

SUPPLIER IMPLEMENTATION GUIDE

If you are not EDI capable, you will need to contact a third party service provider to handle the EDI translation for you. Millbrook uses Edict Systems as a third party Hosted Translation Service Provider and Easylink as thier VAN, and although Edict comes highly recommended, we do not mandate the use of a particular VAN. As the supplier, you are responsible for conforming to the Millbrook EDI standards as noted in each transaction set. Segment requirements are listed within the mapping of the individual transaction set. Some segments that are optional by standards are required by Millbrook for internal processing.

To begin the EDI process with Millbrook, please review the guidelines on this web site. Once you have reviewed the guidelines and feel you are ready to start set up, complete the EDI Trading Partner Profile and email it to EDI@MILLBROOKDS.com. Someone from Millbrook will contact you to start the set up process.

MILLBROOK'S EDI PROFILE

Headquarters and EDI Support Center

Millbrook Distribution Services Inc.
88 Huntoon Memorial Highway
Leicester, MA 01524
508.892.8171

Distribution Centers

Please refer to our Distribution Centers Link at
http://www.millbrookds.com/prod_internet/millbrook_support/dataservices.asp

Communication Method

All EDI transactions to and from our suppliers must pass through our VAN, Edict Systems (Easylink). You may connect to Edict through a VAN or a direct connect.

EDI Software

GXS Enterprise System and Application Integrator version 5.0

Current EDI Standard Supported

ANSI X12

Version Supported

004010

EDI SEND/RECEIVE QUALIFIER & ID

CODE	PRODUCTION	TEST
Qualifier	01	01
Send/Receive ID	006254387MB	006254387MBT

EDI DOCUMENTS CURRENTLY SUPPORTED

214 Freight Advice (Inbound)

810 Invoice (Inbound)

824 Application Advice (Outbound)

850 Purchase Order (Outbound)

856 Advance Ship Notice (Inbound)

TESTING/PRODUCTION REQUIREMENTS

PURCHASE ORDERS

1. Pull the Implementation Guide from the Millbrook Distribution Web Site.
2. Contact the EDI Help Desk if you have any questions that are not answered in the document.
3. Complete the Trading Partner Profile and email to EDI@Millbrookds.com.
4. Set Trading Partner ID information at your VAN.
5. Millbrook will contact you when set up is complete in the MB system. A time will be established for the test purchase order to be transmitted.
6. Millbrook expects a Functional Acknowledgement within 24 hours of receipt of transmission.
7. Supply feedback on processing of document through your system to the EDI@Millbrookds.com email address.
8. Once the Purchase Order processes through your system, please contact Millbrook regarding a schedule to move to production.
9. You will continue to receive faxed documents during the test period as well as a parallel period after the move to production.

TESTING/PRODUCTION REQUIREMENTS

INVOICES

1. Pull the Implementation Guide from the Millbrook Distribution Services Web Site.
2. Contact the EDI Help Desk if you have any questions that are not answered in this document.
3. Complete the Trading Partner Profile and email to EDI@Millbrookds.com.
4. Set Trading Partner ID information at your VAN.
5. Millbrook will contact you when set up is complete in the MB system. A time will be established for a test invoice to be transmitted to Millbrook.
6. Millbrook will confirm receipt of invoice.
7. If EDI standard errors occur, vendor will be contacted.
8. Vendor will be expected to correct these errors using Millbrook specifications.
9. If there are no issues in the translation, the test invoice will process via our AP test system.
10. Once a successful invoice processes through our AP system, Millbrook will contact vendor with a schedule to move to production.