

# TWW Interface 4.0

The TWW Interface streamlines the ordering process from Tire Wholesale Warehouse, because it allows for direct communication between your TireMaster system and your TWW distribution center. If you have questions about setting up and using the interface that this document doesn't answer, log a support call in Workfront<sup>TM</sup> (formerly AtTask) at http://asatire.attask-ondemand.com or call **800-891-7437**.

# Requirements

To use the TWW Interface 4.0, you need the following:

- TireMaster 8.9.0 or TireMaster Point of Sale 3.8.9 (or a new version of either product) installed on your TireMaster server and workstations
- An Internet connection for your TireMaster server and any workstations used for looking up and ordering items from TWW

# **Installing the TWW Interface**

The TWW Interface must be installed on your TireMaster server. Installing it on one or more workstations is optional.

## Accessing an Automatically-Deployed Installer

If your TireMaster system is set up to download automatically-deployed installers as part of the nightly backup process, the installer for the TWW 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 automatically-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.)

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- 3. Double-click the TireMaster program folder (usually c:\qdstm, d:\qdstm, c:\tiremaster, d:\tiremaster, c:\tiremaster, or d:\tiremaster, or d:\tiremaster, d:\tiremaster,
- **4.** Double-click the **apps** folder, and locate the file **tmtww0000000-04000000.exe**. Once you've located the installer, complete the installation. For instructions, see "Completing the TWW Interface Installation" on page 2.

## **Downloading the TWW Interface Installer**

The installer for the Bridgestone TWW 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, log a support call in Workfont (formerly AtTask) at <a href="http://asatire.attask-ondemand.com">http://asatire.attask-ondemand.com</a> or call TireMaster Support at **800-891-7437** and request a CD.

### To download the Bridgestone TWW 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 link for the TWW Interface. Depending on your browser, you'll be prompted to save or run the file.
- **4.** Select the location where you want to save the installer, and click **Save**.
- 5. When the download is complete, click Close.

### Completing the TWW Interface Installation

Once you've located the installer for the Bridgestone TWW Interface, you can complete the installation.

**Note:** Install the Bridgestone TWW Interface on your TireMaster server.

#### To complete the TWW Interface installation

- 1. Close all other applications.
- 2. Navigate to the location where you saved the TWW Interface installer, and double-click tmtww0000000-04000000.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.

## **Setting Up the TWW Interface**

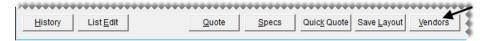
Before you can use the TWW Interface, you need to complete settings that allow your TireMaster system to communicate with Tire Wholesale Warehouse. If you'll also use the interface to automatically generate suggested POs for your TWW vendor each week, complete those settings as well.

### **Entering Your TWW Account Information**

When you establish an account with TWW, you'll be given a user name and password that allow you to electronically access your TWW distribution center. These settings need to be entered in TireMaster before you can use the TWW Interface.

### To enter your TWW account information

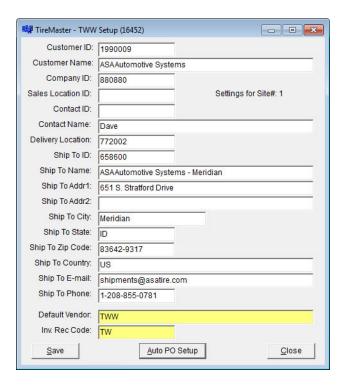
- 1. Begin the process of looking up an item.
  - a. Click **Inventory**. The Custom Inventory Lookup screen appears.
  - **b.** Enter search parameters for an item, and click **OK**. The Inventory List appears.
- 2. Click **Vendors**. The TireMaster TWW Interface screen appears.



**3.** Click **Setup**. The TireMaster - TWW Interface Setup screen appears.



- **4.** Type your store name, your contact person's name, and the customer ID, company ID, sales location ID, and contact ID numbers assigned to you by TWW.
- **5.** Type the ship-to ID, name, contact information, and delivery location. (Delivery location is required.)
- **6.** Click the **Default Vendor** field and press . Then select your TWW distribution center from the Vendor List and click **OK**. The default vendor is required.
- 7. Click the **Inv. Rec Code** field and press \( \tilde{\gamma} \). Then select the reconciliation code for your TWW distribution center from the Vendor List and click **OK**. The vendor's reconciliation code is required.



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- 8. Click Save.
- **9.** Define one or more manufacturers and the ordering day (if any) for suggested TWW reorders. For instructions, see "Preparing for Suggested Ordering" on page 4.

## **Preparing for Suggested Ordering**

The TWW Interface includes a suggested reorder report that can be used to generate purchase orders for your TWW vendor based on the manufacturer and stocking levels for your items. The TWW Suggested Reorder Report can be automatically generated by the interface once a week, and you have the option to run it manually at any time.

To prepare for suggested ordering from TWW, complete the following tasks:

- Make sure minimum stocking levels are defined for each inventory item that will be ordered from TWW.
- Assign the TWW Suggested Reorder Report to the security groups that include employees who are allowed to order from TWW.
- Define the manufacturers whose items you'll order from TWW, and the day of the week on which suggested orders are created.

### To prepare for suggested TWW ordering

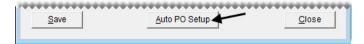
- 1. Use Inventory List Editing to set minimum stocking levels for items you'll order from TWW. Instructions for updating items with Inventory List Editing are available in the TireMaster help system and user guide.
- 2. Assign the TWW Suggested Reorder Report to the security groups whose members will order from TWW. Instructions for assigning reports to security groups are available in the TireMaster help system and user guide.
- **3.** Open the TWW Replenishment Setup screen, so you can define the manufacturers for TWW orders and whether orders should occur on a specific day of the week.
  - **a.** Begin the process of looking up an item. When the Inventory List appears, click **Vendors**. The TireMaster TWW Interface screen appears.



**b.** Click **Setup**. The TireMaster - TWW Setup screen appears.

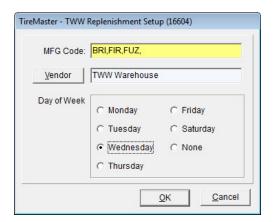


c. Click Auto PO Setup. The TireMaster - TWW Replenishment Setup screen appears.



- **4.** Define the manufacturers whose items you'll include on suggested TWW orders.
  - **a.** Click the **MFG Code** field and press . The Manufacturer List appears.
  - **b.** Press the Ctrl key, and select each manufacturer you want to include. Then click OK.

- c. Click Vendor. Then look up your TWW vendor.
- **5.** Define whether TWW orders should always be generated on the same day of the week, by selecting a specific day. Otherwise, select **None**.



**Note:** When a specific day of the week is selected, orders are created at 2:00 PM.

- **6.** To save your TWW suggested reorder settings, click **OK**.
- 7. Close the open screens.

# Ordering Items from TWW

You can place orders with your TWW distributor using any of the following methods:

- Create a purchase order manually and send it to TWW.
- Look up the items you want to order and create a PO for TWW on the fly.

**Note:** You can use this method if your order is limited to a group of similar items, such as tires that are all from the same product line.

• Create a suggested TWW reorder, modify it (if needed), and send it to TWW.

**Note:** These suggested reorders can be created automatically by the TWW Interface on a specific day or the week or manually at any time.

Once an order is placed in TireMaster, it's sent to TWW immediately.

## **Creating TWW Purchase Orders Manually**

You can create a purchase order in TireMaster and then send it to your TWW distributor via the TWW Interface.

### To create a manual TWW purchase order

- 1. Start a purchase order for your TWW distributor.
  - a. Click PO List.
  - **b.** Make sure the **Purchase Orders** tab is selected, and click **Add**. The Name/Lookup Entry screen appears.
  - **c.** Type the name of your TWW distributor and click **OK**. The Purchase Order screen appears.

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**2.** Type a reference number for the order.



3. Add the items you want to order, and enter the quantity that you want to order for each item.



**4.** Click **Vendor**. The TireMaster - TWW Interface screen appears.



**Note:** If you have multiple add-on products installed, you might be prompted to make a selection from a list of available interfaces. In this scenario, select TWW Interface and click **OK**.

**5.** Update TireMaster vendor part numbers, if needed. Vendor part numbers that need to be updated are colored yellow. For instructions, see "Updating TireMaster Vendor Part Numbers" on page 11.



**6.** Click **Send**. A confirmation message appears, and the order is sent to your TWW vendor.



- 7. Click **OK** to close the message. The Report Window opens and displays a copy of the purchase order.
- **8.** Print the order and close the Report Window.
- **9.** Close the PO System screen.

## **Creating TWW Purchase Orders on the Fly**

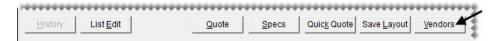
With the TWW Interface, you can place orders when you look up inventory items. This ordering method is useful when your order is limited to a group of similar items, such as tires that are all from the same product line.

### To order items on the fly

- 1. Look up one or more items.
  - **a.** Click **Inventory**. The Custom Inventory Lookup screen appears.
  - **b.** Type one or more parameters for narrowing down the items retrieved, such as quick look code, size, or manufacturer.
  - **c.** Change the sort order and select or clear the check boxes, if needed.
  - **d.** Click **OK**. The Inventory List appears.
- 2. Select one or more items. For multiple items, press Ctrl while selecting each item you want to order.

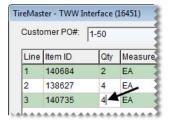


3. Click **Vendors**. The TireMaster - TWW Interface screen appears.



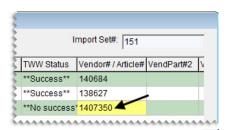
**Note:** If you have multiple add-on products installed, you might be prompted to make a selection from a list of available interfaces. In this scenario, select TWW Interface and click **OK**.

**4.** Type the quantity you want to order for each item.



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**5.** Update TireMaster vendor part numbers, if needed. Vendor part numbers that need to be updated are colored yellow. For instructions, see "Updating TireMaster Vendor Part Numbers" on page 11.



**6.** Click **Send**. A confirmation message appears and the order is sent to your TWW vendor.



- 7. Click **OK** to close the message. TireMaster prompts you to use the default vendor for the order.
- **8.** Define which vendor to use for the order.
  - For the default vendor, click **Yes**. Then close the Inventory screens.
  - For a different vendor, click **No** and look up the vendor. Then close the Inventory screens.

A PO for the order is added to the **Purchase Orders** tab on the PO system screen.

### Ordering with a Suggested TWW PO

Suggested purchase orders for your TWW vendor can be generated for you automatically on a user-defined day of the week, or you can manually create suggested TWW orders at any time. Once a suggested TWW order is created, you can make any needed changes and then send it to your TWW vendor.

**Note:** Automatically-generated suggested TWW orders are created at 2:00 PM on the ordering day defined in the TWW setups. For more information, see "Preparing for Suggested Ordering" on page 4.

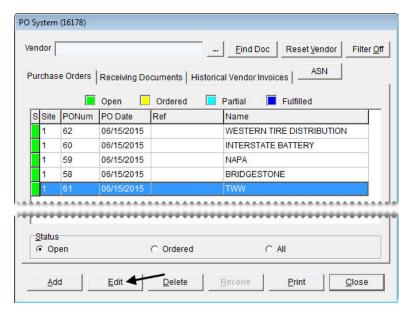
### To order with a Suggested TWW PO

- 1. Generate a TWW Reorder Report and use it to create a TWW purchase order. For more information, see "Generating a Suggested TWW Order" on page 10. If you're using an automatically-generated TWW suggested order instead, disregard this step.
- **2.** Retrieve the suggested order for your TWW vendor.
  - a. Click **PO** List. The PO System screen appears.

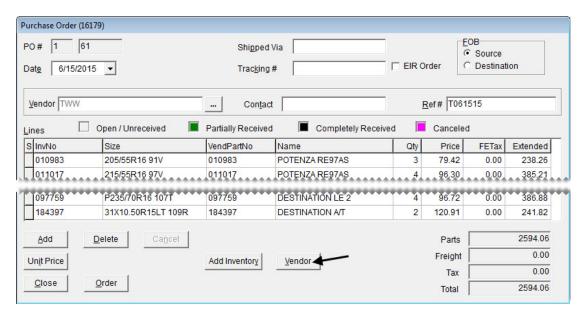


**b.** On the **Purchase Orders** tab, select the suggested order that was automatically generated for your TWW vendor. If you don't see the order, make sure the status **Open** is selected.

c. Click Edit. The Purchase Order screen appears.



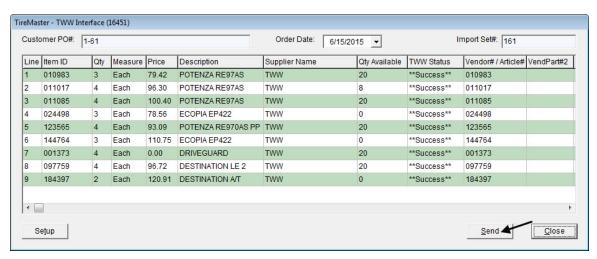
- **3.** Assign a reference number to the order, if needed. By default, a combination of the site number and the PO number are entered for you.
- **4.** Make the following changes to the order, as needed:
  - Add items
  - Delete items
  - Update quantities
  - Update prices
- **5.** Place the order.
  - a. Click Vendor. The TireMaster TWW Interface screen appears.



**Note:** If you have multiple add-on products installed, you might be prompted to make a selection from a list of available interfaces. In this scenario, select TWW Interface and click **OK**.

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- **b.** Update TireMaster vendor part numbers, if needed. Vendor part numbers that need to be updated are colored yellow. For instructions, see "Updating TireMaster Vendor Part Numbers" on page 11.
- **c.** Click **Send**. A confirmation message appears.



- **d.** Click **OK** to close the message. The Report Window opens and displays a copy of the purchase order.
- e. Print the order and close the Report Window.
- **6.** Close the PO System screen.

### **Generating a Suggested TWW Order**

If you don't want to wait until the ordering day to place a suggested TWW order, generate a TWW Suggested Reorder Report and create a PO based on that document.

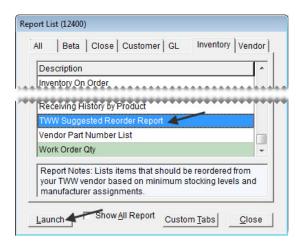
### To generate a TWW suggested reorder report

1. Click **Reports**. The Report List appears.



2. Click the **Inventory** tab.

**3.** Select TWW Suggested Reorder Report and click **Launch**. The Report Window opens and displays a copy of the report.



- **4.** Print the report and close the Report Window. TireMaster prompts you to create a purchase order for your TWW vendor.
- **5.** Click **Yes**. The PO number message appears.
- **6.** Click **OK** to close the message. The new TWW order is now available in the PO System.

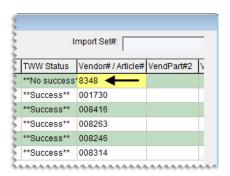
**Note:** If the TWW Suggested Reorder Report screen appears, you can click **Print** for another copy of the report or close screen.

# **Updating TireMaster Vendor Part Numbers**

To successfully order from TWW, the vendor part numbers assigned to items in TireMaster need to match the identification numbers the manufacturers use to identify those same items. (For Bridgestone and Firestone products, they're called article numbers.) Before you place orders with TWW, you can update TireMaster's vendor part numbers with the manufacturers' identification numbers. Vendor part numbers that need to be updated are colored yellow.

#### To update vendor part numbers in TireMaster

1. On the TireMaster - TWW Interface screen, click a yellow field in the **Vendor** #/**Article** # column and press 7. The TireMaster - TWW Article Lookup screen appears.



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2. Depending on the type of item whose manufacturer identification number (article number) you need to find, select **Parts** or **Tires**.



**3.** Type full or partial entries in one, two, or all three of the fields for article numbers, sizes, and descriptions. Then click **Lookup**.



**Note:** For tire sizes, exclude slashes.

**Tip:** The item's vendor part number, size, and description from TireMaster are displayed at the bottom of the TireMaster - TWW Article Lookup screen for your reference.

**4.** Select the item that matches the one you want to order, and click **Save**. The TireMaster vendor part number is updated and the entry in the **Vendor** #/**Article** # field is no longer colored yellow.



**5.** To update additional TireMaster vendor part numbers, repeat steps 1 through 4.

# **Receiving Items from TWW**

As soon as your TWW distributor receives an order from TireMaster, the items you requested are put on reserve. Once the order is filled, a batch number is assigned to the corresponding purchase order and if there are any differences between the quantities ordered and the quantities shipped, those numbers are updated. TireMaster updates information for TWW purchase orders three times a day. (At 2:00 AM, 10:00 AM, and 2:00 PM.)

To see if the tracking number (Figure 1) and quantities for a TWW order have been updated, open the PO System, select the purchase order you want to look at, and click **Edit**. For updated quantity information, generate a PO Change Report.



Figure 1: The Tracking Number Assigned to an Order by TWW

When the items are delivered, you can receive them into your inventory in the same manner that you receive other orders

#### To receive items from TWW

- 1. Print a PO Change Report, so you can identify differences between the delivered products and the original purchase order. For more information, see "Generating a PO Change Report" on page 13.
- 2. Click **PO** List. The PO System Screen appears.
- 3. Make sure the **Purchase Orders** tab is selected and select the status **Ordered**.
- **4.** Select the order for the items that have been delivered, and click **Receive**. The Receiving Documents screen appears.
- **5.** Update the quantities of any items, if needed.

**Note:** Typically, you won't need to update quantities because those values are updated when TWW fills the order.

- **6.** Update the prices (your cost) of items, if needed.
- 7. Finish receiving the order as usual.
- **8.** Price the order as usual.

**Note:** Detailed information about receiving and pricing orders is available in the TireMaster help system and user guide.

## **Generating a PO Change Report**

If there are differences between an order that you sent to TWW and the items shipped, you can identify what has changed by comparing information on the PO Change Report to the original purchase order. Depending on how an order is filled, the report can show the following:

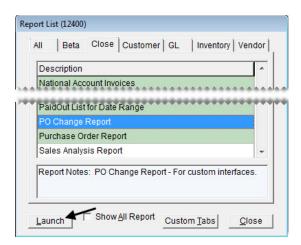
- If an item's shipped quantity and cost both match the original PO, nothing is displayed on the report for that item.
- If an item's shipped quantity, cost, or both are different, the report shows the original PO's quantity, cost, or both. The purchase order is automatically updated with the item's shipped quantity and cost.
- If TWW ships an item that wasn't included on the original purchase order, the report displays a message along with the shipped quantity and cost. You need to enter these values when you add the item to the purchase order.
- If TWW does not ship an item, nothing is displayed on the report for that item. You should delete that item from the PO before you create a receiving document.

#### To generate a PO Change Report

1. Click Reports.

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- 2. Click the Close tab.
- 3. Select PO Change Report and click Launch. The Report Window opens.



- **4.** Print the report and close the Report Window.
- **5.** Close the Report List.