NORDSTROM - RITHUM SUPPLIER CONNECTION GUIDE - EDI VIA S/FTP

Overview

The purpose of this document is to help you as a supplier connect to the Rithum platform using EDI files transported over an FTP or SFTP connection. This document will discuss the steps necessary to make this happen.

Connecting to FTP and SFTP is simple inside of Rithum. When your account is created an S/FTP folder and credentials are also created for you; however, you may also use your own S/FTP server if you choose.

1. Accepting the Rithum invitation

The first step of this process is to accept your invitation to Rithum. You likely have already been invited and have an account if you are reading these instructions. If not, you must accept the invite your trading partner has sent you. If you do not have a trading partner on Rithum, and would like to use the platform please contact Rithum Support at www.rithum.com/about/contact-us/.

2. Setting up the S/FTP connection

The second step is to set up your S/FTP connection with Rithum. Rithum has pre-configured an S/FTP server for you if you would like to use it, else you can also have Rithum send files to another S/FTP server of your choice. If you would like to use Rithum's server, please read on to the next paragraph, but if you would like to use your own server, skip ahead to step three.

If you would like to use Rithum's S/FTP server, simply log in to Rithum and select **Automation** in the top navigation, then **FTP** in the sub-navigation. This page gives you all the information you need to access your pre-configured S/FTP folders. The information includes the server, username, password, and specialized FTP link. It also includes information about how to connect using SFTP and how the folder structure is set up. Once you have configured your connection to the Rithum S/FTP folders, please move to the next step.

3. Setting up automated jobs

The third step is to schedule job automation in the platform. Scheduling jobs gives you control of how often you would like to import and export files to and from the platform. One thing to note is that because you use EDI you only need to create two different jobs; one import job and one export job. The reason for this is that Rithum accepts 810, 846, 856, and 870 files all at once. The data of these files can be separated into separate files, or they can be combined into a single file. Rithum will process the data the same either way. Only the 850 files need to be exported from Rithum, therefore only one order export job is necessary.

Create an EDI import job

1. In the main navigation, go to **Automation**.
2. Select **Create Job**.
3. Enter a **Job Title**. This can be any name you choose, but we suggest you name it so that it is easy to know what the job is doing. For example, we suggest you name the job *EDI Import*.

4. Select *EDI - Import* as the **Process**
5. Select *Nordstrom EDI* from the **Standard** drop-down.
6. Select **Next Step**.
7. For the **Import Source Type** you need to decide which S/FTP server you would like to use.
   - Select *Dsco FTP* if you would like to use Rithum's pre-configured S/FTP server. With this setting your pre-configured S/FTP server credentials are pre-loaded into the **Username**, **Password**, and **Location** fields.

   - Select *External FTP* if you would like to use another server of your choice. With this setting, please enter the **Username**, **Password**, and **Location** values so that Rithum can connect to the server.

   Note that the location field is case sensitive for the file name for each above scenario. Also, you can use stars (*) as wildcards.
8. If you would like to receive 997 functional acknowledgements, please check the **Generate 997 Flag** checkbox.
9. If you would like to receive an email from Rithum whenever an automated job fails, please enter the email in the **Failure Notifications** email field.
10. Select **Next Step**.
11. Select how often you would like the jobs to run. The **Run this Job** drop-down has multiple options, including: *hourly, daily*, and *weekly*. If the job initiates but does not find any new files to process, it will immediately end.
12. Select **Save Job**.

Create an EDI order export job

1. In the main navigation, go to **Automation**.
2. Then select **Create Job**.
3. Enter a **Job Title**. This can be any name you choose, but we suggest you name it so that it is easy to know what the job is doing. For example, we suggest you name the job *EDI Order Export*.
4. Select *Orders - Export* as the **Process**.
5. For the **File Type** please select *EDI*.
6. Select *Nordstrom EDI* from the **Standard** drop-down.
7. Select **Next Step**.
8. For the export **Source Data** drop-down, please select the trading partner for which you would like to export data. For most companies the best option is *All Retailers*. **Note** that if you select a single company for this job you will need to create a separate job for each retailer.
9. If you would like to **Only include changes since the last successful run**, please check that checkbox. Most companies choose this option.
10. For the **Destination Type,** you need to decide which S/FTP server you would like to use.
    - Select *Dsco FTP* if you would like to use Rithum's pre-configured S/FTP server. With this setting, your pre-configured S/FTP server credentials are pre-loaded into the **Username**, **Password**, and **Location** fields.
    - Select *External FTP* if you would like to use another server of your choice. With this setting please enter the **Username**, **Password**, and **Location** values so that Rithum can connect to the server.

    Note that the location field is case sensitive for the file name for each above scenario. Also, you can use the default naming structure, or create your own. ${ymdt} is a variable that can append the exact date and time the process ran to the file name.
11. The next set of fields are for **EDI Segment**, **Element**, and **Interchange** delimiters. If you require special delimiters, please enter them into these fields. If you do not have special requirements, you can leave these fields blank and the default Rithum values will be used.
12. If you would like **Test Orders** to flow through this job, please select this checkbox. Most companies check this box to ensure test data is flowing properly.
13. If you would like to receive an email from Rithum whenever an automated job fails, please enter the email in the **Failure Notifications** email field.
14. Select **Next Step**.
15. Select how often you would like the jobs to run. The **Run this Job** drop-down has multiple options including *hourly*, *daily*, and *weekly*. If the job initiates but does not find any new files to process it will immediately end.
16. Select **Save Job**.

4. Testing files with Gandalf

Now that the S/FTP connection is established and job automation has been scheduled, you can move forward with testing file exchange with Gandalf. Gandalf will help you test the data you want to import and export from the platform. This is an important step as it helps you and Rithum confirm the data exchange is working properly. To test files with Gandalf, please select the yellow bar at the top of the page.

Gandalf will go through six major phases during testing.

1. An introduction to Rithum.
2. Configuring initial settings, including time zone, shipping methods, and users.
3. Importing and validating inventory.
4. Exporting orders and importing and validating shipments and cancellations.
5. Importing and validating invoices.
6. Finalizing your connection to Rithum.

5. Accepting orders through Rithum

Once you have successfully completed Gandalf's tests, you are ready to accept orders from your retail trading partners through Rithum. The process from here is different depending on your trading partner, but as of now you are completely connected to Rithum.