

Put in the appropriate information **creditor code must be MPA** for Mitsubishi (**uniball**).
Once you have filled in the spaces click on the Purchasing tab.

Creditor Maintenance

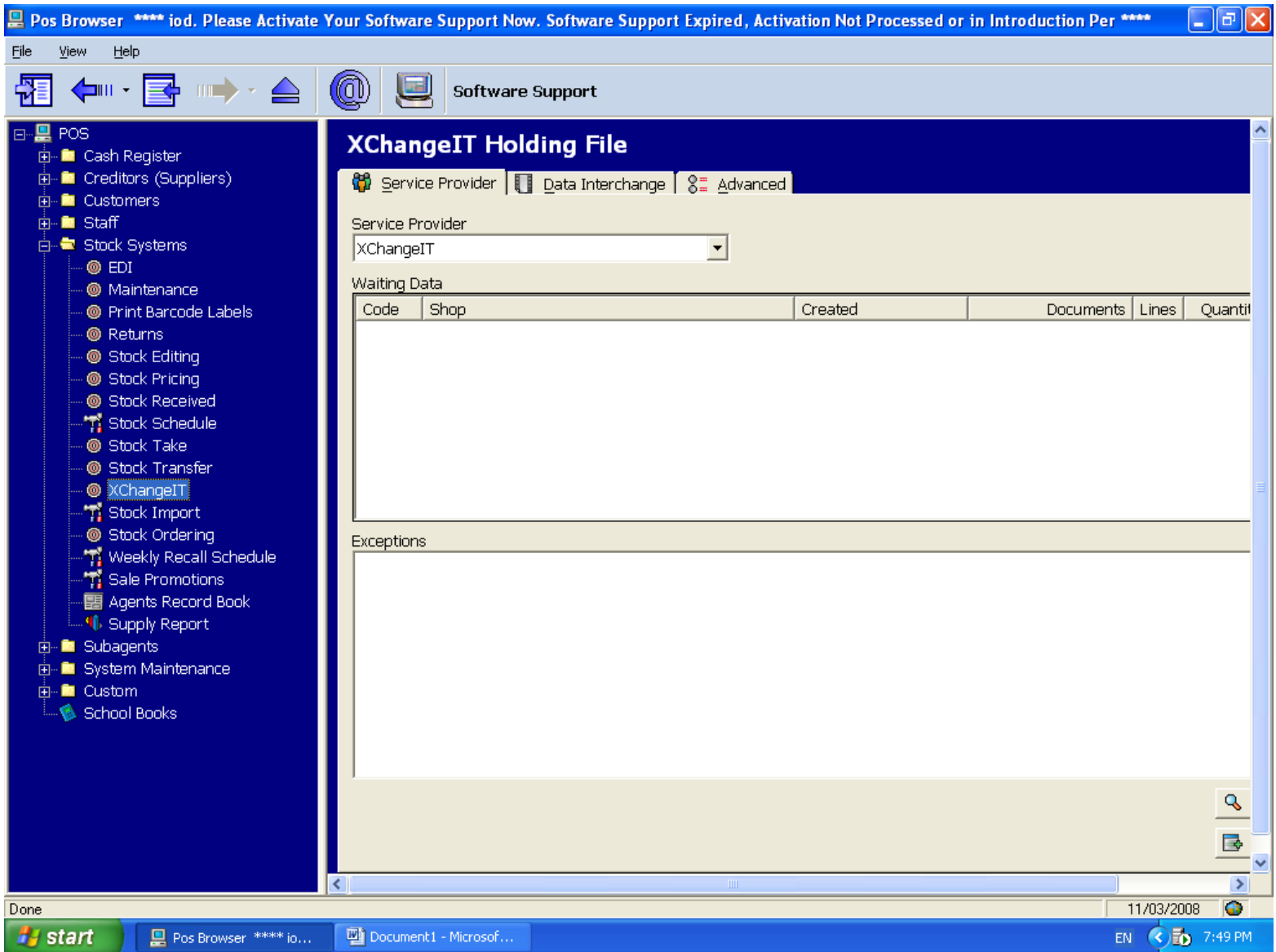
Find Maintenance

General Purchasing EDI Details Merging

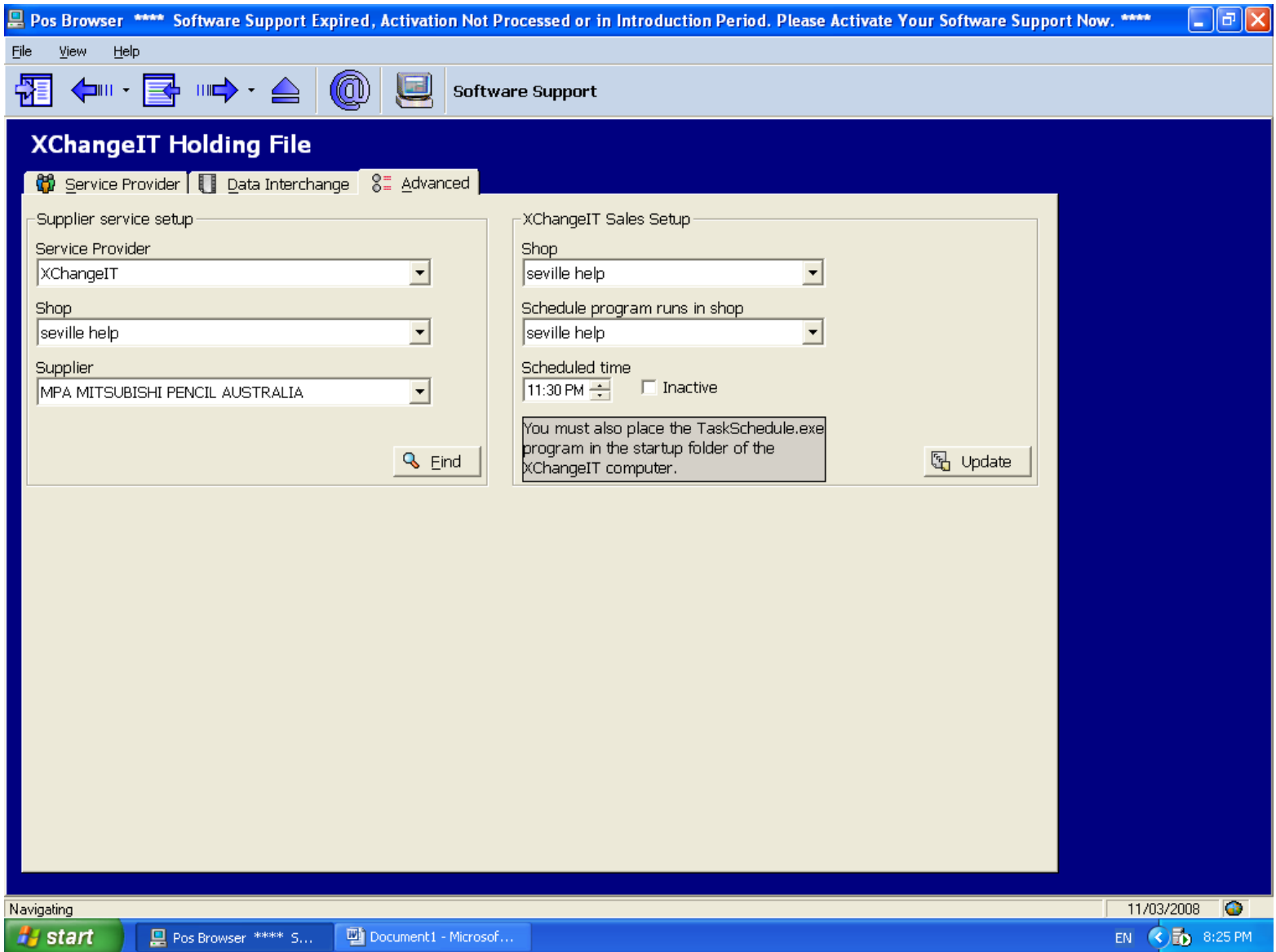
Terms Cash On Delivery	Dissection ST - STATIONERY [53]	Default Label Type N - Don't print labels
Default Account Number Accounts	Family 7 - [53][5500] Pens & Marker	Return Form Style Default
Minimum Purchase Amt \$0.0000	Class 00 - [53][5500][PD] Pens Disp	Book RRP Disc. % 0.0000%
Settlement Disc. % 0.0000%	Default Stock Type O - General	Book Return Period(in Months) 0
Invoice Entry Description	Default Return Frequency Not Applicable	<input type="checkbox"/> Hold for Payment Run
Lead Time 0	Default Return Style Not Applicable	<input type="checkbox"/> Purchases Include GST
Ordering Cycle Not Applicable	Process Returns Not Applicable	<input type="checkbox"/> Show Prices on Order
		<input type="checkbox"/> Creditor Breaks Packs
		<input type="checkbox"/> Use Automatic Ordering
		<input type="checkbox"/> Use Automatic Calculation
		<input type="checkbox"/> Auto Create Credits for Returns Forms
		<input type="checkbox"/> Purchase Orders Sort by Warehouse Location
		<input type="checkbox"/> Make Instore As Settlement when Invoicing
		<input checked="" type="checkbox"/> Make Instore As Wholesale when Invoicing
		<input checked="" type="checkbox"/> Allow Back Orders

Edit New Save Cancel

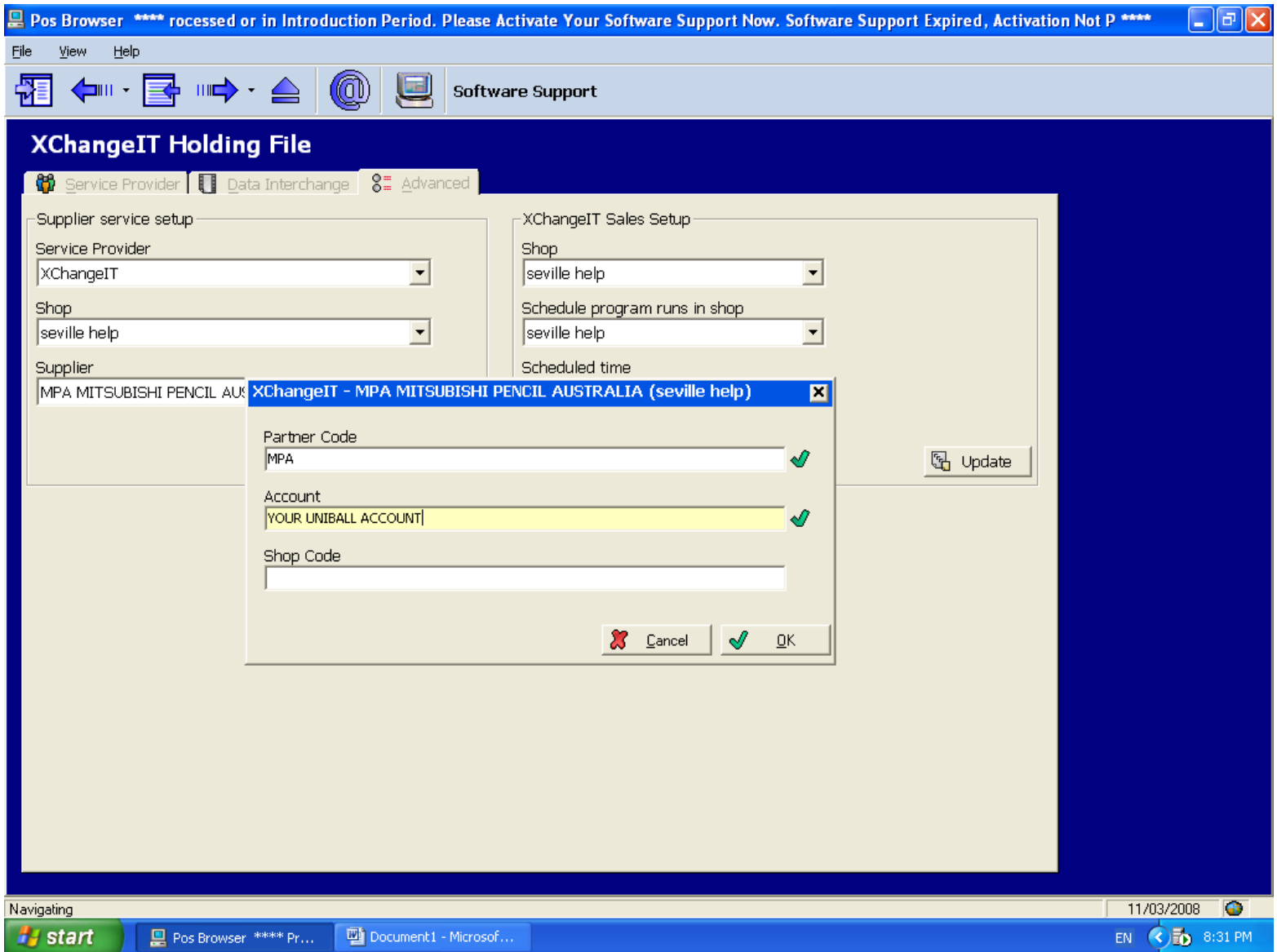
Once again fill the appropriate information that suits your business.



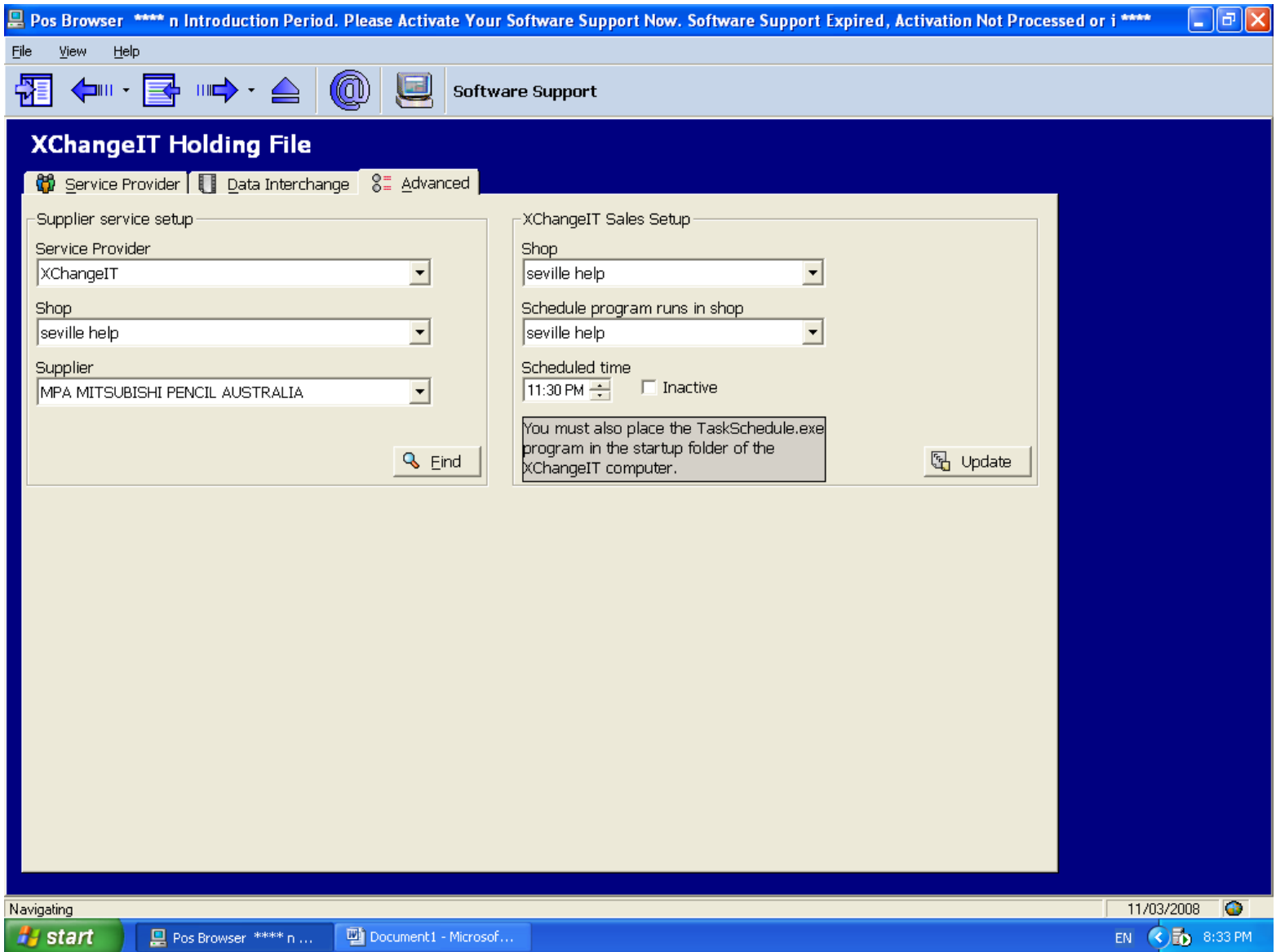
When you have finished setting up the creditor then go into the xchangeit screen setup as above as if you were going to bring magazines files then click onto the advanced tab.



Set up as above with the appropriate shop name then click on the find tab.



Set as above then click ok.



Click the up date button then it should work.

Bring the file as you would a GNS file from email save the attachments to desktop drag them into the incoming folder and then use browser as you would bringing magazines through exchangeit.