

EBOOK

# THE OPAL's Fractional EDI Administrator Guide



Smart



No-Touch



Self-Driving

Fractional EDI Administrators are project-based or a part-time role, offering your organization more flexibility, as well as potential cost savings when compared to hiring a full-time employee.



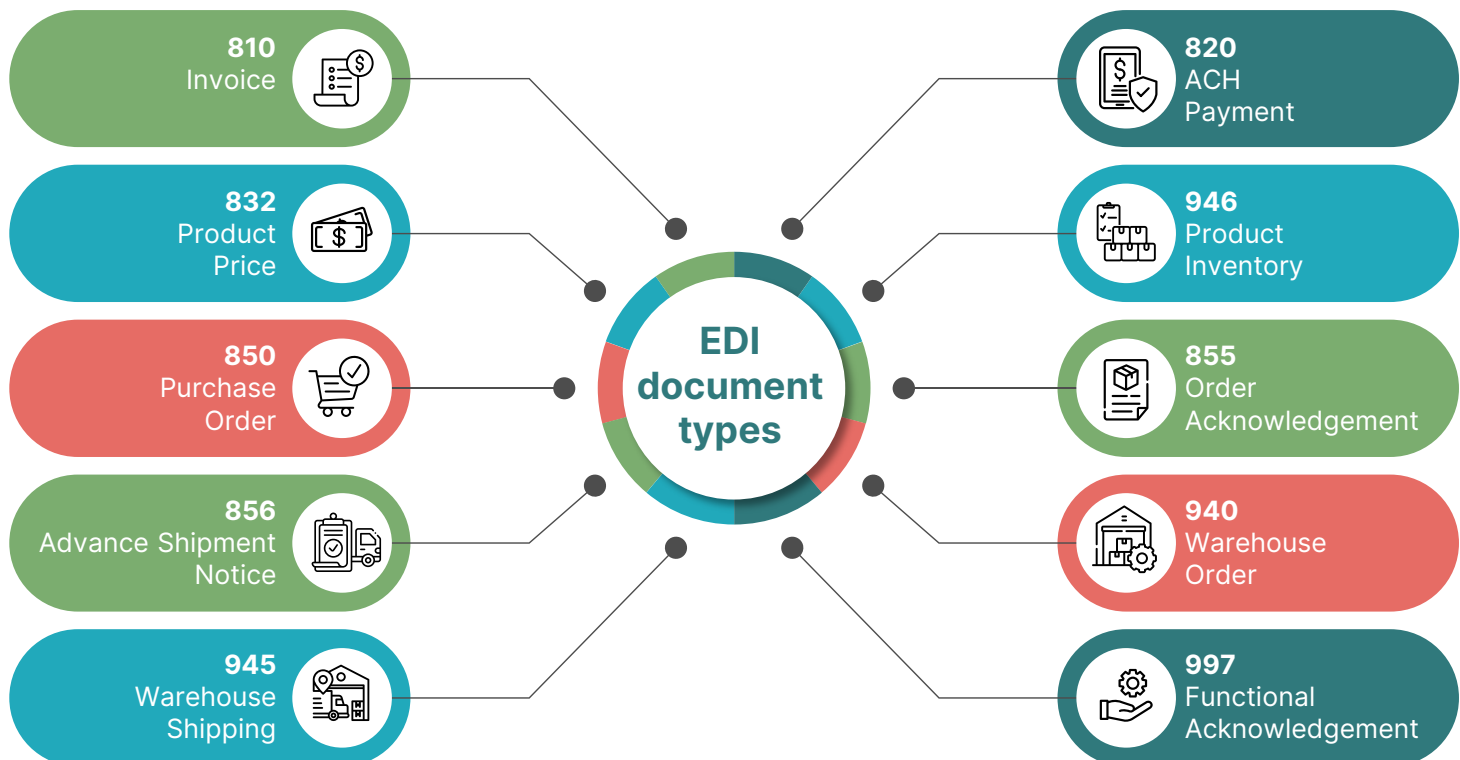
# What is EDI

EDI is a system that facilitates the exchange of business documents between your trading partners' systems. These partners include retailers, e-tailers, suppliers, vendors, customers, carriers, ERPs, accounting systems, warehouse management systems, shipping systems, shopping carts, and other entities involved in the supply chain.



EDI streamlines the flow of important documents like sales orders, purchase orders, invoices, and shipping notices, improving operational efficiency and minimizing the need for manual intervention.

Below are the EDI document types used in the retail industry. Please refer to Appendix A for a listing of commonly used EDI documents.



## Gaining Insight into Fractional EDI Administrators

An EDI Administrator with specialized expertise is available to provide support in managing EDI on a part-time or project basis. Working closely with IT staff is crucial for successfully implementing new setups and ensuring the seamless functioning of EDI operations.



This arrangement offers businesses the opportunity to receive expert guidance without the long-term commitment of hiring a full-time employee.

1

Deals with technology challenges and establishes the IT agenda for companies.

2

Act as the first point of contact for EDI related activities.

3

Offers valuable insights to identify potential areas for expansion.

4

Provides affordable solutions, maximizing IT budget efficiency.

5

Provides comprehensive coverage of EDI, including setup, maintenance, and support.

6

Brings expertise of the retail industry and the EDI systems utilized by leading retailers.

# Advantages of Fractional EDI Administrators



## Significant cost savings in comparison to hiring full-time employees:

With Fractional EDI Administrators, businesses can enjoy cost-effective solutions by only paying for the hours or projects they need. This eliminates the need for full-time salaries, benefits, and overhead costs that come with hiring permanent staff. This strategy maximizes the efficiency of budget allocation and alleviates financial pressure on the organization.

## Extensive knowledge and expertise in EDI:

When businesses utilize fractional administrators, they gain access to a group of skilled professionals who possess specialized expertise in Electronic Data Interchange (EDI). These professionals possess extensive industry experience, incorporating best practices and insights to ensure the effective management of EDI systems and processes.

## Always ready for work on weekdays, with no vacation restrictions:

Fractional EDI Administrators provide reliable availability throughout the workweek, guaranteeing seamless support and upkeep of EDI operations. Similar to full-time employees who may take vacations or leave, fractional administrators offer reassurance to businesses that rely on uninterrupted EDI functionality.

## Streamlined and smooth onboarding and integration with trading partners:

With their vast expertise and efficient procedures, fractional EDI administrators expedite the onboarding and integration process with trading partners. With their deep knowledge and experience, they can effortlessly handle intricate integration requirements, set up connections, and perform thorough testing. This ensures a smooth and efficient setup process, minimizing any disruptions to business operations.

## Experience a substantial reduction in onboarding time and costs

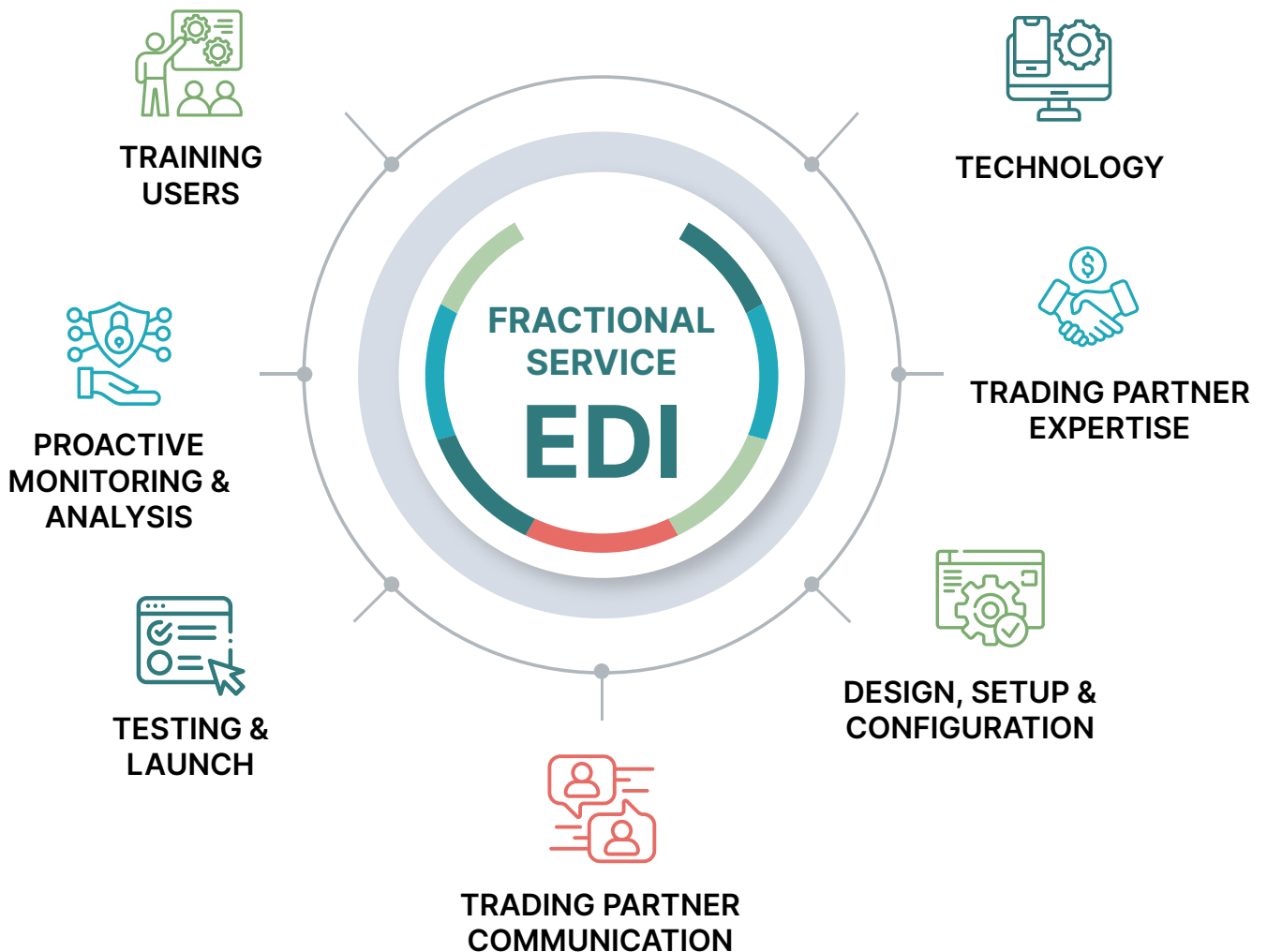
Our team of experts excels at expediting the onboarding process, resulting in significant time and cost savings when integrating new trading partners. With the expertise of a financial analyst, businesses can efficiently deploy EDI solutions, saving time and money while accelerating time-to-market.

## Skilled at handling multiple integrations simultaneously:

With their exceptional organizational skills and expertise, Fractional EDI Administrators excel at managing multiple integrations concurrently and handling diverse projects simultaneously. This feature improves the ability to scale and adapt, enabling businesses to grow their network of trading partners while maintaining high levels of efficiency and service quality.

# What to Expect from an EDI Administrator

- ✓ Works closely with trading partners and your internal team.
- ✓ Manages integration application forms and data mapping.
- ✓ Sets up connections with trading partners using various protocols such as AS2, FTP, and VAN.
- ✓ Coordinates EDI meetings and conducts integration testing.
- ✓ Performs EDI integration testing and certification.
- ✓ Monitors transactions and ensure seamless connectivity with partners.
- ✓ Monitors EDI transaction for any errors, coordinate with your team and resolve it.
- ✓ Training end users and keep documentation up to date.



## APPENDIX A – COMMONLY USED EDI DOCUMENTS



210 Motor Carrier Freight Details and Invoice  
214 Transportation Carrier Shipment Status Message  
753 Request for Routing Instructions  
754 Routing Instructions  
810 Invoice  
812 Credit/Debit Adjustment  
816 Organizational Relationships  
820 Payment Order/Remittance Advice  
824 Application Advice  
830 Planning Schedule with Release Capability  
832 Price/Sales Catalog  
844 Product Transfer Account Adjustment  
846 Inventory Inquiry/Advice  
850 Purchase Order  
852 Product Activity Data  
855 Purchase Order Acknowledgment  
856 Ship Notice/Manifest  
860 Purchase Order Change Request

861 Receiving Advice/Acceptance Certificate  
862 Shipping Schedule  
864 Text Message  
865 Purchase Order Change  
867 Product Transfer and Resale Report  
869 Order Status Inquiry  
870 Order Status Report  
875 Grocery Products Purchase Order  
876 Grocery Products Purchase Order Change  
879 Price Information  
880 Grocery Products Invoice  
882 Direct Store Delivery Summary Information  
888 Item Maintenance  
889 Promotion Announcement  
894 Delivery/Return Base Record  
895 Delivery/Return Acknowledgment or Adjustment  
940 Warehouse Shipping Order  
945 Warehouse Shipping Advice  
997 Functional Acknowledgment