

UPLOADING PARTS for PASSTHOUGH EDI

There are two processes. One is automatic and is part of conversion process and the other is manual. For the automatic process see the document titled “Converting Passthough CSV to EDI for upload into PLEX”. For the manual process you need to go to the “EDI UPLOAD” screen and then select your EDI file you wish to upload.

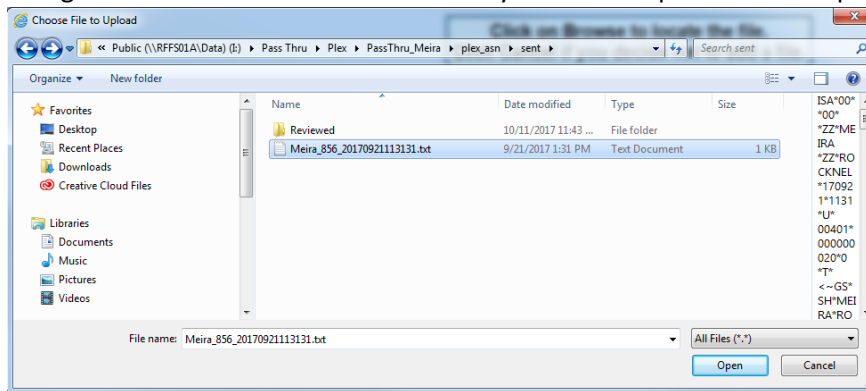
Menu Item
Main Menu → Office Menu → Sales/CRM Menu → Customer/Supplier EDI → Customer EDI → EDI Upload

- 1.) From these screen Click “Browse...”

**Click on Browse to locate the file.
Click Cancel if you decide not to add a file.**

Browse...

- 2.) Navigate to the location of the file which you wish to upload and hit open.



- 3.) GOTO EDI LOG (Ctrl+M to search) find and find the corresponding MEIRA file.

EDI Log													
Customer:		Mailbox Name:		Document:									
EDI Key:		Document No:		Release No:									
Interchange No:		Action:		Customer Part:									
Customer Parent:		Ship To:		Log Status:									
Log Date:	10/12/17	To	10/12/17										
Search													

	EDI Key	Date	Time	Action	Mailbox Name	Ship To(s)	Document	Tran/Doc No	View Report	Status	Ack Date	Ack Time	Note	Release No
<input type="checkbox"/>	791808	10/12/17	2:17 PM	Receive	Spartan Light Metal	Not Available	997	000000059	<input checked="" type="checkbox"/>	Pending Receive				
<input type="checkbox"/>	791807	10/12/17	2:16 PM	Send	MEIRA	Not Available	997	997 FOR EDI KEY 791806	<input checked="" type="checkbox"/>	Waiting				
<input type="checkbox"/>	791806	10/12/17	2:16 PM	Receive	MEIRA	Unknown (ROCKNEL)	856	*	<input checked="" type="checkbox"/>	Preview				

- 4.) Click the asterisk under Tran/Doc No
- 5.) Hit Re-process.
- 6.) [Re-Process](#)
- 7.) If the status says “LOADED” it uploaded without error. If this is not the case see the documents for error handling. If you correct the errors you will then have to hit the re-process button again.

(note: it's a good idea to upload this to the test database instead of production first in order to see if it loads properly.)