

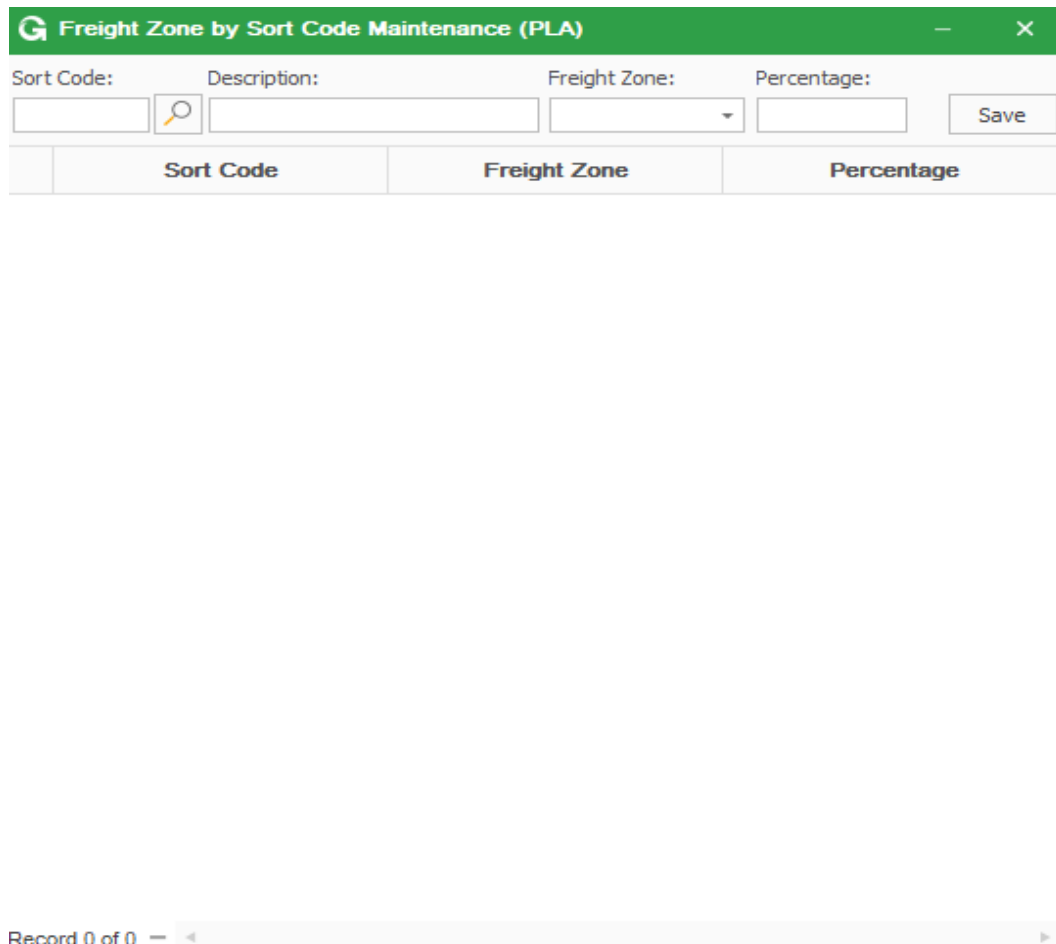
Line Item Embedded Pricing

Process Instructions

Written By: Ashley Collins

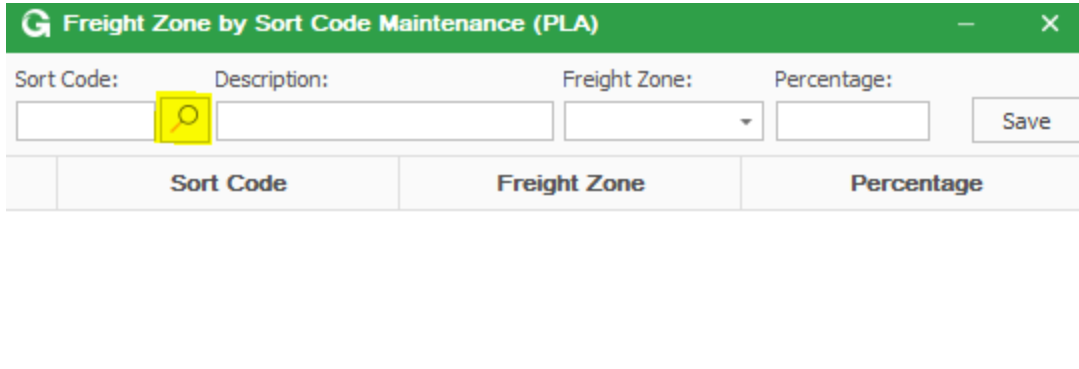
Freight Zone by Sort Code Maintenance Module

1. To setup up the Freight Zone Percentages for each Sort Code, the user will need to run Order Entry > Administration > Freight Zone Maintenance (6526). The screen below will open and allow the user to start the setup process.
2. The top portion of the screen contains a textbox for the Sort Code, a browser to select the Sort Codes that have been setup in Global Shop, a textbox for the Sort Code description, a drop-down list that allows the user to select the Freight Zone, a text box for the user to enter the percentage and the Save button to add the information to the custom table.

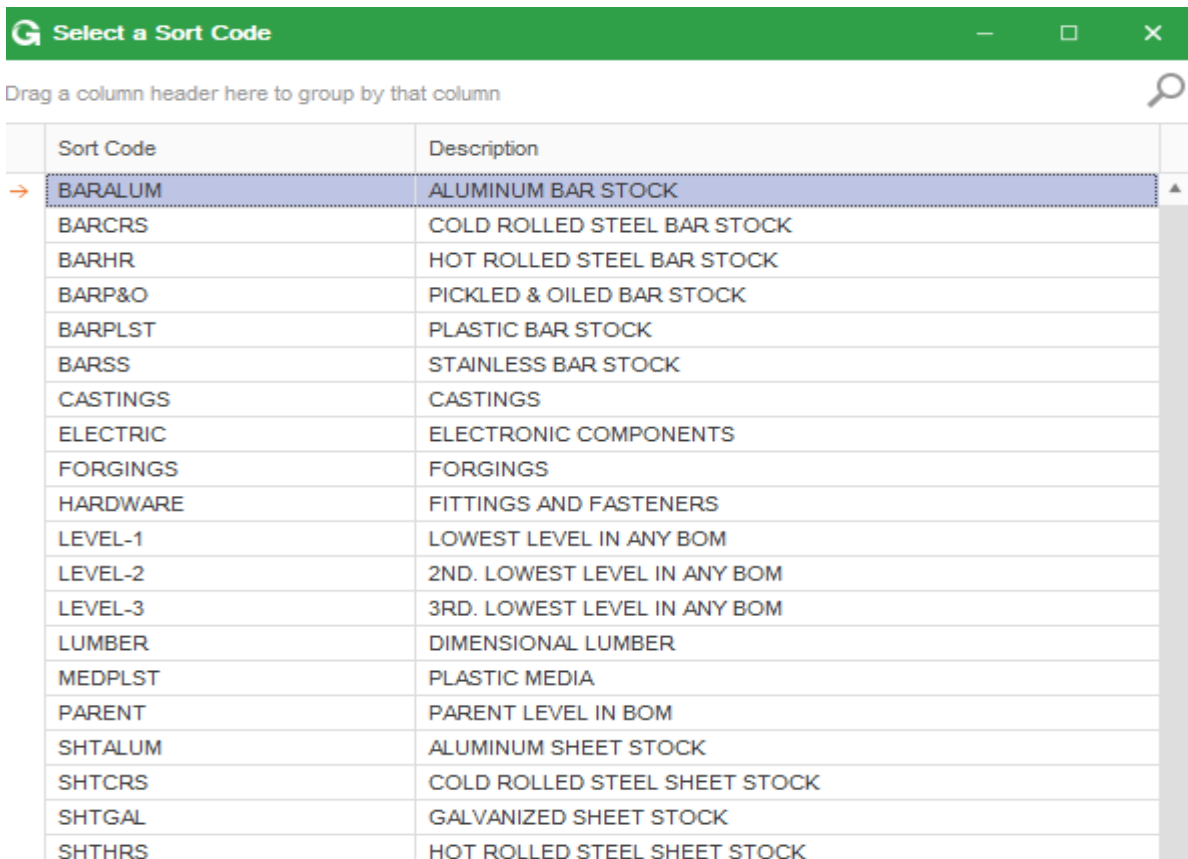


Sort Code	Freight Zone	Percentage
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3. The user will need to click the magnifying glass to open the Sort Code browser.
 - a. ****Note**** Sort codes must be setup in System Support > Administration > Company Options (Advanced) > Manufacturing Table Maintenance > Inventory Sort Codes



4. The browser below will open and show all the Inventory Sort Codes available in Global Shop. You will also be able to see the Sort Code Description. The user must select a Sort Code from this browser to continue.



Sort Code	Description
BARALUM	ALUMINUM BAR STOCK
BARCRS	COLD ROLLED STEEL BAR STOCK
BARHR	HOT ROLLED STEEL BAR STOCK
BARP&O	PICKLED & OILED BAR STOCK
BARPLST	PLASTIC BAR STOCK
BARSS	STAINLESS BAR STOCK
CASTINGS	CASTINGS
ELECTRIC	ELECTRONIC COMPONENTS
FORGINGS	FORGINGS
HARDWARE	FITTINGS AND FASTENERS
LEVEL-1	LOWEST LEVEL IN ANY BOM
LEVEL-2	2ND. LOWEST LEVEL IN ANY BOM
LEVEL-3	3RD. LOWEST LEVEL IN ANY BOM
LUMBER	DIMENSIONAL LUMBER
MEDPLST	PLASTIC MEDIA
PARENT	PARENT LEVEL IN BOM
SHTALUM	ALUMINUM SHEET STOCK
SHTCRS	COLD ROLLED STEEL SHEET STOCK
SHTGAL	GALVANIZED SHEET STOCK
SHTHRS	HOT ROLLED STEEL SHEET STOCK

5. Once the user has selected a Sort Code, the grid below will be populated with any Sort Codes that have been setup in the Sort Code Maintenance program.

Freight Zone by Sort Code Maintenance (PLA)

Sort Code: SHTGAL Description: GALVANIZED SHEET STOCK Freight Zone: Percentage: Save

	Sort Code	Freight Zone	Percentage
→	SHTGAL	Zone 4	11.00%
	SHTGAL	Zone 2	50.00%

6. The user can continue to setup Freight Zones for this sort code by selecting the Freight Zone from the drop-down list. The user can then enter the percentage for the Freight Zone and Click Save to add it to the grid below.

Freight Zone by Sort Code Maintenance (PLA)

Sort Code: SHTGAL Description: GALVANIZED SHEET STOCK Freight Zone: Percentage: Save

	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 4	32.00%
→	SHTGAL	Zone 2	25.00%

Freight Zone by Sort Code Maintenance (PLA)

Sort Code: SHTGAL Description: GALVANIZED SHEET STOCK Freight Zone: Zone 1 Percentage: Save

	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 4	32.00%
→	SHTGAL	Zone 2	25.00%

G Freight Zone by Sort Code Maintenance (PLA)

Sort Code:
Description:
Freight Zone:
Percentage:

	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 4	32.00%
→	SHTGAL	Zone 2	25.00%

7. If the user needs to delete a Sort Code/Freight Zone record, they can click the row they want to delete, and click the red (-) at the bottom. By doing this, the Sort Code/Freight Zone record will be deleted from the custom table.


G Freight Zone by Sort Code Maintenance (PLA)

Sort Code:
Description:
Freight Zone:
Percentage:


	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 4	32.00%
→	SHTGAL	Zone 2	25.00%
	SHTGAL	Zone 1	12.00%

Record 2 of 3


8. If the user needs to change the Freight Zone assigned to the Sort Code, the user can select a new Freight Zone from the drop down within the Freight Zone Column. Once the user changes the freight zone, the record will be updated in the custom table.


Freight Zone by Sort Code Maintenance (PLA)
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Sort Code:
Description:
Freight Zone:
Percentage:


	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 4	32.00%
	SHTGAL	Zone 1	12.00%

9. If the user needs to change the percentage for a sort code/freight zone, the user can type the percentage in the Percentage column, and it will update the record in the custom table.



Freight Zone by Sort Code Maintenance (PLA)
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Sort Code:
Description:
Freight Zone:
Percentage:

	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 3	0.32
	SHTGAL	Zone 1	12.00%


Freight Zone by Sort Code Maintenance (PLA)
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Sort Code:
Description:
Freight Zone:
Percentage:

	Sort Code	Freight Zone	Percentage
	SHTGAL	Zone 3	22.00%
	SHTGAL	Zone 1	12.00%

Sales Order Module

1. The next step in the process will be to either create a new Sales Order or Edit an existing Sales Order.
 - a. Order Entry > File > Sales Orders > New
 - b. Order Entry > File > Sales Orders > Open
2. The user will need to create a Sales Order as they normally would. This includes selecting a customer for the Order, setting the Due Date and entering any other required information.

Order Entry System - Add Orders

Order Number Customer ID ShipTo ID Language Order Currency Exchange Rate Catalog Currency Buying Group Order Type Credit Limit 0

Blanket Order From Loc To Loc Shipping Hold ☐

Bill To Address ☐ Bill Buying Grp ☐ Non US ☐ ShipTo Address ☐ Non US ☐

Name
 Address 1
 Address 2
 Address 3
 Address 4
 Address 5
 City/State/Zip
 Country
 Attention

Contact Name Contact Phone Ext
 Email

Order Date Due Date Customer PO Contract Price Class Order Discount Price Catg Discount All Items ☐ Margin .0000 Project

Order Sort Order Sort 2 Facility Code Last Item No. No Back Orders ☐ Insurance ☐

Area Branch Sales Rep Comm Type Terms Waybill Number 3rd Party Freight FOB Point

Carrier Service Type Ship Via Carrier Account Primary Group Secondary Group

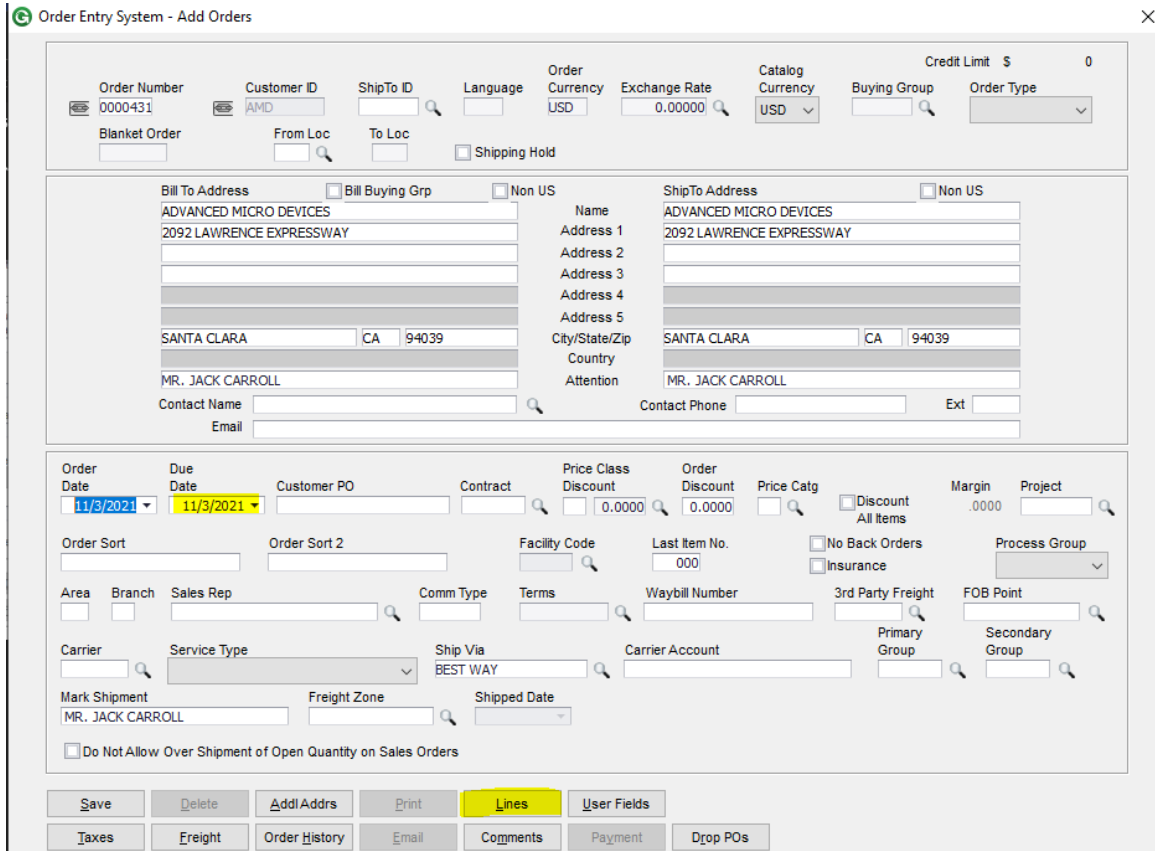
Mark Shipment Freight Zone Shipped Date Freight Required ☐

☐ Do Not Allow Over Shipment of Open Quantity on Sales Orders

Save Delete Add Addr Print Lines User Fields

Taxes Freight Order History Email Comments Payment Drop POs Invoice Only

- Once all the information on the Order Header is entered, the user can click 'Lines' to begin adding lines to the Sales Order.



Order Entry System - Add Orders

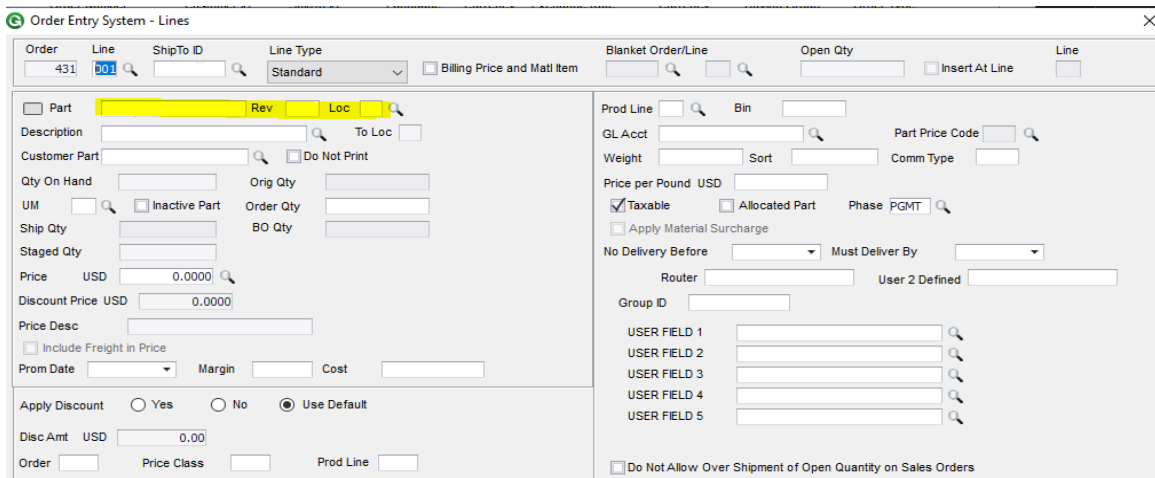
Order Number: 0000431, Customer ID: AMD, ShipTo ID: , Language: , Order Currency: USD, Exchange Rate: 0.00000, Catalog Currency: USD, Buying Group: , Order Type: , Credit Limit: \$ 0

Blanket Order: , From Loc: , To Loc: , Shipping Hold: ☐

Bill To Address: ☐ Bill Buying Grp: ☐ Non US: ☐
 Name: ADVANCED MICRO DEVICES
 Address 1: 2092 LAWRENCE EXPRESSWAY
 Address 2:
 Address 3:
 Address 4:
 Address 5:
 City/State/Zip: SANTA CLARA CA 94039
 Country:
 Attention: MR. JACK CARROLL
 Contact Name:
 Email:
 Contact Phone:
 Ext:
 ShipTo Address: ☐ Non US: ☐
 Name: ADVANCED MICRO DEVICES
 Address 1: 2092 LAWRENCE EXPRESSWAY
 Address 2:
 Address 3:
 Address 4:
 Address 5:
 City/State/Zip: SANTA CLARA CA 94039
 Country:
 Attention: MR. JACK CARROLL
 Contact Name:
 Contact Phone:
 Ext:
 Email:
 Order Date: 11/3/2021, Due Date: 11/3/2021, Customer PO: , Contract: , Price Class Discount: 0.0000, Order Discount: 0.0000, Price Catg: , Discount All Items: ☐
 Margin: .0000, Project:
 Order Sort: , Order Sort 2: , Facility Code: , Last Item No.: 000, No Back Orders: ☐
 Insurance: ☐
 Area: , Branch: , Sales Rep: , Comm Type: , Terms: , Waybill Number: , 3rd Party Freight: , FOB Point:
 Carrier: , Service Type: , Ship Via: BEST WAY, Carrier Account: , Primary Group: , Secondary Group:
 Mark Shipment: MR. JACK CARROLL, Freight Zone: , Shipped Date:
☐ Do Not Allow Over Shipment of Open Quantity on Sales Orders

Buttons: Save, Delete, Addl Addr, Print, Lines, User Fields, Taxes, Freight, Order History, Email, Comments, Payment, Drop POs

- The user will need to select an Inventory Part, or manually enter in a non-inventory Part.



Order Entry System - Lines

Order: 431, Line: 501, ShipTo ID: , Line Type: Standard, Billing Price and Mail Item: ☐
 Blanket Order/Line: ☐ Open Qty: ☐ Insert At Line: ☐

☐ Part: ☐ Rev: ☐ Loc: ☐
 Description:
 Customer Part:
 Qty On Hand:
 UM: ☐ Inactive Part: ☐ Order Qty:
 Ship Qty:
 Staged Qty:
 Price: USD 0.0000, Discount Price: USD 0.0000
 Price Desc:
☐ Include Freight in Price
 Prom Date: , Margin: , Cost:
 Apply Discount: ☐ Yes ☐ No ☒ Use Default
 Disc Amt: USD 0.00
 Order: , Price Class: , Prod Line:
☐ Do Not Allow Over Shipment of Open Quantity on Sales Orders

Prod Line: ☐ Bin:
 GL Acct:
 Weight:
 Sort:
 Comm Type:
 Price per Pound: USD
☒ Taxable ☐ Allocated Part Phase: PGMT
☐ Apply Material Surcharge
 No Delivery Before:
 Must Deliver By:
 Router:
 User 2 Defined:
 Group ID:
 USER FIELD 1:
 USER FIELD 2:
 USER FIELD 3:
 USER FIELD 4:
 USER FIELD 5:
☐ Do Not Allow Over Shipment of Open Quantity on Sales Orders

- Once the user selects the Inventory Part, the 'Sort' field will be populated with the Sort Code that has been added to the Inventory Master record for that part.

Order Entry System - Lines

Order	Line	Ship To ID	Line Type	Blanket Order/Line	Open Qty	Line
431	001		Standard			

☐ Part 0025 Rev Loc To Loc
 Description
 Customer Part ☐ Do Not Print
 Qty On Hand Orig Qty
 UM ☐ Inactive Part Order Qty
 Ship Qty BO Qty
 Staged Qty
 Price USD 0.0000
 Discount Price USD 0.0000
 Price Desc
☐ Include Freight in Price
 Prom Date Margin Cost
 Apply Discount ☐ Yes ☐ No ☒ Use Default
 Disc Amt USD 0.00
 Order Price Class Prod Line

Prod Line Bin
 GL Acct Part Price Code
 Weight Sort **TEST3** Comm Type
 Price per Pound USD
☒ Taxable ☐ Allocated Part Phase PGMT
☐ Apply Material Surcharge
 No Delivery Before Must Deliver By
 Router User 2 Defined
 Group ID
 USER FIELD 1
 USER FIELD 2
 USER FIELD 3
 USER FIELD 4
 USER FIELD 5
☐ Do Not Allow Over Shipment of Open Quantity on Sales Orders

Currency	Extended Price	Gross Order Total	Taxes	Freight	Discount	Net Order Total
Order USD	.00	.00	.00	.00	.00	.00

Save Delete Clear Copy Line Ship Sched Status Taxes Text Exit
 History COGS Gen WO Allocate Purch Notes Configurator Blanket

- If the Sort Code is incorrect, or the user has entered a non-inventory part, the user can add a sort code to the line by clicking the 'Sort Codes' button at the bottom of the screen. The button will open the Sort Code Browser previously mentioned.

Order Entry System - Lines

Order	Line	Ship To ID	Line Type	Blanket Order/Line	Open Qty	Line
431	001		Standard			

☐ Part 0025 Rev Loc To Loc
 Description
 Customer Part ☐ Do Not Print
 Qty On Hand Orig Qty
 UM ☐ Inactive Part Order Qty
 Ship Qty BO Qty
 Staged Qty
 Price USD 0.0000
 Discount Price USD 0.0000
 Price Desc
☐ Include Freight in Price
 Prom Date Margin Cost
 Apply Discount ☐ Yes ☐ No ☒ Use Default
 Disc Amt USD 0.00
 Order Price Class Prod Line

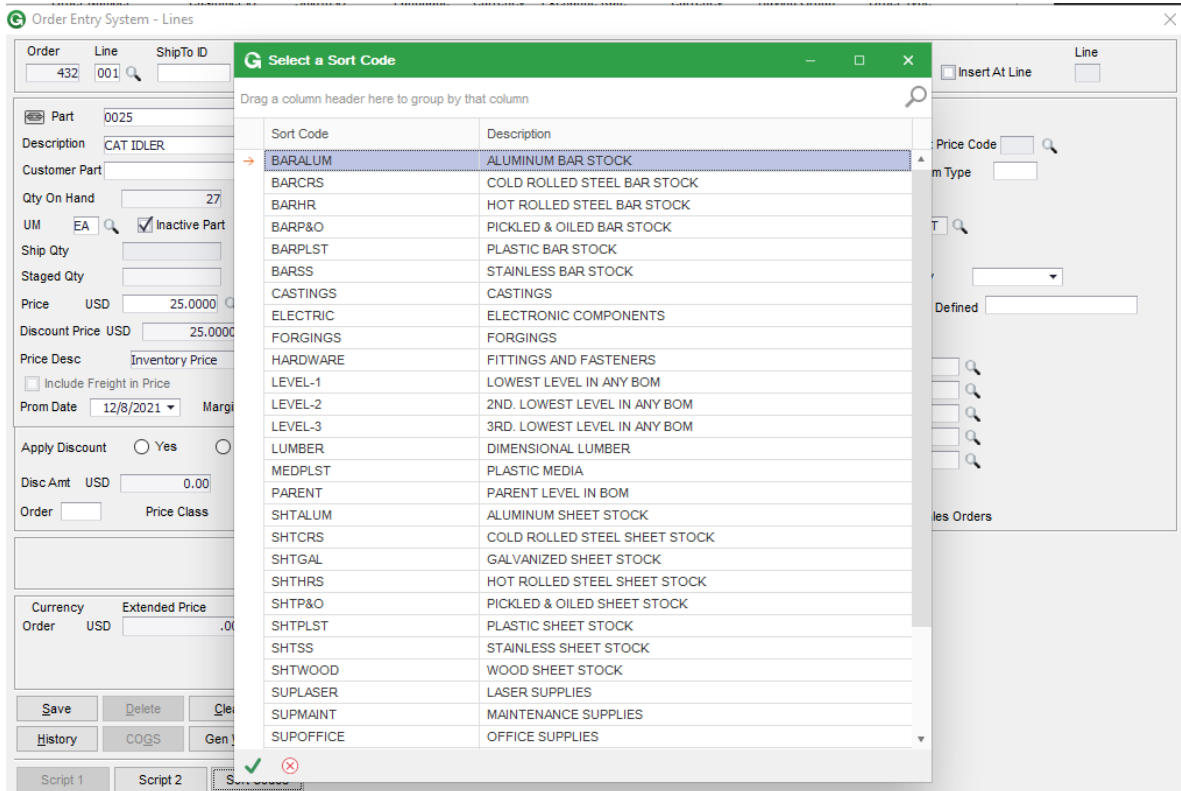
Prod Line Bin
 GL Acct Part Price Code
 Weight Sort **TEST3** Comm Type
 Price per Pound USD
☒ Taxable ☐ Allocated Part Phase PGMT
☐ Apply Material Surcharge
 No Delivery Before Must Deliver By
 Router User 2 Defined
 Group ID
 USER FIELD 1
 USER FIELD 2
 USER FIELD 3
 USER FIELD 4
 USER FIELD 5
☐ Do Not Allow Over Shipment of Open Quantity on Sales Orders

Currency	Extended Price	Gross Order Total	Taxes	Freight	Discount	Net Order Total
Order USD	.00	.00	.00	.00	.00	.00

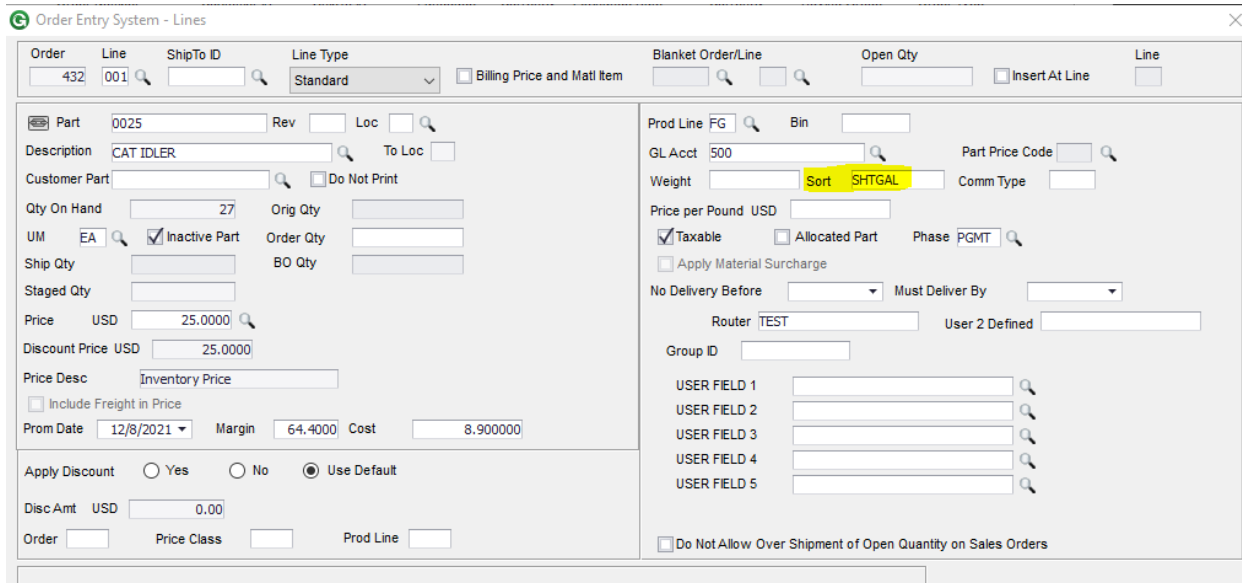
Save Delete Clear Copy Line Ship Sched Status Taxes Text Exit
 History COGS Gen WO Allocate Purch Notes Configurator Blanket

Script 1 Script 2 **Sort Codes**

- The Sort Code browser will include all the Sort Codes that have been added in Global Shop. It will also show the description for each Sort Code. Once the user selects a Sort Code from this browser, the 'Sort' field on the Lines screen will automatically populate.



Sort Code	Description
BARALUM	ALUMINUM BAR STOCK
BARCRS	COLD ROLLED STEEL BAR STOCK
BARHR	HOT ROLLED STEEL BAR STOCK
BARP&O	PICKLED & OILED BAR STOCK
BARPLST	PLASTIC BAR STOCK
BARSS	STAINLESS BAR STOCK
CASTINGS	CASTINGS
ELECTRIC	ELECTRONIC COMPONENTS
FORGINGS	FORGINGS
HARDWARE	FITTINGS AND FASTENERS
LEVEL-1	LOWEST LEVEL IN ANY BOM
LEVEL-2	2ND. LOWEST LEVEL IN ANY BOM
LEVEL-3	3RD. LOWEST LEVEL IN ANY BOM
LUMBER	DIMENSIONAL LUMBER
MEDPLST	PLASTIC MEDIA
PARENT	PARENT LEVEL IN BOM
SHTALUM	ALUMINUM SHEET STOCK
SHTCRS	COLD ROLLED STEEL SHEET STOCK
SHTGAL	GALVANIZED SHEET STOCK
SHTHRS	HOT ROLLED STEEL SHEET STOCK
SHTP&O	PICKLED & OILED SHEET STOCK
SHTPLST	PLASTIC SHEET STOCK
SHTSS	STAINLESS SHEET STOCK
SHTWOOD	WOOD SHEET STOCK
SUPLASER	LASER SUPPLIES
SUPMAINT	MAINTENANCE SUPPLIES
SUPOFFICE	OFFICE SUPPLIES

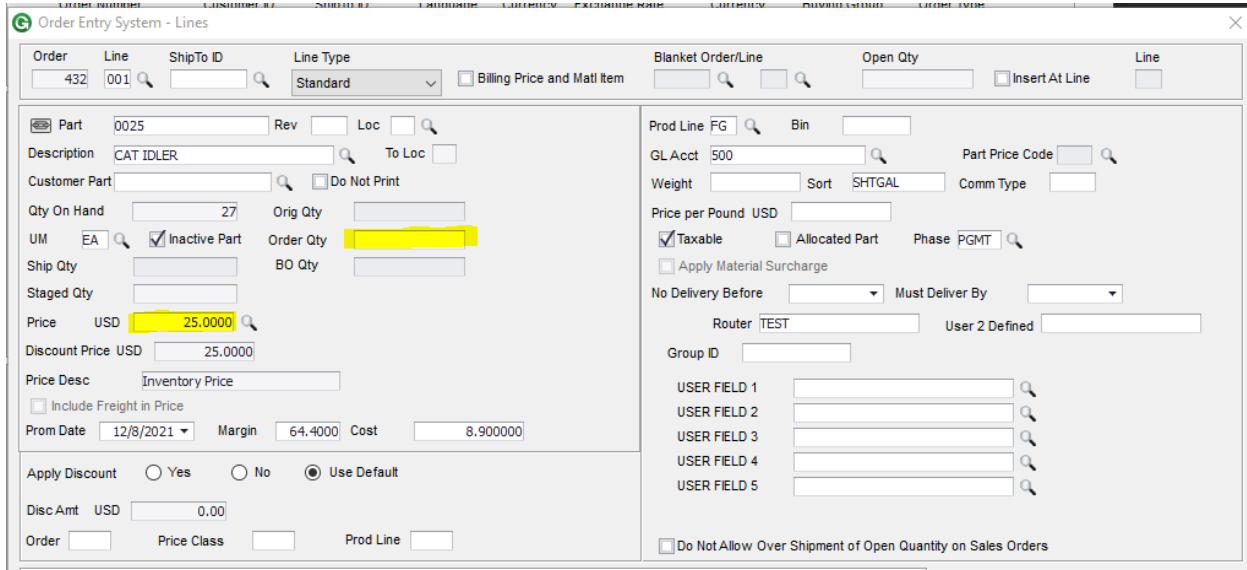


Order	Line	ShipTo ID	Line Type	Blanket Order/Line	Open Qty	Line
432	001		Standard			

Part: 0025, Description: CAT IDLER, Customer Part: , Qty On Hand: 27, Price: USD 25.0000, Discount Price: USD 25.0000, Price Desc: Inventory Price, Prom Date: 12/8/2021, Margin: 64.4000, Cost: 8.900000

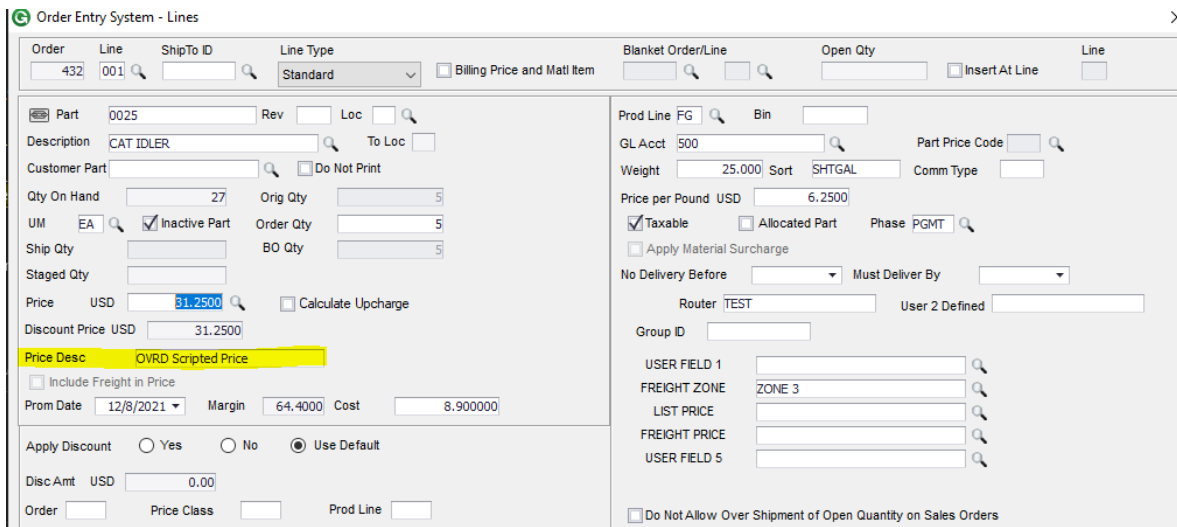
Prod Line: FG, Bin: , GL Acct: 500, Part Price Code: , Weight: , Sort: SHTGAL, Comm Type: , Price per Pound: USD , Taxable: , Allocated Part: , Phase: PGMT, No Delivery Before: , Must Deliver By: , Router: TEST, User 2 Defined: , Group ID: , USER FIELD 1: , USER FIELD 2: , USER FIELD 3: , USER FIELD 4: , USER FIELD 5: , Do Not Allow Over Shipment of Open Quantity on Sales Orders:

8. The user will need to enter in an Order Quantity and either leave the Price as is, or enter a new Price.



The screenshot shows the 'Order Entry System - Lines' window. The 'Order' tab is active, showing details for Order 432, Line 001. The 'Part' is 0025, 'Description' is 'CAT IDLER'. The 'Price' is USD 25.0000. The 'Order Qty' field is highlighted in yellow, indicating it is the field the user needs to enter a value for.

9. If the price is changed by a previous process and is indicated by the 'OVRD Scripted Price' description, a text file will be generated to let the process know that the price was locked in by a user.



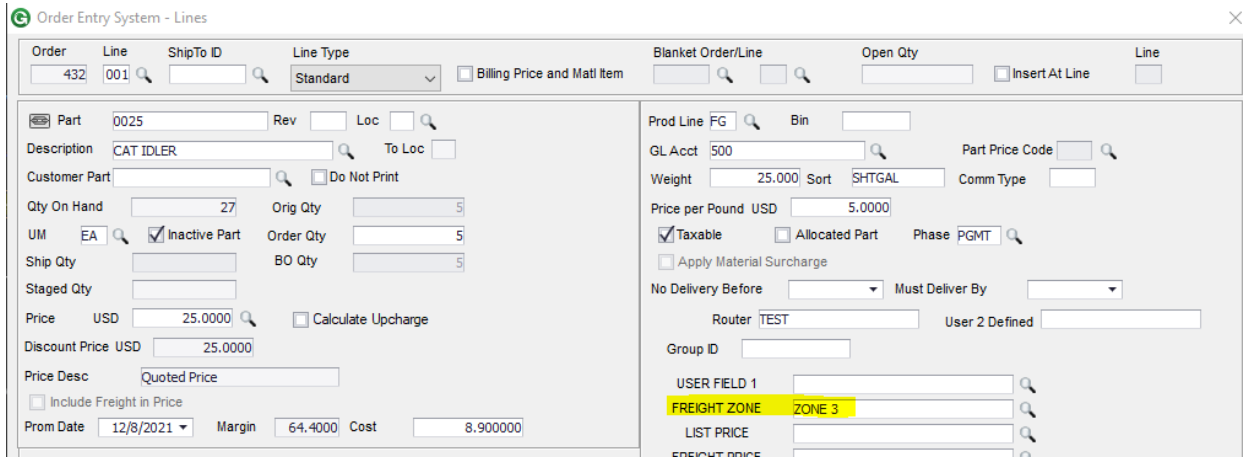
The screenshot shows the 'Order Entry System - Lines' window after a price change. The 'Price' is now USD 31.2500. The 'Price Desc' field is highlighted in yellow and contains the text 'OVRD Scripted Price'. The 'Order Qty' field is also highlighted in yellow.

> Apps > Global > FILES

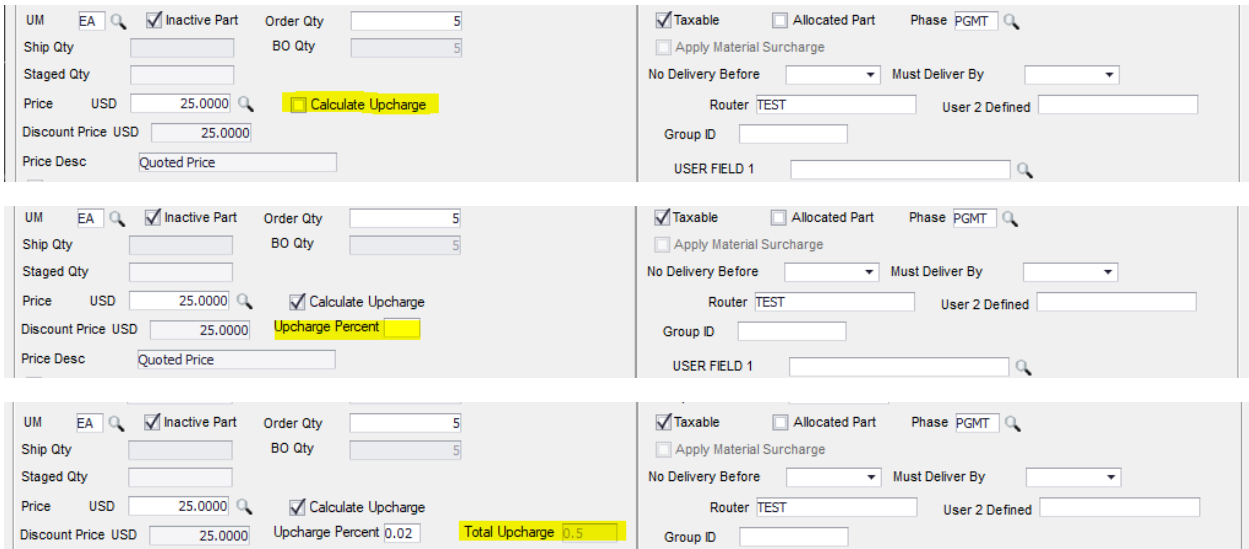
Name	Date modified	Type	Size
<input checked="" type="checkbox"/> PriceCalc_6526.txt	11/3/2021 7:07 PM	Text Document	1 KB
<input type="checkbox"/> PLASOTXLN-V0	11/3/2021 7:04 PM	File	80 KB

10. The user will need to ensure that a Freight Zone has been selected for User Field 2.

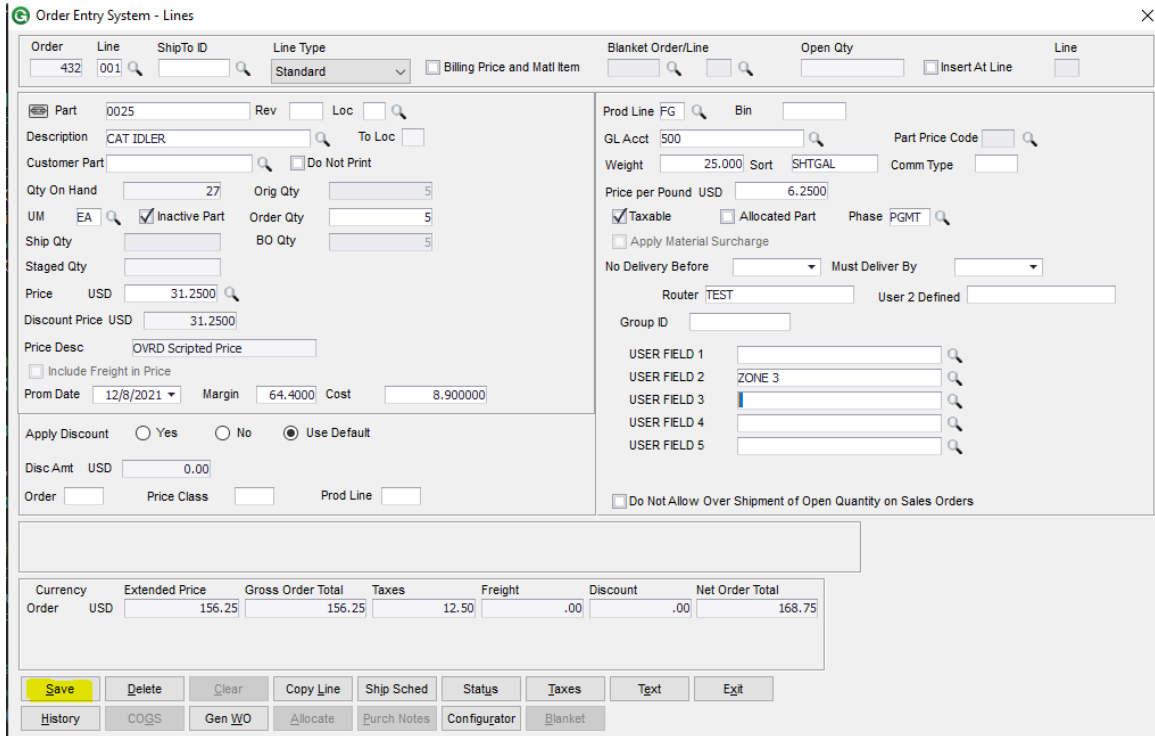
- a. ****Note**** QCP Corp. must set up the validation options on User Field 2 so that the user may use the browser button and select a Freight Zone



11. If the user needs to add an Upcharge to the Order Line, they will need to check the 'Calculate Upcharge' checkbox next to the 'Price' textbox. When the user checks this box, a text box will appear and allow the user to enter the 'Upcharge Percent'. Once the Upcharge Percent is entered, a textbox will appear with the Total Upcharge Amount already calculated. The calculation is as follows: (Price) x (Upcharge Percent)



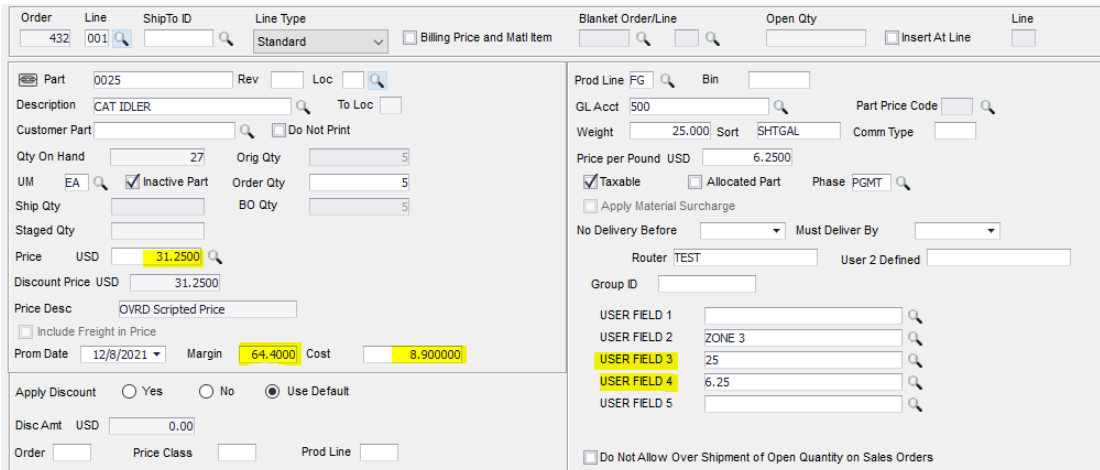
12. Once the Order Line has been completed with all required information, the user can click 'Save' to start the process of calculating freight and updating corresponding fields.



The screenshot shows the 'Order Entry System - Lines' window. The 'Order' field is 432, 'Line' is 001, and 'Line Type' is Standard. The 'Part' is 0025, 'Description' is CAT IDLER, and 'Customer Part' is empty. The 'Price' is USD 31.2500, 'Discount Price' is USD 31.2500, and 'Price Desc' is OVRD Scripted Price. The 'Prom Date' is 12/8/2021, 'Margin' is 64.4000, and 'Cost' is 8.900000. The 'Apply Discount' section shows 'Use Default' selected. The 'Order' field is empty, 'Price Class' is empty, and 'Prod Line' is empty. The 'Prod Line' section shows 'Prod Line FG' is empty, 'Bin' is empty, 'GL Acct' is 500, 'Part Price Code' is empty, 'Weight' is 25.000, 'Sort' is SHTGAL, 'Comm Type' is empty, 'Price per Pound' is USD 6.2500, 'Taxable' is checked, 'Allocated Part' is unchecked, 'Phase' is PGM, 'No Delivery Before' is empty, 'Must Deliver By' is empty, 'Router' is TEST, 'User 2 Defined' is empty, 'Group ID' is empty, 'USER FIELD 1' is empty, 'USER FIELD 2' is ZONE 3, 'USER FIELD 3' is empty, 'USER FIELD 4' is empty, and 'USER FIELD 5' is empty. The 'Do Not Allow Over Shipment of Open Quantity on Sales Orders' checkbox is unchecked. The summary table shows: Currency USD, Extended Price 156.25, Gross Order Total 156.25, Taxes 12.50, Freight .00, Discount .00, and Net Order Total 168.75. The bottom buttons include Save, Delete, Clear, Copy Line, Ship Sched, Status, Taxes, Text, Exit, History, COGS, Gen WO, Allocate, Purch Notes, Configurator, and Blanket.

13. After the process finishes, the user should see that the Price has been updated, as well as User Field 3 and User Field 4. The user will need to validate any calculations to ensure the values are correct.

****Note:** Currently, there is a bug in the Order Lines screen that is causing the Price to be recalculated when the upcharge is added into the price. R&D is in the process of investigating the bug and resolving the issue.



The screenshot shows the 'Order Entry System - Lines' window after saving. The 'Price' is now USD 31.2500 (highlighted in yellow), 'Discount Price' is USD 31.2500, 'Price Desc' is OVRD Scripted Price, 'Prom Date' is 12/8/2021, 'Margin' is 64.4000 (highlighted in yellow), and 'Cost' is 8.900000 (highlighted in yellow). The 'Apply Discount' section shows 'Use Default' selected. The 'Order' field is empty, 'Price Class' is empty, and 'Prod Line' is empty. The 'Prod Line' section shows 'Prod Line FG' is empty, 'Bin' is empty, 'GL Acct' is 500, 'Part Price Code' is empty, 'Weight' is 25.000, 'Sort' is SHTGAL, 'Comm Type' is empty, 'Price per Pound' is USD 6.2500, 'Taxable' is checked, 'Allocated Part' is unchecked, 'Phase' is PGM, 'No Delivery Before' is empty, 'Must Deliver By' is empty, 'Router' is TEST, 'User 2 Defined' is empty, 'Group ID' is empty, 'USER FIELD 1' is empty, 'USER FIELD 2' is ZONE 3, 'USER FIELD 3' is 25 (highlighted in yellow), 'USER FIELD 4' is 6.25 (highlighted in yellow), and 'USER FIELD 5' is empty. The 'Do Not Allow Over Shipment of Open Quantity on Sales Orders' checkbox is unchecked. The summary table shows: Currency USD, Extended Price 156.25, Gross Order Total 156.25, Taxes 12.50, Freight .00, Discount .00, and Net Order Total 168.75. The bottom buttons include Save, Delete, Clear, Copy Line, Ship Sched, Status, Taxes, Text, Exit, History, COGS, Gen WO, Allocate, Purch Notes, Configurator, and Blanket.

Quote Module

1. The next step in the process will be to either create a new Quick Quote or Edit an existing Quick Quote.
 - a. Estimating / Routing & Quote Management > File > Quick Quote > New
 - b. Estimating / Routing & Quote Management > File > Quick Quote > Open
2. The user will need to enter a customer to start the process of creating a new Quick Quote.

Open Quote Header Maintenance

Quote ☐ Customer ☐ Ship To ID ☐ Language ☐ Quote Currency ☐ Catalog Currency ☐ CAD ☐ In Process ☐ Submitted ☐ Approved ☐ Sent ☐ Pre-Quote Credit Limit 0

Bill To Address ☐ Non US Ship To Address ☐ Non US

Name
Address 1
Address 2
Address 3
Address 4
Address 5
City/State/Zip
Country
Attention

Contact Name Phone
Email

Quote Date Due Date Reference Expiration Price Class Discount 0.0000 Quote Discount 0.0000 Price Category Discount All Items ☐ Margin .0000

Sort 1 Sort 2 Location Last Item No. Approved By Approved Date Created By Created Date

Area Branch Sales Rep Comm Type Terms Project Process Group Primary Group Secondary Group

Carrier Service Type Ship Via Carrier Account 3rd Party Freight FOB

Delivery Freight Zone

Addl Addr Comments Email Taxes Lines Notes + User Fields Freight RFQ Won/Loss

Save Delete Print

- The user will need to ensure the Quote Header has all information completed, including the due date. The user can then click the 'Lines' button to begin adding lines.

Open Quote Header Maintenance

Quote 0000016	Customer AMD	ShipTo ID	Language	Quote Currency USD	Catalog Currency USD	<input checked="" type="radio"/> In Process <input type="radio"/> Submitted <input type="radio"/> Approved <input type="radio"/> Sent	Credit Limit \$ 0
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Bill To Address <input type="checkbox"/> Non US ADVANCED MICRO DEVICES 2092 LAWRENCE EXPRESSWAY SANTA CLARA CA 94039 MR. JACK CARROLL Contact Name Email	Ship To Address <input type="checkbox"/> Non US ADVANCED MICRO DEVICES 2092 LAWRENCE EXPRESSWAY SANTA CLARA CA 94039 MR. JACK CARROLL Phone
--	--

Quote Date 11/03/21	Due Date 11/03/21	Reference YOUR RFQ	Expiration NET 30	Price Class Discount 0.0000	Quote Discount 0.0000	Price Category	Discount All Items	Margin .0000
Sort 1	Sort 2	Location	Last Item No. 000	Approved By	Approved Date	Created By SUPERVSR	Created Date 11/03/2021	
Area	Branch	Sales Rep DUSTY ALEXANDER	Comm Type	Terms 2%10 N30	Project	Process Group	Primary Group	Secondary Group
Carrier	Service Type	Ship Via BEST WAY	Carrier Account	3rd Party Freight	FOB ORIGIN			
Delivery 3 WEEKS AGO	Freight Zone							

Add/Addr Comments Email Taxes **Lines** Notes User Fields Freight RFQ Won/Loss
 Save Delete Print
 Script 1 Script 2 Script 3

- The user will need to either select a Part for the new Line or enter a non-inventory part.

Quote Line Items

Quote 16	Line 0010	Customer AMD	ShipTo ID	<input type="checkbox"/> Retrieve Part Info from Router <input type="checkbox"/> Insert At Line	Line 000
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Part <input type="checkbox"/> Description Customer Part Qty Price USD Price Desc <input type="checkbox"/> Incl Freight in Price Margin Cost Alt Cost Apply Discount <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Use Default Disc Amt USD Order Price Class Prod Line	Prom Date GL Acct Sort Group Comm Type USER FIELD 1 USER FIELD 2 USER FIELD 3 USER FIELD 4 USER FIELD 5 Last Date Modified Part Price Code	Router User 2 Defined <input checked="" type="checkbox"/> Taxable <input type="checkbox"/> Create Requisition <input type="checkbox"/> Create Contract Part Price
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Save
 Delete
 Clear
 Copy Line
 Ship Sched
 Status
 Taxes
 Text
 Quote Hist
 Sales Hist
 Notes
 Configurator
 Allocate
 Exit

- Once the user selects an inventory part, the 'Sort' field will populate with the sort code setup on the inventory master for that part. If the Sort Code is incorrect, or the user has entered a non-inventory part, the user can add a sort code to the line by clicking the 'Sort Codes' button at the bottom of the screen. The button will open the Sort Code Browser previously mentioned.

Quote Line Items

Quote: 16 Line: 001 Customer: AMD ShipTo ID: ☐ Retrieve Part Info from Router ☐ Insert At Line: 000

Part: 0025 Rev: Loc: Description: CAT IDLER

Customer Part: UM: EA PL: FG

Qty: Weight:

Price: USD 25.0000 Price Desc: Inventory Price Eff Date:

☐ Incl Freight in Price

Margin: Cost: 8.900000 Alt Cost: 8.900000

Apply Discount: ☐ Yes ☐ No ☒ Use Default

Disc Amt: USD

Order: Price Class: Prod Line:

Prom Date: 12/3/2021 GL Acct: 500

Sort: SHTGAL Router:

Group: User 2 Defined:

Comm Type: ☒ Taxable ☐ Create Requisition

☐ Create Contract Part Price

USER FIELD 1: USER FIELD 2: USER FIELD 3: USER FIELD 4: USER FIELD 5:

Last Date Modified: Part Price Code:

Buttons: Save, Delete, Clear, Copy Line, Ship Sched, Status, Taxes, Text, Quote Hist, Sales Hist, Notes, Configurator, Allocate, Exit

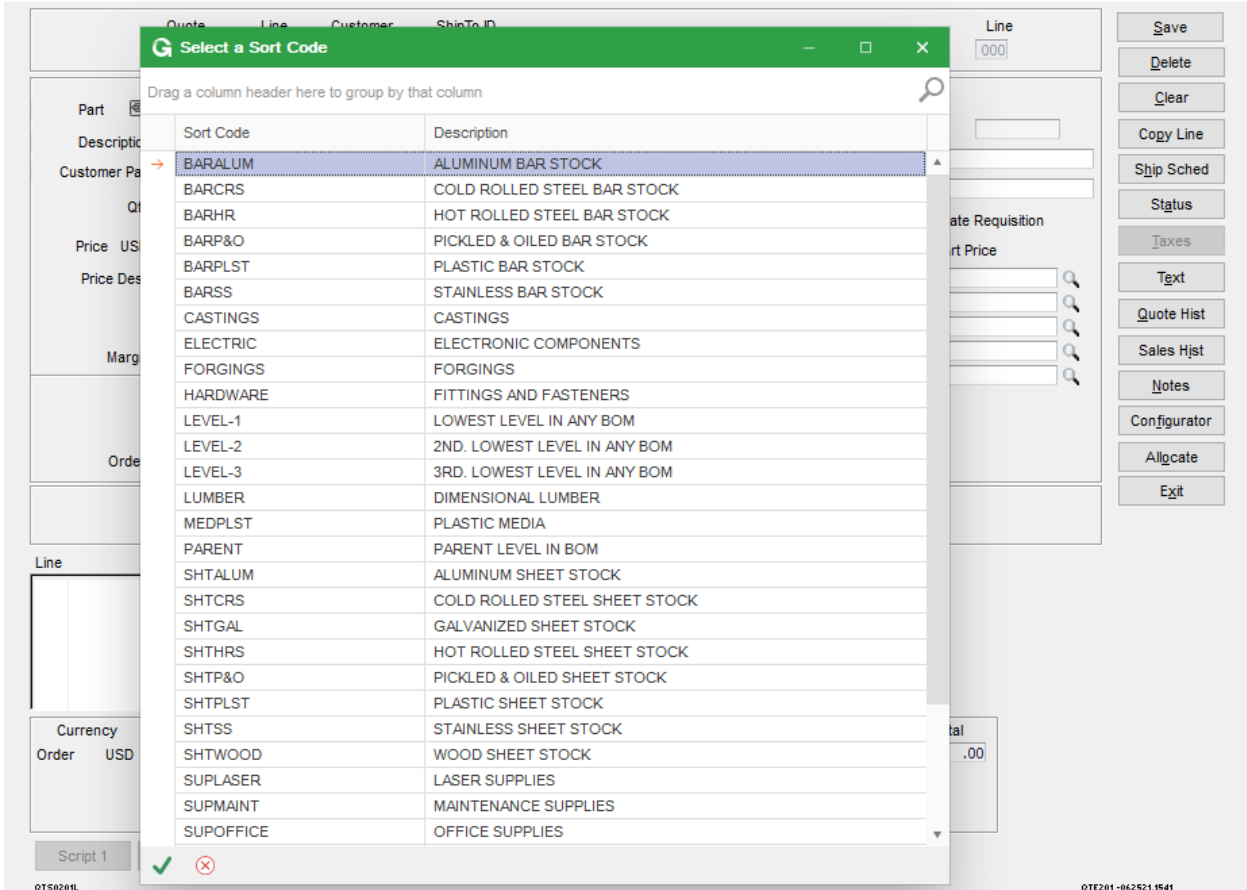
Line	Part	Loc	Description	Prom Date	Order Qty	Price	\$	W/L

Summary:

Currency	Extended Price	Gross Quote Total	Taxes	Freight	Discount	Net Quote Total
Order USD	.00	.00	.00	.00	.00	.00

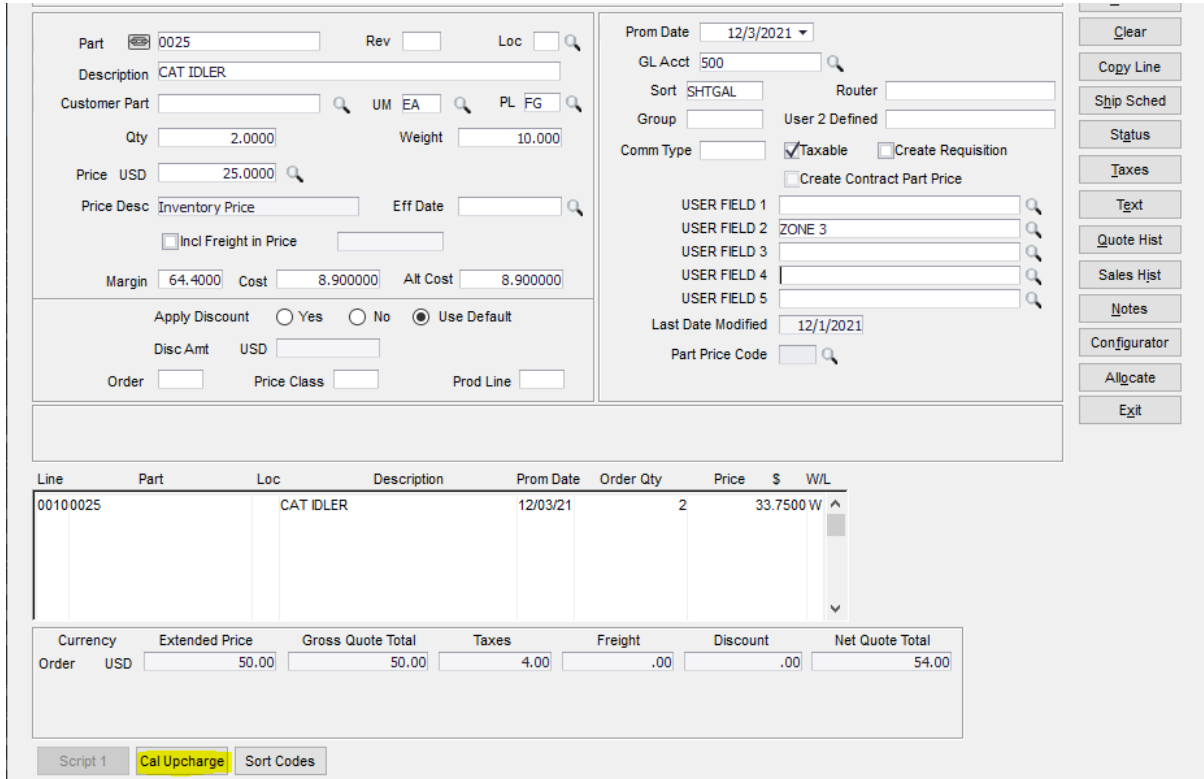
Buttons: Script 1, Script 2, Sort Codes

6. The Sort Code browser will include all the Sort Codes that have been added in Global Shop. It will also show the description for each Sort Code. Once the user selects a Sort Code from this browser, the 'Sort' field on the Lines screen will automatically populate.



Sort Code	Description
BARALUM	ALUMINUM BAR STOCK
BARCRS	COLD ROLLED STEEL BAR STOCK
BARHR	HOT ROLLED STEEL BAR STOCK
BARP&O	PICKLED & OILED BAR STOCK
BARPLST	PLASTIC BAR STOCK
BARSS	STAINLESS BAR STOCK
CASTINGS	CASTINGS
ELECTRIC	ELECTRONIC COMPONENTS
FORGINGS	FORGINGS
HARDWARE	FITTINGS AND FASTENERS
LEVEL-1	LOWEST LEVEL IN ANY BOM
LEVEL-2	2ND. LOWEST LEVEL IN ANY BOM
LEVEL-3	3RD. LOWEST LEVEL IN ANY BOM
LUMBER	DIMENSIONAL LUMBER
MEDPLST	PLASTIC MEDIA
PARENT	PARENT LEVEL IN BOM
SHTALUM	ALUMINUM SHEET STOCK
SHTCRS	COLD ROLLED STEEL SHEET STOCK
SHTGAL	GALVANIZED SHEET STOCK
SHTHRS	HOT ROLLED STEEL SHEET STOCK
SHTP&O	PICKLED & OILED SHEET STOCK
SHTPLST	PLASTIC SHEET STOCK
SHTSS	STAINLESS SHEET STOCK
SHTWOOD	WOOD SHEET STOCK
SUPLASER	LASER SUPPLIES
SUPMAINT	MAINTENANCE SUPPLIES
SUPOFFICE	OFFICE SUPPLIES

7. If the user needs to add an Upcharge for the Part, they will need to click the 'Cal Upcharge' button.



The screenshot shows the 'Part' form in the Global Shop SOLUTIONS ERP Software. The 'Part' field is set to '0025', 'Rev' is blank, and 'Loc' is blank. The 'Description' is 'CAT IDLER'. The 'Customer Part' is blank, 'UM' is 'EA', and 'PL' is 'FG'. The 'Qty' is '2.0000' and 'Weight' is '10.000'. The 'Price' is 'USD 25.0000'. The 'Price Desc' is 'Inventory Price' and 'Eff Date' is blank. The 'Margin' is '64.4000', 'Cost' is '8.900000', and 'Alt Cost' is '8.900000'. The 'Apply Discount' section has 'Yes', 'No', and 'Use Default' (selected) radio buttons. The 'Disc Amt' is 'USD' and 'Order' is blank. The 'Price Class' and 'Prod Line' are blank. The 'Prom Date' is '12/3/2021', 'GL Acct' is '500', 'Sort' is 'SHTGAL', 'Router' is blank, 'Group' is blank, 'User 2 Defined' is blank, 'Comm Type' is blank, 'Taxable' is checked, 'Create Requisition' is unchecked, and 'Create Contract Part Price' is unchecked. The 'USER FIELD' section has five fields: 'USER FIELD 1' (blank), 'USER FIELD 2' (ZONE 3), 'USER FIELD 3' (blank), 'USER FIELD 4' (blank), and 'USER FIELD 5' (blank). The 'Last Date Modified' is '12/1/2021' and 'Part Price Code' is blank. The 'Table' below shows the quote line details:

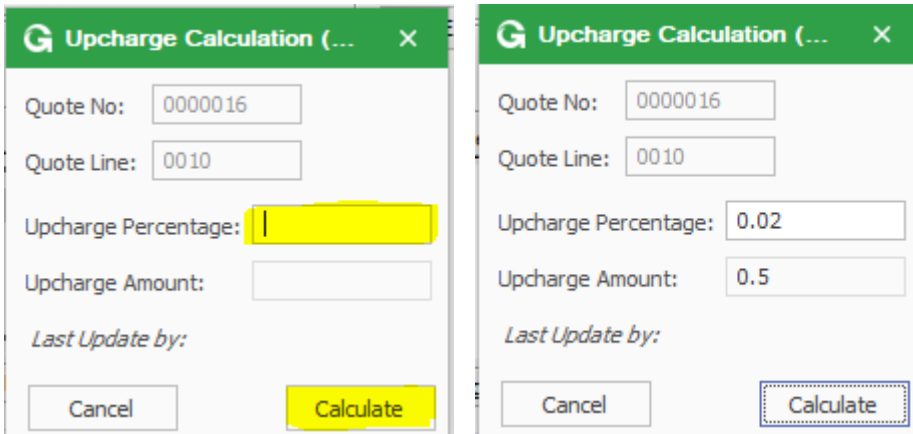
Line	Part	Loc	Description	Prom Date	Order Qty	Price	\$	W/L
00100025			CAT IDLER	12/03/21	2	33.7500		W

The 'Summary' section shows the following values:

Currency	Extended Price	Gross Quote Total	Taxes	Freight	Discount	Net Quote Total
Order USD	50.00	50.00	4.00	.00	.00	54.00

The 'Cal Upcharge' button is highlighted in yellow at the bottom left of the form.

8. The screen below will open, and it will show the Quote Number and Quote Line the Upcharge is being applied to. The user will need to enter the Upcharge Percentage and click 'Calculate' to run the calculation for the 'Upcharge Amount.' The calculation is as follows: (Price) x (Upcharge Percentage)



The first screenshot shows the 'Upcharge Calculation' dialog box with the following fields:

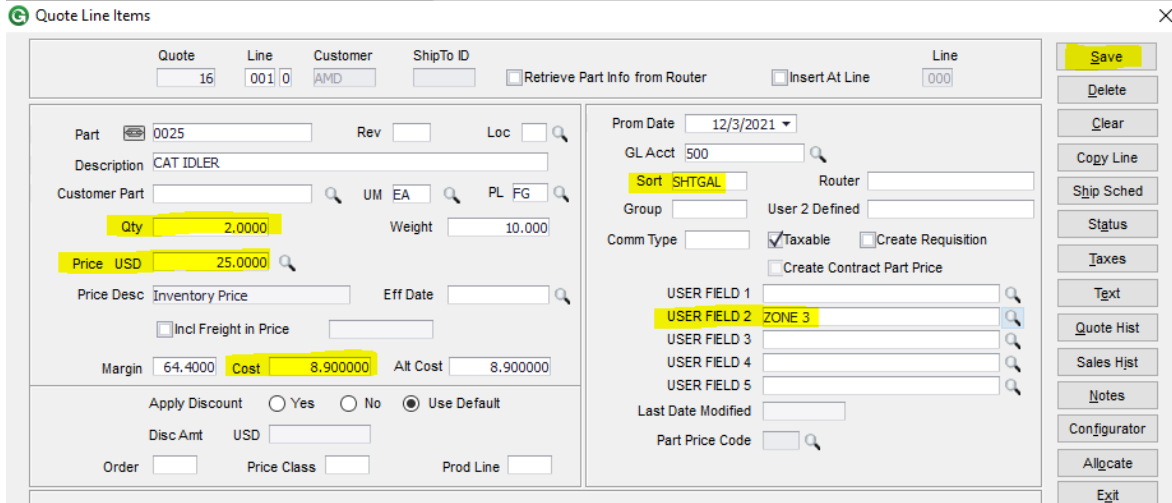
- Quote No: 0000016
- Quote Line: 0010
- Upcharge Percentage: (highlighted in yellow)
- Upcharge Amount: (blank)
- Last Update by: (blank)
- Buttons: Cancel, Calculate (highlighted in yellow)

The second screenshot shows the same dialog box with the calculated values:

- Quote No: 0000016
- Quote Line: 0010
- Upcharge Percentage: 0.02
- Upcharge Amount: 0.5
- Last Update by: (blank)
- Buttons: Cancel, Calculate (highlighted in yellow)

9. Once the user closes the Upcharge Calculation screen, the Upcharge percentage will be stored and pulled into the price and margin when the user saves the Quote Line.

10. The user will need to ensure all the highlighted fields are filled out correctly before they click 'Save.' Once that is done, the user can click 'Save' to start the calculation process.



Quote Line Items

Quote: 16 Line: 001 Customer: AMD ShipTo ID: ☐ Retrieve Part Info from Router ☐ Insert At Line Line: 000

Part: 0025 Rev: Loc: ☐ GL Acct: 500 Prom Date: 12/3/2021

Description: CAT IDLER Sort: SHTGAL Router: ☐ User 2 Defined: ☐

Customer Part: ☐ UM: EA PL: FG Group: ☐ Comm Type: ☒ Taxable ☐ Create Requisition ☐ Create Contract Part Price

Qty: 2.0000 Weight: 10.000 Price: USD 25.0000 Price Desc: Inventory Price Eff Date: ☐ Incl Freight in Price: ☐

Margin: 64.4000 Cost: 8.900000 Alt Cost: 8.900000 USER FIELD 1: ☐ USER FIELD 2: ZONE 3 USER FIELD 3: ☐ USER FIELD 4: ☐ USER FIELD 5: ☐

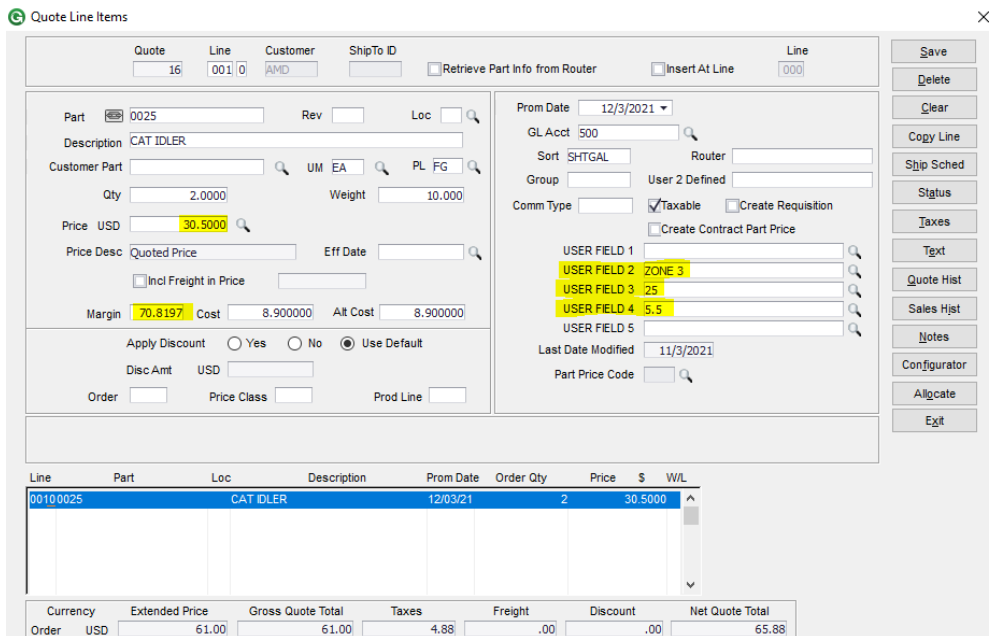
Apply Discount: ☐ Yes ☐ No ☒ Use Default Last Date Modified: ☐ Part Price Code: ☐

Disc Amt: USD ☐ Order: ☐ Price Class: ☐ Prod Line: ☐

Buttons: Save, Delete, Clear, Copy Line, Ship Sched, Status, Taxes, Text, Quote Hist, Sales Hist, Notes, Configurator, Allocate, Exit

11. Once the process is complete, the user will find all the corresponding information in the User Fields, as well as the updated Price and Margin. The user will need to validate the calculations to ensure the values are correct.

****Note:** Currently, there is a bug in the Quote Lines screen that is causing the Price to be recalculated when the upcharge is added into the price. R&D is in the process of investigating the bug and resolving the issue.



Quote Line Items

Quote: 16 Line: 001 Customer: AMD ShipTo ID: ☐ Retrieve Part Info from Router ☐ Insert At Line Line: 000

Part: 0025 Rev: Loc: ☐ GL Acct: 500 Prom Date: 12/3/2021

Description: CAT IDLER Sort: SHTGAL Router: ☐ User 2 Defined: ☐

Customer Part: ☐ UM: EA PL: FG Group: ☐ Comm Type: ☒ Taxable ☐ Create Requisition ☐ Create Contract Part Price

Qty: 2.0000 Weight: 10.000 Price: USD 30.5000 Price Desc: Quoted Price Eff Date: ☐ Incl Freight in Price: ☐

Margin: 70.8197 Cost: 8.900000 Alt Cost: 8.900000 USER FIELD 1: ☐ USER FIELD 2: ZONE 3 USER FIELD 3: 25 USER FIELD 4: 5.5 USER FIELD 5: ☐

Apply Discount: ☐ Yes ☐ No ☒ Use Default Last Date Modified: 11/3/2021 Part Price Code: ☐

Disc Amt: USD ☐ Order: ☐ Price Class: ☐ Prod Line: ☐

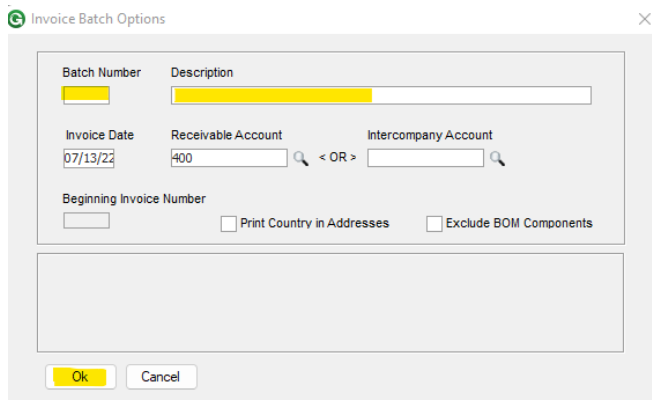
Buttons: Save, Delete, Clear, Copy Line, Ship Sched, Status, Taxes, Text, Quote Hist, Sales Hist, Notes, Configurator, Allocate, Exit

Line	Part	Loc	Description	Prom Date	Order Qty	Price	\$	W/L
00100025	CAT IDLER			12/03/21	2	30.5000		

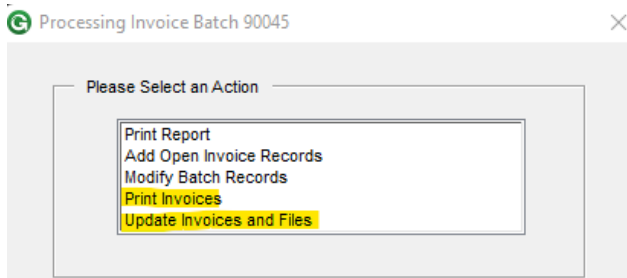
Currency	Extended Price	Gross Quote Total	Taxes	Freight	Discount	Net Quote Total
Order USD	61.00	61.00	4.88	.00	.00	65.88

Invoicing - General Ledger/Journal Entry Freight Reclassification

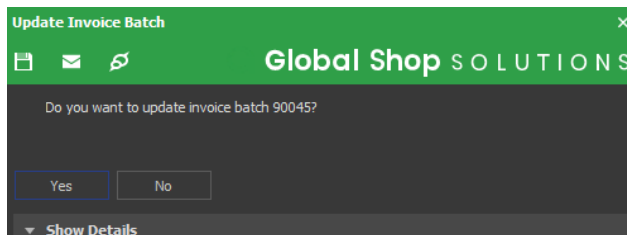
1. After the Sales Order is created, and the order has been shipped, the next step would be to start invoicing.
2. The user should use the invoicing process as normal. They will need to select the Orders/Shipment for invoicing via Order Entry > Transactions > Select Orders to Invoice. Once the user has selected all the Orders/Shipment for invoicing, they will need to run invoicing via Order Entry > Transactions > Invoicing.
3. The user will need to enter any information needed on the Invoice Batch Options and then click 'OK'
 - a. If the company option to Auto-Number Batch Numbers, the 'Batch Number' field will already be populated. Add a 'Description' and then confirm all the other information is correct. Click 'OK' to continue.



4. The user can proceed as they normally would when Processing the Invoice Batch. Once the user Prints the Invoices via 'Print Invoice', the user will be able to run the 'Update Invoices and Files' process.



5. The user will need to click 'Yes' on the 'Update Invoice Batch' prompt.





- Freight Journal Entry (6526)**

Freight GL Account:

Order			
→	-	0000476	
	%	GL Account	Debit
→		500	\$3.50
		561	\$3.50

- Freight Journal Entry (6526)

Freight GL Account: 561

Approve

Order

→ - 0000476

GL Account	Debit	Credit
→ 500	\$3.50	
561		\$3.50

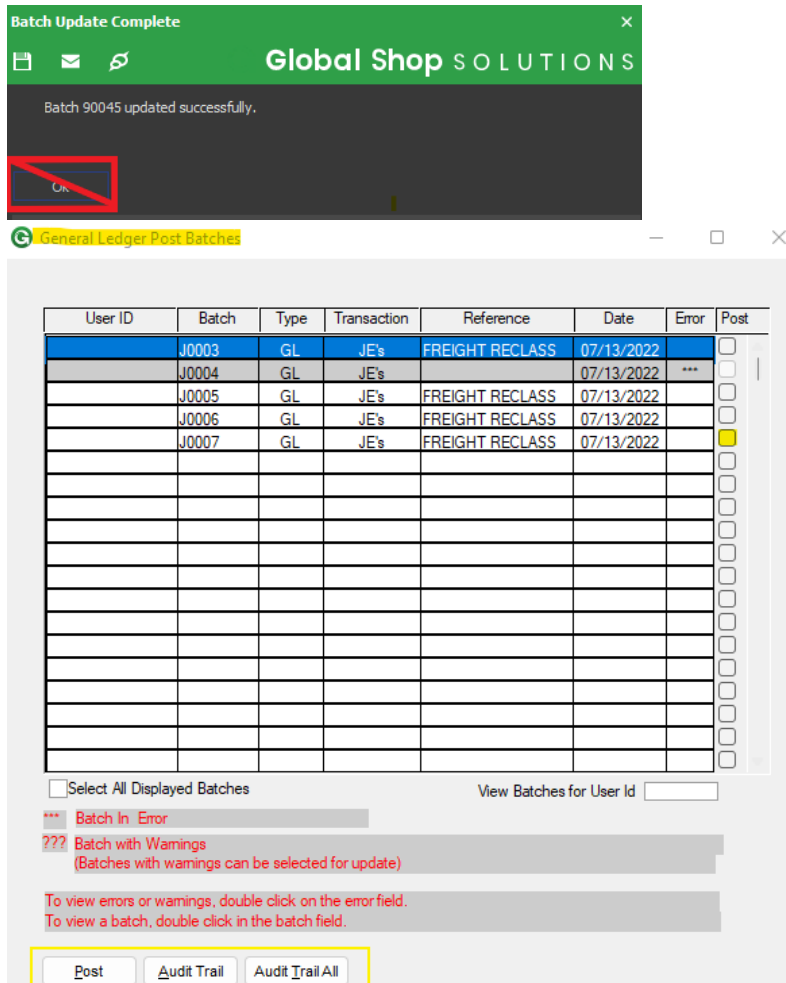
Upload Status

The Freight Reclassification was uploaded into GL Batch: J0007 at: 9:33:54 PM. It will need to be posted now.

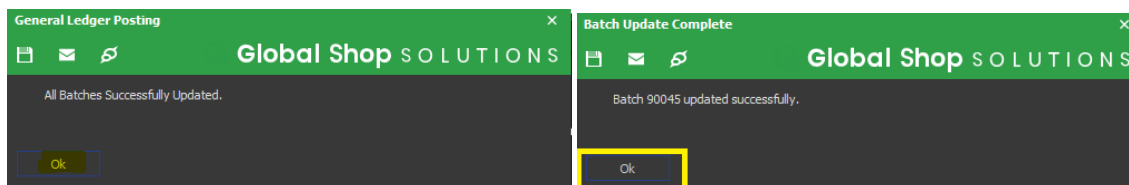
OK

9. IMPORTANT NOTE!!

Before the user clicks 'OK' on the 'Batch Update Complete' message, the user **MUST** post the General Ledger Batch via the 'Post' button on the 'General Ledger Post Batches' screen shown below:



10. Once the user posts the General Ledger Batch and sees the 'General Ledger Posting' success message, the user can click 'OK' on the 'Batch Update Complete' Screen.



11. After the user clicks 'OK' on the 'Batch Update Complete' screen, they will be able to post the Invoice Batch via the screen below:

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[illegible]

2. Estimating / Routing & Quote Management > View > Open Quotes with Freight (6526)
 - a. The Open Quotes Dashboard will load with the grid grouped by Quote Number.
 - b. You will see that the 'Total Freight on Quote' appears next to the Quote Number.
 - c. You will also be able to see the columns for 'Freight Zone', 'List Price', 'Freight Price' and 'Total Freight.'

Global Shop

SOLUTIONS

ERP SOFTWARE

View

Edit

W/LC

Days

30

All Quotes

Open Quotes

Quote No

Cost No	Customer Name	Cost PO	Line	Part	Description	PL	Qty	Price (\$)	Line Extens...	Quote W/L/C	Quote Da...	Due Date	Quote Extens...	S/P	Sales Or...	FREIGHT ZONE	LIST PRICE	FREIGHT PRICE
Quote No: 0000147 - Total Freight on Quote: \$0.00																		
Quote No: 0000148 - Total Freight on Quote: \$0.00																		
Quote No: 0000149 - Total Freight on Quote: \$0.00																		
Quote No: 0000150 - Total Freight on Quote: \$0.00																		
Quote No: 0000152 - Total Freight on Quote: \$0.00																		
Quote No: 0000153 - Total Freight on Quote: \$0.00																		
Quote No: 0000155 - Total Freight on Quote: \$0.00																		
Quote No: 0000156 - Total Freight on Quote: \$0.00																		
Quote No: 0000486 - Total Freight on Quote: \$0.00																		
Quote No: 0000487 - Total Freight on Quote: \$0.00																		
Quote No: 0000488 - Total Freight on Quote: \$0.00																		
Quote No: 0000492 - Total Freight on Quote: \$0.00																		
Quote No: 0000493 - Total Freight on Quote: \$1,085.76																		
Quote No: 0000494 - Total Freight on Quote: \$384.12																		
Quote No: 0126028 - Total Freight on Quote: \$0.00																		

Global Shop

SOLUTIONS

ERP SOFTWARE

View

Edit

W/LC

Days

30

All Quotes

Open Quotes

Quote No

Line	Part	Description	PL	Qty	Price (\$)	Line Extens...	Quote W/L/C	Quote Da...	Due Date	Quote Extens...	S/P	Sales Or...	FREIGHT ZONE	LIST PRICE	FREIGHT PRICE	USER FIELD 5	Ship To Name	Total Freight

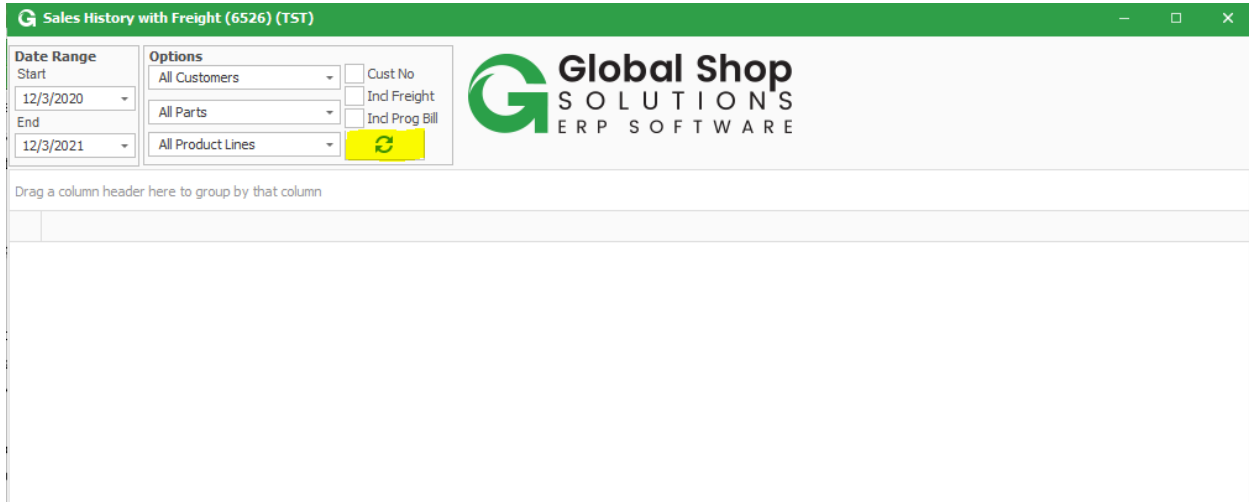
3. Shipping & Receiving > View > Shipping Dashboard with Freight (6526)

- The Shipping Dashboard will load the 'Open Orders' tab and 'Due Today _Past Due' tab with the Grids group by Order Number.
- You will see the 'Total Freight on Order' appears next to the order number.
- You will also be able to see the columns for 'Freight Zone', 'List Price', 'Freight Price' and 'Total Freight.'

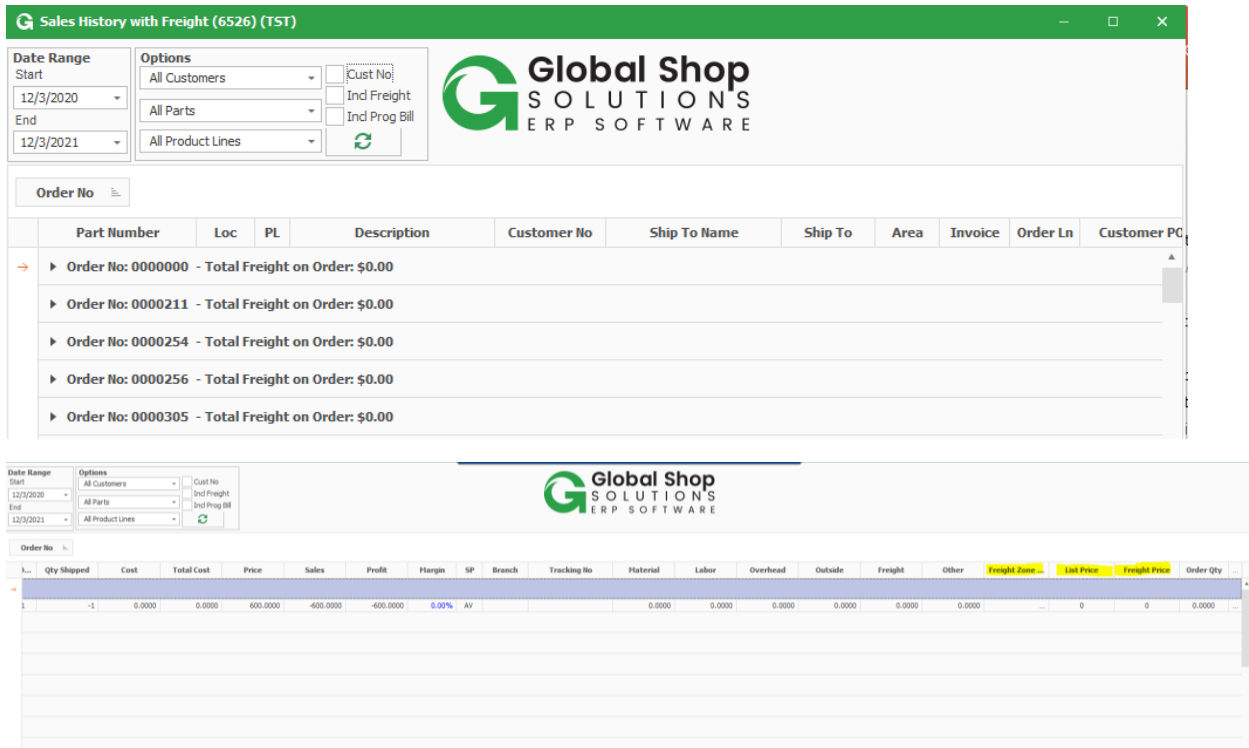
[illegible]

4. Sales Analysis > View > Sales History with Freight (6526)

- a. The screen below will load, you will need to select any options needed and click the 'Load' button.



- b. Once the grid loads, you will see that it is grouped by the Order Number.
- c. The 'Total Freight on Order' will appear next to the Order Number.
- d. You will also be able to see the columns for 'Freight Zone', 'List Price' and 'Freight Price.'



Order No	Part Number	Loc	PL	Description	Customer No	Ship To Name	Ship To	Area	Invoice	Order Ln	Customer PC
Order No: 0000000	Total Freight on Order: \$0.00										
Order No: 0000211	Total Freight on Order: \$0.00										
Order No: 0000254	Total Freight on Order: \$0.00										
Order No: 0000256	Total Freight on Order: \$0.00										
Order No: 0000305	Total Freight on Order: \$0.00										

Qty Shipped	Cost	Total Cost	Price	Sales	Profit	Margin	SP	Branch	Tracking No	Material	Labor	Overhead	Outside	Freight	Other	Freight Zone	List Price	Freight Price	Order Qty
1	-1	0.0000	0.0000	600.0000	-600.0000	-600.0000	0.00%	AV			0.0000	0.0000	0.0000	0.0000	0.0000		0	0	0.0000