Review Order

- The Review Order field is located in the <F8=Order Bottom> Screen.

- From the Order Screen, to access the Bottom of an Order, press <**F8**>.

- To have the order reviewed manually by plant personnel, type **'Y'** for yes in the Review Order field.

Important: If you enter Y in this field, **you must enter a message in the <F4> Supplemental Message** screen explaining why you want the plant to review the order. CMS does not allow you to save an order that has a Y in the Review Order field unless there is an accompanying message in the Supplemental Message lines.

Supplemental Message


```
Supplemental Messages

        MSG 1 SPLIT SHIP 2000 TO JOHN DOE, CPA, 123 MAIN STREET,
        MSG 2 ANYTONU, US  12345
        MSG 3

                    <F10=Save> <Esc=Cancel>
```

- The Supplemental Message screen is accessed from the Order Bottom Screen.

- To access the Order Bottom from the Order screen, Press <**F8**>.

- To access the Supplemental Message screen, press <**F4**>.

- Supplemental Messages should be used where the Distributor has information they feel is important to the plant pertaining to the ORDER.

- This field should be used to enter information concerning pricing, quotes, rerun details, or split shipment instructions to name a few.

  o The supplemental message <u>does not</u> print on the Design form. The supplemental message shows only as an order message in the scratchpad behind the order. Order processing should be reviewing these messages for every order.

The message does not print on the customer's invoice, packing list or reorder form.


```
Order Bottom
Guarantee N  Cust PO            I      Forms   363.69    +Tax    23.35      +Tax     22.50
OTS Sale  N  Dist PO 00RM        I     -Disc     0.00   +Shipping 19.44   +Shipping   9.72
Ordered by:  Quote #             I    Subtotal  363.69  +Handling  6.00   +Handling   3.00
             Dep Ref             I    -Deposit   0.00     Total   412.48      Total   398.99
Source Code:                                                              If PrePaid

Payment Type: O          |Shipping|       -Credit Card Information-       |Safeguardbanks.com
Bank Ref.#               | Instr: |  Type   Card#              Exp  /     | Web Order ID#
Shipping Code:G  ALT+F4  |        |

Ship. Msg : SPLIT SHIPMENT                          Review Order: N
Order Msg : RERUN OF ORDER Z41234         BODP:N  SBS Fee:     0.00
Order Method : PHONE


        PgDn=Ship  F4=Suppl Msg  F8=Order Msg  F10=Save  Esc=Cancel Alt-D=P.O.Numb.
```

Order Message

- To access this field directly, press <**F8**> to reach the Order Bottom screen.

- Enter any important Order Message you have regarding the order. **You have 30 spaces available**.

- At the plant this message appears in the order scratch pad area. Order processing should be reviewing these messages for every order.

- This field should be used to enter information concerning pricing, quotes, rerun information, or split shipment instructions to name a few.

The message does not print on the customer's invoice, packing list or reorder form.

Ship Message

- To access this field directly, press <**F8**> to reach the Order Bottom screen.

- Use the Ship Message field to enter any shipping message you have for the plants. **You have 30 spaces available for the Shipping Message.**

- At the plant this message appears in the order scratch pad area. Order processing should be reviewing these messages for every order.

- Any special shipping instructions should be listed here such as inside delivery, packaging requirements, etc.

The message does not print on the customer's invoice, packing list or reorder form.

Special Instructions

- Enter any Special Instructions for processing the Design Form, in <**F8**> Special Instructions. Use this field to help clarify some change already entered on the Design Form.

- Pertains to the Design Form only for an order. These instructions appear on the Design Form only.

- Messages should pertain to the creation of the order or product specific information. Also used to relay repeat with change instructions if not clearly identifiable on the design form. Rerun details should be given if applicable.

- If you are e-mailing a logo to Composition, please note it here.

The message does not print on the customer's invoice, packing list or reorder form.