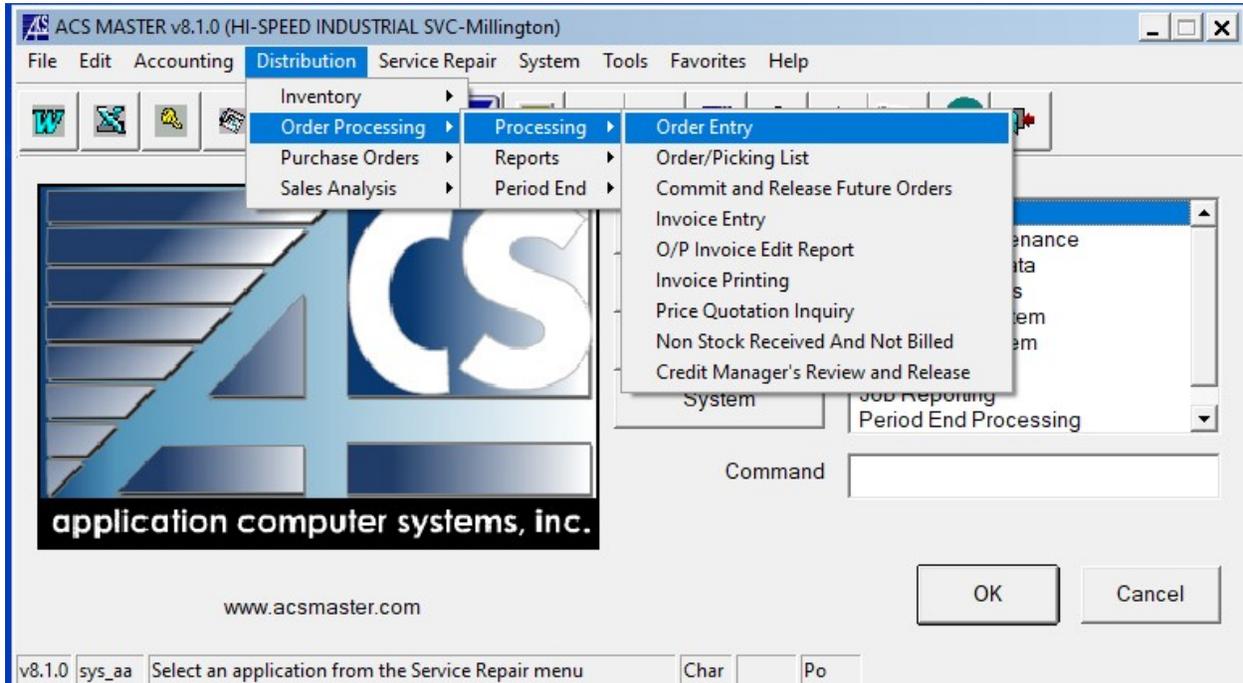


- STEP 1
  - FROM THE ACS HOME SCREEN, GO TO DISTRIBUTION>ORDER PROCESSING>PROCESSING>ORDER ENTRY



- STEP 2
  - USE YOUR CURSOR TO CLICK INSIDE THE CUSTOMER BOX NEAR THE TOP LEFT AND PRESS F3 TO LOOKUP THE CUSTOMER REQUESTING A QUOTE

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer 000059 Order Ship To By Invoice

Name Name

Ribbon Detail Footer Deposit Total

Type Pricing

Order Type Salesperson

Order Date Std Message

Ship Date Territory

Expires Sales Tax

PO Number List Price

PO Rel Number Status

Misc Number Lost Reason Cd

Ship Via Lost Qte Date

Sales Disc Linked Job

Terms

Distribution

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_db <F2>=Create New Customer, <F3>=Lookup, C=Cash Sale Mask

- STEP 3

- TYPE THE CUSTOMER NAME IN THE “START WITH” BOX AND THEN CLICK THE “NAME” OR “ALTERNATE SEQUENCE” TABS TO PERFORM THE SEARCH.
- NOTE: IT MAKES A DIFERENCE WHETHER OR NOT YOU TYPE THE CUSTOMER NAME IN CAPS OR LOWER CASE. BOTH SITUATIONS MAY PROVIDE DIFFERENT SEARCH RESULTS

Customer Lookup (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Record View Favorites Help

Start With  Open Customer Orders

Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City
000134	Cooper Tire & Rubber Co **EML*	COOPERTIRE	ATTN: Purchasing De	1804 S. Green Stre	Tupelo
001824	Coors Brewery Co.	COORSBREW	Attn. Disbursements D	P.O. Box 889, CE3	Golden
001442	Corbin & Russwin	CORBIRUSS	***CLOSED ACCOUNT	600 Highway 322	Clarksd
002333	Cordova Concrete	CORDOVACON	4622 Clarke Road		Memphi
000141	Corinth Mill Supply	CORINTH	P.O. Box 574		Corinth
000793	Cougar Chemical Co.	COUGARCHEM	3725 Getwell		Memphi
002375	Counce Marine	COUNCE	1919 Watson		Memphi
004742	COUNTERTOPS OF MEMPHIS	COUNTERTOP	301 W Olive Ave		Memphi
004090	COURTYARD BY MARRIOTT	COURTYARD	1780 Nonconnah Blvd		Memphi
005459	COVIA	COVIA	1700 SAND MILL ROA		CAMDEI
005195	COVINGTON COUNTRY CLUB	COVINGTON	1880 S MAIN ST		COVING
003895	Cox Construction Co., Inc.	COXCONST	23 Weatherford Squar		Jackson
005264	CRAIG FITZHUGH	CRAIG FITZ	313 OPEN LAKE RD		RIPLEY
000144	Crane & Hoist Service	CRANE	P.O. Box 2038		Forrest C
005156	CRANE 1 SERVICES *EM*	CRANE 1 SE	1027 BYERS RD		MIAMISE
005270	CRANE REPAIR SERVICE	CRANE REPA	1002 VALLEY AVE NW		PUYALL
005144	CRANE SALES AND SERVICE	CRANE SALE	BARNHART CRANE	210 S WASHINGT	BELLEV
004807	CRANE SERVICE & INSPECTIONS	CRANE SERV	371 Lawton Ave		Monroe
005188	CRANE TEC	CRANE TEC	12041 E MIAMI RD		CINCIN
005189	CRANE TECHNOLOGY INC	CRANE TECH	831 S 176TH ST		BURIEN
005291	CRANE TECH, LLC *EM*	CRANE TECH	P.O. BOX 4755		ODESS
003530	Crane America Services	CRANEAMERI	1024 B Firestone Park		LaVergn
000508	Crane Composites, Inc.	CRANECOMGJ	ATTN: Accounts Paya	23525 W. Eames S	Channal
003569	Crane, ETC.	CRANEETC	805 W. Maple Street		Waterlo

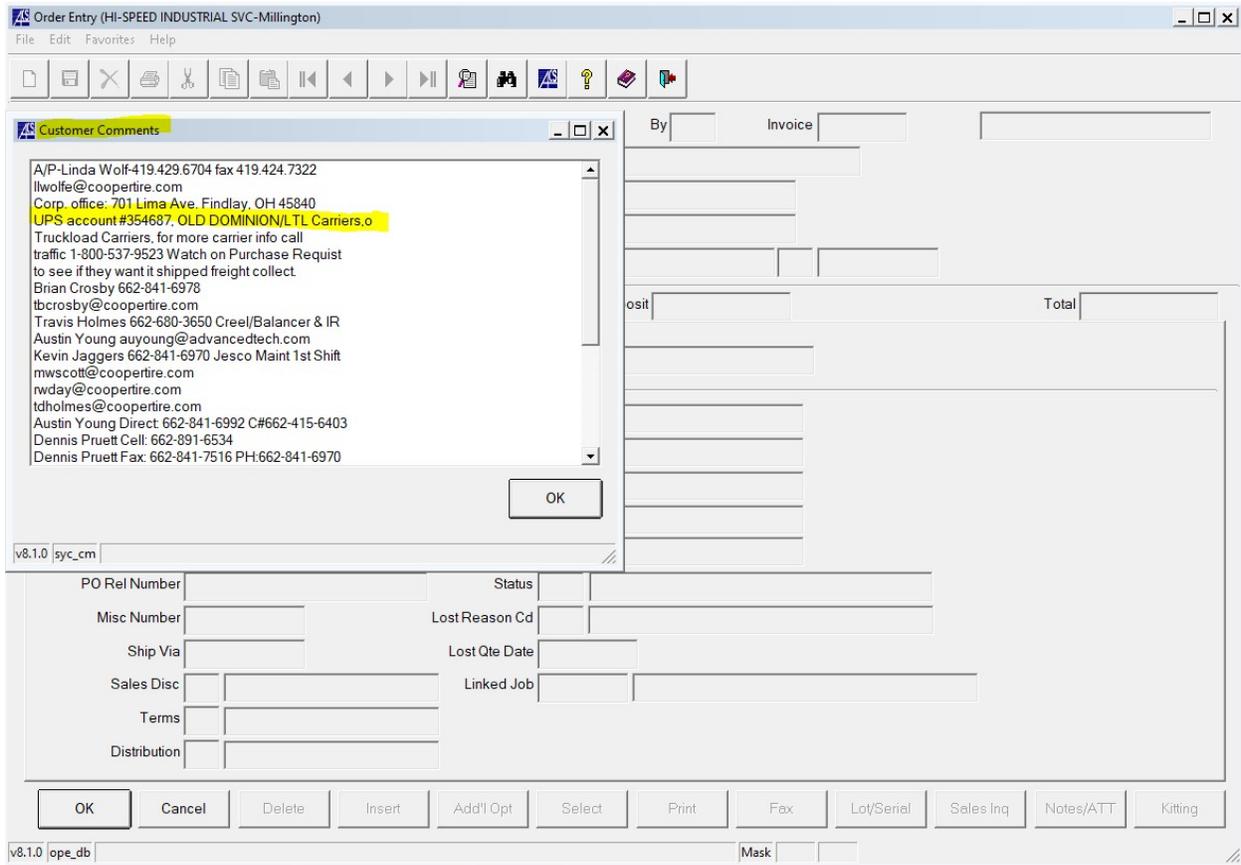
Filter: OFF 24 Records

Inactive Credit Hold Notes

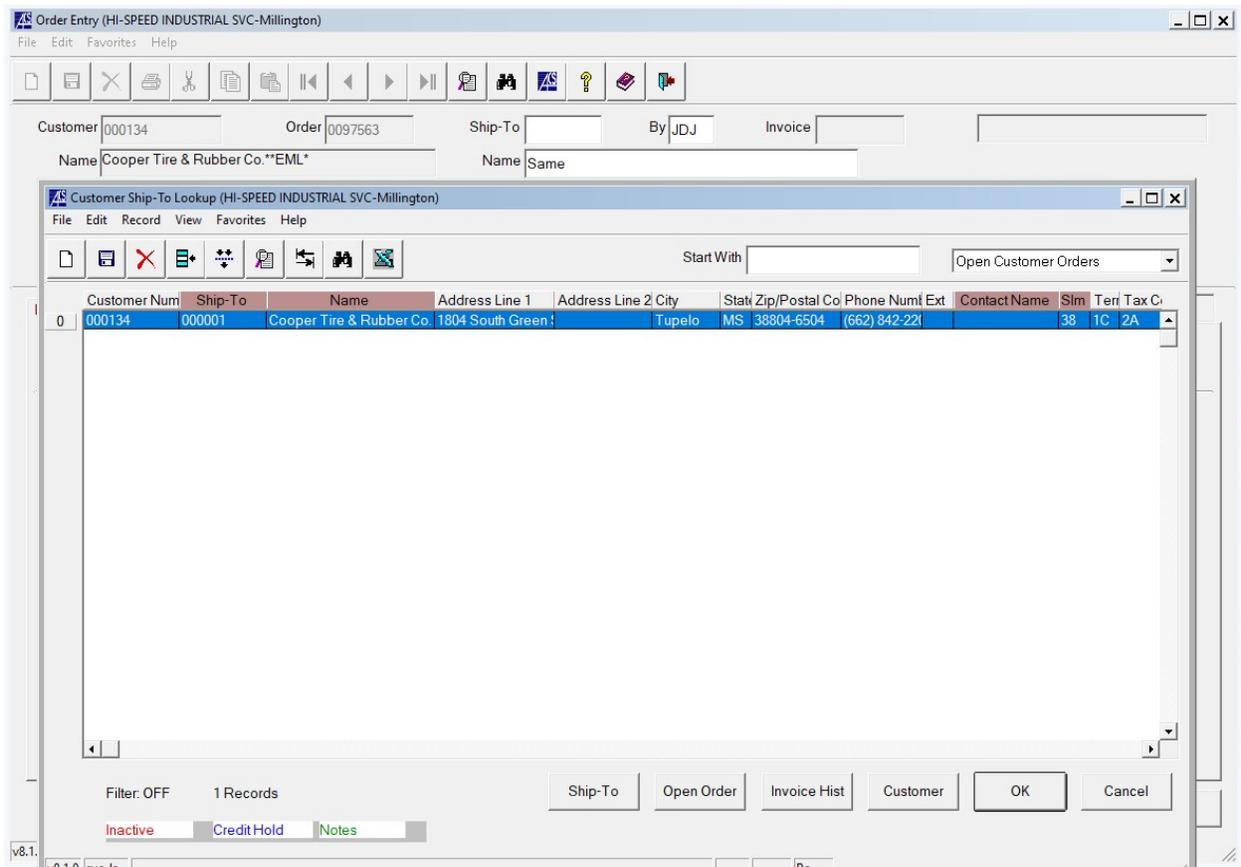
Ship-To Open Order Invoice Hist Customer OK Cancel

v8.1.0 syc\_la Po

- STEP 4
  - AFTER CLICKING “OK” AND SELECTING YOUR CUSTOMER FROM THE CUSTOMER LOOKUP BOX, YOU WILL SEE THE “CUSTOMER COMMENTS” WINDOW POPUP
  - IN THE CUSTOMER COMMENTS POPUP YOU CAN FIND USEFUL INFORMATION, LIKE THE PARTS DISCOUNTS WE PROVIDE TO THAT CUSTOMER THAT ARE VENDOR SPECIFIC AND SOMETIMES THE FREIGHT ACCOUNT NUMBERS AND PREFERRED CARRIER
  - NOTE: THERE ARE MANY CASES WHERE THERE IS NO DISCOUNT STRUCTURE OR FREIGHT INFO IN THIS COMMENTS BOX. IF THAT INFORMATION DOES NOT POPULATE, CONTACT THE INSIDE SALES REP FOR THAT CUSTOMER TO INQUIRE ABOUT WHAT DISCOUNT THEY SHOULD RECEIVE ON CERTAIN PARTS



- STEP 5
  - USE YOUR CURSOR TO CLICK INSIDE THE “ORDER BOX” AND PRESS THE F1 KEY TO CREATE A NEW QUOTE NUMBER. ALTERNATIVELY, YOU CAN ALSO SEARCH EXISTING QUOTES BY PRESSING THE F3 KEY.
- STEP 6
  - USE YOUR CURSOR TO CLICK INSIDE THE “SHIP-TO” BOX AND PRESS THE F3 KEY TO SEARCH FOR THE CUSTOMER SHIP-TO ADDRESS TO SELECT FOR THE QUOTE.
  - NOTE THAT IN MANY CASES THIS IS NOT AVAILABLE ON THE FRONT END AND USUALLY HAS TO BE CHANGED WHEN CONVERTING A QUOTE TO AN ORDER. YOU CAN USUALLY PICK SHIP-TO #1 FOR DEFAULT





- STEP 8
  - DOUBLE CLICK LINE 010. IN THE “CD” COLUMN, PRESS F3. THE LINE CODE LOOKUP SCREEN SHOULD POPUP ALLOWING YOU TO CHOOSE WHAT APPLIES TO THE PART YOU ARE QUOTING
  - BY DEFAULT IT IS USUALLY EASIER TO SELECT “S” FOR STOCK PARTS. WHEN YOU PUT THE PART NUMBER IN THE “ITEM NUMBER” BOX AND TRY TO ADVANCE BY HITTING THE TAB KEY, THE PART DESCRIPTION SHOULD POP UP IN THE “ITEM DESCRIPTION” BOX IF IT IS STOCK. IF THE PART IS NOT STOCK, YOU WOULD SELECT “G” FOR NON-STOCK PARTS.
  - NOTE: SOMETIMES YOU WILL GET A POP-UP WINDOW WHEN ENTERING STOCK PARTS, SAYING THAT THE STOCK PART IS A SLOW MOVER. IN THIS CASE, GO BACK TO THE CD COLUMN TO CHANGE THE “S” TO A LINE CODE THAT HAS “(SMP)” IN THE DESCRIPTION WHICH STANDS FOR SLOW MOVING PART.

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice:

Line Code Lookup (HI-SPEED INDUSTRIAL SVC-Millington)

Line Code	Code Description	Line Type	Taxable (Y/N)?	Drop Ship (Y/N)?	Message Type	Product Type	Product Type Processing (EDN)	GL Revenue
0	1	LABOR TOTAL	O	Yes			N	4101-00
1	2	MATERIAL TOTAL	O	Yes			N	4109-00
2	5	CUSTOMER DEPOSITS	O	No			E	2099-00
3	6	HOIST FREIGHT	O	Yes			N	4104-02
4	7	CRANE FREIGHT	O	Yes			N	4101-07
5	8	MOTOR FREIGHT	O	Yes			N	4107-01
6	a	Andrew Skala (SMP)	S	Yes				
7	c	Sandy Chadwick (SMP)	S	Yes				
8	d	David Williams (SMP)	S	Yes				
9	e	Alexis Wells (SMP)	S	Yes				
10	G	NON STOCK HOIST PART	N	Yes	No		E	
11	H	RESTOCK FEE	N	Yes			E	
12	h	Thomas Shook (SMP)	S	Yes				
13	I	NONSTOCK HOIST UNITS	N	Yes	No		E	
14	J	NON STOCK MOTORS	N	Yes	No		E	
15	j	Jeff Pitman (SMP)	S	Yes				
16	l	Larry Ward (SMP)	S	Yes				
17	M	MEMO	M			B		
18	m	Mike Ursary	S	Yes				
19	Q	QUALITEST NONTAXABLE	O	No			N	4110-09
20	S	STOCK INVENTORY	S	Yes	No			
21	s	Sherry Sullivan (SMP)	S	Yes				
22	T	TAXABLE LINE ADJUST	O	No			N	4101-07
23	t	Tina Thompson (SMP)	S	Yes				

Filter: OFF 29 Records

OK Cancel

v8.1.0 syc\_la Po









- STEP 13 – NONSTOCK PARTS
  - IN THE VENDOR BOX, HIT THE F3 KEY AND LOOKUP THE VENDOR THAT YOUR PURCHASING HE PART FROM

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice:

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.  
 ATTN: Purchasing Dept 1804 South Green Street

Vendor Lookup (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Record View Favorites Help

Start With: HARRINGTON Open Purchase Orders

	Vendor	Name	Alternate Sequence	Address Line 1	Address Line 2	City	State	Zip/Postal Co	Contact Name	Ph
0	000205	HARRINGTON HOISTS INC (A	HARRINGTON	P. O. Box 7595		Lancaster	PA	17604	Roxanne	(81
1	013132	HARSCO MINERALS INTERN	HARSCOMINE	P. O. Box 532868		Atlanta	GA	30353-2868	Bonnie	(71
2	011780	Hartmann Foerderanlagen Gm	HARTMANN	C/O Ferrostaal Corp.	1212 Ave. Of The	New York	NY	10036	Gisela Migliore	(21
3	013140	Harvard Business Review	HARVARDBUS	Corporate Services	P. O. Box 62180	Tampa	FL	33663-1803		(80
4	014388	Havert, Inc./Mike Havert	HAVERT	291 Rue Piper		Slidell	LA	70461	Michael Havert	(90
5	011907	Hazleton Pumps Inc.	HAZELTON	225-239 North Cedar Stre		Hazleton	PA	18201		(71
6	013533	HBC-radiomatic	HBC	P. O. Box 932078		Cleveland	OH	44193		(80
7	000151	HD Supply Inc	HD	P. O. Box 101888		Atlanta	GA	30392-1888	Regina Stevens	(90
8	012505	Health First Medical Group	HEALTH	P. O. Box 1000 Dept #205		Memphis	TN	38148-0205		
9	013598	Heartland Auto & ATV	HEARTLAND	704 Independence Avenue		Kennett	MO	63857		(50
10	014382	Heartland Ind Solutions, LLC	HEARTLAND	2428 Central Parkway		Cincinnati	OH	45214	Dan Jackson	(51
11	014239	HeatTek, Inc.	HEATTEK	W1285 Industrial Drive		Ixonia	WI	53036		(80
12	000208	Heavy Machines, Inc.	HEAVY	P. O. Box 771711	Dept 5192	Memphis	TN	38177		(90
13	013276	HEAVYQUIP	HEAVYQUIP	1459 CORPORATE AVE		MEMPHIS	TN	38116		(90
14	000209	Heco-Pacific Manufacturing	HECO	1510 Pacific Street		Union City	CA	94587		
15	014399	HECO INC	HECO	3509 South Burdick St.		Kalamazoo	MI	49001-4835	Justin Hatfield	(20
16	013356	Hedge's Portable Toilet Renta	HEDGE'S	1705 N. 8th Ave.		Paragould	AR	72450		(80
17	013313	H & E Engineered Equipment	HEENGINEER	P. O. Box 7559		N Kansas City	MO	64116	Rush Hogue	(91
18	012548	Hello Direct	HELLO	77 Northeastern Blvd.		Nashua	NH	03062		(80
19	011734	Helwig Carbon Products, Inc.	HELWIG	P. O. Box 240160		Milwaukee	WI	53224-9008	313173	(41
20	012121	Henderson Bolt	HENDERSON	229 Highway 19 North		Meridian	MS	39307		(60
21	012124	Henderson Steel Corporation	HENDERSON	P. O. Box 580		Marion	MS	39342		(60
22	013802	HERC RENTALS, INC	HERCRENT	P. O. Box 650280		Dallas	TX	75265-0280		(60
23	013035	Herndon Electrical Sales	HERNDON		8038 Carat Circle	Bartlett	TN	38133		(0

Filter OFF 24 Records

PO History PO Number Vendor OK Cancel

v8.1.0





- STEP 16 – NONSTOCK AND STOCK PARTS
  - USE YOUR EMPTY CURSOR TO CLICK IN THE EMPTY BOX UNDER LINE 020 IN THE SEQ COLUMN. LINE 030 SHOULD POPULATE
  - IN THE “CD” BOX TYPE “M” AND HIT THE TAB KEY
  - IN THE DESCRIPTION BOX TYPE THE LEAD TIME OF THE ITEM THAT YOU INQUIRED FROM THE VENDOR OR VENDOR WEBSITE
  - SOME MAY DO THIS PART SLIGHTLY DIFFERENT BUT THE MAIN IDEA IS TO COMMUNICATE THE AVAILABILITY TO THE CUSTOMER

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice:

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.  
 ATTN: Purchasing Dept 1804 South Green Street  
 1804 S. Green Street  
 Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit:  Total: 34.00

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
020	G	HAP	01	123ABC	FAN COVER	10.00	2	17.00	0	2	34.00
030	M		01		LEAD TIME 2 WEEKS						

Warehouse: HI-SPEED INDUSTRIAL

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dd Enter The Memo Or Non-Stock Description, <F1>=Text Editor Char

- STEP 9A – STOCK PARTS
  - FOR STOCK PARTS, THE CD COLUMN SHOULD BE “S”
  - FOR THIS EXAMPLE WE WILL USE PART NUMBER SBP2-2-WA FOR ONE OF THE PENDANTS WE STOCK IN WAREHOUSE
  - WE DO NOT HAVE TO SELECT A “PART TYPE” FOR STOCK PARTS
  - THE ITEM DESCRIPTION POPULATES TO SHOW WHAT WE EXPECT AND THE INFO BOX ON THE BOTTOM OF THE QUOTE SCREEN SHOWS THAT WE HAVE 6 OF THESE PENDANTS AVAILABLE.
  - NOTE: BE CAREFUL WHEN LOOKING AT THE NUMBER AVAILABLE. IF THE ITEM SHOWED - “6 “ IT WOULD MEAN WE HAVE NEGATIVE 6 OF THIS ITEM IN STOCK MEANING THE ITEM IS ON BACKORDER.

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice: [ ]

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.

ATTN: Purchasing Dept 1804 South Green Street

1804 S. Green Street

Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit Total 34.00

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
020	G	HAP	01	123ABC	FAN COVER	10.00	2	17.00	0	2	34.00
030	M		01		LEAD TIME 2 WEEKS						
040	S		01	SBP2-2-WA	PENDANT. 2 BUTTON ALL SINGLE-SPEED		0	0.00	0	0	0.00

Warehouse: HI-SPEED INDUSTRIAL Type: MAP Class: MAP Avail: 6 OH: 6 Comm: 0 On-Ord: 0 Lst Prc: .000

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dd Enter The Quantity Ordered, (<F1>=Item Comments, <F3>=Availability Lookup) Num [ ] [ ]

- STEP 10A – STOCK PARTS

- IN THE ORDER BOX PUT THE QUANTITY TO QUOTE. WE WILL QUOTE 1 PENDANT FOR THIS EXAMPLE
- THE PRICE SHOULD POPULATE IN THE PRICE BOX BUT SHOULD BE VERIFIED BY EITHER CALLING THE VENDOR OR REFERENCING THE VENDOR WEBSITE TO CONFIRM LIST PRICE AND DISCOUNTING THE LIST PRICE LIKE WE DID IN STEP 12. IN OUR CASE THE VENDOR WEBSITE SHOWS THIS PART AT \$96.00 LIST PRICE AND \$38.88 OUR PRICE.
- SINCE THIS IS A MAGNETEK PART AND NOT A HARRINGTON PART THE DISCOUNT PERCENTAGE COULD BE DIFFERENT. WE OFFER DIFFERENT DISCOUNT PERCENTAGES TO OUR CUSTOMERS DEPENDING ON THE VENDOR SINCE DIFFERENT VENDORS GIVE US DIFFERENT DISCOUNTS
- IN THIS EXAMPLE WE WILL SELECT AN ARBITRARY CUSTOMER DISCOUNT OF 10% OFF MAGNETEK PARTS. OUR PRICE TO THE CUSTOMER SHOULD BE  $PRICE=96*0.9=86.4$
- NOTE: THE INFO BOX ON THE BOTTOM OF THE SCREEN WILL SHOW YOU WHAT YOUR GROSS PROFIT MARGNI PERCENTAGE IS FOR THE QUOTED PART

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice: [ ]

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.  
 ATTN: Purchasing Dept 1804 South Green Street  
 1804 S. Green Street  
 Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit: [ ] Total: 34.00

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
020	G	HAP	01	123ABC	FAN COVER	10.00	2	17.00	0	2	34.00
030	M		01		LEAD TIME 2 WEEKS						
040	S		01	SBP2-2-WA	PENDANT, 2 BUTTON ALL SINGLE-SPEED		1	86.4	0	1	86.40

Warehouse: HI-SPEED INDUSTRIAL Type: MAP Class: MAP Avail: 6 OH: 6 Comm: 0 On-Ord: 0 Lst Prc: .000 GP%: 55.15

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dd (<F1>=Reprice) Num: [ ]

- STEP 11A – STOCK PARTS
  - WE DETERMINED IN STEP 9A THAT WE HAVE 6 OF THE PENDANTS IN STOCK.
  - IF WE WERE QUOTING MORE THAN 6 PENDANTS WE WOULD NOTE TO THE CUSTOMER THAT WE HAVE 6 PENDANTS IN STOCK AND THE REMAINING HAVE AN “X” WEEK LEAD TIME FROM THE VENDOR.
  - SINCE WE ARE ONLY QUOTING 1 PENDANT IN THIS EXAMPLE OUR WAREHOUSE CAN SATISFY THE QUANTITY REQUIREMENT SO WE DO NOT NEED TO FILL OUT THE “VENDOR” BOX, THE “D/P” BOX, OR THE “R/P” BOX SINCE WE ARE PULLING FROM STOCK.

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice:

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.

ATTN: Purchasing Dept 1804 South Green Street

1804 S. Green Street

Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit:  Total: 34.00

Cost	Order	Price	B/O	Ship	Extension	Vendor	D/S	R/P
10.00	2	17.00	0	2	34.00	000205	N	R
	1	86.40	0	1	86.40			

Warehouse: HI-SPEED INDUSTRIAL Type: MAP Class: MAP Avail: 6 OH: 6 Comm: 0 On-Ord: 0 LstPrc: .000 GP%: 55.15

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dd Enter a Valid Vendor Number, <F3>=Lookup Mask

- STEP 11A – STOCK PARTS – CONTINUED...
  - IF WE COULD NOT MEET THE QUANTITY REQUIREMENT FROM OUR WAREHOUSE, WE WOULD NEED TO FILL OUT THE “VENDOR” BOX, THE “D/P” BOX, OR THE “R/P” BOX.

- STEP 12A – STOCK PARTS

- LIKE WE DID IN STEP 16, WE WOULD MAKE A COMMENT LINE BELOW THE STOCK PART LINE TO SHOW LEAD TIME AND AVAILABILITY. SINCE THIS IS AN AVAILABLE STOCK PART OUR DEFAULT LEAD TIME WOULD BE 1-2 DAYS FROM THE QUOTE DATE. IF YOU QUOTED A STOCK PART ON A FRIDAY, THE ESTIMATED SHIP DATE WOULD BE THE FOLLOWING MONDAY ASSUMING THAT DAY IS NOT A HOLIDAY.
- SOME MAY DO THIS PART SLIGHTLY DIFFERENT BUT THE MAIN IDEA IS TO COMMUNICATE THE AVAILABILITY TO THE CUSTOMER

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer 000134 Order 0097563 Ship-To 000001 By JDJ Invoice

Cooper Tire & Rubber Co.\*\*EML\* Name Cooper Tire & Rubber Co.

ATTN: Purchasing Dept 1804 South Green Street

1804 S. Green Street

Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit Total 120.40

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
020	G	HAP	01	123ABC	FAN COVER	10.00	2	17.00	0	2	34.00
030	M		01		LEAD TIME 2 WEEKS						
040	S		01	SBP2-2-WA	PENDANT, 2 BUTTON ALL SINGLE-SPEED	38.75	1	86.40	0	1	86.40
050	M		01		LEAD TIME 1-2 DAYS						
60											

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dd Enter A Valid Sequence Number Zero

- STEP 17
  - YOU WOULD REPEAT THESE PROCESSES UNTIL ALL ITEMS HAVE BEEN QUOTED
  - AT THE BOTTOM OF YOUR QUOTE IT IS NORMALLY GOOD PRACTICE TO INCLUDE ANOTHER MEMO LINE THAT STATES SOMETHING ALONG THE LINES OF FREIGHT IS NOT INCLUDED IN THE QUOTE AND THAT A PO IS REQUIRED TO PROCEED.
  - THE TERMS I USUALLY INCLUDE ON MY QUOTES LOOKS LIKE THE BELOW PICTURE

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice: [ ]

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.

ATTN: Purchasing Dept 1804 South Green Street

1804 S. Green Street

Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit: [ ] Total: 120.40

Seq	Cd	Type	Wh	Item Number	Description	Cost	Order	Price	B/O	Ship	Extension
020	G	HAP	01	123ABC	FAN COVER	10.00	2	17.00	0	2	34.00
030	M		01		LEAD TIME 2 WEEKS						
040	S		01	SBP2-2-WA	PENDANT, 2 BUTTON ALL SINGLE-SPEED		1	86.40	0	1	86.40
050	M		01		LEAD TIME 1-2 DAYS						
060	M		01								
061	M		01		* FREIGHT NOT INCLUDED						
062	M		01		PO REQUIRED TO PROCEED						
063	M		01		PLEASE SPECIFY SHIPPING METHOD						

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dd Is The Above Information Correct? Char [ ] [ ]

- STEP 18
  - NOW GO BACK TO THE FIRST PAGE YOU WERE ON WHEN YOU WERE CREATING THIS QUOTE BY CLICKING ON THE RIBBON TAB

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer 000134 Order 0097563 Ship-To 000001 By JDJ Invoice

Cooper Tire & Rubber Co.\*\*EML\* Name Cooper Tire & Rubber Co.

ATTN: Purchasing Dept 1804 South Green Street

1804 S. Green Street

Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit Total 120.40

DEF CUSTOMER TYPE Pricing DEF

Order Type Q (Quote) Salesperson 38 BRENDAN ZAHN

Order Date 05/31/22 Std Message MO Mock payment address

Ship Date 05/31/22 Territory 1C Zone 1C

Expires 06/30/22 Sales Tax 2A MS-DIRECT PAY

PO Number X List Price Current List Price

PO Rel Number Status QUOTE CREATED

Misc Number Lost Reason Cd

Ship Via OUR TRUCK Lost Qte Date

Sales Disc NO DISCOUNT Linked Job

Terms 45 NET 45 DAYS

Distribution DF DO NOT USE

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dc Is The Ribbon Correct? (<F2>=Header Edit) Char

- STEP 19
  - HERE YOU WOULD SPECIFY THE SHIP DATE, THE EXPIRATION DATE. THE EXPIRATION DATE SHOULD BE ONE MONTH FROM THE QUOTE DATE
  - YOU WOULD PUT "QUOTE ONLY" IN THE PO NUMBER BOX
  - YOU WOULD PUT THE NAME OF THE PERSON REQUESTING THE QUOTE IN THE "PO REL #" BOX
  - YOU WOULD TYPE "BEST WAY" IN THE "SHIP VIA" BOX
  - IN THE "DISTRIBUTION" BOX YOU WOULD TYPE
    - HP FOR STOCK HOIST PARTS
    - NP FOR NONSTOCK HOIST PARTS
    - HU FOR STOCK HOIST UNITS
    - NU FOR NONSTOCK HOIST UNITS
  - FOR OUR EXAMPLE WE WILL SELECT NP BECAUSE WE ARE QUOTING A NONSTOCK HARRINGTON FAN COVER AND A STOCK MAGNETEK PENDANT. IF YOU HAVE MORE STOCK THAN NONSTOCK PARTS YOU WOULD SELECT HP AND VICE VERSA
  - YOUR SCREEN SHOULD LOOK LIKE THE PICTURE BELOW

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000134 Order: 0097563 Ship-To: 000001 By: JDJ Invoice: [ ]

Cooper Tire & Rubber Co.\*\*EML\* Name: Cooper Tire & Rubber Co.  
 ATTN: Purchasing Dept 1804 South Green Street  
 1804 S. Green Street  
 Tupelo MS 38804 Tupelo MS 38804-6504

Deposit: [ ] Total: 120.40

DEF CUSTOMER TYPE Pricing: DEF

Order Type: Q (Quote) Salesperson: 38 BRENDAN ZAHN  
 Order Date: 05/31/22 Std Message: MO Mock payment address  
 Ship Date: 06/01/22 Territory: 1C Zone 1C  
 Expires: 06/30/22 Sales Tax: 2A MS-DIRECT PAY  
 PO Number: 123456789 List Price: Current List Price  
 PO Rel Number: JON DOE Status: QUOTE CREATED  
 Misc Number: [ ] Lost Reason Cd: [ ]  
 Ship Via: BEST WAY Lost Qte Date: [ ]  
 Sales Disc: NO DISCOUNT Linked Job: [ ]  
 Terms: 45 NET 45 DAYS  
 Distribution: NP NONSTOCK HOIST PARTS

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_dc Enter A Valid Salesperson Code (<F3>=Lookup) Char: [ ]

- STEP 20
  - CLICK ON THE FOOTER TAB TO GO TO THE FINAL SCREEN TO SAVE YOUR QUOTE
  - CLICK THE PRINT BUTTON

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer 000134 Order 0097563 Ship-To 000001 By JDJ Invoice

Cooper Tire & Rubber Co.\*\*EML\* Name Cooper Tire & Rubber Co.

ATTN: Purchasing Dept 1804 South Green Street

1804 S. Green Street

Tupelo MS 38804 Tupelo MS 38804-6504

Ribbon Detail Footer Deposit Total 120.40

Gross Sales	120.40
Discount	0.00
Subtotal	120.40
Tax	0.00
Freight	0.00
Net Sales	120.40

OK Cancel Delete Insert Add'l Opt Select Print Fax Lot/Serial Sales Inq Notes/ATT Kitting

v8.1.0 ope\_de Is The Information Correct? Char

- STEP 21
  - CLICK THE “EMAILING TO CUSTOMER” BOX IN THE POPUP WINDOW AND CLICK “OK”
  - YOU WILL SEE ANOTHER POPUP COME UP AFTER CLICKING YES THAT SAYS “PRINT TOTALS AT BOTTOM OF THE QUOTE?”
    - SELECT YES

The screenshot shows the 'Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)' application window. The main window displays a quote summary with the following data:

Customer	000134	Order	0097563	Ship-To	000001	By	JDJ	Invoice	
Cooper Tire & Rubber Co.**EML*				Name					
ATTN: Purchasing Dept				Cooper Tire & Rubber Co.					
1804 S. Green Street				1804 South Green Street					
Tupelo MS 38804				Tupelo MS 38804-6504					

Below the summary, a 'Document Actions' dialog box is open, titled 'Document Actions (HI-SPEED INDUSTRIAL SVC-Millington)'. It contains the following options:

- Check All Actions that Apply for Distribution Quote Print
- Emailing to Customer**
- Sending to Customer (excludes email)
- Emailing to Salesperson
- Review

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog box. The main window also shows a 'Total' of 120.40 and a 'Deposit' field.

This is a smaller dialog box titled 'Order Entry' with a close button (X) in the top right corner. It features a question mark icon and the text: 'Print totals at the bottom of the Quote?'. At the bottom, there are three buttons: 'Yes', 'No', and 'Cancel'. The 'Yes' button is highlighted in yellow.

- STEP 22
  - YOUR ACS OUTPUT MANAGER SCREEN SHOULD POP UP
  - SELECT "PDF" AND CLICK "EXECUTE"

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)

File Edit Favorites Help

Customer: 000187

ACS Ouput Manager (HI-SPEED INDUSTRIAL SVC-Millington)

Order Entry

Number Of Pages 1 Search For Find Next

Print Archive Fax PDF Excel Email Html Execute Exit

QUOTATION ONLY  
\*\*\* REPRINT \*\*\*

HI-SPEED INDUSTRIAL SERVICE Order Number : 0097563  
7030 RYBURN DRIVE Date : 05/31/22  
MILLINGTON, TN 38053  
Phone: (901) 873-5300 Fax: (901) 873-5301  
Customer: 000134 Ship To:  
Cooper Tire & Rubber Co.\*\*EML\* Cooper Tire & Rubber Co.  
ATTN: Purchasing Dept. 1804 South Green Street  
1804 S. Green Street Tupelo, MS 38804-6504  
Tupelo, MS 38804

Customer P.O.#	Terms	Salesperson	Quoted By
123456789	NET 45 DAYS	BRENDAN ZAHN	Justin Joy

Rel#	JON DOE	Misc#	Ship Via	BEST WAY	Ship	06/01/22
------	---------	-------	----------	----------	------	----------

Ln	Ord	Ship	B/O	Item/Description	Price	Extension
020	2	2	0	123ABC FAN COVER	17.00	34.00
030				LEAD TIME 2 WEEKS		
040	1	1	0	SEP2-2-WA PENDANT, 2 BUTTON ALL SINGLE-SPEED	86.40	86.40
050				LEAD TIME 1-2 DAYS		
060						
061				* FREIGHT NOT INCLUDED		
062				PO REQUIRED TO PROCEED		
063				PLEASE SPECIFY SHIPPING METHOD		

THANK YOU FOR YOUR BUSINESS!

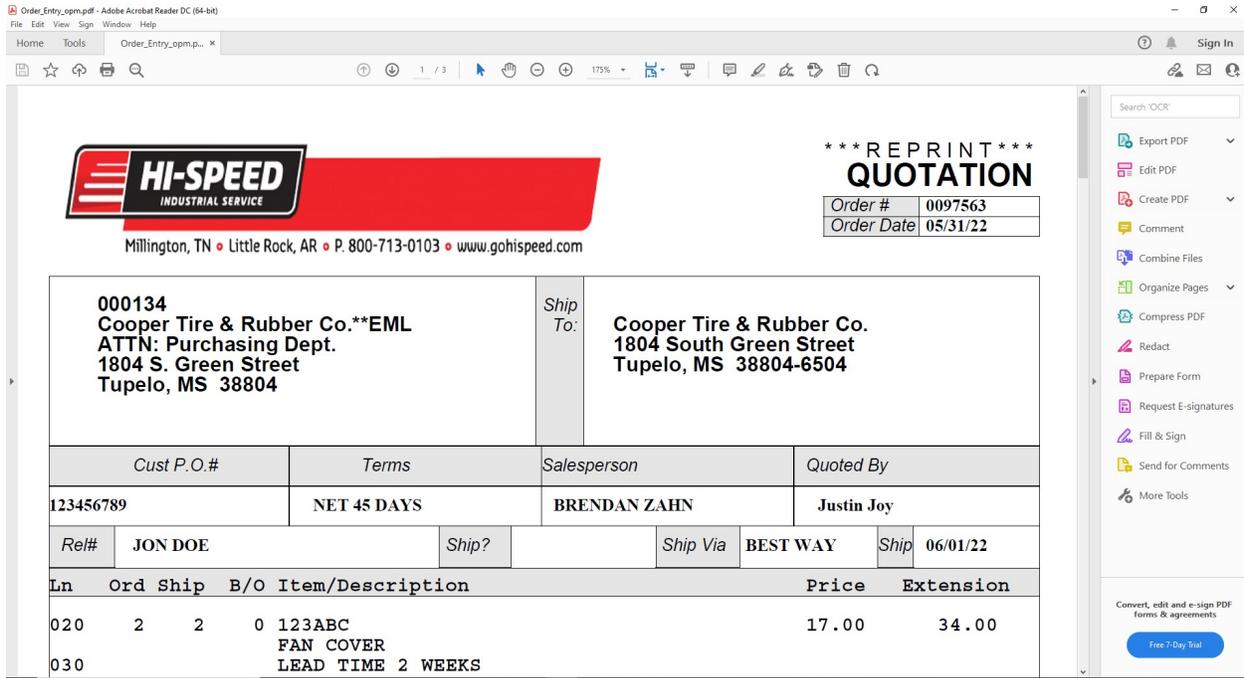
\*\*\*\*\*  
25% restock fee may apply to returns.  
Return Authorization is required.  
Late payments are subject to a 5% fee  
of the total invoice amount.  
\*\*\*\*\*

PLEASE REMIT PAYMENT TO:

OK Cancel

v8.1.0 ope\_db <F2>=Create New Customer, <F3>=Lookup, C=Cash Sale Mask

- STEP 23
  - YOUR PDF EDITOR SHOULD OPEN UP SHOWING THE QUOTE YOU MADE AND IT SHOULD LOOK SIMILAR TO THE BELOW PICTURE



- STEP 24
  - SAVE YOUR QUOTE TO Z:\firms\firm01\images\salesord\ORDER NUMBER
  - IN OUR CASE OUR QUOTE NUMBER IS "0097563"
  - SO THE FOLDER WE WOULD SAVE TO IN THIS CASE WOULD BE Z:\firms\firm01\images\salesord\0097563
  - YOU CAN SAVE THE FILENAME AS QUOTE 97563 OR SOMETHING OF THAT SORT
  - ONCE IT HAS BEEN SAVED YOU CAN UPLOAD THE QUOTE TO AN EMAIL TO RESPOND TTO THE CUSTOMER
  - NOTE: IT IS ALWAYS A GOOD IDEA TO DOUBLE CHECK THE QUOTE BEFORE SAVING TO SEND TO THE CUSTOMER