

# Williams Trading Manual

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# **Chapter 1**

## **Software**

## 1.1 ERP-ONE

### 1.1.1 About ERP-ONE

ERP-ONE is a combined ERP/WMS software solution. ERP stands for Enterprise Resource Planning, and WMS stands for Warehouse Management System.

All day-to-day operations in the office and warehouse involve, in some part, the ERP-ONE software.

### 1.1.2 Item Maintenance

#### Item Master Maintenance

The ITEM command is used to access Item Master Maintenance.

Figure 1.1: ITEM Item Master Maintenance Main Tab

#### 1. Main Tab

- Item —Enter item number or click on the add by number and it will give you the next

available item number

- Desc. —Enter item description, 1-5 are available for item description, if there is data in the fields it will print on standard forms. Each description field is 30 characters long
- Old' Item —Cross reference field
- Product Line —Required field, pressing F1 in this field will open ITPLM double click on the product line and click enter
- Manufacturer —Open field to put in manufacturer's name or code
- Image File —Link image of product display in upper right hand corner and print on labels; imaghe file must be saved on server to activate and you may use the F1 browser to find the file
- Pricing Costing
  - Pressing F1 in the following 4 fields opens ITPG
    - \* Price Group —groups items together for pricing
    - \* Sale Price Group —groups items for sale pricing
    - \* Cust Price Group —groups items for special pricing
    - \* Cost Group —groups items for purchase costing
  - Assort Code —Pressing F1 in this field opens ITACDI and allows you to set up items for quantity discount pricing
- Item Status —Pressing F1 in this field opens System Help, so you can decide what item status you want. Enter the letter and click enter.
  - R —Regular warehouse item
  - S —Special item or for specific customers
  - D —Obsolete "Discontinued" (also use checkbox & date)
  - A —Kit/assembly item
  - N —Obsolete "Non Stock" or Drop Ship item
- Checkboxes
  - Keep Inventory —Keeps quantity count in WAITM
  - Replenish —Will show on purchase order reports to buy
  - Taxable —Items are usually taxable (Customer setup will determine final sales tax decision)
  - Web item —Item is a web item for ecommerce
  - Discontinued —Item is discontinued and auto populates current day into the discontinued date field when checked
  - C of C Req. —Item includes a certificate of compliance

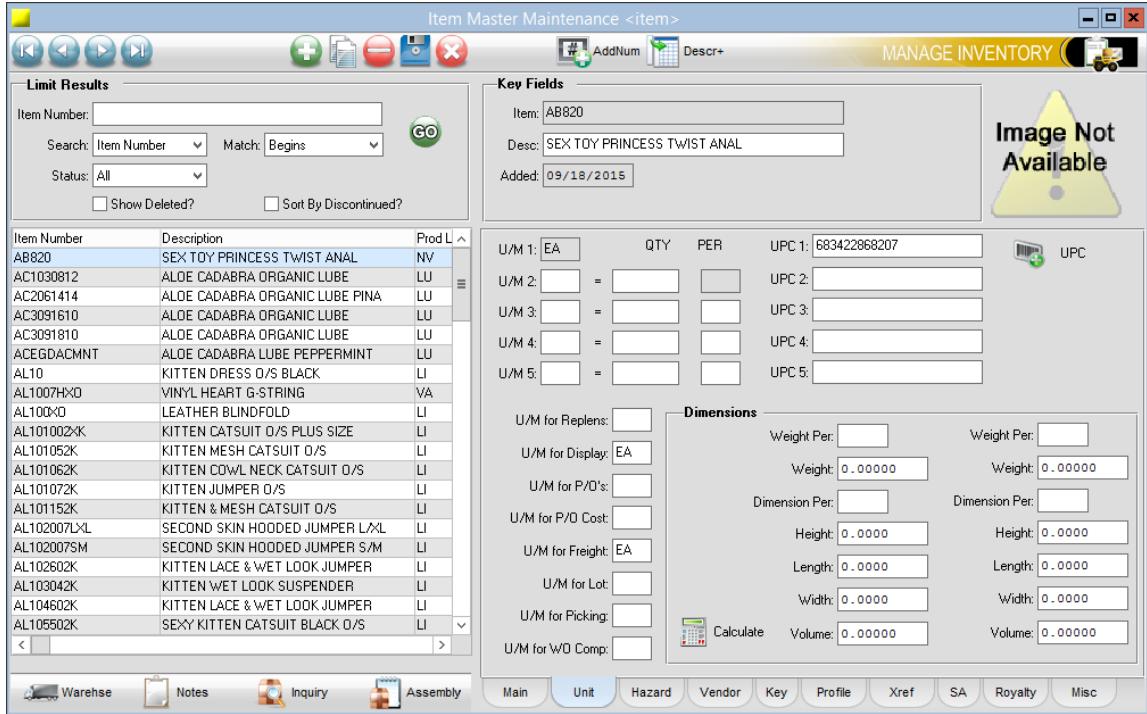


Figure 1.2: ITEM Item Master Maintenance Unit Tab

## 2. Unit Tab (requires ITUMM setup first)

- Unit of Measures required, start with smallest needed for item
  - U/M 1 —A quantity used as a standard of measurement, starting with the lowest unit of measure ITUMI
  - U/M 2-5 —Optional field, option U/M defaults
  - QTY —The quantity of lower U/M for the U/M level chosen
  - PER —Based on other U/M setup against item
  - UPC —Universal Product Code for each U/M, optional
  - U/M for Replens —U/M for replenishing inventory
  - U/M for Display —U/M that displays in system, this will be the default for all if no other field is filled in
  - U/M for P/O's —U/M for purchase orders
  - U/M for P/O Cost —U/M for costing
  - U/M for Freight —U/M for freight
  - U/M for Lot —U/M for lots
  - U/M for Picking —U/M for picking product
  - U/M for WO Comp —U/M to use as Work Order Components
- Dimensions / Weight Per —For shipping purposes

- Weight per —U/M

- Weight —Weight

The screenshot shows the 'Item Master Maintenance <item>' window. At the top, there are search and filter fields for 'Item Number', 'Search: Item Number', 'Match: Begins', 'Status: All', and buttons for 'GO', 'AddNum', 'Descr+', and 'Manage Inventory'. Below the search area is a table of item records:

Item Number	Description	Prod L
AB820	SEX TOY PRINCESS TWIST ANAL	NV
AC1030812	ALOE CADABRA ORGANIC LUBE	LU
AC2061414	ALOE CADABRA ORGANIC LUBE PINA	LU
AC3091610	ALOE CADABRA ORGANIC LUBE	LU
AC3091810	ALOE CADABRA ORGANIC LUBE	LU
ACEGDACMNT	ALOE CADABRA LUBE PEPPERMINT	LU
AL10	KITTEN DRESS O/S BLACK	LI
AL1007HXD	VINYL HEART G-STRING	VA
AL100KD	LEATHER BLINDFOLD	LI
AL10100ZK	KITTEN CATSUIT O/S PLUS SIZE	LI
AL101052K	KITTEN MESH CATSUIT O/S	LI
AL101062K	KITTEN COWL NECK CATSUIT O/S	LI
AL101072K	KITTEN JUMPER O/S	LI
AL101152K	KITTEN & MESH CATSUIT O/S	LI
AL102007LXL	SECOND SKIN HOODED JUMPER L/XL	LI
AL102007SM	SECOND SKIN HOODED JUMPER S/M	LI
AL102602K	KITTEN LACE & WET LOOK JUMPER	LI
AL103042K	KITTEN WET LOOK SUSPENDER	LI
AL104602K	KITTEN LACE & WET LOOK JUMPER	LI
AL105602K	SEXY KITTEN CATSUIT BLACK O/S	LI

The right side of the window contains hazard information sections:

- Key Fields:** Item: AB820, Desc: SEX TOY PRINCESS TWIST ANAL, Added: 09/18/2015. A yellow warning triangle icon says "Image Not Available".
- MSDS Information:** Sheet ID: [ ] Revision: [ ] Expiration: [ ]. Img File: [ ]
- Hazardous Ship Name:** Ident#: [ ] Class: [ ]
- Packing Group:** [ ]
- Placard Code:** [ ]
- Hazardous Technical Name:** [ ]

At the bottom, tabs include Main, Unit, Hazard (which is selected), Vendor, Key, Profile, Xref, SA, Royalty, and Misc.

Figure 1.3: ITEM Item Master Maintenance Hazard Tab

### 3. Hazard Tab

If item has hazardous material and requires an MSDS sheet, store data and link MSDS sheet. Image needs to be stored on server first.

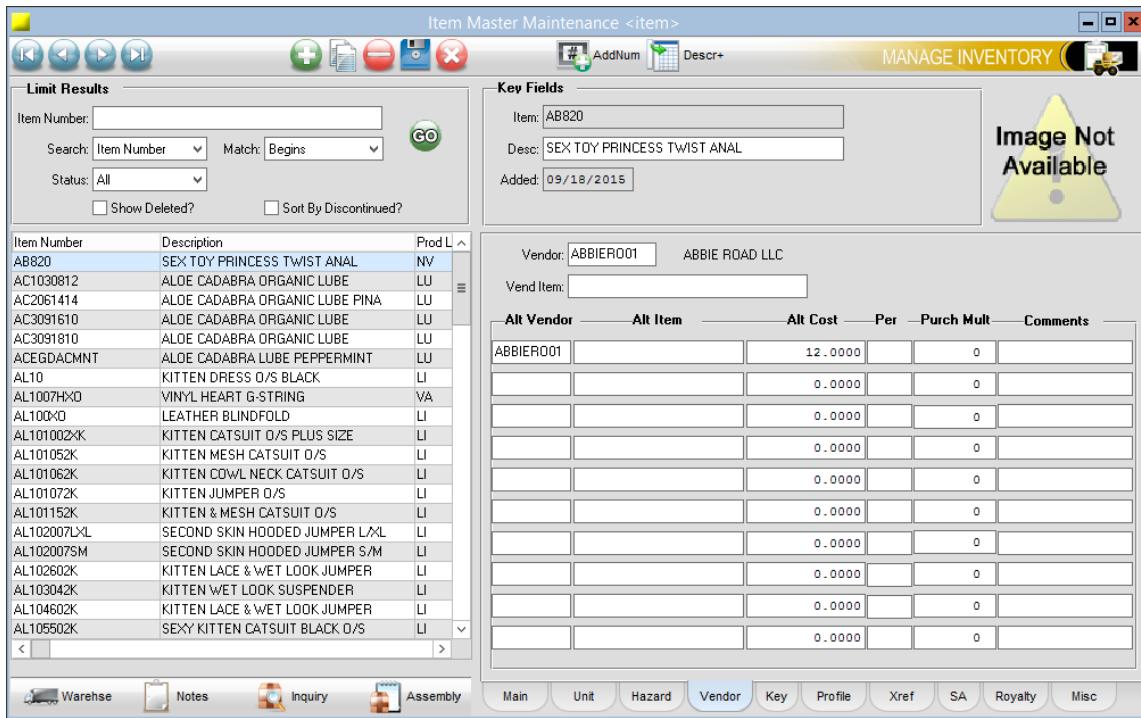


Figure 1.4: ITEM Item Master Maintenance Vendor Tab

4. Vendor Tab —To select primary vendor for this item

- Vendor —Enter primary vendor or use F1 to open VEMM
  - Vend Item —Enter primary vendor part number, this is also a cross reference
- Alt Vendor —Store alternative vendor for item, using F1 in this field opens VEMM
  - Alt Item —Enter alternative item number
  - Alt Cost —Enter alternative cost
  - Purch Mult. —Quantity amount that vendor requires to purchase

The screenshot shows the 'Item Master Maintenance <item>' window. At the top, there are search and filter options: 'Search: Item Number' (dropdown), 'Match: Begins' (dropdown), 'Status: All' (dropdown), and checkboxes for 'Show Deleted?' and 'Sort By Discontinued?'. Below these are buttons for 'AddNum' and 'Descr+'. On the right, a yellow warning triangle says 'Image Not Available'.

**Key Fields:**

- Item: AB820
- Desc: SEX TOY PRINCESS TWIST ANAL
- Added: 09/18/2015

**Lot/Location:**

- Lot Type: [ ]
- Located: [ ]
- Tax Class: [ ]
- Tax Code: [ ]

**Commodities:**

- Commodity Code: [ ]
- Units: 0
- Country Of Origin: [ ]
- Nafta Approved?

**Commissions:**

- Commission Class: [ ]
- Comm Override: 0.00%
- Customer: [ ]

**User Codes:**

- User Code 1: [ ]
- User Code 2: [ ]
- User Code 3: [ ]
- User Code 4: [ ]
- User Code 5: [ ]
- User Code 6: [ ]
- User Code 7: [ ]
- User Code 8: [ ]
- User Code 9: [ ]
- User Code 10: [ ]

**Navigation:**

- Main
- Unit
- Hazard
- Vendor
- Key
- Profile
- Xref
- SA
- Royalty
- Misc

**Bottom Buttons:**

- Warehouse
- Notes
- Inquiry
- Assembly

Figure 1.5: ITEM Item Master Maintenance Key Tab

##### 5. Key Tab

- Lot / Location (see **X0** System Option called "lot\_loc\_setup" for selected table to keep lot and location information in V2)
  - Lot Type —Identifier for an item as being serialized or lot controlled. This would be applied to all warehouses
  - F1 opens System Help for types of lots
    - \* F —First In, First Out
    - \* L —Last In, Last Out
    - \* MF —Manual In, First Out
    - \* M —Always manually assign lots
    - \* SS —Must assign lot / serial number when shipping for each quantity; no lot assignment when receiving
    - \* SM —Must always assign lot / serial number manually for each quantity
    - \* SA —Serial lot auto assignment
  - Located —Identify where the lot items are located
    - \* Blank —Not Located
    - \* A —Always use default receiving / shipping locations

- \* D —Use default receiving location; ship from locations with available quantity then default shipping location
- \* M —Always manually assign location
- \* L —Located item with lots; use lot setup

The screenshot shows the 'ITEM Item Master Maintenance <item>' window. The title bar includes standard window controls and tabs for 'AddNum' and 'Descr+'. A 'MANAGE INVENTORY' button is visible in the top right. On the left, a 'Limit Results' panel contains search fields for 'Item Number', 'Search: Item Number', 'Match: Begins', 'Status: All', and checkboxes for 'Show Deleted?' and 'Sort By Discontinued?'. Below this is a grid of items with columns for 'Item Number', 'Description', and 'Prod L'. The grid lists various items like 'SEX TOY PRINCESS TWIST ANAL', 'ALOE CADABRA ORGANIC LUBE', etc. On the right, the 'Key Fields' panel displays details for item AB820: 'Item: AB820', 'Desc: SEX TOY PRINCESS TWIST ANAL', and 'Added: 09/18/2015'. A yellow warning triangle icon with 'Image Not Available' is present. The bottom right features navigation buttons for 'Previous' and 'Next'. Along the bottom, tabs include 'Warehouse', 'Notes', 'Inquiry', 'Assembly', 'Main', 'Unit', 'Hazard', 'Vendor', 'Key', 'Profile' (which is selected), 'Xref', 'SA', 'Royalty', and 'Misc'.

Figure 1.6: ITEM Item Master Maintenance Profile Tab

## 6. Profile Tab

60 additional fields to rename and use as you want. Able to print on forms and reports.

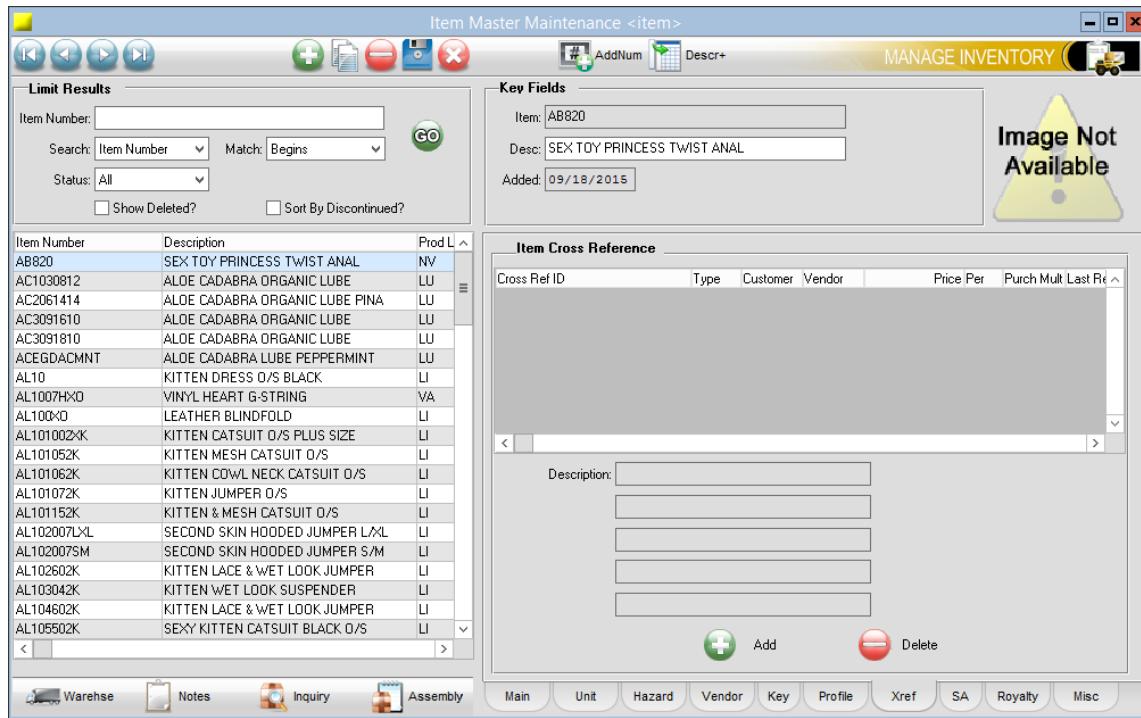


Figure 1.7: ITEM Item Master Maintenance Xref Tab

7. Xref Tab —To identify the item by using a different name or number that is not your main part number

- Cross Ref ID —Enter cross reference ID
- Type —Enter a number or code to identify type (optional), setup in ITXFRTM
- Customer —Account Number (optional)
- Vendor —Vendor Number (optional)
- Price —Fixed sell price (optional)

## Warehouse Item Maintenance

The WAITM command is used to access Warehouse Item Maintenance

The screenshot shows the 'Warehouse Item Maintenance <waitm>' application window. At the top, there's a toolbar with icons for back, forward, search, and file operations. Below the toolbar is a 'Key Fields' section containing 'Item: 10001' (labeled 'BASIC ITEM'), 'Added: 10/09/2014', 'Wh: 01' (labeled 'WILLIAMS TRADING CO., INC.'), and a 'Search' dropdown set to 'Item' with 'Match: Begins'. To the right of the key fields is a 'TABLE SETUP' button.

The main area is divided into several sections:

- Pricing:** Contains fields for 'Prices Per: EA', 'List Price: 10.0000', 'Fut List: 0.0000', 'Fut Effective: [empty]', 'Alt List: 0.0000', 'Fut Alt List: 0.0000', 'Fut Effective: [empty]', 'Retail: 0.0000', 'Fut Retail: 0.0000', and 'Fut Effective: [empty]'. It also includes a 'Units' section with checkboxes for EA, BX, CS, and other units.
- Costing:** Contains fields for 'Costs Per: EA', 'Std Cost: 1.0000', 'Fut Std: 0.0000', 'Fut Effective: [empty]', 'Average: 2.0000', 'Land Avg: 2.0000', 'Last: 2.0000', and 'Last Land: 2.0000'. It also includes a 'Units' section with checkboxes for EA, BX, CS, and other units.
- Quantities:** Contains fields for 'Per: EA', 'On Hand: 987', 'Committed: 6', 'Available: 981', 'Tr Req Out: 0', 'Transf Out: 0', 'Backorder: 0', 'Rented: 0', 'On PO: 0', 'Tran Req In: 0', 'Transfers In: 0', 'In Transit: 0', and 'Work Order: 0'.
- Locations:** Contains 'Shipping: A01B01' and 'Receiving: X-DOCK' fields.
- Buttons:** At the bottom are buttons for 'Main', 'Purchasing', 'Costing & Additions', and 'Rentals & Options'.
- Navigation:** On the left, there's a 'Limit Results' panel with a search bar ('Item:'), a dropdown for 'Search: Item' with 'Match: Begins', and a 'GO' button. Below this is a grid listing items with columns for 'Item Number', 'Description', 'Wh', and 'Bu'. The first few items listed are: 10001 BASIC ITEM, 10002 BASIC ITEM LOC D, 10003 BASIC ITEM LOC M, 10004 BASIC ITEM LOT MF, 10005 BASIC ITEM LOT M, 10006 BASIC ITEM LOT MF LOCATED, 10007 BASIC ITEM LOT M LOCATED, 10008 ASSEMBLY ITEM ON THE FLY, 10009 ASSEMBLY ITEM WORK ORD, 10011 FORMS, AC1030812 ALOE CADABRA ORGANIC LU, AC2061414 ALOE CADABRA ORGANIC LU, AC3091610 ALOE CADABRA ORGANIC LU, AC3091810 ALOE CADABRA ORGANIC LU, ACEGDAACMNT ALOE CADABRA PEPPERMINT, ACUHT1260 ACUVIBE EBONY (NET) (d), ACUHT1260002 ACUVIBE BLUE (NET) (d), AL1007X0 VINYL HEART G-STRING, AL1007X0 PVC LACE UP GLOVES, AL100X0 LEATHER BLINDFOLD, AL101052K KITTEN MESH CATSUIT O/S, and AL101062K KITTEN COWL NECK CATSUIT.

Figure 1.8: WAITM Warehouse Item Maintenance Main Tab

### 1. Main Tab

- Pricing —all options excluding Price Per are optional
  - Price per —Enter E/M for List Price (required field)
  - List Price —Enter list price
  - Fut List —Enter a future list price
  - Fut Effective —Date of future list to activate
  - Alt List —Enter an alternate price
  - Retail —Retail price
  - Fut Retail —Future retail price
  - Fut Effective —Date of future price to activate
  - Alt Retail —Alternate retail price
- Costing —used for PO's and costing for sales orders
  - Manually Maintained
    - \* Cost Per —U/M for cost price (required field)
    - \* Std Cost —Standard Cost
    - \* Fut Std —Future Standard Cost
    - \* Fut Effective —Date of future standard cost to activate

- \* Base —Base Cost
- Auto Adjusted
  - \* Average —Average Cost
  - \* Land Avg. —Landed Average Cost
  - \* Last —Last Cost
  - \* Last Land —Last Landed Cost
- Quantities
  - Per —U/M that On Hand and Committed Quantities are based on
  - On Hand —Quantity of the item in the system
  - Committed —Quantity committed to order but not processed yet
  - Available —Quantity that are not committed to an order
  - Backorder —How many are on back order
  - On PO —How many are on a purchase order
- Allow
  - U/M —Determines what U/M is allowed for item
  - Qty. Available —How many are available for the U/M
- Locations —Generic or default locations for warehouse item
  - Shipping —Location to ship from
  - Receiving —Location for receiving

The screenshot shows the WAITM application interface. The main window title is "Warehouse Item Maintenance <waitm>". The top menu bar includes "FILE", "EDIT", "VIEW", "ITEMS", "INQUIRIES", "PRICES", "REPORTS", and "HELP". Below the menu is a toolbar with icons for New, Open, Save, Delete, and Exit.

**Key Fields:**

- Item: 10001
- Added: 10/09/2014
- W/H: 01
- Company: WILLIAMS TRADING CO., INC.

**Purchasing Tab (Right Panel):**

- Lead Time:**
  - Average Lead Time: 0
  - Calculation Range: 0
  - Last Days History 1: 0
  - Last Days History 2: 0
  - Last Days History 3: 0
- Quantities:**
  - Qty's Per: EA
  - Minimum: 100
  - Min Mult: 0.00
  - Maximum: 200
  - Max Mult: 0.00
  - EOQ: 0
  - Order Point: 0
  - Line Point: 0
  - Warn Qty: 0
- Other Parameters:**
  - Seasonal Adj: 0%
  - Safety Stock %: 0.00%
  - Usage Months: 0
  - Classification: 0
  - Class By Hits: 0
  - Purch Multiple: 100 EA
  - Avg Monthly Usage: 0
  - Trans Avg Mult: 0.00
  - Available Includes Committed In POSB? (checkbox)
  - Last Warning Date: [empty]
  - Replenishment 'R' Cost: \$ .00
  - Carrying 'K' Cost: 20.00%

**Bottom Navigation:**

- Prices
- Inquiry
- Notes
- Main
- Purchasing
- Costing & Additions
- Rentals & Options

Figure 1.9: WAITM Warehouse Item Maintenance Purchasing Tab

## 2. Purchasing Tab

- Buy Type —The 'Suggested Buy' type indicates the method used to calculate a suggested quantity to reorder for a warehouse item.
  - E —Economic Order Quantity method
  - C —Item Usage Classification method
  - M —Minimum / Maximum calculation method
  - H —Hits default setting to determine replenishment
- Purch Multiple —Increments for purchasing
- Lead Time  
Average lead Time —Calculated average time to receive item into stock after ordering (see ITRPU and ITRPM instructions)
- Quantities —Settings for Buy Type
  - Qtys. Per —U/M for stock
  - M —Minimum / Maximum calculation method drives:
    - \* Minimum —Minimum to keep in stock
    - \* Maximum —Maximum to keep in stock
  - E —Economic Order Quantity method drives:
    - \* EOQ
    - \* Order Point
    - \* Line Point
  - Warn Qty. —Optional, when item falls below this quantity, will receive a pop-up warning in Order Entry. X0 option named "wa\_disp\_qty\_warn\_msg" must be set to "Yes" to activate

**Warehouse Item Maintenance <waitm>**

**Key Fields**

Item:	10001	BASIC ITEM
Added:	10/09/2014	W/h: 01
		WILLIAMS TRADING CO, INC.

**Assigned Costs**

Standard Cost:	1.0000	Fut Standard Cost:	0.0000
Base Cost:	0.0000	Std Cost Elif Date:	

**Calculated Costs**

Last Cost:	2.0000	Cost Per:	EA
Avg Cost:	2.0000	Working Cost:	2.0000
		Method:	oe_w_cost

**Cost Additions**

Code 1:	Manual?	Cost Type	Factor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0.0000

Landed Working Cost: 2.0000      Landed Last Cost: 2.0000  
 Special Cost      Landed Avg Cost: 2.0000  
 Current Cost Difference: 0.0000

**Buttons:** Prices, Inquiry, Notes

**Tabs:** Main, Purchasing, Costing & Additions, Rentals & Options

Figure 1.10: WAITM Warehouse Item Maintenance Costing &amp; Additions Tab

### 3. Costing and Additions Tab

Setup in POACM affects landed costs

- Cost Additions —Codes 1-5 —Default add on's for item per warehouse

The screenshot shows the WAITM software interface for Warehouse Item Maintenance. The window title is "Warehouse Item Maintenance <waitm>". At the top right is a "TABLE SETUP" button. The main area has several tabs: "Main", "Purchasing", "Costing & Additions", and "Rentals & Options" (which is currently selected). On the left is a "Limit Results" search panel with fields for "Item:" and "Search: Item Match: Begins" with a "GO" button. Below it is a grid table with columns "Item Number", "Description", "WH", and "Bu". The grid lists various items like "BASIC ITEM", "BASIC ITEM LOC D", etc. On the right side, there are four main sections: "Key Fields" (Item: 10001, Description: BASIC ITEM, Added: 10/09/2014, Wh: 01, Company: WILLIAMS TRADING CO, INC.), "Rentals" (Rental List Price: 0.0000, Rental Price Per: [empty], Default Rental U/M: [empty], Original List Price: 0.0000, Life % Left: 100), "Misc" (Comm%: 0.00%, Price Group: [empty], Lg Order Qty: 0, Bill And Hold?: [unchecked], Mod Price?: [checked], Mod Cost?: [checked]), and "Lots And Locations" (Lot Cost? [unchecked], Lot Type: [empty], Location Type: [empty], Lot Alloc Date: [empty], MSDS Loc: [empty]). Below these sections are historical data fields: Last Phys Cost: 0.0000, Last Phys Qty: 0, Last Phys Dte: [empty], Last Cnt Dte: [empty], Last Rcpt Dte: [empty], and Last Sale Dte: 05/28/2015.

Figure 1.11: WAITM Warehouse Item Maintenance Rentals and Options Tab

#### 4. Rentals and Options Tab

- If lot and located table is set to WA\_ITEM in X0 called "lot\_loc\_setup", use the fields on this tab to indicate lot and / or location type and lot cost.
- Set the rental information if the item in this warehouse is rented out to customers

#### Item Notes Maintenance

The ITNM command is used to access Item Notes Maintenance

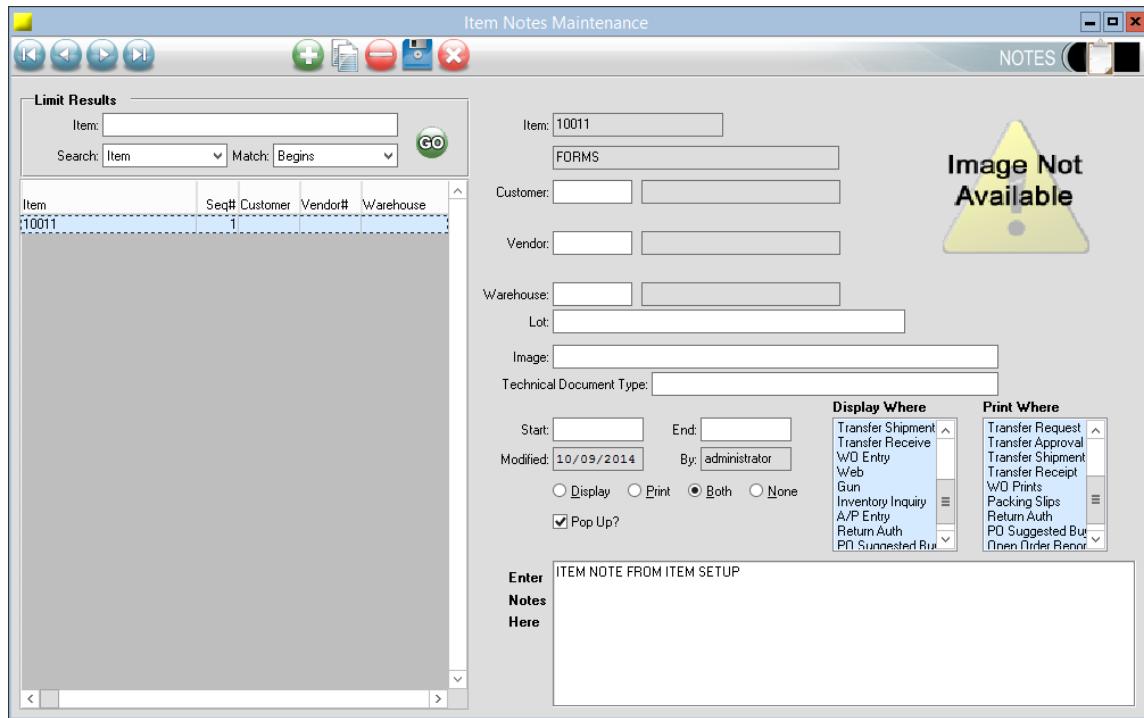


Figure 1.12: ITNM Item Notes Maintenance

You can set a note at item level. Notes can also be entered in at time of order entry or purchase order entry, per order or line item. Within notes, you have options on where, when, and what you would like it to print on. You can choose for it to be a pop up and / or display. You may also have an expiration date of when you no longer want the note to be active.

### 1.1.3 Vendor Maintenance

#### Vendor Master Maintenance

The VEMM command is used to access Vendor Master Maintenance

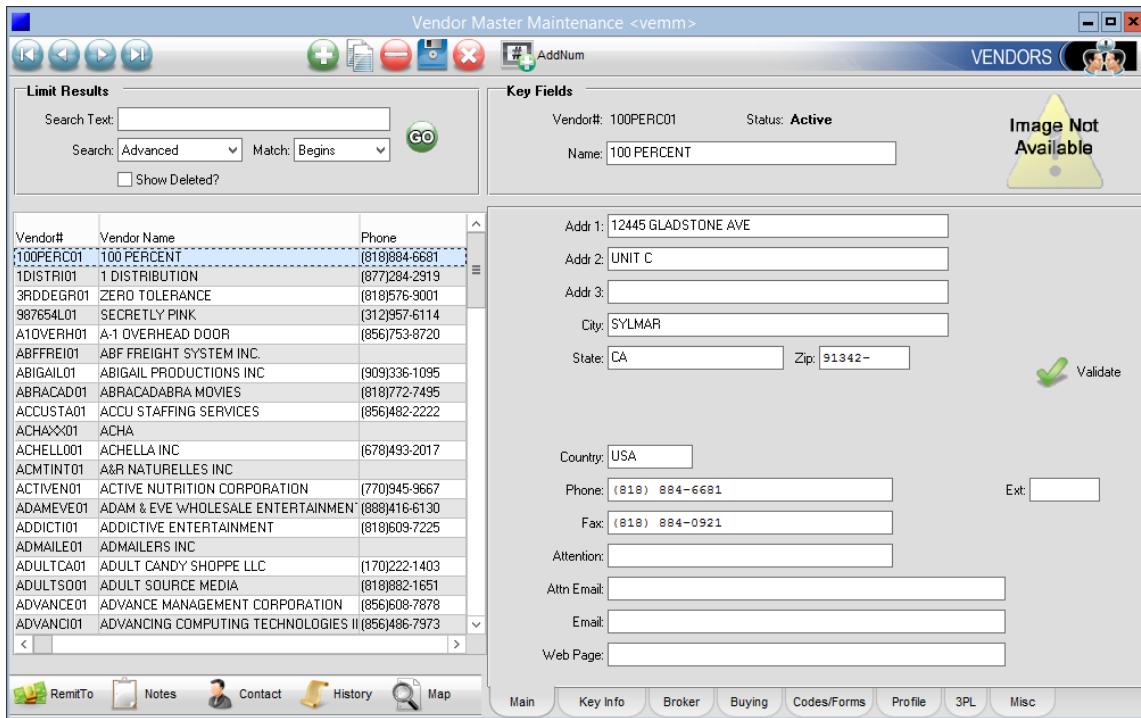


Figure 1.13: VEMM Vendor Master Maintenance Main Tab

1. Main Tab —This is where the core data for the vendor is stored. It will default into the purchase order entry screen and may be overridden as the PO is created
  - Vendor Account Number Field —In this field you will add a unique vendor ID (numbers and letters allowed.) The ID can not be duplicated.
  - Name —Enter vendor name
  - Country —Based upon country codes, dictates how the address screen is laid out. Using F1 in this field opens a list of country codes.
  - Address —Address 1 is the main address
  - Attention —Primary contact
  - Attention Email —Primary email address
  - Email —Primary email for vendor
  - Webpage —Vendor's web page

The screenshot shows the 'Vendor Master Maintenance <vemm>' window. At the top, there's a toolbar with icons for search, add, save, delete, and add number. To the right of the toolbar is a 'VENDORS' button with a cartoon character icon. Below the toolbar, there's a 'Limit Results' section with a search text input, a dropdown for 'Search: Advanced' and 'Match: Begins', and a 'Go' button. To the right of this is a 'Key Fields' section containing vendor details: Vendor# (100PERC01), Status (Active), Name (100 PERCENT), and a note 'Image Not Available'. The main area contains a grid of vendor records and various configuration fields.

Vendor#	Vendor Name	Phone
100PERC01	100 PERCENT	(818)884-6681
1DISTRIO01	1 DISTRIBUTION	(877)264-2919
3RDDEGR01	ZERO TOLERANCE	(818)576-9001
987654L01	SECRETLY PINK	(312)957-6114
A1OVERH01	A-1 OVERHEAD DOOR	(866)753-8720
ABFFREI01	ABF FREIGHT SYSTEM INC.	
ABIGAIL01	ABIGAIL PRODUCTIONS INC	(909)336-1095
ABRACAD01	ABRACADABRA MOVIES	(818)772-7495
ACCUSTA01	ACCU STAFFING SERVICES	(866)482-2222
ACHAXX01	ACHA	
ACHELL001	ACHELLA INC	(678)493-2017
ACMTINT01	A&R NATURELLES INC	
ACTIVEN01	ACTIVE NUTRITION CORPORATION	(770)945-9667
ADAMEVE01	ADAM & EVE WHOLESALE ENTERTAINMENT	(888)416-6130
ADDICTI01	ADDICTIVE ENTERTAINMENT	(818)609-7225
ADMALIE01	ADMALERS INC	
ADULTCA01	ADULT CANDY SHOPPE LLC	(170)222-1403
ADULTS001	ADULT SOURCE MEDIA	(818)882-1651
ADVANCE01	ADVANCE MANAGEMENT CORPORATION	(866)608-7878
ADVANCI01	ADVANCING COMPUTING TECHNOLOGIES II	(866)486-7973

**Key Fields**

Terms Code:	NET30	AP Vend#:	
Ship Via Code:		A/P Liability G/L:	
Ship Via Acct:		A/P Exp G/L:	
FOB:		Add'l A/P Exp G/L:	
Delivery Terms:		Add'l Disc Pct:	0 . 00%
Price Group:		Add'l Disc G/L:	
Currency Code:		A/R Cash Disc %:	0 . 00%
Order Class:		Vendor Classif:	
Source:		Cancel Days:	00000
Restrict Group:		<input checked="" type="checkbox"/> Allow B/D?	<input type="checkbox"/> EDI Vendor
Manufacturer ID:	000000	<input type="checkbox"/> Inventory In Transit?	<input type="checkbox"/> Web Vendor
Warehouse:		<input checked="" type="checkbox"/> Allow PO	<input type="checkbox"/> Hold Vouchers
Web Password:		<input type="checkbox"/> PO# Required	<input type="checkbox"/> Restricted?
Our Cust#:			

Below the grid and key fields are several tabs: RemitTo, Notes, Contact, History, Map, Main, Key Info, Broker, Buying, Codes/Forms, Profile, 3PL, and Misc.

Figure 1.14: VEMM Vendor Master Maintenance Key Info Tab

## 2. Key Info Tab

- Terms Code —Terms with vendor, using F1 will bring up SYTCM
- Ship Via Code —Default how you want product shipped to you, can be overridden at purchase order entry. Using F1 in this field will bring up SYSVM. May print on purchase order.
- Ship Via Acct —Your account number with shipping company for collect, prints on purchase order.
- Currency Code —Using F1 in this field will bring up currency options SYCRM
- Web Password —Store password for vendor website
- Our Customer # —Your customer number with the vendor
- A/P Liability G/L —Optional override of default A/P account
- A/P Exp G/L —Inventory GL / Utility GL for vendor
- Add'l A/P Exp. G/L —Typically freight in GL (These are default GL for AP Vouchers)

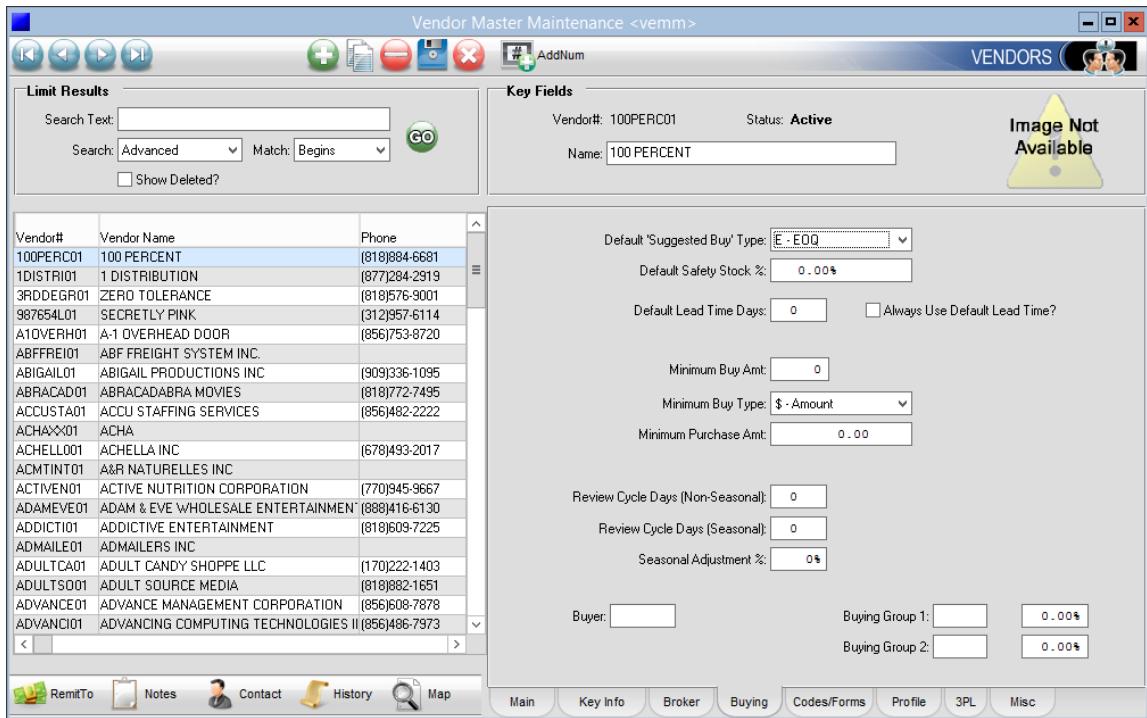


Figure 1.15: VEMM Vendor Master Maintenance Buying Tab

### 3. Buying Tab —Default setting for purchasing

- Minimum Buy Amount —How much in amount or weight, based on buy type
- Minimum Buy Type —Purchase requirements, in amount or weight, based on buy type, the above MIN/MAX work together
- Minimum Purchase Amount —If vendor requires the purchase to reach a minimum buy amount. If you don't meet the criteria upon accepting the purchase order, you will get a pop up warning, but the order can still be placed

Figure 1.16: VEMM Vendor Master Codes / Forms Tab

## 4. Codes / Forms Tab

- User Codes —Ten user codes to use any way you want for reporting purposes. Option to print on documents.
- Forms
  - PO Destination —Default setting for how you want the purchase order to print, email or fax.
  - Taxes and VAT
    - If 1099 type vendor, check the option to produce 1099

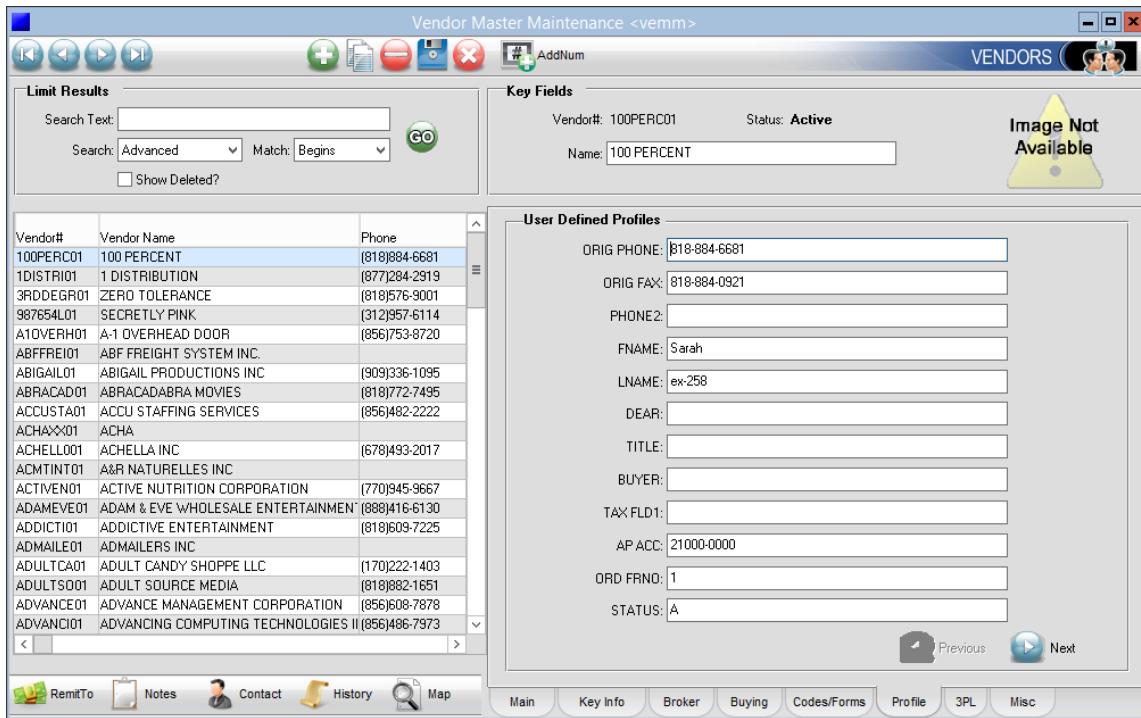


Figure 1.17: VEMM Vendor Master Profile Tab

## 5. Profile Tab

- **Profile Info** —Sixty additional fields you can label in SYPROF and create F1 lookup tables in VEPF1

## Vendor Remit To Maintenance

The VEREM command is used to access Vendor Remit To Maintenance.

Vendor	Remit To ID	Name	Phone	State Code
1distr01	1	dist 1	(732)222-2222; NJ	07764
ABRACAD		ABRACADABRA MOVIES	(818)772-7498; CA	91308
ACCUSTA		ACCU STAFFING SERVICES	(856)482-2222; NJ	80020
ACHELL00		ACHELLA INC	(678)493-2011; GA	30114
ADAMEVE		ADAM & EVE WHOLESALE ENTER	(989)416-6133; NC	27276
ADULTCA		ADULT CANDY SHOPPE LLC	(170)222-1401; NV	89102
ADULTSO		ADULT SOURCE MEDIA	(818)882-1651; CA	91311
DOCJOHN		DOC JOHNSON ENT	(800)423-3651; CA	91605
SINOVEO02		SI NOVELTIES	(215)245-5571; OR	97294
TEST		TEST VENDOR	(586)444-8761; MI	48063

Vendor: 1distr01      1 DISTRIBUTION

Remit To ID: 1       Default Remit To?       Is Deleted?

Name: dist 1

Country: US      A/P Default G/L#: [ ]

Addr 1: test

Addr 2: [ ]

Addr 3: [ ]

City: WEST LONG BRANCH

State: NJ      Zip: 07764-

Validate

Phone: (732) 222-2222      Ext: [ ]

Fax: ( ) -

Attention: [ ]

Email: [ ]

Figure 1.18: VEREM Vendor Remit To Maintenance

- To add a new remit to, click on the add button. This opens up the Remit to ID.
- Remit to ID —In this field you will add a unique ID (numbers and letters allowed.) The ID can not be duplicated.
- Name —Enter Remit To name
- Country —Required field. Country code determines how the address screen is paied out. Use F1 to find country code.
- Address —Address 1 is the Remit To address for payments
- Phone / Fax —Remit To phone and fax
- Attention —Remit To contact
- Email —Remit To Email Address
- Webpage —Vendor's web page
- After you have completed your data entry, click save

### Vendor Master Maintenance Notes

The VENM command is used to access Vendor Notes Maintenance.

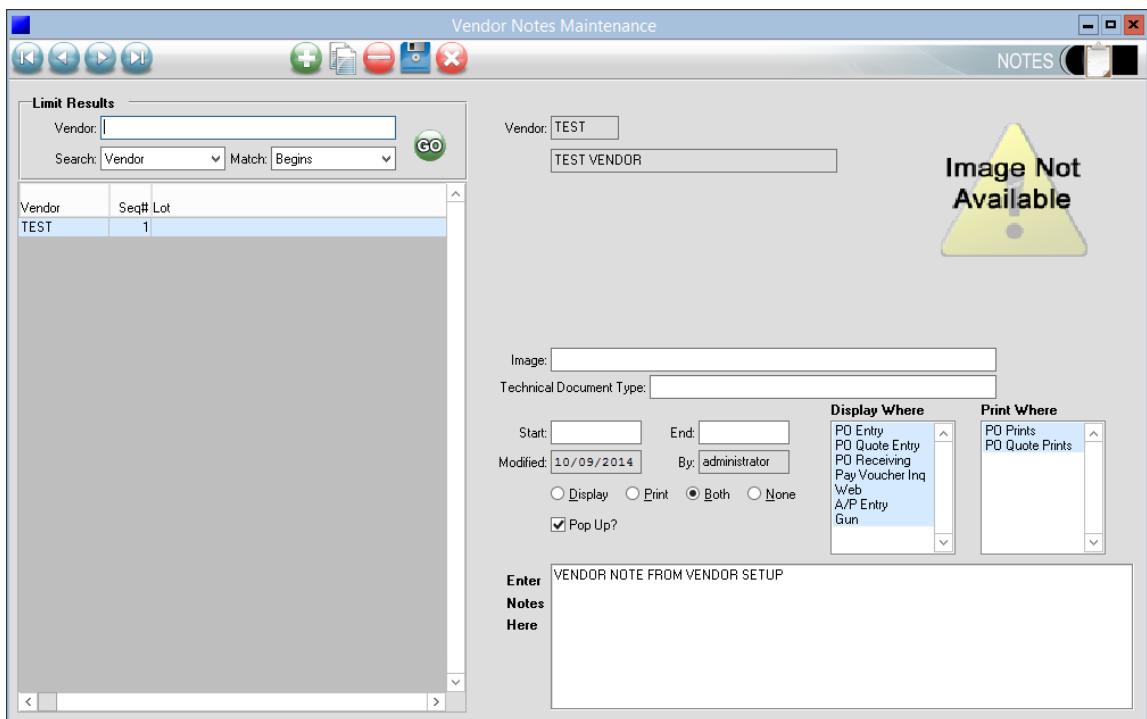


Figure 1.19: VENM Vendor Master Maintenance Notes

You can create a note at the vendor level. Notes can also be entered in at time of purchase order entry, per order or line item. Within notes, you have options as to where the note will display in ERP One and on what forms you would like it to print. You can choose for it to be a pop up and / or display. You may also have an expiration date for when you no longer want that note to be active.

### Vendor Contacts Maintenance

The VECOM command is used to access Vendor Contacts Maintenance.

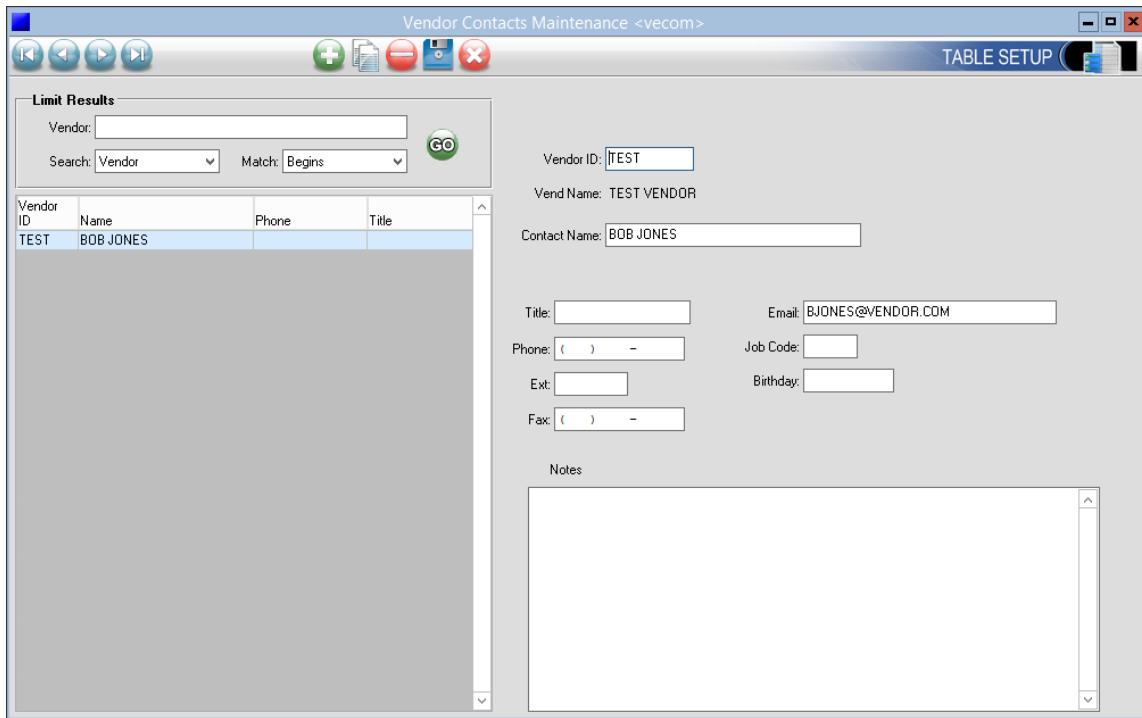


Figure 1.20: VENM Vendor Master Maintenance Notes

Vendor contacts can be added during vendor set up and can be added during purchase order entry. To add in purchase order entry, while in the header screen, hover over the Vendor Contact on the left. A clickable button appears, which you can click on and enter contact information then click Save. The next time you are placing an order you can use F1 in that field and bring up the saved contacts.

#### 1.1.4 Customer Maintenance

##### Customer Master Maintenance

The CUMM command is used to access Customer Master Maintenance.

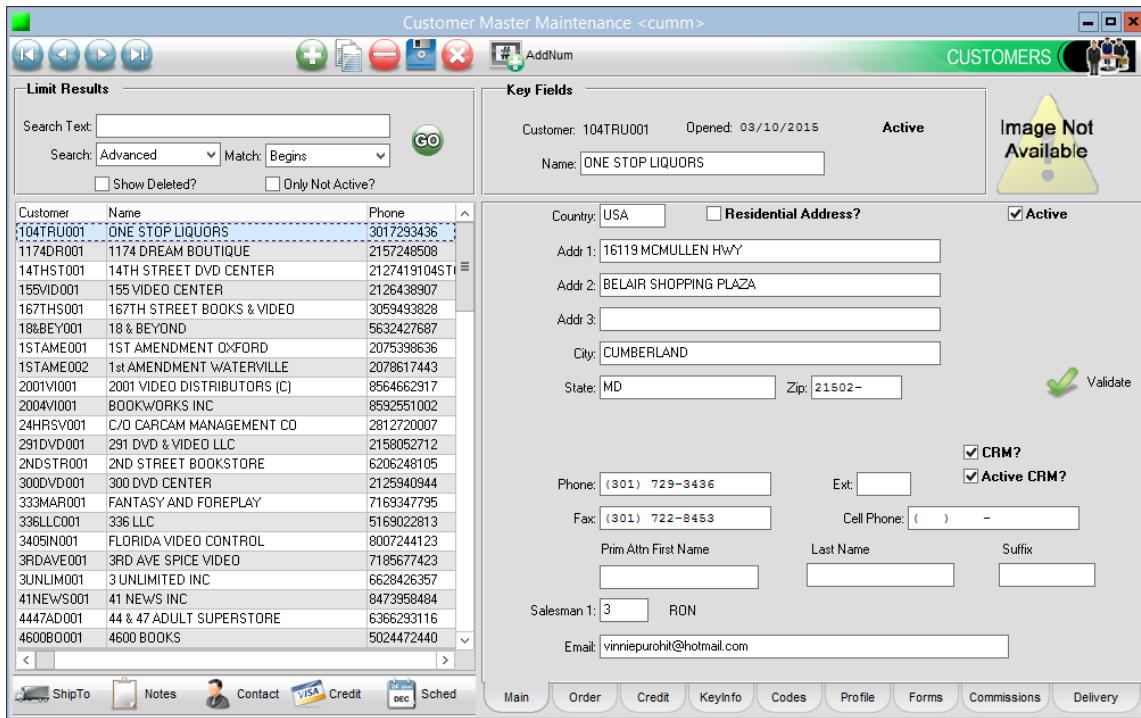


Figure 1.21: CUMM Customer Master Maintenance Main Tab

1. Main Tab —This is where all the core data for the customer is stored. The data that is stored for the customer will default into the order entry screen when placing an order. Default data can be overridden in order entry.

- Customer Field —In this field you will add a unique customer ID, (numbers and letters allowed.) The ID can not be duplicated.
- Name —Enter customer name
- Country —Based upon Country Code, dictates how the address screen is laid out. Using F1 in this field opens a list of countries. Choose country by double clicking and then clicking Enter.
- Address —Address 1 is the true address.
- Map —Linked to Yahoo! maps.
- Active —If checked, customer is active
- Phone / Fax —Enter main number for customer
- Prime Attn. —Enter primary contact for customer
- Salesman 1 —Required field. Using F1 in this field opens up a list of sales people.
- Email —Enter primary email contact

Customer Master Maintenance <cumm>

Customer	Name	Phone
104TRU001	ONE STOP LIQUORS	3017293436
1174DR001	1174 DREAM BOUTIQUE	2157248508
14THST001	14TH STREET DVD CENTER	21274191045T
155VID001	155 VIDEO CENTER	2126438907
167THS001	167TH STREET BOOKS & VIDEO	3059493828
188BEY001	18 & BEYOND	5632427687
1STAMEM001	1ST AMENDMENT OXFORD	2075398636
1STAME002	1st AMENDMENT WATERVILLE	2078617443
2001VI001	2001 VIDEO DISTRIBUTORS (C)	8564662917
2004VI001	BOOKWORKS INC	8592551002
24HRSV001	C/O CARCAM MANAGEMENT CO	2812720007
291DVD001	291 DVD & VIDEO LLC	2158052712
2NDSSTR001	2ND STREET BOOKSTORE	6206248105
3000VD001	300 DVD CENTER	2125940944
333MAR001	FANTASY AND FOREPLAY	7169347795
336LLC001	336 LLC	5159022813
3405IN001	FLORIDA VIDEO CONTROL	8007244123
3RDAVE001	3RD AVE SPICE VIDEO	7185677423
3UNLIM001	3 UNLIMITED INC	6628426357
41NEWS001	41 NEWS INC	8473958484
4447AD001	44 & 47 ADULT SUPERSTORE	6366293116
4600B0001	4600 BOOKS	5024472440

Key Fields

Customer: 104TRU001      Opened: 03/10/2015      Active

Name: ONE STOP LIQUORS      Image Not Available

Taxation

Order Class:   
 Invoice Group:   
 Price Group:   
 Price Method: Regular   
 Order Disc%: 0.00%  Absorb%  
 Ship Via Code:   
 Ship Via Acct:   
 Blanket PO#:   
 PO Exp Date:   
 PO Credit Limit: 0  
 Currency Code:   
 Whse:   
 Invc Cons Group:

2nd Shipment Req: None

PO Required  Allow Back Orders  
 Ship Complete  Allow Duplicate PO's  
 Pick and Hold?  Acknowledgement  
 OESG Autobill  Bill And Hold?  
 Ship Confirmation  Hold And Bill?  
 Override DECHRC  Ipad Cust

Main Order Credit KeyInfo Codes Profile Forms Commissions Delivery

Figure 1.22: CUMM Customer Master Maintenance Order Tab

## 2. Order Tab —Set certain criteria of how the customer wants their orders handled.

- Ship Via Code —The way the order ships from the warehouse to the customer. Use F1 to access SYSVM for the options of shipping codes
- Ship Via Acct —Enter customer shipping account if required
- Taxation (Per Order or Line Item)
  - Taxable —Required field. This is how the customer will be taxed. Using F1 will display the following options:
    - \* Always —Customer is always taxed
    - \* Never —Customer is never taxed (Tax Code required)
    - \* Sometimes —Whether order is taxed is prompted for at order entry
  - Tax Code —Required field. Set up percentages of the tax according to state, country, jurisdictions etc.. Using F1 in this field will open CUTXM
  - Tax Exempt —If customer is tax exempt, you can store the tax exempt number in this field
  - Tax Exempt Date —Tax exempt number expiration date is displayed in order entry
- Checked
  - PO Required —Require a PO before you are able to leave the header screen in Order Entry

- Ship Complete —ERP One allocates the items in stock, will not print or prompt to print pick ticket until the order is 100
- Pick and Hold —ERP One allocates the items, will print pick ticket and items will be put in a staging area until order is completed
- 2<sup>nd</sup> Shipment Req —you have options also for a second shipment, to ship complete or pick and hold
- Allow Back Orders —If checked, allows back orders, unchecked will consider the order complete and not backorder items
- Allow Duplicate PO's —If checked will allow PO numbers to be used more than once
- Acknowledgment —If checked, allows an acknowledgment to print for the customer

Figure 1.23: CUMM Customer Master Maintenance Credit Tab

### 3. Credit Tab

- Terms Code —Payment terms with customer, drives invoice aging and discount on AR side for cash receipts. Using F1 in this field will bring up SYTCM
- Credit Limit —Dollar amount for credit limit if credit is checked
- Credit Check
  - Always Pass —Always pass order through, no credit check is done
  - Check —Check for status of credit, verify dollar amount and aging

- Always Fail —Always put sales order on credit hold until released
- Aging Limit (set by X0 options)
  - 1 —30 days
  - 2 —60 days
  - 3 —90 days
  - 4 —120 days
  - 5 —150 days
- Statement Finance Charge
  - Print Statement —If checked, will allow an A/R statement to print for the customer
  - C of C —If checked, option to print certification of compliance

The screenshot shows the 'Customer Master Maintenance <cumm>' application. The left side features a search interface with fields for 'Search Text', 'Search: Advanced', 'Match: Begins', 'Show Deleted?', and 'Only Not Active?'. Below this is a grid of customer records:

Customer	Name	Phone
104TRU001	ONE STOP LIQUORS	3017293436
1174DR001	1174 DREAM BOUTIQUE	2157248508
14THST001	14TH STREET DVD CENTER	21274191045T
155VID001	155 VIDEO CENTER	2126438907
167THS001	167TH STREET BOOKS & VIDEO	3059493828
188BEY001	18 & BEYOND	5632427687
1STAME001	1ST AMENDMENT OXFORD	2075398636
1STAME002	1st AMENDMENT WATERVILLE	2078617443
2001VI001	2001 VIDEO DISTRIBUTORS (C)	8564652917
2004VI001	BOOKWORKS INC	8592551002
24HRSV001	C/O CARCAM MANAGEMENT CO	2812720007
291DVD001	291 DVD & VIDEO LLC	2158052712
2NDSTR001	2ND STREET BOOKSTORE	6206248105
3000VD001	300 DVD CENTER	2125940944
333MAR001	FANTASY AND FOREPLAY	7169347795
336LLC001	336 LLC	5169022813
3405IN001	FLORIDA VIDEO CONTROL	8007244123
3RDAVE001	3RD AVE SPICE VIDEO	7185677423
3UNLIM001	3 UNLIMITED INC	6628426357
41NEWS001	41 NEWS INC	8473958484
4447AD001	44 & 47 ADULT SUPERSTORE	6366293116
4600B0001	4600 BOOKS	5024472440

The right side contains the 'Key Fields' section with various input fields and dropdown menus. A note 'Image Not Available' is displayed next to the customer name.

Figure 1.24: CUMM Customer Master Maintenance Key Info Tab

#### 4. Key Info Tab

- A/R Acct —If multiple accounts are in ERP One, but need only one Bill To for cash receipts
- Parent' Acct —If the sales of one account should be reported in another
- Business Class —Selects reporting options, see CUBC

The screenshot shows the 'Customer Master Maintenance <cumm>' window. At the top, there are buttons for Back, Forward, Home, Add, Save, Delete, and Exit. A toolbar on the right includes 'AddNum' and 'CUSTOMERS' with a user icon. On the left, a 'Limit Results' panel has fields for 'Search Text', 'Search: Advanced', 'Match: Begins', 'Show Deleted?', and 'Only Not Active?' with a 'GO' button. Below this is a grid listing customers with columns for Customer, Name, and Phone. The first customer listed is '104TRU001 ONE STOP LIQUORS'. To the right is the 'Key Fields' panel, which displays 'Customer: 104TRU001', 'Opened: 03/10/2015', 'Active', and a note 'Name: ONE STOP LIQUORS' with a yellow warning icon stating 'Image Not Available'. The main area contains two tables: 'User Codes' (10 rows) and 'Misc Charges' (5 rows). The 'Misc Charges' table includes fields for 'Code', 'Amount', and 'Auto Apply Amount' (with sub-fields for Total Amount, % Per Order, Total Applied, Open Amount, and a search icon). At the bottom, tabs for Main, Order, Credit, KeyInfo, Codes, Profile, Forms, Commissions, and Delivery are visible, along with buttons for ShipTo, Notes, Contact, Credit, dec, and Sched.

Figure 1.25: CUMM Customer Master Maintenance Codes Tab

## 5. Codes Tab

- User Codes —Ten user codes to use any way you want for reporting purposes. Option to print on documents.
- Misc. Charges
  - Code —Establishes code for additional fee to always apply to customer's orders. Using F1 in this field will open up OETCM.
  - Amount —Enter in the amount of additional fee

**Customer Master Maintenance <cumm>**

Customer	Name	Phone
104TRU001	ONE STOP LIQUORS	3017293436
1174DR001	1174 DREAM BOUTIQUE	2157248508
14THST001	14TH STREET DVD CENTER	21274191045T
155VID001	155 VIDEO CENTER	2126438907
167THS001	167TH STREET BOOKS & VIDEO	3059493828
188BEY001	18 & BEYOND	5632427687
1STAMEM001	1ST AMENDMENT OXFORD	2075398636
1STAMEM002	1st AMENDMENT WATERVILLE	2078617443
2001VI001	2001 VIDEO DISTRIBUTORS (C)	8564662917
2004VI001	BOOKWORKS INC	8592551002
24HRSV001	C/O CARCAM MANAGEMENT CO	2812720007
291DVD001	291 DVD & VIDEO LLC	2158052712
2NDSTR001	2ND STREET BOOKSTORE	6206248105
300DVD001	300 DVD CENTER	2125940944
333MAR001	FANTASY AND FOREPLAY	7169347795
336LLC001	336 LLC	5159022813
3405IN001	FLORIDA VIDEO CONTROL	8007244123
3RDAVE001	3RD AVE SPICE VIDEO	7185677423
3UNLIM001	3 UNLIMITED INC	6628426357
41NEWS001	41 NEWS INC	8473956484
4447AD001	44 & 47 ADULT SUPERSTORE	6366293116
4600B0001	4600 BOOKS	5024472440

**Key Fields**

Customer: 104TRU001      Opened: 03/10/2015      Active

Name: ONE STOP LIQUORS

**User Defined Profiles**

CUSTOMER: WTC  
P-DISCRATE: 20.00  
PHONE2: SEE NOTEPAD  
FNAME: VINNIE  
LNAME:  
DEAR:  
TITLE:  
ORDER BY:  
STATUS: A  
TERR:

**Buttons**: ShipTo, Notes, Contact, Credit, Sched

Figure 1.26: CUMM Customer Master Maintenance Profile Tab

#### 6. Profile Tab

Sixty additional fields to rename and use any way you want, also available to print on documents.

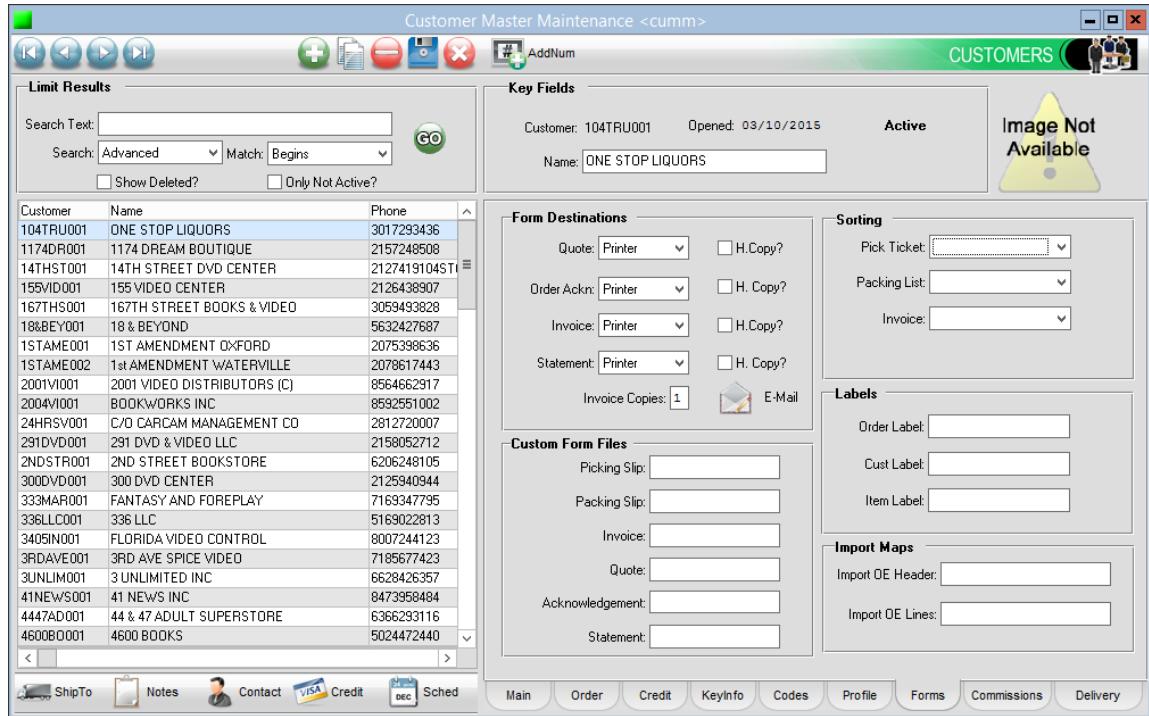


Figure 1.27: CUMM Customer Master Maintenance Forms Tab

## 7. Forms Tab

- Forms Destination —Set up the defaults on how the forms will be printed, emailed, or faxed to the customers
  - Select option for the form
  - Click Fax / Email Source to choose form
  - H. Copy —If checked, hard copy will also be printed
- Customer Forms —If a customer requires a different layout on their forms from the default, the alternative layout can be specified here
- Sorting —Choose specific sorting and printing options here

The screenshot shows the 'Customer Master Maintenance <cumm>' window. The title bar has standard window controls (Minimize, Maximize, Close) and a toolbar with icons for New, Open, Save, Delete, and AddNum. A green banner at the top right says 'CUSTOMERS' with a small icon. On the left, there's a 'Limit Results' search panel with fields for 'Search Text', 'Search: Advanced', 'Match: Begins', 'Show Deleted?', and 'Only Not Active?' checkboxes, and a 'GO' button. Below it is a grid of customer records:

Customer	Name	Phone
104TRU001	ONE STOP LIQUORS	3017293436
1174DR001	1174 DREAM BOUTIQUE	2157248508
14THST001	14TH STREET DVD CENTER	21274191045T
155VID001	155 VIDEO CENTER	2126438907
167THS001	167TH STREET BOOKS & VIDEO	3059493828
188BEY001	18 & BEYOND	5632427687
1STAME001	1ST AMENDMENT OXFORD	2075398636
1STAME002	1st AMENDMENT WATERVILLE	2078617443
2001VI001	2001 VIDEO DISTRIBUTORS (C)	8564662917
2004V001	BOOKWORKS INC	8592551002
24HRSV001	C/O CARCAM MANAGEMENT CO	2812720007
291DVD001	291 DVD & VIDEO LLC	2158052712
2NDSTR001	2ND STREET BOOKSTORE	6206248105
3000VD001	3000 DVD CENTER	2125940944
333MAR001	FANTASY AND FOREPLAY	7169347795
336LLC001	336 LLC	5159022813
3405N001	FLORIDA VIDEO CONTROL	8007244123
3RDAVE001	3RD AVE SPICE VIDEO	7185677423
3UNLIM001	3 UNLIMITED INC	6628426357
41NEWS001	41 NEWS INC	8473958484
4447AD001	44 & 47 ADULT SUPERSTORE	6366293116
4600B0001	4600 BOOKS	5024472440

The main panel contains several sections: 'Key Fields' (Customer: 104TRU001, Opened: 03/10/2015, Active, Name: ONE STOP LIQUORS, Image Not Available), 'Commissions' (Comm Class: [ ] , Ord Comm %: 0.00%, Skip Comm Min, Salesman 1: 3 RON, Salesman 2: [ ] , Salesman 3: [ ] , Territory: [ ] ), and 'Marketing' (Allow POS Email Solicitation, Allow Email Solicitation, Allow Fax Solicitation, Mailing Flag checked, Web Item Check?, SIC Code: -, Source: [ ] , # Locations: 0, Referred By Customer: [ ] , Date Referred: [ ] , Gen Rating: [ ] , Image File: [ ] , Web Password: [ ] , Web Login: [ ] , Web Page: [ ] ).

At the bottom, tabs for Main, Order, Credit, KeyInfo, Codes, Profile, Forms, Commissions, and Delivery are visible, along with buttons for ShipTo, Notes, Contact, Credit, and Sched.

Figure 1.28: CUMM Customer Master Maintenance Commissions Tab

## 8. Commissions Tab

- Salesman 1 —Using F1 here will allow selecting sales person to receive commissions for this customer
- Salesman 2 —Optional field for split commissions

## Customer Ship To Maintenance

The CUSHM command is used to access Customer Ship To Maintenance.

Figure 1.29: CUSHM Customer Ship To Maintenance Main Tab

1. Main Tab —This is where the core data for the customer ship to is stored. If a ship to is not set up that differs from the bill to, the bill to will auto generate into the ship to. Default data can be overridden at order entry time. You can have multiple ship to's.
  - Ship to overrides Bill To
  - Country —Uses country code, dictates how the address screen is laid out. Using F1 opens selection of country codes.
  - Address1 —The address for ship to
  - Map —Link to Yahoo! maps
  - Phone / Fax —Main numbers for shipping address
  - Email —Main email contact for shipping address
  - Prime Attn —Primary contact for shipping address

**Customer Ship To Maintenance <cushm>**

Customer	Ship To Name	Phone	Sh. R.
18&BEY001	18 & BEYOND	(563)242-7687	16
24HRSV001	24 HRS VIDEO	(281)272-0007	3
291DVD001	291 DVD & VIDEO LLC	(215)805-2712	3
2NDSTRO01	2ND STREET BOOKSTORE	(620)624-8105	6
333MAR001	J. Lopez	(716)934-7795	9
3405IN001	3405 INC.	(800)724-4123	6
3UNLIM001	3 UNLIMITED INC	(662)842-6357	9
41NEWS01	41 NEWS INC.	(847)395-8484	3
4447AD001	44 & 47 ADULT SUPERSTORE	(636)629-3116	6
47VIDE001	47 VIDEO	(815)942-8309	3
594DE001	XTC MINI CENTER	(727)522-1776	3
ABBIER001	ABBIE ROAD LLC	(330)509-9118	4
A0BHRIO01	A BOHRINGER ENTERPRISE	(516)902-5126	8
ADAMANO1	ADAM & EVE	(734)675-9755	6
ADAMEV01	ADAM & EVE WILLOWBROOK	(281)469-0619	6
ADAMEV01	ADAM & EVE WOODLAND		6
ADAMEV01	ADAM & EVE	(781)269-5788	4
ADAMEV01	ADAM & EVE	(204)779-6789	16
ADAMEV01	ADAM & EVE -WESTHEIMER	(409)767-1183	6

Customer: 18&BEY001      Find Ship To:  Image Not Available

Ship To: 1       Is Deleted?

Name: 18 & BEYOND

Use Cust Tax:   
Tax Code:   
Tax Class:   
Tax Exempt:   
Taxable?: A  
Terms Code: VISA  
Territory:   
Ext Cust #:   
Blanket PO:   
Price Group:   
SIC Code: -  
Region[1]:   
Region[2]:

Default Warehouse:   
Delivery Terms:   
Route Code:   
Stop:   
Freight Zone:   
Distribution Center:   
Carrier Facility Code:   
Department:   
Ship Via Acct:   
Ship Via:   
FOB:   
Freight Forwarder:   
Order Class:

Notes:

Main Key Info Misc Comm Profile Routes Forms Codes

Figure 1.30: CUSHM Customer Ship To Maintenance Key Info Tab

## 2. Key Info Tab

If your shipping terms are different from billing terms, add them here

- Tax
- Taxable
- Terms
- Ship Via

**Customer Ship To Maintenance <cushm>**

Customer	Ship To	Name	Phone	SI	R
18&BEY001	18 & BEYOND	(563)242-7687	16		
24HRSVIDEO1	24 HRS VIDEO	(281)272-0007	3		
291DVDO01	291 DVD & VIDEO LLC	(215)805-2712	3		
2NDSTRO01	2ND STREET BOOKSTORE	(620)624-8105	6		
33MAR001	J. Lopez	(716)934-7795	9		
3405IN001	3405 INC.	(800)724-4123	6		
3UNLIM001	3 UNLIMITED INC	(622)842-6357	9		
41NEWS01	41 NEWS INC	(847)395-8484	3		
4447AD001	44 & 47 ADULT SUPERSTORE	(636)629-3116	6		
47VIDE001	47 VIDEO	(815)942-8309	3		
5944DE001	XTC MINI CENTER	(727)522-1776	3		
ABBIE001	ABBIE ROAD LLC	(330)509-9118	4		
ABOHRI001	A BOHRINGER ENTERPRISE	(516)902-5126	8		
ADAMANO1	ADAM & EVE	(734)675-9755	6		
ADAMEV01	ADAM & EVE WILLOWBROOK	(281)469-0619	6		
ADAMEV01	ADAM & EVE WOODLAND		6		
ADAMEV01	ADAM & EVE	(781)269-5788	4		
ADAMEV01	ADAM & EVE	(204)779-6789	16		
ADAMEV01	ADAM & EVE -WESTHEIMER	(408)767-1183	6		

**Limit Results**

Search Text:  Search: Advanced Match: Begins

Customer: 18&BEY001 Find Ship To:   
Name: 18 & BEYOND 

Ship To: 1 Is Deleted?

Name: 18 & BEYOND

Salesman 1: 16 MARYANN %: 100.00  
Salesman 2:  %: 0.00  
Salesman 3:  %: 0.00  
Comm Class:

Notes

Main Key Info Misc Comm Profile Routes Forms Codes

Figure 1.31: CUSHM Customer Ship To Maintenance Comm Tab

### 3. Comm Tab

If commissions are based on ship to address, set up here

**Customer Ship To Maintenance <cushm>**

Customer	Ship To Name	Phone	S.
18&BEY001	18 & BEYOND	(563)242-7687	16
24HRSV001	24 HRS VIDEO	(281)272-0007	3
291DVD001	291 DVD & VIDEO LLC	(215)805-2712	3
2NDSTRO01	2ND STREET BOOKSTORE	(620)624-8105	6
333MAR001	J. Lopez	(716)934-7795	9
3405IN001	3405 INC.	(800)724-4123	6
3UNLIM001	3 UNLIMITED INC	(662)842-6357	9
41NEWS01	41 NEWS INC	(847)395-8484	3
4447AD001	44 & 47 ADULT SUPERSTORE	(636)629-3116	6
47VIDE001	47 VIDEO	(815)942-8309	3
5944DE001	XTC MINI CENTER	(727)522-1776	3
ABBIER001	ABBIE ROAD LLC	(330)509-9118	4
A80HRI001	A BOHRINGER ENTERPRISE	(516)902-5126	8
ADAMANO01	ADAM & EVE	(734)675-9755	6
ADAMEV01	ADAM & EVE WILLOWBROOK	(281)469-0619	6
ADAMEV01	ADAM & EVE WOODLAND		6
ADAMEV01	ADAM & EVE	(781)269-5788	4
ADAMEV01	ADAM & EVE	(204)779-6789	16
ADAMEV01	ADAM & EVE -WESTHEIMER	(409)767-1183	6

**PROFILE**

Profile Info 1: [ ]

Profile Info 2: [ ]

Profile Info 3: [ ]

Profile Info 4: [ ]

Profile Info 5: [ ]

Profile Info 6: [ ]

Profile Info 7: [ ]

Profile Info 8: [ ]

Profile Info 9: [ ]

Profile Info 10: [ ]

Previous Next

Notes

Main Key Info Misc Comm Profile Routes Forms Codes

Figure 1.32: CUSHM Customer Ship To Maintenance Profile Tab

## 4. Profile Tab

Sixty additional profile fields to rename and use any way. Option to print on documents.

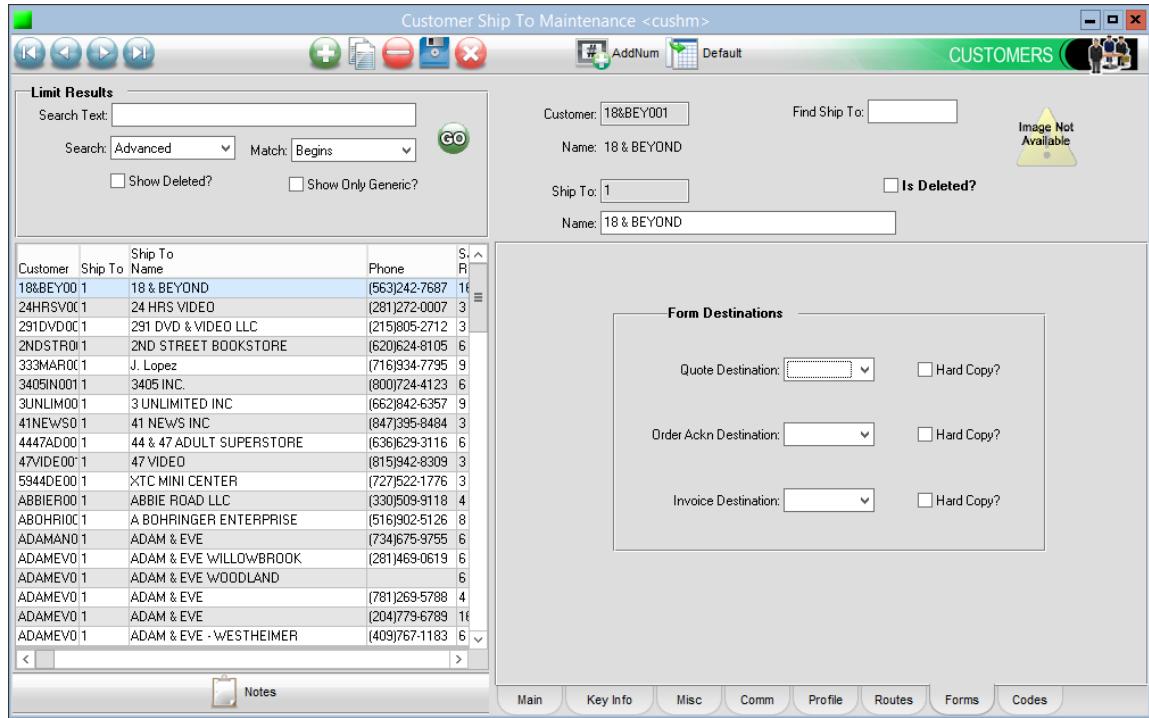


Figure 1.33: CUSHM Customer Ship To Maintenance Forms Tab

##### 5. Forms Tab

If you want to define how your forms are printed or sent based on the ship to

Customer	Ship To	Name	Phone	S.
18&BEY001	18 & BEYOND	(563)242-7687	16	
24HRSV001	24 HRS VIDEO	(281)272-0007	3	
291DVD001	291 DVD & VIDEO LLC	(215)805-2712	3	
2NDSTRO01	2ND STREET BOOKSTORE	(620)624-8105	6	
333MAR001	J. Lopez	(716)934-7795	9	
3405IN001	3405 INC.	(800)724-4123	6	
3UNLIM001	3 UNLIMITED INC	(662)842-6357	9	
41NEWS01	41 NEWS INC.	(847)395-8484	3	
4447AD001	44 & 47 ADULT SUPERSTORE	(636)629-3116	6	
47VIDE001	47 VIDEO	(815)942-8309	3	
5944DE001	XTC MINI CENTER	(727)522-1776	3	
ABBIER001	ABBY ROAD LLC	(330)509-9118	4	
A0BHRIO01	A BOHRINGER ENTERPRISE	(516)902-5126	8	
ADAMANO01	ADAM & EVE	(734)675-9755	6	
ADAMEV01	ADAM & EVE WILLOWBROOK	(281)469-0619	6	
ADAMEV01	ADAM & EVE WOODLAND		6	
ADAMEV01	ADAM & EVE	(781)269-5788	4	
ADAMEV01	ADAM & EVE	(204)779-6789	16	
ADAMEV01	ADAM & EVE -WESTHEIMER	(409)767-1183	6	

Figure 1.34: CUSHM Customer Ship To Maintenance Forms Tab

## 6. Codes Tab

Ten additional codes to use any way, able to print on documents.

## Customer Notes Maintenance

The CUNM command is used to access Customer Notes Maintenance.

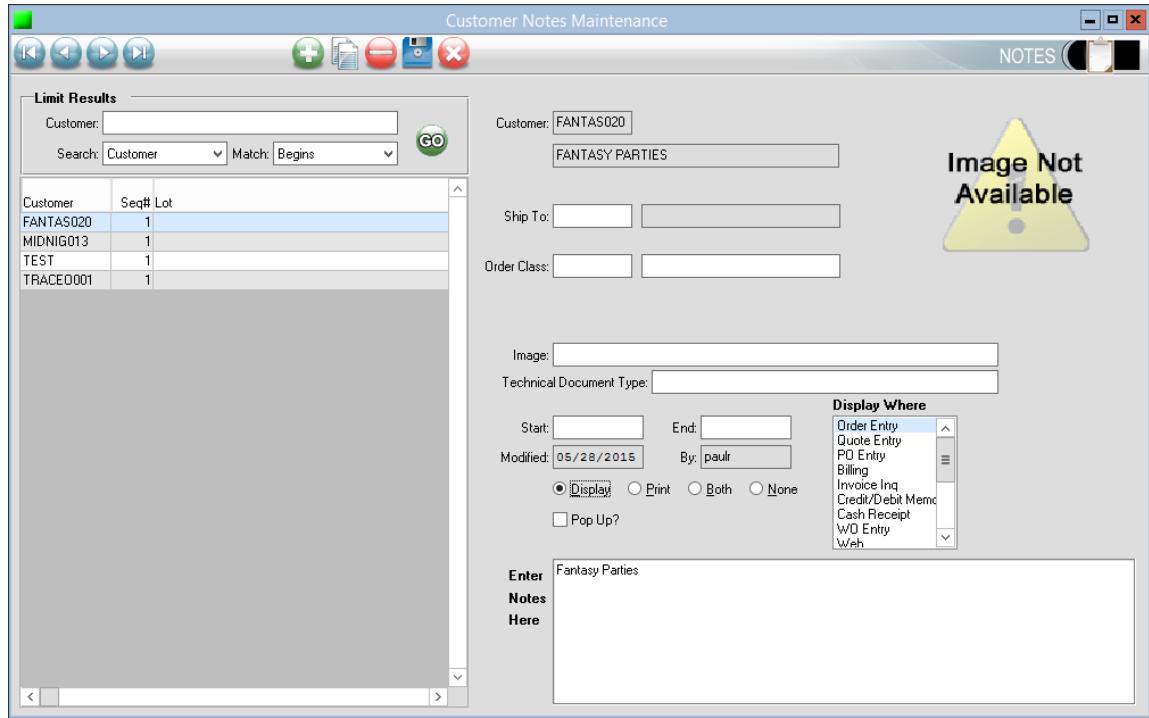


Figure 1.35: CUNM Customer Notes Maintenance

You can set a note at the customer level. Notes can also be entered at time of order entry per order or line item. Within notes, you have options on there and when to display the note, and what forms you would like it to print on. You can choose for it to be a pop up and / or display, also you may specify an expiration date for when you no longer want that note to be active.

### Customer Contacts Maintenance

The CUCOM command is used to access Customer Contacts Maintenance.

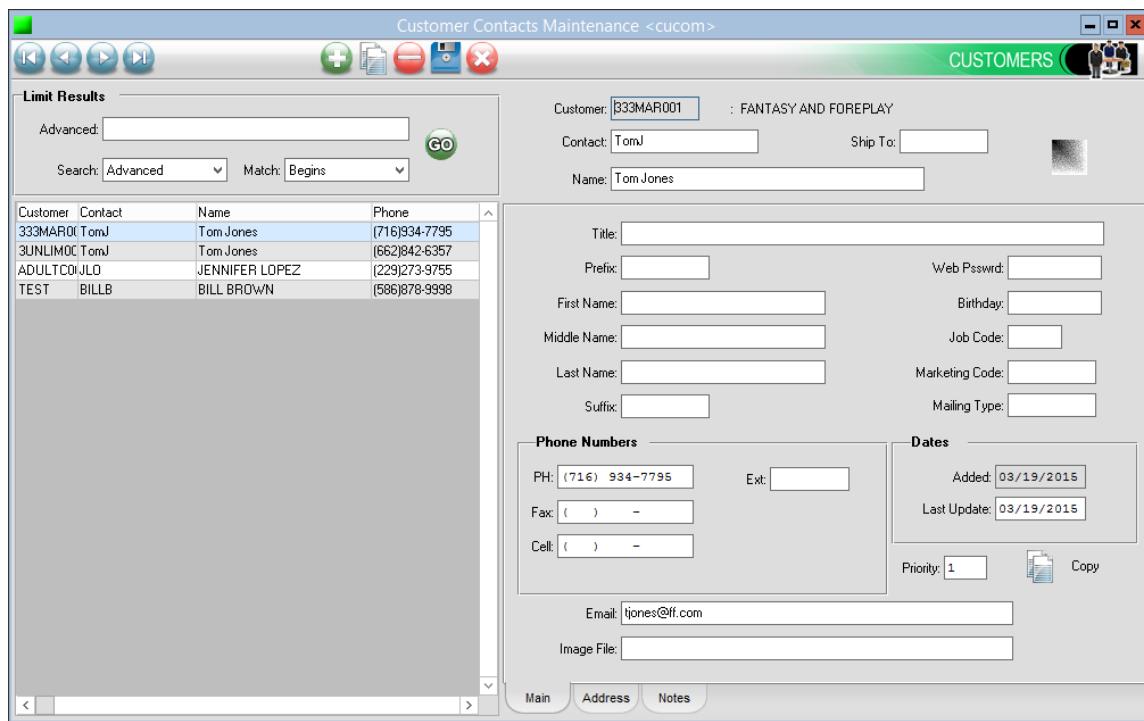


Figure 1.36: CUCOM Customer Contacts Maintenance

Customer contacts can be added during customer set up as well as during order entry.

### Customer Credit Card Maintenance

The CUCCM command is used to access Customer Credit Card Maintenance.

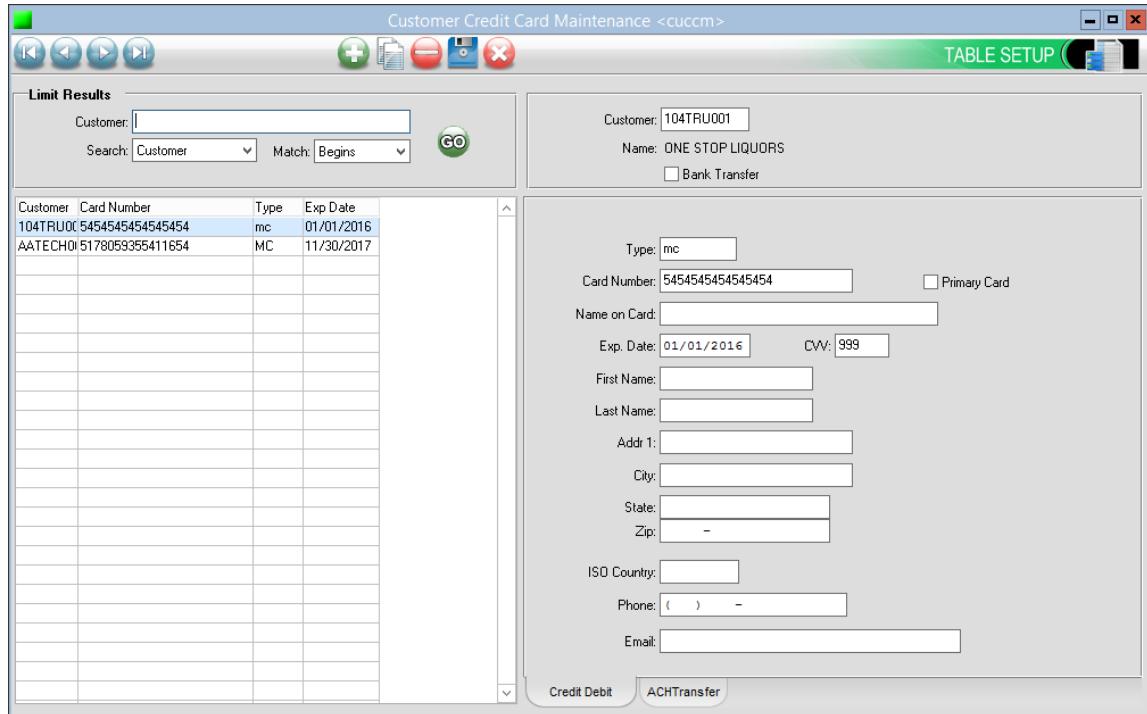


Figure 1.37: CUCCM Customer Credit Card Maintenance

If a customer pays by credit card for their orders and wants to store their credit card information with you, you may enter it here.

### 1.1.5 Sales Order

#### Sales Order Entry

The **OE** command is used to access Order Entry.

Information on the Order Entry screen will default in, set by the data and required fields you entered in customer setup (CUMM.) You are able to override these fields in order entry.

##### 1. Top Buttons

- Accept —Complete order by clicking **Accept**, order number will change to permanent order number
- Delete —Delete entire order
- Bill Order —Click **Bill Order** to process payment

- Convert Quote —Click **Convert Quote** to convert this order to a quote, you will be prompted with steps to convert to a quote

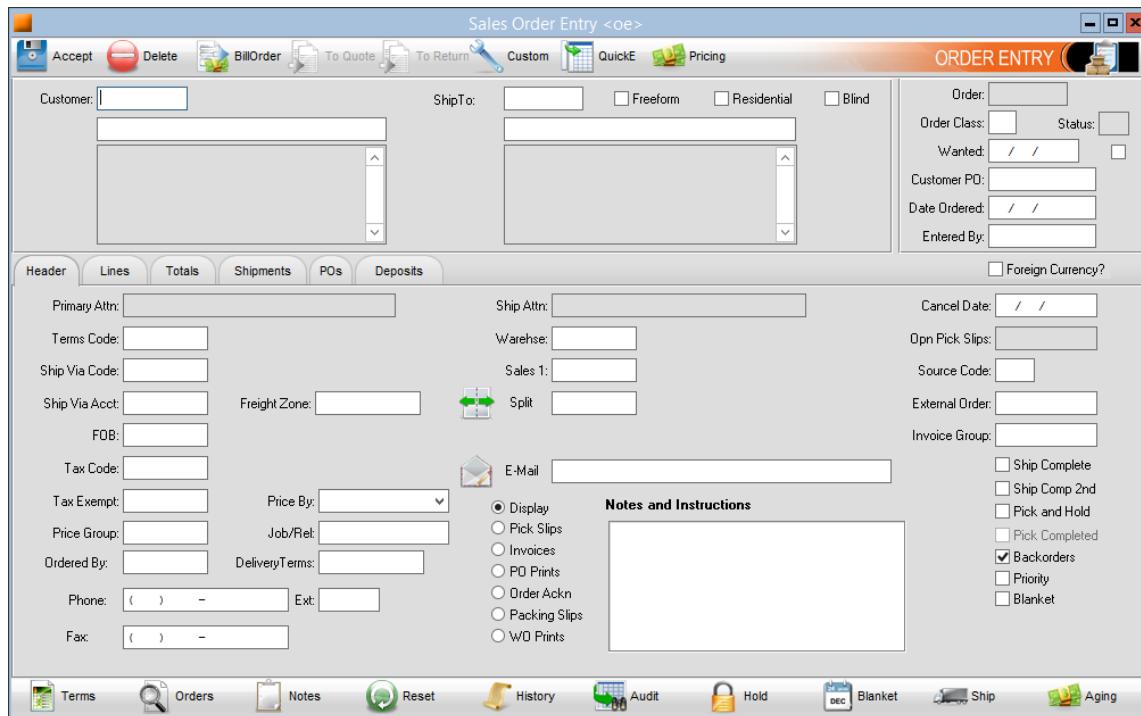


Figure 1.38: OE Sales Order Entry Header Tab

## 2. Header Tab

- Customer —Customer code, use F1 to search
- Ship To —Use F1 to select Ship To
- Address Options
  - Freeform —To add a ship to in order entry, check freeform, add address, then hover over and click on ship to to add as a permanent record
  - Residential —Choose residential indicator for shipper
  - Blind —Ship blind, packing slip will show customer's ship to address
- Order —Temporary order number will be automatically generated
- Order Class —Required field, default autofilled. Use F1 to open **OEOCM**
- Status —Status of order:
  - CH —Credit Hold
  - CL —Closed
  - HO —Order Hold

- IV —Invoice
- OE —Order Entry
- Wanted —Date the customer expects order delivered
- Customer PO —If PO is required, you must enter customer PO number
- Date Ordered —Current date auto-populates, use F1 to open calendar
- Entered By —Defaults to current user
- Terms Code —Required field, use F1 to open SYTCM
- Ship Via Code —Use F1 to open SYSVM
- Ship Via Acct —Enter customer shipping account if required
- Tax Code —Required field, use F1 to open CUTXM
- Ordered By —Customer contact, or use F1 to open list of alternate contacts for customer. Add new contact by hovering over Ordered By and click button that appears
- Warehse —Required field, autofills or use F1 to open WAM
- Sales 1 —Required field, use F1 to open CUSRM
- Source Code —Used to determine how the order was obtained.
- External Order —Web order number
- Check Boxes
  - Ship Complete —Items will be allocated from stock, but order will not print until it can be filled 100%
  - Ship Comp 2<sup>nd</sup> —Items in stock will print on first pick slip, backordered items will be allocated as they come into stock and second pick slip will be printed when order is 100% filled.
  - Pick and Hold —Items will be allocated, and pick ticket will be printed so that items can be placed into a staging area until the order is 100% filled.
  - Backorders —If checked, items will be backordered and printed on new pick slip as they come into stock.
- Terms —Summary of terms / discounts with customer for this order
- Notes —Notes can be entered at time of order entry, per order or line item
- Aging —Summary of customer aging, indicates current or late payment

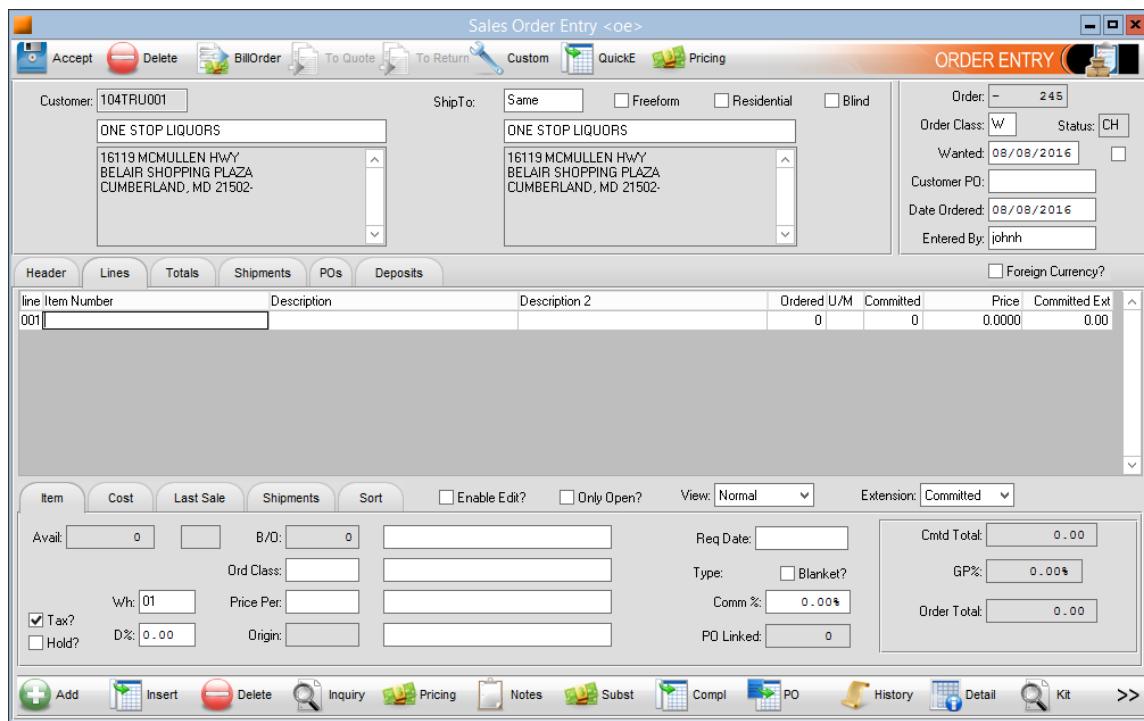


Figure 1.39: OE Sales Order Entry Lines Tab

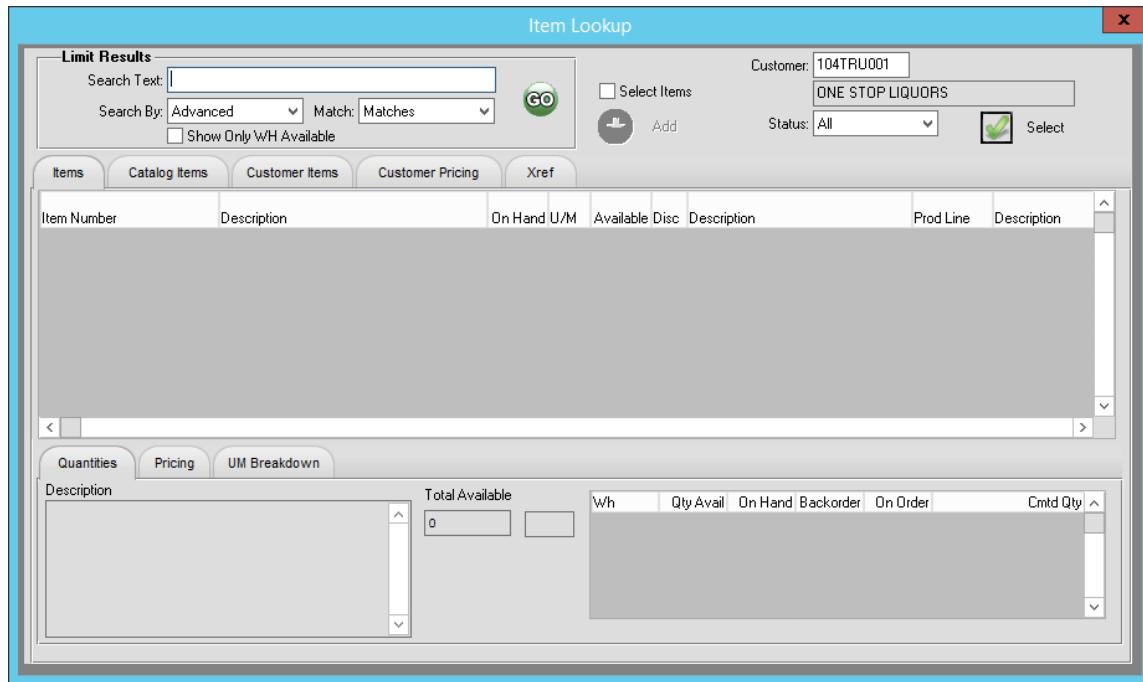


Figure 1.40: Product Lookup

### 3. Lines Tab

- Line —Click on **add** to add line items
  - Item Number —Enter item number or use F1 to open item search
  - Description —Description of item will appear here
- Item Tab
  - Tax? —If checked the item is taxable
  - Wh —Which warehouse the item is located in
  - D% —Default discount for line item, you are able to add or override discount
  - PRC —Order pricing options for gross profit
- Cost Tab —Displays cost of item
- Last Sale Tab —Display price of item last time it was sold to this customer

### 4. Bottom Buttons Under Lines Tab

- Add —Add line item
- Insert —Insert a new line item between two existing items
- Delete —Delete highlighted line item(s)
- Inquiry —Open WAINQ for highlighted line item

- Pricing —Display pricing information for highlighted line item
- Item Notes —Used to add notes at the line item level
- History —Display customer item purchase history for line item
- ➤
  - Save Options —Save screen options you have changed for this login
  - Assembly kit information for line item
  - Lot and location information for line item

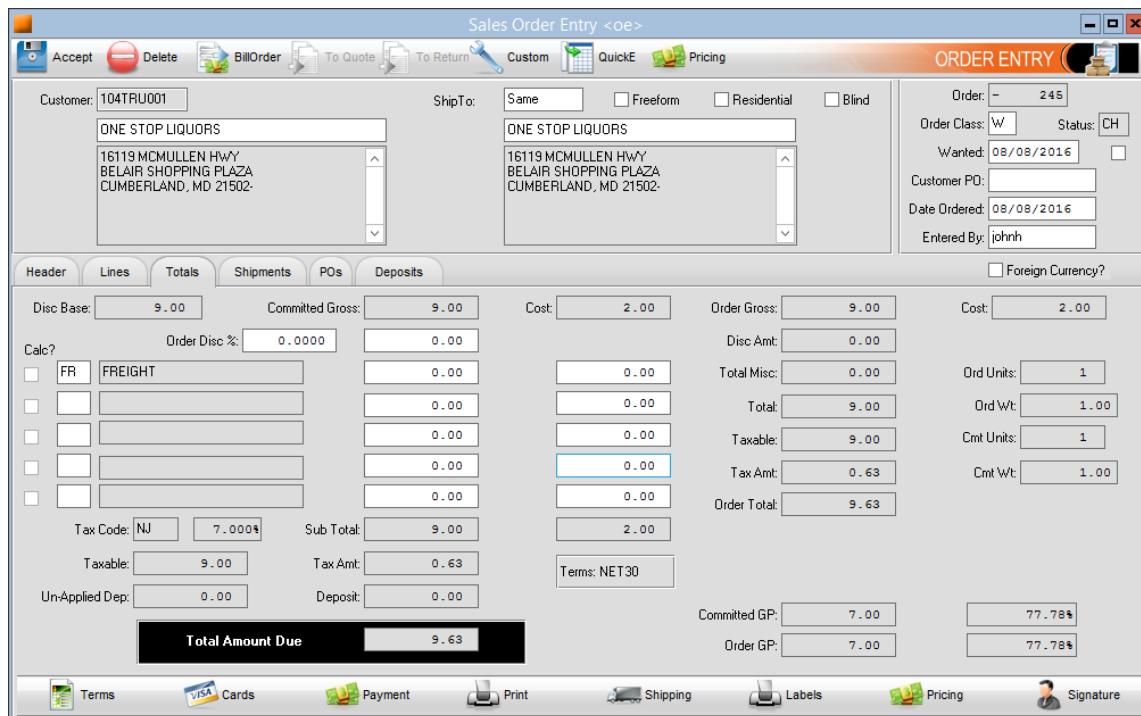


Figure 1.41: OE Sales Order Entry Totals Tab

## 5. Totals Tab

- Additional Charges —Using F1 in this field will open OETCM to allow selection of any additional charge types
- Tax Code —Tax code defaults from header screen to this field
- Taxable —Calculated amount of tax
- Un-Applied Dep —Displays deposit paid to be applied to invoice
- Total Amount Due —Total amount due, including shipping, discounts and tax

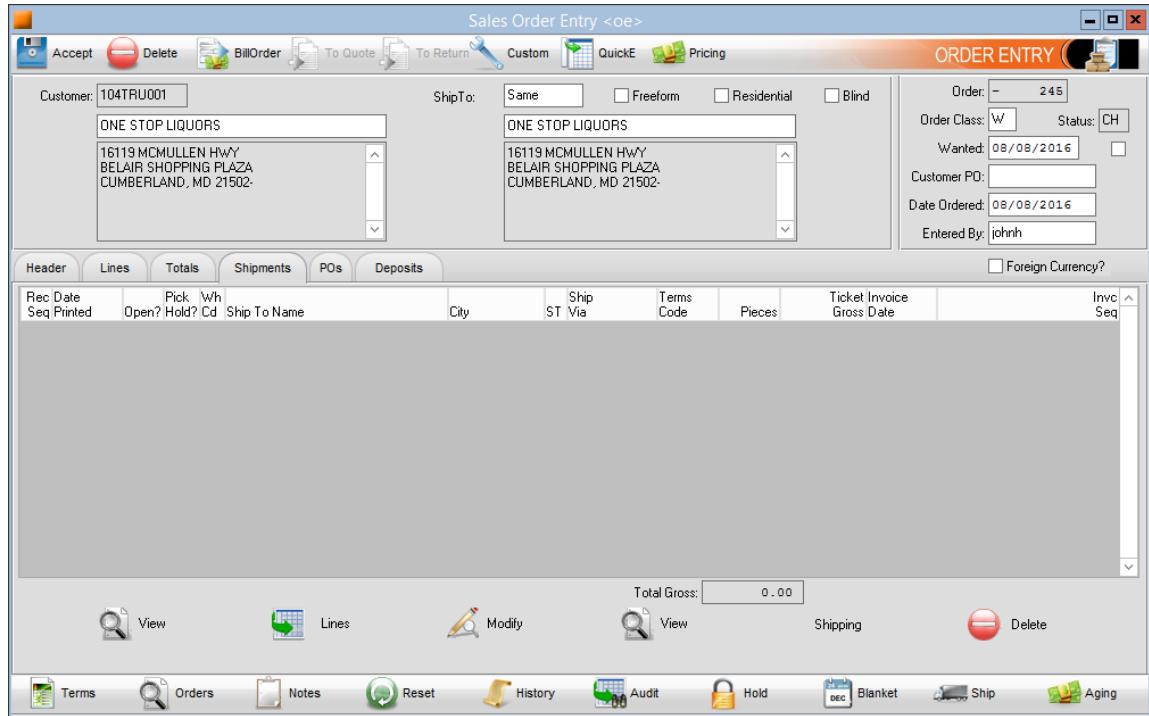


Figure 1.42: OE Sales Order Entry Shipments Tab

## 6. Shipments Tab

- View Ship —Opens OEIS
- Lines —Displays lines in shipment
- Modify —Modify shipment
- View Inv —View invoice associated with shipment
- Shipping —Displays tracking and shipping information
- Delete —Deletes shipment record

## Order Lookup and Inquiry

The OEINQ command can be used to access Order Lookup and Inquiry

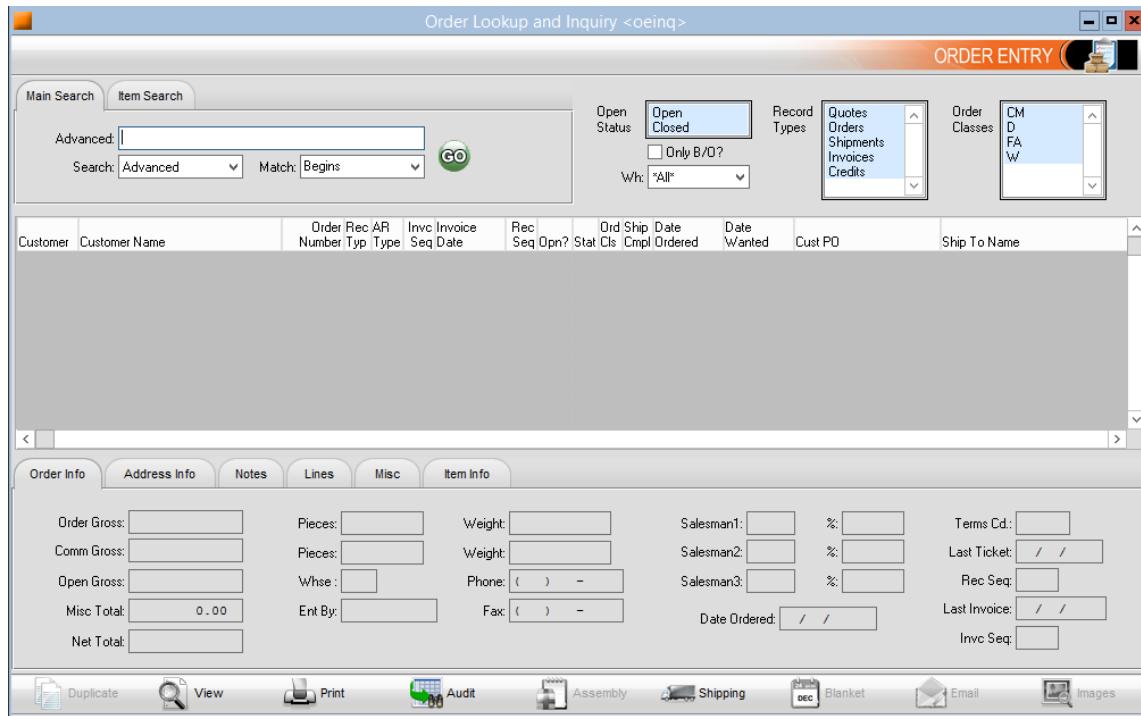


Figure 1.43: OEINQ Order Inquiry Screen

- Open Status —Search within the status of the order
  - Open
  - Closed
  - Only B/O? —If checked, search only orders with backorders
- Record Type —Type of order you want to search through
  - Quotes
  - Orders
  - Shipments
  - Invoices
  - Credits
- Order Class —Class of order to search, list is managed using OEOCM
  - D —Direct Ship
  - N —Rental
  - W —From Warehouse

- C —Commission
- Results View
  - Customer Name
  - Order Number
  - Record Type —An identifier of what type of record is being displayed
    - \* Q —Quotes
    - \* O —Order
    - \* I —Invoice
    - \* S —Shipment
    - \* C —Credit
  - Record Sequence —The number sequence of the document
  - Invoice Date —Date Invoices
  - Order Class
  - Ship Complete —Indicates if order was specified to ship complete
  - Date Ordered
  - Date Wanted
  - Cust PO
- Bottom Buttons
  - View —View the highlighted order. Opens OE screen for that order.
  - Print —Reprint or re-send a document
  - Audit —View complete audit for highlighted record
  - Shipping —Displays shipment information for order

### 1.1.6 Purchase Order

#### Purchase Order Entry

The command P0E is used to access Purchase Order Entry.

Information on your purchase order entry screen will auto populate or be filled in by the information entered during vendor setup in VEMM. The defaulted fields in purchase order entry can be overridden.

1. Entry Fields —Your purchase order will automatically generate a temporary number in the system that will be used until you accept the order.
  - Order Class —Required field. Using F1 opens P00CM
  - Status —Status of the order

- Date Wanted —Date you are expecting the order to arrive
- Cancel Date —Date to cancel PO if it has not been received
- Date Ordered —Current date is autofilled. Use F1 to open calendar to choose other date.
- Entered By —Populated with current user id

## 2. Top Buttons

- Accept —Accepts order, temporary purchase order number will be replaced with permanent number
- Delete —Deletes entire order

The screenshot shows the 'Purchase Order Entry <poe>' application window. The 'Header' tab is selected. Key visible fields include:

- Vendor:** 100PERC01 (dropdown menu)
- Ship To:** 01 WILLIAMS TRADING CO, INC. (dropdown menu)
- P/O:** 500035
- Date Wanted:** 08/18/2016
- Cancel Date:** (empty)
- Date Ordered:** 08/08/2016
- Entered By:** johnh

Below the header, there are several groups of input fields:

- Primary Attn:** (text box)
- Ship Attn:** (text box)
- Receipt Date:** (text box)
- Ship Via Code:** (text box)
- Warehouse:** 01 (dropdown menu) WILLIAMS TRADING CO, INC.
- Last Change:** (text box)
- Ship Via Acct:** (text box)
- Currency:** USD (dropdown menu) Exchg Rate: 1.00000
- Shipped:** (text box)
- FOB:** (text box)
- External PO:** (text box)
- Job/Project:** (text box)
- Price Group:** (text box)
- Email:** (text box)
- Cust PO:** (text box)
- Terms Code:** NET30 (dropdown menu) NET30
- Process#:** (text box) Sequence: 0000
- Follow Up Cde:** (text box)
- Delivery Terms:** (text box) Our Customer: (text box)
- Vessel:** (text box)
- Follow Up Dte:** (text box)
- Vend Contact:** (text box) Vendor Order: (text box)
- Notes and Instructions:** (text area)
- Phone:** (818) 884-6681 Ext: (text box)
- Fax:** (818) 884-0921
- Lead Time:** (checkbox checked)
- EDI P/O:** (checkbox)

At the bottom of the screen are several action buttons: Inquiry, Notes, History, Reset, Shipping, Audit, Hold, Action, and Pickup.

Figure 1.44: POE Purchase Order Entry Header Tab

## 3. Header Tab

- Vendor Field —Enter vendor code or use F1 to search for vendor.
- Ship Via Code —The shipping method to request for this order, use F1 to open SYSVM
- Ship Via Acct —Optional. The shipping account number to use for shipment.
- Terms Code —Required field. Using F1 opens SYTCM
- Warehouse —Where order is being sent. Using F1 opens WAM

- Follow Up
  - Follow Up Code —Using F1 opens POFLOH
  - Follow Up Date —Date to follow up with vendor on status of order if not yet received
  - Date Expected —Date of expected delivery of order
- Bottom Buttons
  - Notes —Notes can be entered at time of purchase order entry, per order or line item

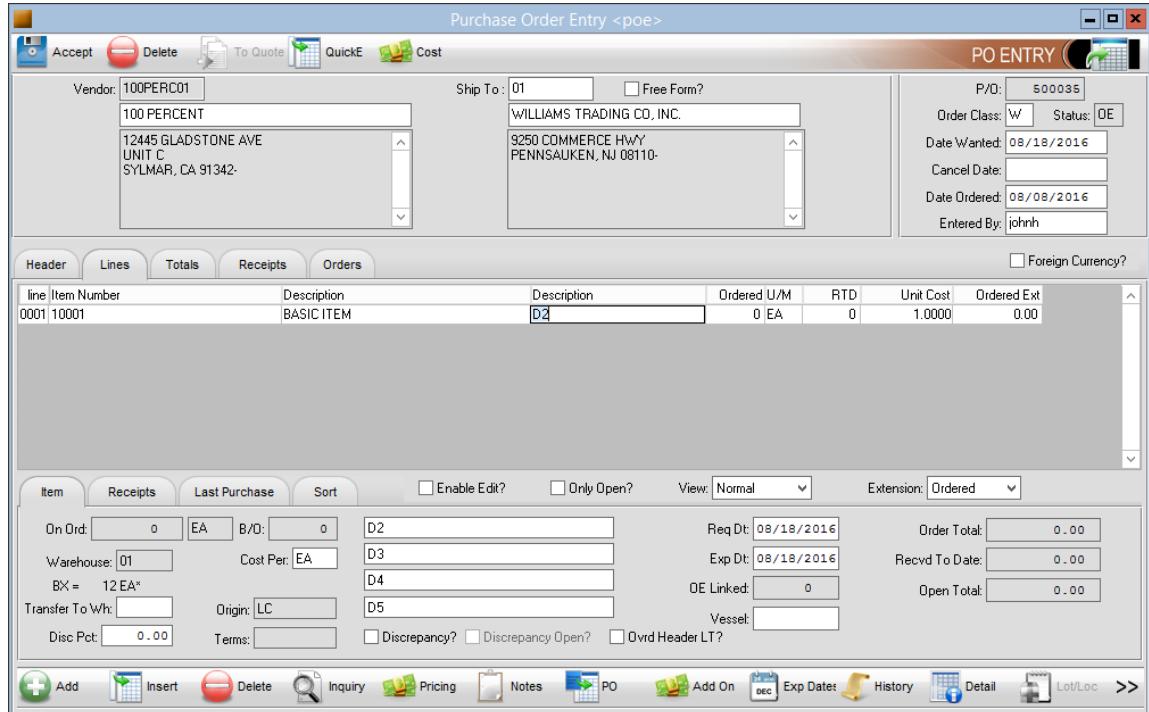


Figure 1.45: POE Purchase Order Entry Lines Tab

4. Lines Tab —Click on the add icon at the bottom to add line items
  - Item Number —Enter item number or use F1 to open item search
  - Description —Description of item will appear here
  - Enable Edit? —If checked, the cost and other item fields may be modified
5. Bottom Tabs
  - Item
    - On Ord —Quantity of items on all open PO's
    - Wh —Warehouse item is located
    - Disc Pct —Default discount for line item, able to add or override

- B/O —Quantity on backorder
  - Cost Per —Cost per U/M of item
6. Bottom Buttons
- Add —Add line item
  - Insert —Insert a line item between existing lines
  - Delete —Delete selected line item(s)
  - Inquiry —Open WAINQ for selected item
  - Pricing —Pricing for selected item
  - Notes —Add note to selected line item
  - Exp Date —Displays expected dates and quantities for line item
  - >>
  - Save Options —Save screen options you have created

The screenshot shows the 'Purchase Order Entry <poe>' window. At the top, there are buttons for Accept, Delete, To Quote, QuickE, and Cost. The title bar includes 'PO ENTRY' and a logo. The main area has tabs for Header, Lines, Totals (which is selected), Receipts, and Orders. On the left, there's a section for Vendor information (100PERC01, 100 PERCENT, address: 12445 GLADSTONE AVE, UNIT C, SYLMAR, CA 91342) and Ship To information (01, WILLIAMS TRADING CO, INC., address: 9250 COMMERCE HWY, PENNSAUKEN, NJ 08110). On the right, there are fields for P/O (500035), Order Class (W), Status (OE), Date Wanted (08/18/2016), Cancel Date, Date Ordered (08/08/2016), and Entered By (johnh). Below these are sections for Minimum Buy Amount (\$0.00), Minimum Buy Type (\$), and Total Add On's (with five rows of \$0.00 values). There are also sections for Order Gross (\$0.00), Received Gross (\$0.00), InvoiTD Gross (\$0.00), Open Gross (\$0.00), Item Add On's (\$0.00), Landed Cost (\$0.00), Total List (\$0.00), Ordered (0), Received (0), Total Pieces (0), Total Weight (0.00), and Total Cubes (0.00). At the bottom, there's a 'P.O. \$ Total' field (\$0.00) and an 'Absorb' button.

Figure 1.46: POE Purchase Order Entry Totals Tab

## 7. Totals Tab

- Total Add On's / Additional Charges —Use F1 in this field to open POACM and select any additional charge type
- P.O. \$ Total —Total amount due, including shipping, discounts and tax

## Purchase Order Lookup and Inquiry

The POINQ command is used to access Purchase Order Lookup and Inquiry.

Vendor	Vendor Name	Rec	Invc	Invoice Seq Date	Rec Seq WH	Opn?	Stat Cls	Ord Date Ordered	Date Wanted	Follow Up Date	Follow Up Code Date	Receipt	Recv	Jnl Cust F
TEST	TEST VENDOR	500002	O	0000	0000 01	yes	OP W	10/09/2014	10/10/2014			0000000		
ACMTINTCA&R NATURELLES INC		500003	O	0000	0000 01	no	CL W	03/12/2015	03/13/2015			03/24/2015	0000000	
ACMTINTCA&R NATURELLES INC		500003	R	0000	0001 01	no	WP W	03/12/2015	03/13/2015			03/24/2015	0000000	
CALIFORNO CALIFORNIA EXOTIC NOVELTY		500004	O	0000	0000 01	yes	OP W	03/24/2015	03/25/2015				0000000	
ACTIVENACTIVE NUTRITION CORPORATIO		500006	O	0000	0000 01	yes	OP W	03/24/2015				03/25/2015	0000000	
ADVANCIADVANCING COMPUTING TECHNC		500007	O	0000	0000 01	yes	OR W	03/25/2015	03/26/2015			03/25/2015	0000000	
ADVANCIADVANCING COMPUTING TECHNC		500007	R	0000	0001 01	yes	OP W	03/25/2015	03/26/2015			03/25/2015	0000000	
ALLURELLALLURE LINGERIE		500008	O	0000	0000 01	yes	OR W	03/25/2015	03/26/2015			03/25/2015	0000000	
ALLURELLALLURE LINGERIE		500008	R	0000	0001 01	no	WP W	03/25/2015	03/26/2015			03/25/2015	0000000	
CINEMA7CM.B.F.G.		500009	O	0000	0000 01	no	CL W	03/25/2015	03/26/2015			03/25/2015	0000000	

Figure 1.47: POINQ Purchase Order Lookup and Inquiry

- Open Status —Search within the status of the order
  - Open
  - Closed
- Record Type —Type of order you want to search through
  - Quotes
  - Orders
  - Invoices
  - Receipts
- Order Class —Class of order to search, list is managed using OE0CM
  - D —Direct Ship
  - W —From Warehouse

- X —Vendor Returns
- Only B/O? —If checked, search only orders with backorders
- Results View
  - Vendor Name
  - Purchase Order Number
  - Record Type —An identifier of what type of record is being displayed
    - \* Q —Quotes
    - \* O —Order
    - \* I —Invoice
    - \* R —Receipts
  - Record Sequence —The number sequence of the document
  - Invoice Date —Date Invoices
  - Order Class
  - Date Ordered
  - Date Wanted
- Bottom Buttons
  - View PO —View the highlighted order. Opens P0II screen for that order.
  - Print —Reprint or re-send a document
  - Audit —View complete audit for highlighted record

### Purchase Order Suggested Buy

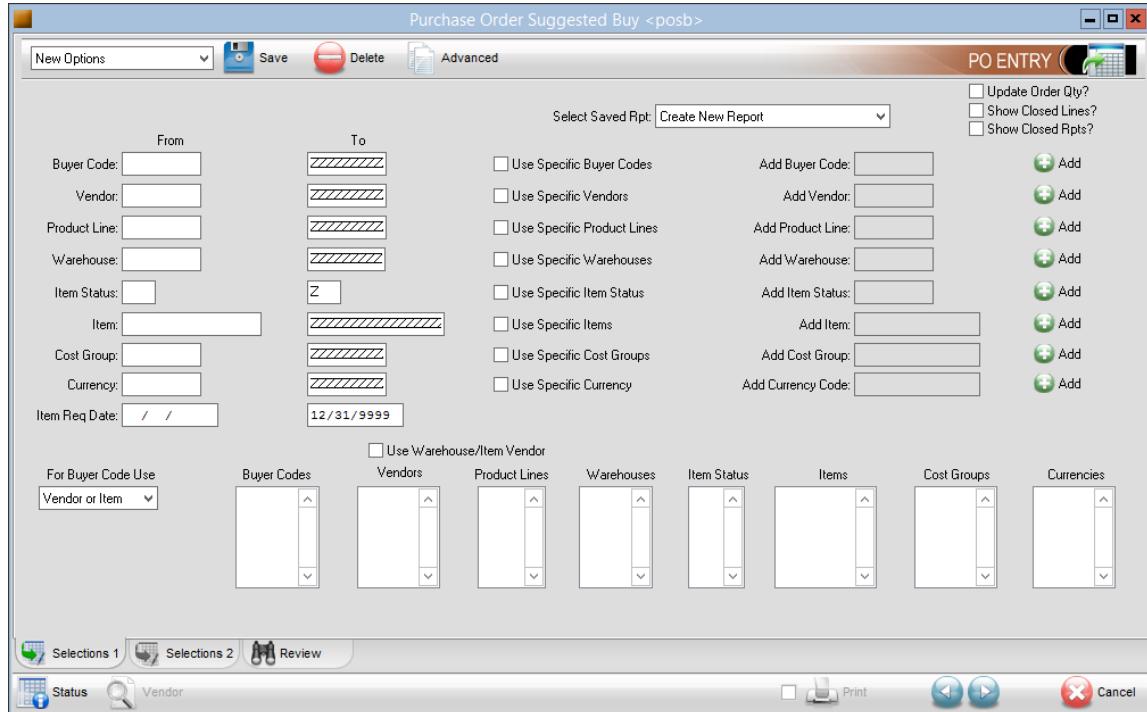


Figure 1.48: POSB Purchase Order Suggested Buy

1. Selections 1 —This screen allows for the selection of criteria for items that will appear in the review
2. Selections 2 —Further options for review
3. Review —This will process and show the resulting list of items that need to be purchased
  - Vendor List —This is the default vendor for the item
  - Item List —These are the items needed from the highlighted vendor

#### 1.1.7 Information Inquiry Reference

##### Inventory Inquiry

Looking up information about items in the warehouse may be accomplished using the **WAINQ** command.

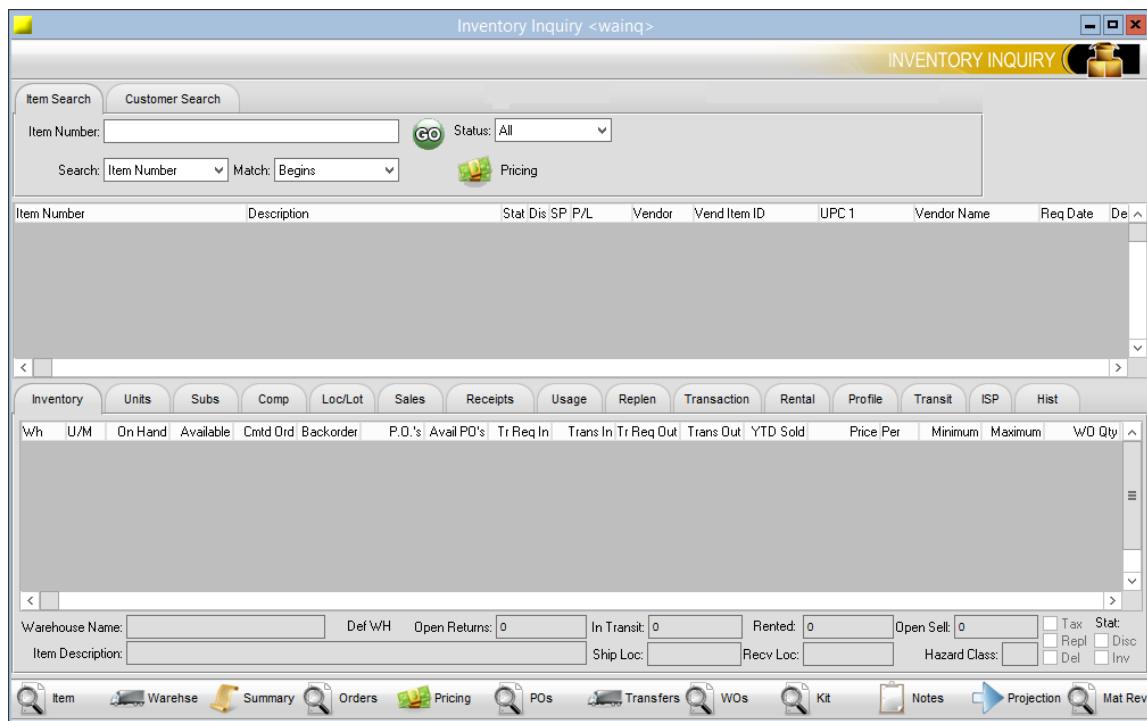


Figure 1.49: WAINQ Inventory Inquiry

The default search settings will allow you to search for items by their item number. Changing the **Search** and **Match** dropdown options will allow you to perform advanced searches for items.

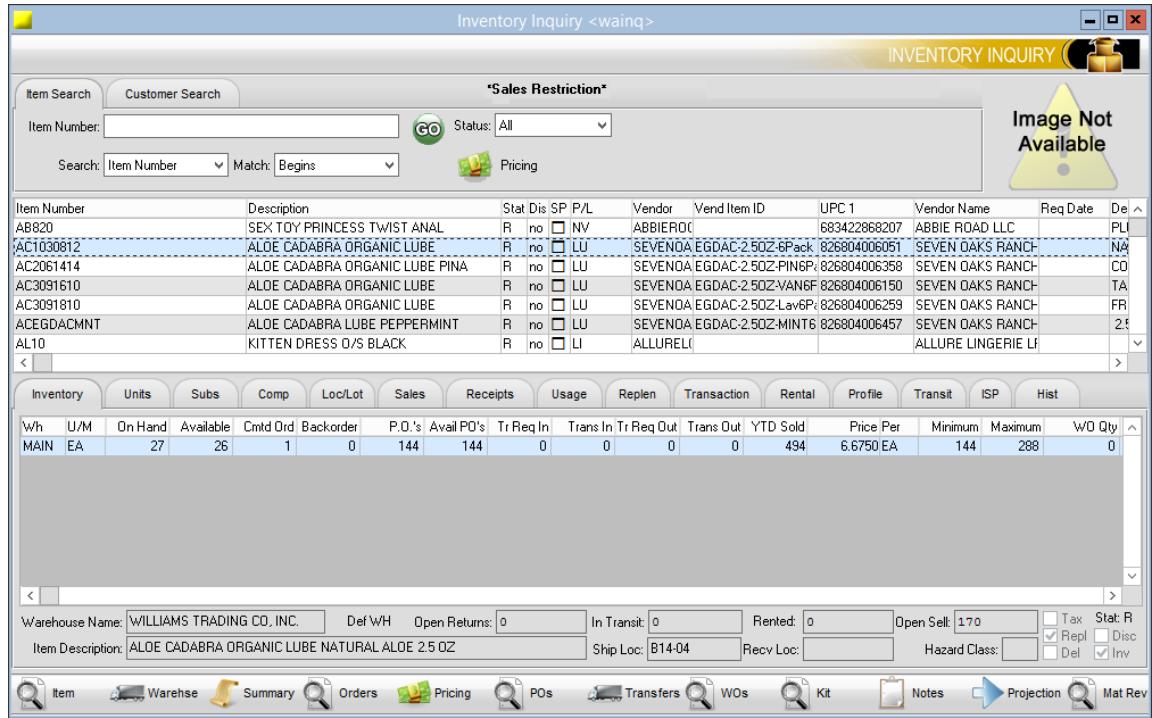


Figure 1.50: WAINQ Inventory Inquiry Detail

Selecting an item will display detail about that item.

### Order Lookup

Looking up information regarding an order that has been entered into the system is straight-forward. The OEINQ command in ERP-ONE will allow you to view the progress of any order and access any documents.

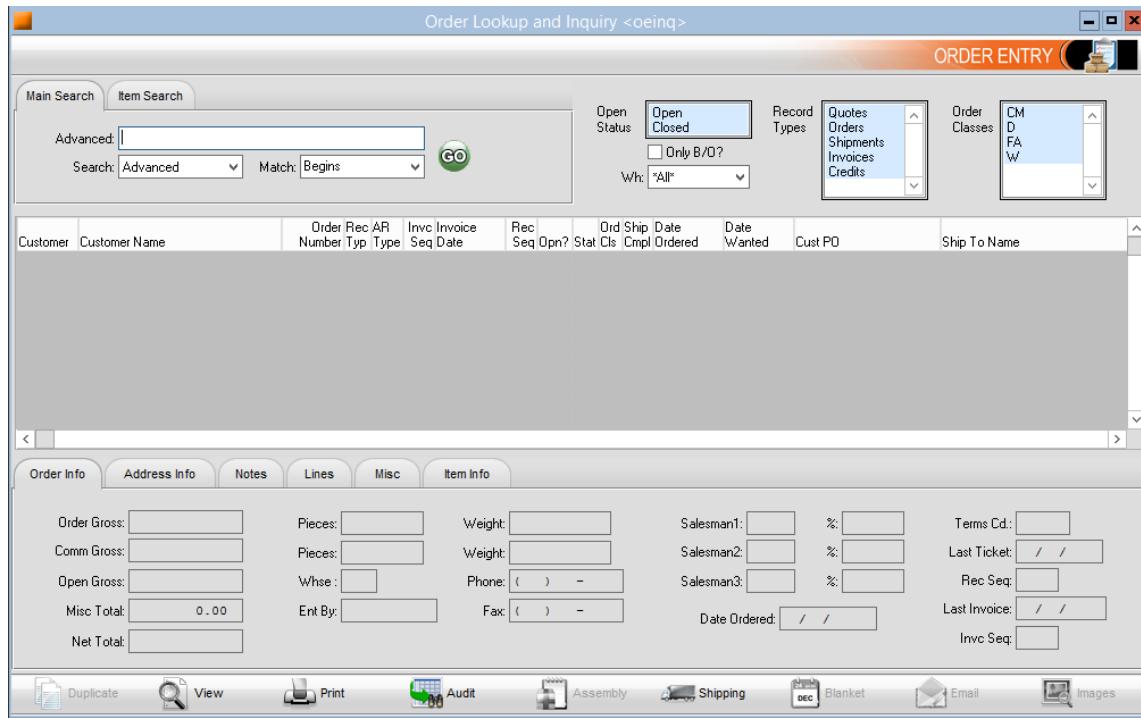


Figure 1.51: OEINQ Order Inquiry Screen

You may search for an order by the order number, the website order number, the customer's purchase order number, and many more. Be sure to select 'Advanced' and 'Matches' in the Search and Match drop down boxes if you are having difficulty finding an order without access to the order number.

When you find an order, you may click on it to view the following information:

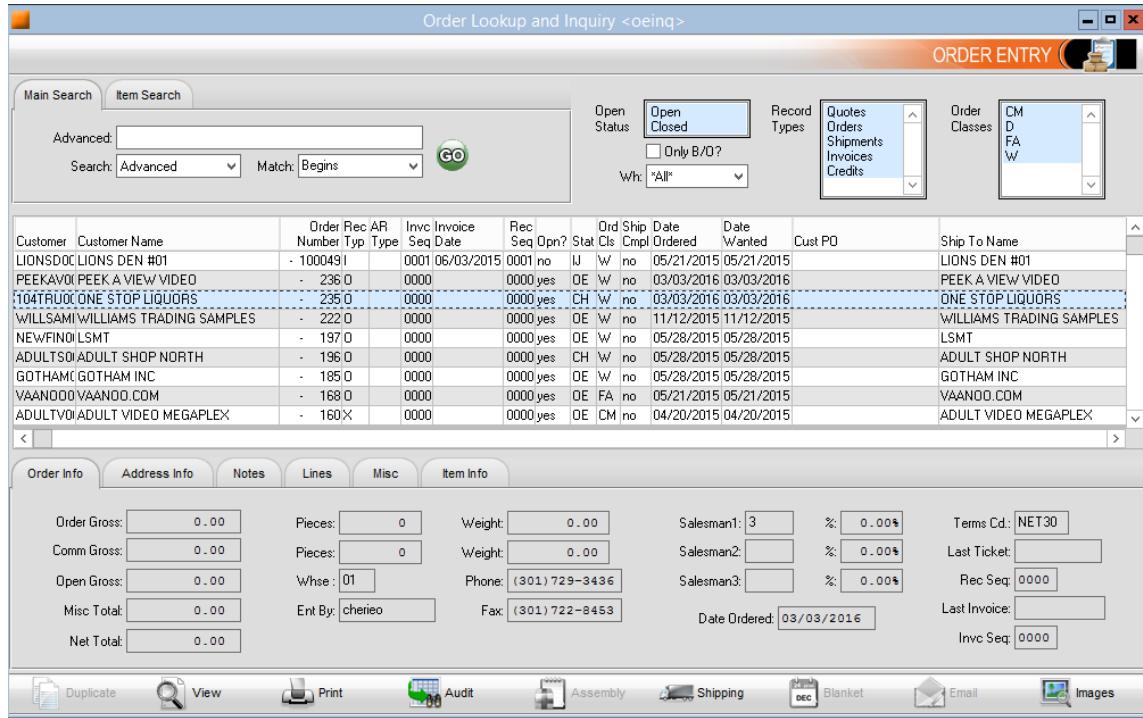


Figure 1.52: OEINQ Order Inquiry Screen with order selected

The **Audit** and **Shipping** buttons will allow you to view useful information to the customer when providing status updates on their order.

You can also easily access detailed customer information by right clicking on the order, and selecting **Drill to...** which will give you the option to view the **Customer Inquiry** and **Sales History Inquiry** for that customer.

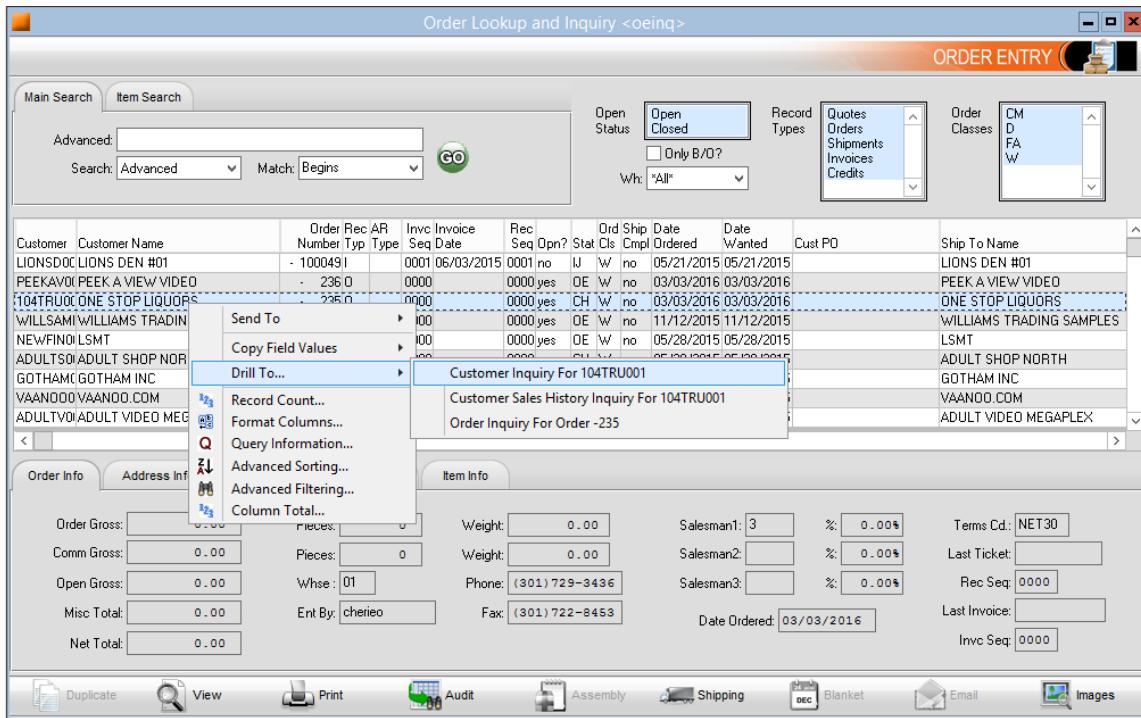


Figure 1.53: OEINQ Drill To options

Selecting **Customer Inquiry** will direct you to the Customer Inquiry screen that allows you to view the current payment status of the customer.

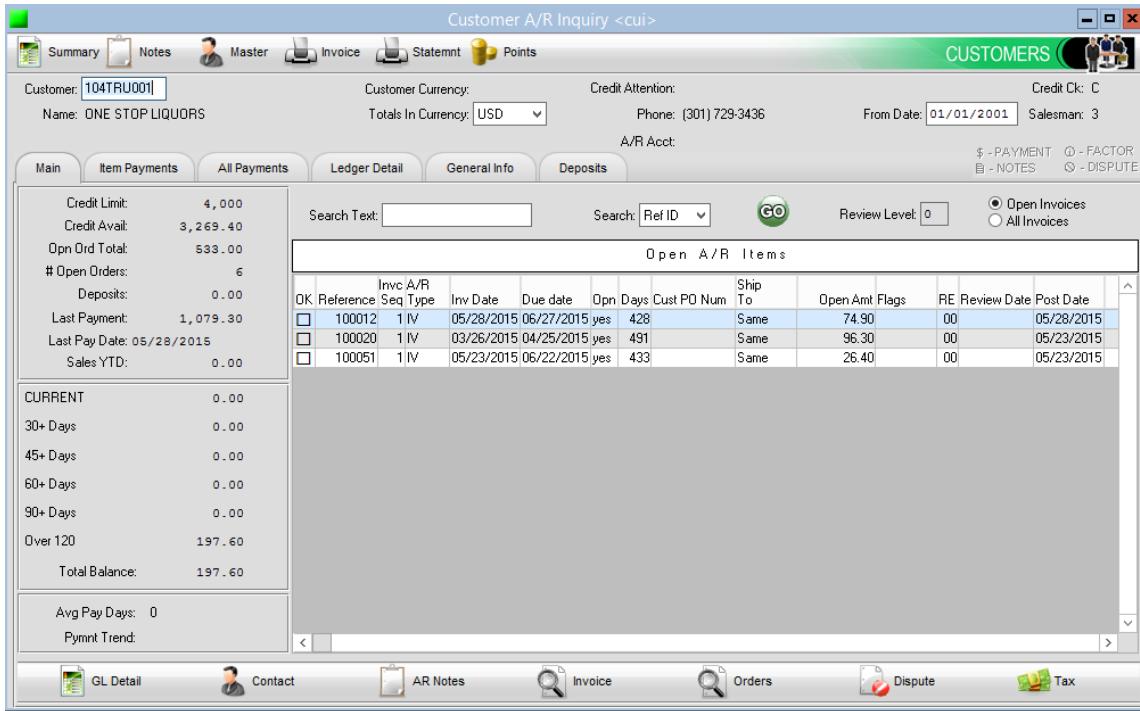


Figure 1.54: CUI Customer Inquiry

## 1.2 Warehouse Manager Console

The Warehouse Manager Console is located at <http://wms/> you may only access this console from within the local area network.

### 1.2.1 Dashboard

The dashboard includes four charts of information, showing the overall fulfilment rate of both E-Commerce and Wholesale orders and the current top selling products.

### 1.2.2 Document Tracker

The Document Tracker is used to move order / pick-list printouts from the office to the warehouse. Users can use the terminal by the interior warehouse door to scan paperwork in and out of the bins.

### 1.2.3 Picker Log

The Picker Log is used to track pick-list assignment. Warehouse employees are required to scan their pick-lists and record the number of pages and lines that they received. There also is a Picker Log (Single) interface for recording single wholesale orders being picked, the page and line counts will be recorded automatically.

### 1.2.4 Product Lookup

Employees may use the Product Lookup feature to find complete information about products in the warehouse, including images and descriptions.

### 1.2.5 Order Lookup

All known order information can be looked up in the Order Lookup section, which will show carton contents, and individual tracking information for each carton, along with dimensions and freight charges. There is also a Order Lookup (MFG) for MFG orders.

### 1.2.6 Committed Products

Committed Products shows a list of all items currently on pick-lists in the warehouse, you can search and sort this list.

### 1.2.7 Open Shipment Report

The Open Shipment Report shows all current open shipments in the warehouse.



## **Chapter 2**

# **Websites**

## 2.1 MUFFSANDCUFFS.COM

The MUFFSANDCUFFS.COM website is used by drop-ship customers of Williams Trading Co. to manage their orders. Information is updated regularly in the resources section, and help is available for customers wishing to access our catalog data.

### 2.1.1 General Users

Any login account has access to browse the catalog. Only customers may view pricing or add items to their cart however. The user's status is determined by options set by the administrator under User Management. A user can either be STANDALONE, which is not attached to any customer account, a customer attached to a single customer number, or an administrator with full access to the site's administrative functionality.

#### Browsing the Catalog

The catalog is arranged by Category and Manufacturer. The item's associated manufacturer is managed from within ERP One, and the categorization is managed through the WHOLESALE.WILLIAMS-TRADING.COM website.

### 2.1.2 Customers

When accessing the site, potential customers will need to create a username and password for MUFFSANDCUFFS.COM using the signup link available on the front page. After they have created a username and password, they are instructed to call or email a sales representative to complete their customer account creation. Initially they will only have access to the catalog. Once the appropriate forms have been filled out and confirmed by the sales representative and their customer information has been created in ERP-ONE their account will be 'linked' using the administrator interface on the website. This will allow them to access the Cart and Weborders functions of the website.

Most E-Commerce customers will want to automate their process and integrate ordering from MUFFSANDCUFFS.COM with their own website or service. We are also integrated with Inventory Source, which itself is integrated with many platforms. If the customer does not have their own developer, and is using a standard shopping cart platform, or a service like Amazon or Ebay, please direct them to Inventory Source for their integration.

If the customer wishes to integrate themselves, there are multiple API's available to do so with. Direct them to the HELP link after logging into the system.

### Managing the Cart

Customers can add products to their cart individually by browsing the catalog and using the Add to Cart button, or they can add products directly to the cart using the SKU or barcode number. After creating their cart they can submit the order.

### Submitting an Order

When a customer has created a cart of items, they can submit the order, which will ask for the destination address and shipping method. After submitting the order they can not make changes to the order, but they are able to cancel for a short period before it has been sent to the warehouse for processing.

### Viewing and Managing Orders

When viewing and managing orders, the customers will be able to see what stage of completion their order is at. If the order has just been received, and does not yet have tracking or an invoice attached, it will show as New. After shipping and invoicing it will be labeled Processed and Shipped. At this stage they can no longer cancel the order. E-Commerce orders are combined into a daily invoice for the customer, which is accessible through the site.

### 2.1.3 Administration

Any employee who needs to manage customer accounts or orders will be given administrative access to the website. This allows you to link new customer accounts, reset customer passwords, and export order data. You can also manage a limited amount of product information from this area of the site.

Please do not give anyone your username or password for the site who is not authorized.

### Enabling Manufacturers

When a new manufacturer is available, it will be disabled by default. To allow the products to be shown on the site, please go to the Manufacturers section of the administration area and check the box to enable that manufacturer. You must then click 'Update'.

### **Enabling Product Types**

The product type is used to disable certain types of items from being searchable on the site, to disable or enable individual product types use the Product Type section of the administration area.

### **Managing Orders**

All customer orders are browseable and searchable to a site administrator. From here you can cancel new orders to prevent them from being sent to the warehouse, and you can also correct tracking information. If there is a problem with the order and you'd like to make a note, it can be updated, and a problem indicator will show for the customer.

### **Exporting Orders**

Exporting the orders provides you with two files, a header.txt and detail.txt file that you can download. These files are intended for import into ERP-ONE.

### **Managing Users**

Anyone is able to sign up for a limited user account on the site. The user account is distinct from the customer account. Many users can be attached to the same customer account, but only one customer account can be attached to a user at one time. When establishing a new customer account, you must ask the user for the username or email address they used when signing up, from there you will be able to find their customer number and activate their account fully.

## **2.2 WILLIAMSTRADINGCO.COM**

The WILLIAMSTRADINGCO.COM site is for B2B wholesale orders. Potential customers can sign up for an account, however they must be activated for them to be able to place orders.

### **2.2.1 General Users**

Any login account has access to browse the catalog. Only customers may view pricing or add items to their cart however. The user's status is determined by options set by the administrator under User Management. A user can either be STANDALONE, which is not attached to any customer account, a customer attached to a single customer number, or an administrator with full access to the site's administrative functionality.

### Browsing the Catalog

The catalog is arranged by Category and Manufacturer. The item's associated manufacturer is managed from within ERP One, and the categorization is managed through the WHOLESALE.WILLIAMS-TRADING.COM website.

#### 2.2.2 Customers

When accessing the site, potential customers will need to create a username and password for WILLIAMSTRADINGCO.COM using the signup link available on the front page. After they have created a username and password, they are instructed to call or email a sales representative to complete their customer account creation. Initially they will only have access to the catalog. Once the appropriate forms have been filled out and confirmed by the sales representative and their customer information has been created in ERP-ONE their account will be 'linked' using the administrator interface on the website. This will allow them to access the Cart and Weborders functions of the website.

Most E-Commerce customers will want to automate their process and integrate ordering from WILLIAMSTRADINGCO.COM with their own website or service. We are also integrated with Inventory Source, which itself is integrated with many platforms. If the customer does not have their own developer, and is using a standard shopping cart platform, or a service like Amazon or Ebay, please direct them to Inventory Source for their integration.

If the customer wishes to integrate themselves, there are multiple API's available to do so with. Direct them to the HELP link after logging into the system.

### Managing the Cart

Customers can add products to their cart individually by browsing the catalog and using the Add to Cart button, or they can add products directly to the cart using the SKU or barcode number. After creating their cart they can submit the order. There is also an 'import' function which allows a customer to add many items to the cart at once. The easiest way to use this feature is by creating a list of SKU or barcode numbers and quantities in a spreadsheet program, such as excel, and then copying that data and pasting it into the import text field. The SKU or barcode must precede the quantity, separated by either a comma or space, one per line.

### Submitting an Order

When a customer has created a cart of items, they can submit the order, which will ask for the destination address and shipping method. After submitting the order they can not make changes to the order, but they are able to cancel for a short period before it has been sent to the warehouse for processing.

### **Viewing and Managing Orders**

When viewing and managing orders, the customers will be able to see what stage of completion their order is at. If the order has just been received, and does not yet have tracking or an invoice attached, it will show as New. After shipping and invoicing it will be labeled Processed and Shipped. At this stage they can no longer cancel the order. Orders will be invoiced individually at certain times of the day, after which they are accessible through the site.

### **2.2.3 Administration**

Any employee who needs to manage customer accounts or orders will be given administrative access to the website. This allows you to link new customer accounts, reset customer passwords, and export order data. You can also manage a limited amount of product information from this area of the site.

Please do not give anyone your username or password for the site who is not authorized.

#### **Enabling Manufacturers**

When a new manufacturer is available, it will be disabled by default. To allow the products to be shown on the site, please go to the Manufacturers section of the administration area and check the box to enable that manufacturer. You must then click 'Update'.

#### **Enabling Product Types**

The product type is used to disable certain types of items from being searchable on the site, to disable or enable individual product types use the Product Type section of the administration area.

#### **Managing Orders**

All customer orders are browseable and searchable to a site administrator. From here you can cancel new orders to prevent them from being sent to the warehouse, and you can also correct tracking information. If there is a problem with the order and you'd like to make a note, it can be updated, and a problem indicator will show for the customer.

#### **Exporting Orders**

Exporting the orders provides you with two files, a header.txt and detail.txt file that you can download. These files are intended for import into ERP-ONE.

### Managing Users

Anyone is able to sign up for a limited user account on the site. The user account is distinct from the customer account. Many users can be attached to the same customer account, but only one customer account can be attached to a user at one time. When establishing a new customer account, you must ask the user for the username or email address they used when signing up, from there you will be able to find their customer number and activate their account fully.

## 2.3 WHOLESALE.WILLIAMS-TRADING.COM

The Wholesale Catalog Management System allows for adding additional product information not available in ERP-ONE. All website and customer facing product data is managed through this system. It is synchronized hourly with ERP-ONE's product data.

### 2.3.1 Browsing the Catalog

All options are available for browsing the catalog.

### 2.3.2 Editing Products

When editing a product, please be aware that price, stock quantity, and product name data is all overwritten by ERP-ONE.



## **Chapter 3**

# **Operations**

## 3.1 Warehouse

The warehouse is responsible for moving product from receiving to shipping.

### 3.1.1 Picking

Orders are printed out on demand or in batches and assigned to pickers to be assembled for the packers.

#### Importing Orders

Orders that have been placed through the online order management system must first be imported into ERP-ONE before they can be printed. Perform all the following steps from within the RDP session connected to **WT-RDS01**

1. Login to website
2. Download orders to import directory
3. Run **ORDIMP**

**Logging into the website** Before you can retrieve the orders from the website, you must log in.



Figure 3.1: Logging into the website

**Downloading orders to import directory** After logging in, navigate to **Administrator → Manage Orders → Export Orders**

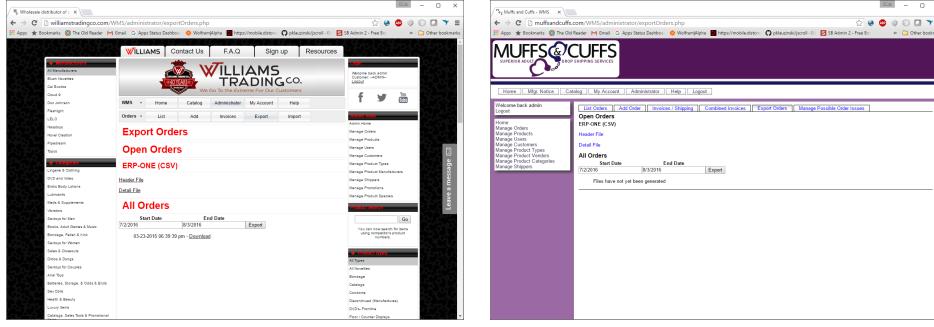


Figure 3.2: Exporting Orders

Right click on the file you wish to download and choose **”Save Link As...”** if you are in Chrome, or **”Save Target As...”** in Internet Explorer. A save dialog will open.

Navigate to the E:\WEB directory and save the files as **header.txt** and **detail.txt**.

If the files already exist, you should first confirm that no one is currently trying to import orders. After you have confirmed that no one else is trying to import orders, you may overwrite the files by clicking on either header.txt or detail.txt and clicking save. If you receive an error regarding permissions you must contact the administrator to have these files removed.

**Performing the import** After the files have been placed in the correct directory, you may now perform the import by opening ORDIMP and clicking **Import**.

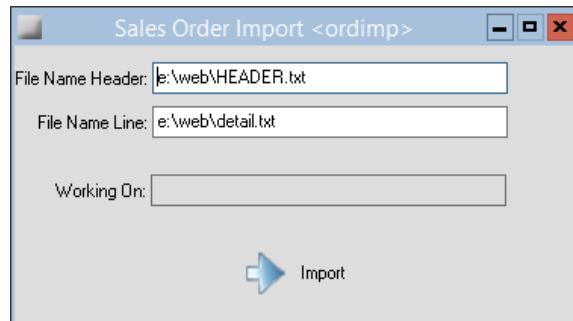


Figure 3.3: ORDIMP Import

### Printing Pick Lists

Pick lists are printed using the OEPS command in ERP-ONE

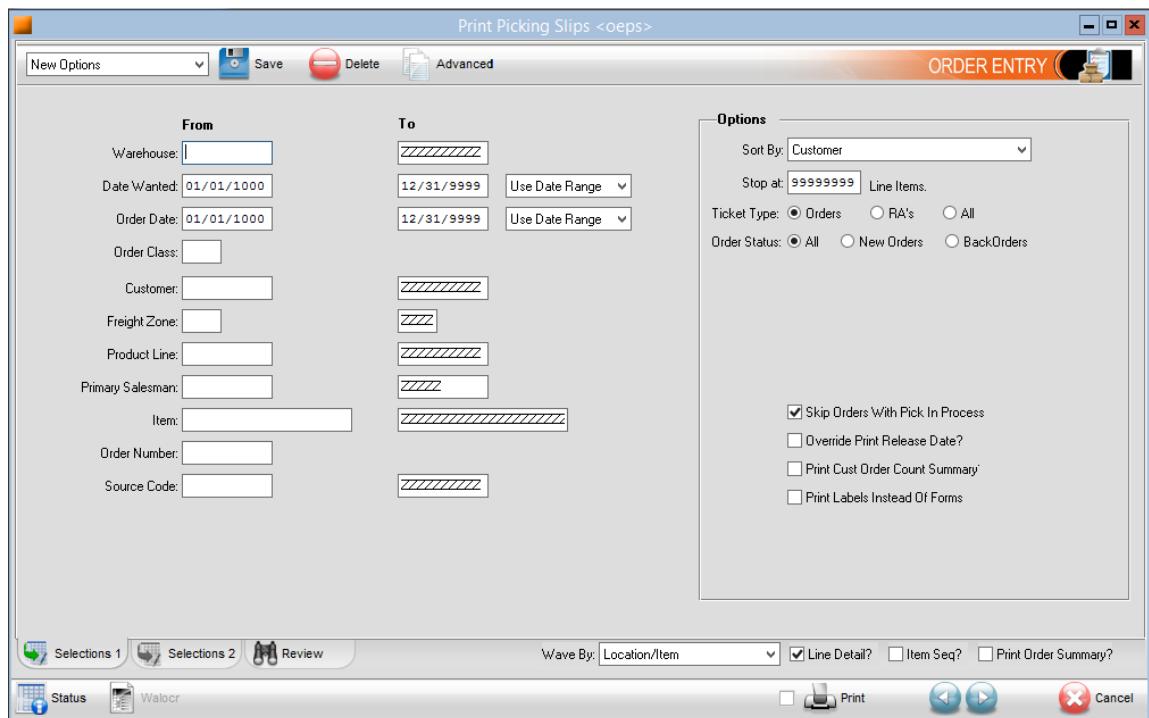


Figure 3.4: Selection screen of OEPS

Options on the first selection screen allow the warehouse manager to return a limited selection of orders ready to print. The Wave By option may be changed depending on how the orders are to be picked.

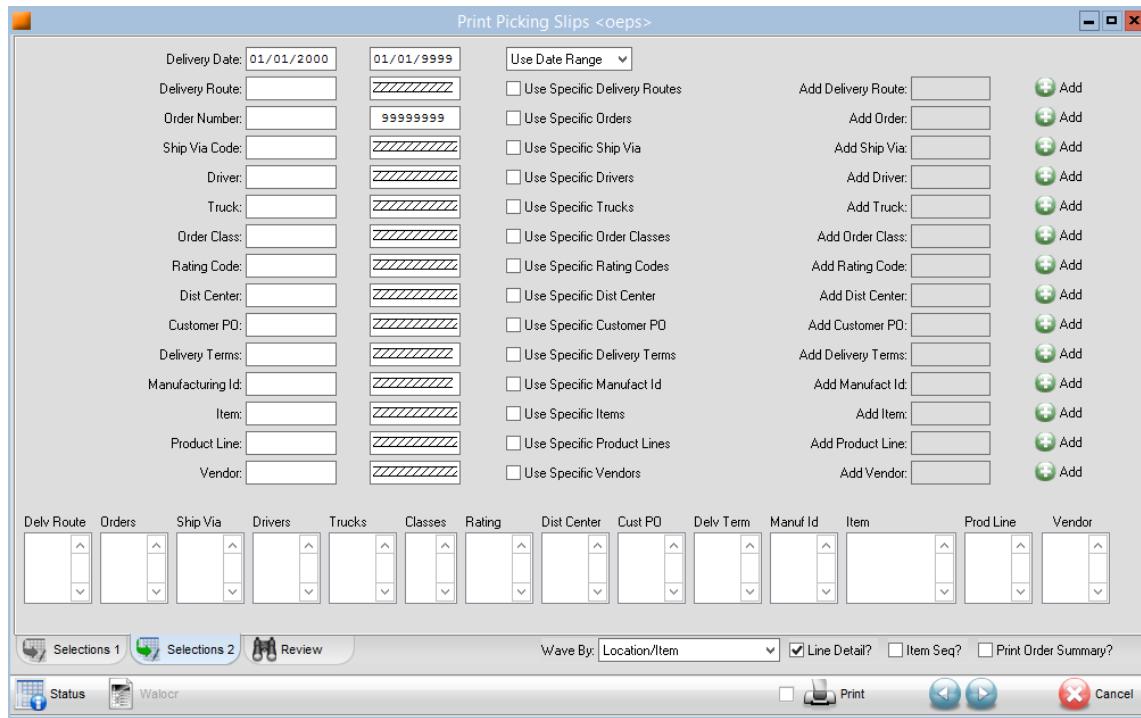


Figure 3.5: Additional selection screen of OEPS

Options on the second selection screen allow further filtering of orders that will appear on the review screen.

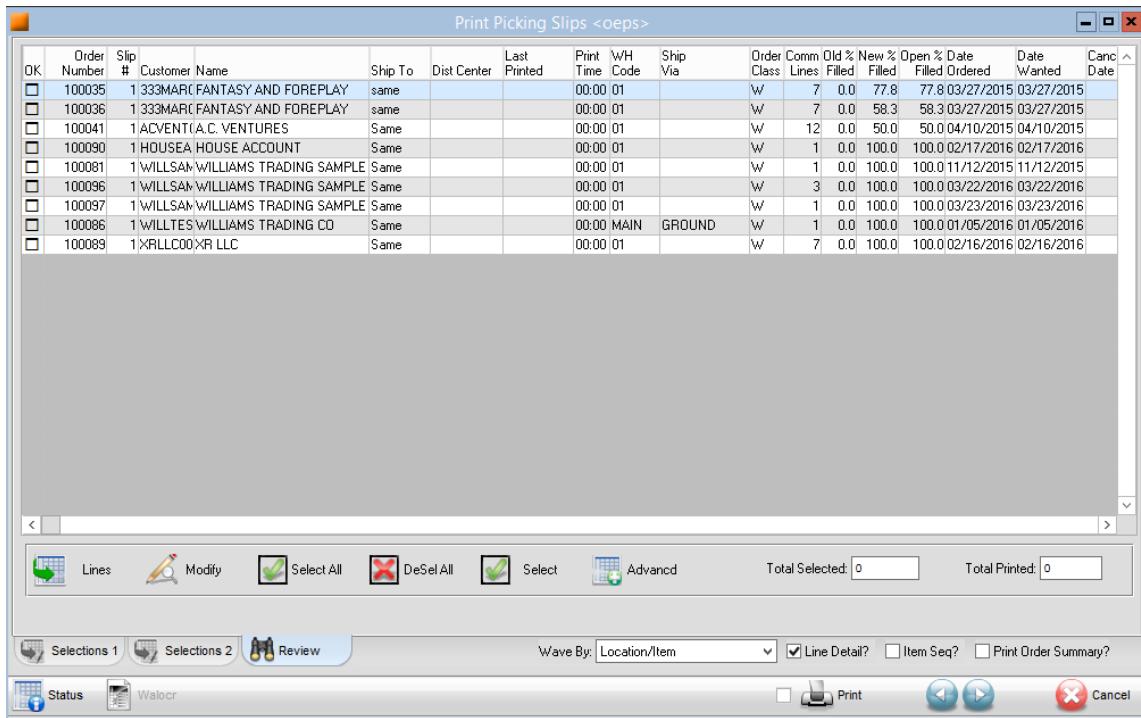


Figure 3.6: Review screen of OEPS

The review screen is where the warehouse manager will choose which orders they wish to print. This can be done individually or using the **Select All** button. If further filtering is required clicking **Advanced** will pull up the following screen.

**NOTE** Printing a pick list reserves inventory for that order. Do not print pick lists that are not ready to be picked.

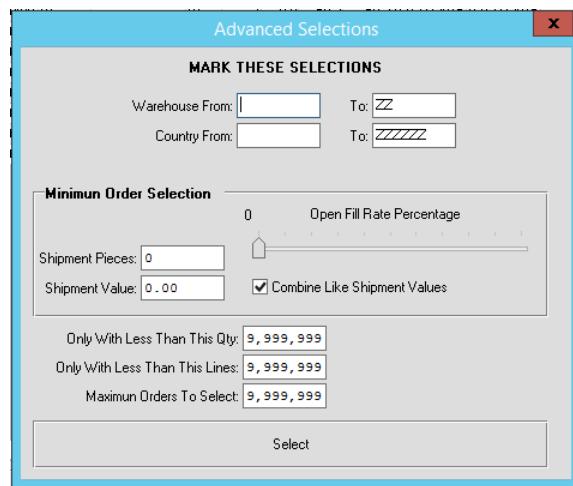


Figure 3.7: Advanced selection screen of OEPS

### Picking Orders

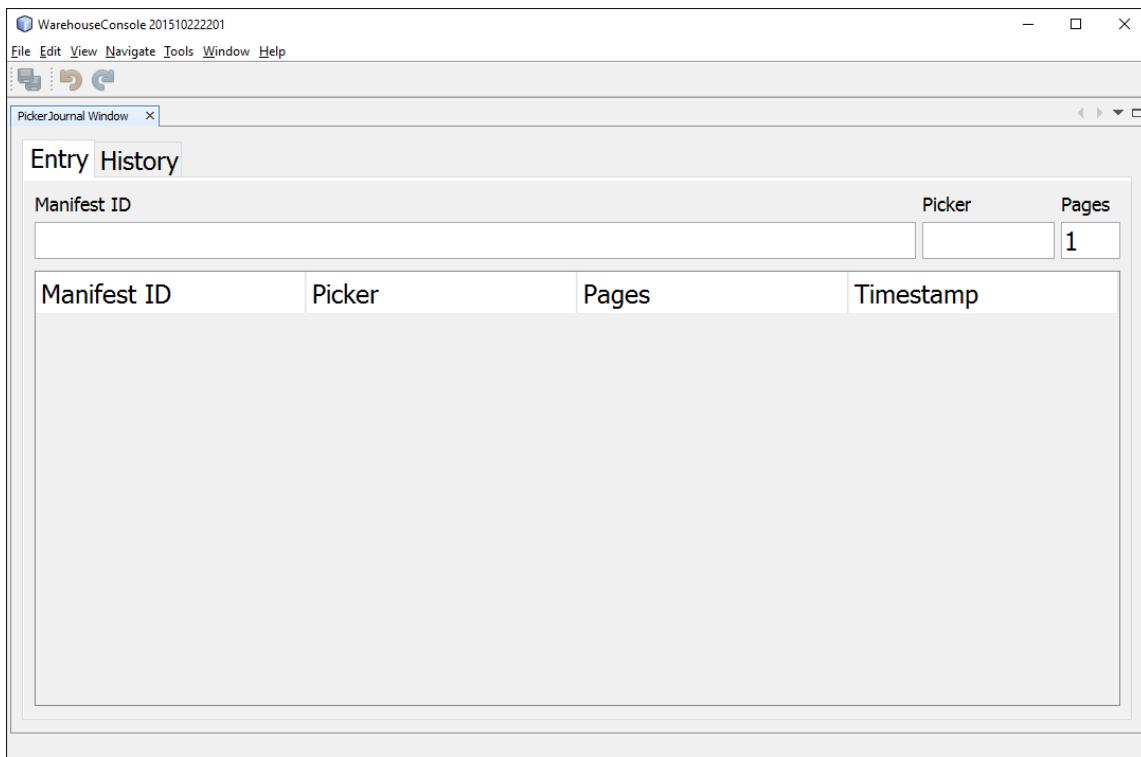


Figure 3.8: Warehouse Console Picking Log

Before they head into the aisles pickers must first scan their order(s) into the picker management terminal outside of the warehouse management office. This ensures that accountability is maintained and the picker is known to be responsible for the order they have been assigned.

### 3.1.2 Packing

Orders that have been picked from the aisles are delivered to the packing stations in shopping carts or totes containing multiple bins. Carts may contain multiple orders, or be a part of a larger order. Each bin in a tote will be a single order.

Packers use the UCCSS command to verify items and print out the *UCC* label which is later used for shipping.

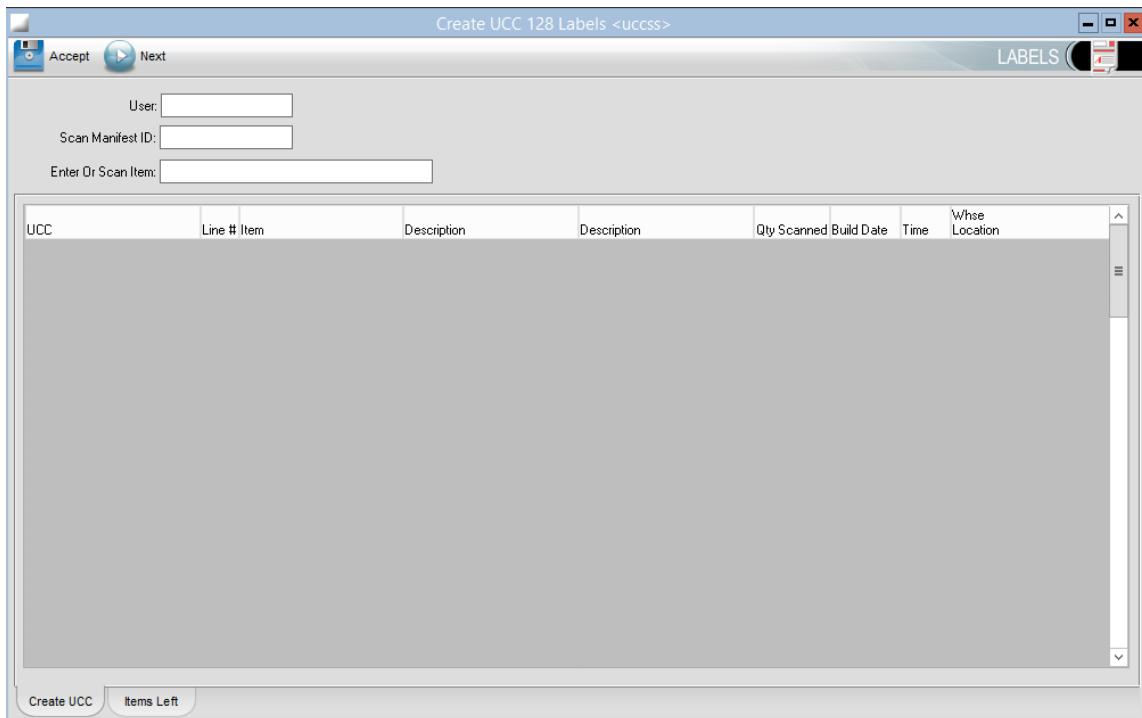


Figure 3.9: UCC Scan Shipping



Figure 3.10: UCC Box Label

The UCC box label is to be applied to the top of the carton so it can be read by the **CubiScan**.

### 3.1.3 Shipping

Shippers are responsible for scanning the package identifier that has been affixed to the box by the packer. They will utilize **ConnectShip**, or alternatively **Endicia Professional** or **Worldship** to print the shipping label.

#### ConnectShip

ConnectShip is a complete manifesting / shipping solution. Order and package information is available to ConnectShip from ERP-ONE and the CubiScan database. Packages that have traveled through the conveyor belt will have been weighed and dimensioned. Packages that have not traveled through the belt (i.e. envelopes) will need to be weighed at the shipping terminal.

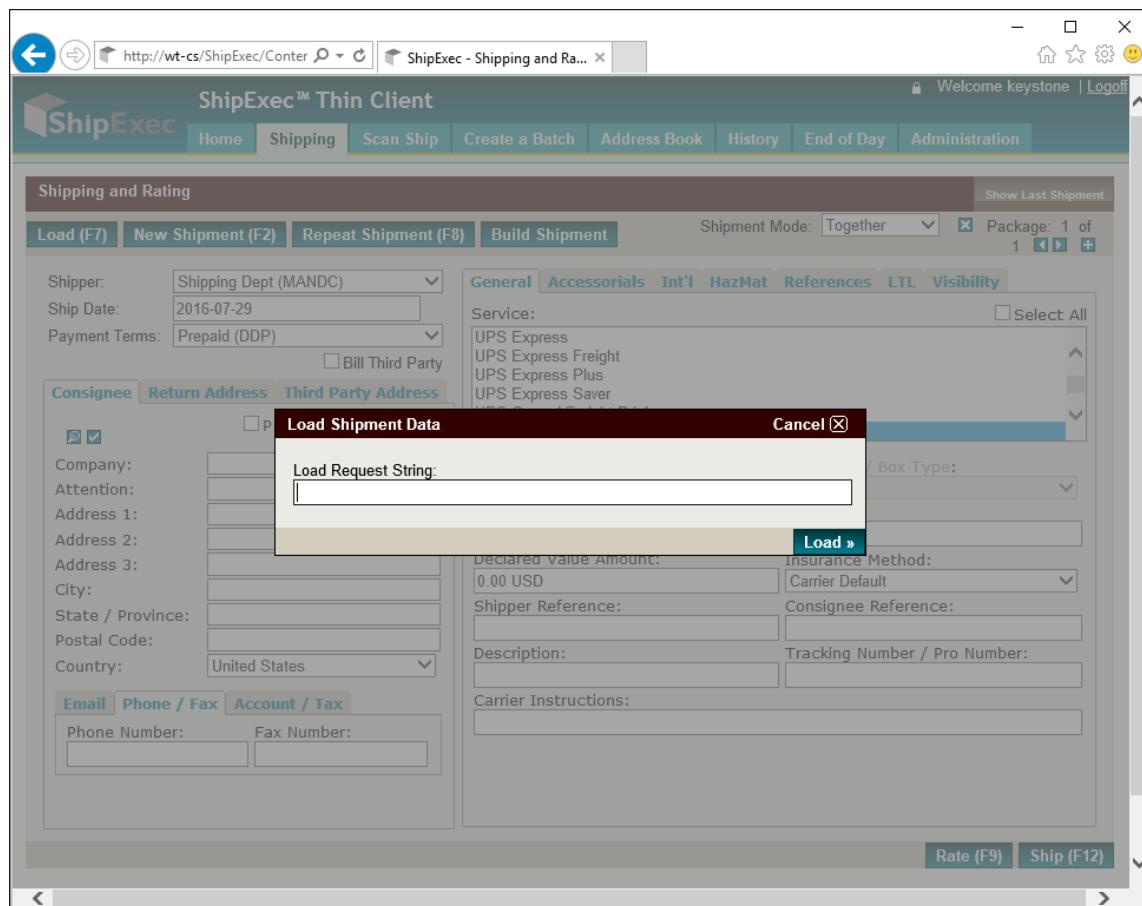


Figure 3.11: ConnectShip Load Shipment Data

ConnectShip is responsible for choosing and printing the appropriate shipping service for each package. The user is expected to be able to scan the Order ID from the UCC label that was affixed by the packer, and ConnectShip will retrieve all necessary information. The user then does a visual confirmation of the options selected and is then able to press F12 or use the mouse to click **Ship**. The shipping label will print out and they will apply it to the package. In the case of envelopes the envelope must be placed on the scale before the ship button is pressed.

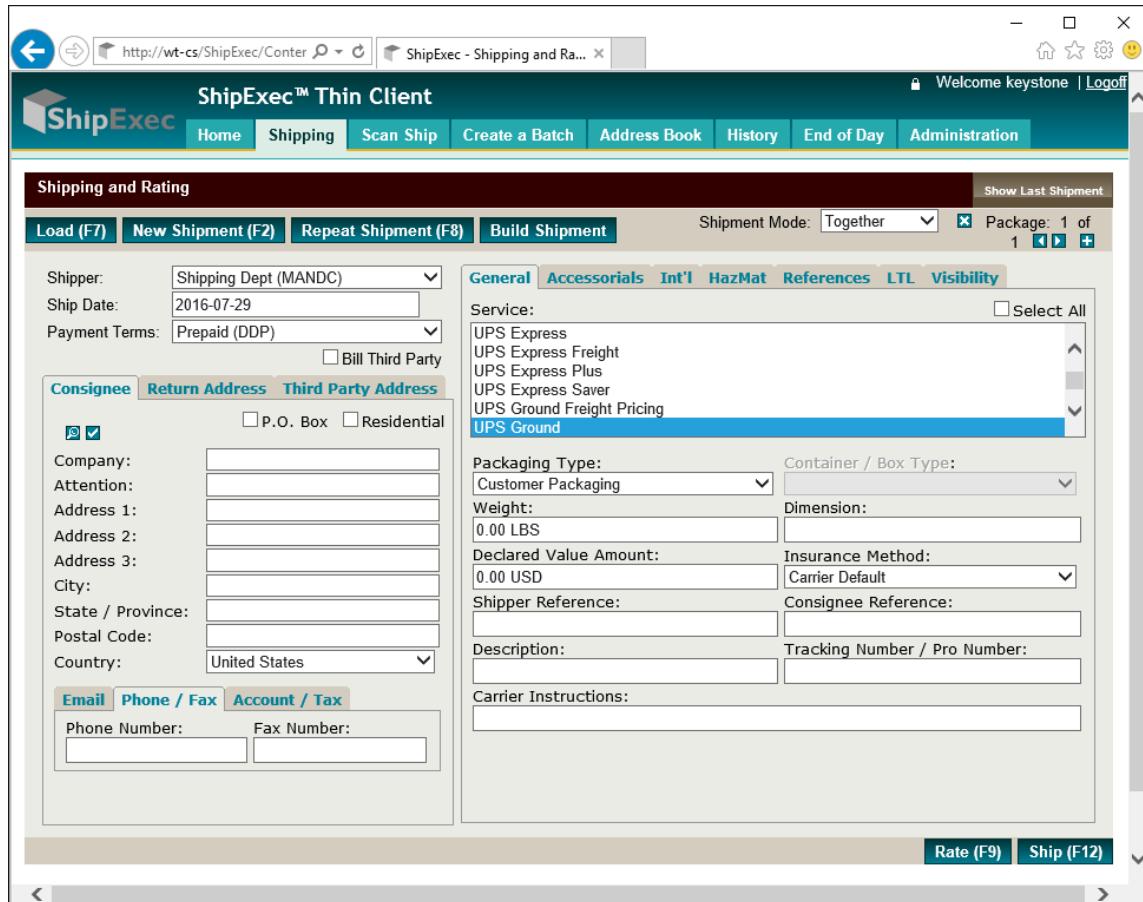


Figure 3.12: ConnectShip Order Review and Ship

If an exception occurs during processing, the order is to be placed to the side, and the next order is to be shipped.

### 3.1.4 Receiving

Receiving is used to update the warehouse with goods received from the vendor on a purchase order. Typically the vendor will send the product to the warehouse with a packing slip which includes an itemized list of the delivery contents. The vendor packing slip is then verified to the product to confirm that it is correct. The product would then be entered into **PORCV** for receiving. The receiving is a two step process which requires you to enter in the purchase order receipt **PORCV** and then post or update the inventory to the warehouse using **WAPOST**

#### Inventory Receipts

The command **PORCV** is used to access Inventory Receipts.

Enter in the purchase order number, then hit enter on the keyboard. You can also use F1 to look up the purchase order using the search tool.

You will be presented with a dialog box that allows you to select how you are receiving this order.

- Item Selection
  - Only Open Line Items —Only open lines on the PO will be listed
  - All Line Items —All line items that have and have not been received on this PO will be listed
- Default Quantity
  - Zero —Quantity will default to zero
  - Quantity Open —Quantity will default to expected amount remaining on PO

After making the selection the purchase order will be listed on the screen. You will now need to enter the actual quantity received. If you selected Zero Default Quantity you will need to enter each line, if you chose Quantity Open you will need to verify the values shown.

The quantity still backordered after receipt will be shown in the entry field. If you wish to mark the order complete, simply change the backorder quantity to zero and the purchase order will be marked complete when hitting accept.

If the item is linked to a sales order, you will see, in red, the quantity linked from the receipt to the sales order.

If the item is only located, you will get a popup for assigning location.

1. Type in how many you are assigning to that location

2. If you are receiving to multiple locations, save the first location then click the next button at the top
3. After you have assigned all quantities, click save then exit the popup

If the item is lot controlled and located, after entering the received quantity an additional screen will be shown for you to assign the location and lot number.

1. Depending on the location type of the item, it may default to the receiving location. If you want to change the location, you can choose from the left side of the screen and click on the location
2. If it is lot controlled, you will now assign a lot number unless the system is configured to auto assign a lot number
3. Enter the quantity received against the lot and / or location
4. Fill in other information as required
5. Click save at the top of the screen

If you are receiving into multiple locations, enter quantity to be received into the first location along with the lot information, then click save, and click next and repeat until finished.

**NOTE** You can use F1 in the location field to search for the location.

When you are finished receiving the order, click accept to begin the next receipt and apply the current one.

Bottom Buttons:

- Add —Add additional items to the receipt if they were not on the original PO
- Delete —Delete the item from the receipt, this does not delete the item from the original PO
- Print Label —This will allow you to print a receiving label for what has been received
- Notes —This will allow you to enter item level notes
- Inquiry —Opens WAINQ for highlighted item
- Loc / Lot —If the item is located or lot controlled, this will reopen the Lot / Location information screen
- Add On's —This allows you to add additional costs to the purchase order
- Discrepancy —This will allow you to add a discrepancy to the receipt which is reportable
- Cancel —Cancel the receipt

To modify a receipt after it has been created in **PORCV** you will use **PORCVM**. This functions like **PORCV** but allows the modification of accepted receipts before posting.

**NOTE** If **X0** option **porev\_auto\_post** has been set to 'yes', **WAPOST** will automatically open after accepting a receipt.

If the option to automatically post is active, you will be presented with the following options:

- Run Allocation? —This will allocate the receipt to any open back orders
- Run Allocation from Whse? —This will also allocate stock found in the warehouse unrelated to this receipt
- Print Pick Tickets? —This allows you to print pick tickets if any back orders can be filled from receipt
- Print Post Report? —This allows you to print a report of what was received with location detail, lot information, etc. If this is checked, you will be prompted to print the post report

To print the picking slips, if any shipments were made possible through the new allocations, **OEPS** automatically opens. Refer to the section on printing picking slips.

## Receiving Reports

The following reports are used to assist receiving:

- **PORPT** —Open purchase order information
- **RWS** —Prints a receiving worksheet for open purchase orders
- **POREC** —Received purchase order information

## Warehouse Post

Items are not received into the warehouse until they have been posted. The **WAPOST** command allows you to post receipts into inventory.

- Selections Tab —Set the options for the posting here
  - Enable PO Receiving —This pulls all purchase orders that have been received so you can post them to the warehouse
  - Enable Allocation —This will allocate the stock to backordered items on sales orders based on the allocation sort order you choose. If this is not checked then the orders will stay in a backorder status until someone commits them directly from **OE** or **OECHR**

- Review & Post —Create the list of receipts to be posted
  - Under "Receiving Info" items to be received will be displayed, check items to be posted, or use "Select All" or "DeSel All" to manage the selection
  - Under "Allocation Info" backorders that will be filled from this receipt will be displayed, check items to be allocated, or use "Select All" or "DeSel All" to manage the selection
  - The "Inquiry" button located to the left will open WAINQ for the highlighted item
  - The "History" button located on the bottom will allow you to review previous postings. WARUH may also be used to view warehouse post history.
  - You may print a report here by clicking the "Print" button, or you can print the report later in WARUH after posting
  - The "Cancel" button located on the bottom will cancel the transaction before posting occurs

When you are ready to post the selected transactions, click "Post" located to the left of the screen.

### 3.1.5 Dimensioning New Items (Cubiscan)

When new items arrive in the building, an example of each should be directed to the person who will be responsible for dimensioning the item using the portable Cubiscan.

#### Starting the Cubiscan

1. Ensure that the device is plugged in
2. Ensure that the power inverter is turned on (display will be on)
3. Turn on PC
4. Turn on Cubiscan
5. After the PC has started, open the QMI application

### 3.1.6 Scanning an Item

1. Ensure that the cubiscan is at zero.
  - If fluctuating, check for vibrations or wind around the device
  - If out of zero, clean glass and remove any obstructions, and press Zero on the Cubiscan display
2. Ensure that the gate is reset to the home position

3. With the cursor in the item number field, scan the barcode of the item
4. Place the item on the glass and then move the gate steadily to the other side and back
5. On the application screen, ensure that the values have been recorded
6. Press F4 to save data for the item

## **3.2 Purchasing**

Purchasing is responsible for maintaining proper stock levels in the warehouse. The ERP-ONE system is capable of automatically adjusting reorder points and quantities to meet demand, these values should be trusted, barring any known issues regarding demand or availability of the individual product itself.

Please consult the Vendor Maintenance, Item Maintenance, and Purchase Order sections for more information.

### **3.3 Sales**

The sales department is responsible for customer retention, growth of our customer base and order acquisition. The sales department includes the sales manager, sales persons, and customer support representatives.

Please consult the Sales Order, Customer Maintenance for information about the ERP-ONE modules you will need to be familiar with.



## Chapter 4

## Appendix

## 4.1 Appendix

### 4.1.1 Passwords

You may use this section to record passwords for services that you have been given access to. Writing passwords down outside of this manual is forbidden, and photo-copies may not be made of this page. Sharing passwords, either your own or those given to you for services you manage is forbidden.