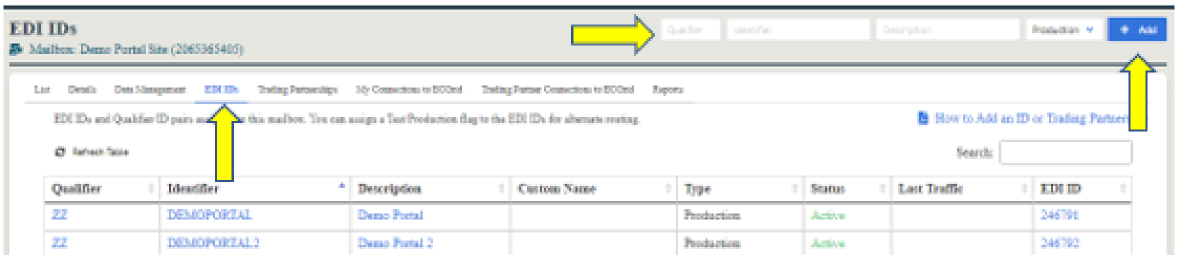
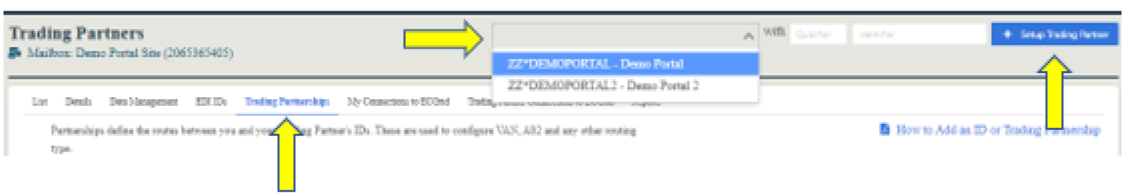
How to Add or Delete a Qual:ID or Partnership

All mailbox IDs and trading partnerships are managed by choosing “Mailboxes” on the left side navigation panel. After clicking Mailboxes, you will need to select the specific mailbox you want to add the ID or partnership to, unless you have a single mailbox in which case you will immediately be able to choose “IDs” or “Trading Partners” on the top configuration panel.

To add an EDI ID to your mailbox, click on the “IDs” tab at the top, then enter the qualifier (leave empty for null), EDI ID, and company description, and click Add:



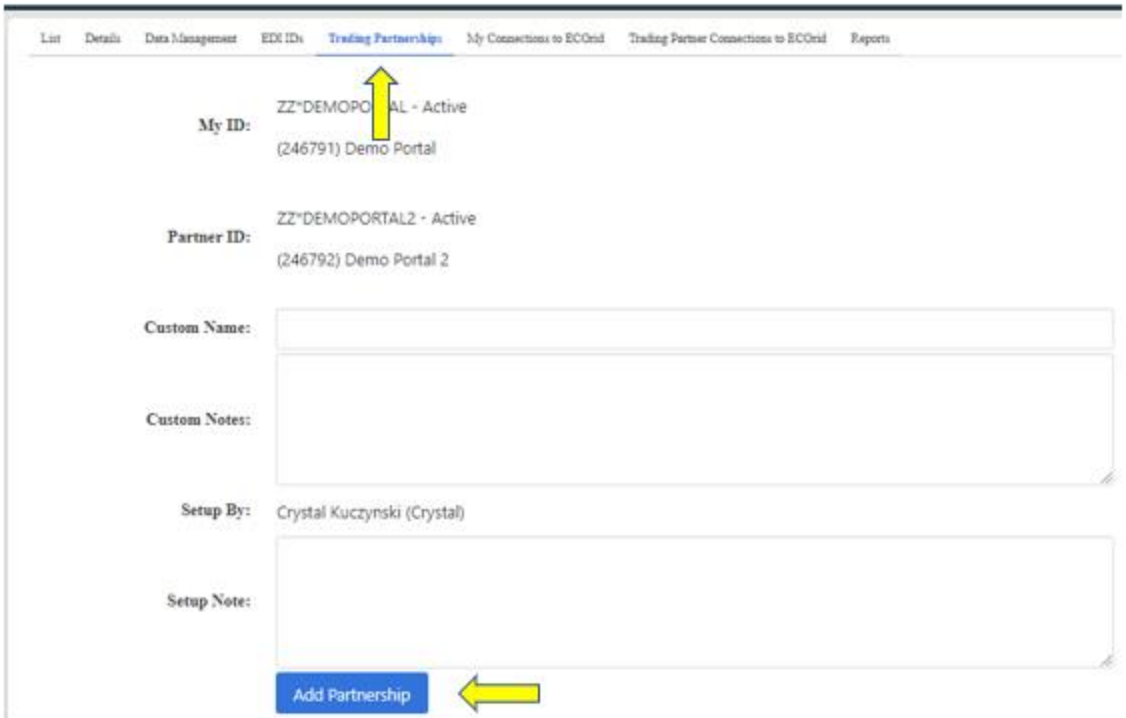
Once you have EDI IDs in your mailbox, you can add your trading partnerships. Click on the “Trading Partners” tab at the top, click on the drop-down menu to choose your EDI ID that you will be setting up, then add the Qualifier & ID of your trading partner. Click the blue “Setup Trading Partner” button, which will take you to a review page.



If the trading partner ID is on our network, you can simply click the blue “Add Partnership” button at the bottom of the page. If the trading partner ID is not on our network, you will need to provide the company name and choose the correct VAN for the ID to complete the partnership. If a trading partner and their EDI IDs are already on our system, the trading partner will be classified as “Completed” and you can begin trading immediately.

**Please note: This does not guarantee the partnership has been added on the trading partner’s VAN. We do send notices to the trading partner’s VAN requesting the partnership is set up on their end, however, most of the VANs require the request come directly from their customer (your trading partner).*

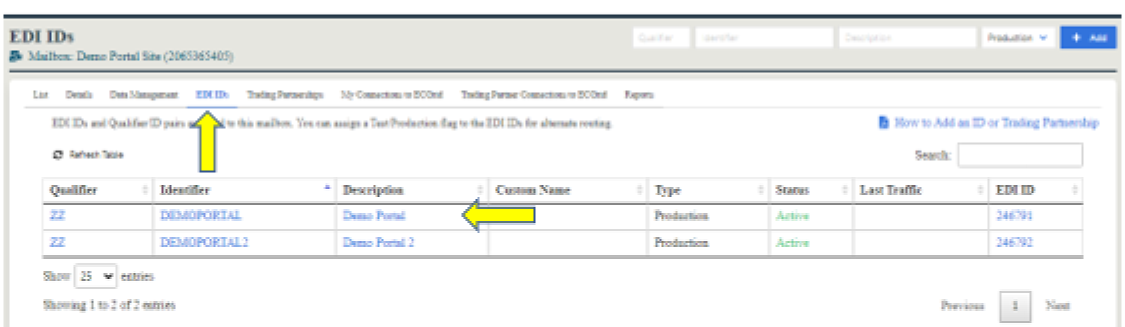
The Add TP function tracks which user set up the relationship and allows for the adding of notes and comments which are only visible to users at your organization, (NetworkUser authorization and above).



If the trading partner requires an alternative connection, (AS2, SFTP, X.400, etc.), you will need to make this request by contacting NetOps Support. You can contact them by clicking on the “Help Desk” link on the left side navigation panel. Typically, these TP setups are done within 1-3 business days, depending on the responsiveness of the trading partner.

Can I delete an ID or partnership off my network or mailbox?

You can delete an ID and a partnership off your network or mailbox by navigating to the correct mailbox, clicking on IDs tab at the top of the page, then clicking on the blue ID code of the ID you would like to delete:



On the next page, in the upper right-hand corner, you have the option to either Suspend or Delete an ID off the mailbox. Once you've clicked Suspend or Delete, click the blue Save Changes button at the bottom of the page: