

# My Kelly Online Order Procedures

Updated 6/16/2017

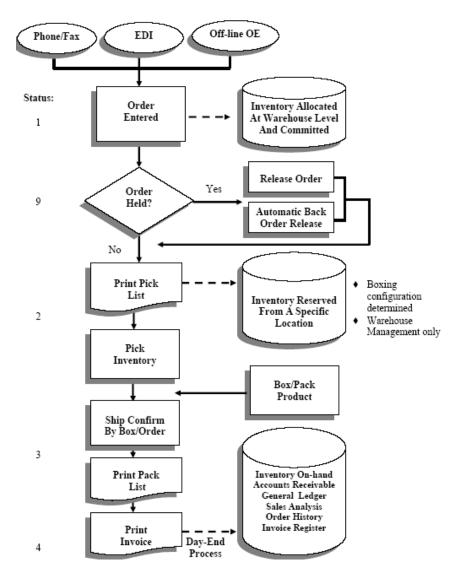
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#### Kelly Paper Order Entry

#### **Order Entry Life Cycle Diagram**



Status 1 RDY Pckslp-Demand is registered at the Warehouse.

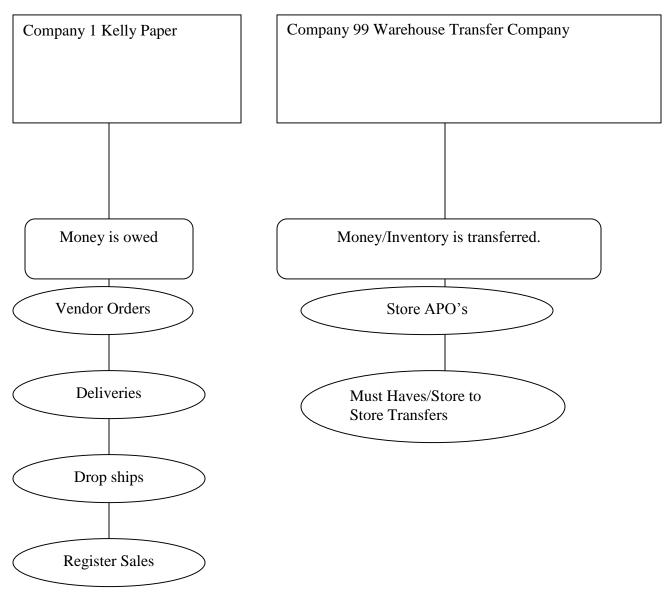
Status 9 Held Order(s) waiting for release.

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.





<u>Company 1 (Kelly Paper)</u> is sale orders for customer where money is owed. Vendor orders, Deliveries, Drop Ships, and Register Sales all are examples of Company 1 orders.

<u>Company 99 (Warehouse Transfer Company)</u> 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.

#### 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:

Sent: Wednesday, Feb	im@KellyPaper.com [mailto:MyKelly.Anaheim@KellyPaper.com] oruary 11, 2015 3:05 PM
	ndrew Shepherd; mykelly.anaheim
	Order has been placed and is on Hold** F015K-00
Order Number F015K	has successfully been received
	PEEDY PRINTING #0112 by
Patrick Korthuis	
Order is on EH Hold.	
Urder is on EH Hold.	
be default Carrier for this	s customer is FLEET but the Customer requested to Pick Up, Please change and release order.
The default Carrier for this	
Item 55841E in line 2 I	has a comment in the body of the order: 36904
	has a comment in the body of the order: 36904 for item 55725D in warehouse 05
Not enough inventory	
Not enough inventory Item 98801B in line 5 l	for item 55725D in warehouse 05 has a comment in the body of the order: 36904
Not enough inventory Item 98801B in line 5 l	for item 55725D in warehouse 05
Not enough inventory Item 98801 B in line 5 I Item 55282C in line 7 I	for item 55725D in warehouse 05 has a comment in the body of the order: 36904
Not enough inventory tem 98801 B in line 5 l tem 55282C in line 7 l	for item 55725D in warehouse 05 has a comment in the body of the order: 36904 has a comment in the body of the order: 36900
Not enough inventory Item 98801 B in line 5 I Item 55282C in line 7 I Item 30110C in line 9 I	for item 55725D in warehouse 05 has a comment in the body of the order: 36904 has a comment in the body of the order: 36900

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.

ව <b>ි</b> Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
0 F) f) # # # # # # # # # # # #	
	tion A+ - Main Menu u: APLUS
<ol> <li>Order Entry</li> <li>Inventory Accounting</li> <li>Accounts Receivable</li> <li>Sales Analysis</li> <li>Bill Of Material</li> <li>Purchasing</li> <li>Price Maintenance</li> <li>Inventory Mgmt &amp; Planning</li> <li>General Ledger</li> <li>Accounts Payable</li> <li>Warehouse Management</li> <li>International Currency</li> </ol>	27. Rebates 28. Demand Planning 29. Extension Solution
40. File Maintenance Menu 41. Cross Application - Master 42. Master Menus Ready for option number or command ===>	Menu 99. Kelly Paper Main Menu (c) 1992-2012 Infor
All a g <sup>1</sup> 1902 - Session successfully started	22/007 PURCHPRT on 10.136.100.24

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

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	nunication Actions Window Help	
9 <u>4 4 4 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 </u>	💴 🖬 🎽 🛃 🛃 🛍 🖉	
COMMAND		tion A+ - Main Menu u: APLUS
2. 3. 4. 5. 6. 7. 8. 9. 10. 11.	Order Entry Inventory Accounting Accounts Receivable Sales Analysis Bill Of Material Purchasing Price Maintenance Inventory Mgmt & Planning General Ledger Accounts Payable Warehouse Management International Currency	27. Rebates 28. Demand Planning 29. Extension Solution
41. 42.	File Maintenance Menu Cross Application - Master Master Master Menus r option number or command	Menu 99. Kelly Paper Main Menu (c) 1992-2012 Infor
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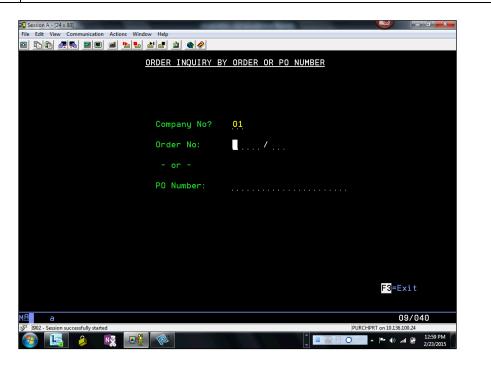
Step	Action
2.	Press ENTER.



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

COMMAND	Order Entr	y - Main Menu	
	Menu	: OEMAIN	
		ange & Ship Order	
		eld Orders, Quote	5,
		s & Futures	
	3. Delete Op	en urders New Customer" Ord	905
		lanket Orders	
	6. Off Line		
		irm Multiple Orde	rs
INQUIRE: 10.			19. RGA Slips
11.	Items		20. Acknowledgements
12.	Open Orders		21. Pick Lists
13.	Customer Order/Shipmen	t	22. Invoices
14.	Open Orders by Item	MENUS:	23. Reports
	Shipped Orders by Item		24. File Maintenance
	Order Snapshot		25. Inquiry
	Carrier Order Inquiry		( )
	Order Inquiry by P/O o	r Order	(c) 1992-2012 Infor
	on number or command		
===> <u>18</u>			
a			22/009

Step	Action
4.	Press ENTER.



Step	Action
5.	Key in the order number from the email you received from My Kelly:
	Type " <mark>e03md</mark> ".

Ð <sup>1</sup> Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
• • • • • • • • • • • • • • • • • • •	
<u>ORDER INQUIRY BY</u>	ORDER OR PO NUMBER
Company No?	01
comparing No.	. <b>0.1</b>
Order No:	EO3MD /
- or -	
PO Number:	
	F3=Exit
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Step	Action
6.	Press ENTER.

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File Edit View Communication						
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0	rder No: E03MD					
Order No W	Ord <u>H Tup Status</u>	Ent. Date	Customer_P/O	Ship-To Number	Customer	Name
			Claudia Estrada		DICK CLAR	
						Last
Selection:	F2=Invoice No.	<b>HHH</b> -0,	rder Entry <mark>F</mark>	9 <mark>=Order De</mark>	lata	Lasi
selection:	F3=Exit			11 <mark>=Mark/Un</mark>		-Return
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MA a					2	3/013
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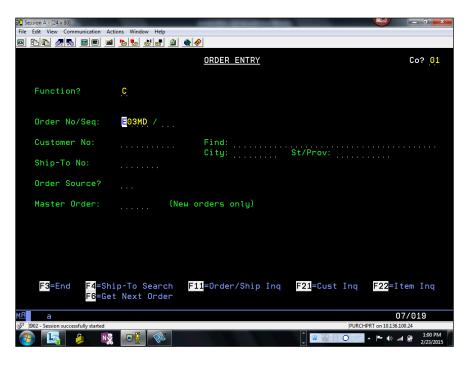
Step	Action	
7.	Key in the selection matching your order number inquiry:	Туре " <b>1</b> ".

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File Edit View Communicatio	on Actions Window Help		
o rir <i>i</i>	1 🖬 🌭 😓 💩 💼	•	
	Order No: E03MD	/ 0	
	<b>.</b> .	Ξ.	o
Örnelaren Mar	Ord	Ent.	Ship-To
1 E03MD/00	WH Typ Status	Date <u>Customer P/O</u> 2/08/15 Claudia Estrad	A Number Customer Name DICK CLARK PRODU
I E03MD/00	UT BTU Hela-EH	2/08/15 Claudia Estrad	a DICK CLARK PRODU
			Last
Selection:	1 F2=Invoice No	. <mark>F5</mark> =Order Entry	F9=Order Delete
	F3=Exit		F11=Mark/Unmark F12=Return
M <u>A</u> a			23/013
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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.

Addr3: Addr4:	MONICA	St/Prov? Zip/Pstl:	<u>Contact:</u> CA	255-4600	
City: SANTF Country? US Ship To:	MONICA		CA		
Country? US Ship To:	I MUNICH		UH		
			90404		
			Phone:		
Addr2:				255-4600	Extn:
Addr3:			Contact:		
Addr4:					
City:		St/Prov?			
Country? PO No: Claud	lia Estrada	Zip/Pstl:	Reg Ship:	20915 Blank	ot: N
FOB CD?	ila Estrada		Key Ship.	20313 Drank	et: <mark>N</mark>
	Company Trucks		Entry Dt:	20815	
Open Time:	00 Close Time:	:00	Drp Shp:	N	
Note:	<u> </u>		Warehouse?	<b>-</b>	r San
	T 10		Pmt Cd?	. <mark>3</mark>	
S'Rep? 10020	Southern Californ	nia			More: N
F12=Items F4=Sh	nip-To <mark>F5</mark> =More	F6 <mark>=Inqs</mark> F7 <mark>=</mark> I	Cus <mark>F9</mark> =Cmnts	s <mark>F10</mark> =End	F23=Dup Dt

Step	Action
11.	Press TAB.

<u>Sold To:</u> Addr1: Addr2:	1/0000803144 DICK CL 2900 OLYMPIC BLVD	ARK PRODUCT	Phone: (310) 2			03MD/00
Addr3: Addr4:			<u>Contact:</u>			
City: Country?	SANTA MONICA US	St/Prov? Zip/Pstl:	CA 90404			
<u>Ship To:</u> Addr1: Addr2: Addr3: Addr4:			<u>Phone:</u> (310) 2 <u>Contact:</u>	55-4600	Extr	n:
City: Country?		St/Prov? Zip/Pstl:				
PO No: FOB CD?	Claudia Estrada		Req Ship:	20915	Blanket:	N
Carrier?	FLEET Company Trucks e: :00 Close Time:	: 00	Entry Dt: Drp Shp: Warehouse?	20815 N	Banon Sa	
Terms? S'Rep?	1 NET 10 10020 Southern Californ			3 		
F12 <mark>=Items</mark>	<mark>F4</mark> =Ship-To <mark>F5</mark> =More F	6 <mark>=Inqs F7</mark> =(	Cus <mark>F9</mark> =Cmnts	F10=Er		lore: <mark>N</mark> =Dup Dt

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)

PL Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
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	C PRODUCTIONS CHANGE BACKORD Phone: E03MD/00 (310) 255-4600 Extn: Contact: Prov? CA 0/Pstl: 90404
Ship To:         Addr1:         Addr2:         Addr3:         Addr4:         City:       St/         Country?       Zip         P0 No:       Claudia Estrada         F0B CD?	Phone:         (310)         255-4600         Extn:           Contact:         Contact: </td
Carrier? FLEET Company Trucks Open Time: :00 Close Time: :00 Note: Terms? 1 NET 10 S'Rep? 10020 Southern California	Warehouse? 07 Kelly Paper San Pmt Cd? <mark>3</mark>
<mark>F12</mark> =Items <mark>F4</mark> =Ship-To <mark>F5</mark> =More F6=I	More: <u>N</u> nqs <mark>F7</mark> =Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23=Dup Dt
MA a	17/011
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Step	Action	
13.	Hit the Tab key until you reach the Open Time field. Press TAB.	

Sold To: Addr1: Addr2: Addr3: Addr4:	1/0000303144 DICK CLARK PRODUC 2900 OLYMPIC BLVD	TIONS CHANGE BACKORD <u>Phone:</u> E03MD/00 (310) 255-4600 Extn: <u>Contact:</u>
City: Country?	SANTA MONICA St/Prov? US Zip/Pstl:	CA 90404
<u>Ship To:</u> Addr1: Addr2: Addr3: Addr4:		<u>Phone:</u> (310) 255-4600 Extn: <u>Contact:</u>
City: Country? PO No: FOB CD?	St/Prov? Zip/Pstl: Claudia Estrada	Req Ship: 20915 Blanket: N
Carrier?	FLEET Company Trucks a: ■ :00 Close Time: :00 1 NET 10 10020 Southern California	Entry Dt: <mark>20815</mark> Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? <u>3</u>
	F4=Ship-To F5=More F6=Inqs F7=	More: More: Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23=Dup D1

Step	Action	
14.	Key in the opening time in military format. Typ	be " <mark>08</mark> ".

2 Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
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Sold To:         1/0000803144         DICK         CLARK         PRODUC           Addr1:         2900         DLYMPIC         BLVD           Addr2:         Addr3:         Addr4:         City:         SANTA MONICA         St/Prov?	CHANGE BACKORD           Phone:         E03MD/00           (310)         255-4600         Extn:           Contact:         CA
Country? US Zip/Pstl:	90404
Addr1: Addr2: Addr3: Addr4: City: Country? P0 No: F0B CD? Addr4: Claudia Estrada F0B CD?	Phone:         Extn:           (310)         255-4600         Extn:           Contact:         Extn:         Extn:           Req Ship:         20915         Blanket:         N
Carrier? FLEET Company Trucks	Entry Dt: 20815
Open Time: 08:00 Close Time: :00 Note: Terms? 1 NET 10 S'Rep? 10020 Southern California	Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? <u>3</u>
	More: <u>N</u> =Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23=Dup Dt
M <u>A</u> a	19/015
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Step	Action
15.	Press TAB.

File Edit View Communication Actions Window Help         Image: Solid To:       1/0000803144 DICK CLARK PRODUCTIONS       CHANGE BACKORD E03MD/00         Addr1:       2900 OLYMPIC BLVD       Phone:       E03MD/00         Addr2:       Gitting To:       Contact:       Contact:         Addr3:       Contact:       Contact:       Extn:         Addr4:       Contact:       Ship To:       Phone:       Phone:         Addr3:       Contact:       90404       Ship To:       Phone:         Addr3:       Contact:       Contact:       St/Prov?       CA         Country?       US       Zip/Pstl:       90404       St/Prov?         Country?       US       Zip/Pstl:       90404       St/Prov?         Country?       US       Zip/Pstl:       90404       St/Prov?         Country?       St/Prov?       Contact:       Contact:         Addr3:       Contact:       Contact:       Contact:         Addr3:       Country?       Zip/Pstl:       Phone:       Contact:         P0 No:       Claudia Estrada       Entry Dt:       20815       Drp Shp: N         Note:       Terms?       I. NET 10       Phore:       Phore:       Sigenpute	🛛 Session A - [24 x 80]		
Sold To:       1/0000803144 DICK CLARK PRODUCTIONS       CHANGE BACKORD E03MD/00         Addr1:       2900 0LYMPIC BLVD       Phone:       C310) 255-4600       Extn:         Addr3:       Contact:       Addr4:       Contact:       Contact:         Addr4:       Country?       US       Zip/Pstl:       90404       Extn:         Ship To:       Addr1:       Phone:       C4       Contact:         Addr1:       SANTA MONICA       St/Prov?       CA         Country?       US       Zip/Pstl:       90404         Ship To:       (310) 255-4600       Extn:         Addr1:       Phone:       Cantact:         Addr3:       Contact:       Contact:         Addr4:       Country?       US       St/Prov?         Country?       Claudia Estrada       Contact:         Addr3:       Chaudia Estrada       Req Ship:       20915         PO No:       Claudia Estrada       Req Ship:       20915       Blanket:         F0B C0?       Carrier? FLEET Company Trucks       Entry Dt:       20815       Drp Shp: N         Note:       Terms?       INET 10       Drp Shp: N       Warehouse? 07       Kelly Paper San         Terms?       IO200 Southern C	File Edit View Comm	nunication Actions Window Help	
Addr1:       2900 0.VYMPIC BLVD       Phone:       E03MD/00         Addr2:       (310) 255-4600       Extn:         Addr4:       Contact:       Contact:         Addr4:       Contact:       Gentact:         Country?       US       Zip/Pstl:       90404         Ship To:       Addr1:       Phone:       (310) 255-4600       Extn:         Addr1:       Quarter of the second secon	a <u>ra</u> <u>a s</u>	🛯 🖬 📓 💺 😹 📾 🜒 🔗	
Addr1:       Phone:         Addr2:       (310) 255-4600       Extn:         Addr3:       Contact:         Addr3:       Contact:         Addr4:       Contact:         City:       St/Prov?         Country?       Zip/Pstl:         P0 No:       Claudia Estrada         F0B C0?       Req Ship:       20915         Carrier?       FLEET Company Trucks       Entry Dt:       20815         Open Time:       08:00       Close Time:       :00         Note:       Narehouse?       07 Kelly Paper San         Terms?       1. NET 10       Pmt Cd?       3         S'Rep?       10020       Southern California       More: N         F12=Items Fd=Ship-To       Fd=Inqs       F10=End       F23=Dup Dt         MB       a       19/032	Addr1: Addr2: Addr3: Addr4: City:	2900 OLYMPIC BLVD SANTA MONICA St/Pro	Phone:         E03MD/00           (310)         255-4600         Extn:           Contact:         /?         CA
Carrier?     FLEET Company Trucks     Entry Dt: 20815       Open Time:     08:00     Close Time: :00     Drp Shp: N       Note:     Warehouse?     07 Kelly Paper San       Terms?     1     NET 10     Pmt Cd? 3       S'Rep?     10020     Southern California     More: N       F12=Items     F4=Ship-To     F5=More     F6=Inqs       a     19/032	Addr1: Addr2: Addr3: Addr4: City: Country? P0 No:	Zip/Ps	Phone:         (310)         255-4600         Extn:           Contact:
F12=Items F4=Ship-To F5=More F6=Inqs F7=Cus F9=Cmnts F10=End F23=Dup Dt A a 19/032	Carrier? Open Time Note: Terms?	e: 08:00 Close Time: :00	Drp Shp: N Warehouse? <b>07 Kelly Paper San</b> Pmt Cd? <mark>3</mark>
		<mark>F4</mark> =Ship-To <mark>F5</mark> =More F6=Inqs	F7=Cus F9=Cmnts F10=End F23=Dup Dt
PORCHERTON 10120120124		fully started	
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Step	Action
16.	Key in the closing time in military format. Type "15".

Ð <mark>1</mark> Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
Sold To:1/0000803144 DICK CLARK PRODUCAddr1:2900 OLYMPIC BLVDAddr2:Addr4:City:SANTA MONICASt/Prov?Country?USZip/Pst1:	CHANGE BACKORD           Phone:         E03MD/00           (310)         255-4600         Extn:           Contact:
Addr1: Addr2: Addr3: Addr4: City: St/Prov? Country? Zip/Pst1: PO No: Claudia Estrada	Phone:         (310)         255-4600         Extn:           Contact:
FOB CD? Carrier? FLEET Company Trucks Open Time: 08:00 Close Time: 15:00 Note: Terms? 1 NET 10 S'Rep? 10020 Southern California	Entry Dt: 20815 Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? <u>3</u>
<mark>F12</mark> =Items <mark>F4</mark> =Ship-To <mark>F5</mark> =More F6=Inqs F7=	More: <mark>N</mark> =Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23 <mark>=</mark> Dup Dt
M <u>A</u> a	19/034
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### StepAction17.Press ENTER.

90 Session A - 124 x 801	
File Edit View Communication Actions Window Help	
	CHANGE BACKORD
Invoice Dt: Bill T	o: 803144 (310) 255-4648
Cash Dsc Dt:	DICK CLARK PRODUCTIONS
Future Dt:	2900 OLYMPIC BLVD
Cancel Dt:	
Invoice No:	
Dep Amt: .00	
	SANTA MONICA
	CA 90404 US
Price List: 1 (1-5) Pr Dsc Pct: 00 Consoli Price Disc Code: (001-99	Contact:
Pr Dsc Pct: .00 Consoli	dated Bill Code?
Price Disc Code: (001-99	19) Tr Dsc Pct: .00
Contract Cde? 0001	Int Vnd No:
Pro No:	BOL No: Dept:
Ship Date:	BOL No: Dept: Compl Ship: (,H,D) Ref No:
Order Source?	Order Pty: 3 (1 - 7) Upd Demand: Y (Y,N)
	Contract:
Tax Exempt Cert #:	Tax Exempt Cert # Exp Date:
<u>S'Rep?</u>	Com % Territoru? 20
10020 Southern California	.000 Route/Stp: 2021 / Tax Body? CA1429 Cd: 0
Rober Soto	Tax Body? CA1429 Cd: O
Santa Monica	9.500 Santa Monica
5448: Order sourc	e code is required for this company
<mark>F4</mark> =ContrLst	<mark>F21</mark> =Cust Inq
1£ a	02/016
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Step	Action
18.	An order source is required to process all My Kelly delivery orders. <b>Click the</b> <b>"Order Source"</b> field.

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le Edit View Communication Actions Window Help		
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		CHANGE BACKORD
Invoice Dt: Bill	To: 803144 (310) 255-4	
Cash Dsc Dt:	To: 803144 (310) 255-4 DICK CLARK PRODUCTIONS	1010
Eutupo Dt:	2900 OLYMPIC BLVD	
Cancel Dt:		
Invoice No:		
Dep Amt: .00		
	SANTA MONICA	
	CA	90404 US
Price List: 1 (1-5)		00101 00
Price List: 1 (1-5) Pr Dsc Pct: .00 Consol	idated Bill Code?	
Price Disc Code: (001-9	99)	Tr Dsc Pct: .00
Contract Cde? 0001	Int Vnd No:	
Pro No:	BOL No:	Dent:
Ship Date:	Compl Shin' ( H D)	Ref No:
Order Source?	Order Pty: <b>3</b> (1 - 7)	Und Demand: Y (Y,N)
	or der regr jo (1 - ry	Contract:
Tax Exempt Cert #:		p Date:
S'Rep?	Com % Territory?	20
10020 Southern California	.000 Route/Stp:	
Rober Soto	Tax Body?	
Santa Monica	9,500	
	ce code is required for this co	
F4 <mark>=ContrLst</mark>	<mark>F21</mark> =Cust Inq F22 <mark>=Item Inq</mark>	
а		16/016
1902 - Session successfully started		PURCHPRT on 10.136.100.24
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Step	Action	
19.	Key in your two digit Order Source code.	Туре " <b>07</b> ".

2 Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
	CHANGE BACKORD
Invoice Dt: Bill To: <mark>803144</mark> (310) 255- Cash Dsc Dt: DICK CLARK PRODUCTIONS	-4648
Future Dt: 2900 OLYMPIC BLVD Cancel Dt:	
Invoice No:	
Dep Amt:	
Dep Amt:	
	90404 US
	00404 00
Price List: 1 (1-5) Contact: Pr Dsc Pct:00 Consolidated Bill Code?	
Price Disc Code: (001-999)	Tr Dsc Pct: .00
Contract Cde? 0001 Int Vnd No:	
Pro No: BOL No:	Dept:
Pro No: BOL No: Ship Date: Compl Ship: (,H,D) Order Source? 07 Order Ptu: 3 (1 - 7)	Ref No:
Order Source? 07 Order Pty: 3 (1 - 7)	
	Contract:
Tax Exempt Cert #: Tax Exempt Cert # Ex	xp Date:
<u>S'Rep?</u> <u>Com %</u> Territory?	20
10020 Southern California .000 Route/Stp:	2021 /
Rober Soto Tax Body?	
	Jo Santa Monica
5448: Order source code is required for this o	
F4=ContrLst F21=Cust Inq F22=Item Inq	q <mark>F12</mark> =First Header
A a	16/045
5 <sup>1</sup> 1902 - Session successfully started	PURCHPRT on 10.136.100.24
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Step	Action
20.	Press ENTER.

Ð <mark>.</mark> Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
Invoice Dt: Bill To: 803144 (310) 255-4 Cash Dsc Dt: DICK CLARK PRODUCTIONS	CHANGE BACKORD 648
Future Dt: 2900 OLYMPIC BLVD	
Cancel Dt: Invoice No: Dep Amt:	
SANTA MONICA	
CA	90404 US
Price List: 1 (1-5) Contact: Pr Dsc Pct: 00 Consolidated Bill Code? Price Disc Code: (001-999) Contract Code: 1001-999	
Pr Dsc Pct: .00 Consolidated Bill Code?	
Price Disc Code: (001-999)	Tr Dsc Pct: 00
Contract cuer oddi int vnu No.	
Pro No: BOL No:	Dept:
Ship Date: Compl Ship: ( ,H,D)	Ref No:
Pro No:         BOL No:           Ship Date:         Compl Ship:         ( ,H,D)           Order Source?         07         Order Pty:         3 (1 - 7)	Upd Demand: Y (Y,N)
Santa Monica	Contract:
Tax Exempt Cert #: Tax Exempt Cert # Exp	
<u>S'Rep?</u> <u>Com %</u> Territory?	20
10020 Southern California 000 Route/Stp:	2021 / CA1429 Cd: 0
Rober Soto Tax Body? Santa Monica 9.500	Santa Monica
Santa Monica 9.500	Santa Monica
F4=ContrLst F21=Cust Inq F22=Item Inq	<mark>F12</mark> =First Header
M <u>A</u> a	02/016
1902 - Session successfully started	PURCHPRT on 10.136.100.24
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Step	Action
21.	Press ENTER.

9 Session A - [24 x 80]		-	and the second second			
File Edit View Communication Act	ions Window Help					
o <u>rr ( , , , </u> )	🐚 Խ 💩 😹 🗎 🧉	<b>e</b>				
Ord: E03MD/00	01/0000803144	DICK CLARK	PRODUCTIO	NS	CHANGE BACK	ORD
<u>Item &amp; Descrip</u>	otion		<u>U/M</u>	<u>Final Price</u>		
1 55872D			PKG	14.34000		.00
8.5x11-80# Accer	nt Opaque Digit	al White Co	ver 28.77M			1
					i	ast
Item No		Qty Ord	Qty Shp	U/M? (	)/11 Teet	
1001110			<u>qrq onp</u>	<u>07111</u>	<u></u>	
Base Price	e Dsc 1 Dsc	20 F:	inal Price	LTEC	Cost	
Insert Before:						
	Find:					
	Item No:			01 0		
				_		
<mark>F12</mark> =Order Head					13-20 to Ch	
	F4 <mark>=Chrgs</mark> F6=	Ky <mark>F9</mark> =Cr	npt F1	1 <mark>=Hist A</mark>	23 <mark>=Speed En</mark>	try
MA <b>l</b> a					13/07	25
J 1902 - Session successfully started				PURC	HPRT on 10.136.100.24	
						1:01 PM
						2/23/2015

Step	Action
22.	Review each order line: Press SHIFT+F1.

Ø Session A - [24 x 80]		-	Street Street			
File Edit View Communication Actions	Window Help					
	s 🛃 🕹 🛃 🛍 🔹 🤗					
Ord: E03MD/00	01/0000803144 DI	CK CLARK	PRODUCTIO	VS	CHANGE	BACKORD
Item & Descript	ion	Qty Shp	U/M	Final Price	Total	Amt/Line
1 55872D			PKG			.00
8.5x11-80# Accent	Onaque Digital			11101000		1
015XII 00# Hecent	opaque bigitat	white ook	20.1111			÷
						Last
<mark>1</mark> <u>Item No</u>	62.000- Avail	<u>Ord</u>	<u>Shp</u>	<u>B/0</u>	<u>U/M</u>	<u>WH?</u> 0/U
55872D		2.000	. 0	2.0	000 PKG	07
*EIC						
	<u>Dsc 1</u> <u>Dsc 2</u>	O Final F	Price PKG	1% 64.37 To	otal L	TEC
14.34000			14.34000	<u> </u>		Ý Ö Ý
14.04000	.00 0 .00		14.04000		.00	
Cost:	5.11000					
			D:			7 7 14
Reason? 8.5	x11-80# Accent 0	paque		tal White Co		CCM
RqS: 20815 UpD:	r spu:	ind:	Vnd:	Pr Ls	с: <u>1</u>	
			Loc: <u>*M</u>	ISSING		
		=EIC				
F2 <mark>=WHs F5</mark> =L0	oc <mark>F6</mark> =Ky <mark>F8</mark> =Sh	F12	=Ret			F24 <mark>=Del</mark>
M <u>A</u> a						14/031
1902 - Session successfully started				PUR	CHPRT on 10.136	5.100.24
					· · · ·	1:01 PM
						2/23/2015

Step	Action
23.	From the Line Detail Screen: Press F2.

<b>D</b> Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
Ord: E03MD/00 01/0000803144 DICK CLARK	PRODUCTIONS CHANGE BACKORD
<u>Item &amp; Description</u> <u>Qty Shp</u> 1 55872D .000 8.5x11-80# Accent Opaque Digital White Cov	PKG 14.34000 .00
Alt WH For: 07 55872D 8.5x11-80# Accent C WH WH Name A	Last Opaque Digita Qty: 2.000 PKG Avail On PO Alloc
1 91 Kelly Paper Warehouse Industry 2 02 Kelly Paper Los Angeles 3 03 Kelly Paper Signal Hill	679.000 63.000 29.000 63.000 16.000
4 04 Kelly Paper North Hollywood 5 05 Kelly Paper Anaheim 6 06 Kelly Paper El Monte	8.000 4.000 186.000
Sel: <mark>F2</mark> =Qty On F F5=Min/Max	More Hand <mark>F6</mark> =Show Avl Qty <mark>F12</mark> =Return <mark>F15</mark> =Spec Ord
мА а	23/007
1902 - Session successfully started	PURCHPRT on 10.136.100.24
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Step	Action
24.	From the Alternate Warehouse Screen:
	Enter the number next to the warehouse that this delivery is being shipped from. Type "1".

C Session A - [24 x 80]	and the second second second second		
File Edit View Communication Actions Window Help			
o P. P			
Ord: E03MD/00 01/0000803144 DIC	K CLARK PRODUCTION	s c	CHANGE BACKORD
Item & Description Q 1 55872D 8.5x11-80# Accent Opaque Digital WH	.000 PKG	<u>Final Price</u> 14.34000	<u>Total Amt/Line</u> .00 1
			Last
Alt WH For: 07 55872D 8.5x11-80# f	Accent Opaque Dig	ita Qty:	2.000 PKG
WH WH Name	Avail	On PO	Alloc
1 91 Kelly Paper Warehouse Industr			63.000
2 02 Kelly Paper Los Angeles	29.000		
3 03 Kelly Paper Signal Hill	16.000		
4 04 Kelly Paper North Hollywood	8.000		
5 05 Kelly Paper Anaheim	4.000		
6 06 Kelly Paper El Monte	186.000		
			More
		how Avl Qty Spec Ord	<mark>F12</mark> =Return
A a			23/007
1 IB02 - Session successfully started		PURCH	PRT on 10.136.100.24
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Step	Action
25.	Press ENTER.

N Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
Ord: E03MD/00 01/0000803144 DICK CLARK PRODUCTIONS CHANG	E BACKORD
<u>Item &amp; Description</u> <u>Qty Shp</u> <u>U/M</u> <u>Final Price</u> <u>Tota</u> 1 55872D .000 PKG 14.34000 8.5x11-80# Accent Opaque Digital White Cover 28.77M	<u>l Amt/Line</u> .00 1
	Last
1 Item No 679.000 Avail Ord Shp B/O U/	M WH? 0/U
55872D 2.000 .000 2.000 PK	
*EIC	
Base Price         Dsc 1         Dsc 2         0         Final Price         PKG M% 64.37         Total           14.34000         .00         0         14.34000         .00	L T E C Y O Y
Cost: 5.11000	
Reason? 8.5x11-80# Accent Opaque Digital White Cover 28 RqS: 20815 UpD: Y SpO: Ord: Vnd: Pr Lst: 1 Drp Sh: N Loc: *MISSING	. <u>77M</u>
F2=WHs F5=Loc F6=Ky F8=Sh F12=Ret	F24 <mark>=Del</mark>
伯 a	14/031
1902 - Session successfully started PURCHPRT on 10.	136.100.24
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Step	Action
26.	Notice the warehouse selection for the line you just edited. Press ENTER.

🛛 🖕 Session A - [24 x 80]	Adaptive a second secon	
File Edit View Communication A	Actions Window Help	
	🛋 ங 💩 💼 🛍 🌰 🏈	
Ord: E03MD/00	01/0000803144 DICK CLARK PRODUCTIO	CHANGE BACKORD
Item & Descri	<u>iption Qty Shp U/M</u>	<u>Final Price</u> <u>Total Amt/Line</u>
1 55872D	.000 PKG	14.34000 .00
8.5x11-80# Acce	ent Opaque Digital White Cover 28.77№	1 1
		Last
Item No	<u>Qty Ord</u> <u>Qty Shp</u>	
<u>I Lein No</u>		<u>0/U/M?</u> 0/U Top:
Base Pric	ce <u>Dsc 1</u> <u>Dsc 2</u> 0 <u>Final Price</u>	eLTEC Cost
Insert Before:		
	Find:	
	Item No:	010
<mark>F12</mark> =Order Head	F5=Cmnts F7=Qty Ord F1	
	<mark>F4</mark> =Chrgs <mark>F6</mark> =Ky <mark>F9</mark> =Cmpt F1	11 <mark>=Hist F23</mark> =Speed Entry
MA a		14/001
1902 - Session successfully started		PURCHPRT on 10.136.100.24
		2/23/2015

Step	Action
27.	Repeat the warehouse selection steps for each line on the order.
	Press F10.

<b>D</b> Service A (24) (20)				
Other         Session A - [24 x 80]           File         Edit         View         Communication         Actions         Window         He	In			
Order: E03MD/00	DICK CLARK PROD	UCTIONS		CHANGE BACKORD
Msgs: <u>Shippe</u>			Current:	.00
Items: 1	.00	28.68	Over 30	.00
Sp Chg:	.00		Over 60	.00
			Over 90	.00
Subtot: 1			Over 120	210.00-
Sales Tax:	.00		Orders:	1272.34
			Cash:	. 00
TOTAL:			Total:	1062.34
Weight:		14.3860	Limit:	3000
Cubes:	.000	. 298		
Hold Code? EH My Kelly	y Order Hold			
Alloc Inv: Y (y,n)				
	<u>GM%/Profit</u>		<u>Outq</u> Prt	<u>Fx Eml</u>
	% 64.3		PRTAPLUS Y	N Y N N
	18.4		UPRINI Y	N N
		Pck:	PRTAPLUS	
<b>E10</b> -D				
			<b>E01</b>	
F2=Ln Itms		4-00		5 Inq <mark>F16</mark> =Prev
<mark>F12</mark> =Header <mark>F6</mark> =P/F Inv <mark>F7</mark> =F	THCK FI	4 <mark>=CC</mark>	F22 <mark>=Itm</mark>	Ind
MA <b>n</b> a				13/015
1902 - Session successfully started			DIRC	HPRT on 10.136.100.24
				1:03 PM
				2/23/2015

Step	Action
28.	From the End Order Screen:
	<b>Note:</b> The warehouse will be changed from your store to the new shipping warehouse you selected on each line.
	Press ENTER.

<b>9일</b> Session A - [24 x 80]	Name and Address of the			- 0 X
File Edit View Communication Acti	ions Window Help			
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		<u>ORDER ENTRY</u>		Co? <mark>01</mark>
Function?	Correction			
Order No/Seq:				
Customer No:		Find:		
		City: St/	Prov:	
Ship-To No:				
Orden Source?				
Master Order:	(New )	orders only)		
Last order: E03	MD/00 DICK	CLARK PRODUCTIONS		
	KORD HELD My K	elly Order Hold		
F3 <mark>=End F4</mark> =Shi	.p-To Search <mark>F</mark> i	11 <mark>=Order/Ship Inq F2</mark>	1=Cust Inq F22=Ite	em Ina
M <u>A</u> a			07	/019
1902 - Session successfully started			PURCHPRT on 10.136.100	.24
				1:04 PM
				2/23/2015

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.

) <b>()</b> <u>()</u> () () () () () () () () () () () () ()	I 🖻 📓 😓 💩 📾 🏛 🔍		
COMMAND	Order Entry - Ma Menu: OEMA		
	1. Enter, Change &	Ship Orders	5
	2. Release Held Or	ders, Quotes	Ξ,
	Backorders & Fu	tures	
	3. Delete Open Ord	ers	
	4. Release "New Cu	stomer" Orde	ers
	5. Release Blanket	Orders	
	6. Off Line Order I	Entry	
	7. Ship Confirm Mu	ltiple Order	<b>`</b> 5
INQUIRE:	10. Customers	PRINT:	19. RGA Slips
	11. Items		20. Acknowledgements
	12. Open Orders		21. Pick Lists
	13. Customer Order/Shipment		22. Invoices
	14. Open Orders by Item	MENUS:	23. Reports
	15. Shipped Orders by Item		24. File Maintenance
	16. Order Snapshot		25. Inquiry
	17. Carrier Order Inquiry		
	18. Order Inquiry by P/O or Orde		(c) 1992–2012 Infor
Ready for	option number or command		
===>			
a			22/007
2 - Session successfull			PURCHPRT on 10.136.100.24

Step	Action
30.	From the Order Entry Main Menu: Type "2".

COMMAND	Order Entry - Ma: Menu: OEMA:	
	1. Enter, Change &	Ship Orders
	2. Release Held Ord	
	Backorders & Fu	tures
	3. Delete Open Orde	ers
	4. Release "New Cus	stomer" Orders
	5. Release Blanket	Orders
	6. Off Line Order H	Entry
	7. Ship Confirm Mu	
INQUIRE:	10. Customers	PRINT: 19. RGA Slips
	11. Items	20. Acknowledgements
	12. Open Orders	21. Pick Lists
	13. Customer Order/Shipment	22. Invoices
	14. Open Orders by Item	MENUS: 23. Reports
	15. Shipped Orders by Item	24. File Maintenance
	16. Order Snapshot	25. Inquiry
	17. Carrier Order Inquiry	
	18. Order Inquiry by P/O or Order	r (c) 1992-2012 Infor
	r option number or command	
===> 2		
a		22/008
02 - Session succes	6 H I	PURCHPRT on 10.136.100.24

Step	Action
31.	Press ENTER.

91 Session A - [24 x 80]		x
File Edit View Communication Actions Window Help		
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00050		
URDER	RELEASE	
Company Number?	01	
Order No./Gen.:	/ 00	
New Order Type:		
	0 - Order	
	<mark>F3</mark> =Exit <mark>F5</mark> =Order Entry	
	<sup>13</sup> <sup>2</sup> <sup>2</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>1</sup> <sup>1</sup> <sup>3</sup> <sup>2</sup> <sup>1</sup> <sup>1</sup> <sup>1</sup> <sup>3</sup> <sup>1</sup>	
MA a	05/041	
🗊 1902 - Session successfully started	PURCHPRT on 10.136.100.24	
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Step	Action
32.	To release your My Kelly order: Press TAB.

9 Session A - [24 x 80]	A 100 100 100	-			
File Edit View Communication Actions Winde	ow Help				
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	00050				
		RELEASE			
	Company Number?	01			
	Order No./Gen.:	1.1	00		
	New Order Type:		I - Invoice		
			0 - Order		
			<mark>F3</mark> =Exit	<mark>F5</mark> =Order Entr	-11
			. C EXIL		9
M <u>A</u> a				07	/041
g1 1902 - Session successfully started				PURCHPRT on 10.136.100	
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Step	Action	
33.	Key in your My Kelly Order number.	Type " <b>e03md</b> ".

9 Session A - [24 x 80]					- 0 ×
File Edit View Communication Actions Windo	ow Help				
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	00050				
		RELEASE			
	Company Number?	01			
	Order No./Gen.:	E03MD /	0.0		
	New Order Type:		I - Invoice		
			0 - Order		
			<mark>F3</mark> =Exit	<mark>F5</mark> =Order Entr	y
M£ a				07/	049
🗊 1902 - Session successfully started				PURCHPRT on 10.136.100.2	
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Step	Action
34.	Press ENTER.

	nunication Actions Window Help					
Sold To:	1/0000803144 DICK 2900 OLYMPIC BLVD	CLARK PRODUCT	TIONS Contac	t:	Order No: Order Type: HELD My Kel	
	SANTA MONICA	CA	Phone:	(310)	255-4600 90404	US
Ship To:						
			Contac	t:		Ext.
			Phone:	(310)	255-4600	LAT
Shp Via: Note: S'Rep:	Claudia Estrada 0800 1500 10020 Southern Cali 1 NET 10	fornia		B/O Code: Dir Shp: Blanket: Warehouse Allocate:	NO NO 91	
Pmt Cd: CC: Auth:	3 On Account	Exp: 0		Route/Stp Tax Body:	2021 / 0	Cd: 0
F10=Rele	ease		F.	<mark>12</mark> =Return		
B 1902 - Session success	follow should all				PURCHPRT on 10.1	01/001
1902 - Session success						II 📴 1:04 PM II 📴 2/23/2015

Step	Action
35.	Press F10.

B Session A - [24 x 80]				
File Edit View Communication Actions Window Help				
	🛍 🍓 🤣			
	ORDER RELEASE			
	ONDER RELEASE	=		
Comp	any Number? <mark>0</mark> 1			
Onde	r No./Gen.: E03MD	( 00		
Urde	r No./Gen.: E03MD			
New	Order Type:	I - Invoice		
		0 - Order		
386: Order rel	eased from hold, bu	ut still a back	order.	
		F3=Exit	<mark>F5</mark> =Order Enti	<b>C</b> 11
			- S-Or der Enti	9
MA a			05	/041
🗊 1902 - Session successfully started			PURCHPRT on 10.136.100	
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Step	Action
36.	Your order is now ready to be picked for delivery (status 1 RDY Pckslp)
	<b>Note:</b> 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.

3 Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
0 <u>6 4 4 4 8 8 8 8 8 8 4 4 4 4 4 4 4 4 4 4 </u>	
COMMAND Infor Distribu	ition A+ - Main Menu
Men	nu: APLUS
1. Order Entry	16. Radio Frequency
2. Inventory Accounting	17. Point of Sale
3. Accounts Receivable	18. Value Added Services
4. Sales Analysis	19. ebusiness & Communication
5. Bill Of Material	20. Bid & Quote
6. Purchasing	22. Workflow Management
7. Price Maintenance	23. Consignment
8. Inventory Mgmt & Planning	26. Electronic Payments
9. General Ledger	27. Rebates
10. Accounts Payable	28. Demand Planning
11. Warehouse Management	29. Extension Solution
15. International Currency	30. Advanced Inventory Management
40. File Maintenance Menu	
41. Cross Application - Master I	Menu
42. Master Menus	99. Kelly Paper Main Menu (c) 1992-2012 Infor
Ready_for option number or command	
===>	
MA a	22/007
1902 - Session successfully started	PURCHPRT on 10.136.100.24
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Step	Action
1.	From the A+ Main Menu:
	Type " <b>1</b> ".

90 Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
o Pri <i>e</i> s de esta de est esta de esta de est	
	tion A+ - Main Menu u: APLUS
<ol> <li>Order Entry</li> <li>Inventory Accounting</li> <li>Accounts Receivable</li> <li>Sales Analysis</li> <li>Bill Of Material</li> <li>Purchasing</li> <li>Price Maintenance</li> <li>Inventory Mgmt &amp; Planning</li> <li>General Ledger</li> <li>Accounts Payable</li> <li>Warehouse Management</li> <li>International Currency</li> </ol>	27. Rebates 28. Demand Planning 29. Extension Solution
40. File Maintenance Menu 41. Cross Application - Master Menu 42. Master Menus Ready for option number or command	Menu 99. Kelly Paper Main Menu (c) 1992-2012 Infor
===> <u>1</u>	22/008 PURCHPRT on 10.136.100.24

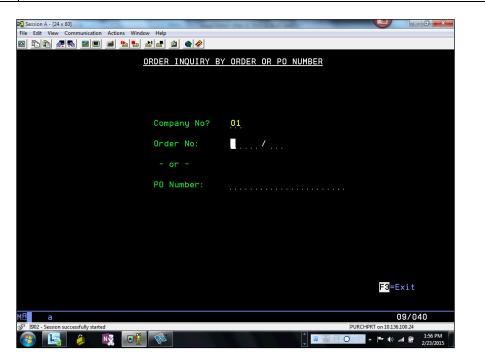
Step	Action
2.	Press ENTER.



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

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COMMAND		try - Main Menu nu: OEMAIN	
	1. Enter,	Change & Ship Order	rs
	2. Release	Held Orders, Quote	es,
	Backord	lers & Futures	
		Open Orders	
	4. Release	"New Customer" Ord	ders
		Blanket Orders	
	6. Off Lir	e Order Entry	
		nfirm Multiple Orde	ers
INQUIRE:	10. Customers	PRINT	: 19. RGA Slips
	11. Items		20. Acknowledgements
	12. Open Orders		21. Pick Lists
	13. Customer Order/Shipm		22. Invoices
	14. Open Orders by Item	MENUS	
	15. Shipped Orders by It	em	24. File Maintenance
	16. Order Snapshot		25. Inquiry
	17. Carrier Order Inquir		
	18. Order Inquiry by P/C		(c) 1992–2012 Infor
	<pre>option number or command</pre>		
===> <u>18</u>			
			22/009
a	ully started		PURCHPRT on 10.136.100.24

Step	Action
4.	Press ENTER.



Step	Action
5.	Key in the My Kelly order number from the email you received.
	Type " <b>e03kb</b> ".

9 Session A - [24 x 80]	the second second second		
File Edit View Communication Acti	ions Window Help		
	<b>1</b> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
		<u>ORDER OR PO NUMBER</u>	
	ORDER INGOINT DI	SADER ON TO HONDER	
	Company No2	01	
	Company No?	01	
	Order No:	E03KB /	
	- or -		
	PO Number:		
	Po Number .		
		F3=E×	kit
NO.			0 / 0 / 0
MA a			9/048
3 1902 - Session successfully started		PURCHPRT on 10.136.10	1.55.014
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Step	Action
6.	Press ENTER.

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	Order No: E03KB				
	Ord <u>WH</u> <u>Tup</u> <u>Status</u> 07 B/O Held-EH		<u>stomer P/O</u> audia Estrada		<del>stomer Name</del> CK CLARK PRODU
Selection:	F2=Invoice No	<b>H</b> -Onda	r Entry F	9 <mark>=Order Delet</mark>	Last
Serection:	F3=Exit			-9-Order Detet 11 <mark>=Mark/Unmar</mark>	
MA a <sup>1</sup> 1902 - Session successfully starte	ad			pupcup	<b>23/013</b> RT on 10.136.100.24

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

Session A - [24 x 80]		State State (See 1) \$155	A REAL PROPERTY.	
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	Order No: E03KB	/ 0		
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Order No		Date Customer		Customer Name
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I LOSKD/00	or bro neta Li	1/51/15 0(80018	Loti ada	DICK CENKK FRODO
				Last
Coloction, 1	F2=Invoice No	. <mark>F5</mark> =Order Entr	ry <mark>F9</mark> =Order De	
Selection: <mark>1</mark>	E2-Evit	F6=Order Entr		
	F3 <mark>=Exit</mark>	ro <mark>-under Rele</mark>	ase <mark>F11</mark> =Mark/Ur	mark <mark>F12</mark> =Return
a				23/014
1902 - Session successfully star	ted		F	URCHPRT on 10.136.100.24
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Step	Action
8.	Press ENTER.

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		<u>ORDE</u>	R DISPLAY		
Order No: EO3K				HELD My Kelly Order	
Co/Cust: 1/0	00080314	4 DICK CLA	RK PRODUCTIO	NS	
Orig User: MY	KELLY	Last User:	ITCLEST	Released by:	
				Value	Count
			Items:		1
			Spec Chg:		
P/L Run:	0		Tr Disc:		
			Subtotal:		2
	<u>Dates</u>	<u>Time - DFT</u>	Sales Tax:		
Entry:	1/31/15	18:57:23	Other:		
Req ship:	2/02/15		Total:		
Acknowledge:	1/31/15	18:57:24			
			Deposit:		
			Tendered:		
			Profit:		%
			Weight:		
			Cubes:		
F3=Exit F4=Line	Items			F7=User	
<mark>F12</mark> =Return				<mark>F18</mark> =Activity F19=(	CC F20 <mark>=Max</mark>
MA a					01/001
💬 1902 - Session successfully started				PURCHPRT or	10.136.100.24
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Step	Action
9.	Press ENTER.

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File Edit View Com	munication Actions Window Help					
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Print entire screen or ma		RK PRODUCT	TIONS		Order No: Order Type:	E03KB/00 B/0
			Contact	t:	P/L Run No:	270
						Ext.
			Phone:	(310)	255-4600	
	SANTA MONICA	CA			90404	US
Ship To:						
			0			
			Contact			Ext.
			Phone:	(310)	255-4600	EXU,
Carrier:	OTKP OUR TRUCK KELLY	PAPER		Upd Deman	d: YES	
PO No:	Claudia Estrada			B/O Code:	ALL B/O	
Shp Via:				Drp Shp:	NO	
Note:				Blanket:	NO	
S'Rep:	10020 Southern Califor	nia		Warehouse		
Terms:	1 NET 10			Allocate:	YES	
Pmt Cd: CC:	3 On Account			Route/Stp Tax Body:	: / 0 CA1429	Cd: 0
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E2=Sec	ond Header <mark>F4</mark> =Line It	ems			5.500 Janta	Home
F3=Exi					F12=Retur	n
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1902 - Session succes	ssfully started				PURCHPRT on 10.1	
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Step	Action	
10.	From the order header display:	Click the Print entire screen button.

Sold To:	1/0000803144 DICK CL 2900 OLYMPIC BLVD	ARK PRODUC	TIONS		Order	No: Type:	E03KB/00 B/0
	2300 OLIMPIC BLVD		Contact	t:		lun No:	Ext.
	SANTA MONICA	CA	Phone:	(310	0) 255-4	1600 90404	US
Ship To:							
			Contact	t:			
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Carrier:	OTKP OUR TRUCK KELLY	PAPER		Upd Dema	and: YES	\$	
PO No: Shp Via: Note:	Claudia Estrada			B/O Code Drp Shp: Blanket:	NO	B/0	
	10020 Southern Califo	rnia		Warehous			
Terms: Pmt Cd:	1 NET 10			Allocate		; / 0	
CC:	3 On Account E	xp:		Route/St Tax Body	j: CA1	429	Cd: 0 Monica
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Step	Action
11.	Press ENTER.

9 Session A - [24 x 80]	Section Internal	and the second second		
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Part 25 20 20 20 20 20 20 20 20 20 20 20 20 20	<b>}</b>			
Order No: E03KB/00 Co/Cu	st: 1/000080	03144 DICK CI		UDUCTIONS
	o	0	Cust	0.11.5.
	Quantity	Quantity	Ord	Sell Price
Ln Item No/Description	Ordered	<u>Shipped</u>	<u>U/M</u>	<u>Rtn Rsn/Seq</u>
1 &				
testing order source	1 000		DKC	1
2 11048A	1.000	101	PKG	3.80000
8.5x11-20 Office Print 97B	гт Сору Ра	aper IOM		2
				Last
Selection: Locate Item:				Т <u>ор:</u>
				<mark>F18</mark> =Our Ord U/M
<mark>F2</mark> =Orig Item <mark>F3</mark> =Exit F	10 <mark>=End Displa</mark>	ay F12 <mark>=Re</mark>	turn	
M <u>A</u> a				22/012
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Step	Action
12.	From the line display screen: Click the <b>Print entire screen</b> button.

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ile Edit View Communication Actions Window Help				
) F1 f1 / F5 20 20 20 20 20 20 20 20 20 20 20 20 20	٠			
Order No: E03KB/00 Co/C	ust: 1/00008	03144 DICK C		
	100000	bioli bioli o	Cust	
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<u>Ln Item No/Description</u>	Ordered	Shipped	U/M	<u>Rtn Rsn/Seq</u>
1 &				
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Selection: Locate Item:				Тор:
				<mark>F18</mark> =Our Ord U/M
<mark>F2</mark> =Orig Item <mark>F3</mark> =Exit	F10=End Displ	ay F12=Re	turn	
A a				22/012
∫ <sup>1</sup> 1902 - Session successfully started				PURCHPRT on 10.136.100.24
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Step	Action
13.	Press F12.

Session A - [24 x 80]		Section 10		-		
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	SANTA MONICA	CA	Phone:	(310)	255-4600 90404	Ext. US
Ship To						
			Contact	t:		-
			Phone:	(310)	255-4600	Ext.
Carrier PO No: Shp Via Note: S'Rep: Terms: Pmt Cd: CC:	Claudia Estrada 10020 Southern Califo 1 NET 10 3 On Account	rnia		Upd Deman B/O Code: Drp Shp: Blanket: Warehouse Allocate: Route/Stp	ALL B/O NO NO : 07 YES : / 0	) Cd: 0
		xp:		Tax Body:	9.500 Santa	
F2=Se F3 <mark>=</mark> Ex	cond Header <mark>F4</mark> =Line I it	tems			F12=Retur	n
MA a						01/001
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Step	Action
14.	Press F12.

File Edit View Communication Actions Window Help         Image:	₽ <mark>0</mark> Session A - [24 x 80]	
Order No: E03KB / 0         Ord       Ent.       Ship-To         Order No       WH Tup Status       Date       Customer P/O         1 E03KB/00       07 B/0 Heid-EH       1/31/15 Claudia Estrada       Number Customer Name         DICK CLARK PRODU       DICK CLARK PRODU         Last       Selection:       1       F2=Invoice No.         F3=Exit       F5=Order Entry       F3=Order Delete         F3=Exit       F5=Order Release       F12=Return         Main       a       23/013         1 Main       23/013	File Edit View Communication Actions Window Help	
Order No: E03KB / 0         Ord       Ent.       Ship-To         Order No       WH Tup Status       Date       Customer P/O         1 E03KB/00       07 B/0 Heid-EH       1/31/15 Claudia Estrada       Number Customer Name         DICK CLARK PRODU       DICK CLARK PRODU         Last       Selection:       1       F2=Invoice No.         F3=Exit       F5=Order Entry       F3=Order Delete         F3=Exit       F5=Order Release       F12=Return         Main       a       23/013         1 Main       23/013		
Ord       Ent.       Ship-To         1 E03KB/00       07 B/0 Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         1 E03KB/00       07 B/0 Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         1 E03KB/00       07 B/0 Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         Selection:       1       F2=Invoice No.       F5=Order Entry       F9=Order Delete         F3=Exit       F6=Order Release       F12=Return         Main       a       23/013         1 Main       23/013		
Order No       WH       Tup       Status       Date       Customer P/0       Number       Customer Name         1       E03KB/00       07       B/0       Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         1       E03KB/00       07       B/0       Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         Last       Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F12=Return         MB       a       23/013         3 <sup>T</sup> M2-Sesion succesfully stated       PURCHPRI on 10.16.10.024	Order No: E03KB / O	
Order No       WH       Tup       Status       Date       Customer P/0       Number       Customer Name         1       E03KB/00       07       B/0       Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         1       E03KB/00       07       B/0       Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         Last       Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F12=Return         MB       a       23/013         3 <sup>T</sup> M2-Sesion succesfully stated       PURCHPRI on 10.16.10.024		
Order No       WH       Tup       Status       Date       Customer P/0       Number       Customer Name         1       E03KB/00       07       B/0       Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         1       E03KB/00       07       B/0       Held-EH       1/31/15       Claudia Estrada       DICK CLARK PRODU         Last       Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F12=Return         MB       a       23/013         3 <sup>T</sup> M2-Sesion succesfully stated       PURCHPRI on 10.16.10.024	Ord Ent. Ship-To	
1 E03KB/00 07 B/O Held-EH 1/31/15 Claudia Estrada DICK CLARK PRODU Last Selection: 1 F2=Invoice No. F5=Order Entry F9=Order Delete F3=Exit F6=Order Release F11=Mark/Unmark F12=Return MB a 23/013 3 <sup>T</sup> 1022-Sesion succesfully stated PURCHPRI on 10.16.100.24		ustomer Name
Last Selection: 1 F2=Invoice No. F5=Order Entry F9=Order Delete F3=Exit F6=Order Release F11=Mark/Unmark F12=Return M1 a 23/013 37 1002-Sesion succesfully stated PURCHPRT on 10.136.100.24	1 E03KB/00 07 B/O Held-EH 1/31/15 Claudia Estrada D	
Selection:       1       F2=Invoice No.       F5=Order Entry       F9=Order Delete         F3=Exit       F6=Order Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=Order Entry       F9=Order Delete         F3=Exit       F6=Order Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=Order Entry       F9=Order Delete         F3=Exit       F6=Order Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
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Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1902 - Session successfully stated       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1902 - Session successfully stated       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		
Selection:       1       F2=Invoice No.       F5=0rder Entry       F9=0rder Delete         F3=Exit       F6=0rder Release       F11=Mark/Unmark       F12=Return         MP       a       23/013         3 <sup>0</sup> 1002 - Session successfully started       PURCHPRT on 10.136.100.24		Last
F3=Exit         F6=Order Release         F11=Mark/Unmark         F12=Return           MD         a         23/013           5 <sup>7</sup> 1002 - Session successfully started         PURCHIPRT on 10.136.100.24	Selection: 1 E2=Invoice No. E5=Order Entry E9=Order Dele	
ML         a         23/013           5 <sup>37</sup> 1902 - Session successfully started         PURCHIPRT on 10.136.100.24		
J <sup>1</sup> 1902 - Session successfully started PURCHPRT on 10.136.100.24		r rizeketurn
J <sup>1</sup> 1902 - Session successfully started PURCHPRT on 10.136.100.24		00/010
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Step	Action
15.	Now you can delete the My Kelly Order. <b>Note:</b> Only delete the order if it is a non-credit card pick up. Click <b>F9</b> .

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	DELETE	OPEN ORDERS		
	Company Number?	01		
	Order No./Gen.:	E03KB / 00		
	Reason Code?			
			F3=Ex	kit
M <u>A</u> a				6/039
31 1902 - Session successfully started			PURCHPRT on 10.136.1	1.59 014
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Step	Action
16.	Hit the Tab key until you reach the Reason Code field. Press TAB.

B Session A - [24 x 80]		
File Edit View Communication Actions Window Help		
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DELETE	OPEN ORDERS	
Company Number?	01	
comparing Number P	<mark>.01</mark>	
Order No./Gen.:	E03KB / 00	
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Reason Code?		
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M <sup>A</sup> a	10/03	19
31 1902 - Session successfully started	PURCHPRT on 10.136.100.24	
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Step	Action
17.	Key in your reason code. Type "cc".

B Session A - [24 x 80]		
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DELEIE	OPEN ORDERS	
Company Number?	0 <mark>1</mark>	
Order No./Gen.:	E03KB / 00	
Reason Code?	<u>CC</u>	
	F3=E	xit
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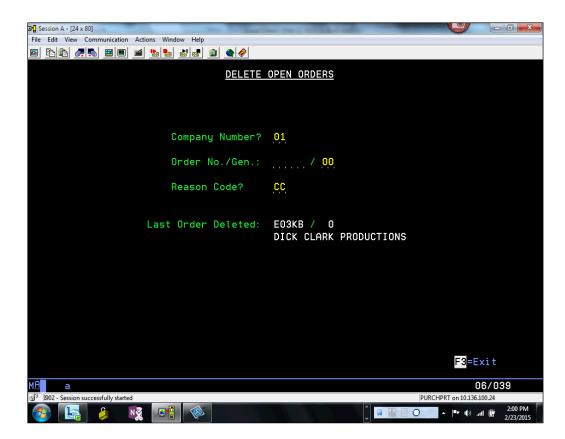
Step	Action
18.	Press ENTER.

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	munication Actions Window Help					
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Sold To:		Order Hold Cancelled RK PRODUCTIO	DNS		rder No: rder Type:	
	SANTA MONICA CA	ì	Phone:	(310	) 255-4600 US 90404	
Ship To:			Phone:	(310	) 255-4600	
	Claudia Estrada 10020 Southern Californ 1 NET 10 3 On Account Exp			B/O Code: Warehouse: Allocate: Route/Stp: Tax Body: 9.5 Auth:	07 YES /	0 Cd: O Monica
	=Return				F24	Delete
MA a						01/001
3 1902 - Session succe			-		PURCHPRT on 10	
					0 •	) 1:58 PM 2/23/2015

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

P Session A - [24 x 80]		
File Edit View Communication Actions Window Help		
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	OPEN ORDERS	
Company Number?	01	
Order No./Gen.:		
Reason Code?	<u>CC</u>	
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M <u>B</u> a		06/039
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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

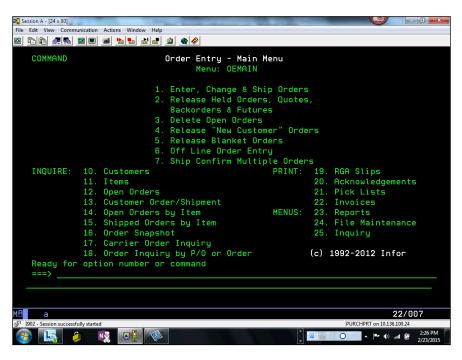
After reviewing the My Kelly online order email notification; follow this topic to process a My Kelly credit card pick up order.

3년 Session A - [24 x 80] File Edit View Communication Actions Window H	data.	
File Eait View Communication Actions Window P	· · · · · ·	
COMMAND In	for Distribution	
	Menu: AF	
1. Order Entry	16	Radio Frequency
<ol><li>Inventory Accou</li></ol>	nting 17	Point of Sale
3. Accounts Receiv	able 18	Value Added Services
4. Sales Analysis	19	ebusiness & Communication
5. Bill Of Materia	1 20	Bid & Quote
6. Purchasing	22	Workflow Management
<ol><li>Price Maintenan</li></ol>	ce 23	Consignment
8. Inventory Mgmt	& Planning 26	Electronic Payments
9. General Ledger	27	Rebates
10. Accounts Payabl	e 28	Demand Planning
11. Warehouse Manag	ement 29	Extension Solution
15. International C	urrency 30.	Advanced Inventory Management
40. File Maintenanc	e Menu	
41. Cross Applicati	on - Master Menu	
42. Master Menus	99.	Kelly Paper Main Menu
		(c) 1992-2012 Infor
Ready_for option number	or command	
===>		
IA <b>L</b> a		22/007
1902 - Session successfully started		PURCHPRT on 10.136.100.24

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

ssion A - [24 x 80] Edit View Communication Actions Window Help	
COMMAND Infor Distrit	oution A+ - Main Menu
Me	enu: APLUS
1. Order Entry	16. Radio Frequency
<ol><li>Inventory Accounting</li></ol>	17. Point of Sale
3. Accounts Receivable	18. Value Added Services
4. Sales Analysis	19. ebusiness & Communication
5. Bill Of Material	20. Bid & Quote
6. Purchasing	22. Workflow Management
<ol><li>Price Maintenance</li></ol>	23. Consignment
8. Inventory Mgmt & Planning	26. Electronic Payments
9. General Ledger	27. Rebates
10. Accounts Payable	28. Demand Planning
11. Warehouse Management	29. Extension Solution
15. International Currency	30. Advanced Inventory Management
40. File Maintenance Menu	
41. Cross Application - Master	Menu
42. Master Menus	99. Kelly Paper Main Menu (c) 1992-2012 Infor
Ready for option number or command ===> $\underline{1}$	
а	22/008
902 - Session successfully started	PURCHPRT on 10.136.100.24
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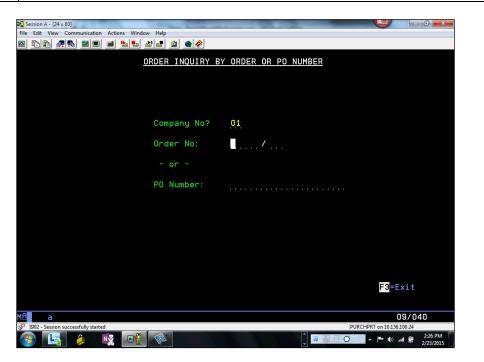
Step	Action
2.	Press ENTER.



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

Edit View Comm	unication Actions Window Help		
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COMMAND	Order Entry - M Menu: OEM		
	1. Enter, Change	& Ship Orders	5
	2. Release Held C		
	Backorders & F	utures	
	3. Delete Open Or	ders	
	4. Release "New C		ers
	5. Release Blanke	et Orders	
	6. Off Line Order	Entru	
	7. Ship Confirm M		s
INOUIRE:	10. Customers		19. RGA Slips
	11. Items		20. Acknowledgements
	12. Open Orders		21. Pick Lists
	13. Customer Order/Shipment		22. Invoices
	14. Open Orders by Item	MENUS:	23. Reports
	15. Shipped Orders by Item		24. File Maintenance
	16. Order Snapshot		25. Inquiry
	17. Carrier Order Inquiry		
	18. Order Inquiry by P/O or Orc	ler	(c) 1992-2012 Infor
Ready for	option number or command		
===> 18			
a			22/009
102 - Session successf	ully started		PURCHPRT on 10.136.100.24

Step	Action
4.	Press ENTER.



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

B Session A - [24 x 80]		X
File Edit View Communication Actions Window Help		
ORDER INQUIRY	BY ORDER OR PO NUMBER	
Company No?	01	
Order No:	E03J3 /	
- or -		
PO Number:		
	F3=Exit	
	rs-exit	
MA a	09/048	
1902 - Session successfully started	PURCHPRT on 10.136.100.24	
	2:26 F	м
	↓ <b>□  □ □ ○ ▲ □• ● → □ □ □ □ □ □ → □ □ □ □ □ □ □ □ □ □</b>	015

Step	Action
6.	Press ENTER.

91 Session A - [24 x 80]		And a state of the second s	
File Edit View Communication	n Actions Window Help		
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	Order No: E03J3	/ 0	
	Ord	Ent.	Ship-To
<u>Order No</u> 1 E03J3/00	<u>WH Tup Status</u> 07 B/O Held-EH	<u>Date</u> <u>Customer P/O</u> 1/31/15 Claudia Estra	da <u>Number</u> <u>Customer Name</u> DICK CLARK PRODU
I E03J3700	07 B/U Held-EH	1/31/15 Claudia Estra	da DICK CLHRK PRODU
			Last
Selection:	F2=Invoice No		F9=Order Delete
	F3 <mark>=Exit</mark>	<mark>F6</mark> =Order Release	F11 <mark>=Mark/Unmark F12</mark> =Return
MA a			23/013
🗊 1902 - Session successfully start			PURCHPRT on 10.136.100.24
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Step	Action	
7.	Select the order from the inquiry results.	Туре " <b>1</b> ".

Session A - [24 x 80]				- 0 - X
e Edit View Communicatio	on Actions Window Help			
66 / 75 00	) 🖬 🌭 😓 🕹 률 🗎	•		
	Order No: E03J3			
	Ord	Ent.	Ship-To	
<u>Order No</u>		<u>Date</u> <u>Customer P/O</u>		
1 E03J3/00	07 B/O Held-EH	1/31/15 Claudia Estr	ada DICK CLAF	RK PRODU
				Last
Selection: 1	F2=Invoice No		<mark>F9</mark> =Order Delete	
	F3=Exit	<mark>F6</mark> =Order Release	F11=Mark/Unmark F12=	Return
а			2	3/014
1902 - Session successfully star			PURCHPRT on 10.136.1	
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Step	Action
8.	Press F5.

Session A - [24 x 80]				
le Edit View Communication A	Actions Window Help			
) <u>BB #5 200 :</u>	🛋 🌭 🌜 💩 🖉	Ø		
		ORDER ENTRY		Co? <mark>01</mark>
Function?				
Order No/Seq:	E03J3 /			
Customer No:		Find: City:St/	Prov:	
Ship-To No:				
Order Source?				
Master Order:	(New	orders only)		
	hip-To Search <mark>F</mark> et Next Order	11=Order/Ship Inq F2	<mark>1</mark> =Cust Inq F22=I	tem Inq
B 1902 - Session successfully started			PURCHPRT on 10.136	34/019

Step	Action
9.	To edit the order. Type "c".

<b>9</b> Session A - [24 x 80]		and the second se		
File Edit View Communication Act	tions Window Help			
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		ORDER ENTRY		Co? 01
Function?	<u>.</u> C.			
Order No/Seq:	E <mark>03J3</mark> /			
Customer No:		Find: City:	St/Prov:	
Ship-To No:				
Order Source?				
Master Order:	(New o	orders only)		
	ip-To Search <mark>F1</mark> t Next Order	<mark>1</mark> =Order/Ship Inq	F21=Cust Inq F2	<mark>2</mark> =Item Inq
мА а				07/019
3 1902 - Session successfully started			PURCHPRT on	10.136.100.24
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Step	Action
10.	Press ENTER.

Sold To:         1/0000803144         DCK         CLARK         PRODU           Addr1:         2900         0LYMPIC         BLVD           Addr2:         Addr3:	Phone:         E03J3/00           (310)         255-4600         Extn:
Hadr3: Addr4: City: SANTA MONICA St/Prov? Country? US Zip/Pstl:	<u>Contact:</u> CA 90404
<u>Ship To:</u> Addr1: Addr2: Addr3: Addr4:	<u>Phone:</u> (310) 255-4600 Extn: <u>Contact:</u>
Hadr4: City: St/Prov? Country? Zip/Pstl: PO No: Claudia Estrada FOB CD?	Req Ship: <mark>20215</mark> Blanket: N
Carrier? FLEET Company Trucks Open Time: :00 Close Time: :00 Note: Terms? 1 NET 10 S'Rep? 10020 Southern California	Entry Dt: 13115 Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? AE
F12=Items F4=Ship-To F5=More F6=Inqs F7 a	More: N 2=Cus F9=Cmnts F10=End F23=Dup Dt 16/056

Step	Action	
11.	Press the Tab key until you reach the Carrier code field.	Press TAB.

Session A - [24 x 80]	the book and the	
	unication Actions Window Help	
• <u>• • •</u>	😫 🖻 🎂 🛃 💼 🔍 🖉	
Sold To: Addr1: Addr2: Addr3: Addr4: City: Country?	1/0000803144 DICK CLARK PRODUC 2900 OLYMPIC BLVD SANTA MONICA St/Prov? US Zip/Pstl:	CHANGE BACKORD           Phone:         E03J3/00           (310)         255-4600           Contact:         CA           90404         CA
Ship To: Addr1: Addr2: Addr3: Addr4: City: Country? PO No: FOB CD?	St/Prov? Zip/Pstl: Claudia Estrada	Phone:         Extn:           (310)         255-4600         Extn:           Contact:         Extn:         Extn:           Req Ship:         20215         Blanket:         N
Carrier? Open Time Note: Terms? S'Rep?	FLEET Company Trucks 2: :00 Close Time: :00 1 NET 10 10020 Southern California	Entry Dt: <u>13115</u> Drp Shp: N Warehouse? <b>07 Kelly Paper San</b> Pmt Cd? <u>AE</u>
F12 <mark>=Items</mark>	F4=Ship-To F5=More F6=Inqs F7=	More: <mark>N</mark> =Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23=Dup Dt
A a		18/011
<sup>1</sup> I902 - Session success	fully started	PURCHPRT on 10.136.100.24
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Step	Action	
12.	Change the order carrier code.	Type " <b>PCKUP</b> ".

D Session A - [24 x 80]	A CONTRACTOR OF THE OWNER OWNER OF THE OWNER OWNE OWNER OWNE			
File Edit View Com	munication Actions Window Help			
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Sold To: Addr1: Addr2: Addr3: Addr4: City: Country?	2900 OLYMPIC BLVD SANTA MONICA		FIONS <u>Phone:</u> (310) 255-4600 <u>Contact:</u> CA 90404	CHANGE BACKORD E03J3/00 Extn:
Ship To: Addr1: Addr2: Addr3: City: Country? PO No: FOB CD?	· · · · · · · · · · · · · · · · · · ·	St/Prov? Zip/Pstl:	Phone: (310) 255-4600 Contact:	Extn:  Blanket: <u>N</u>
Carrier?	FLEET Company Trucks e: :00 Close Time: : 1 NET 10 10020 Southern Californi		Entry Dt: <u>13115</u> Drp Shp: N Warehouse? 07 Kelly Pmt Cd? <u>AE</u>	Paper San
F12 <mark>=Items</mark>			Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =En	More: <mark>N</mark> d <mark>F23</mark> =Dup Dt
мА а				18/013
🕤 1902 - Session succes	sfully started		PI	URCHPRT on 10.136.100.24
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Step	Action
13.	Use the Field Exit/Enter key to remove the last characters of the carrier code. Press FIELD EXIT/ENTER.

	nunication Actions Window Help	
<u>Sold To:</u> Addr1: Addr2: Addr3: Addr4: City: Country?	1/0000803144 DICK CLARK PRODUC 2900 OLYMPIC BLVD SANTA MONICA St/Prov? US Zip/Pstl:	CHANGE BACKORD           Phone:         E03J3/00           (310)         255-4600         Extn:           Contact:         CA           90404         Extract
Ship To: Addr1: Addr2: Addr3: Addr4: City: Country? PO No:	St/Prov? Zip/Pstl: Claudia Estrada	Phone:         (310)         255-4600         Extn:           Contact:
	PCKUP OUR TRUCK KELLY PAPER 2: :00 Close Time: :00 1 NET 10 10020 Southern California	Entry Dt: 13115 Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? AE
F12=Items	F4=Ship-To F5=More F6=Inqs F7= fully started	More: N Cus F9=Cmnts F10=End F23=Dup Dt 19/013 PURCHPRT on 10.38.100.24 2/27/001 2/27/001 0 ↑ № 0 ↓ № 2/27/001

Step	Action
14.	Press ENTER.

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File Edit View Comr	nunication Actions Window Help	
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<u>Sold To:</u> Addr1: Addr2: Addr3: Addr4: City: Country?	1/0000803144 DICK CLARK PRODUC 2900 OLYMPIC BLVD SANTA MONICA St/Prov? US Zip/Pstl:	CHANGE         BACKORD           Phone:         E03J3/00           (310)         255-4600           Extn:         Contact:           CA         90404
Ship To: Addr1: Addr2: Addr3: City: Country? PO No: FOB CD?	St/Prov? Zip/Pstl: Claudia Estrada	Phone:         (310)         255-4600         Extn:           Contact:
Carrier?	PCKUP Pickup Carrier e: :00 Close Time: :00 1 NET 10 10020 Southern California	Entry Dt: <u>13115</u> Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? AE
	F4=Ship-To F5=More F6=Inqs F7=	
ME a		16/056
1902 - Session succes		PURCHPRT on 10.136.100.24
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Step	Action
15.	Press ENTER.

Session A - 124 x 801	
e Edit View Communication Actions Window Help	
Pripi # R. 20 00 10 10 10 10 10 10 10 10 10 10 10 10	
	CHANGE BACKORD
Invoice Dt: Bill	To: 803144 (310) 255-4648
Cash Dsc Dt:	DICK CLARK PRODUCTIONS
Future Dt:	2900 OLYMPIC BLVD
Cancel Dt:	
Invoice No:	
Dep Amt: .00	
	SANTA MONICA
	CA 90404 US
Price List: <u>1</u> (1-5)	Contact:
Pr Dsc Pct: .00 Consol:	idated Bill Code?
Pr Dsc Pct: 00 Consol Price Disc Code: (001-9)	099) Tr Dsc Pct:
Contract Lde? UUUI	Int Vnd No:
Pro No:	BOL No: Dept: Compl Ship: ( ,H,D) Ref No: Order Pty: 3 (1 - 7) Upd Demand: Y (Y,N)
Ship Date:	Compl Ship: (,H,D) Ref No:
Order Source?	Order Pty: 3 (1 - 7) Upd Demand: Y (Y,N)
	Contract:
Tax Exempt Cert #:	Tax Exempt Cert # Exp Date:
<u>S'Rep?</u>	<u>Com %</u> Territory? <mark>20</mark>
10020 Southern California	.000 Route/Stp: / Tax Body? CA1429 Cd: 0
Rober Soto	Tax Body? CA1429 Cd: 0
Santa Monica	9.500 Santa Monica
	ce code is required for this company
<mark>F4</mark> =ContrLst	<mark>F21</mark> =Cust Inq
а	02/016
1902 - Session successfully started	PURCHPRT on 10.136.100.24
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Step	Action
16.	Click the Order Source field.

91 Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
Invoice Dt: Bill To: 803144 (310) 25	CHANGE BACKORD 55-4648
Cash Dsc Dt: DICK CLARK PRODUCTIONS Future Dt: 2900 OLYMPIC BLVD Cancel Dt:	
Invoice No:	
Dep Amt:	
CA	90404 US
	30404 03
Price List: 1 (1-5) Contact: Pr Dsc Pct:00 Consolidated Bill Code?	
Price Disc Code: (001-999)	Tr Dsc Pct: .00
Contract Cde? 0001 Int Vnd No:	
Pro No: BOL No:	Dept:
Ship Date: Compl Ship: ( ,H,D)	Ref No:
Under Source?	Opd Demand: Y (Y,N) Contract:
Tax Exempt Cert #: Tax Exempt Cert #	Exp Date:
<u>S'Rep?</u> <u>Com %</u> Territor	'y? <mark>20</mark>
10020 Southern California .000 Route/St	:p: / j? CA1429 Cd: 0
Rober Soto Tax Body	J? CA1429 Cd: 0
Santa Monica 5448: Order source code is required for this	500 Santa Monica
	nq F12 <mark>=First Header</mark>
	ing rizerinst header
MA a	16/016
1002 - Session successfully started	PURCHPRT on 10.136.100.24
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Step	Action	
17.	Key in your two digit Order Source Code.	Туре " <b>07</b> ".

Session A - [24 x 80]		
le Edit View Communication Actions Window Help		
Invoice Dt: Bill To: 803144 (310) 255-4 Cash Dsc Dt: DICK CLARK PRODUCTIONS Future Dt: 2900 OLYMPIC BLVD Cancel Dt: Invoice No: 00		BACKORD
Dep Amt:		
	90404	US
	00404	
Price List: 1 (1-5) Contact: Pr Dsc Pct:00 Consolidated Bill Code?		
Price Disc Code: (001-999)	Tr Dsc Pct	00
Contract Cde? 0001 Int Vnd No:	II Dat Itt.	
	Dent	
Pro No:         BOL No:           Ship Date:         Compl Ship: ( ,H,D)           Order Source?         07	Ref No:	
Orden Source? 07 Orden Ptu: 3 (1 - 7)	Und Demand	Y (Y N)
Santa Monica	Contract:	
Tax Exempt Cert #: Tax Exempt Cert # Exp	Date:	
S'Rep? Com % Territory?		
10020 Southern California 000 Boute/Stri		
Rober Soto Tax Bodu?	CA1429	Cd: 0
Santa Monica 9.500	Santa Mon	ica <sup>''</sup>
F4=ContrLstF21=Cust InqF22=Item Inq	<mark>F12</mark> =Firs	t Header
		02/016
1902 - Session successfully started	PURCHPRT on 10.13	5.100.24
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Step	Action
18.	Press ENTER.

D Session A - [24 x 80]	and the second se	-		-		
File Edit View Communication Ac		- [ - ]				
d 🗗 🧑 🧖 🖻 🖻		<b>2</b>				
Ord: E03J3/00	01/000080314	4 DICK CLARK	PRODUCTIO	NS	CHANGE BAC	KORD
<u>Item &amp; Descri</u>	ntion	<u>Qty Shp</u>	Ш/М	Final Price	Total Ami	/line
1 11542A	501011	. 000	PKG	36.24000	<u>rotat min</u>	.00
8.5x11-24# Clas	sic Cotton Avo	n Brilliant L	bite 12M			3
						_
						Last
Item No		Otu Ord	Qty Shp	U/M? (	D/U Top:	
11000 140			grg onp	07111	<u>, o</u> 10p.	
Base Pric	e Dsc 1 Dsc	20 E	inal Price	ITEC	Cost	
		<u> </u>			<u></u>	
Insert Before:						
	Find:					
	Item No:			010		
F12 <mark>=Order Head</mark>	F5	=Cmnts <mark>F7</mark> =Q1	ty Ord F1	0 <mark>=End Ord</mark>	-13 <mark>-20 to (</mark>	hg
	F4 <mark>=Chrgs</mark> F6	=Ky <mark>F9</mark> =Cr	npt F1	1=Hist	-23 <mark>-Speed</mark> E	intry
A a					14/	901
1 1902 - Session successfully started				PUR	CHPRT on 10.136.100.24	
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						2/23/2015

Step	Action
19.	Press F10.

ssion A - [24 x 80] Edit View Communication Actio	an Mendau II-la			
Onder: EOS	3J3/00 DICK CLAR	K PRODUCTIONS		CHANGE BACKORD
Msgs:	Shipped	Ordered	Current:	. 00
Items: 1	. 00	36.24	Over 30	.00
Sp Chg:	. 0 0	. 00	Over 60	.00
		. 00	Over 90	.00
Subtot: 1	. 0 0	36.24	Over 120	210.00-
Sales Tax:	. 0 0	3.44	Orders:	1268.18
		. 00	Cash:	. 00
TOTAL:	. 00	39.68	Total:	1058.18
Weight:	. 0000	6.0000	Limit:	3000
Cubes:	. 000	. 135		
Hold Code? EH Alloc Inv: Y (g	My Kelly Order Hol y,n)	d		
	<u>GM%/P</u> %	<u>rofit Amt</u> 62.36 Inv: 22.60 Ack:	Outq Prt PRTAPLUS Y QPRINT Y	Fx Eml N Y N N
		Pck:	PRTAPLUS	
F18=Rvw F2=Ln Itms F12=Header <mark>F6</mark> =P/F	Inv <mark>F7</mark> =P/F Ack	Pck: F14=CC	PRTAPLUS	ıs Inq <mark>F16</mark> =Prev
F <mark>2=</mark> Ln Itms F12=Header <mark>F6</mark> =P/F a	Inv <mark>F7</mark> =P/F Ack		PRTAPLUS F21=Cu F22=I 1	is Inq <mark>F16</mark> =Prev m Inq 13/015
F <mark>2=</mark> Ln Itms F12 <mark>=Header F6</mark> =P/F	Inv <mark>F7</mark> =P/F Ack		PRTAPLUS F21=Cu F22=I 1	ıs Inq <mark>F16</mark> =Prev m Inq

Step	Action
20.	Press ENTER.

9 Session A - [24 x 80]		
File Edit View Communication Actions Window Help		
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	ORDER ENTRY	Co? <mark>0</mark> 1
Function? C Correction		
Order No/Seq:/		
Customer No:	Find: City: St/Prov:	
Ship-To No:		
Order Source?		
Master Order: (New	orders only)	
Last order: E03J3/00 DICK Type: BACKORD HELD My K	K CLARK PRODUCTIONS Kelly Order Hold	
<mark>F3</mark> =End <mark>F4</mark> =Ship-To Search F	F <mark>11</mark> =Order/Ship Inq F <mark>21</mark> =Cust Inq F2	2 <mark>2</mark> =Item Inq
M£ a		07/019
🗊 1902 - Session successfully started	PURCHPRT on	10.136.100.24
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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".

COMMAND Order Entry - Ma Menu: OEMA	
1. Enter, Change 8	& Ship Orders
2. Release Held Or	rders, Quotes,
Backorders & Fu	utures
3. Delete Open Orc	ders
4. Release "New Cu	ustomer" Orders
5. Release Blanket	t Orders
6. Off Line Order	Entry
7. Ship Confirm Mu	ultiple Orders
INQUIRE: 10. Customers	PRINT: 19. RGA Slips
11. Items	20. Acknowledgements
12. Open Orders	21. Pick Lists
<ol><li>Customer Order/Shipment</li></ol>	22. Invoices
14. Open Orders by Item	MENUS: 23. Reports
15. Shipped Orders by Item	24. File Maintenance
16. Order Snapshot	25. Inquiry
17. Carrier Order Inquiry	
18. Order Inquiry by P/O or Orde	er (c) 1992-2012 Infor
Ready for option number or command	
===> <u>2</u>	
а	22/008

Step	Action
23.	Press ENTER.



Step	Action
24.	Press TAB.

9 Session A - [24 x 80]	The local data				
File Edit View Communication Actions Window He	lp				
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	00050				
	ORDER	RELEASE			
Com	pany Number?	01			
Ord	ler No./Gen.:	1	00		
New	ı Order Type:		I - Invoice		
			0 - Order		
			F3 <mark>=Exit</mark>	<mark>F5</mark> =Order En	try
					7 /0 //
MB a					7/041
1902 - Session successfully started	4			PURCHPRT on 10.136.	2:20 014
	14			O 🔺 🏴 🕪 .	1 1 2/23/2015

Step	Action	
25.	Key in your My Kelly credit card order number. Type "e03j3".	

8 Session A - [24 x 80]	-				- 0 <b>- X</b>
File Edit View Communication Actions Window Help					
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<u>U</u>	RUER	<u>RELEASE</u>			
Company Num	ber?	01			
Order No./G			00		
order No.7G	en.:	E03J3 /	00		
New Order T	ype:		I - Invoice		
			0 - Order		
			F3 <mark>=Exit</mark>	<mark>F5</mark> =Order En	try
мА а					07/049
تا 1902 - Session successfully started				PURCHPRT on 10.136	
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Step	Action
26.	Press ENTER.

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	sion A - [24 x 80]	unication Actions Window Help					
	Sold To:	1/0000803144 DICK CL	ARK PRODUC	TIONS		Order No:	E03J3/00
		2900 OLYMPIC BLVD				Order Type:	
				Contact		<mark>HELD</mark> My Kel	
				Phone:	(210)	255-4600	Ext.
		SANTA MONICA	CA	Phone:	(310)	90404	US
			CIT			30404	00
	Ship To:						
				Contact:			
					()		Ext.
				Phone:	(310)	255-4600	
	PO No:	Claudia Estrada			3/0 Code:	ALL B/O	
					Dir Shp:	NO	
	Note:				Blanket:	NO	
	S'Rep:	10020 Southern Califo	rnia	l	Jarehouse	07	
	Torme	1 NET 10		f	Allocate:	YES	
	Pmt Cd:	AE Payment by America					
	CC:	XXXXXXXXXXXXXX2006 E	xp: 216			CA1429	
	Auth:				y	.500 Santa	Monica
	F10=Rele	ase		F12	2=Return		
MA	а						01/001
j' 190	02 - Session success			_		PURCHPRT on 10.1	2:20 014
		) 🕺 💌 🔅				0 🔺 🏴 🌒	.ul 🛱 2:30 PM 2/23/2015

Step	Action
27.	Notice the payment code and credit card information.
	Press F10.

P1 Session A - [24 x 80]		
File Edit View Communication Actions Window Help		
<u>ORDER RELEASE</u>		
Company Number? 01		
Order No./Gen.: <u>E03J3</u> / <u>00</u>		
New Order Type: I - Invoice		
0 - Order		
Credit Card Order must be Authorized		
5958: This order is on a credit card hold.		
F3=Exit	<mark>F5</mark> =Order Entry	
	05.4	
g <sup>r</sup> 1902 - Session successfully started	05/0	941
	PURCHPRT on 10.136.100.24	2:30 PM
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Step	Action
28.	Press F5.

Session A - [24 x 80]				
File Edit View Communication Act	tions Window Help			
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		ORDER ENTRY		Co? <mark>01</mark>
Function?				
Order No/Seq:	E03J3 /			
Customer No:		Find: City:	St/Prov:	
Ship-To No:		or ty.		
Order Source?				
Master Order:	(New o	rders only)		
<mark>F3</mark> =End <mark>F4</mark> =Sh	ip-To Search <mark>F1</mark>	<mark>1</mark> =Order/Ship Inq	F21=Cust Inq F22=)	ltem Inq
MA a				04/019
🗊 1902 - Session successfully started			PURCHPRT on 10.136	
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Step	Action	
29.	Key in a "C" to print the Pick for the My Kelly credit card order.	Туре " <mark>с</mark> ".

🗗 Session A - [24 x 80]		the second s		
File Edit View Communication Act	ions Window Help			
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		ORDER ENTRY		Co? <mark>01</mark>
Function?	<u>, C.</u>			
Order No/Seq:	E03J3 /			
Customer No:		Find: City:	St/Prov:	
Ship-To No:				
Order Source?				
Master Order:	(New c	orders only)		
<mark>F3</mark> =End <mark>F4</mark> =Shi	ip-To Search <mark>F1</mark>	<mark>1</mark> =Order/Ship Inq	<mark>F21</mark> =Cust Inq F22	=Item Inq
M <u>A</u> a				07/019
🗊 1902 - Session successfully started			PURCHPRT on 10	
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Step	Action
30.	Press ENTER.

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File Edit View Comr	nunication Actions Window Help	
o <u>ra</u>	<b>B B B B B B B B B B</b>	
<u>Sold To:</u> Addr1: Addr2: Addr3: Addr4:	1/0000803144 DICK CLARK PRODUC 2900 OLYMPIC BLVD	TIONS CHANGE BACKORD Phone: E03J3/00 (310) 255-4600 Extn: <u>Contact:</u>
City: Country?	SANTA MONICA St/Prov? US Zip/Pstl:	CA 90404
Ship To: Addr1: Addr2: Addr3: Addr4: City: Country? PO No: FOB CD?	St/Prov? Zip/Pstl: Claudia Estrada	Phone:         (310)         255-4600         Extn:           Contact:         Extraction         Extraction         Extraction           Req Ship:         20215         Blanket:         N
	PCKUP Pickup Carrier e: :00 Close Time: :00 1. NET 10 10020 Southern California	Entry Dt: <u>13115</u> Drp Shp: N Warehouse? 07 Kelly Paper San Pmt Cd? <u>AE</u>
F12=Items	<mark>F4</mark> =Ship-To <mark>F5</mark> =More F6=Inqs F7=	More: <u>N</u> Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23=Dup Dt
MA a		16/056
1902 - Session succes	sfully started	PURCHPRT on 10.136.100.24
		2:31 PM 2/23/2015

Step	Action
31.	Press ENTER.

Session A - [24 x 80]				
File Edit View Communication Act	tions Window Help			
d F1 🗗 👧 🖬 🔳 🖬	🖢 🍉 💩 📾 👜 🧇			
Ord: E03J3/00	01/0000803144 DICK	CLARK PRODUCTIO	NS CH	ANGE BACKORD
<u>Item &amp; Descrip</u> 1 <b>11542A</b> 8.5x11-24# Class	<u>etion</u> Q sic Cotton Avon Bril	<u>ty Shp</u> <u>U/M</u> .000 PKG liant White 12M	<u>Final Price</u> <u>T</u> 36.24000	<u>otal Amt/Line</u> .00 3
Item No	<u>Qty</u>	<u>Ord Qty Shp</u>	<u>U/M?</u> 0/U	Last Top:
	e <u>Dsc 1</u> <u>Dsc 2</u> O	<u>Final Price</u>	LTEC	<u>Cost</u>
Insert Before:				
	Find: Item No:		Class?	
<mark>F12</mark> =Order Head	<mark>F5</mark> =Cmnts <mark>F4</mark> =Chrgs <mark>F6</mark> =Ky			-20 to Chg =Speed Entry
1A a				14/001
1902 - Session successfully started			PURCHPRI	on 10.136.100.24
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Step	Action
32.	Press F10.

과] Session A - [24 x 80]	Contraction in the local division of			
File Edit View Communication Actions W	indow Help			
o Pr <i>r</i> , s = • •	a 👪 🛃 🗎 🌰 🤣			
Order: E03J3/	00 DICK CLAR	K PRODUCTIONS		CHANGE BACKORD
Msgs:	Shipped	<u>Ordered</u>	Current:	.00
Items: 1	.00	36.24	Over 30	.00
Sp Chg:	.00	. 00	Over 60	. 00
		. 00	Over 90	. 00
Subtot: 1	.00	36.24	Over 120	210.00-
Sales Tax:	.00	3.44	Orders:	1268.18
		. 00	Cash:	. 00
TOTAL:	. 00	39.68	Total:	1058.18
Weight:	.0000	6.0000	Limit:	3000
Cubes:	.000	. 135		
Hold Code? PA Per Alloc Inv: Y (y,n)	nding Authorizat	ion		
	<u>GM%/P</u> %	rofit Amt 62.36 Inv: 22.60 Ack: Pck:	Outg Prt PRTAPLUS Y OPRINT Y PRTAPLUS	FxEm1NYNN
F18=Rvw F2=Ln Itms F5=P/F PcH F12=Header F6=P/F Inv	v <mark>F7</mark> =P/F Ack	F14 <mark>=</mark> CC		us Inq <mark>F16</mark> =Prev tm Inq
M <u>A</u> a				13/015
1902 - Session successfully started			P	URCHPRT on 10.136.100.24
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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.

ession A - [24 x 80]	And a state of the			
Edit View Communication Actions W	indow Help			
E E F F E E	a 👪 🛃 🗎 🌰 🤣			
Order: E03J3/	00 DICK CLARK	PRODUCTIONS		CHANGE BACKORD
Msgs:	Shipped	<u>Ordered</u>	Current:	. 00
Items: 1	.00	36.24	Over 30	. 00
Sp Chg:	.00	. 00	Over 60	. 00
		. 00	Over 90	. 00
Subtot: 1	.00	36.24	Over 120	210.00-
Sales Tax:	.00	3.44	Orders:	1268.18
		. 00	Cash:	. 00
TOTAL:	.00	39.68	Total:	1058.18
Weight:	.0000	6.0000	Limit:	3000
Cubes:	.000	. 135		
Hold Code? P <mark>A</mark> Per Alloc Inv: Y (y,n)	nding Authorizati			
		ofit Amt	<u>Outq</u> <u>Pr</u> PRTAPLUS Y	
	%	62.36 Inv: 22.60 Ack:	PRIHPLUS I	N Y N N
		Pck:	PRTAPLUS	N N
		FUK.	PRIHPLUS	
E18=Byw				
<mark>F18</mark> =Rvw F2=Ln Itms			F21=	Cus Ing <mark>F16</mark> =P <u>rev</u>
F2 <mark>=Ln Itms</mark>	/ <mark>F7</mark> =P/F Ack	F14=CC		Cus Inq <mark>F16</mark> =Prev Itm Ing
	/ <mark>F7</mark> =P/F Ack	F14=CC		Cus Inq <mark>F16</mark> =Prev Itm Inq
F2 <mark>=Ln Itms</mark>	/ <mark>F7</mark> =P/F Ack	F14=CC		
<mark>F2</mark> =Ln Itms <mark>F12</mark> =Header <mark>F6</mark> =P/F Inv a	/ <mark>F7</mark> =P/F Ack	F14=CC	F22=	Itm Inq
<mark>F2</mark> =Ln Itms F12=Header <mark>F6</mark> =P/F Inv		F14=CC	F22=	Itm Inq 13/015 PURCHPRT on 10.136.100.24 222 Bb

Step	Action
34.	
	End of Procedure.



#### Look Up My Kelly Orders by Location

Follow this topic to learn how to look up My Kelly orders for your location.

COMMAND	Infor Distribut Menu		
	Order Entry	16.	Radio Frequency
	Inventory Accounting		Point of Sale
	Accounts Receivable	18.	Value Added Services
	Sales Analysis	19.	ebusiness & Communication
	Bill Of Material	20.	Bid & Quote
	Purchasing	22.	Workflow Management
	Price Maintenance	23.	Consignment
	Inventory Mgmt & Planning	26.	Electronic Payments
	General Ledger	27.	Rebates
10.	Accounts Payable	28.	Demand Planning
11.	Warehouse Management	29.	Extension Solution
15.	International Currency	30.	Advanced Inventory Management
40.	File Maintenance Menu		
41.	Cross Application - Mst Menu	98.	Maintenance Inquiry
42.	Master Menus	99.	Kelly Paper Main Menu
			(c) 1992-2012 Infor
Ready fo	r option number or command		
===>			

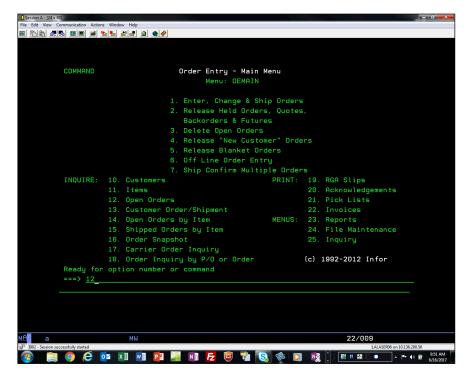
Step	Action
35.	From the A-+ Main Menu: Type "1".

COMMAND	Infor Distribut	ion	A+ - Main Menu
	Menu	: AP	LUS
1.	Order Entry	16.	Radio Frequency
	Inventory Accounting		Point of Sale
	Accounts Receivable		Value Added Services
	Sales Analysis	19.	ebusiness & Communication
	Bill Of Material	20.	Bid & Quote
	Purchasing	22.	Workflow Management
	Price Maintenance	23.	Consignment
	Inventory Mgmt & Planning	26.	Electronic Payments
	General Ledger	27.	Rebates
10.	Accounts Payable	28.	Demand Planning
11.	Warehouse Management	29.	Extension Solution
15.	International Currency	30.	Advanced Inventory Management
40.	File Maintenance Menu		
41.	Cross Application - Mst Menu	98.	Maintenance Inquiry
42.	Master Menus	99.	Kelly Paper Main Menu
			(c) 1992-2012 Infor
Ready fo	r option number or command		
===> <u>1</u>			

Step	Action
36.	Press ENTER.

	s 🛃 🛃 😫 🜒 🔗					
COMMAND	C	Order Entry - Main Me	nu			
		Menu: OEMAIN				
		Enter, Change & Ship	Orders			
		Release Held Orders,	Quotes	5,		
		Backorders & Futures				
		Delete Open Orders				
		Release "New Custome		ers		
		Release Blanket Order	rs			
		Off Line Order Entry Ship Confirm Multiple	o Onde			
INQUIRE:			e order PRINT:		RGA Slips	
INQUINE.	11. Items				Acknowledgements	
	12. Open Orders				Pick Lists	
	13. Customer Orde	er/Shipment			Invoices	
	14. Open Orders b		MENUS:	23.	Reports	
	15. Shipped Order	s by Item		24.	File Maintenance	
	16. Order Snapsho			25.	Inquiry	
	17. Carrier Order					
		∣ by P/O or Order		(c)	1992-2012 Infor	
Ready for	option number or	command				
===>						

Step	Action
37.	From the Order Entry Main Menu: Type "12".



Step	Action
38.	Press ENTER.

Ð Session A - [24 x 80]					- 0
File Edit View Communication Actions Window					
o Pr <i>a</i>	N 🗗 🛍 🌒 🔗				
	<u>0P</u>	EN ORDER I	INQUIRY		
Co	ompany?	01	Co/Customer?		
	alesrep No?		Order Source Code?		
	arehouse?		User ID		
	R Call Rep?		0301 10		
			V - Tedau anlu	U = In Use	
10	oday's Orders:		Y = Today only	0 - IN OSE	
			0 = Overdue		
Or	rder Type:		I = Invoice Only	M = Master	
			0 = Orders	Q = Quotes	
			F = Future	R = Returns	
			B = Back Orders	K = Blanket	
Or	rder Status:		1 = Rdy for PS	4 = Inv Printed	
			2 = PS Printed	9 = Order Held	
			3 = Rdy for Inv		
Or	der Hold Code?				
Or	der Number:		to		
C	ancel Date:		to		
	eq Ship Date:		to		
	der Priority:		to (1-7)		
01	der Fridritg.		(i )		
				F3=Exit	
18 a	MW			03/034	
1 1902 - Session successfully started		-		LALASER06 on 10.136.	200.56 9:51 Al
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Step	
39.	

Click the Warehouse field.

Action

<u>(</u>	OPEN ORDER	INQUIRY	
Company?	01	Co/Customer?	
Salesrep No?		Order Source Code?	
Warehouse?		User ID	
A/R Call Rep?			
Today's Orders:		Y = Today only	U = In Use
		O = Overdue	
Order Type:		I = Invoice Only	M = Master
		0 = Orders	Q = Quotes
		F = Future	R = Returns
		B = Back Orders	K = Blanket
Order Status:		1 = Rdy for PS	4 = Inv Printed
		2 = PS Printed	9 = Order Held
		3 = Rdy for Inv	
Order Hold Code?			
Order Number:		to	
Cancel Date: Reg Ship Date:		to to	
Order Priority:		to (1-7)	
order informeg.			
			F3=Exit
a MW			05/034

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

Edit View Communication Acti	ons Window Help			
	<u>[</u>	DPEN ORDER	INQUIRY	
	Company?	01	Co/Customer?	
	Salesrep No?		Order Source Code	
	Warehouse?	07	User ID	
	A/R Call Rep?			
	Today's Orders:		Y = Today only	U = In Use
			O = Overdue	
	Order Type:		I = Invoice Only	M = Master
	order rype.		0 = Orders	Q = Quotes
			F = Future	R = Returns
			B = Back Orders	K = Blanket
	Order Status:		1 = Rdy for PS	4 = Inv Printed
			2 = PS Printed	9 = Order Held
			3 = Rdy for Inv	
	Order Hold Code?			
	Order Number:		to	
	Cancel Date:		to	
	Req Ship Date:		to (4.7)	
	Order Priority:		to (1-7)	
				F3=Exit
а	MW			05/063
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Step	Action
41.	To view My Kelly orders for your location: Click the Order Hold Code field.

	<u>0</u>	PEN ORDER	INQUIRY	
	Company?	01	Co/Customer?	
	Salesrep No? Warehouse?	07	Order Source Code? User ID	
	A/R Call Rep?	07	USEL ID	
	Today's Orders:		Y = Today only O = Overdue	U = In Use
	Order Type:		I = Invoice Only	M = Master
			0 = Orders	Q = Quotes
			F = Future	R = Returns
			B = Back Orders	K = Blanket
	Order Status:		1 = Rdy for PS	4 = Inv Printed
			2 = PS Printed 3 = Rdy for Inv	9 = Order Held
	Order Hold Code?		5 - Kug för inv	
	Order Number:			
	Cancel Date:		to	
	Req Ship Date:		to	
	Order Priority:		to (1-7)	
				F3 <mark>=E×it</mark>
B     B     B     P     Session successfully started	MW			18/034 LALASER06 on 10.136.200.56

S	tep	Action	
4	42.	Key in Hold Code EH. This code stands for E-commerce Hold.	Туре " <b>ЕН</b> ".

Open Order INQUIRY         Company?       Oil       Corder Source?         Salesrep No?       Order Source?       Order Source?         Ark Call Rep?       Order Source?       Order Source?         Today's Orders:       Y = Today only       U = In Use         Order Type:       I = Invoice Only       M = Master         Order Type:       I = Invoice Only       M = Master         Order Status:       I = Rdy for PS       4 = Inv Printed         Order Hold Code?       EH       Order Inv       9 = Order Held         Order Number:       to       to       Inversion         Order Priority:       to       I = Counce       5 = Counce	Company?       01       Co/Customer?         Salesrep No?       Order Source Code?         Warehouse?       07       User ID         A/R Call Rep?       7         Today's Orders:       Y = Today only       U = In Use
Salesrep No?       Order Source Code?         Warehouse?       07       User ID         A/R Call Rep?	Salesrep No? Order Source Code? Warehouse? 07 User ID A/R Call Rep? Today's Orders: Y = Today only U = In Use
Warehouse? A/R Call Rep? Today's Orders: User ID Y = Today only U = In Use 0 = Overdue U = In Use 0 = Overdue U = In Use 0 = Overdue U = In Use 0 = Outers F = Future R = Returns B = Back Orders K = Blanket Order Status: 1 = Rdy for PS 4 = Inv Printed 2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Number: Cancel Date: Reg Ship Date: Order Status: User ID User ID I = Invoice Only M = Master 0 = Quotes F = Future R = Returns B = Back Orders K = Blanket 9 = Order Held 3 = Rdy for Inv I = Rdy for Inv Order Number: Cancel Date: To Order Type: To To Defen Priority To To To To To To To To To To	Warehouse? 07 User ID A/R Call Rep? Today's Orders: Y = Today only U = In Use
A/R Call Rep? Today's Orders:	A/R Call Rep? Today's Orders: Y = Today only U = In Use
Today's Orders:       Y = Today only 0 = Overdue       U = In Use 0 = Overdue         Order Type:       I = Invoice Only 0 = Orders       M = Master 0 = Orders         Order Type:       I = Invoice Only 0 = Orders       M = Master 0 = Orders         O = Orders       0 = Quotes F = Future       R = Returns         B = Back Orders       K = Blanket         Order Status:       1 = Rdy for PS       4 = Inv Printed         2 = PS Printed       9 = Order Held         3 = Rdy for Inv       Order Held Code?       EH         Order Number:       to	Today's Orders: Y = Today only U = In Use
O = Overdue Order Type: I = Invoice Only M = Master O = Orders O = Quotes F = Future R = Returns B = Back Orders K = Blanket Order Status: 1 = Rdy for PS 4 = Inv Printed 2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? Order Number: Cancel Date: Reg Ship Date: Order to	
Order Type: I = Invoice Only M = Master O = Orders O = Quotes F = Future R = Returns B = Back Orders K = Blanket Order Status: I = Rdy for PS 4 = Inv Printed 2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? Order Number: Cancel Date: Reg Ship Date: Order to	0 = Overdue
0 = Orders 0 = Quotes F = Future R = Returns B = Back Orders K = Blanket Order Status: 1 = Rdy for PS 4 = Inv Printed 2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? EH Order Number: to Cancel Date: to	
0 = Orders 0 = Quotes F = Future R = Returns B = Back Orders K = Blanket Order Status: 1 = Rdy for PS 4 = Inv Printed 2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? EH Order Number: to Cancel Date: to	Order Tupe: I = Invoice Only M = Master
F = Future       R = Returns         B = Back Orders       K = Blanket         Order Status:       1 = Rdy for PS       4 = Inv Printed         2 = PS Printed       9 = Order Held         3 = Rdy for Inv       0rder Hold Code?       EH         Order Number:       to          Cancel Date:       to          Reg Ship Date:       to	
Order Status: 1 = Rdy for PS 4 = Inv Printed 2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? EH Order Number: Cancel Date: Reg Ship Date: Order Printed to (1-7)	
2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? EH Order Number: to Cancel Date: to Reg Ship Date: to	B = Back Orders K = Blanket
2 = PS Printed 9 = Order Held 3 = Rdy for Inv Order Hold Code? EH Order Number: to Cancel Date: to Reg Ship Date: to	Order Status; 1 = Rdu for PS 4 = Inv Printed
Order Hold Code? EH Order Number: to Cancel Date: to Reg Ship Date: to (1-7)	2 = PS Printed 9 = Order Held
Order Number: to Cancel Date: to Reg Ship Date: to	3 = Rdy for Inv
Order Number: to Cancel Date: to Req Ship Date: to Order Priority to	Order Hold Code? <mark>EH</mark>
Cancel Date: to Reg Ship Date: to	
Req Ship Date: to (1-7)	Cancel Date: to
Order Priority: to (1-7)	Reg Ship Date: to
	Order Prioritu: to (1-7)
F <mark>3</mark> =Exit	E3EEVit

Step	Action	
43.	Press ENTER.	

	OPEN ORDER	INQUIRY	
Company?	01	Co/Customer?	
Salesrep No?		Order Source Code	
Warehouse? A/R Call Rep?	07	User ID	
Today's Orders:		Y = Today only	U = In Use
Todag s orders.		0 = Overdue	0 - IN OSE
		o over dae	
Order Type:		I = Invoice Only	M = Master
		0 = Orders	Q = Quotes
######################################	. : S = Ir D = Di	direct Orders Only irect Orders Only	######################################
	.: S = Ir D = Di W = Wa Blank	direct Orders Only	######################################
# Fulfillment Type # # # # Payment Type # Carrier Code #	.: S = Ir D = Di W = Wa Blank	ndirect Orders Only irect Orders Only irect Orders Only (D arehouse Orders Only	######################################
	.: S = Ir D = Di W = Wa Blank	ndirect Orders Only irect Orders Only irect Orders Only (D arehouse Orders Only	######################################
# Fulfillment Type # # # # Payment Type # Carrier Code #	. : . S = Ir D = Di W = Wa Blank . ?	HANNANANANANANANANANANA ndirect Orders Only (D arehouse Orders Only = All Open Orders	HHHHHHHHHHHHHH (Special Orders) # rop Shipments) # # # # # # # # # # # # # # # # # # #
# Fulfillment Type # # # # Payment Type # Carrier Code #	. : . S = Ir D = Di W = Wa Blank . ?	HANNANANANANANANANANANA ndirect Orders Only (D arehouse Orders Only = All Open Orders	HHHHHHHHHHHHHH (Special Orders) # rop Shipments) # # # # # # # # # # # # # # # # # # #
# Fulfillment Type # # # # Payment Type # Carrier Code #	. : . S = Ir D = Di W = Wa Blank . ?	HANNANANANANANANANANANA ndirect Orders Only (D arehouse Orders Only = All Open Orders	HHHHHHHHHHHHHHHHH (Special Orders) # rop Shipments) # # # # # # # # # # # # # # # # # # #

Step	Action
44.	Press ENTER.

0. Session A - [24 x 80]	
File Edit View Communication Actions Window Help	
OPEN ORDER INQUIRY	
C Order C	rder
<u>O No/Gen Type Status WH Customer Req Ship y</u>	alue
	7.35
	Last
Selection: <mark>F2</mark> =Cnc Date	
F3 <mark>=Exit F6=Ord Release F11</mark> =Mark/Unmark F12 <mark>=Ret</mark>	urn
MA a MW 23/013	
	ALASER06 on 10.136.200.56
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	▲ IP IN IF 951 AM 6/16/2017

Step	Action	
45.	Key in the line number to access in ther Selection field.	Туре " <b>1</b> ".

Session A - [24 x 80]					- 6
e Edit View Communication Actions Window					
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				La	st
Selection: 1	F2 <mark>=Cnc Date</mark>	F5=Ord Entry F9=	Ord Delete		
F3=Exit	F6 <mark>=Ord Release</mark>	F11=Mark/Unmark		F12 <mark>=Return</mark>	
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Step	Action
46.	Press F5.

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	Function?				
	Order No/Seq:	LT6G1 /			
	order novoeq.				
	Customer No:		Find:		
			City: St/	Prov:	
	Ship-To No:				
	Order Source?				
	Master Order:				
	Master Urder:	(New o	rders only)		
			1 <mark>=Order/Ship Inq F2</mark>	21 <mark>=Cust Inq F22</mark> =Item Inq	
	F6 <mark>=Get</mark>	Next Order			
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Step	Action
47.	To open the order: Type "c".

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F3=End F4=Sh:	ip-To Search F1	1=Order/Ship Inq	F21 <mark>=Cust Inq F2</mark>	2=Item Ing
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Step	Action
48.	Press ENTER.

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Edit View Communication Actions Window Help	
ÈÈ ÆR BE I Statiù ♦♦	
Sold To: 1/0000806578 ALPHAGRAPHICS US	763 CHANGE ORDER
Addr1: dba of LITVACK ENTERPRISES INC	Phone: LT6G1/00
Addr2: 2717 WILSHIRE BLVD	(310) 453-7559 Extn:
Addr3:	<u>Contact?</u>
Addr4:	
City: SANTA MONICA St/Prov?	СА
Country? US Zip/Pstl:	90403
Chin To	
<u>Ship To:</u> Addr1:	Phone:
Addr2:	
Addr3:	(310) 453-7559 Extn: Contact?
Addr4:	
City: St/Prov?	
Country? Zip/Pstl:	
PO No: Steve Litvack	Req Ship: 52617 Blanket: N
FOB CD?	Exp Ship: 52617
Carrier? PCKUP Pickup Carrier	Entry Dt: 52617
Open Time: :00 Close Time: :00	Drp Shp: N
Note:	Warehouse? 07 Kelly Paper San
Terms? 1 NET 10	Pmt Cd? 3
S'Rep? 10020 Southern California	Mana L. N
F12=Items F4=Ship-To F5=More F6=Inqs F7	More: <mark>N</mark> =Cus <mark>F9</mark> =Cmnts <mark>F10</mark> =End F23=Dup Dt
a MW	16/056
1902 - Session successfully started	LALASER06 on 10.136.200.56

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