



**LEADERS HOLDING CO.™**

Est. 1971

## Parts & Custom Items Item is Not in the Configurator Place Holder SKUs

The item configurator is an amazing tool that will allow you to order almost everything manufacturers have available. For information on the Product Configurator see 3.1 Writing a Sales / Product Configurator.

Parts, custom configurations, or one of a kind items may not be able to be ordered using the configurator. If you cannot configure an item, please use the correct place holder SKU by brand below.

**Note:**

If you see an error in the data in the configurator, and it is preventing you from ordering the item you would like, please communicate it to the purchasing team. The Purchasing Team maintains the configurator data to give the sales team the ability to write transactions faster and more accurately.

**One team, One Goal!**

### Place Holder SKUs

Brand	Special Order Item	Parts
Casual Comfort™	CCOM-SPO.PLACEHOLDER	CCOM-PARTS.PLACEHOLDER
Central Cushion	CENT-SPO.PLACEHOLDER	CENT-PARTS.PLACEHOLDER
Garden Classics™	N/A	GARD-PARTS.PLACEHOLDER
Hanamint™	HANA-SPO.PLACEHOLDER	HANA-PARTS.PLACEHOLDER
Island Way Living™	N/A	ISLA-PARTS.PLACEHOLDER
Jensen Leisure	JENS-SPO.PLACEHOLDER	JENS-PARTS.PLACEHOLDER
Leaders Parts	N/A	LEAD-PARTS.PLACEHOLDER
Palm Spring Rattan™	N/A	PALM-PARTS.PLACEHOLDER
Treasure Garden®	TREA-SPO.PLACEHOLDER	TREA-PARTS.PLACEHOLDER
Tropitone®	TROP-SPO.PLACEHOLDER	TROP-PARTS.PLACEHOLDER
Palm Springs Upholstery	PALM-SPO.PLACEHOLDER	PALM-PARTS.PLACEHOLDER
Upholstery By You™	BYYO-SPO.PLACEHOLDER	BYYO-PARTS.PLACEHOLDER
Windward Design™	WIND-SPO.PLACEHOLDER	WIND-PARTS.PLACEHOLDER

## How do I use a Place Holder SKU?

1. Try to use the configurator to order the item by clicking the **Open Product Configurator** button and following the prompts.
  - a. Check that the following are correct:
    - i. Manufacturer
    - ii. Collection
    - iii. Keyword
2. If you cannot configure the items in the configurator, in a Sales Order, on the Items Tab, type the appropriate Place Holder SKU from the list above into the item field.
3. Follow the instruction in the Descriptions field

CUSTOMER MESSAGE (PRINTS ON SALES ORDER)  
Thank you for the opportunity to earn your business! Your referral is the highest compliment we can receive.

2. Items 3. Shipping/Billing/Signature Communication Delivery Information System Information

☒ SHIP COMPLETE  
ESTIMATED READY DATE \*  
PROMOTION  
RATE  
Calculate

RESERVE TO YOUR FLOOR  
When reserving items off of your stores floor for Customer Pick-Up, 1. Set the "Fulfill From" location on the line item to your location. 2. Once the form is saved do not use the "Reserve" function. The "Reserve" function automatically creates a transfer to send the item(s) back to the DC.

Items 0.00  
Clear All Lines Open Product Configurator

ITEM *	DESCRIPTION	QUANTITY	PRICE LEVEL	EACH	AMOUNT	ESTIMATED AVAILABILITY DATE	FULFILL FROM	AVAILABLE IN FULFILL LOCATION	INVENTORY DETAIL	SCHEDULE DELIVERY DATE	SCHEDULE DELIVERY METHOD	SCHEDULE DELIVERY RECORD	TAX	SPECIAL ORDER	COMMIT
CENT-SPO-PLACEHOLDER	<Type in sku number information and detailed Description for Product to be Ordered> Purchasing to create and override with dedicated sku after sales order approval.	1	Retail Our Low	0.00	0.00		- Distribution Center	0				<Type then tab>	Yes		Available Qty

Add Cancel Copy Previous Insert Remove

### PLEASE NOTE

THIS IS A UNIQUE SITUATION. CHANGING THE DESCRIPTION OF AN ITEM ORDERED USING THE CONFIGURATOR WILL NOT CHANGE WHAT IS ORDERED. CHANGING THE DESCRIPTION AND GETTING A RESULT IS EXCLUSIVE TO PLACE HOLDER SKUS