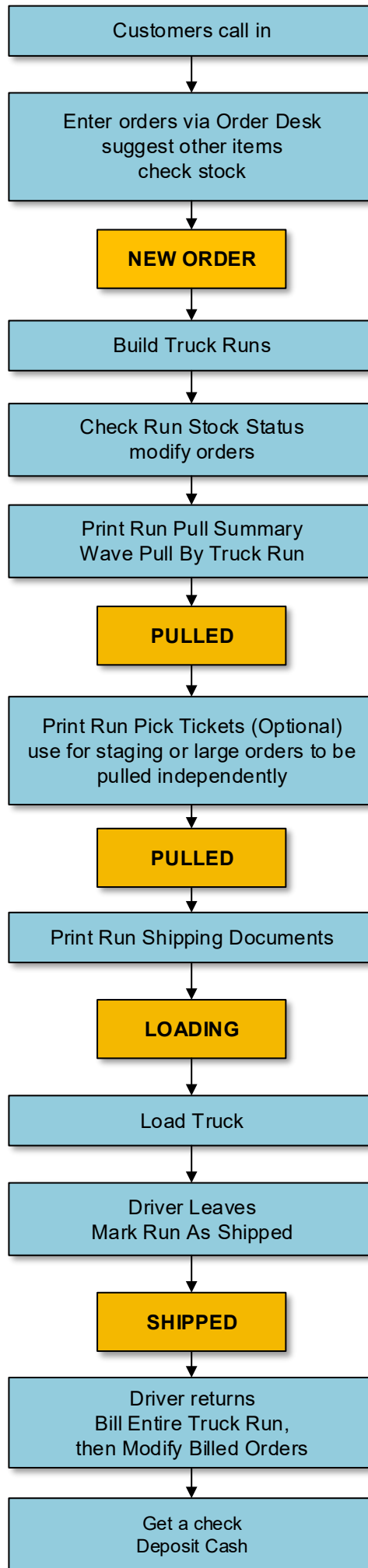
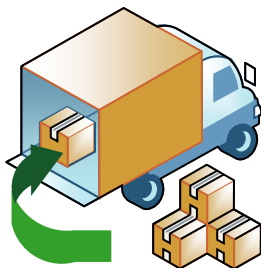
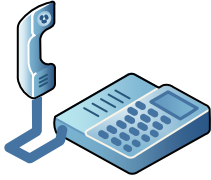
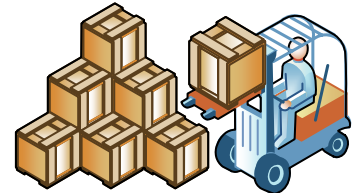


Order Flow
Stay in a Straight Line



Activity
Order Status



ORDER FLOW DO's and DON'Ts

DO: Suggest Other Items

If you DON'T:
Your average profit and # lines per order will decrease.
You will be making smaller deliveries more frequently.
You won't avoid your customer's out of stock crisis.
Their closets won't be full, so someone else will fill 'em!

DO: Check Stock availability

If you DON'T:
You will be making follow-up phone calls to explain.
You will be wasting their time and your time.
It will be harder to make substitute suggestions.
Less likely they will agree to a later delivery date.
If disappointed in your efficiency, may shop elsewhere.

MUST DO: Build Truck Runs

If you DON'T:
Difficult to identify which orders went on what truck.
Order Statuses will become inaccurate.
Stock Levels will become less accurate.
You cannot use 'Check Run Stock Status'.
You cannot use 'Print Run Pull Summary'.
You cannot use 'Mark Run As Shipped'.
You cannot use 'Bill Truck Run' options in Billing.

DO: Check Run Stock Status and make appropriate changes

(Allows you to see who will be shorted in other truck runs, based on what is shipping in this Truck Run.)

If you DON'T:
Won't see who is waiting on low and out of stock items.
Will not identify stock outs until attempting to pull.
Will not be able to head off low stock situations.
Won't be looking for what purchasing is forgetting.
Will have lots of written notes on shipping documents.
Will tell customers about availability issues last minute.
Will not be using warehouse to manage logistics

MUST DO: Print Run Pull Summary

(Change order status to 'Pulled'. Tip: Reprint at 'Putup'.)

If you DON'T:
Cannot track 'Already Pulled' vs 'To Be Pulled'.
Reps/Staff can modify orders you are currently pulling.
Cycle Count cannot factor for pulled items.
Cycle Counting handicapped and not working properly!
Cannot use the Pull Summary for wave pulling.

(Note if no space to wave pull, use the pull summary as a cover page for the shipping documents for the Truck Run.)

MUST DO: Print Run Shipping Documents

(Changes order status to 'Loading')

If you DON'T:
Cycle Count cannot factor for loading items.

MUST DO: Mark Run As Shipped

(This will update the 'Shipped' stock level.)

If you DON'T:
Stock Levels will be off & include today's shipments.
Reps/Staff allowed to modify orders that have shipped!