



Migrating your EDI to the HDX/ICC Network

Many companies express reluctance at the thought of moving their EDI traffic to a new VAN. They may have been with their current VAN for many years, and fear a move to a new VAN would be a daunting task, requiring many internal resources, months of research and planning and possibly interrupting current mission critical business processes. However, staying with their current VAN may be costing them thousands of dollars per month.

The fact is that migrating from one VAN to another VAN is a *very simple and straightforward process*. As long as you keep the same EDI ID as you use today to trade with your companies vendors or suppliers (trading partners), there are only *three primary tasks/responsibilities* that are assigned to your EDI team:

- 1) To establish connectivity to HDX/ICC using the information provided by your assigned HDX/ICC implementation specialist. This is normally accomplished by your IT organization in less than a day.
- 2) To provide HDX/ICC with a list of your trading partners with whom you trade via EDI today along with your TP's VAN. Your EDI management team should have this information. If they don't, your assigned ICC implementation specialist will work with them to develop the list. This activity should not take longer than 1-2 days to complete.
- 3) To provide HX/ICC with your corporate letterhead with logo and appropriate signature so that we can insert canned text that will be used to notify the other VAN's of your intent to switch from your current VAN to HDX/ICC on a particular date and time.


Optionally, you may choose to notify your trading partners as a courtesy, but this is not necessary if you are keeping your existing EDI ID's that are in use today on your current VAN.

The timing by which you choose to migrate is entirely based on *your* requirements and comfort level. There is no pressure from HDX/ICC or from your current VAN provider to switch VANS. The van migration can be completed at your pace – whether it is an aggressive 3 week or a conservative 2 month rollout. We suggest that once we test your connection to HDX/ICC, you begin trading EDI with *HDX/ICC-based trading partners only* – allowing you to establish a comfort level with the new HDX/ICC VAN service. Once you're comfortable, we'll switch the next VAN that has the *fewest* of your trading partners. Finally, HDX/ICC will migrate your primary VAN and the migration is complete.

HDX/ICC migrates customers from other VANs onto the HDX/ICC network frequently. Over the years, we have developed a proven migration plan to ensure a smooth transition; however, this plan can be tailored as necessary to fit your specific needs. Our typical EDI VAN migration to HDX/ICC includes the following 5 steps:

Step 1

HDX/ICC Implementation Services works with your EDI team to develop a mutually agreed upon simple project plan that outlines the migration tasks, dates and responsibilities. The following diagram is a sample project plan.

		Target Conversion Dates:		
		1. ICC Trading Partner Target Conversion Date XX/XX/2006 2. Phase 1 VANS Target Conversion Date XX/XX/2006 3. Phase 2 VANS Target Conversion Date XX/XX/2006 4. Phase 3 VANS Target Conversion Date XX/XX/2006		
ICC Implementation Team		Current VAN[s]:	MAILBOX ID[s]:	
ICC Sales Mgr:		IBM	ZZ:ZZZZZZZ	
ICC Implementation Specialist:		ICC	ZZ:ZZZZZZZ	
Tech Support Center: 1-888-422-4401 email: support@icc.net				
ICC IMPLEMENTATION PLAN			<i>(TBA to be announced)</i>	
TEST PHASE	ACTION	RESPONSIBILITY	TARGET DATE	COMPLETE
1	Establish ICC.NET test mailbox and ID.	ICC		
2	Test mode - upload/download.	CUSTOMER		
3	Receive complete Trading Partner List (This is to include EDI ID, Value Added Network, Company Name, Contact, Phone, Fax, E-mail. Electronic copy preferred).	CUSTOMER		
4	Set up trading partner relationships within ICC. This information will also be updated based on the information received from trading partners.	ICC		
5	Choose Trading Partner Notification Template.	ICC/CUSTOMER		
PHASE 1				
6	Send Trading Partner Notification to ICC TPs.	CUSTOMER		
7	ICC Migration - monitor Trading Partner Traffic to ensure successful conversion.	ICC		

Step 2

Your EDI team sends your assigned HDX/ICC implementation specialist your company's complete Trading Partner List;

- Your company's current production EDI ID in use with your current VAN
- Your Trading Partner's Name
- Your Trading Partner's EDI Qualifier/ISA id
- Your Trading Partner's VAN they use currently
- Your Trading Partner's EDI Contact information

Occasionally new customers may not have maintained a 100% complete and updated trading partner list. Usually these lists are maintained within your company's translator software and can be run as reports. Some trading partner contact may be necessary to obtain the correct information. HDX/ICC may have some of the information already in its files due to current customers who may already trade with the same companies you do.

Step 3

The HDX/ICC implementation specialist sets up your company's HDX/ICC environment – User IDs/Passwords and EDI Mailboxes and trading relationships. Your EDI mailbox name is typically the EDI ID in use today with your current VAN, i.e. ZZ:XYZ12345. All files sent by your customers will reside in the corresponding mailbox on HDX/ICC for your retrieval to your host systems. When complete, your EDI team will receive the *HDX/ICC Quick Reference Guide* with all the necessary sign-on information and preliminary instructions to get started.

Step 4

Your EDI team will perform the initial FTP (or AS2) connectivity / communication setup and testing with a test EDI Mailbox named ZZ:ICCTEST. This is a non-billable mailbox setup for you to test with.

Step 5

The migration HDX/ICC commences. The migration is done in phases as previously mentioned:

1. Migrating HDX/ICC trading partners
2. Migrating VAN A trading partners
3. Migrating VAN B trading partners
4. Migrating VAN C (last VAN should always be the primary or existing VAN)

Once step (5) is complete, you are fully migrated to HDX/ICC and your old VAN connection is history.

Ongoing Trading Partner Relationship Setups

All ongoing Trading Partner Setup requests are initiated by the HDX/ICC customer via email to support@icc.net. Please ensure the requests contain the following information:

1. Your HDX/ICC Mailbox
2. Trading Partner Name
3. Trading Partners' Qualifier, ISA and GS ID
4. Trading Partners' VAN.
5. Trading Partners' Contact Info (EDI Contact, phone # and email address)
6. Miscellaneous notes (translation, deactivation of old TP relationships, etc.)

Please allow up to 24 hours (1 business day) for your request to be completed. Please allow an extra business day for setup requests for GXS and/or Sterling trading partners and setups requiring translation services.

A confirmation email will be sent upon completion of your request.

Contact Information

For more information, please contact HDX directly at 616-682-9900 or at hdx@att.net.