1. **How-to guide: Orderding jobs from Polytec via EDI**

This document provides the guide to ordering jobs from Polytec via EDI.   
The process of ordering job involves processing data in 3 different programs which are explained below.

1. **Eze Imports.**  
   The first step is importing job into Eze Imports. Make the necessary changes, and when you hit Create Data for Ardis button, Eze Imports will generate and output data to a Text file into the “Vinyl “folder.  
     
   If you have re-imported the job into Eze Imports and made changes, make sure to click Create Data for Ardis button to output the updated data.
2. **Polytec Order Form (2.0).**  
   This updated version has the option for the users to provide data for drillings.   
     
   Hit Import button to import data from the text file located in Vinyl folder into this form. Once imported, make the necessary changes.  
     
   Click the Save button. This will save a copy of current job into “Door Orders” folder. Next time you want to make any changes, open the saved copy and apply the changes.   
     
   Every time you hit the save button, this form also generates a CSV file which contains all the data on this form, which then gets imported into the Polytec EDI WinForm.  
   Hence, It is very important that you hit the Save button every time you make changes to the excel file.
3. **Polytec EDI WinForm.**  
   This is the final program used in the process of ordering jobs from Polytec. It uses .NET reference implementation provided by Polytec to create and send orders. This reference is added to the WinForm for generating EDI XML file and transmitting to Polytec via SFTP. This way of sending orders to Polytec is one of the methods accepted and recommended by Polytec.  
     
   To send an order, hit the Import button to import the CSV file generated by the Polytec Order Form. The import process will do the following:

* Check if the CSV file is a valid file.
* Read each line of data, and validate the product.
* If the validation is successful, generate EDI XML file, otherwise display error message

If the importation was unsuccessful, users can following the error message to correct them in the Polytec Order Form Hit save and import again into the WinForm.

If the importation was successful, hit the View Order button to view the EDI XML file and check correct data was imported.

Finally hit the Send Order button.   
The .NET reference has its own validation process, and if there’s any error, follow the displayed message and make the necessary changes in the Polytec Order Form. Hit save and import again into the WinForm.

1. **Checking Order status (Order Confirmation).**  
   All the orders sent to Polytec can be accessed on the Polytec website under Open Orders.  
   Link: <https://www.polytec.com.au/account/>