



Electronic Inventory Replenishment Interface

With the Electronic Inventory Replenishment Interface, purchase orders for your Bridgestone vendor are created electronically and you receive advanced ship notices (also referred to as ASNs) when orders have been filled. If this document does not answer your questions about setting up or using the interface, call TireMaster Support at **800-891-7437** or log a support call in AtTask at <http://asatire.attask-ondemand.com>.

This document includes the following sections:

- ◆ “Requirements” on page 1
- ◆ “Installing the Electronic Inventory Replenishment Interface” on page 1
- ◆ “Preparing for Electronic Bridgestone Ordering” on page 3
- ◆ “Managing Electronic Bridgestone Orders” on page 8

Requirements

To use the Electronic Inventory Replenishment Interface, TireMaster 8.6.0 or TireMaster Point of Sale 3.8.6 (or a newer version of either product) needs to be installed on your computers.

Installing the Electronic Inventory Replenishment Interface

When you install the Electronic Inventory Replenishment Interface, run the installation on the server. You can also install it on workstations that will be used for placing orders with your Bridgestone vendor.

Installing the Electronic Inventory Replenishment Interface is a two-step process. First, locate the installation program using one of the following methods:

- ◆ Access the electronically-deployed installer from the **apps** shared directory. For more information, see “[Accessing an Electronically-Deployed Installer](#)” on page 2.
- ◆ Download the installer from the TireMaster Support site. For more information, see “[Downloading the Electronic Inventory Replenishment Interface Installer](#)” on page 2.

Once you’ve located an installer, complete the installation. For instructions, see “[Completing the Electronic Inventory Replenishment Interface Installation](#)” on page 2.

Note: TireMaster 8.6.0 or TireMaster Point of Sale 3.8.6 (or a newer version of either product) must be installed on your computers before you can install the Electronic Inventory Replenishment

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Interface. Install the Electronic Inventory Replenishment Interface on each computer that will be used for placing orders with your Bridgestone vendor.

Accessing an Electronically-Deployed Installer

If your TireMaster system is set up to download electronically-deployed installers as part of the nightly backup process, the installer for the Electronic Inventory Replenishment Interface is already available to you. Typically, installers are placed in one of the following locations:

- ◆ c:\TireMaster\apps
- ◆ c:\TMPOS\apps
- ◆ d:\QDSTM\apps
- ◆ c:\QDSTM\apps
- ◆ d:\TireMaster\apps
- ◆ d:\TMPOS\apps

Note: If your installers are downloaded to a different location, go to that folder instead.

To access an electronically-deployed installer

1. On the desktop of your TireMaster server, double-click **My Computer**. The My Computer screen appears.
2. Double-click the letter or icon for the drive in which TireMaster is installed. (Usually, it's the **c:** or **d:** drive.)
3. Double-click the TireMaster program folder (usually **c:\qdstm**, **d:\qdstm**, **c:\tiremaster**, **d:\tiremaster**, **c:\tmpos**, or **d:\tmpos**).

Double-click the **apps** folder, and locate the file **eirasn00000000-02030000.exe**. Once you've located the installer, complete the installation. For instructions, see "[Completing the Electronic Inventory Replenishment Interface Installation](#)" on page 2.

Downloading the Electronic Inventory Replenishment Interface Installer

The installer for the Electronic Inventory Replenishment Interface is available on the TireMaster Support site. Download the installer and save it on your computer.

Note: If you cannot download the installer from the TireMaster Support site, call TireMaster Support at **800-891-7437** and request a CD log a support call in AtTask at <http://asatire.attask-ondemand.com>.

To download the Electronic Inventory Replenishment Interface installer

1. Log on to <http://support.tiremaster.com>.
2. On the menu, click **Download Programs**. The Download Center page appears.
3. Click the Electronic Inventory Replenishment link. The File Download screen appears.
4. Depending on your operating system, click **Save** or select **Save this program to disk**. The Save As screen appears.
5. Select the location where you want to save the installer, and click **Save**.
6. When the download is complete, click **Close**.

Completing the Electronic Inventory Replenishment Interface Installation

Once you've located the installer for the Electronic Inventory Replenishment Interface, you can complete the installation.

Note: Install the Electronic Inventory Replenishment Interface on *each* computer that will be used for placing orders with your Bridgestone vendor.

To complete the Electronic Inventory Replenishment Interface installation

1. Close all other applications.
2. Navigate to the location where you saved the Electronic Inventory Replenishment Interface installer, and double-click **eirasn00000000-02030000.exe**. The TireMaster Installation Program screen appears.
3. Click **OK**. The TireMaster - Search Results screen appears.
4. Select the TireMaster location in which you want to install the interface and click **Install**. The installation begins.
5. At the end of the installation, click **Finish**.

Preparing for Electronic Bridgestone Ordering

Before you can use electronic ordering for Bridgestone items, you need verify that a group of inventory and security settings have been completed in TireMaster and that the Electronic Inventory Replenishment Interface has been set up.

Preparing to place electronic orders includes the following steps:

- ◆ [“Updating the Stocking Levels and Vendor Part Numbers for Bridgestone Items” on page 3](#)
- ◆ [“Assigning the Critical Message Permission” on page 4](#)
- ◆ [“Setting Up the Electronic Inventory Replenishment Interface” on page 4](#)
- ◆ [“Enabling or Disabling Automatic Pricing” on page 6](#)
- ◆ [“ASN Manager Clean Up” on page 6](#)

Updating the Stocking Levels and Vendor Part Numbers for Bridgestone Items

To ensure that orders can be placed with and filled by your Bridgestone vendor, you need to make sure the following is true for each Bridgestone item in your inventory:

- ◆ The minimum and maximum stocking levels have been set

The screenshot shows a software dialog box titled "Site Prices and Quantity (1700)". The "Description" field contains "Bridgestone Potenza : 100500 : P185/55R15". The "Min Stock" field is set to 4.0000 and the "Max Stock" field is set to 16.0000. The "Base Price" is 53.9900, "Last Cost" is 53.9900, "Std Cost" is 0.0000, and "Next Cost" is 53.9900. The "Location" field is empty, and "Misc Sort" is 0.0000. The "Sale Begin" and "Sale End" dates are both set to 03/03/2010. The "Sale Parts", "Sale Labor", and "Sale Price" fields are all set to 0.0000. At the bottom, there are buttons for "Levels", "OK", and "Cancel".

Note: Maximum stocking levels must be greater than 0, otherwise items will be excluded from suggested purchase orders.

- ♦ The vendor part number that has been assigned is an exact match of the vendor part number (also known as an article number or product ID) used by Bridgestone or Firestone.

The screenshot shows the 'Inventory Maintenance (12300)' window. It has tabs for 'General', 'Qty/Pricing', 'History', and 'Notes'. The 'General' tab is active. Fields include: Product Code: 100500, Size: P185/55R15, Rim Size: 15.00, Description: Bridgestone Potenza, Vendor Part#: 100500 (circled in red), Quick Look: 1855515, Part#: 1 397, Inventory (Y/N): Y, Type (G,C,F,D):, and Color/Spiff:.

Tip: Set stocking levels and assign vendor part numbers with Inventory List Editing. It's faster than updating items one-at-a-time. Instructions for updating information for more than one item are available in the TireMaster help system and user guide.

Assigning the Critical Message Permission

If the amount of an order will exceed a maximum dollar amount that you define (for details, see [“Setting Up the Electronic Inventory Replenishment Interface”](#) on page 4), the purchase order is not created. To receive notification of such an event, you need to belong to a security group that is assigned the permission **Message Critical Notice** (Figure 1). Instructions for assigning permissions to security groups and viewing TireMaster messages are available in the TireMaster help system and user guide.

The screenshot shows the 'Security Assignments (16340)' window. It has two sections: 'Selection' and 'Assignments'. Under 'Selection', 'Groups' is selected. Under 'Assignments', 'Permissions' is selected. The 'Groups' list includes Accountants, Administrator, Managers, and Mechanics. The 'Assigned' list includes Invoicing W/D Delete, Message Critical Notice (highlighted in blue), Message Marketing Notice, and Message Support Notice.

Figure 1: The Permission, Message Critical Notice, is Assigned to a User Group

Setting Up the Electronic Inventory Replenishment Interface

Before you can use the Electronic Inventory Replenishment Interface to place orders and receive advanced ship notices, you need to complete various settings that allow TireMaster to communicate with Bridgestone.

To set up the Electronic Inventory Replenishment Interface

1. From the **Interfaces** menu, select **EIR Setup**. The TireMaster - ASN Setup screen appears.

Note: The settings completed on the ASN Setup screen are also available on TireMaster's System Controls screen. (See the order fulfillment controls on the **Vendor** and **Other** tabs.)

2. Type the store ID number assigned to you by Bridgestone. You can get this number from TireMaster Support.

3. Type the maximum dollar amount that you want to spend on orders.

Note: If an order will exceed the maximum dollar amount, a purchase order is not created and a notification is sent to you via TireMaster's message center. To view Electronic Inventory Replenishment notifications, you need to belong to a security group that is assigned the permission **Message Critical Notice**. For more information, see "[Assigning the Critical Message Permission](#)" on page 4.

4. Define how to handle orders.

- a. For **Order Fulfillment**, make sure **On** is selected.
- b. If you want to be able to update items, prices, and quantities before Bridgestone orders are placed, set **Complete PO** to **Off**. If you want orders to be placed without allowing changes from you, select **No** instead.



Note: When **Complete PO** is set to **Off**, you need to click **Order** on TireMaster's Purchase Order screen to send orders to Bridgestone. When **Complete PO** is turned on, orders are sent to Bridgestone without intervention from you.

5. Type the base file name assigned to you by Bridgestone. You can get this number from TireMaster Support.
6. Define which manufacturer's products will be ordered from your Bridgestone vendor.
 - a. Click the **MFG Code** field and press . The Manufacturer List appears.

Note: If the Manufacturer List doesn't open, reinstall the Bridgestone Inventory Replenishment Interface.

- b. Select one or more manufacturers. For multiple manufacturers, press **Ctrl** while making each selection. A dot next to the manufacturer code ( BRI Bridgestone) means a manufacturer has been selected.
- c. Click **OK**.

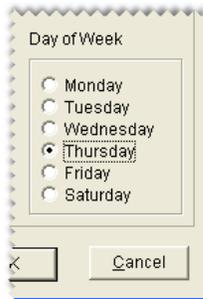
7. Define your Bridgestone vendor.

- a. Click **Vendor**. TireMaster prompts you for the vendor's name.
- b. Type all or part of the vendor's name and click **OK**.

Note: If the Vendor List appears, select your Bridgestone vendor and click **OK**.



8. Select the day of the week on which suggested purchase orders will be electronically created.



9. To save your changes, click **OK**.

Enabling or Disabling Automatic Pricing

You can define whether electronic Bridgestone orders are priced automatically when processing them with the ASN Manager. With automatic pricing, an order's receiving document and vendor invoice document are generated simultaneously. When automatic pricing is disabled, you have the option to price an order as soon as you've completed a receiving document or you can price it later.

To enable or disable automatic pricing

1. From the **Setup** menu, select **System Controls**. The System Controls screen appears.
2. Click the **Other** tab.
3. Select **Order Fulfillment - ASN Auto Price** and press **Enter**.
4. To generate an order's receiving document and vendor invoice document simultaneously, select **Yes**. If you want to be able to choose when an order is priced, select **No**.
5. Click **OK** to save your changes.

Note: The other order fulfillment controls listed on the screen are the same settings that are completed on the ASN Setup screen. For more information, see ["Setting Up the Electronic Inventory Replenishment Interface" on page 4](#).

ASN Manager Clean Up

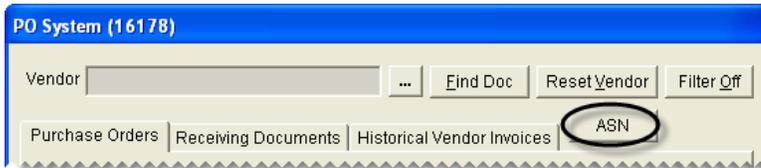
Depending on your previous ordering history with Bridgestone, your ASN Manager might include documentation for orders that were received before you installed the Electronic Inventory Replenishment Interface. If your ASN Manager includes bills of lading and order documents that you don't need, you can remove them.

Deleting Bills of Lading from the ASN Manager

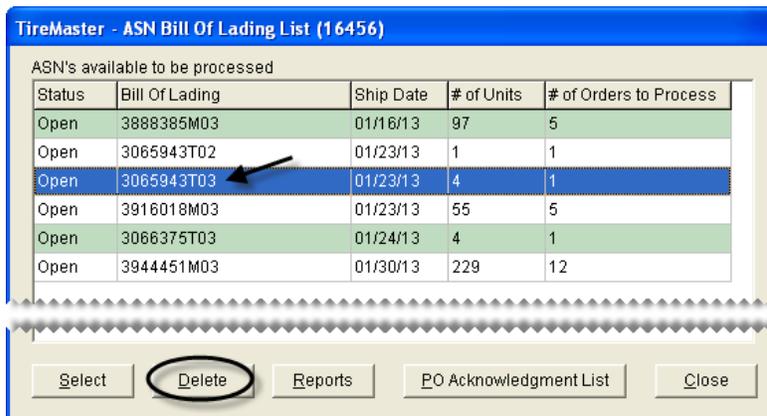
If your ASN Manager includes bills of lading for orders that were delivered before you installed the Electronic Inventory Replenishment Interface, you can delete them. Deleting a bill of lading removes the bill of lading itself along with all of the orders associated with it.

To delete a bill of lading

1. Open the ASN Manager.
 - a. Click **PO List** to open the PO System.
 - b. Click **ASN**. The TireMaster - Bill of Lading List appears.



2. Select the bill of lading that you want to remove, and click **Delete**. A confirmation message appears.



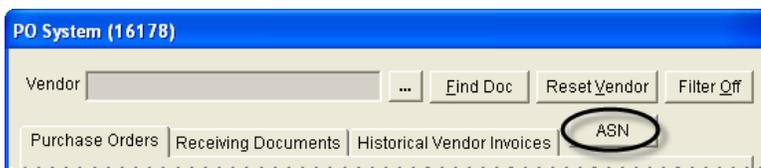
3. Click **Yes**.
4. Close the TireMaster - Bill of Lading List and the PO System screen.

Deleting Orders from the a Bill of Lading

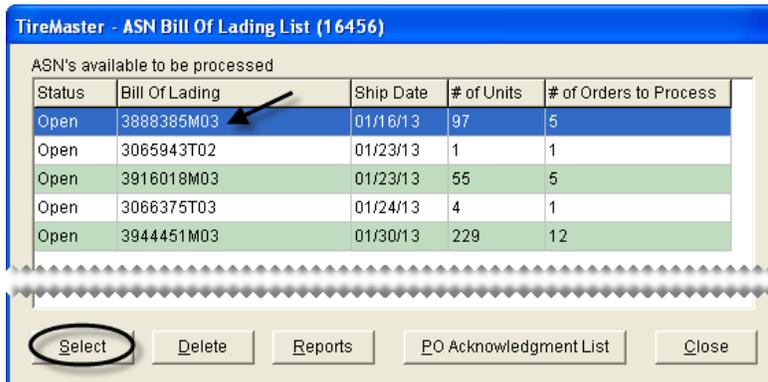
Orders that were delivered before you installed the Electronic Inventory Replenishment Interface can be deleted from a bill of lading. When a bill of lading includes duplicate TireMaster purchase order numbers, deleting one order removes all of the matching PO numbers from the bill of lading as well.

To delete orders from the ASN Manager

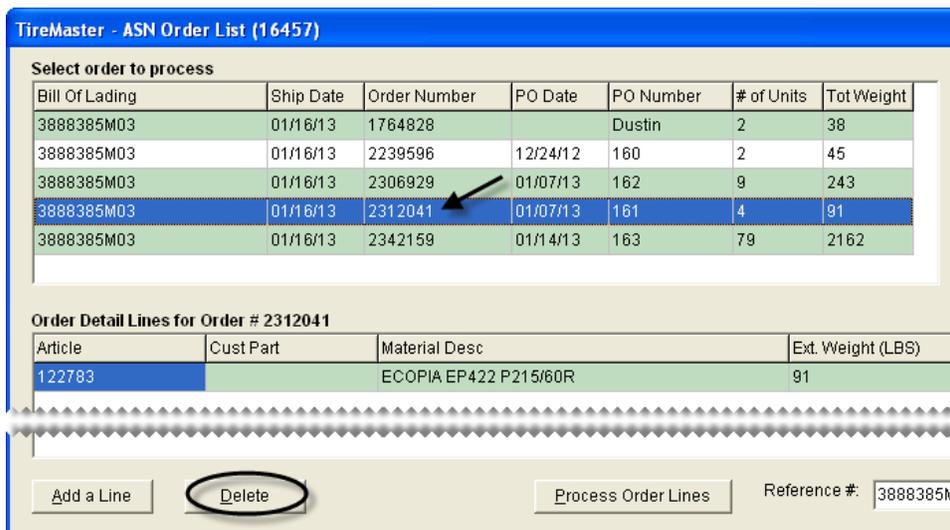
1. Open the ASN Manager.
 - a. Click **PO List** to open the PO System.
 - b. Click **ASN**. The TireMaster - Bill of Lading List appears.



2. Select the bill of lading that includes the order you want to delete, and click **Select**. The TireMaster - ASN Order List appears.



3. Select the order that you want to remove from the bill of lading, and click **Delete**. A confirmation message appears.



Note: The orders on the ASN Order List include both the Firestone order number and the TireMaster PO number.

4. Click **Yes**.
5. Close the TireMaster - ASN Order List, the TireMaster - ASN Bill of Lading List, and the PO System screen.

Managing Electronic Bridgestone Orders

When a suggested purchase order is created, it is either sent to Bridgestone electronically or you can make changes to the order before it goes to Bridgestone. When ordered items leave the warehouse, Bridgestone sends you an advanced ship notice. When the order is delivered, you can receive and price the items. Managing electronic Bridgestone orders includes the following:

- ◆ [“The Electronic Inventory Replenishment Process” on page 9](#)
- ◆ [“Updating and Sending Bridgestone Orders” on page 10](#)

- ◆ “Updating Vendor Part Numbers” on page 11
- ◆ “Viewing and Printing Electronic Bridgestone Orders” on page 12
- ◆ “Handling Missing Purchase Orders” on page 13
- ◆ “Using Electronic Sending for Manual Orders” on page 13
- ◆ “Viewing PO Acknowledgments” on page 14
- ◆ “Receiving and Pricing Orders Electronically” on page 14
- ◆ “Receiving Items You Didn’t Order” on page 16
- ◆ “Adding Items to TireMaster from the ASN Manager” on page 18
- ◆ “Generating an ASN Order Listing” on page 19
- ◆ “Generating an ASN Change Report” on page 20
- ◆ “Changing Your Ordering Day” on page 21

The Electronic Inventory Replenishment Process

Once a week, a suggested purchase order is electronically created for items whose quantities have dropped below minimum stocking levels set in TireMaster. The suggested purchase order is created at 2:00 PM on the day defined in the interface setups. For more information, see [“Setting Up the Electronic Inventory Replenishment Interface” on page 4](#).

Note: Unpriced items (from previous orders) are included in the minimum quantity calculated for the suggested POs created for Bridgestone. **Example:** A tire whose minimum quantity is set to 8 will *not* be placed on a suggested purchase order if its on-hand quantity is 2 and its unpriced quantity is 6.

Depending on how the Electronic Inventory Replenishment Interface is set up, the suggested PO is sent to Bridgestone electronically or you can update the suggested PO and send the order yourself. Updating the suggested purchase order includes adding and deleting items and updating costs and quantities.

Note: To successfully place orders, the vendor part numbers assigned to items in TireMaster must match the vendor part numbers (also known as article numbers or product IDs) used by Bridgestone and Firestone. If you’re using fully automated ordering, a purchase order will be created but it won’t be sent to Bridgestone when there is a mismatch between vendor part numbers. In this scenario, you’ll need to open the PO (its status color will be green for open) and update the vendor part numbers. For more information, see [“Updating Vendor Part Numbers” on page 11](#).

If the total of a suggested purchase order exceeds the maximum order amount defined in the setups for the interface, an order is not created. To override the maximum order amount, create a suggested PO manually and then send it to Bridgestone via the Electronic Inventory Replenishment Interface. For more information, see [“Handling Missing Purchase Orders” on page 13](#).

Next, Bridgestone begins to fill and ship the order. Depending on what Bridgestone has in stock, an order will be sent to you in one shipment or multiple shipments. In other words, you might need to process several shipments before you receive all of the items on one purchase order. When a shipment leaves the warehouse, Bridgestone also sends you a file called an ASN (advanced ship notice). This file is sent electronically and is available in your TireMaster system’s ASN Manager. Once a shipment is delivered, you can receive and price the items in TireMaster.

Updating and Sending Bridgestone Orders

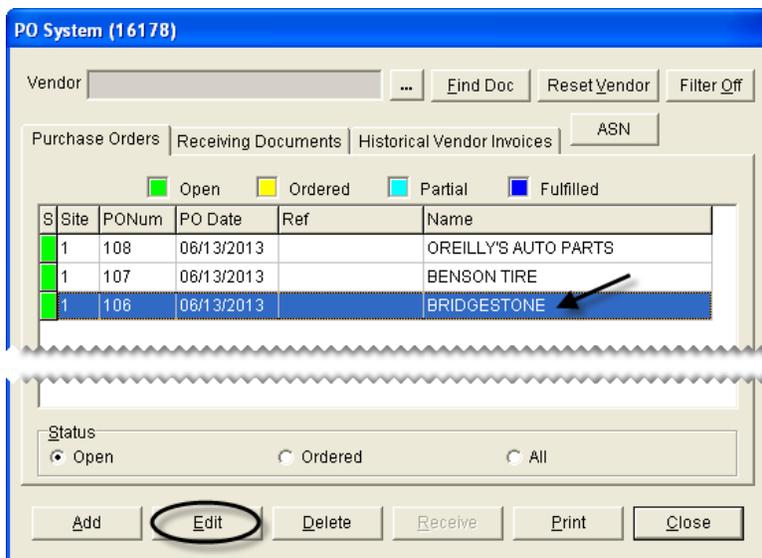
If the settings for the Electronic Inventory Replenishment Interface allow you to update suggested purchase orders, you can make changes such as adding items and updating quantities. Then you need to send the order to Bridgestone.

To update and send Bridgestone orders

1. In TireMaster, click **PO List**.



2. Make sure the **Purchase Orders** tab is selected and the select the status of **Open**.
3. Select the purchase order for your Bridgestone vendor, and click **Edit**.



4. Type a reference number for the order (optional).
5. Make the following changes as needed:
 - ◆ Add items to or delete items from the purchase order.
 - ◆ Change the quantities of one or more items.
 - ◆ Change the price (your cost) of one or more items.
6. Click **Order**. The Report Window opens and displays a copy of the purchase order. If the Inventory Replenishment screen opens first, update any items for which there are vendor part number errors. For more information, see [“Updating Vendor Part Numbers”](#) on page 11.



7. Print the purchase order and close the Report Window.

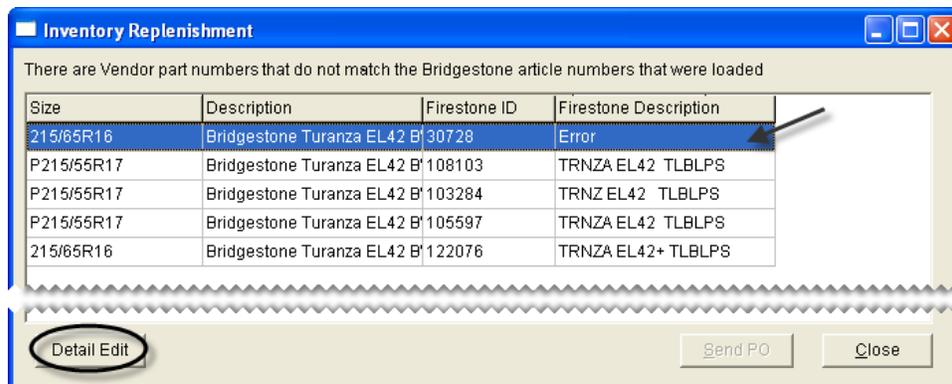
Updating Vendor Part Numbers

For orders to be successfully placed, the vendor part numbers assigned to items in TireMaster need to match the vendor part numbers (also known as article numbers or product IDs) used by Bridgestone and Firestone. If there are items whose vendor part numbers need to be updated, you'll be prompted to make the necessary corrections when placing an order.

To update vendor part numbers

1. If you haven't already done so, click **Order** on the Purchase Order screen. The Inventory Replenishment screen appears.
2. Select an item whose vendor part number needs to be updated. Then click **Detail Edit**.

Note: Items whose vendor part numbers need to be updated display the message *Error* in the **Firestone Description** column.



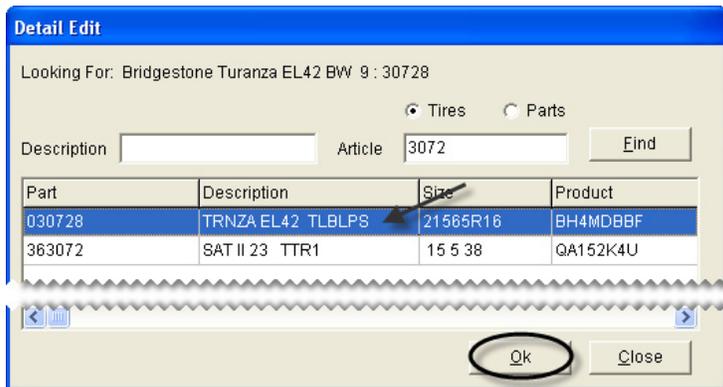
3. Depending on the type of item being updated, select either **Tires** or **Parts**.
4. Type a full or partial description, article number, or both. Then click **Find**.



Tip: Information about the item you're looking for is displayed at the top of the screen.

Note: For some items, a partial article number might already be entered for you.

5. Select the item that matches the one on the purchase order, and click **OK**.



6. Repeat steps 2 through 5 for any additional items whose vendor part numbers need to be updated.
7. To save the vendor part number changes in TireMaster, Click **Send PO**.



Viewing and Printing Electronic Bridgestone Orders

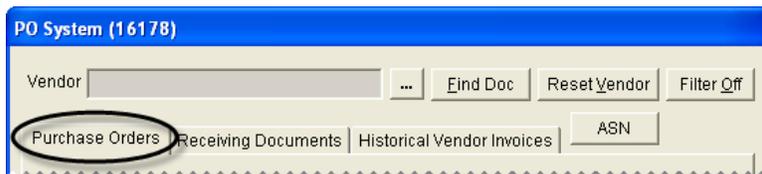
You can view and print purchase orders placed with your Bridgestone vendor via the Electronic Inventory Replenishment Interface.

To view and print electronic Bridgestone orders

1. In TireMaster, click **PO List**.



2. Make sure the **Purchase Orders** tab is selected.



3. Select the order's status.
 - ◆ If the order hasn't been sent to your Bridgestone vendor, select **Open**.



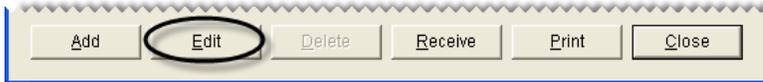
Note: You'll have open purchase orders for your Bridgestone vendor only if you're allowed to update suggested reorders before they're sent.

- ◆ If the order has already been sent to your Bridgestone vendor, select **Ordered**.

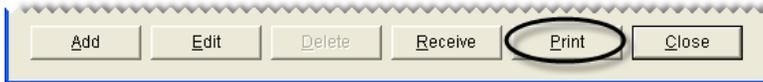


4. View or print the order:

- ◆ To view a Bridgestone order, select it and click **Edit**.



- ◆ To print a Bridgestone order, select it and click **Print**. When the Report Window opens, click **Print**.



Handling Missing Purchase Orders

If the Electronic Inventory Replenishment Interface doesn't create a suggested purchase order, TireMaster sends you a notification via the message center. Suggested POs are not generated for the following reasons:

- ◆ The order total would exceed the maximum dollar amount defined in the interface settings
- ◆ Maximum stocking levels have not been set for items that you order from your Bridgestone vendor
- ◆ You have enough inventory on hand

If you want to place an order with your Bridgestone vendor anyway, you can create a purchase order manually and use electronic sending to transmit the order. This process ensures that an advanced ship notice will be generated when the order is ready. For instructions, see [“Using Electronic Sending for Manual Orders” on page 13](#). Information about the message center is available in the TireMaster help system and user guide.

Using Electronic Sending for Manual Orders

You can use electronic sending to transmit manually created purchase orders and suggested POs to Bridgestone. Using electronic sending allows you to receive advanced ship notices for orders that weren't generated by the Electronic Inventory Replenishment Interface. Electronic sending occurs when the tracking number for a purchase order meets specific formatting requirements.

To use electronic sending for manual orders

1. In TireMaster, create a purchase order or a suggested PO for your Bridgestone vendor. Instructions for creating purchase orders and suggested POs are available in the TireMaster help system and user guide.
2. On the Purchase Order screen, type a tracking number for the order if one is available.

3. Select the **EIR Order** check box. The prefix A- is added to the tracking number.



The screenshot shows a software interface with a blue header bar. Below it, there are two main sections. The left section has a 'Shipped Via' label above a text input field. Below that is a 'Tracking #' label followed by the text 'A-B8892'. An arrow points to the 'A-' prefix. To the right of the tracking number is a checkbox labeled 'EIR Order' which is checked. The right section has an 'EOB' label above two radio buttons: 'Source' (unselected) and 'Destination' (selected).

Note: The prefix A- allows the order to be placed electronically via the Electronic Inventory Replenishment Interface.

4. Click **Order**. The Report Window opens.



The screenshot shows a window with a blue border and a white background. It contains five buttons arranged in a grid: 'Add' (top-left), 'Delete' (top-right), 'Unit Price' (middle-left), 'Close' (bottom-left), and 'Order' (bottom-right). The 'Order' button is circled in red.

5. Print the purchase order and close the Report Window.

Viewing PO Acknowledgments

When an order is received by the warehouse, Bridgestone will send you a PO acknowledgment. The acknowledgment lets you know that the order is being processed. The acknowledgment includes the *scheduled* shipping date, the TireMaster PO number and PO date, and the corresponding Bridgestone order number.

Note: For orders placed by phone or fax, the TireMaster PO number and PO date are blank.

There are two ways to view PO acknowledgments:

- ◆ When there is a new PO acknowledgment, a notification message appears when you open the ASN manager. (Click the **ASN** button on the PO System screen.) In this scenario, click **OK** to close the notification message and go directly to the PO Acknowledgment List. Closing the PO Acknowledgment List, will then take you directly to the TireMaster - ASN Bill of Lading List.
Tip: If you you're not interested in viewing new notifications, press **Enter** on the computer's keyboard *twice* to quickly move to the TireMaster - ASN Bill of Lading List.
- ◆ For existing PO acknowledgments, click **PO Acknowledgment List** on the TireMaster - ASN Bill of Lading List.

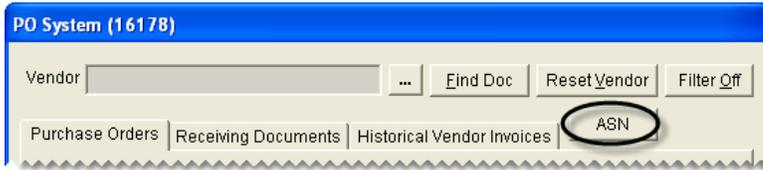
Receiving and Pricing Orders Electronically

When a shipment arrives from Bridgestone, you'll receive paperwork that includes a bill of lading and packing slips for the orders in the shipment. You need to refer to both of these documents when receiving and pricing items with the Electronic Inventory Replenishment Interface.

To electronically receive and price an order

1. Record the quantity of each item delivered on the packing slips for the shipment.
2. In TireMaster, open the ASN Manager.
 - a. Click **PO List**. The PO System screen appears.

- b. Click **ASN**. The TireMaster - ASN BOL List appears. For each bill of lading, the list shows the number of units ordered and the number of purchase orders that can be processed.

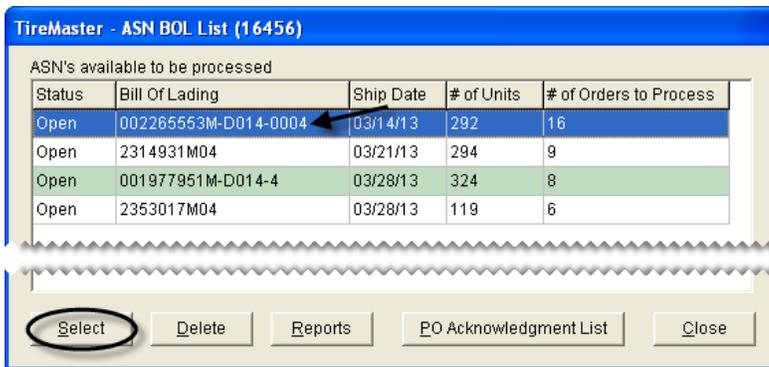


Note: If the **ASN** button is not available, you need to set the control **ASN Manager** to Yes. This setting is on the **Other** tab of the System Controls screen.

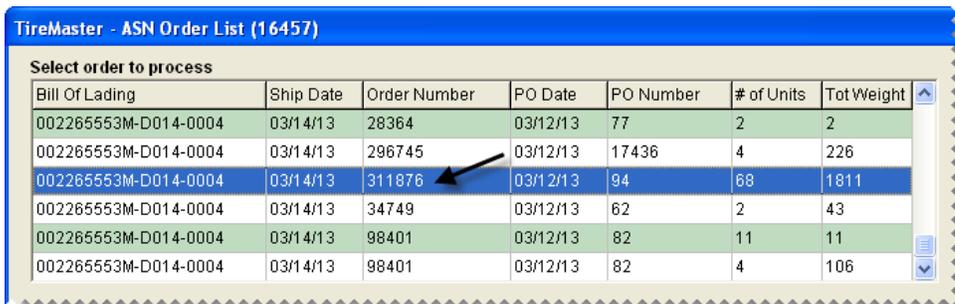
- 3. Look up the order that you want to receive and price.
 - a. Locate the bill of lading number on the packing slip for the order you want to receive and price.

Note: Because a bill of lading number can be associated with multiple purchase orders, the packing slip will also include both the Bridgestone order number and the corresponding TireMaster PO number.

- b. Select the matching bill of lading on the ASN List, and click **Select**. The TireMaster - ASN Order List appears.



- c. In the top panel, select the order that you want to process. The ASN Manager displays the items included in that order on the bottom panel.



Note: The top panel displays both the Bridgestone order number and the TireMaster PO number. If the order was placed by phone, other information, such as the caller's name is displayed in the **PO Number** column.

4. Update the quantities of the items that were delivered.
 - a. Select the **Update Rcvd Qty with Dlvry Qty** check box. This makes the number of items received the same as the number of items shipped by Bridgestone. A confirmation message appears.

Enter Qty Received	
Update Rcvd Qty with Dlvry Qty <input checked="" type="checkbox"/>	
Shipped Qty	Qty Received
2	2

Tip: If an item's received quantity differs from the delivered (shipped) quantity, type the correction in the **Qty Received** column after selecting the check box. This method of entering received quantities is faster than entering the amounts one at a time.

- b. Click **Yes**.
5. If the shipment included an item that you didn't order, manually add it to the order. For instructions, see ["Receiving Items You Didn't Order"](#) on page 16.
6. If you want to enter your own reference number for the order, type it in the **Reference#** field. Otherwise, the order's bill of lading number will be used as the reference number.
7. To receive and price the order, click **Process Order Lines**. Then do one of the following:

- ♦ If a confirmation message appears, click **Yes** and go to step 8.
 - ♦ If the order includes an item that needs to be added to TireMaster, the TireMaster - ASN Article Lookup screen appears. You can add the item to TireMaster directly from the ASN Manager. For more information, see ["Adding Items to TireMaster from the ASN Manager"](#) on page 18.
8. Print the receiving document and close the Report Window. One of the following occurs:
 - ♦ If automatic pricing is enabled, the Report Window *reopens* and displays the vendor invoice document. You can then print the vendor invoice document and close the Report Window.

Note: For information about enabling or disabling automatic pricing, see ["Enabling or Disabling Automatic Pricing"](#) on page 6.
 - ♦ If automatic pricing is disabled, TireMaster prompts you to price the receiving document. If you click **Yes**, the Vendor Invoice screen appears. You can then click **Complete** and print the vendor invoice document. If you click **No** after the prompt, you can price the order later. Information about (manually) pricing orders is available in the TireMaster help system and user guide.

Note: If you decide to price the order later, it will be listed on the PO System screen's **Receiving Documents** tab and it will be assigned the status **Received (Un-Priced)**.

Once you've received an order, you can receive and price another order or close the ASN Manager and the PO System.

Receiving Items You Didn't Order

If a shipment from Bridgestone includes an item that you didn't order, you can add it to the receiving document from the ASN Manager.

To receive items you didn't order

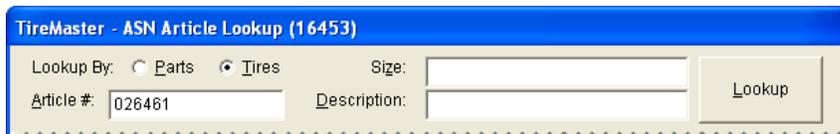
1. On the TireMaster - ASN Order List, click **Add a Line**. The TireMaster - ASN Article Lookup screen appears.



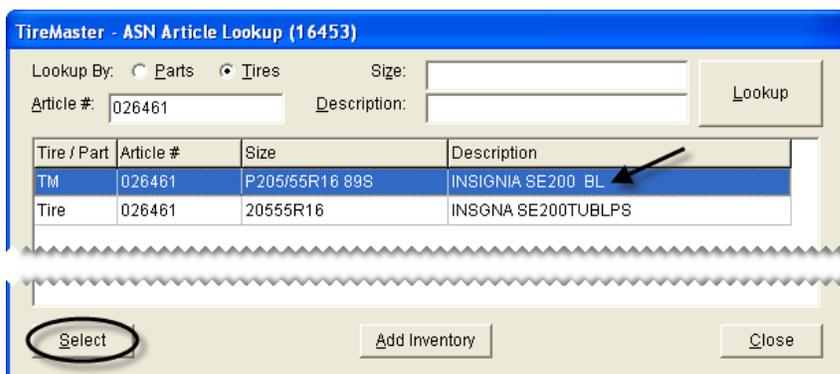
2. If item is a tire, make sure the **Look By** option is set to **Tires**. Otherwise, select **Parts**.



3. Type the item's Bridgestone article number (full or partial), size (without letters or slashes), or description. Then click **Lookup**. The ASN Manager retrieves all matching items available from Bridgestone and your TireMaster inventory.



4. Select the item that's the best match for the one shipped, and click **Select**. One of the following happens:
 - ◆ If the item is already in your inventory, it's added to the order.
 - ◆ If the item is not in your inventory, you'll be prompted to add it to TireMaster. For more information, see ["Adding Items to TireMaster from the ASN Manager"](#) on page 18.



Note: To distinguish between Bridgestone and TireMaster items, look at the entry in the **Tire/Part** column. The codes *Tire* and *Part* identify items from Bridgestone, and the code *TM* identifies items in your TireMaster inventory.

5. Update the quantities received for the item you just added.

Tip: If you haven't already updated the quantities received for those items that were not added manually, select the **Update Rcvd Qty with Dlvry Qty** check box or type the quantity received for each item.
6. Continue to receive and price the order as usual. For more information, see ["Receiving and Pricing Orders Electronically"](#) on page 14.

Adding Items to TireMaster from the ASN Manager

If Bridgestone ships an item that has not been set up in TireMaster, you can add it to your inventory directly from the ASN Manager.

Note: If the item you're trying to receive isn't set up in TireMaster, the ASN Article Lookup screen will open when you try to process an order.

To add items to TireMaster from the ASN Manager

1. On the TireMaster - ASN Article Lookup screen, look up the item that you need to add to TireMaster.
 - a. If the item is a tire, make sure the **Lookup By** option is set to **Tires**. Otherwise, select **Parts**.

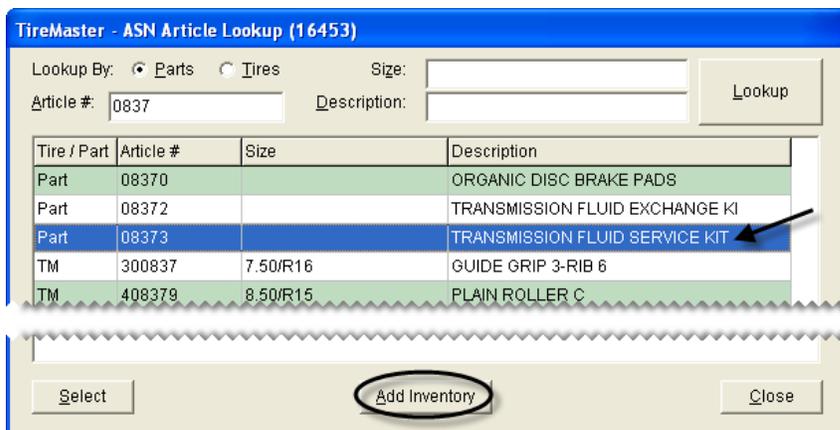


- b. Enter the item's Bridgestone article number (full or partial), size (without letters and slashes), or description. Then click **Lookup**. The ASN Manager retrieves all matching items available from Bridgestone and your TireMaster inventory.



Note: To distinguish between Bridgestone and TireMaster items, look at the entry in the **Tire/Part** column. The words *Tire* and *Part* identify items from Bridgestone, and the code *TM* identifies items in your TireMaster inventory.

2. Select the item that's the best match, and click **Add Inventory**. The Custom Inventory Lookup screen appears.



3. Add the item to TireMaster. For information about adding items to TireMaster, refer to the TireMaster help system or user guide. If additional items on the order are not set up in TireMaster, you'll be prompted to add them as well before you can finish receiving and pricing.
4. When you add the item, enter the Bridgestone article number in TireMaster's **Vendor Part#** field.

Generating an ASN Order Listing

The ASN Order Listing shows the items included on one or more orders, along with the total weight and the quantities shipped and received. The listing can be limited to orders that have not been completed, or you can include both completed and uncompleted orders.

To generate an ASN Order Listing

1. Open the ASN Manager.
 - a. Click **PO List** to open the PO System.
 - b. Click **ASN**. The TireMaster - Bill of Lading List appears.



2. Click **Reports**. The TireMaster - ASN Reports screen appears.



3. Make sure **Print Orders** is selected.
4. Define one or more of the following parameters, or select the **Date Range** check box and enter a beginning and ending date:
 - ◆ Bill of lading number
 - ◆ PO number
 - ◆ Order number
 - ◆ Article number
5. Click **Print**. TireMaster prompts you to limit the report to uncompleted orders only.



6. For a report listing only uncompleted orders, click **Yes**. For both completed and uncompleted orders, click **No**. The Report Window opens.
7. Print the report and close the Report Window.

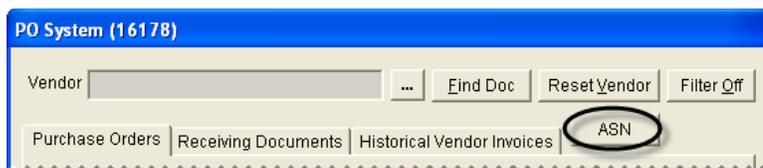
Generating an ASN Change Report

If there are differences between the original purchase order that you sent to your Bridgestone vendor and the items shipped, you can identify what has changed by comparing the ASN Change Report and the entries on the Purchase Order screen. Depending on how an order is filled, the report can show the following:

- ◆ If an item's shipped quantity matches the quantity originally ordered, nothing is displayed on the report for that item.
- ◆ If an item's shipped quantity is different than the quantity ordered, the report shows the quantity that has been shipped.
- ◆ If your Bridgestone vendor shipped an item that wasn't included on the original purchase order, the report displays a message along with the shipped quantity of that item.
- ◆ If your Bridgestone vendor does not ship an item, a message is included on the report. You should delete that item from the PO before creating a receiving document.

To generate an ASN Change Report

1. Open the ASN Manager.
 - a. Click **PO List** to open the PO System.
 - b. Click **ASN**. The TireMaster - Bill of Lading List appears.

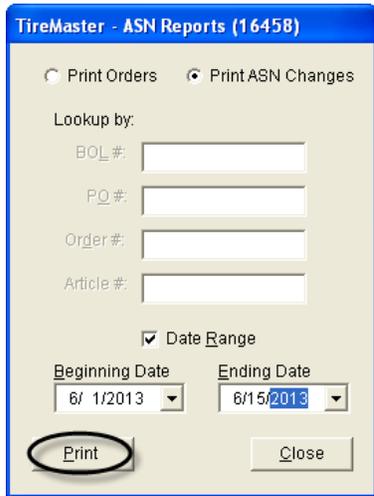


2. Click **Reports**. The TireMaster - ASN Reports screen appears.



3. Make sure **Print ASN Changes** is selected.
4. Define one or more of the following parameters, or select the **Date Range** check box and enter a beginning and ending date:
 - ◆ Bill of lading number
 - ◆ PO number
 - ◆ Order number
 - ◆ Article number

5. Click **Print**. The Report Window opens.



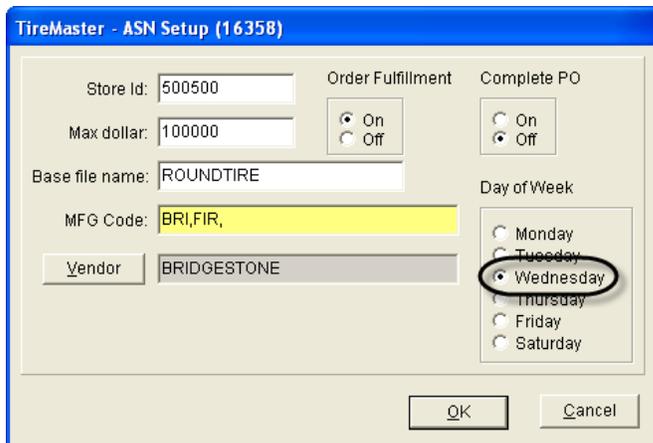
6. Print the report and close the Report Window.

Changing Your Ordering Day

Occasionally, you might need to change the day of week on which purchase orders are electronically generated. For example, if your POs are normally generated on Thursdays, you might want to change the ordering day to Wednesday for the week of Thanksgiving. The ordering day can be changed by temporarily updating the settings for the Electronic Inventory Replenishment Interface.

To change your ordering day

1. From the **Interfaces** menu, select **EIR Setup**. The TireMaster - ASN Setup screen appears.
2. Select a different day of the week.



3. To save your changes, click **OK**. When you want to resume your regular schedule for generating POs, change the setting back to your normal ordering day.

