5-10-17 PUNCH LIST FOR NETSUITE

1. Transfer comments from Magento to NetSuite (ie: comments to use the customer’s Fedex account). Make a box in Magento to enter shipping account number and transfer to NetSuite.

Magento or NetSuite issue?

1. Create a comment line to print on sales orders and invoices for specific customers: i.e. manufactured in U.S., commodity codes.
2. Establish that backordered items fulfill after product is back in stock. Order entry team still has to go in sales order and pick the lot number when product is available.
3. Add expiration dates to packing list.
4. Add prices back to packing list.
5. Add UPS International Expedited to drop down shipping option
6. Change the name from cash sale to credit card receipt
7. Add new logo to all forms sales order, packing list, invoice, credit card receipt, statement, credit memo

Change the new logo layout:

Remove Vector Laboratories, Inc.

Move the address, phone number and Vector email address underneath the logo on all forms

Remove fax numbers from all forms

1. Remove Units and Options boxes from credit card receipt
2. Add catalog number to credit card receipt and credit memo
3. Remove Project, Subsidiary and Ship Via from credit memo
4. Remove Amount encl., Currency and Subsidiary from statement
5. Make sure all Magento orders show up in search. No one on the team is able to pull them up in the search. A/R clerk and A/R manager functions
6. Establish that A/R clerk and A/R manager can see EDI orders being processed on dashboard
7. Fisher and VWR mapping to get addresses correctly transmitted.

A. Create a report that will include the following:

1- Back orders

2- 0 value for no inventory  
3- lot numbers

4- monthly average

5- inventory on hand, incl. lot numbers.

6- an additional column with months of inventory remaining = inventory/ monthly average

7- space to add due date

B. Add backorders to the “item report for Vanessa”.

C. Create a report to show how many orders and how many items items were shipped in a day.