


**We at Global Shop Solutions would like to thank you for expressing interest in receiving a quotation for custom programming. Since custom programming is like any other engineered-to-order product, it is absolutely essential that we have a complete understanding of the project that you would like for us to complete. We know that your time is valuable, so we ask that you answer (in writing) the questions below, as that is the most efficient way to start the definition phase of the quotation.**

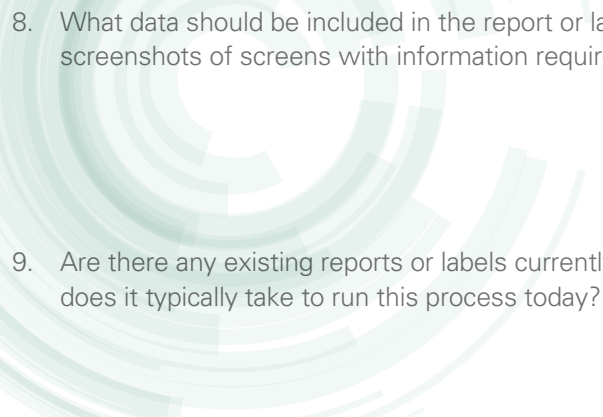
1. What version of Global Shop Solutions ERP are you currently using? Important: Please note that completed projects are coded, tested, and delivered to install on the current version of Global Shop.
2. Are you the primary contact for the definition phase of this project? If not, please note who we should use as our primary contact. Also, please note if we should use additional contacts.
3. Who are the end users of this project?
4. Does your project add new functionality, modify existing system functionality, or both?
5. Is this project a modification or enhancement of custom programming previously contracted by your company? If so, please provide the project number (if possible).
6. Is there something special that we should know about your implementation or use of Global Shop?
7. What is the business need that you are trying to address with this project?
8. Are the goals of this project currently being addressed in other ways? If so, please describe the implementation, and any deficiencies in the implementation that you hope to avoid with this project.

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9. What functionality is this project meant to add to Global Shop Solutions ERP? Please be as detailed as possible.
  10. Where is this project meant to be used within Global Shop? Please indicate the full menu path to each menu item modified or augmented with this project. Full menu paths can be copied to the Windows Clipboard by right-clicking on the menu item, and selecting "Copy Menu Path". If any new menu items will be created with this project, please indicate what you think they should be titled, and where they should be located (ie. Sales Analysis / Reports / Sales by Region).
  11. Is the project meant to generate output? Please fill out a Report/Label Questionnaire for each report or label needed to be produced for this project.
  12. What is the user interface (if any) of the project supposed to look like? Please provide renderings of each screen interface, along with the preferred wording (a freehand sketch is fine). If you are requesting that interface elements (ie. textbox) be added to an existing screen, please indicate the position of each interface element on a screenshot of the existing screen.
  13. When is the processing in this project meant to occur (if applicable)?
  14. Do you have any ideas on how this project should be implemented? Can you quantify the expected time savings when complete?
  15. What is your preferred delivery date? Please note that most projects are delivered within 8 to 10 weeks, ARO. Expedited delivery may be available, depending on the composition of the project.



## Report/Label Questionnaire

1. Can you provide a brief description and purpose of the report or label?
2. Will this report be viewed, printed, exported, and/or emailed? If exported, please define the export file type. If emailing please define file type and whether this should be a manual or automatic process.
3. Should the report be in portrait or landscape orientation? Please keep in mind that generally portrait orientation is limited to 8 columns of data and landscape orientation is limited to 12 columns of data. If greater than either of this two numbers, would exporting directly to Excel be an option?
4. Where will this report or label be launched? Please provide the menu path or screen name where this report is to be ran if replacing a standard report or label.
5. What type of printers will be used? Please include the label measurement size or stock name if printing to label printers.
6. How often and when will this report or label be run? Please include how many users will be using the report or label concurrently.
7. What selections are required in order to run the report or label? Please include dates, fields, ranges, multiple ranges, and browsers required.

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8. What data should be included in the report or label? Please include table and field names if known and/or screenshots of screens with information required highlighted.
  9. Are there any existing reports or labels currently being used that could be shown as an example? How long does it typically take to run this process today?
  10. Can an example layout of the report be provided? Please include titles, fields, sorting, grouping, sub-totaling, and grand totals. Excel can be used to provide an example.
  11. Please indicate if this report or label is to be run unattended and if there are any time constraints that should be considered.