

Order Export Questionnaire - Basics

Thank you for taking time to assist with this effort. Questions we need answered:

- See highlights in the separate file layout questionnaire – what values should we use?
- File naming convention (e.g., qs.mmddy.hhmmss.txt)? We suggest a unique name for each file, perhaps including a time and date stamp, and auto-deletion of files from the folder once processed by the MMIS.
- Encryption of the the MMIS file (not required if file is passed via ftp over VPN):
 YES (we will contact you for protocol and key)
 NO
- Desired schedule (what time(s) of day and frequency)?

List time(s) of day – most order interfaces run a few times per day:

Days

- M-F
- S-S (7 days)
- Other _____ (list days)

- Desired transmission methodology:
 ftp push (to your ftp server)
 ftp pull (from a BlackTie server)

Exceptions

- **Business rule:** YES or NO, should we export to MMIS ordered items that are missing their MMIS numbers (in which case, we export vendor number, manufacturer catalog number, and description for processing by Purchasing)?
- **Offset:** How many days should Exceptions be permitted to last before they can no longer be exported and sent to Purchasing (in other words, an item is ordered on Monday, but it qualifies somehow as an Exception; how long should it be available on the Exceptions page where the user can “fix” it and ready it for export; with a 3-day interval, it’s exportable if fixed by Thursday; after that, it won’t be exported)?

number of days