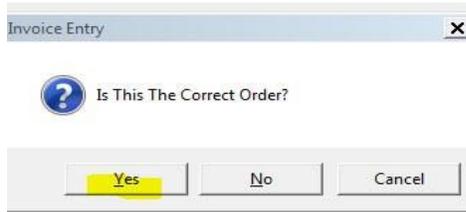


From Hi-Speed

- > Pick Tickets for the day will be emailed by warehouse to ar@gohispeed.com and saved in folder: S/InventoryAnalysis/EODDailyShipments
- > Process orders shipped by the end of the day of shipment
- > Communicate any issues with Inside Sales rep immediately

- > Distribution
- > Processing
- > Invoice Entry
- > Enter customer number
- > Enter Order Number
- > Click Yes to confirm correct order



- > Confirm if final invoice for the order
 - > If backorder items are listed, click no
 - > if order is shipping complete, click yes



312996 OCT 28, 2019 ACT WT 1.0 LBS #PK 1
SVC GNDCOM BL WT
TRACKING# 123129960364064716 ALL CURRENCY USD
REF 1:0084238
REF 2:SDW
HC 0.00 CNS 0.00 FRT: SHP
SHIPMENT NR RATE CHARGES: SVC 9.98 USD
DV 0.00 COD 0.00 RS 0.00
DC 0.00 DGD 0.00
AH 0.00 PR 0.00 ROD 0.00
TOT NR CHG 9.98 NR + HC9.98
THIS DOCUMENT IS NOT AN INVOICE.

- > Enter ship date as indicated on shipping label
- > Confirm PO Number is present.
 - > If missing - review sales order folder for customer contact.
- > Click OK, bottom left of screen
- > Confirm qty shipped and item number match what is indicated on Picking List
 - > Items indicated below on the Picking List must match which is listed in ACS

Ln	Ord	Ship	B/O	Item/Description
010	10	10	0	AH420645L30 HOOK LATCH Warehouse: 01 Location: R7S3
015				AH420645L30 REPLACES AH420645P11
016				EST SHIP DATE: 10/30/19
020	10	10	0	TCR130802046 SPRING, LATCH Warehouse: 01 Location: R9S4
040				

> Verify price has carried over/displayed correctly to the extension field

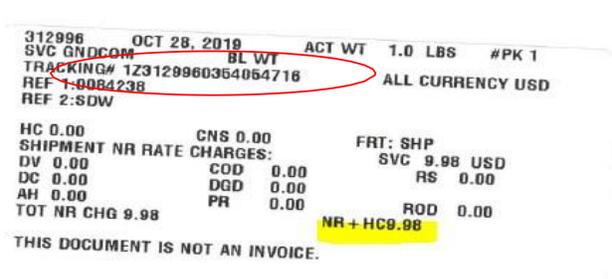
Order	Price	B/O	Ship	Extension
2	342.29	0	2	684.58
1	659.21	0	1	659.21

> Enter M (Memo) line code

Seq	Cd	Type	Wh	Item Number	
010	S		01	NP7/54	7.5HP TECO
020	S		01	NP0204	20HP TECO
030	M		01		

> Enter Tracking Information indicated on the shipping label on the description field

Seq	Cd	Type	Wh	Item Number	Description
010	S		01	NP7/54	7.5HP TECO 1800RPM230/460-3-60 213T TEFC
020	S		01	NP0204	20HP TECO 1800RPM 230/460-3-60 256T TEFC
030	M		01		UPS TRACKING



> Click OK twice when complete

> Confirm Ship Via method on Picking List corresponds to

shipping label and instruction within body of Picking List

Ord Tkr	Ship Date
SDW	10/28/19
Ship Via	UPS PPA

- > EX: Ship Via UPS PPA - Indicated to ship Prepaid & Add Freight Charges to invoice
- > Instruction within the Picking List indicates sale shipping instruction
- > If freight from vendor must be included as well, it will be indicated on Picking List

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REF PO# VBL 082819
***SHIP UPS GROUND PPA***
CUSTOMER WILL PAY W/CC
  
```

Shipping label indicated shipping charges apply

```

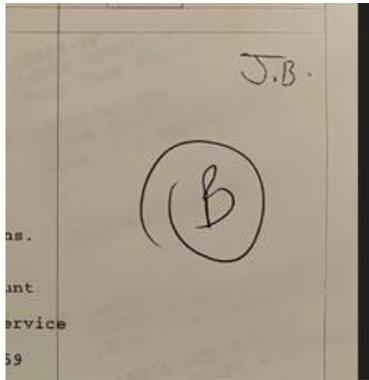
312996 OCT 28, 2019 ACT WT 1.0 LBS #PK 1
SVC GNDCOM BL WT
TRACKING# 123129960364064716 ALL CURRENCY USD
REF 1:0084238
REF 2:SDW

HC 0.00 CNS 0.00 FRT: SHP
SHIPMENT NR RATE CHARGES: SVC 9.98 USD
DV 0.00 COD 0.00 RS 0.00
DC 0.00 DGD 0.00
AH 0.00 PR 0.00 ROD 0.00
TOT NR CHG 9.98 NR + HC 9.98

THIS DOCUMENT IS NOT AN INVOICE.
  
```

- > If shipping charges are applicable:
 - > Ground Shipments: divide total charges listed by .4
 - > EX. Shipping charges to customer are $9.98 / .4 = 24.95$ to customer
 - > Air Shipments: add 40.00 to total charges
 - > EX. Shipping charges are $135.00 + 40 = 175.00$ to customer
 - > Truck Shipments: add 20.00 to total charges
 - > EX. Shipping charges are $135.00 + 20 = 155.00$ to customer

- > If "B" is written under warehouse employee initials this indicates a special packaging charge applies. Add additional \$20.00 to the shipping charge
 - EX. Shipping charges to customer are $9.98 / .4 = 24.95 + 20.00 = 44.95$ to customer



> Enter final shipping charges in the Freight field

Subtotal	1,343.79
Tax	0.00
Freight	0.00
Net Sales	1,343.79

> Click Print

Select	Print	Cash	Lot
	Char		

> Invoice Export will appear

Invoice Print
 Number Of Pages 1 Search For Find Next

Print Archive Fax PDF
 Excel Email Html

<< < > >>

```

                                10/29/19 0261098 1
                                000002
005056          AMERICAN TOOL & SUPPLY          CCI
808 S CEDAR ST          5604 WESTMINSTER DR
GALESBURG, IL 61402-1233          CEDAR FALLS, IA 50613
094606 10/10/19 005056 $$$ 12058          10/16/19 CREDIT CARD/CAS
          BOB SWANSON          BEST
1 1 0 ICRP2000C2-13          5,299.26 5,299.26
2TON, AIR, 13'LIFT CC, HK, PT, CORD CNTR
LTL TRACKING 5218988364
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:
          Hi-Speed Industrial Service
          P.O. Box 2959
          Jackson, MS 39207-2959
                                5,299.26
                                .00
                                .00
                                264.59
                                5,563.85
  
```

> Click PDF



> Click Execute

> Once pdf is generated; save to sales order folder located in path below:

Z:\firms\firm01\images\salesord

> If invoices are to be mailed; print and mail accordingly

> If to be emailed, save invoice pdf to desktop folder

> Once invoicing is complete for daily shipments

> email invoices to customer with AP email address available