

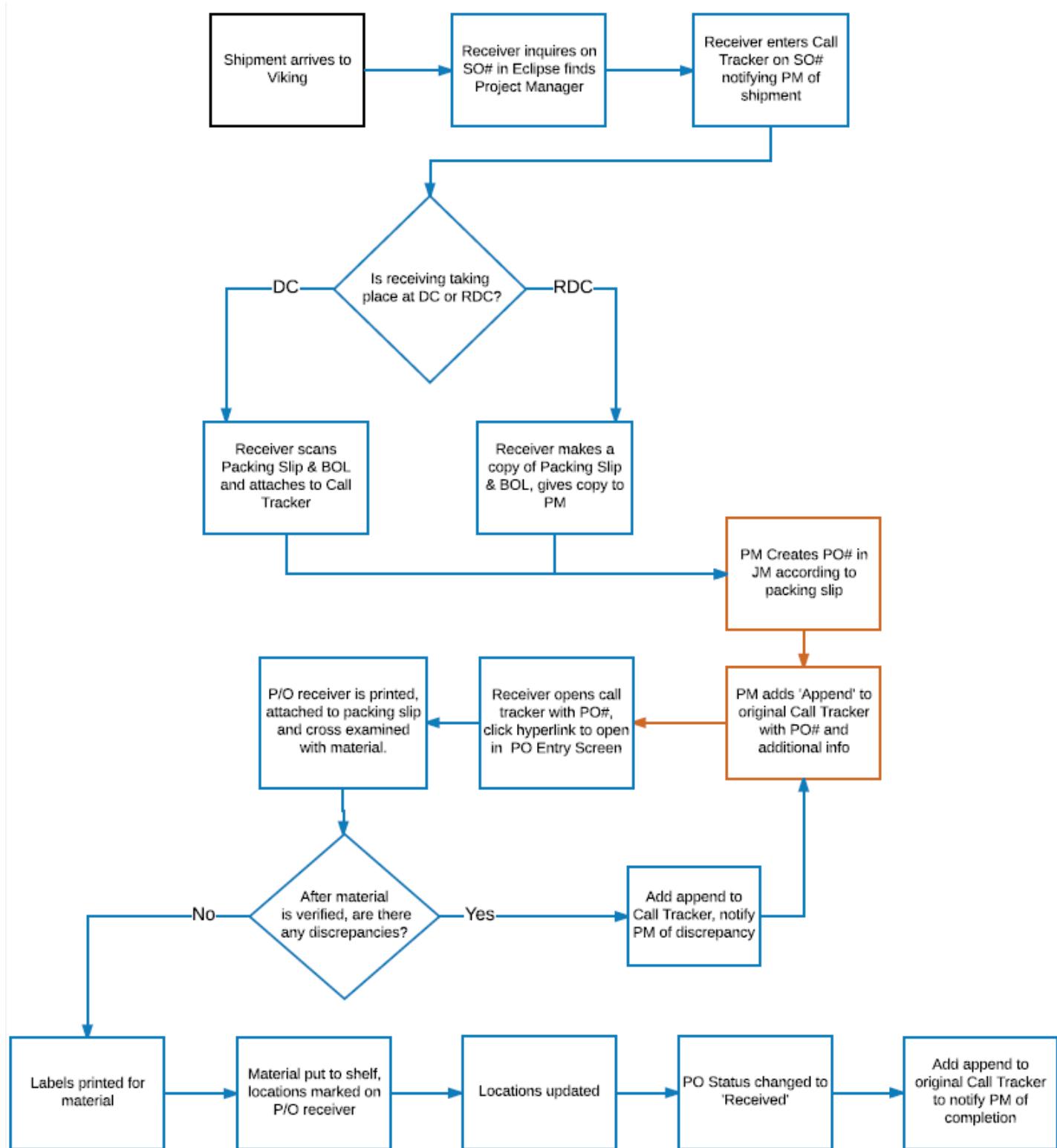
| | | | |
|--|---|------------------------|------------------------|
|  Dominic Vicchiollo | Standard Operating Procedures Direct Through Stock (DTS) Receiving | REVISION 1.0 | PAGE 1 of 18 |
| EFFECTIVE DATE November 1 st 2016 | | | |

Table of Contents:

| | |
|--|----|
| Direct Through Stock Receiving Flow Chart..... | 2 |
| Direct Through Stock Overview..... | 3 |
| Determining a DTS Order..... | 4 |
| Call Tracker: | |
| Warehouse..... | 5 |
| Attach Documents & Images..... | 6 |
| Project Manager..... | 7 |
| PM to Warehouse..... | 9 |
| Receiving Direct Through Stock Material..... | 10 |
| Checking Material In..... | 11 |
| Printing Product Labels..... | 11 |
| Managing DTS Locations..... | 12 |
| Split Locations Screen..... | 12 |
| Product Location Maintenance Screen..... | 14 |
| Closing DTS Receiving..... | 15 |
| Direct Through Stock Queue..... | 17 |
| Inventory Inquiries..... | 18 |

DTS Receiving

Project Manager Operations



| | | | |
|--|---|------------------------|------------------------|
|  Dominic Vicchiollo | Standard Operating Procedures Direct Through Stock (DTS) Receiving | REVISION 1.0 | PAGE 3 of 18 |
| EFFECTIVE DATE November 1 st 2016 | | | |

Direct Through Stock

Overview:

Direct Through Stocks (DTS) are project material for a dedicated customer, in which Viking agrees to store material for a specific project over a given amount of time. There are many possible reasons why the customer would request Viking to store the material, a few possible scenarios: lack of onsite job storage, no place to unload semi truck deliveries, project delays, material handling is too excessive and expensive. Regardless of the reason for the request, our goal at Viking is to utilize our expertise to help the customer manage and reduce costs due to handling and managing project material.

DTS material and orders are managed through the Project Team, using the Job Management system. The vendor packing slip will show an SO# that indicates to Receiving that this is a direct order. However, unlike SO directs that originate from Solar Eclipse, the material from these directs are intended to be managed through the warehouse following the standard warehouse procedure.

DTS Flow Process

Example of DTS flow process, refer to the last page for an in depth flow chart.



Direct Through Stock Material Arrives

Prior to Receiving:

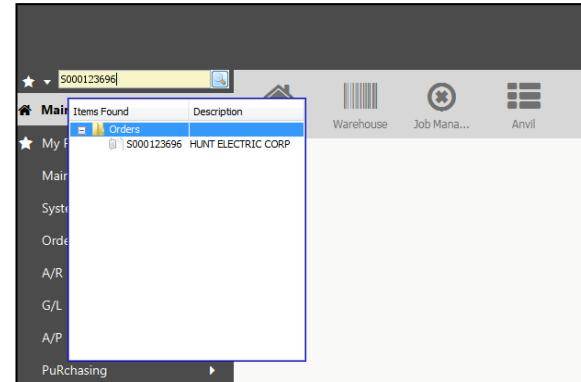
1. Verify Bill of Lading (BOL) matches what is said to have shipped
2. Verify freight is free of any damage and/or shortages
 - a. Note any discrepancies on both copies of BOL. Have driver initial any notes made.
3. Sign Bill of Lading

Determining a DTS order and writer

Overview:

Using the packing slip from the shipment, the receiver will need to determine if the SO# is indeed DTS material and who the Project Manager is for the DTS order. There are a few ways to find this information, refer to the Advanced Search section below for other search methods.

1. In Solar Eclipse, enter the SO# from the packing slip in the **Search Field** in the upper left corner. Inquire on sales order.



2. In the **Body** tab from the **Sales Order Entry** screen, there are two areas where the SO will indicate the direct is DTS.

3. In the **Header** tab, the **Project Manager** will be listed under the **In Salesperson** field.

Call Tracker: Warehouse

- From the **Sales Order Entry** screen, enter a **Call Tracker** to alert PM of the shipment. From the Header tab, key **Shift + F4**, select **Different User**.

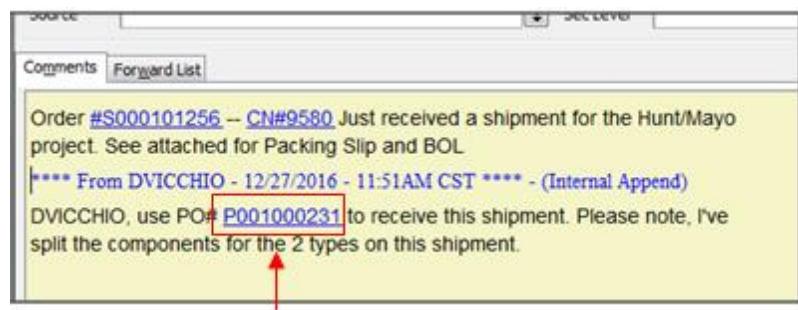
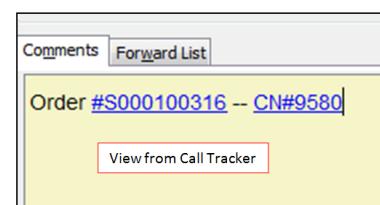
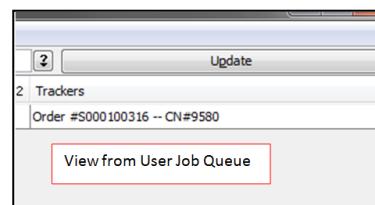
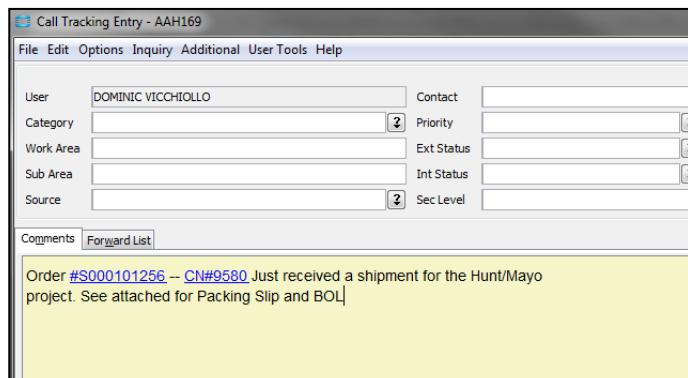
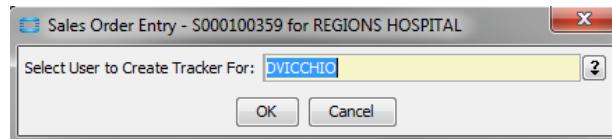
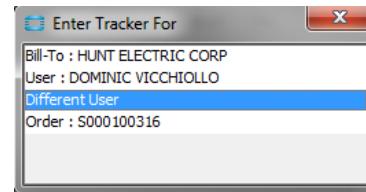
- Enter the PM's **Username**.

- In the **Comments** field, enter any additional information such as damages or freight shortages. The **default** displays a hyperlinked SO# and Customer #.

Note: in the default view of the **User Job Queue**, the first 47 characters (including spaces) will be visible in the tracker cell.

- Once the Project Manager creates the DTS PO# in Job Management, the PO# will be forwarded on the original call tracker.

- Open the Call Tracker and select the hyperlinked PO#, and use the Direct Through Stock Receiving Material on Page 9.



Attach Documents & Images

- Scan the Packing Slip & Bill of Lading, to add the image as an attachment to the Call Tracker.

TIP: select and drag a file onto the comments area of a tracker to automatically index the image, or use the process below.

- Under User Tools → Imaging → Index Image will open your documents folder to add a file. (**Shift + F7**)
- Select a File → Open

- From the Attachment Indexing Screen, choose a document Profile → PO Packing Slips

- Select **Index** the image.

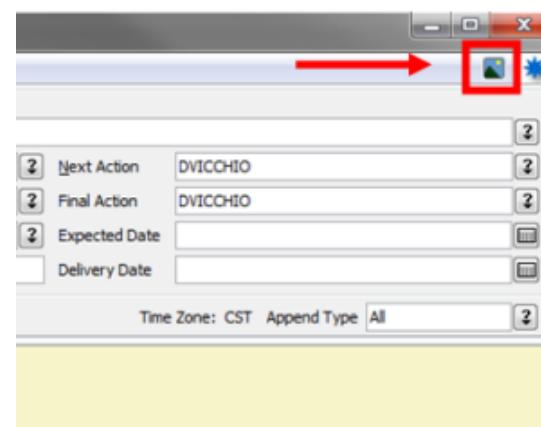
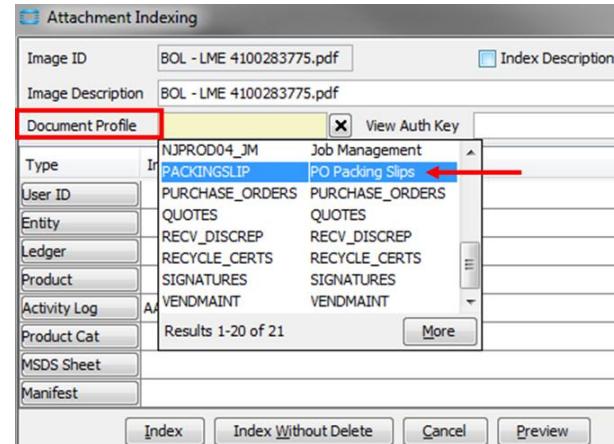
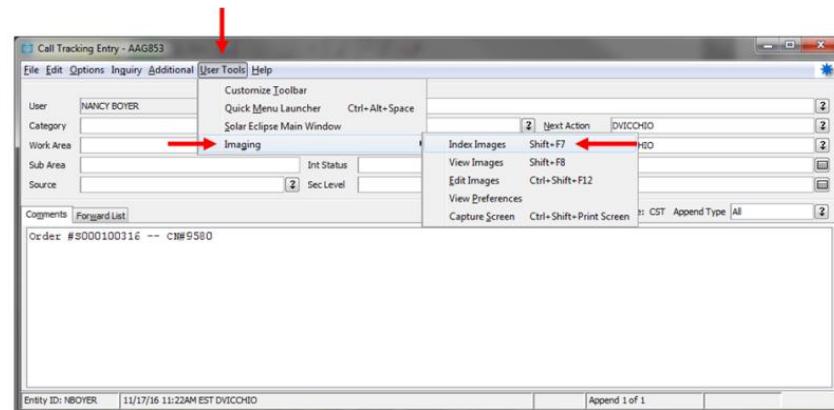
The Call Tracker will now display the Image Icon.

TIP:

Index = file will be deleted from original folder.

Index Without Delete = file will not be deleted from original folder.

- Hit **F12** to save and send the Call Tracker.



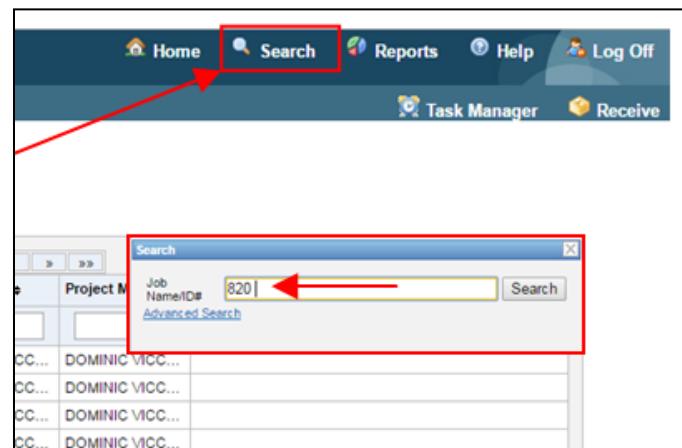
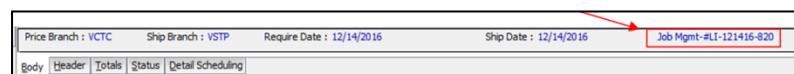
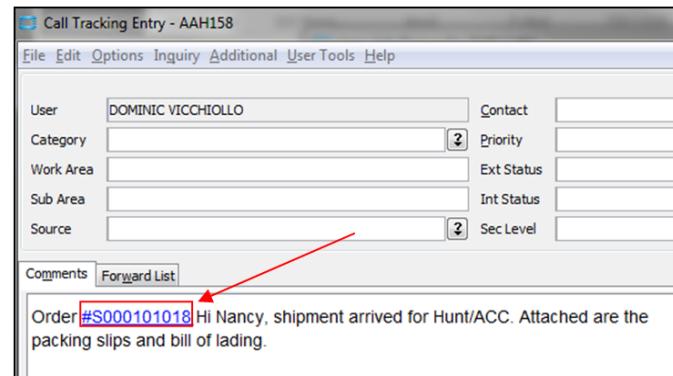
Call Tracker: Project Manager

Overview:

Once the Project Manager receives the Call Tracker in their User Job Queue, they will create a DTS PO# in Job Management according to the information from the Packing Slip. The PM will then add an 'Append' to the original call tracker with the new PO# and any additional information.

Important Note: If the warehouse is not notified of the new PO#, the receiving process of DTS material cannot be completed until the warehouse receives the new PO#.

1. Open the Call Tracker from the **User Job Queue**.
2. Find the Job Management ID# for the corresponding shipment by opening the Call Tracker, and selecting the hyperlinked SO#.
3. In the Sales Order Entry screen, the Job Management ID# will display on the information bar towards the bottom of the window.
4. From the **Job Management** home screen, select **Search** in the top right, and enter the 3 digit ID#



5. Access the PO# creation tab under **Manage PO → Direct Through Stock**,
6. Using the Packing Slip, enter the DTS quantities and split components (see below for example).



Packing Slip

Cooper Lighting

by **EATON**

| Ship To: | | | |
|---------------------|-----------------------|-------------------------|--------------|
| [Name] | [Company Name] | Date: September 1, 2013 | |
| [Street Address] | [Street Address] | | |
| [City, ST ZIP Code] | [City, ST ZIP Code] | | |
| [Phone] | [Phone] | | |
| Order Date | Purchase Order # | Salesperson | Packing Date |
| [100001] | John Doe | | |
| Item # | Description | Quantity | |
| H | CR-132A-UNV-ER81-U | 13 | |
| | Included: Bar Hangers | 13 | |
| | Included: Chain | 13 | |
| E1 | CX61 | 27 | |
| | Included: Back Boxes | 27 | |

Packing Slip

View from Job Management

| | | | | | | | | |
|--|------|--------------------|------------|----|----|---|---|----|
| | E1 | CX61 | S000101256 | 27 | 27 | 0 | 0 | 27 |
| | E1^0 | BACK BOXES | S000101256 | 27 | 27 | 0 | 0 | 27 |
| | E1E | CX71 | S000101256 | 3 | 3 | 0 | 0 | 0 |
| | E2 | CX72 | S000101256 | 8 | 8 | 0 | 0 | 0 |
| | H | CR-132A-UNV-ER81-U | S000101256 | 13 | 13 | 0 | 0 | 13 |
| | H^0 | BAR HANGER | S000101256 | 13 | 13 | 0 | 0 | 13 |
| | H^0 | CHAIN | S000101256 | 13 | 13 | 0 | 0 | 13 |

7. Select 'Create DTS PO'



8. Copy the PO# to the call Tracker by selecting 'View DTS Detail' icon from the **Manage PO → Direct Through Stock** tab.

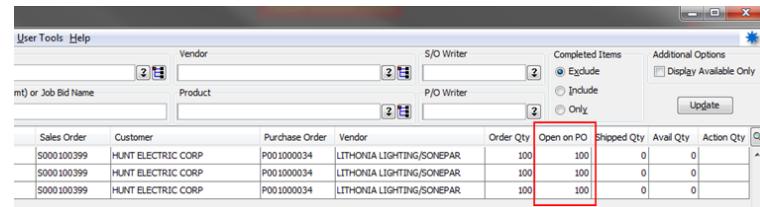
| | | | | | | | | | |
|--|------|--------------------|------------|----|----|---|--|----|---|
| | E1 | CX61 | S000101256 | 27 | 27 | 0 | | 27 | 0 |
| | E1^0 | BACK BOXES | S000101256 | 27 | 27 | 0 | | 27 | 0 |
| | E1E | CX71 | S000101256 | 3 | 3 | 0 | | 0 | 0 |
| | E2 | CX72 | S000101256 | 8 | 8 | 0 | | 0 | 0 |
| | H | CR-132A-UNV-ER81-U | S000101256 | 13 | 13 | 0 | | 13 | 0 |
| | H^0 | BAR HANGER | S000101256 | 13 | 13 | 0 | | 13 | 0 |
| | H^0 | CHAIN | S000101256 | 13 | 13 | 0 | | 13 | 0 |

| Item Detail | | | | | | | | |
|-------------|--------------------|------------|--------------|-------------|------------|-----------|------------|---|
| DTS POs | | | | | | | | |
| Type | H | | | | | | | |
| Description | CR-132A-UNV-ER81-U | | | | | | | |
| PO | PO Date | DTS PO Qty | Received Qty | Shipped Qty | Adjust Qty | Avail Qty | Cancel Qty | |
| P001000231 | 12/27/2016 | 13 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | | 13 | 0 | 0 | 0 | 0 | 0 | 0 |

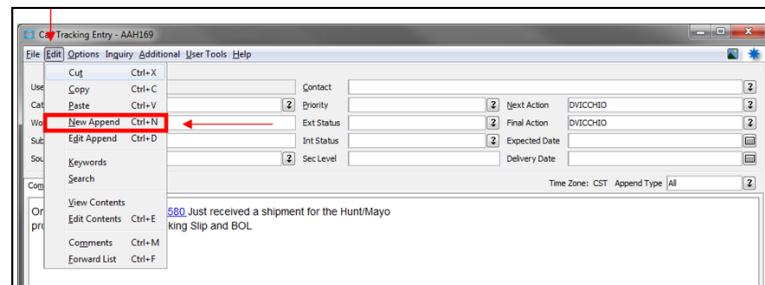
End of Section

Call Tracker: PM to Warehouse

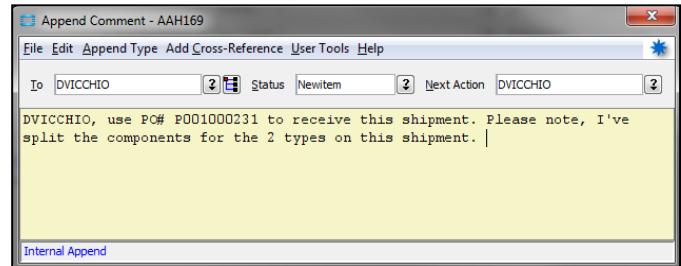
- Once the PM creates the DTS PO# in JM, the items will appear in the DTS Queue in Solar, showing in the “Open on PO” column.



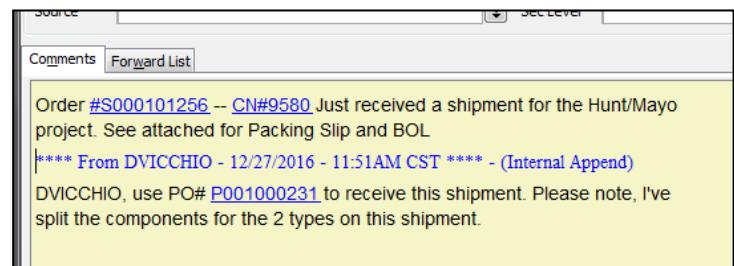
- In Solar, from the original **Call Tracker**, select **Edit → New Append**



- Select the **User** to forward the Call Tracker, and Enter the **DTS PO#** and any additional information.
- Hit **F12** and save to send the Call Tracker.



- The Call Tracker will provide a hyperlink PO# for the warehouse to complete the receiving.



Receiving DTS Material

Overview:

While our standard inventory generally remains consistent, Direct Through Stock material is constantly changing; making the receiving process challenging at times. When facing a challenging packing slip with components for example, it's important to remember to utilize your available resources (i.e. product manuals, installation instructions, product drawings) and always communicate with the Project Manager. Proceed with the steps below to complete the checking in of material; followed by an advanced example of checking in of components and other examples.

It is important to note that every new shipment will be entered on its own PO# created by the Project Manager. Once the PM has created a purchase order for the shipment, you will receive a Call Tracker alert in your Job Queue with the corresponding PO# to receive from. Use the following process to verify the material.

- Follow the next few steps to **Print the P/O Receiver** from the Purchase Order Entry Screen to check material in.

*** P / O Receiver ***
 P/O # : P001000069.001
 Vendor : LITHONIA LIGHTING/SONEPAR
 Writer : RPASSMOR Receiver : _____ Recv Date :
 Printed By : DOMINIC VICCHIOLLO Freight Allowed: NO
 Location Stat-Type UPC Qty Description / Committed

 W 1lea *TYPE A: FIXT 1
 98321
 W 1lea *TYPE B: FIXT 2
 98322
 W 1lea *TYPE C: FIXT 3
 98323

- Open the Call Tracker alert from the PM with the corresponding [hyperlinked](#) PO# to receive from.

Call Tracking Entry - AAG898
 File Edit Options Inquiry Additional User Tools Help
 User DOMINIC VICCHIOLLO Contact _____
 Category _____ Priority _____
 Work Area _____ Ext Status _____
 Sub Area _____ Int Status _____
 Source _____ Sec Level _____
 Comments Forward List
 Order #S000100368 -- CN#9580
 PLEASE USE [P001000068](#) FOR RECEIVING. PLEASE NOTE, I'VE ADDED COMPONENTS FOR LINES 2 AND 3.

- From the PO Entry Screen, go to the **Status** tab, and select:

- Print Options
- Change Order Status to:

V – P/O Receiver

- Select **Print**

Purchase Order Entry - P001000068 for LITHONIA LIGHTING/SONEPAR
 File Edit Print View User Tools Help
 Change Log Manifest Bid Follow Up Print
 LITHONIA LIGHTING/SONEPAR
 PO BOX 100863
 ATLANTA, GA 30301-0863
 Order Summary
 Price Branch VCTC
 Receive Date: 12/27/2016
 Receive Branch: VSTP
 Open
 Product Subtotal: \$0.00
 Remit To
 Order Reprinting Options
 Customer Name: LITHONIA LIGHTING/SONEPAR
 Ship Via: DIRECT THRU STK
 Manifest #:
 Print Style _____
 Order Status V - P/O Receiver
 Number of Copies _____
 Review Queue Status
 B - Bid
 O - Open P/O
 R - Received P/O
 V - P/O Receiver
 Print Fax Email Cancel
 Order #: P001000068 Ship Date: 11/22/2016

| | | | |
|---|---|------------------------|-------------------------|
|  Dominic Vicchiollo | Standard Operating Procedures Direct Through Stock (DTS) Receiving | REVISION 1.0 | PAGE 11 of 18 |
| EFFECTIVE DATE November 1 st 2016 | | | |

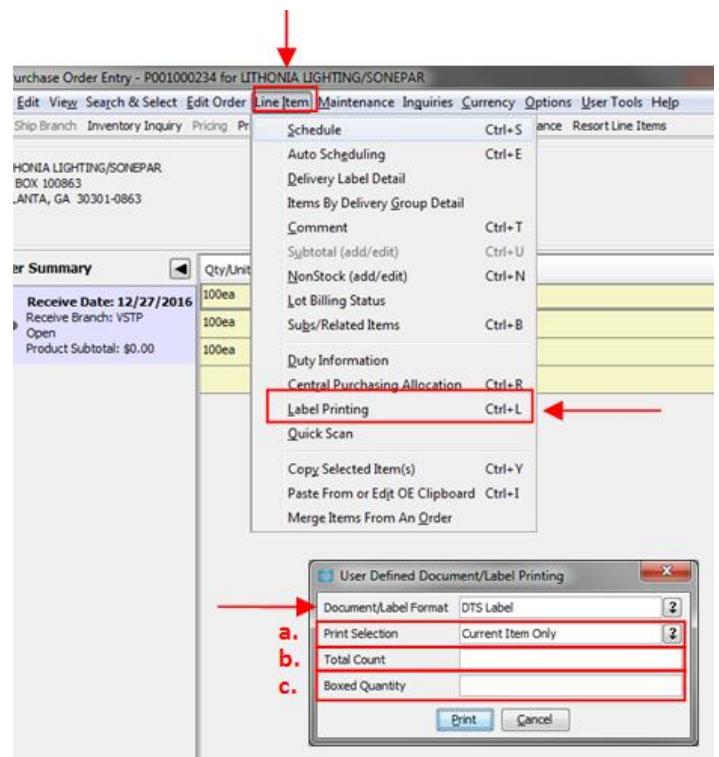
Checking Material In

Overview: Use the packing slip and P/O Receiver to verify material and document locations.

1. Verify the following:
 - a. Quantities
 - b. Part Numbers
 - c. Components
 - i. Components can range from installation screws to trims & lenses.
 - d. Type Prefix
 - i. Type prefixes are typically designated material codes the customer will use to distinguish which room/area the material will be installed in.
2. Add notes to the P/O Receiver of any discrepancies (i.e. shortage, damage item and wrong part numbers.)
 - a. Refer to the Advanced DTS receiving below for receiving PO#’s with discrepancies.
3. Proceed with the following steps to close receiving, print labels and locate material.

Printing Product Labels

1. From Purchase Order Entry screen, **Print** labels for the material being received.
 - a. Select **Line Item**
 - b. Select **Label Printing**
2. From the label printing options, select the **DTS Label** Document/Label Format, and options:
 - a. **Print Selection**
 - b. **Total Count**
 - c. **Boxed Quantity**
3. Select **Print**.



Managing DTS Locations

Overview:

There are few ways to manage the locations of DTS material. It's important to note that the Project Manager will create a Purchase Order in Eclipse for each shipment received. Each Purchase Order received will require the material's locations to be manually entered and updated. Once a purchase order is 'received' in the Status tab, the system will tie the Tag ID# (customer job account) to the material, designating the material to a specific job account and customer.

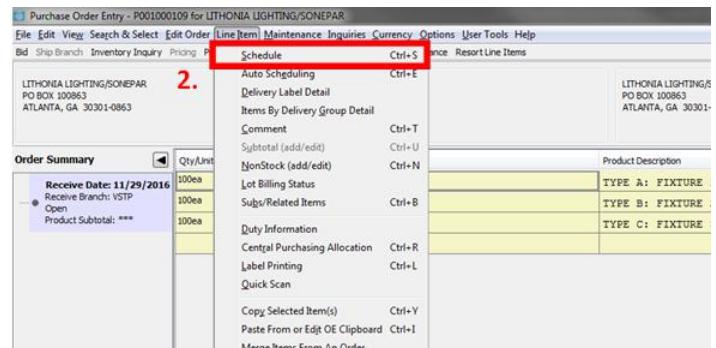
IMPORTANT:

1. **Split Location Screen** entry can only be updated **before** PO# is 'Received'
2. **Product Location Maintenance** can only be updated **after** PO# is 'Received'

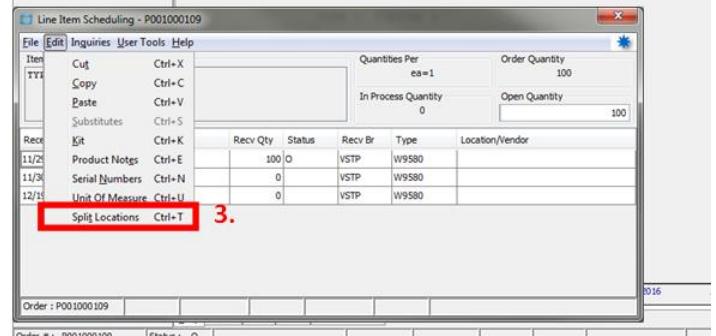
Overview: Split Locations Screen

The Split Locations Screen can be used while the PO status is 'Open' to add multiple locations for a single item. Use the following process to split locations and quantities.

1. In the **Purchase Order Entry** screen, from the **Body** tab, select the item to split locations.



2. Select **Line Item → Schedule (Ctrl + S)**

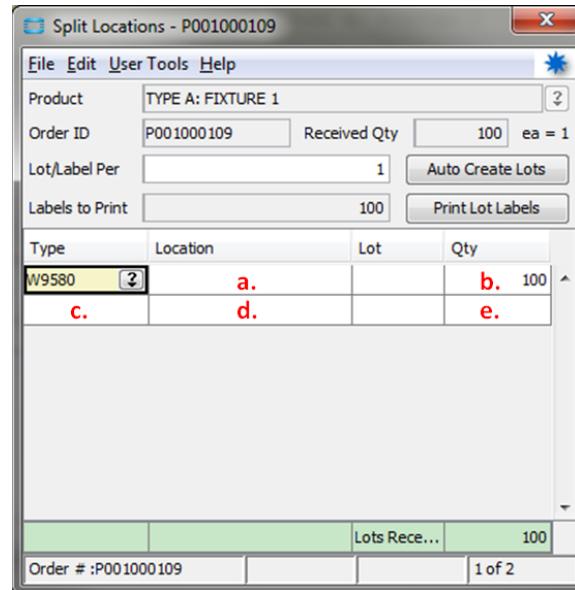


3. Select **Edit → Split Locations (Ctrl + T)**

4. From the **Split Locations Screen**:

- a. Enter the 1st Location
- b. Enter Qty in 1st Location
- c. Enter type "W" (for DTS)
- d. Enter 2nd Location
- e. Enter remaining Qty in 2nd Location

5. Hit **F12** and select **Save**.



Overview: Product Location Maintenance

The Product Location Maintenance screen can be used once the PO status is 'Received' to change and update locations and quantities. While you can search for DTS products in the PLM screen, the easiest way to manage DTS locations is through using the DTS Queue. Use the following steps to update and add locations to the Product Location Maintenance screen.

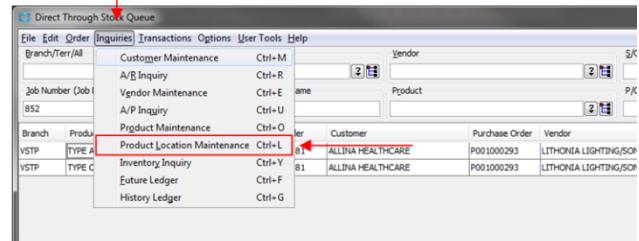
IMPORTANT:

The correct 'Tag ID' must be selected when adding or changing type 'W' (DTS) locations. Material cannot be released if the incorrect 'Tag ID' is selected.

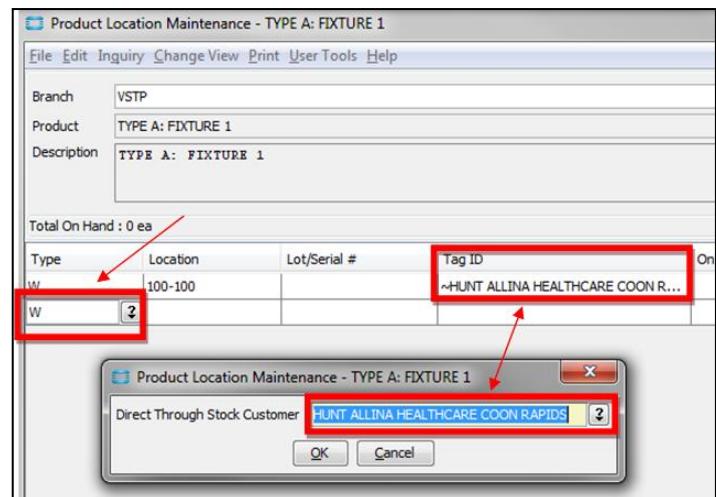
Solution:

If a location is tagged with the incorrect 'Tag ID', simply delete the line (Alt+Delete) and add a new location selecting the correct 'Tag ID'.

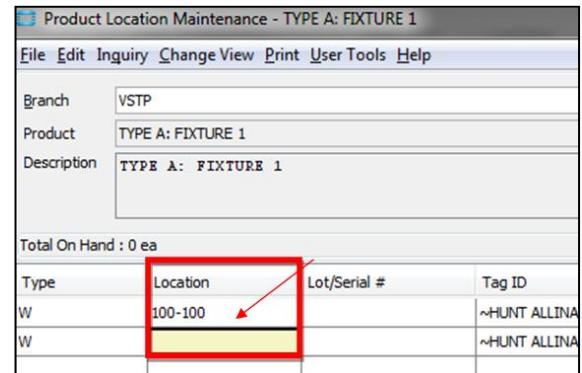
1. From the DTS Queue, select:
 - a. Inquires → Product Location Maintenance
 - b. (Ctrl + L)



2. From the PLM screen, the the **Type** field, enter 'W'.
 - a. A box will prompt you to enter a Direct Through Stock Customer, enter the 'Tag ID' exactly how it appears on the first line.



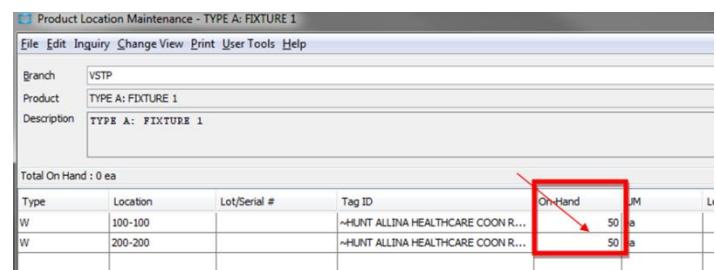
3. In the **Location** field, enter the new location.



4. In the **On-Hand** field, enter the quantity existing in that location.

NOTE:

The On-Hand quantities in each location must equal the total on-hand quantities.

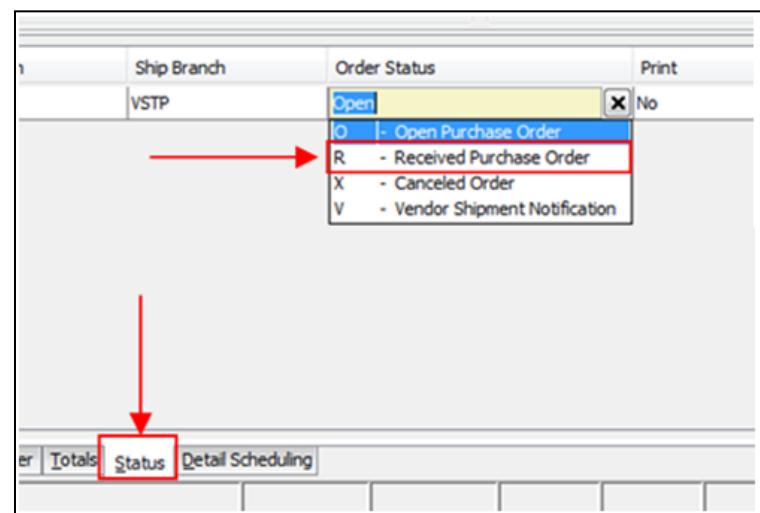


Closing DTS Receiving

Overview:

Once the material has been verified and located without discrepancies, use the following steps to ‘Close’ the receiving, notify the Project Manager of completion, and make the product available to ship from the DTS Queue.

- From the **Purchase Order Entry** screen, select the **Status** tab.

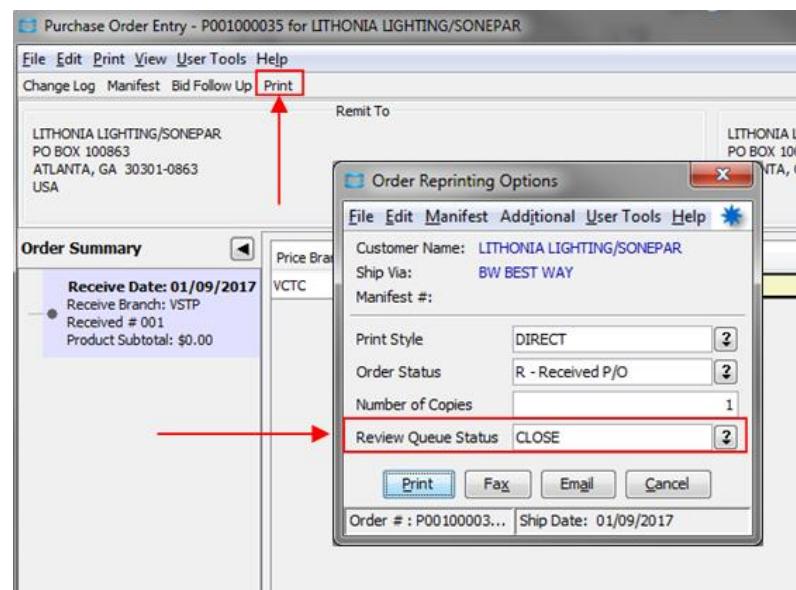


- Change the **Order Status** from (O) Open to (R) Received Purchase Order.

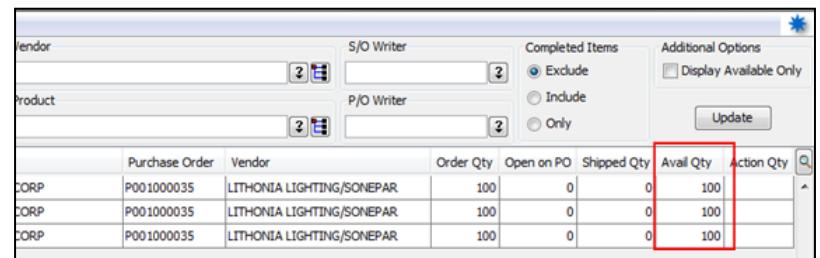
- Select **Print** from the quick links.

- Change **Review Status Queue** to **Close**.

- Key F12 and Save.

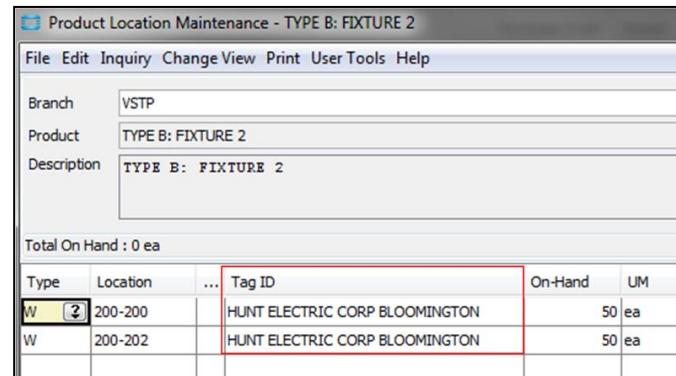


6. The on-hand quantities in the **DTS Queue** will move from the Open on PO column to the **Available** column



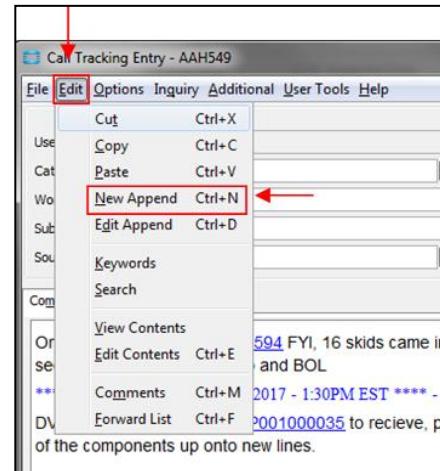
The screenshot shows a table with columns: Purchase Order, Vendor, Order Qty, Open on PO, Shipped Qty, Avail Qty, and Action Qty. Three rows are listed for 'CORP' with Purchase Order P001000035, Vendor LITHONIA LIGHTING/SONEPAR, Order Qty 100, and Action Qty 100. The 'Avail Qty' column is highlighted with a red box.

7. The Product Location Maintenance screen will now display the items with a **Tag ID**.



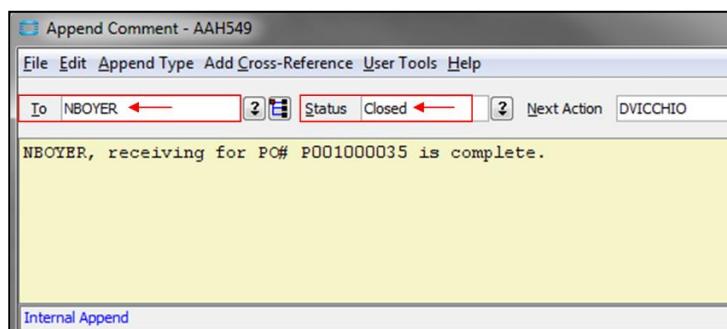
The screenshot shows a table with columns: Type, Location, ... Tag ID, On-Hand, and UM. Two rows are listed for 'W' with Location 200-200 and 200-202, and Tag ID HUNT ELECTRIC CORP BLOOMINGTON. The 'Tag ID' column is highlighted with a red box.

8. Open the original **Call Tracker**, select **Edit → New Append**



9. Enter **Project Manager** and select **Closed** for the Status. Enter any additional notes in the comments field.

10. Key F12 to save and exit.

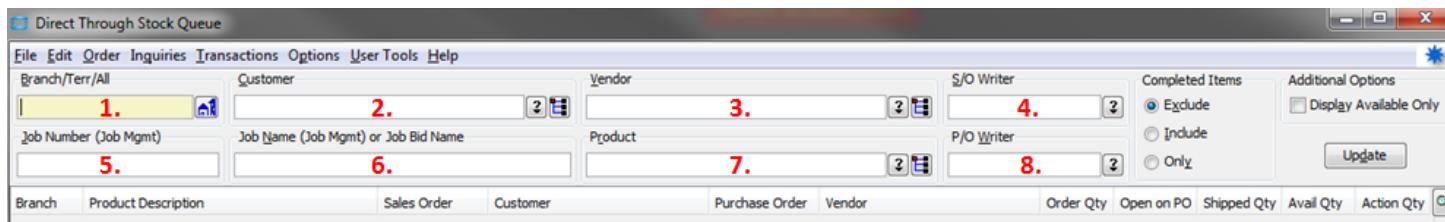


The screenshot shows a form with fields: To (NBOYER), Status (Closed), and Next Action (DVICCHIO). The notes section contains the text: 'NBOYER, receiving for PO# P001000035 is complete.' and 'Internal Append' at the bottom.

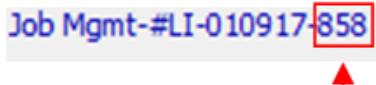
Direct Through Stock Queue

Overview:

The Direct Through Stock Queue screen is where all the DTS material is compiled and managed. While the Project Managers will use this screen to create shipments, the warehouse can use the DTS Queue to manage and track project inventory.



Search Options:

1. Branch/Terr/All : Select a branch or leave blank to search all.
2. Customer
3. Vendor
4. S/O Writer : Project Manager and/or Quoter
5. Job Management ID Number : the last 3 digits in the JM#:

6. Job Name : The name given in Job Management.
7. Product
8. P/O Writer : Project Manager and/or Quoter.

Shortcuts:

| Shortcut | Action |
|----------|---------------------|
| Ctrl + W | View Sales Order |
| Ctrl + O | Edit Sales Order |
| Ctrl + H | View Purchase Order |
| Ctrl + I | Edit Purchase Order |
| Ctrl + N | Create a Transfer |

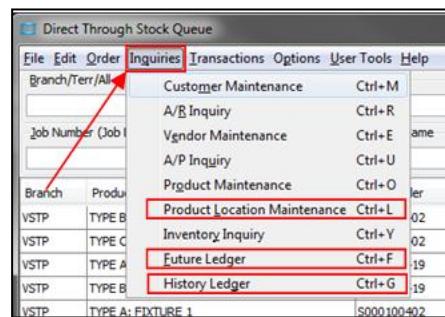
| Shortcut | Action |
|----------|-------------------------|
| Ctrl + L | Product Location Maint. |
| Ctrl + S | Create Shipment |
| Ctrl + T | Create Credit Order |
| Ctrl + F | Future Ledger |
| Ctrl + G | History Ledger |

Inventory Inquiries

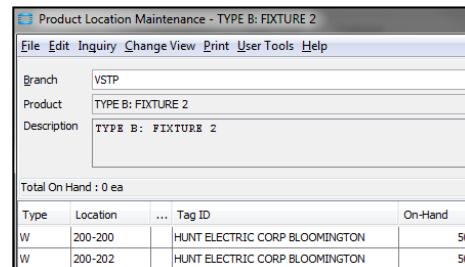
Overview:

The Product Descriptions for DTS material exist in the system as a temporary line item, and therefore is not tracked in the Inventory Inquiry screen as normal stock is. The Future and History Ledgers, however, will display future and past transactions for material.

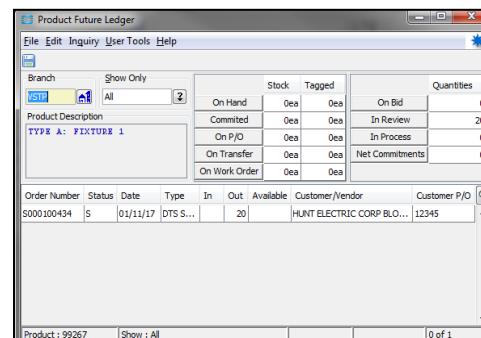
- From the **DTS Queue**, select **Inquiries** from the top options.



- Product Location Maintenance, used for location entry and on-hand adjustments.



- Future Ledger, to view scheduled shipments.



- History Ledger, to view previous shipments and transactions.

