PixelPoint®

eSYSCO Purchase Order Import File Interface

Publication Details

Revision History

07/20/2016 – Revision 1
Updated DLL information

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Overview

The eSYSCO PO Import File Interface allows users to create purchase orders from within BackOffice and upload them directly to the US-facing eSYSCO website.

> **Note:** This tool will interface <u>ONLY</u> with the American eSYSCO site. It is currently not available to customers outside of the United States.

Requirements

- PixelPointPOS.exe (version 12.3.6)
- SystemSet.exe (version. 12.3.6)
- eSYSCO.dll (version 2.0)
  - copy into the folder C:/PixelPOS/DLLS

Pixel32.ini Setup

In order for the eSYSCO DLL to be called, the following entry must be added to the end of the **Pixel32.ini** file:
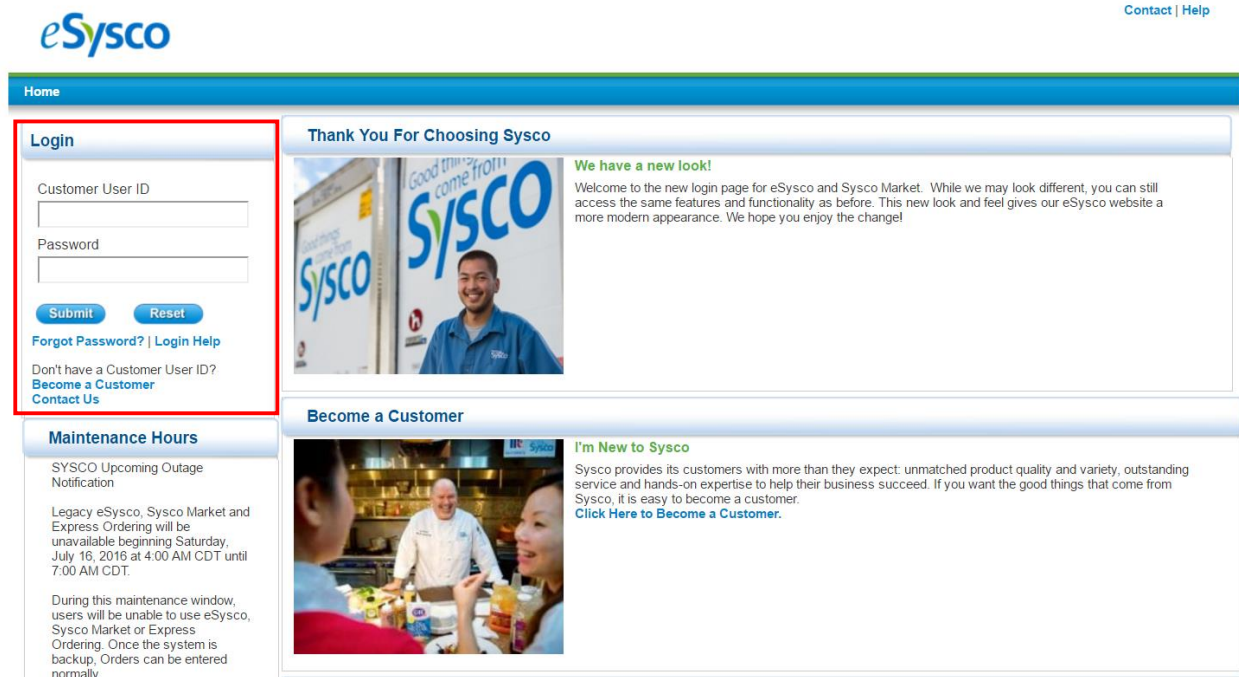
```
[POCustom]

 eSYSCO Import File Option=DLLS/eSYSCO.DLL
```

Once added, save and exit the file.

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eSYSCO Website Setup

In your internet browser, go to the page http://www.esysco.net/

Login with the username and password provided by your local Sysco Operating Company.

If you have been provided with specific setup instructions by your local Sysco Operating Company, complete them now before moving on.

Navigate to the Options page by selecting [Options].

Ensure the displayed email address is correct, and change both the **Import** and **Export Option** to Option 6. Click the [Submit Changes] button when finished.

> **Note:** It is recommended to download the *eSysco User Guide* in the Customer Support section and to familiarize yourself with the functionality of this website.

Supplier Setup

Before a purchase order can be submitted to SYSCO, they must first be added as a supplier in BackOffice.

To add a new supplier:

1. Open **Supplier Setup** from the Inventory menu in BackOffice.
2. Name the supplier SYSCO, and fill out the contact information accordingly.
3. In the **Your Acct #** field, enter the account number assigned to you by SYSCO.
4. Save your changes and exit the form.
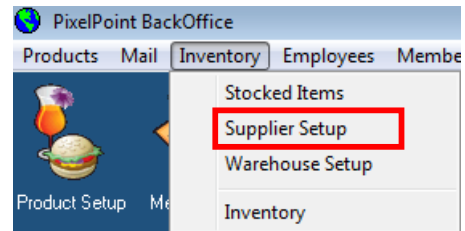
Stock Item Setup

When setting up a stock item that will be used on a PO and sent to SYSCO, it is important to ensure that the product number (or SKU) in the **Reference #** field matches the number entered in the **SKU** field.

If any product SKU changes, make sure to update the information in both fields, otherwise some products may not be imported properly.

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Importing a PO

To import a purchase order to the eSYSCO website:

1. From BackOffice, open Inventory Manager by selecting [Inventory] from the Inventory drop-down menu.
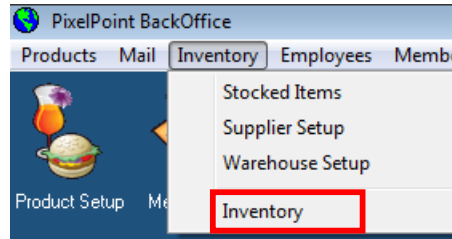
2. From within Inventory Manager, load a saved PO you would like to submit to eSYSCO or click the [New PO] button to start a new purchase order.
3. When your PO is completed and ready to submit, click the [Send To] button and select *eSYSCO PO Import File Option*.

The eSYSCO.dll will then create a CSV file version of the purchase order and load it into the eSYSCO Import Assistant Interface in preparation to be submitted.

Note: The created CSV files are automatically saved to the folder *C:\PixelPOS\PO\Import* and named consecutively for each PO created. (ex. PO_0001, PO_0002, etc.)

eSYSCO Import Assistant Interface

The main component of the eSYSCO Import Assistant Interface is the web browser, which will automatically load the eSYSCO website. The file to be imported is shown in the bottom-left corner of the screen.

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When the Import Assistance is first used, a Setup window will appear asking the user for their eSYSCO login credentials. Complete the form and click [OK].

Check the box [Don't Ask Me Again] to save the login information and have the eSYSCO.dll automatically populate the login page with the entered information in the future. Users will still have to click [Submit] on the browser page to complete the login process.

This login information can be changed or reentered by choosing the [Setup] option from the eSYSCO menu in the Import Assistant window.

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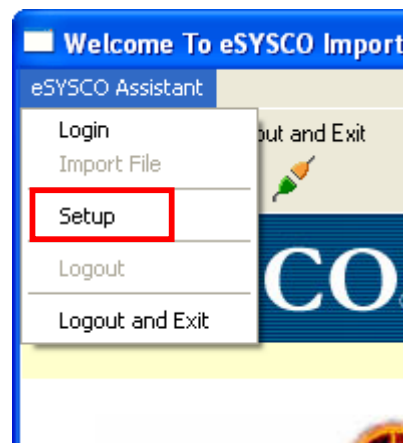
Once logged in, click the [Import File] button on the Import Assistant window.

You will be brought directly to the Import Orders page and the newly created CSV file will be loaded into the Import Orders field. Click the [Import File] button in the browser to upload the PO to the eSYSCO website.

Once uploaded, check the order on the eSYSCO website to ensure that all products and quantities have transferred over correctly. Once you have verified that the created purchase order is correct, submit it to Sysco.

Click the [Logout and Exit] button in the Import Assistant interface to exit the Assistant and return to BackOffice.

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