GEDI (Graco Extranet for Distributor Information)

Order File Transfer

Conduct Your Graco Business Online at www.graco.com in GEDI

AUTOMATICALLY UPLOAD YOUR GEDI Orders!

Fast, Easy, & Simple!

Attach your purchase order to GEDI®, similar to sending an e-mail attachment, using GEDI order file transfer!

The order information from your PO system is saved or exported as a .txt file. Just attach the .txt file to your GEDI® order and submit. This will save you time because you only need to enter order information once! This will also reduce the chance of order errors.

Remember, placing your orders in GEDI® allows you:

- <u>Immediate</u> placement into our order entry system
- <u>Immediate</u> list/net price and product availability information
- <u>Same day</u> shipment of all orders submitted by 12:00 noon Central time

Slight programming may be required initially to create a compatible .txt format. Your I.T. support can assist you with this.

To take advantage of this feature or for more information, please contact Customer Service at *graco@custhelp.com* or log into GEDI to view the information under Quick Price/Order.

Testimonials from Order File Transfer Users:

- *"Recently converted to order file transfer…wished we'd done it long before. We would not want to do it any other way - file transfer is the way to go for order placement. Faster and we know everything right now!"*
- *"I am a disciple of GEDI and order file transfer. I live in GEDI. GEDI is the best system by far."*
- *"The file transfer has been a great improvement to our ordering process. It is quick and easy to use, our order is done within minutes. We are able to see our pricing and availability on parts ordered instantaneously."*

PROVEN QUALITY. LEADING TECHNOLOGY.

The file attachment format is as follows:

   There are 2 different file formats that can be used in the new GEDI, file attachment, order entry process. They are:

1)   File Format 1: The text file created has only the data on each line, without any leading or trailing spaces.
     The lines can be of variable length, with the maximum of the data length as specified in the table below.

   or

2)   File Format 2: Each line of the text file has the same length (i.e. all lines are 50 character spaces long).
     The data on each line is right justified, with leading spaces to the left (including the quantity lines).

When the file attachment process retrieves the data from a line, and if the text is longer than the data length listed in the table below,
it will start at the left side of the data and count up to the maximum length, to the right. Any data beyond the maximum length will be
truncate on the right side.
(i.e. data length for po number is 24 characters. Grab up to 24 characters from left to right. Any characters after 24 will not show.)

Line #	Line Req?	Data Req or Opt	Data Type	Description	Data Length (up to total # of chars)	Format Sample	When no data, enter the following (bypass code)	Business Rule	Check address – bypass found	Check address – bypass not found
1	Y	R	Alpha numeric	PO Number	24	12345	n/a (File Format 2: data right justified and left filled with spaces)	The program will take whatever is in the first line, reading the line from left to right and truncating anything beyond 24 characters.		
2	Y	R	Alpha numeric	Name of person ordering	15	John Doe	n/a (File Format 2: data right justified and left filled with spaces)	The program will take whatever is in the second line, reading the line from left to right and truncating anything beyond 15 characters.		
3	Y	R	Alpha numeric	Ship order complete?	1	Y	N (File Format 2: data right justified and	Y = Yes, N = No.		

				left filled with spaces)					
4	Y	R	Alpha numeric	Ship to name line 1	30	Acme Product Company	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)	To use the ship to information on file at Graco, enter xxxxxxxxx (9 x's) on this line. To do a 'Ship Over-ride', enter your shipping name on this line and the correct information on lines 5 - 11.	If xxxxxxxxx is found on the shipping name line, lines 5 though 11 will be bypassed. The process will get the ship to information from the current Graco records.	If xxxxxxxxx is not found on the shipping name line, we will process the next 7 lines as a ship to over-ride. The process will not look up partial addresses. So, for a ship override you must supply the information for all address lines (5 – 11). The program will take whatever is on this line, reading the line from left to right and truncating anything beyond 30 characters.
5	Y	R	Alpha numeric	Ship to name line 2	30	Store 55	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	If applicable, enter the additional shipping name information on this line. If there is a shipping name entered on line 4, with no additional information for this line, xxxxxxxxx must be entered to bypass this line. Otherwise the information on this line will be used.
6	Y	R	Alpha numeric	Ship to address line 1	30	100 Main Street	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces))		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	Enter the Shipping Address. If xxxxxxxxx is found on this line but the shipping name, line 4, does not contain xxxxxxxxx, the process will show an error page and the file will be rejected. Enter

										xxxxxxxxx only when line 4 has xxxxxxxxx in it.
7	Y	R	Alpha numeric	Ship to address line 2	30	Floor Two – Apt 3	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	If applicable, enter the additional shipping address information on this line. If there is a shipping name entered on line 4, with no additional information for this line, xxxxxxxxx must be entered to bypass this line. Otherwise the information on this line will be used.
8	Y	R	Alpha numeric	Ship to city	17	Any city	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	Enter the shipping city. If xxxxxxxxx is found on this line but the shipping name, line 4, does not contain xxxxxxxxx, the process will show an error page and the file will be rejected. Enter xxxxxxxxx only when line 4 has xxxxxxxxx in it.
9	Y	R	Alpha numeric	Ship to state (or province)	2	MN (PQ)	xx (2 x's) (File Format 2: data right justified and left filled with spaces)		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	Enter the state or province code (2 chars). For international enter "EX". If xxxxxxxxx is found on this line but the shipping name, line 4, does not contain xxxxxxxxx, the process will show an error page and the file will be rejected. Enter xx (2 x's) only when line 4 has xxxxxxxxx in

										it.
10	Y	R	Alpha numeric	Ship to zip code	9	12345 or 123456789 (USA) aaa 122 (CAN) 123456789 (Int'l)	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	Enter the zipcode. For addresses in the USA, this MUST be either 5 or 9 characters. For addresses in Canada, this must be formatted as "3 alphanumeric-1 space-3 alphanumeric" (xxx xxx). For international, it can be from 1 to 9 alphanumeric characters. If xxxxxxxxx is found on this line but the shipping name, line 4, does not contain xxxxxxxxx, the process will show an error page and the file will be rejected. Enter xxxxxxxxx only when line 4 has xxxxxxxxx in it.
11	Y	R	Alpha numeric	Ship to country	30	USA	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)		If the shipping name, line 4, is xxxxxxxxx, we will bypass this line and use the address information on file.	Enter the ship to country. If your account is set up for Export = Yes, and your country is not Canada, the country on this line will be verified against a list of countries that can be entered here. If your account is classified as USA then this line is bypassed and USA is used. If your account is classified as Canada, then CAN is used and this line is bypassed. If xxxxxxxxx is found

										on this line but the shipping name, line 4, does not contain xxxxxxxxx, the process will show an error page and the file will be rejected. Enter xxxxxxxxx only when line 4 has xxxxxxxxx in it.
12	Y	R	Alpha numeric	Ship to attention	30	John Doe Jr.	xxxxxxxxx (9 x's) (File Format 2: data right justified and left filled with spaces)	Enter the attention to name. This line is optional and does not rely on the shipping name. Enter in a person's name or xxxxxxxxx to bypass.	If the shipping name, line 4, is xxxxxxxxx, we will check this line for a name. If xxxxxxxxx is found on this line, the process will bypass the name. Only adding a person's name, without address information in lines 5 through 11, does not create a ship over-ride.	
13	Y	R	Alpha numeric	Part Number	6	207945	n/a (File Format 2: data right justified and left filled with spaces)	Part number is required. File rejected if part number is <> 6 alphanumeric characters.		
14	Y	R	Alpha numeric	Quantity ordered	9	1	n/a (File Format 2: data right justified and left filled with spaces)	Quantity required. File rejected if quantity is < 1. The quantity must be 9 numbers long.		
15	Y	R	Alpha numeric	Ship with part number	6	123456	999999 (File Format 2: data right justified and left filled with spaces)	If you do not need a ship with part number, enter the bypass code.		

15	Y	R	Alpha numeric	Taginfo	45	Mypart##	XXXXXX	If you do not need a tag info, enter the bypass code.		
. . .	. . .	. . .	. . .	. . .	. . .	. . .	. . .	. . .		
Up to 100 part numbers										

Please Note:

- The file attachment is required to have a file extension of "txt". If the file extension is not "txt", the file will be rejected.

- If a data line is missing in the file attachment (i.e. the PO number did not get added to the first line), the program will take whatever is in the current line and use it. The program will continue with each line until it gets an error though the business rules error checking, and an error page will be generated for the user.

- If after reading the file attachment and getting no error, the data will be displayed in the preview page. IF the file only has a partial address (ship to name does NOT have xxxxxxxxx), example would be a missing zipcode, then display the order entry page with the ship to address in edit mode with the info that was in the file. If the ship to name has all X's - we assume no ship to override and the TOPS address will be used, even if they have data in any of the other ship to fields. If any part number is of valid length but TOPS has an error with the part number during lookup - the user will see an error page showing the errors. Any other error will show a file error.

- The country data is not verified through GEDI. If it is incorrect, TOPS will verify and a customer service rep will contact the person whose name is on the second line of the file attachment. USA and CAN will be used for all users who log in with accounts listed as either USA or CAN. The country field on these files will be IGNORED. Only on international files will the country line be referred to.

- The first line of the ship to will be used to determine if there is a ship override. If this line does not contain all xxxxxxxxx then we assume the rest of the ship to address is filled in and use whatever they give us. Country will be ignored for USA and CAN and the proper country for the account used. If the address has an invalid city, state/province codes or zip code then TOPS will flag the order for customer service to review. Our process will not attempt to check for valid cities. International countries will be matched against a list to locate the proper code. If the country listed does not match the list on the order page, the user will have to pick the country from the list provided on the order page and continue from there.

- The data in the file attachment can not contain any special characters, i.e. ^ < > { }.

- The "Ship with part number" field gives the distributor the ability to specify "Tip-Of-Choice".