



## EDI 860 - Purchase Order Change Request

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### Overview

The EDI 860 Purchase Order Change Request document is used when a customer needs to request changes to an existing order that they previously submitted as an 850 Purchase Order. This can include changes to the order and its sales lines, as well as sales line additions and cancellations, and changes to sales line cross dock information. These changes are imported as pending change requests, which can then be reviewed and accepted or rejected as applicable.

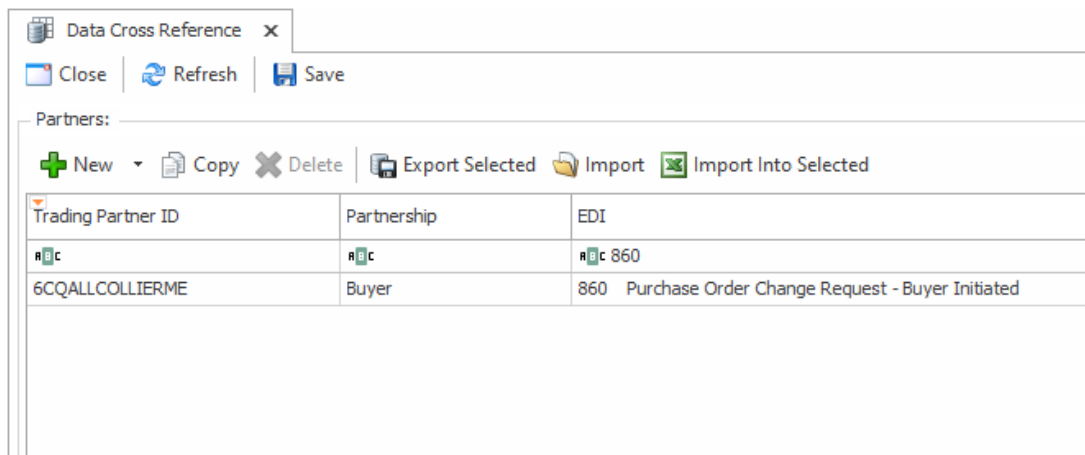
### Prerequisites

Before continuing with EDI 860 setup, make sure EDI is properly configured in SalesPad by reviewing the following documentation:

- [EDI Installation](#)
- [EDI Processing](#)
- [Data Cross Reference](#)
- [Business Object Mapping](#)
- [EDI Server Connection Setup](#)
- [EDI Trading Partner Setup](#)

### Data Cross Reference

Select the EDI tab in the ribbon and open the Data Cross Reference screen.



It is likely that the Trading Partner used on incoming 860 documents already exists in the

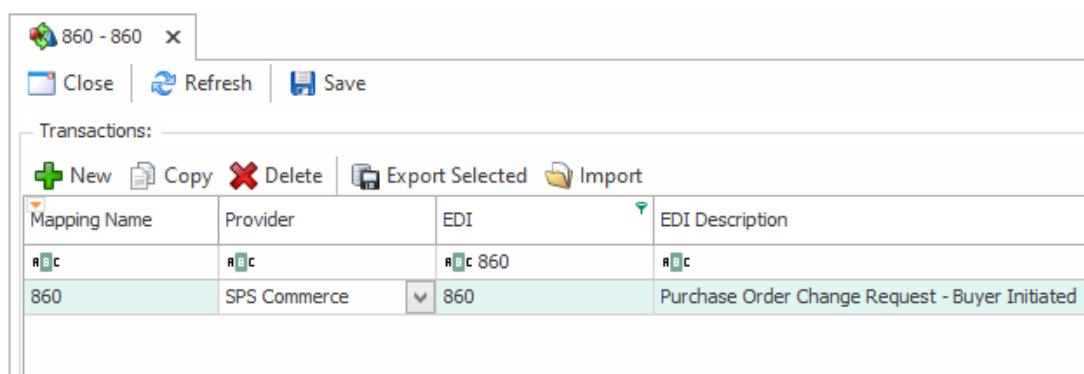
Data Cross Reference setup, because the sales document that needs to be updated was originally created by an inbound 850 for that same Trading Partner. If this is the case, select the trading partner's row and make sure the 860 is also selected in the EDI column.

If this is a new Trading Partner, click the New button to add a new trading partner and set the following columns: Trading Partner ID, Partnership, Customer Num, and Warehouse. Make sure that 860 is selected in the EDI column, and that Is Enabled is checked.

From there, the rest of the Data Cross References need to be added. For more information on setting up Data Cross References, refer to the following documentation: [Data Cross Reference](#).

## Business Object Mapping

Select the EDI tab in the ribbon and open the Business Object Mapping screen.



Click the New button to add a new row and set the following columns:

|                  |  |
|------------------|--|
| Column           | Value  |
| Mapping Name     | Name of the 860 transaction mapping  |
| Provider         | SPS Commerce   |
| EDI              | 860  |
| Schema Name      | OrderChanges   |
| Direction        | In   |
| Document Type    | Sales Document   |
| Document Subtype | Sales document type and ID in SalesPad   |
| Trading Partners | Trading partners to which the mapping applies (trading partners are configured in the Data Cross Reference screen) |
| Is Enabled       | Make sure this is checked.   |

The Elements section of this screen should become enabled and display default mappings

which outline the most common way to set up a basic 860. This should be reviewed and updated as needed to match the expected structure with the Trading Partner. For more information on setting up the Business Object Mapping, refer to the following documentation: [Business Object Mapping](#).

## Security Editor

Open the Security Editor by going to Modules -> System -> Security Editor and make sure the following plugins are enabled as needed:

- EDI Order Changes Sales Document
- EDI Order Changes Sales Line Items
- EDI Order Changes Cross Dock Sales Line

Update sub-securities as needed for each. Save all changes, log out, and log back in for changes to take effect.

The screenshot shows the Security Editor interface. At the top, there are buttons for 'Select All' (checked), 'Select None', and 'Copy From...'. A search box contains 'EDI Order Changes Sales Document'. Below this is a table with columns 'Access' and 'Name'. The table has two rows: one with an unchecked checkbox and 'Misc', and another with a checked checkbox and 'EDI Order Changes Sales Document\*'. Below the table is a filter bar with a search icon, a checked checkbox, and the filter text 'Name Contains EDI Order Changes Sales Document And Name = EDI Order Changes Sales'. Below the filter bar is a section titled 'EDI Order Changes Sales Document' with the description 'Sales Document tab for viewing EDI 860 sales document changes for the current document.' Below this is a table with a collapsed 'Misc' section containing three rows:

| Misc               |       |
|--------------------|-------|
| Can Accept Changes | False |
| Can Reject Changes | False |
| Can Reject Deletes | False |

*Can Accept Changes* - Allows a user to accept changes to sales documents. Default: False

*Can Reject Changes* - Allows a user to reject changes to sales documents. Default: False

*Can Reject Deletes* - Allows a user to reject delete requests to sales documents. Default: False

Security

Select All | 
  Select None | 
 Copy From...

| Access                              | Name                                |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/>            | misc                                |
| <input checked="" type="checkbox"/> | EDI Order Changes Sales Line Items* |

Name Contains EDI Order Changes Sales Line Items And Name = EDI Order Changes Sales

**EDI Order Changes Sales Document**  
 Sales Document tab for viewing EDI 860 sales document changes for the current document.

| Misc               |                        |
|--------------------|------------------------|
| Can Accept Adds    | <b>False</b>           |
| Can Accept Changes | <b>False</b>           |
| Can Accept Deletes | <b>False</b>           |
| Can Reject Adds    | <b>False</b>           |
| Can Reject Changes | <b>False</b>           |
| Can Reject Deletes | <b>False</b>           |
| Reprice Lines      | <b>User Can Decide</b> |

*Can Accept Changes* - Allows a user to accept changes to sales line items. Default: False

*Can Reject Changes* - Allows a user to reject changes to sales line items. Default: False

*Can Accept Deletes* - Allows a user to accept delete requests to sales line items. Default: False

*Can Reject Deletes* - Allows a user to reject delete requests to sales documents. Default: False

*Can Accept Adds* - Allows a user to accept additional sales line items. Default: False

*Can Reject Adds* - Allows a user to reject additional sales line items. Default: False

*Reprice Lines* - Determines if updated lines should always be repriced, never be repriced, or allow the user to decide when accepting changes. Default: User Can Decide

Security

Select All | 
  Select None | 
 Copy From...  Search

| Access                   | Name                                     |
|--------------------------|--|
| <input type="checkbox"/> | Misc                                     |
| <input type="checkbox"/> | EDI Order Changes Cross Dock Sales Line* |

Name Contains EDI Order Changes Cross Dock Sales Line And Name = EDI Order Changes

**EDI Order Changes Cross Dock Sales Line**  
Sales Document tab for viewing EDI 860 cross dock sales line changes for the current document.

| Misc               |       |
|--------------------|-------|
| Can Accept Adds    | False |
| Can Accept Changes | False |
| Can Accept Deletes | False |
| Can Reject Adds    | False |
| Can Reject Changes | False |
| Can Reject Deletes | False |

*Can Accept Changes* - Allows a user to accept changes to the cross dock sales lines.  
Default: False

*Can Reject Changes* - Allow a user to reject changes to the cross dock sales lines. Default: False

*Can Accept Deletes* - Allows a user to accept delete requests to cross dock sales lines.  
Default: False

*Can Reject Deletes* - Allows a user to reject delete requests to cross dock sales lines.  
Default: False

*Can Accept Adds* - Allows a user to accept additional cross dock sales lines. Default: False

*Can Reject Adds* - Allows a user to reject additional cross dock sales lines. Default: False

## Importing An 860 Document

Once the above configuration is in place, the EDI 860 can be imported using the EDI Processing screen. In order to properly import an EDI 860 document, the following must be in place:

- An 860 XML document must exist in the designated FTP server folder.
- A sales document must exist in SalesPad that matches the Sales Doc Num that is defined in the 860 document. This sales document must also fit the other specifications for this trading partner, such as having the specified customer and warehouse.

Click the Receive button on the EDI Processing screen to download and process the 860 XML document.

New records will appear in the grids on the screen to indicate the status of the import. If there are any issues, then relevant error information will be included in these records. If all processing was successful, then the records will show a Processed status, and a link to the updated document will be provided in the Document Number column.

## Reviewing 860 Change Requests

Sales Document Entry tabs are used to review the pending changes that were requested via the EDI 860 document. The user can then choose to accept or reject each change.

The EDI Order Changes Sales Document tab is used to accept or reject changes to the header information for the sales order. This can include changes to fields like requested ship dates, as well as billing and shipping address fields. Requested changes can be accepted or rejected en masse by checking their checkboxes before clicking the corresponding button.

| Time In Queue                       |                      | (0) EDI Order Changes Cross Dock Sales Line | (5) EDI Order Changes Sales Line Items | EDI Order Changes Sales Document |
|-------------------------------------|----------------------|---|--|----------------------------------|
|                                     |                      |   |  |                                  |
| <input type="checkbox"/>            | Timestamp            | Change Type                                 | Field Name                             | New Value                        |
| <input checked="" type="checkbox"/> | 4/29/2024 8:25:42 AM | Change                                      | Address_Line_1                         | 1 Microsoft Way                  |
| <input type="checkbox"/>            | 4/29/2024 8:25:42 AM | Change                                      | State                                  | WA                               |
| <input checked="" type="checkbox"/> | 4/29/2024 8:25:42 AM | Change                                      | Req_Ship_Date                          | 4/21/2022 12:00:00 AM            |
| <input checked="" type="checkbox"/> | 4/29/2024 8:25:42 AM | Change                                      | Zip                                    | 98052-6399                       |
| <input type="checkbox"/>            | 4/29/2024 8:25:42 AM | Change                                      | Ship_To_Address...                     | PRIMARY                          |
| <input checked="" type="checkbox"/> | 4/29/2024 8:25:42 AM | Change                                      | Address_Line_2                         |                                  |
| <input type="checkbox"/>            | 4/29/2024 8:25:42 AM | Change                                      | City                                   | Redmond                          |

Similarly, the EDI Order Changes Sales Line Items tab is used to accept or reject requested changes to the sales line items for the sales order. Changes for each line are grouped within the grid for easy visibility. If the Reprice Lines checkbox is checked when accepting line changes, each changed line will then be automatically repriced based on the changes.

| Service Transfers  |  | Time In Queue | (0) EDI Order Changes Cross Dock Sales Line | (5) EDI Order Changes Sales Line Items | EDI Order Changes Sales Document | EDI Processing |
|--|--|---------------|---|--|----------------------------------|----------------|
|  | <input type="checkbox"/> Reprice Lines |               |   |  |                                  |                |
| <input type="checkbox"/>   | Timestamp                              | Change Type   | Field Name                                  | New Value                              |                                  |                |
| <b>Line Number: 16,384 ; Component Seq Num: 0 ; Item Number: WIRE-MCD-0001</b> |  |               |   |  |                                  |                |
| <input checked="" type="checkbox"/>  | 4/29/2024 8:25:42 AM                   | Delete        | Item_Number                                 |  |                                  |                |
| <b>Line Number: 65,536 ; Component Seq Num: 0 ; Item Number:</b>               |  |               |   |  |                                  |                |
| <input type="checkbox"/>   | 4/29/2024 8:25:42 AM                   | Add           | Item_Number                                 | HD-20                                  |                                  |                |
| <input checked="" type="checkbox"/>  | 4/29/2024 8:25:42 AM                   | Add           | Quantity                                    | 10                                     |                                  |                |
| <input checked="" type="checkbox"/>  | 4/29/2024 8:25:42 AM                   | Add           | Req_Ship_Date                               | 4/9/2022 12:00:00 AM                   |                                  |                |
| <input type="checkbox"/>   | 4/29/2024 8:25:42 AM                   | Add           | Unit_Price                                  | 21                                     |                                  |                |

The EDI Order Changes Cross Dock Sales Line tab lets the user accept or reject requested changes to the sales lines' cross dock information. Changes are grouped by sales line item for easy visibility.

| (3) EDI Order Changes Cross Dock Sales Line                                |                      | (0) EDI Order Changes Sales Line Items | (7) EDI Order Changes Sales Document | EDI Process  |           |
|--|----------------------|--|--------------------------------------|--------------|-----------|
|  |                      |  |                                      |              |           |
| <input checked="" type="checkbox"/>  | Timestamp            | Change Type                            | Cross Dock Location                  | Field Name   | New Value |
| <b>Line Number: 16,384 ; Component Seq Num: 0 ; Item Number: 128 SDRAM</b> |                      |  |                                      |              |           |
| <input checked="" type="checkbox"/>  | 4/29/2024 8:40:00 AM | Change                                 | 0010                                 | Location_Qty | 3         |
| <input checked="" type="checkbox"/>  | 4/29/2024 8:40:00 AM | Change                                 | 0020                                 | Location_Qty | 1         |
| <input checked="" type="checkbox"/>  | 4/29/2024 8:40:00 AM | Change                                 | 0030                                 | Location_Qty | 2         |

