

AS400 OPTION 3924 – REVISED 05.18.2020

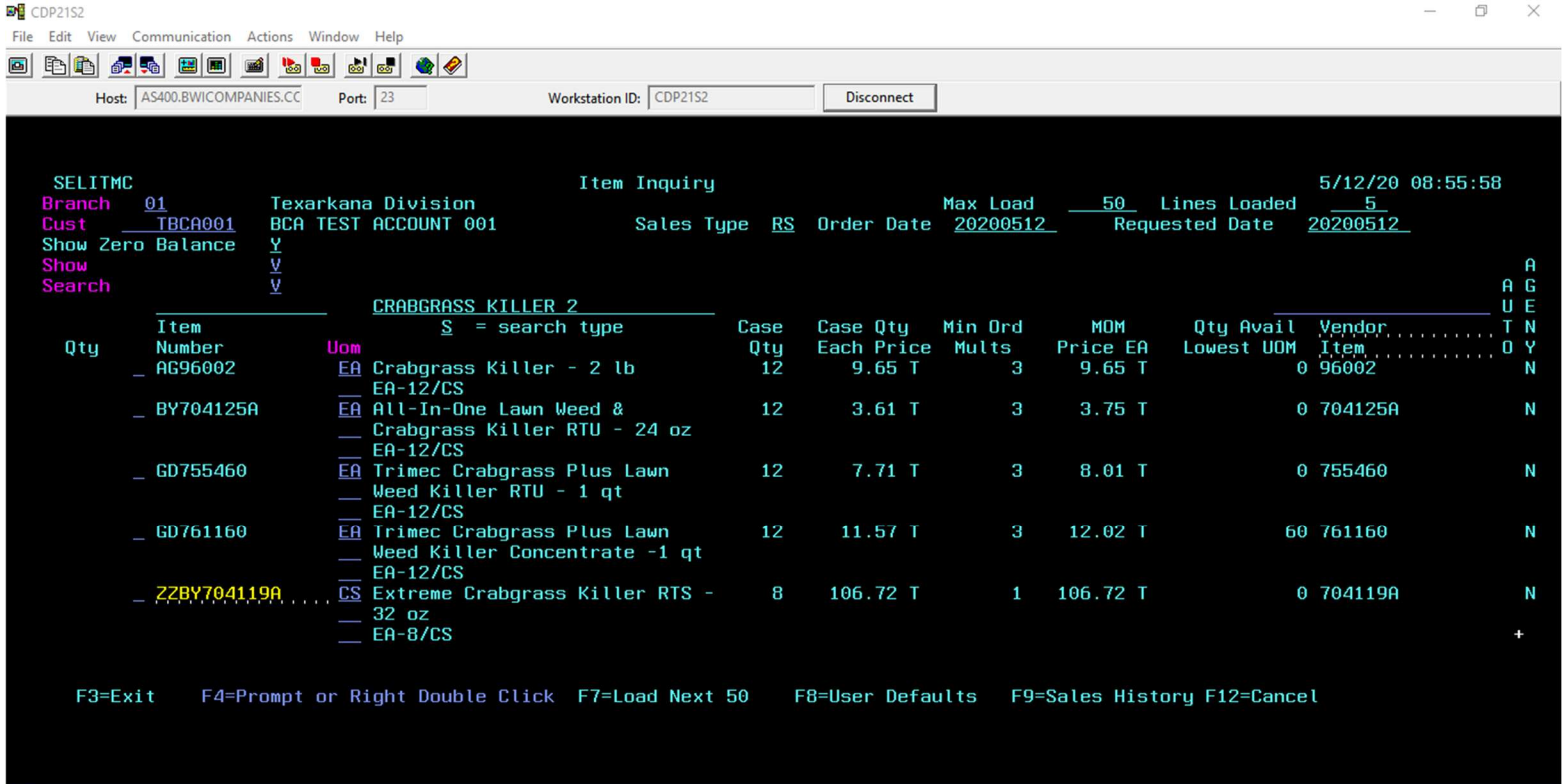


Figure 1

Option 3924 is also the screen you see when you do an F4 SEARCH/PROMPT from Order Entry 1110.

The field names in hot pink are fields that have been condensed from the previous version to allow more real estate to accommodate new fields required for the additional Minimum Order Multiple (also known as MOM) fields. Please reference Figure 1 above for placement of any of the fields listed below.

HEADER fields:

BRANCH – This is the branch which services the customer you have loaded or based on the default you have set*.

CUST – This is the BWI Customer code for which you are looking for pricing. If you are accessing this screen from Order Entry, it will be defaulted to the customer code that you are working with on the order screen.

SHOW ZERO BALANCE – This allows you to show items with a zero-quantity availability at the servicing location for the Branch you have in the first row. Or you can turn this off so that you only see items that you do have available.

SHOW – On the screen shot above, in the 3rd column from the right labeled “Vendor Item” – the ‘V’ in this SHOW field is what designates the vendor item number to be displayed in this column. You can place your cursor on the field blank and do an F4 and this will allow you to make other selections that you would like to see in that column, 3rd from the right. Your options are in the below screen shot. You can either type over the V, do the F4 to LOOKUP and select with a ‘1’ or you can set your own default*.

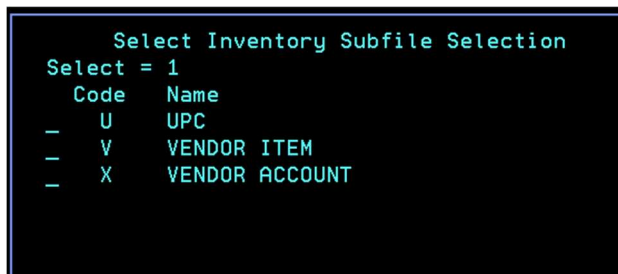


Figure 2

SEARCH – This designates what you are going to search in that same column. The default is V for Vendor Item Number. So, if you type on the blue line above the column header a vendor’s item number, it will pull the BWI item code(s) associated with that.

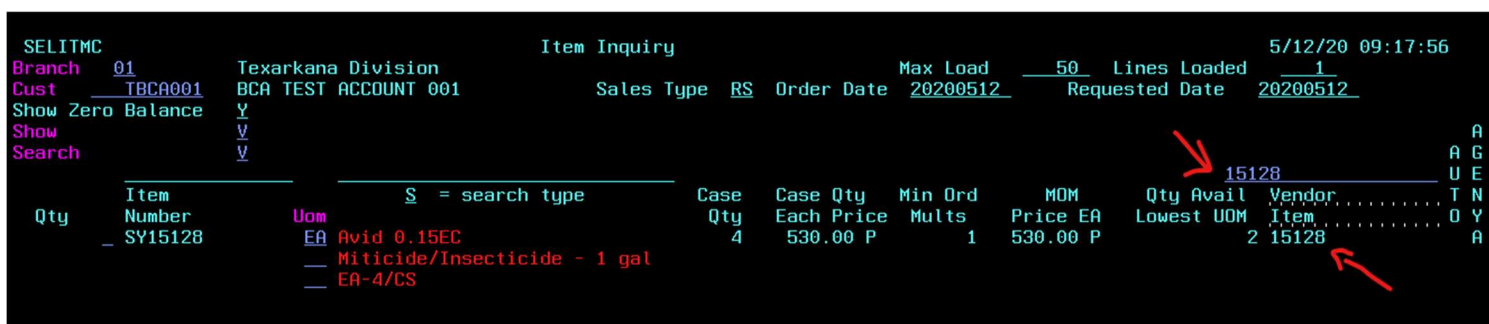


Figure 3

In the middle of the screen in the Header, you have the following fields:

SALES TYPE – This is defaulted to RS, which will return pricing based on the order shipping on a BWI truck through our warehouse. You have the option of changing this to any valid sales type in our system (there is no look up). The only one that would change the pricing is a ‘DS’ which would then change all pricing to LIST PRICE, as the user has the authority to alter pricing for a Direct Ship order using a ‘Z’ in the ‘T’ column to hold the pricing; providing that pricing entered is within the minimum that has been set forth.

MAX LOAD / LINES LOADED – These are defaulted to 50 lines loaded per search. This does not limit the search to only 50 items; this number just represents the number of items that will calculate a selling price based on the execution of the search. To get past the 50 lines, you can click F7 (in the menu options at the bottom of the page); this will load the next 50 lines. You can do this as many times as needed to find the item being searched for. Some search recommendations to reduce the number of results are to plug in correctly spelled key word(s) that would be in the description. If you know the size you’re looking for is a 2 LB bag, plug in the number 2 after the key word. Refer back to the first screen shot in this instruction and notice that I’ve searched CRABGRASS KILLER 2 – I am looking for a 2 LB unit and it’s the first on the list.

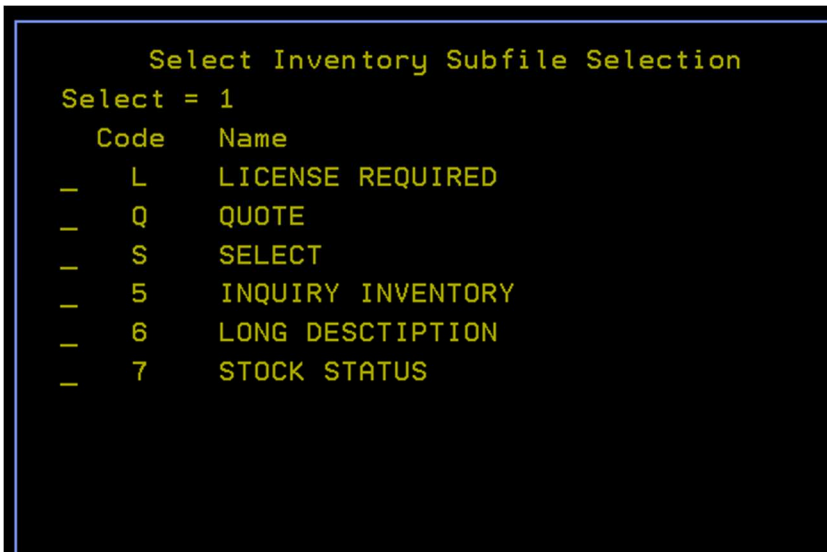
ORDER DATE / REQUEST DATE – These are defaulted to today’s date always. If you know that a promotion is going to start soon, you can plug that date in the ORDER DATE field and pug in the REQUESTED DATE to a date that is in the shipping parameters of the program coming out, your search results will then give you that promotional pricing. Just keep in mind, if that program has not yet started, your order will NOT pull that promotional pricing until the date that

the program starts. It can be used for quoting a booking for a future program though. If the current time frame (today's default dates) contains any promotions that are applicable to the customer, then those will be reflected in the pricing.

The columns:

QTY – If you access this option from Order Entry / 1110, there would be a blank for you to enter the quantity you want on the order in this column to the left of item code. Since our Figure 1 is access from the direct option 3924, that field is Null.

BLANK – With no column header, to the left of the ITEM NUMBER, there is a 1-byte field that you can plug in various options to see additional information. To see your options, position the cursor on this field and DOUBLE RIGHT CLICK or F4 to get a listing. You can place a '1' next to any of these options and click ENTER and a new window will reveal the information that corresponds to your selection for the item you have chosen. If you know the selection you want to you, rather than F4 or Double Right Clicking, you can simply type the option in the field and click ENTER.



```
      Select Inventory Subfile Selection
Select = 1
  Code  Name
  _    L   LICENSE REQUIRED
  _    Q   QUOTE
  _    S   SELECT
  _    5   INQUIRY INVENTORY
  _    6   LONG DESCRIPTION
  _    7   STOCK STATUS
```

Figure 4

ITEM NUMBER – This is the BWI Item Code. If you know the first part or all an item code, you can type it on the line above the column and the return will position to that item in alpha numeric order of the item codes. This search line takes precedence over all other search fields. If an item code appears in YELLOW, this indicates that item is NONSTOCK. It may be placed on a warehouse order but know that it may take longer to acquire than a normal stock item.

UOM – This is a field that has changed. In the past, if an item were stocked in a lower unit (i.e. EA / 99), this field would display the PREFERRED SELLING UNIT (i.e. CS / PL / MC). NOW – it displays the LOWEST STOCKING UNIT available for the corresponding item. All pricing will be based on the UOM in this column. If you want to view the units that are applicable to any item, you can either **DOUBLE RIGHT CLICK** or click **F4** while your cursor is in the UOM field. The pop up window will give you the UOM that is available, the quantity you have to purchase to avoid an upcharge and the CASE quantity in eaches (If the item is in a BG and PL, this would tell you how many bags are on a PL). The pricing that displays on the far right is the customer pricing based on Tier, Contract, Promotion, LIST PRICE (see the TYPE column).

1=Select		AG96002	Crabgrass Killer - 2 lb					
UOM	Upcharge	Quantity	Conversion	Quantity	Type	Contract / Promotion	Terms	Price
- EA		3		1	T	B		9.65
- EA		12		1	T	B		9.65
- CS		1		12	T	B		115.80

Figure 5

DESCRIPTION – This column does not have a header per say, but this is the BWI item description. This field also contains notes if the item is Branch Restricted, Not Web or Tablet capable, if a License is required, or a DO NOT REORDER item. The line above this column is where you can search the description, key words, or long description (website description). Search words must be spelled correctly. The more information you can enter here, the more fine tuned your results will be. If an item description is in **RED**, this indicates that this item is a **HAZMAT** item. This does not affect shipment of the item if it is transported on a BWI truck. If the customer needs that item shipped from another BWI location or direct from the manufacture, the customer will incur Hazmat fees charged by the carrier.

CASE QTY – The majority of items have been changed so that stocking UOM is either a CS or an EA. There are a few others, but this is the majority (no more BO, JU, BX, etc.). So, this quantity tells you how many are in the CASE.

CASE QTY EACH PRICE – This column tells you how much the customer will pay for the EA (2nd column; after the item code) IF they purchase in CASE quantities (previous column). There is a 1-byte field to the right of this price indicating where the pricing is coming from. T – Tier; P – Promotion; L – List Price; C – Contract; D – Dollar off Promotion

MIN ORD MULTS – This new column shows the MINIMUM ORDER MULTIPLE; it does not have to correspond with the case quantity. If you refer to the first screen shot in this instruction guide, notice the Min Ord Mults is '3' for the first 4 skus, but the CASE quantity is 12. The customer **MUST PURCHASE** the corresponding item in this multiple. If they want 1 EA, the order will revert to 3 EA. If you attempt to order 4 EA, the system will convert your quantity to 6 EA on your sales order. Sometimes, the Min Ord Mults will be the same number that are in a CASE, indicating that you still must order in CASE quantity multiples. But several hundred items can now be purchased in less than a case, but more than 1 EA.

MOM PRICE EA – This new column gives you the EACH price of the item if ordered in the MOM (Min Ord Mults), but **LESS THAN** a CASE. There will be an upcharge on several hundred items. The upcharge is also based on Tiered pricing as normal, with an increased margin. There is a 1-byte field to the right of this price column indicating where this price is coming from. T – Tier; P – Promotion; L – List Price; C – Contract; D – Dollar off Promotion

QTY AVAIL LOWEST UOM – This column tells the user how many units in the EACH (or lowest stocking unit) is available to sell at the servicing location (branch in the upper left corner of screen). If you do not want to see the zeroes, you can have those removed by placing an 'N' in the SHOW ZERO BALANCE field at the top left of the screen. The quantity available does not include anything allocated to other orders or transfers. If this quantity should appear in **RED**, that indicates that the inventory is not at the servicing location, but in a **consolidated warehouse**. If you place an item on a sales order that is consolidated to another location, that particular item will split off your main order and be sent to the branch that will ship the product out via common carrier. Items that are consolidated at another location will **NOT** count towards your division's shipping minimum to load on a BWI truck.

VENDOR ITEM / UPC CODE / VENDOR ID – This column is 3rd from the right on the screen and after the Qty Avail column. This is a flexible column and is controlled by what you have in the SHOW field at the top left of the screen. This column

and the SHOW field work together.

```

SELITMC                               Item Inquiry                               5/12/20 10:31:17
Branch 01      Texarkana Division      Max Load 50  Lines Loaded 5
Cust  TBCA001  BCA TEST ACCOUNT 001     Order Date 20200512  Requested Date 20200512
Show Zero Balance  Y
Show          X
Search       X

```

Qty	Item Number	Uom	S = search type	Case Qty	Case Each Price	Min Ord Mults	MDM Price EA	Qty Avail Lowest	UOM	Vendor ID	
	AG96002	EA	Crabgrass Killer - 2 lb EA-12/CS	12	9.65 T	3	9.65 T	0		AGR6	N
	BY704125A	EA	All-In-One Lawn Weed & Crabgrass Killer RTU - 24 oz EA-12/CS	12	3.61 T	3	3.75 T	0		BP3	N
	GD755460	EA	Trimec Crabgrass Plus Lawn Weed Killer RTU - 1 qt EA-12/CS	12	7.71 T	3	8.01 T	0		PBI2	N
	GD761160	EA	Trimec Crabgrass Plus Lawn Weed Killer Concentrate -1 qt EA-12/CS	12	11.57 T	3	12.02 T	60		PBI2	N
	ZZBY704119A	CS	Extreme Crabgrass Killer RTS - 32 oz EA-8/CS	8	106.72 T	1	106.72 T	0		BP3	N

F3=Exit F4=Prompt or Right Double Click F7=Load Next 50 F8=User Defaults F9=Sales History F12=Cancel

Figure 6

In the search line above this column, you would have to specify in the SEARCH block at the top left of the screen what fields you are searching based on the text you put on the search line. In the screen shot below, I have noted in the SEARCH field at the top left that I was going to search VENDOR ID (X). I typed LG (I could have did an F4 from that search line to search for a Vendor ID) on the search line and clicked ENTER. My results are only Miller Mfg items.

```

SELITMC                               Item Inquiry                               5/12/20 10:35:57
Branch 01      Texarkana Division      Max Load 50  Lines Loaded 50
Cust  TBCA001  BCA TEST ACCOUNT 001     Order Date 20200512  Requested Date 20200512
Show Zero Balance  Y
Show          X
Search       X

```

Qty	Item Number	Uom	S = search type	Case Qty	Case Each Price	Min Ord Mults	MDM Price EA	Qty Avail Lowest	UOM	Vendor ID	
	LGCA500	EA	MUCK CART EA EA Not Web Cap	1	44.90 T	1	44.90 T	0		LG	N
	ZRLG90	EA	RED PLASTIC UTILITY SCOOP EA EA LOGMAR Restricted 465	1	3.49 T	1	3.49 T	0		LG	N
	ZZLGACU1BLACK	CS	CAGE CUP 1/2PT PK/12 EA-12/CS Not Web Cap	12	18.24 T	1	18.24 T	0		LG	N
	ZZLGACU1BLUE	CS	1/2 PT CAGE CUP BLUE PK12 EA-12/CS Not Web Cap	12	18.24 T	1	18.24 T	0		LG	N
	ZZLGACU2BLUE	CS	CAGE CUP 1PT BLUE PK12 EA-12/CS	12	20.88 T	1	20.88 T	0		LG	N

F3=Exit F4=Prompt or Right Double Click F7=Load Next 50 F8=User Defaults F9=Sales History F12=Cancel

Figure 7

AUTO – This is the next to the last column and only contains a 1-byte space. If there is a ‘Y’ in this column, that indicates that the item is an AUTO DIRECT SHIP item. Once a sales order is complete, any AUTO DS items will split and group by vendor code and the system will automatically generate a purchase order to the vendor on the next EDI batch file send. EDI runs batch file PO creation and sends at 7:45, 9:45 and 11:30 am CST on Sunday through Friday. Once an Auto DS order has a Purchase Order tied to it, no more edits can be done.

SELITMC Item Inquiry 5/12/20 10:42:40
 Branch 01 Texarkana Division Max Load 50 Lines Loaded 15
 Cust TBCA001 BCA TEST ACCOUNT 001 Sales Type RS Order Date 20200512 Requested Date 20200512
 Show Zero Balance Y
 Show Y
 Search Y

Qty	Item Number	Uom	Description	Case Qty	Case Price	Min Ord	MDM	Price EA	Qty Avail	Vendor	Agency
	1664286H	EA	Noromectin Pour On - 2.5 L EA-4/CS	4	33.44 0	1	33.44 0		110	1664286H	N
	1664288H	EA	Noromectin Pour On - 5 L EA-2/CS-114/PL	2	45.13 0	1	45.13 0		287	1664288H	N
	1668512	EA	Noromectin 1% Injection - 250 mL EA-12/CS	1	45.65 0	1	45.65 0		235	1668512	Y N
	1672670	EA	Noromectin Pour On - 1 L EA-12/CS	1	22.62 0	1	22.62 0		187	1672670	Y N
	1689500	EA	Noromectin 1% Injection - 500 mL EA-12/CS	1	64.87 0	1	64.87 0		541	1689500	Y N
	1689700	EA	Noromectin Plus Injection - 500 mL	1	110.39 0	1	110.39 0		704	1689700	Y N

F3=Exit F4=Prompt or Right Double Click F7=Load Next 50 F8=User Defaults F9=Sales History F12=Cancel

Figure 8

AGENCY – The last column on the screen indicates if an item is AGENCY (A) or Quasi-Agency (Q). If there is an ‘N’ or this field is blank, the corresponding item is neither Agency or Quasi-Agency.

At the bottom of the screen is a list of options available.

F9 - A user can still click F9 to see, sort and search the customers HISTORY as normal.

F8 – This is where a user sets their defaults for this screen for all the flexible options.

SHFTTEST Enter/Change Item Inquiry Defaults 5/12/20 10:48:15

Enter your Defaults for	Branch	01
	Show	Y
	Search	Y
	Show Zero Balance	Y
	Alpha Search Type	S
	Show Pricing	Y
	Lines To Display	

Figure 9

In the first field, BRANCH – put the division/branch number that most of your sales ship from

SHOW– this is what is DISPLAYED in the 3rd column from the right that you can search; your options are:

U – UPC; this is the EACH UPC code where we have it available (mostly retail items)

V – VND ITEM; this is the vendor’s item number that we have associated with our item code

X – VND ID; this is the BWI Vendor Code

N – VND NAME; this is the Vendor’s Name

SEARCH – this is the field you are SEARCHING in the 3rd column from the right. This does NOT have to be the same as your SHOW; just remember if you SEARCH ‘UPC’, but you SHOW ‘Vendor Number’, what you see in the column will not be the UPC, but it will match the item code. Your options for SEARCH are:

V – VND ITEM; this searches all or part of a vendor item number that you key in. Many times, a customer will give you that number to let you know what he/she needs.

U- UPC; this lets you search all or part of a UPC code and will return only items that we have that UPC (or part of).

X – VND ID; this lets you search for all the items under a specific vendor code.

SHOW ZERO BALANCE – This tells the program if you want to see only what your division has available to sell or if you want to see EVERYTHING that is available to your location. Your options are:

N – NO, you do NOT want to see Zero balances; therefore, you will only see items that meet your search criteria that you have inventory available for

Y – YES; you DO want to see all items that meet your search criteria that are available to see out of your location.

ALPHA SEARCH TYPE - when you plug in search criteria, this is how the system will search. Your Options are:

L – Searches primary and secondary item descriptions, catalog titles and subtitles, and the long description that appears in our catalogs

S – Searches the primary item description and catalog title only

W – Old word search; very broad

‘ ‘ – If you leave it blank, it searches primary item description only

LINES TO DISPLAY – The maximum number here is 50. If you want to see LESS THAN 50, you can plug in that number here. If you leave it blank, it will display and calculate pricing for the first 50 items that meet your search criteria. If you need to see more than that 50, you do an F7 to page down for the next 50 items to be calculated and displayed.