

## Namascor

Software and website requirements and description.

### Introduction

The project is built for a Netherlands-based client who is running a technical wholesale company along with component repair and calibration services to different target groups. They quote to customers in EUR, GBP or USD and import goods from vendors.

The software is capable of managing product information, sales and purchasing and has a website module. Along with that, after receiving the inquiries from the end user, the system sends an automated email inquiry to selected vendors on an automated basis, (only for the items of which the price has expired.)

Each product or service can have various vendors with offerings in currencies USD , GBP and EUR. The system keeps track of price validity and selects the best vendor as a calculation basis for price quotations.

A quotation usually contains products from different vendors.

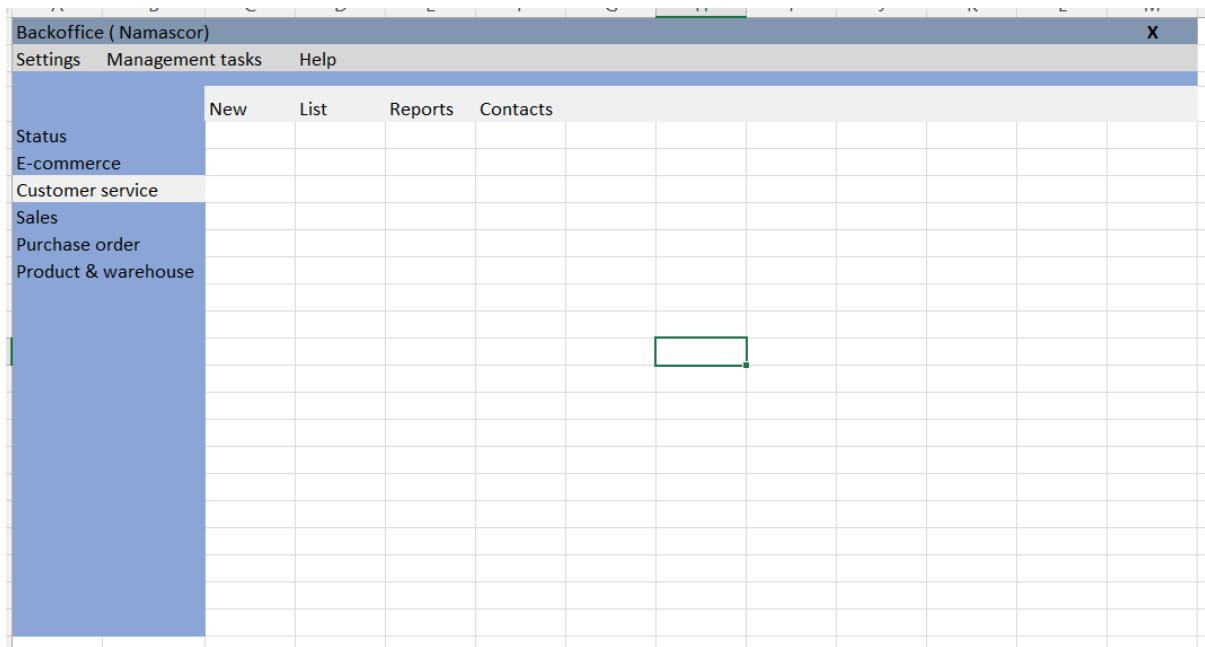
Based on a combination of all sales orders, the system automatically suggests a purchase order for the vendor on a daily basis by calculating the number of products that need to be ordered.

Then, the user can create a purchase order from that data and send it to their vendor, and the system will also provide the receiving reminders to the user and also the delivery reminders of order. The system can also generate invoices for orders which will be attached with the order delivery later on.

### Backoffice menu description

#### Menu structure

As a basis, we prefer to make use of blue, gray scale and white space and have a menu structure as follows:



1. On top (horizontal), we show the word backoffice and the company database we are in.
2. General tasks menu (horizontal ) contains
 

<b>Settings</b>	Our general company details and logo Our terms and conditions and help PDF Financial and base currency settings User rights and read / write restrictions
<b>Management tasks</b>	Make bulk adjustments to any master data based on filtering on word or parameter. Example: When city is Amsterdam, change country for all customers to The Netherlands  Import and export functionality
<b>Help</b>	We will create a searchable PDF with user instructions ourselves. Once uploaded, it is available for all users here.
3. Backoffice modules ( vertical, left )
 

For management of our daily operations, we need the following modules in our software:

<b>Status</b>	For management information / personal KPI's
<b>E-commerce</b>	A module from where we can manage the web portal(s)
<b>Relations</b>	For relationship management (all)
<b>Sales</b>	For quotes, orders, invoices and management thereof.
<b>Purchasing</b>	For purchase orders and management
<b>Product &amp; warehouse</b>	Spare parts, services and stock level management

The module someone works in, is colored light grey
4. Within each module, on the top there is a submenu new – list – reports and a contact icon. This is always the same. The contacts icon enables a user to find contact information so he/she can make a call.
 

<b>New</b>	Starts a new event within the selected module ( a new contact, a new quotation, a new purchase order, a new product
------------	---

List	Shows a browsable list of items applicable to the selected module including a search field ( contacts, quotations/orders, purchase orders or products/services that a user can select from)
Reports	A selection of the available reports (report templates) within that module:

## Reports and email templates ( last phase)

Do this once the system is complete and all fields are known.

Below are the standard reports we need.

Report name	Available when
<b>Quotation</b>	Proposal to customer is made
<b>Order confirmation</b>	Customer placed an order
<b>Purchase order</b>	Goods are ordered with supplier
<b>Purchase order reminder</b>	Supplier did not confirm receipt of our PO
<b>Picking list ( for internal purposes)</b>	Items are picked in warehouse
<b>Packing list</b>	Goods are shipped to customer
<b>Pro forma invoice</b>	Customer placed order and needs to pay in advance, or for international shipping purposes
<b>Invoice</b>	Delivered goods or services are invoiced to customer
<b>Invoice reminder</b>	Payment was not received on time
<b>Credit note</b>	Goods were faulty/there are complaints and (part of) an invoice must be credited.

- We also need to create e-mail templates for standard communication.
- We may also need additional reports for management purposes later on. Besides, sometimes there are special demands to print additional information on the documentation. We are wondering if we can generate or alter these report templates ourselves in a later stage.

Reports can be:

Printed by a user ( if they have the right)

Printed to PDF

Sent to the selected contact as an email attachment

## 1. The Backoffice Modules

A user opens a selected backoffice module as follows:

First, select a module on the left. Then:

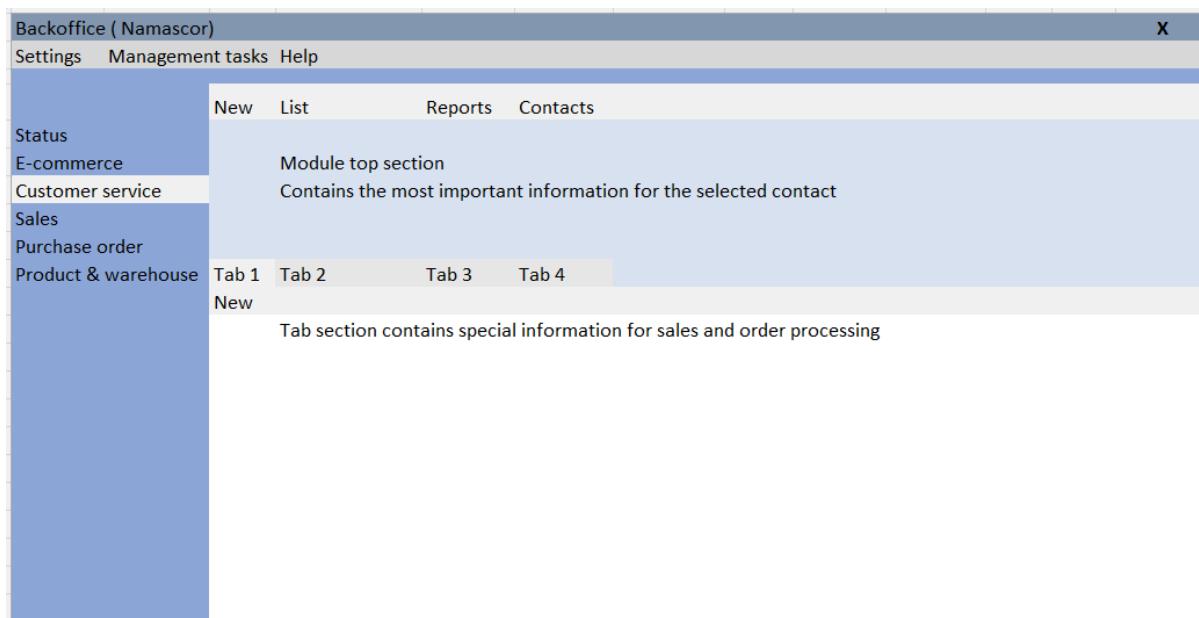
New: Creates a new, blank sheet for that module that can be filled in.

List: To select from a list of items in that module which can be viewed or altered.

When selecting contacts, one can select based on contact name of individuals only. Then, the customer service screen always opens.

Layout suggestion:

The screen for a backoffice module consists of two sections. The top section is for general information, and the lower section consists of tabs with relevant information in this module. In the overview below you see the general idea:



Signaling of CRUD, navigation and filtering signaling for lists and sections.

If required or applicable, where CRUD or selection/ filtering options are desired / required in the top section or any of the tab section in the various modules, use signs that are equal or similar to the following:



New: for completely new data entry



Displays a sorted and searchable list of all items created in the registry. The right arrow provides access to the last ten edited items.



Update: to make changes in existing data



Saves the changes in the register. When someone works in more than one module, they need to be able to save their work before going from one to another module.



Remove: to remove the selected item



Filter on / off: To switch filter settings on/off in selection screens



Filter settings; To make a selection and give properties for the selection



Goes to the first item in the register



Goes to the previous item in the register



Goes to the next item in the register



Goes to the last item in the register



Quickly sorts the list from A-Z



Search for items in the register based on certain criteria



Print: To print list content or documents



Opens the help PDF ( same as 'help'



Closes the list screen and saves the changes.

This will apply ( for example ) to potentially long lists like customer, supplier, product and more. Certain options like removal and printing are restricted by user right

#### Keyboard shortcuts

Besides clicking by mouse, these functions are available as keyboard shortcuts:

Function	Shortcut	Description
File	Alt + B	Opens the File menu
Edit	Alt + E	Opens the Edit menu

Manage	Alt + R	Opens the Manage menu
Help	Alt + H	Opens the Help menu
New	Ctrl + N	Create a new post
Open	Ctrl + O	Open a file/document
Edit	Ctrl + E	Edit a file/document
Execute	Ctrl + U	Set activity to completed
Save	Ctrl + S	Save data
Delete	Ctrl + D	Delete
Print	Ctrl + P	Print
Undo	Ctrl + Z	Undo last change
Cut	Ctrl + X	Cut selection
Copy	Ctrl + C	Copy selection
Paste	Ctrl + V	Paste selection
List	Ctrl + L	Display list
Search	Ctrl + F	Start search functionality
Close	Ctrl + Q	Close module
First in list	Ctrl + HOME	Go to first element in list
Previous	Ctrl + Page Down	Go to previous element in list

<b>Next</b>	<b>Ctrl + Page Up</b>	Go to next element in list
<b>Last in list</b>	<b>Ctrl + End</b>	Go to the end of the list
<b>Insert</b>	<b>Ctrl + Ins</b>	Insert object
<b>Open dropdown</b>	<b>Spacebar</b>	Display all possible alternatives in a dropdown list
<b>Help</b>	<b>F1</b>	Open help functionality

## Settings

Settings contains operator company settings, user settings and module settings. The system administrator can adjust users via Settings - Security - User Administration. Select the user and click Edit.

### Operator Company settings

<b>Description</b>	<b>Field name in database</b>
--------------------	-------------------------------

Operator company name incl. legal entity	OCNLEG
Street	OCSTRT
Housenumber	OCHNBR
Adress notes ( floor, room etc)	OCADNT
Post code	OCPSTC
City	OCCITY
State / province	OCPROV
Country	OCCTRY
General Phone	OCGPHN
General e-mail	OCGEMA
Chamber of commerce name	OCCOCN
Chamber of commerce city	OCCOCC
Company registration number	OCREGN
VAT number	OCVATN
EORI number	OCEORI
TAX ID(TIN) / RSIN number	OCTXID
Employer identification number (EIN)	OCEINR
Base Currency standard, operating company	OCBCUR
Base Currency risk %, operating company	BCURSK
Base warranty claim %	BWARCL
Standard profit margin %	PROSTA
Minimum profit margin %	PROMIN

Bankers name	OCBNKN
Bankers location	OCBKLC
IBAN / Bank account number	OCIBAN
Swift code	OCSWIF
Routing number ( if applicable)	OCROUT

Company logo	OCLOGO
Terms and conditions PDF	OCTERM
Company website address	OCWWAD
Extract from the chamber of commerce PDF	OCCREF
Articles of incorporation PDF	OCIDOC

Sales VAT %	VATSAL
Purchase VAT %	VATPUR

Select from list / set enum here:

OCCTRY

VATSAL

VATPUR

### User settings

Using user settings, each user can customize the program according to their preferences. Therefore, anyone using the program must be created as a user. The information that a user can modify depends on their user profile. For more information about User Administration and Access Profiles, refer to the "Administrator" chapter.

Users can access user settings from the toolbar in any module via the User Settings button. User settings are also accessible through Administration - Settings - User.

### *Username and password*

In User Administration, the Username and Password used for logging into the program are registered. You must enter the password in the Password field and the Confirm Password field. This ensures that the password entered is correct. If your user profile allows it, you can change it at any time.

Tip! If you forget your password, you can contact the user with Full Access/Superuser access profile. They have access to your user data and can change the password for you.

### *Customizing Modules and the Company Database*

User settings allow you to customize all available modules according to your preferences. You can also choose a default company database, language, and the window that should open when starting the program. For more information about user settings, refer to the "Settings" chapter.

## *Automatically Opening a Window Upon Login*

When they have the right to access a module, users can configure the system to open a window of choice immediately after login. This is set in the User Profile for you as a user. You can set this yourself via user settings or ask the system administrator to edit the user(s)' user profile.

If you can adjust your own user settings, go to Administration - Settings - User, or click on the user settings button on the toolbar.

Here's how to set the window to open automatically when opening the company database:

1. Go to Administration - Settings - User and click on the Miscellaneous tab.
2. Select the desired window from the dropdown list Window when opening company database.

The next time you log in, this window will open automatically.

If you have more than one company database, you can indicate at the same place which database you want to set as the default company database, so it opens directly upon login.

Tip! In the relationship module, you can select the option Automatically open the relationship list when starting relationship management. You can set this via user settings for Relationship Management. This choice also applies to contacts and works in conjunction with automatically opening the relationship window upon login.

<u>Description</u>	<u>Field name in database</u>
User First Name	UFINAM
User Last name	ULANAM
User Title	UTITLE
User Job Title	UTITJB
User Mobile phone / whatsapp	UMOBIL
User department contact phone	UDEPHN
User location	ULOCAT
User role	UROLE
User email address	UEMAIL
User password	UPASSW
<b>Department</b>	<b>UDRDP</b>
User Identity card number	USIDNR
User date of birth	USBDA
User identity document type	USDOCT
User identity document validity (date)	USIDVD
User citizen service number SSN/NIN/BSN	USRBSN

Rights and Restrictions: **all fields to be determined by the developer.**

### Management tasks

The link management tasks provides import and export functionality. Many users struggle with data upload, so I suggest we create a wizard for import and export of data.

### Api possibilities

[ExchangeRate-API - Free & Pro Currency Converter API](#)

[Vies on-the-Web - European Commission \(europa.eu\).](#)

For EORI validation:

[https://ec.europa.eu/taxation\\_customs/dds2/eos/validation/services/validation?wsdl](https://ec.europa.eu/taxation_customs/dds2/eos/validation/services/validation?wsdl)

[GitHub - datasets/harmonized-system: HS Code as a datapackage](#)

Quickbooks / other administrative programs ( to be discussed)

[Developers \(atradius.com\)](#)

### Module settings

#### Rights and restrictions for User Roles

Relationship management Module

Sales Module

Products and warehouse Module

#### **Module Settings for Relationship Management**

In the company settings, module settings for Relationship Management, you define the settings that apply to new relationships created in the relationship register. The chosen settings do not affect existing relationships.

You can access the company settings via the arrow button next to the User Settings button. You can also access the company settings via Management - Settings - Company - Module Settings - Relationship Management.

Tip! Via Management - Settings - Address Settings, you define how the layout of addresses, contact names, and contact persons should be displayed on all reports. You can read more in the paragraph on reports in the introduction manual "Settings, reports, and selection".

**Relationship Management**

## Activities/Our ref.

Select the option Only our ref. can classify a relationship as inactive if only the person linked to the relationship can deactivate it.

By selecting the option Automatically check if relationship exists when creating a new relationship, you prevent entering the same relationship multiple times. This is very useful, especially when multiple people create new relationships.

## Field Descriptions

If you want to enter a different name for the fields, Industry, Category, Partner, Private, and Custom field in the relationship register, you can override them and enter your own text.

## Default Values for New Relationships

Here you specify the conditions that will apply to new relationships created. The conditions can be overridden for the individual relationship in the relationship card.

For example, if you always want to round to the Euro, you can indicate that here.

Email address from other modules: Applies to Order/Invoice, Purchase, and Quote. Select which method is used for choosing the default email address when sending purchase and sales documents by email. You can choose between the Relationship email address, the Your ref. field, and Email list. The email list allows you to select an email address from the list of email addresses of the relationship and the contact persons before sending. More information about email can be found in the "Email" paragraph.

## Expanded

When you click on Expanded, a new window opens. Here you can select and modify the following functionalities:

Surcharges: Can be used in an order to specify that there is an additional surcharge or additional tax that is part of the selling price. More information about surcharges (environmental surcharges) can be found in the chapter "Article".

## Relationship Management

25

Display group activities and group quotes in the relationship card. If you create activities or quotes for more than one relationship at a time, select this option to ensure that they are displayed on the relationship card of each relationship.

Project card settings: Specify the name of the field where you enter the URL in the project register.

Status file: This opens a new window where you can enter the settings for the customer status file. More information about customer status files can be found in the "E-commerce" chapter.

## Product and warehouse

Holding costs per unit, per year

HOLCST

## Purchasing

Picking & Order processing time ( one decimal)

PORPT

Ordering costs per purchase order

ORDCST

## 2. Relations module

The relations module manages business relations and their related employees / contact persons. A very important field here is the status field, which explains the status of the relationship we have here.

The status of a relation goes from Lead → Prospect -> Active -> Inactive . There is some automation here:

**Leads** are just data entries: relations we would like to have or found by market research.

**Prospects** are the ones we are working on to establish a relationship with. The status changes from lead to prospect when an quotation is sent to them, or when an activity is made under the activity tab.

**Active** are relations we do business with. this can be a supplier we sent a purchase order to, or it can be a customer that placed an order, or both.

**Inactive** are relations we no longer want to deal with. this is a manual setting which is done under the general tab, and can only be done by ourref. These relations may or may not have a customer or supplier number; if so, that remains intact as well as order / quotation history.

### The relations card

The 'relations card' consists of two parts, the top section and the tab section.

#### *Top section*

The top section shows the most important general information which can be filled in or viewed. Please note that the background of the entire top section is light blue, but the relevant information which is filled in, is not.

The screenshot shows the 'Relations Card' interface. At the top, there is a large input field labeled 'TYPE THE ENTIRE COMPANY NAME HERE LTD'. Below this, there are several data entry fields:

- Address:** Visiting street 20  
Visiting  
20222 AMSTERDAM  
Netherlands
- Phone:** 31263518702
- E-mail:** [entire@company.com](mailto:entire@company.com)
- Headoffice:** Jan Matthijssen
- Our ref:** Jan Matthijssen
- Status:** Active
- Industry:** Construction
- Category:** Carpenter

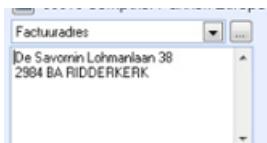
On the right side, there are two sections:

- Groups:** Christmas card, Key accounts, Competitor
- Notes:** This information is very important so you must see this right away.

#### Popups in the top section

##### 1. Address field popup

In the address field, the user can toggle between the Visiting, Invoicing or Delivery address. The field shows an array of data, like this:



When clicking on ..., the user can make alterations in the selected address type (popup, OK = save).  
On top, it shows the type of address and the company name

Visiting address settings for CLIENT NAME

Street	
Housenumber	
Instructions	
Post Code	
State	
Region	
Country	
OK	

## 2. Customer Popup

When selected 'customer', a popup opens and the user must fill in:

Business settings for Example Client

Payment terms	
Delivery terms	
Delivery method	
VAT	
Order discount	
Currency	
Invoice headoffice	
OK	

<u>Description</u>	<u>Field name in database</u>
Payment terms	PMTCUS
Delivery terms	INCOTM
Delivery method	FFWNAM
VAT (ENUM)	VATTYP
Order discount %	ORDISC
Currency	CURNCY
Headoffice (Chain invoicing)	INVCHAI

When clicking OK, the popup settings become standard settings and the system generates a customer number (auto increment)

## 3. Supplier Popup:

When selected 'supplier', a popup opens:

Supplier settings for Example supplier

Supplier payment terms	
Delivery Incoterm	
Purchasing currency	
VAT TYPE	
Purchase discount	
Supplier classification	
Our purchasing id nr	

OK

Description	Field name in database
Payment terms as a supplier in days	PMTSUP
Delivery terms	INCOTM
Purchasing currency	PURCUR
VAT	VATTYP
Supplier discount standard%	DSCSUP
Supplier classification	CLASUP
Our customer number with supplier	PURIDN

The required fields for the top section are:

Description	Field name in database
Company name	COMNAM
Invoice address <b>From popup</b>	ADRINV
Delivery address <b>From popup</b>	ADRDEL
Visiting address <b>(From popup</b>	ADRVIS
General phone (incl. country code)	COMPHN
General e-mail	EMAGEN
Headoffice ( if this is a daughter company)	HEDOFF
Our reference (ENUM account manager)	OURREF
Customer ( boolean selection)	CUSMER
Customer number ( if selected, 4-digit – auto increment)	CUSNUM
Supplier ( boolean selection)	SUPLIR
Supplier number ( if selected, 6-digit – auto increment )	SUPNUM
Partner ( boolean selection )	PARTNER
Private contact (boolean selection )	PRIVAT
Status ( ENUM: Lead, Prospect, Active, inactive)	COMSTS
Industry ( Enum)	INDUST
Category ( Enum)	CATEGOR
Group ( classification group, more than 1 possible)	CONTGP
Notes ( Tekst, free input)	COMNOT

**\*\* Please note that these fields are an array of the individual elements as shown in the popup screen.**

## *Tab section*

The available tabs in the relations card are

*Contacts*  
*Activity*  
*Documents*  
*Order/Invoice*  
*Products*  
*Quotations*  
*Financial*  
*Freight*  
*General*

### **1. Contacts**

This tab is where we register information about the persons we have contact with, within the organisation. It gives an overview of contact persons we want to speak to or to direct messages to. It contains a list of contact persons in the selected company. Contacts can be viewed, added or altered here. It looks something like this:

Contacts	activities	docu	Order/Invoice	Quotation	Financial	Freight	General		
First name	Last Name	Title	Direct phone	E-mail	Language	Job description	Key contact	Inactive	No mailings
Jan	Matthijssen	Mr	+3163019634	Matthijssen.jpm@gmail.com	Dutch	Director	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mike	Oldfield	Mr	+3167894561	mike.oldfield@123go.nl	English	Support engineer	<input checked="" type="checkbox"/>		
Jan has two kids and likes to hike. Within the company he is responsible for daily operations and he is the decision maker for procurement of goods and services.									

At the bottom you see a note field that may contain a quick note about the selected contact person, for internal use.

It contains the following information, organised horizontally:

Description	Field name in database
First name	CONTFN
Last Name	CONTLN
Department	CONDEP
Direct Phone	PHOCON
E-mail	EMACON
Language	CONLAN
Title ( Enum: Mr, Mrs, Dr, Ing,... )	CONTIT
Job Function/ Description	JOBFUN
Key contact person (Boolean)	KEYCON
No longer works here (Boolean)	NOCONT
Do not send mailings ( Boolean)	GDPRNO

And on the bottom:

Note field contact person CPNOTE

When Keycon is selected, the contact is on top of the list and bold.

When Nocont is selected, the contact is moved to the bottom of the list and text becomes light grey.

## 2. Activity

In the tab activity, activities are registered that are bound to a certain contact person within this relation. This is where all information for that activity is registered. it may look something like this:

Activity type	User	Contact person	Short description	Completed?	Follow Up date	Completed date
Complaint	Jan Matthijssen	Any One Related	Problem with order 5001		16-5-2024 ( when boolean = yes, auto fill in)	
Question						
E-mail						
Internal note						
Phonecall						
Meeting						
Appointment						
Inquiry received						
Quotation sent						
Order received						
Invoice sent						
Payment reminder						

It offers An( historic) overview ( By date) of manual user notes and messages sent to this company through the system. by contact name and organised by date.

including

Complaints,

Questions

e-mails,

internal notes/

call logs/ minutes of meeting

(Text) or phonecalls, and

future scheduled appointments.

Changes to this table can be made with a popup that may look like this:

Activity	
Activity type	ENUM ( Auto fill in )
Short description	
Notes	     
PDF upload	
Completed	<input checked="" type="checkbox"/>
	Follow up date
	<input type="button" value="OK"/> <input type="button" value="CANCEL"/>

When an activity is not completed, a follow up date must be filled in.

When an activity is made for a lead, the status automatically changes to prospect. Information is used for calculations in the status module.

Auto-generated activities come from other modules

### 3. Documents

This tab offers an overview of all documents that are connected or sent to a contact or relation. These documents can be letters, contracts, brochures, etcetera. Users can upload new documents here, name the document type and connect them to the company or contact persons. It also contains All documents sent, organised by date and name ( only PDF, Excel, Powerpoint or PNG)

Upload document for CLIENT NAME	
Document type	ENUM
Document name	
Uploaded by	USER
Date	
Upload Path	SELECT
Restricted	Management only
	<input type="button" value="OK"/>

Admin / management has the right to restrict access to certain documentation during/after upload.

### 4. Order / invoice

This tab is only available when a relation is also a customer. This tab gives an overview of orders and invoices which were registered for this company. When selected, the order screen opens in the sales module.

Required automations:

Once a prospect placed an order, the COMSTS automatically changes to 'customer'

Customers that received an invoice from us cannot be deleted within 7 years after the last date of invoice. Only NONACT is allowed ( see 'general')

## 5. Quotations

This tab is available only when a relation is also a customer. This tab gives a simple overview of quotations that are registered for this company. When selected, the quotation opens.

Quotation number      Total price in OCBCUR (ex vat)      Gross margin      Valid until

Once a lead customer received a quotation, COMSTS changes to prospect automatically.

## 6. Products

This tab is only available when the relation is a supplier. It gives a simple overview of items that can be supplied by the supplier. It enables the user to simply check purchase price and availability, the supplier product code and availability.

Further more, products can be added, changed or removed manually.

It looks something like this:

Artikelcode	Naam artikel	Artikelcode leverArtikelnaam lev.	Inkoopprijs excl. Btw	Valuta	Beschikbaar
1000073	Boekenkast, PEGASUS 40	387GH-76	163,00 EUR	11	
1000074	Boekenkast, PEGASUS 60	546987 GF-78	242,01 EUR	2	
1000076	Brandverende kast, 500I	785	2.398,53 EUR	1	
1000095	Verdeelings-schot, BA 200	3265-653	115,00 EUR	6	
1000098	Dossiers-kast, PEGASUS 60	632632	706,23 EUR	26	
1000099	Brandverende kast	22211 LK 87	0,00 EUR	50	
1000106	Boekenkast, KORO 60	32654 KL 456	242,01 EUR	2	

The information it contains:

Description	Field name in database
Product ID number	PRODID
Product description short	PRODES
Supplier Product code	SUPPNO
Supplier Product name	SUPPNM
Base Currency setting, operating company	OCBCUR
Nett Purchasing price ( Purchase price - discount)	PPRNET      EUR
Delivery time in days	DELDAY
Price validity (date)	PRIDAT
Currently in stock	STOCKQ

## 7. Financial

Description	Field name in database
Payment terms as a customer (enum)	PMTCUS
Customer Lifetime Value (CLV)  In OCBCUR. For formula see status module	CLVALU
Payment terms as a supplier (enum)	PMTSUP
Company registration number	COCREG
Chamber of commerce location	COCLOC
VAT Number **	VATNBR
Bankers name	COMBAN
Bankers location	BANLOC
Bank / IBAN no.	IBANNO
Swift code	SWICOD
Bank routing number	ROUTNR
Currency (ENUM:EUR/USD/GBP)	CURNCY
Credit limit in EUR	CRDLIM
Agreed on terms and conditions (Boolean)	TCDYES

Automation: When VAT number is filled in, EU customers do not pay sales tax ( value added tax), except when they are located in the same country as OCCTRY

Automation or link: When ordering, the VAT number must be checked: [Vies on-the-Web - European Commission \(europa.eu\)](#).

## 8. Freight

Under the freight tab, the following information is shown:

Description	Field name in database
Economic Operator Registration Number EU**	EORINR
Incoterm preference (ENUM)	INCOTM
Incoterm place of delivery	INCOPL
Insure freight (boolean)	INSURA
Freight forwarder name	FFWNAM
Freight forwarder account number	FFWACCT
Packing instructions (text field)	PCKINS
Shipping time to us in days (average):	SHPTIM

### For suppliers only:

Transportation costs to us in %

Possible automation, otherwise link for EORI number validation check: For EORI validation: [https://ec.europa.eu/taxation\\_customs/dds2/eos/validation/services/validation?wsdl](https://ec.europa.eu/taxation_customs/dds2/eos/validation/services/validation?wsdl)

## 9. General

Under the general tab, the following information is shown:

<u>Description</u>	<u>Field name in database</u>
Non- active ( boolean)	NONACT
www address	WWWADR
invoice e-mail	INVADR
Main Language	LANGUG
Date of first order ( Customers only)	FODATE
Automated; based on the date the first order was received	

Only the admin or OURREF can change the status to inactive when logged in. Automation: COMSTS changes to 'inactive'

## 5. Product and warehouse Module ( to be described)

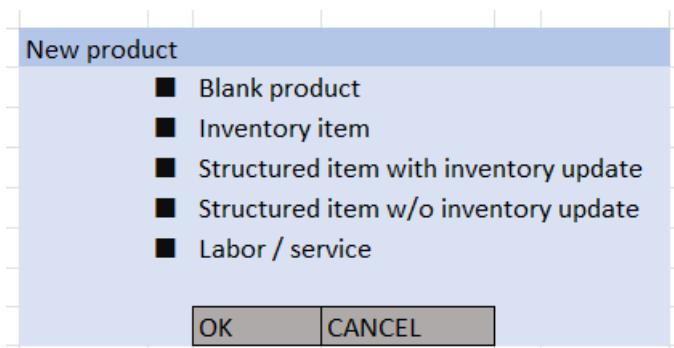
The product module consists of a product card

This product card may contain product or service information, based on the settings.

Just like with the customer services module, a product card consists of a top section and a tab section.

### Product card popup

When creating a new entry, a popup appears.



\*\* When selected, the system takes the template from the module settings when opening the new product card.

### Product card

The product card always looks the same; data in the card may be different.

Just like in other modules, the screen consists of a top section, and a tab section.

#### Top section:

A screenshot of the SAP Fiori-style product card top section. It includes fields for Product id (102ab0021155xx12-4563), Product name (Scandinavian chair), Delivery time (0 Days), Weight (0,000 kg), Volumetric weight (0,000 kg), Volume (0,000 m³), Product group (Japandi Furniture), Sub category (Lazy Chair), Sales Vat (21%), Purchase VAT (21%), Packaging unit (Pcs), and Quantity per unit (1).

#### Description

#### Field name in database

Product ID number PROID

Product Description Short PRODES

Delivery time in weeks DELWKS

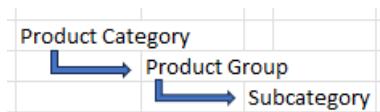
Calculation for DELWKS = Lead time DELSUP + Shipping time to us in weeks INCSSHP + Picking & Order processing time PORPT

Weight on scale in kg WEIGHT

Volumetric weight in kg	VOLMWT
Volume in m^3	VOLUME
Product category	PROCAT
Packaging Unit	PKGUNI
Quantity per PKGUNI	PKGQTY
Product group	PROGRP
Subcategory	POSUB
Sales VAT	VATSAL
Purchase VAT	VATPUR

#### Notes:

1. Use 3 decimals for WEIGHT, VOLMWT and VOLUME
2. Product category, PROGRP and POSUB are ENUM. Values can be changed, updated, edited and added here as well.
3. PKGUNI is an ENUM field as well. Values can be changed, updated, edited and added here. Once stored, the setting becomes standard setting.
4. VATSAL and VATPUR are ENUM, values come from operating company settings.



**Product Category:** This is a broad classification of products that are similar based on their function, use, or characteristics. Product categories can include electronics, clothing, food, household items, etc. They represent the highest level of classification in a product hierarchy.

**Product Group:** This is a more specific classification within a product category. It further divides the products based on shared features, target audience, or properties. For example, within the category of "electronics," product groups could be smartphones, laptops, televisions, etc.

**Subcategory:** This is the most detailed classification within a product group. It further divides the products based on specific characteristics, brands, models, etc. For instance, within the product group of "smartphones," subcategories could include Android smartphones, iPhones, budget smartphones, etc.

#### Popups:

##### Popup for product information

... ( behind product name )

Product name

Product short name

Technical description

## Popup for product dimensions

... ( behind volumetric weight )

Dimensions of PRODID			
Length	cm	▼	
Width	cm	▼	
Height	cm	▼	

**OK**   **Cancel**

**PRODID** When all three fields are filled in and user clicked ok, the dimensions are stored in the database and VOLMWT and VOLUME are calculated according to the formulas:

**VOLUME = PROLNG \* PROWID \* PROHGT**

This formula takes packing materials into consideration:

Formula for volumetric weight in kgs = Dimensions in cm( PROLNG \* PROWID \* PROHGT ) / 5000

Fields in this popup:

Description	Field name in database
Product length	PROLNG
Product width	PROWID
Product height	PROHGT

### Tab section

The following tabs are available in this module:

- Price
- Stock
- Supplier
- Structured items
- Variant
- Product information
- Settings
- General

### Price tab and calculation of SELLPR

This information is shown horizontally, based on the preferred supplier ( see supplier tab)

Valid from	Valid until	Currency	Purchase price	Discount	Currency risk	Warranty	Transport	Duties	Other Cost	Profit Margin	Selling price	List Price
27-4-2024	27-12-2024	EUR	100,00	15,00	5,00	3,00	10,00	1,00	10,00	61,38	175,38	170,00
When the profit margin PROMPR is set in the article card, use that margin. If it is not set, take the value from PROSTA												
in this example, the Profit margin is 35%. This always is a percentage from the SALES PRICE The list price is the factory advice price.												

In the descriptions of fields for this tab below, the column on the right is an example, for calculation purposes.

Description	Field name	EXAMPLE
Price valid from date	PRCSTD	
Price valid until date	PRVUND	
Base Currency setting, operating company	OCBCUR	EUR
Purchase price in base currency of operating company	PURPBC	100
Formula for PURPBC = (PURPRC in PURCUR / exchange rate in OCBCUR )		
Discount %	DSCSUP or DSCP RD	3 % -/-
Nett Purchasing price ( Purchase price - discount)	PPRNET	97 EUR
Base Currency risk %, operating company	BCURSK	5 % +/- 5 EUR
Base warranty claim %	BWARCL	3 % +/- 3 EUR
Transportation costs to us in %	TCSTPU	10 % +/- 10 EUR
Import duties %	IMPDUT	1 % +/- 1 EUR
Other costs ( assembly, packing, installation etc)	COSTSO	10 EUR
Profit margin %	PROMPR or PROSTA	40 % ON THE
<u><b>SUBTOTAL</b></u>		
Selling price advice	SELLPR	TOTAL
Supplier/OEM list price (advice)	OEMPRC	

Changes to this table/ the calculation can be made by popup or through import, only in the amount as you see below. After clicking OK, the percentages are recalculated by the software

Price calculation for PRODID		
Price valid from	PRSTD	X
Price valid until date	PRVUND	
Purchase price in EURO	100	
Discount %	15 %	15 -
Nett Purchasing price in OCBCUR	85	
Base Currency risk %	1 %	0,85 Eur
Base warranty claim %	2 %	1,7 Eur
Transportation costs to us per item %	5 %	4,25 Eur
Import duties % for HSCODE	1 %	0,85 Eur
Other costs in OCBCUR	3	Eur +
Subtotal	95,65	
Profit margin %	40 %	38,26 +
Selling price advice SELLPR TOTAL	133,91	
Supplier/OEM list price (advice) OEMPRC	150	USD
OK	Cancel	

Historical calculations ( PRVUND expired) are shown in light gray, with the most relevant appearing at the top.

There can be 2 types of discount given: Either DSCSUP, which comes from the supplier settings and is a discount on all the product from this supplier ( a discount agreement), or DSCPRD which is a discount that is for this product specifically.

Profit margin calculation:  $35\% \text{ PROSTA} = \text{purprc} / 0.65$

TCSTAV = The average purchase price for transportation/ costs for delivery of goods from the supplier of this component, divided by the number of delivered units.

### Stock tab

Current stock level	Annual demand	Lead Time in weeks	Safety buffer	REORDER POINT	Minimum Stock level	Ordering costs per	Holding costs per	Economic order quantity	Maximum stock level	Warehouse Location
60	3	1,154	4,62	15,00	20,00	9,49	20,00	14,10		
calculates the number of these units sold per year from sales orders	Divide annual demand rate by 52 weeks	annual demand divided by lead time in weeks plus safety buffer		EOQ Formula	Reorder point + EOQ				WLOCAT see explanation	

Information in this tab is calculated with some formulas.

### Annual demand rate

The number of these units that sold per year ( information from the sales orders)

### Safety buffer

Divide the annual demand rate by 52 ( weeks)

### Minimum stock level

The annual demand, divided by the number of the lead time in weeks + safety buffer

### Maximum stock level

Reorder point + EOQ

### Economic order quantity (EOQ)

In Excel, you can use a formula to calculate the Economic Order Quantity (EOQ). Here's how you can do it:

Assuming:

- Cell B3: Demand rate (D)
- Cell F3: Ordering cost per order (S)
- Cell G3: Holding cost per unit per year (H)

You can use the following formula in Excel to calculate EOQ:

=SQRT((2\*A1\*B1)/C1)

This formula calculates the square root of the expression  $2DSH^2DS$ , where  $D$ ,  $S$ , and  $H$  are the values in cells A1, B1, and C1 respectively.

<u>Description</u>	<u>Field name</u>
Current stock level	STOCKQ
Annual demand rate	ANNDEM
Lead time in weeks	DELSUP
Safety buffer	STKSAF
Minimum stock level	STKMIN
Ordering costs per order	ORDCST
Holding costs per unit, per year	HOLCST

Economic order quantity EOQQTY

Maximum stock level STKMAX

Warehouse location WLOCAT

WLOCAT is an array of WFLOOR, , WZONE, WAISLE, WRACK, WSHELF

which can be found under the settings tab

And is printed (for example) as: F.01/Z.A/A.02/R.1A/S.05

(F for Floor, Z for zone, A for aisle, R for Rack and S for Shelf)

### *Supplier tab*

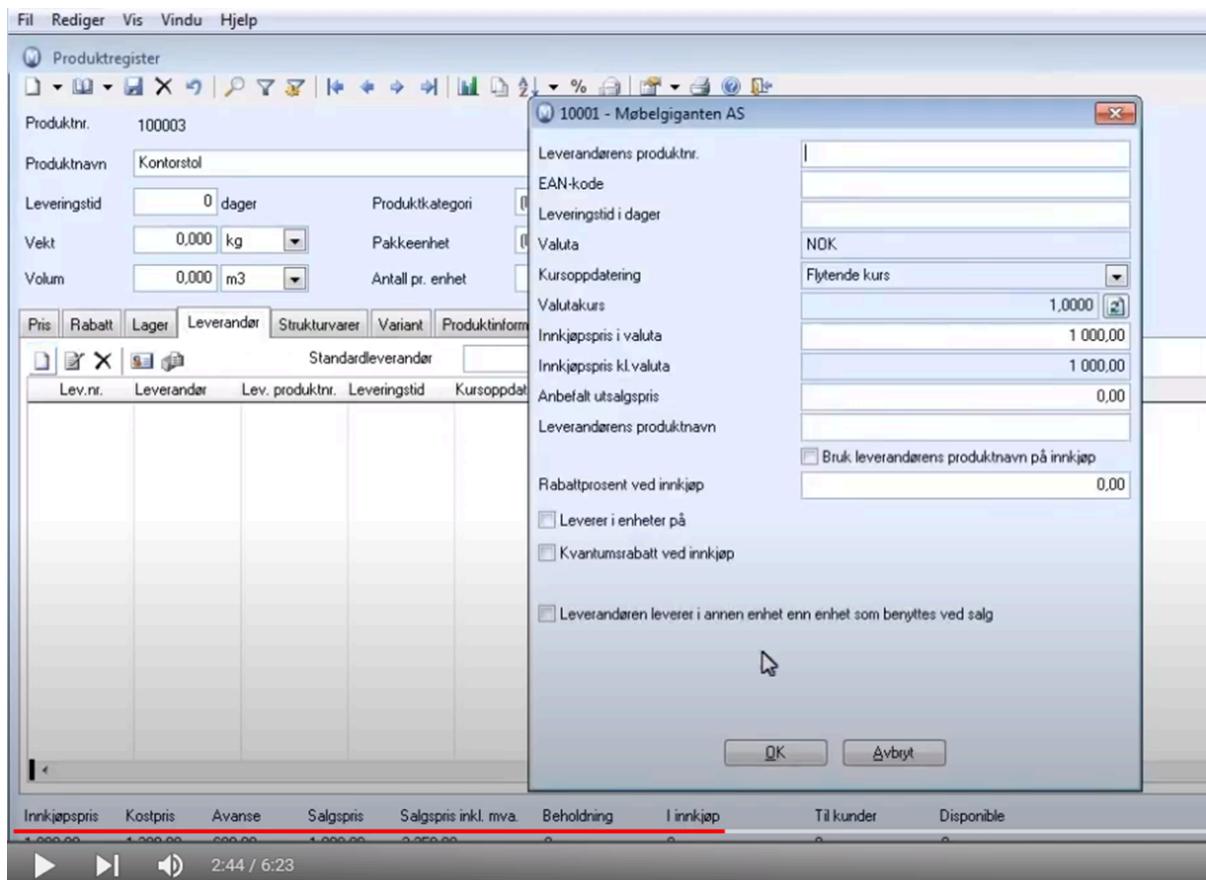
The tab shows pricing information and keeps historic pricing in grey ( price no longer valid). Valid pricing is printed bold and stays on top. The list is ordered by date ( PRVUND) ascending. ( the newest date is on top)

valid from	valid until	supplier name	Supplier currency	Purchase price	Lead time in weeks	Supplier number	Quotation nr.
PRCSTD	PRVUND	COMNAM	PURCUR	PURPRC	DELSUP	SUPNUM	SUPQUO

This tab requires the following fields:

<u>Description</u>	<u>Field name in database</u>
Valid from	PRCSTD
Valid until	PRVUND
Supplier name	COMNAM
Supplier product code	SUPART
Supplier currency	PURCUR
Purchase price	PURPRC
Lead time in weeks	DELSUP
Supplier number	SUPNUM
Supplier quotation reference number	SUPQUO
Preferred supplier for this product ( Boolean )	PRFSUP

- There can be more than one suppliers for the same product.
- Only one supplier can be set as preferred supplier .
- When there is information under 'structured items', Print the values of OCNLEG for supplier name and OCBCUR as supplier currency.
  - PURPRC is the total sum of the purchase price of all items listed under 'structured items'.
  - DELSUP is then the lead time of the item with the longest lead time, unless there is enough in stock for one unit: then print 'in stock'



### Structured items

When this tab is filled in, one unit consists of various spare parts and( for example) assembly hours.  
When someone orders one unit - or if we want to stock - one unit, we need to purchase the spare parts that are needed to assemble the unit.

For example:

Item Code: MTB001

Item Name: Mountain Bike

Description: A high-performance mountain bike suitable for off-road trails.

The tab information shows this:

Product ID	Product description	Required
FRM001	Mountain Bike Frame	1
WHL001	Mountain Bike Wheels	2
GR001	Gear Set for Mountain Bike	1
BR001	Brake System for Mountain Bike	1
HB001	Set of Handlebars for Mountain Bike	1
ST001	Seat for Mountain Bike	1
PD001	Set of Pedals for Mountain Bike	1
AS001	Assembly hours ( when sold)	3

This tab shows the required components to complete one unit. If a complete set of all needed structured items are in stock, the current stock level of the unit is 1. Stock settings are made in the product card of such items individually

<u>Description</u>	<u>Field name in database</u>
Product ID number	PRODID
Product Description Short	PRODES
Order Quantity	ORDQTY

#### *Product options tab*

Under this tab, the user finds information about product variants, replacement options and related services. These options are solutions if a new item is no longer available, and also because of budget purposes or services. Users can create new options here and link them to other products in the database.

#### **Product variants**

*Cross reference:*

*Similar*

#### **Product statuses**

*Superseded*

*Remanufactured*

*Used*

*Exchange*

#### **Product services**

*Calibration*

*Repair*

*Test & Certify*

*Note: Only the product variants combination can be used more than once. Options like statuses and services only once per main product ID.*

The layout of this tab is as follows:

Option	Variation	Product ID
Variant	Cross reference	PRD00123
Variant	Similar to	PRD04567
Status	Superseded	PRD09876
Status	Remanufactured	PRD03210
Status	Used	PRD06543
Status	Exchange	PRD01234
Service	Calibration	PRD07890
Service	Repair	PRD05432
Service	Test & Certify	PRD08901

**Only existing options and variation are shown ( linked to a product id)**

<u>Description</u>	<u>Field name in database</u>
<b>Product options ( ENUM: Variant, Status, Service)</b>	<b>PROOPT</b>
<b>Product variation ( ENUM: Cross reference, similar to, superseded, Remanufactured, Used, Exchange, Calibration, Repair, Test &amp; certify)</b>	<b>PROVAR</b>

Product ID	PRODID
------------	--------

The product ID number in the overview is clickable and takes the user to that product card.

#### Explanation of terms

Cross Reference: This can be considered a type of variant, as it refers to an alternative product from another brand or supplier that serves the same purpose as the original product. Customers may choose between different cross-referenced products based on their preferences or compatibility requirements.

Similar: This is not typically considered a variant in the traditional sense. Instead, it refers to products that share similarities with the original product but may have slight differences in features, specifications, or branding. Customers may be interested in similar products as alternatives to the original product.

Superseded: This does not represent a variant but rather a status indicating that a newer, more advanced product has replaced the original one. It signifies that the original product is no longer being actively promoted or sold because it has been replaced by a superior version.

Repair: This is not a product variant but a service related to the original product. It involves repairing or restoring a damaged or malfunctioning product to its functional state. Customers may opt for repair services instead of purchasing a new product.

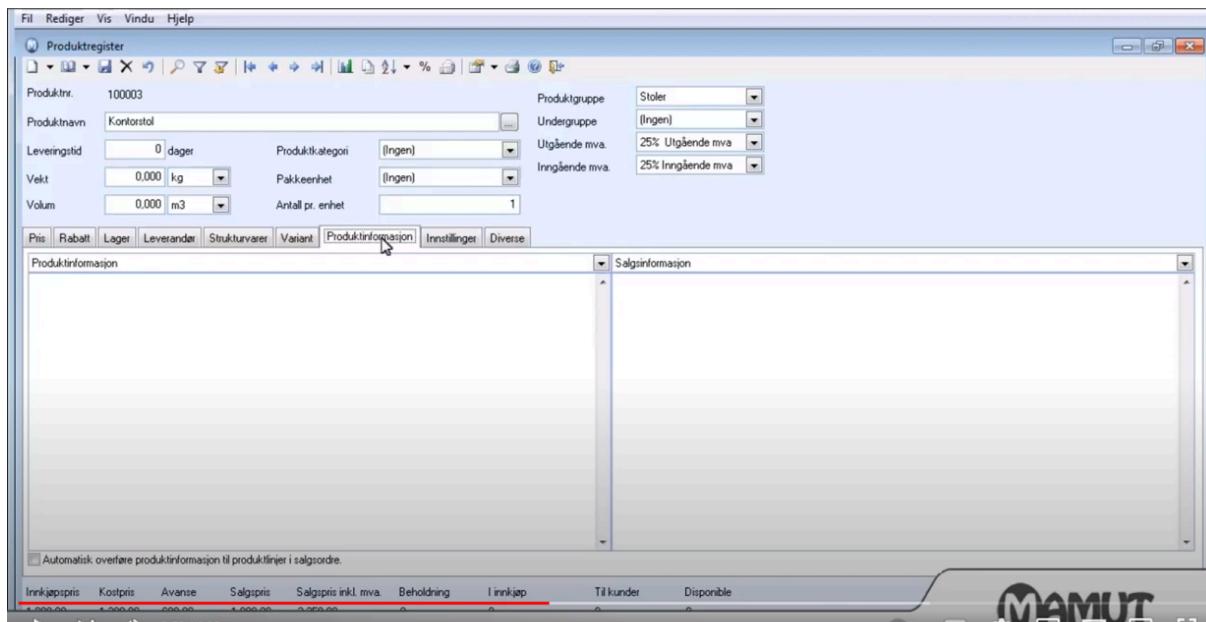
Remanufactured: Similar to repair, remanufactured products are not variants but rather refurbished versions of used products. Remanufactured products undergo a thorough refurbishment process to bring them back to a like-new condition, offering customers a more affordable alternative to new products.

Used: This refers to products that have been previously owned or used by someone else. Used products are not variants but represent a category of products that are available for purchase at a discounted price compared to new products.

#### *Product information tab*

In the product information tab, we find:

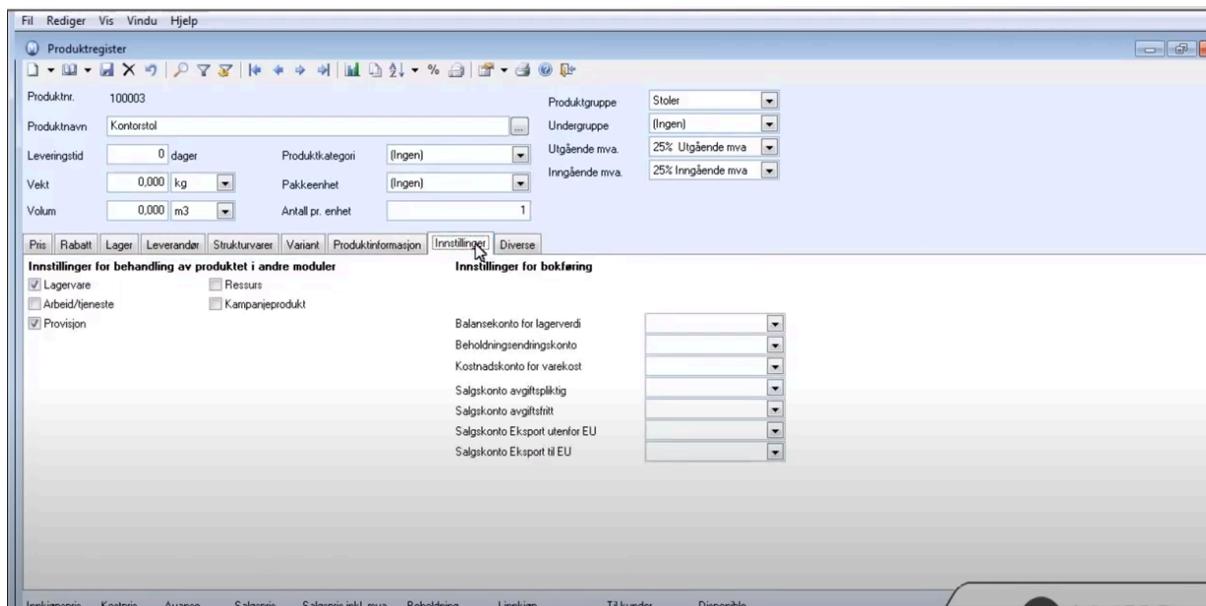
1. Internal product information, which is for internal users only.
2. Sales information, which is commercial information that is available for the website ( Product card on website )



### *Settings tab*

Under the settings tab we find information that is important for various business processes.

<b>Description</b>	<b>Field name in database</b>
Obsolete / end of life product ( Boolean )	OBSOLE
<i>If this is selected, stock is sold out to 0(zero); it can no longer be purchased.</i>	
Structured item ( boolean )	STRUCT
<i>If selected, these items can only be sold to customers that are marked as 'partner' ( for repair and maintenance purposes ).</i>	
Warehouse	WAREHS
Warehouse Floor (number, max 2 digits)	WFLOOR
Zone ( One letter; A, B, C, D, E or F )	WZONE
Aisle ( 2 letters / digits )	WAISLE
Rack ( 2 letters / digits )	WRACK
Shelf ( 2 letters / digits )	WSHELF



### General tab

#### Description

Partial order delivery allowed ( boolean )

#### Field name in database

PARTIAL

Brand name / OEM

BRANDNM

OEM partnumber

OEMPNR

Country of origin

COORGN

EAN Code

EANPRD

HS CODE

HSCODE ( see api, if

possible)

Import duties % for HS code

IMPDUT

Product pictures ( 3 pictures should be possible )

PRDPIC

Website url to product page

URLPPG

**Automate this once activated in website module**

Internal document

DOCINT

External document (PDF only)

DOCEXT

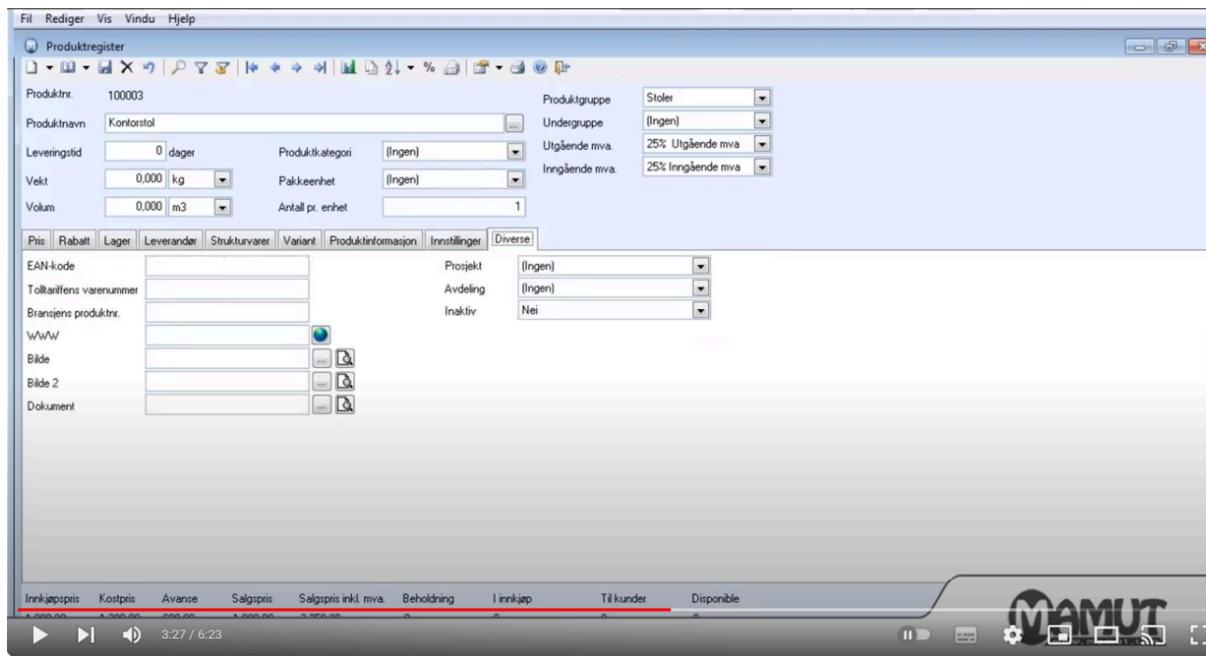
Project ( if set, this product is only available for this project)

PROJCT

Department

UDRDP

( if set, only users in this department can view and sell this product)



## 6. Sales Module ( to be described)

The sales module guides the sales process by status:

Draft quotation -> Quotation -> Order -> Invoice

When payment terms are in advance, Pro forma invoices can be sent / printed

By sales process status:

- Quotation number
- Order number
- Invoice number
  - Credit note number

Customer number, customer name

Address information

Order date

Delivery date

Currency

Payment terms

Project reference ( if applicable)

Our contact person

Your contact person

Your order reference

### *Products tab*

User can select products and change sales criteria by popup.

PRODID	PRODES QTY SUPPLIED SELLPR DSCPRD	WAREHOUSE	LOCATION	VAT
TOTAL VAT	LINE TOTAL			

### Calculation

1. Price is SELLPR which is calculated under the price tab in the product card.
2. Quantity
3. The user can give a product discount per line
4. quantity \* the discounted price
5. vat per item
6. vat total
- 7.
8. The authorized user can add an order discount on the total, prior to VAT
9. There can be

### **Popup for making changes**

After adding products to the quotation, it is important that a user (the salesperson) can make changes in the calculations here, per product ID. This popup is almost the same as in the product card, except that purchase price and discount are invisible and with the addition of Customer budget price for this particular item.

Price calculation for PRODID			
Price valid from	PRSTD		X
Price valid until date	PRVUND		
Purchase price in EURO	100		
Discount %	15 %	15	-
Nett Purchasing price in OCBCUR	85		
Base Currency risk %	1 %	0,85	Eur
Base warranty claim %	2 %	1,7	Eur
Transportation costs to us per item %	5 %	4,25	Eur
Import duties % for HS CODE	1 %	0,85	Eur
Other costs in OCBCUR	3	Eur	+
Subtotal	95,65		
Profit margin %	40 %	38,26	+
Selling price advice SELLPR TOTAL	133,91		
Customer budget price / ea	135	EUR	
Supplier/OEM list price (advice) OEMPRC	150	USD	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>		

Discuss with developer:

- Changes only apply for this individual order calculation and are not stored in the product card itself.
- For certain users, we want to hide the purchase price and discount
- Altering calculations should be a user right.

Perhaps

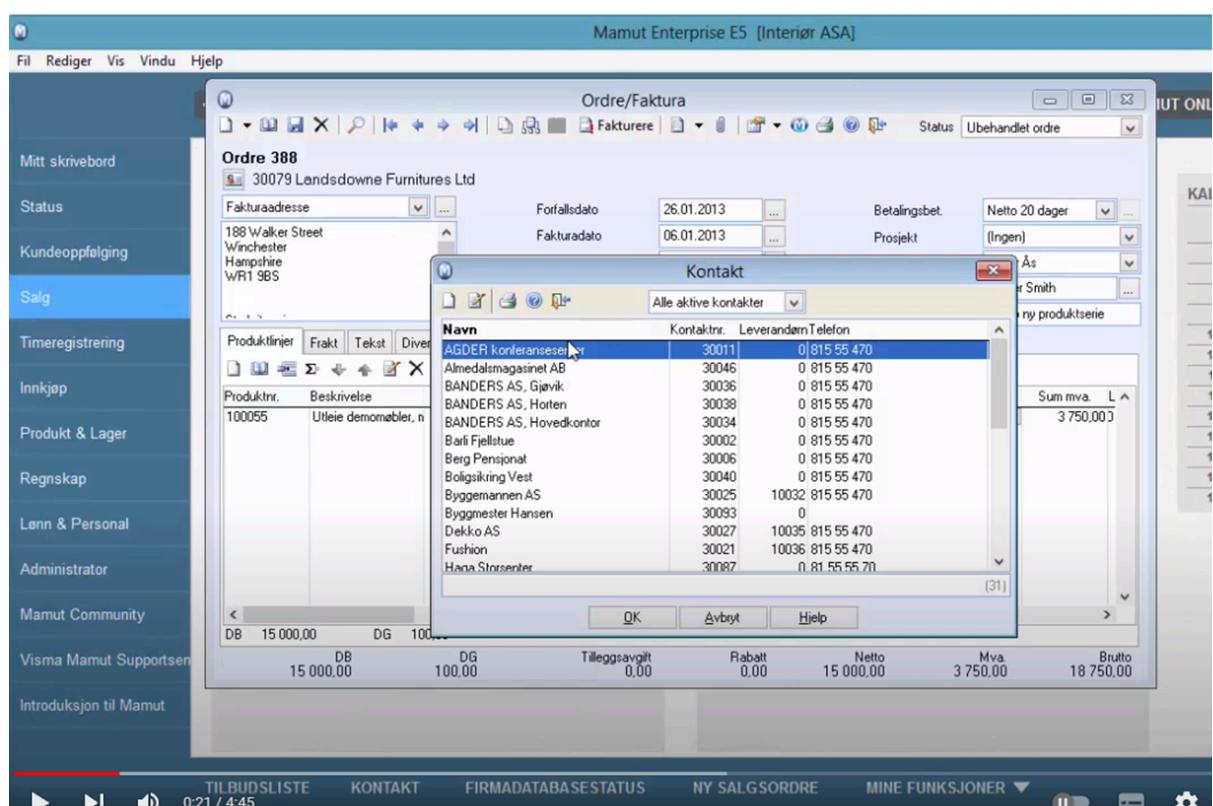
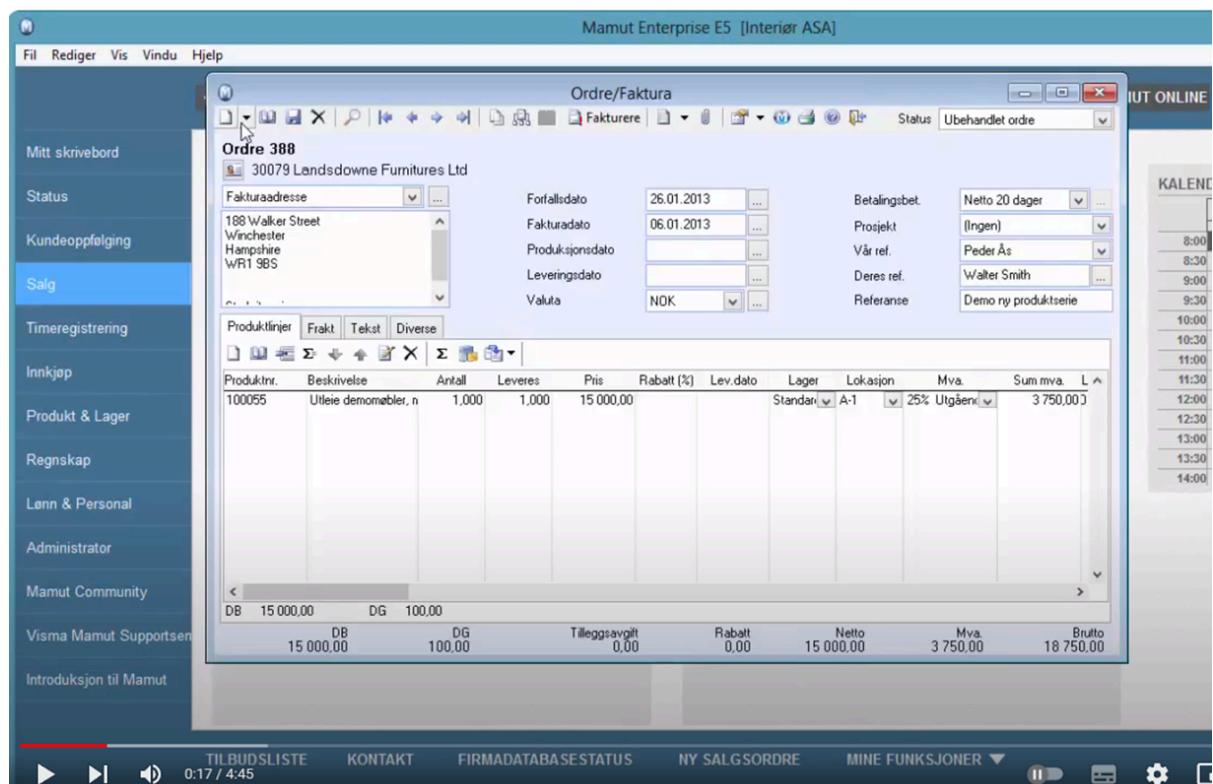
*Freight tab*

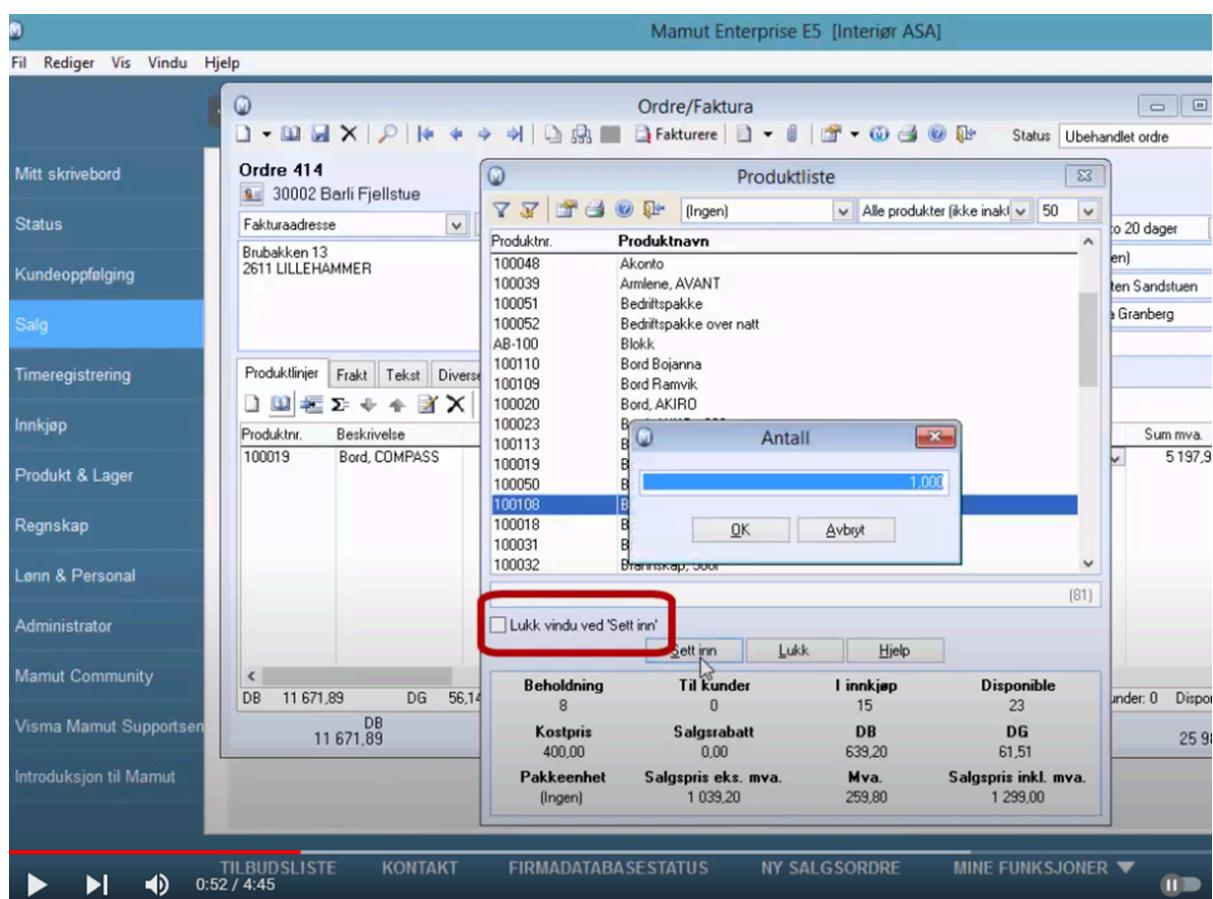
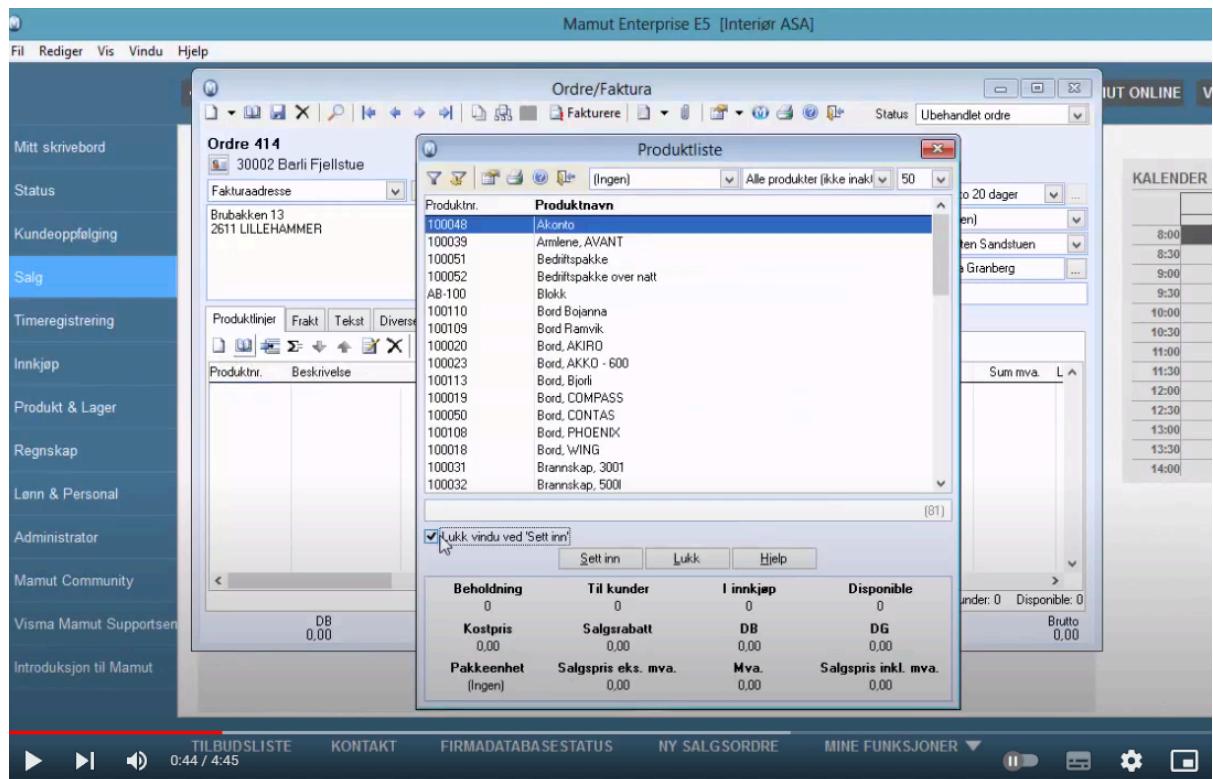
*Text tab*

*General tab*

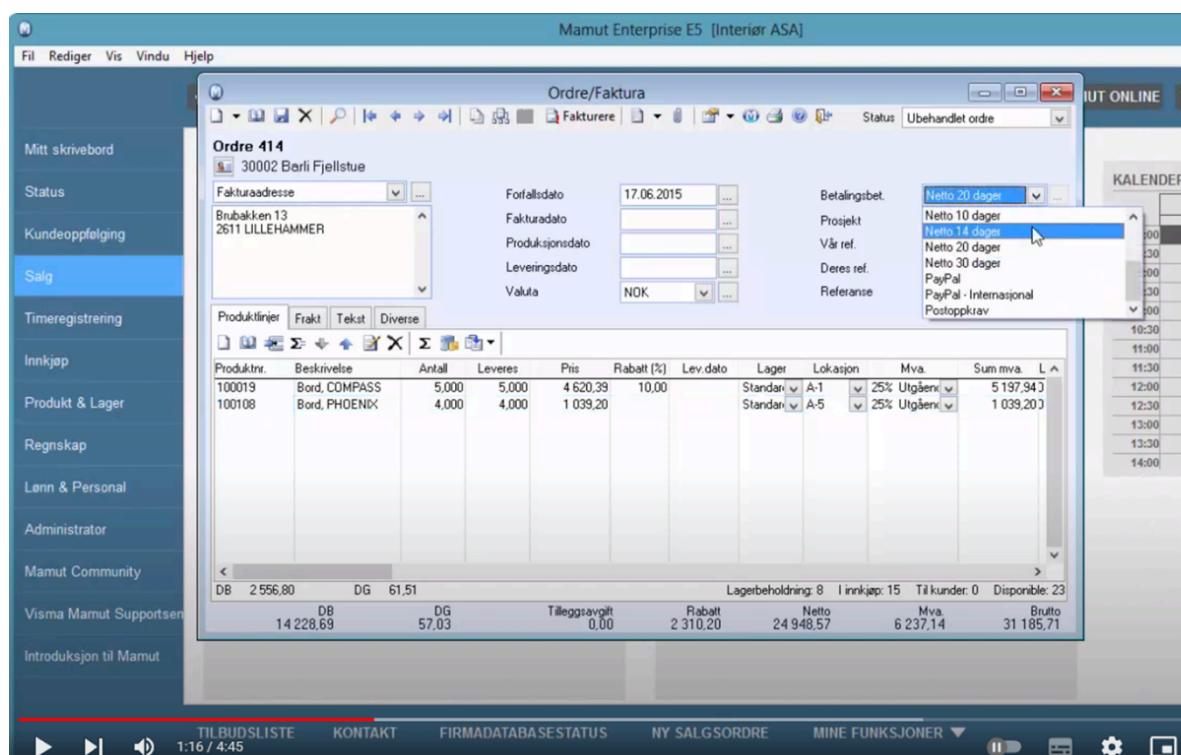
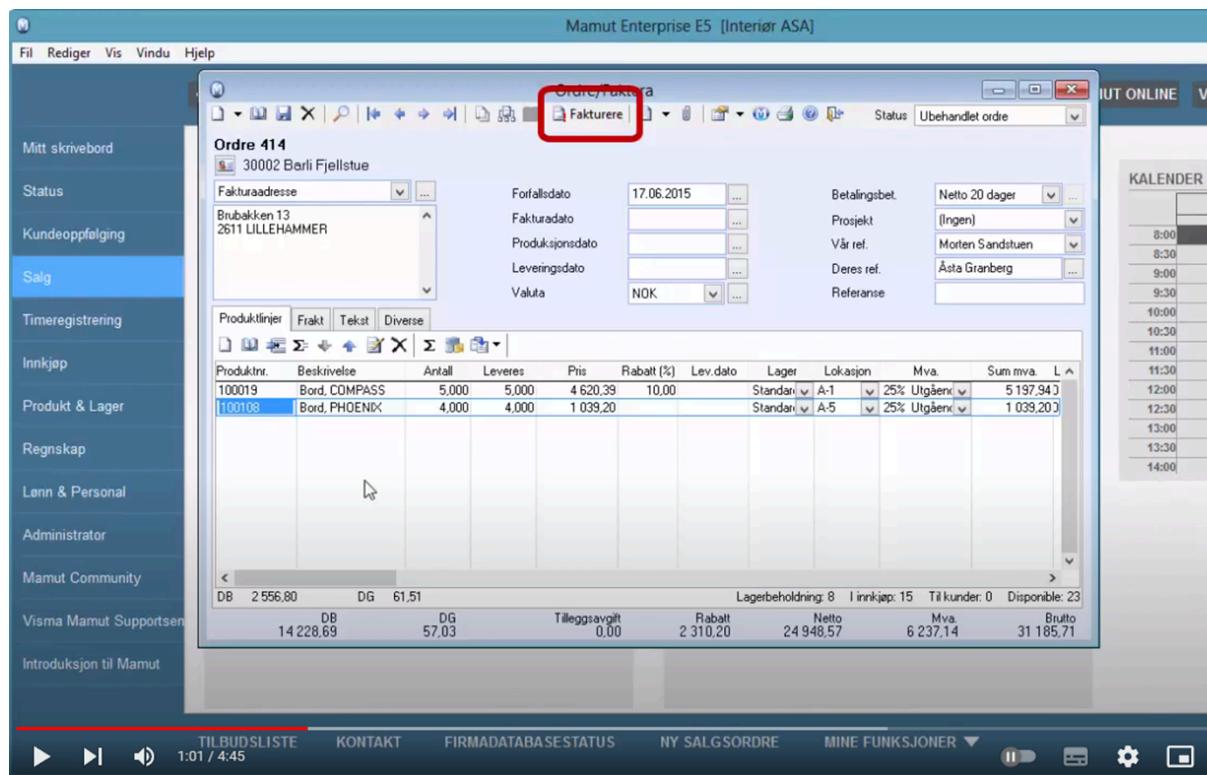
Partial order delivery allowed ( boolean )

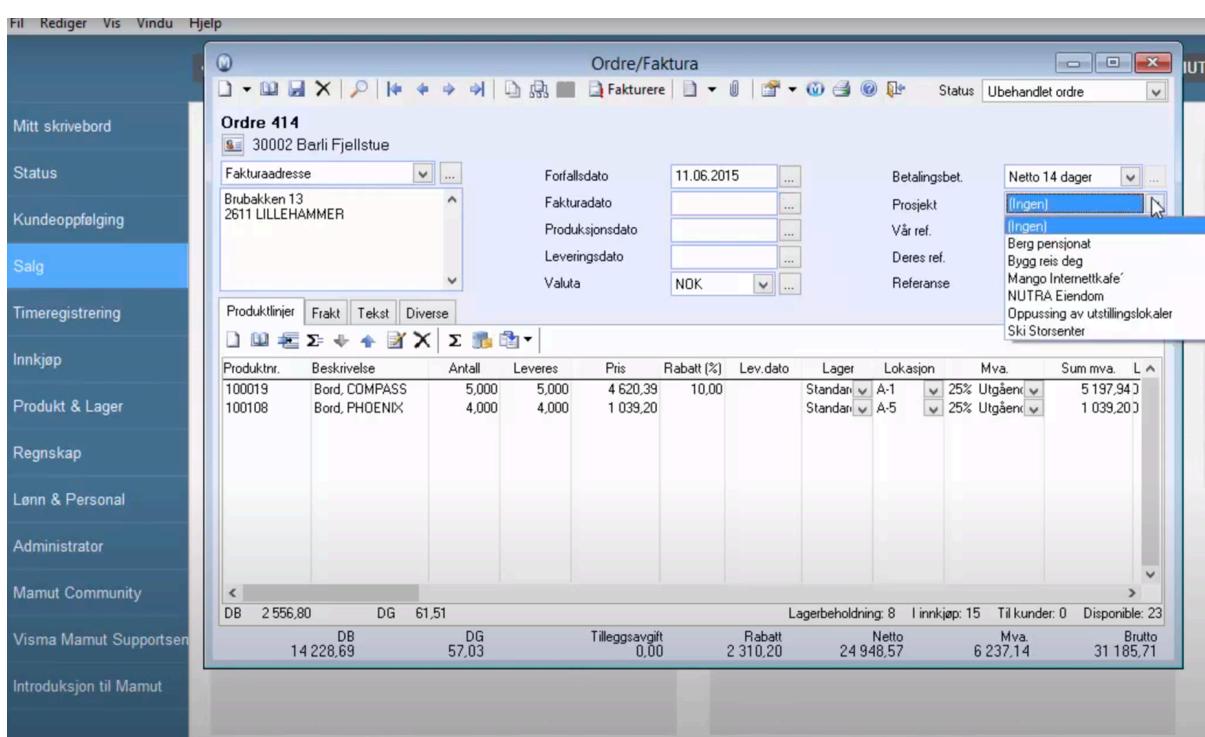
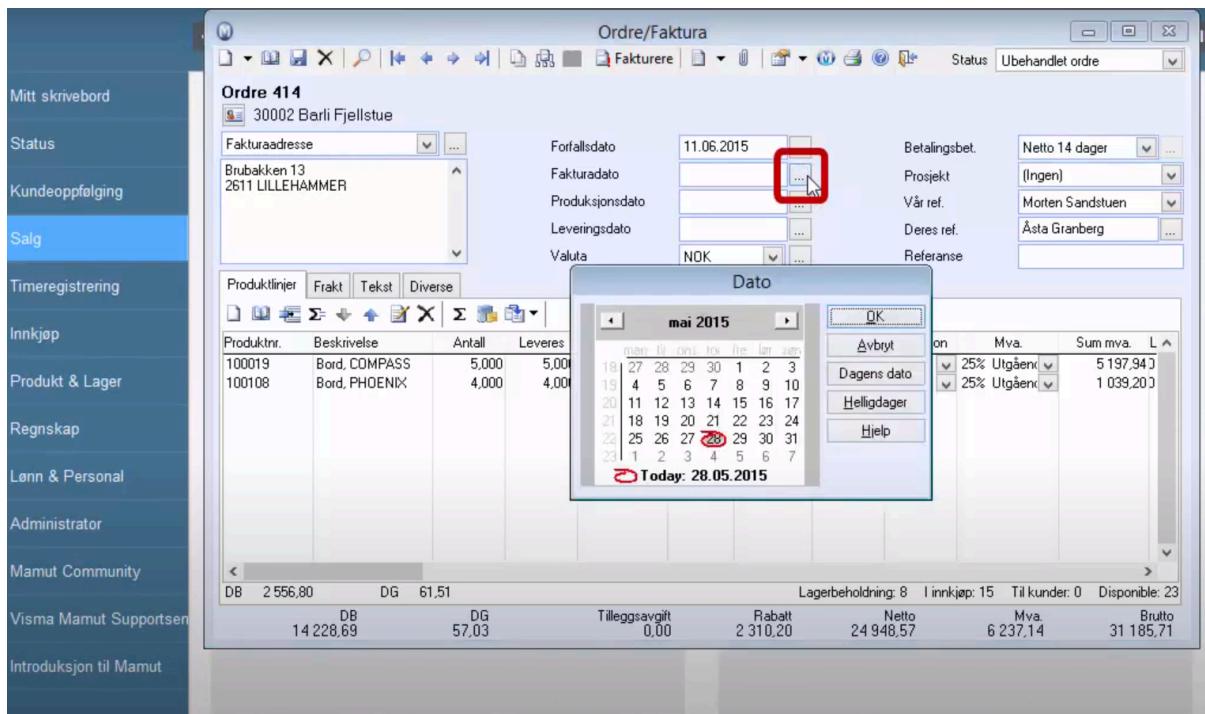
PARTIAL

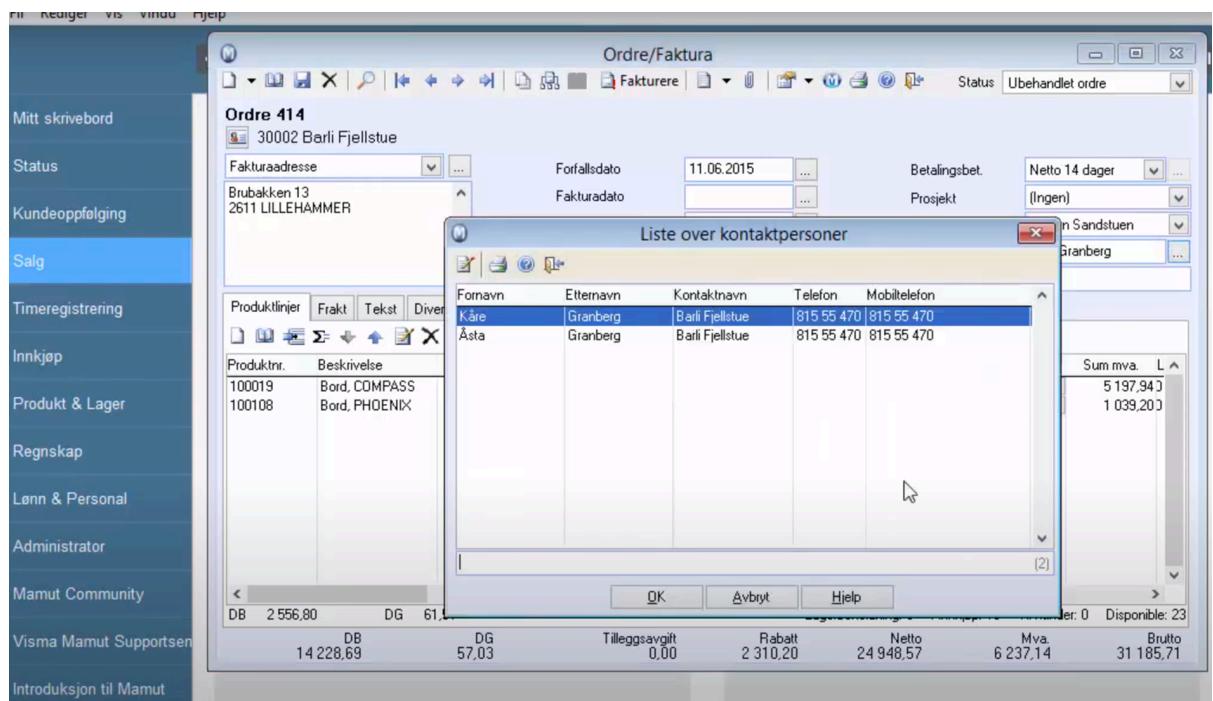
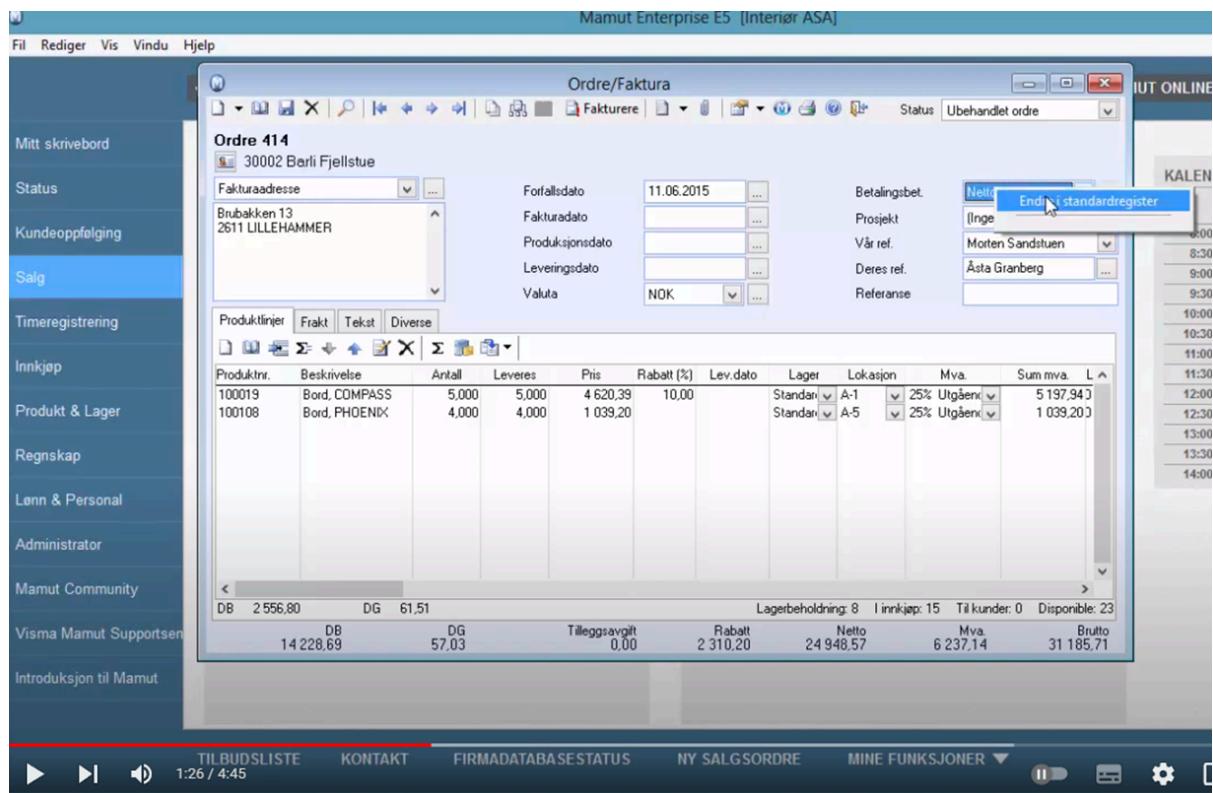




## Invoice







**Ordre/Faktura**

**Ordre 414**  
30002 Berli Fjellstue

Fakturaadresse	Forfallsdato	Betalingsbet.
Brubakken 13 2611 LILLEHAMMER	11.06.2015	Netto 14 dager
	Fakturadato	(Ingen)
	Produksjonsdato	Vår ref.
	Leveringsdato	Morten Sandstuen
	Valuta	Deres ref.
	NOK	Åsta Granberg

**Produktlinjer** **Frakt** **Tekst** **Diverse**

Velg tekst: Fast tekst

Takk for ordren!

DB	DG	Tilleggsavgift	Rabatt	Netto	Mva.	Brutto
14 228,69	57,03	0,00	2 310,20	24 948,57	6 237,14	31 185,71

**Ordre/Faktura**

**Ordre 414**  
30002 Berli Fjellstue

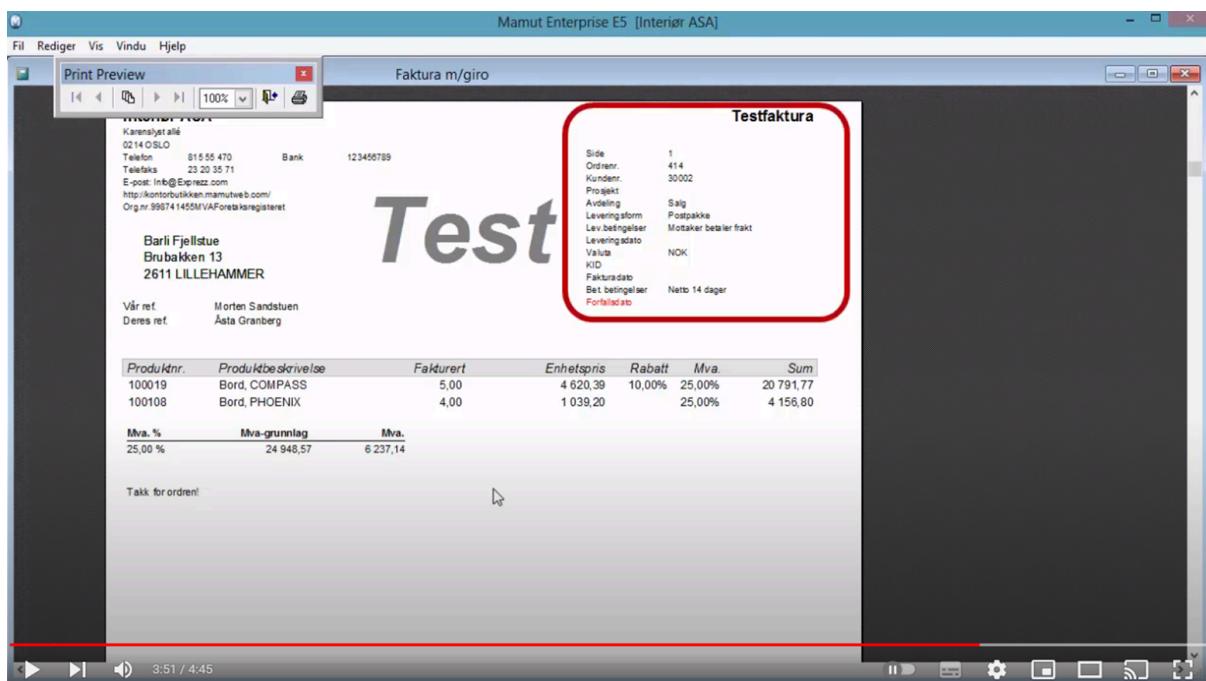
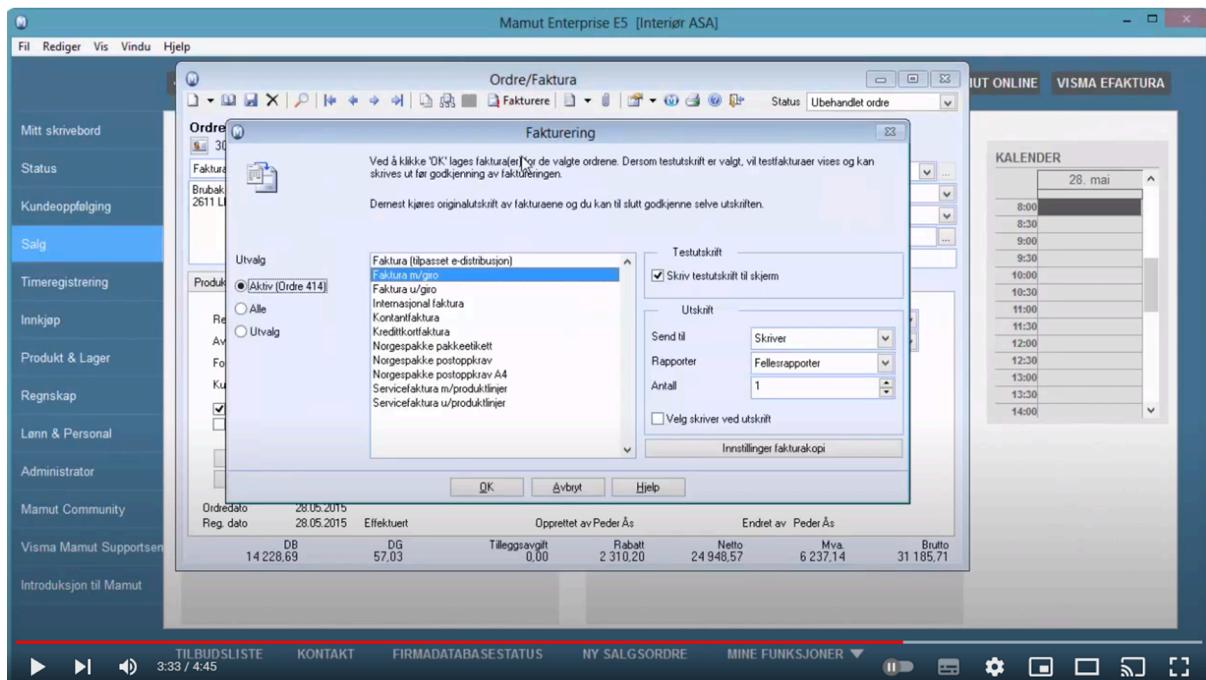
Fakturaadresse	Forfallsdato	Betalingsbet.
Brubakken 13 2611 LILLEHAMMER	11.06.2015	Netto 14 dager
	Fakturadato	(Ingen)
	Produksjonsdato	Vår ref.
	Leveringsdato	Morten Sandstuen
	Valuta	Deres ref.
	NOK	Åsta Granberg

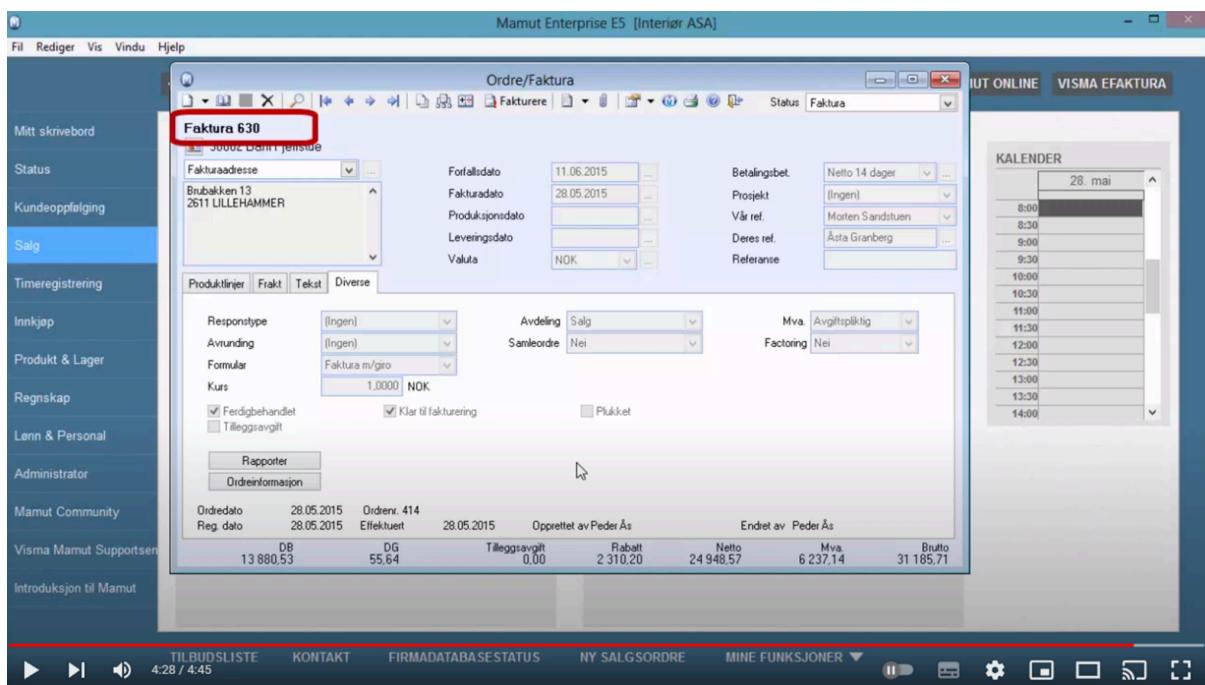
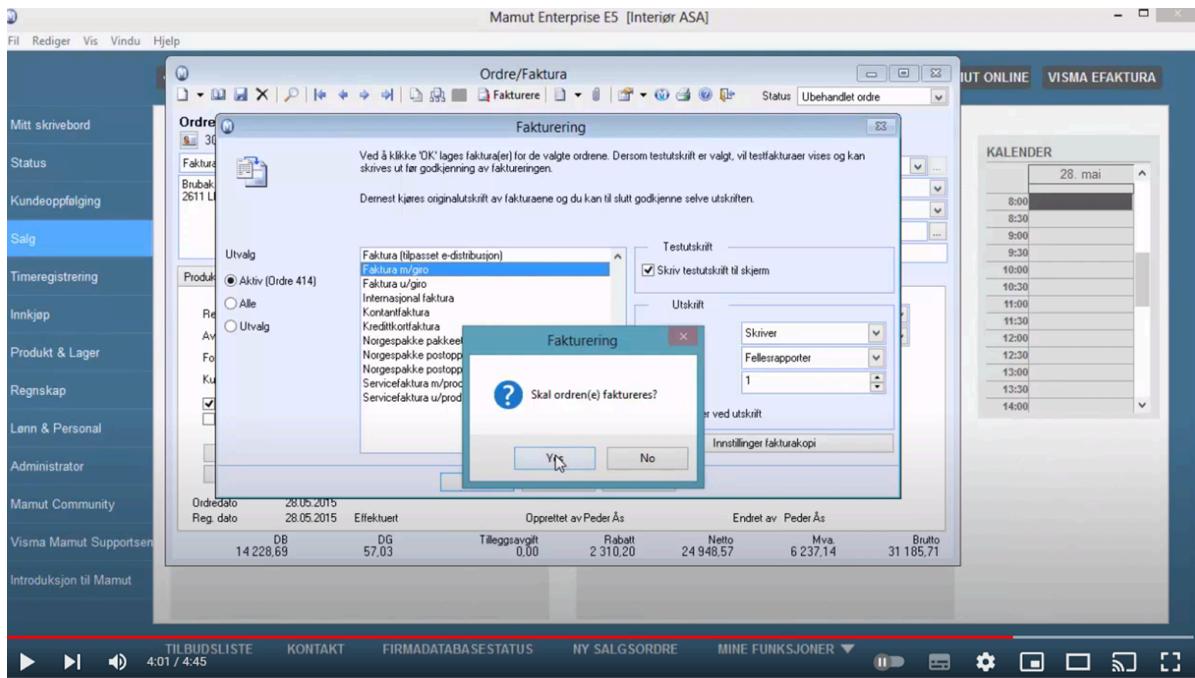
**Produktlinjer** **Frakt** **Tekst** **Diverse**

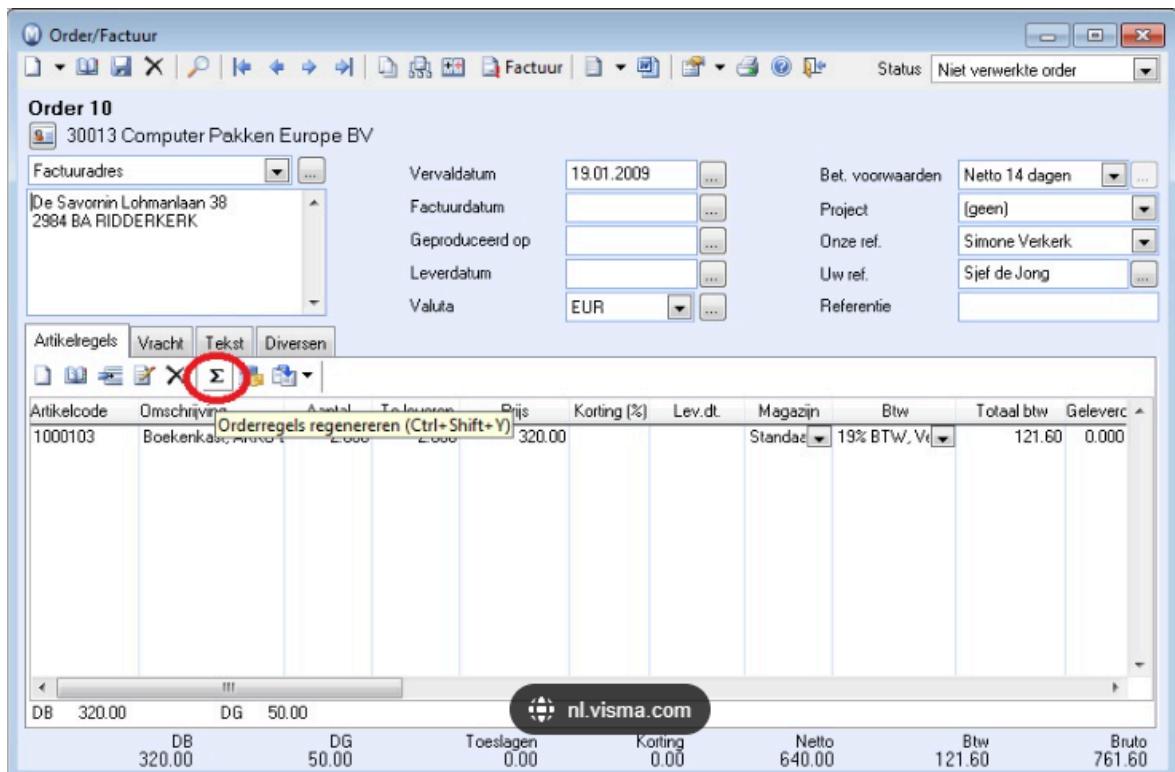
Responstype: (Ingen)  
Avrunding: (Ingen)  
Formular: Faktura m/giro  
Kurs: 1,0000 NOK  
 Ferdigbehandlet  
 Tilleggsavgift  
 Klar til fakturering  
 Plukket

**Rapporter**  
**Ordreinformasjon**

Ordredato	28.05.2015	Opprettet av	Peder Ås			
Reg. dato	28.05.2015	Endret av	Peder Ås			
DB	DG	Tilleggsavgift	Rabatt	Netto	Mva.	Brutto
14 228,69	57,03	0,00	2 310,20	24 948,57	6 237,14	31 185,71







## 4. Purchasing module

### Purchasing list

Upon opening this module, there will be a suggestion of items that need to be purchased to fulfill the orders as well as to replenish stock levels. This list is based on the approved sales orders as well as on the EOQ settings which are available from the product register - stock tab. ( see the products module, stock tab)

The purchase manager has the right to make changes in suppliers, discount and price. The purchase manager may decide which items to purchase. **In addition to the below, here should be a selection field per line ( BOOLEAN )**

Purpose	Quantity	Partnumber	Description	P.price each	Order discount %	Purchase total	Purchase currency	Lead time weeks	Supplier reference	Supplier ID	Supplier
Stock replenishment	EOQQTY	PRODID	PRODES	PURPRC		( quantity * pric PURCUR		DELSUP	SUPQUO	SUPNUM	COMNAM
Sales order	ORDQTY										

### Discount structure

There are two types of supplier discount we work with in the purchasing list

1. A supplier discount, which is a general discount this supplier gives on all their products ( DSCSUP )
2. A product discount, which is a discount on this individual product (DSCPRD)

Note: When the product discount is set, it replaces the value of DSCSUP

When creating a purchase order, the purchase manager can also add an order discount ( before tax).

3. The order discount is a percentage too.

## Purchase order

The purchase manager can create a purchase order:

1. by clicking new - this creates an empty purchase order
2. after selecting a set of products from the list manually ( one supplier at a time )
3. fully automated ( in draft) for all products on the list, to various suppliers. System creates one draft purchase order for each supplier

## Purchase order screen

## Status module

CASH FLOW, BY MONTH

OUTSTANDING QUOTATIONS, EXPECTED DATE

ORDER CYCLE

## AVERAGE CUSTOMER LIFESPAN

The average customer lifespan refers to the average length of time a customer continues to engage with your business before they stop making purchases or become inactive. Calculating the average customer lifespan can vary depending on the specific context and data available, but here's a general formula:

Average Customer Lifespan =  $\frac{\sum \text{Length of All Customer Relationships}}{\text{Total Number of Customers}}$

Average Customer Lifespan =

Total Number of Customers (Active)

$\sum \text{Length of All Customer Relationships ( FODATE field)}$

Here's how you can break down this formula:

1. Length of All Customer Relationships: This refers to the total duration of all customer relationships, measured in terms of time units (e.g., months, years). You would sum up the length of each customer's relationship with your business.
2. Total Number of Customers: This represents the total number of unique customers your business has had over a certain period.

By dividing the total duration of all customer relationships by the total number of customers, you can calculate the average customer lifespan. This provides an

estimate of how long, on average, your customers tend to stay engaged with your business before they churn or become inactive.

Name	Field name in database
------	------------------------

Total number of customers

Average length of customer relationships

Average customer lifespan

## CUSTOMER LIFETIME VALUE

Customer Lifetime Value (CLV) CLVALU

is shown under the financial tab in the relations module

formula for calculating potential customer lifetime value using the method you described:

Customer Lifetime Value (CLV)=Average Purchase Value×Average Number of Orders×Average Customer Lifespan

Here's how each component of the formula is defined:

1. Average Purchase Value: This is the average amount of money a customer spends per transaction with your business. It's calculated by dividing the total revenue by the total number of purchases.
2. Average Number of Purchases: This represents how often, on average, a customer makes a purchase from your business within a certain period (e.g., month, year). It's calculated by dividing the total number of purchases by the total number of unique customers.
3. Average Customer Lifespan: This is the average length of time a customer continues to make purchases from your business before churning or no longer being active. It's calculated by summing the lengths of all customer relationships and dividing by the total number of customers.

## CUSTOMER RETENTION PERCENTAGE

How many customers keep buying our products or services

Customer retention percentage = The number of active customers at the beginning of the Quarter / the number of customers from that group that is still an active customer at the end of the Quarter.

## CUSTOMER CHURN

CUSTOMER CHURN = LOST CUSTOMERS IN QUARTER t / TOTAL NUMBER OF CUSTOMERS AT THE END OF QUARTER t

## COMPLAINTS

The number of complaints registered under activity ( in the relations module) over the last quarter

The number of open complaints

The number of closed complaints

The average duration of handling complaints in days ( measure begin - end date, and boolean 'complete')

## CONVERSION RATE

The number of new leads

The number of new leads that became customers over the last period of time

## WEBSITE AND ONLINE INVOLVEMENT

Measures the effectiveness of our internet strategy over the last quarter.

( PER WEBSITE)

Average duration of website visit

Frequency Direct to website

Frequency Indirect to website

Repeat visitors to website %

number of pages viewed

Through-click percentage

Number of website visitors

Number of page views ( number of times a webpage is viewed)

Number of visitors that limits to one page only and leaves site

Bounce rate ( one page viewers / total number of visits )

Information requests

Lead form filled in

Product sheet downloads

## OPERATIONAL PROCESS

Procurement time average Time between receipt of sales order and purchase order placement

Supplier response average Time between purchase order placement and receipt of order confirmation

Lead time average Time between order confirmation and receipt of goods

Processing time average Time between receipt of goods and **delivery** date to the customer

Invoicing time average      Time between shipping date to customer and invoice date

Cycle time                          ( total of the above )

---

DIFOT percentage: Do our customers get what they want, when they want it?

Number of products that were delivered on time / Total number of delivered products

---

FCR - First contact resolution: effectiveness in handling customer inquiries and issues ( based on activity in relations module)

Terminology:

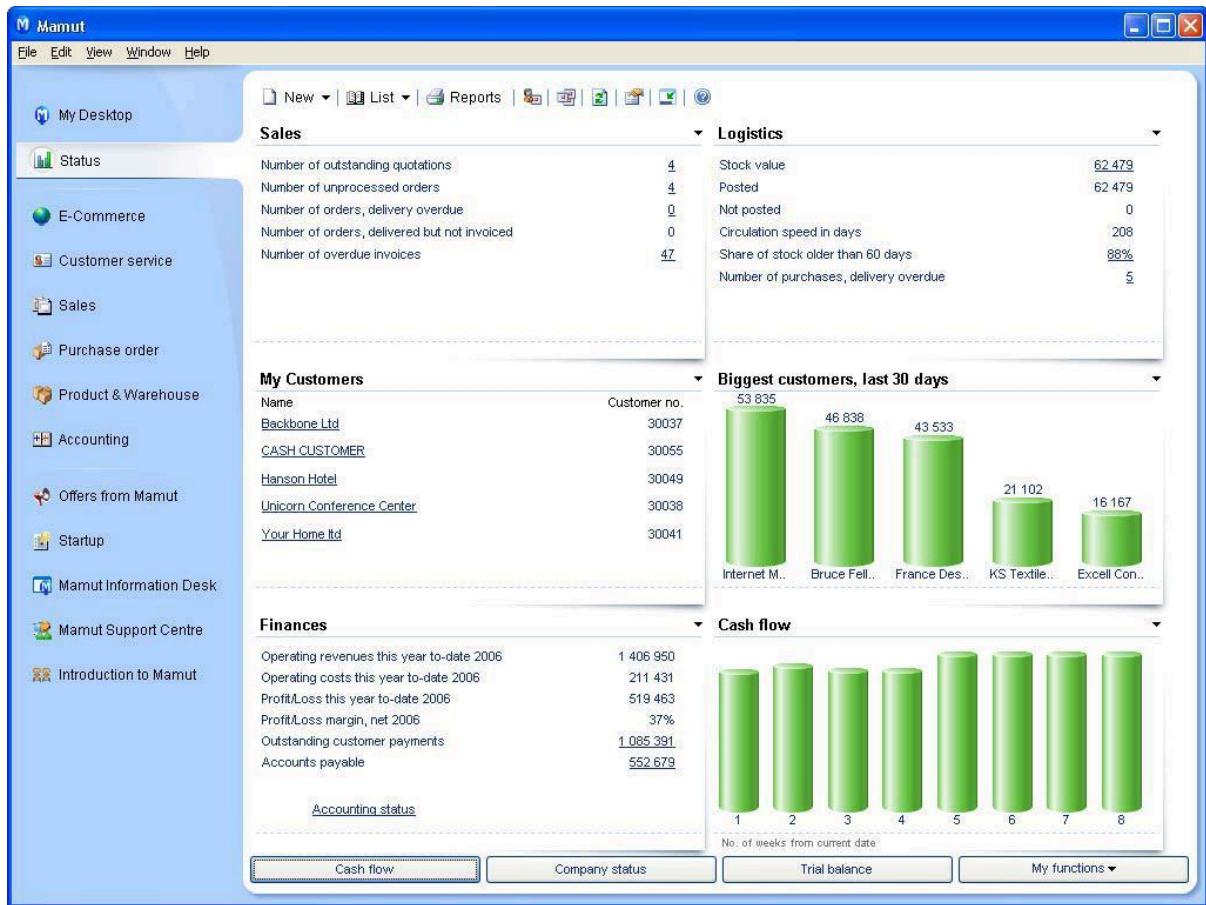
**Inquiries or issues** are of the activity type: Complaint, Question

**Number of conversations** are the total of the activity types Complaint, Question, E-mail, Phonecall, Meeting, Appointment.

**At first contact:** The activity is completed without any follow-up

General FCR    (Total Number of completed inquiries and issues / Total number of conversations) \* 100 (%)

User FCR        (Total Number of completed inquiries and issues by user **on first contact**/ Total number of inquiries or issues by user ) \* 100 (%)



Turnover per employee

Total turnover / Number of users

### 3. E-commerce module and website

The website of our company is not a webshop; although it showcases products based on the information in our database, it does not mention any pricing or delivery time.

Our most important customers are of the conventional type. They usually work from an intranet, and require our service to make project quotations. Perhaps for new customers we can think about a customer portal, but in this phase the maximum we allow them to do is to select various items online, specify the quantities and submit their inquiry.

Everything on our website is data driven; text as well as pictures.

Hosting: Our own VPS server, our own domain, source codes required.

URL structure:

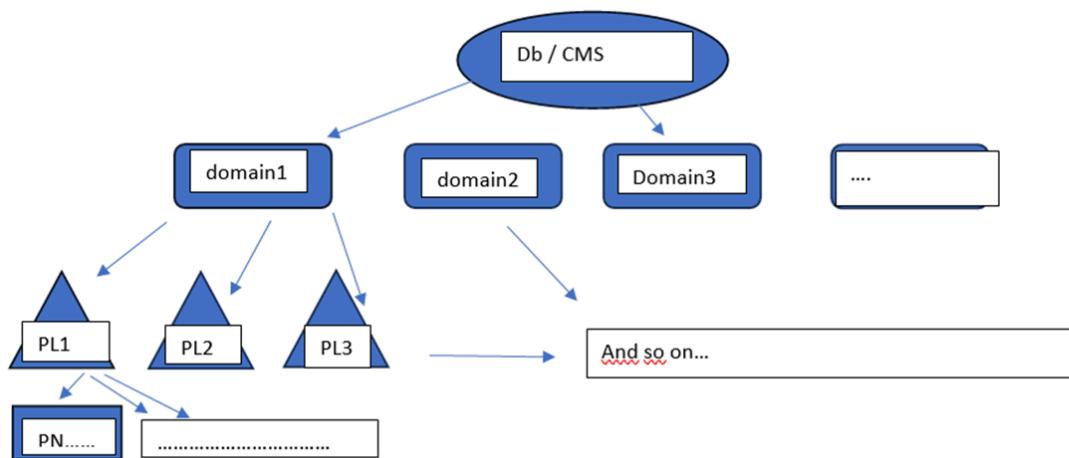
[www.domain.com/inquiry](http://www.domain.com/inquiry)

[www.domain.com/Productline/OEM\\_Brand/OEM\\_Partnumber/Short\\_description](http://www.domain.com/Productline/OEM_Brand/OEM_Partnumber/Short_description)

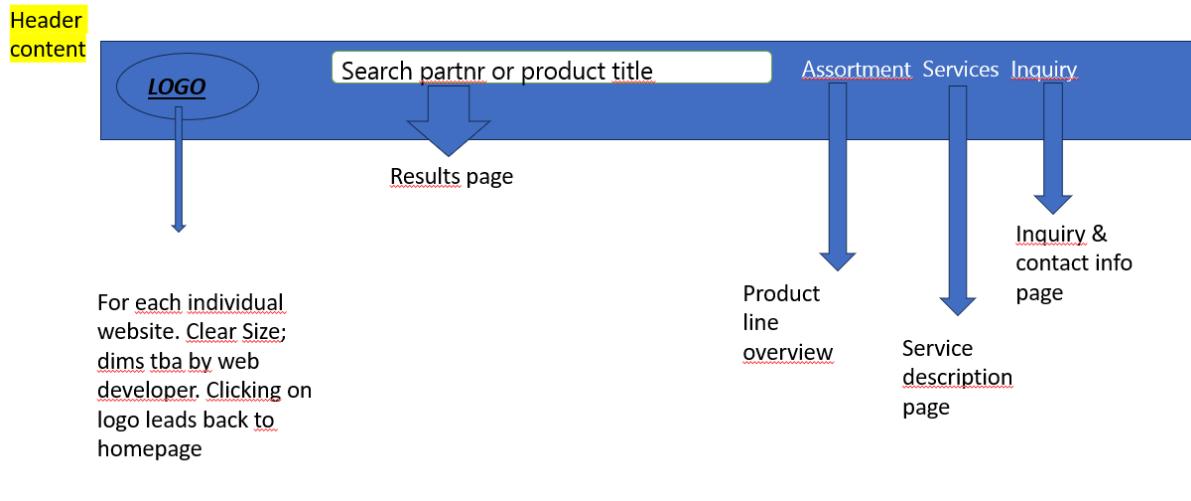
1. Each website is specialized. A website consists of:

- a. A homepage with information and search field for that domain
- b. A services page with information for that domain
- c. A page with selected product lines for that domain
- d. A page for each OEM brand of the selected product lines with information for that domain
- e. A page for each component in the selection for that domain
- f. An inquiry page where people can leave their contact details and text messages, upload pdf, word or excel. Messages must be forwarded to my mailbox

4. Multisite approach; the CMS must be accessible through a separate domain: see structure here:



## Header content



Sticky header; remains visible at the top of any page even as the user scrolls down

## Search bar

Instructions for search bar in header

Prohibit the use of wildcards and asterisks in the search field (in header) but allow partial searches in partnumber as well as product title. Limit the search results to a max of 25 per page.

Here is something I wrote:

```
// Get user input (search query)
$search_query = $_GET['search_query']; // Assuming search_query is sent via GET method

// Validate search query to prohibit wildcards and asterisks
if (preg_match('/[*?]/', $search_query)) {
    die("Wildcards and asterisks are not allowed in the search query.");
}

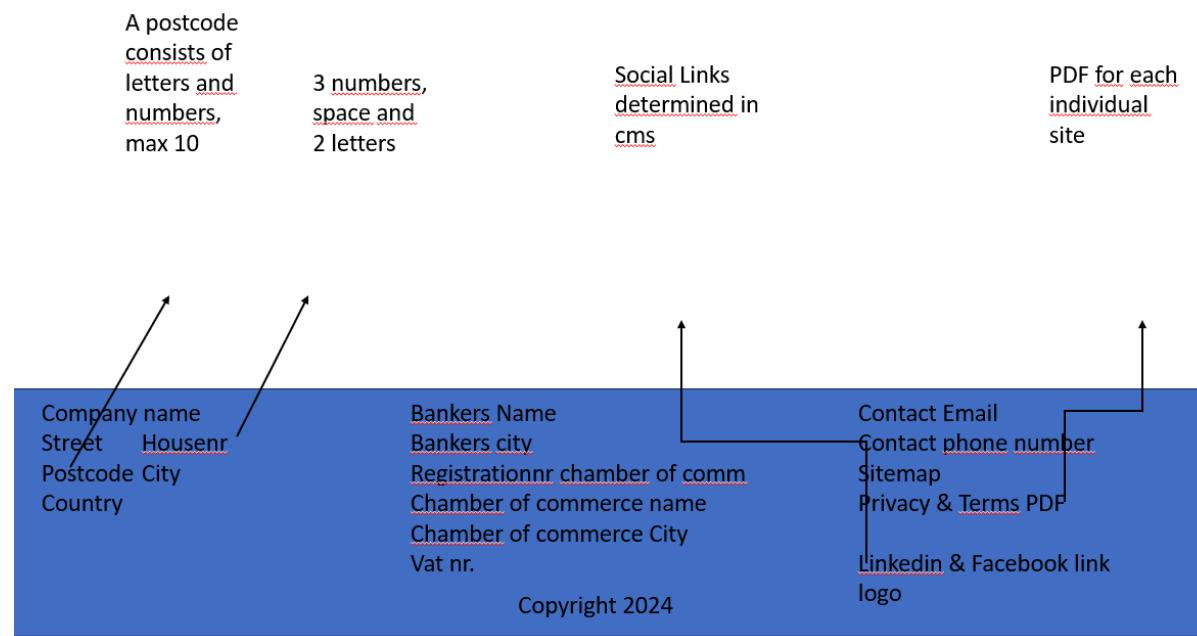
// Perform SQL query with LIMIT
$sql = "SELECT * FROM your_table WHERE part_number LIKE '%$search_query%' OR
short_description LIKE '%$search_query%' LIMIT 25";
$result = $conn->query($sql);

// Display results
if ($result->num_rows > 0) {
    while($row = $result->fetch_assoc()) {
        // Output row data
        echo "Part Number: " . $row["part_number"]. " - Description: " . $row["description"]. "<br>";
    }
} else {
    echo "0 results";
}
```

## Footer idea

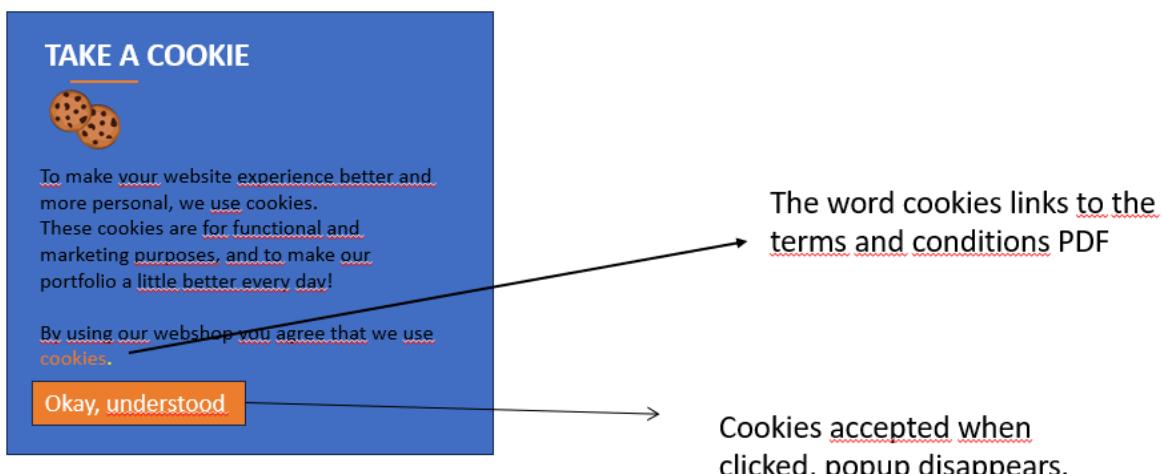
This is not complete. Changes in the footer for seo purposes might be necessary

### Footer contents



## Cookie warning & consent

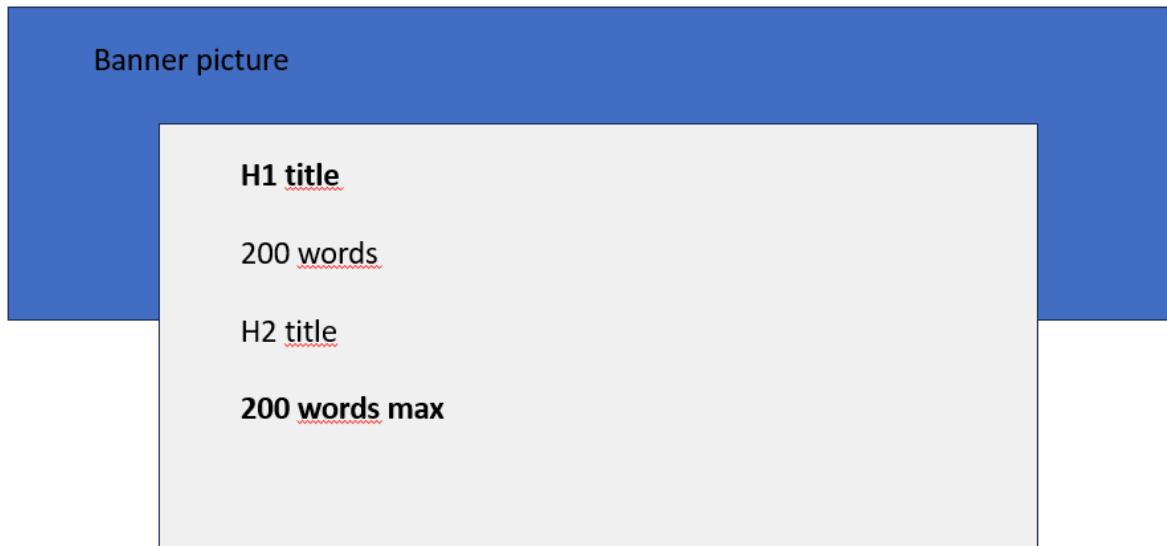
Cookie warning appears bottom of screen, left aligned until customer clicks 'okay'.



## Homepage

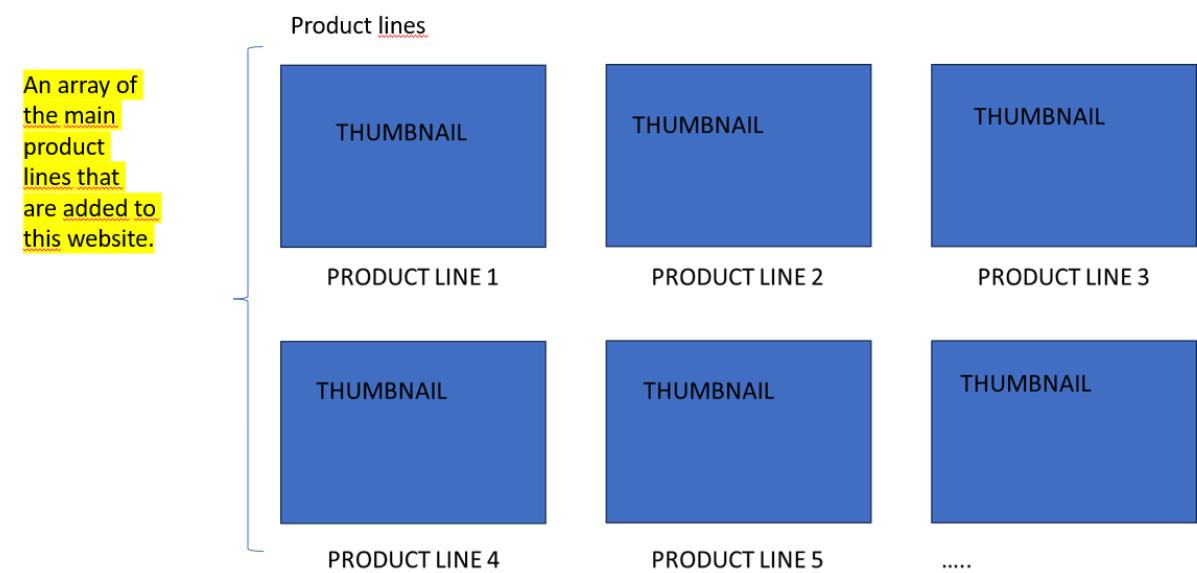
### Homepage top section

This is the section which starts under the header



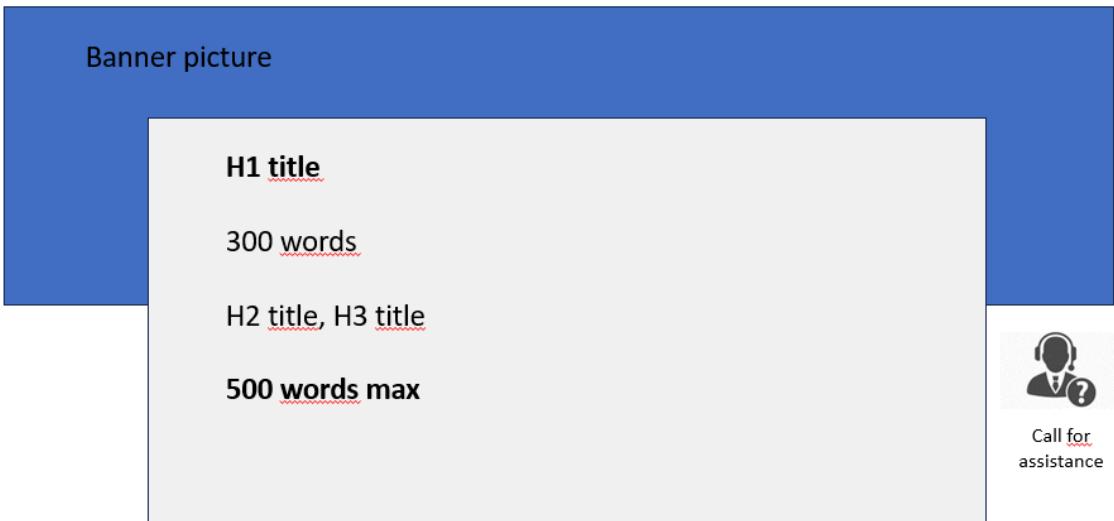
- Continue with section 2 of homepage

### Homepage bottom section



## Services page

### Services page top section

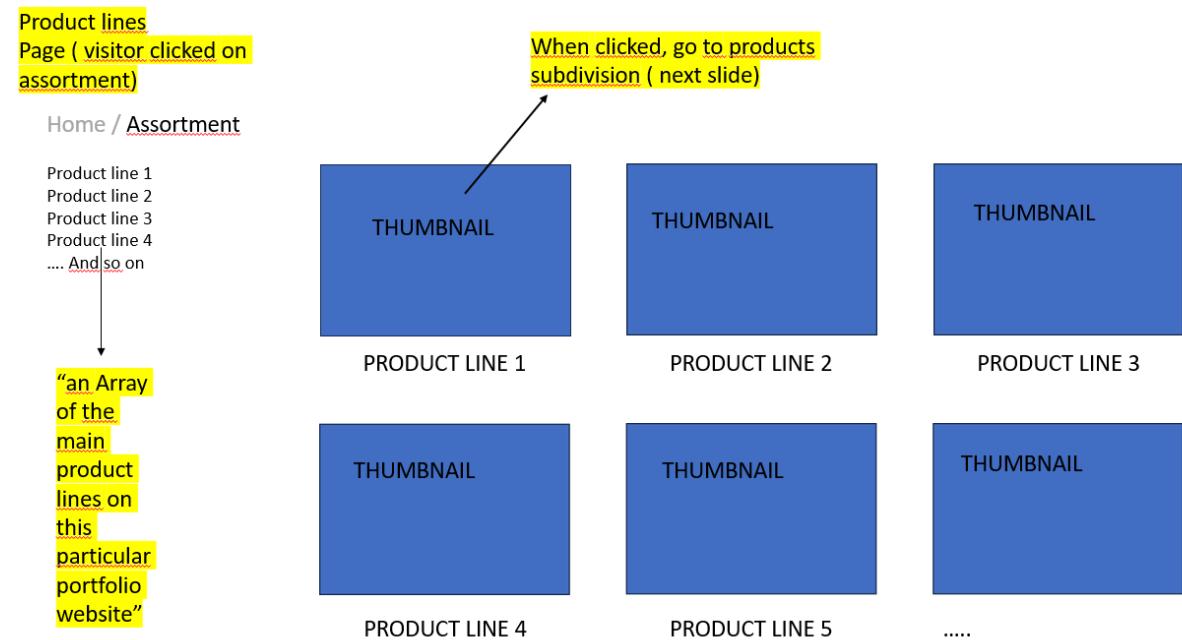


## Services page bottom section

To be described

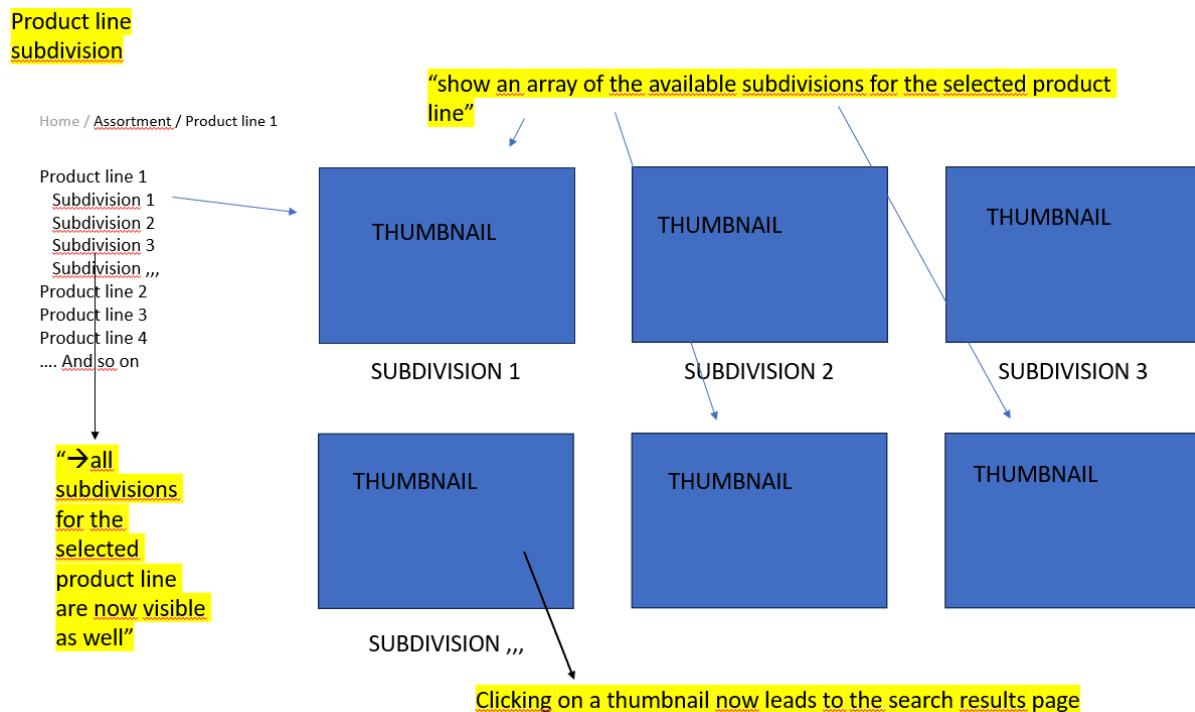
## Product lines page

Website visitors reach this page when they click on assortment in the header. It shows an array of the main product lines of this particular portfolio website.



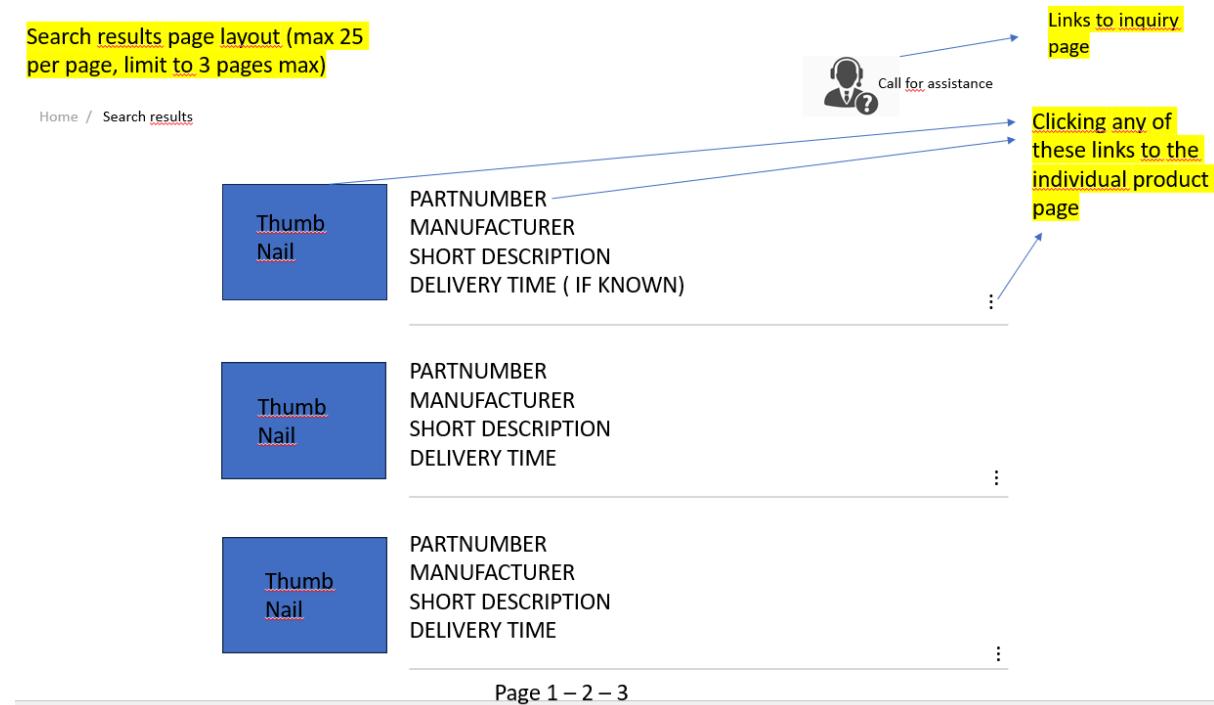
## Product line subdivision

This page shows an array of subdivisions of the selected product line



## Search result page

The page website visitors reach when clicked on a subdivision or when using the search bar.

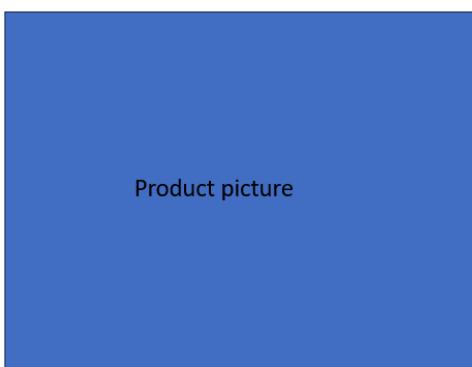


## Product page

This is the page that showcases product information and offers a downloadable pdf. The customer can also send this in as an inquiry.

## Product page layout

Home / paintbrush sets / 45566hjgftyft48855jj



Product picture

Links to inquiry page, fills in partnumber  
 Get a Quote      Print this webpage

PARTNUMBER 45566hjgftyft48855jj

Product title Artisan series premium paint brush set

Product description the Artisan Series Premium Paint Brush Set, the perfect companion for artists of all skill levels. Handcrafted with precision and care, each brush in this set is designed to deliver exceptional performance and lasting quality.

Delivery time 3 working days

## Specifications and other information

Crafted from high-quality materials, our paint brushes are engineered to provide superior results with every stroke. The bristles are made from premium synthetic fibers that mimic the natural softness and flexibility of animal hair, ensuring smooth and even paint application. Whether you're working with acrylics, oils, watercolors, or gouache, these brushes will help you achieve professional-quality results every time.

The Artisan Series Premium Paint Brush Set includes a variety of brush shapes and sizes to suit your creative needs. From fine liners and round brushes for intricate details to flat brushes and filberts for broad strokes and blending, this set has everything you need to bring your artistic vision to life.

But the benefits of our paint brushes don't stop there. Each brush features a comfortable ergonomic handle that provides a secure grip and reduces hand fatigue during long painting sessions. The handles are also coated with a durable lacquer finish that resists chipping and ensures long-lasting durability.

## Inquiry page

This section is to be discussed with the developer

Our preference would be that customer can select various products, leave their credentials and submit the inquiry to us. When clicked ok, it would appear in the backoffice for further processing.

Alternatively, it would be this setup and we need to create a task module/ kanban for the backoffice:

### Inquiry page

Company name	
Country	
First name	Last name
Phone	Email

Specify your question, model- or partnumbers and the quantity you need

Upload WORD, EXCEL or PDF?

Submit

Store in database (lead info) including date and name of website it comes from.

Once submitted, e-mail it to my mailbox

Enable upload with form. Just forward, do not store.