KELLY | PAPER®

My Kelly Online Order Procedures

Table of Contents

Kelly Paper Order Entry

Order Entry Life Cycle Diagram
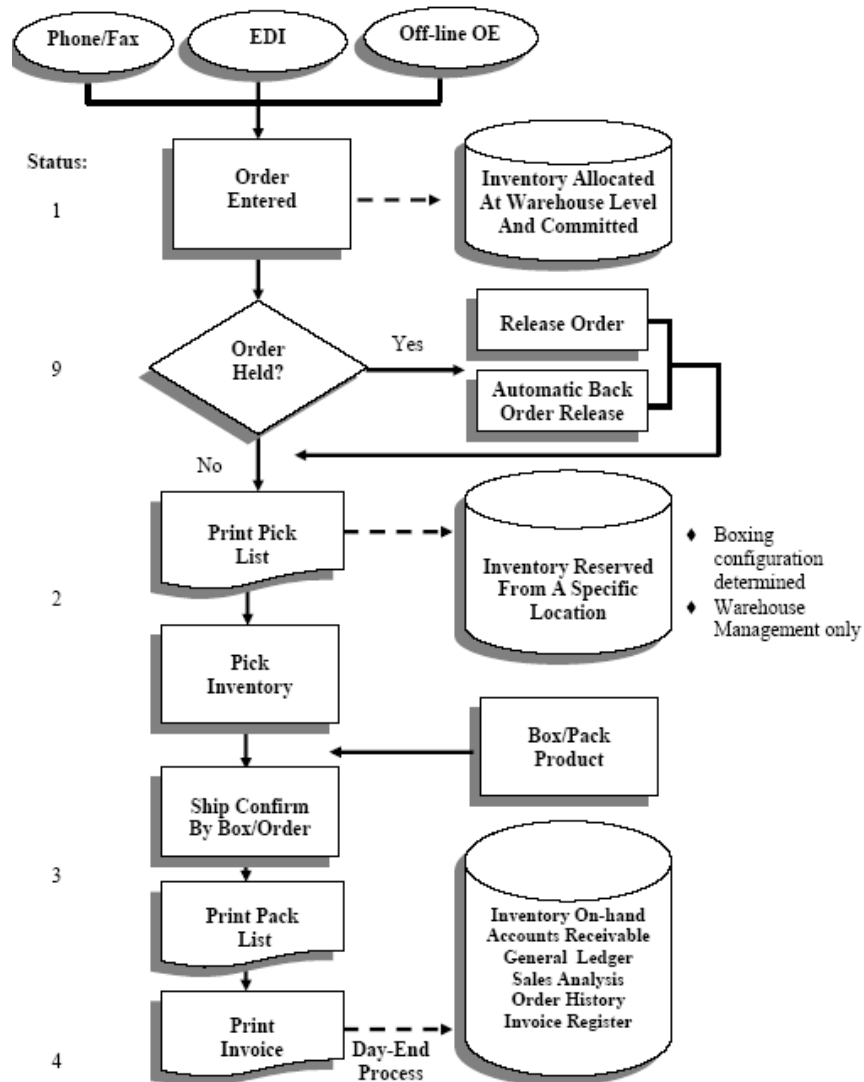
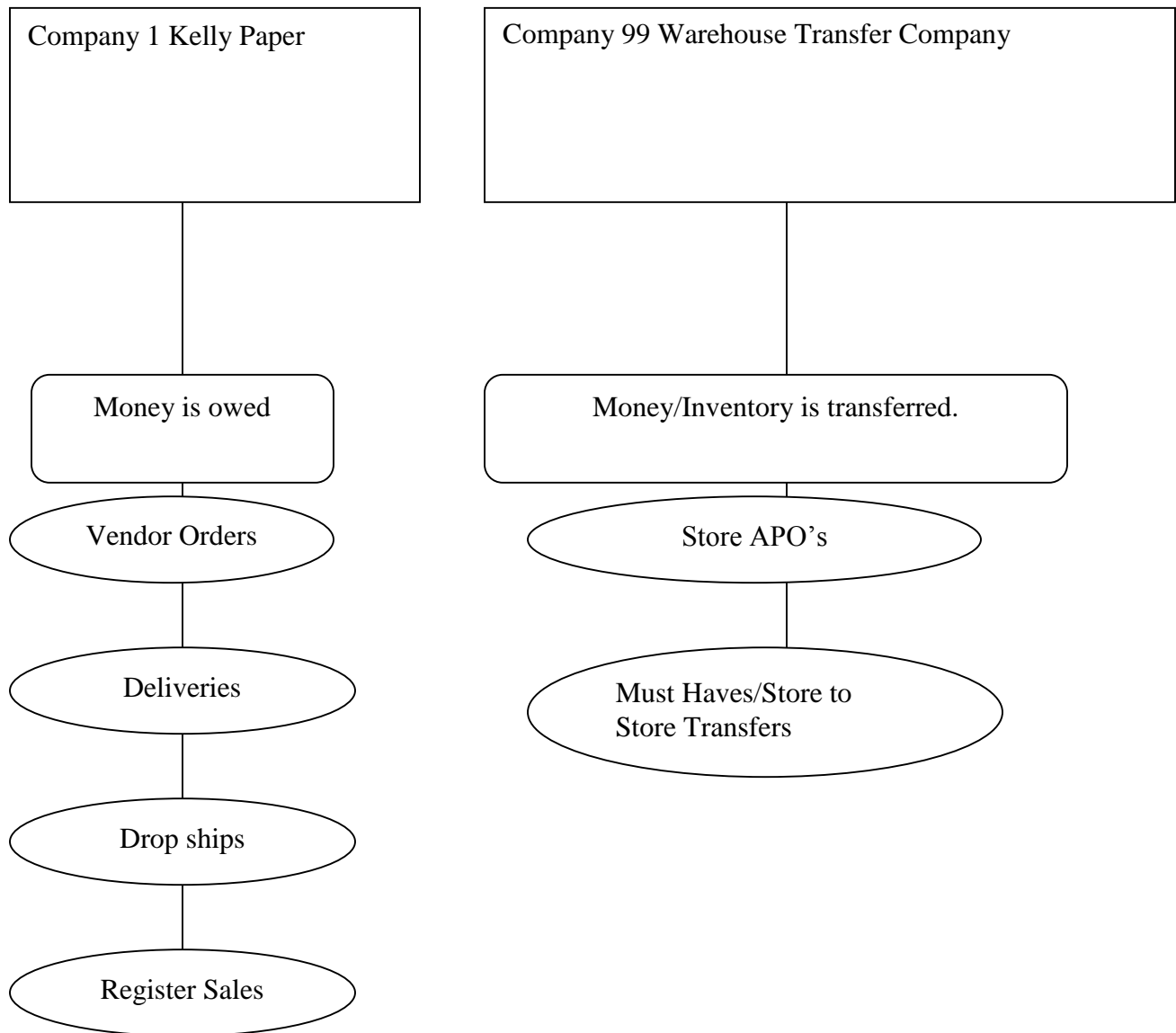Status 1 RDY Pckslp-Demand is registered at the Warehouse.
Status 9 Held Order(s) waiting for release.
Status 2 PS Printed-Demand is applied to a specific bin location.
Status 3 RDY Invoic-Product is moved from bin to the shipping dock.
Status 4 Inv Printd-Inventory is relieved and the customer is charged.

Company 1 and Company 99

| Company 1 Kelly Paper | Company 99 Warehouse Transfer Company |

| Money is owed | Money/Inventory is transferred. |

Vendor Orders

Store APO's

Deliveries

Must Haves/Store to Store Transfers

Drop ships

Register Sales

Company 1 (Kelly Paper) is sale orders for customer where money is owed. Vendor orders, Deliveries, Drop Ships, and Register Sales all are examples of Company 1 orders.
Company 99 (Warehouse Transfer Company) is transfer orders of product to be moved between locations, monies transferred. Store APO's and Store Must Haves are examples of Company 99 orders.

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My Kelly Order Notification

My Kelly Orders will go on a **EH** hold as soon as the customer checks out.

Email

You will receive an email notification when a My Kelly order is placed for your location as the warehouse selected by the My Kelly customer. This email will have the order number and all pertaining information included. To look up by the order number, do the following:

From: MyKelly.Anaheim@KellyPaper.com [mailto:MyKelly.Anaheim@KellyPaper.com]
Sent: Wednesday, February 11, 2015 3:05 PM
To: Claudia Estrada; Andrew Shepherd; mykelly.anaheim
Subject: **A My Kelly Order has been placed and is on Hold** F015K-00

Order Number F015K has successfully been received from customer SIR SPEEDY PRINTING #0112 by Patrick Korthuis . Please review.

Order is on EH Hold.

The default Carrier for this customer is FLEET but the Customer requested to Pick Up, Please change and release order.

Item 55841E in line 2 has a comment in the body of the order: 36904

Not enough inventory for item 55725D in warehouse 05

Item 98801B in line 5 has a comment in the body of the order: 36904

Item 55282C in line 7 has a comment in the body of the order: 36900

Item 30110C in line 9 has a comment in the body of the order: 36889

Item 55770B in line 11 has a comment in the body of the order: 36899

(Ctrl) ▾

This note on the MY Kelly email indicates that the order is for pick up. If this note is not present the default order type is delivery.
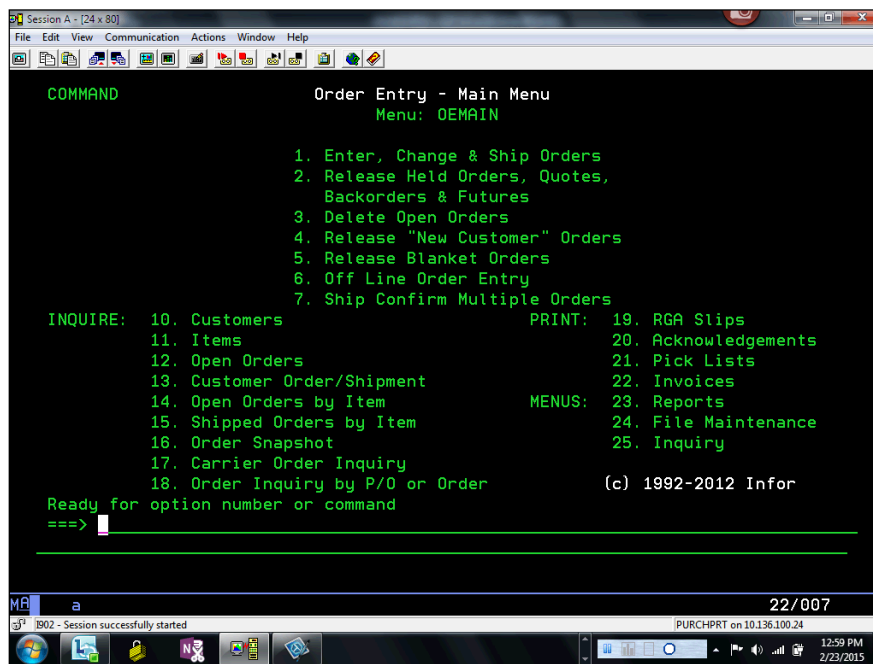
My Kelly Delivery Orders

After reviewing the My Kelly email notification; follow this topic carefully to process a My Kelly delivery order.
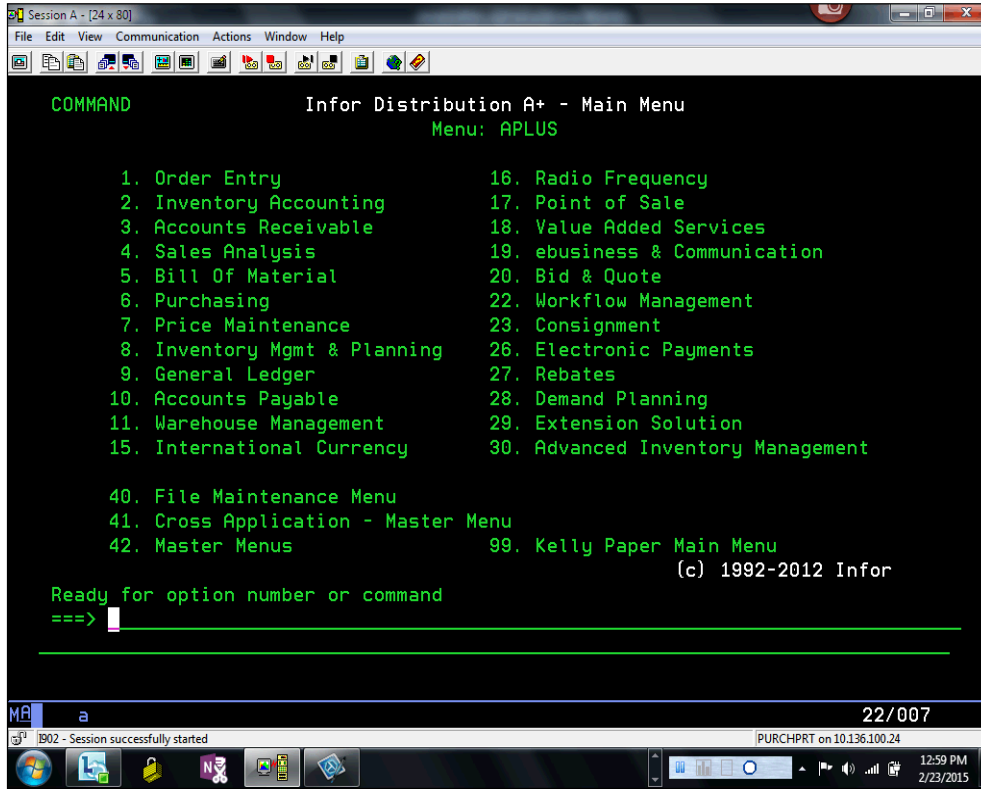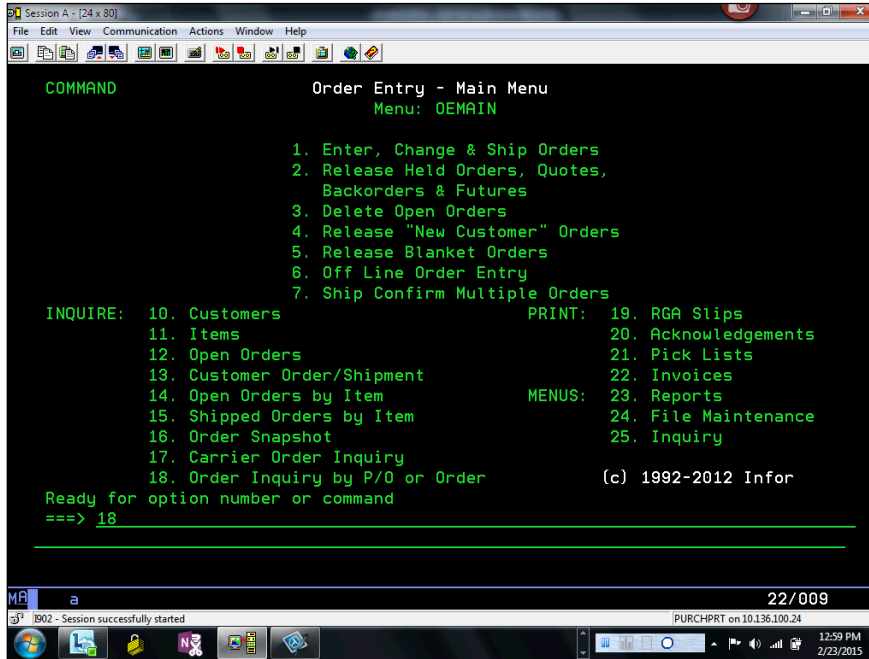

Step	Action
1.	To locate your order, start at the A+ Main menu.
	Type "**1**".
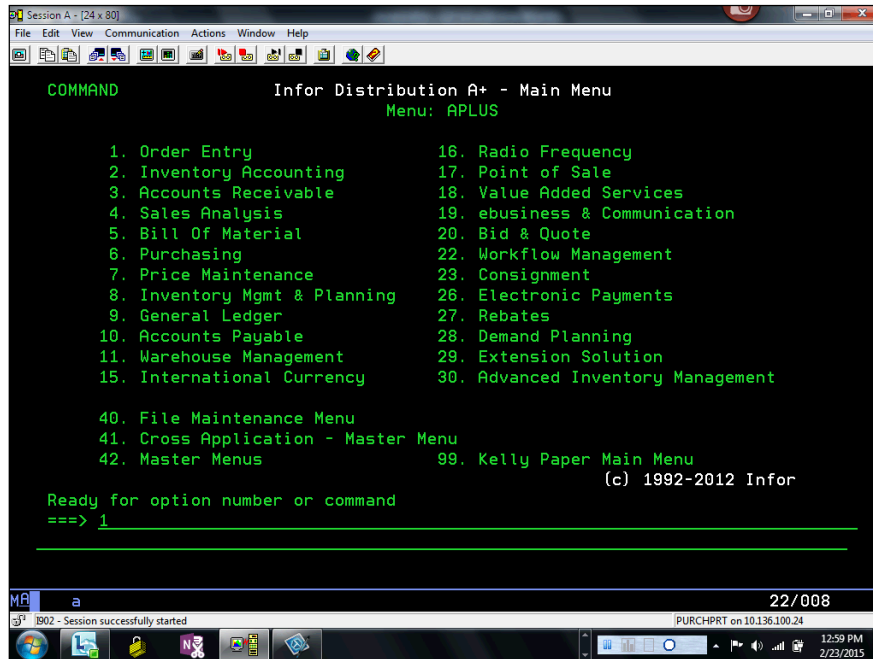
Step	Action
2.	Press ENTER.

Step	Action
3.	From the Order Entry Main Menu: Type "**18**"

Step	Action
4.	Press ENTER.
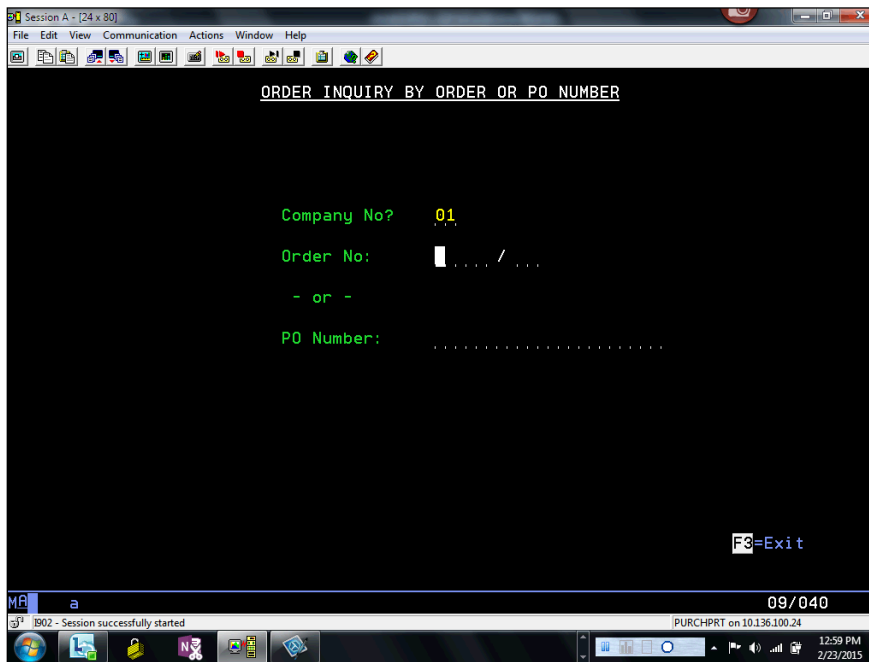
Step	Action
5.	Key in the order number from the email you received from My Kelly:

Type "**e03md**". |
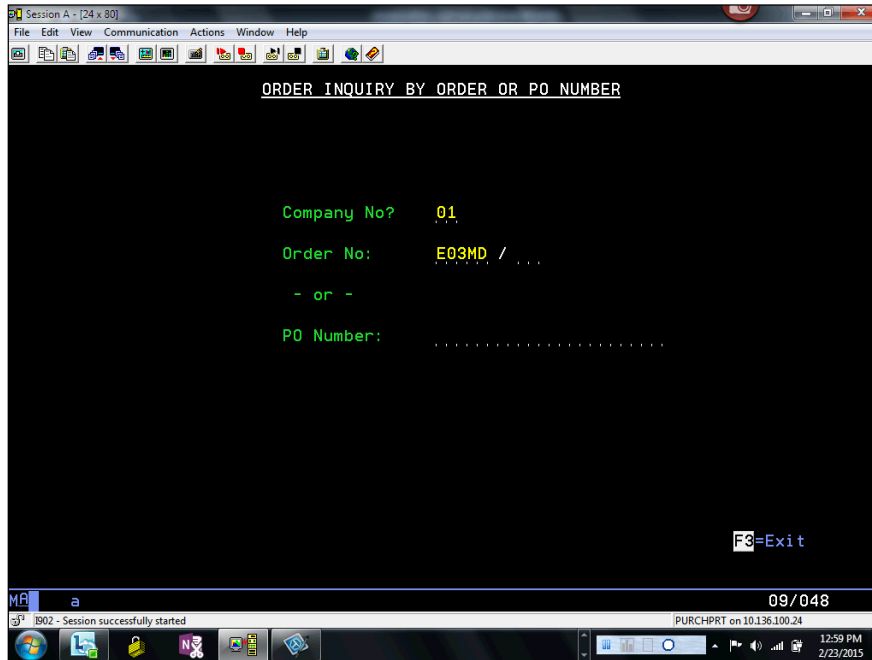
Step	Action
6.	Press ENTER.
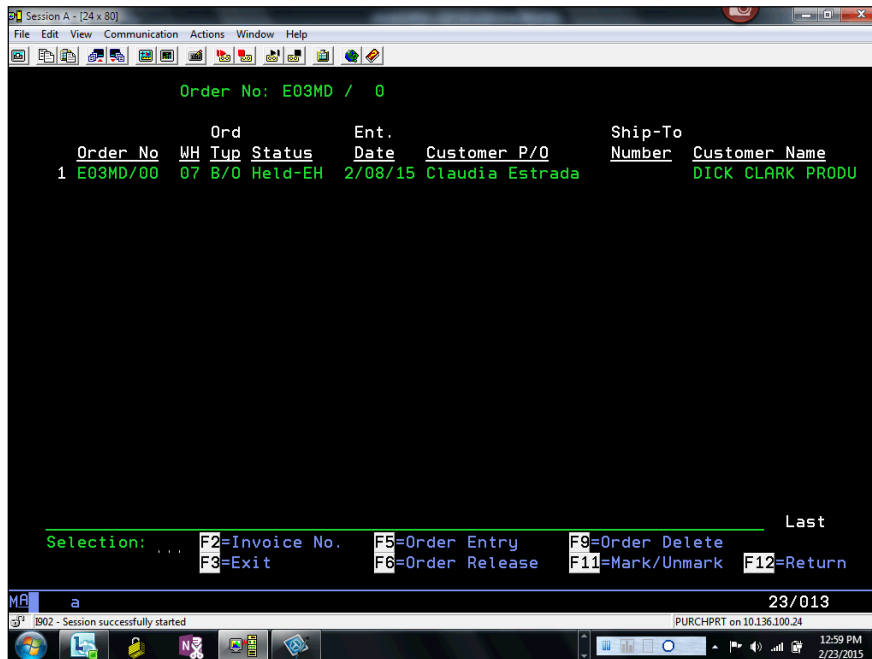
Step	Action
7.	Key in the selection matching your order number inquiry: Type "**1**".
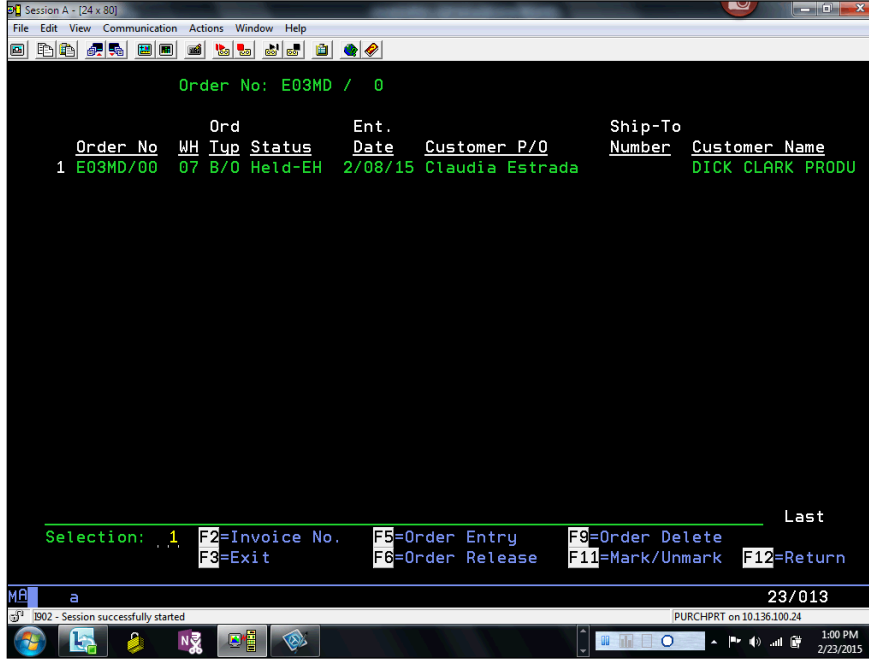
Step	Action
8.	To process the order: Press F5.
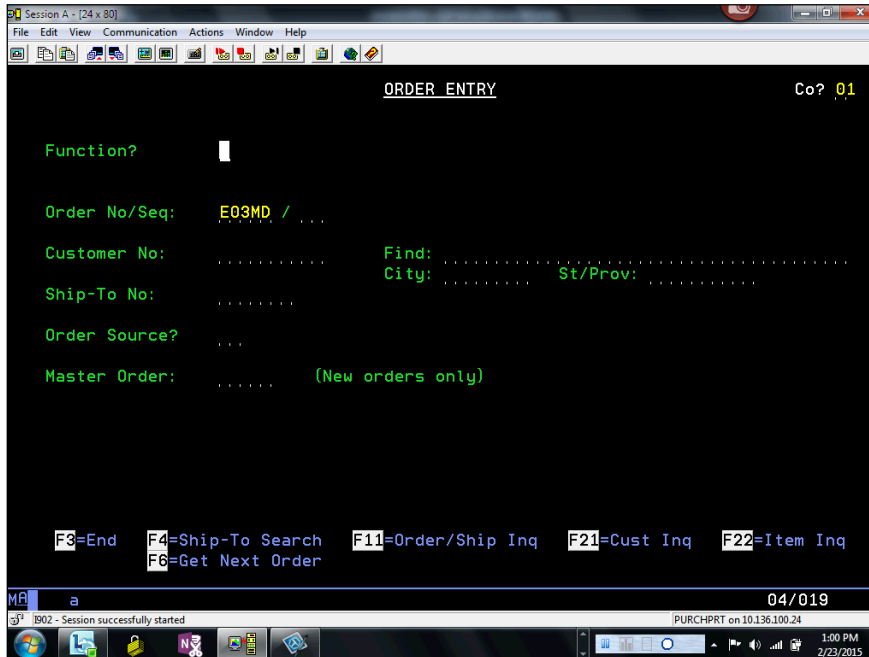
Step	Action
9.	Key in a "C" in the function field to edit the order. Type "c".
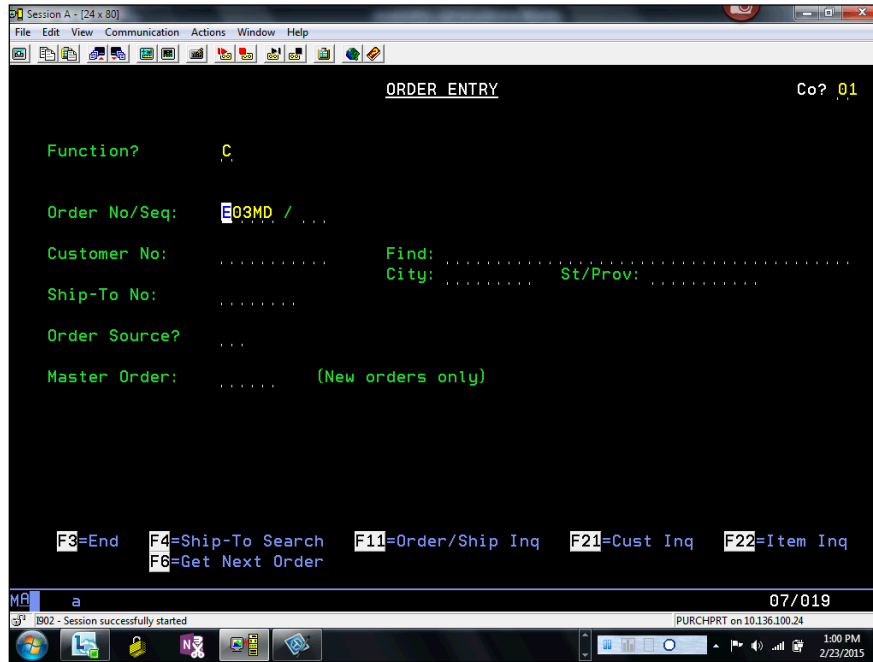
Step	Action
10.	Press ENTER.
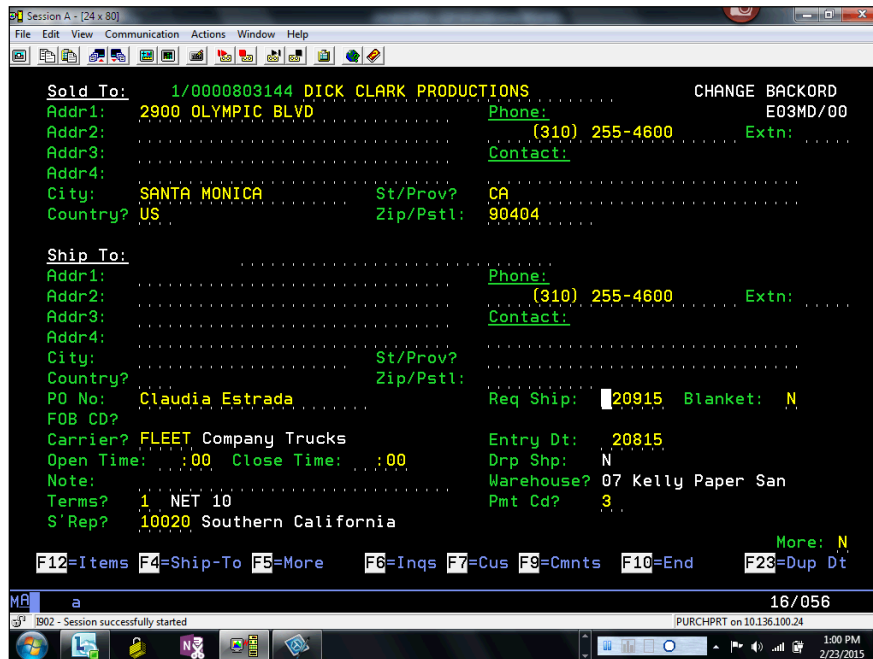
Step	Action
11.	Press TAB.

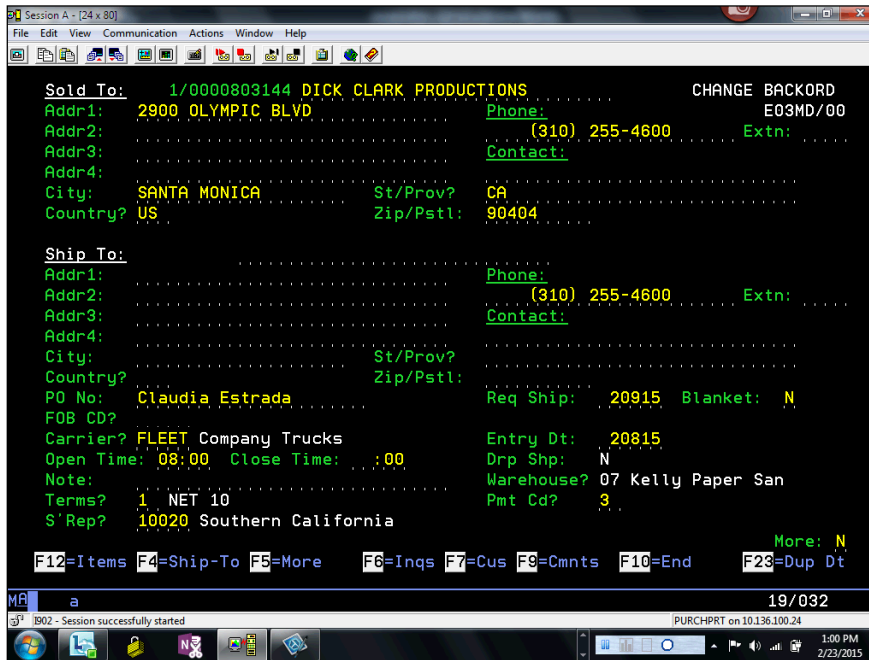| Step	Action
12.	From the Header Screen, enter the following: **Contact**: Enter any driver's instructions **Carrier**? Key in the correct carrier code for this order **Open Time**: Enter time customer opens (military time) **Close Time**: Enter time customer closes (military time)
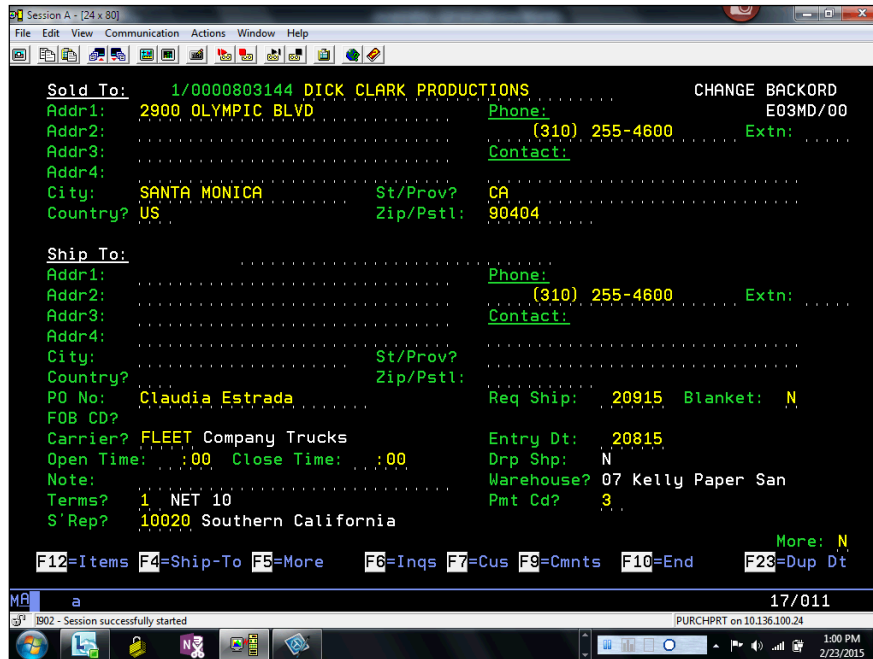
Step	Action
13.	Hit the Tab key until you reach the Open Time field. Press TAB.
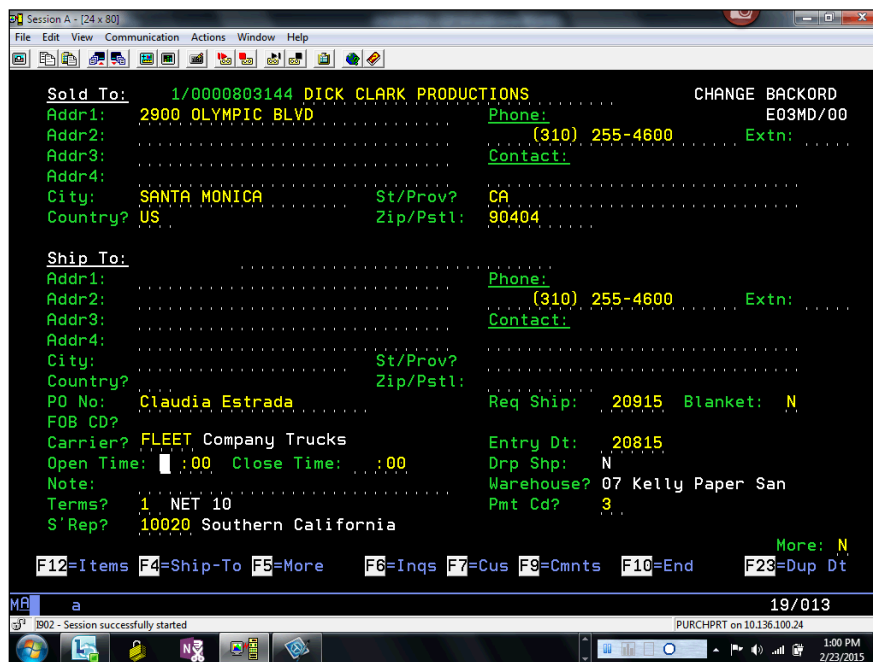
Step	Action
14.	Key in the opening time in military format. Type "08".
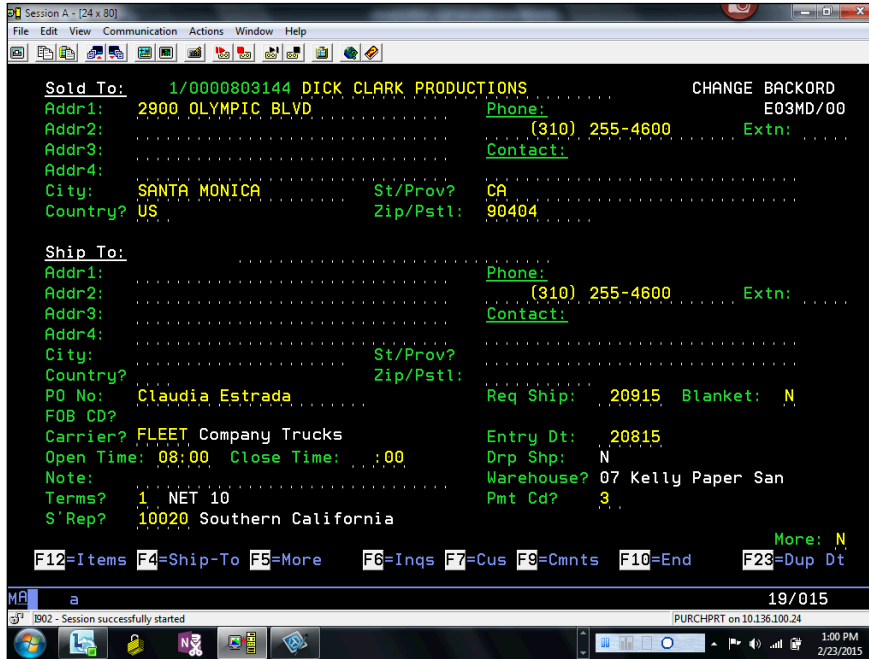
Step	Action
15.	Press TAB.

Step	Action
16.	Key in the closing time in military format. Type "**15**".
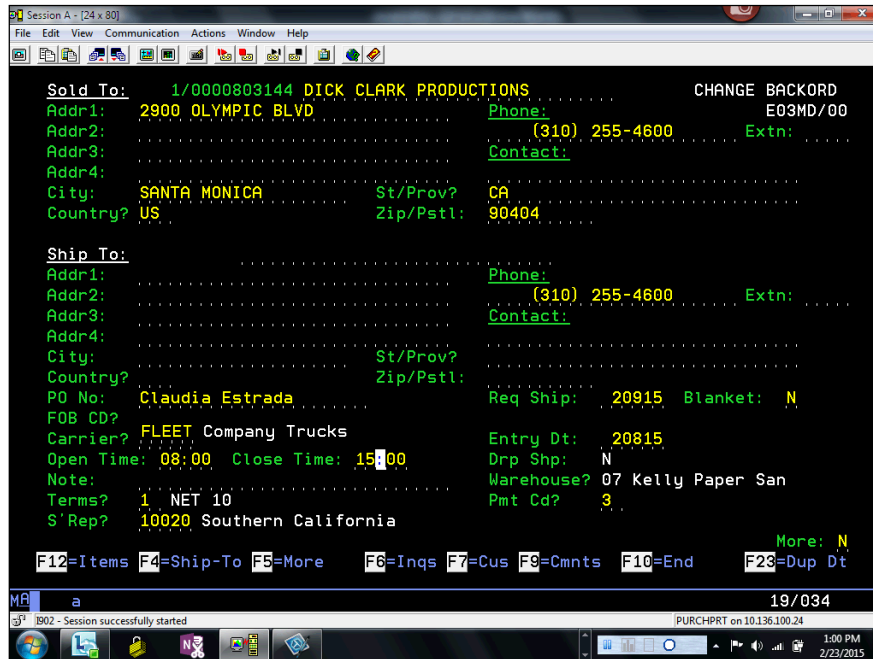
Step	Action
17.	Press ENTER.

Step	Action
18.	An order source is required to process all My Kelly delivery orders. **Click the "Order Source"** field.

Step	Action
19.	Key in your two digit Order Source code. Type "**07**".

Step	Action
20.	Press ENTER.

Step	Action
21.	Press ENTER.
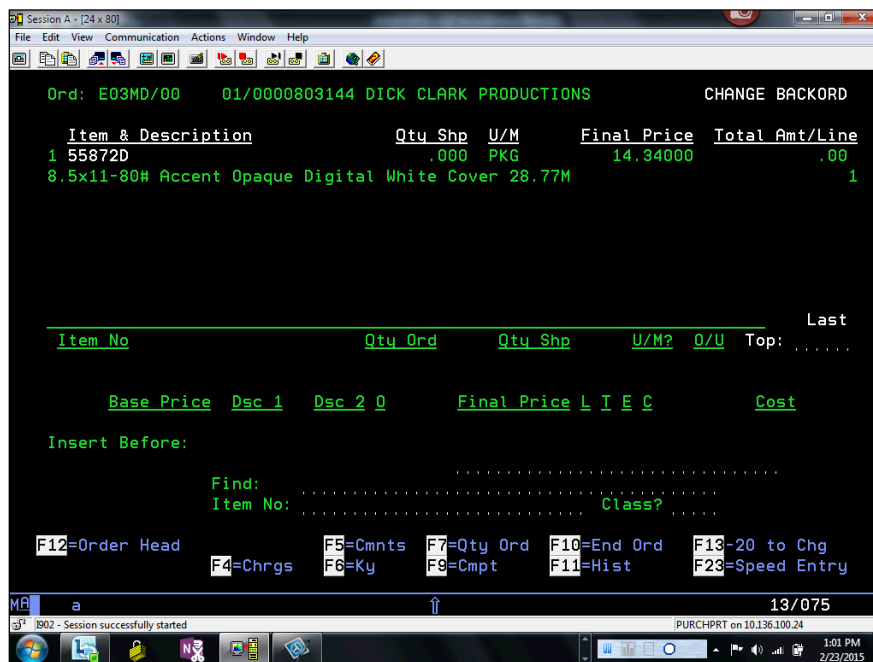
Step	Action
22.	Review each order line: Press SHIFT+F1.
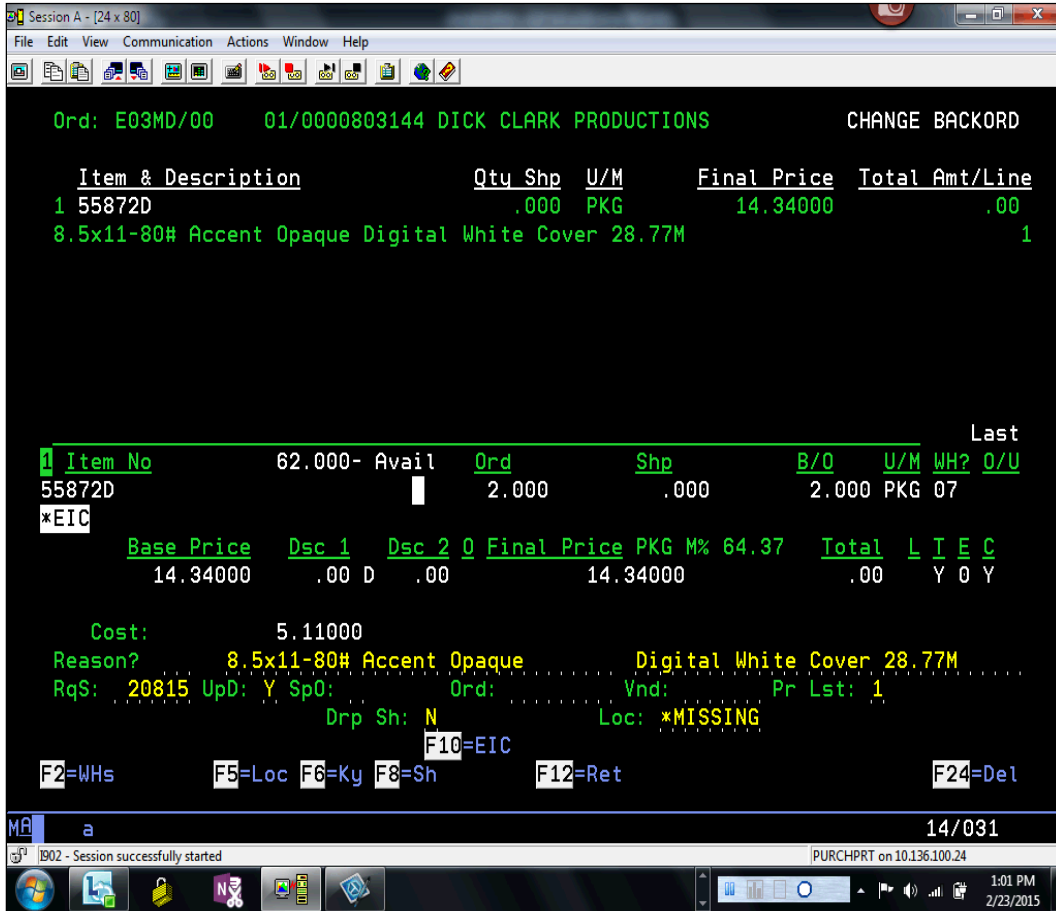
Step	Action
23.	From the Line Detail Screen: Press F2.

Step	Action
24.	From the Alternate Warehouse Screen: Enter the number next to the warehouse that this delivery is being shipped from. Type "**1**".

Step	Action
25.	Press ENTER.
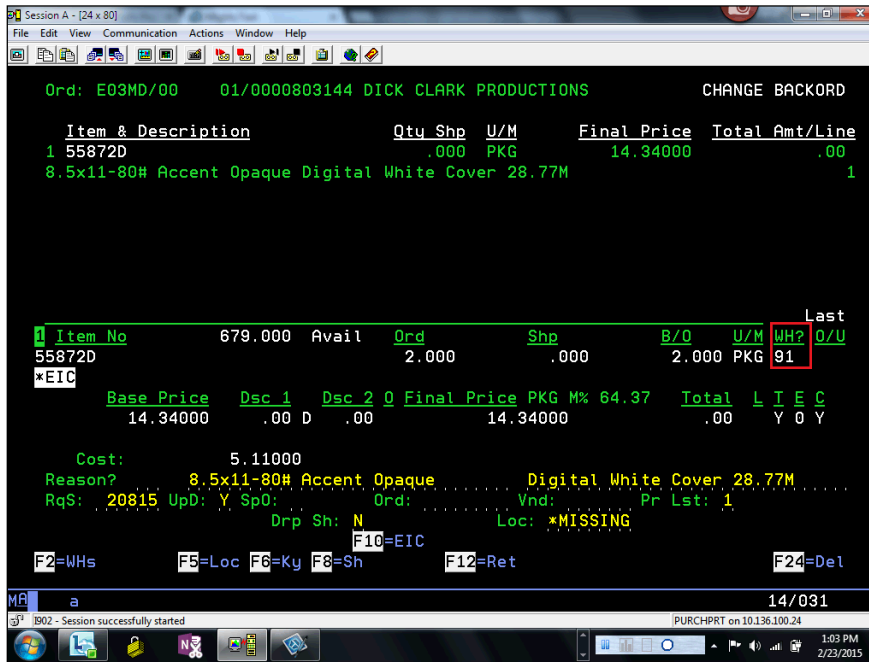
Step	Action
26.	Notice the warehouse selection for the line you just edited. Press ENTER.
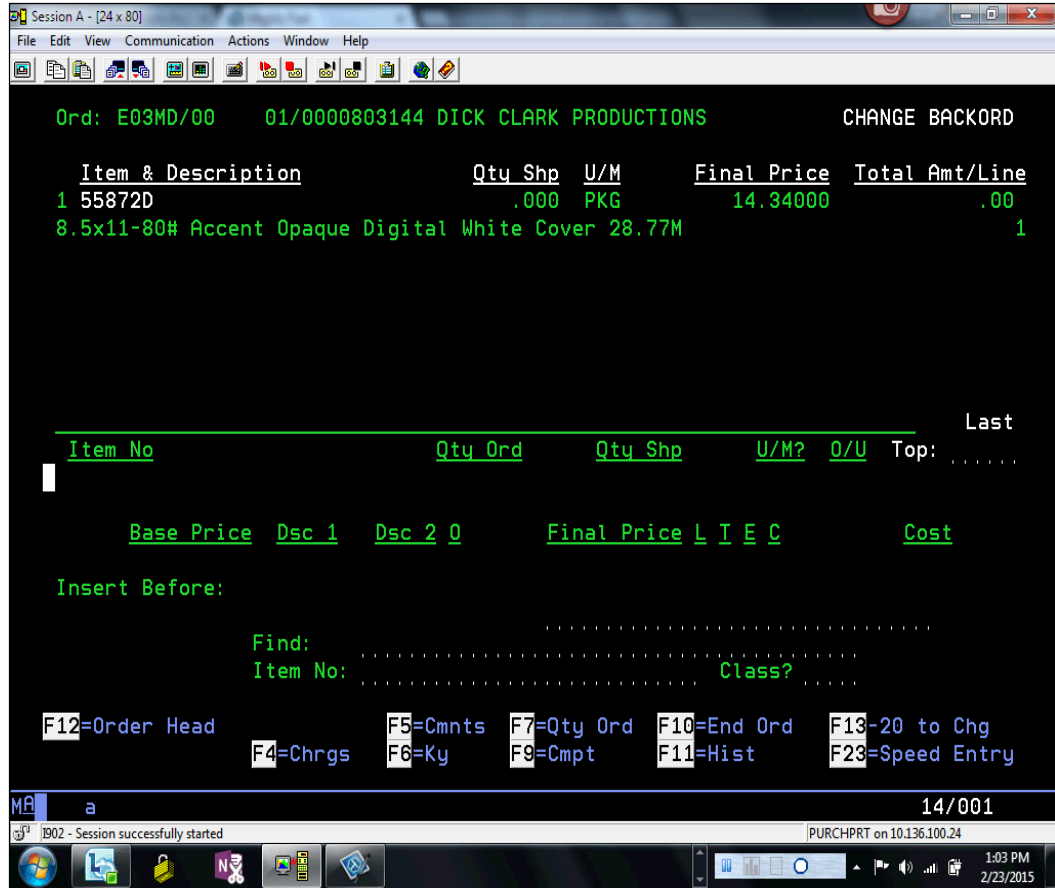
Step	Action
27.	Repeat the warehouse selection steps for each line on the order.
	Press F10.
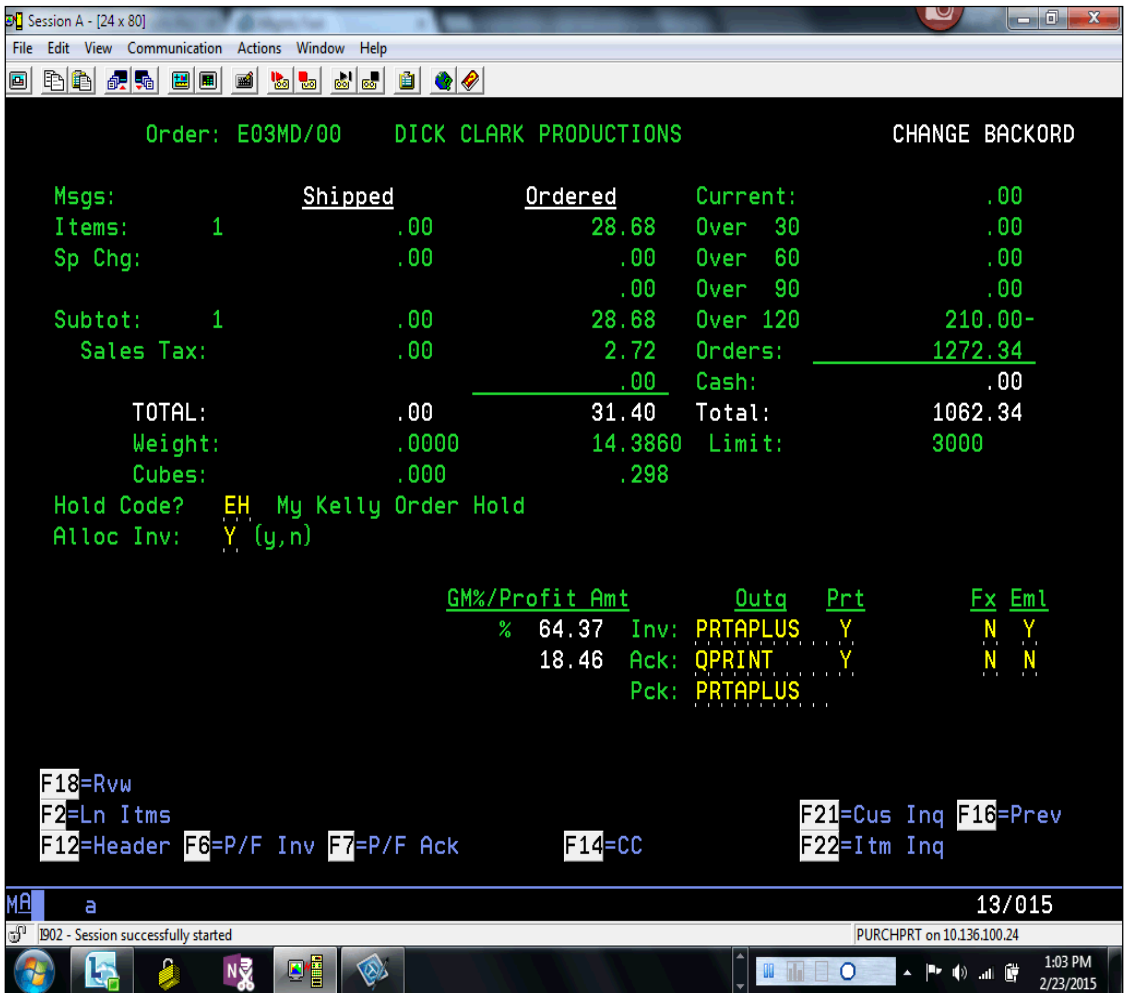
Step	Action
28.	From the End Order Screen: **Note:** The warehouse will be changed from your store to the new shipping warehouse you selected on each line. Press ENTER.
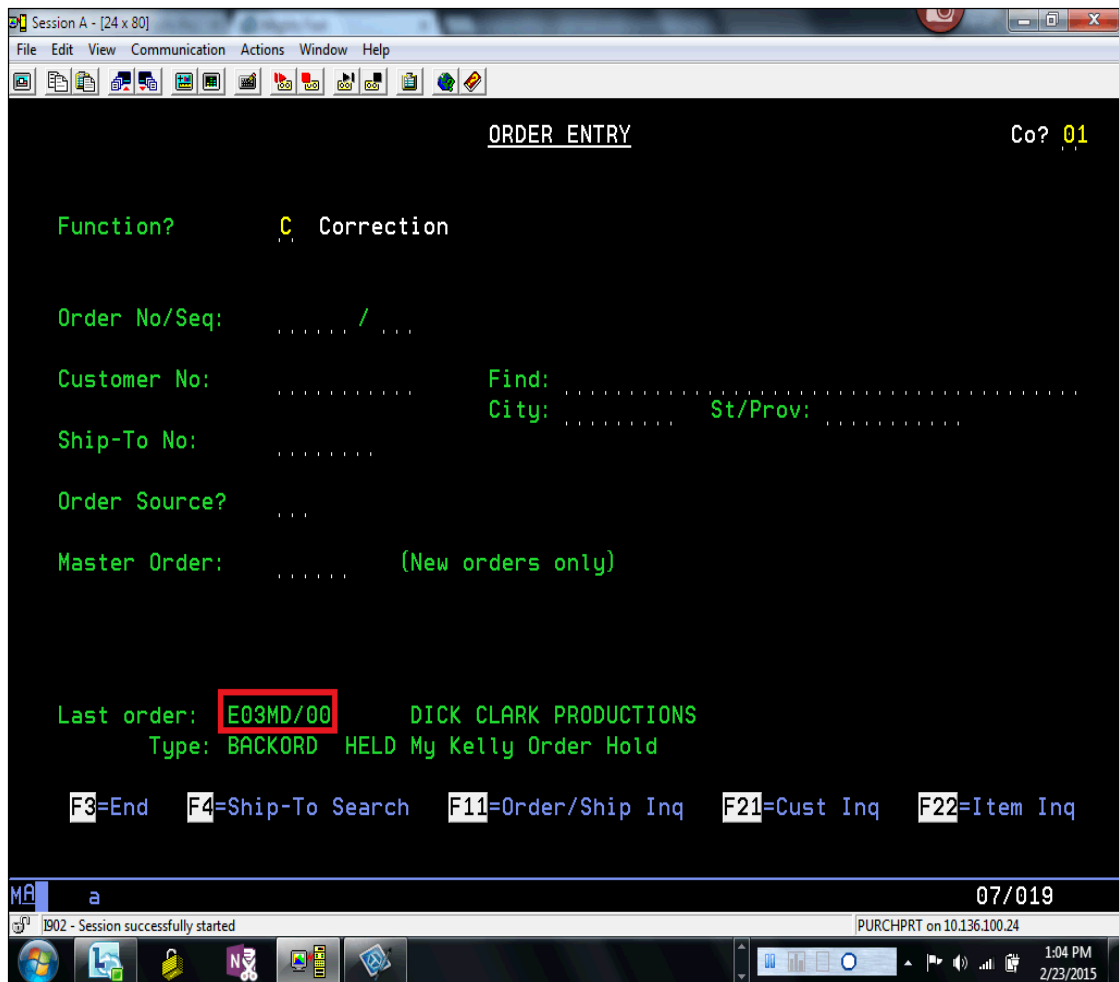
Step	Action
29.	From the Order Entry Main Screen: **Notice this order is still on EH hold** Take note of the order number. Press F3.
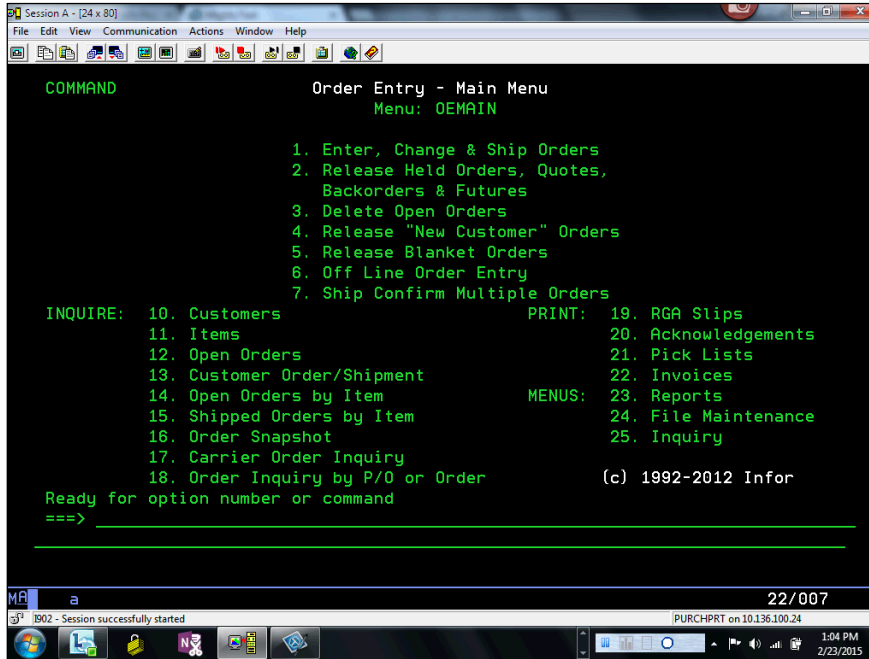
Step	Action
30.	From the Order Entry Main Menu: Type "**2**".
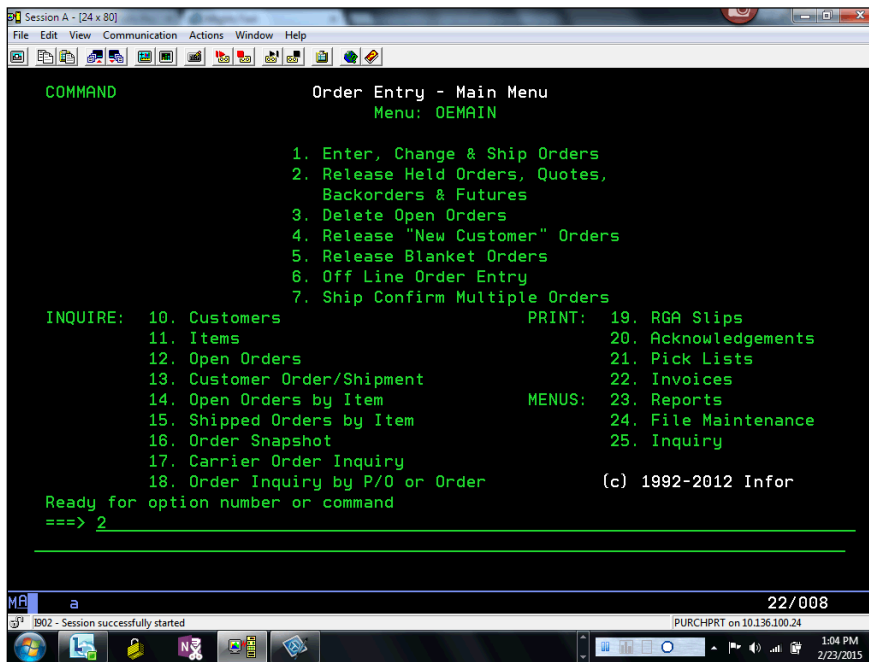
Step	Action
31.	Press ENTER.
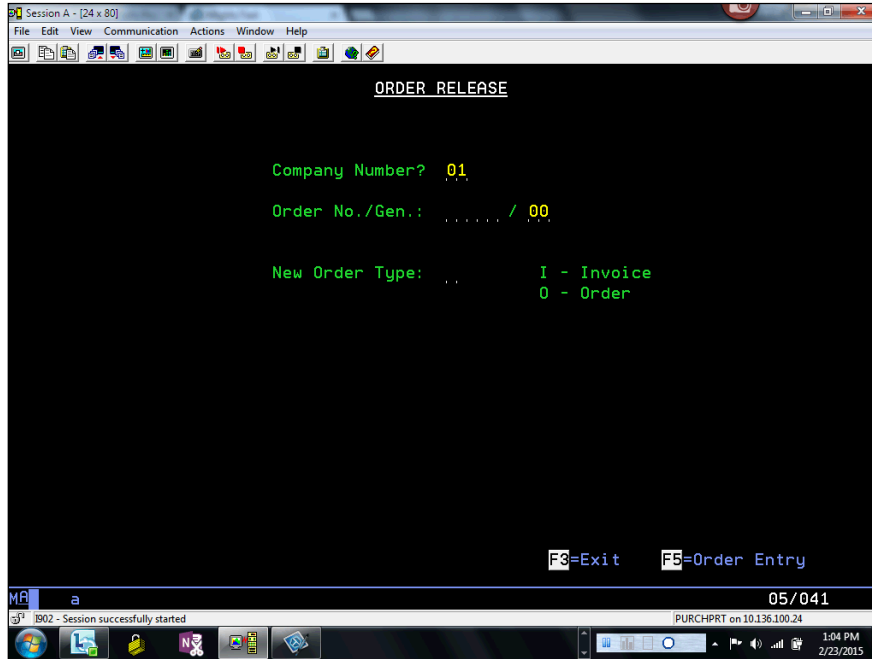
Step	Action
32.	To release your My Kelly order: Press TAB.
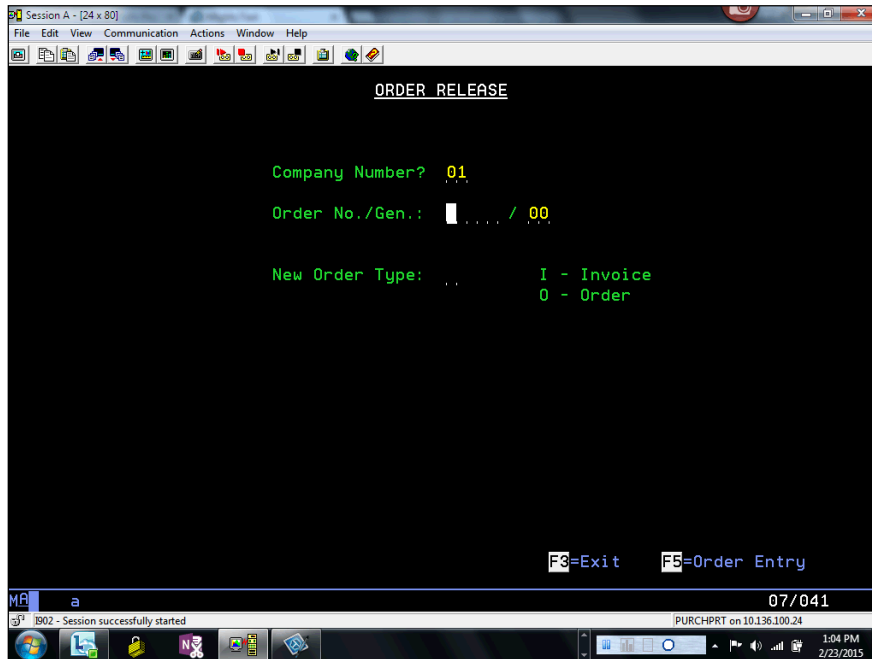
Step	Action
33.	Key in your My Kelly Order number. Type "e03md".
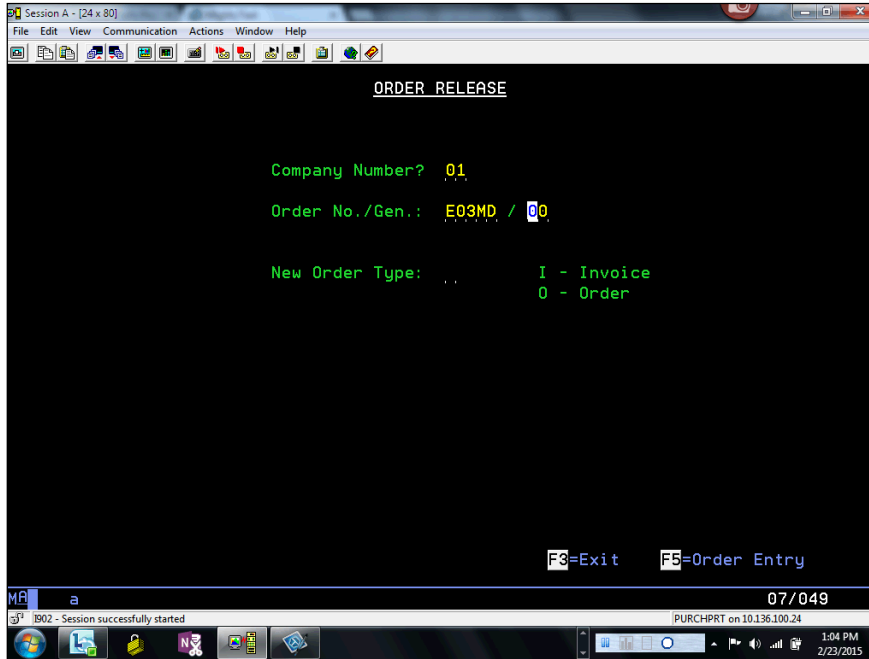
Step	Action
34.	Press ENTER.
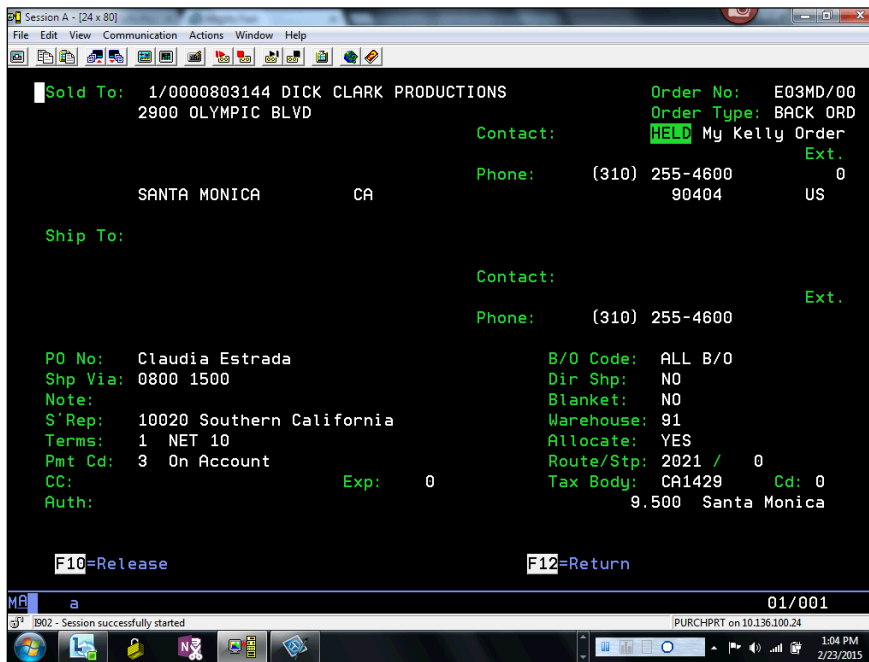
Step	Action
35.	Press F10.

Step	Action
36.	Your order is now ready to be picked for delivery (status 1 RDY Pckslp)
	Note: If this is a credit card order, go back into the order and hit F14 at the end order screen to authorize the credit card
	Credit card orders will include a message on this screen. "Credit Card Order must be authorized" and "This order is on credit card hold".

End of Procedure

My Kelly Non-Credit Card Pick Up Orders

After reviewing the My Kelly online order email notification; follow this topic carefully to process a My Kelly non-credit card pick up order.

Step	Action
1.	From the A+ Main Menu: Type "**1**".

Step	Action
2.	Press ENTER.

Step	Action
3.	From the Order Entry Main Menu. Type "**18**".

Step	Action
4.	Press ENTER.

Step	Action
5.	Key in the My Kelly order number from the email you received.
	Type "**e03kb**".

ORDER INQUIRY BY ORDER OR PO NUMBER

Company No?   01

Order No: E03KB / ...

  - or -

PO Number: ....

F3=Exit

Step	Action
6.	Press ENTER.

Order No: E03KB / 0

	Order No	WH	Ord Typ	Status	Ent. Date	Customer P/O	Ship-To Number	Customer Name
1	E03KB/00	07	B/O	Held-EH	1/31/15	Claudia Estrada		DICK CLARK PRODU

Last

Selection: ▯   F2=Invoice No.   F5=Order Entry   F9=Order Delete
              F3=Exit   F6=Order Release   F11=Mark/Unmark F12=Return

Step	Action
7.	Select the order from the inquiry results. Type "1".

Step	Action
8.	Press ENTER.

Step	Action
9.	Press ENTER.

Step	Action
10.	From the order header display: Click the **Print entire screen** button.
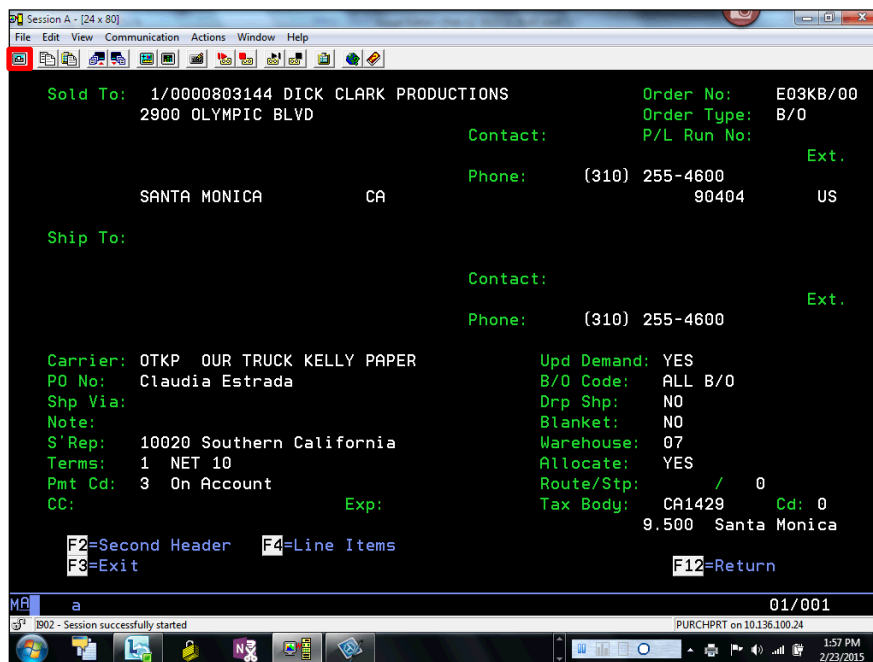
Step	Action
11.	Press ENTER.
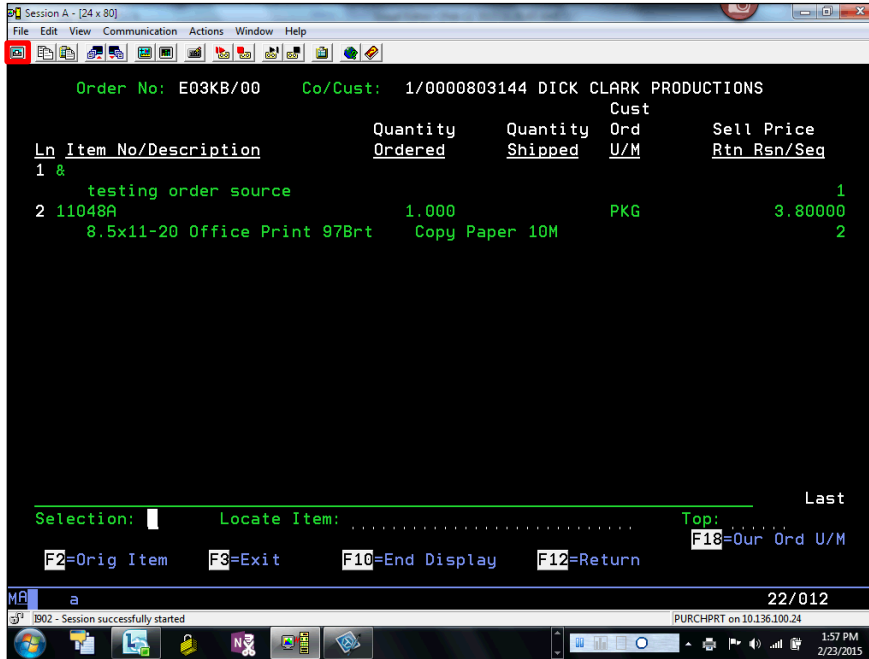
Step	Action
12.	From the line display screen: Click the **Print entire screen** button.
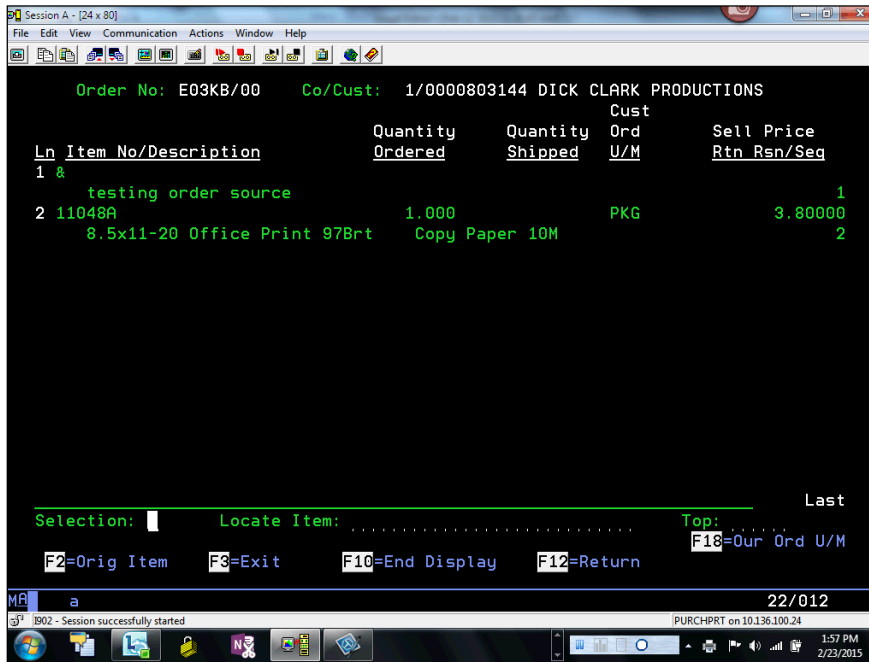
Step	Action
13.	Press F12.

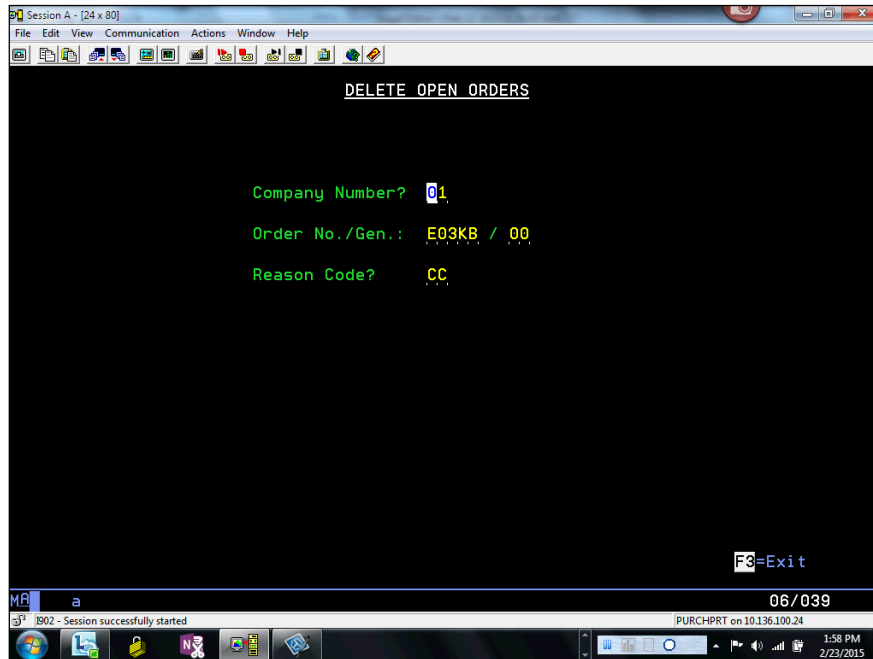| Step	Action
14.	Press F12.
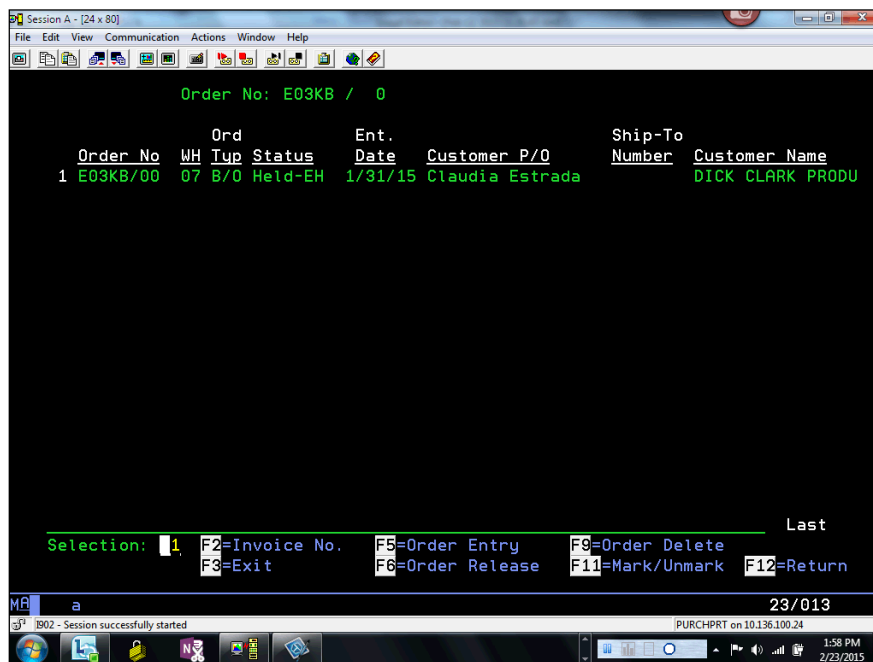
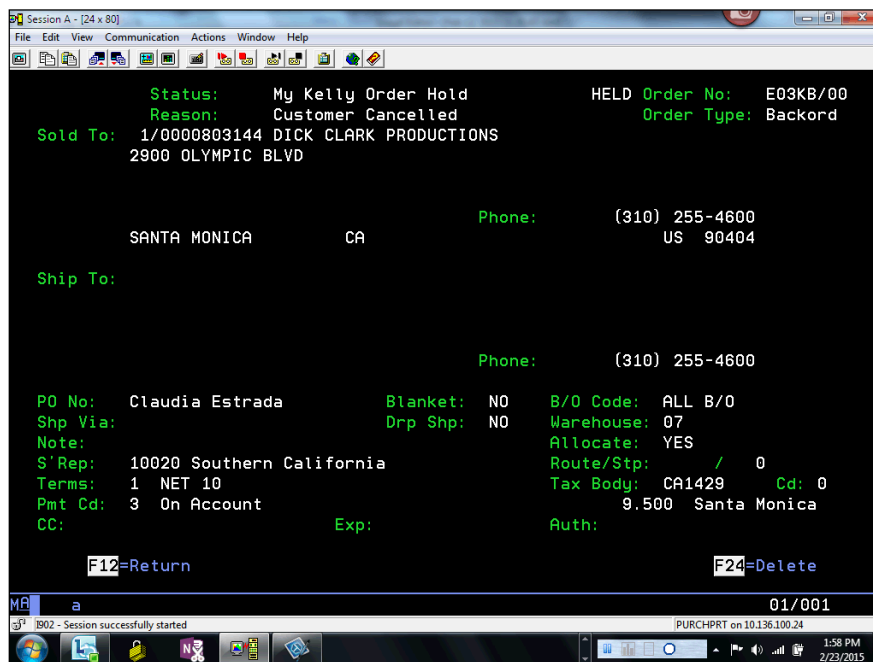| Step	Action
15.	Now you can delete the My Kelly Order. **Note:** Only delete the order if it is a non-credit card pick up. Click F9.
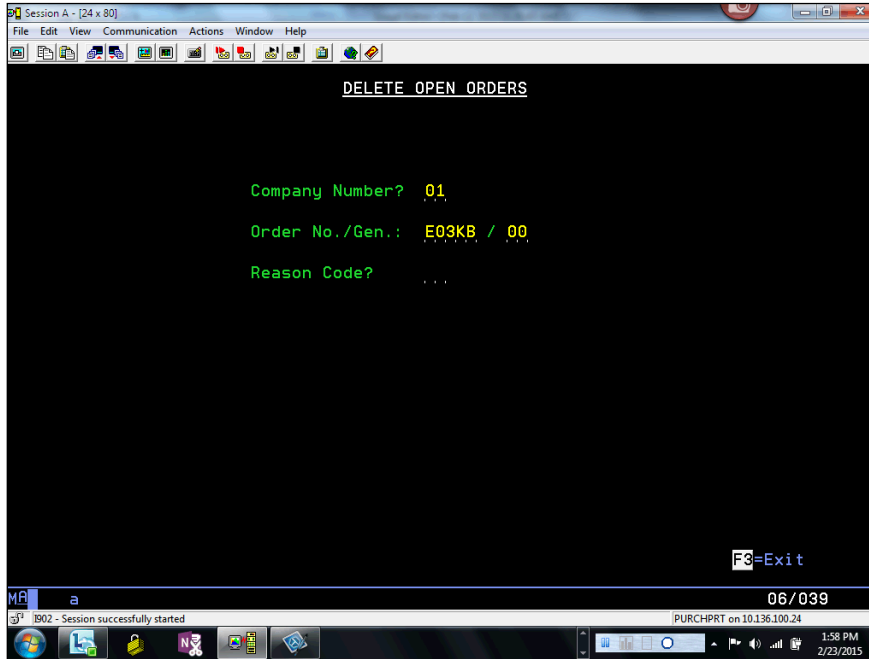
Step	Action
16.	Hit the Tab key until you reach the Reason Code field. Press TAB.
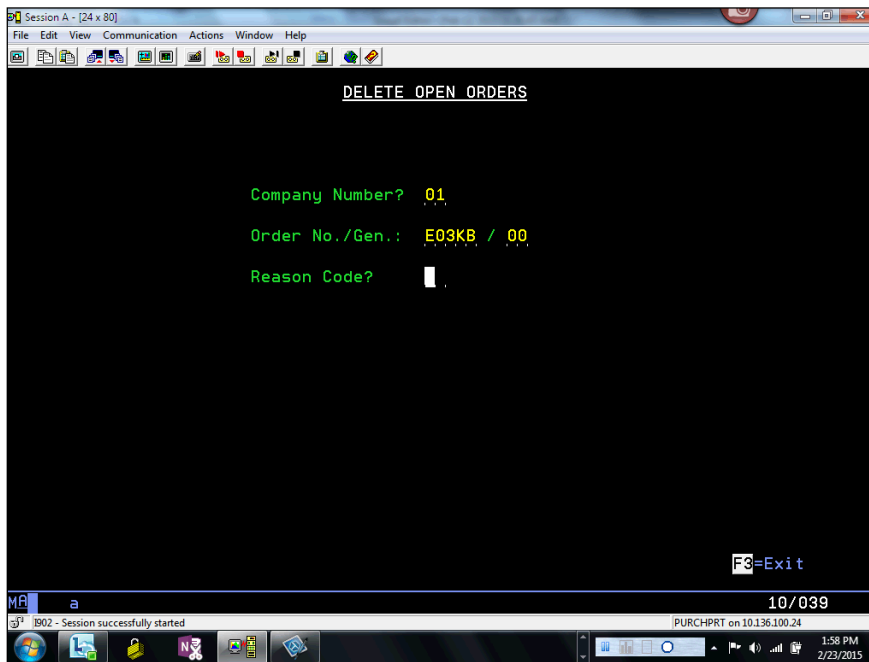
Step	Action
17.	Key in your reason code. Type "cc".

Step	Action
18.	Press ENTER.

Step	Action
19.	Use F24 to delete the order. Click **F24**

```
                          DELETE OPEN ORDERS



              Company Number?   01

              Order No./Gen.:   ...... / 00

              Reason Code?      CC


       Last Order Deleted:  E03KB /  0
                            DICK CLARK PRODUCTIONS




                                                          F3=Exit
```

Step	Action
20.	Now pull all lines from of order (print screens and or order pad) and place in your will call / must have area.
	Call customer and let them know their order is ready for pick up
	If you do not have an item or are short a quantity, let the customer know that you can order the product for pick up the next morning (must have it for them).
	If the customer agrees then place the items on your must have order for the next day.
	When customer picks up their order, ring up in Point of Sale the same way you would any must have order.
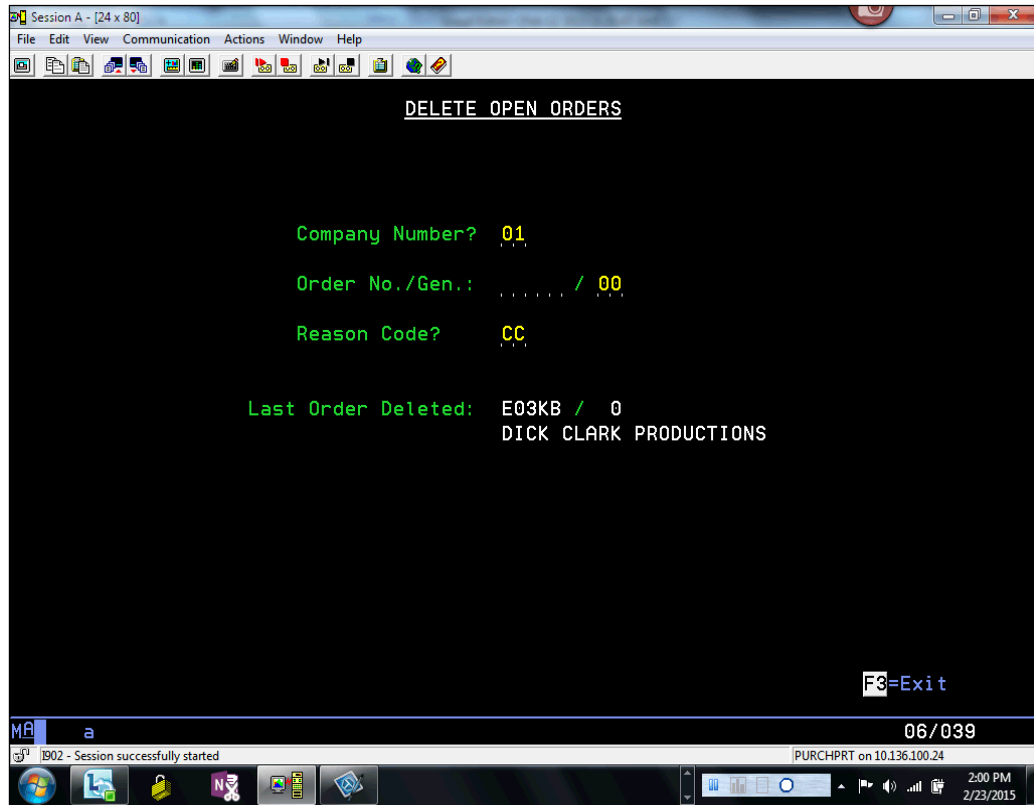
Step	Action
21.	**End of Procedure.**

My Kelly Credit Card Pick Up Orders

After reviewing the My Kelly online order email notification; follow this topic to process a My Kelly credit card pick up order.

Step	Action
1.	From the A+ Main Menu: Type "**1**".

Step	Action
2.	Press ENTER.

Step	Action
3.	From the Order Entry Main Menu. Type "**18**".

Step	Action
4.	Press ENTER.

Step	Action
5.	Key in the My Kelly order number from the email you received. Type "e03j3".

Step	Action
6.	Press ENTER.
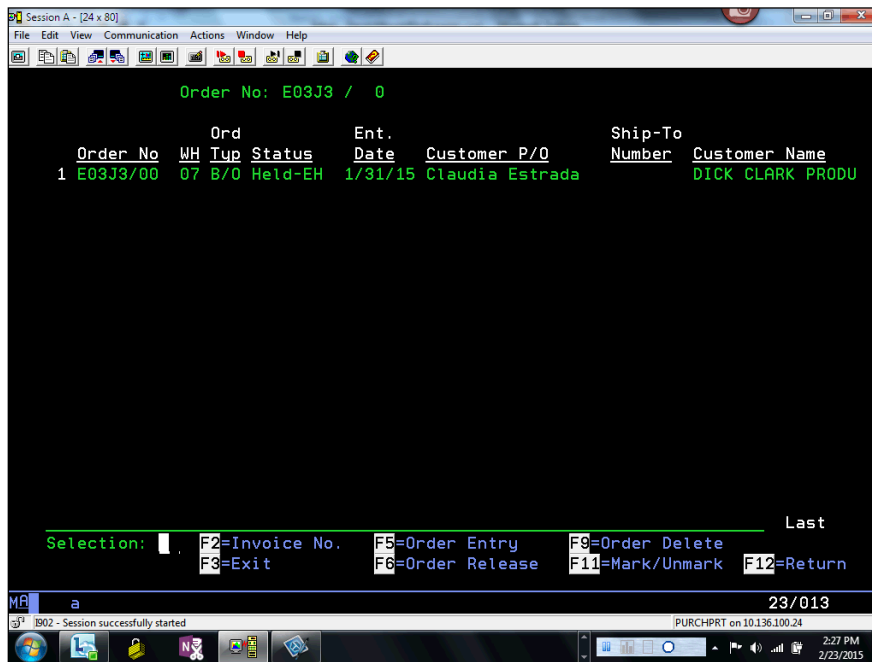
Step	Action
7.	Select the order from the inquiry results. Type "1".
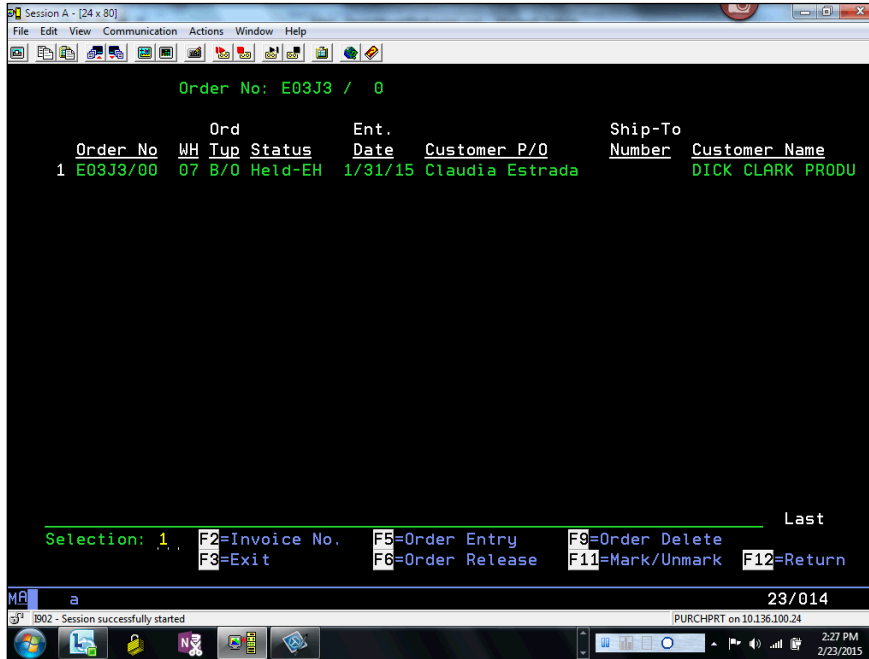
Step	Action
8.	Press F5.
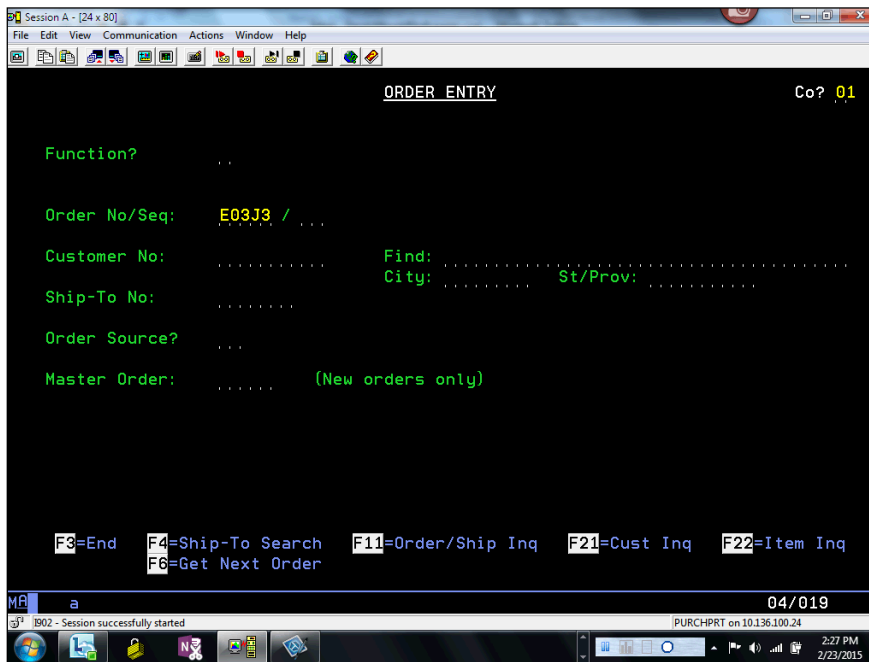
Step	Action
9.	To edit the order. Type "c".
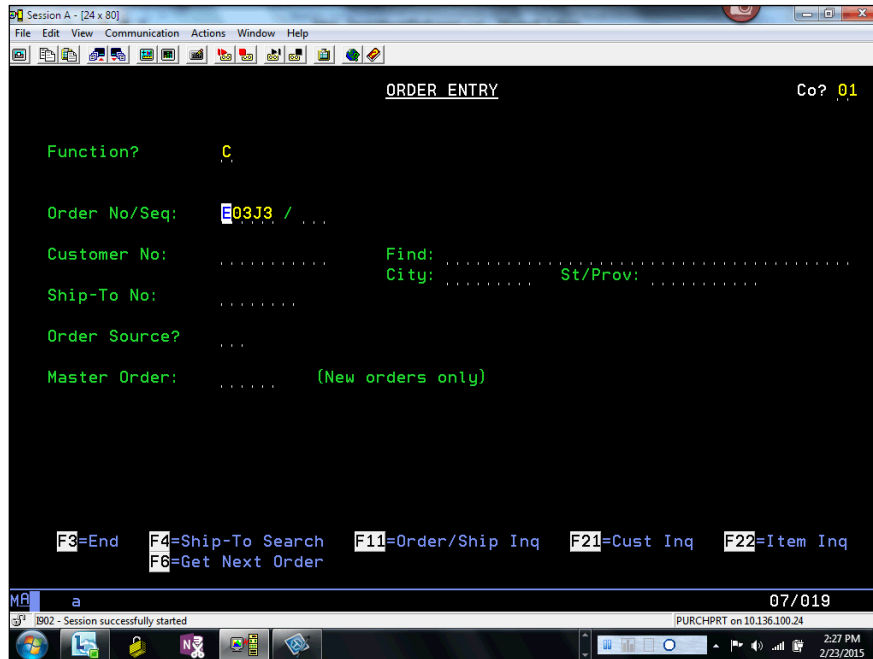
Step	Action
10.	Press ENTER.
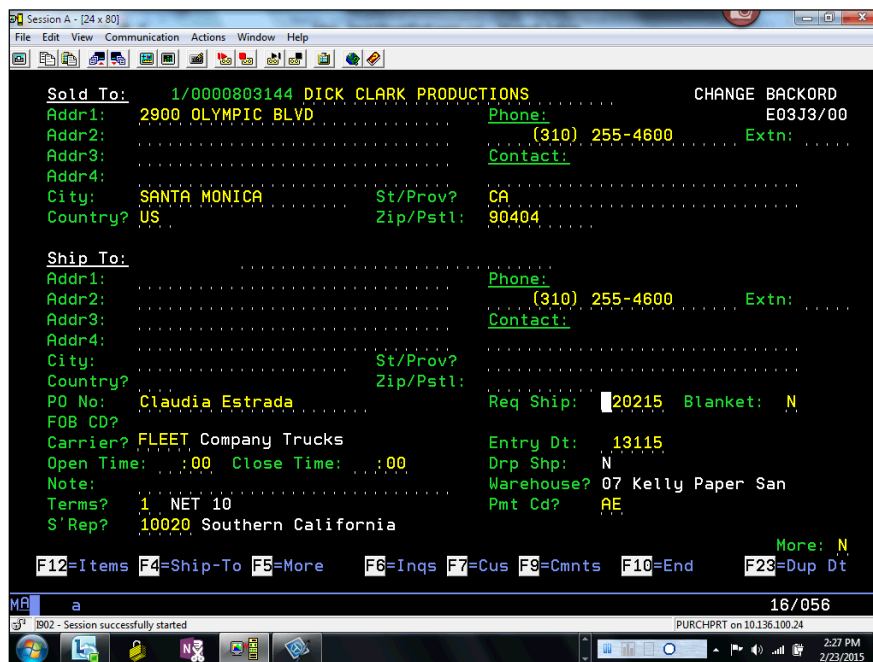
Step	Action
11.	Press the Tab key until you reach the Carrier code field. Press TAB.
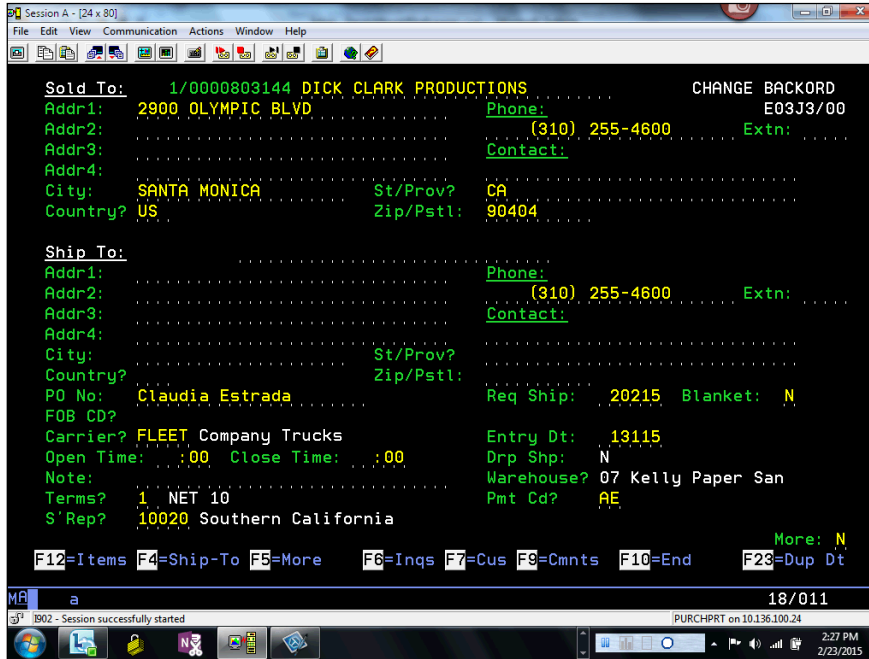
Step	Action
12.	Change the order carrier code. Type "**PCKUP**".
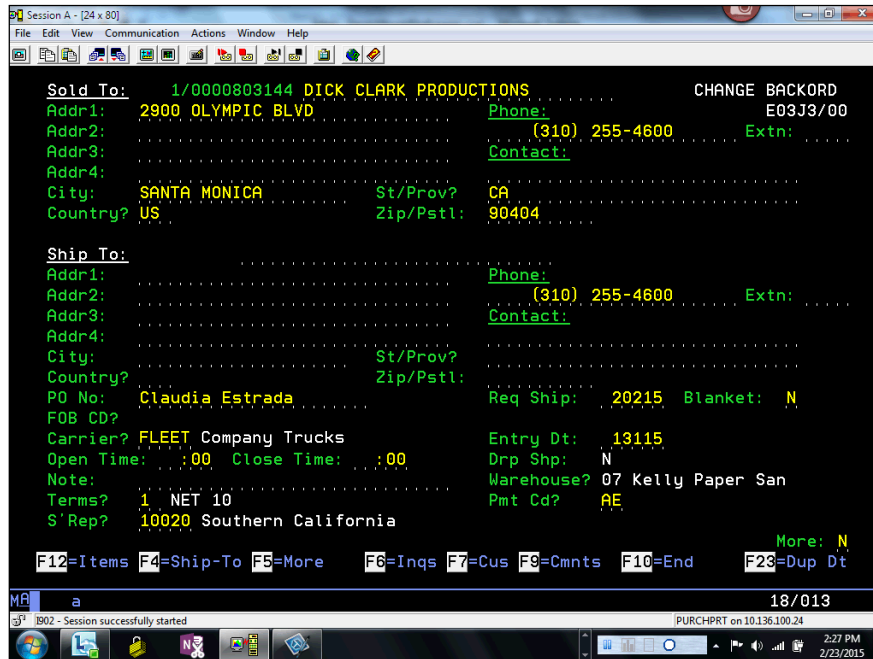
Step	Action
13.	Use the Field Exit/Enter key to remove the last characters of the carrier code. Press FIELD EXIT/ENTER.
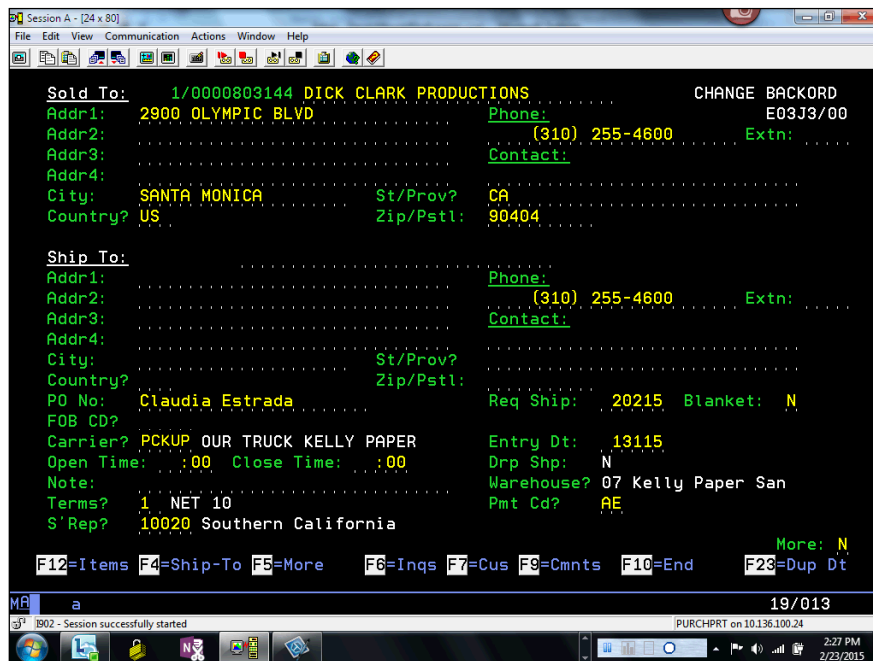
Step	Action
14.	Press ENTER.
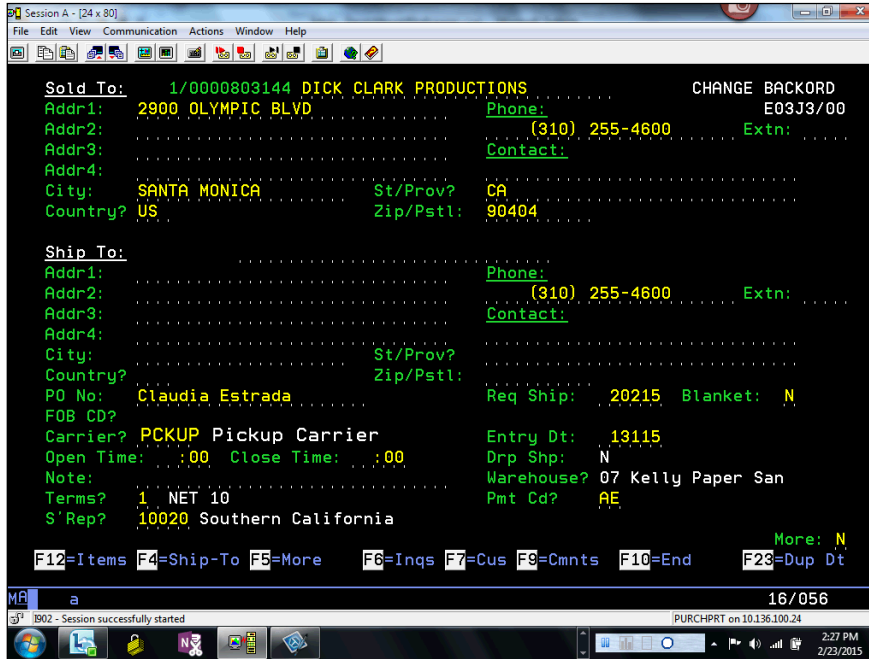
Step	Action
15.	Press ENTER.

Step	Action
16.	Click the **Order Source** field.

Step	Action
17.	Key in your two digit Order Source Code. Type "**07**".

Step	Action
18.	Press ENTER.

Step	Action
19.	Press F10.
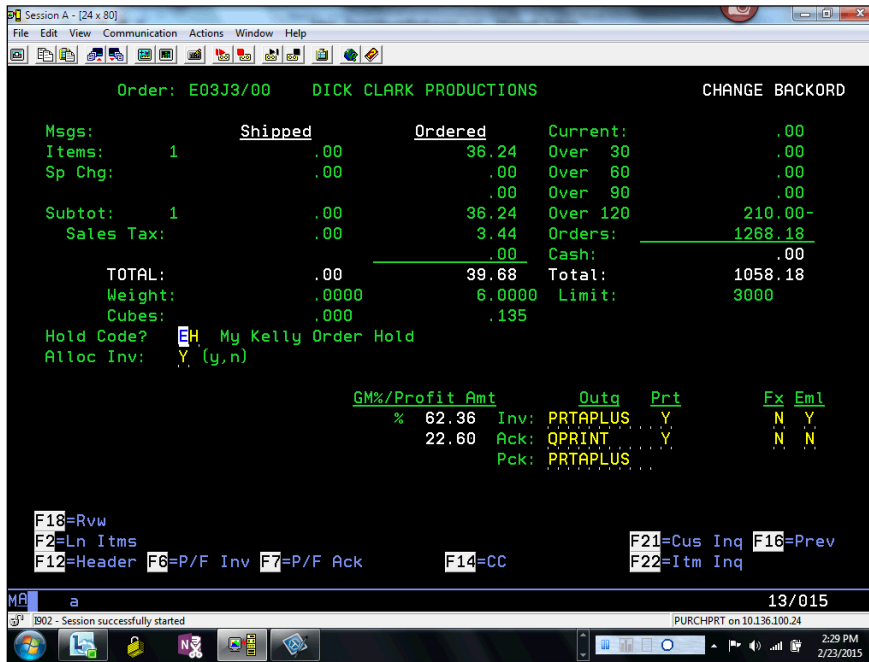
Step	Action
20.	Press ENTER.
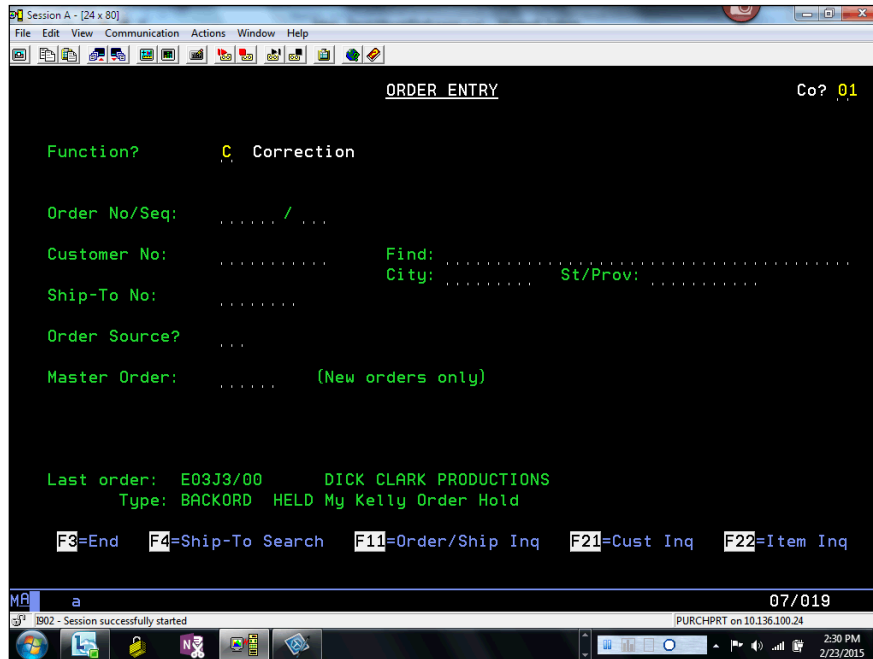
Step	Action
21.	From the Order Entry Main Screen; notice this order is still on EH hold. Press F3.
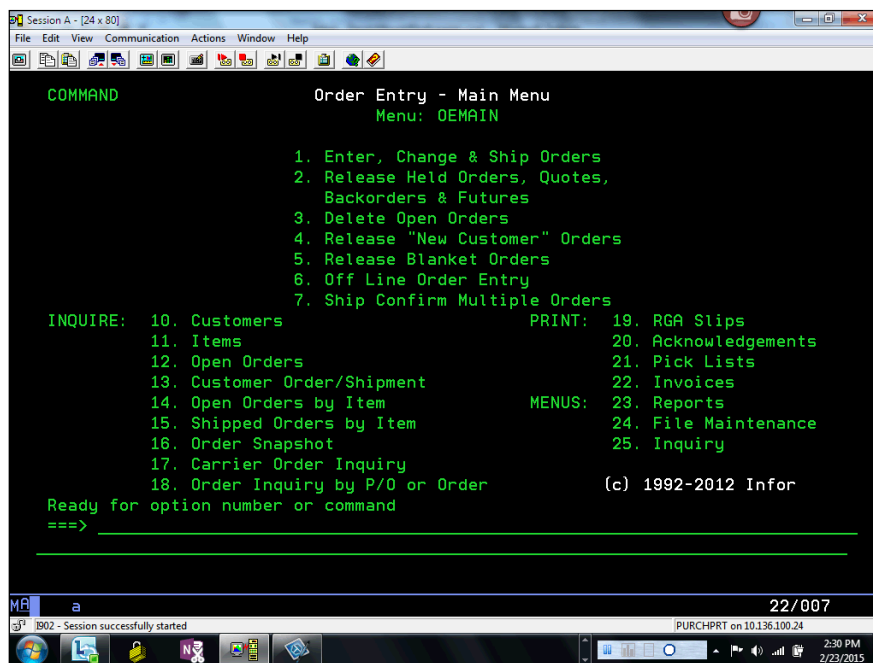
Step	Action
22.	From the Order Entry Main Menu: Type "2".
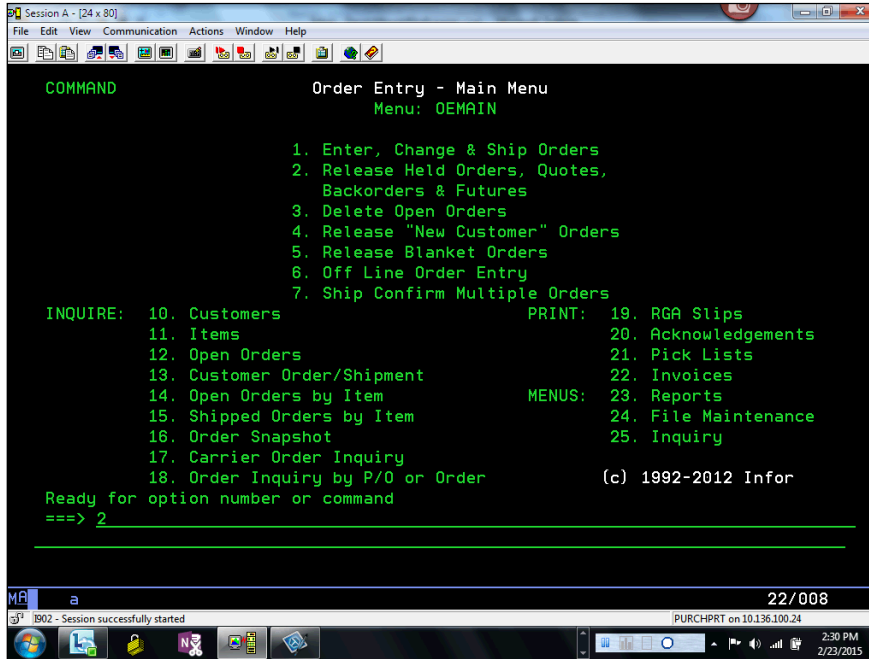
Step	Action
23.	Press ENTER.
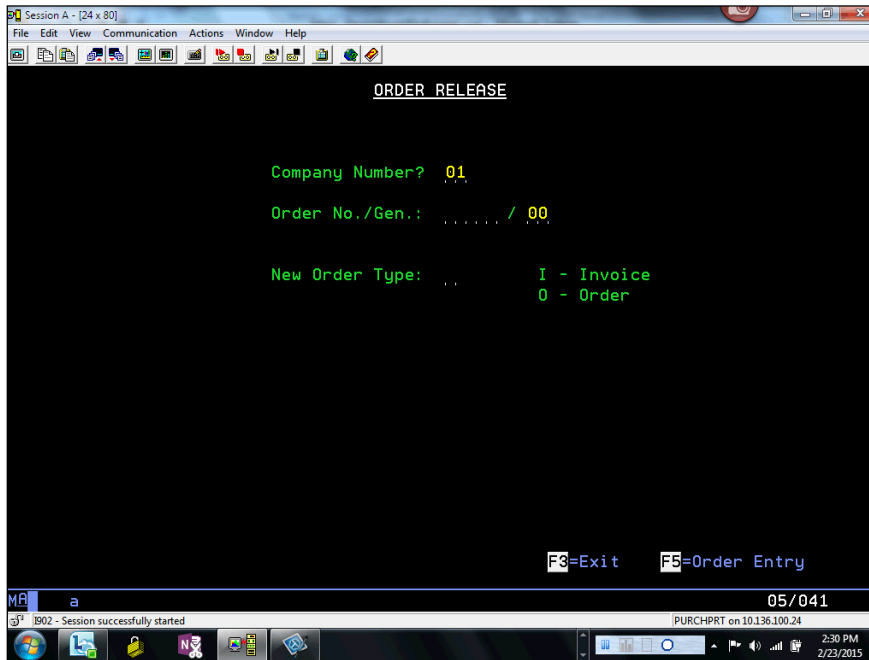
Step	Action
24.	Press TAB.
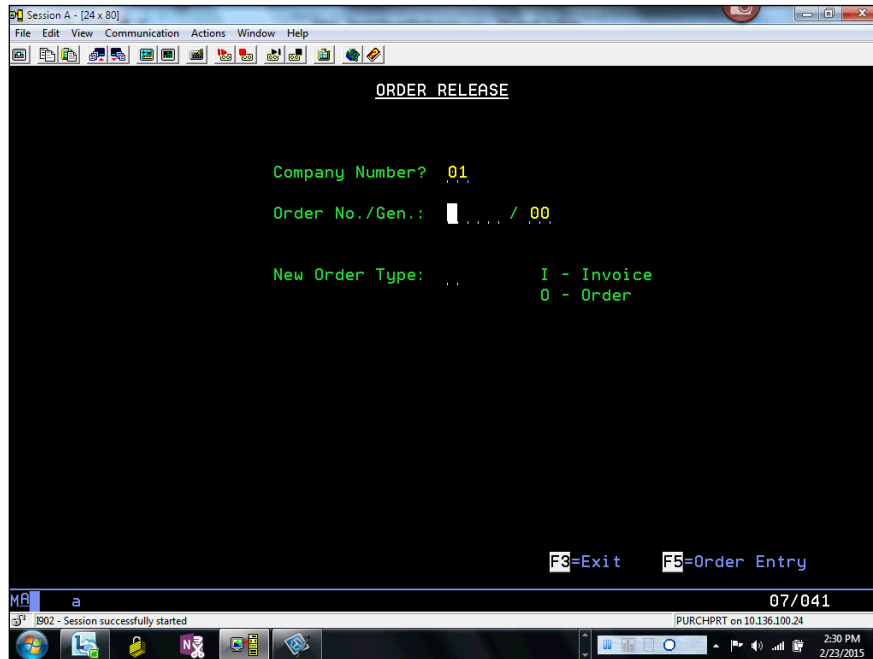
Step	Action
25.	Key in your My Kelly credit card order number. Type "**e03j3**".
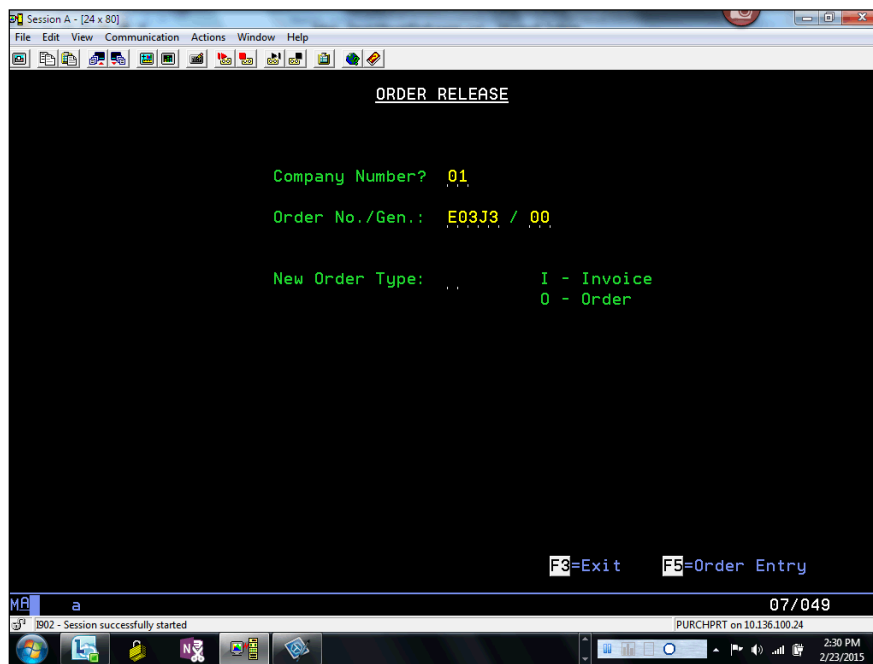
Step	Action
26.	Press ENTER.
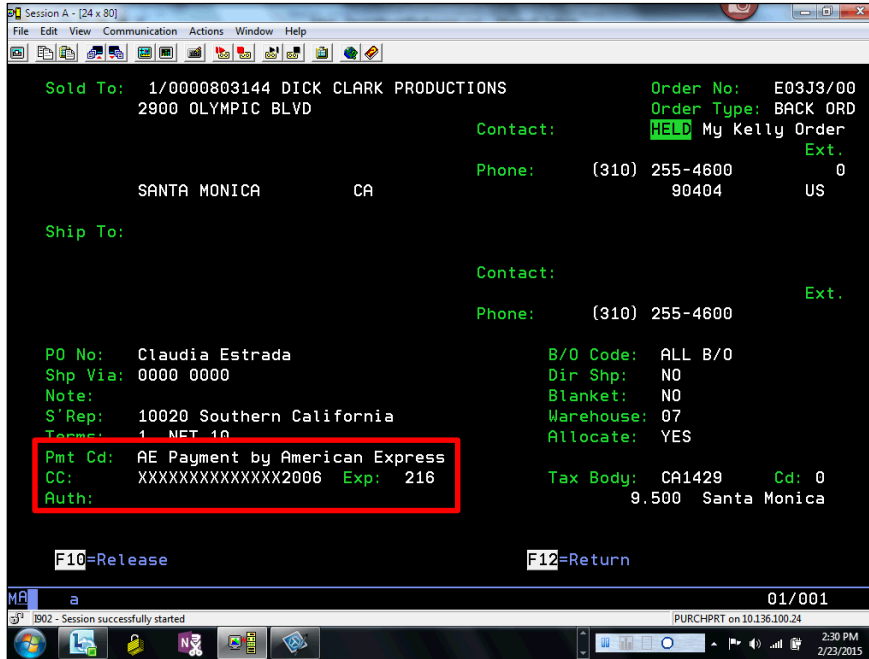
Step	Action
27.	Notice the payment code and credit card information. Press F10.
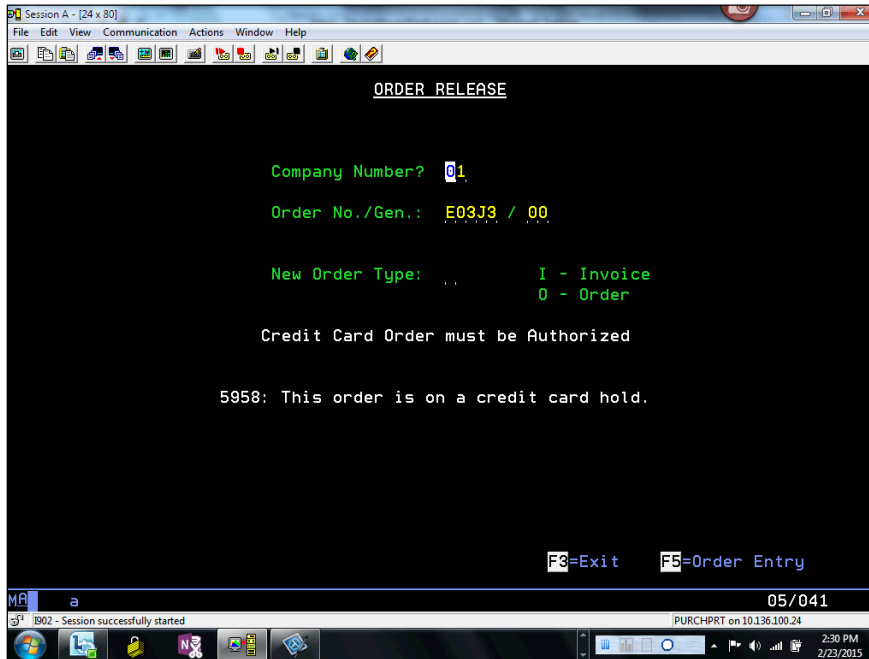
Step	Action
28.	Press F5.
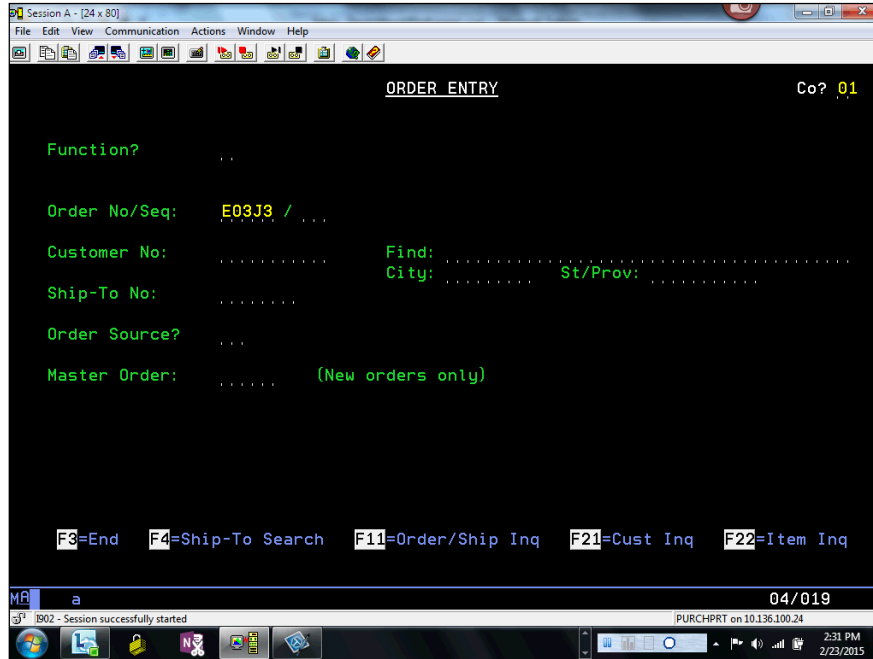
Step	Action
29.	Key in a "C" to print the Pick for the My Kelly credit card order. Type "**c**".
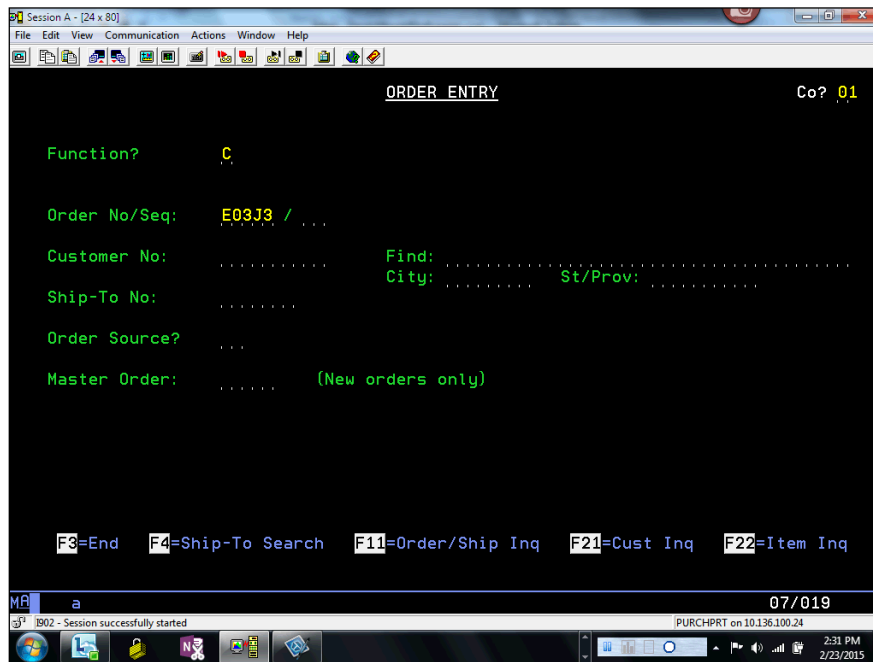
Step	Action
30.	Press ENTER.
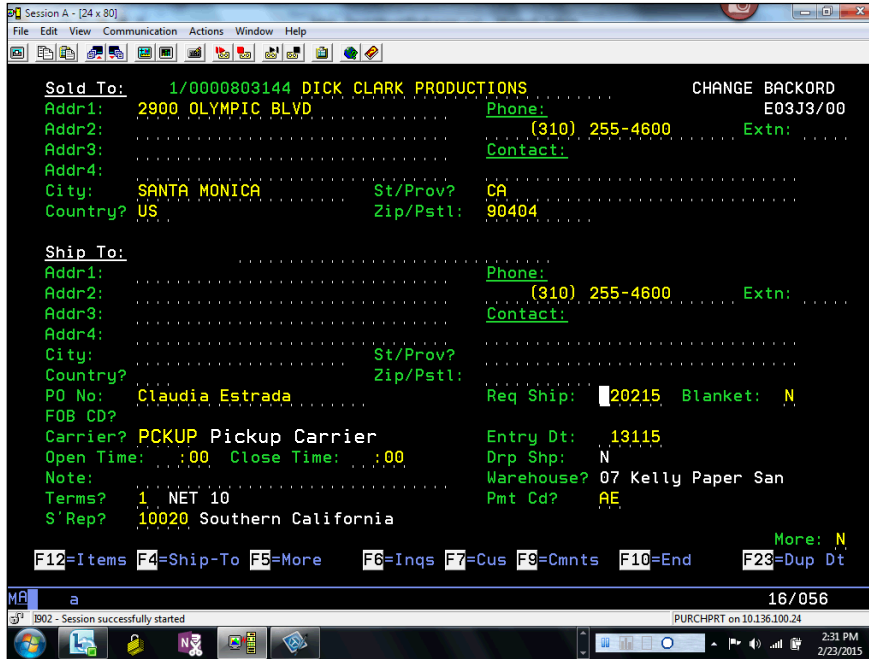
Step	Action
31.	Press ENTER.
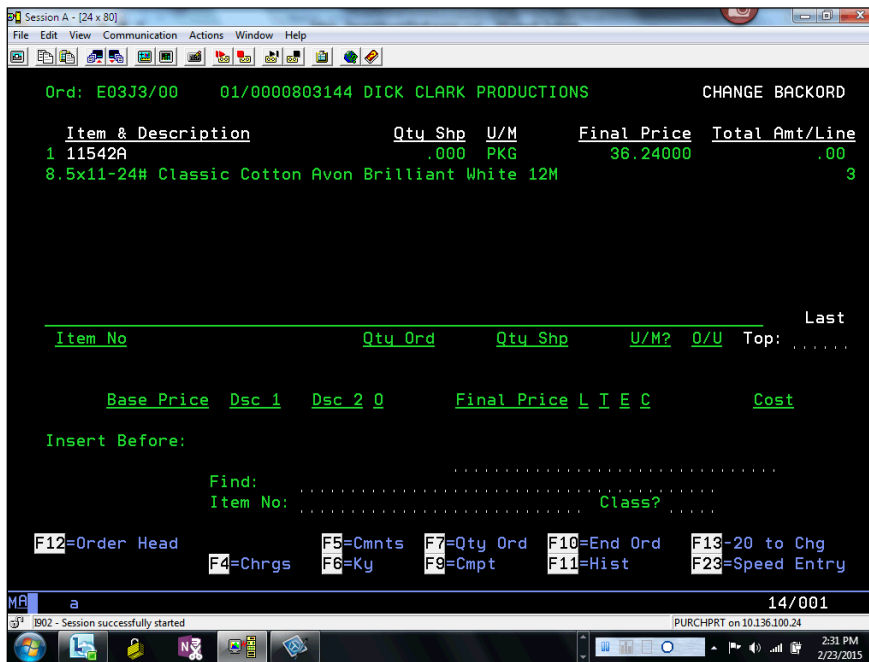
Step	Action
32.	Press F10.

Step	Action
33.	From the End Order Screen: Hit F14 to authorize the credit card and then F-5 to print the pick. Now pull all lines from the pick ticket and place in your will call / must have area. Call customer and let them know their order is ready for pick up. If you do not have an item or are short a quantity, call the customer and let them know that you can order the product for pick up the next morning (must have it for them). If the customer is fine with that then place the items on your must have order for the next day. When customer picks up their order, Invoice using Order Entry (Ship Confirm and Invoice). After authorizing the credit card and printing the pick ticket: Press ENTER.
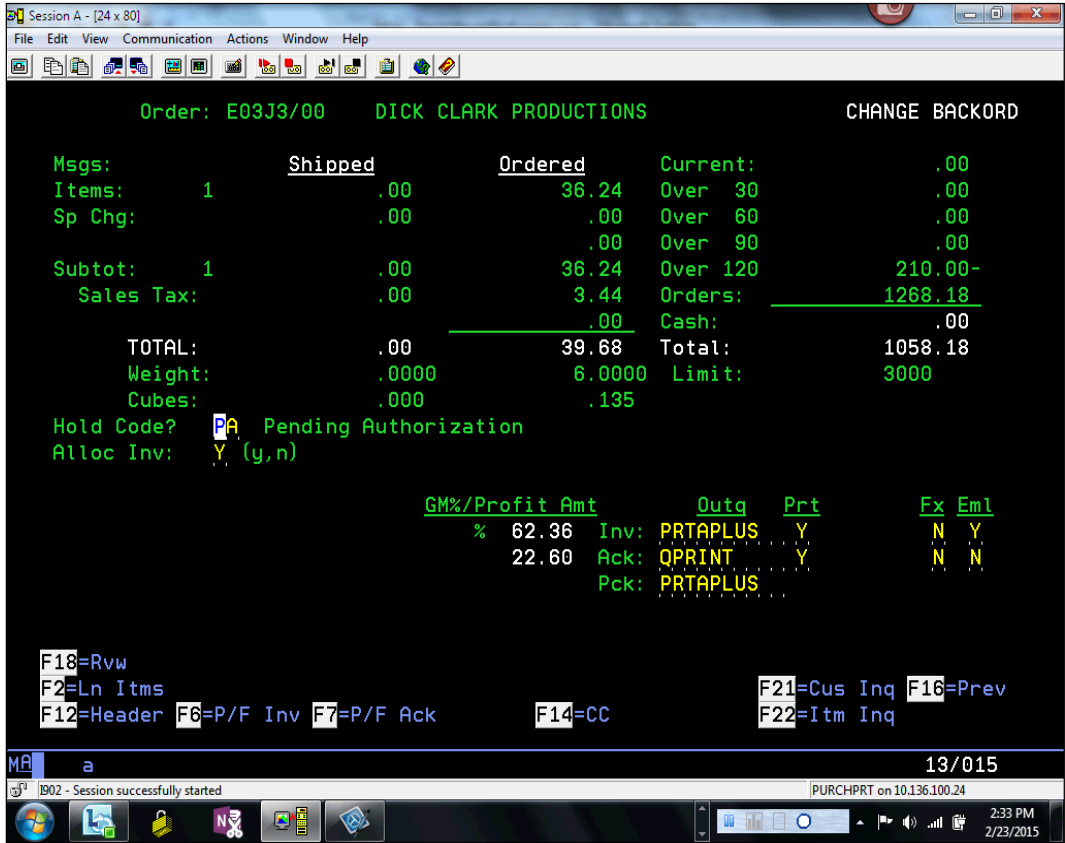
Step	Action
34.	**End of Procedure.**

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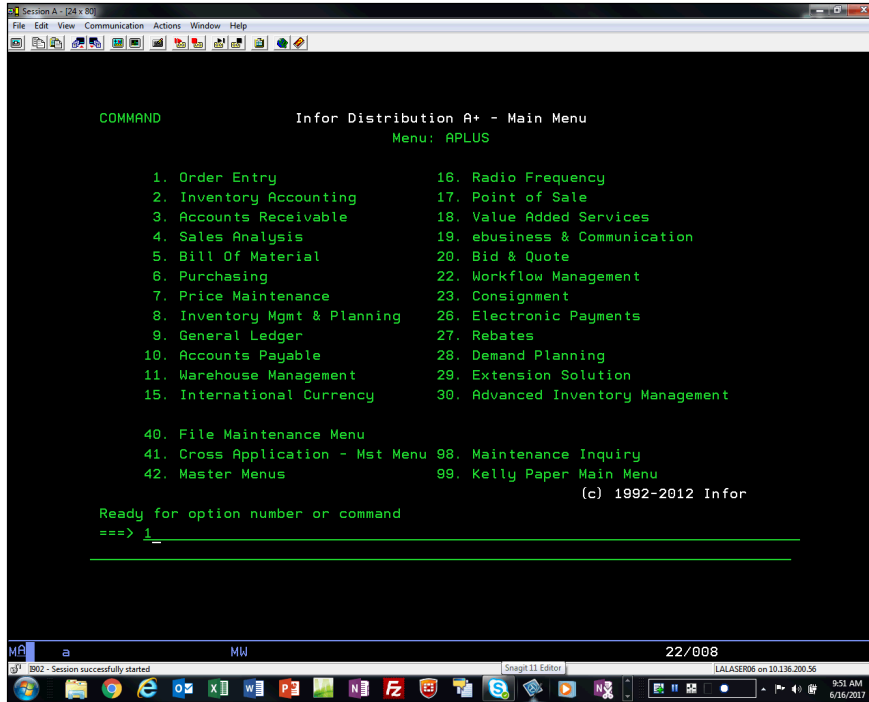## Look Up My Kelly Orders by Location

Follow this topic to learn how to look up My Kelly orders for your location.
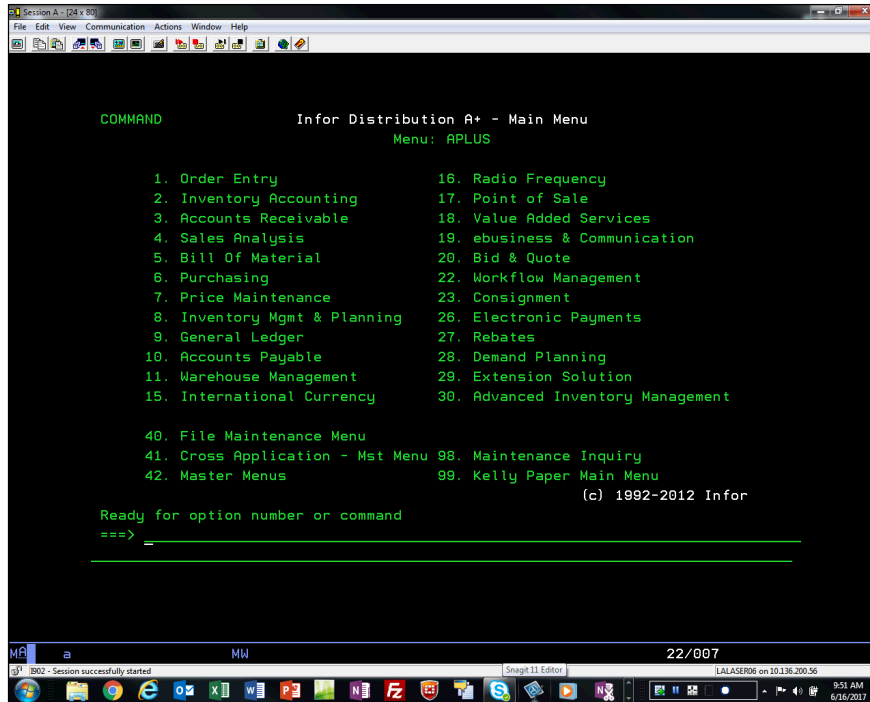
Step	Action
35.	From the A-+ Main Menu: Type "**1**".

Step	Action
36.	Press ENTER.
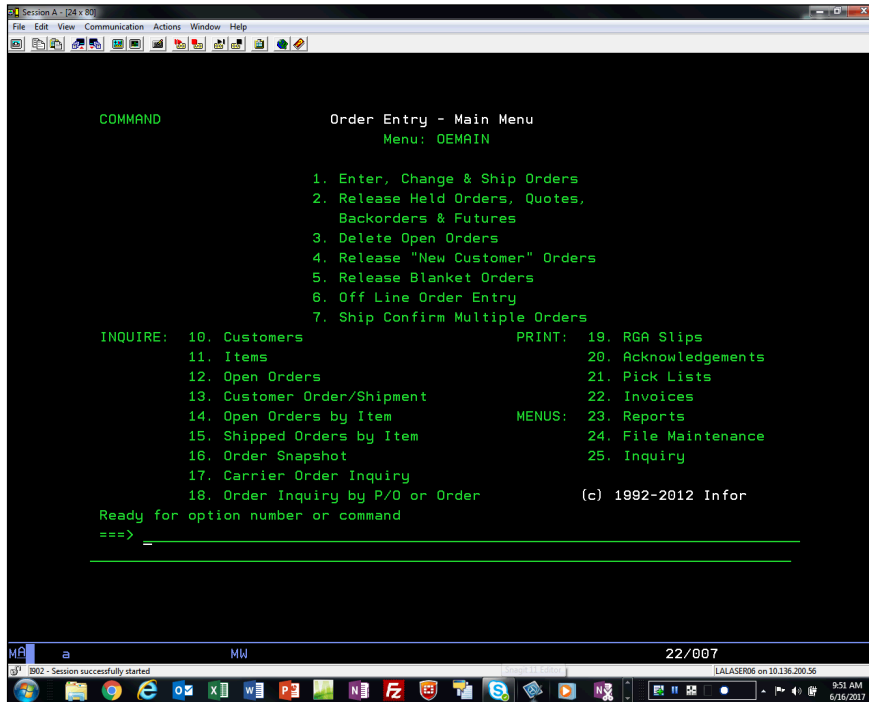
Step	Action
37.	From the Order Entry Main Menu: Type "**12**".
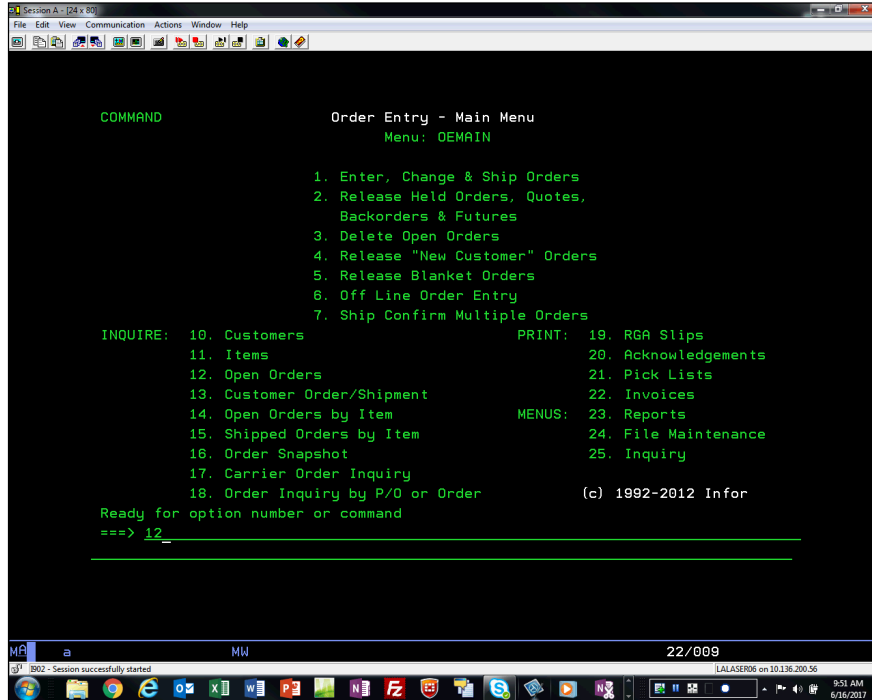
Step	Action
38.	Press ENTER.

Step	Action
39.	Click the Warehouse field.

Step	Action
40.	Key in your two digit warehouse number. Type "**07**".

Step	Action
41.	To view My Kelly orders for your location: Click the Order Hold Code field.

Step	Action
42.	Key in Hold Code EH. This code stands for E-commerce Hold. Type "**EH**".

Step	Action
43.	Press ENTER.

Step	Action
44.	Press ENTER.
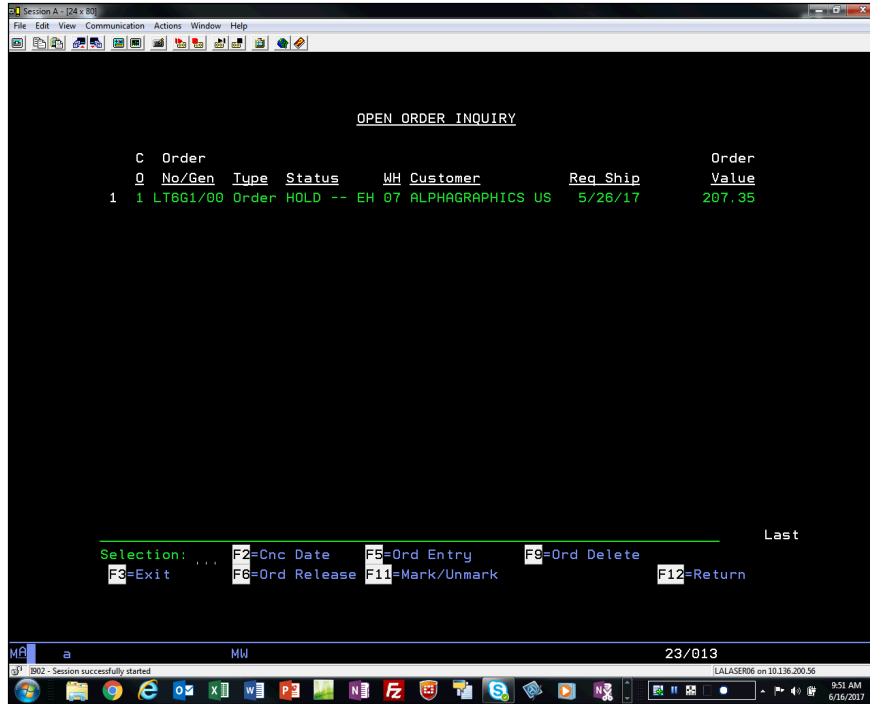
Step	Action
45.	Key in the line number to access in ther Selection field. Type "**1**".

Step	Action
46.	Press F5.

Step	Action
47.	To open the order: Type "**c**".

Step	Action
48.	Press ENTER.

Step	Action
49.	Process the order according to the My Kelly Online Orders Procedure.