

Quality Control Goals

1. Orders should be updated at least once per business day
2. Manufacturers should send orders for all dealers
3. All required fields need to be provided
4. Carrier and TrackingNumber should be provided when items ship
5. All date fields should be properly formatted and kept up to date
6. OrderStatus should always be kept up to date and be consistent with Quantities and Quantities Shipped.
 - a. OPEN – QuantityShipped = 0 for all line items
 - b. PARTIAL – QuantityShipped not equal to 0 for at least one item
 - c. HOLD – Order is on hold
 - d. SHIPPED – Quantity = QuantityShipped for all line items
 - e. COMPLETED – Order has been shipped for 7 days
 - f. CANCELLED – Order has been cancelled
7. PARTIAL orders should be updated when remaining lines ship or a new order should be created for the unshipped lines
8. Upload all new and updated orders

Technical Instructions for Manufacturers

Export a Sample File

1. Export a data file from your ERP or order tracking system
 - a. Data files can be csv, xml, or other character delimited file
 - b. For csv and character delimited files
 - i. The first row must contain the header names outlined in the Data Fields table
 - ii. Line endings should be CRLF line endings
 - iii. Be sure to remove all commas/delimiting characters from field values
2. Include all orders from the past 3 months

Upload File to the FTP Site

1. Using the ftp username and password provided by your AQ Order Status Coordinator, upload your file to the ftp site: ftp://fedadata.aq360.com
2. Coordinators will confirm that the file was uploaded and is displaying accurately
3. Login to the Order Status Portal and verify that your data appears. Contact your coordinator if you do not have a login.

Automate the Export and Upload Process

1. Schedule a file export and ftp upload from your ERP or order tracking system.
2. Upload files at least once per day and as often as every 30 minutes

Final QA Review and Publish

1. Coordinators will do a final quality assurance review
2. Confirm with your AQ Order Status Coordinator that you are ready to publish and the Coordinators will enable access for all users

Data Fields

Field Name	REQ	Field Description	FORMAT
DealerName	X	Dealer Name	Alpha-numeric
PONumber	X	Dealer Order Number	Alpha-numeric
OrderNumber	X	Mfr Order Number	Alpha-numeric
OrderStatus	X	Status of order. Please refer to the table below.	Refer to Table
Reason		Reason for status	Alpha-numeric
DateCreated	X	PO Create Date	YYYYMMDD
DateRequested	X	Date Requested by Dealer	YYYYMMDD
DateExpected	X	Mfr Estimated Ship Date	YYYYMMDD
ProjectName	X (if available)	Project/Job Name	Alpha-numeric
ShipTo	X	Ship To Name	Alpha-numeric
OriginationRepName	X (if available)	Origination (Dealer) Rep	Alpha-numeric
ShipToAddress1	X	Ship To Address	Alpha-numeric
ShipToAddress2		Ship To Address2	Alpha-numeric
ShipToCity	X	Ship To City	Alpha-numeric
ShipToState	X	Ship To State	Alpha-numeric
ShipToZip	X	Ship To Zip	Alpha-numeric
ShipToCountry		Ship To Country	Alpha-numeric
Model	X	Manufacturer Model Number	Alpha-numeric
ItemNumber	X	Line Item Number	positive integer
Quantity	X	Quantity	positive integer
QuantityShipped	X	Quantity Shipped	0 or positive integer
ItemDescription	X	Item Specification/Description	Alpha-numeric
Serial	X (if available)	Serial Number	Alpha-numeric
Carrier	X	Freight Carrier Name	Alpha-numeric
TrackingNumber	X	Tracking Number/Pro Number	Alpha-numeric
AQVendorNumber		Internal Use	Alpha-numeric
AcknowledgementURL		URL link to Manufacturer order Acknowledgement	URI
InvoiceURL		URL link to Manufacturer Invoice	URI
Memo		Notes	Alpha-numeric

Status Rules

OrderStatus should always be kept up to date and be consistent with Quantities and Quantities Shipped.

1. OPEN – QuantityShipped = 0 for all line items
2. PARTIAL – QuantityShipped not equal to 0 for at least one item. Orders should be updated when remaining lines ship or a new order should be created for the unshipped lines
3. HOLD – Order is on hold.
4. SHIPPED – Quantity = QuantityShipped for all line items
5. COMPLETED – Order has been Shipped for 7 days (automatically changes)
6. CANCELLED – Order has been cancelled.