

# strategy *Live!*

**Totally Internet Based Software**

## **EDI Processing**

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204 Load Tender and 990 acceptance or decline..... 1  
214 Load Status ..... 1  
210 Invoice..... 1  
997 Acknowledgements..... 1

### **204 Load Tender and 990 acceptance or decline**

1. You will see a message at the top of your Dispatch screen that says:  
You have incoming EDI! Click here to review these transactions.

2. Once you have clicked on it you will see a line for each load tender, your customer may tender more than one at a time.

Click on the underlined 204 Load Tender Received

3. Once you have clicked on it you will see the load information and you will have the choice at the bottom to Accept the load, which will automatically send a 990 acceptance and create an Available load for you and give you a separate popup message with the load number.

If you choose Decline it will automatically send a 990 decline and create a Cancelled load for your records. You should do this as soon as you can so you do not lose the load. You should check with your customer to see what their allotted time is for you to get the 990 back to them.

If you do not accept or decline, these will not go out and will stay here forever.

### **214 Load Status**

1. Once you change an appointment, complete an arrival or a completion on a stop you will get a message at the top of your Dispatch screen that says:

You have outgoing EDI! Click here to review these transactions.

2. Once you click on it, click on the underlined load number.

3. Once you click on the underlined load number, you have the opportunity to change any dates or times before sending.

It is not necessary to change anything though. Once you are satisfied, click on Save and Send.

You should do this as soon as you complete an arrival or completion.

If you do not, these will not go out and will stay here forever.

### **210 Invoice**

When your billing person prints the invoice, this can be done to the screen, and transfers the invoice, the 210 invoice will go automatically. Really nothing for them to do different, other than stop mailing your invoices.

### **997 Acknowledgements**

This is an acknowledgement that your customer has received, if they send, not all send. These are mainly used for 210s to verify their receipt by your customer.