

**American Hotel Register Co.**

***Vendor  
Implementation  
Guide***

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## Welcome to American Hotel Register's EDI Program

EDI is the application-to-application exchange of business documents in a mutually agreed upon standard format. Since its inception in the distribution industry, EDI has evolved to a position where all companies can participate in, and benefit from electronic document trading. Below are some of the benefits that can be achieved through EDI:

- **Reduced Administrative Expense**
- **Increased Data Accuracy**
- **Improved Order Fill Rates**

American Hotel Register believes that through a shared vision, open communication, and dedication, a solid EDI partnership can be developed, thereby realizing these benefits.

**We look forward to working with you to develop a mutually beneficial EDI partnership!**

### Steps to Certification

AMERICAN HOTEL REGISTER's EDI Implementation Team strives to ensure the exchange of timely and accurate data. The Certification process consists of two phases: Assessment, and Implementation.

#### Assessment

1. Complete and return AMERICAN HOTEL REGISTER's Trading Partner Agreement Form, separate Word Document
2. Complete and return the Contact Information Sheet, pg. 4
3. Complete and return the Assessment Questionnaire, pg. 5-6
4. Thoroughly review AMERICAN HOTEL REGISTER's Mapping Specifications, separate Word Document

#### Implementation

1. Validation testing and data integrity with INOVIS ( Inovis will contact vendors after contact and assessment forms have been returned )
2. Validation testing and data integrity with American Hotel Register Co
3. Move into Production

( **Please Note:** American Hotel Register's Trading Partner Agreement Form **MUST** be returned before you will be moved into Production )

**Contact Information**

Please provide the following:

**Vendor Name:** \_\_\_\_\_

**Business Contacts**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
-------------	--------------	--------------	------------	--------------

1. \_\_\_\_\_

2. \_\_\_\_\_

**Technical Contacts**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
-------------	--------------	--------------	------------	--------------

1. \_\_\_\_\_

2. \_\_\_\_\_

**EDI Consultant**

<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
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1. \_\_\_\_\_

**Sales Contacts**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
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1. \_\_\_\_\_

2. \_\_\_\_\_

**Customer Service Contacts**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
-------------	--------------	--------------	------------	--------------

1. \_\_\_\_\_

2. \_\_\_\_\_

**Credit Manager**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
-------------	--------------	--------------	------------	--------------

1. \_\_\_\_\_

2. \_\_\_\_\_

**Shipping/Warehouse Manager**

<b>Name</b>	<b>Title</b>	<b>Phone</b>	<b>Fax</b>	<b>Email</b>
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1. \_\_\_\_\_

2. \_\_\_\_\_

Complete the following Questionnaire.

## Assessment Questionnaire

### (A) General Information

1. On the chart below please list all documents you are currently or have the capability of trading with other partners, the version of each document and the approximate number of partners ( if applicable ) with whom you are trading each document.

*If more room is needed on chart, please add lines.*

Document Type	Version	Number of Partners Trading Document

2. Provide your Production and Test ISA Identification numbers and Qualifiers:

Production ISA ID	Production Qualifier	Van

Test ISA ID	Test Qualifier	Van

4. Please list all inbound pick up times from your VAN:

5. Please list all outbound send times to your VAN:



**(B)**

**Business Decisions**

- 1. How many additional Divisions / Entities are setup for business:  
( If Applicable )

*If more room is needed on chart(s), please add lines.*

Production ISA ID	Production Qualifier	Division Name

Test ISA ID	Test Qualifier	Division Name

- 2. Do you accept Purchase Order comment lines at Header and/or Detail lines ( Do you have a limit number of lines and characters per line? ):
- 3. How do you handle prompted items:  
( color,size, ... etc )
- 4. How do you handle Rush Orders ( How would you identify this type of order?):
- 5. How do you handle One time ship-to address ( based on Acct# or Name ):
- 6. Do you currently Drop Ship to customers today ?  
(Are you able to process the delivery address sent in the 850 document?)

## AMERICAN HOTEL REGISTER's EDI Program - Communication IDs, Documents and Benefits

The following information includes our IDs, as well as descriptions and benefits of the EDI documents that currently make up AMERICAN HOTEL REGISTER's EDI program. All benefits are contingent on data integrity and timeliness. Additional EDI documents may be added in the future.

### Communication ID's Production / Test

Certification	Qualifier	ID
US	01	023045365L

### Certification (Batch) Cycle Times

Send / Receive
Every Hour During Normal Business Day

### Purchase Order (PO - 850)

AMERICAN HOTEL REGISTER's purchase volume is growing rapidly due to our expansion.

#### Benefits:

- Improved Order Accuracy
- Quicker Order Processing
- Reduces Data Entry
- Reduces Lost Orders

### Purchase Order Acknowledgment (PO - 855)

AMERICAN HOTEL REGISTER's accuracy of rapid growing purchase volume.

#### Benefits:

- Improved Order Accuracy
- Quicker Order Processing

### Invoice (810)

AMERICAN HOTEL REGISTER currently processes a tremendous number of invoices. As order volume grows, invoice volume increases as well.

#### Benefits:

- Reduced Mailing and Administrative Costs
- Improved Data Accuracy and Document Match
- Reduced Processing Errors and Lost Documents
- Provides Efficient Invoice and Payment Processing



### **Advanced Ship Notice (856)**

AMERICAN HOTEL REGISTER currently receives a tremendous number of shipments. As order volumes grow, tracking of shipments is an important part of our business

**Benefits:**

- Improved accuracy of goods received
- Reduced manual processing time
- Provides smoother business flow

### **Purchase Order Acknowledgment (PO - 997)**

AMERICAN HOTEL REGISTER's accuracy of rapid growing purchase volume.

**Benefits:**

- Improved Response Accuracy
- Reduce Administrative Costs

VHL  
VERNON HILLS ILLINOIS R.D.C.  
AMERICAN HOTEL REGISTER CO  
210 S MILWAUKEE AVE

VERNON HILLS IL 60061-4305

FNT  
FONTANA CALIFORNIA R.D.C.  
AMERICAN HOTEL REGISTER CO  
11754 CABERNET DRIVE  
FONTANA CA 92337

LSV  
LAS VEGAS NEVADA R.D.C.  
AMERICAN HOTEL REGISTER CO  
6435 SOUTH VALLEY VIEW BLVD  
SUITE B  
LAS VEGAS NV 89118

LWD  
LAKEWOOD NEW JERSEY R.D.C.  
AMERICAN HOTEL REGISTER CO  
600 JAMES ST  
LAKEWOOD NJ 08701

HWI  
WAIPAHU HAWAII R.D.C.  
AMERICAN HOTEL REGISTER CO  
C/O HAWAIIAN TRANSFER  
94-1420 MOANIANI ST  
WAIPAHU HI 96797

CRL  
CARROLTON TEXAS R.D.C.  
AMERICAN HOTEL REGISTER CO  
1228 CROWLEY CIRCLE  
SUITE 120  
CARROLTON TX 75006

ORL  
ORLANDO FLORIDA R.D.C.  
AMERICAN HOTEL REGISTER CO  
1750 CYPRESS LAKE DR  
SUITE 100  
ORLANDO FL 32837

SEA  
KENT WASHINGTON STATE R.D.C.  
AMERICAN HOTEL REGISTER CO  
22728 RUSSELL ROAD  
  
KENT WA 98032

MMI  
MIAMI FLORIDA R.D.C.  
AMERICAN HOTEL REGISTER CO  
SUITE 21  
10800 N.W.100<sup>th</sup> STREET  
MIAMI FL 33178