

Product Number

Product numbers will be associated with the product description. Product numbers/Product descriptions can be upload in bulk through an EXCEL file; or added one at a time during the order entry process.

In some cases two products will have the same product number, in these situations, the user will be prompted to select the item they went from a pop up list with those product numbers. If a user enters a product number that does not exist, they will be prompted to re-enter a new number OR asked if they would like to add the product number to the database; if they opt to add it to the data base they will be prompted to enter the product brand, and description

Product Color

Product colors will also be upload through an EXCEL file or entered one at a time through the ordering process. If a color dose not exist the user will be prompted to either select a new color or add the color to the data base.

Sizes

Before sizes are entered the user will be prompted with 3 options. Either NO SIZE for situations where no sizes are needed (suchas a cap or bag). The 2nd option is our STANDARD SIZES (which consists of SMALL through 3XL (this accounts for most of our order), the form will auto populate these sizes with the user only needing to enter the quantity of each size. The 3rd option is CUSTOM SIZES where the user is prompted to enter both the size and the quantity for each size. The system will automatically total the sizes as they are entered.

Personalizations

Personalizations are optional for each product and can either be a name, a number, or a name and a number. The user would be prompted to select which one of the 3 options they want OR can continue without adding a personalization. The user will enter the personalizations one at a time, or upload an EXCEL file of the names and/or numbers. The USER will also selct the LOCATION of the personalization (which could be 2 different locations if NAME AND NUMBER option is selected); and they will select the DEPARTMENT to letter the name and/or number. The different departments can be found on our DROP DOWN OPTIONS LIST under PERSONALIZATION DEPARTMENTS. The user will also enter thePRICE and the COST of the personalization(s)

Red Flag

The user will have the option to enter RED FLAG ISSUES into a text field. If no RED FLAG ISSUE is entered this item will not show up on the EXPANDED VIEW (more on the EXPANDED VIEW later)

Lettering Assignment

Each product will have a LETTERING ASSIGNMENT NUMBER (1 through 10). The LETTERING ASSIGNMENT details will be entered after all the products are added to the WORK ORDER, but at this step the user is only entering the LETTERING ASSIGNMENT number. In some cases there will be NO LETTERING needed - therefore "BLANK" needs to be one of the LETTERING ASSIGNMENT options in the drop down of LETTERING ASSIGNMENT numbers

Vendor

Each PRODUCT has a vendor or vendors - which will be entered in the final phase (after all the product and lettering assignments have been entered) - the vendor and the cost are entered by the user in the same step. When the vendor is selected from the drop down for the first size of the product, the remaining sizes populate with the same vendor; however, they can be manually changed. In addition to a list of vendors, STOCK and CUSTOMER PROVIDED are also options for VENDORS

Location(s)

Each product (that isn't BLANK) will have one or more locations of the product lettered. The user will select the lettering location from a drop down. Additional lettering locations can be added to the product after the initial lettering location details are defined (which are the DEPARTMENT and the COLOR(s))

Department(s)

Each lettering location is assigned a department from a drop down

Color(s)

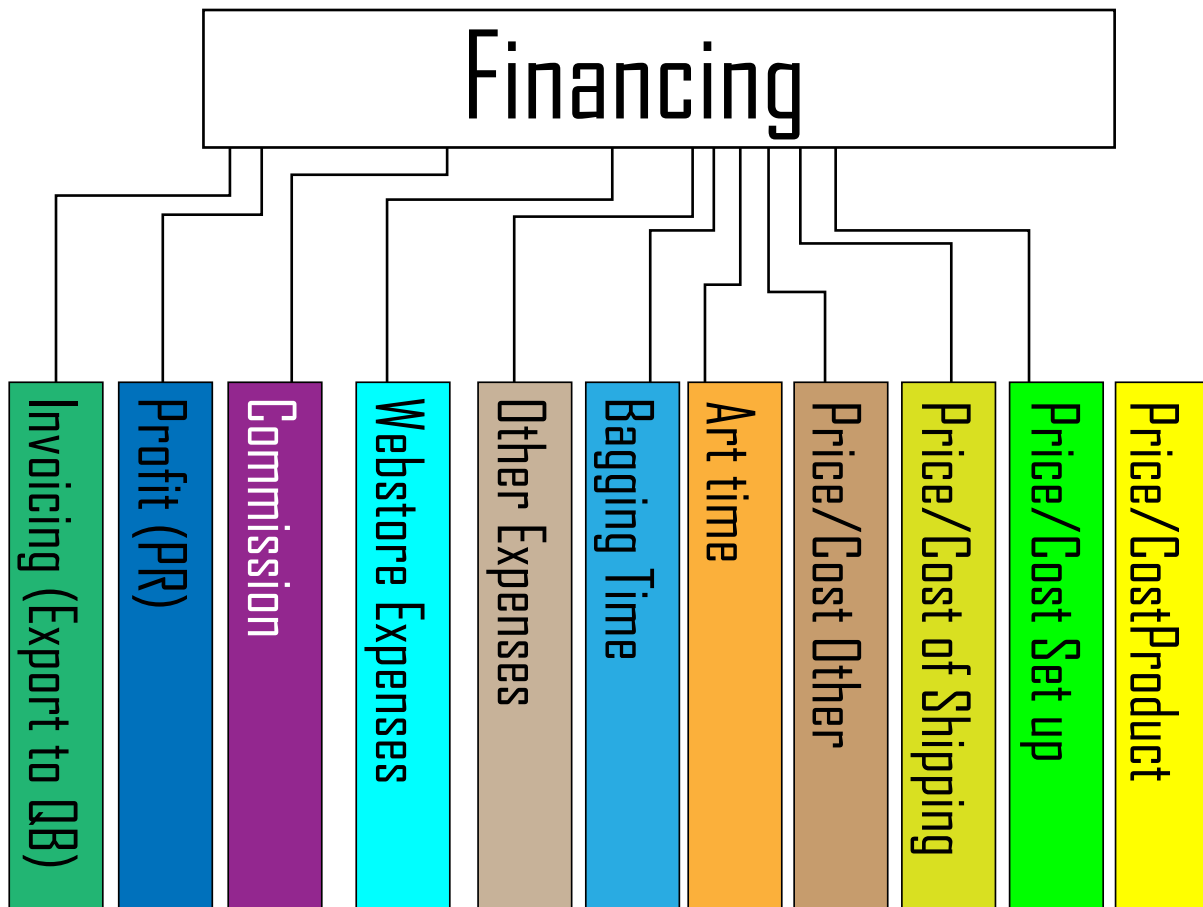
Each lettering location will have color(s) of lettering assigned and this will be a manual entry by the user

Red Flag

The user will have the option to enter RED FLAG ISSUES into a text field. If no RED FLAG ISSUE is entered this item will not show up on the EXPANDED VIEW (more on the EXPANDED VIEW later)

Image Upload

Once the location, department, and colors have been defined, the user has the option to upload a JPG to be shown on the expanded view, and attached other files to be downloaded (i.e. PDF, AI, EPS)



Price/CostProduct

When pricing is entered in to the first size, the remaining sizes up to XL are populated with the same price after tabbed - the tab would bring you to the cell to enter the next size up from XL 9which is usually XXL).

When the cost of the smallest size is entered, the same populating and tab function as the price will be done.

Price/Cost Set up

When finalizing the order there may or may not be SET UP, SHIPPING, and/or OTHER expenses- the user would enter the price and cost of these items here if needed

Price/Cost of Shipping

Price/Cost Other

Art time

Bagging Time

Art time expenses would be a deduction to the REPS COMMISSION LEDGER and need to be calculated after the order has been COMPLETE according to the system. Once complete, the calculations are triggered and a journal entry is submitted to the REPS COMMISSION LEDGER.

ART TIME is based on the following calculation:

If art time (STRD, RUSH, and QE only) exceeds 30 minutes * number of LETTERING ASSIGNMENTS, then there would be an art time journal entry for the reps commission ledger

$$[(\text{STRD time in minutes}) + (\text{RUSH time in minutes}) + (\text{QE time in minutes})] - [(30 \text{ minutes}) * (\text{number of lettering assignments})] * \$0.50 * \text{the reps commission percentage}$$

For example:

If a Work Order has 2 lettering assignments and the following art time;

STRD: 50 minutes

QE: 15 minutes

QE: 20 minutes

That is a total of 85 minutes

With 2 art assignments at 30 minutes (which is 60 minutes); the art time exceeds this by 25 minutes

So, $25 * \$0.70 = \17.50

Therefore, $\$17.50 * \text{reps commission percentage}$...for the sake of the example we'll say is 10%

$\$17.50 * 10\% = \1.75 , therefore a journal entry is entered on the REPS COMMISSION LEDGER automatically of a deduction of \$1.75

For the BAGGING journal entry the following calculation is used. The total time in minutes of everyone that clocked in to BAGGING time as multiplied by \$.50. The REPS commission times this total dollar amount is deducted on the REPS COMMISSION LEDGER.

For Example:

If 2 people are clocked in to bag an order for 40 minutes, the total time equals 80 minutes:

$80 * \$0.50 * (\text{reps commission percentage})$

For the sake of the example, let's say the commission percentage is 10%

$80 * \$0.50 * 10\% = \4 ; therefore the journal entry deduction is \$4

*All journal entries would identify the work order number and the customer name

For example

44535 XYZ Company - Bagging Time (4.00)

44535 ABC Company - Artwork Time (1.75)

The REPS may or may not enter an OTHER expense on the lower part of the finance box. This amount will reduce the GROSS PROFIT

Webstore Expenses

The total time in minutes * \$.50 = the amount the GROSS PROFIT is reduced by.

For example:

If the WEBSTORE time is 70 minutes, the gross profit is reduced by - 70 * \$.50 = \$35

Commission

Commission is based on the REPS commission percentage and the adjusted gross profit. ADMIN needs to have the ability to go in and manually override a commission percentage for a given WORK ORDER

ADMIN would also set the commission percentage default for each rep on the backend

The Gross Profit is calculated by the (price-cost) * QTY. Each size will be calculated by itself since each size may not have the same price and/or cost.

Therefore:

$$[(\text{PRODUCT PRICE}) - (\text{PRODUCT COST}) * \text{QTY}] + [(\text{SET UP PRICE}) - (\text{SET UP COST})] + [(-\text{SHIPPING PRICE}) - (-\text{SHIPPING COST})] + [(\text{OTHER EXPENSE PRICE}) - (\text{OTHER EXPENSE COST})] = \text{GROSS PROFIT}$$

$$\text{ADJUSTED GROSS PROFIT} = (\text{GROSS PROFIT}) - (\text{OTHER EXPENSE ON LOWER PART}) - (\text{WEBSTORE EXPENSE})$$

$$\text{COMMISSION} = (\text{REPS COMMISSION \%}) * (\text{ADJUSTED GROSS PROFIT})$$

The REPS COMMISSION will be entered on their commission ledger

For example:

54667 ACME Company \$75.65

Profit (PR)

PR (Net Profit) is a number that will be used throughout the production process is calculated as follows:

$$\text{PR} = (\text{ADJUSTED GROSS PROFIT}) - (\text{REPS COMMISSION})$$

Invoicing (Export to QB)

All orders need to be exported into desktop quick books

Purchasing and Receiving Flow Chart

