- 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

Crder Entry (HI-SPEED INDUSTRIAL SVC-Millington)		
File Edit Favorites Help		
	<u>Ra</u> AA <u>Ra</u> ? Ø D	
Customer 000059 <a>Create New Customer, <f3>=Lookup, C</f3>	Shin-To By Invoice	
Name	Name	
,		
Ribbon Detail Footer	Deposit	Total
Туре	Pricing	
	a	
Order Type	Salesperson	
Order Date	Std Message	
Ship Date	Territory	
Expires	Sales Tax	
PO Number	List Price	
PO Rel Number	Status	
Misc Number Lo	ust Reason Cd	
Shin Vin		
		_
Sales Disc		
Terms		
Distribution		
OK Cancel Delete Insert	Add'l Opt Select Print Fax Lot/Serial Se	ales Inq Notes/ATT Kitting
v8.1.0 ope_db <f2>=Create New Customer, <f3>=Lookup, C=Cash Sale</f3></f2>	Mask	1

- 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 DIFEFRENCE WHETHER OR NOT YOU TYPE THE CUSTOMER NAME IN CAPS OR LOWER CASE. BOTH SITUATIONS MAY PROVIDE DIFFERENT SEARCH RESULTS

<u>4</u> £ 0	Customer Lookup (HI-SPEED INDU	STRIAL SVC-Millington)				_ 🗆 >
File	Edit Record View Favorites	s Help				
D		2 5 8 8	Start With Cooper Tire	Oper	n Customer Orders	•
	Customer	Name	Alternate Sequence	Address Line 1	Address Line 2	City
0	000134	Cooper Tire & Rubber Co.**EML*	COOPERTIRE	ATTN: Purchasing De	1804 S. Green Stre	Tupelo 🔺
1	001824	Coors Brewery Co.	COORSBREWE	Attn. Disbursements D	P.O. Box 889, CE34	Golden
2	001442	Corbin & Russwin	CORBINRUSS	***CLOSED ACCOUN	600 Highway 322	Clarksda
3	002333	Cordova Concrete	CORDOVACON	4622 Clarke Road		Memphi
4	000141	Corinth Mill Supply	CORINTH	P.O. Box 574		Corinth
5	000793	Cougar Chemical Co.	COUGARCHEM	3725 Getwell		Memphi:
6	002375	Counce Marine	COUNCE	1919 Watson		Memphi
7	004742	COUNTERTOPS OF MEMPHIS	COUNTERTOP	301 W Olive Ave		Memphi:
8	004090	COURTYARD BY MARRIOTT	COURTYARD	1780 Nonconnah Blvd		Memphi
9	005459	COVIA	COVIA	1700 SAND MILL ROA		CAMDEI
10	005195	COVINGTON COUNTRY CLUB	COVINGTON	1880 S MAIN ST		COVING
11	003895	Cox Construction Co., Inc.	COXCONST	23 Weatherford Square		Jackson
12	005264	CRAIG FITZHUGH	CRAIG FITZ	313 OPEN LAKE RD		RIPLEY
3	000144	Crane & Hoist Service	CRANE	P.O. Box 2038		Forrest (
14	005156	CRANE 1 SERVICES *EM*	CRANE 1 SE	1027 BYERS RD		MIAMISE
5	005270	CRANE REPAIR SERVICE	CRANE REPA	1002 VALLEY AVE NW		PUYALL
16	005144	CRANE SALES AND SERVICE	CRANE SALE	BARNHART CRANE	210 S WASHINGT	BELLEV
7	004807	CRANE SERVICE & INSPECTIONS	CRANE SERV	371 Lawton Ave		Monroe
18	005188	CRANE TEC	CRANE TEC	12041 E MIAMI RD		CINCINN
19	005189	CRANE TECHNOLOGY INC	CRANE TECH	831 S 176TH ST		BURIEN
20	005291	CRANE TECH, LLC *EM*	CRANE TECH	P.O. BOX 4755		ODESS/
21	003530	Crane America Services	CRANEAMERI	1024 B Firestone Park		LaVergn
22	000508	Crane Composites, Inc.	CRANECOMGJ	ATTN: Accounts Paya	23525 W. Eames S	Channał
23	003569	Crane, ETC.	CRANEETC	805 W. Maple Street		Waterloc
	•					•
	Filter: OFF 24 Reco	ords Ship-	To Open Order Invoice His	st Customer	ОК	Cancel
	Inactive Credit H	old Notes				
3.1.0	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 PREFFERED 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

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)	<u>_ 🗆 x</u>
Customer Comments By Invoice	
A/P-Linda Wolf-419 429 6704 fax 419 424.7322 Ihvolfe@coopertire.com Corp. office: 701 Lime Ave. Findlay, OH 45840 UPS account #39460.7 OLD DOMINION/LTL Carriers.o Truckload Carriers. for more carrier info call traffic 1:800-537-9523 Watch on Purchase Requist to see if they want it shipped freight collect. Brian Crosby 662-841-6978 tbcrosbydecoopertire.com Travis Holmes 662-680-3650 Creel/Balancer & IR Austin Young auyoung@advancedtech.com Kevin Jaggers 662-841-6970 total Dennis Pruett Cell: 662-841-6920 C#662-415-6403 Dennis Pruett Call: 662-841-6970 OK	
v8.1.0 syc_cm	
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 Ing Notes/ATT	Kitting
v8.1.0 ope_db Mask	

- 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

Section 2012 Sect	<u> </u>
Customer 000134 Order 0097563 Ship-To By JDJ Invoice	
Name Cooper Tire & Rubber Co.**EML* Name Same	
Customer Ship-To Lookup (HI-SPEED INDUSTRIAL SVC-Millington) File Edit Record View Favorites Help	_ 🗆 X
□	Open Customer Orders
Customer Num Ship-To Name Address Line 1 Address Line 2 City Statl Zip/Postal Co Phone Num! Ex 0 000134 000001 Cooper Tire & Rubber Co. 1804 South Green 1 Tupelo MS 38804-6504 (662) 842-221	t Contact Name Sim Ten Tax C 38 1C 2A
	_
	>
Filter. OFF 1 Records Ship-To Open Order Invoice Hist Customer	r OK Cancel
v8.1. Credit Hold Notes	

- STEP 7
 - USE YOUR CURSOR TO CLICK THE DETAIL TAB TO GO TO THE SCREEN WHERE YOU WILL CREATE YOUR QUOTE. YOUR SCREEN SHOULD LOOK LIKE THE BELOW PICTURE.

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)				<u> </u>
File Edit Favorites Help				
	M * *			
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	0.00
Sea Cd Type Wh Item Number Desc	ription Cost	Order Price	B/O Ship Ext	ension
				-
				•
	1 1	1	1	
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			11.

- 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 DESCIPTION 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.

				<u>M</u> M	<u> </u>				
stor	ner 000134	Order 009756	63	Ship-To 00000)1 By JE)J Invoi	ce		
III Li	ine Code Look	up (HI-SPEED INDUSTRIAL SVC-Milling	gton)						_ 🗆 🗙
ile	Edit Record	I View Favorites Help	1						
			X			Start With			-
	Line Code	Code Description	Line Type	Taxable (Y/N)?	Drop Ship (Y/N)?	Message Type P	roduct Type Product T	ype Processing (EDN) GL	Revenu
0	1	LABOR TOTAL	0	Yes			N	41(01-00 🔺
1	2	MATERIAL TOTAL	0	Yes			N	41()9-00
2	5	CUSTOMER DEPOSITS	0	No			E	209	99-00
3	6	HOIST FREIGHT	0	Yes			N	410)4-02
4	7	CRANE FREIGHT	0	Yes			N	410)1-07
5	8	MOTOR FREIGHT	0	Yes			N	410	J7-01
6	а	Andrew Skala (SMP)	S	Yes				2	
7	C	Sandy Chadwick (SMP)	S	Yes			8	5	
8	d	David Williams (SMP)	S	Yes					
9	e	Alexis Wells (SMP)	S	Yes	0			<i>P</i>	
10	G	NON STOCK HOIST PART	N	Yes	No		E		
11	Н	RESTOCKFEE	N	Yes			E		
12	h	Thomas Shook (SMP)	S	Yes					
13	1	NONSTOCK HOIST ÚNITS	N	Yes	No		E		
14	J	NON STOCK MOTORS	N	Yes	No		E		
15	i	Jeff Pitman (SMP)	S	Yes			1		
16	li li	Larry Ward (SMP)	S	Yes					
17	M	MEMO	M			В		80	
18	m	Mike Ursary	S	Yes		-			
19	Q	QUALITEST NONTAXABLE	0	No		+ +	N	41	10-09
20	S	STOCK INVENTORY	S	Yes	No	+ +			
21	s	Sherry Sullivan(SMP)	S	Yes	1.22	1			
22	T	TAXABLE LINE ADJUST	0	No			N	410	01-07
23	t	Tina Thompson (SMP)	S	Yes					
	•		10	1.00		1 1			F
	Filter OF	F 29 Records						ок	Cancel
	, mor. or	2011000103							

- STEP 9 NONSTOCK PARTS
 - \circ ~ IF the part is non-stock, the CD column should be "G" ~
 - IN THE "TYPE" COLUMN, HIT THE F3 KEY TO LOOKUP DIFFERENT PART TYPES
 - EXAMPLE: HARRINGTON PARTS ARE (HAP) AND HARRINGTON UNITS ARE (HAU)
 - ONCE YOU HAVE SELECTED YOUR APPLICABLE PART TYPE, PUT YOUR PART NUMBER IN THE ITEM NUMBER BOX
 - ENTER THE PART DESCRIPTION IN THE DESCRIPTION BOX

Corder Entry (HI-SPEED INDUSTRIAL SVC-Millin File Edit Eavorites Help	ngton)					_ 🗆 X
		A ? < 🕨				
Customer 000134	Order 0097563 Ship-To	000001 By JDJ	Invoice	e		
Cooper Tire & Rubber Co.**E	ML* 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	0.00
Seq Cd Type Wh Item Num	ber Descri	ption	Cost	Order Price	B/O Ship	Extension
020 G HAP 01 123ABC	FAN COVER		0	0.00	0 0	0.00
	8					
			c 8		×	
						_
	Wa	rehouse: HI-SPEED INDUS	TRIAL			
,						
OK Cancel Dele	ete Insert Add'I Opt	Select Print	Fax	Lot/Serial	Sales Inq Notes/	ATT Kitting
v8.1.0 ope_dd Enter The Unit Cost For This Line			Num			1.

- STEP 10 NONSTOCK PARTS
 - ENTER THE COST TO HI-SPEED IN THE "COST" COLUMN
 - IN ORDER TO DETERMINE OUR COST, YOU WILL HAVE TO CALL THE VENDOR TO CONFIRM OR USE THE VENDOR WEBSITE TO CONFIRM
 - IN THIS STEP IT IS IMPORTANT TO ALSO NOTE THE LEAD TIME ON THE PART SO THAT CAN BE COMMUNICATED TO THE CUSTOMER (THIS WILL BE SHOWN IN A LATER STEP)
 - ALSO MAKE SURE TO NOTE THE LIST PRICE OF THE ITEM SO THAT THE DISCOUNTED PART PRICE TO THE CUSTOMER CAN BE CALCULATED

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)								- 0 >
			1 1					
Customer 000134 Order 00	97563 Ship-To	000001	By JDJ Invo	pice				
Cooper Tire & Rubber Co.**EML*	Name	Cooper Tire <mark>& Ru</mark>	bber Co.					
ATTN: Purchasing Dept	1	1804 South Green	Street					
1804 S. Green Street				1				
Tupelo	MS 38804	Tupelo	M	IS 38804-6	504			
Ribbon Detail Footer		Depos	it	<		Tota	al	0.00
	1						· 	
Seq Cd Type Wh Item Number	Descrip	otion	Cost	Order	Price	B/O Ship	Extension	
020 G HAP 01 123ABC	FAN COVER		10.00	0	0.00	0	0 0.00	- <u>1</u>
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	War	rehouse: HI-SPEE	D INDUSTRIAL					_
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OK Cancel Delete	Insert Add'l Opt	Select	Print Fax	C Lot	/Serial S	Sales Inq Not	es/ATT Kit	ting
.0 ope_dd Enter The Quantity Ordered			Num					

- STEP 11 NONSTOCK PARTS
 - \circ $\:$ IN THE "ORDER" COLUMN, ENTER THE QUANTITY THAT YOU ARE QUOTING FOR THAT LINE ITEM, IN THIS CASE WE WILL USE 2

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)				;
Edit Favorites Help				
	▲ ▶ ▶ ₩ 2 2 4 2			
Customer 000134 Order 0	097563 Ship-To 000001 By JE)J 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	0.00
Seq Cd Type Wh Item Number	Description	Cost Order Price	B/O Ship	Extension
020 G HAP 01 123ABC	FAN COVER	10.00 2	0.00 0 0	0.00
	-			
				-
				•
	Warehouse: HI-SPEED INDU	JSTRIAL		
OK Cancel Delete	Insert Add'l Opt Select Pri	nt Fax Lot/Serial	Sales Inq Notes/	ATT Kitting
ope dd Enter The Quantity Ordered		Num	·	

- STEP 12 NONSTOCK PARTS
 - IN THE "PRICE" COLUMN ENTER THE PRICE TO THE CUSTOMER
 - \circ $\;$ This is calculated as a percentage dicount from the vendor list price
 - IN THIS EXAMPLE, WE WILL USE AN ARBITRARY LIST PRICE OF **(\$20)** AND WE WILL ASSUME A DISCOUNT OF **(15%)**
 - NOTE: IN STEP 4 WE SHOULD HAVE NOTED THE DISCOUNT PERCENTAGE THAT WE USUALLY OFFER TO THAT CUSTOMER
 - \circ ~ NOTE: IN STEP 10 WE SHOULD HAVE ALREADY NOTED THE LIST PRICE
 - WITH A 15% DISCOUNT THE PRICE SHOULD BE PRICE=20*0.85=17

Order Entry	y (HI-SP	EED IND Help	USTRIAL SVC-Millington)															- 🗆
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Custome	0001	34	Order 00	97563	Shi	ip-To	000001			ByJD	J	Invoid	e 🗌					
	Соор	er Tire	& Rubber Co.**EML*		N	lame	Coope	r Tire	& Rub	ber Co.					1			
	ATTN	I: Purch	asing Dept.			ĺ	1804 S	outh G	ireen	Street								
	1804	S. Gree	n Street	_		j												
	Tupe	0		MS 388	804		Tupelo	þ				MS	38804-	6504				
Ribbon	Detail	Foote	r					D	eposi	t						Total		0.0
Seq C	d Typ	e Wh	Item Number	[[Descri	iption				Cost		Order	Price	B/O	Ship	Extension	
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						Wa	arehous	e: HI-	SPEE	DINDU	STRIAL							
ОК		Ca	ncel Delete	Insert	Add'l	Opt	s	elect		Prir	t	Fax	Lo	ot/Serial	Sales Inq	Notes/	ATT Kitt	ing
ope_dd	Enter T	he Unit I	Price For This Line								Nu	m						

• STEP 13 – NONSTOCK PARTS

• IN THE VENDOR BOX, HIT THE F3 KEY AND LOOKUP THE VENDOR THAT YOUR PURCHASING HE PART FROM

Ord	<mark>er Ent</mark> dit	r y (HI-SPE Favorites	ED IN Hel	NDUSTRIA	L SVC-Millin	ngton)																	_
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		Cooper			Del CO. LI	IVIL				IN	amelo	Coo	per l ire	& Rub	ber Co.								
		ATTN:	Pur	chasing	Dept.			-			1	1804	South	Green	Street								
		1004.0	~	0:				-				-											
1	ZC v	endor Look	un (HI-SPEED		L SVC-N	Aillingt	on)															
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ľ	0	000205		HARRIN	IGTON HO	DISTSI	NC (A	HARRIN	IGTO	0N		Ρ.	O. Box	7595				L	ancaster	PA	17604	Roxanne	(80 🔺
1	1	013132		HARSC	O MINERA	LS INT	ERN.	HARSCOMINE					P.O. Box 532868				Atlanta		GA	30353-2868	Bonnie	(71	
ľ	2	011780 Hartmann Foerderanlagen					n Gml	HARTM	IANN	14		C/O Ferrostaal Corp.				1212 A	ve. Of Th	ne / N	New York	NY	10036	Gisela Migliore	(21
ľ	3	013140		Harvard	Business	Review	v	HARVARDBUS					Corporate Services			P.O. Bo	x 62180		Tampa FL		33663-1803		(80
ľ	4	014388		Havert, I	Inc./Mike H	lavert		HAVERT				291 Rue Piper					5	Slidell	LA	70461	Michael Havert,	(98	
ľ	5	011907		Hazeltor	n Pumps In	IC.		HAZELTON				225-239 North Cedar Stre					H	lazelton	PA	18201		(71	
·	6	013533		HBC-rac	diomatic			HBC					P.O. Box 932078					(Cleveland	OH	44193		(80
ľ	7	000151		HD Sup	ply Inc	100		HD				P.O. Box 101888 Atlanta GA 30392-1888 Regina Stev								Regina Stevens	(90		
	8	012505		Health F	irst Medica	al Grou	р	HEALTH	+			Ρ.	O. Box	1000 D	ept #205			Γ	Memphis	TN	38148-0205		
	9	013598		Heartlan	nd Auto & A	ATV .		HEART	LANE	0		70	4 Indep	enden	ce Aven			ł	Kennett	MO	63857		(57
11	10	014382		Heartlan	nd Ind Solu	tions, L	LC	HEART	LANE)		24	28 Cen	tral Par	kway			0	Cincinnati	OH	45214	Dan Jackson	(51
H	11	014239		HeatTel	k, Inc.			HEATT	EK			W	1285 In	dustrial	Drive			l	xonia	WI	53036		(80
	12	000208		Heavy N	Machines, I	nc.		HEAVY				P.	O.Box 7	71711		Dept. 5	192	P	Memphis	TN	38177		(90
	13	013276		HEAVY	QUIP			HEAVY	QUIP			14	59 COF	RPORA	TE AVE			P	MEMPHIS	TN	38116		(90
	14	000209		Heco-Pa	acific Manu	ufacturi	ng	HECO				15	10 Pac	ific Stre	et			l	Jnion City	CA	94587		
I.	15	014399		HECO IN	NC			HECO				35	09 Sou	th Burd	ck St.			ŀ	Kalamazoo	MI	49001-4835	Justin Hatfield	(26
1	16	013356		Hedge's	s Portable	Toilet F	Rental	HEDGE	'S			17	05 N. 8	h Ave.				F	Paragould	AR	72450		(87
1	17	013313		H&EE	ngineered	Equipn	nent	HEENG	INEE	R		P.	O. Box	7559				1	V Kansas City	MO	64116	Rush Hogue	(91
	18	012548		Hello Di	irect			HELLO				77	Northe	astern	Blvd.			1	Vashua	NH	03062		(80
	19	011734		Helwig (Carbon Pro	ducts,	Inc.	HELWIC	à			Ρ.	O. Box	240160				I	Milwaukee	WI	53224-9008	313173	(41
I.	20	012121		Henders	son Bolt			HENDE	RSO	Ν		22	9 Highv	vay 19	North			1	Meridian	MS	39307		(60
	21	012124		Henders	son Steel C	Corpora	ation	HENDE	RSO	N		Ρ.	O. Box	580				1	Marion	MS	39342		(60
1	22	013802		HERC F	RENTALS.	INC		HERCR	ENT			P.	O. Box	650280					Dallas	TX	75265-0280		(66
	23	013035		Herndor	n Electrical	Sales		HERND	ON							8038 Ca	arat Circ	le E	Bartlett	TN	38133		0-
		4																					•
.0		Filter	OF	F	24 Record	s									PO	History	PO	Nur	mber Ve	endor	ок	Canc	el

- STEP 14 NONSTOCK PARTS
 - IN THE "D/S" COLUMN, TYPE "Y" FOR DROPSHIP OR "N" WHICH HAS THE PART COME TO THE SHOP. IN THIS EXAMPLE WE WILL USE "N" FOR NO DROPSHIP.
 - NOTE: IN SOME CASES IT IS PREFFERABLE TO DROPSHIP LIKE ON HARRINGTON UNITS BECAUSE WE CAN PROVIDE A SHORTER LEAD TIME. IT'S A GOOD IDEA TO CONFIRM WITH THE CUSTOMER BEFORE DROPSHIPPING.

Order Entry (HI-SPEED INDUSTRIAL SVC-Millington)									- 🗆 ×
File Edit Favorites Help									
	§ ? 🔗	•							
Customer 000134 Order 0097563 Ship-To 000	001	ByJDJ	Invoic	e					
Cooper Tire & Rubber Co.**EML* Name Coo	per Tire & Rub	ber Co.							
ATTN: Purchasing Dept.	4 South Green S	Street							
1804 S. Green Street									
Tupelo MS 38804 Tup	elo		MS	38804-65	04				
Ribbon Detail Footer	Deposi	t					Total		0.00
Item Number Description	Cost	Order	Price	B/0	Ship	Extension	Vendor	D/S	F
123ABC FAN COVER	10.00	2	17.00	0	2	34.00	000205	N	-
									_
		6							_
		-							_
								-	_
									-
									-
									•
HARR	ING LON HOIS	IS INC (ACI	n)						
1									
OK Cancel Delete Insert Add'I Opt	Select	Print	Fax	Lot	Serial	Sales Inq	Notes/ATT	Ki	tting
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- STEP 15 NONSTOCK PARTS
 - SCROLL OVER TO THE RIGHT AND IN THE "R/P" BOX, SELECT "R" FOR REQUISITION AND "P" FOR PURCHASE ORDER. OUR WAREHOUSE USUALLY DOES REQUISITIONS FOR PARTS FROM HARRINGTON AND SOME CM PARTS. IF YOU ARE UNSURE IF THE WAREHOUSE DOES REQUISITIONS FOR A CERTAIN VENDOR IT IS BEST TO ASK JEREMY FROM THE WAREHOUSE.
 - NOTE: IF THE WAREHOUSE DOES NOT DO REQUISITIONS FOR THE VENDOR OF THE PART THAT YOU ARE NEEDING YOU WILL NEED TO SELECT "P" AND CREATE YOUR OWN PURCHASE ORDER TO SEND TO THE VENDOR TO GET YOUR OWN PART.
 - \circ $\:$ IN THIS EXAMPLE WE WILL SELECT "R" SINCE THIS IS A NONSTOCK HARRINGTON PART IN OUR CASE.

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- 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

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- 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 <u>THE BOTTOM OF THE QUOTE SCREEN SHOWS THAT WE HAVE 6 OF THESE</u> <u>PENDANTS AVAILABLE</u>.
 - 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

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ITEM IS ON BACKORDER.

- 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

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- STEP 11A STOCK PARTS
 - WE DETERMINED IN STEP 9A THAT WE HAVE 6 OF THE PENDANTS IN STOCK.
 - IF WE WERE QUOTING MORE THAT 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.

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- 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

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- 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

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

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ATTN: Purchasing Dept.	1804 So	outh 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 Lo	ost Reason Cd				
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- 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

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Cooper Tire & Rubber Co.**EML*	Name Cooper	Tire & Rubber Co.		
ATTN: Purchasing Dept	1804 Sc	outh Green Street		
1804 S. Green Street				
Tupelo MS 38	804 Tupelo	MS	38804-6504	
Ribbon Detail Footer		Deposit		Total 120.40
	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		
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Ship Via BEST WAY	Lost Qte Date			
Sales Disc NO DISCOUNT	Linked Job			
Terms 45 NET 45 DAYS				
Distribution NP NONSTOCK HOIST PARTS				
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- STEP 20
 - CLICK ON THE FOOTER TAB TO GO TO THE FINAL SCREEN TO SAVE YOUR QUOTE
 - CLICK THE PRINT BUTTON

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- 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

No

Yes

Cancel

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Customer 000134 Order 0097563 Cooper Tire & Rubber Co.**EML* ATTN: Purchasing Dept. 1804 S. Green Street Tupelo MS 38804	Ship-To 000001 By JDJ Invoice Name Cooper Tire & Rubber Co. 1804 South Green Street 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	Document Actions (HI-SPEED INDUSTRIAL SVC-Millington) Check All Actions that Apply for Distribution Quote Print Emailing to Customer Sending to Customer (excludes email) Emailing to Salesperson Review OK Cancel V8.1.0 jcc_go Y/N Po	
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• STEP 22

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



• STEP 23

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

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- 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