVANCE SHIPPING NOTIFICATIONS
                        -----

1.  Maintain ASNs
2.  List ASNs
3.  Upload/Convert Bar Code
4.  Maintain Bar Code
5.  Maintain Printed Bar Code Labels
6.  List Bar Code
7.  List Printed Bar Code Labels
8.  Create/Transmit ASNs
9.  Purge Printed Bar Code Labels
10. Purge ASNs & Bar Code
11. Reactivate ASNs & Bar Code

23. Return to V/L Advanced Shipping Notifications Menu
24. Return to Main Menu

                        Option
    
```

## ASN Maintenance

```

VLD810PL1      ASN MAINTENANCE
Company JZ      Sequence number 1275  OEM PL      ASN V      Action Code O

Shipper # .. 81869      In-House Part # 3022150      U of M ...
EA
Ship Date .. 7/20/XX      Customer Part # 3022150
Ship Time .. 1454
Plant ID ..... 058921107

Cust Abbrev. PLCUST      Container Desc. BOX25      Pallet Desc.....
Dest Abbrev. PLDEST      Container Qty . 24      Pallet Qty ....
Net Weight .... 1200      Conv Code ..... M
Qty Ship.... 120      Tare Weight ... 1      Carrier Abbrev.. DM
P.O. Itm Seq      Equipment Init.. SDDD
P.O. Blk Rel      P.O. # ..... P995555
Fin Deliv Hs      Trailer ID .... AA081869
Unique Stop.      Routing Order..
Route Qual..      Fin Deliv Route
Tran Method.      Route Reference
Unique Dlv Rte.

F10=Delete      F12=Return
    
```

## **ASN Create**

The Polaris ASN requires a total of all mixed pallets and a total of all non-mixed (master) pallets on the shipment. If you are using bar code, we will count the number of mixed and master pallets in the bar code file (SCPBCODE). If we do not find records in the bar code file, the user will be prompted to provide this information for the shipment using the following window:

Once the user enters a value, pseudo records will be created in the bar code file (SCPBCODE) to be used by the ASN create program to generate the SDQ segment in the ASN shipment level.

# Electronic Invoices

```
VLD7500PL1      6/09/XX      MENU: VL75PL      12:44:47
12.0      -----
                        POLARIS
                        ELECTRONIC INVOICES
                        -----

1.  Maintain Invoices
2.  Print Invoice Register
3.  Create/Transmit Invoices

4.  Purge Transmitted Invoices
5.  Reactivate Transmitted Invoices

23. Return to Electronic Invoice Processing Menu
24. Return to Main Menu

Option
```

Traditionally coded trading partners use a VL75xx menu (where “xx” is the OEM code) to transmit electronic invoices to the trading partner. Many options are identical from trading partner to trading partner. Those options are explained in the AutoRelease Manual. Only options unique to this trading partner, exceptions, or unique business practices are explained in this document.

See the How to Use this Document section for organizational details about AutoRelease and trading partner documents.

## Maintain Invoices

(Option 1 on the VL75 menu)

This option is used to enter, change, or delete Polaris electronic invoices. The company selection displays if the user has authority to multiple companies.

Press Enter from the Invoice Selection screen or the review screen, and the header screen displays. The data in this file was retrieved from the shipper file during the “Extract.”



**Invoice Header Screen**

ELECTRONIC INVOICE MAINTENANCE	
Company Number ... 01	Invoice Number ..... 123706
	Credit memo? (Y/N)..... N
	HEADER INFORMATION                      UPDATE
Action Code.....	Customer Abbv.... CUST
Invoice Date..... 1/13/XX	Dest. Abbv..... DEST
Invoice Number... 123706	Plant ID..... 123123
Shipper Number... 108063	
Remit to	
Name.....	REMIT TO NAME
Name 2.....	
Address....	ADD1
City.....	ADD3
State/Zip..	ST ZIPCODE
F10=Delete    F12=Return	

Data on the Electronic Invoice screens may come from the file where it was originally processed or entered, or it may have been changed at ship time or through invoice maintenance.

- Credit Memo - Enter "Y" to send a credit invoice. "N" is the default.
- Action Code - Valid action codes for Polaris are the following:
  - or blank - Original
  - H - Hold
  - T - Transmit
- Customer Abbv - User-defined abbreviation which is also entered in the Requirement and the Machine Readable Files.
- Invoice Date - Defaults to the system date when adding an invoice. The format is MM-DD-YY.
- Dest. Abbv - User-defined abbreviation which is also entered in the Requirement and the Machine Readable Files.
- Invoice Number - The invoice number assigned by the system.
- Plant ID - Supplier Code assigned by Polaris. This is entered in the Supplier Code field in the Requirement A record and in the Plant ID field in the Identification Code File.
- Shipper Number - The shipper number associated with this invoice.

- Remit to Fields: - Retrieved from the electronic invoice control file. If the electronic invoice control file is blank, the address from the Control File (accessed from the System Maintenance Menu) is used.

Press Enter from the header screen to display the line item screen. This screen lists all the line items for this invoice. A line item can be selected to be reviewed or maintained, or can be deleted.

The line item screen is bypassed when no line items exist, for example, when manually entering an electronic invoice record.

### Line Item Screen

VLD7511D		ELECTRONIC INVOICE MAINTENANCE				
Detail Selection Screen						
Options: 1=Select		4=Delete		Company Number: 01		
				Invoice Number: 123706		
Opt	Type	Part Number	Price	Line #	Seq #	P.O. Number
	ITEM	IPART	12.741800			PO1
	ITEM	IPART	12.741800			PO2
Bottom						
F6=Add Part		F7=Add Misc Chrg		F12=Return		F17=Top
F18=Bottom						

- F6 - Add Part - Displays a blank line item record to add a part.
- F7 - Add Misc Chrg - Displays the Miscellaneous Charge Screen to add a charge pertaining to the entire invoice. (A miscellaneous charge may be attached to a specific line item from the detail screen).

Press Enter from the header screen when manually entering an invoice, or use F6 (Add Part) to display a blank line item record to add a part.

**Detail Screen**

ELECTRONIC INVOICE MAINTENANCE		
Company Number ... 01	Invoice Number .....	123706
LINE ITEM INFORMATION		CHANGE
Our Part#... IPART	Qty Ship.....	100
Cust Part#.. APART	Unit Price (6dec)..	12.741800
P.O. Number. PO1	Unit of Measure...	EA
	Funds Type.....	01
F7=Add Misc Charge F10=Delete F12=Return		

Data on the electronic invoice screens may come from the file where it was originally processed or entered, or it may have been changed at ship time or through invoice maintenance.

- Our Part # - In-house part number.
- Qty Ship - Number of parts shipped.
- Cust Part # - Polaris's part number entered in the Parts Cross Reference File.
- Unit Price (6 dec) - The price for a single part.
- If entering decimal positions, enter the price with the decimal point and up to six decimal positions. If entering a whole number (no decimal places), it is not necessary to enter the decimal point.
- P.O. Number - Purchase Order Number assigned by Polaris.
- Unit of Measure - Unit of Measure abbreviation retrieved from the Unit of Measure Cross Reference File when the reprint invoice prompt is answered with "N." The Unit of Measure can be changed. A warning message displays if the Unit of Measure entered here does not match the Unit of Measure entered in the Unit of Measure Cross Reference File.
- Funds Type - Received from the Price File when the shipper is created.
- F7 - Add Misc Chrg - Displays the Miscellaneous Charge screen on which you may add a charge pertaining to a specific line item. (A miscellaneous charge may be attached to the entire invoice from the Line Item screen).
- Warning: Polaris does not accept miscellaneous charges at the detail level (for a specific line item).

## Add Miscellaneous Charge - F7

This function, from the line selection screen, applies the miscellaneous charge to the entire invoice.

When taken from the detail selection screen, this function applies the miscellaneous charge to a line item. (Polaris does not accept miscellaneous charges at the detail level.)

### Miscellaneous Charge screen

```

                                ELECTRONIC INVOICE MAINTENANCE

Company Number ... 01           Invoice Number ..... 123706

                                MISC CHARGE INFORMATION           ADD

Amount (6 dec)....           Spec Serv Cd.....
Allowance (Y/N)..           Purchase Order...

F12=Return
```

- Amount (6 dec) - Amount of the miscellaneous charge. If entering decimal positions, enter the charge with the decimal point and up to three decimal positions. If entering a whole number (no decimal places), it is not necessary to enter the decimal point.
- Allowance - Enter "Y" if this is an allowance rather than a charge.
- Special Charge Cd - Special Services Code is a miscellaneous charge code returned in the SAC 02 in the electronic invoice file. Miscellaneous charge codes for Polaris are the following:

D240 - Freight

G760 - Set-up

E620 - Metal Surcharge

G470 - Restocking

H740 - Sales and Use Taxes

H800 - VAT Tax

C090 - Deposit Charge

D500 - Handling

F155 - Packaging

D980 - Insurance

C310 - Discount

B820 - Currency Adjustment

F050 - Other

- Purchase Order - Purchase Order Number assigned by Polaris.

## File Setup

### Destination Master File

In the Destination Master File, set the Print Invoices and Create Invoices flags to "Y" as shown below.

SCD6300B		MAINTAIN DESTINATION MASTER FILE	
Company Number .....	KB	ENGINE COOLING, INC.	
Destination Number .....		1245	
Name 1 .....		FOB .....	
Name 2 .....		Distributor Code ..	
Address 1 ..		Ford Dest Code .....	
Address 2 ..		ASN/DESADV (B/C/N/O/V/Y)	
Address 3 ..		GM Msg/Temp Msg Code ... /	
City/State .		GM Std Loc/Ford Rt Cd 2.	
Zip Code ...		Carrier Preference .....	
Country ....		Route Code / HMRS (Y/N).	
		Honda Destination .....	
Arrival/Ship Dates (A/S) .....		Supplier Type (P/S) ....	
Delivery Travel Time (Hrs/Min)		ASN Unit of Measure ....	
Delivery Travel Time (Days) ..		JIT Location (Y/N) .....	
		Bar Code Verif (Y/N/C/S)	
Available Ship Days (X = Select)		<b>Print Invoices (Y/N) ... Y</b>	
S M T W H F S		<b>Create Invoices (Y/N) .. Y</b>	
Names:		Payment Type: Coll PP PPI Oth	
		Alt. Description...	
		Dealer Code .....	
F1=Help F12=Return		Cat Europe Ult Dest .....	

**Machine Readable Destination Abbreviation** - In the Destination Abbreviation Record of the Machine Readable File, set the Electronic Invoices flag to "Y" as shown below.

DESTINATION ABBREVIATION RECORD	
Company Number .....	KB
OEM Code .....	PL
Identification Number .....	12345
Dock Location .....	
Destination Abbreviation ....	PLDEST
Destination Description .....	
P O Destination .....	000000000
ERS Destination .....	(Y/N)
OEM Consideration .....	(Y/N)
<b>Electronic Invoices</b> .....	<b>Y (Y/N)</b>
Line Set .....	(Y/N)
Clear By Destination .....	(Y/N)
Type of FBO .....	(M/S)
Chrysler PAB/Non-PAB Combine.	(Y/N)
Send Prev CUM on ASN/DESADV .	(Y/N)
Exclude from APNAT calc .....	(Y/N)
Place on Credit Hold .....	(Y/N)
Ship Direct .....	(Y/N)

# How to Use This Document

This document provides information regarding unique instructions required to implement this trading partner's unique business practices. Check the chapters in AutoRelease that describe the common functions and procedures performed by all trading partners, such as the daily procedures, security, ASN options, etc.

## General Information

The general information section of this document describes transaction sets and versions, how they apply to this trading partner and other miscellaneous information.

## Security

The security section of the document explains the communication method used by this trading partner and network profile, when applicable.

## Implementation

The trading partner documents provide information that may be pertinent only to this trading partner. The implementation section covers master file entry that is unique to this trading partner. However, all required master files must be entered according to the instructions in the "AutoRelease User Manual."

Files and fields that are unique for all trading partners include the Identification Code File, Trading Partnership File, model year, Requirement Master clear flags and CUM required prior.

## VL0 Menu

Traditionally coded trading partners use a VL0xx menu (where xx is the OEM code) to perform daily procedures (from the "Receive" through the "Process"). Many of the options on the VL0 menus are identical from trading partner to trading partner. Those options are explained one time only in the AutoRelease Manual.

Daily Procedures	Describes the Receive, Split, Breakdown, Print, Process, and Transmit 997
Security	Describes all security selection and maintenance options and VAN menus

The VL0 section of each trading partner document illustrates the menu for this specific trading partner, but describes ONLY exceptions and unique business practices such as:

- The Print method (mandatory or optional) is identified.
- Special processing for a common option for this specific OEM is identified.
- Fields that print on the edit list but are not processed are identified.
- Options that are not commonly used by other trading partners are described in detail.

A complete description of the common options can be found in the Daily Procedures chapter of AutoRelease.

## ASNs

Traditionally coded trading partners use a VL8xx menu (where “xx” is the OEM code) to transmit ASNs to the trading partner. Many of the options on the VL8 menus are identical from trading partner to trading partner. Those options are explained one time only in the AutoRelease Manual.

ASN (VL8) Options            Describes the standard procedures for transmitting ASNs without bar code.

ASN with Bar Code  
Options                        Describes the standard procedures for transmitting ASNs with bar code.

The VL8 section of each trading partner document illustrates the menu for this specific trading partner, but describes ONLY exceptions and unique business practices such as:

- Valid action codes are identified.
- The ASN Maintenance screen displays with valid field descriptions.
- ASN extract exceptions and special processing relating to ASNs for this specific trading partner are identified.
- Options that are not commonly used by other trading partners are described in detail.

A complete description of the routine options can be found in the ASN (VL8) Options chapter of AutoRelease.

## Electronic Invoice Menu

Some traditionally coded trading partners use a VL75xx menu (where xx is the OEM code) to transmit electronic invoices to the trading partner. Many of the options are identical from trading partner to trading partner. Those options are explained one time in the AutoRelease Manual.

Electronic Invoices            Describes invoice maintenance, print invoice register, create and transmit, purge, and reactivate transmitted invoices menu options.

The VL75 section of each trading partner document illustrates the menu for this specific trading partner, but describes ONLY exceptions and unique business practices such as:

- Invoice header screen and valid field descriptions
- Invoice line item screen
- Invoice line item information screen and valid field descriptions
- Miscellaneous charge screen and valid field descriptions
- Options that are not commonly used by other trading partners are described in detail

A complete description of the common options can be found in the Electronic Invoices chapter of AutoRelease.