

## **PO Number Import Questionnaire - Basics**

**PURPOSE:** This document enables BlackTie customers to provide all of the specifications and preferences we need to develop an Item Master interface (export from customer to BlackTie, import from the BlackTie perspective). Thank you for taking time to assist with this effort.

### **FILE FORMAT:**

- The PO Number file should be TAB-delimited (delimiter can be anything, TAB is preferred) and should include the following fields:
  - BlackTie order ID
  - PO number

### **QUESTIONS** we need answered:

- File naming convention (e.g., qspo.mmddy.hhmmss.txt)? We suggest a unique name for each file, perhaps including a time and date stamp.

btpo.mmddy.hhmmss.txt

- Encryption of the 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 only
- S-S (every day)
- Other \_\_\_\_\_ (list days)

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