



Verizon Logistics  
Electronic Commerce Solutions Site  
855 - Purchase Order Acknowledgment v4010  
Checklist

- Confirm or designate business and technical contacts, and set your schedule. If necessary refer management to previous Email from Verizon Logistics and to benefits at [www.edixchange.com/vzn/edi\\_program.html](http://www.edixchange.com/vzn/edi_program.html) Advise Verizon Logistics at 972-751-6360 from 8:00 to 4:30 or e-commerce@verizon.com.
- Review data contained in the EDI documents to be exchanged at [www.edixchange.com/vzn/edispecs/gte\\_855.pdf](http://www.edixchange.com/vzn/edispecs/gte_855.pdf)
- Ensure that the POA contains all the data elements that Verizon Logistics requires, including each item's:
  - Verizon Logistics PO line number (PO101)
  - Verizon Logistics product code (PO106 and PO107)
  - Promised ship date (ACK04 and ACK05)

**VALUE-ADDED-NETWORK (VAN)**

- Advise VAN that you will be adding the POA if necessary.

**SOFTWARE**

- If EDI software company has Verizon Logistics kit, form or template, contact that software company.
- If EDI software company has Verizon Logistics kit, form or template, install kit or template - or-develop map. Do any local test.

**TEST**

There are two methods of testing POA. Choose one:

- Conduct test with Verizon Logistics in a test mode.

Translate document using your EDI software.

Send (through VAN) to Verizon Logistics.

Receive Functional Acknowledgement (FA) from Verizon Logistics.

Call Verizon Logistics to advise them to proofread POA.

- Parallel test by using production data:

Send POA's and receive FA's for each PO.

Request switch from test to production after several POA's successfully received and used.