



New EDI Vendor Implementation Schedule and Questionnaire

EDI Implementation Schedule

Business Partner Name _____ Start Date _____
 Business Partner Contact _____ End Date _____
 Business Partner Approval _____ Signature (digital): _____ Date: _____
 CDW Business Owner Approval _____ Signature (digital): _____ Date: _____

Description of tasks (CDW TP-Trading Partner)	CDW estimated hours	TP estimated hours	Comments
Provide Implementation Schedule and Questionnaire to Partner			
Partner to complete and return Implementation Schedule and Questionnaire			
Partner sign and complete Trading Partner Agreement (TPA)			
Exchange test and production information and id's	.5 hr		
Setup communications (CDW & TP) break out			
Determine Communications Protocol (CDW & TP)	1 hr		
Configure communications	1 hr		
Test scripts	2 hr		
Exchange files to test communications & confirm file format	1 hr		
Mapping requirements (times are per document)			
Exchange & review detailed specifications for each document	4 hr		
Define map requirements per document	4 hr		
Trading Partner setup per document	1 hr		
Custom Requirements (when applicable)			
Task requirement	.5 hr		
Testing Requirements (per document)			
Build & exchange test documents	2 hr		
Unit test and data verification	4 hr		
Full cycle testing (ex. PO to Invoice)	8 hr		
Business user training	1 hr		
Deployment to Production			
Testing complete, approval and sign off from BO & Partner			
Create PBR	1 hr		
Deploy objects, processes, setups	2 hr		
Post Implementation Support			
Monitor for successful implementation and processing			
Deploy objects, processes, setups			

CDW estimates 30 hours for a new setup with one document, plus an additional 15 hours for each additional document
 CDW's goal is to schedule the implementation and dedicate resources on both sides to meet the scheduled timeline.
 Both parties gain efficiencies and can better prepare for other scheduled work.

TP Contact Information

Please provide CDW with a list of contacts for this implementation; both business and technical; names, phone numbers, and email addresses.

CDW Contact Information

EDI Support

EDI Support
 Phone: 847-419-6336
 Fax: 847-419-6636
 E-mail: edi@cdw.com
 Website: www.cdw.com/EDI

Business Owner



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TP Communications Information

Please provide the preferred method of communication and encryption that your company supports.

- 1)
- 2)
- 3)

Please list preferred days and time ranges when data will be sent or received.

Please provide a list of your EDI Production/Test ID's:

Invoice Information

CDW accepts invoices in EDI, XML, and flat file formats. Please specify the format the invoices will be sent in.

CDW can accept both debit and credit invoices.

CDW also accepts both freight and tax charges.

Are both debit and credit invoices supported? If credits are sent, do they contain negative dollar amounts or quantities?

If credits are supported, can the RMA number be sent?

Can the CDW PO Number, CDW Line Number, CDW Item Number, and Manufacture Part Number be sent on the invoice?

Are serial numbers provided for each applicable item? Please specify.

CDW Communication Information

CDW uses the following methods for communications:

- 1) FTP with PGP Encryption for X12 EDI and XML/Flat File
- 2) AS1 & AS2 (using Templar)
- 3) FTP with SSH session encryption (sFTP)
- 4) FTP with SSL session encryption (FTPS)
- 5) HTTPS

CDW communication hours of operation:

Monday - Friday 5AM - 10PM CST
 Saturday 5AM - 3PM CST
 Sunday 10:30PM CST

Listed below are CDW's EDI ID's

Entity	ISA qualifier and ID	GS ID
Test	ZZ : CDWTEST	CDWTEST
CDW Canada	01 : 253333611	253333611
CDW Direct	01 : 131637816	131637816
CDW Government	01 : 026157235	026157235

Purchase Order Information

CDW can send Purchase Orders in EDI, XML, and flat file formats. Please specify the format you would like to receive.

CDW sends the following information in the electronic Purchase Order:

- 1) Purchasing contact Name
- 2) Ship to address(s) or location code(s)
- 3) CDW part number and/or the manufacture part number in the detail portion of the document

Are purchase orders supported? CDW supports stand alone orders for warehouse stocking and drop shipments.

Purchase Order Acknowledgements

Are bundle/BTO's or configure to order/CTO supported? If so, what are the requirements?

Description

Status Code Requested

Are there any special requirements for Government orders or Drop Ship Orders?



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Description	CDW Price Code
CDW's purchase price	CDN
Manufacturer's suggested retail price	MSR
Rebated price	LST
Special education	C01
Higher education	C02
K thru 12 education	C03
Federal government	C04
State and local	C05