

Account Master File

This file will create the distributor's accounts and maintain the account settings for OrderMaestro. In OrderMaestro, accounts are the distributor's entity for the unit location. Units in OrderMaestro are assigned to distributor accounts. Unit users will log into the OrderMaestro website to place orders using these accounts with the distributor.

<i>Position</i>	<i>Field</i>	<i>Type</i>	<i>Max Length</i>	<i>Required</i>	<i>Comments</i>
1	*Account Number	A	50	Yes	The distributor's unique account identifier. This number will be sent to the distributor on the Purchase Order.
2	*Distribution Center Code	A	30	Yes	The distributor's warehouse where the account belongs. An Account Number must be unique to a distribution center. The Distribution Center Code must match to the code decided on for the warehouse at the time of integration with iTrade. This code will also be sent back to the distributor on the Purchase Order file to identify the account for the order.
3	Catalog Code	A	30	Yes	The distributor's catalog identifier that the account is assigned. The Catalog Code will match the account to products on the Catalog Product file. The Catalog Code must match the code decided on for the catalog at the time of integration with iTrade.
4	Account Name	A	100	Yes	The distributor's name for the account.
5	Active Status	A	1	Yes	The distributor's status of the account. Use these codes to indicate the status: A = Active I = Inactive D = Deleted

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					<p>An Active (A) status indicates that the account is active with the distributor and orders for the account will be accepted.</p> <p>An Inactive (I) status indicates that the account is not in an active status with the distributor and the distributor does not want to receive orders for the account. The distributor may opt to set the account to be active at a future date.</p> <p>A Deleted (D) status indicates that the distributor no longer has a relationship with the account and the unit assigned to the account should not see the account in OrderMaestro. After five days data linked to the account such as prices, delivery days and order guides will be deleted. Deleted accounts are also not visible to the OrderMaestro admin users.</p> <p>Accounts are only soft deleted in the system. If the same account number for the same Distribution Center is sent with an active status, that account will be reactivated.</p>
6	Enterprise Code	A	30	No	<p>The client that will manage the account on OrderMaestro. The Enterprise Code is provided by iTradeNetwork. If an enterprise code is not entered, then iTrade will assign account ownership to the distributor.</p> <p>Enterprises are also referred to as Organizations and Trading Partners in OrderMaestro.</p>
7	Hierarchy Code	A	50	No	<p>If iTrade is creating a unit from an account master record, then the Hierarchy Code is used to place the unit in the correct organizational hierarchy for the enterprise.</p> <p>This field should be left blank, unless instructed to populate by iTrade.</p>

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8	Username	A	50	No	<p>This field is only used if iTrade is creating units and users from the account master file.</p> <p>This field should be left blank, unless instructed to populate by iTrade.</p>
9	Attribute List Key	A	300	No	<p>The Attribute List Key for the account. If the account is linked to more than one attribute list, then list each Attribute List Key with a comma separator (Example: ALKey1, ALKey2, ALKey3).</p> <p>This key references the Organization Product Attribute File's Attribute List Key field. For an account to see attributes from the Organization Product Attribute file list, the Attribute List Key and Catalog Codes must match between the files.</p>
10	Price List Key	A	300	No	<p>The Price List Key for the account. If the account is linked to more than one price list, then list each Price Key with a comma separator (Example: PriceKey1, PriceKey2, PriceKey3). Priority will be given to the first key in the list. If an account is assigned to three different price lists, iTrade will look for the product on the first one listed then the second and third until a price is found.</p> <p>This key references the Price List file's Price List Key field.</p>
11	Order Guide Key	A	300	No	<p>The Order Guide Key for the account. If the account is linked to more than one order guide, separate Order Guide Keys with a comma (Example: OGKey1, OGKey2, OGKey3).</p> <p>If the enterprise chooses to assign order guides to accounts through OrderMaestro, this field may be ignored for that enterprise's accounts.</p> <p>This key references the Order Guide Item File's Order Guide Key field.</p>

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12	Proprietary List Key	A	300	No	<p>The Proprietary List Key for the account. If the account is linked to more than one proprietary list, then list each Proprietary List Key with a comma separator (Example: PLKey1, PLKey2, PLKey3). Only proprietary items in the list(s) will be available for the unit user to order for the account.</p> <p>This key references the Proprietary List file's Proprietary List Key field.</p> <p>If the Proprietary File is not being used, then this field should be left blank.</p>
13	Product Level Order Validation Key	A	300	No	<p>The Product Level Order Validation List Key for the account. If the account is linked to more than one validation list, then list each Product Level Order Validation Key with a comma separator (Example: PLOVKey1, PLOVKey2, PLOVKey3). Priority will be given to the first key in the list. If an account is assigned to three different validation lists, iTrade will look for the product on the first one listed then the second and third until a validation rule is found.</p> <p>This key references the Product Level Order Validation File's Product Level Order Validation Key field.</p> <p>If the Product Level Order Validation file is not being used, then this field should be left blank.</p>
14	Bill To Address Line 1	A	100	No	<p>Line 1 of the billing address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.</p> <p>On OrderMaestro, the Bill to Address is only used for informational purposes, but it can be passed on the Purchase Order document if needed.</p>
15	Bill To Address Line 2	A	100	No	<p>Line 2 of the billing address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.</p>

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16	Bill To Address Line 3	A	100	No	Line 3 of the billing address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.
17	Bill To City	A	50	No	The city for the billing address.
18	Bill To State or Province or County	A	100	No	The state or province abbreviation for the billing address. (Example: New York = NY; British Columbia = BC)
19	Bill To Postal Code	A	30	No	The zip or postal code for the billing address.
20	Bill To Country	A	10	No	The two/three-character country abbreviation for the shipping address. (Example United States = US, Canada = CA) Please reference the ISO Country Code standards for a full list of abbreviations. The two-character abbreviation will be used. https://www.iso.org/obp/ui/#search
21	Ship To Address Line 1	A	100	No	Line 1 of the shipping address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc. The Ship to Address may be sent to the distributor on the Purchase Order Document. Any address restrictions for the PO document should be applied to this address to prevent Purchase Order failures.
22	Ship To Address Line 2	A	100	No	Line 2 of the shipping address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.
23	Ship To Address Line 3	A	100	No	Line 3 of the shipping address. The address can be separated into 3 lines to include the attention line, the street address, the suite number, etc.

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24	Ship To City	A	50	No	The city for the shipping address.
25	Ship To State or Province or County	A	100	No	The state or province abbreviation for the billing address or the full county name depending on the country standards. (Example United States = US, Canada = CA; Victoria = VIC)
26	Ship To Postal Code	A	30	No	The zip or postal code for the shipping address.
27	Ship To Country	A	10	No	The two-character country abbreviation for the shipping address. (Example United States = US, Canada = CA) Please reference the ISO Country Code standards for full list of abbreviations. The two-character abbreviation will be used. https://www.iso.org/obp/ui/#search
28	Placeholder Field 2	A	15	No	<i>Leave this field blank.</i>
29	Email	A	50	No	The email address for the unit user if using the Account Master file to create unit users. This field should be left blank, unless instructed to populate by iTrade.
30	Language Code	A	10	No	This field is only used if iTrade is creating units from the account master file. It will designate which language the unit users should see if product data is sent in multiple languages. This field should be left blank, unless instructed to populate by iTrade.
31	Store Number	A	30	No	The company's account identifier. Currently this field is only used to add information about the account for the admin user.

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32	Delivery Day & Order Cutoff Time - Sunday	A	5	No	<p>The distribution center's local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p> <p>If the field is blank, then the account does not have Sunday delivery.</p>
33	Order Lead Days - Sunday	N	2	No	<p>The number of days prior to Sunday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Sunday is not blank, but this field is, then iTrade will default to a 1-day lead for the Sunday delivery.</p> <p>If the Delivery Day & Order Cutoff Time – Sunday is blank, then this field should also be left blank.</p>
34	Delivery Day & Order Cutoff Time - Monday	A	5	No	<p>The distribution center's local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p> <p>If the field is blank, then the account does not have Monday delivery.</p>
35	Order Lead Days - Monday	N	2	No	<p>The number of days prior to Monday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Monday is not blank, but this field is, then iTrade will default to a 1-day lead for the Monday delivery.</p> <p>If the Delivery Day & Order Cutoff Time – Monday is blank, then this field should also be left blank.</p>
36	Delivery Day & Order Cutoff Time - Tuesday	A	5	No	<p>The distribution center's local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p>

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					If the field is blank, then the account does not have Tuesday delivery.
37	Order Lead Days - Tuesday	N	2	No	<p>The number of days prior to Tuesday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Tuesday is not blank, but this field is, then iTrade will default to a 1-day lead for the Tuesday delivery.</p> <p>If the Delivery Day & Order Cutoff Time – Tuesday is blank, then this field should also be left blank.</p>
38	Delivery Day & Order Cutoff Time - Wednesday	A	5	No	<p>The distribution center’s local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p> <p>If the field is blank, then the account does not have Wednesday delivery.</p>
39	Order Lead Days - Wednesday	N	2	No	<p>The number of days prior to Wednesday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Wednesday is not blank, but this field is, then iTrade will default to a 1-day lead for the Wednesday delivery.</p> <p>If the Delivery Day & Order Cutoff Time – Wednesday is blank, then this field should also be left blank.</p>
40	Delivery Day & Order Cutoff Time - Thursday	A	5	No	<p>The distribution center’s local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p> <p>If the field is blank, then the account does not have Thursday delivery.</p>

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41	Order Lead Days - Thursday	N	2	No	<p>The number of days prior to Thursday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Thursday is not blank, but this field is, then iTrade will default to a 1-day lead for the Thursday delivery.</p> <p>If the Delivery Day & Order Cutoff Time – Thursday is blank, then this field should also be left blank.</p>
42	Delivery Day & Order Cutoff Time - Friday	A	5	No	<p>The distribution center’s local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p> <p>If the field is blank, then the account does not have Friday delivery.</p>
43	Order Lead Days - Friday	N	2	No	<p>The number of days prior to Friday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Friday is not blank, but this field is, then iTrade will default to a 1-day lead for the Friday delivery.</p> <p>If the Delivery Day & Order Cutoff Time – Friday is blank, then this field should also be left blank.</p>
44	Delivery Day & Order Cutoff Time - Saturday	A	5	No	<p>The distribution center’s local time of day before which an order placed by this account must be submitted to be included in the next routing cycle. HH:MM (24-hour clock).</p> <p>If the field is blank, then the account does not have Saturday delivery.</p>
45	Order Lead Days - Saturday	N	2	No	<p>The number of days prior to Saturday the order must be placed.</p> <p>If the Delivery Day & Order Cutoff Time – Saturday is not blank, but this field is, then iTrade will default to a 1-day lead for the Saturday delivery.</p>

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					If the Delivery Day & Order Cutoff Time – Saturday is blank, then this field should also be left blank.
46	Order Start Date	Date	8	No	<p>The date on which orders can be submitted for the account. If left blank, then orders can be submitted immediately, if the account is in active status.</p> <p>Use ISO standard format. YYYYMMDD (e.g., 19990131).</p> <p>Note: If the Order Start Date has not yet been reached, the unit user will see the account's information and can add items to their cart however, an order cannot be submitted for the account.</p>
47	Order End Date	Date	8	No	<p>The date on which orders can no longer be submitted for the account.</p> <p>Use ISO standard format. YYYYMMDD (e.g., 19990131).</p> <p>Note: After the Order End Date has been reached, the unit user will see the account's information and can add items to their cart, however an order cannot be submitted for the account.</p>

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48	Update Type	A	1	Yes	<p>The actions below will be applied to all records in this file. Every record in this file should have the same update type.</p> <p>M = Maintain The file will maintain all records with the following rules:</p> <ul style="list-style-type: none"> • New accounts will be created. • Existing accounts will be updated. • Accounts will only be deleted if there is a D in the Status field. <p>R = Refresh</p> <ul style="list-style-type: none"> • New accounts will be created. • Existing accounts will be updated. • Accounts no longer listed will be set to deleted status. <p>If the file contains Maintain update types with a Refresh update type, all Refresh lines will be changed to Maintain update types. If a refresh is intended, then all lines must have the R update type.</p> <p>If the file is significantly smaller than the previous Account Master file sent and all lines have an R Update type, iTrade will change all Update Types to M. This is to prevent deletion of accounts in the event the smaller file was sent in error.</p> <p>iTrade will only delete accounts on refresh files if both the enterprise and catalog exist on the file. This will allow the distributor to send multiple files if they wish.</p> <p>iTrade will compare the number of accounts to be deleted to the total number in the system for the enterprises included on the file. If the total number to delete is more than 60% of what exists in the system, iTrade will not allow the deletes to occur.</p>
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Unique Keys

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* The **Account Number** and **Distribution Center Code** represent keys to this file.

File Name

Name the file as follows: [%AccountMaster%] + [nnn] + [.txt] where *nnn* is a unique identifier (example: using date & time stamp AccountMaster_19990131_0930.txt).

Field Delimiters

Files can be either tab or pipe (|) delimited. For each type, the relative position of each field must be maintained regardless of whether all fields contain data. This means you must enter a tab or pipe for every field listed in a row even if it may not be marked as “required”.

File Encoding

iTrade accepts ANSI and UTF-8 file encoding.

Dependencies

This file is not dependent on any other files.

Account Master File Considerations

- An account will not be created in OrderMaestro from the account master file if the Distribution Center Code and Catalog Code provided in the record cannot be found in the system. Be sure to contact iTrade to determine the correct codes to use.
- An account will not be made available to the enterprise if the Enterprise Code is not found in the system.
- If an account needs to change from one enterprise to another, an admin user can make this change in OrderMaestro account details (Trading Partner field). Once a unit is assigned to an account, its enterprise can no longer be changed by an admin and a request must be made to iTrade support.
- If an account needs to change from one catalog to another, an admin user can make this change in OrderMaestro account details. This change cannot be made through the Account Master file.
- If there are no valid delivery days defined on the account record, the unit user will be given the default delivery options provided by the distributor at the time of integration. If there are no default delivery days, orders for the account will not be allowed to be submitted.
- Prices will only be shown for accounts in OrderMaestro if a list of product prices has been sent on the Price List File with the exact key(s) given in the Price List Key field of the Account Master record. The Catalog Codes must match between the two files as well. If a pricing web service is used instead of a pricing file, this key can be used on the price request.
- Proprietary items will only be available for the unit user to order if the account is assigned to a Proprietary List Key that exists on the Proprietary file, with those items. The account’s catalog code will also need to match the Catalog Code for the Proprietary List.

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- Order guides can be assigned to accounts through the Account Master file. The unit user will only see the order guide if there are matching items for the same Order Guide Key on the Order Guide Item file. Catalog Codes must match between the account and the order guide file for a match to be found.
- If the enterprise assigns the order guides to accounts through OrderMaestro, then the Order Guide Key field will be ignored for the enterprise's accounts.
- If an account has been deleted, it will be removed from the site and all order and invoice history will be unavailable. If the account was the only account tied to the distributor's catalog for the unit, then all items from the unit's inventory will be removed as well.
- If an account has been set to inactive, the unit user will no longer be able to order for that account, but they can see order and invoice history and their inventory items tied to the account's catalog.
- If an account for the same DC is sent multiple times on the file with different addresses, the whole file will fail to load.
- If the formatting of the file does not match to the specification, the file will fail to load.
- All leading and trailing spaces will be removed from all values in the file. However, it is best to leave the spaces off to expedite file processing.

Example of a typical Account Master File

An account master file sent from a distributor for an enterprise must include the Enterprise Code. The distributor can send multiple enterprise owned accounts in the same file or separate files if they choose.

Field	Example	Comments
*Account Number	A123456	The distributor uses the code A123456 as its identifier for this account.
*Distribution Center Code	001	The distributor uses the code 001 for the identifier for this DC.
Catalog Code	001	This distributor does not break out its DC into multiple catalogs, so it uses the same DC Code for its catalog code.
Account Name	Joe's Restaurant #1112	This is the account name used to identify the account on OM.
Active Status	A	This is an actively ordering account.
Enterprise Code	ENT	The enterprise ENT owns this account.
Hierarchy Code		Leave blank.

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User Name		Leave blank.
Attribute List Key	JOEALKey,ENTALKey	This account will be given product attributes found in the Organization Product Attribute file with this same key. This account will also be given product attributes found on the Product Attribute file where the catalog code is used as the Attribute List Key.
Price List Key	JOEPriceKey1,JOEPriceKey2,JOEPriceKey3	This account will have prices for their products that correspond to these Bid Price List Keys on the Bid Price file.
Order Guide Key	JOEOGKey1,JOEOGKey2	This account will be linked to order guides that have this same Order Guide Key on the Order Guide file.
Proprietary List Key	JOEPLKey	This account will have access to proprietary items that are found on the Proprietary Item file with this same Proprietary List Key.
Placeholder Field 1		Leave blank.
Bill To Address Line 1	PO Box 1111	
Bill To Address Line 2	ATTN: Billing	
Bill To Address Line 3		
Bill To City	Boise	
Bill To State or Province	ID	Use 2 character state/province codes
Bill To Postal Code	83705	
Bill To Country	US	Use 2 character country codes
Ship To Address Line 1	112233 E Main St	
Ship To Address Line 2	Ste 1	
Ship To Address Line 3	ATTN: Kitchen	
Ship To City	Boise	

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Ship To State or Province	ID	Use 2-character state/province codes
Ship To Postal Code	83706	
Ship To Country	US	Use 2-character country codes
Place Holder Field 2		Leave blank.
Email		Leave blank.
Language Code		Leave blank.
Store Number	1112	This is the number for the account that is used within its organization. It is used for informational purposes only.
Delivery Day & Order Cutoff Time - Sunday		A blank field indicates that there is no Sunday delivery for this account.
Order Lead Days - Sunday		No lead days/delivery option will be created for Sunday for this account.
Delivery Day & Order Cutoff Time - Monday	15:00	A valid time value indicates that the account has Monday delivery available. The valid time value also indicates that the user must order for this account by 3 pm (DC local time) for a Monday delivery.
Order Lead Days - Monday	3	The user must order (for this account) 3 days in advance for a Monday delivery. Using the cutoff time specified, this user must order by Friday at 3pm (DC local time) in order to get a Monday delivery for this account.
Delivery Day & Order Cutoff Time - Tuesday	17:00	A valid time value indicates that the account has Tuesday delivery available. The valid time value also indicates that the user must order (for this account) by 5 pm (DC local time) for a Tuesday delivery.
Order Lead Days - Tuesday	4	The user must order (for this account) 4 days in advance for a Tuesday delivery. Using the cutoff time and lead days specified, this user must order by Friday at 5pm (DC local time) in order to get a Tuesday delivery for this account.
Delivery Day & Order Cutoff Time - Wednesday	17:00	A valid time value indicates that the account has Wednesday delivery available. The valid time value also indicates that the user must order (for this account) by 5 pm (DC local time) for a Wednesday delivery.

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Order Lead Days - Wednesday	2	The user must order (for this account) 2 days in advance for a Wednesday delivery. Using the cutoff time and lead days specified, this user must order by Monday at 5pm (DC local time) in order to get a Wednesday delivery for this account.
Delivery Day & Order Cutoff Time - Thursday	17:00	A valid time value indicates that the account has Thursday delivery available. The valid time value also indicates that the user must order (for this account) by 5 pm (DC local time) for a Thursday delivery.
Order Lead Days - Thursday	2	The user must order (for this account) 2 days in advance for a Thursday delivery. Using the cutoff time and lead days specified, this user must order by Tuesday at 5pm (DC local time) in order to get a Thursday delivery for this account.
Delivery Day & Order Cutoff Time - Friday	17:00	A valid time value indicates that the account has Friday delivery available. The valid time value also indicates that the user must order (for this account) by 5 pm (DC local time) for a Friday delivery.
Order Lead Days - Friday	2	The user must place an order for this account 2 days in advance to get a Friday delivery. Using the cutoff time and lead days specified, the user must order by Wednesday at 5pm (DC local time) in order to get a Friday delivery for this account.
Delivery Day & Order Cutoff Time - Saturday		A blank field indicates that there is no Saturday delivery for this account.
Order Lead Days - Saturday		No lead days/delivery option will be created for Saturday for this account.
Order Start Date	2023-07-15	Orders for this account cannot be placed until this date is reached.
Order End Date	2024-07-15	Orders can no longer be placed for this account (and delivery) once this date is reached.
Update Type	R	If this account is not yet in the system, it will be added. If it does exist, the account's data will be updated to what is sent on this record.

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Sample record

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1 A121212|6666|6666|MyAccount|A|ENT|||FILEKey1|BIDKey1|ORDERKey1|PROPKey1||6666·MyStreet|ATTN:·Manager||Boise|ID|83709|US|1234·Shipping·Rd|Ste·1|ATTN:·
   Manager|Boise|ID|83709|US|208-999-6666|fake@email.com|en-US|6666|15:00|4|||2014-22-02|2014-11-12|MCRFB
2 A232323|6666|6666|MyAccount|A|ENT|||FILEKey2|BIDKey2|ORDERKey2|PROPKey2||123·MyStreet|ATTN:·Manager||Boise|ID|83709|US|2345·Shipping·Rd|Ste·1|ATTN:·
   Manager|Boise|ID|83709|US|208-999-6666|fake@email.com|en-US|6666|15:00|4|||2014-22-02|2014-11-12|MCRFB
3 CRFB
```

Things to note:

1. Blanks are used for fields that have no value.
2. **Windows** Carriage Return (CR 0x0D) and Line Feed (LF 0x0A) control characters are used as line terminators.
3. Pipe delimiters separate each field.
4. There are 48 fields to match the 48 fields in the specification.
5. For this example, word wrap is used to show all fields.

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OrderMaestro Views of Account Master file Information

The admin user can see their accounts in their administration view of distributor accounts.


Account Name	Account	Trading Partner	Active	Distribution Center Name	Unit Name
<input type="checkbox"/> Barpickopin Services	10000-01	iTradeAuto Purchasing Solutions	<input checked="" type="checkbox"/>	iTradeAuto Baked Goods Boise	Barpickopin Services
<input type="checkbox"/> Redudiman Food Court	1000-01	iTradeAuto Purchasing Solutions	<input checked="" type="checkbox"/>	iTradeAuto Baked Goods Boise	Redudiman Food Court
<input type="checkbox"/> Zeepebinentor Food Court	100-01	iTradeAuto Purchasing Solutions	<input type="checkbox"/>	iTradeAuto Baked Goods Boise	Zeepebinentor Food Court
<input type="checkbox"/> Winbanommor Hospital	10001-01	iTradeAuto Purchasing Solutions	<input checked="" type="checkbox"/>	iTradeAuto Baked Goods Boise	Winbanommor Hospital
<input type="checkbox"/> Recadilex Services	10002-01	iTradeAuto Purchasing Solutions	<input checked="" type="checkbox"/>	iTradeAuto Baked Goods Boise	Recadilex Services
<input type="checkbox"/> Winpebexar Hospital	10003-01	iTradeAuto Purchasing Solutions	<input checked="" type="checkbox"/>	iTradeAuto Baked Goods Boise	Winpebexar Hospital

The admin user can select a specific account to see its bill to and ship to address, the catalog and price list it is assigned and the distributor status of the account. The admin can edit the account's information, but any data sent in the account master file will overwrite any changes done by the admin.

Assigned	Logon	Name	Unit
<input checked="" type="checkbox"/>	ITNPSAUTO-10000-011	, Barpickopin Services	Barpickopin Services
<input checked="" type="checkbox"/>	ITNPSAUTO-10000-012	, Barpickopin Services	Barpickopin Services
<input checked="" type="checkbox"/>	ITNPSAUTO-10000-013	, Barpickopin Services	Barpickopin Services

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The admin user can see the delivery days the distributor defined for the account in the account master file. An admin can create User Defined delivery days for the account as well. When the User Defined delivery days are turned on, OrderMaestro will ignore the System Defined – Account Master delivery days and instead use the delivery days defined by the admin user. The admin user can always revert to the System Defined delivery days if needed.



Home Notifications Orders Products Workflow Reports Administration

< Back Distributor Accounts >> Account: Barpickopin Services

Account Details Order Validation **Delivery Days** Product Attributes Assign Order Guides

Future Orders

System Defined

Enable Future Orders

Delivery Days

System Defined

Delivery Date Window: 21 (180 days max)

NOTE: All times are MDT

Delivery Method

Delivery Method	Delivery Day	Cutoff Day	Cutoff Time
Delivery Method: Truck			
Truck	Monday	Sunday	10:45 AM
Truck	Tuesday	Monday	10:45 AM
Truck	Wednesday	Tuesday	10:45 AM
Truck	Thursday	Wednesday	10:45 AM
Truck	Friday	Thursday	10:45 AM

Future Orders

User Defined

Enable Future Orders

Delivery Days

User Defined

Delivery Date Window: 0 (180 days max)


Delivery Method

Delivery Method	Delivery Day
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No results were found

iTradeNetwork Inc. OrderMaestro File Specification




The admin can also see the order guide(s) assigned to the account on the Order Guide tab of the Account Details. Admins can assign order guides to accounts that they create in the system. Because of this, iTrade does not delete order guide assignments from accounts through the Account Master file.



Home Notifications ▾ Orders ▾ Products ▾ Workflow ▾ Reports ▾ Administration ▾

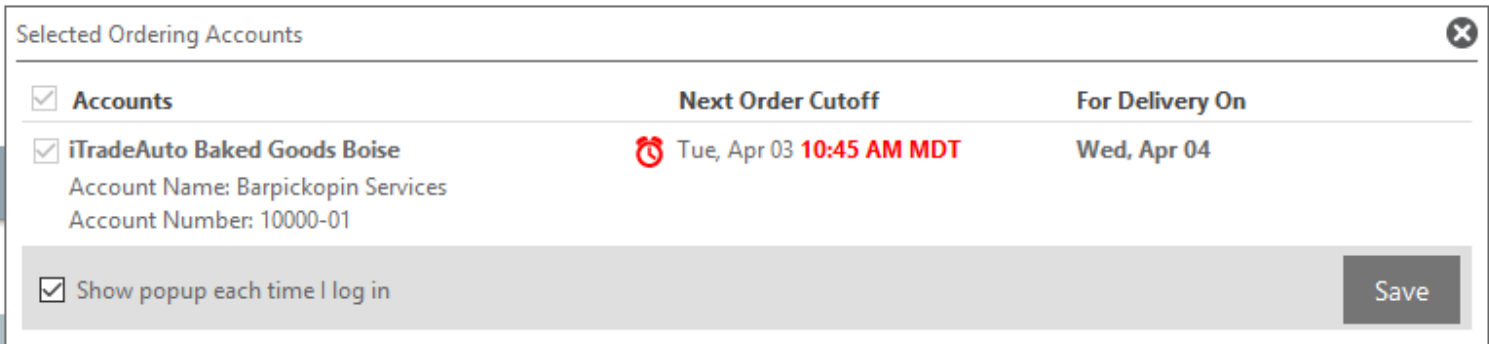
◀ Back ▾ Distributor Accounts >> Account: Barpickopin Services

Account Details Order Validation Delivery Days Product Attributes **Assign Order Guides**


  

Order Guide Name	Order Guide Code
<input type="checkbox"/> ITNPSAUTO~01	ITNPSAUTO~01

Once the unit user logs in, they can immediately see the accounts that are available to them and when the cutoff is for their next available delivery day. This user has 2 hours until their next delivery day cutoff. The color is changed to red to alert the user to the fact that they will need to submit their order soon to get that delivery day. The distribution center's time zone is used to determine the order cutoff time.



Selected Ordering Accounts × Acco

<input checked="" type="checkbox"/> Accounts	Next Order Cutoff	For Delivery On
<input checked="" type="checkbox"/> iTradeAuto Baked Goods Boise Account Name: Barpickopin Services Account Number: 10000-01	 Tue, Apr 03 10:45 AM MDT	Wed, Apr 04

☒ Show popup each time I log in Save

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The unit user can go into their order guide or catalog view to select items to order. This account is seeing the order guide below because they were assigned the Order Guide Key on the Account Master file, and that Order Guide Key matched to an Order Guide Key list of items on the Order Guide file.

Log Out of Unit - Barpickopin Services

Accounts | ITNPSAUTO ENT01 | Logout | Help

Total: \$0.00
Cases: 0 - Items: 0

Home Ordering Receiving Inventory Notifications Products Reports Administration Search All Products

Order Guide: Bakery & Baking Products

Order Guide Catalog

ITNPSAUTO-01

Bakery & Baking Products

- Baking Products
- Biscuits
- Biscuits, Mix
- Breading & Batters
- Breads & Rolls, Dough
- Breads & Rolls, Mix
- Cakes, Mix/Batter
- Cookies, Mix
- Cookies, Ready-To-Eat
- Crackers/Bread Products-Bakery
- Crackers-Bakery Products
- Doughnuts, Dough/Mix

Find in Bakery & Baking Products

Drag a column header and drop it here to group by that column

Dist #	Cart Qty	UOM	Description	Attributes	Status	Pack	Price
42472818		Case	Mix. Brownie & Fudge CK 15/5 lb Case			15/5 lb Case	\$16.41
42472917		Case EA	Mix. Choc No-Bake Bar 12/12.5 lb Case			12/12.5 lb Case	\$45.67
						Each	\$11.42
42473016		Case EA	Mix. Chocolate Chip Snack 13/5 lb Case			13/5 lb Case	\$52.09
						Each	\$13.02
42473315		Case	Mix. Elephant Ear 12/5 lb Case			12/5 lb Case	\$4.28
42473414		Case	Mix. Fruit Fritter 11/5 lb Case			11/5 lb Case	\$22.83

Once items are added to their cart, the unit users can go to the cart to see what they have selected for the account.

Log Out of Unit - Barpickopin Services

Accounts | ITNPSAUTO ENT01 | Logout | Help

Total: \$136.29
Cases: 4 - Items: 4

Home Ordering Receiving Inventory Notifications Products Reports Administration Search All Products

Shopping Cart

Continue Shopping Checkout

Find in Cart

No Classification Grouping

Attribute Filter Status Filter

Account Number

Dist #	Description	Pack	UOM	Price	Attributes	Status	Cart Qty	Total
42472917	Mix. Choc No-Bake Bar 12/12.5 lb Case	12/12.5 lb Case	Case EA	\$45.67			1	\$57.05
42473016	Mix. Chocolate Chip Snack 13/5 lb Case	13/5 lb Case	Case EA	\$52.09			1	\$52.05
42473315	Mix. Elephant Ear 12/5 lb Case	12/5 lb Case	Case EA	\$4.28			1	\$4.28
42473414	Mix. Fruit Fritter 11/5 lb Case	11/5 lb Case	Case EA	\$22.83			1	\$22.83

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Once the unit user is ready to place an order for the account, they can go to checkout where they can select their checkout options. They can enter their own PO number, special instructions, and select a delivery date from the delivery days provided in the Account Master file.

Log Out of Unit - Barpickopin Services

iTradeNetwork™

Home Ordering Receiving Inventory Notifications Products Reports Admin

Back Checkout

iTradeAuto Baked Goods : Barpickopin Services Acct# : 10000-01

PO# :

Delivery Date:

Type:

Lead Days: 0

☐ Separate Invoice

Instructions

Show Items

Summary

\$136.29

4 items

5 pieces

Validate/Submit

Edit Delivery Date

April 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

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Once the order is placed, the unit user will see the notification below that will give them the order tracking number. The distributor will receive this same tracking number on the purchase order document. The purchase order file will be sent to the distributor within minutes of being submitted (unless the order needs to go through a workflow process where it could be delayed). The purchase order will contain the distributor's account number and distribution center, which will allow the distributor to fulfill the order.

Summary

\$1

4 i

5 p

Order Validation and Submission

Order (Tracking # 23238635) has been processed

ITradeAuto Baked Goods : Barpickopin Services Acct# : 10000-01

PO # :

Delivery : Date : 4/4/2018

Summary : Total : \$136.29

Type : Truck

4 items, 5 pieces

Print Receipt

Select Output Format ▾

Close

iTradeNetwork Inc. OrderMaestro File Specification

Account Master file revisions:

Rev	Changes	Date
1.1	Initial Release of 1.1	3/21/2014
1.2	Updating to change from OrderMaestro to OrderMaestro, adding more information	5/1/2023