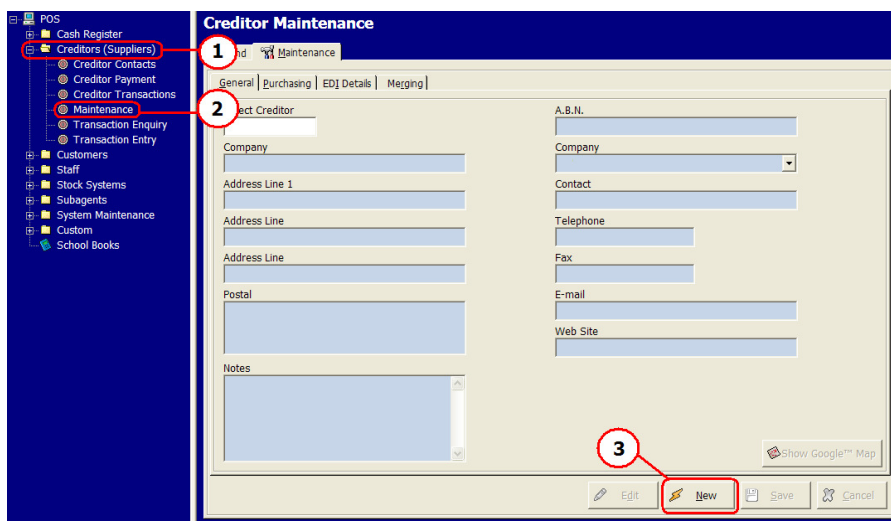


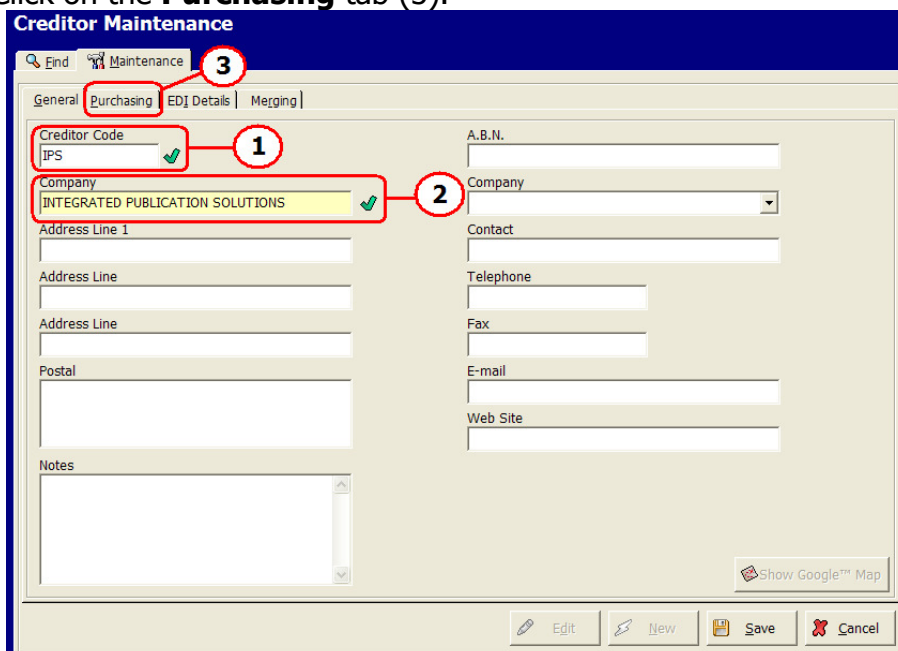
Setting up PosBrowser to accept Integrated Publication Solutions DD2 and RTF files

First you will need to add Integrated Publication Solutions as a creditor in PosBrowser.

1. From the Main Menu, click on **Creditors** (1) and then **Maintenance** (2).
2. Click the **New** (3) button.



3. In the **Creditor Code** box, put in **IPS** (1).
4. In the **Company** box, put in **Integrated Publishing Solutions** (2).
5. Click on the **Purchasing** tab (3).



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6. In the **Default Account Number** box, enter in your IPS account number (1)
7. Enter in a **Dissection, Family** and **Class** in the drop down boxes (2).
8. In the **Default Stock Type** drop down box, select **Publication** (3).
9. In the **Default Return Frequency** drop down box, select **Weekly** (4).
10. In the **Process Returns** drop down box, select **Weekly** (5)
11. Click the **Save** button (6).

The screenshot shows the 'Creditor Maintenance' window with the 'General' tab selected. The interface includes various input fields and dropdown menus. Red circles with numbers 1 through 6 are placed over specific elements:

- 1**: Points to the 'Default Account Number' text input field.
- 2**: Points to a group of three dropdown menus: 'Dissection' (set to '4D - MAGAZINES [4D]'), 'Family' (set to 'M00 - Unclassified'), and 'Class' (set to '00 - Not specified').
- 3**: Points to the 'Default Stock Type' dropdown menu, which is set to 'M - Publication'.
- 4**: Points to the 'Default Return Frequency' dropdown menu, which is set to 'Weekly'.
- 5**: Points to the 'Process Returns' dropdown menu, which is set to 'Weekly'.
- 6**: Points to the 'Save' button at the bottom right of the window.

Other visible fields include 'Terms' (Cash On Delivery), 'Minimum Purchase Amt' (\$0.0000), 'Settlement Disc.%' (0.0000%), 'Invoice Entry Description', 'Lead Time' (0), 'Ordering Cycle' (Not Applicable), 'Book RRP Disc.%' (0.0000%), 'Book Return Period (in Months)' (0), and 'Default Margin %'. There are also several checkboxes for options like 'Hold for Payment Run', 'Purchases Include GST', 'Show on Order', 'Credit Breaks Packs', 'Use Automatic Ordering', 'Use Automatic Calculation', 'Auto Credits for Returns Forms', 'Purchase Orders Sort by Warehouse Location', 'Make Instore As Settlement when Invoicing', 'Make Instore As Wholesale when Invoicing', 'Allow Back Orders', 'When invoicing, must always supply issue/extra info', and 'When EDI Invoicing, prompt for Retail pricing option'.

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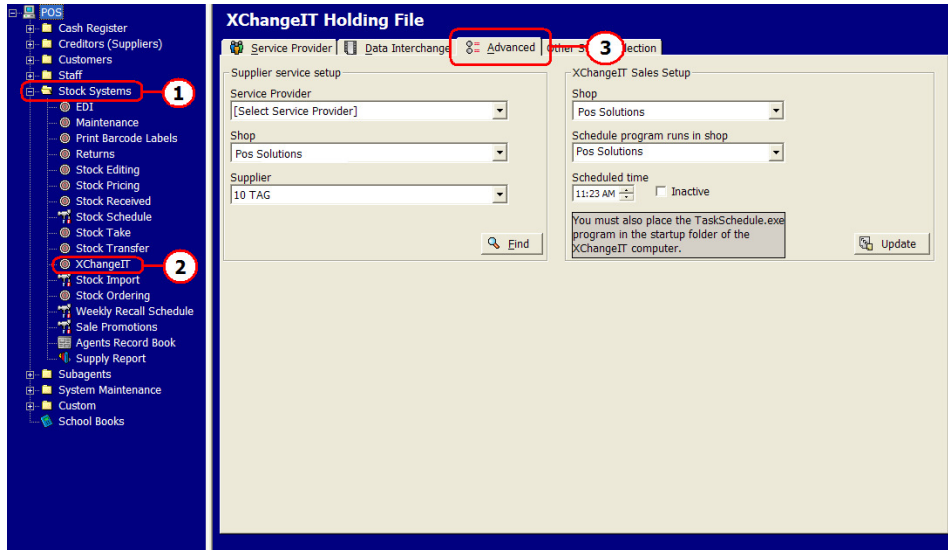
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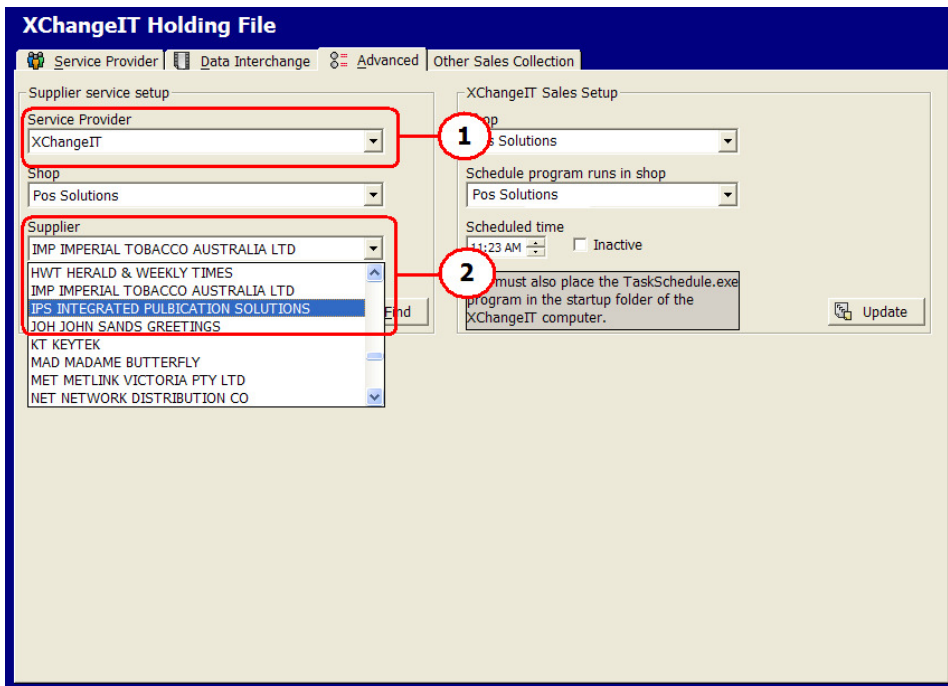


You will now need to setup PosBrowser to accept the invoices and returns forms.

1. From the Main Menu go to **Stock Systems** (1) and then **XChangeIT** (2).
2. Click the **Advanced** tab (3).



3. In the **Service Provider** drop down box, select **XChangeIT** (1).
4. In the **Supplier** drop down box, select **Integrated Publication Solutions** (2).



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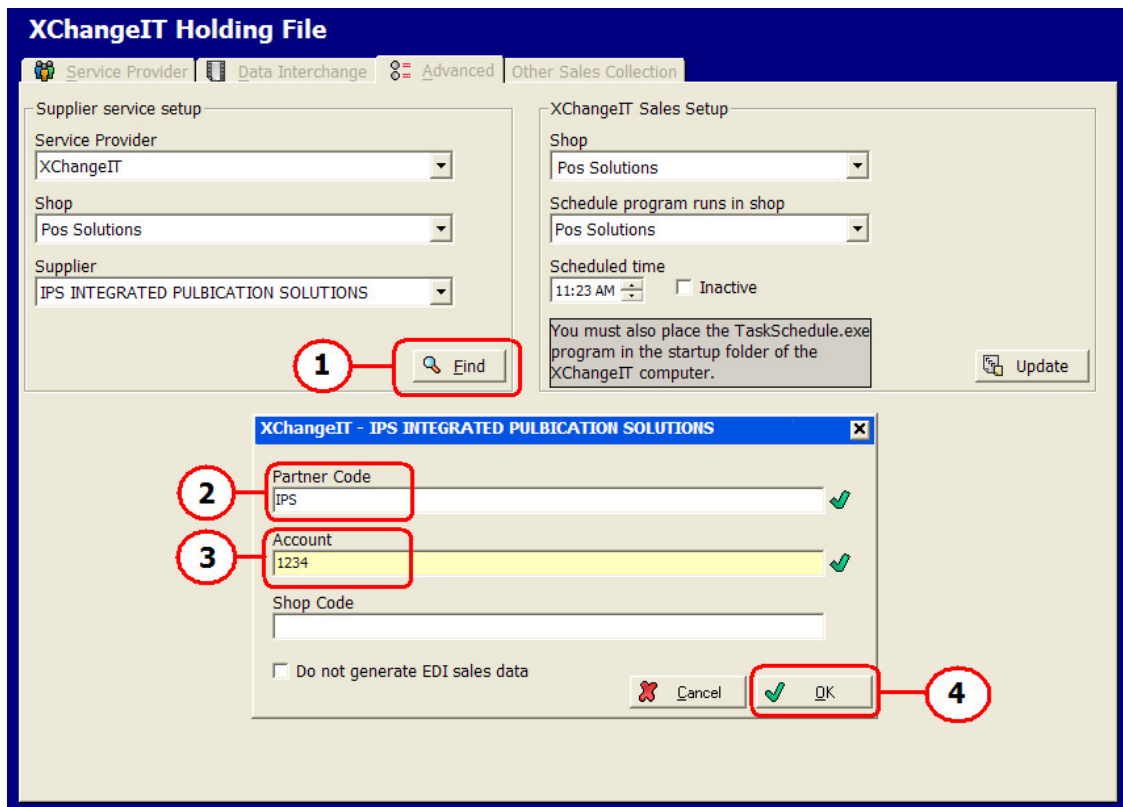
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5. Click the **Find** (1) button.
6. In the **Partner Code** box (2), put in **IPS** in capital letters.
7. In the **Account** box (3), put in *your* IPS account number.
8. If you are a multi-shop site, enter your Shop code in the **Shop Code** field.



9. Click the **OK** button to save (4).

You will then find the invoices waiting in the **Convert XChangeIT EDI** tab in the **Stock Received** section after clicking the **Check New** button.

As IPS do not accept Early Returns, all items invoiced in will have a new Stock Maintenance option; **Do Not Early Return**, automatically ticked when received. When you try to scan an early return, you will get the following message.

