

FTP Process for Transportation EDI

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Table of contents

[Introduction 1](#_Toc338399639)

[Purpose of this document 1](#_Toc338399640)

[Implementation Process 1](#_Toc338399641)

[Business Requirements 1](#_Toc338399642)

1. [Chapter 1. FTP Set-Up Process 2](#_Toc338399643)

[Carrier Communicating with Multiple JDA Marketplaces 2](#_Toc338399644)

[FTP Credentials 2](#_Toc338399645)

[Connection Information 3](#_Toc338399646)

[Folder Structure 4](#_Toc338399647)

1. [Chapter 2. FTP Testing Procedure 5](#_Toc338399648)

[Carriers who already trade via FTP with another JDA Marketplace 5](#_Toc338399649)

[New FTP Carriers 5](#_Toc338399650)

1. [Chapter 3. FTP Production 6](#_Toc338399651)

## Introduction

### Purpose of this document

The Transportation POD’s preferred communication connection is through a direct FTP (File Transfer Protocol) connection. This document, the FTP Set-up and Process Guide, is aimed specifically at carriers who wish to communicate their EDI messages to the JDA Transportation POD EDI system through a direct FTP connection.

Carriers who have completed this process once for any JDA Transportation POD EDI implementation will find that additional FTP connections can be added easily with a minimum of testing.

## Implementation Process

Establishing a data communication relationship is a simple process that begins with the review of these specifications and completes with the successful transition to production status with the Michaels Marketplace. The steps in between consist primarily of gaining an understanding of the communication requirements and setting up the communications parameters followed by a short transaction testing period. This process is generally the first step in the EDI Implementation process

## Business Requirements

In order to implement an FTP relationship with the JDA Transportation POD EDI system for the Michaels Marketplace, the carrier must be able to meet the following requirements:

1. The carrier must initiate a direct FTP connection to the Transportation POD’s FTP server
   1. Security certificate transfer and AS2 communications are not offered
2. The carrier must be able to handle separate production and test FTP folders for receiving 204s and sending 990s and 214s.

* 1. The carrier must be able to pull the 204 data from the appropriate FTP folder and push the 990 and 214 data to the appropriate FTP folders

1. The Carrier must assign a unique file name to the inbound to Michaels EDI file. We suggest using your <user ID> plus a date/time stamp to avoid overwriting a previously sent file.
   1. File extension on the file must be “.edi”. For example: SCAC022520040915.edi.

# FTP Set-Up Process

## Carrier Communicating with Multiple JDA Marketplaces

Many carriers have established EDI communication relationships for different shippers who use the JDA Transportation POD Hosted environments. This means that they have already completed an FTP set-up process with the Transportation POD for those shippers, have been provided with FTP credentials and are actively trading EDI messages.

In these cases, adding a new FTP connection is usually a very simple process. The carrier would use the same User name and Password to access the FTP site. The JDA Firewall Team will add the necessary permissions in the carrier’s FTP setup that will give them access to the **MICH** directory. We try to keep the FTP folder structure identical in each of our EDI environments and carriers have found in many cases they are able to reuse their existing FTP scripts with only minor edits.

If you already have an existing FTP connection to the JDA FTP environment please make sure to inform the Service Desk Team member assigned to your case and if possible, supply your existing User Name and Password. This will allow them to “fast track” your FTP set-up which should shorten your implementation process.

## FTP Credentials

If the FTP set-up is to be completed in conjunction with an EDI On Boarding request submitted by Michaels, the carrier should have received a “Carrier Questionnaire” document in the packet of information emailed to your technical contact at the start of the project. This document contains spaces for the carrier to provide the required FTP set-up information. The assigned Service Desk Team member will initiate the FTP set-up based on the information contained in that document.

If a carrier wishes to change their original communication method and move to a direct FTP communication style anytime after completing the EDI On Boarding process, the carrier must initiate a request by sending an email to the Service Desk at [michaelssd@jda.com](mailto:averydennisonsd@jda.com). This email will create an issue in the JDA Service Desk environment and the case will be assigned to a representative who will contact the carrier. The carrier should provide in the request the following information in order to receive their FTP credentials:

1. SCAC code that the carrier will be using in the Michaels transportation system.
2. Does the carrier currently have an established FTP connection with another JDA Transportation POD Marketplace and been provided a User Name and Password for the FTP environment?
   1. If so, please let the Service Desk know which Shipper the connection was set-up for and if known, the assigned FTP credentials (User Name and Password).
3. Carrier’s IP Address
   1. This IP Address must be “static” (Unchanging)
   2. If the carrier uses a proxy server or similar setup, this address must be the external IP address that is shown to the Internet
      1. This IP address will be used to open a specific port through our firewall. If this IP address changes at any time, the carrier should notify the Service Desk at [michaelssd@jda.com](mailto:averydennisonsd@jda.com) in order to connection failures.

The Service Desk Team Member will take the above information and make a request for the FTP credentials from the JDA Firewall Team. This request will generally take 1 business day to be completed. Once the credentials have been established, the credentials will be sent to the carrier’s technical contact via email.

A reminder:

* The FTP Password provided to you ***is*** case sensitive

## Connection Information

The URL used to access the FTP environment is: ftpprd.freightmatrix.com

The corresponding IP Address to this URL is: 64.26.253.194

We prefer that the carrier use the URL in their connection string as opposed to the corresponding IP Address since this URL will map to the proper environment within our system and if at any time changes are required behind out firewall to redirect this URL to a different environment, the change to the carrier would be minimal.

Due to security precautions you cannot “PING” this address. We will not return a response.

When the carrier connects they are placed into a virtual “landing” folder. Due to security precautions, there is no visible directory that can be retrieved at this point. (Since FTP communication software varies greatly, we will not try to list specific commands for your connection or navigation. However, the following actions would be required for a carrier to “PULL” or “PUSH” EDI files into the proper directory for Michaels. )

* From the virtual landing folder, the carrier should navigate to the **MICH** directory
  + Please note that ***some*** carriers have to add “Usr” to their path to successfully access the directory
  + At this point you should be able to successfully complete a “list” or directory command to display the existing folder structure
* The carrier will navigate to the proper folder.
  + For picking up Tender files in production and outbound to carrier Acknowledgments **(for EDI 210 files only)**, the proper folder would be o204 (o = lower case letter “OH” for “outbound” and not the number zero)
  + For dropping off Tender Response files in production, the proper folder would be i990 (i = lower case letter “I” for “inbound” and not the number one)
  + For dropping off Status update files in production, the proper folder would be i214 (i = lower case letter “I” for “inbound” and not the number one)
  + For dropping off Freight Bill files in production, the proper folder would be i210 (i = lower case letter “I” for “inbound” and not the number one)
* The Carrier must assign a unique file name to the inbound to Michaels EDI file. We suggest using your <user ID> plus a date/time stamp to avoid overwriting a previously sent file.
  + File extension on the file must be “.edi”. For example: SCAC022520040915.edi.

The carrier is responsible for deleting all “inbound to carrier” EDI files (EDI 204 and EDI 997 **[sent for EDI 210 files only]**) once they have successfully transferred the data to their system.

The JDA EDI process is responsible for deleting all “inbound to the shipper” EDI files (EDI 990 and EDI 214) once they have been brought into the EDI system for processing.

## Folder Structure

As mentioned earlier we try to maintain the same FTP folder structure across each JDA Marketplace instance. This means that for some environments, a folder may be contained in the parent directory, but if that particular JDA Market place owner does not trade that specific EDI message type, no EDI processes for that message type would be enabled. Inbound files placed in those folders would not be processed.

Both testing and production EDI data transfers occur in the same FTP environment. The testing and production EDI activities are defined by the folder structure. All “TEST” folders are designated by a “t\_” in the folder name.

**Please note: There are no automated internal EDI processes associated with any test folder. All file movements are completed manually by a Service Desk Team Member. There are no exceptions to this.**

The following is the folder structure for Michaels:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDI** |  |  | **FTP Folder Names** | |
| **Transaction Type** | **Description** | **Message Direction** | **Test** | **Production** |
| EDI 204 | Tender | Outbound to Carrier | t\_o204 | o204 |
| EDI 204 | Tender Cancel | Outbound to Carrier |
| EDI 204 | Tender Update | Outbound to Carrier |
| EDI 997 | Acknowledgment  **Sent for EDI 210 messages only** | Outbound to Carrier |
| EDI 990 | Tender Accept | Inbound to Shipper | t\_i990 | i990 |
| EDI 990 | Tender Reject | Inbound to Shipper |
| EDI 214 | Status Updates | Inbound to Shipper | t\_i214 | i214 |
| EDI 210 | Freight Bill | Inbound to Shipper | t\_i210 | i210 |

# FTP Testing Procedure

## Carriers who already trade via FTP with another JDA Marketplace

1. The carrier reviews the documentation and provides via email to the Service Desk Team member assigned to this project ( [michaelssd@jda.com](mailto:averydennisonsd@jda.com) ) with their current JDA, FTP User Name and (if available) Password.
2. The Service Desk Team Member will make a request to the JDA Firewall Team to extend the carrier’s FTP connection to the **MICH** directory. This request will take a minimum of 1 business day to complete and once they are notified will send an email to the carrier.
3. The carrier should try a test connection to the JDA FTP site and verify they can:
   1. Connect to the site
   2. Access the **MICH** directory
4. The carrier sends an email to [michaelssd@jda.com](mailto:averydennisonsd@jda.com) verifying that the test connection was successful.
5. At this point, the EDI testing process outlined in the EDI Implementation Guide can be started.

## New FTP Carriers

1. The carrier reviews the documentation and provides the required information in the Carrier Questionnaire document indicating that they want to have an FTP connection established and returns the completed form to the assigned Service Desk Team Member.
2. Using the responses from the Carrier Questionnaire the Service Desk Team Member will make a request to the JDA Firewall Team to create the FTP credentials. This request will take a minimum of 1 business day to complete.
3. The Service Desk Team Member will send the FTP credentials to the carrier and request that the carrier try a test connection to the JDA FTP site. The carrier should verify they can:
   1. Connect to the site
   2. Access the **MICH** directory
   3. Access each production folder (o204, i990, i214 and i210) and each test folder (t\_o204, t\_i990, t\_i214 and t\_i210).
4. The carrier sends an email to [michaelssd@jda.com](mailto:averydennisonsd@jda.com) verifying that the test connection was successful.

At this point, the EDI testing process outlined in the EDI Implementation Guide can be started.

# FTP Production

Once in production,

1. Change your FTP scripts so that you are picking up your EDI 204 files from the proper production folder and dropping off your EDI 990 and 214 files to the proper production folder.
   1. For production EDI 204s and outbound to carrier EDI 997 Acknowledgments **(for EDI 210 files only)** the folder would be: o204
   2. For production EDI 990s the folder would be: i990
   3. For production EDI 214s the folder would be: i214
   4. For production EDI 210s the folder would be: i210
2. The Carrier must assign a unique file name to the inbound to Michaels EDI 990, 214 and 210 files. We suggest using your <user ID> plus a date/time stamp to avoid overwriting a previously sent file.
   1. File extension on the file must be “.edi”. For example: SCAC022520040915.edi.
3. Your connection times should be frequent enough so that you can meet the expectations of picking up your tender files and able to return your responses to meet your business obligations as well as sending timely Status updates required by the shipper.
4. If the 214s have errors the Transportation POD will send you a daily report (for the previous day’s 214s), stating the load # and the nature of the error. You are then expected to fix the error(s) and re-send the corrected file if needed. Please refer to document titled “EDI Error Explanations” for a complete listing of errors with explanations of the corrections.
5. Correcting the EDI errors in a timely manner is vital to EDI’s optimal performance. Not fixing them has a “snow ball” effect. For example, if we receive a 214 file that contains an AF status update (Depart P/U Location) for a specific load which has errors and does not process, and the problem is not corrected before receiving the next 214 status update, any following updates will also fail. So now, not only does the AF have to be corrected and re-sent, but also any updates that may have been in the second file. If the AF had been fixed immediately, before the receipt of the next 214 file, you would have only had 1 error; since it was not, any following codes would be rejected, adding to your error total.
6. For issues that arise once you are in production: Please send an email to [michaelssd@jda.com](michaelssd@jda.com%20) stating your issue. A Service Desk request will be created from the received email and one of our Service Desk EDI Support personnel will respond to you. (Further instructions on the Service Desk process can be found in the EDI Implementation Guide)