



## ***SETUP EMAILING FOR PURCHASE ORDERS***

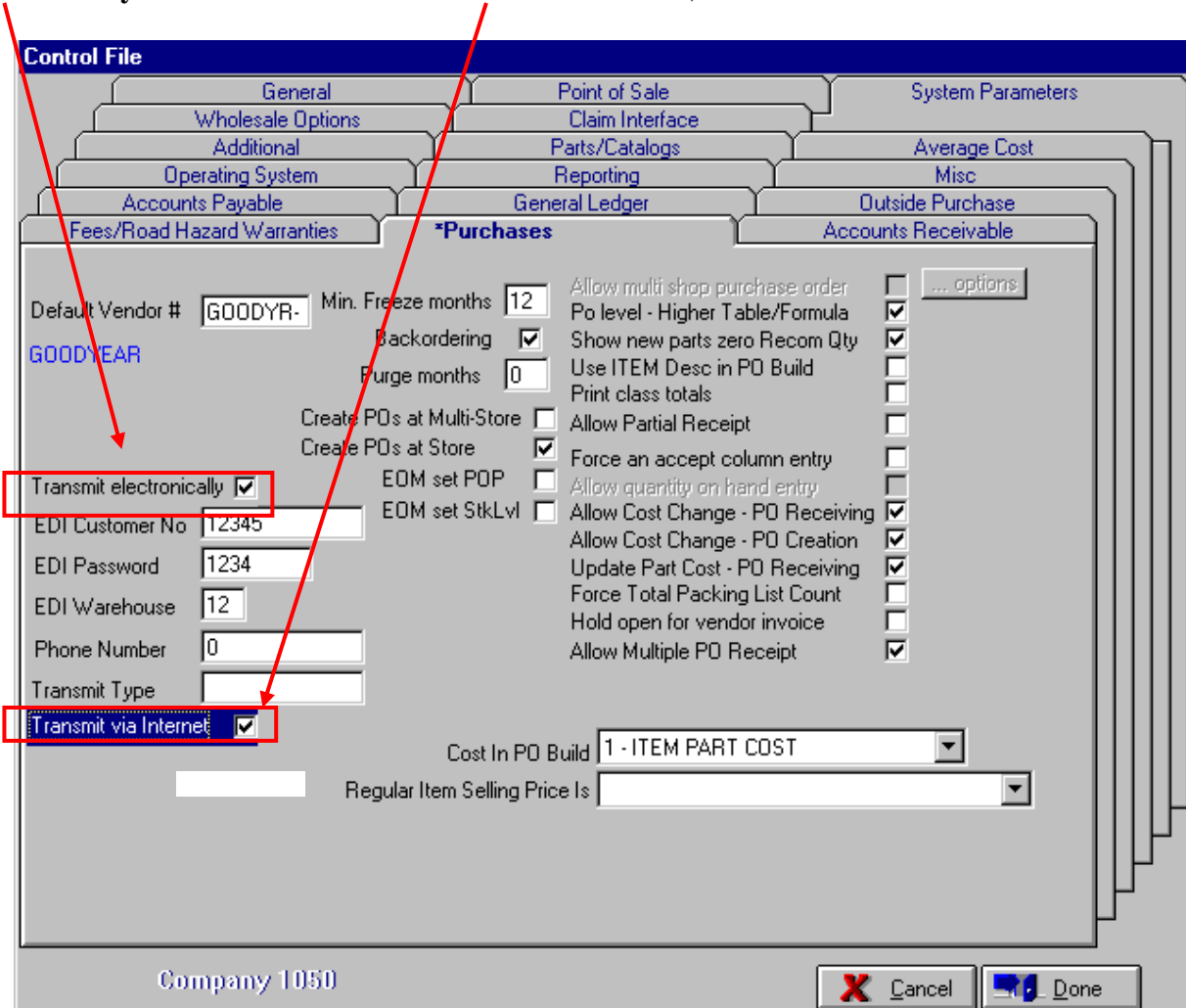
### **VAST Enterprise**

*The material in this document is applicable for ALL VAST Enterprise Retail versions and for ALL VAST Enterprise Multi-Store versions.*

## INTRODUCTION

This document will provide you with instructions on how to email your Purchase Orders through Vast. After completing this setup, you will no longer need to dial out via the modem in order to transmit your purchase orders. Please follow the steps listed below in order to complete the setup for this feature.

1. Open **VAST MAINTENANCE** and go to the **CONTROL FILE**.
2. Click on the **PURCHASES** tab. You will need to put checkmarks in both the **“Transmit electronically”** and **“Transmit via Internet”** checkboxes, as shown below.



3. Then click **DONE** to return to the main menu.
4. From the **VAST MAINTENANCE** main menu, click on the **COMPANY** icon.
5. Select your shop and then click on the **COMPANY LIST DETAILS** tab. You will see a screen similar to the one shown on the following page.

6. On this screen, you will need to fill out the “**E-Mail Address**” field with your shop’s email address.
7. You also need to fill out the “**Outgoing Mail (SMTP Server)**” field with the name of your outgoing mail server.
8. If your email provider requires authentication, you will need to put a checkmark in the “**Email Authentication Required**” checkbox. Then enter your email login and passwords on the corresponding fields below.
9. When you are finished entering the information, click **SAVE** and **DONE** to return to the Maintenance main menu.

**\*\*NOTE:** If you are unsure of any of this information, please contact your local email or internet service provider for assistance.

10. Next, go to the **EMAIL TRANSMISSION CONTROL** icon.
11. Click on the **ADD NEW** button at the bottom of the screen.
12. Enter the information for your specific franchise and the vendor e-mail address into the fields on this screen, as shown on the following page.

**E-Mail Transmission Control**

E-Mail Control      **E-Mail Control Details**

Type:

Description:

E-Mail Address:

13. When you have finished entering the information, click **SAVE** and **DONE** to exit the screen and return to the Vast Maintenance main menu.
14. Next, click on the **VENDORS** icon. Find your regular purchasing vendor in the list and click on the **VENDOR PURCHASE ORDER INFO** tab. You will see a screen similar to the one shown below. You will need to put checkmarks in the “**Use Alternate Transmission**” and “**Alt Transmit via Internet**” checkboxes. Then click **Done** to exit the screen.

**Vendors**

Vendor Grid      Vendor Detail Information      **Vendor Purchase Order Info**

Purchasing Vendor:       PO Supplier ID:

Allow Backorders:       PO Special Code:

PO Product Lines:

Alt Transmit Type:

Alt Customer Nbr:

Alt Password:

Alt Telephone Nbr:

Use Alternate Transmission:

Alt Transmit via Internet:

FTP Parameters

Submit via FTP

Server Address:       Location ID:

User ID:       Password:

Comments:

15. You can now create and transmit a Purchase Order in Vast as you normally would. When you click the “**TRANSMIT**” button in purchasing, VAST will automatically email the purchase order to your vendor. The system will no longer dial out via the modem.