

**demand****bridge**<sup>™</sup>

**db** distributor<sup>™</sup>

**ORDER PROCESSING  
DOCUMENTATION**

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Welcome to the DB Distributor Order Processing text documentation. The Order Processing module is the foundation for DB Distributor processing. The decisions that are made during the Order Entry process determine what occurs during Purchase Order Receiving, Inventory Receiving, AP Invoicing, and AR Invoicing. The Order Processing module includes two main processes, Order Entry and Purchase Order Receiving. Use Order Entry to order custom items from vendors and to release your warehouse items to customers, and Purchase Order Entry to order your distributor owned stock items. Use Purchase Order Receiving to receive purchase orders, receive inventory coming into the warehouse, and enter vendor bills into the system at the same time.

## ORDER PROCESSING SETUP

Before starting the Order Entry process, you need to set up the following items to ensure that the rest of the Order Processing module functions properly. Select a link to learn more about a particular item.

### **Main Setup**

[Custom Items](#)

### **System Setup**

[Divisions](#)

[Product Codes](#)

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[Carton Labels](#)

[Finder's Fee Change](#)

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### **Supporting Files - Recommended**

[FOB Codes](#)

[How to Ship Codes](#)

[Ship Via Codes](#)

[O/P Special Charges](#)

### **Supporting Files - Optional**

[Freight Markup](#)

[Vendor Standards](#)

[PMS Numbers](#)

[Vendor Ink Chart](#)

[Pricing Tables](#)

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## CUSTOM ITEM SETUP

---

**DB Distributor > Order Processing > Setup > Custom Items (O/P S1) or  
DB Distributor > Print Management > Setup > Custom Items (F/M S1)**

---

The custom item setup screen is used for setting up your customer specific items.

Follow these steps to complete this panel:

1. Enter the customer code that this custom item is for.
2. Enter an existing item code to modify its settings, or enter a new item code to setup a new item.  
*Note:* When setting up a new item code, you have the option of copying all of the item settings from an existing custom item. To do this, simply enter the customer code and item code that you wish to copy when the "Custom Item - Copy" box appears.

You will then have the following options:

- [Custom Item Setup/Inquiry](#) - this option contains the basic settings for the item, along with reorder settings, and some basic item statistics. If setting up a new item, you will be taken here automatically.
- Item Inventory - selecting this option will allow you to use the basic settings of this custom item to setup an inventory item with those same settings.
- Custom Item Spec - Ply Section - if you have entered that this item has plys in the custom item setup section, you will need to enter the ply information in this section.
- Custom Item Spec - Composition - the composition section allows you to enter the main item specs. If the product code on this item uses a custom spec template, then this option will take you to enter the custom specs, rather than the system default specs.
- Custom Item Spec - Comments - this option will allow you to enter item specification comments for this item.
- Sales Order History Display - this option will bring up a listing of all orders that this item has been on. Basic information about the order will also be shown, including: order number, order date, order type, price, cost, and quantity.
- [Customer Location Data](#) - this option will allow you to specify how this custom item is treated at different locations for the customer. You can also view transactions for the locations, and view or create item usage history.
- [Custom Item Usage History](#) - this will allow you to view the same usage history that can be accessed in the Customer Location Data section. Usage history is available by actual usage, cost, or budget.
- Custom Item Reorder Notes - this option allows you to enter a reorder note for this item, along with a requisition maximum.
- Delete/Reactivate - this option can be used to delete items, or you can reactivate items that have been set to inactive.

## CUSTOM ITEM SETUP/INQUIRY

---

**DB Distributor > Order Processing > Setup > Custom Items - Custom Item Setup/Inquiry (O/P S1 #1) or**

**DB Distributor > Print Management > Setup > Custom Items - Custom Item Setup/Inquiry (F/M S1 #1)**

---

Custom Item Setup/Inquiry is the main section of the Custom Item Setup. This is where the basic setup of the item occurs. The following areas will need to be setup for your items:

- [Main Setup](#) - this area includes information such as the product code and vendor code.
- [Pricing](#) - this area includes information about cost and sell, cartons, and finder's fees.
- [Alternate U/M](#) - this area contains information about using an alternate customer, alternate units of measure, and artwork.
- [Reorder](#) - this area is used for setting up reorder points for this item, or reviewing the current status of the item.
- Last Order - the Last Order area contains information about the last order for this item. This includes the order date, order number, quantity ordered, ending number (for numbered items), and the previous job number and job date from the vendor.
- Statistics - the Statistics area shows some basic statistics for this item. This includes Prior Year and Year-to-Date number of invoices, quantity ordered, net sales, gross profit, and gross profit percent.

Back to [Custom Item Setup](#)

## CUSTOM ITEM SETUP - MAIN SETUP

Follow these steps to complete this panel:

1. Enter a valid [product code](#), or select one from the lookup.
2. Optionally, enter in left to right and top to bottom dimensions.
3. Optionally, enter in a number of plys.
4. The item revision field is a non-validated field that is typically used for keeping a date of the last item revision.
5. Enter a valid vendor code, or select one from the lookup. This vendor will be used as the default vendor when orders are placed for this item.
6. Optionally, enter in a plant code if there is a specific vendor location that this item is ordered from.
7. Optionally, enter in a spec code. The Spec Code is used in conjunction with the Specification Copy Utility. This allows you to enter a custom item code, and copy its specifications onto all other custom items that are using the same spec code.
8. Optionally, enter in a contract expires date. If you have a contract for producing and/or distributing this item, you can enter in the date the contract expires. This field is for reference only.

Continue to [Custom Item - Pricing](#)

Back to [Custom Item Setup/Inquiry](#)

## CUSTOM ITEM SETUP - PRICING

Follow these steps to complete this panel:

1. Enter in a selling unit of measure, quantity per that unit of measure, and sell price per that unit of measure.
2. Enter in a cost unit of measure, quantity per that unit of measure, and the cost per that unit of measure.
3. Select if this item is a numbered item. Numbered items will have a starting number in Order Entry, and will have the ending number entered during PO Receiving. The starting number in Order Entry will be based upon the ending number that shows in the "Last Order" area of the custom item setup.
4. Select if this item is a stock item. This flag tells the system to check your general stock inventory for this item when collecting data for producing usage statistics.
5. Optionally, you can use the "tax type" field to override any taxable settings you would already have set on the customer or any of their ship-to locations.
6. Optionally, enter in a carton weight and carton pack. The carton weight can be printed on a packing list. The carton pack is generally used when entering the sell price in thousands.
7. Optionally, the combination quantity field can be used if you had ordered this item with similar items. The total order quantity would be shown here for reference only.
8. Optionally, enter in a function code. The function code was originally used for entering a function of the item. It is currently used to print select items on the Warehouse Release Report 3.8. On the Warehouse Release Report 3.8, you can specify that only items with a specific function code be printed.
9. Optionally, select if this item is a Print Management item. Items for PM customers can be automatically set to "Y" based on their PM customer parameters.
10. Optionally, you can set an FMS price if the customer would like to charge their using locations a specific price. This can be printed in place of the sell price on the Print Management Catalog Report. If you use FMS percent pricing, you can also enter a percent to mark-up the sell price, rather than setting a specific FMS price.
11. Optionally, if you wish to pay a finder's fee when this item is sold, select a finder's fee type, vendor to pay the fee to, and the rate that should be paid.

Continue to [Custom Item - Alternate Unit of Measure](#)

Back to [Custom Item Setup/Inquiry](#)

## CUSTOM ITEM SETUP - ALTERNATE U/M

Follow these steps to complete this panel:

1. If you have enabled use of the Customer Item Code, you may enter an alternate item code for this item, up to 20 characters.
2. If inventory for this item is kept under a different customer code, enter the customer code in the "From" field.
3. If this item has been through an item code change, the previous item code will be displayed, or can be manually entered.
4. Optionally, enter in an Item Contact. This would print on any reorder notices for this item. This field will override the item contact that is set as the overall PM contact for this customer.
5. Optionally, enter in a Reorder Group code. You can specify that this item be considered part of a group of items for reorder reporting. You would normally do this if the item can be combined with other like items for combination pricing. The Grouping Analysis report evaluates items based upon this grouping code and prints them in grouping code order. You can use your query button to look up the possible groups, and from the query option you can set up new reorder groups.



6. Optionally, for artwork, you can specify a filename, status code, and status date.
7. Optionally, enter up to 4 Alternate Units of Issue. You can have up to four alternate units of issue setup for the item and the quantity for each. You will note that certain Print Management Reports give you the option to report using the first alternate unit of issue, so you will want to take this into consideration when setting up multiple alternates. For counted Print Management Items, DB Distributor allows you to specify alternate units of measure for counting purposes. Up to two of these units can be printed on the Print Management Physical Count Sheets in addition to the item's selling unit of measure. This gives you the flexibility to tailor the count sheets for the various units that may be encountered during the count.

Continue to [Custom Item - Reorder](#)

Back to [Custom Item Setup/Inquiry](#)

## CUSTOM ITEM SETUP - REORDER

Follow these steps to complete this panel:

1. Enter in your reorder information:
  - Suggested Reorder Quantity - You can enter a suggested reorder quantity that you wish to print on the customer's reorder notice. A reorder point can be reached by setting any of the following 3 fields.
  - Estimated Reorder Date - This field may be manually maintained on the custom item master or can be set as a function of processing an order that has an order line containing a reorder date. It represents the estimated date on which the item will need to be reordered.
  - Reorder Point in Days - This field is manually maintained and represents the desired lead-time, in days, for placing an order for the item. DB Distributor determines the number of days supply for an item based on the item's average monthly usage figures and current estimated on-hand quantities and then compares the result with this field to determine if the item needs to be reordered. The advantage to using this method is that it does not require as much maintenance. As your customer's usage changes, the trigger for the reorder adjusts.
  - Reorder Point Quantity - This field is manually maintained and represents the minimum on-hand quantity before the item needs to be reordered.
2. If needed, modify the item status information:
  - Item Status - This field is both automatically and manually maintained. It reflects the current status of the Item. This field will automatically be set to "New Item" when it is first created, "Reorder Notice" when the system creates a reorder notice for the item, "Sales Order" when the item is placed on a sales order, or "OK" after a sales order has cleared. You can also manually set the item to "Obsolete Item" or "Analyst Review".
  - Date - This will be the date the status changed. This will need to be modified if you manually set the item status.
  - Memo - this field is manually maintained by this system. If applicable, it will display information related to the status that was applied by the system.
3. Optionally, enter in a date to prevent reorder notices from being printed until that date is reached.
4. Optionally, enter in a requisition access code. This two character field is manually maintained and is used for security purposes to limit access to "secure" items. It is used by the optional DB Enterprise Web.ec module. If a code is entered here, the buyer in Web.ec would have to have this same code in their buyer record in order to be allowed to requisition this item on-line.
5. Optionally, enter in an amount to be used as the requisition maximum for this item.
6. Optionally, you can enter up to 60 characters into the memo field to display any additional information for this item.

Back to [Custom Item Setup/Inquiry](#)

## CUSTOMER LOCATION DATA

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**DB Distributor > Order Processing > Setup > Custom Items - Customer Location Data (O/P S1 #8) or**

**DB Distributor > Print Management > Setup > Custom Items - Customer Location Data (F/M S1 #8)**

---

The Customer Location Data area of Custom Item Setup is used for modifying how the item is to be treated at various customer locations, or to view different usage statistics and transactions by location.

Follow these steps to complete this panel:

1. Enter a customer location code to view/modify.
2. Enter a usage start date for the location.
3. Mark if items are counted at this location.
4. Optionally, enter in a billing department for this item.
5. Optionally, enter in a standard warehouse for this item to be pulled from.
6. Optionally, enter in a shelf code to be used with the Restocking Gateway.
7. Optionally, enter in a memo to be associated with this location for the item.
8. Optionally, you can set the restocking method based upon a min/max, or based upon fixed quantity requisitions.
9. Optionally, you can enter a minimum number of days supply or on-hand quantity to trigger a reorder point. You can also set the quantity to be reorder as a set quantity, or as a certain number of days supply, which will be based upon average usage.
10. Optionally, you can set a manual resupply date and a requisition maximum.
11. You will be able to view the last ship date, last counted date, last count quantity, warehouse shipments since last count, and direct vendor shipments since last count. An estimated on hand amount and estimated outage date is also viewable.

From the Customer Location Data panel you also have the option of going to:

- Transactions - this option is used to view transactions associated with this location.
- Count Stops - this option allows you to view the last count information for this location. It will show by bin if needed.
- [Usage History](#) - this option allows you to view the same usage history that can be accessed from the main Custom Item Setup area. Usage history is available by actual usage, cost, or budget.

Back to [Custom Item Setup](#)

## CUSTOM ITEM USAGE HISTORY

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**DB Distributor > Order Processing > Setup > Custom Items - Custom Item Usage History (O/P S1 #9) or**

**DB Distributor > Print Management > Setup > Custom Items - Custom Item Usage History (F/M S1 #9)**

---

The Custom Item Usage History panel is generally used to review item history by looking at usage or cost on a period-by-period basis. It can also be used to setup a monthly budget for this item per location.

Note: Depending on how your Statistics Type file is setup, you may or may not have access to all three balance types. For each type, there is also a control that determines if you are allowed to modify the data.

Follow these steps to use this panel:

1. Enter a location code to review/modify.
2. Enter a Fiscal year to review/modify.
3. Select a balance type. The options are:
  - Usage - this option will allow you to view period-by-period usage for this item.
  - Cost - this option will allow you to view your cost for this item on a period-by-period basis.
  - Budget - this option will allow you to view period-by-period budgeted usage for this item.

Back to [Custom Item Setup](#)

## DIVISIONS

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### DB Distributor > Order Processing > Setup > System Setup > Divisions (OPS S2)

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Use the Divisions panel to add your divisional information to the Order Processing module. Each division in your A/R module is required to have a matching division in the O/P module. If you are not divisional, a default of "00" is used to hold your standard information.

Follow these steps to complete this panel:

1. Enter the division code that you want to add or modify. You can also use the query button to view existing divisions.
2. Enter the next order number that you want automatically assigned to Sales Orders and Bill as Shipped orders. This number also applies to your Releases and Billable Releases if an optional range is not set in step 3.
3. Optionally, if you want a different sequence of numbers to be used on your Releases and Billable Releases, enter the next number to be assigned in the Next Req/Whse Rel# field.
4. Enter a default address and phone number where proofs need to be sent. This is used when proofs for a division need to be sent to an address other than the home office address.
5. Optionally, if this division has a default warehouse code, enter the last three digits of the warehouse code.
6. Enter a default address for where vendor invoices should be sent for this division.
7. Optionally, you can set up to nine Alternate Order Sequences. These are used if you want to set additional order number ranges outside of the ranges provided in steps 2 and 3.

## PRODUCT CODES

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**DB Distributor > Order Processing > Setup > System > System Setup > Product Codes (OPS S3) or**

**DB Distributor > Inventory Control > Setup > System > System Setup > Product Codes (ICS S2)**

---

Use the Product Codes panel to add broad product codes for categorizing item codes.

Follow these steps to complete this panel:

1. Enter the product code that you want to add or modify. You can also use the query button to view existing product codes.
2. Enter a description for the product code.
3. Assign a default sales distribution code to the product code. This determines which G/L accounts the items in this product code write to.
4. Assign the default tax method for this product code.
5. All other fields are optional.

For a detailed listing of remaining fields, click [here](#).

## PRODUCT CODE FIELDS

<b>Field</b>	<b>Description</b>
Product Code	The product code that you are adding or modifying.
Description	The description of the product code.
Default Sales Dist	Enter a default sales distribution code, or select one from the lookup. This will determine what G/L accounts are written to at the time of AR Invoicing.
Tax Default	You can set the tax default to Yes, No, or Tax at 1/2 rate.
Product Type	You can set the product type as Continuous, Snapout, or leave the field blank. Using Continuous or Snapout will cause DB Distributor to make certain assumptions in the Item Specifications (such as perfs and crimping).
Carton Labels Possible	This can be set to Yes or No. Setting this to Yes will cause DB Distributor to suggest the number of carton labels to be printed during Sales Order Entry based on the order quantity and item pack. Setting this to No will cause DB Distributor to default the number of carton labels to be printed during Sales Order Entry to zero. Either way, the field in Order Entry can be manually overridden.
Sub A/R Terms Code	Enter an AR Terms code to substitute for the default at the time of AR Invoicing.
Skip Std. Comp Screen	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No. When using a custom spec template, this will result in going straight to the custom specs.
Use Spec Template	Leave blank to use the DB Distributor standard fields. Enter a spec template code to use a custom spec template.
Default Comm.	If you would like to set all items in the product code to a specific commission code,

Code	enter that code here. This requires that you are paying commissions by line.
Comm. Priority Code	If using a default commission code, you have the option of setting a priority code.
Avg. Production Days	For reorder purposes, the average days to produce after an order is placed.
Reorder Grouping Code	Enter a reorder grouping code to use for the reorder grouping report.
Consolidate Purchases for same Vendor	For Web.ec orders, would you like to put multiple lines to the same vendor on one PO code? Yes or No.
Bypass Item comment in Order Entry	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No.
Always allow entry of vendors/groups in RFQ	Answering Yes to this question will allow any operator to enter vendors or vendor groups in RFQ Entry. There is an application security by operator question that can restrict operators from entering vendors and vendor groups in RFQ Entry. Answering Yes will override that security setting.
Suppress Left/Right, Top/Bottom, and Plys in Order Entry	Would you like to bypass this area of the specs if modifying specs during Order Entry? Yes or No.
Disallow Finders Fees	Would you like to turn off the Finder's Fee feature for items in this product code? Yes or No.

Return to [Product Code Setup](#)

## LOCATIONS

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### DB Distributor > Order Processing > Setup > System Setup > Locations (OPS S4)

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Use the Locations panel to add your warehouse codes. It can also be used to add plant codes for vendors.

Follow these steps to complete this panel:

1. Enter the warehouse code that you want to add or modify. You can also use the query button to view existing warehouses.
2. Enter a name for the warehouse.
3. Enter the address and contact information for the warehouse.
4. Optionally, set an inventory subaccount for general ledger postings.
5. Optionally, the warehouse can be marked as a hidden warehouse. Inventory in hidden warehouses is not reported to customers.

## CARTON LABEL SETUP

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**DB Distributor > Order Processing > Setup > System Setup > Carton Labels (OPS C1)**

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Use the Carton Label Setup panel to modify any existing Carton Labels that have not been printed, or to manually setup Carton Labels to be printed. Upon entering the panel, you can use the lookup to select an existing carton label to modify, or you can setup a new one.

The panel has 4 tabs: Vendor, Customer, Reorder, and Specs. All of the fields will be available. However, only the fields that are turned on in your Flexible Format will be available to print on the actual carton labels. Fill these fields out as needed.

The labels that you setup or modify here can be printed out [here](#).

## FINDER'S FEE CHANGE

---

**DB Distributor > Order Processing > Setup > System > System Setup > Finder's Fee Change (OPS C2)**

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Use the Finder's Fee Change Panel to setup a new finder's fee rate for a Vendor and a Product code (or leave blank for all product codes) and a Finder's Fee Type.

Follow these steps to complete this panel:

1. Enter in the vendor code the finder's fee needs to be changed for. *Note:* This is the "vendor" the finder's fee is paid to.
2. Enter in the product code the finder's fee needs to be changed on, or leave blank for all.
3. Select the finder's fee type that needs to be changed.
4. Depending upon the type chosen in step 3, enter in the percent or fixed amount that it should be changed to.
5. Press **Save**. All files that hold a finder's fee will now be read through, and if it matches the criteria that you set, it will be changed to the new value that you set in step 4.

## CODE SET SETUP

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**DB Distributor > Order Processing > Setup > System Setup > Code Set (OPS C4)**

---

Use the Code Set Setup panel to create sets of AR Categories, CSR's and Salespeople, States, Contact Management Categories, Warehouse Codes, Product Codes, or Ship Via's.

These code sets can be setup for varying reasons. For example, when setting up Automatic Requisition Charges, you can specify that a charge should only be applied to a specific "product code set". In AR, you can specify that Statements or DUN Letters can be printed for an "AR category set". Shipping options in eCommerce can be setup for a buyer by a "warehouse code set".

Follow these steps to complete the panel:

1. Select the set type (from the options listed above) that you would like to setup or modify.
2. Enter in a set code to create for the set type designated in step 1. You can also use the lookup to view existing set codes.
3. Check that you want to "Include Following Codes".
4. Select up to 10 codes to have included in this set. The lookup button will bring up the available options, based upon the set type chosen in step 1.

## FREE ON BOARD CODES

---

**DB Distributor > Order Processing > Setup > Supporting Files > Recommended > FOB Codes (OPS R1)**

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Use the FOB Codes panel to add your free on board codes. FOB defines the point from which delivery charges are determined (for example, Destination, Plant, and so on).

Follow these steps to complete this panel:

1. Enter the FOB code that you want to add or modify. You can also use the query button to view existing FOB codes.
2. Enter a description for the FOB code.

## HOW TO SHIP CODES

---

**DB Distributor > Order Processing > Setup > Supporting Files > Recommended > How to Ship Codes (OPS R2)**

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Use the How to Ship panel to add your shipping method codes. How to ship describes the cost liability of deliveries made (for example, Prepay & Add, Collect, and so on).

Follow these steps to complete this panel:

1. Enter the how to ship code that you want to add or modify. You can also use the query button to view existing how to ship codes.
2. Enter a description for the how to ship code.

## SHIP VIA CODES

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**DB Distributor > Order Processing > Setup > Supporting Files > Recommended > Ship Via Codes (OPS R3)**

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Use the Ship Via Code panel to add your shipping delivery method codes (for example, UPS and FedEx).

Follow these steps to complete this panel:

1. Enter the ship via code that you want to add or modify. You can also use the query button to view existing ship via codes.
2. Enter a description for the ship via code.
3. Optionally, you can enter the default tracking website if online tracking is available.

## SPECIAL CHARGES

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**DB Distributor > Order Processing > Setup > Supporting Files > Recommended > Special Charges (OPS R4)**

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Use the Special Charges panel to add your special charges. This is used to add your non-physical items, such as freight charges, imprinting, embroidery, cost adjustments, etc.

Follow these steps to complete this panel:

1. Enter the special charge code that you want to add or modify. You can also use the query button to view existing special charges.
2. Enter a description for the special charge.
3. Enter a product code for the special charge.
4. Enter a default unit of measure, quantity, sell price, and cost for the special charge.
5. Mark if you want this special charge to keep a record in order history.
6. Mark if this special charge should be classified as freight. This causes the freight to show in the freight area of the invoice instead of treating it as a line item.
7. Mark the Enter Only Extensions field if this is a special charge item where unit prices and costs do not apply. This specifies that only extensions are entered.

## FREIGHT MARKUP

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Freight Markup (OPS O4)**

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Many distributors have a policy for marking up freight on orders. Use the Freight Markup panel to set up any needed freight markup tables. After setting up the tables, you can apply them to your customers in the customer setup, add to orders at the time of order entry, or add them to the invoice during billing.



Follow these steps to complete this panel:

1. Enter the freight markup table code that you want to add or modify. You can also use the query button to view existing tables.
2. Enter a description for the table.
3. Enter a standard percentage to markup freight for this code.
4. Optionally, set a minimum dollar amount to mark up the freight. Using this field with no percentage in the previous field results in always having a flat dollar markup.
5. Select if the operator is required to accept the markup, is not required to accept the markup, should be prompted to accept the markup if it exceeds a ceiling amount, or if a ceiling amount should automatically be applied if any amount higher than that ceiling has been calculated.
6. Mark if the freight markup should be kept in Order History.
7. Mark if a commission should apply to the markup. Also, you can set a standard commission code to apply to the markup if it should be something besides the default.
8. Mark if you want the line to be a cost only line.
9. Optionally, you can use the "Freight Up To" table to make a variable percent markup based on the incoming freight amount.
10. Optionally, you can use the "Net Sale Up To" table to make a variable percent markup based on the Net Sale amount. You can choose to have a freight markup that is a percent of the Net Sale or that is a percent of the incoming freight amount.

## VENDOR STANDARDS

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Vendor Standards (OPS 01 )**

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Use the Vendor Standards panel to enter in standard ply information that would be used for dealing with a specific vendor.

Follow these steps to complete this panel:

1. Enter Vendor code to establish standards for.
2. Enter in the standard ply color for up to the first 6 plys.
3. Enter in the standard stub size.
4. Enter in the number of plys that a carbon test is required for.
5. Press **Save**.

## PMS NUMBER

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > PMS Number (OPS 02)**

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Use the PMS Number panel to setup the "Pantone Matching System" numbers that you will be using.

Follow these steps to complete this panel:

1. Enter in the PMS number.
2. Enter in a description for the PMS number.
3. Press **Save**.

## VENDOR INK CHART

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Vendor Ink Chart (OPS 03)**

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Use the Vendor Ink Chart panel to enter in the ink colors associated with the PMS numbers for a specific vendor.

Follow these steps to complete this panel:

1. Enter in the Vendor code.
2. Enter in the PMS Number.
3. Enter in the Ink Color associated with this PMS number for the vendor.
4. Press **Save**.

## PRICING TABLE

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Pricing Table (OPS R1)**

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Use the Pricing Table panel to setup pricing tables that can be applied based upon an Item Price Class and a Customer Price Category.

Follow these steps to complete this panel:

1. Select the Item Price Class to use for the pricing table.
2. Select the Customer Price Category to use for the pricing table.
3. Enter in a description for your pricing table.
4. Select if the calculation method should be a *Gross Profit Percentage*, *Markup from Cost*, *Discount from List*, or if you want to enter the *Selling Price*.
5. If you selected *Markup from Cost* in step 4, you will need to select if you want to use the *Salesperson Cost*, *Average Cost*, or *Last Cost*.
6. Enter in the unit of measure that you want the table to be based upon.
7. Enter in the quantity contained within the unit of measure selected in step 6.
8. Enter in up to 12 quantity breaks to have your pricing table based upon. Your quantities entered will need to be per the unit of measure entered in step 6.
9. In the column labeled Percentage, you will need to enter in either your GP Percent, Cost Markup, Discount Percent, or the desired Sell Price. The amount you enter here will be based upon the calculation method you selected in step 4.
10. Press the **Save** button.

## VENDOR/PRODUCT FINDER'S FEE

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Vendor/Product Finder's Fee (OPS )**

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Use the Vendor/Product Codes Finder's Fee panel to setup finder's fees by vendor and product code. The finder's fee setup here will override a default finder's fee that is setup at the customer or item level.

Follow these steps to complete this panel:

1. Enter in the vendor code the finder's fee is for. *Note:* This is the "vendor" the finder's fee is paid to.
2. Enter in the product code the finder's fee should be applied to.
3. Enter in the finder's fee percent, and select if the fee is a percent of gross profit, sales, or cost, or if it should be a fixed amount.
4. Press **Save**.

## SUGGESTIVE SELLING

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Suggestive Selling (OPS 08)**

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Use the Suggestive Selling panel to setup items that can be ordered "along with" or "in place of" any of your existing items.

Follow these steps to complete this panel:

1. Enter in the customer code and item code that you would like another item code to be suggested "along with" or "in place of". For a stock item, leave the customer code blank.
2. Enter in the customer code and item code that you would like to suggest "along with" or "in place of" the item setup in step 1.
3. Select the option of "Always" or "Only when out of stock". Choose "Always" if this is an item you would like to suggest to always sell with the item. Choose "Only when out of stock" if this is an item you would to suggest as a substitution.
4. Optionally, enter in a message to appear to the operator when the suggestion is made.
5. Press **Save**.

## SPECIAL PRICING

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Special Pricing (OP2 S0)**

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Use the Special Pricing panel to require a Gross Profit Percent by Customer, Gross Profit Percent by Item, or to set an FMS Price by Percent of Item Cost.

Follow these steps to require a **Gross Profit Percent by Customer**:

1. Select the pricing type of GP by Customer.
2. Enter in the customer code.
3. Enter in the standard gross profit percent.
4. Press the **Save** button.

Follow these steps to require a **Gross Profit Percent by Item**:

1. Select the pricing type of GP by Item.
2. Enter in the customer code if it is a customer specific item.
3. Enter in the item code.
4. Enter in the standard gross profit percent.
5. Press the **Save** button.

Follow these steps to require an **FMS Price by Percent of Cost**:

1. Select the pricing type of FMS Price by Cost.
2. Enter in the customer code if it is a customer specific item.
3. Enter in the item code.
4. Enter in the standard gross profit percent.
5. Press the **Save** button.

After setting up and saving your records, you can use one of the three buttons at the bottom of the panel to update your items.

**Update Sell Price** - This will update the Inventory Item and Custom Item files for any GP by Item records you setup.

**Update FMS Price** - This will update the Custom Item file for any FMS Price by Cost records you setup.

**Update Both** - This will update both files for all records you setup.

## PICK PRIORITY

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Pick Priority (OPS R1)**

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Use the Pick Priority setup panel to setup your picking priority options. These will be available for selection in the Warehouse Management System.

Follow these steps to complete this panel:

1. Enter in a Pick Priority code.
2. Enter in a description for the pick priority code.
3. Press **Save**.

## ORDER CONTRACTS

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Order Contracts (OP2 S2)**

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Use the Order Contracts panel to enter in your contract information with your customers. In the Default Data area of the Customer Setup, you can designate that you want to enter Contract information for a customer during Order Entry. In Order Entry, you will be able to select a contract that has been setup here first.

Follow these steps to complete this panel:

1. Enter in the Customer the contract is for. You can also use the 2nd lookup button to view all contracts in existence.
2. Enter in the Contract Number.
3. Enter in the date of the contract.
4. Enter in a description for the contract.
5. Enter in an expiration date for the contract.
6. If only specific operators should have access to this contract, then specify up to 5 operators.
7. Enter in the dollar amount of the contract.
8. The invoice total, total cost, and net sale for orders invoiced to date based upon this contract will be displayed.
9. Press **Save**.

## ORDER CONTRACTS HISTORY

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Order Contracts History (OP2 S3)**

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Use the Order Contracts History panel to view information about orders and invoices that have been associated with your contracts. You can use the lookup button to search for a specific invoice related to a contract, or you can use the navigation buttons in the lower left corner to browse through the records contained in the Order Contracts History file.

## BLANKET PURCHASE ORDERS

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**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Blanket Purchase Orders (OP2 S4)**

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For customers that are using the Order Contracts feature, an enhancement has been added that allows for Blanket Purchase Orders. Blanket PO's can be associated to a specific order contract, and can be applied to an order during Order Entry, after it has been setup here.

Follow these steps to complete this panel:

1. Enter in the Customer that the blanket PO is for. You can also use the 2nd lookup button to view all blanket PO's in existence.
2. Enter in the blanket PO number.
3. Enter in the blanket PO date.
4. Enter in a description for the blanket PO.
5. Enter in an expiration date for the blanket PO.
6. Enter in the order contract number that the blanket PO will be tied to.
7. If only specific operators should have access to this contract, then specify up to 5 operators that will be allowed access.
8. Enter in a dollar amount for the blanket PO.
9. The invoice total, total cost, and net sale for orders invoiced to date based upon this blanket PO will be displayed.
10. Press **Save**.

## BLANKET PO HISTORY

---

**DB Distributor > Order Processing > Setup > Supporting Files > Optional > Blanket PO History (OP2 S5)**

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Use the Blanket PO History panel to view information about orders and invoices that have been associated with your blanket PO's. You can use the lookup button to search for a specific invoice related to a blanket PO, or you can use the navigation buttons in the lower left corner to browse through the records contained in the Blanket PO History file.

## ORDER ENTRY PROCESS

The Order Entry Process consists of a series of linked panels that you must perform in the order presented below to complete an order. Click any of the following links to see the procedure you need to perform on each panel. *Note:* The panels will change slightly based upon the order type you are entering.

1. [Order Entry Defaults](#)
2. [Main Screen](#)
3. [Order Header](#)
4. Line Entry ([Traditional](#) or [Grid](#))
5. [Purchase Order Setup](#)
6. [Shipping Instructions](#)

## ORDER ENTRY DEFAULTS PANEL

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults**

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Use the Order Entry Defaults Panel to begin the order entry process. Follow these steps to complete the panel:

1. Confirm the default order date or change it using the query button.
2. Select the order type:
  - Sales Order – Multi-functional. Typically used to order items from an outside vendor. These items can be shipped directly to the customer, come into the warehouse as customer-owned goods, or have split shipping to multiple locations. Items coming out of your warehouse can also be released on this order type.
  - Bill as Shipped – Used to place a purchase order with a vendor to bring in customer specific items into the distributor-owned warehouse. These items will later be sold to the customer with a Billable Release.
  - Release – Used to release customer-owned goods from the warehouse to the customer with no additional charges. A complete zero dollar order.
  - Billable Release – Used to release distributor-owned or customer-owned goods from the warehouse to the customer. Unlike a Release, this order can also include special charges for any additional “service” type charges.
3. Enter your CSR code or select it using the query button.
4. Optionally, select one or more predefined shipping defaults. The defaults selected here will be used if there are no defaults set on the customer that the order is for.
5. Click **Proceed**.

Continue to [Order Entry](#)

## ORDER ENTRY PANEL

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### DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry (O/P 01 or O/P D1)

---

Use the Sales Order Entry Panel to add a new order, retrieve an existing open order, or complete the order entry process.

#### Adding a New Order

1. Click **Add New Order** to automatically assign the next order number, or enter a new number in the Order Number field.
2. The [Order Header Panel](#) will then be displayed.

#### Revising an Existing Open Order

1. Enter an existing open order number in the Order Number field or select it using the query button. *Note:* The first query button will display 1 record for each open order, and show the item code that is on line 1 of the order. The second query button will display a listing of all open orders, and 1 record for each line that is on the order.
2. When the order comes up, you can double-click any order line to modify that line, or you can modify the order by pressing any of the buttons that are located on the panel. Here is a list of their actions:
  - [Header](#) - this will take you into the order header to make modifications. This would include changing the salesperson, commission code, customer PO number, freight mark-up on the order, etc.
  - [Lines](#) - this will take you into the lines section to modify any lines as needed. Based upon your operator code, you will be taken to the [grid entry](#) or [traditional entry](#).
  - [Shipping](#) - this will take you into the shipping area where you can modify the general or special shipping instructions.
  - [Notepad](#) - this will bring up the order notepad. You can add or modify the notepad as needed. The notepad contains internal notes that will be viewed only in the system.
  - [Purchase Order](#) - this will take you to the purchase order setup screen. This will allow you to modify any vendor information related to the order.
  - [Item Specs](#) - this will take you to the [custom item setup](#) screen. This will allow you to make permanent changes to the specifications of any item.
  - [Entry Defaults](#) - this will save your order and take you back to the order entry default screen. This would normally be used if you had been entering sales orders and wanted to switch to entering releases (or vice versa).
  - [Job Notes](#) - this will take you to the job notes screen. This will allow you to view or add job notes as needed.

#### Completing the Order Entry Process

1. When you're done entering all order lines, you are returned to this panel to review the order summary. You can use any of the buttons mentioned above to modify the order as needed.
2. When you have determined the order is setup correctly, click **Save** to save the order and remain on this panel, or click **Exit** to save the order and return to the main menu.



*Note:* When saving the order, if you have any Purchase Orders or Packing Lists that need to print, you can proceed to [Purchase Order Printing](#) or [Packing List Printing](#). If using Unattended Printing, these items will automatically be printed. If you are revising an order and PO's or PL's have previously printed, you will be asked if you would like to reprint any of these items. Reprinting these items will also cause a new image to be created, if you have the Image Library module.

*Note:* the **Delete** button on this panel is used to delete the entire order. Highlighting a single line on this panel and pressing the **Delete** button will not delete just that single lines. For deleting single lines, use the [line entry](#) area.

Return to [Order Entry Process](#)

## ORDER ENTRY - HEADER PANEL

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header (O/P 01 #1)**

---

Use the Sales Order Header Panel to add customer, order, and salesperson information about the new order. This panel contains the following tabs:

1. [Customer Info Tab](#)
2. [Order Info Tab](#)
3. [Salesperson Info Tab](#)

## CUSTOMER INFO TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header (O/P 01 #1)**

---

Use the Customer Info Tab on the [Sales Order Header Panel](#) to define customer information for the order. Follow these steps to complete the tab:

1. Enter the customer code or select it using the query button. Their default information will appear. *Note:* At this point, you have the option of telling the system you want to do a Repeat Order. You can click the **Repeat Order** button to bring up the Repeat Order screen. This will allow you to bring up a listing of orders for this customer that were saved as "repeat orders". Upon selecting an order, the lines from that order will be displayed, and you will have the option of confirming that is the order you would like to repeat.
2. Review the default customer information and enter any changes as needed. The additional fields most commonly filled out include the Customer PO number, Ordered By, and Date Requested.
3. At this point you can click either the **Finish** or **Next** button. **Finish** will take you directly to enter in your order lines ([traditional](#) or [grid](#)), while **Next** will take you to the [Order Info Tab](#) to modify additional header information, such as salesperson, commission, or sales tax information.

## ORDER INFO TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Info Tab (O/P 01 #1)**

---

Use the Order Info Tab on the [Sales Order Header Panel](#) to define the order information for the order. Follow these steps to complete the tab:

1. The Order Type will be set from the Defaults, you can change this if needed.
2. If you are creating an order based off of an RFQ, you will want to check the *Quote by Line* field on.
3. If you would like to print a shipping acknowledgement, check the *Print Shipping Ack* field on.
4. If you would like to print a sales confirmation letter, select a letter type in the *Sales Letter Type* field.
5. Optionally, enter a comment in the Comment field to distinguish this order from other repeat orders.
6. If a deposit was placed for this order, enter in the Check Number, Date, and Amount received from the customer.
7. If a terms code is being used that has a default exception code, the *Exception* field will be marked.
8. If you are using the Customer Invoicing Gateway Plus, and you would like to delay billing until all lines have been completed, you should check the *SMP* field on.
9. If the order is a "bill as shipped" order, you will have the option to Turn off Job Costing. This is used for bundling costs into inventory.
10. If you offer a standard line item discount with the customer, enter it here.
11. The default freight markup for the customer will be displayed. You can modify this as needed for the order.
12. Optionally, you can enter in a promotion code to be used with the Promotion Tracking feature.
13. Click **Next**. The [Salesperson Info Tab](#) is displayed.

## SALESPERSON INFO TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Salesperson Info Tab (O/P 01 #1)**

---

Use the Salesperson Info Tab on the [Sales Order Header Panel](#) to define the salesperson information for the order. Follow these steps to complete the tab:

1. Review the salesperson information and make any changes if you have the appropriate permissions.

2. Click **Finish**. You will then be taken to the line entry area. Depending upon your operator code settings, you will either be taken to the traditional tabbed line entry, or the streamlined grid line entry.

## ORDER LINE ENTRY - TRADITIONAL METHOD

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**DB Distributor > Order Processing > Order Processing > Order Entry > Line Entry (O/P 01 #2)**

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Use the Order Line Entry Panel to add new lines to an order, or modify existing lines. The only accessible field on this panel is the line number field. You can type in a line number to setup a new line or modify an existing line. You can also use the query button to view a listing of existing lines on the order. This panel contains the following tabs:

1. [Line Tab](#)
2. [Item Tab](#)
3. [Pricing Tab](#)
4. [Packing & Shipping Tab](#)
5. [Status Tab](#)

*Note:* the **Delete** button on this panel is used for deleting single lines. To delete the entire order, you need to use the **Delete** button on the [main order entry panel](#).

## LINE TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Line Entry > Line Tab (O/P 01 #2)**

---

Use the Line Tab on the [Order Line Entry Panel](#) to add a line to an order or to complete the line entry process.

*Note:* The available fields will change depending upon if you are entering a Sales Order, Bill as Shipped order, or a Release or Billable Release. Follow the instructions specific to your order type.

### **Adding a Line (Sales Order or Bill as Shipped)**

1. If this line is being ordered from a vendor, select a purchase order code in the P/O Code field.
2. When *using* a PO Code, you can check the *Custom* box to indicate that you need to order a customer specific item. You also have the option of setting the line type to stock item, non-stock item, special charge, or message line. ([Details](#))  
  
When *not using* a PO Code: You will need to select a line type of customer specific item, stock item, special charge, message line, or non-stock item. ([Details](#))
3. If using the Custom check box, you will need to specify if you require full specifications, comments only, or no specifications on the line, and if the line is "new", "exact repeat", "copy change", or "spec change" with the vendor.
4. Optionally, change the default selections in the Print on group box. *Note:* any lines that the customer should not see should have the *Invoice* box unchecked.
5. Click **Next**. The [Item Tab](#) is displayed.

### Adding a Line (Release or Billable Release)

1. You will need to select a line type of customer specific item, stock item, special charge, or message. ([Details](#))
2. Optionally, change the default selections in the Print on group box. *Note:* use this to control which items print on the packing list and/or invoice to the customer.
3. Click **Next**. The [Item Tab](#) is displayed.

### Completing the Line Entry Process

1. After entering all lines, click **Done**.
2. The [Sales Order Shipping Entry Panel](#) is displayed.

## LINE TYPES WHEN USING A PO CODE

When setting up a new line using a PO, you have 2 options.

1. Select the *Custom* check box. This will tell the system that you want to order an item that is already setup as a custom item under this customer, or that you will be setting up a new item for the customer on-the-fly. This will set the *Line Type* field to "Manufactured Item".  
or
2. Select one of the following line types:
  - Stock Item - used to order a generic stock inventory item from a vendor.
  - Message - used to add a message line to the vendor, customer, or both.
  - Special Charge - generally used to add a fee for services instead of a physical item. For example, an imprint charge, embroidery, mailing services, etc.
  - Non-Stock Item - used to create a temporary item that will not be saved in the custom or inventory item files.

Return to [Line Entry](#)

## LINE TYPES WHEN NOT USING A PO CODE

When setting up a new line without using a PO, you will need to select one of the following line types:

- Customer Specific Item - this would be used to pull a customer specific item out of the warehouse. This would be used more commonly on a release/billable release, but can also be used on a "mixed" sales order, where you have some lines coming from a vendor and some lines coming out of the warehouse.
- Stock Item - this would be used to pull a generic stock item out of the warehouse. This could be an item to be sold to the customer, or to be used as part of the job.
- Message - used to add a message line to the customer.
- Special Charge - generally used to add a fee for services instead of a physical item. For example, an imprint charge, embroidery, mailing services, etc.
- Non-Stock Item - used to create a temporary item that will not be saved in the custom or inventory item files.

Return to [Line Entry](#)

## LINE TYPES FOR A RELEASE OR BILLABLE RELEASE

When setting up a new line on a release/billable release, you will need to select from the following line types:

- Customer Specific Item - select this to release a customer specific item from the warehouse.
- Message - used to add a message line to the customer on the invoice, to have on the packing list, or both.
- Stock Item - used to release generic stock out of inventory. (Billable Release only)
- Special Charge - generally used to add a fee for services instead of a physical item. For example, an imprint charge, embroidery, mailing services, etc. (Billable Release only)

Return to [Line Entry](#)

## ITEM TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Line Entry > Item Tab (O/P 01 #2)**

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The Item tab will vary depending upon the line type that you selected on the [Line Tab](#). Follow the instructions listed below, based upon your line type:

For line types of **Custom** or **Customer Specific**:

1. Enter in an item code (customer item code) or select it using the query button. If you are asked if you want to modify the item master, you can choose **Yes** to go to the [custom item setup](#) screen or **No** to continue. You also have the option of entering a new item code here to setup a new item on-the-fly.
2. After entering your item code, the default information about your item will be displayed. You can modify the product code or vendor code (only if using a PO code) as needed.
3. Click **Next** to continue to the [Pricing Tab](#).

For line type of **Stock Item**:

1. Enter in a stock item code or select it using the query button.
2. After entering your item code, the default information about your item will be displayed. You can modify the product code or vendor code (only if using a PO code) as needed.
3. Click **Next** to continue to the [Pricing Tab](#).

For line type of **Special Charge**:

1. Enter a special charge code or select it using the query button.
2. After entering your special charge code, the default information about your special charge will be displayed. You can modify the product code or vendor code (only if using a PO code) as needed.
3. Click **Next** to continue to the [Pricing Tab](#).

For line type of **Non-Stock Item**:

1. Enter in a non-stock item code.

2. Enter in an item description.
3. Enter in a product code.
4. Optionally, enter in sizing and ply information.
5. If using a PO code, enter in the vendor and, if needed, a plant code.
6. Click **Next** to continue to the [Pricing Tab](#).

For line type of **Message**:

1. Enter in a message, up to 40 characters.
2. If printing the message on a packing list, enter in the warehouse code to use for packing list printing.
3. Click **Next** to continue to the [Pricing Tab](#).

## PRICING TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Line Entry > Pricing Tab (O/P 01 #2)**

---

Use the Pricing Tab on the [Order Line Entry Panel](#) to add pricing information about the order line. The majority of the information on this panel will be automatically populated based upon your item and customer settings.

Follow these steps to complete the tab:

1. If releasing an item from the warehouse, select the warehouse to ship the item from.  
*Note:* A release order will only allow you to ship from the customer-owned warehouse. A billable release order will allow you to ship from any warehouse.
2. Verify that the correct selling unit of measure, and quantity contained within that unit is being used.
3. Enter in the quantity to be ordered, per the selling unit of measure. For lines being shipped from the warehouse, you can click on the "hand" button to select the lot(s) to be released (if using lotted inventory).
4. Verify the selling price per the selling unit of measure (for non-customer owned items). If this resulted from a quote, you can check the "Fixed Price" box.
5. Verify the cost unit of measure and cost per that unit of measure.
6. Optionally, you can enter in an RC (remote cost) number, and/or External Reference Number.  
*Note:* These fields were custom added, and in most cases will be left blank.
7. If a Unit List Price is being entered, you also have the option of entering a Line Item Discount percent to be calculated on the list price.
8. Optionally, enter in a cost code on the line if a cost code is required.
9. Verify that the commission code and tax status are correct.
10. If paying a finder's fee, verify that it is setup correctly.
11. Click **Next**. The [Packing & Shipping Tab](#) is displayed.

## PACKING & SHIPPING TAB

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### DB Distributor > Order Processing > Order Processing > Order Entry > Line Entry > Packing & Shipping Tab (O/P 01 #2)

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Use the Packing & Shipping Tab on the [Order Line Entry Panel](#) to add packing and shipping information about the order line. Follow these steps to complete the tab:

1. If you would like to print carton labels, enter in the quantity per carton pack.
2. The system will calculate the number of labels to be printed. You can change the number of labels to be printed, if needed.
3. Select the format of how the carton labels should print.
4. If this order requires special shipping instructions, check the Special Shipping box. This field will be checked by default for Bill as Shipped orders. ([Details](#))
5. Click **Finish**. If this line is on a new PO code, you will be taken to the [PO Setup](#) panel. If the line has special shipping, you will be taken to the [Shipping](#) panel, after the PO Setup. If neither of these conditions exist, you will be returned to the [Line tab](#) to add additional lines or tell the system you are done entering lines.

*Note:* If you are returning to the line information after the order has been entered, you have the option of viewing the [Status Tab](#).

## REASONS TO USE SPECIAL SHIPPING

Special Shipping will serve a different purpose based upon your order type. Here is a listing of the most common uses:

### Sales Order

- Bring inventory into the customer-owned warehouse.
- Split-ship the order between multiple locations with the customer.
- Split-ship the order between the customer-owned warehouse and customer location(s).
- Designate a single line to come to the warehouse as a stopover, or to be shipped to another vendor.

### Bill as Shipped

- Bring inventory into the distributor-owned warehouse.

### Release or Billable Release

- Split-ship the order between multiple locations with the customer.
- Designate a single line to be shipped to a vendor.

## STATUS TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Line Entry > Status Tab (O/P 01 #2)**

---

Use the Status Tab on the [Order Line Entry Panel](#) to review the "Invoiced to Date" and "Unbilled Costs" information for an existing order. The "Invoiced to Date" area will show if a portion of the item has been billed to the customer. The "Unbilled Costs" area will show if you have received costs from the vendor, that have not been billed to the customer yet. After reviewing this information, click the **Exit** button to return to the [Order Summary](#) screen.



## ORDER LINE ENTRY - GRID METHOD

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry (O/P 01 #2)**

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If you are set to use the "grid" method for entering order lines, you will be brought to this panel. The options available on the grid will differ based upon the order type you are entering. For each line you will work your way from left to right across the grid, filling out the fields as needed. Please select the order type you are entering to view the options specific to that order.

- [Sales Order](#)
- [Bill as Shipped Order](#)
- [Release or Billable Release](#)

## GRID LINE ENTRY - SALES ORDER

---

**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry (O/P 01 #2)**

---

When using the grid method to place a *sales* order, the following fields will be available on the grid:

- Del - In order to delete a line from the order, you must check this box on the line before pressing the **Delete Line** button.
- PO - If ordering from a vendor, you will need to select a PO Code of 1-9 or A-Z.
- Quote - If creating an order from an RFQ, you can designate that here. If selecting "Y", an additional screen will be pulled up where you can select the RFQ number and line from that RFQ to be used. *Note:* This field is only active if you marked the "Quote by Line" option in the Order Header.
- Type - C for Customer Specific Item, I for Stock Inventory Item, M for Message Line, S for Special Charge, U to use a Customer Item Code, or T for Office Products.
- Specs - If this line is for a Customer Specific Item, select Y for Full Specs, N for No Specs, or C for Comment Lines Only.
- PO Type - If this line has a PO code, select N for New, E for Exact Repeat, C for Copy Change, S for Spec Change, B for Both Change.
- Customer - will show the customer code for customer specific items. If this line is releasing inventory from the warehouse, and the inventory is stored under a different customer code, you may enter it here.
- Code - The item code for the line, based upon your line type. If there is a PO code on the line, you will be taken to the PO Setup screen after selecting your item.
- Whse - If printing a packing list for this line, select the warehouse the packing list should print for.
- Ordered - The quantity to be ordered, per the unit of measure listed in the Price area in the upper portion of the panel.
- Shipped - for a line coming out of the warehouse, the quantity that is able to be shipped.
- Backorder - for a line coming out of the warehouse, the quantity that is being put on backorder.

- \$ Per Unit – The price to be charged, per the unit of measure listed in the Price area in the upper portion of the panel.
- Unit Cost – The cost to be charged, per the unit of measure listed in the Cost area in the upper portion of the panel.
- Starting Num - If ordering a numbered item, if the starting number is not defaulted, enter the starting number.
- Spec – If previously stated that you require specs, choose M to Modify Specs, C to modify Comments, or B to Bypass Spec entry. If modifying specs, you will immediately be taken to the spec modification screen, and then returned to the grid.
- Ship – Y if you need special shipping instructions, N for no special shipping instructions. If selecting "Y", you will be taken to the shipping instructions screen, and then returned to the grid.
- Cost Code – If you are required to enter a cost code related to the line, enter it here.
- RC Number – Used to hold a remote costing number.
- Ext Ref Number – Used to hold an external reference number.
- Save button - Press this button to Save your line.
- View button - Press this button to enter into the traditional line entry to view additional details.
- Delete button - Press this button to delete the line. You can press this button at any time to cancel the line you are currently entering.

After entering all your lines, press the **Done** button to continue to the [Shipping](#) screen.

## GRID LINE ENTRY - BILL AS SHIPPED ORDER

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**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry (O/P 01 #2)**

---

When using the grid method to place a *bill as shipped* order, the following fields will be available on the grid:

- Del - In order to delete a line from the order, you must check this box on the line before pressing the **Delete Line** button.
- PO – You will need to select a PO Code of 1-9 or A-Z.
- Quote – Not available on this order type.
- Type – Line 1 on a BAS order can only be a C for customer specific item. Any additional lines can only be S for special charges or M message lines.
- Specs – If this line is for a Customer Specific Item, select Y for Full Specs, N for No Specs, C for Comment Lines Only
- PO Type – If this line has a PO code, select N for New, E for Exact Repeat, C for Copy Change, S for Spec Change, B for Both Change
- Customer – will show the customer code for customer specific items.
- Code – The item code for the line, based upon your line type.
- Whse – If printing a packing list for this line, select the warehouse the packing list should print for.
- Ordered – The quantity to be ordered, per the unit of measure listed in the Price area in the upper portion of the panel.
- Shipped - Not available on this order type.
- Backorder - Not available on this order type.
- \$ Per Unit – The price to be charged, per the unit of measure listed in the Price area in the upper portion of the panel.

- Unit Cost – The cost to be charged, per the unit of measure listed in the Cost area in the upper portion of the panel.
- Starting Num - If ordering a numbered item, if the starting number is not defaulted, enter the starting number
- Spec – If previously stated that you require specs, choose M to Modify Specs, C to modify Comments, or B to Bypass Spec entry. If modifying specs, you will immediately be taken to the spec modification screen, and then returned to the grid.
- Ship – This field will be set to Y, as a bill as shipped order must have special shipping instructions to bring the item into the warehouse. You will be taken to the [shipping](#) instructions screen, and then returned to the grid.
- Cost Code – If you are required to enter a cost code related to the line, enter it here.
- RC Number – Used to hold a remote costing number.
- Ext Ref Number – Used to hold an external reference number.
- Save button - Press this button to Save your line.
- View button - Press this button to enter into the traditional line entry to view additional details.
- Delete button - Press this button to delete the line. You can press this button at any time to cancel the line you are currently entering.

After entering all your lines, press the **Done** button to continue to the [Shipping](#) screen.

## GRID LINE ENTRY - RELEASE / BILLABLE RELEASE

---

**DB Distributor > Order Processing > Order Processing > Order Entry > Order Entry Defaults > Sales Order Entry > Sales Order Header > Order Line Entry (O/P 01 #2)**

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When using the grid method to place a *release* or *billable release* order, the following fields will be available on the grid:

- Del - In order to delete a line from the order, you must check this box on the line before pressing the **Delete Line** button.
- Type – C for Customer Specific Item, I for Stock Inventory Item, M for Message Line, S for Special Charge, U to use a Customer Item Code.
- Customer – will show the customer code for customer specific items. If this line is releasing inventory from the warehouse, and the inventory is stored under a different customer code, you may enter it here.
- Code – The item code for the line, based upon the line type.
- Whse – The warehouse the item should be shipped from. Can only be a customer-owned warehouse on *release* orders.
- Ordered – The quantity to be ordered, per the unit of measure listed in the Price area in the upper portion of the panel. You can use the lookup button to view available lots, if you have lotted inventory.
- Shipped - The quantity available to be shipped.
- Backorder - The quantity that has been placed on backorder.
- \$ Per Unit – The price to be charged, per the unit of measure listed in the Price area in the upper portion of the panel. This field is not available on *release* orders.
- Unit Cost – The cost to be charged, per the unit of measure listed in the Cost area in the upper portion of the panel.
- Ship – Y if you need special shipping instructions, N for no special shipping instructions.
- Cost Code – If you are required to enter a cost code related to the line, enter it here.
- RC Number – Used to hold a remote costing number.

- Ext Ref Number – Used to hold an external reference number.
- Save button - Press this button to Save your line.
- View button - Press this button to enter into the traditional line entry to view additional details.
- Delete button - Press this button to delete the line. You can press this button at any time to cancel the line you are currently entering.

After entering all your lines, press the **Done** button to continue to the [Shipping](#) screen.

## PURCHASE ORDER SETUP PANEL

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**DB Distributor > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Purchase Order Setup (O/P 01 #3)**

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Use the Purchase Order Setup Panel to confirm or change the purchase order information associated with the vendor. Follow these steps to complete the panel:

1. Review the purchase order information, modifying the fields as needed. For a detailed listing of the fields, click [here](#).
2. Optionally, add purchase order comments by clicking the **Comment** button. These are comments to the vendor that are specific to this order, but not necessarily the item(s) being ordered. This is not to be confused with item spec comments.
3. Optionally, add an order note by clicking **Notepad**. These notes will appear internally whenever the order is accessed in Order Entry, PO Receiving, and Invoice Entry.
4. Click **Save**. If the line you just entered has specs required, you will be prompted to bypass the specs, enter comment lines, or modify the specs. If the line you just entered has special shipping you will be taken to the [shipping screen](#). If neither of these conditions exist, you will be returned to the [Line Tab](#).

## PURCHASE ORDER SETUP PANEL FIELDS

Field	Description
Code	The vendor code associated with the PO.
State	The state associated with the address.
Code	The plant code, if using an address for the vendor besides their primary address.
Attn	The name of the contact person.
Address	The address for the plant.
City	The city for the plant.
State	The state for the plant.
Zip Code	The zip code for the plant.
Print this P/O	Shows if the PO is to be printed or not, or if it has already been printed.
New/Repeat	The type of order with the vendor.
Confirming	Indicates that you want to confirm the purchase order.

P/O Date	The purchase order date.
Gr. Cutoff Date	The cutoff date.
Date Requested	The requested date.
Terms	The terms code with the vendor for this PO.
Sales Order/Customer	The sales order/customer number.
Cust PO/SIs#/Cust Rep	The customer information related to this order.
Rush Service Person	The name of the rush service person.
No Days	The number of days for the rush service.
Plant Quote No	The plant quote number, followed by the date.
Previous Job No	The previous job number for ordering the same item, followed by the date.
Job Number	The job number for this PO.
Job Status	The job status, followed by the status date.
Proof Status Date	Shows the status of the job proof, followed by the status date.
Scheduled Ship Date	The scheduled ship date.

## SALES ORDER SHIPPING ENTRY PANEL

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**DB Distributor > Order Processing > Order Processing > Order Entry > Sales Order Entry > Sales Order Header > Order Line Entry > Sales Order Shipping Entry (O/P 01 #5)**

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Use the Sales Order Shipping Entry Panel to add address, shipping, and other information about the new order. This panel contains the following tabs:

1. [Address Tab](#)
2. [Shipping Tab](#)
3. [Other Tab](#)

*Note:* While entering the order lines, if any lines are marked with special shipping, you will be brought to this area to enter in the special shipping instructions. After all order lines have been entered, you will be brought to this area to enter in the general shipping instructions. The general shipping instructions apply to all lines that are not marked as having special shipping.

## ADDRESS TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Shipping > Address Tab (O/P 01 #5)**

---

Use the Address Tab on the [Sales Order Shipping Entry Panel](#) to add the shipping address information for the order. Follow these steps to complete the tab:

*Note:* Your options will change based upon if you are entering General Shipping instructions, or Special Shipping instructions for a specific line. (This will be noted in the *Order Line No.* field.) The Order Type will also have an effect on your options.

1. Select the location type, *Customer* or *Warehouse*. The order type determines if you can send this order to a customer or warehouse location. The *Warehouse* option can only be selected on special shipping lines.
2. Enter the location code. If you chose *Customer* in step 1, you can use the query to view a list of available location codes. If you chose *Warehouse* in step 1, you can use the query to view a list of available warehouse codes. A Sales Order will require you to bring items into a customer-owned warehouse, while a Bill as Shipped order will require you to bring items into a distributor-owned warehouse.
3. The address and tax information for the location will be displayed. Modify this information as needed.
4. Click **Next**. The [Shipping Tab](#) is displayed.

## SHIPPING TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Shipping > Shipping Tab (O/P 01 #5)**

---

Use the Shipping Tab on the [Sales Order Shipping Entry Panel](#) to add additional shipping instructions to the order. Follow these steps to complete the tab:

1. Select the Free on Board, How to Ship, and Ship Via methods.
2. Optionally, enter information into the Inside Delivery, Ship With, and/or Ship Via Override fields.
3. Optionally, enter an e-mail address to be used by the shipping system for shipping confirmations.
4. Optionally, enter an account number to be passed to the shipping system.
5. If this is an Office Products order, select or enter the appropriate information in the Will Call/Ship Out, Wrap Label/Drop Ship, and United Account Number fields.
6. Click **Next**. The [Other Tab](#) is displayed.

## OTHER TAB

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**DB Distributor > Order Processing > Order Processing > Order Entry > Shipping > Other Tab (O/P 01 #5)**

---

Use the Other Tab on the [Sales Order Shipping Entry Panel](#) to override the address that was selected on the Address tab. This is also where you will specify quantities to ship to the location if this is for special shipping on an order that has split shipping. Follow these steps to complete the tab:

1. To have the Purchase Order ship to your warehouse as a "stopover", and not come in as inventory, enter in a warehouse code. This is normally used if you are inspecting items before delivery to the customer, or if you are going to deliver the items yourself.

2. If you need the purchase order to ship to a vendor, you can enter in the vendor code that it needs to be sent to. For example, if you have ordered shirts that are being sent to a second vendor for embroidery.
3. If you have selected a vendor location and that vendor has multiple plants, specify the plant it should go to.
4. If this is a line with special shipping, additional fields will be available at the bottom of the panel. It will show how many of the item has been ordered, and you will need to tell the system how many of that item is shipping to this location.
5. Click **Finish**. This will return you to the [Address](#) tab. From there, you can press **Done** to go to the [Order Summary](#) screen, or if you are using special shipping, you can setup additional shipping points.

## STOCK PURCHASE ORDER PROCESS

The Stock Purchase Order Process consists of a series of linked panels that you must perform in the order presented below to complete a stock purchase order. Click any of the following links to see the procedure you need to perform on each panel.

1. [Stock Purchase Order Entry Defaults](#)
2. [Purchase Order Entry Main Screen](#)
3. [Purchase Order Setup Panel](#)
4. [P/O Line Entry Panel](#)
5. [Shipping Instructions Panel](#)

Note: The Stock Purchase Order Entry program is used to bring stock items into the distributor-owned warehouse. All orders being placed for customers should be processed in regular [order entry](#).

## STOCK PURCHASE ORDER ENTRY DEFAULTS

---

**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order (P/O P1)**

---

Use the Stock Purchase Order Panel to begin the stock purchase order process. Follow these steps to complete the panel:

1. Confirm the default order date or change it using the query button.
2. Enter your CSR code or select it using the query button.
3. Optionally, select one or more predefined shipping methods.
4. Click **Proceed**.

## PURCHASE ORDER ENTRY MAIN SCREEN

---

**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry (P/O P1)**

---

Use the Purchase Order Entry Panel to add a new stock purchase order, retrieve an existing open order, or complete the stock purchase order process.

### **Adding a New Stock PO**

1. Click **Add New Order** to automatically assign the next order number, or enter a new number in the P/O Number field.
2. The [Purchase Order Setup Panel](#) is displayed.



## Revising an Existing Open Stock PO

1. Enter an existing open order number in the P/O Number field or select it using the query button.
2. View or modify the order.

## Completing the Stock Purchase Order Process

1. When you're done entering all order lines, you are returned to this panel to review the order summary. Use the toolbar buttons to drill down to order details and make any modifications.
2. Optionally, add comments to the order using the **Notepad** or **Comment** buttons.
3. When you're satisfied with the order, click **Exit**.

## PURCHASE ORDER SETUP PANEL

---

**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup (P/O P1 #1)**

---

Use the Purchase Order Setup Panel to add vendor, order, and other information about the new stock purchase order. This panel contains the following tabs:

1. [Vendor Info Tab](#)
2. [Order Info Tab](#)
3. [Other Tab](#)

## VENDOR INFO TAB

---

**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup (P/O P1 #1)**

---

Use the Vendor Info Tab on the [Purchase Order Setup Panel](#) to define vendor information for the order. Follow these steps to complete the tab:

1. Enter the vendor number or select it using the query button.
2. Review the default vendor information and optionally enter any changes in the fields.
3. Select the [Order Info Tab](#).

## ORDER INFO TAB

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > Order Info Tab (P/O P1 #1)**

---

Use the Order Info Tab on the [Purchase Order Setup Panel](#) to define the order information for the order. Follow these steps to complete the tab:

1. Select Print This P/O if you want to print the order information.
2. Select the New/Repeat category from the drop-down list.
3. Select Confirming if you are confirming a previous order.
4. Enter the Gr. Cutoff Date or select it using the query button.
5. Enter the quote in the Quote field.
6. Enter the date or select it using the query button.
7. Enter the terms or select it using the query button.
8. Select the [Other Tab](#).

## OTHER TAB

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > Other Tab (P/O P1 #1)**

---

Use the Other Tab on the [Purchase Order Setup Panel](#) to add job and proof information to the order. Follow these steps to complete the tab:

1. Optionally, enter the Rush Per and Rush No. of Days information.
2. Optionally, enter a Previous Job No. and select the date using the query button.
3. Optionally, enter This Job No. and select the date using the query button.
4. Optionally, enter the Job Status and select the date using the query button.
5. Optionally, enter the Proof Status and select the date using the query button.
6. Optionally, enter the Scheduled Ship Date or select it using the query button.
7. Click **Next**.
8. The [P/O Line Entry Panel](#) is displayed.

## P/O LINE ENTRY PANEL

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > P/O Line Entry (P/O P1 #2)**

---

Use the P/O Line Entry Panel to add a line to a stock purchase order. Follow these steps to complete the panel:

1. Click **Add Line** to add a line to the grid.
2. Modify the Line Type, Specs, Customer, Name, Item, Description, and/or U/M fields as needed.
3. Enter the Quantity and press **Enter**.
4. Enter the Unit Cost and press **Enter**.
5. To add another line, return to step 1. If you're done, click **Exit**.
6. The [Shipping Instructions Panel](#) is displayed.

## SHIPPING INSTRUCTIONS PANEL

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Entry > Stock Purchase Order > Purchase Order Entry > Purchase Order Setup > P/O Line Entry > Shipping Instructions (P/O P1 #3 or #4)**

---

Use the Shipping Instructions Panel to add shipping instructions to the order. Follow these steps to complete the tab:

1. Enter the Warehouse code the order is shipping into, or select it using the query button.
2. Optionally, enter the contact person in the Attention Name field.
3. Optionally, select FOB, How to Ship, and/or Ship VIA from the drop down lists and enter any additional information in the Inside Delivery, Ship With and Mark For fields.
4. Click **Done**.
5. The [Purchase Order Entry Panel](#) is redisplayed.

## PURCHASE ORDER PRINTING

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Printing (O/P 02 or P/O P2)**

---

Use the Purchase Order Printing panel to print POs that are created as a result of Sales Order Entry or Stock Purchase Order Entry.

Follow these steps to complete this panel:

1. You can choose to print your POs by PO number or Vendor code.
2. Enter the range that you want to print. The defaults are FIRST and LAST to print all available PO's.
3. Review the Output Options.
4. Click **Print Report**.

**Note:**

A PO with special shipping instructions produces multiple PO forms, each with the same PO number. The first PO printed is for the entire quantity; it includes any custom form specifications and indicates that multiple shipping addresses follow in the ship-to area. For each special shipping point entry, the PO prints the mode and method of shipment, the quantity going to that location, and the words "Shipping instructions" in the pricing area. Also, the words "Shipping instructions for PO number XXXXX-X" are printed in the comment area of the PO form.

To print your POs using a specific flexible format, you need to type "2" along with the flexible format code in the Options field. For example, to print your POs using flexible format code "B," you would type "2B" in the Options field.

To reprint a Purchase Order, you need to call up the open order and then exit from the order. When you exit from an open order, you have the option to reprint any POs associated with that order, whether changes were made to the PO or not. Also, if applicable, they can be reprinted from the Image Library.

## PACKING LIST PRINTING

---

**DB Distributor > Order Processing > Order Processing > Packing Lists/Delivery Tickets (O/P 03)**

---

Use the Packing List Printing panel to print Packing Lists that have been created in Sales Order Entry for each line that indicates shipments were to be made from a warehouse instead of direct shipped from a vendor, and also for any additional lines that were marked to print a packing list in the "print on" section of the order line entry.

Follow these steps to complete this panel:

1. Enter the range that you want to print. The defaults are FIRST and LAST to print all available PL's.
2. Review the Output Options.
3. Click **Print Report**. The PLs are printed by location code.

**Note:**

An order line with special shipping instructions produces multiple Packing Lists, one for each location specified.

To print your PL's using a specific flexible format, type "2" along with the flexible format code in the Options field. For example, to print your PL's using flexible format code "B", you would type "2B" in the Options field.

To reprint a Packing List, access the open order and then exit from the order. When you exit from an open order, you have the option to reprint any PLs associated with that order, whether changes were made to the order or not. Also, if applicable, they can be reprinted from the Image Library.

## CARTON LABEL PRINTING

---

**DB Distributor > Order Processing > Order Processing > Carton Label Printing (O/P 04)**

---

Use the Carton Label Printing panel to print Carton Labels that have been created from all sales orders, requisitions, and purchase order lines that specified at least one label to print, as well as carton labels that have been set up manually.

Follow these steps to complete this panel:

1. Enter the ranges that you want to print. The defaults are FIRST and LAST to print all available Carton Labels.
2. Review the Output Options.
3. Click **Print Report**. The Carton Labels are printed by label type.

**Note:**

An order line with special shipping instructions produces carton label sets — one for each shipping point specified — for the number of labels indicated.

To print your Carton Labels using a specific flexible format, enter the flexible format code in the Options field.

## THANK YOU LETTER PRINTING

---

**DB Distributor > Order Processing > Order Processing > Order Thank You Letters (O/P 05)**

---

Use the Order Thank You Letters panel to print Thank You Letters that were previously defined on sales orders in Order Header.

Follow these steps to complete this panel:

1. Enter the ranges you want to print. The defaults are FIRST and LAST to print all available Thank You Letters.
2. Adjust any additional options as needed.
3. Review the Output Options.
4. Click **Print Report**. The Thank You Letters are printed by order number.
5. After the Thank You Letters are printed, you can clear them from the file.

**Note:**

The Options field can be used for controlling the offset of the printing. The field is formatted LLHH, where LL represents the line to print the date on and HH represents the horizontal offset.

## CUSTOMER ORDER ACKNOWLEDGMENT PRINTING

---

**DB Distributor > Order Processing > Order Processing > Cust Order Acknowledgments (O/P 06)**

---

Use the Customer Order Acknowledgments panel to print order acknowledgments that have been created from your sales orders. If the Order Processing System Parameter requiring order acknowledgment to be printed was previously set, order acknowledgments are generated automatically after every order is entered.

Follow these steps to complete this panel:

1. Enter the ranges you want to print. The defaults are FIRST and LAST to print all available order acknowledgments.
2. Add up to three message lines if desired.
3. Review the Output Options.
4. Click **Print Report**. The order acknowledgments are printed by order number.
5. After the order acknowledgments are printed, you can clear them from the file.

**Note:**

**To print your acknowledgments using a specific flexible format, enter "2" along with the flexible format code in the Options field. For example, to print your acknowledgments using flexible format code "B," you would enter "2B" in the Options field.**

## PURCHASE ORDER RECEIVING PROCESS

The Purchase Order Receiving Process allows you to receive purchase order information and inventory for Sales or Bill as Shipped orders previously entered in Order Processing. The PO Receiving and Updating process consists of the following areas:

1. [P/O Receiving Panel](#)
2. [P/O Special Shipping Receiving Panel](#) (special shipping only)
3. [Inventory Lot Receiving Panel](#) (special shipping inventory only)
4. [Receiving Report and Update Panel](#)

## P/O RECEIVING PANEL

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Receiving (P/O P4)**

---

Use the P/O Receiving Panel to update header, lines, and job information about the purchase order. This panel contains the following tabs:

1. [Header Tab](#)
2. [Lines Tab](#)
3. [Job Tab](#)

## HEADER TAB

---

**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Receiving (P/O P3)**

---

Use the Header Tab on the [P/O Receiving Panel](#) to select the purchase order for the Sales or Bill as Shipped order to be received.

1. Enter the purchase order number followed by the purchase order code or select it using one of the query buttons, then press **Enter**. The first query button displays all open purchase orders, while the second query button displays only the purchase orders received in your current batch. After entering in the PO number, verify that the correct vendor information is displayed.
2. Optionally, if a vendor invoice is being received, enter it in the *A/P Invoice No.* field or select it using the query button, then press **Enter**.
3. Enter in the *Receipt Date*. If you put in a vendor invoice number, this date will default as the invoice date in AP Invoice Entry.
4. Verify that the correct *fiscal year* and *accounting period* are being used.
5. If you are receiving a freight charge, and freight has not been setup as a line on the order, enter the freight into *freight amount* field.
6. Click **Next**. The [Lines Tab](#) is displayed.

## LINES TAB

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### DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > Lines Tab (P/O P3)

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Use the Lines Tab on the [P/O Receiving Panel](#) to receive lines for the Sales or Bill as Shipped order.

1. Confirm that the correct line number is displayed in the Line Number field. If the number is incorrect, enter it in the field or select it using the query button. With the cursor in the Line Number field, press **Enter**.
2. The *Receiving this Time* field will default. Verify that the correct amount is being received.
3. The *cost* will default from the order. Verify that it is correct as well.
4. If you received an amount less than the full amount ordered, the difference will automatically be put into the *Backordered* field. If the vendor does not plan on filling the rest of the order, you can manually zero this field out.
5. If you previously entered an invoice number on the [Header Tab](#), you will have the option of entering the quantity being received, along with its cost in the *Vendor is Invoicing* fields.
6. If you are receiving the full amount ordered and have put in the vendor invoice number, the *Line Complete* check box will automatically be checked on. This tells the system that the PO line can be closed out on the order, and, if applicable, that the line is ready to be billed to the customer in AR.
7. Click **Next**. The [Job Tab](#) is displayed.

*Note:* After all lines have been received, the Lines Tab is redisplayed and you must click **Finish**. If you entered a vendor invoice number, clicking **Finish** opens the AP Invoice Entry Panel. If you did not enter a vendor invoice, **Finish** opens the AR Invoice Entry Panel. Once you've entered an AR Invoice or bypassed that panel, the P/O Receiving Panel is displayed, where you can receive additional purchase orders or exit the process and update your [P/O Receiving Journal](#).

## JOB TAB

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### DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > Job Tab (P/O P3)

---

Use the Job Tab on the [P/O Receiving Panel](#) to enter job information for the purchase order.

1. Optionally, enter the Job Number, Job Date, Ending Number, and/or Combination Quantity for the purchase order.
2. Click **Finish**. If the line was designated with special shipping in Order Entry, the [PO Special Shipping Receiving Panel](#) is displayed, followed by the [Inventory Lot Receiving Panel](#). If special shipping was not designated on the original order lines, the [Lines Tab](#) is redisplayed.



## P/O SPECIAL SHIPPING RECEIVING PANEL

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > P/O Special Shipping Receiving (P/O P3)**

---

The Special Shipping Receiving Panel will appear for PO's that have been designated with special shipping to have inventory come into the warehouse. For the quantity that you are receiving, you will indicate that it is being put into the correct location. This is useful when you are receiving inventory into multiple warehouses, and you are receiving a quantity different than what was ordered. Follow these steps to complete the panel:

1. Confirm the amount in the *Receive Now* field for each location.
2. Click **Finish**. The [Inventory Lot Receiving Panel](#) is displayed.

## INVENTORY LOT RECEIVING PANEL

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**DB Distributor > Order Processing > Purchase Orders > Processing > Purchase Order Receiving > Inventory Lot Receiving (P/O P3)**

---

Use the Inventory Lot Receiving Panel to define how the inventory you are receiving is stored in your warehouse. You will be positioned at the *sequence number* field, which will be defaulted to 01. You will need to hit the *Enter* key to add the record. Information like the PO Number and Vendor will default. After entering the quantity that you are receiving, the total cost will calculate itself as well. You can fill out the additional fields as needed. For a complete listing of the fields, click [here](#). After setting up your lot(s), the Purchase is redisplayed.

*Note:* you will most often enter in 1 sequence to receive your inventory. However, if you need to setup multiple lots, due to having different packaging received, or splitting the inventory between multiple bin locations, you will need to add multiple sequences until the entire amount received is accounted for. You will not be allowed to leave this panel until the quantity you specified as *receiving now* has been setup.

## INVENTORY LOT RECEIVING PANEL FIELDS

<b>Field</b>	<b>Description</b>
PO Number	The PO Number that the item is being received on.
PO Date	Date the PO was received.
Factory Job No.	Job number from the factory.
Vendor/Plant	Vendor the item came from, and if applicable the specific plant location it came from.
Receiving Report	If you want to associate this receiving with a specific report number, enter it here.
Storage Expires On	If you want to set a storage expiration date, enter it here. Items that have reached their expiration date can be identified via an inventory report.

Product Code	Enter a product code here if you would like to override the default product code.
Bin Number	The bin location number for the inventory.
Customer PO	Enter in the Customer PO if there is one associated with this inventory.
Commission Code	Enter a commission code here if you would like to override the default commission code.
Item Revision Date	Enter in an item revision date if needed.
Sales Price	If this is a distributor owned item, you can specify a selling price, the unit of measure for that selling price, and the quantity per the unit of measure.
Salesperson	Enter in a salesperson code to have this inventory associated with them.
Standard Cost	If you would like for this item to carry a cost other than its true cost for reporting purposes, or for billing purposes, you can enter in the standard cost, or salesperson cost, here. You will also need to enter in the unit of measure the cost is based on, and what the quantity per that unit of measure is.
Quantity	The quantity of the inventory you are receiving. This would be the number of boxes, cases, etc.
Unit of Measure	The unit of measure the inventory is stored in.
Units Per Package	The number of individual units within the unit of measure. (500 in a BOX, etc.)
Packaging Unit	The unit of measure if there is sub packaging. For example, if you have boxes within a case that can be sold individually.
Runt?	You can indicate here if this is a short or broken carton.
Comment	Enter a comment if you want to have a comment associated with this lot.
Starting Number	Used with a numbered item.
Ending Number	Used with a numbered item.
Total Cost	The total accounting cost for this lot.
Total Freight	The amount of freight that should be charged when this item ships out.

## RECEIVING REPORT AND UPDATE PANEL

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**DB Distributor > Order Processing > Purchase Orders > Processing > Receiving Report and Updt > Batch Query > Receiving Report and Update (P/O P4)**

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Use the Receiving Report and Update Panel to view or print the purchase order receiving report. Click Print Report to print the report to the configured printer. After printing the report you will have the option to *update data* or *exit the update*.

### **Update Data**

If your Purchase Order Receiving Journal (and Inventory Lot Receiving Journal, if applicable) is correct, click **Update Data** to update your batch, then click **Yes** to confirm your decision.

## Exit Update

If your Journal is incorrect, click **Exit Update** to return to the menu without updating your batch, then make corrections on the [PO Receiving Panel](#) and return to this panel to proceed with the update.

*Note:* If you are using batches and you entered vendor or customer invoices during the [Purchase Order Receiving Process](#), new batches are automatically created in AP Invoice Entry and AR Invoice Entry. The batch number will be the same, but an "A" is added to it in AP and a "B" is added to it in AR. For example, PO Receiving batch 0001 would create batches 0001A in AP and 0001B in AR.

## ORDER PROCESSING REPORTS

Use the Order Processing Reports to print historical information about your orders and up-to-date information on open orders. The following is a list of Order Reports that are available for review:

[Order History](#)

[Customer Summary Bill](#)

[Custom Item Sales Analysis](#)

[Open Sales Orders](#)

[Order Booking](#)

[Monthly Order Booking Summary](#)

[Finders Fee](#)

[Reorders](#)

[Customer Backorder Status](#)

## ORDER HISTORY

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**DB Distributor > Order Processing > Reports > Order Reports > Order History (OPR R1)**

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Use the Order History Report to print the order history for a specified period of time. This report provides you with totals and subtotals of sell prices and gross profit.

Follow these steps to run this report:

1. Select if you want to run this report by salesperson, customer, or product code.
2. Optionally, use the date range fields to narrow your search by order date.
3. Mark the Use Invoice Date field to print orders that were invoiced during the date range specified in step 2.
4. Optionally, the remaining fields can be used to show/hide additional columns and additional information.
5. Review the Output Options.
6. Click **Print Report**.

## CUSTOMER SUMMARY BILL

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### DB Distributor > Order Processing > Reports > Order Reports > Customer Summary Bill (OPR R2)

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Use the Customer Summary Bill Report panel to print two reports: the Customer Summary Bill Report (with optional invoice cover sheet) and a Detail Shipments by Location Report.

Follow these steps to run this report:

1. Select the customer(s) you want to run the report for.
2. Select an invoice date range to gather invoices for.
3. Select if you want the Summary Bill report, Detail Shipments by Location report, or both.
4. Assign a summary bill reference number or let the system automatically assign the next number.
5. Select what types of invoices to include in the summary bill (Invoices, Releases, Billable Releases, or ALL).
6. Optionally, if you choose to print an invoice cover sheet, enter a message in the message lines.
7. Mark if you want page breaks when locations change.
8. Mark if you want to use the Customer PO instead of the order number.
9. Optionally, change the due date on all of the invoices to a date of your choosing.
10. Review the Output Options.
11. Click **Print Report**.
12. After running the report, you have the option of clearing the file, which attaches all of the invoices to the summary bill reference and removes them from the summary bill file.

## CUSTOM ITEM SALES ANALYSIS

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### DB Distributor > Order Processing > Reports > Order Reports > Custom Item Sales Analysis (OPR R3)

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Use the Custom Item Sales Analysis Report to print statistical sales information on custom items. It shows year-to-date and prior year's information for the following categories: quantity sold, total dollar sales, total gross profit dollars and percentages, and the number of invoices the item appeared on. These categories print for each item, and subtotal for each customer, product code, or salesperson.

Follow these steps to run this report:

1. Select if you want to run this report by Customer, Product Code, or Salesperson.
2. Optionally, you can choose to show or hide the individual item detail on the report by marking the Print Item Detail field.
3. Review the Output Options.
4. Click **Print Report**.

## OPEN SALES ORDERS

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**DB Distributor > Order Processing > Reports > Order Reports > Open Sales Orders (OPR R4)**

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Use the Open Sales Order Report to print the orders that you currently have open with your customers. It can show you the total value of the open orders along with estimated gross profits.

Follow these steps to run this report:

1. Select if you want to run the report by Order Number, Salesperson, Division, or Location.
2. Optionally, you can enter a range of order dates and/or date requested to narrow your search.
3. Optionally, the remaining questions can be used to narrow your search, and to control what information is printed on the report.
4. Review the Output Options.
5. Click **Print Report**.

## ORDER BOOKING

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**DB Distributor > Order Processing > Reports > Order Reports > Order Booking (OPR R5)**

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Use the Order Booking Report to print the profitability of all orders that have been entered or changed since the last printing and updating of this report. The information on the report is updated to the [Monthly Order Booking Report](#) following printing and updating.

*Note:* This report must be run by Salesperson (Sequence 3) in order to update to the Monthly Order Booking Report.

Follow these steps to run this report:

1. Select if you want to run this report by Order Number, Customer, or Salesperson.
2. Choose a report ending date.
3. Review the Output Options.
4. Click **Print Report**.
5. Optionally, if you're running the report by Salesperson sequence, you have the option of clearing this data and updating it to the Monthly Order Booking Report. *Note:* This updates all information in the current order booking file to the monthly booking summary, whether the data was in your selected range or not.

## MONTHLY ORDER BOOKING SUMMARY

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**DB Distributor > Order Processing > Reports > Order Reports > Monthly Order Booking Summary (OPR R6)**

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Use the Monthly Order Booking Summary report to print a summary of the orders entered into the system during the month by salesperson. The information on this report is updated as of the last updating of the

Order Booking Report. *Note:* This report may be run at any time, but do not update unless it is period end.

Follow these steps to run this report:

1. Select if you want to run this report by Salesperson or by Customer.
2. Make sure that the year and period are correct.
3. Review the Output Options.
4. Click **Print Report**.
5. You have the option to update the monthly statistics and clear the booking summary. *Note:* You must print and update in Sequence 1 to update the Salesperson statistics, and you must print and update in Sequence 2 to update the Customer statistics. If you run this report by a range and then choose to update, it updates all data in the file, not just the information from the selected range.

## FINDERS FEE

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**DB Distributor > Order Processing > Reports > Order Reports > Finders Fee (OPR R7)**

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Use the Finders Fee report to print what finders fees need to be paid out.

Follow these steps to run this report:

1. Select if you want to run this report by Salesperson or by Vendor.
2. Optionally, you can mark if you only want to print for paid invoices, and if you want to show/hide the cost and GP columns of the report.
3. Review the Output Options.
4. Click **Print Report**.
5. After printing the report, you have the option of clearing the information from the finders fee file.

## REORDERS

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**DB Distributor > Order Processing > Reports > Order Reports > Reorders (OPR R8)**

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Use the Customer Reorder Report to print the items that will become due during the next month.

Follow these steps to run this report:

1. You can narrow your search range by salesperson, customer, product code, item dimensions, plys, and/or item code.
2. Set a date range for when you expect to have to reorder the items.
3. Optionally, the remaining fields can be used to control what types of items print on the report, and if you want to update this information to the Reorder Notice Print file.
4. Review the Output Options.
5. Click **Print Report**. The report is run by salesperson.

## CUSTOMER BACKORDER STATUS

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**DB Distributor > Order Processing > Reports > Order Reports > Customer Backorder Status (OPR R9)**

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Use the Customer Backorder Status Report to print the backorder status by customer or salesperson.

Follow these steps to run this report:

1. Select if you want to run this report by customer or salesperson.
2. Choose the method to determine what a backorder is.
3. Choose if you want to print complete order detail.
4. Review the Output Options.
5. Click **Print Report**.

## CUSTOM ITEM LOCATOR BY SIZE

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**DB Distributor > Order Processing > Reports > Product Locator > Custom Items by Size (OPR L1)**

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The Custom Item Locator by Size report is used to find items, within a product code, by looking at the size and number of plys information.

Follow these steps to run this report:

1. Enter in the Product Code that should be looked within.
2. Enter in any of the following 4 pieces of information to narrow your search: width dimensions, height dimensions, number of plys, and/or item code.
3. Press the **Proceed** button.

The screen will then show all matching items displayed in a grid. You can export the results to Excel or Word by using the buttons in the lower left corner. You can also double-click on any line to be taken to the item setup screen for that particular item.

## ORDER HISTORY BY ITEM CODE

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**DB Distributor > Order Processing > Reports > Product Locator > Order History by Item Code (OPR L2)**

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The Order History by Item Code report is used to find items, within a product code, by looking at the item type and/or item code. This can be used for viewing an item code that might be used by multiple customers.

Follow these steps to run this report:

1. Enter in the Product Code that should be looked within.
2. Select the type of items that you would like to search through. You can search through all items, only customer specific items, stock inventory items, customer specific inventory items, special charges, and non-stock items.
3. Optionally, enter in an item code to narrow your search.
4. Press the **Proceed** button.

The screen will then show all matching items displayed in a grid. You can export the results to Excel or Word by using the buttons in the lower left corner. You can also double-click on any line to be taken to the order history screen for that particular item and order number.



## OPEN PURCHASE ORDERS

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**DB Distributor > Order Processing > Purchase Orders > Reports > Open Purchase Orders (P/O RA)**

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Use the Open Purchase Order Report to print any outstanding vendor orders that are delinquent.

Follow these steps to run this report:

1. Select if you want to run the report by Purchase Order Number, Vendor, or Salesperson.
2. Use the POs to Print field to control what types of POs print on the report.
3. Optionally, set the "Print P/O in the above range" question to "no" to access the "Print all P/O's which meet any of the following criteria" options, which allows you to further refine your search.
4. Review the Output Options.
5. Click **Print Report**.

## PURCHASE ORDER CASH REQUIREMENTS

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**DB Distributor > Order Processing > Purchase Orders > Reports > P/O Cash Requirements (P/O RB)**

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Use the P/O Cash Requirements report to estimate the amount of cash required for future receipts from your vendors.

Follow these steps to run this report:

1. You can narrow the search range by vendor code, plant code, and purchase order number.
2. You can set three different dates to print on the report to see your upcoming cash requirements for those dates.
3. Modify any additional fields as needed.
4. Review the Output Options.
5. Click **Print Report**. The report is printed by vendor code.

## PURCHASE ORDER GROUPING

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**DB Distributor > Order Processing > Purchase Orders > Reports > Purchase Order Grouping (P/O RC)**

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Use the Purchase Order Grouping Report to print total quantities and dollar amounts of open items with your vendors, grouped by vendor or product code.

Follow these steps to run this report:

1. Select if you want to run the report by Vendor or by Product Code.

2. Enter any ranges that are necessary to narrow your search.
3. Modify any additional fields to further refine your search.
4. Review the Output Options.
5. Click **Print Report**.

## BACKORDER FILL REPORT

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### DB Distributor > Order Processing > Purchase Orders > Processing > Backorder Fill Report (P/O P5)

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The Backorder Fill Report is used to fill backorders that can be processed if inventory has been received into the warehouse to fill the order.

Follow these steps to run this report:

1. Choose if you want to run the report for a specific range of location codes, customer codes, and/or item codes. The defaults are FIRST and LAST to run the report for all locations, customers, and items.
2. Use the remaining [optional fields](#) to narrow what information to display on the report.
3. Review the Output Options.
4. Click **Print Report**. The report is printed by item code.
5. Review the report and, if it is acceptable, you can clear it. Clearing the report triggers two events: lots are committed to order lines that can now be filled as a result of product being received, and packing lists are printed for the orders to be filled.

## BACKORDER FILL REPORT FIELDS

Field	Description
Print Receipt Detail?	Selecting "yes" causes the report to print the detail for what has been received into the warehouse.
Reprint Picking Slips?	Selecting "yes" triggers two events when you print the report and clear it: first, lots are committed to the orders that had been on backorder, and second, packing lists are reprinted for the orders that are being filled.
Create Records for CIG?	Setting this to "yes" causes Customer Invoicing Gateway records to be setup for the orders being filled.
Exclude Order lines that have lotted inventory assigned?	Select Yes, No, or Print them and mark them with multiple asterisks.
Mark Suspended items and eliminate them from lot selection?	This question centers on how the system should handle lines on orders that have inventory already committed awaiting invoicing. These lines are flagged on the Back Order Fill Report with multiple asterisks (*****). This may happen if the additional goods required to complete the order are received that same day (or at least prior to invoicing the partial shipment). Under these circumstances, additional procedures need to be followed to make certain the backordered quantity gets filled. After printing the Back Order Fill Report, clear it. The orders that can be filled at this time have pick tickets printed for them. If your parameters are set up to auto-select the lots, the system does

so after clearing the report, and the order line information is adjusted accordingly. Pick tickets are not printed for the lines marked with multiple asterisks. A maintenance procedure needs to be in place to process the orders that are marked with multiple asterisks (\*\*\*\*\*). You must go to Order Entry for the backordered order number and modify the line to select the lots and reprint the packing list. You should not try to make the additional selection of these items until the order has passed through billing. There is programming in place that prevents you from accessing an order where "Invoicing is in Progress." Therefore, you should first update your Sales Journal, and then you should be able to call up these exception orders and select your lots.

## ENHANCED BACKORDER FILL REPORT

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### DB Distributor > Order Processing > Purchase Orders > Processing > Enhanced Backorder Fill Report (P/O P5)

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The Enhanced Backorder Fill Report is used to fill backorders that can be processed if inventory has been received into the warehouse to fill the order. This report does not give you the same options that are available in the standard [Backorder Fill Report](#). For this report, all that you will do is click on the **Print Report** button, and the following will occur:

This program will read the order file. If an order has a backordered line, the program will do one of the following:

- If the order is in the invoicing process, the order will be printed on the report with the message \*In Invoicing\*. A packing slip will not print.
- If the order has any lines with lots committed, the order will be printed on the report with the message \*Lots Committed". A packing slip will not print.
- If the order has been suspended, the order will be printed on the report with the message "Suspended". A packing slip will not print.
- If the order is in a Purchase Order Receiving Batch, the order will be printed on the report with the message "In PO Receiving" A packing slip will not print.
- If the item on the order has available inventory specified by the Inventory by Location File, the program will commit the line. The program will then read the rest of the order and commit any other lines with available inventory. The order will be printed on the report with the message "Released". A packing slip will print for the released items.

## "How-To" OVERVIEW

This section provides instructions for addressing the following Order Processing Special Situations:

- [How to Enter Orders with Multiple Ship-To's](#)
- [How to Enter an Order for a Stopover](#)
- [How to Enter Business Card Orders with Multiple Names](#)
- [How to Enter Business Card Orders with Shells to be Released from Inventory](#)
- [How to Enter Business Card Orders from Variable Print with Names](#)
- [How to Enter an Order for a Product with Multiple Vendors](#)
- [How to Enter Orders for Apparel](#)
- [How to Print Orders with the Same Shipping Point on One Purchase Order](#)
- [How to Enter an Order for Vendor-Owned Inventory](#)
- [How to Enter an Order to Bring in Customer-Supplied Inventory](#)
- [How to Handle Postage \(Direct Mail Order with Prepaid Postage\)](#)

## HOW TO ENTER ORDERS WITH MULTIPLE SHIP-TO'S

Use the Special Shipping feature in Order Entry to send one item to multiple locations. The order type that you enter determines what options are available when shipping to multiple locations. Sales Orders give you the option of shipping your order between multiple customer locations and customer-owned warehouse locations. Bill as Shipped orders cannot be split shipped. Releases and Billable Releases can be shipped only to multiple customer locations.

To configure DB Distributor to use this feature, you need to set the Special Shipping? field to Y in the character-based user interface or select that checkbox in the graphical user interface. This field is found in the Order Entry Lines section after you enter the order quantity and pricing information on an order line. If this field is turned on, after you enter the line you will be taken to the Shipping Information panel to enter the special shipping instructions.

You will start by choosing a shipping point. This is basically a counter field where you will start with 1, and add additional shipping points as needed. You will then choose the Location Type. On Sales Orders, you can choose between Customer or Warehouse (Distributor). On Releases and Billable Releases, DB Distributor will only let you enter a Customer Location.

*Note:* If you are entering one or more distributor warehouse locations, you may wish to consider entering them last. Many manufacturers will ship the entire overrun to the last listed shipping destination on their purchase order. By entering the warehouse as the last destination, you will ensure that the exact quantities you specify are shipped to the customer locations.

Depending on which location type you choose, you will then enter either a customer ship-to location code or a distributor warehouse code. After entering your other shipping information, you will then need to enter the quantity to ship information. This should be the exact quantity that you are sending to this shipping point. Continue adding shipping points until your quantity ordered has been fully distributed across multiple shipping points.

## HOW TO ENTER AN ORDER FOR A STOPOVER

Stopovers are orders that will be delivered to your warehouse but are not received into your inventory. To conveniently accomplish this, the purchase order printed and sent to the vendor must have the distributor's address. When the product arrives at the warehouse, instructions are needed on what to do without having to refer back to the order entry department. A packing list needs to be printed so the shipment will be sent with the customer ship-to and the quantity being delivered.

There are a couple of Order Processing parameters that must be defined to take advantage of this process:

- Ask suspend packing list question at order entry? Must be set to Yes. (This is located in O/P-SM-S1-Screen IV)
- Print packing list at PO receiving if not previously printed? Must also be set to Yes. (This is located in O/P-SM-S1-Screen VI)

If the majority of the orders entered are stopovers, it would probably be a good idea to set the Print On default parameter on screen IV to Invoices and Packing Lists (IP) so that the packing list is automatically set to print. In order entry, you would then take off the Packing List (P) if the shipment did not require it. Even if the P were left on the order, this may still be better than not having a packing list print when one is needed. To have a packing list print for an order line, you will need to set the print on field to Invoice and Packing List (IP).

In the shipping instructions, you will place the warehouse code in the Warehouse field. This will generate the Purchase order to print to ship to the warehouse instead of the customer ship to. The invoice will print the customer ship to as normal when generated.

## HOW TO ENTER BUSINESS CARD ORDERS WITH MULTIPLE NAMES

If your customers are entering orders for multiple business cards over the Internet using Demand Bridge's Variable Print Option, DB Enterprise will create a line item for each separate business card ordered automatically. However, if you are entering these orders for your customer, you may prefer to employ a more streamlined procedure for order entry. Here is an example of a procedure for entering an order for business cards with multiple names:

Create a Sales Order for the customer and a Purchase Order to the manufacturer using Order Entry for the business cards to be produced. Enter the Order Header information. In the lines section, for line 001, enter the Item Code for the business card and the total quantity that needs to be produced. If you need to ship the cards to multiple locations, set the Special Shipping Flag to Y.

Line 002 on the order should be the same PO Code. If you receive a message that says a P/O Exists with a Custom Item on Line 001, bypass this warning and proceed to the Line Type. Enter a Line Type of M for Message. You now have 40 characters to type in a message line. Enter the individual's name and the quantity of cards to produce for this individual on the message line. You can enter multiple message lines if necessary to communicate the variable information to the vendor.

Line 003 on the order should be the same PO Code. If you receive a message that says a P/O Exists with a Custom Item on Line 001, bypass this warning and proceed to the Line Type. Enter a Line Type of "M" for Message. You now have 40 characters to type in a message line. Enter the individual's name and the quantity of cards to produce for this individual on the message line.

Continue following this procedure for all the different business cards that you need to order. Enter the Ship to Code if necessary in the General Shipping Instructions. Enter any other Shipping Instructions as needed. The Sales Order Summary Panel will then show all lines entered. Use this to double check the accuracy of your order.

When you're done, you will have line 1 for the business card item itself with the total quantity ordered on a particular PO code. The additional lines on the order will need to be message lines on the same PO code that list the names and quantities needed for each name.

## HOW TO ENTER BUSINESS CARD ORDERS WITH SHELLS TO BE RELEASED FROM INVENTORY

Follow the procedure for entering business cards as described in the [How to Enter Business Card Orders with Multiple Names](#) section.

After you have entered all of the lines that describe the quantity and the variable print information for each business card, create one additional line on the order for the release of the shells for imprinting. Do not enter a PO Code on this line. The Line Type should be set to Customer Specific Inventory. Enter the Item code for the Business Card Masters. Enter the Warehouse Code where the masters are stored. Enter the total quantity of all the shells to be released. You will probably want to allow for some waste.

If you are using lotted inventory and not using automatic lot selection, you will see the lot selection panel. Select the lots that you need to fill this order. The inventory will now be committed to that order. It will remain committed until the time of invoicing of this order.

This line will now display the quantity and any costs involved. The Sales Order Summary panel will display all lines entered. Use this to double-check the accuracy of your order.

## HOW TO ENTER BUSINESS CARD ORDERS FROM VARIABLE PRINT WITH NAMES

If your customers are entering orders for multiple business cards over the Internet using Demand Bridge's Variable Print Option, DB Enterprise will create a line item for each separate business card ordered automatically. You can also perform a setup procedure to have the name appear as a message line in DB Distributor.

### **Adding a Message Line**

When a buyer places a VPO item in the shopping cart, DB Enterprise has the ability to display a message line (in the shopping cart and on the PO as well) with the data that the buyer provided while generating the item. The VPO Administrator has to specify which data to capture for the message line (the value of one of the available placeholders in the structure for that particular item). The VPO Administrator has the ability to turn this feature on or off at the on product level (the default is off).

WebEC Admin - Selecting the Companion Item Setup item from the System Setup/Supporting File Setup menu launches the Companion Item Setup dialog. In the character-based user interface, the menu is ECS with option R5. In the graphical user interface, the path is WEBEC > Setup > System > Supporting Files > Companion Products. Enter the Customer and Item Codes on this panel and then set up the Line Type as a Message Line. This results in the name on the business card displaying as a message line in the Shopping Cart and on the PO.

## HOW TO ENTER AN ORDER FOR A PRODUCT WITH MULTIPLE VENDORS

To enter an order for a product with multiple vendors, use a Sales Order and multiple Purchase Orders to the manufacturers for the total of the goods to be produced, then enter the remaining Order Header Information.

In the lines section, enter the Item Code for the first vendor as Line 001. Enter the quantity that needs to be produced. If you are entering an order for the production of a single product where multiple vendors will perform a process, this will be the finished item. It will also be the line item that displays on the customer invoice. Set the Sell Price to the total price that you will charge your client. Enter the cost for the item from this first vendor. Since you will need the first vendor to send the goods to the second vendor, set the Special Shipping Flag to Y to ensure that the Special Shipping Panel is displayed.

On the Special Shipping Panel, enter the first Shipping Point sequence. Select Customer as the Location type (for the character-based user interface, enter C). This will be the customer location for the final delivery of the finished product. Enter the quantity to ship.

In the Vendor Code field, enter the Vendor Code for the next vendor in line. Enter the Plant Code if necessary. When the Purchase Order prints, it will substitute the Vendor's (or Plant's) Address as the ship-to location when it prints the purchase order. The order is still listed as being shipped to the client in the end. At invoicing time, the Customer location prints on the customer invoice.

For example, line 002 on the order might be a special charge for the type of service that is required from the second vendor. Enter a different PO Code so that a new Purchase Order will be created. The Line Type will be Special Charge (in the character-based user interface, set the line type to "S" for Special Charge). You may not want this line to print on the ultimate customer invoice. Set the Print On flag accordingly. Enter the Special Charge Code and the Supplier. If you are charging the customer for the total finished item on line 1, do not enter an additional sales price here. Enter the cost from the Supplier in the cost field.

The Sales Order Summary Panel displays both of the lines entered. Use this to double-check the accuracy of your order.

## HOW TO ENTER ORDERS FOR APPAREL

Entering orders for apparel requires changes to be made to how the items are entered and how they are printed on the purchase order. When creating an apparel order, you will more than likely need to enter purchase order comments instead of item comments. This can be accomplished in DB Distributor with settings on the product code.

In [Product Code Setup](#), there are two parameters that need to be added to the product code. The first parameter is the specification template to be used. A user-defined specification template has been designed named BLB. It contains nine lines of comments to be entered that will print in the body of the purchase order. If you do not have this template for your office, please contact DemandBridge Support for the template and electronic form to be set up for your system. The second parameter indicates that item comment entry should be bypassed in Order Entry. In the character-based user interface, the path is OPS, S3. In the graphical user interface, the path is Order Processing > Setup > System Setup > Supporting Files > Product Code.

When the order is entered, you will enter the order lines for the apparel but skip entering item comments for each line and enter comments for the purchase order instead. From the Order Summary Panel, select the purchase order button, press the P/O comments button, and enter the purchase order comments. The comments you add will be printed in the order instructions section of the order template.

## HOW TO PRINT ORDERS WITH THE SAME SHIPPING POINT ON ONE PURCHASE ORDER

Currently, if a P/O has multiple lines with Special Shipping, a master P/O is printed and a subsequent P/O is printed for each line. This is not always desirable if all the lines are being special shipped to the same place. Comparing addresses is unreliable, so you must depend on the shipping point being the same if the same address is intended and different if different addresses are intended.

If all of the lines on the P/O have the same shipping point (for example, 1), you can ensure that they will be printed on the same P/O by entering the characters "S!" in the Options field on the PO Printing Panel. You'll want to do this for all alternate selections if you're using unattended printing. To change the Purchase Order Printing selection, go to [Purchase Order Printing](#). The characters "S!" need to be placed in the 3rd and 4th positions in the Options field.

## HOW TO ENTER AN ORDER FOR VENDOR-OWNED INVENTORY

The following procedure applies to orders for goods that are to be owned and stored by the manufacturer until shipped to the customer. At the time of shipping the distributor and the customer will be invoiced.

Create a Bill as Shipped order (in the character-based user interface, a "B" type) for the Customer and a purchase order to the manufacturer using Order Entry.

Because the order is a Bill as Shipped type order, the Special Shipping Instruction Panel will automatically be invoked. Also, a Distributor location (or "D" type location for character-based Order Entry) will be set. If you have not already done so, set up a new [Warehouse](#) code for this remote Vendor Warehouse and select it as the shipping destination. The menu option is OPS S4 for Character Based entry.

When the vendor notifies you that the goods have been produced and they are in the vendor's warehouse, go through PO Receiving and receive the goods into the warehouse that you have set up for that manufacturer location. Note that you are only PO receiving the goods, not the vendor invoice. You will skip the field where you would normally enter the vendor invoice number. The vendor will not be invoicing the goods until they ship them to your customer. Because no vendor invoice number is being entered, no vendor invoicing data will default. The complete flag is set to N.

Update the Receiving Report and you will now be able to print a Stock Status Report, a Valued Inventory Report, or other inventory reports that show the product in that warehouse. This data will also be available from various inquiry panels. When the customer requisitions the goods, whether entered by a CSR or through WebEC, a Picking Ticket can be automatically directed through a fax to that vendor warehouse location. The Manufacturer would direct ship the goods to the customers and forward a copy of the pick ticket to you or notify you using some other method that the goods have shipped. This would be your trigger to go to AR Invoice Entry (AR, I1) and invoice the customer for the requisition. This will relieve the inventory from the remote warehouse. If the vendor is able to send a file similar to what DB Distributor receives from the various shipping systems, the invoicing can be accomplished automatically using the Customer Invoicing Gateway Plus.

When you receive the vendor invoice in Accounting, you will go through PO Receiving once again. This time, you will not be receiving goods but only a vendor invoice. Note that Accounting only invoices for the quantity that shipped. The operator will need to take care to enter the quantity being invoiced. The Purchase Order will remain open until all the goods have been requisitioned, released, and invoiced.

## HOW TO ENTER AN ORDER TO BRING IN CUSTOMER-SUPPLIED INVENTORY

DB Distributor has the capability to better manage Customer Supplied Inventory.

A new field has been added to the Vendor Master file (AP4), called Customer Supplied PO Type (Y/N). This field can be maintained in Vendor Master File Maintenance (A/P, S1, Screen 1-Vendor Constant Data) and through the Graphical User Interface (Accounts Payable > Setup > Vendors).

If the Customer Supplied PO Type field is answered Yes for the vendor, during the entry of a Purchase Order in the character-based user interface (P/O, P1) or graphical user interface (Order Processing > Purchase Orders > Processing > Purchase Order Entry), the PO will be flagged as a Customer Supplied PO. The user will only be allowed to enter items from 9XXX warehouses on this type Purchase Order.

During Purchase Order Receiving in the character-based user interface (P/O, P3) or graphical user interface (Order Processing > Purchase Orders > Purchase Order Receiving), the user will not be allowed to enter a Vendor Invoice.

During Purchase Order Receiving Report and Update in the character-based user interface (P/O,P4) or graphical user interface (Order Processing > Purchase Orders > Processing > Receiving Report and Update) a flag will be written to the Lot Master file (ICF) indicating that the lot was received on a Customer Supplied PO. Additionally, the Customer Supplied PO flag will be added to the Monthly Shipment Detail File (FMZ) and Summary Bill (FMY) files.



When an Accounts Receivable Release has been entered for an item using a lot that has been flagged as coming in on a Customer Supplied Purchase Order, Monthly Shipment Detail File (FMZ) and Summary Bill (FMY) records will be flagged as coming from a Customer Supplied PO.

The following maintenance programs have been modified to display the new Customer Supplied PO field, but not to allow the user to add or maintain this field.

SIC:

L1. Inventory Lot Setup

SFM:

S3. Maintain FMZ file

S4. Maintain FMZ lot detail

SB. Summary Bill File (FMY)

In the Graphical User Interface:

Inventory Control/System Utilities/Inventory Lot Setup

Print Management/Setup/Other/Utilities/Items Management Utility/Maintain FMZ File

Print Management/Setup/Other/Utilities/Items Management Utility/Maintain FMZ File Lot Detail

Print Management/Setup/Other/Utilities/Items Management Utility/Summary Bill File

## HOW TO HANDLE POSTAGE (DIRECT MAIL ORDER WITH PREPAID POSTAGE)

Use this procedure to track a direct mail order with prepaid postage and provide your customer with reports on these transactions.

### **Prerequisite**

1. Set up a warehouse code to track the postage. This code is set up in the [Location Setup](#) panel in the Order Processing System Setup area. You can use any code that begins with a nine that is not being used for other, more typical, customer-owned inventory. For example, you might use 9500. The description might be Customer Prepaid Postage. This same warehouse will be used for all customers, so you need only set up one warehouse code.
2. Set up a vendor in Vendor Setup and Inquiry for the U.S. Postal Service. You will use this if the check was made payable directly to them. If the customer made the check payable to you, set up a vendor for yourself in Vendor Setup and Inquiry. This will allow you to also keep track of the source of the funds for inventory and transaction reporting. These two vendors will be used for all customers.
3. Set up a [special charge](#) code of POST. The description should be "Additional Postage Required over Deposit."
4. Setup a General Ledger Account for the Customer Postage Deposits.

### **Tracking Prepaid Postage for a Customer**

1. Set up a vendor in Vendor Setup and Inquiry for your customer because you may need to issue a Postage Deposit Refund at some point in the future. You can also do this at the time a refund becomes necessary.
2. Set up an item in inventory for Customer Prepaid Postage. Set this item to track Lot Detail. This will assist in the tracking information in the reporting and transaction areas. You can also do this while recording the receipt because DB Distributor provides for automatic setup during entry.

## Processing a Postage Deposit

At the time you get a postage deposit from your customer, enter a "T1" Inventory Transaction Entry (R-type for receipt) to record the receipt. Enter the sales order in the job field so you can track each postage deposit separate from the others. You will be receiving this monetary inventory into customer owned goods, so the T1 entry will not attempt to make any journal entry.

If the check was made payable to the U.S. Postmaster, you will not need to make any other entry. If the check was made payable to you, you will need to record the deposit in cash receipts. In that instance you will post to the General Ledger account called Customer Postage Deposits. You can post directly to this account during cash receipts. When you view or print the detail of what has posted to this G/L account you will see the following data:

Date - Source journal - Customer check # and name - Amount

03/01/2007 - AR 0007.02 CR - 019283 / 00001 American Advertising, Inc. - \$5,000

03/05/2007 - AP 0027.02 MP - 900 US Postmaster /I# American Adv - \$5,000

The first line is an example of the deposit you made. Note that it references the customer's check number and name. The second line is an example of the check you wrote to forward the postage dollars to either the U.S. Postmaster (as in this case) or the Mail Supply House if that was the payee. By entering the Customer name in the invoice comment, you will also see on whose behalf the check was written. Again, this part of the procedure only applies when you have to deposit your customer's check and then write a check on their behalf to someone else.

In all instances, there are inventory reports that will show details regarding the activity by customer for postage, everything that came in through a Transaction entry and everything that went out through your final billing to the customer for the order or through the refund for the overpayment.

As postage is used, enter a line item in Order Entry and/or Billing to relieve the inventory of postage. Since it is customer-owned, no dollar amount will extend or add to the invoice amount.

If needed, enter a message line that tells the client the value of the prepaid postage being used with this order.

If more postage is used than was on deposit, enter another line during Order Entry and/or Billing with the special charge code POST. The description of "Additional Postage Required over Deposit" will automatically extend so that you do not have to enter any memo lines. Enter the amount of the additional postage needed.

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## LEGAL

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