

ORDER POWER!

Master file Worksheets

User Guide

Release 4.0.1



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ORDER POWER!

4.0 File Worksheets

This book is designed as your “Master” copy of File Worksheets. It is printed one-sided, and spiral bound so that you can easily remove pages to create as many photocopies as you will need to plan the setup of your ***ORDER POWER!*** Master files.

Use these worksheets for planning, but keep in mind that after you can change or delete a record later on, if necessary.

As you are working in ***ORDER POWER!***, you will notice that some fields already contain a default value. The worksheets provide blanks for these fields, as well, to be used if your company chooses not to use the default.

When you install ***ORDER POWER!***, you will see that we have delivered a “Training Company,” which is Company 998.

Abbreviations & Usage

On each worksheet, you will find information regarding the field size, the expected response, or character type. This information appears in parentheses following the name of each field. A brief key to the abbreviations also appears at the bottom of each worksheet.

A/N	Alpha/Numeric
N	Numeric
V	Validated Data The F4=List function is available. You can press F4 to retrieve a list of valid responses, and then select one.
##	Maximum Number of Characters Allowed Numeric fields that expect a decimal are indicated using a decimal to indicate the maximum number of positions to the right and left of the decimal. For example 9.4 indicates nine characters to the left and four characters to the right of the decimal (987,654,321.1234).
D	Date Field You can enter dates using MMDDYY or MDDYY format. ORDER POWER! assumes any year less than 80 to be in the current century.
Y/N	Y (es) or N (o) (Blank = No)

Company Profile: Company Defaults

Company Name (30 A/N)	_____ _____
Address 1 (30 A/N)	_____ _____
Address 2 (30 A/N)	_____ _____
Address 3 (30 A/N)	_____ _____
City (20 A/N)	_____ _____
State (2 A/N)	____
Zip (10 A/N)	_____
Country (2 A/N)	____
Telephone (15 A/N)	_____
Name Shown on Menus, Reports and Panels (30 A/N)	_____ _____
Customer # (9 N)	_____
User Assigned (Y/N)	____
Omit Check Digit (Y/N)	____
Journal Voucher # (5 N)	_____
Order # (9 N)	_____
Pick Batch # (9 N)	_____
Purchase Order # (9 N)	_____
Bid # (9 N)	_____

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Return Authorization # (9 N) — — — — — — — — —

Package ID # / Segment (9 N) — — — — — — — — —

Batch # (5 N) — — — — —

User Assigned (Y/N) —

Company Name Overrides
Customer Name (Y/N) —

Country (2 A/N) — —

GL Company Number (3 N) — — —

Payment Terms (3 A/N) — — —

Warehouse (3 A/N) — — —

Local Currency Code (3 A/N) — — —

E-Mail Server IP Address (15 A/N) — — — — — — — — — — — — — — —

ORDER POWER! Interface:
Accounts Payable (Y/N) —

ORDER POWER! Interface:
General Ledger (Y/N) —

ORDER POWER! Interface:
If Y, Validate Accounts (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Customer Class (3 A/N) — — —

E-Mail Class (3 A/N) — — —

Default Credit Limit (9 N) — — — — — — — — —

Late Fee (2.5 N)
A/P (1 A/N) — — • — — — — — — — — —

A – Amount
P – Percent

Permit Backorders (Y/N) —

Print Statements (Y/N) —

Retain Last Tender Info (Y/N) —

Search by Tender # (Y/N) —

Force Check for Zero Limit (Y/N) —

Describe Telephone 1 (10 A/N) — — — — — — — — — —

Describe Telephone 2 (10 A/N) — — — — — — — — — —

Describe Evaluation Factor 1
(15 A/N) — — — — — — — — — — — — — — —

Describe Evaluation Factor 2
(15 A/N) — — — — — — — — — — — — — — —

Describe Evaluation Factor 3
(15 A/N) — — — — — — — — — — — — — — —

Describe Evaluation Factor 4
(15 A/N) — — — — — — — — — — — — — — —

Mail List Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — — —

Mail List Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — — —

Mail List Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Protect in Mail List: Name (Y/N) —

Protect in Mail List: Position (Y/N) —

Protect in Mail List: Company (Y/N) —

Protect in Mail List:
Address Line 1 (Y/N) —

Protect in Mail List:
Address Line 2 (Y/N) —

Protect in Mail List:
Address Line 3 (Y/N) —

Convert lower case to upper (Y/N) —

Invoice by Ship Segment (Y/N) —

Protect Prompt: Power Search (Y/N) —

Protect Prompt: Zip (Y/N) —

Protect Prompt: Phone (Y/N) —

Protect Prompt: Company (Y/N) —

Protect Prompt: Last Name (Y/N) —

Protect Prompt: Customer # (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Inventory

Replacement Cost % (2.5 N) — — • — — — — — —

Zero Price (1 A/N) A – Allow
 E – Error
 W – Warning

Allow Discount 1 (Y/N) —

Allow Discount 2 (Y/N) —

Display Price Breaks (Y/N) —

Default GL Class (3 A/N) — — —

Default Shelf Life (3 N) — — —

Comment Code for Ovr Desc (3 A/N) — — —

Delete Empty QOH Locations (Y/N) —

Standard Cost (Y/N) —

Allow Non-OP Recvd Serial # (Y/N) —

Display Qty in whole numbers (Y/N) —

Inventory Info Field 1 (10 A/N) — — — — — — — — —

Inventory Info Field 2 (10 A/N) — — — — — — — — — —

Inventory Info Field 3 (10 A/N) — — — — — — — — — —

Characters to exclude in search triplets (for) This company (50 A/N)

— — — — — — — — — — — — — — — — —

— — — — —

Default In-Transit Warehouse (3 A/N) — — —

Freeze Locations Being Cycle Counted (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Order Entry

Media (10 A/N)	— — — — — — — — — —	
Media Start/End Date (1 A/N)	—	A – Allow E – Error W – Warning
Use Media (1 A/N)	—	O – Original L – Last M – Mailed D – Default
Use Salesperson (1 A/N)	—	O – Original L – Last M – Mailed U – User ID
Tender (3 A/N)	— — —	
Hold Code if Limit Exceeded (3 A/N)	— — —	
Default Cancel Code (3 A/N)	— — —	
Maximum Cust Order Line Qty (9.3 N)	— — — — — — — — — — • — — — —	
Whole Number Quantities Only (Y/N)	—	
Check Qty Avail to Min (Y/N)	—	
Availability for Whse Only (Y/N)	—	
Include Phase Outs (Y/N)	—	
Capture Sold Out Items (Y/N)	—	
Retrieve Line Description (Y/N)	—	
Display/Calc Refundable (Y/N)	—	
Multiple Ship-Tos Per Order (Y/N)	—	
Check for Duplicate PO # (1 A/N)	—	A – Allow E – Error W – Warning
Multiple Ship-Vias Per Order (Y/N)	—	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Different Item Ship Vias (1 A/N)	—	A – Allow E – Error W – Warning
Over "Crediting" (1 A/N)	—	A – Allow E – Error W – Warning
# of Prior Orders to Check for Dup Order (9 N)	— — — — — — — — —	
# of Prior Days to Check for Dup Order (3 N)	— — —	
Go Directly: to Mail List Entry (Y/N)	—	
Go Directly: to Item Entry (Y/N)	—	
Return to Item Entry (Y/N)	—	
Full Screen Tender Panel (Y/N)	—	
Auto F10 for OE Entry (Y/N)	—	
Auto F10 for PO Entry (Y/N)	—	
Print Short Log (Y/N)	—	
Include Update Orders (Y/N)	—	
Print Long Log (Y/N)	—	
Output Queue (10 A/N)	— — — — — — — — —	
Library (10 A/N)	— — — — — — — — —	
Allow Operator To: Authorize Order (Y/N)	—	
Allow Operator To: Change Price(s) (Y/N)	—	
Allow Operator To: Change Schedule Date (Y/N)	—	
Allow Operator To: Update/Delete Notes (Y/N)	—	
Allow Operator To: Change Commission Info (Y/N)	—	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Combine Discounts with next priority (Y/N) —

Sequence of Discounts: — 1 = Highest Priority
Coupons (1 A/N)

Combine Discounts with next priority (Y/N) —

Apply Discount 1 to: Shipping/Handling (Y/N) —

Apply Discount 1 to: Miscellaneous 1 (Y/N) —

Apply Discount 1 to: Miscellaneous 2 (Y/N) —

Apply Discount 2 to: Shipping/Handling(Y/N) —

Apply Discount 2 to: Miscellaneous 1 (Y/N) —

Apply Discount 2 to: Miscellaneous 2 (Y/N) —

Apply Prompt Payment discount to: Shipping/Handling(Y/N) —

Apply Prompt Payment discount to: Miscellaneous 1 (Y/N) —

Apply Prompt Payment discount to: Miscellaneous 2 (Y/N) —

Apply Prompt Payment discount to: Discount 1 & 2 (Y/N) —

Apply Prompt Payment discount to: Coupon (Y/N) —

Apply Prompt Payment discount to: Personalization (Y/N) —

Shipping/Handling Calculation Method priority: Customer Class (1 A/N) — 1 = Highest Priority

Shipping/Handling Calculation Method priority: Media (1 A/N) — 1 = Highest Priority

Shipping/Handling Calculation Method priority: Item (1 A/N) — 1 = Highest Priority

Charge per Addt. Ship To (9.2 N) — — — — — — — — — • — —

Min S/H\$ per Order (9.2 N) — — — — — — — — — • — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Rate Shopping (1 A/N) — A – Automatic
 D – Display choices
 N – Not used

Header Info Field 1 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Header Info Field 2 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Header Info Field 3 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Detail Info Field 1 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Detail Info Field 2 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Detail Info Field 3 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Notify When Out of Stock (Y/N) —

Order Entry Default: Batch # (5 A/N) — — — — —

Order Entry Default:
 Hdr Info 1 (10A/N) — — — — — — — — — —

Order Entry Default:
 Hdr Info 2 (10A/N) — — — — — — — — — —

Order Entry Default:
 Hdr Info 3 (10A/N) — — — — — — — — — —

Order Entry Default:
 Order Origin (3 A/N) — — —

Order Entry Default:
 Order Quantity (9.3 N) — — — — — — — — • — — — —

Order Entry Default: PO # (20 N)
 — — — — — — — — — — — — — — — —
 — — — — —

Order Entry Default:
 Salesperson 1 (10 A/N) — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Order Entry Default:
Salesperson 2 (10 A/N) — — — — — — — — —

Order Entry Default:
Priority Code (3 A/N) — — —

Order Entry Default:
Ship Complete (Y/N) —

Order Entry Default: Ship Via (3 A/N) — — —

Counter Sales Default:
Batch # (5 A/N) — — — — —

Counter Sales Default:
Hdr Info 1 (10A/N) — — — — — — — — — —

Counter Sales Default:
Hdr Info 2 (10A/N) — — — — — — — — —

Counter Sales Default:
Hdr Info 3 (10A/N) — — — — — — — — —

Counter Sales Default:
Order Origin (3 A/N) — — —

Counter Sales Default:
Order Quantity (9.3 N) — — — — — — — — — • — — —

Counter Sales Default: PO # (20 N) —
— — — — —

Counter Sales Default:
Salesperson 1 (10 A/N) — — — — — — — — — —

Counter Sales Default:
Salesperson 2 (10 A/N) — — — — — — — — — —

Counter Sales Default:
Priority Code (3 A/N) — — —

Counter Sales Default:
Ship Complete (Y/N) —

Counter Sales Default:
Ship Via (3 A/N) — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Order Release/Processing

Bar Code Order # on Ship Doc (Y/N)	—	
Segments Per Bulk Ticket (5 N)	— — — — —	
Items Per Bulk Ticket (5 N)	— — — — —	
Summarize Bulk Ticket (Y/N)	—	
Print All Items on Ship Doc (Y/N)	—	
Allow Concurrent Releases (Y/N)	—	
Segment by Pick Ticket Code(Y/N)	—	
Release Orders For Shipment Beyond QOH (Y/N)	—	
Show Price on Pick Tickets: Type 2 (Y/N)	—	
Show Price on Pick Tickets: Type 3 (Y/N)	—	
Show Previously Shipped Qtys On BO (Y/N)	—	
Commit Inventory (Y/N)	—	
Commit During Order Release (Y/N)	—	
Commit Up to in Days (3 N)	— — —	
Lines Per Order Required To Have Sufficient Qty (3 N)	— — —	
Merchandise Amt Req'd to Rel (5.2 N)	— — — — — • — —	
A/P (1 A/N)	—	A – Amount P – Percent
Replenishment Default Hold Code (3 A/N)	— — —	
Require Preauth Type 2 (Y/N)	—	
Pick by Locn Type/Location (Y/N)	—	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Manually Confirm by (1 A/N) — 1=Pick Batch #
 2=Order #
 3=Segment #

Print Manifest Before Post (Y/N) —

Print all Items on Invoice (Y/N) —

Print Adj Pick Ticket: Type 2 Invoices (1 A/N) — B – Box
 M – Mail
 A – Always

Print Adj Pick Ticket: Type 3 Invoices — B – Box
 M – Mail
 A – Always

Print Invoice if Bill to and Ship to Differ: Type 2 Invoices (Y/N) —

Print Invoice if Bill to and Ship to Differ: Type 3 Invoices (Y/N) —

Auto Remove Unshippable Segments (Y/N) —

Order Release/Processing Calculate: Ship/Handling (1 A/N) — F – First
 L – Last
 P – Prorate

Order Release/Processing Calculate: Discount 1 and 2 (1 A/N) — F – First
 L – Last
 P – Prorate

Order Release/Processing Calculate: Miscellaneous 1 and 2 (1 A/N) — F – First
 L – Last
 P – Prorate

Order Release/Processing Calculate: Coupon (1 A/N) — F – First
 L – Last
 P – Prorate

Segment Info Description 1 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
 —

Segment Info Description 2 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
 —

Segment Info Description 3 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
 —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Segment Info field 1 (10 A/N) Mandatory (Y/N)	— — — — — — — — — — —
Segment Info field 2 (10 A/N) Mandatory (Y/N)	— — — — — — — — — — —
Segment Info field 3 (10 A/N) Mandatory (Y/N)	— — — — — — — — — — —
Standard Message for Pick Tickets Line 1 (60 A/N)	— —
Standard Message for Pick Tickets Line 2 (60 A/N)	— —
Standard Message for Pick Tickets Line 3 - for custom forms (60 A/N)	— —
Standard Message for Pick Tickets Line 4 - for custom forms (60 A/N)	— —
AR Statements Imprinted (Y/N) Laser (Y/N)	— —
Credit Memo Imprinted (Y/N) Laser (Y/N)	— —
Purchase Orders Imprinted (Y/N) Laser (Y/N)	— —
Pick Ticket: Type 1 Imprinted (Y/N) Laser (Y/N)	— —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Pick Ticket: Type 2	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Pick Ticket: Type 3	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Invoice: Type 1	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Invoice: Type 2	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Invoice: Type 3	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Bid Document:Type 1	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Bid Document:Type 2	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Bid Document: Type 3	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Order Confirmation3	—	
Imprinted (Y/N)	—	
Laser (Y/N)	—	
Print Type 1 Invoice (Y/N)	—	
Use Kit/Asst Parent GL Class for Sales & COGS (Y/N)	—	
FIFO Picking (Y/N)	—	
Email Ship Confirmation (Y/N)	—	
Email Credit Card Decline (Y/N)	—	
Order Release Location to Print (1 A/N)	—	1 – Preferred 2 – Allocated

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Order Release Sequence within Batch (1 A/N)	—	1 – Order 2 – Customer Number 3 – First Location 4 – Ship Via 5 – Customer Class
Order Release: Sequence within Pick Ticket (1 A/N)	—	1 – Line number 2 – Item 3 – Location 4 – Zone
Order Release: Allow Operator to Change Defaults (Y/N)	—	
Standard Message for Invoices Line 1 (60 A/N)	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
Standard Message for Invoices Line 2 (60 A/N)	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
Standard Message for Invoices Line 3 - for custom forms (60 A/N)	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
Standard Message for Invoices Line 4 - for custom forms (60 A/N)	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — —	
Default Sequence for Notes: Orders (1 A/N)	—	O – Oldest N – Newest
Default Sequence for Notes: Purchase Orders (1 A/N)	—	O – Oldest N – Newest
Default Sequence for Notes: Customer (1 A/N)	—	O – Oldest N – Newest
Default Sequence for Notes: Vendor (1 A/N)	—	O – Oldest N – Newest

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Accounts Receivable

Post A/R Refunds Immediately (Y/N) — Y – Immediate
N – AP Check Cycle

Valid days for entry (3 N) — — —

Display Transactions (1 A/N) — A – All
Allow Change at Entry (Y/N) O – Order
S – Shipment

Protect Prompt Pay Disc (Y/N) —
Allow Change at Entry (Y/N) —

Edit Order # (1 A/N) — A – Allow
E – Error
W – Warning

Full Pay (1 A/N) — O – Oldest
Allow Change at Entry (Y/N) N – Newest

Edit Order # (1 A/N) — A – Allow
E – Error
W – Warning

Full Pay (1 A/N) — O – Oldest
Allow Change at Entry (Y/N) N – Newest

Date to Show (1 A/N) — T – Transaction
Allow Change at Entry (Y/N) O – Order
I – Inv Due

Immediate Display of
Single Order (Y/N) —
Allow Change at Entry (Y/N) —

Allow Partial Discounts (Y/N) —
Allow Change at Entry (Y/N) —

Perform Partial Payments (Y/N) —
Allow Change at Entry (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Use Prompt Pay Discounts When Available (Y/N) —
 Allow Change at Entry (Y/N) —

Show Next Payment (Y/N) —
 Allow Change at Entry (Y/N) —

Default Adjustment Account (3 N ,5 N) — — — — — — — —

Pre-Enter Batch Totals (Y/N) —

Position Cursor on Entry Header At:
 Order Number (1 A/N) — Y – Yes
 Allow Change at Entry (Y/N) N – No
 P – Protect

Position Cursor on Entry Header At:
 Package Id (1 A/N) — Y – Yes
 Allow Change at Entry (Y/N) N – No
 P – Protect

Position Cursor on Entry Header At:
 Purchase Order (1 A/N) — Y – Yes
 Allow Change at Entry (Y/N) N – No
 P – Protect

Position Cursor on Entry Header At:
 Tracking #/Ship Via(1 A/N) — Y – Yes
 Allow Change at Entry (Y/N) N – No
 P – Protect

Batch Edit List Sequence (1 A/N) — C – Customer
 E – Entry

Batch Post List Sequence (1 A/N) — D – Detail
 S - ummary

Batch Edit List Format (1 A/N) — D – Detail
 S - ummary

Batch Post List Format (1 A/N) — D – Detail
 S - ummary

AR Posting Format:
 Order Type 1 Inv/Pymts (1 A/N) — D – Detail
 S - ummary

AR Posting Format: Order Type 4
 Inv/Pymts (1 A/N) — D – Detail
 S - ummary

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Automatic Transactions (1 A/N) — A - Adjusting Entries
 Allow Change at Entry (Y/N) — P - Payments Rem
 B - Both

—

Allow Change for Includes (Y/N) —

Allow Change for Post Seq(Y/N) —

Amt Remaining Include? (Y/N) —
 Post Seq (1 N) — (1-7)

Payments Include? (Y/N) —
 Post Seq (1 N) — (1-7)

Credit Memos Include? (Y/N) —
 Post Seq (1 N) — (1-7)

Late Fees...Include?(Y/N) —
 Post Seq (1 N) — (1-7)

Invoices Include? (Y/N) —
 Post Seq (1 N) — (1-7)

Adjustments Include? (Y/N) —
 Post Seq (1 N) — (1-7)

Refunds? (Y/N) —
 Post Seq (1 N) — (1-7)

AR Inquiry: Calculate Age Days
 Immediately (Y/N) —

AR Inquiry: Display (1 A/N) — D - Detail
 S - ummary

AR Aging: Late Fees (1 A/N) — F - First
 L - Last
 S - Shipment

AR Aging: Minimum Balance to
 Apply Late Fee (9.2 N) — — — — — — — — • — —

AR Aging: Report (1 A/N) — F - First
 L - Last
 S - Shipment

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

AR Aging: Statements (1 A/N)	—	F – First L – Last S - Shipment
Apply/Recalculate EPP Method for Pymnt Overage/Shortage (1 A/N)	—	R - Recalculate Payment Amount (All periods) N - Apply to Next Payment Due B – Apply to Balance (Last Payment) blank - No Recalculations
AR Past Due 31 - 60 Day Statement Message line 1 (60 A/N)	— — — — — — — — — — — — — — — —	
AR Past Due 31 - 60 Day Statement Message line 2 (60 A/N)	— — — — — — — — — — — — — — — —	
AR Past Due 31 - 60 Day Statement Message line 3 (60 A/N)	— — — — — — — — — — — — — — — —	
AR Past Due 61 - 90 Day Statement Message line 1 (60 A/N)	— — — — — — — — — — — — — — — —	
AR Past Due 61 - 90 Day Statement Message line 2 (60 A/N)	— — — — — — — — — — — — — — — —	
AR Past Due 61 - 90 Day Statement Message line 3 (60 A/N)	— — — — — — — — — — — — — — — —	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

AR Past Due 91+ Days Statement
 Message line 1 (60 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
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AR Past Due 91+ Days Statement
 Message line 2 (60 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

AR Past Due 91+ Days Statement
 Message line 3 (60 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Accounts Receivable
 Info Field 1 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Accounts Receivable
 Info Field 2 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Accounts Receivable
 Info Field 3 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Purchase Order

Purchase Order Item Cost Calculation: (1 A/N)	—	1 = Highest Priority
Purchase Order Item Cost Calculation: Last Cost (1 A/N)	—	1 = Highest Priority
Purchase Order Item Cost CalculationReplacement Cost (1 A/N)	—	1 = Highest Priority
Purchase Order Item Cost CalculationVendor Cost (1 A/N)	—	1 = Highest Priority
Purchase Order Item Cost CalculationLast Vendor Cost (1 A/N)	—	1 = Highest Priority
Default PO Hold Code (3 A/N)	— — —	
Protect Costing (Y/N)	—	
Allow PO price change (Y/N)	—	
Cost When F23 to Fully Receive Suppress Auto. Create of RTV (Y/N)	—	
Drop Ship PO from Cr. Memos (Y/N)	—	
Vendor Reference Info Field 1 (10 A/N) Mandatory (Y/N)	— — — — — — — — —	
Vendor Reference Info Field 2 (10 A/N) Mandatory (Y/N)	— — — — — — — — —	
Vendor Reference Info Field 3 (10 A/N) Mandatory (Y/N)	— — — — — — — — —	
PO Header Info Field 1 (10 A/N) Mandatory (Y/N)	— — — — — — — — —	
PO Header Info Field 2 (10 A/N) Mandatory (Y/N)	— — — — — — — — —	
PO Header Info Field 3 (10 A/N) Mandatory (Y/N)	— — — — — — — — —	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

PO Detail Info Field 1 (10 A/N)
Mandatory (Y/N)

—
— — — — — — — — —
—

PO Detail Info Field 2 (10 A/N)
Mandatory (Y/N)

— — — — — — — — —
—

PO Detail Info Field 3 (10 A/N)
Mandatory (Y/N)

— — — — — — — — —
—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

FTC Notice Number 1 - Days From Scheduled Ship Date (3 A/N) — — —
 Letter ID (3 A/N) — — — Blank = Postcard

FTC Notice Number 2 - Days From Scheduled Ship Date (3 A/N) — — —
 Letter ID (3 A/N) — — — Blank = Postcard

FTC Notice Number 3 - Days From Scheduled Ship Date (3 A/N) — — —
 Letter ID (3 A/N) — — — Blank = Postcard

FTC Notice Number 4 - Days From Scheduled Ship Date (3 A/N) — — —
 Letter ID (3 A/N) — — — Blank = Postcard

FTC Notice Number 5 - Days From Scheduled Ship Date (3 A/N) — — —
 Letter ID (3 A/N) — — — Blank = Postcard

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Return Authorization

Allow operator to create Cr Memo (Y/N)	—								
Manual RTV Shipment (Y/N)	—								
RA Header Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
RA Header Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
RA Header Info Field 3 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
RA Detail Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
RA Detail Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
RA Detail Info Field 3 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Media Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Media Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Media Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Media Book Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Media Book Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Media Book Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Order Header Info Field 1 (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _
Order Header Info Field 2 (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _
Order Header Info Field 3 (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _
Order Detail Info Field 1 (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _
Order Detail Info Field 2 (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _
Order Detail Info Field 3 (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Fixed Style Length (2 N) _ _ 1 - 10, or BLANK

Style/Scale Separator (1 A/N) _

Salesperson Info Field 1 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Salesperson Info Field 2 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Salesperson Info Field 3 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Scale Header Info Field 1 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Scale Header Info Field 2 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Scale Header Info Field 3 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Scale Detail Info Field 1 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Scale Detail Info Field 2 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

Scale Detail Info Field 3 (10 A/N)
Mandatory (Y/N) _ _ _ _ _ _ _ _ _ _
_

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Web Store Information

Web Profile Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Web Profile Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Web Profile Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Personality Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Personality Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Personality Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Content Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Content Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Content Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Order Status File Info Field 1 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Order Status File Info Field 2 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

Order Status File Info Field 3 (10 A/N)
Mandatory (Y/N) — — — — — — — — — —
—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Activity Header Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Activity Header Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Activity Header Info Field 3 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Activity Detail Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Activity Detail Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Activity Detail Info Field 3 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Representative Codes Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Representative Codes Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Representative Codes Info Field 3 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Action Codes Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Action Codes Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Action Codes Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Reason Codes Info Field 1 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								
Reason Codes Info Field 2 (10 A/N) Mandatory (Y/N)	—	—	—	—	—	—	—	—	—
	—								

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Reason Codes Info Field 3 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

Resolution Codes Info Field 1 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

Resolution Codes Info Field 2 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

Resolution Codes Info Field 3 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

Require Codes For:
Orders/Ordered Items Headers (Y/N) —
Details (Y/N) —

Require Codes For: Items, Non Order
Related Headers (Y/N) —
Details (Y/N) —

Require Codes For:
Customer Related Headers (Y/N) —
Details (Y/N) —

Require Codes For:
Vendor Related Headers (Y/N) —
Details (Y/N) —

Require Codes For: Purchase Order
Related Headers (Y/N) —
Details (Y/N) —

Require Codes For:
Management/Misc Headers (Y/N) —
Details (Y/N) —

Additional Info Field 1 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

Additional Info Field 2 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

Additional Info Field 3 (10 A/N) Mandatory (Y/N) — — — — — — — — — —
—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Company Profile: Corporate Profile

Name (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Vendor Info Field 1 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Vendor Info Field 2 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Vendor Info Field 3 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Redisplay Session Defaults (Y/N) —

Protect Vendor Power Search (Y/N) —

Convert Lower Case to Upper Case
 for Vendor (Y/N) —

Next License Plate # (11 N) — — — — — — — — — — —

Last Inventory Resync

Last Credit Limit Resync

Last Item Search Rebuild

Email Class Info Field 1 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Email Class Info Field 2 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

Email Class Info Field 3 (10 A/N)
 Mandatory (Y/N) — — — — — — — — — —
 —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Alert Class (3 A/N) — — —

Message (30 A/N) —

Issue message in order entry (Y/N) —

Halt further processing in order entry (Y/N) —

Hold Code (3 V) — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

AR Adjustment Codes

Code (3 A/N) — — —

Adjustment Account
(3.0, 5.0 N) — — — — — — — —

Default Comment (20 A/N) — — — — — — — — — — — — — — — —
— — — — —

Info 1 (10 A/N) — — — — — — — — — —

Info 2 (10 A/N) — — — — — — — — — —

Info 3 (10 A/N) — — — — — — — — — —

Default Addtl Comment — — — — — — — — — — — — — — — —
— — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Buyer Code (10 A/N)

— — — — — — — — — —

Name (30 A/N)

— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Cancel Code (3 A/N)

— — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Comment Code (3 A/N) — — —

Print on: Pick Ticket (Y/N) —

Print on: Bulk Pick Ticket (Y/N) —

Print on: Aging (Y/N) —

Print on: Purchase Order (Y/N) —

Print on: PO Receiving Doc (Y/N) —

Print on: Order Confirmation (Y/N) —

Print on: Bid Document (Y/N) —

Print on: Invoice/Credit Memo (Y/N) —

Display in OE (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

You can define up to 20 demographic questions, and up to 40 responses for each one.

Demographic Position (2 N) — —

Abbreviation (2 A/N) — —

Mandatory Entry (Y/N) —

All Characters (Y/N) —

Char (Y/N) —

Description (20 A/N) —
 — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Correspondence Codes

Code (3 A/N)	_ _ _
Description (20 A/N)	_ _
From Document (12 A/N)	_ _ _ _ _ _ _ _ _ _ _ _
From Folder (80 A/N)	_ _
To Folder (80 A/N)	_ _
Letter Type (3V)	_ _ _
Bypass Letter Display (Y/N)	_

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Country (2 A/N) — —

Description (30 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Print Complete Name (Y/N) —

State Required (Y/N) —

Default Ship Via Residential (3V) — — —

Default Ship Via Commercial (3V) — — —

Evaluation 1 ?????

Evaluation 2 ?????

Evaluation 3 ??????

List Kit Components on Invoice same
as Pick Ticket (Y/N) —

Sales Tax Percent (2.5 N) — — • — — — — —

Tax Ship/Handling (Y/N) —

Tax Miscellaneous (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Zip (10 A/N)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Country:

From Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

To Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

Ship Via: Residential (3V) _ _ _

Ship Via: Commercial (3V) _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Country:

From Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

To Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

Primary Warehouse (3V) _ _ _

Alternate Warehouse (3V) _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Country:

Class (3V) — — —

Minimum Unit Price to Tax (9.4 N) — — — — — — — — — — • — — — — —

Deductible Before Tax (9.4 N) — — — — — — — — — — • — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Countries: Possible Fraudulent Addresses/Names

For Country:

Zip Code (10 A/N) — — — — — — — — — —

Address (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Name (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Countries: Possible Fraudulent Phone Numbers

For Country:

Phone # (15 A/N) — — — — — — — — — — — — — — — —

Extension (4 A/N) — — — —

Hold Code (3V) — — —

Issue Msg (Y/N) —

Halt Order (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Country:

Zip Code (10 A/N) _ _ _ _ _

Tax Class (3V) _ _ _

Tax Percent (2.5 N) _ _ . _ _ _ _

Comment (30 A/N) _ _ _ _ _
 _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Coupon Code (15 A/N) — — — — — — — — — — — — — — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Issued (9 N) — — — — — — — — — —

Coupon Type (1 A/N) — L - Applies to Line
 O - Applies to Order

Automatically offer in
 Order Entry (Y/N) —

Min. Purchase \$ (9.2 N) — — — — — — — — — — • — —

Applies to Purch. Up To \$ (9.2 N) — — — — — — — — — — • — —

Max. Purchase \$ — — — — — — — — — — • — —

Minimum Quantity (15 N) — — — — — — — — — — — — — — — —

Applies to Quantity (15 N) — — — — — — — — — — — — — — — —

Expiration Date (MMDDYY) — — / — — / — —

Allow Override: \$ Amt (Y/N) —

Allow Override: Expir. Date (Y/N) —

Merch. Maximum Value (9.2 N)
 A/P (1 A/N) — — — — — — — — — — • — —
 — A – Amount
 P – Percent

S/H Maximum Value (9.2 N)
 A/P (1 A/N) — — — — — — — — — — • — —
 — A – Amount
 P – Percent

Misc. Max. Value #1 / 2 (9.2 N)
 A/P (1 A/N) — — — — — — — — — — • — —
 — A – Amount
 P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Personalization Value (9.2 N) — — — — — — — — — — • — —
A/P (1 A/N) — A – Amount
 — P – Percent

Per Customer: 1st Qualifying Order (5 N) — — — — —

Per Customer: Max # of Uses (5 N) — — — — —

Combine with Others Coupons (Y/N) —

Must Apply To Item (15 V) — — — — — — — — — — — — — — — —

Deal: Item (15 V) — — — — — — — — — — — — — — — —

Deal: Whse (3V) — — —

Deal: Quantity (9.3 N) — — — — — — — — — — • — — — —

Deal: Unit Price (7.4 N) — — — — — — — — — — • — — — —

Deal: Allow Disc 1 /2 (Y/N) —

Info field 1 (10 A/N) — — — — — — — — — —

Info field 2 (10 A/N) — — — — — — — — — —

Info field 3 (10 A/N) — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Cross-sell Group (10 A/N) _ _ _ _ _ _ _ _ _ _

Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Cross-sell Message (45 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Detail Note Comment Code (3 V) _ _ _

Web Picture (50 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _

Link to Web Page (50 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _

Name of Link (50 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Cross-sell Groups: Extended Description

For Cross-sell Group:

Code (3 A/N)	—	—	—																	
(Unlimited Ext Description Lines)																				
Comment Code (3 A/N)	—	—	—																	
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)																				
Comment Code (3 A/N)	—	—	—																	
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)																				
Comment Code (3 A/N)	—	—	—																	
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)																				
Comment Code (3 A/N)	—	—	—																	
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Cross-sell Group:

Sequence Number (3 N) — — —

Cross-sell Item (15 V) — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Customer Class (3 A/N) — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Shipping/Handling
 Calculation Method (1 A/N) —
 Chart Id (1 A/N) —

Alternate Method (1 A/N)
 Chart Id (1 A/N) —
 —

Add-On Charge (5.2 N)
 Amt/Pct (1 A/N) — — — — — — • — — —
 — A – Amount
 P – Percent

Alternate Class (3 V) — — —

Minimum Order Value (9.2 N) — — — — — — — — — — • — — —

Alert Code (3 V) — — —

Hold if past AR Age in Days (3 N) — — —

Start (MMDDYY) — — / — — / — —

End Date (MMDDYY) — — / — — / — —

Hold Code (3 V) — — —

Suppress FTC Notices (Y/N) —

Require Pack Ordering (1 A/N) — I - Inner Pack
 O - Outer Pack

Default Credit Limit (9 N) — — — — — — — — — —

Merchandise \$ Over (9.2 N) — — — — — — — — — — • — — —

Discount (9.3 N) — — — — — — — — — — • — — —

Amt/Pct (1 A/N) — A – Amount
 P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Allow Discount 1 (Y/N) —

Allow Discount 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Customer Class Ship Via Shipping/Handling

For Customer Class:

Ship Via (3 V)	_	_	_			
Shipping & Handling (9.2 N)	_	_	_	_	_	.
A/P (1 A/N)	_	A – Amount P – Percent				

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

E-mail Class (3 A/N)

— — —

Description (40 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Letter Id (3 A/N)

— — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For FTC Notice:

Text (65 A/N)

(Unlimited user-defined lines)

(Unlimited user-defined lines)

(Unlimited user-defined lines)

(Unlimited user-defined lines)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Accounts Receivable Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Prompt Pmt Discount Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Long Term Receivable Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Accounts Payable Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Refund Payable Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Unearned Revenue Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Merch Disc 1 Allowed Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Merch Disc 2 Allowed Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Coupon Allowed Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Sales Merchandise Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Sales Personalization Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Sales Misc 1 Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Sales Misc 2 Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Inventory Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
AR Writeoff Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Late Fee Revenue Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Cost of Pers Sold Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Cost of Pers Returned Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—
Pers Labor/Materials Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Pers Lab/Mat Return Dpt (3 N) Account (5 N)	— — —	— — — — —
Merch Disc 1 Taken Dpt (3 N) Account (5 N)	— — —	— — — — —
Merch Disc 2 Taken Dpt (3 N) Account (5 N)	— — —	— — — — —
Coupon Taken Dpt (3 N) Account (5 N)	— — —	— — — — —
Merch Disc 1 Taken Dpt (3 N) Account (5 N)	— — —	— — — — —
Shipping/Handling Dpt (3 N) Account (5 N)	— — —	— — — — —
Tax 1 (State) Dpt (3 N) Account (5 N)	— — —	— — — — —
Tax 2 (State) Dpt (3 N) Account (5 N)	— — —	— — — — —
Returned Merchandise Dpt (3 N) Account (5 N)	— — —	— — — — —
Returned Personalization Dpt (3 N) Account (5 N)	— — —	— — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

GL Class (3 A/N)	—	—	—																	
Description (# A/N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Inventory Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Inventory Purchase Price Variance Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Cost of Goods Sold Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Cost of Goods Returned Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Sales Merchandise Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Returned Merchandise Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Shipping/Handling Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Sales Misc 1 Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Sales Misc 2 Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Merchandise Discount 1 Taken Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Merchandise Discount 2 Taken Dept (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Inventory Effect Codes

Effect Code (3 A/N)	_ _ _
Description (30 A/N)	_ _
Check Unit of Measure (Y/N)	_
Effect: Average Cost (Y/N)	_
Effect: Last Cost (Y/N)	_
Effect: Units (Y/N)	_
Effect: Date (Y/N)	_
Receipt (Y/N)	_
Adjustment (Y/N)	_
Issue (Y/N)	_
Cost Adjustment Only (Y/N)	_
Info 1 Description (10 A/N)	_ _ _ _ _ _ _ _ _ _
Info 2 Description (10 A/N)	_ _ _ _ _ _ _ _ _ _
Info 3 Description (10 A/N)	_ _ _ _ _ _ _ _ _ _
Contra GL Dpt/Account (3 N) (5 N)	_ _ _ _ _
User Reason Description (10 A/N) Mandatory (Y/N)	_ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

— A – Amount
 P – Percent

Kit Parent Item (Y/N) —

List Components on Documents (Y/N) —

On Invoice (Y/N) —

Assortment Item (Y/N) —

Allow Partial Ship (Y/N) —

Cost to Kit (7.4 N) — — — — — — — — • — — — — —

Continuity Item (Y/N) —

Serial/Lot/Gift Certificate (1 A/N) — S – Serial
 L – Lot
 G – Gift Certificate

Gift Certificate: Face Value (9.2 N) — — — — — — — — • — — — — —

Gift Certificate: Fixed (Y/N) —

Superseding Item (15 V) — — — — — — — — — — — — — — — —

Check Superseding Available (Y/N) —

Supersede Comment Code (3 V) — — —

GL Class (3 V) — — —

Tax Class (3 V) — — —

Price Group (8 V) — — — — — — — — —

Product Group (6 V) — — — — — —

Product Sub-Group (6 V) — — — — — —

Pick Ticket Code (3 V) — — —

Hold Code (3 V) — — —

Auto F10 in OE (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

in PO (Y/N) —

Buyer (10 V) — — — — — — — — —

Cycle Count (3 V) — — —

Auto Prc Break (Y/N) —

Lead Time (3 N) — — —

Preferred: Pick Location (8 A/N) — — — — — — —

Preferred: Put Away Locn (8 A/N) — — — — — — —

Preferred: Ship Via (3 V) — — —

Preferred: Stock Qty (12.3 N) — — — — — — — — — — — • — —
—

Preferred: Warehouse (3 V) — — —

Replenishment Orders:
Shipments Remaining Min (3 N) — — —
Shipments Remaining Max (3 N) — — —

Replenishment Orders:
Period Between Min (2 N) — —
Period Between Max (2 N) — —
M/D (1 A/N) —

Average Cost (7.4 N) — — — — — — — • — — — — —

Replacement Cost (7.4 N) — — — — — — — • — — — — —

Last Cost (7.4 N) — — — — — — — • — — — — —

Misc Charge (7.4 N) — — — — — — — • — — — — —

Suggested Retail Price (7.4 N) — — — — — — — • — — — — —

Commission Bonus Percent (3.4 N) — — — • — — — — —

Commission Bonus Amt (7.4 N) — — — — — — — • — — — — —

Personalization Cd (10 V)
Required (Y/N) — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

	—	
Seasonality Code (3 V)	— — —	
Substitution Group (10 V)	— — — — — — — — — —	
Up-sell Group (10 V)	— — — — — — — — — —	
Up-sell Message (45 A/N)	— — — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — — —	
	— — — — — — — — — — — — — — — —	
Safety Stock in Days (3 N)	— — —	
Shelf Life (3 N)	— — —	
Default Shipping Instructions (3 A/N)	— — —	
Zero Price (1 A/N)	—	A – Allow E – Error W – Warning
Shipping/Handling Calculation Method (1 A/N)	—	1 - Item Shipping/Handling (Use Item Pricing Maintenance) 2 - Ship Via Weights/Rates (Use Weight/Rate Maintenance) 3 - Merchandise \$ 4 - % of Merchandise Dollar 5 - Quantity of Items 6 - Flat Charge (Use Add-On Charge) 7 - Country/State Weights/Rates 8 - Rate Shop by Segment
Chart Id for Methods 3, 4, and 5 above (1 A/N)	—	
Item Info field 1 (10 A/N)	— — — — — — — — — —	
Item Info field 2 (10 A/N)	— — — — — — — — — —	
Item Info field 3 (10 A/N)	— — — — — — — — — —	
Order Detail Info field 1 (10 A/N) Mandatory (Y/N)	— — — — — — — — — —	
	—	
Order Detail Info field 2 (10 A/N) Mandatory (Y/N)	— — — — — — — — — —	
	—	
Order Detail Info field 3 (10 A/N) Mandatory (Y/N)	— — — — — — — — — —	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines) — — —
 Comment Code (3 A/N)
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Quantity (9.3 N)	— — — — — — — — — — • — — — —
Unit Price (7.4 N)	— — — — — — — — • — — — — —
Shipping & Handling (9.2 N) A/P (1 A/N)	— — — — — — — — — — • — — — — — A – Amount P – Percent
Allow Discount 1 (Y/N)	—
Allow Discount 2 (Y/N)	—
Override Up-sell Msg (45 A/N)	— —
Commission Percent (3.4 N)	— — — — • — — — — —
Commission Bonus (7.4 N)	— — — — — — — — • — — — — —
Deal: Item (15 V)	— — — — — — — — — — — — — — — —
Deal: Whse (3 V)	— — —
Deal: Quantity (9.3 N)	— — — — — — — — — — • — — — —
Deal: Per Order Qty (9.3 N)	— — — — — — — — — — • — — — —
Deal: Order Quantity Needed (9.3 N)	— — — — — — — — — — • — — — —
Deal: Unit Price (7.4 N)	— — — — — — — — • — — — — —
Deal: Shipping & Handling (9.2 N) A/P (1 A/N)	— — — — — — — — — — • — — — — — A – Amount P – Percent
Deal: Allow Disc 1 (Y/N)	—
Deal: Allow Disc 2 (Y/N)	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Ship Via (3 V)

— — —

Shipping & Handling (9.2 N)
A/P (1 A/N)

— — — — — — — — — — • — —

— A – Amount
P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Warehouse (3 V) — — —

Preferred: Pick Location (8 A/N) — — — — — — — —

Preferred: Put Away Locn (8 A/N) — — — — — — — —

Preferred: Ship Via (3 V) — — —

Preferred: Stock Qty (12.3 N) — — — — — — — — — — — — — — • — —
—

Minimum Stock Level (9.3 N) — — — — — — — — — — • — — —

Maximum Stock Level (9.3 N) — — — — — — — — — — • — — —

E.O.Q. Level (9.3 N) — — — — — — — — — — • — — —

Safety Stock in Days (3 N) — — —

Cycle Code (3 V) — — —

Replenishment Overfill % — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Vendor Number (9 V N) _ _ _ _ _ _ _ _ _ _

Vendor's Item Number (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

Vendor's Item Description (40 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Required Order Qty (9.3 N) _ _ _ _ _ _ _ _ _ _ . _ _ _ _

Lead time (3 N) _ _ _

Buyer (10 V) _ _ _ _ _ _ _ _ _ _

Cost Good Thru (D) _ _ / _ _ / _ _

Last Vendor Cost (7.4 N) _ _ _ _ _ _ . _ _ _ _

Last Receipt (D) _ _ / _ _ / _ _

Info field 1 (10 A/N) _ _ _ _ _ _ _ _ _ _

Info field 2 (10 A/N) _ _ _ _ _ _ _ _ _ _

Info field 3 (10 A/N) _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Vendor/Item Extended Description

(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ ~ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____
(Unlimited Ext Description Lines) Comment Code (3 A/N) Extended Description (40 A/N)	_____ _____ _____ _____

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

UPC Code (20 A/N)	
Manufacturer's Item Description (40 A/N)	
Info field 1 (10 A/N)	
Info field 2 (10 A/N)	
Info field 3 (10 A/N)	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Quantity (9.3 N) — — — — — — — — — — • — — — —

Unit Cost (7.4 N) — — — — — — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Component (15 V)	
Override Description (40 A/N)	
Quantity (9.3 N)	•
Sales Adjustment % (3.2 N)	•

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Kit Components Extended Description

For Item:

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

(Unlimited Ext Description Lines)
 Comment Code (3 A/N) — — —
 Extended Description (40 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Customer Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — — • — — —

Unit Price (7.4 N) — — — — — — — — — — • — — —

Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — —
— A – Amount
 P – Percent

Allow Discount 1 (Y/N) —

Allow Discount 2 (Y/N) —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — — — • — — —

Override Description (45 A/N)
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Up-sell Msg (45 A/N)
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Deal: Item (15 V) — — — — — — — — — — — — — — — —

Deal: Whse (3 V) — — —

Deal: Quantity (9.3 N) — — — — — — — — — — • — — —

Deal: Per Order Qty (9.3 N) — — — — — — — — — — • — — —

Deal: Order Quantity Needed (9.3 N) — — — — — — — — — — • — — —

Deal: Unit Price (7.4 N) — — — — — — — — — — • — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Shipping & Handling (9.2 N)
 A/P (1 A/N)

— — — — — — — — — — • — — —
 — A – Amount
 — P – Percent

Deal: Allow Disc 1 (Y/N)

—

Deal: Allow Disc 2 (Y/N)

—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Customer Class /Ship Via Shipping/Handling

For Item:

Ship Via (3 V)

— — —

Shipping & Handling (9.2 N)
A/P (1 A/N)

— — — — — — — — — — • — —

— A – Amount
P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Quantity (9.3 N) _ _ _ _ _ . _ _ _

Unit Price (7.4 N) _ _ _ _ _ . _ _ _

Shipping & Handling (9.2 N)
A/P (1 A/N) _ _ _ _ _ . _ _ _

A – Amount
P – Percent

Allow Discount 1 (Y/N) _

Allow Discount 2 (Y/N) _

Override Description (45 A/N)
_
_
_ _

Up-sell Msg (45 A/N)
_
_
_ _

Start Date (D) _ _ / _ _ / _ _

End Date (D) _ _ / _ _ / _ _

Commission Percent (3.4 N) _ _ _ . _ _ _

Commission Bonus (7.4 N) _ _ _ _ _ . _ _ _

Deal: Item (15 V) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Deal: Whse (3 V) _ _ _

Deal: Quantity (9.3 N) _ _ _ _ _ . _ _ _

Deal: Per Order Qty (9.3 N) _ _ _ _ _ . _ _ _

Deal: Order Quantity Needed (9.3 N) _ _ _ _ _ . _ _ _

Deal: Unit Price (7.4 N) _ _ _ _ _ . _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Shipping & Handling (9.2 N)
 A/P (1 A/N)

— — — — — — — — — — • — — — —
 — A – Amount
 — P – Percent

Deal: Allow Disc 1 (Y/N)

—

Deal: Allow Disc 2 (Y/N)

—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Ship Via (3 V) _ _ _

Shipping & Handling (9.2 N) _ _ _ _ _ _ _ _ _ . _ _ _

A/P (1 A/N) _

 A – Amount

 P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Warehouse (3 V) — — —

Location (8 V) — — — — — — — —

Minimum Stock Level (9.3 N) — — — — — — — — — • — — —

Maximum Stock Level (9.3 N) — — — — — — — — — • — — —

Replenishment Overfill % (3 N) — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Customer (9 V N) — — — — — — — — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Unit Price (7.4 N) — — — — — — — — — — • — — — — —

Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — — —

 — A – Amount
 — P – Percent

Allow Discount 1 (Y/N) —

Allow Discount 2 (Y/N) —

Override Description (45 A/N)
— — — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — — — —

Up-sell Msg (45 A/N)
— — — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — — — —

Start Date (D) — — / — — / — —

End Date (D) — — / — — / — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — — — • — — — — —

Deal: Item (15 V) — — — — — — — — — — — — — — — — — —

Deal: Whse (3 V) — — —

Deal: Quantity (9.3 N) — — — — — — — — — — — — • — — — —

Deal: Per Order Qty (9.3 N) — — — — — — — — — — — — • — — — —

Deal: Order Quantity Needed (9.3 N) — — — — — — — — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Unit Price (7.4 N) — — — — — — — • — — — —

Deal: Shipping & Handling (9.2 N)
 A/P (1 A/N) — — — — — — — — — • — — — —

— A – Amount
 P – Percent

Deal: Allow Disc 1 (Y/N) —

Deal: Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Ship Via (3 V)

— — —

Shipping & Handling (9.2 N)
A/P (1 A/N)

— — — — — — — — — — • — —

— A – Amount
P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Media (10 V)	— — — — — — — — — —
Customer Class (3 V)	— — —
Quantity (9.3 N)	— — — — — — — — — • — — —
Unit Price (7.4 N)	— — — — — — — • — — — —
Shipping & Handling (9.2 N) A/P (1 A/N)	— — — — — — — — — • — — — — A – Amount P – Percent
Allow Discount 1 (Y/N)	—
Allow Discount 2 (Y/N)	—
Override Description (45 A/N)	— —
Up-sell Msg (45 A/N)	— —
Miscellaneous Charge (9.2 N)	— — — — — — — — — • — — —
Suggested Retail (7.4 N)	— — — — — — — • — — — —
Commission Percent (3.4 N)	— — — • — — — —
Commission Bonus (7.4 N)	— — — — — — — • — — — —
Deal: Item (15 V)	— — — — — — — — — — — — — — —
Deal: Whse (3 V)	— — —
Deal: Quantity (9.3 N)	— — — — — — — — — • — — —
Deal: Per Order Qty (9.3 N)	— — — — — — — — — • — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Order Quantity Needed (9.3 N) — — — — — — — — — — • — — — —

Deal: Unit Price (7.4 N) — — — — — — — — — — • — — — —

Deal: Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — — —

— A – Amount
— P – Percent

Deal: Allow Disc 1 (Y/N) —

Deal: Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Ship Via (3 V)

— — —

Shipping & Handling (9.2 N)
A/P (1 A/N)

— — — — — — — — — — • — —

— A – Amount
P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Media (10 V)	— — — — — — — — — —
Customer Class (3 V)	— — —
Quantity (9.3 N)	— — — — — — — — — • — — —
Unit Price (7.4 N)	— — — — — — — • — — — —
Shipping & Handling (9.2 N) A/P (1 A/N)	— — — — — — — — — • — — — — A – Amount P – Percent
Allow Discount 1 (Y/N)	—
Allow Discount 2 (Y/N)	—
Override Description (45 A/N)	— —
Up-sell Msg (45 A/N)	— —
Miscellaneous Charge (9.2 N)	— — — — — — — — — • — — —
Suggested Retail (7.4 N)	— — — — — — — • — — — —
Commission Percent (3.4 N)	— — — • — — — —
Commission Bonus (7.4 N)	— — — — — — — • — — — —
Deal: Item (15 V)	— — — — — — — — — — — — — — —
Deal: Whse (3 V)	— — —
Deal: Quantity (9.3 N)	— — — — — — — — — • — — — —
Deal: Per Order Qty (9.3 N)	— — — — — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Order Quantity Needed (9.3 N) — — — — — — — — — — • — — — —

Deal: Unit Price (7.4 N) — — — — — — — — — — • — — — —

Deal: Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — — —

— A – Amount
— P – Percent

Deal: Allow Disc 1 (Y/N) —

Deal: Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Ship Via (3 V)

— — —

Shipping & Handling (9.2 N)
A/P (1 A/N)

— — — — — — — — — — • — —

— A – Amount
P – Percent

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Picture 1 (50 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — —

Picture 2 (50 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — —

Picture 3 (50 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — —

Link to Informational Web Page
(50 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — —

Text to Display on Web Store for this
Link (50 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — —

For Style Core Items - heading to
display in select box (50 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — —

For Personalized Items - Prompt to
use for personalization (20 A/N)

— — — — — — — — — — — — — — —
 — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Web Store 1 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 2 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 3 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 4 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 5 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 6 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 7 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 8 Item Sequence Number (7.2 N) — — — — — — — • — —

Web Store 9 Item Sequence Number (7.2 N) — — — — — — — • — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Product Group (6 V) _ _ _ _ _ _

Product SubGroup (6 V) _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Unit of Measure (5 V)

— — — — —

Storage Code (8 V)

— — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

(Unlimited Search Words per Item)
Search Word (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
_ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Column Heading (10 V)

— — — — — — — — — —

Search Value (30 V)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item:

Search Value (30 V)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Known Fraudulent Credit Cards

Tender (3 A/N) — — —
 Tender Reference (20 A/N) — — — — — — — — — — — — — — — —
 — — — — —

 Bank Routing (9 N) — — — — — — — — — —

 Hold Code (3 A/N) — — —

 Issue Msg (Y/N) —

 Halt Order (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Label Request Codes

Request Code (3 A/N)

— — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Customer Number (9 N) _ _ _ _ _ _ _ _ _

Name (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Search Last Name (10 A/N) _ _ _ _ _ _ _ _ _ _

Position (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Company (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Search Company (10 A/N) _ _ _ _ _ _ _ _ _ _

Address 1 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 2 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 3 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

City (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

State (2 A/N) _ _

Zip Code (10 A/N) _ _ _ _ _ _ _ _ _ _

Country (2 A/N) _ _

Daytime Telephone (15 A/N)
 Ext (4 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

Evening Telephone (15 A/N)
 Ext (4 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

Fax Number (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

E-Mail Address (60 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Demographic Code 1 – 20 (1 A/N Each One) _ _ _ _ _ _ _ _ _ _ _ _ _ _

Customer Class (3 A/N) _ _ _

E-Mail Class (3 A/N) _ _ _

Added By 1 (10 A/N) _ _ _ _ _ _ _ _ _ _

Added By 2 (10 A/N) _ _ _ _ _ _ _ _ _ _

Original Media (10 A/N) _ _ _ _ _ _ _ _ _ _

Added (6 N) _ _ / _ _ / _ _

Name Type (1 A/N) _

Label Request (3 A/N) _ _ _

Printed (Y/N) _

Prefer Ship Via (3 A/N) _ _ _

Date (6 N) _ _ / _ _ / _ _

Type (3 A/N) _ _ _

Region (3 A/N) _ _ _

Alert Class (3 A/N) _ _ _

SIC Code (8 A/N) _ _ _ _ _ _ _ _

Discount (2.5 N)
A/P (1 A/N) _ _ . _ _ _ _ _ _ _ _

A – Amount
P – Percent

State Tax Exempt ID (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Country Tax Exempt ID (20 A/N) _ _ _ _ _
 _ _ _ _ _
 _ _ _ _ _

Payment Terms (3 A/N) _ _ _

Credit Limit (9 N) _ _ _ _ _

Billing Customer (9 N) _ _ _ _ _

Late Charge (2.5 N)
 A/P (1 A/N) _ _ • _ _ _ _ _
 _ A – Amount
 P – Percent

Contact (5 N) _ _ _ _ _

Statements (Y/N) _

Ship To Customer (9 N) _ _ _ _ _

Backorders (Y/N) _

Contact (5 N) _ _ _ _ _

Exclusion: Mail (Y/N) _

Action Code (4 A/N) _ _ _ _

Exclusion: Sell (Y/N) _

Action Date (6 A/N) _ _ / _ _ / _ _

Exclusion: Email (Y/N) _

Invoice by Ship Segment (Y/N) _

Info 1 (10 A/N) _ _ _ _ _

Info 2 (10 A/N) _ _ _ _ _

Info 3 (10 A/N) _ _ _ _ _

PO Required (Y/N) _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

First Order Date (6 N)

__ __ / __ __ / __ __

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Mailing List Demographics

You can define up to 20 demographic questions, and up to 40 responses for each one.

Demographic Position (2 N)	— —
Description (30 A/N)	— —
Abbreviation (2 A/N)	— —
Mandatory Entry (Y/N)	—
All Characters (Y/N)	—
Char (Y/N)	—
Description (20 A/N)	— —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Media Code (10 A/N) _ _ _ _ _ _ _ _ _ _

Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Book (10 A/N) _ _ _ _ _ _ _ _ _ _

Type (5 A/N) _ _ _ _ _

Subtype (5 A/N) _ _ _ _ _

Classification 1-10 (10 A/N) _ _ _ _ _ _ _ _ _ _

Starting Date (6 N) _ _ / _ _ / _ _

Ending Date (6 N) _ _ / _ _ / _ _

Override GL Class (3 A/N) _ _ _

Circulation Size (11 N) _ _ _ _ _ _ _ _ _ _

Cost (9.2 N) _ _ _ _ _ _ _ _ _ . _ _

Sq. In. per Page (4.1 N) _ _ _ _ . _

Cost per Sq. In. (7.4 N) _ _ _ _ _ . _ _ _ _

Ad Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Ad Size (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Cover Date (8 A/N) _ _ _ _ _ _ _ _

Commitment Date (6 N) _ _ / _ _ / _ _

Mailing Date (6 N) _ _ / _ _ / _ _

Funding Date (6 N) _ _ / _ _ / _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Submittal Date (6 N) _ _ / _ _ / _ _
 Price Good Thru (6 N) _ _ / _ _ / _ _
 Subsequent Pricing Media (10 A/N) _ _ _ _ _ _ _ _ _ _
 Info 1 (10 A/N) _ _ _ _ _ _ _ _ _ _
 Info 2 (10 A/N) _ _ _ _ _ _ _ _ _ _
 Info 3 (10 A/N) _ _ _ _ _ _ _ _ _ _
 First Order Date (6 N) _ _ / _ _ / _ _
 Last Order Date (6 N) _ _ / _ _ / _ _
 Shipping/Handling
 Calculation Method (1 A/N) _
 Chart Id (1 A/N) _
 Alternate Method (1 A/N)
 Chart Id (1 A/N) _
 _
 Add-On Charge (5.2 N)
 Amt/Pct (1 A/N) _ _ _ _ _ . _ _
 _ A – Amount
 P – Percent
 Response Curve (5 A/N) _ _ _ _ _
 Projected Order \$ (11.2 N) _ _ _ _ _ . _ _ _ _
 Projected Orders (11 N) _ _ _ _ _ _ _ _ _ _
 Unattributable Pct (2.1 N) _ _ . _
 Forecast Modification Period (2 N) _ _
 OE Auto Display Items (Y/N) _
 Up-sell Message (45 A/N) _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Media:

Media Code (10 A/N)	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)										
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)										
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)										
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)										
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)										
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Media:

Item (15 A/N)	— — — — — — — — — — — — — — — —
Customer Class (3 A/N)	— — —
Quantity (9.3 N)	— — — — — — — — — — • — — — —
Unit Price (7.4 N)	— — — — — — — — — — • — — — —
Shipping & Handling (9.2 N) A/P (1 A/N)	— — — — — — — — — — • — — — — — A – Amount P – Percent
Allow Discount (Y/N)	—
Allow Discount 2 (Y/N)	—
Suggested Retail (7.4 N)	— — — — — — — — — — • — — — —
Commission Percent (3.4 N)	— — — • — — — — —
Miscellaneous Charge (9.2 N)	— — — — — — — — — — • — — — —
Commission Bonus (7.4 N)	— — — — — — — — — — • — — — —
Override Description (40 A/N)	— —
Up-sell Msg (45 A/N)	— —
Deal: Item (15 A/N)	— — — — — — — — — — — — — — — —
Deal: Whse (3 A/N)	— — —
Deal: Quantity (9.3 N)	— — — — — — — — — — • — — — —
Deal: Per Order Qty (9.3 N)	— — — — — — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Ord Qty Needed (9.3 N) — — — — — — — — — — • — — — —

Deal: Unit Price (7.4 N) — — — — — — — — — — • — — — —

Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — — —

— A – Amount
 P – Percent

Allow Discount (Y/N) —

Allow Discount 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Book (10 A/N) _ _ _ _ _

Description (30 A/N) _ _ _ _ _
 _ _ _ _ _

Type (5 A/N) _ _ _ _ _

Subtype (5 A/N) _ _ _ _ _

Classification 1-10 (10 A/N) _ _ _ _ _

Starting Date (6 N) _ _ / _ _ / _ _

Ending Date (6 N) _ _ / _ _ / _ _

Override GL Class (3 A/N) _ _ _

Circulation Size (11 N) _ _ _ _ _

Cost (9.2 N) _ _ _ _ _ . _ _

Sq. In. per Page (4.1 N) _ _ _ . _

Cost per Sq. In. (7.4 N) _ _ _ _ _ . _ _

Ad Description (30 A/N) _ _ _ _ _
 _ _ _ _ _

Ad Size (30 A/N) _ _ _ _ _
 _ _ _ _ _

Cover Date (8 A/N) _ _ _ _ _

Commitment Date (6 N) _ _ / _ _ / _ _

Mailing Date (6 N) _ _ / _ _ / _ _

Funding Date (6 N) _ _ / _ _ / _ _

Submittal Date (6 N) _ _ / _ _ / _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Price Good Thru (6 N) _ _ / _ _ / _ _

Subsequent Pricing Book (10 A/N) _ _ _ _ _ _ _ _ _ _

Info 1 (10 A/N) _ _ _ _ _ _ _ _ _ _

Info 2 (10 A/N) _ _ _ _ _ _ _ _ _ _

Info 3 (10 A/N) _ _ _ _ _ _ _ _ _ _

First Order Date (6 N) _ _ / _ _ / _ _

Last Order Date (6 N) _ _ / _ _ / _ _

Shipping/Handling
Calculation Method (1 A/N) _

Chart Id (1 A/N) _

Alternate Method (1 A/N)
Chart Id (1 A/N) _

Add-On Charge (5.2 N)
Amt/Pct (1 A/N) _ _ _ _ _ . _ _

A – Amount
P – Percent

Response Curve (5 A/N) _ _ _ _ _

Projected Order \$ (11.2 N) _ _ _ _ _ _ _ _ _ . _ _

Projected Orders (11 N) _ _ _ _ _ _ _ _ _ _

Unattributable Pct (2.1 N) _ _ . _

Forecast Modification Period (2 N) _ _

OE Auto Display Items (Y/N) _

Up-sell Message (45 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Media Book:

Book (10 A/N)	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)	—	—	—							
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)	—	—	—							
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)	—	—	—							
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)	—	—	—							
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
(Unlimited Ext Description Lines)	—	—	—							
Comment Code (3 A/N)	—	—	—							
Extended Description (40 A/N)	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Media Book:

Item (15 A/N) — — — — — — — — — — — — — — — —

Customer Class (3 A/N) — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Unit Price (7.4 N) — — — — — — — — — — • — — — —

Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — — —
 — A – Amount
 P – Percent

Allow Discount (Y/N) —

Allow Discount 2 (Y/N) —

Suggested Retail (7.4 N) — — — — — — — — — — • — — — —

Commission Percent (3.4 N) — — — — • — — — — —

Miscellaneous Charge (9.2 N) — — — — — — — — — — • — — — —

Commission Bonus (7.4 N) — — — — — — — — — — • — — — —

Override Description (40 A/N)
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Up-sell Msg (45 A/N)
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Deal: Item (15 A/N) — — — — — — — — — — — — — — — —

Deal: Whse (3 A/N) — — —

Deal: Quantity (9.3 N) — — — — — — — — — — • — — — —

Deal: Per Order Qty (9.3 N) — — — — — — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Deal: Ord Qty Needed (9.3 N) — — — — — — — — — — • — — — —

Deal: Unit Price (7.4 N) — — — — — — — — — — • — — — —

Shipping & Handling (9.2 N)
A/P (1 A/N) — — — — — — — — — — • — — — —

— A – Amount
 P – Percent

Allow Discount (Y/N) —

Allow Discount 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Media Book:

GL Class (3 A/N)	—	—	—											
Description (30 A/N)	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Cost of Goods Sold Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Cost of Goods Returned Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Sales Merchandise Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Returned Merchandise Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Shipping/Handling Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Sales Misc 1 Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Sales Misc 2 Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Merchandise Discount 1 Taken Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					
Merchandise Discount 2 Taken Dpt (3 N) Account (5 N)	—	—	—	—	—	—	—	—	—					

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Suffix (6 A/N)

— — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

(Unlimited Lines)
Date (6 N) _ _ / _ _ / _ _
Description (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Order Interface Company Profile

Import Ref Type A/P (1 A/N)	—		V – Vendor C – Customer
Import Ref Source (9 N)	—	—	—
Tech Contact (30 A/N)	—	—	—
Telephone (15 N)	—	—	—
Fax (15N)	—	—	—
OP! Calculate Tax1 (Y/N)	—		
OP! Calculate Tax2 (Y/N)	—		
OP! Calculate S/H (Y/N)	—		
OP! Calculate Disc (Y/N)	—		
OP! Calculate Misc1 (Y/N)	—		
OP! Calculate Misc2 (Y/N)	—		
Auto Post Closed Order (Y/N)	—		
Defaults: Customer Class (3 A/N) Override (Y/N)	—	—	—
Defaults: Order Origin (3 A/N) Override (Y/N)	—	—	—
Defaults: Media (10 A/N) Override (Y/N)	—	—	—
Defaults: Priority Code (3 A/N) Override (Y/N)	—	—	—
Defaults: Salesperson 1 (10 A/N) Override (Y/N)	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Defaults: Salesperson 2 (10 A/N) Override (Y/N) — — — — — — — — — —
 —

Defaults: Ship Complete (Y/N) —

Defaults: Ship Via (3 A/N) Override (Y/N) — — —
 —

Defaults: Warehouse (3 A/N) Override (Y/N) — — —
 —

Defaults: Terms Code (3 A/N) — — —

Header Comment Code (3 A/N) — — —

Detail Comment Code (3 A/N) — — —

Accept Pick Ticket Code (Y/N) —

Info 1 (10 A/N) Override (Y/N) — — — — — — — — — —
 —

Info 2 (10 A/N) Override (Y/N) — — — — — — — — — —
 —

Info 3 (10 A/N) Override (Y/N) — — — — — — — — — —
 —

Import from PC Folder
 File 1 (12 A/N) — — — — — — — — — —
 File 2 (12A/N) — — — — — — — — — —

Import from PC Document
 File 1 (12 A/N) — — — — — — — — — —
 File 2 (12A/N) — — — — — — — — — —

Import to Physical File Name
 File 1 (10 A/N) — — — — — — — — — —
 File 2 (10A/N) — — — — — — — — — —

Mapping Program
 File 1 (10 A/N) — — — — — — — — — —

Last Name (2 N) — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Full Name (2 N) — —

Company (2 N) — —

Title/Pos (2 N) — —

Addr 1 (2 N) — —

Addr 2 (2 N) — —

Addr 3 (2 N) — —

City (2 N) — —

State (2 N) — —

Zip Code (2 N) — —

Phone 1 (2 N) — —

Phone 2 (2 N) — —

Country (2 N) — —

Number of days past expiration to permit upload: Medias/Books (2N) — —

Number of days past expiration to permit upload: Unauthorized Credit Cards (2N) — —

Number of days past expiration to permit upload: Items (2N) — —

Number of days past expiration to permit upload: Customer Classes (2N) — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Order Origin (3 A/N) — — —

Description (30 A/N) — — — — — — — — — — — — — — —

 — — — — — — — — — — — — — — —

Authorization Origin (3 A/N) — — —

Defer Inventory Commitment (Y/N) —

Notify When Out Of Stock (Y/N) —

Commit Up To (in Days) (3 N) — — —

Disengage Upsell/Cross-sell (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Personalization Codes

Personalization Code (10 A/N)

— — — — — — — — — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Code:

Type/Desc (30 A/N)	— — — — — — — — — — — — — — — —
GL Personal. Class (3 V)	— — —
Override Warehouse (3 V)	— — —
Allow Discount 1 (Y/N)	—
Allow Discount 2 (Y/N)	—
Setup: Charge (9.2 N)	— — — — — — — — — — • — —
Setup: Description (20 A/N)	— — — — — — — — — — — — — — — —
Setup: Cost (7.2 N)	— — — — — — — — — — • — —
Price Print (1 A/N)	— S – Summary D – Detail C - Combined
Labor/Material Cost per unit (7.4 N)	— — — — — — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Type:

Line/Desc (30 A/N) — — — — — — — — — — — — — — — —
 —

Minimum # of Characters (2 N) — —

Maximum # of Characters (2 N) — — Value must not be greater than 70

Mandatory Entry (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Line:

Property (10 A/N) — — — — — — — — — —

Mandatory (Y/N) —

Default Variation (10 V) — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Property:

Quantity (9.3 N) — — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Property:

Customer Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — — • — — — — —

Charge Per Character (7.4 N) — — — — — — — — — • — — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — — • — — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Property:

Customer Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — • — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Property:

Media (10 V) — — — — — — — — — —

Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Property:

Book (10 V) — — — — — — — — — —

Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Property:

Variation Code (10 A/N) — — — — — — — — — —

Description (30 A/N) — — — — — — — — — — — — — — —

— — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Variation:

Quantity (9.3 N) — — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Variation:

Customer Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Variation:

Customer Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Charge Per Piece (7.4 N) — — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — — —

Commission Bonus (7.4 N) — — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Variation:

Media (10 V) — — — — — — — — — —

Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — • — — —

Charge Per Piece (7.4 N) — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — —

Commission Bonus (7.4 N) — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Personalization Variation:

Book (10 V) — — — — — — — — — —

Class (3 V) — — —

Quantity (9.3 N) — — — — — — — — — • — — —

Charge Per Piece (7.4 N) — — — — — — — • — — — —

Charge Per Character (7.4 N) — — — — — — — • — — — —

After (3 N) — — —

Commission Percent (3.4 N) — — — • — — — —

Commission Bonus (7.4 N) — — — — — — — • — — — —

Allow Disc 1 (Y/N) —

Allow Disc 2 (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Pick Ticket Codes

Pick Ticket (3 A/N)

— — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Pricing Group (8 A/N)

— — — — — — — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Priority Code (3 A/N)

— — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Product Group (6 A/N) — — — — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Web Picture (50 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — —

Link to Informational
 Web Page (50 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
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Text to Display on Web Store
 for this Link (50 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Product Groups: Web Sequence Numbers

Product Group (6 A/N)	_ _ _ _ _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Group Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Product Subgroup (6 A/N) — — — — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Web Picture (50 A/N) — — — — — — — — — — — — — — — —
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 — — — — — — — — — — — — — — — —
 — — — — — —

Link to Informational
 Web Page (50 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — —

Text to Display on Web Store
 for this Link (50 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Product Subgroups: Extended Description

Product Subgroup (6 A/N)	_ _ _ _ _ _
(Unlimited Ext Description Lines)	
Comment Code (3 A/N)	_ _ _
Extended Description (40 A/N)	_ _
	_ _
	_ _
(Unlimited Ext Description Lines)	
Comment Code (3 A/N)	_ _ _
Extended Description (40 A/N)	_ _
	_ _
	_ _
(Unlimited Ext Description Lines)	
Comment Code (3 A/N)	_ _ _
Extended Description (40 A/N)	_ _
	_ _
	_ _
(Unlimited Ext Description Lines)	
Comment Code (3 A/N)	_ _ _
Extended Description (40 A/N)	_ _
	_ _
	_ _
(Unlimited Ext Description Lines)	
Comment Code (3 A/N)	_ _ _
Extended Description (40 A/N)	_ _
	_ _
	_ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Product Subgroups: Web Sequence Numbers

Product Subgroup (6 A/N)	_ _ _ _ _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _
Product Subgroup Sequence Number (7.2 N)	_ _ _ _ _ _ . _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Prospect Number (9 N) _ _ _ _ _ _ _ _ _

Name (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Search Last Name (10 A/N) _ _ _ _ _ _ _ _ _ _

Position (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Company (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Search Company (10 A/N) _ _ _ _ _ _ _ _ _ _

Address 1 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 2 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 3 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

City (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

State (2 A/N) _ _

Zip Code (10 A/N) _ _ _ _ _ _ _ _ _ _

Country (2 A/N) _ _

Daytime Telephone (15 A/N)
 Ext (4 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

Evening Telephone (15 A/N)
 Ext (4 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

Fax Number (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

PO Required (Y/N) —

First Order Date (6 N) — — / — — / — —

No. of Purged Orders (9 N) — — — — — — — —

Purged Order \$ (9.2 N) — — — — — — — — — • — —

No. of Purged Cr Memos \$ (9 N) — — — — — — — —

Last Order Date (6 N) — — / — — / — —

Last Salesperson 1 (10 A/N) — — — — — — — — —

Last Statement Date (6 N) — — / — — / — —

Last Salesperson 2 (10 A/N) — — — — — — — — —

Last Tender (3 A/N) — — —

Last Activity Date (6 N) — — / — — / — —

Last Media Used (10 A/N) — — — — — — — — —

Carrier Route (4 A/N) — — — —

Last 12 Mailed
1 – 12 (10 A/N Each One) — — — — — — — — —
— — — — — — — — —
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A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Response Percentages: 19. (3.4 N) — — — • — — — —

Response Percentages: 20. (3.4 N) — — — • — — — —

Response Percentages: 21. (3.4 N) — — — • — — — —

Response Percentages: 22. (3.4 N) — — — • — — — —

Response Percentages: 23. (3.4 N) — — — • — — — —

Response Percentages: 24. (3.4 N) — — — • — — — —

Response Percentages: 25. (3.4 N) — — — • — — — —

Response Percentages: 26. (3.4 N) — — — • — — — —

Response Percentages: 27. (3.4 N) — — — • — — — —

Response Percentages: 28. (3.4 N) — — — • — — — —

Response Percentages: 29. (3.4 N) — — — • — — — —

Response Percentages: 30. (3.4 N) — — — • — — — —

Response Percentages: 31. (3.4 N) — — — • — — — —

Response Percentages: 32. (3.4 N) — — — • — — — —

Response Percentages: 33. (3.4 N) — — — • — — — —

Response Percentages: 34. (3.4 N) — — — • — — — —

Response Percentages: 35. (3.4 N) — — — • — — — —

Response Percentages: 36. (3.4 N) — — — • — — — —

Response Percentages: 37. (3.4 N) — — — • — — — —

Response Percentages: 38. (3.4 N) — — — • — — — —

Response Percentages: 39. (3.4 N) — — — • — — — —

Response Percentages: 40. (3.4 N) — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Response Percentages: 41. (3.4 N) — — — • — — — —

Response Percentages: 42. (3.4 N) — — — • — — — —

Response Percentages: 43. (3.4 N) — — — • — — — —

Response Percentages: 44. (3.4 N) — — — • — — — —

Response Percentages: 45. (3.4 N) — — — • — — — —

Response Percentages: 46. (3.4 N) — — — • — — — —

Response Percentages: 47. (3.4 N) — — — • — — — —

Response Percentages: 48. (3.4 N) — — — • — — — —

Response Percentages: 49. (3.4 N) — — — • — — — —

Response Percentages: 50. (3.4 N) — — — • — — — —

Response Percentages: 51. (3.4 N) — — — • — — — —

Response Percentages: 52. (3.4 N) — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Salesperson (10 A/N) _ _ _ _ _ _ _ _ _ _

Name (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Company (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 1 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 2 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 3 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

City (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

State (2 A/N) _ _

Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

Country (2 A/N) _ _

Telephone 1 (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Telephone 2 (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

FAX Phone (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Commission Factor 1 (2.2 N) _ _ • _ _

Commission Factor 2 (2.2 N) _ _ • _ _

Info 1 (10 A/N) _ _ _ _ _ _ _ _ _ _

Info 2 (10 A/N) _ _ _ _ _ _ _ _ _ _

Info 3 (10 A/N) _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Scale (10 A/N) — — — — — — — — — —

Scale Value (13 A/N) — — — — — — — — — — — — —

Description (40 A/N) — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

Item Search (5 A/N) — — — — —

Item Info (10 A/N) — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Search Column Assignment

Column Heading (10 A/N)

— — — — — — — — — —

Search Value (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Ship Via (3 A/N) — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Allow COD Tender (Y/N) —

Clippership Carrier (10 A/N) — — — — — — — — — —

Manifest Code (3 A/N) — — —

Barcode Ship Via (2# A/N) — —

Ship Zone Calculation Method:
 Characters of Zip (2N) — —

Ship Zone Calculation Method:
 State (Y/N) —

Ship Zone Calculation Method:
 Country (Y/N) —

Shipping/Handling
 Calculation Method (1 A/N)
 Chart Id (1 A/N) —
 —

Alternate Method (1 A/N)
 Chart Id (1 A/N) —
 —

Add-On Charge (5.2 N)
 Amt/Pct (1 A/N) — — — — — • — —
 — A – Amount
 — P – Percent

Override all Shipping/Handling
 Calculation Methods (Y/N) —

Shipping Message (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Rate Shop During Ord Rel (Y/N) —

URL Address (# A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Ship Via (3 A/N) — — —

Range of Ship From Zip
Codes for this table — — — — — — — — — —
1 – 2 (10 A/N Each One) — — — — — — — — — —

Enter FROM Zip Code (5 N) — — — — —

Enter TO Zip Code (5 N) — — — — —

Enter Zone for Above Range (3 A/N) — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Ship Via Zones: Zone Skip

Ship Via (3 A/N) — — —

Hub (3 A/N) — — —

Hub Zone (3 A/N) — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Shipper Defaults

UPS COD Charge Per Package (9.2 N)	— — — — — — — — — —	•	— —
UPS AOD Charge Per Package (9.2 N)	— — — — — — — — — —	•	— —
UPS Address Correction Charge (9.2 N)	— — — — — — — — — —	•	— —
UPS Call Tag Charge (9.2 N)	— — — — — — — — — —	•	— —
UPS Declared Value Charge (9.2 N)	— — — — — — — — — —	•	— —
UPS Oversize Minimum Weight (4.1 N)	— — — —	•	—
UPS Maximum Weight of Package (4.1 N)	— — — —	•	—
UPS Manifest Code (3 A/N)	— — —		
RPS COD Charge Per Package (9.2 N)	— — — — — — — — — —	•	— —
RPS AOD Charge Per Package (9.2 N)	— — — — — — — — — —	•	— —
RPS Address Correction Charge (9.2 N)	— — — — — — — — — —	•	— —
RPS Call Tag Charge (9.2 N)	— — — — — — — — — —	•	— —
RPS Declared Value Charge (9.2 N)	— — — — — — — — — —	•	— —
RPS Oversize Minimum Weight (4.1 N)	— — — —	•	—
RPS Maximum Weight of Package (4.1 N)	— — — —	•	—
RPS Manifest Code (3 A/N)	— — —		

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Shipping/Handling Calc Methods - Shipping/Handling by State Chart

Ship Via (3 V) — — —

Country (2 V) — —

State (2 V) — —

Weight (4.1 N) — — — — • —

Rate (4.2N) — — — — • — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Code (8 A/N)

— — — — — — — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

States: County/Local Tax Rates & Overrides

Zip Code (10 A/N)

Tax Class (3 V)

Tax Percent

Comment

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

State (2 A/N) — —
 Zip Code (10 A/N) — — — — — — — — — —
 Tax Class (3 A/N) — — —
 Tax Percent (2.5 N) — — • — — — — — —
 Comment (30 A/N) — — — — — — — — — — — — — —
 — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Storage Code (8 A/N)

— — — — — — — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Style (10 A/N)	—	—	—	—	—	—	—	—	—
Description (40 A/N)	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—
	—	—	—	—	—	—	—	—	—
All Numeric (Y/N)	—								
Item Master Info Field 1 (1 A/N) Seq. Numbers to Use (2 V N)	—		1 - From Seq. Number						
			2 - From Scale Values						
	—	—							
Item Master Info Field 2 Seq. Numbers to Use (2 V N)	—		1 - From Seq. Number						
			2 - From Scale Values						
	—	—							
Item Master Info Field 3 Seq. Numbers to Use (2 V N)	—		1 - From Seq. Number						
			2 - From Scale Values						
	—	—							

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Substitution Groups

Substitution Group (10 A/N)

— — — — — — — — — —

Description (30 A/N)

— — — — — — — — — — — — — — —
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Substitution Message (45 A/N)

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 — — — — — — — — — — — — — — —

Detail Note Comment Code

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Substitution Groups: Items

Sequence Number (3 N)

— — —

Substitute Item (15 V)

— — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Tax Class (3 A/N)

— — —

Description (30 A/N)

— — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Terms Code (3 V) — — —
 Use in: Order Entry (Y/N) —
 Use in: Counter Sales (Y/N) —
 Use in: AR Entry (Y/N) —
 GL Department/ (3 N)
 Account (5 N) — — — — —
 Discount/Upcharge (2.5 N)
 A/P (1 A/N) — — • — — — — —
 — A – Amount
 P – Percent
 Misc Charge Description (20 A/N)
 — — — — — — — — — — — — — — — —
 — — — — —
 Amount (9.2 N) — — — — — — — — — — • — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Tender Codes – Order type 2

Multi-tender (Y/N)	—				
Enter Sh/Hnd at Ship Time (Y/N)	—				
Misc at Ship Time (Y/N)	—				
Computer Auth Good For (3 N)	—	—	—		
Computer-to-Computer Authorization (Y/N)	—				
Auth Center Tender Code (Auths) (3 A/N)	—	—	—		
Address Verification (Y/N)	—				
Auth Center Tender Code (Settle) (3 A/N)	—	—	—		
Days Between Retries (3 N)	—	—	—		
Card Swipe Store Code (3 N)	—	—	—		
Card Swipe Tender Identifier (2 V)	—				AX - American Express CB - Carte Blanche DC - Diners Club DI - Discover JC - JCB MC - MasterCard SW - Switch/Solo VI - Visa
Max Declines Allowed (3 N)	—	—	—		
Hold Code (3 V)	—	—	—		
Override Auth Center Division/Merchant Code (20 A/N)	—	—	—	—	—
	—	—	—	—	—

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Tender Codes – Order type 3

Multi-tender (Y/N)	—	
Generate C.O.D. Tag (Y/N)	—	
Enter Sh/Hnd at Ship Time (Y/N)	—	
Misc at Ship Time (Y/N)	—	
Computer Auth Good For (3 N)	— — —	
Computer-to-Computer Authorization (Y/N)	—	
Auth Center Tender Code (Auths) (3 A/N)	— — —	
Address Verification (Y/N)	—	
Auth Center Tender Code (Settle) (3 A/N)	— — —	
Days Between Retries (3 N)	— — —	
Card Swipe Store Code (3 N)	— — —	
Card Swipe Tender Identifier (2 V)	—	AX - American Express CB - Carte Blanche DC - Diners Club DI - Discover JC - JCB MC - MasterCard SW - Switch/Solo VI - Visa
Max Declines Allowed (3 N)	— — —	
Hold Code (3 V)	— — —	
Override Auth Center Division/Merchant Code (20 A/N)	— — — — — — — — — — — — — — — —	
	— — — — —	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Terms Code (3 A/N) — — —

Description (30 A/N) —

Minimum Merchandise Amt (9.2 N) — — — — — — — — — — • — —

Maximum Merchandise Amt (9.2 N) — — — — — — — — — — • — —

Hold if merchandise amt
greater than (9.2 N) — — — — — — — — — — • — —

Hold Code (3 V) — — —

Hold if diff in amt tendered
greater than (5.2 N)
A/P (1 A/N) — A – Amount
 P – Percent

Hold Code (3 V) — — —

Prompt Payment Discount (6.3 N)
Amt/Pct (1 A/N) — — — — — — — — • — — — —

 A – Amount
 P – Percent

Invoice Due Days (3 A/N) — — —

Discount Due Days (3 A/N) — — —

Prompt Payment Discount (6.3 N)
Amt/Pct (1 A/N) — — — — — — — — • — — — —

 A – Amount
 P – Percent

Invoice Due Day (3 A/N) — — —

Discount Due Day (3 A/N) — — —

Ship By Day (3 A/N) — — —

Invoice Due Date (D) — — / — — / — —

Extended Pay Plan Terms (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Number of EPP periods/ payments (3 N)	— — —	
Days between each payment (3 N)	— — —	
Charge payments on fixed day of the month (2 N)	— —	
Hold payment plan billing until (1 A/N)	—	D – Deposit S - Shipment
Hold Code (3 A/N)	— — —	
Fixed amount (5.2 N)	— — — — — • — —	
Fixed percentage of the order total (3.2 N)	— — — • — —	
Percentage of Merchandise less Discount (3.2 N)	— — — • — —	
Percentage of Miscellaneous 1 (3.2 N)	— — — • — —	
Percentage of Miscellaneous 2 (3.2 N)	— — — • — —	
Percentage of Shipping/Handling (3.2 N)	— — — • — —	
Percentage of Total Tax (3.2 N)	— — — • — —	

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Unit of Measure (5 A/N)	— — — — —
Description (30 A/N)	— —
Quantity (9.3 N)	— — — — — — — — — — • — — — —
Height (3.2 N)	— — — • — —
Width (3.2 N)	— — — • — —
Depth (3.2 N)	— — — • — —
Weight (4.3 N)	— — — — • — — — —
Volume (7.2 N)	— — — — — — — — • — —
Pallet Count (6.3 N)	— — — — — — — • — — —
Storage Orientation (1 A/N)	— F – Fixed A – Any T – Top

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Item / UOM:

Unit of Measure (5 A/N) — — — — —

Description (30 A/N) — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

Quantity (9.3 N) — — — — — — — — — — • — — — —

Height (3.2 N) — — — • — — —

Width (3.2 N) — — — • — — —

Depth (3.2 N) — — — • — — —

Weight (4.3 N) — — — — • — — — —

Volume (7.2 N) — — — — — — — • — — —

Pallet Count (6.3 N) — — — — — — — • — — — —

Storage Orientation (1 A/N) — F – Fixed
 A – Any
 T - Top

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Units of Measure: Item Specific: Item Quantities

For Item / UOM:

Warehouse (3 V) — — —

Preferred: Pick Location (8 A/N) — — — — — — — —

Preferred: Put Away Locn (8 A/N) — — — — — — — —

Preferred: Ship Via (3 V) — — —

Preferred: Stock Qty (12.3 N) — — — — — — — — — — — — — — • — —

 —

Minimum Stock Level (9.3 N) — — — — — — — — — — • — — —

Maximum Stock Level (9.3 N) — — — — — — — — — — • — — —

E.O.Q. Level (9.3 N) — — — — — — — — — — • — — —

Safety Stock in Days (3 N) — — —

Cycle Code (3 V) — — —

Replenishment Overfill % — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Upsell Group (10 A/N) — — — — — — — — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Upsell Message (45 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Detail Note Comment Code (3 A/N) — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

For Upsell Group:

Sequence Number (3 N) _ _ _

Upsell Item (15 V) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Reason Code (3 A/N) _ _ _

Description (30 A/N) _

Valid For: Order Header 1 (Y/N) _

Valid For: Order Header 2 (Y/N) _

Valid For: Order Header 3 (Y/N) _

Valid For: Order Detail 1(Y/N) _

Valid For: Order Detail 2 (Y/N) _

Valid For: Order Detail 3 (Y/N) _

Valid For: Lost Orders (Y/N) _

Valid For: Inv Transactions (Y/N) _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Vendor Number (9 N) _ _ _ _ _ _ _ _ _

Temporary (Y/N) _

Vendor Name (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Search Name (10 A/N) _ _ _ _ _ _ _ _ _ _

Contact (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Position (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 1 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 2 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 3 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

City (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _

State (2 V) _ _

Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

Country (2 V) _ _

FAX (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Telephone 1 (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Telephone 1 Ext (4 A/N) _ _ _ _

Telephone 2 (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Vendor Info Field 3 (10 A/N) _ _ _ _ _ _ _ _ _ _

Ship Via (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Purchasing Contact (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Position (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 1 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 2 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Address 3 (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

City (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

State (2 V) _ _

Zip (10 A/N) _ _ _ _ _ _ _ _ _ _

Country (2 V) _ _

FAX (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Telephone 1 (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Telephone 2 (15 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Shipping Contact (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Position (30 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Address 1 (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Address 2 (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Address 3 (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

City (20 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

State (2 V) — —

Zip (10 A/N) — — — — — — — — — — — —

Country (2 V) — —

FAX (15 A/N) — — — — — — — — — — — — — — — —

Telephone 1 (15 A/N) — — — — — — — — — — — — — — — —

Telephone 2 (15 A/N) — — — — — — — — — — — — — — — —

Correspondence Contact (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Position (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Address 1 (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Address 2 (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Address 3 (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

City (20 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

State (2 V) — —

Zip (10 A/N) — — — — — — — — — —

Country (2 V) — —

FAX (15 A/N) — — — — — — — — — — — — — — — —

Telephone 1 (15 A/N) — — — — — — — — — — — — — — — —

Telephone 2 (15 A/N) — — — — — — — — — — — — — — — —

Remittance Contact (30 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Position (30 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Address 1 (30 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Address 2 (30 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

Address 3 (30 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

City (20 A/N) — — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — — —

State (2 V) — —

Zip (10 A/N) — — — — — — — — — — — —

Country (2 V) — —

FAX (15 A/N) — — — — — — — — — — — — — — — —

Telephone 1 (15 A/N) — — — — — — — — — — — — — — — —

Telephone 2 (15 A/N) — — — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Document Type (1V)	—	P - Positive Purchase Order N - Negative Purchase Order I - Invoice A - Orders Acknowledgement
Disposition Type (1 V)	—	F - Fax Documents T - Transfer File
File Name (10 A/N)	—	— — — — — — — — — —
Library (10 A/N)	—	— — — — — — — — — —
Extraction Program (10 A/N)	—	— — — — — — — — — —
Update Program (10 A/N)	—	— — — — — — — — — —
OP! ID (15 A/N)	—	— — — — — — — — — — — — — — — —
Trading Part ID (15 A/N)	—	— — — — — — — — — — — — — — — —
Override Terms Code (Y/N)	—	
Auto Post to EDI (Y/N)	—	
Fax Telephone (30 A/N)	—	— — — — — — — — — — — — — — — —
Print Cover Page? (Y/N)	—	
Top of Spool Document To Line 1 (40 A/N)	—	— — — — — — — — — — — — — — — —
Top of Spool Document To Line 2 (40 A/N)	—	— — — — — — — — — — — — — — — —
Top of Spool Document To Line 3 (40 A/N)	—	— — — — — — — — — — — — — — — —
Cover Page Printer File (10 A/N)	—	— — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Cover Page Printer Libr (10 A/N) — — — — — — — — —

Bottom of Spool Document From
Line 1 (40 A/N) — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —

Bottom of Spool Document From
Line 2 (40 A/N) — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —

Bottom of Spool Document From
Line 3 (40 A/N) — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —

Cover Page Title (40 A/N) — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —

Cover Page Comment (40 A/N) — — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —
— — — — — — — — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Vendors: Order Interface Company Profile

Tech Contact (30 A/N) — — — — — — — — — — — — — — — —
 —

Telephone (15 N) — — — — — — — — — — — — — — — —
 —

Fax (15 N) — — — — — — — — — — — — — — — —
 —

OP! Calculate ?Tax1 (Y/N) —
 —

OP! Calculate ?Tax2 (Y/N) —
 —

OP! Calculate ?S/H (Y/N) —
 —

OP! Calculate ?Disc (Y/N) —
 —

OP! Calculate ?Misc1 (Y/N) —
 —

OP! Calculate ?Misc2 (Y/N) —
 —

Auto Post Closed Order (Y/N) —
 —

Default: ?Customer Class (3 V) — — —
 — — —

Default: ?Order Origin (3 V) — — —
 — — —

Default: ?Media (10 V) — — — — — — — — — — —
 —

Default: ?Priority Code (3 V) — — —
 — — —

Default: ?Salesperson 1 (10 V) — — — — — — — — — — —
 —

Default: ?Salesperson 2 (10 V) — — — — — — — — — — —
 —

Default: Ship Complete (Y/N) —
 —

Default: ?Ship Via (3 V) — — —
 — — —

Default: ?Warehouse (3 V) — — —
 — — —

?Header Comment Code (3 V) — — —
 — — —

?Detail Comment Code (3 V) — — —
 — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Accept Pick Ticket Code (Y/N) —

Order Interface Info field 1 (10 A/N) — — — — — — — — —

Order Interface Info field 2 (10 A/N) — — — — — — — — —

Order Interface Info field 3 (10 A/N) — — — — — — — — —

Import from PC Folder File 1 (12 A/N) — — — — — — — — — — —

Import from PC Folder File 2 (12 A/N) — — — — — — — — — — —

Import from PC Document File 1 (12 A/N) — — — — — — — — — — —

Import from PC Document File 2 (12 A/N) — — — — — — — — — — —

Import to Physical File Name File 1 (10 A/N) — — — — — — — — —

Import to Physical File Name File 2 (10 A/N) — — — — — — — — —

Secondary Ck: Last Name (2 N) — —

Secondary Ck: Full Name (2 N) — —

Secondary Ck: Company (2 N) — —

Secondary Ck: Title/Pos (2 N) — —

Secondary Ck: Addr 1 (2 N) — —

Secondary Ck: Addr 2 (2 N) — —

Secondary Ck: Addr 3 (2 N) — —

Secondary Ck: City (2 N) — —

Secondary Ck: State (2 N) — —

Secondary Ck: Zip Code (2 N) — —

Secondary Ck: Phone 1 (2 N) — —

Secondary Ck: Phone 2 (2 N) — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Secondary Ck: Country (2 N) — —

Number of days past expiration to
permit upload: Medias/Books (2 N) — —

Number of days past expiration to
permit upload: Unauthorized Credit
Cards (2 N) — —

Number of days past expiration to
permit upload: Items (2 N) — —

Number of days past expiration to
permit upload:
Customer Classes (2 N) — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Warehouse (3 A/N) — — —

Logistics Pro Warehouse (3 V) — — —

Description (30 A/N) — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

Address 1 (30 A/N) — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

Address 2 (30 A/N) — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

Address 3 (30 A/N) — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — —

City (20 A/N) — — — — — — — — — — — — — — —
 — — — — —

State (2 A/N) — —

Zip (10 A/N) — — — — — — — — — —

Country (2 A/N) — —

Allow Customer Orders (Y/N) —

Default Inventory Location (8 V) — — — — — — — —

Allow Blank Location (Y/N) —

Default Receiving Location (8 V) — — — — — — — —

Safety Stock in Days (3 N) — — —

Override GL Department (3 N) — — —

Pick Replenishment Overfill % (3 N) — — —

Pick: Only from Preferred (Y/N) —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

If Y, Drive Negative (Y/N) —

Pick: Other Non-bulk Locns (Y/N) —

Pick: Bulk Locations (Y/N) —

Pick: Outer Packs (Y/N) —

Pick: Inner Packs (Y/N) —

Pick: Selling UOM Units (Y/N) —

Directed Putaway (Y/N) —

Confirm Putaway (Y/N) —

Confirm Location (Y/N) —

Barcode License Plate (Y/N) —

In-Transit Location (8 A/N) — — — — — — — —

Putaway Sequence: Preferred Pick (1 N) — 1-4

Putaway Sequence: Preferred Putaway — 1-4

Putaway Sequence: Like — 1-4

Putaway Sequence: Other — 1-4

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Location (8 A/N) — — — — — — — —

Description (30 A/N) — — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Type (3 A/N) — — —

Bulk Location (Y/N) —

Zone (8 V) — — — — — — — —

Sequence in Zone (5 N) — — — — —

Hold (Y/N) —

Hold Code (3 A/N) — — —

Allow Pick (Y/N) —

Allow Putaway (Y/N) —

Height (3.2 N) — — — • — —

Width (3.2 N) — — — • — —

Depth (3.2 N) — — — • — —

Usable Volume (7.2 N) — — — — — — — • — —

Weight Capacity (6.3 N) — — — — — • — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Warehouses: Location Storage Code

Storage Code (8 V)

— — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Warehouses: Shipper Number

Manifest (3 V)

— — —

Shipper # (10 A/N)

— — — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Zone (8 A/N)

— — — — — — — —

Description (30 A/N)

— — — — — — — — — — — — — — — —
 — — — — — — — — — — — — — — — —

Sequence (3 N)

— — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Warehouses: Zone Storage Codes

Storage Code (8 V)

— — — — — — — —

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Storage Code (8 V)

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)

Zip Code (10 A/N) _ _ _ _ _ _ _ _ _ _

Preferred City (20 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _

State (2 A/N) _ _

County (25 A/N) _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 _ _ _ _ _ _ _ _ _ _

County I. D. (3 A/N) _ _ _

A/N	Alpha/Numeric	V	Validated Data (F4=List Available)	D	Date Field (MMDDYY)
N	Numeric	##	Maximum Number of Characters Allowed	Y/N	Yes/No (Blank = No)