

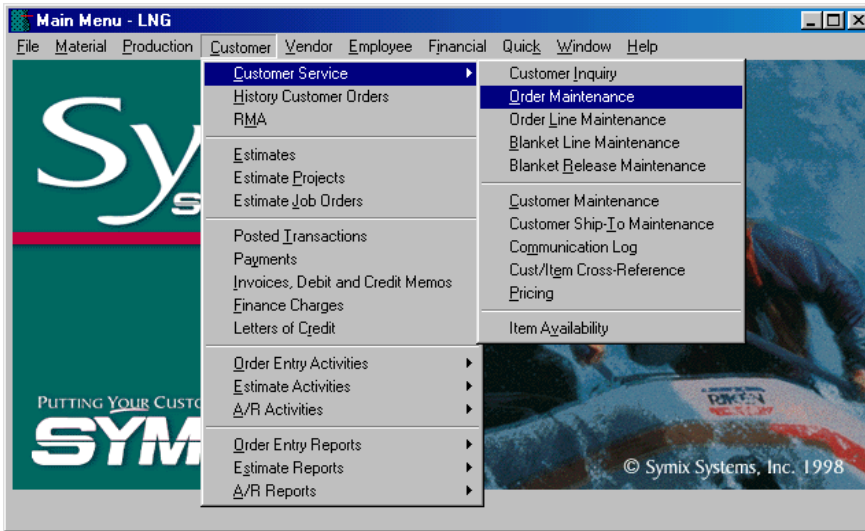
	description	author	number	rev	sheet	issue date
Syteguide	Order Entry Process - Unsolicited Orders	D. McKenzie	S03-04-02	2	1 of 3	03/11/07

- 1. Purpose:** To provide the process steps for entering an order received without a prior quotation.
- 2. Scope:** This procedure applies to the process steps for entering a complete order from scratch without a prior Company quotation.
- 3. Responsibilities:** It is the responsibility of the quotations coordinator/project coordinator to ensure that the requirements of this procedure are followed.

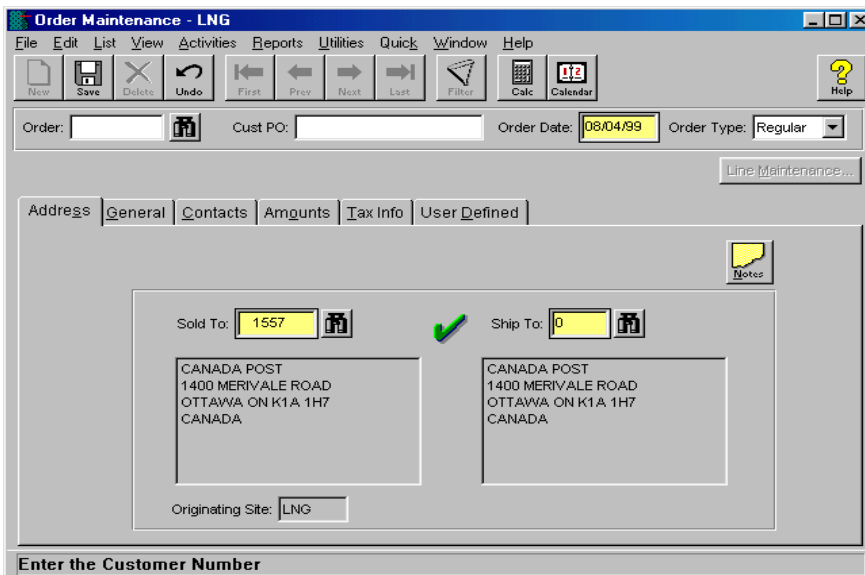
Procedures:

4.1 Order Header

To access the Order Entry Screen from the main menu: **Customer + Customer Service + Order Maintenance**



4.1.1 Order Maintenance Access Screen



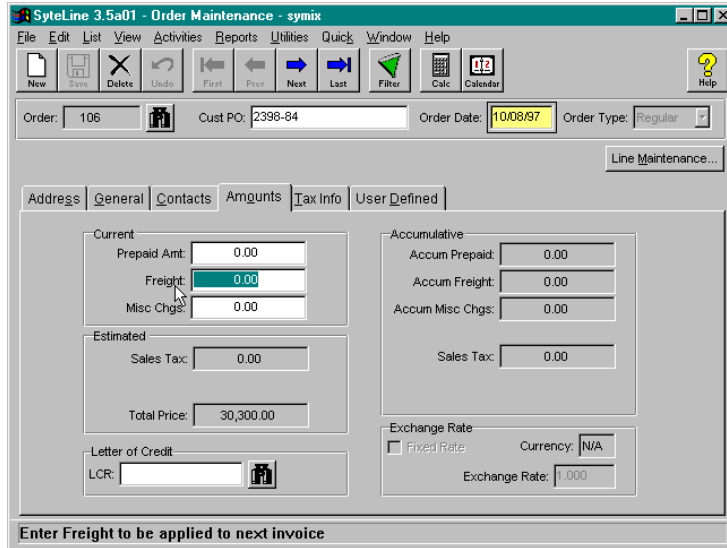
4.1.2 Order Maintenance Screen

	description	author	number	rev	sheet	issue date
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4.5 Order Maintenance: Contacts Information

	Process Type: Symix / Other	Special Requirements / Notes
4.5.1	Contacts Tab	Customer contact information – default from Customer Maintenance screen. No entries need to be entered.

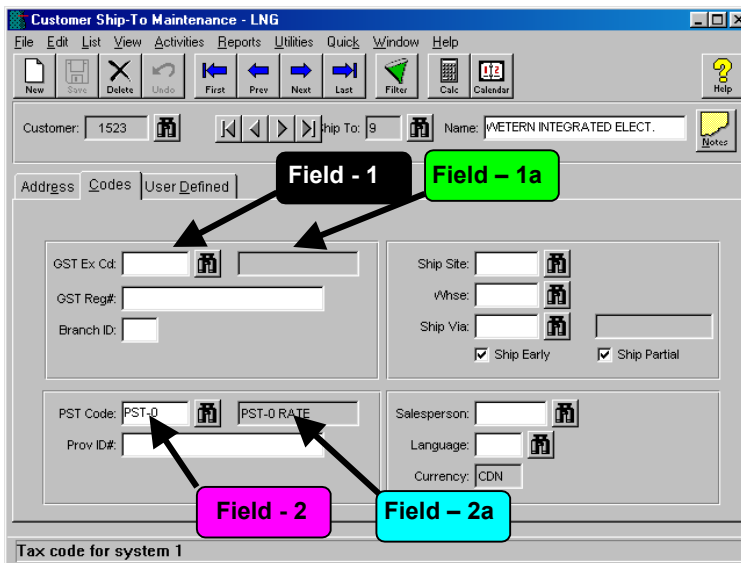
4.6 Order Maintenance: Amount Information



4.6.1 Order Maintenance Screen: Amounts Tab

	Process Type: Symix / Other	Special Requirements / Notes
4.6.2	Amounts Tab: Freight	Insert this amount if freight is included in the order. All other information is defaulted.

4.7 Order Maintenance: Tax Information



4.7.1 Order Maintenance Screen: Tax Info Tab

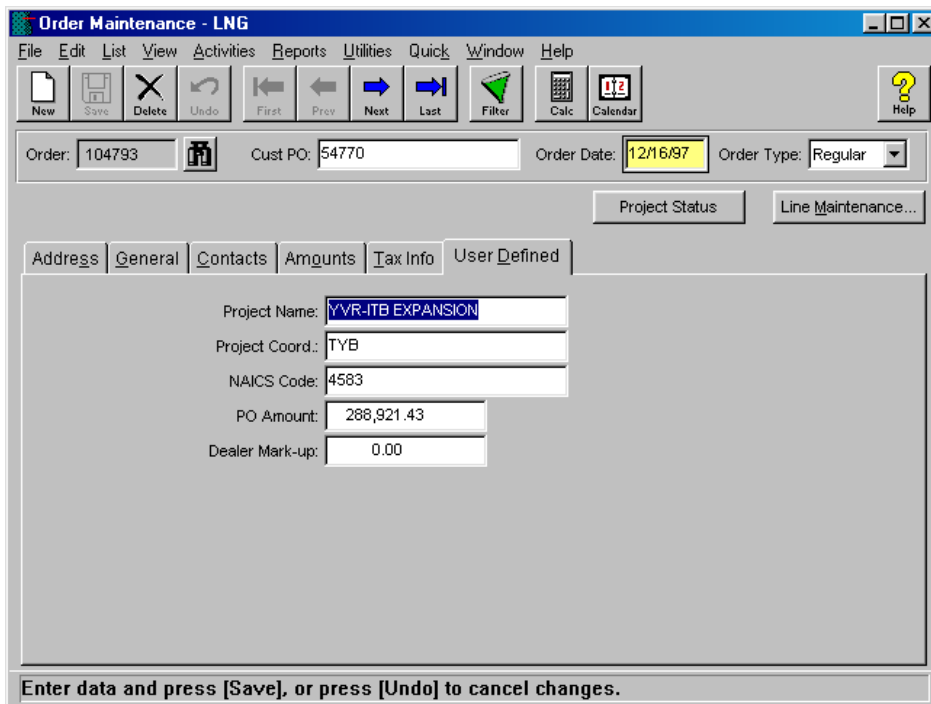
	description	author	number	rev	sheet	issue date
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	Process Type: Symix / Other	Special Requirements / Notes
4.7.2	Tax Info Tab	Customer + Customer Service + Order Maintenance + Address Tab + Ship To + Open
		<i>These tax code changes are ONLY applicable when entering a new ship-to address on a customer order.</i>

4.7.3	Field - 1	Field - 1a	Field - 2	Field - 2a
Customer Types	GST Ex	Description	PST Code:	Description
ALL US Customers	GST-E	GST Exempt	NT	No Tax
Canadian Customers:				
HST Customers (NB, NS, NF)	GST-E	GST Exempt	HST	HST
PST Customers (BC end users only)	(Blank)		PST	PST Extra
All Other Canadian Customers	(Blank)		PST-0	PST-0 Rate

NO other tax codes should be changed or revised.

4.8 Order Maintenance: User Defined Information



4.8.1 Order Maintenance Screen: User Defined Tab