



Electronic Commerce Tips

February 2010

Volume 7, Number 1

SPS Contact: Setting Up the Category Correctly in H-DSN Site Field Can Not Contain the text (RIDE) -

As purchasing representatives are assigned new suppliers, it is important to remember to set up the SPS Contact in H-DSN. **Setting up the SPS Contact is simple, but if the Site field contains a value containing the text of “(RIDE) – ...” the programs that use the SPS Contact category will not work correctly.** The SPS Contact category is used in the following programs:

- Supplier Performance Reports –populates the H-D Contact field.
- ASN Edit Report Email – populates the Carbon Copy field in emails containing reports having fatal ASN errors.
- Business Objects – updates the data field so that queries can be created reporting supplier IDs associated with the SPS Contact.

It is **highly recommended** that all purchasing representatives **review the SPS Contact setting on the Modify H-D Contact screen as that is the only location that displays the text “(RIDE) –”.**

To set up, or modify, the SPS Contact in H-DSN follow the steps below:

1. Access the H-D Contacts page in www.h-dsn.com.
2. Click on the **Add Contact** button to create a new contact or select the contact to modify and then click on the **Modify Contact** button. Follow the prompts.

3. Reference the **Select Category** and **Site** fields:

The screenshot shows a web form with two dropdown menus. The first dropdown is labeled 'Select Category:' and has 'None selected' chosen. The second dropdown is labeled 'Site:' and has '(RIDE) -' chosen. Below the dropdowns is a blue link that says 'Add another Category/Site combination'.

4. Click on the drop down menu associated with the **Select Category** field and select “SPS Contact”.
5. Click on the drop down menu associated with **Site** and select the H-D site that the contact is affiliated with. *Please note that the default value for the field or selection can **not** include the text “(RIDE) –”.* For example the value of “(RIDE) – York” can **not** be used as the *aforementioned programs will not work.*
6. Click on the **Add Contact** or **Modify Contact** button to save the information.
7. The programs that use the SPS Contact category will be updated during the evening.

If you have any questions or concerns, please feel free to contact the Harley-Davidson EDI Department at HD-EDIAdmin@harley-davidson.com. This document is also posted on the Electronic Commerce webpage in H-DSN.