



DAYTON HUDSON CORPORATION 4010 850 PURCHASE ORDER IMPLEMENTATION REQUIREMENTS

850 PURCHASE ORDER INITIAL TEST IMPLEMENTATION

During this phase your company will establish their trading partnership with DHC and receive a test Purchase Order file. You will be notified when the partnership has been set up in production.

WHAT DO YOU NEED TO DO?:

1. Review mapping for DHC EDI 850 Purchase Order Guidelines.
2. Ensure your EDI software can translate the 850 document from DHC. (Call your software company to confirm if necessary.)
3. Make appropriate updates/implementations in your EDI system to receive 850 Purchase Order from DHC and to send back a 997 Functional Acknowledgment in reply.
4. Decide whether your company wants to receive the 850 in the basic or SDQ format. (for further explanation, see the Information article on this site).
5. Fax the DHC Trading Partner EDI worksheet to DHC EDI Operations at (612) 761-3421. If DHCDirect, this will initiate the test process for you.
6. If on a Third Party Network, set up a trading partnership to trade with DHC if necessary.
7. DHC will only transmit to VANS through GEISCO. Contact GE when you are ready to begin testing at 800-334-2255 ext. 2924. In this phase you will receive a transmission of a generic DHC purchase order. **You will be required to return a functional acknowledgment for this test.**

TRANSITION TO PRODUCTION "LIVE" IMPLEMENTATION:

During this phase, the trading partnership to trade 850 between your company and DHC will be put into production. You should receive your first 850 Purchase Order file the next time DHC's Buying Office approves a Purchase Order for your company. *No paper copies of purchase orders will be sent once you are setup on the 850 with DHC.*

WHAT DO YOU NEED TO DO?:

1. Make all appropriate personnel within your company aware of changes due to EDI. Please include your DHC Sales Representative if applicable.
2. Contact a DHC EDI Specialist through the DHC Electronic Commerce Helpline at (612) 761-4100 if you have **not** been notified your DHC EDI set up is complete within two business days from completion of testing with GE or on DHCDirect.

ID CHANGES:

WHAT DO YOU NEED TO DO?:

1. Either send a new DHC EDI Trading Partner Worksheet or a memo on your company's letterhead stating you want an ID change. List both your old and new ID numbers on the request.
2. If on a Third Party Network, contact GEISCO for testing and trading partnership set. If interconnecting to GEISCO through another network, ensure all necessary updates have been completed to trade the new ID through GEISCO with Target on your network.
3. ID changes must be made to all documents at the same time.

UPGRADING VERSIONS ON 850 PURCHASE ORDER:

WHAT DO YOU NEED TO DO?:

1. Order a newer version of the guidelines via the DHC Electronic Commerce Helpline at (612) 761-4100.
2. Fax a worksheet or letter on company letterhead to indicate you are requesting a version upgrade to (612) 761-3421.
3. DHC does not require testing for version upgrades. If you are ready, contact a DHC EDI Specialist through the DHC Electronic Commerce Helpline at (612) 761-4100. They will complete the upgrade on the phone with you as long as a worksheet or letter has been received.
4. If you would like a test, please call the DHC Electronic Commerce Helpline at (612) 761-4100 and speak with a specialist to discuss your testing options.
5. Version upgrades must be made to all documents at the same time.