ORDER POWER!

Vendors

User Guide

Release 4.1

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Vendors

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Vendors

A **Vendor** code is a user-defined numerical identifier assigned to a company supplier of goods and services. This master file is used throughout ***ORDER POWER!*** and comprises the information about each **Vendor** processed through the system.

Since the **Vendor** file is shared between ***ORDER POWER!*** companies, the **Vendor** defaults are set up on *Corporate Profile Update panel (figure 1).*

To Set up Vendor defaults

1. From the ***ORDER POWER!*** *Main Menu*, select: **Work with Files➔Company Profile➔F15 (Maintenance)➔Corporate Profile** to display the *Corporate Profile Update panel (figure 1).*

```
Company # 001          OP! 4.0 DEVELOPMENT ** CO# 001             Panel 40
                        Corporate Profile Update

Name    Co# 1,  Corporate Name
Vendor Info Fields                              Mandatory
 1 .......................  Mapics #                Y
 2 .......................                          N
 3 .......................                          N
Redisplay Session Defaults  N Y/N
Protect Vendor Power Search Y Y/N
Convert Lower Case to
 Upper Case for Vendor ....  Y Y/N
Next License Plate # ......        2702
Last Inventory Resync         5/19/03
Last Credit Limit Resync      5/30/03
Last Item Search Rebuild      2/27/03
Email Class Info Fields                         Mandatory
 1 .......................                          N
 2 .......................                          N
 3 .......................                          N
OP!/Clippership Interface.. N Y/N
Logistics Pro Release Level 7.1        Logistics Pro PTF Level  0
F1=Help  F3=Exit  F21=Print List
```

Corporate Profile Update panel (figure 1)

2. Complete these fields:

Vendor Info Fields 1/ 2 / 3

Type headings per your needs in these user-defined fields that are completed on *Vendor Update panel 2 (figure 6)*. The first of these fields can be inquired upon using search functions.

Mandatory

Type **Y**(es) or **N**(o) to indicate whether or not you want response to this prompt to be mandatory

Redisplay Session Defaults

Type **Y**(es) or **N**(o) to indicate whether or not you want ***ORDER POWER!*** to display the *Order Entry Session Defaults panel* when you change companies from inside **Order Entry** using the **F24** (More Options) function.

Protect Vendor Power Search

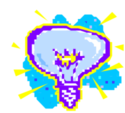
Type **Y**(es) or **N**(o) to indicate whether or not you want to protect the **Vendor Power Search** fields on *Vendor Selection panel (figure 2)*, wherever it is displayed in ***ORDER POWER!***. A "protected" field does not, by default display as input capable. The user can "unprotect" a protected field for input by pressing the **F2** (Unprotect) key.

Working with Vendors

From the ***ORDER POWER!*** *Main Menu*, select: **Work with Files** ➔ **Vendors** to display the *Vendor Selection panel (figure 2)*.

```
                    OP! 4.0 DEVELOPMENT ** CO# 001
                           Vendor Selection

Select one of the following :

  Power! Search  ___  ___  ___  ___  ___  ___  ___  ___  ___  ___

  Zip Code       __________

  Telephone      _______________

  Search Name    __________

  Vendor #       _________

  Info 1         __________

  DUNS #         ___________



F1=Help  F2=Unprotect  F3=Exit  F6=Create  F12=Cancel  F21=Print
```

Vendor Selection panel (figure 2)



If there is no entry available beside a field you want to use, press **F2** (Unprotect) to allow entry in all fields.

1. Select an existing **Vendor** by completing one or more of the following fields:

Power! Search

Type the <u>**first**</u> three characters of any word or number in the customer's name, address or phone number. (Be sure to enter the *first* three characters, not just two, or you will not get the result you expect.)

Zip Code

Type the five or nine-digit code used by the USPS, or a postal code outside the US.

Telephone

Type a phone number.

Search Name

Type the **Vendor**'s name or partial name to position the Vendor Inquiry list. The search name may be defined by the entry operator or when this information is omitted, ***ORDER POWER!*** automatically defines the **Search Name** as the first ten characters of the **Vendor** name field (excluding "The").

Vendor #

Type the **Vendor** number or partial number.

Info 1

Type the requested information in this field, which is user-defined in the Corporate Profile

DUNS #

Type the Dun & Bradstreet identification sequence, used for credit reporting.

2. Press **Enter**. ***ORDER POWER!*** returns a list of customers in the **Mail List** that match all the criteria you entered on *Vendor Inquiry panel (figure 3).*

```
                         OP! 4.0 DEVELOPMENT ** CO# 001        Show Deleted: N
                                 Vendor Inquiry            Show Temporary : N

 2=Change  5=Display  6=Notes  7=Trading Profile  8=Order Interface
 9=AP Invoices  10=Purchase Orders  11=Statistics  13=Purch Summary
    Vendor Name                     Address          City      Zip code       D
 __ TEST TELEPHONES                 14432 SW 5 st   Miami      331155
 __ Kurt Ard                        3260 N. W. 13 L Miami      33125
 __ Armando Vidal                   780 NW 1st stre miami      33126
 __ CHANNEL TV AND ELECTRONICS      1580 KENNEDY CA NORTH BAY  33141-0000
 __ Mighty Fine Vendor              3333 SW 199 St  Miami      33157
 __ Wilson                          15029 Sw 53rd T Miami      33185-4023
 __ Hewlett Packard                 12345 W. 5th St Miami      33312
 __ USAA Test                       123 Main St     Miami      33315
 __ ABC SUPPLIES OF MIAMI BEACH CO  111 LINE 1      PLANTATION 33317
 __ Smith Enterprises               661 E. Tropical Plantation 33317
 __ Lewis Pollack                   10875 N.w. 29th Sunrise    33322
 __ Marv CoS                        3213213         Plantation 33324
 __ REI Electronics                 1234 Smithy Ln  Davie      33324
 __ RSI                             P O Box 12345   Hollywood  33324
 __ AURAFIN                         14001 NW 4TH ST SUNRISE    33325-0000
                                                                     More...
 F1=Help F3=Exit F6=Create F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print
```

Vendor Inquiry panel (figure 3)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Vendor Update panel 1 (figure 5)* to work with an existing **Vendor**
5=Display	Display the *Vendor Display window* similar to *Vendor Update panel 1 (figure 5)* to view a **Vendor**'s set up
F6=Create	Display the *Vendor Prompt panel (figure 4)* to create a new **Vendor**
6=Notes	Display the *Vendor Note Inquiry window (figure 9)* to work with Vendor Notes
7=Trading Profile	Display the *Trading Partner Inquiry window (figure 11)*
8=Order Interface	Display *Order Interface Company Inquiry window (figure 14)* to work with a Vendor's **Order Interface Profile**
9=AP Invoices	Display *Vendor Invoice Inquiry panel (figure 18)* to view AP invoices that must be paid by your company

Action	Description
10=Purchase Orders	Display *Purchase Order Inquiry panel (figure 19)* to view your Purchase Orders to the selected Vendor
11=Statistics	Display *Vendor Statistics panel (figure 20)* to view **Vendor Statistics** for the selected **Vendor**
13=Purch Summary	Display *Purchase Summary Inquiry (figure 21)* to view a **Purchase Summary** for the selected **Vendor**

To create a new Vendor

1. On the *Vendor Inquiry panel (figure 3)*, press **F6** (Create) to display the *Vendor Prompt panel (figure 4)*.

```
                         OP! 4.0 DEVELOPMENT ** CO# 001
                                Vendor Prompt

                                Vendor Number
                                 __________




 F1=Help  F3=Exit  F12=Cancel  F24=More
```

Vendor Prompt panel (figure 4)

1a. Complete this field:

Vendor Number
Type a code that you want to use to represent a company supplier of goods and services.

1b. Press **Enter** to display the *Vendor Update panel 1 (figure 5)*.

To change a Vendor

1. On the *Vendor Inquiry panel (figure 3)*, type **2** (Change), beside the **Vendor** you want to work with, then press **Enter** to display the *Vendor Update panel 1 (figure 5)*.

```
                          OP! 4.0 DEVELOPMENT ** CO# 001
                                 Vendor Update

  Vendor Number        300                          Temporary  N  Y/N
  Vendor Name     Tractors Inc.                    Search Name  TRACTORS I
  Contact         Ms. Joan Smith
  Position        Purchasing Administrator
  Address         123 Westbrook Court
                  ______________________________
                  ______________________________
  City, ?State    Ridgewood ___________ , NJ
  Zip, ?Country   07653 _____ , US            FAX
  Telephones      #1 ___201-555-9964 Ext ____ #2  _______________ Ext
  E-Mail          ____________________________________________________________
 ?Terms           COD                ?Pay to Vendor _________        Fax PO N  Y/N
  Federal Id #    59-8523694 ___     1099 Required Y  Y/N  Hold New Inv N  Y/N
 ?Buyer           __________         Account #      ____________________
 ?Alert Class     ___                DUNS #         ___________
  Lead Time       _15                Forecasting:
                                       ?Frequency Code  ___
                                       ?Order Policy    _
                                        Value           _______        Delete _
F1=Help F3=Exit  F4=?List  F5=Bypass Gr1  F9=Reset Add/Tel  F12=Cancel F24=More
```

Vendor Update panel 1 (figure 5)

2. Complete these fields:

Temporary

Type **Y**(es) or **N**(o) to indicate whether or not you want to identify the **Vendor** you are creating as a temporary, or one-time **Vendor**. ***ORDER POWER!*** automatically creates a **Temporary Vendor** when you issue a **Refund** to a **Customer**. You can select to purge **Temporary Vendors** separately to reclaim disk space.

Vendor Name

Type the full name of the **Vendor** which will appear on documents, reports, etc. (i.e. Purchase Order(s), Accounts Payable checks, Reports).

Search Name

Type an identifier used to simplify the **Vendor** database search process. This is used by the Search program in addition to the **Vendor Name** (above). You can also leave the field blank and ***ORDER POWER!*** will automatically assign one based on the first ten characters of the **Vendor Name**.

Contact

Type the name of a person to contact at the **Vendor** company.

Position

Type the position of the **Contact** person (above).

Address / City / State / Zip / Country

Type the address information for the **Vendor**.

The **F9** (Reset Add/Tel) function key copies the **Address** and **Telephone** information from *Vendor Update panel 1 (figure 5)* to all the other **Address** and **Telephone** fields on panel 2 – 4.

FAX

Type the FAX number for the **Vendor**.

Telephones-Ext 1 / 2

Type the telephone and extension numbers for the **Vendor**.

E-Mail

Type the e-mail address for the **Vendor**.

Terms

Type the user-defined code that defines the payment periods and conditions that are used to calculate due dates and cash discounts for the **Vendor**.

Pay to Vendor

Type the user-defined code for another **Vendor** who receives payment of this **Vendor**'s accounts payable bill. The bill is "booked" against this **Vendor** but paid to the **Pay to Vendor**.

Fax PO

Type **Y**(es) or **N**(o) to indicate whether the vendor will accept a Faxed purchase order.

Federal Id #

Type the ID number that uniquely identifies the vendor to the IRS. This field must be entered exactly as it is to appear on the 1099 form. Therefore, if the ID number includes dashes or hyphens, they must be entered.

1099 Required

Type **Y**(es) or **N**(o) to indicate whether an IRS form 1099-MISC must be sent to a vendor at the end of a calendar year. The IRS stipulates that this form must be sent any vendor paid more than $600.00 during a calendar year.

Hold New Inv

Type **Y**(es) or **N**(o) to indicate whether all new invoices should be accepted and placed on hold until this flag is removed later. Held invoices cannot be selected for payment unless they are manually removed from "hold status." This indicator does not affect any existing invoices.

Buyer

Type the user-defined code that indicates the person or group responsible for ordering merchandise from this **Vendor**.

Account #

Type the **Vendor**'s account number assigned to *your* company. This field is informational only.

Alert Class

Type a user-defined code that identifies "special" situations pertaining to a **Vendor** (such as late delivery or excellent service).

DUNS #

Type the Dun & Bradstreet identification sequence, used for credit reporting.

Lead Time

Type the expected number of days that may elapse between placing an order to, and receiving the ordered merchandise from a supplier or **Vendor**.

Forecasting: Frequency Code

Type the user-defined code to suggest how often the inventory should be analyzed for stock replenishment. For example, frequency code WED could be created and assigned to all vendors whose inventory should be evaluated for reordering every Wednesday. Code 30, might be used to reevaluate stock quantities every thirty days. A forecasting or purchasing report can be run to extract all vendors meeting a designated "reorder" frequency code.

Forecasting: Order Policy

Type a code that corresponds to a set of ideal order requirements suggested by a particular vendor to facilitate merchandise shipment. The policy could specify a minimum order amount, a minimum number of cubes, a minimum weight requirement, etc. The following are the only valid codes:

A (mount)

V (olume)

W (eight)

The **Order Policy** together with the **Order Value** define an "ideal order."

Forecasting: Order Value

Type an **Order Value** that corresponds to the **Order Policy** and indicates the ideal order. For example, a **Vendor** may have an **Order Policy** specified in weight at an **Order Value** of 3000. Therefore, when buying from this **Vendor**, it is desirable to buy enough merchandise to total a shipping weight of 3000.

3. Press **Enter** to display *Vendor Update panel 2 (figure 6)*.

```
                          OP! 4.0 DEVELOPMENT ** CO# 001
Vendor       300                 Vendor Update
TRACTORS INC.

  Info 1         __________
  Info 2         __________
  Info 3         __________
  Ship Via       ______________________________
  Customer #
  Company #


  PURCHASING
  Contact        Ms. Joan Smith________________
  Position       Purchasing Administrator______
  Address        123 Westbrook Court


  City, ?State   Ridgewood____________ , NJ
  Zip, ?Country  07653_____ , US             FAX _______________
  Telephones     #1 ___201-555-9964 ____     #2  _______________ ____

F1=Help  F3=Exit  F4=?List  F5=Bypass Gr1  F12=Cancel  F24=More
```

Vendor Update panel 2 (figure 6)

4. Complete these fields:

Info 1 / 2 / 3

Type the requested information in these user-defined fields. (See *Corporate Profile Update panel (figure 1)* for instructions on how to set up **Vendor Info** fields.)

Ship Via

Type the name of the **Vendor**'s preferred shipper. You are not required to use **Ship Via**'s that are set up in ***ORDER POWER!*** for this informational field. This information appears on your **Purchase Orders** to the **Vendor**.

Customer # / Company # (input inhibited)

These display fields are filled by the refund process when it creates temporary **Vendors**. This creates a link between the **Vendor** and the ***ORDER POWER!*** customer records.

PURCHASING: Contact
Type the name of the person to contact at the **Vendor** regarding purchases.

PURCHASING: Position
Type the Position of the **Purchasing Contact**.

PURCHASING: Address / City / State / Zip / Country
Type the address information for the **Purchasing Contact**.

PURCHASING: FAX / Telephones 1 / 2
Type the FAX and telephone numbers for the **Purchasing Contact**.

5. Press **Enter** to display *Vendor Update panel 3 (figure 7)*.

```
                         OP! 4.0 DEVELOPMENT ** CO# 001
Vendor       308                Vendor Update
DFW SUBURBAN NEWSPAPERS
  SHIPPING
  Contact         ______________________________
  Position        ______________________________
  Address         1000 AVENUE H EAST____________


  City, ?State    ARLINGTON___________ , TX
  Zip, ?Country   76011_____ , US           FAX _______________
  Telephones      #1 ___745-879-7888 ____   #2  _______________ ____

  CORRESPONDENCE
  Contact         ______________________________
  Position        ______________________________
  Address         1000 AVENUE H EAST____________


  City, ?State    ARLINGTON___________ , TX
  Zip, ?Country   76011_____ , US           FAX _______________
  Telephones      #1 ___745-87_-7888 ____   #2  _______________ ____
F1=Help  F3=Exit  F4=?List  F5=Bypass Gr1  F12=Cancel  F24=More
```

Vendor Update panel 3 (figure 7)

6. Complete these fields:

SHIPPING: Contact
Type the name of the person to contact at the **Vendor** regarding shipments.

SHIPPING: Position
Type the Position of the **Shipping Contact**.

SHIPPING: Address / City / State / Zip / Country
Type the address information for the **Shipping Contact**.

SHIPPING: FAX / Telephones 1 / 2
Type the FAX and telephone numbers for the **Shipping Contact**.

CORRESPONDENCE: Contact
Type the name of the person at the **Vendor** to address correspondence.

CORRESPONDENCE: Position
Type the Position of the **Correspondence Contact**.

CORRESPONDENCE: Address / City / State / Zip / Country
Type the address information for the **Correspondence Contact**.

CORRESPONDENCE: FAX / Telephones 1 / 2

Type the FAX and telephone numbers for the **Correspondence Contact**.

7. Press **Enter** to display *Vendor Update panel 4 (figure 8)*.

```
                            OP! 4.0 DEVELOPMENT ** CO# 001
Vendor       308                   Vendor Update
DFW SUBURBAN NEWSPAPERS
  REMITTANCE
  Contact          ______________________________
  Position         ______________________________
  Address          1000 AVENUE H EAST____________


  City, ?State     ARLINGTON___________ , TX
  Zip, ?Country    76011_____ , US              FAX _______________
  Telephones       #1 ___745-879-7888 ____      #2  _______________ ____








F1=Help  F3=Exit  F4=?List  F5=Bypass Gr1  F12=Cancel  F24=More
```

Vendor Update panel 4 (figure 8)

8. Complete these fields:

REMITTANCE: Contact

Type the name of the person to contact at the **Vendor** regarding purchases.

REMITTANCE: Position

Type the Position of the **REMITTANCE Contact**.

REMITTANCE: Address / City / State / Zip / Country

Type the address information for the **REMITTANCE Contact**.

REMITTANCE: FAX / Telephones 1 / 2

Type the FAX and telephone numbers for the **REMITTANCE Contact**.

7. Press **Enter** to update the **Vendor**.

To display a Vendor

On the *Vendor Inquiry panel (figure 3)*, type **5** (Display) beside the **Vendor** you want to see, then press **Enter** to display the *Vendor Display window* similar to *Vendor Update panel 1 (figure 5)*.

Working with Vendor Notes

An **Extended Description** in ***ORDER POWER!*** is free form text that you may choose to make available online for information purposes, or in some cases, to print on shipping documents, Purchase Orders, etc.

To work with Vendor Notes

On the *Vendor Inquiry panel (figure 3)*, type **5** (Display) beside the **Vendor** you want to work with, then press **Enter** to display the *Vendor Note Inquiry window (figure 9)*.

```
                          OP! 4.0 DEVELOPMENT ** CO# 001       Show Deleted: N
                                  Vendor Inquiry              Show Temporary : N
2=
9=         1                     Vendor Note Inquiry         From: NEWEST
      Miami Computer Vendor, Inc.                                 To: OLDEST
6_     5=Display
__    Comment
__     Code                       Notes                              Date
__   _ GL  test usa 32372                                          5/31/03
__   _ GL  Gene L.'s test                                          5/30/03
__   _ GL  Will it go blank?                                       5/30/03
__   _ GL  from company 2                                          1/15/02
__   _ BNJ aaa-new                                                 0/23/02
__   _ BNJ no code??                                               2/25/02
__   _ PO  PO Header notes                                         2/24/01
__   _ PO  PO Header notes                                         2/24/01
__   _ PO  PO Header notes                                         2/24/00
__
__                                                                   Bottom
__    F1=Help  F3=Exit  F6=Crt/Chg  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel
      F16=Seq  F18=Bot  F21=Print
F1
```

Vendor Note Inquiry window (figure 9)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
F6=Create/Change	Display *Vendor Note Update panel (figure 10)* to work with the **Item Extended Description**
F16=Sort Sequence F16=Line Sequence	Toggles the display between sorting on the **Comment Code** and sorting on the line number

To create or change an Item Extended Description

1. On the *Vendor Note Inquiry window (figure 9)*, press **F6** (Create/Change) to display the *Vendor Note Update panel (figure 10)*.

```
                          OP! 4.0 DEVELOPMENT ** CO# 001
      245                       Vendor Note Update
Miami Computer Vendor, Inc.

?Comment
  Code                      Notes                            Deleted   Line #
  ___ _______________________________________________________   _          1
  ___ _______________________________________________________   _          2
  ___ _______________________________________________________   _          3
  ___ _______________________________________________________   _          4
  ___ _______________________________________________________   _          5
  ___ _______________________________________________________   _          6
  ___ _______________________________________________________   _          7
  ___ _______________________________________________________   _          8
  ___ _______________________________________________________   _          9
  ___ _______________________________________________________   _         10
  ___ _______________________________________________________   _         11
  ___ _______________________________________________________   _         12
  ___ _______________________________________________________   _         13
  ___ _______________________________________________________   _         14
  ___ _______________________________________________________   _         15
                                                                        More...
F1=Help  F3=Exit  F4=?List  F7=Bkwd  F8=Fwd  F10=Top  F12=Cancel  F18=Bottom
```

Vendor Note Update panel (figure 10)

Each line of the **Vendor Note** can have its own **Comment Code**, even if it is actually a continuation of the line above it. Each line can also be deleted separately.

2. Complete these fields:

   ?Comment Code

   Type a user-defined code that you want to assign to a line of notes. The code indicates if you want to print the line of notes on shipping documents, Purchase Orders, etc.

   Notes

   Type additional information about the **Vendor**. You can use as many lines as necessary. The only restriction is the amount of space in the area where the notes will eventually print.

   Deleted

   Type **D**(elete) beside the line(s) you want to delete.

3. Press **Enter** to update the **Vendor Note**.

Working with Trading Partner Profiles

ORDER POWER! requires you set up **Trading Partner Profiles** for **Customers** and **Vendors** who you want to receive faxes or EDI information from ***ORDER POWER!***. The **Trading Partner Profile** stores codes that ***ORDER POWER!*** must embed within the spool files in order to send them by fax or EDI. This information can specify recipient names, fax numbers and formatting options necessary for certain types of documents.

These codes are visible only in the spool file prior to faxing. They are removed by **FASTFAX™** during the faxing process, and do not appear on the recipient's fax copy.

To work with Vendor Trading Partner Profiles

1. On the *Vendor Inquiry panel (figure 3)*, type **7** (Trading Profile) beside the **Vendor** you want to work with, then press **Enter** to display the *Trading Partner Inquiry window (figure 11)***.**

```
                          OP! 4.0 DEVELOPMENT ** CO# 001       Show Deleted: N
                                  Vendor Inquiry              Show Temporary : N

 2=C                         Trading Partner Inquiry           Show Delete: N
 9=A

 7_     2=Change  5=Display
 __                                              Extract      Update
 __        Comp  Doc Dis File Name    Library    Program      Program    Del
 __      _  001   A   T
 __      _  001   I   T
 __      _  001   N   T
 __
 __
 __
 __
 __
 __
 __                                                                     Bottom
 __     F1=Help      F3=Exit      F6=Create    F7=Bkwd   F8=Fwd   F10=Top
        F12=Cancel   F18=Bottom   F21=List
 F1=
```

Trading Partner Inquiry window (figure 11)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display to *Trading Partners Profile Update panel (figure 13)* update the **Trading Partner Profile**
5=Display	Display the *Trading Partner Display*, similar to *Trading Partners Profile Update panel (figure 13)* to view the **Trading Partner Profile**
F6=Create	Display the *Trading Partners Profile Prompt panel (figure 12)* to create a new **Trading Partner Profile**

To create a new Trading Partner Profile

1. On the *Trading Partner Inquiry window (figure 11)*, press **F6** (Create) to display the *Trading Partners Profile Prompt panel (figure 12)*.

```
                           ** CSI 3.3 Development Co 1 **
  1 C      9473           Trading Partners Profile Prompt
CSI's Favorite Customer
                                 ?Document Type
                                       _






 F1=Help  F3=Exit  F4=?List  F12=Cancel  F20=Master Record
```

Trading Partners Profile Prompt panel (figure 12)

2. Complete this field:

?Document Type

Type a code to indicate which document type you are defining:

P Positive Purchase Order
N Negative Purchase Order (return to **Vendor**)
I Invoice
A Order Acknowledgement

3. Press **Enter** to display the *Trading Partners Profile Update panel (figure 13)*.

```
                              ** CSI 3.3 Development Co 1 **
001 C      9473               Trading Partners Profile Update

?Document Type  A  Orders Acknowledgement  ?Disposition Type   F

File Name / Library __________ /
Extraction Program  __________           Update Program
OP! ID              _______________      Trading Part ID

Summarize Ord Details   _              Auto Post to EDI
Fax Telephone
                                            Top of Spool Document
Print Cover Page?   _  To Line 1 *FN123-456-7890 *FIPurchasing Dept.
                          Line 2 __________________________________________
                          Line 3 __________________________________________
Cover Page Printer                         Bottom of Spool Document
  File __________     From Line 1 *ZZ_______________________________________
  Libr __________         Line 2 __________________________________________
                          Line 3 __________________________________________
                   Cover Page Title __________________________________________
                 Cover Page Comment __________________________________________
                                                                   Delete _
F1=Help  F3=Exit  F4=?List  F12=Cancel
```
Trading Partners Profile Update panel (figure 13)

4. Complete these fields:

The fields on the *Trading Partners Profile Update panel (figure 13)* that are not described in this document are not used by **FASTFAX™**.

Top of Spool Document
Line 1 / Line 2

Type the fax codes that specify recipient names, fax numbers and formatting options you have decided on for this recipient.

For detailed information regarding all the possible fax codes and their correct syntax and usage, please consult you **FASTFAX™** User Guide.

Top of Spool Document
Line 3

Type a comment to be viewed online only. Line 3 is not processed as fax codes, but can be used for notes.

Bottom of Spool Document
Line 1 / Line 2

Type ***ZZ**. This code (upper case required) is required to indicate the end of the fax.

Bottom of Spool Document
Line 3

Type a comment to be viewed online only. Line 3 is not processed as fax codes, but can be used for notes.

4. Press **Enter** to update the **Trading Partner Profile**.

Working with the Order Interface Company Profile

Order Interface Company Profile maintains a file of default values that you can assign to required ***ORDER POWER!*** fields when creating orders you have imported from an external source, such as call centers or the Internet.

The default values are defined uniquely for each customer , vendor and *Web Store*. When the external information is mapped to ***ORDER POWER!*** files, these defaults are used to populate fields required by ***ORDER POWER!*** that were omitted from the incoming file. After the records are populated with incoming file information and/or the **Order Interface Company Profile** default values, new orders are created.

To work with Order Interface profiles

1. On the *Vendor Inquiry panel (figure 3)*, type **8** (Order Interface) beside the **Vendor** you want to work with, then press **Enter** to display the *Order Interface Company Inquiry window (figure 14)***.**

```
                         OP! 4.0 DEVELOPMENT ** CO# 001       Show Deleted: N
                                 Vendor Inquiry             Show Temporary : N
 2=Change                      Order Interface Company Inquiry
 _=AP Invo    Pstn: __________                                   Show Delete : N
    Vendor
 8_ Kreidm    2=Change  5=Display
 __ Gary W
 __ Luis L         Comp  Type  Imp Ref #    Import Reference Source       Del
 __ Whatev    _       1    V          1    Kreidman's International, Inc
 __ ******    _       2    V          1    Kreidman's International, Inc
 __ Wilson    _       4    V          1    Kreidman's International, Inc
 __ Ferdin    _     555    V          1    Kreidman's International, Inc
 __ Sg-Dis    _     888    V          1    Kreidman's International, Inc
 __ Smith
 __ Royalt
 __ ABC SU
 __ Berkel
 __ Waters
 __ Mighty                                                              Bottom
 __ Recoto    F1=Help  F3=Exit  F6=Create  F7=Bkwd  F8=Fwd  F10=Top
              F12=Cancel  F18=Bot  F21=Print
 F1=Help F
```

Order Interface Company Inquiry window (figure 14)

These actions are available, in addition to the standard ***ORDER POWER!*** functions:

Action	Description
2=Change	Display *Order Interface Company Update panel 1 (figure 15)* to update the **Interface Profile**
5=Display	Display the *Order Interface Company Display* similar to *Order Interface Company Update panel 1 (figure 15)* to view the **Interface Profile**
F6=Create	Display the *Order Interface Company Update panel 1 (figure 15)* to create a new **Interface Profile**

To create a new Order Interface Profile

On the *Order Interface Company Inquiry window (figure 14)*, press **F6** (Create) to display the *Order Interface Company Update panel 1 (figure 15)*.

To change an Order Interface Profile

1. On the *Order Interface Company Inquiry window (figure 14)*, type **2** (Change) beside the profile you want to change.

2. Press **Enter** to display the *Order Interface Company Update panel 1 (figure 15)*.

```
                         Order Interface Company Update
  1  V
 Import Ref Source            9473  Miami Call Center, Inc.
 Tech Contact
 Telephone                ______________  Fax:
 OP! Calculate            ?Tax1 N ?Tax2 N  ?S/H N ?Disc N ?Misc1 N ?Misc2 N
 Auto Post Closed Order   N  Y/N                                  Override
 Defaults:  ?Customer Class     EMP       Employees                  _ Y/N
            ?Order Origin       PHO       Phone                      _ Y/N
            ?Media              MISC_____ Miscellaneous Media Code   _ Y/N
            ?Priority Code      ___                                  _ Y/N
            ?Salesperson 1      __________                           _ Y/N
            ?Salesperson 2      __________                           _ Y/N
            Ship Complete       _
            ?Ship Via           ___                                  _ Y/N
            ?Warehouse          MIA       Miami Warehouse            _ Y/N
            ?Terms Code         ___
?Header Comment Code            ___       my info fl    __________   _ Y/N
?Detail Comment Code            ___
 Accept Pick Ticket Code        N      Y/N
                                                                  Delete _
 F1=Help  F3=Exit  F4=?List  F12=Cancel
```

Order Interface Company Update panel 1 (figure 15)

3. Complete these fields:

Tech Contact

Type the name of the person at the **Call Center** responsible for dealing with sending orders to ***ORDER POWER!***.

Telephone

Type a phone number for the **Tech Contact**.

Fax

Type a fax number for the **Tech Contact**.

OP! Calculate
?Tax1 ?Tax2 ?S/H ?Disc ?Misc1 ?Misc2

Type a code to indicate to what extent, if any, ***ORDER POWER!*** should verify Taxes, Shipping and Handling, Discounts and Miscellaneous charges.

Y ***ORDER POWER!*** calculates the charge and overrides any charges that were uploaded

N ***ORDER POWER!*** accepts the upload without performing any verification

F ***ORDER POWER!*** calculates the charge and verifies that the uploaded charge is an exact match. If it is not, ***ORDER POWER!*** reports an error on the *Order Interface Edit* report.

Auto Post Closed Order

Type **Y** or **N** to indicate whether you want ***ORDER POWER!*** to automatically post **Counter Sales** orders to **Accounts Receivable**.

Y(es) post **Counter Sales** orders with all other imported orders

N (no) do not post **Counter Sales** orders with all other imported orders. (You must then run the **Post Counter Sales** option in **Accounts Receivable** to post these orders.)

4. For each of the default fields, type a value that ***ORDER POWER!*** can use to populate required fields if the information is omitted in the incoming file. For each default, complete the **Override** field (on the right side of the panel) to determine

whether the default value you enter should override the information you upload with the order.

Default: ?Customer Class

Type a customer class code that identifies a group or type of customer (wholesale, consumer, or government agency, etc.). Customer classes frequently have pricing significance. For example, item pricing, shipping and handling calculation methods, and applicable discounts may be determined according to customer class.

Default: ?Order Origin

Type a user-defined code to indicate how an order was received (i.e. telephone, mail, fax, etc.). ***ORDER POWER!*** provides statistics on orders by order origin.

Default: ?Media

Type the **Media** code you want to assign to new customers.

Default: ?Priority Code

Type a user-defined code that assigns relative importance to order release. Orders can be released by selected priority codes.

Default: ?Salesperson 1 / 2

Type the names of the primary and secondary Salespeople.

Default: Ship Complete

Type **Y** or **N** to indicate whether an order should be held until all items are available.

Y(es) hold if not complete
N (no) partial shipment is allowed

Default: ?Ship Via

Type a user-defined code to specify a required carrier and method of shipment (for example, UPS Ground, FedEx Next Day, etc.).

Default: ?Warehouse

Type a user-defined code to specify an inventory storage area. This may be either a physical or logical warehouse.

?Terms Code

Type a user-defined code to specify a **Terms Code** that defines payment periods and conditions and is used to calculate due dates and cash discounts.

?Header Comment Code

Type user-defined alphanumeric code that you want to assign to the header note.

?Detail Comment Code

Type user-defined alphanumeric code that you want to assign to the detail line note.

Accept Pick Ticket Code

Type **Y** or **N** to indicate whether you want to accept the **Pick Ticket Code** that is imported with each order.

Y(es) accept the **Pick Ticket Code**
N(o) do not accept the **Pick Ticket Code**

Info fields 1, 2, 3

Type the text you want to populate these 10-character user-defined fields. The prompts for these **Info fields** are set up in the **Header Info Fields** *Company Profile Panel 4.5* .

5. Press **Enter** to display the *Order Interface Company Update mapping panel (figure 16).*

```
                         Computer Solutions, Inc.
                       Order Interface Company Update
   1  V
                                     9473    Miami Call Center, Inc.

                                File 1              File 2
 Import from PC Folder          ____________        ____________
 Import from PC Document        ____________        ____________
 Import to Physical File Name   __________          __________
 Mapping Program                __________

                       Secondary Mail List Criteria
                      (Enter # of characters to use)

 Last Name...(10) ___     Addr 1......(30) ___     Phone 1.....(10) ___
 Full Name...(30) ___     Addr 2......(30) ___     Phone 2.....(10) ___
 Company.....(30) ___     Addr 3......(30) ___
 Title/Pos   (30) ___     City........(20) ___
                          State.......( 2) ___     Country.....( 2) ___
                          Zip Code....(10) ___


F1=Help  F3=Exit  F12=Cancel
```

Order Interface Company Update mapping panel (figure 16)

Because the order file can originate in any format (such as PC, UNIX, Macintosh), a custom program is normally needed to create a format that can be used by **Order Interface**. To do so, you must move the PC file to an intermediate AS/400 file before it can be mapped to the **Order Interface** order file, WORDER. The fields in this intermediate file must be a mirror image of the fields in the PC document (see "Order file: WORDS" in the ***Order Interface Users Guide***).

3. The **PC Mapping** fields are used to specify the location of the file you want to import, and the mapping program to use. Complete these fields:

Import from PC Folder
File 1/File 2

Type the name of the folder which contains the PC document(s) that contains the orders.

Import from PC Document
File 1/File 2

Type the name of the PC document (the order file) you want to import.

Import to Physical File Name
File 1/File 2

Type the name of AS/400 intermediary file (see above) where the orders will be copied before mapping them to the **Order Interface** file, **WORDER**.

Mapping Program

Type the name of the mapping program or CL for **Order Interface** to use to map the PC order file to the AS/400 order file.

ORDER POWER!'s matchcode process compares the names and addresses of customers in the imported order file to existing customers in your ***ORDER POWER!*** company to prevent duplication. **ORDER POWER!** determines a duplicate or match by creating a **Match Code**.

The **Match Code** consists of ZZZZZAANN where,

ZZZZZ	represents the five digits of the customer's zip code
AA	represents the first two characters of the customer's address
NN	represents the first two characters of the customers last name

If a match is found, the existing customer number is used for the order. The **Secondary Mail List Criteria** fields provide additional protection against duplicate customer records by checking the number of characters you specify in these fields.

Last Name	**Full Name**	**Company**	**Title/Pos**	**Addr 1**
Addr 2	**Addr 3**	**City**	**State**	**Zip Code**
Phone 1	**Phone 2**	**Country**		

Type the number of characters to check for in each field. The numbers in parentheses indicate the maximum size of each one.

4. Press **Enter** to display the *Order Interface Company Update panel 3 (figure 17)*.

```
                              Web Store
                      Order Interface Company Update
   1  V

 Number of days past expiration to permit upload:
           Medias/Books              ___
           Unauthorized Credit Cards ___
           Item                      ___
           Customer Class            ___












 F1=Help  F3=Exit  F12=Cancel
```

Order Interface Company Update panel 3 (figure 17)

5. Complete these fields:

Number of days past expiration to allow:
Medias/Books / Unauthorized Credit Cards / Item / Customer Class
For each field, type the number of days past the expiration date you want to allow orders to be updated using the information contained there without causing an error.

6. Press **Enter** to update the **Order Interface Profile**.

To display an Order Interface Profile

On the *Order Interface Company Inquiry window (figure 14)*, type **5** (Display) beside the profile you want to see, then press **Enter** to display the *Order Interface Company Display windows*, which are similar to the *Order Interface Company Update panels*.

AP Invoices

AP Invoices are bills your company must be paid by your company to **Vendors** and occasionally customers (refunds).

To Work with the AP Invoices

On the *Vendor Inquiry panel (figure 3)* , type **9** (AP Invoices) beside the **Vendor** you want to work with, then press **Enter** to display the *Vendor Invoice Inquiry panel (figure 18)***.** This is the same panel accessible from the *ORDER POWER! Work with Files menu*.

```
Vendor         1           Vendor Invoice Inquiry            Show Open : Y
       Kreidman's International, Inc                         Show Paid : N
                                                             Show Void : N
Pstn To : __________
2=Change  5=Display                       2 Open Invoices        122.00

   Invoice    Description                Inv Date Due Date       Amount Status
_  1321321    test                        5/30/03  6/25/03        61.00  OPEN
_  35163516   test2                       5/30/03  6/25/03        61.00  OPEN










                                                                        Bottom
F1=Help F3=Exit F7=Bkwd F8=Fwd F10=Top F12=Cancel F18=Bot F21=Print List
```

Vendor Invoice Inquiry panel (figure 18)

Vendor Purchase Order Inquiry

On the *Vendor Inquiry panel (figure 3)*, type **10** (Purchase Orders) beside the **Vendor** you want to work with, then press **Enter** to display *Purchase Order Inquiry panel (figure 19)*. This is the same panel accessible from the *Purchase Order menu*.

```
                          OP! 4.1 DEVELOPMENT ** CO# 001
All Orders                    Purchase Order Inquiry          Show Closed : Y
                                                           Show Temp Vndr : Y
5=Display  6=Order Detail  7=Order Notes  8=Audit
9=Vendor Stats  10=Purch Summary
     Order #      Date  Status   Name                           Vendor Number
__     4561_      31102 ACTIVE   Brigade Data Systems                     254
__     45618      31102 ACTIVE   Brigade Data Systems                     254
__     45615      30602 ACTIVE   Brigade Data Systems                     254
__     45614      30602 ACTIVE   Brigade Data Systems                     254
__     45613      30602 ACTIVE   Brigade Data Systems                     254
__     4560_      30502 ACTIVE   Brigade Data Systems                     254
__     44327      42401 ACTIVE   Brigade Data Systems                     254
__     43768 RTV  12301 RECEIVED Brigade Data Systems                     254
__     43736      12201 RECEIVED Brigade Data Systems                     254






                                                                      Bottom
F1=Help  F3=Exit  F7=Bkwd  F8=Fwd  F10=Top  F11=Fold  F12=Cancel  F18=Bot
```

Purchase Order Inquiry panel (figure 19)

Vendor Statistics and Purchase Summary

Vendor Statistics provide a quick picture of your relationship with any **Vendor**. This can be useful for negotiating pricing for your company. The **Vendor Purchase Summary** provides a month-by-month detail of your company's orders and returns for the selected **Vendor** for the current and previous calendar years.

To display Vendor Statistics

On the *Vendor Inquiry panel (figure 3)*, type **11** (Statistics) beside the **Vendor** you want to work with, then press **Enter** to display *Vendor Statistics panel (figure 20)*.

```
                          OP! 4.0 DEVELOPMENT ** CO# 001
                                Vendor Statistics

Vendor:          1  Kreidman's International, Inc


                                  Current Year           Prior Year
YTD invoice amounts:                   $122.00            $1,900.50
YTD payments:                             $.00          $502,136.90
YTD discounts taken:                      $.00               $31.47

Last payment dated 12/31/02 for        $575.00

______________________________________________________________________________
OrderPower! Company:   001

Last purchase order:     Number:               48206
                         Status:              CLOSED
                         Date:               6/13/03
                         Amount:                $.00


F1=Help   F3=Exit   F12=Cancel   F20=Purchase Summary
```

Vendor Statistics panel (figure 20)

To display the Purchase Summary

On the *Vendor Inquiry panel (figure 3)*, type **12** (Purchase Summary) beside the **Vendor** you want to work with, then press **Enter** to display *Purchase Summary Inquiry (figure 21)*.

OP! 4.0 DEVELOPMENT ** CO# 001
Purchase Summary Inquiry

Vendor: 1 Kreidman's International, Inc   OP! Company: 001

	2003 Ordered Amount	2003 Returned Amount	2002 Ordered Amount	2002 Returned Amount
Jan:	942	38	481	10
Feb:	270	636	4,128	0
Mar:	685	0	34,676	1
Apr:	472	0	1,240,643	640
May:	122	0	691	0
Jun:	2,605	0	32	33
Jul:	0	0	167	13,380
Aug:	0	0	6,689	0
Sep:	0	0	10,879	0
Oct:	0	0	5,054	0
Nov:	0	0	131	0
Dec:	0	0	856	243
Ttl:	5,096	674	1,304,427	14,307

F1=Help F3=Exit F11=Previous F12=Cancel F20=Vendor Statistics

Purchase Summary Inquiry (figure 21)