New Mobile Sales Manual

Contents

Login

Go to http://mobilesales.samsonite.com , enter your User ID and Password and click LOG IN.

Note: This site is best viewed with Microsoft IE9 or above and the latest version of Firefox.
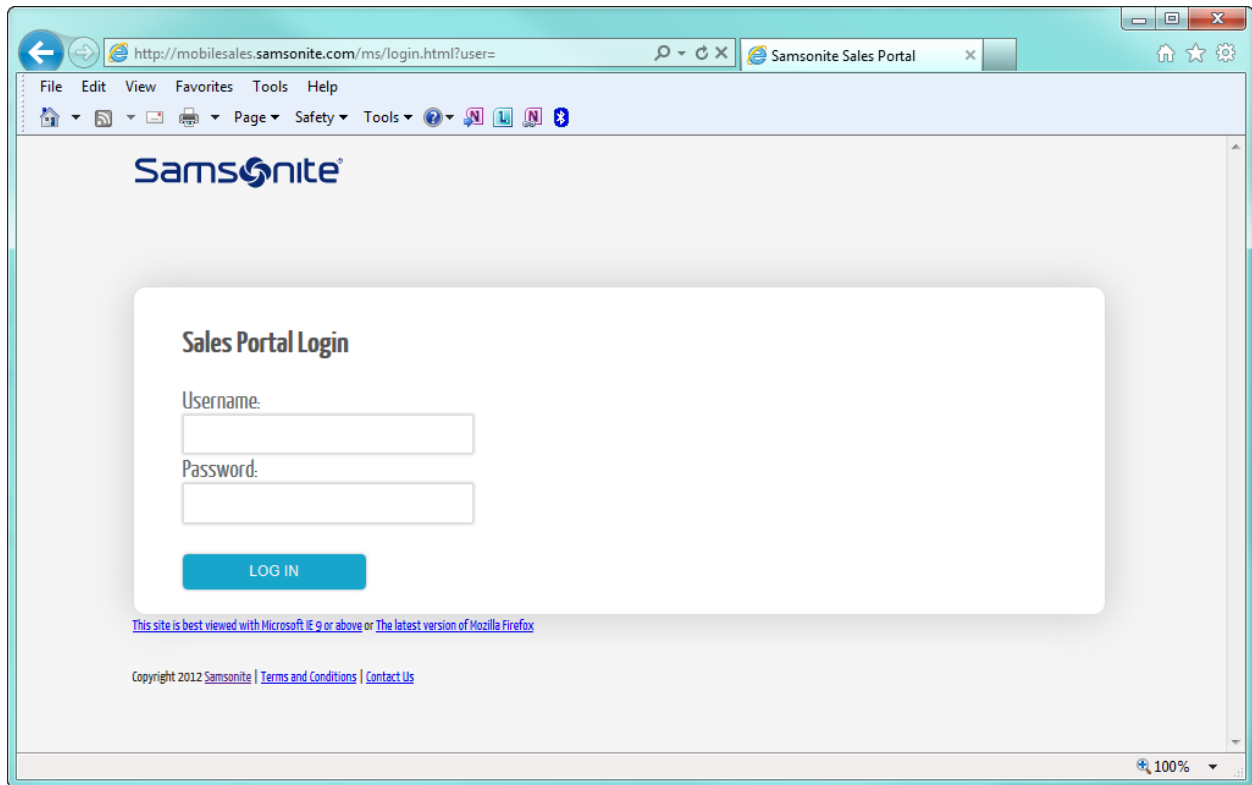
1. Home Page

Home Page with Sales Summary

New Mobile Sales has alternative launch page based on roles. This Home page with sales summary is available to internal sales manager. Click on the tabs for Sales reports.
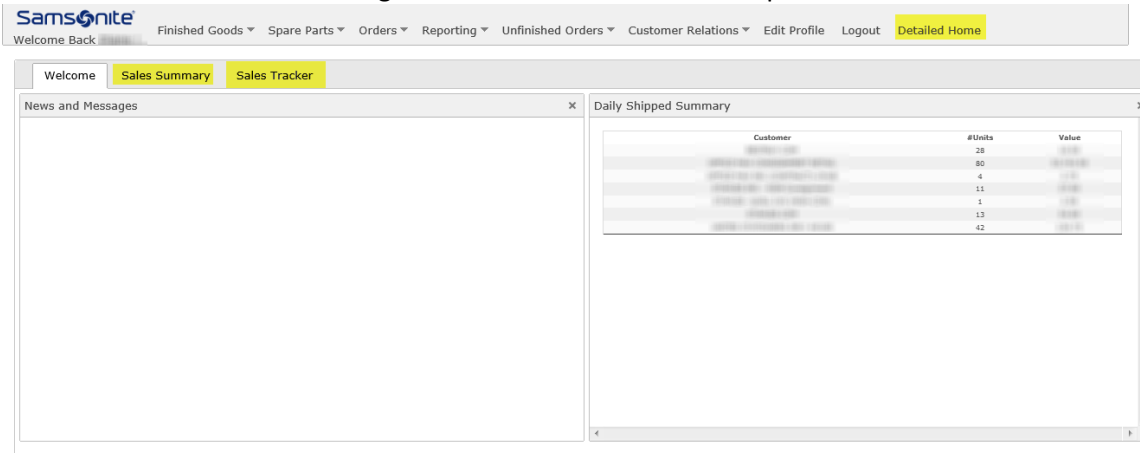
Detailed Home Page

For sales reps and external customers, home page shows order alerts and order information. Click the date hyperlink to view order detail. Click the arrow to display hidden tabs.
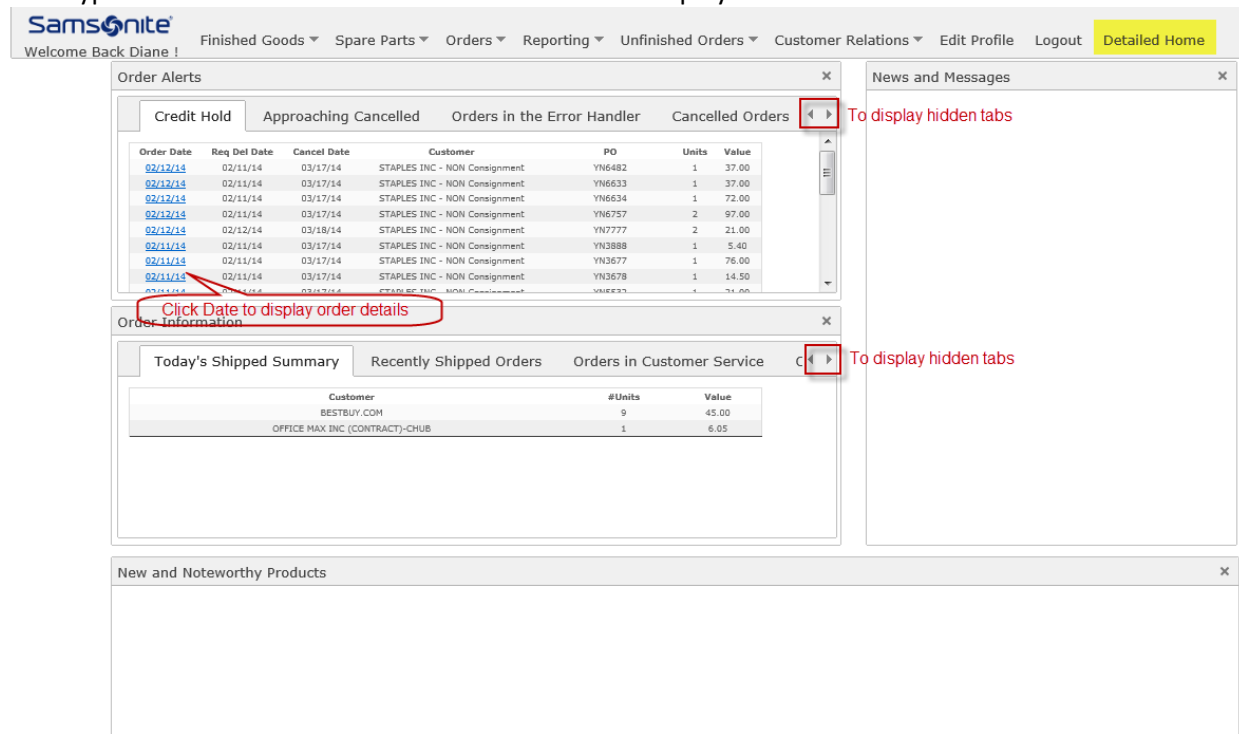
View order details: click the date to view order details. Please refer to 4.4 Order Detail Page.

2. Finished Goods

2.1. View Product and Product Detail

You will be able to locate product using any of the links under the Finished Goods category and to add product(s) to an order. You can also check product details including weights and measures, country of origin, sales history and return history.

2.1.1. Search Products

Go to Finished Goods – Search Products. Select or enter search criterion and click Search button. Click Clear Button to reset all fields.
*Note: Inventory number shown here includes Plant 1001, 1005, 1007 and 1009.

- Once products which meet the search criterion returned on the screen, check "Only show instock items" to display in stock items only.
- Click the Material Number hyperlink to view details of the product.
- The red underlined 0 indicate this product is currently out of stock. Click the 0 to set up a notification when the product becomes available in the warehouse.
- The SP column shows the number of spare parts of this product.
- Click the ⊕ sign to add this product to your favorite product list.

Click to show details about the product

Samsonite
Welcome Back Jeff !   Finished Goods ▾   Spare Parts ▾   Orders ▾   Reporting ▾   Unfinished Orders   Customer Relations ▾   Edit Profile   Logout

Division
Please Choose:

Material Group
Please Choose:

Model
Please Choose:

Category
Please Choose:

Segment
Please Choose:

Construction
Please Choose:

Color
Please Choose:

UPC/EAN

SKU

SAP Material #
48184

Description

[Clear] [Search]

Enter the 5 digit Material number and then click Search.

[Add Product to Order:] [Add to New Order]   [View Order] Total Value: ____ Qty: ____

☐ Only show instock items

This product is currently out of Stock. Click on the quantity to see when it is expected and to be notified when the product is available in the warehouse

Click to add product to your list of favorite products

[×]   [Click to show details about the product]

Mater...	Grid	Color	UPC	WHL $	SKU	Stock	Order	SP	
▾		(WINFIELD 2)SPINNER 75/28 EXP							
48184	1041	BLACK	043202509698	$82.08		0	0 12	⊕	
48184	1101	BLUE SLATE	043202509704	$82.08		0	0 12	⊕	
48184	1149	BUBBLE GUM PINK	043202558276	$82.08		0	0 12	⊕	
48184	1153	BURGUNDY	04320250971_	$82.08		0	0 12	⊕	
48184	1267	DARK RED	043202509728	$82.08		0	0 12	⊕	
48184	1541	METALLIC BLUE	043202509735	$82.08		579	0 12	⊕	
48184	1542	METALLIC GREEN	043202558283	$82.08		0	0 12	⊕	
48184	2646	METALLIC ORANGE	043202564703	$82.08		0	0 12	⊕	
48184	1703	PLATINUM	043202564697	$82.08		0	0 12	⊕	
48184	1717	PURPLE	043202557149	$82.08		0	0 12	⊕	
48184	1776	SILVER	043202509742	$82.08		1001	0 12	⊕	
48184	2575	SOLAR ROSE	043202509759	$82.08		0	0 12	⊕	
48184	2824	TEAL	043202509766	$82.08		0	0 12	⊕	

Click to show spare parts related to this product

2.1.2. Browse Products

Go to Finished Goods/ Browse Products and expend the category to show products of a collection.

Samsonite
Welcome Back Diane !   Finished Goods ▾   Spare Parts ▾   Orders ▾   Reporting ▾   Unfinished Orders ▾   Customer Relations ▾   Edit Profile   Logout   Detailed Home

▸ American tourister
▾ Black Label
   BLACK LABEL BUSINESS
   COSMOLITE BL
   CUBELITE BL
   FIRELITE BL
   HOMMAGE III
   SBL BUSINESS
▸ Lacoste
▸ Private Label
▸ Samsonite

[Add Product to Order:] [Add to New Order]   [View Order] Total Value: ____ Qty: ____

☐ Only show instock items   ▣ Export Excel   Please Choose: ▾   [Get Selected Customer Pricing]

[×]

Material	Grid	Color	UPC	WHL $	SKU	Stock	Order	SP	
▾		(COSMOLITE BL-4899)SPINNER 55/20							
41203	1041	BLACK	043202439193	$202.50		652	0 14	⊕	
41203	1090	BLUE	043202454882	$202.50		0	0 14	⊕	
41203	1726	RED	043202439209	$202.50		647	0 14	⊕	
41203	1776	SILVER	043202439216	$202.50		387	0 14	⊕	
41203	1892	VIOLET	043202478819	$202.50		1	0 14	⊕	
▾		(COSMOLITE BL-4899)SPINNER 74/27							
41207	1041	BLACK	043202439254	$247.50		924	0 13	⊕	
41207	1090	BLUE	043202454905	$247.50		0	0 13	⊕	
41207	1726	RED	043202439261	$247.50		698	0 13	⊕	
41207	1776	SILVER	043202439278	$247.50		303	0 13	⊕	
41207	1892	VIOLET	043202478833	$247.50		8	0 13	⊕	
▾		(COSMOLITE BL-4899)SPINNER 85/32							
41208	1041	BLACK	043202439285	$270.00		863	0 13	⊕	
41208	1090	BLUE	043202454912	$270.00		0	0 13	⊕	
41208	1726	RED	043202439292	$270.00		636	0 13	⊕	
41208	1776	SILVER	043202439308	$270.00		788	0 13	⊕	
41208	1892	VIOLET	043202478840	$270.00		0	0 13	⊕	

*Please note - Prices shown are generic prices. Customer specific pricing / discounts as well as realtime item availability will be determined when verifying the order in the check out process. High Sierra and Samsonite product mus_ orders

2.1.3. View Special Customer Pricing

On the search result page, choose a customer from the list of your customers and click
[Get Selected Customer Pricing], if the customer is offered a special price on the items displayed, it will be updated.

2.1.4. My Favorites

Add Go to Finished Goods → My Favorites to view items on your favorite list or add product to an order.
Please refer to 3.3 Add Product to My Favorites for how to add products to Favorites.

2.1.5. Recently Ordered, Frequently ordered and Top Sellers

Items on these pages are populated based on order history. You can view product details or add them to an order.

2.1.6. My out of Stock Alerts

To check all your out of stock alerts, go to Finished Goods> My Out of Stock Alerts. You can add product from this page to your order when the item is in stock.

2.2. Product Detail

The Material Number serves as a hyperlink and leads product detail page:

	Mater...	Grid	Color	UPC	WHL $	SKU	Stock	Order	SP	
▼			(FIRELITE BL)FIRELITE BL SPINNER 55/20							
	49957	1174	CHARCOAL	043202524806	$209.40		97	0 0		⊕
	49957	1198	CHILI RED	043202524813	$209.40		284	0 0		⊕
	49957	1277	DEEP BLUE	043202524820	$209.40		333	0 0		⊕
	49957	1627	OFF WHITE	043202524837	$209.40		266	0 0		⊕
▼			(FIRELITE BL)FIRELITE BL SPINNER 69/25							
	49958	1174	CHARCOAL	043202524844	$0.00		0	0 0		⊕
	49958	1198	CHILI RED	043202524851	$0.00		0	0 0		⊕
	49958	1277	DEEP BLUE	043202524868	$0.00		0	0 0		⊕
	49958	1627	OFF WHITE	043202524875	$0.00		0	0 0		⊕
▼			(FIRELITE BL)FIRELITE BL SPINNER 75/28							
	49959	1174	CHARCOAL	043202524882	$254.00		418	0 0		⊕
	499 [Click to show details about the product]			043202524899	$254.00		344	0 0		⊕
	49959	1277	DEEP BLUE	043202524905	$254.00		365	0 0		⊕
	49959	1627	OFF WHITE	043202524912	$254.00		289	0 0		⊕
▼			(FIRELITE BL)FIRELITE BL SPINNER 81/30							
	54537	1174	CHARCOAL	043202561764	$277.00		522	0 0		⊕
	54537	1198	CHILI RED	043202561771	$277.00		691	0 0		⊕
	54537	1277	DEEP BLUE	043202561788	$277.00		418	0 0		⊕
	54537	1627	OFF WHITE	043202561795	$277.00		504	0 0		⊕

Add Product to Order: [Add to New Order] ▼ | View Order | Total Value: | Qty:
☐ Only show instock items

*Please note - Prices shown are generic prices. Customer specific pricing / discounts as well as realtime item availabilty will be determined when verifying the order in the check out process. High Sierra and Samsonite product must be submitted on separate orders

Click on different tab to view details. Click Back button to go back to the previous page. Inbound Stock is on the last tab.

Back

| Attributes | Weights and Measures | Features | Additional Media | Available Colors | Images | Sales Hist |
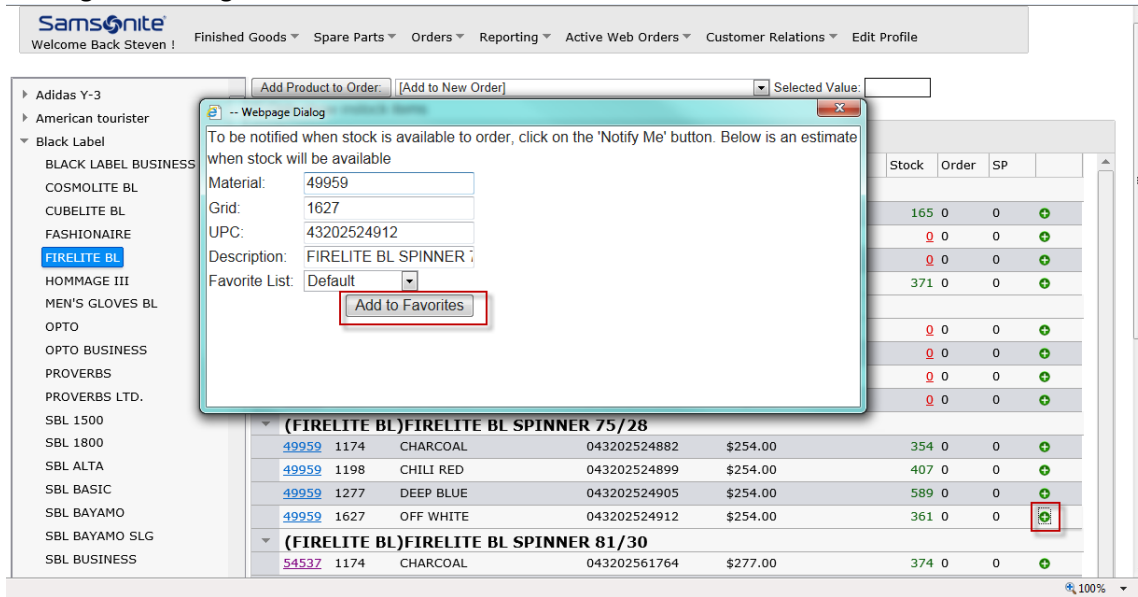
Material:	49957	FIRELITE BL SPINNER 55/20
Division:	08	Black Label
Material Group:	1274	FIRELITE BL
Country of Origin:	HU	Hungary

Model	065	Spinner
Category	001	TRAVEL
Segment	004	FORMAL
Construction Type	001	HARDSIDE
Model Group	112	Luggage

No Photo Available

2.3. Add Product to My Favorites

From either Search Products or Browse Products page, you can add a product to your Favorite List by clicking the ⊕ sign. Click the Add to Favorite button to add to the default favorites list.
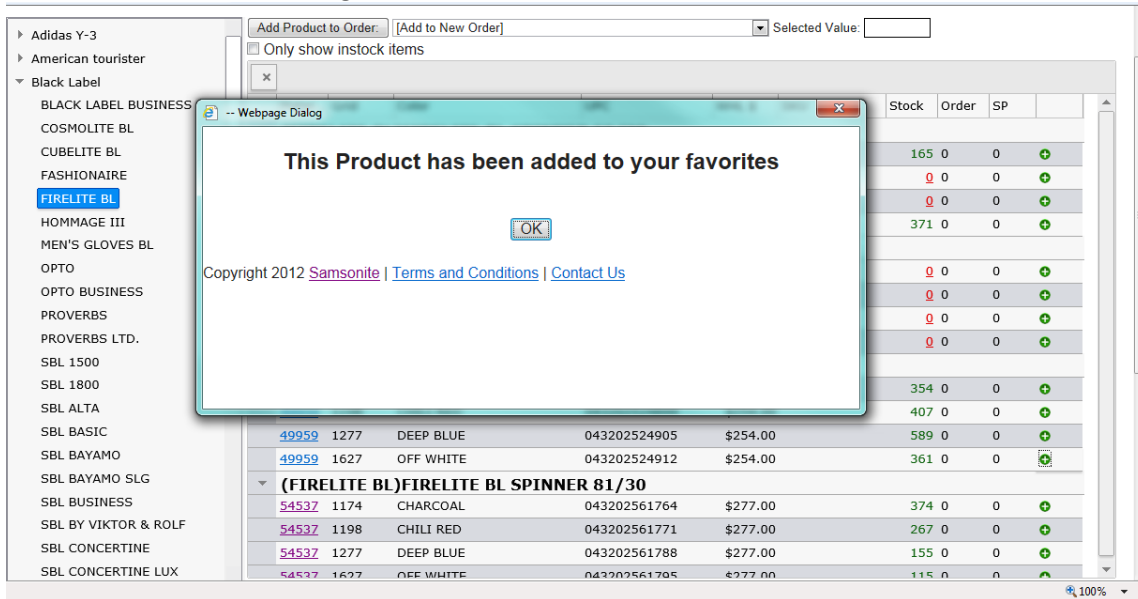

Click OK to dismiss the dialog box.

You can create a new favorite list:

Enter the name for the new favorite list and click Add to Favorites to finish.

2.4. Set Up My out of Stock Alerts

When the stock number is 0, you can set up an Out of Stock Alert. Click the underlined red 0 to add.

Material	Grid	Color	UPC	WHL $	SKU	Stock	Order	SP	
(COSMOLITE BL-4899)SPINNER 55/20									
41203	1041	BLACK	043202439193	$202.50		652	0 14	✚	
41203	1090	BLUE	043202454882	$202.50		0	0 14	✚	
41203	1726	RED	043202439209	$202.50		647	0 14	✚	
41203	1776	SILVER	043202439216	$202.50		387	0 14	✚	
41203	1892	VIOLET	043202478819	$202.50		1	0 14	✚	
(COSMOLITE BL-4899)SPINNER 74/27									
41207	1041	BLACK	043202439254	$247.50		924	0 13	✚	
41207	1090	BLUE	043202454905	$247.50		0	0 13	✚	
41207	1726	RED	043202439261	$247.50		698	0 13	✚	
41207	1776	SILVER	043202439278	$247.50		303	0 13	✚	
41207	1892	VIOLET	043202478833	$247.50		8	0 13	✚	
(COSMOLITE BL-4899)SPINNER 85/32									
41208	1041	BLACK	043202439285	$270.00		863	0 13	✚	
41208	1090	BLUE	043202454912	$270.00		0	0 13	✚	
41208	1726	RED	043202439292	$270.00		636	0 13	✚	
41208	1776	SILVER	043202439308	$270.00		788	0 13	✚	
41208	1892	VIOLET	043202478840	$270.00		0	0 13	✚	

Click Notify Me to proceed.

This dialog box also shows Expected Inbound orders. This section could be blank.

To be notified when stock is available to order, click on the 'Notify Me' button. Below is an estimate when stock will be available

Material: 41203
Grid: 1041
UPC: 43202439193
Description: SPINNER 55/20-BLACK

Notify Me

Expected Inbound Stock

PO	Line	Sch Line	Exp Delivery date	PO Qty	Open Qty
4500161812	000010	0002	08/09/2013	155	155
4500163852	000010	0001	08/16/2013	30	30
4500170199	000010	0001	10/11/2013	225	225
4500172458	000010	0001	11/08/2013	130	130
4500177688	000010	0001	12/13/2013	200	200
4500155563	000010	0007	08/09/2013	125	125
4500155564	000010	0004	08/23/2013	200	200
4500160528	000010	0002	08/09/2013	75	75
4500161812	000010	0002	09/03/2013	225	225
4500161812	000010	0003	09/03/2013	45	45
4500163852	000010	0002	09/20/2013	155	155

Click OK to dismiss the dialog box.
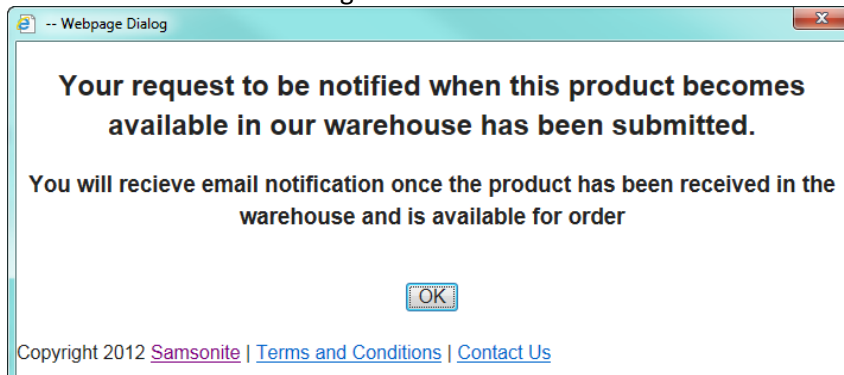
You can go to Finished Goods→ My out of Stock Alert to view items or add to order.

3. Spare Parts

3.1. Search for Parts

On "Search By Finished Good" page, you can narrow down collection by choosing Spare Part Type, Division, Material Group etc. or enter Material number/ Material group number to search.

On "Browse by Material Group" page, expend to look for the collection.

On "Search by Spare Part" page, enter search keyword to locate products. Use the link "How To Identify Product" to learn using the information found on label.

From any of the three pages above, you will be able to view a list of qualified parts:

You will find the information on the page above:
- Part Number – when clicking on the part #, a screen will appear allowing you to choose to see the weights and measurements of this part.

- Description of the Part
- Color of the Part
- Cost of the Part
- Quantity in Stock
- Number of Finished Goods products this part goes to (when clicking on this number, a separate box will populate the screen showing you the different products that the part fits)

Spare Parts Where Used List

Material	Grid	Description	Color	SKU	UPC	Image
18565	1041	(X'ION 2)UPRIGHT 50/18	BLACK	V03009150	043202298929	
18565	1758	(X'ION 2)UPRIGHT 50/18	ROYAL BLUE	V03001150	043202298936	
18565	1776	(X'ION 2)UPRIGHT 50/18	SILVER	V03025150	043202298943	
18566	1041	(X'ION 2)UPRIGHT 55/20 (EXP.)	BLACK	V03009155	043202298950	
18566	1758	(X'ION 2)UPRIGHT 55/20 (EXP.)	ROYAL BLUE	V03001155	043202298967	
18566	1776	(X'ION 2)UPRIGHT 55/20 (EXP.)	SILVER	V03025155	043202298974	
18567	1041	(X'ION 2)UPRIGHT 61/22 (EXP.)	BLACK	V03009161	043202298981	
18567	1758	(X'ION 2)UPRIGHT 61/22 (EXP.)	ROYAL BLUE	V03001161	043202298998	
18567	1776	(X'ION 2)UPRIGHT 61/22 (EXP.)	SILVER	V03025161	043202299001	

To add parts to an order:
Enter the desired order qty for each of the part, and then click "Add Product to Order". If you already have an "Unfinished Order" to add to, use the drop-down list.

Click to add selected parts to an order.

| Add Product to Order: | [Add to New Order] | ▼ | View Order | Selected Value: 36.00 | Qty: 2 |
| Only show instock items |

Use the drop down to choose a unfinished order to add to.
OR
Add selected parts to a New order.

FGMaterialGroupDescr ✕	SPMaterialGroupDescr ✕

	Image	Material	Product Description	Color
LIFT				
▼				
		wheeling handles		
▼				
	1032390	1032390	28.25 PUL HNDL BLK/SILV MG5221	BLACK/SILVER	297 $18.00	1	4 ⊕

Qty to order.
Click the 0 to enter qty to order.

For more information about "Unfinished Order", please go to 5. Unfinished Order.

3.2.Recently Ordered, Frequently Ordered and Top Sellers

3.3.My Favorites and My Out of Stock Alerts

You can add a product to your Favorite List by clicking the ⊕ sign.

Click OK to dismiss the dialog box.
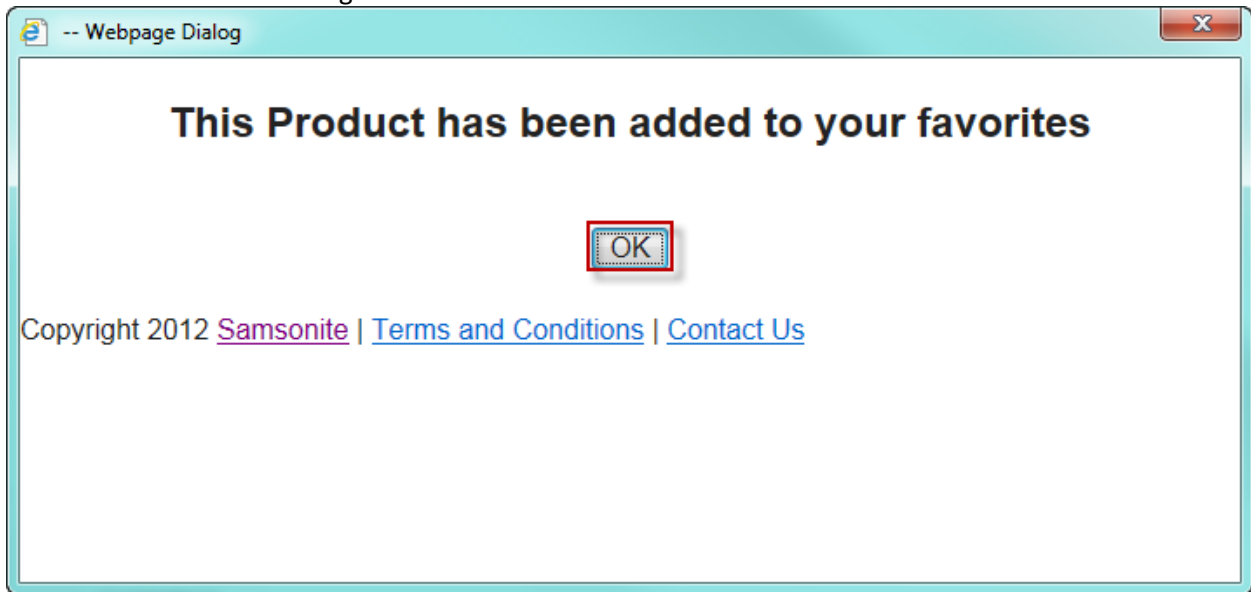
When an item is out of stock, you can add an "Out of Stock Alert" by clicking the red 0.
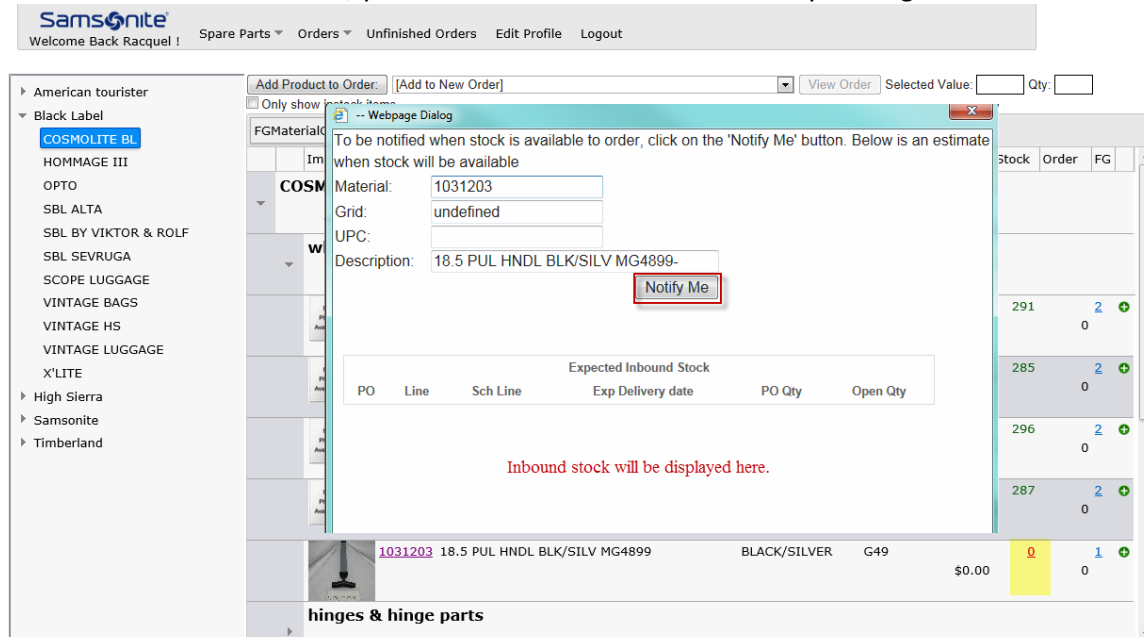
Click OK to dismiss the dialog.
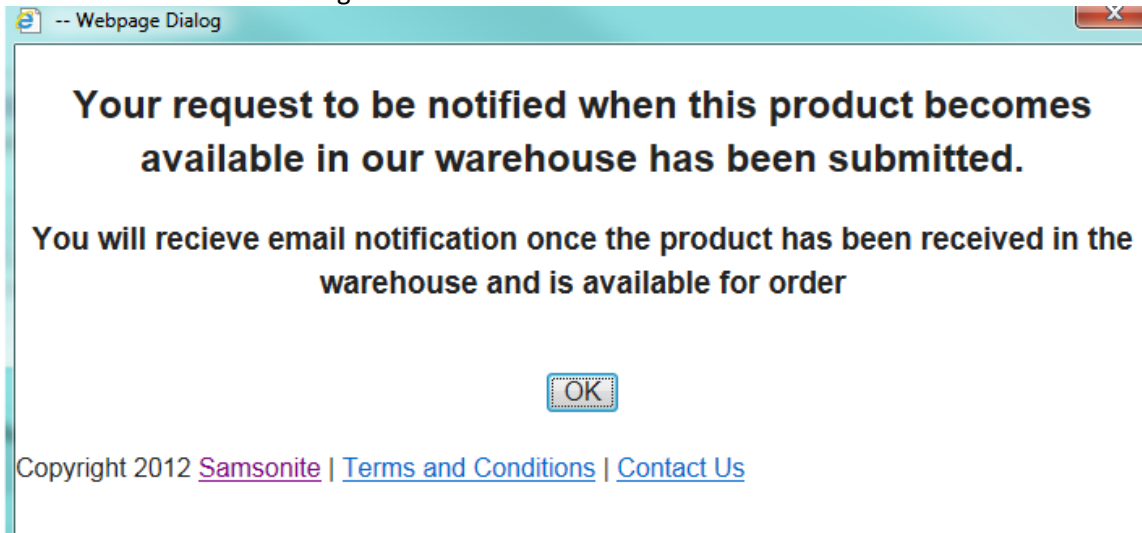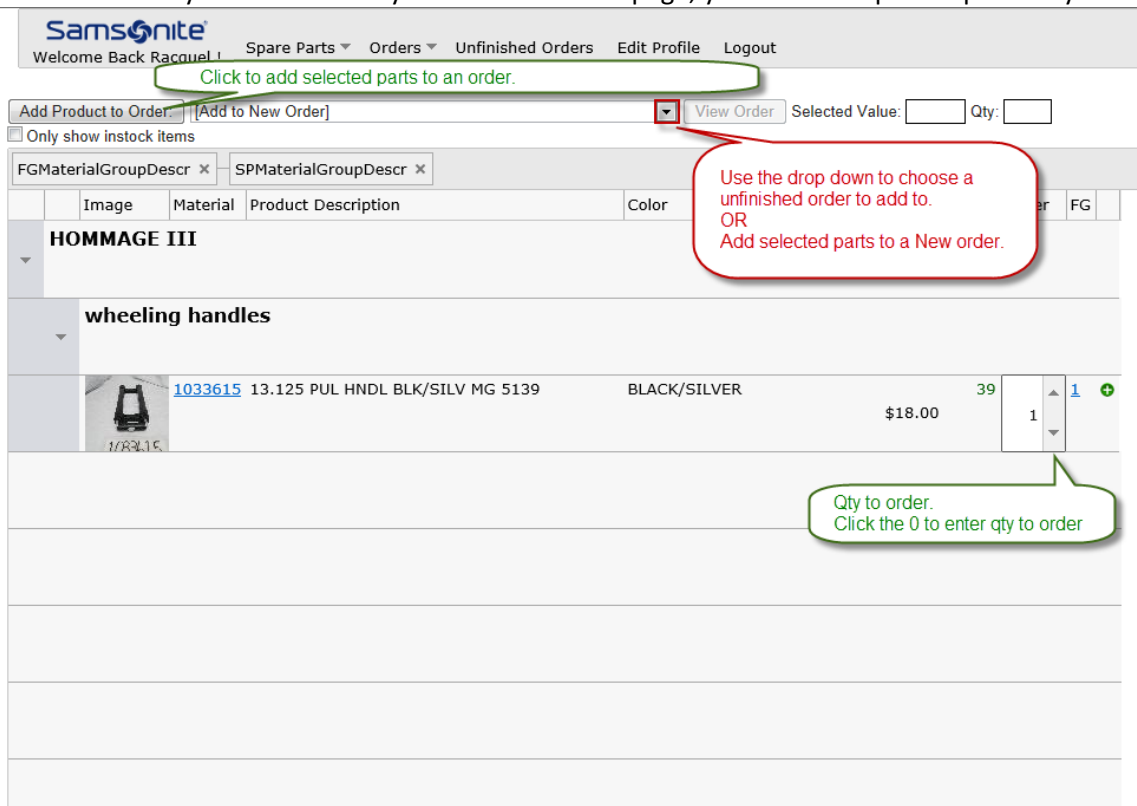

From either "My Favorite" or "My out of stock alert" page, you can add a part or parts to your order.

4. Orders

4.1. Search Order

Provide criterion such as Sold to or Order Date to pull qualified orders.

Go to the Delivery tap to search by Delivery number, Tracking #, invoice number etc to locate an order.

4.2. Lists of Orders

Browse orders by certain predefined criterion such as ordered in last 3 days, shipped in 3 days etc. To view order details, please refer to 5.5 Order Detail Page.

Click the date hyperlink to view order detail.

Overall Status

Export reports to excel format

Totals of orders shown on the screen.

List of order also shows orders by status:

4.3. Create Order by Order Type

Go to Orders> Create Order and choose order type.

Click [Select] and then choose from the Customer List to fill out Sold To Information and Ship To Information.

Enter PO number to identify this order. Choose Shipping Condition and fill out other fields and Save.

Note:
Ship Date will be automatically populate to be 48 hours after the order is placed.
Cancel Date will be 60 business days since the Ship Date.

You can change the default value for Ship Date and Cancel Date.

Click Save and the page will be redirected to "Browse Products" page.
Expend the Division to locate product to add, enter order qty and click Add Product to Order button. . If you have multiple unfinished orders, you can also add the product to other order listed or add to a new order.

Instead of Browsing product to add, you can go to Finished Goods> Search Products to add products. Make sure you have the desired unfinished order selected when adding the products.

To complete the order, when finishing adding products, click "View Order".

Make changes to Qty if needed. Click [Verify Order Information] to exam in stock number, before

[Send Order To SAP], make sure to have the term and condition checked. You can also delete this

unfinished order, [Add More Product] or [Save].

After clicking Verify Order Information button, Order verified information will show in green or red. Green indicates no issues exist, pricing are updated when applicable. When there are issues with an order, the information is in Red. Please check the information to delete out of stock items to proceed.

Order verified - Not all quantity can be fullfilled - please check the confirmed qty below

	Ordered Qty:	5	Confirmed:	4	Sub Total:	410.40	Discounts:	.00	Dropship Fees:	.00	Tax:	.00	Total:	328.32

			Order Contents				
Material	Grid	UPC	Description	Qty	Confirmed QTY	Price	Extended Price	Delete
48184	1541	43202509735	SPINNER 75/28 EXP-METALLIC BLUE	4	4	82.08	328.32	🗑
48184	1776	43202509742	SPINNER 75/28 EXP-SILVER	1	0	82.08	82.08	🗑

Note: Once an order is sent to SAP, contact Customer Service or Spare Parts for changes.

4.4. Create Order by Quick Entry

You can also use quick entry if you have the Material number of all products you are going to order. Go to Orders>Create Order> Quick Entry.

Provide Sold to Account and Ship to Account, complete Order Information section. In the Order Contents section, for finished goods order, enter material number and grid; for spare parts order, enter SAP Spare Part Material number, grid, UPC or SKU is optional.

When completed entering Order Contents, click Save to verify.

4.5. Order Detail Page

- View Order Status

PDF	SO	Order Type	Blocked	Customer	Value	Requested Qty	Confirmed Qty	Delivered Qty	PO Type	PO	Order Date	Cancel Date	Req. Del Date	Shipping Condition
📕	0007877254	TA		BEST BUY PURCHASING LLC	29,918.81	1250	1250	1250	EDI	LPJBBR	02/17/14	02/28/14	02/27/14	GR

All Line Items | Partners | Shipment Information | Package Information | Invoice Information | Other Header Information | Utilities

Export Excel

	Line	Sch Line	PO Line	Material	Grid	Description	Collection	UPC	Customer SKU	Requested QTY	Confirmed QTY	Delivered QTY	Unit	Unit Price	Total Price	Exp Ship Date	Cancel Reason
✔	10	1	1	45798	1139	FLAPOVER CASE DBL GST-BROWN	5134-LEATHER BUS CASES	43202485244		67	67	67	EA	65.25	4,371.75	02/27/14	
✔	20	1	3	49210	1041	XENON 2 LPTP BKPK PFT-BLACK	1226-XENON 2	43202514227		201	201	201	EA	24.36	4,896.36	02/27/14	
✔	30	1	2	49765	1041	XENON 2 SLIM BRIEF 17.3-BLACK	1226-XENON 2	43202521690		564	564	564	EA	13.92	7,850.88	02/27/14	
✔	40	1	4	51531	1073	LAPTOP BACKPACK 17 PFT-BLACK/RED	5253-TECTONIC	43202542701		132	132	132	EA	37.58	4,960.56	02/27/14	
✔	50	1	5	56494	1041	LAPTOP SLIMBRIEF 15.6-BLACK	2040-BEST BUY BUSINESS CS	43202569999		286	286	286	EA	27.41	7,839.26	02/27/14	

✔ Line has been processed and will progress through subsequent processes.
⚠ Line item has not been proccessed in the system yet and is waiting to be delivered in order to be processed by the warehouse
🚫 Line Item is blocked in the System and will not be processed.

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Credit (CR)

Indicates whether an order is on credit hold and must be released by A/

	Order is not on credit hold or was released
	Order is on Credit Hold and must be addressed by A/R before further processing can occur

Customer Service (CS)

Indicates whether an order is being processed in the customer service department in Jax. In customer service they release orders from blocks, etc. The system will create a delivery for the order moving it to traffic status.

	Order has been received. Order has not made it to Customer service - most likely it is on credit hold or waiting for stock
	Order has been processed through customer service and has been put on a delivery for traffic to put on a shipment
	Only part of the order has been processed through customer service - most likely cause is waiting for stock for some of order lines.
	Issues with order, most likely caused by a sales order block for pricing, incomplete, etc.

Warehouse (WH)

Indicates whether an order is in the warehouse. The warehouse is responsible for picking, packing, and shipping a product.

	Order has not made it to warehouse yet
	Complete qty picked and packed
	Partial qty picked and packed

Traffic (TRF)

Indicates whether an order is in the traffic department. The traffic departments (or sap) put deliveries on shipments telling the warehouse how to ship it. Once a shipment is created, and checked in, it is released to the warehouse for processing.

	Order has not made it to traffic yet
	All of order qty has been processed through traffic and passed on to warehouse
	Partial qty processed through traffic. waiting on transit, carrier assignment, or to be placed on shipment

Shipped (SHP)

Once the warehouse "PGI's" a delivery it is considered shipped.

	Has not reached stage to ship
	Complete order qty shipped
	Partial order qty shipped
	Picked and packed, but not shipped

Invoiced (INV)

Every evening a job runs to create the invoicing, billing the customer for the shipped product.

	Has not reached invoice stage yet
	Completed order qty has invoiced.
	Invoice not created for shipped qty

- View Order Confirmation

Click the PDF icon and Order Confirmation will open in a new tab.

You can email or save order confirmation:

- View Customer information

For more information, go to Customer Relationship section.

- View Line Items

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Overall Status

Credit	Customer Service	Traffic	Warehouse	Shipped	Invoiced
⚑	⚑	⚑	⚑	⚑	⚑

PDF	SO	Order Type	Blocked	Customer	Value	Requested Qty	Confirmed Qty	Delivered Qty	PO Type	PO	Order Date	Cancel Date	Req. Del Date	Shipping Condition
📄	0006738212	TA		HD COMPUTERS & CAMERAS	6,559.33	58	53	51	EML	81513JKGROUP	08/15/13	10/15/13	08/15/13	GR

Line Items	Partners	Shipment Information	Package Information	Invoice Information	Other Header Information	Utilities

✔	150	1	46326	1776	SPINNER HS 79/29-SILVER	CRUISAIR BOLD	43202489631	1	1	1	EA	133.00	133.00	08/16/13
✔	160	1	48182	1776	SPINNER 55/20-SILVER	WINFIELD 2	43202509582	1	1	1	EA	57.46	57.46	08/16/13
✔	160	2	48182	1041	SPINNER 55/20-BLACK	WINFIELD 2	43202509537	1	1	1	EA	57.46	57.46	08/16/13
✔	170	1	48183	1776	SPINNER 65/24 EXP-SILVER	WINFIELD 2	43202509667	1	1	1	EA	77.52	77.52	08/16/13
🚫	170	2	48183	1041	SPINNER 65/24 EXP-BLACK	WINFIELD 2	43202509612	1	0	0	EA	.00	.00	08/15/13	Cancelled for non-availability
✔	180	1	48184	1776	SPINNER 75/28 EXP-SILVER	WINFIELD 2	43202509742	1	1	1	EA	86.64	86.64	08/16/13
🚫	180	2	48184	1041	SPINNER 75/28 EXP-BLACK	WINFIELD 2	43202509698	1	0	0	EA	.00	.00	08/15/13	Cancelled for non-availability
✔	190	1	42354	2601	SPINNER 55/20-CHECK BLACK/SILVER	WINFIELD FASHION	43202452871	1	1	1	EA	63.89	63.89	08/19/13
✔	200	1	48191	1726	SPINNER 21-RED	DKX 2.0	43202510120	1	1	1	EA	77.52	77.52	08/16/13
✔	200	2	48191	1041	SPINNER 21-BLACK	DKX 2.0	43202510083	1	1	1	EA	77.52	77.52	08/16/13
✔	210	1	48192	1726	SPINNER 25-RED	DKX 2.0	43202510175	1	1	1	EA	91.20	91.20	08/16/13
✔	210	2	48192	1041	SPINNER 25-BLACK	DKX 2.0	43202510137	1	1	1	EA	91.20	91.20	08/16/13

✔ Line has been processed and will progress through subsequent processes.
⚠ Line item has not been proccessed in the system yet and is waiting to be delivered in order to be processed by the warehouse
🚫 Line Item is blocked in the System and will not be processed.

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- Partners

Display Sold to and Ship to information.

✔ Line has been processed and will progress through subsequent processes.
⚠ Line item has not been proccessed in the system yet and is waiting to be delivered in order to be processed by the warehouse
🚫 Line Item is blocked in the System and will not be processed.

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- Shipment Information

- Package Information

- Invoice Information

Open invoice in PDF

✔ Line has been processed and will progress throug
⚠ Line item has not been proccessed in the system yet and is waiting to be delivered in order to be processed by the warehouse
🚫 Line Item is blocked in the System and will not be processed.

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- Other Header Information

- Utilities

Click "Copy Order" to create an unfinished order with the same Sold to, Ship to information and items. You can add more items and complete the order. Until the order is sent to SAP, it will be saved as an unfinished order.

Click "Create Return Order" to start a return authorization.

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Create Returns Order

Sold To Information   ✕

Sold To Account: 0001003179   [Select]
                                                        [?]
Name: BEST BUY PURCHASING LLC
Address: ATTN ACCTS PAY
Address 2:
City / State / Zip: MINNEAPOLIS , Minnesota ▾ 55440-933
Country: US
Telephone:
Email:

Ship To Information   ✕

Ship To Account: 0001008318   [Select]   [?]
Drop Ship: ☑   [?]
Name: BEST BUY PURCHASING LLC DC #1725
Address: 777 MONTE VISTA DR   ✔
Address 2:
City / State / Zip: DINUBA , California ▾ 93618
Country: US
Telephone: (559)596-2500
Email:

Order Information   ✕

PO: LPJBBR_2   [?]   Shipping Condition: Ground ▾   [?]   PO Type   Standard ▾   [?]
PO Date: 02/25/2014   [?]   Carrier: Fedex ▾   [?]   Returns Reason Code: ▾
Ship Date: 02/28/2014   [?]   Billing Option: Standard ▾ [?]   Delivery Failure
Cancel Date: 04/30/2014   [?]   TRD Account #:   [?]   Mis-shipment
                                     TRD Billing Zip#:   [?]   Defective
                                                                                            Stock Balancing
                                                                                            Guaranteed Sale
                                                                                            Dis-satisfied
                                                                                            Inspection

[Add More Product]   [Save]   [Delete Order]   [Verify Order Information]   [Send Order To SAP]

☐ I agree to the terms and conditions associate with placing and order via this site and have verified the accuracy of pricing.

Quick Add Material to Order: Material: [   ]   Grid: [   ]   Qty: 0   [Add Item to Order]

Ordered Qty: 1250   Confirmed: 0   Sub Total: 29,918.81   Discounts: .00   Dropship Fees: .00   Tax: .00   Total: .00

Order Contents

Material	Grid	UPC	Description	Qty	Confirmed QTY	Price	Extended Price	Delete
45798	1139	43202485244	FLAPOVER CASE DBL GST-BROWN	67	0	4,371.75	4,371.75	🗑
49210	1041	43202514227	XENON 2 LPTP BKPK PFT-BLACK	201	0	4,896.36	4,896.36	🗑
49765	1041	43202521690	XENON 2 SLIM BRIEF 17.3-BLACK	564	0	7,850.88	7,850.88	🗑
51531	1073	43202542701	LAPTOP BACKPACK 17 PFT-BLACK/RED	132	0	4,960.56	4,960.56	🗑
56494	1041	43202569999	LAPTOP SLIMBRIEF 15.6-BLACK	286	0	7,839.26	7,839.26	🗑

5. Reporting

5.1. Sales Details

Material Sales – Summary

Material Sales - By Division

Year: 2013 ▼ [Query] ← Use the drop down to select another year and click Query

Division	Jan $	Feb $	March $	April $	May $	June $	July $	August $	Sept $	Oct $	Nov $	Dec $	Total $
American tourister													
BOYT													
Black Label													
Hartmann													
Reebok													
Samsonite													

[By Amount] [By Quantity] [Customer Breakdown] ← Click the tab to browse

← Click the Division to browse by Material Group and by Material

Material Sales – By Customer

*If the customer does not have sales record, the page will be blank.

Material Returns – Summary and Material Returns – By Customer
Similar to Material Sales, choose year to run query and click division to view by material group and material.

5.2. Sales Summary

To access Sales Summary, go to Reporting→Sales Summary→ Sales Tracker or Sales Overview. Or use the tabs "Sales Summary" or "Sales Tracker" for quick access.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2010	-34,361.77	-675,874.47	125,638.96	1,810,301.63	1,345,110.39	134,622.50	-6,690.93	92,833.52	92,539.66	2,515,155.82	1,948,904.43	1,229,261.20	8,577,440.94
2011	4,934,673.62	3,593,305.30	2,741,184.00	4,056,401.23	1,694,015.15	2,712,210.73	1,560,492.17	2,606,667.81	2,976,028.97	3,434,618.06	4,073,409.84	2,198,958.65	36,581,965.53
2012	5,053,507.43	3,972,052.62	4,237,202.39	5,023,555.09	6,575,835.59	4,104,257.00	2,395,135.28	2,960,844.18	4,741,528.52	5,894,202.95	6,102,005.77	4,482,157.13	55,542,283.95
2013	7,392,215.95	3,739,383.68	5,996,014.93	7,542,040.17	6,013,890.23	3,714,177.65	6,292,450.67	9,314,307.16	10,025,572.51	6,264,205.33	2,977,246.73	1,874,102.39	71,145,607.40
2014	3,544,043.94	3,723,785.01	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,267,828.95

5.2.1. Sales Tracker

Sales Tracker show month to date Invoiced total, open standard order total, and open POE total.

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5.2.2. Sales Overview

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| By Amount | By Quantity |

Click to view sales by quantity.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2008	.00	75.00	.00	.00	2,554,021.12	323,539.00	191,936.83	360,451.29	1,742,485.75	2,464,208.02	1,594,031.33	267,564.19	7,486,062.41
2009	-71,496.87	-136,744.75	-239,493.83	-45,904.30	120,679.75	-279,637.19	28,364.89	33,220.62	-85,374.17	3,717,377.32	1,285,396.97	78,891.05	3,382,676.91
2010	24,363.77	675,874.47	125,638.96	1,858,301.63	1,345,116.29	194,622.30	-6,690.92	92,833.32	92,539.44	1,913,193.62	1,946,904.43	1,229,261.20	6,577,660.94
2011	4,934,671.62	3,993,305.30	3,741,184.00	4,096,401.23	1,694,015.19	2,713,210.75	1,360,492.17	2,606,667.81	2,976,020.97	3,634,618.06	4,073,409.84	2,198,958.63	36,981,965.53
2012	5,051,507.42	3,971,052.62	4,237,202.29	5,023,393.09	6,375,835.39	4,104,257.00	2,395,135.28	2,960,844.18	4,741,528.52	5,894,202.99	6,102,005.77	4,402,157.13	55,562,283.99
2013	7,282,215.95	3,730,383.68	3,996,014.93	7,542,040.17	6,013,896.23	3,754,177.63	6,292,650.67	9,314,307.16	10,029,373.51	6,264,205.33	3,994,246.72	1,874,102.29	71,145,607.40
2014	3,544,043.94	3,723,785.01	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,267,828.95

Click the number to see monthly sales break down by customter.

Sales By Year / Month (By Dollar)

Dollars

2008   2009   2010   2011   2012   2013   2014

■ Jan ■ Feb ■ Mar ■ Apr ■ May ■ June ■ July ■ Aug ■ Sep ■ Oct ■ Nov ■ Dec

6. Unfinished Orders

Go to Unfinished Orders to edit and complete an order.

For more information about creating order, please go to 4.3. Create Order by Order Type.

7. Customer Relations (For internal sales only)

You can group the customers by one or more columns. Drag the column name and drop it in the designated area shown below.

In this example, customers will be sorted by State and then City.

On Customer Detail Page, click different tabs to browse details of a customer.

8. Edit Profile (Change Password)

You can change password and update your profile.

Note:

If you username is an email address, change the "Email Address" will NOT change your username.

Profile Change

Email Address: Jeff.Miller@samsonite.co

First Name: Jeff

Last Name: Miller

Company: Sasmonite

Country: US

Phone:

Title:

(Optional - only fill in if you want a new password):

Password:

Password (Confirm):

Save Profile