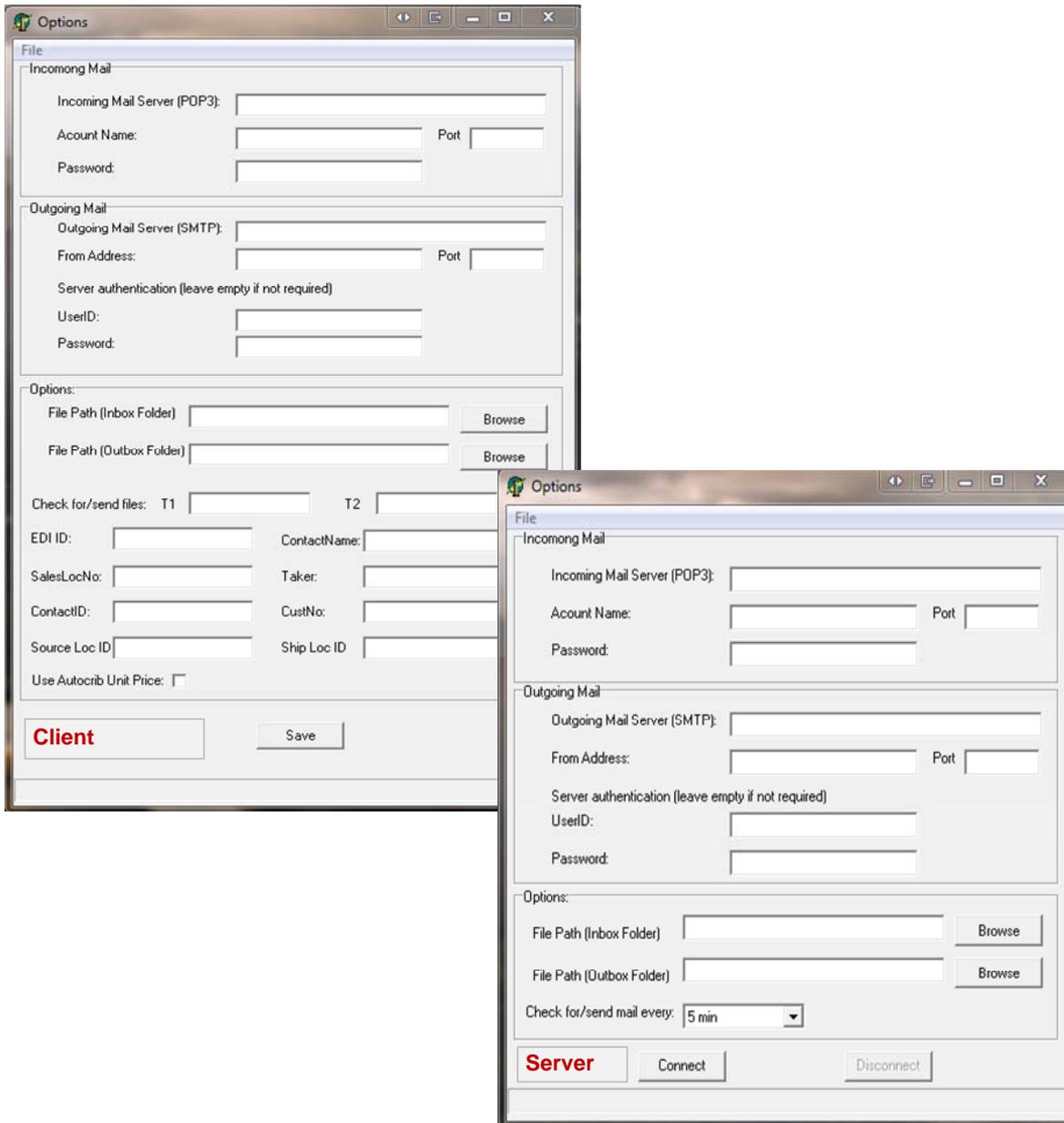


## AutoCrib Training – Tutorial Series

This document is a walk through setup of AutoCrib's Commerce Center/Prophet 21 client-side and server-side application. There will be additional settings done through the AutoCrib and P21 software. The configuration settings for the AutoCrib software are listed below along with some screen shots of the P21 client and server applications. Changes to the P21 must be arranged by a P21 administrator.



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## AutoCrib Item Setup:

1. Add or confirm the **Supplier Item** codes are added to each Item
  - a. These Items must match the Items Codes listed in the P21 database

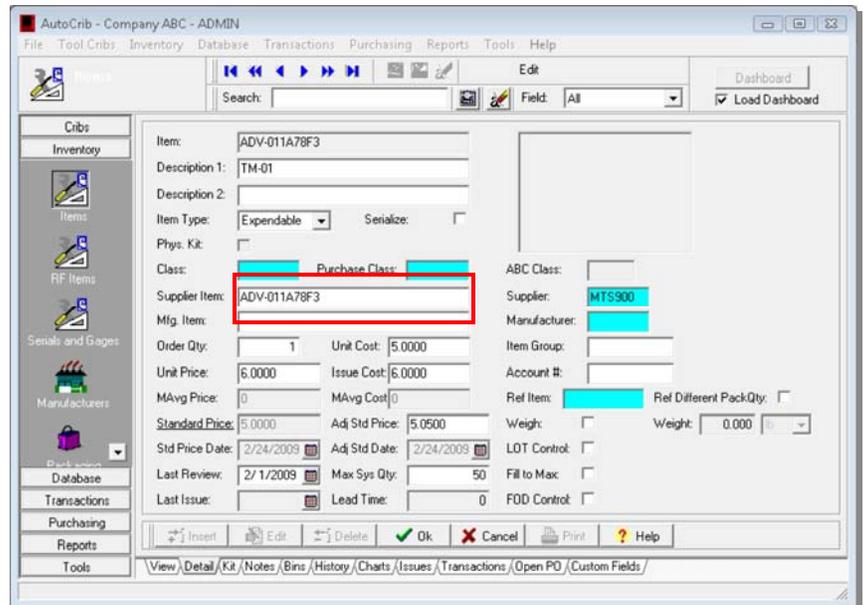


Figure 1

2. Add the **PO Email** that will be receiving inbox for the P21Server
3. Enable **AutoPO**
4. Set the **Time** when the PO will generate
5. Assigned the days to create the automatic PO
6. Select the **ERP** to option **Prophet21**
7. Click **OK**



Figure 2

8. Enable AutoPO for each Crib where the Automatic Purchasing will be used
  - ✓ **AutoPO and select PO Method – Refer to Help Guide for method explanation**
9. Click **OK**



Figure 3

10. Understand the package quantity assigned to Items because all Items being brought from P21 must match the Pack Quantity assigned through the AutoCrib software
  - **This process can not break down package quantity per Item/Bin.**



Figure 4

## P21 Commerce Center Client Setup:

### 11. Incoming Mail

- a. Setup incoming mail server for ASN's coming in from P21Server

### 12. Outgoing Mail

- b. Provide outgoing server information with port numbers for PO's being sent from the P21Client

### 13. Options

- c. Create two folder for incoming and outgoing file locations
- d. After creation: Click browse on each pathway and select the appropriate file locations
- e. Designate times upon when the system while check for new Purchase Orders for transfer
- f. Provide the proper P21 Commerce Center information for: *(Information is provided by P21 – Consult Commerce Center Help Menu for assistance)*
  - i. EDI ID:
  - ii. Contact Name
  - iii. SalesLocNo:
  - iv. Taker
  - v. ContactID:
  - vi. CustNo:

### 14. Click **Save**

The screenshot shows the 'Options' dialog box with the following fields and values:

- Incoming Mail:**
  - Incoming Mail Server (POP3): pop.mail.com
  - Account Name: mail@autocrib.com
  - Port: 110
  - Password: xxxxxxxx
- Outgoing Mail:**
  - Outgoing Mail Server (SMTP): smtp.mail.com
  - From Address: mail@autocrib.com
  - Port: 25
  - Server authentication (leave empty if not required):
  - User ID: mail@autocrib.com
  - Password: xxxxxxxx
- Options:**
  - File Path (Inbox Folder): C:\Program Files\Autocrib5.3\Export\Inbox
  - File Path (Outbox Folder): C:\Program Files\Autocrib5.3\Export\Outbox
  - Check for/send files: T1 1:00 AM T2 8:00 AM
  - EDI ID: AUT3011
  - ContactName: Mike
  - SalesLocNo: 12345
  - Taker: Bob
  - ContactID: 99999
  - CustNo: 5555

Figure 5

## P21 Commerce Center Server Setup:

*(Email accounts should be dedicated to this system as other emails will be read is incoming orders)*

1. Incoming Mail
  - g. Setup incoming mail server
2. Outgoing Mail
  - h. Provide outgoing server information with port numbers
3. Options
  - i. Create two folder for incoming and outgoing file locations
  - j. After creation: Click browse on each pathway and select the appropriate file locations
  - k. Designate times frequency for sending mail to client side
4. Click **Connect**

The screenshot shows the 'Options' dialog box for configuring email settings. It is titled 'Options' and has a 'File' menu. The dialog is divided into three sections: 'Incoming Mail', 'Outgoing Mail', and 'Options:'. The 'Incoming Mail' section has fields for 'Incoming Mail Server (POP3): pop.vid.com', 'Account Name: po@vid.com', 'Port: 110', and 'Password:'. The 'Outgoing Mail' section has fields for 'Outgoing Mail Server (SMTP): smtp.vid.com', 'From Address: po@vid.com', 'Port: 25', 'Server authentication (leave empty if not required)', 'UserID: po@vid.com', and 'Password:'. The 'Options:' section has 'File Path (Inbox Folder): E:\mport' and 'File Path (Outbox Folder): E:\Export', both with 'Browse' buttons. There is also a 'Check for/send mail every: 5 min' dropdown menu. At the bottom, there are 'Connect' and 'Disconnect' buttons. The status bar at the very bottom says 'Connecting...'.

Figure 6