



Sourced and BODP

Overview

Introduction

In this tutorial you will gain the understanding for how to process Sourced and BODP [Bill Only Distributor Paid] orders in CMS.

There are specific guidelines you will need to follow to participate in these two programs. Please familiarize yourself with those prior to keying any orders into CMS.

In This Section

These topics are covered in this section.

Topic	See Page
BODP Orders	2
Sourced Orders	11



BODP Orders

Overview

Introduction This section of the tutorial focuses on assisting distributors and office staff on becoming comfortable with entering BODP orders in CMS 6.5. The objective of this session is to explain how to enter BODP orders.

In This Section The following items are explained in this section.

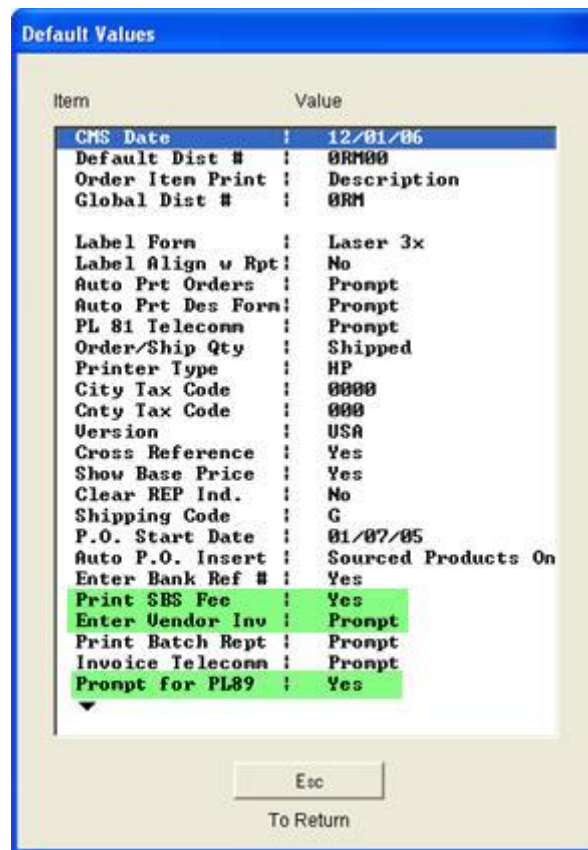
Topic	See Page
BODP Order Entry Settings	3
Entering an Order	5
BODP Management Reports	10



BODP Order Entry Settings

Introduction As part of BODP automation, there are default settings which may be used to control the preferences for BODP orders and vendor invoice entry. You may access these settings by selecting the Defaults option under the Maintenance Menu.

Maintenance Defaults This is an example of the Maintenance Defaults screen:



Continued on next page



BODP Order Entry Settings, cont.

Defaults

Below are the defaults you will need to setup prior to placing the first order:

Print SBS Fee – This flag determines whether or not the SBS Fee for Distributor Sourced and BODP prints on an order in CMS. Your options are YES or NO.

Enter Vendor Inv – This default determines whether you can enter a Vendor Invoice directly from the Order Entry screen, following a <F10> save. Options are:

- Yes – If this option is selected, you will be immediately taken into the Vendor Invoice Entry screen following a <F10> save of a Distributor Sourced or BODP order.
- No – If this option is selected you cannot enter a Vendor Invoice during Order Entry. You must instead access the Vendor Invoice Entry screen from the File Menu to enter invoices. See **Entering a Vendor Invoice** instructions for details located on page 17 of Sourced Orders.
- Prompt – If this option is selected, the system will prompt you (Yes or No) if you would like to enter a Vendor Invoice after a <F10> save on a Distributor Sourced or BODP order. Safeguard recommends setting this as your default.

Prompt for PL89 – This default determines whether you are prompted to select a Distributor Sourced order as BODP when entering a sourced product code. Options are:

- Yes – If this option is selected, you will be prompted to answer, “Is this a BODP Order”, Press ‘Y’ for Yes or ‘N’ for No.
- No – If this option is selected you will receive no prompt for “Is this a BODP Order”. You must select the BODP flag in the Order Bottom in order to process an order as BODP.



Entering an Order

Entering an Order

Depending on how you have setup your defaults after entering a distributor-sourced product code, you will be prompted to answer, “Is this a BODP order?” You will only have to answer this question one time for this order; the rest of the order will be flagged appropriately based on your response.

Follow the steps below to enter a BODP order:

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you’re looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number CUST. Press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter . [There are various CUST options based on the type of product the customer is ordering] NOTE: If this is a repeat order, press F3 to select from the Detailed Order History screen. Scroll through the orders using the ↓↑ keys. Highlight the item and press Enter .
6	A pop-up will appear asking, “Is this a BODP order?” By default it will show an N – press the Y key to change it to a Yes. Press Enter to continue.

Continued on next page




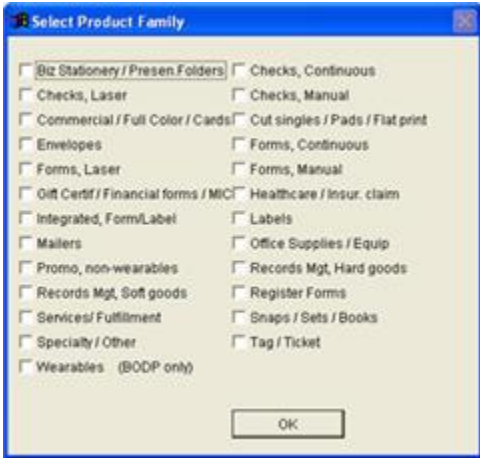
Enter an Order, cont.

Step	Action
7	In the next field enter an N for new [only available on the customer's first order], R for repeat, or an A for an add-on sale.
8	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.
9	TAB past the following fields; STK, Start #, OVR and % as these fields are not required on a BODP order.
10	In the Price field, enter the Retail price you will want Safeguard to bill the customer.
11	Add a recall date, CSR code, and any comments in the last three fields. NOTE: It's recommended that you place a brief note about what the specific product is for access on future orders, as the CUST codes are generic in nature.
12	Press F7 to make one-time ship changes to the order when applicable. <ul style="list-style-type: none">➤ Order Date – update to today's date➤ Dist/Assoc – update with the proper number➤ CSR – update with the proper number/initials➤ Ship Address – enter an address to be used for just this order Then press F10 to save those changes.
13	Press <ALT><D> to access the Line Item Detail screen to create a specific product description. Highlight the current description and enter a product description that will show on the invoice to the customer. Click the Return button to continue.

Continued on next page




Enter an Order, cont.

Step	Action
14	Press F8 to access the Order Bottom prior to saving an order
15	Tab until the Shipping field pops up and enter the correct freight charges, per the vendor's invoice.
16	Populate any additional fields applicable to this order. [e.g. customer is paying via credit card] Reference CMS New User tutorial for information on field names and descriptions – page 23 to 25
17	Verify the BODP flag is set to Y for YES. 
18	Press F10 to save the Order Bottom.
19	The Select Product Family pop-up will appear.  <p>Using the mouse place a ✓ in the radio button next to the appropriate option.</p> <p>Click the OK button to continue.</p>

Continued on next page



Enter an Order, cont.

Step	Action
20	<p>The Select Product Vendor pop-up will appear.</p>  <p>Enter the Vendor Name in the space provided, or select it from the list above. If selecting from the list, use the scroll bar to locate the vendor and click on the vendor name using the mouse.</p> <p>Click the OK button to continue.</p>
21	<p>Click either Yes or Quick Send</p> <p>Note: Quick Send only places this order in a separate FTP folder so it can be telecommed to Safeguard separately. Safeguard does NOT receive it faster; it simply allows you to telecomm just urgent orders, such as Overnight Checks.</p>
22	<p>If the order is ready to transmit, click the Yes button to continue.</p>

Continued on next page



Enter an Order, cont.

Step	Action
23	<p>Click either YES or NO if asked to print the order and the design form</p> <p>NOTE: This prompt only appears if you have set the Order and Design Form Print option to Prompt in the Defaults submenu, located in the Maintenance menu.</p>
24	<p>If you will be using the Vendor Invoice section of CMS for your BODP order, the prompt will appear.</p> <div data-bbox="841 743 1182 961" data-label="Image"><p>The image shows a standard Windows-style dialog box with a blue title bar that reads 'Enter Vendor Invoices?'. The main area of the dialog is white and contains two buttons: 'Yes' on top and 'No' on the bottom. The dialog box has a drop shadow effect.</p></div> <p>Click Yes if you would like to continue and enter the information necessary. Use BODP as the Vendor #.</p> <p>For complete details on how to enter a Vendor Invoice, navigate to page 17 of the Sourced Instructions and follow the Vendor Invoice instructions.</p> <p>Otherwise, click the NO button to continue saving the order.</p>



BODP Management Reports

Introduction

As part of the implementation of the BODP Automation, additional reports are now available in CMS to manage those orders.

- **BODP Rates Table** – This report provides a report on the BODP Rates schedule. This report is available in the Reports Menu under the Order and Designs submenu.
- **BODP Commissions** – A commissions report is available for BODP specific orders. This report is available through the Reports Menu under the Commissions submenu.
- **BODP Aging Receivable** - An additional aging receivables report specific to BODP has been added to CMS to help manage your receivables associated with BODP orders. This report may be accessed through the Reports Menu under the Additional submenu.

Reference the CMS manual for specific instructions on how to run these reports to include field names and descriptions. Or reference the Reports section of the CMS Training Manual.



Sourced Orders

Overview

Introduction This section of the tutorial focuses on assisting distributors and office staff on becoming comfortable with entering Sourced orders in CMS. The objectives of this session are to explain how to enter Sourced orders into CMS and how to key in a vendor invoice.

In This Section The following items are explained in this section.

Topic	See Page
Entering an Order	12
Entering a Vendor Invoice	17

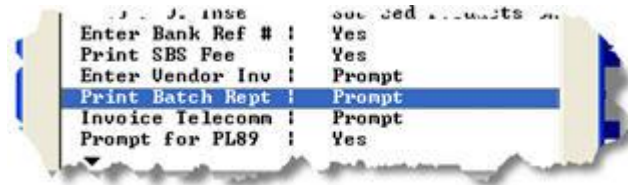


Entering an Order

Entering an Order

One of the defaults you will want to set up is the Print Batch Report. This will enable CMS to automatically print a Batch Report that is a required attachment for all Invoices sent to Safeguard for payment. In order to have it automatically print when you telecomm, or at least prompt for the action to take place, the appropriate default in the Maintenance Menu, Defaults submenu, will have to be set up.

This is an example of that default:



Once you have set that up, Follow the steps below to enter a Sourced order:

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you're looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number CUST. Press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter . [There are various CUST options based on the type of product the customer is ordering] NOTE: If this is a repeat order, press F3 to select from the Detailed Order History screen. Scroll through the orders using the ↓↑ keys. Highlight the item and press Enter .

Continued on next page



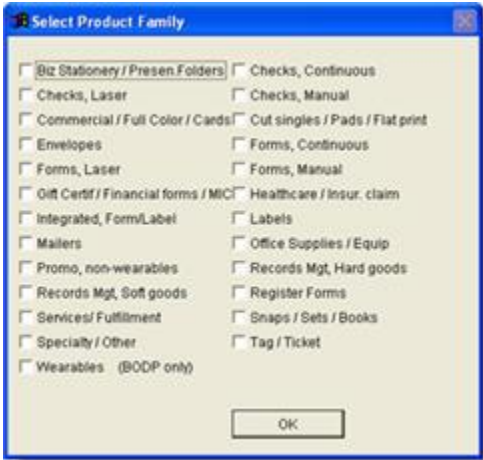
Enter an Order, cont.

Step	Action
6	A pop-up will appear asking, "Is this a BODP order?" By default it will show an N. Press Enter to continue.
7	In the next field enter an N for new [only available on the customer's first order], R for repeat, or an A for an add-on sale.
8	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.
9	TAB past the following fields; STK, Start #, OVR and % as these fields are not required on a BODP order.
10	In the Price field, enter the Retail price you will want Safeguard to bill the customer.
11	Add a recall date, CSR code, and any comments in the last three fields. NOTE: It's recommended that you place a brief note about what the specific product is for access on future orders, as the CUST codes are generic in nature.
12	Press F7 to make one-time ship changes to the order when applicable. <ul style="list-style-type: none"> ➤ Order Date – update to today's date ➤ Dist/Assoc – update with the proper number ➤ CSR – update with the proper number/initials ➤ Ship Address – enter an address to be used for just this order Then press F10 to save those changes.
13	Press <ALT><D> to access the Line Item Detail screen to create a specific product description. Highlight the current description and enter a product description that will show on the invoice to the customer. Click the Return button to continue.

Continued on next page




Enter an Order, cont.

Step	Action
14	Press F8 to access the Order Bottom prior to saving an order
15	Tab to the Dist PO field and enter a number or press <ALT><D> to have CMS auto-populate the field with the next available number.
16	Tab until the Shipping field pops up and enter the correct freight charges, per the vendor's invoice.
17	Populate any additional fields applicable to this order. [e.g. customer is paying via credit card] Reference CMS New User tutorial for information on field names and descriptions – page 23 to 25
18	Press F10 to save the Order Bottom.
19	The Select Product Family pop-up will appear.  Using the mouse place a ✓ in the radio button next to the appropriate option. Click the OK button to continue.

Continued on next page



Enter an Order, cont.

Step	Action
20	<p>The Select Product Vendor pop-up will appear.</p>  <p>Enter the Vendor Name in the space provided, or select it from the list above. If selecting from the list, use the scroll bar to locate the vendor and click on the vendor name using the mouse.</p> <p>Click the OK button to continue.</p>
21	<p>Click either Yes or Quick Send</p> <p>NOTE: Quick Send only places this order is a separate FTP folder so it can be telecommed to Safeguard separate from the remainder o the orders. We do NOT receive it faster; it simply allows you to telecomm just urgent orders.</p>
22	<p>If the order is ready to transmit, click the Yes button to continue.</p>

Continued on next page



Enter an Order, cont.

Step	Action
23	<p>Click either YES or NO if asked to print the order and the design form</p> <p>NOTE: This prompt only appears if you have set the Order and Design Form Print option to Prompt in the Defaults submenu, located in the Maintenance menu.</p>
24	<p>The Vendor Invoice prompt will appear.</p> <div data-bbox="873 705 1149 884" data-label="Image"><p>The image shows a standard Windows-style dialog box with a blue title bar that reads 'Enter Vendor Invoices?'. The dialog box has a white background and contains two buttons: 'Yes' and 'No', stacked vertically. The 'Yes' button is positioned above the 'No' button.</p></div> <p>Click the Yes button to continue.</p>



Entering a Vendor Invoice

Entering an Order

If the order is complete and you are ready to flag it for telecomm, the final step to a Sourced order is to enter a Vendor Invoice.

You have two options for “how” to key in the invoice:

- Once you have saved the order – this will make use of the prompt you previously sent up
- From the Vendor Invoice submenu located in the File Menu on the main screen of CMS

Here is an example of the Vendor Invoice screen:

The screenshot shows a terminal-style interface for entering vendor invoices. The title bar reads "Add/Edit Vendor Invoices". The form contains the following fields and values:

- Vendor Number: []
- Invoice Number: []
- Invoice Date: [] / [] / []
- Product Amount: 0.00
- Freight Amount: 0.00
- INVOICE TOTAL: 0.00
- Order #'s: DLL00F [] [] [] [] [] []
- Date Invoice Received: [] / [] / []
- Distributor P.O. Number: []
- Customer P.O. Number: []
- Invoice Reference: []
- Date Paid: [] / [] / []
- Batch # : []

At the bottom, a status bar indicates: <F10> - Save this Record <ESC> - Exit



Entering a Vendor Invoice, cont.

Entering a Vendor Invoice, cont.

Follow the steps below to enter a Vendor Invoice:

Step	Action
1	<p>Enter the information in the fields on this screen, using the TAB key to navigate through.</p> <ul style="list-style-type: none">➤ Vendor Number – Enter the 5-digit vendor number found in your Vendor Database in CMS. <p>NOTE: To access the database from this screen, press Enter. Use the ↑↓ arrows to navigate through the list, and then press Enter when the correct vendor is highlighted.</p> <ul style="list-style-type: none">➤ Invoice Number – Enter the invoice # located on the Vendor's invoice.➤ Product Amount – Enter your "cost" shown on the invoice➤ Freight Amount – Enter the freight shown on the invoice➤ Invoice Total – CMS automatically calculates based on the previous entries.➤ Order #'s – The order number will auto-populate if this is keyed in at the time of the order. <p>NOTE: If you need to key in an invoice after an order has already been entered, or this invoice is for multiple orders, press the <?> key and then press Enter to access a list of orders. Use the ↑↓ arrows to navigate through the list, and then press Enter when the correct order number is highlighted.</p> <ul style="list-style-type: none">➤ Date Invoice Received – Enter the date you received the invoice from the vendor➤ Date Paid – Enter the date you paid the invoice➤ Distributor P.O. Number – Enter the PO # you used on the order➤ Invoice Reference – Enter a note about the invoice for reference later, as needed.
2	Press F10 to save the Vendor Invoice.

Continued on next page



Entering a Vendor Invoice, cont.

Step	Action
3	Press Enter to accept the option of Telecomm Invoice. Otherwise, use the ↓ arrows to highlight NO, and then press Enter.
4	The Add another invoice pop-up will appear, the default is N [No], press Enter to continue. NOTE: If you are ready to add an invoice for another order at this time, press the Y key and follow steps 25 – 27.
5	Press ESC to exit out of the Vendor Invoicing screen.