EDI instructions

Contextual Information for Enhanced Customer Service

EDI Instructions

Introduction

I want to be able to upload an electronic file that includes certain invoices, so that I can upload it to an EDI vendor site. This helps the Agencies process the invoices faster so that I ca be paid faster.

Problem Statement

How can I create an electronic file that includes certain invoices, to be able to upload it to an EDI vendor site?

Parameters

There are certain steps to do to set up the defaults in the Billing module for EDI invoices. There are also certain steps to set up the Agency and Advertiser records, as well as the Contracts. Once things are set up, it will just be a matter of creating the EDI file and then uploading it to the EDI vendor site.

Solution Overview

Sign up for the EDI service

Set up EDI Defaults in the Billing module

Set up the EDI Advertiser records

Set up the EDI Agency records

Set up the Contracts

Create the invoices

Create the EDI file

Upload the EDI file

Implementation: Step-by-step process to complete the EDI instructions

1. **Sign up for the EDI service**
   a. Sign up for the EDI service through an Electronic Data Interchange (Electronic Invoicing) service vendor. Summit Traffic works well with many different EDI vendors because we adhere to the 4A's standards.

2. **Set up EDI Defaults in the Billing module**
   a. Go to the Accounting menu, choose the Billing module, go to the File menu, and choose the Defaults
   b. Set the EDI Band:
      Radio = AM or FM
      TV = leave blank

Cable = leave blank
    c. Set the EDI Media type:
            Radio = R
            TV =TV
            Cable = LC
    d. Set the EDI call letters:
            Radio = the call letters of the station
            TV = the call letters of the station
            Cable = the syscode from the NCC subscription list. Every channel within once
            system needs to have the same syscode specified by NCC.
    e. Set the EDI Path
            Standalone = C:\SMT\EDI\
            Server or host/client or workstation = <mapped drive letter to the server or
            host>:\SMT\EDI\. Example S:\SMT\EDI\
        You must include the closing back slash in either case
    f. Enter the EDI Affidavit statement for each invoice created (limited to 30 characters)
        Example: We certify that all spots listed ran as stated

3. **Set up the EDI Advertiser records**
    a. From within the Traffic module, go to the Advertiser data entry
    b. In the description field, enter the Advertiser name (limited to 25 characters)
    c. In the description field, enter the Agency Advertiser Code, within brackets after the
        Advertiser name (limited to 8 characters). This is usually provided by the Agency or EDI
        vendor. Example: Burger King [9876]
    d. Repeat all of step 3 for each EDI Advertiser

4. **Set up EDI Agency records**
    a. From within the Traffic module, go to the Agency data entry
    b. In the description field, enter the Agency name (limited to 30 characters)
    c. In the address fields, enter the Agency address (each field is limited to 30 characters)
    d. In the description field, enter the Agency ID, within brackets after the Agency name
        (limited to 8 characters). This is usually provided by the EDI vendor. Each Agency must
        have a unique number. Example: Chadron Group [8765]
    e. Repeat all of step 4 for each EDI Agency

5. **Set up EDI Contracts**
    a. From within the Traffic module, go to the Contract data entry
    b. Enter the Contract as normal
    c. In the Customer Order number field, enter the Agency Estimate Code (limited to 10
        characters)
    d. In the Customer Order number field, enter the Rep Order Number, within brackets after
        the Agency Estimate Code (limited to 10 characters)
    e. Make sure the EDI checkbox is checked
    f. Enter the schedule pages as you normally would and keep in mind that for NCC
        contracts, schedule pages can only have single channels. Each Contract can only have
        schedule pages for the same system. DO NOT schedule by channel groups, per NCC
        format requirements
            i. Each schedule page must have a copy records attached
            ii. In the Agency description field of the Copy detail page, you must enter the ISCI
                code (Industry Standard Commercial Identification) (limited to 8 characters)
    g. Repeat step 5 for all EDI contracts

6. **Create the invoices**
   a. Follow the Billing Procedures to create all invoices for all Billing Cycles – make sure you also check the EDI box.

7. **Create the EDI file**
   a. From within the Billing module, go to the Tools menu, and choose Create EDI Invoice file
   b. Set the dates to the Billing Cycle needed
   c. Set all restrictions to ALL, unless you have more than one EDI vendor. Then just include the necessary Agencies
   d. Check the NCC box only if you are creating an EDI file for NCC
   e. Click the Create EDI Invoice File button to create the file. Nothing will print to screen. The status bar will indicate completion. The EDI file will be created and placed in the folder you specified earlier. The file naming convention is nnnnmmdd.edi – nnnn is replaced by the channel number, mm is the month, dd is the day. The month and day will be the from date set when you created the file

8. **Upload the EDI file**
   a. Follow the procedures specified by the EDI vendor to upload the EDI file to their site. You may need to rename the EID file to match their requirements

Repeat steps 7 and 8 for each EDI vendor. If you do create and EDI file for more than one vendor, you will want to rename the files each time so that they aren't overwritten.

Frequently Asked Questions

Question: I have received an email from the EDI vendor saying there were errors. How do I fix them?

Answer: Summit Traffic Support Personnel will fix the file for you. Just forward the email and the EDI file to them. They will fix the file and will let you know if you need to make any changes to the data. They will send the updated file back to you with instructions on what to do next.

Question: I created two EDI files but there is only one in the folder with this month's date on it. Why, and how can I get that other file?

Answer: It sounds like maybe you did not rename the first file before creating the second one. Rename the file now and create the other one you need. If you need more, just keep renaming the files so they don't overwrite each other.