

#105109--Sending EDIFACT Electronic Orders

To send purchase orders via FTP:

1. [Change the current mode](#) to Send.

The pull-down menu default option is x purchase orders to PRINT, so the current list of purchase orders to print displays.

2. Select the x purchase orders to FTP option from the pull-down menu.

The current list of purchase orders to send via FTP displays.

3. [Limit by Location or Limit by Vendor](#), if desired, or mark the checkbox for each purchase order you do want to send electronically. Otherwise, all purchase orders displayed in the table will be sent.
4. Select the Ftp button.
5. In the Ftp Setup dialog, confirm if you want to Ftp all or Ftp selected purchase orders. At this point, you can cancel the process, if desired.
6. The following entries appear in the dialog for the vendor to whom you are sending purchase orders electronically. The vendor is indicated in the title of the dialog.
 - o Host: Choose the appropriate host from the drop-down menu
 - o Login: Enter your login for this vendor
 - o Password: Enter your password for this vendor
 - o Remote File Name: Information already provided

Fill out the requested information in the dialog and select Ftp or Cancel.

7. If you are sending purchase orders to more than one vendor, you will continue to see a Vendor dialogs for each vendor, as indicated in the title of the dialog. The dialog will also indicate how many vendors you have left to process by providing a count that indicates you are working on the <nth> of <x> vendors. Continue filling out the requested information in the Vendor dialog and select Ftp or Cancel until you reach the last vendor.

The toolbar and right-mouse menu allow you to [edit](#), [delete](#), and [move](#) purchase orders from the same screen used to send them electronically. As in any [table](#), you can sort the purchase orders by double-clicking on the column header by which you want to sort.