

# Instructions on How to Automate Your Orders

Connect TecLocal to Your Merchandise Management System in Three Easy Steps

Connecting your merchandise management system (MMS) to TecCom using the file interface is a simple and inexpensive way to automate stock orders. TecCom provides the file interface to you at no cost. You just need to adapt your merchandise management system, for which you do not need to know anything about programming or IT.

By connecting TecCom to your merchandise management system you gain the following benefits:

- Prepare orders in your MMS as before and send them online
- Use automatic transfer of order information from the MMS
- Reduce your error rate because manual data entry is eliminated. This reduces the number of wrong deliveries.
- Save time in daily order processing activities.

In order to take advantage of the file interface, just a few easy steps are necessary. What happens is that you generate a proposed order in your merchandise management system, export it as a text file and load it into TecLocal. You can generate either one file per supplier or a single file for all suppliers. After you have imported the file or files into TecLocal you can easily send your part orders electronically to your suppliers.

## 1. Export the Order Proposals from the Merchandise Management System

The order proposals to be read from the merchandise management system must be saved in a transfer file that meets the following requirements:

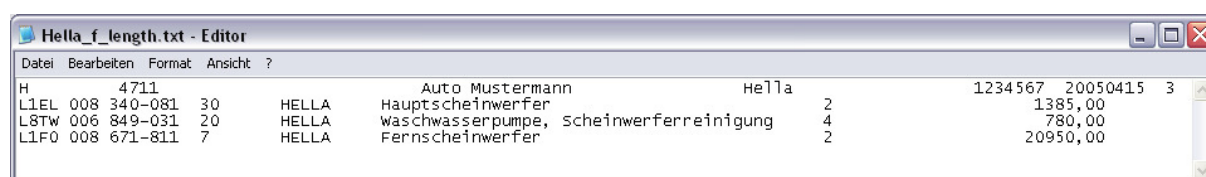
- The file must be saved in **text format** (txt, csv).
- The format of the fields to be exported must use either the **fixed length record format** or the **separator syntax** (: ; , /), where tabs do not count as separators.
- The file contains order header and article data sets, where at a minimum each article data set must contain the fields **article number** and **quantity**. Usually a transfer file contains order header and article data sets, where the beginning of the article data sets must be clearly indicated.

Ideally the transfer file contains more than the minimum required information (article number, quantity), because it is otherwise necessary to process the order in TecLocal and enter, for example, the supplier or delivery date by hand.

The goal when planning the transfer file should be to include all **relevant data** so that the order proposal can be sent to the supplier immediately without additions by hand. This is why it is recommended to consider the following fields (see the transfer data example):

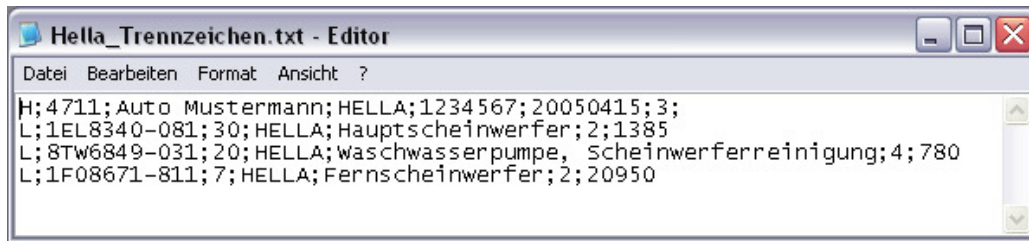
**Header information:** Order header number, MMS supplier number value, trader name, supplier name, order number, delivery date, shipping method

**Article data sets:** Article data set ID, Article number, quantity, manufacturer code (maximum of six characters), article name, packing unit, price.



Hella_f_length.txt - Editor									
Header	Article ID	Article No.	Quantity	Supplier	Description	Order No.	Price	Manufacturer Code	Article Name
H	4711				Auto Mustermann	Hella	1234567	20050415	3
L1EL	008	340-081	30	HELLA	Hauptscheinwerfer				1385,00
L8TW	006	849-031	20	HELLA	Waschwasserpumpe, Scheinwerferreinigung				780,00
L1FO	008	671-811	7	HELLA	Fernscheinwerfer				20950,00

Example of transfer file with fixed length



Example of transfer file with separator syntax

## 2. Adapting the Format Description File

Because the format of the transfer file is not standardized, it must be defined for TecLocal by a **format description file**. After you have defined your transfer file, you can adapt the format description file accordingly. You can find this file in the directory C:\TecCom\Client\OrderTransfer under the name OrderTransfer.ifd. Location and file name may not be changed! Include in OrderTransfer.ifd **all relevant information** to be considered in your transfer file, such as, for example :

[Importfile]

**Format**

Format of the imported data sets.  
Possible values: Fixed Length,  
SeperatedFields

**FieldSeparator**

Separator for format SeparatedFields  
(;)

**RecordType\_Offset/ RecordType\_Length**

Position and length of the field that  
describes the data set type

[Recordtypes]

**Orders**

Data set type used

**OrderItems**

ID of the order header data set (H)

ID of the article data sets (L)

[Orders]

**SupplierNumber\_Offset / SupplierNumber\_Length**

Order header data sets

Position and length of the field with  
the supplier number

[Orders Items]

**Number\_Offset**

Data sets for the article

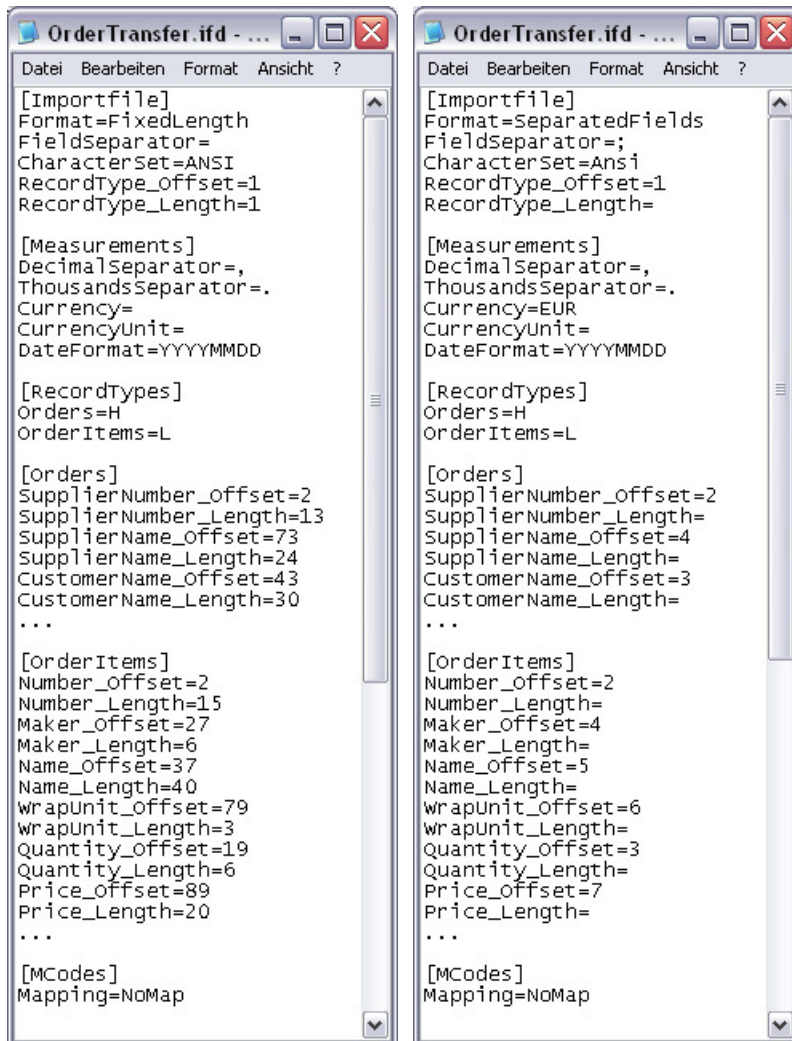
**Quantity\_Offset**

Position/length of article number field

Position/length of the field for quantity

....

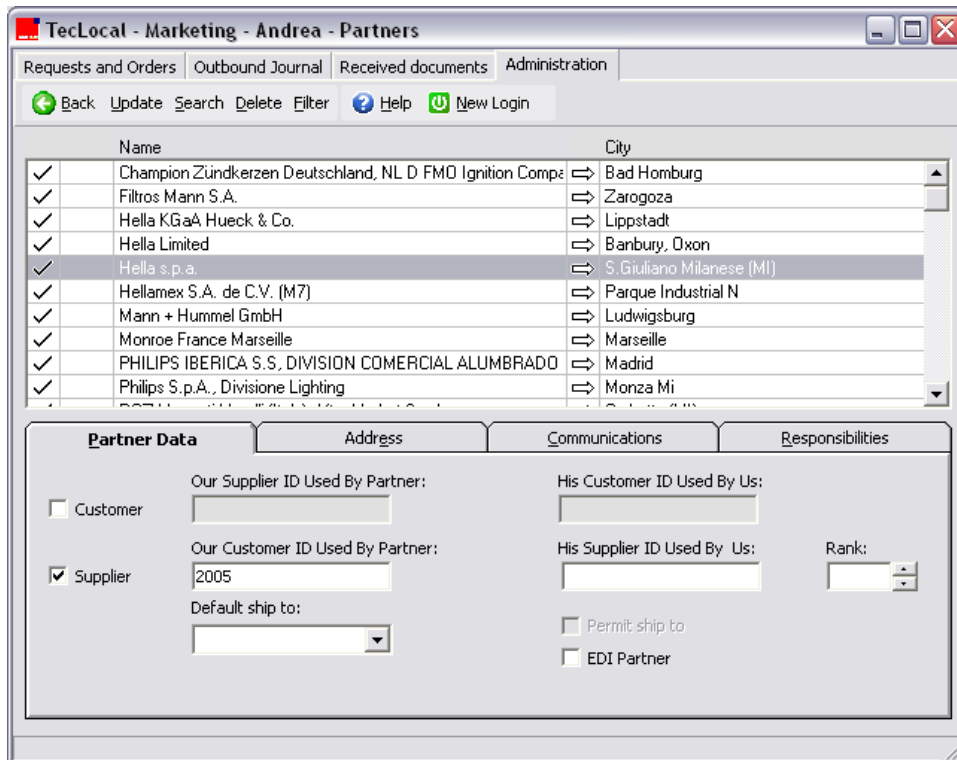
For a transfer file with fixed lengths you enter the beginning and length of the field in the format description file. (For example the article number begins at character 2 and can be up to 15 characters long.) For the separator syntax it is sufficient to enter the separator character and the order of the fields.



Examples of modified format description files OrderTransfer.ifd with fixed length (left) and separator syntax (right)

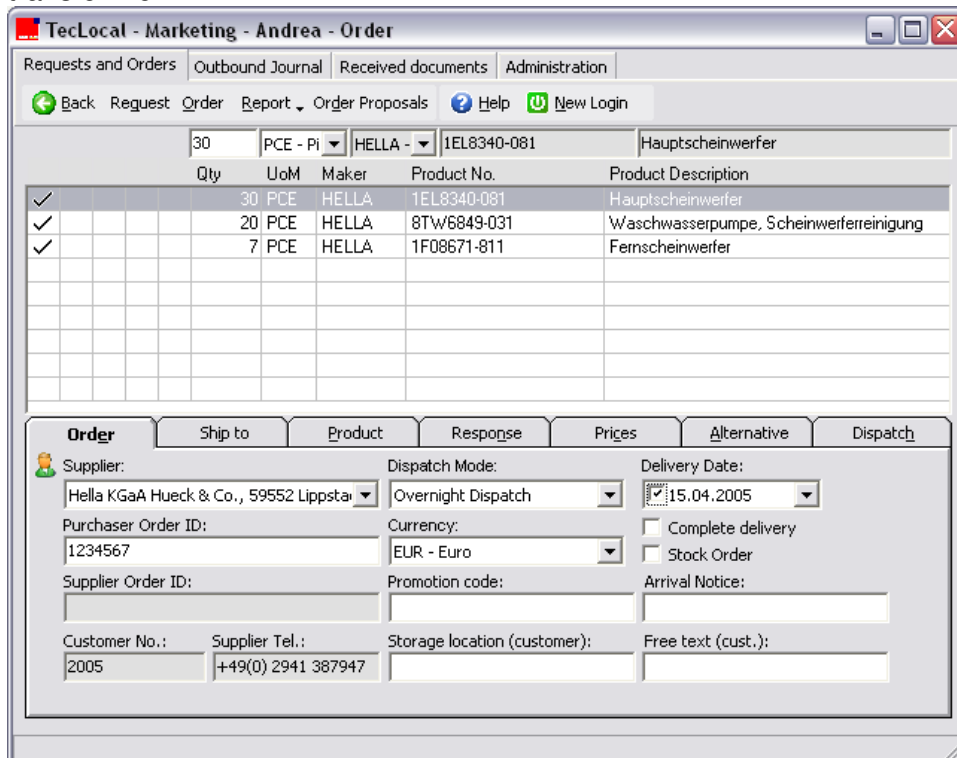
### 3. Settings in TecLocal

Under “Administration/My TecCom/Partners/His supplier ID for me,” enter the supplier number used in your MMS for the respective supplier. This way the supplier will be automatically selected from the partner list.



Entries for supplier IDs in TecLocal

Setting up the order proposal file, the format description file and TecLocal is now complete. With just a click you can now take the order proposals that you generated in your merchandise management system and read them in to TecLocal. Under "Inquiries and Orders " just click on "Read in MMS File" and enter the path for the transfer file.



Order that has been read in

You can find additional information and sample files in the Download Center at [www.teccom.de](http://www.teccom.de).