

Procedure & Guide

B2B Booking Dealer

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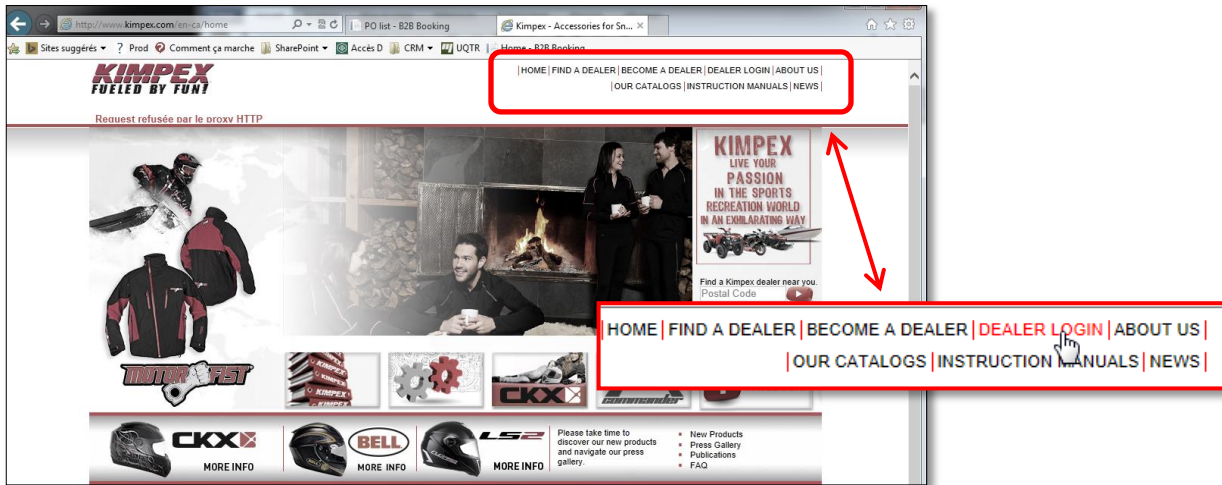
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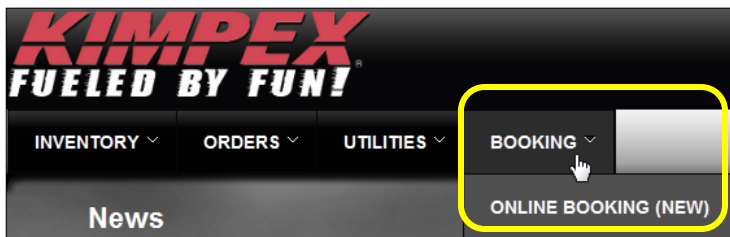
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1. Access the B2B Booking/Promo website.
 - 1.1. Open the Kimpex dealer website at the following link www.kimpex.com
 - 1.2. Click on *DEALER LOGIN*



- 1.3. Enter the dealer user name and password in the *User Name* and *Password* fields then click on *Login*.

- 1.4. Click on *BOOKING* in the menu to access the B2B Booking/Promo website.



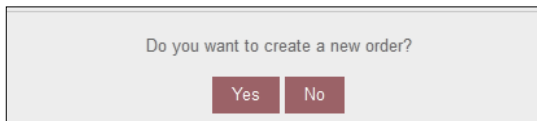
2. Create an order.

Refer to **ANNEX 1 and 2**2.1. From the *Home* screen, access the desired promo by clicking on the *Place/Modify order* button assigned to the promo **A6**.

- This will bring you to the *Order* menu.
- You can also reach this screen by selecting *Order > Place/Modify order* in the site menu **A8**.

2.2. Type the dealer new PO # in the *PO #* field **B2**.

- This is a text field with no standard

2.3. Select the desired promo release date by clicking on the calendar icon **B3**.2.4. Answer *Yes* to the question *Do you want to create a new order?*

2.5. Confirm the ship to address in the *Ship to* field **B5**.

- If your user profile allows it, and more than one location is available, select the right address when needed.

3. Enter products on the order

- Three methods are possible:
 - #1: One sku at a time in *Place/modify order* menu.
 - #2: One sku at a time in *Quick order* menu.
 - #3: More than one sku at a time in *Quick order* menu.

3.1. Method #1

Refer to **ANNEX 3**3.1.a. Choose a discount group in field *Select a discount group*.

- A discount group must be selected in field **C2** to display a parts list in section **C6**.
- To find the discount group on which a brand, product sub group or part number is, use search option **C4** or **C5**.

3.1.b. Enter the desired quantities in the *Qty ordered* column.

- The top disc. group summary box **C19** is automatically updated each time a quantity is entered.
- The quantities are automatically saved at each modification. No SAVE action required.

3.1.c. Repeat this procedure for each discount group.

3.2. Method #2 and #3.

Refer to **ANNEX 6**3.2.a. Select *Quick order* in the *Order* menu **G1**3.2.b. Choose or create a PO # in field *PO #* **G2**.

3.2.c.

- Method #2: Enter a specific part number in the *Number* column **G3** than its quantity in the *Quantity* column **G4**.


OR

- Method #3: Upload a CSV file by clicking the  button **G6**. Use file type *comma delimited (*.csv)* **ANNEX 7**

3.2.d. Confirm the changes by clicking on the  button **G5**.


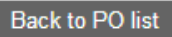
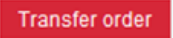
4. Validate order information

Refer to **ANNEX 8**

- 4.1. Access the *Summary > Discount group* menu to revise the order.
- 4.2. Validate that you are on the right promo in field **H1**.
- 4.3. Make sure you have optimized your discount levels in the *Next level* column by comparing with the *Qty ordered*.
- 4.4. Modify the quantities directly in this screen by clicking on the  icon located in first column or return to *Order* menu to adjust the order.

5. Confirm an order

Refer to **ANNEX 10**

- 5.1. Click on *PO List* in the top menu.
- 5.2. Make sure the default promo in the drop down menu **H1** is the right one.
- 5.3. Click on  in the *Action* column to see your order details **J3**.
 - To exit *Details* screen, click on the *Back to PO list* button .
- 5.4. Validate all your PO's than click on *Transfer order*  **J2**.
 - PO's will be transferred all at once.
- 5.5. After transferring your order an email will be sent to you for your signature.
- 5.6. Return the signed documents to Kimpex to complete the transfer.

6. Order SPIF

Refer to **ANNEX 5**

- 6.1. Access the SPIF screen by clicking on the SPIF tab **E1** in *Place/Modify order* screen.
- 6.2. Select a SPIF in field *Select a SPIF...* **E2**.
- 6.3. Verify the possibility to reach a new level in column *Next level* of the *SPIF Summary Box* **E4**.
- 6.4. Increase the quantity in column *Qty ordered* **E7**.
- 6.5. Repeat this procedure for each SPIF.

ANNEX

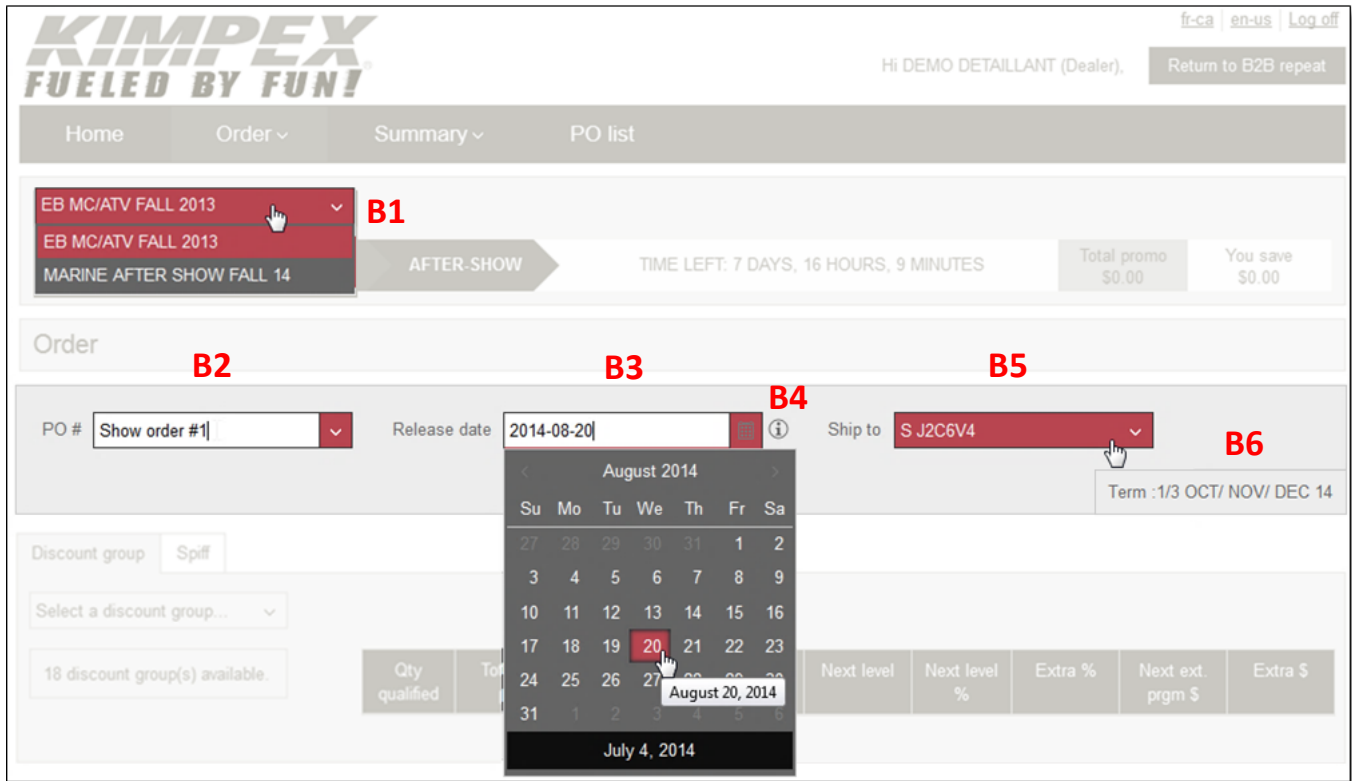
ANNEX 1: Home screen


Starting here, the term *Promo* will be used to identify both *Booking* and *Promo* information.

- Field index of *Home* screen
 - All promos for which you are eligible **A1**.
 - Promo status; only when required by promo type **A2**.
 - Time left to the promo **A3**.
 - Amount you have ordered on the promo including discounts **A4**.
 - Amount you are saving on the promo **A5**.
 - *Place/Modify order* button **A6** will bring you to your order.
 - Clicking on *Return to B2B repeat* button **A7** will open a new internet page and bring you back to the regular order screen.

ANNEX 2: Order > Place/Modify order screen

PO section



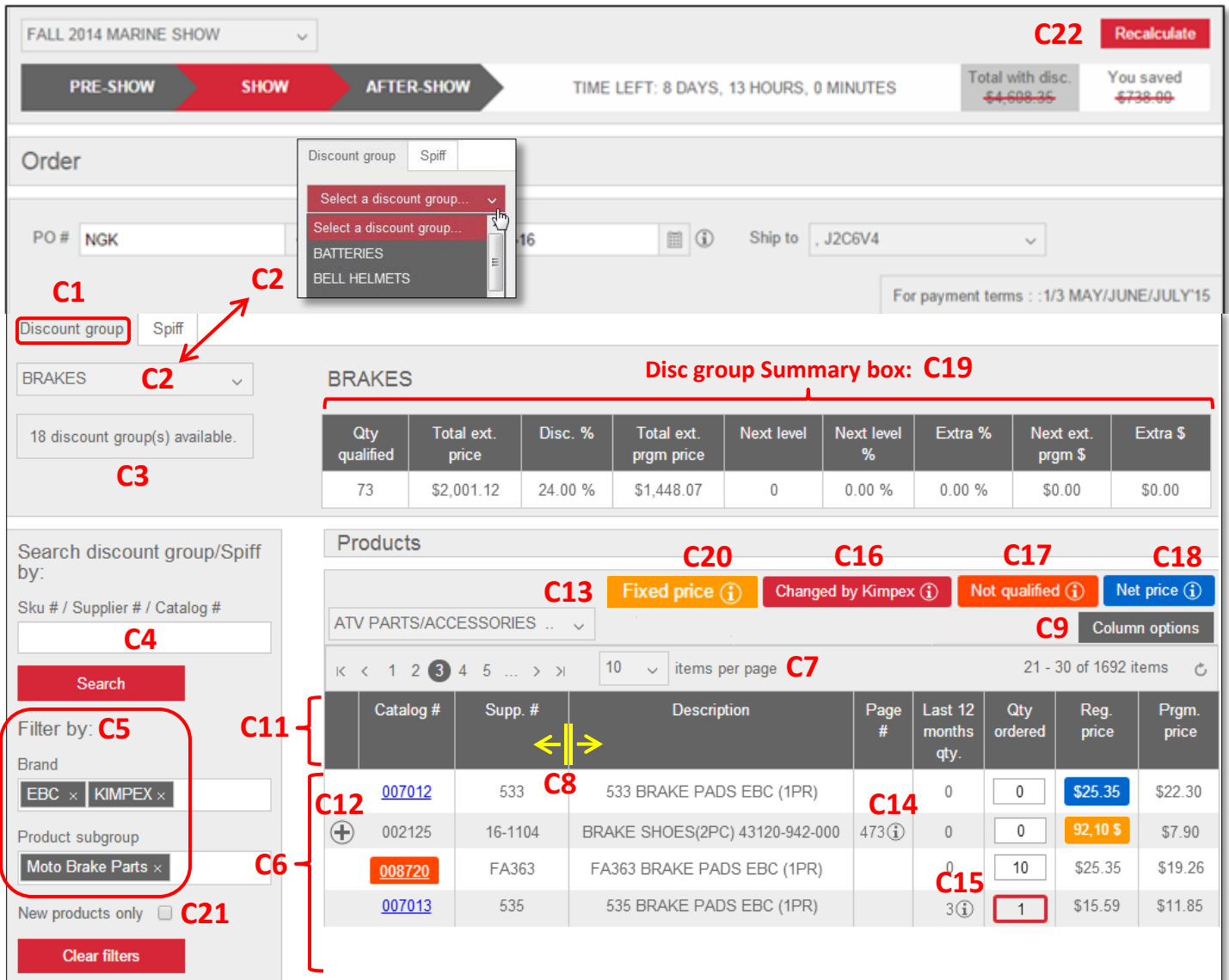
- Field index of *Order* screen.
 - List of all promos for which you are eligible **B1**.
 - *PO #* field **B2** is to create new PO's and to select existing ones.
 - *Release date* field **B3** is to select a release date when creating a new PO #.
 - Payment terms **B6** will adjust accordingly to the chosen date.
 - List of terms are available by clicking on the  icon **B4** next to the *Release date* field **B3**.

Start date	End date	Term
2014-06-20	2014-06-20	15TH NEXT
2014-06-20	2014-09-15	1/3 OCT/ NOV/ DEC 14
2014-09-15	2014-10-16	1/3 NOV/ DEC/ JAN 15

- *Ship to* field is automatically filled with your store address.
 - Some may have more than one store location to choose from if needed.

ANNEX 3: Order > Place/Modify order screen

Discount group section



BRAKE PADS EPI	0	0	3	\$26.59
Catalog name	Page			
ATV CANADA (NO COMMANDER)	0			
ATV PARTS/ACCESSORIES	1079			
ATV PARTS/ACCESSORIES USA	1072			

C14

GF	2	0
Last 12 months quantity		
Booking	0	
Repeat	1	
Dropship	0	

C15

Inventory: 5
Available till supplies last.
Quantities may not be available at order transfer.
Revision possible.

C10

- Field index of *Discount group* screen.
 - Access the discount group screen by clicking on the *Discount group* tab C1.
 - Discount group list associated to the promo C2.

ANNEX 3

- Field **C3** will indicate the quantity of discount groups available for the requested *Search C4* or *Filter C5*.
 - *Filter C5*
 - More than one filter can be selected in the same box **C5**.
 - Field **C2** and **C5** are interrelated. If a filter is done in one of these fields it will make the others list only the discount groups, brands or product sub groups associated to this search.
 - Narrow down the discount group list **C2** by selecting, in field **C5**, either a brand and/or product sub group.
 - *Search C4*
 - Enter a part number to find to which discount group or SPIF it belongs to.
 - To display a specific group of products, for example VG-975 helmets, search by key word VG-975.
- Field **C21** *New products only* will add a filter to the search to display only the new items.
- *Recalculate C22* button **Recalculate**: Recalculates every *Total with disc* and *You saved* amounts plus the information contained in field **C19**.
 - *Total with disc* and *You saved* amounts will be crossed out when a recalculation is needed.

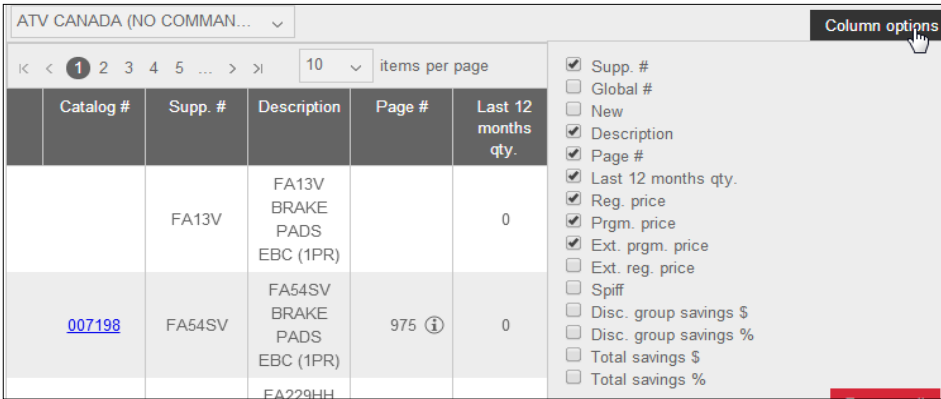
Total with disc.	You saved
\$4,608.35	\$738.00

- Discounts and amounts are not automatically recalculated at every quantity update to accelerate the order process but all quantity changes are saved.
- All part numbers available in this discount group will appear in section **C6**.
 - Display more items by changing the quantity in the *items per page* field **C7**.
 - Adjust the width of the columns if needed **C8**.
 - Add or remove columns with the *Column options* button **C9**.
 - While supplies last warning will advise you of limited quantities available **C10**.

ANNEX 3

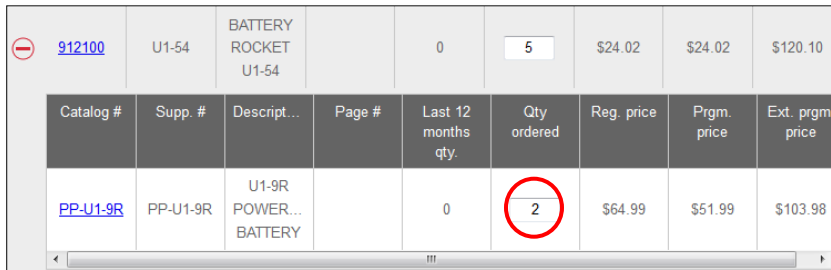
- Details of order header **C11** and part number section **C6**.
The list may be sorted by clicking on any column title in the order header **C11**.

C11



Catalog #	Supp. #	Description	Page #	Last 12 months qty.
	FA13V	FA13V BRAKE PADS EBC (1PR)		0
007198	FA54SV	FA54SV BRAKE PADS EBC (1PR)	975 ⓘ	0
	FA229HH			






- **Catalog #:** Part number listed in the catalog
 - This column cannot be removed.
 - A gray part number in this column means that this item is no longer available for this promo.
 - The ⓘ icon **C12** next to the catalog # will display the sub numbers when available.
 - You can order the sub number directly from this screen.



Catalog #	Supp. #	Description	Page #	Last 12 months qty.	Qty ordered	Reg. price	Prgm. price	Ext. prgm price
912100	U1-54	BATTERY ROCKET U1-54		0	5	\$24.02	\$24.02	\$120.10
PP-U1-9R	PP-U1-9R	U1-9R POWER... BATTERY		0	2	\$64.99	\$51.99	\$103.98

- **Supp. #:** Supplier part number
- **Global #:** Kimpex 6 digits part number
- **New :** Identifies new products
- **Description:** Product description
- **Page #:** Display a default catalog page in the **Page #** column by selecting a catalog in the **C13** field.
 - The ⓘ icon **C14** next to the page number will display all the catalogs that contain this part number.
- **Last 12 months qty. :** Last 12 months purchase history.
 - The ⓘ icon **C15** will list on which type of order this item has been purchased: booking, repeat and/or drop ship.
- **Qty ordered:** Quantity ordered on the PO.
 - **Changed by Kimpex ⓘ** note **C16** means that this quantity has been modified by Kimpex to match inventory availability.
 - **Not qualified ⓘ** note **C17** means that this quantity does not qualify to increase discount level, but will still get promo price.
- **Reg. price:** Regular price is the price without discount.
 - **Net price ⓘ** note **C18** means that no extra discount can be added to this item. Only regular price applies.

ANNEX 3

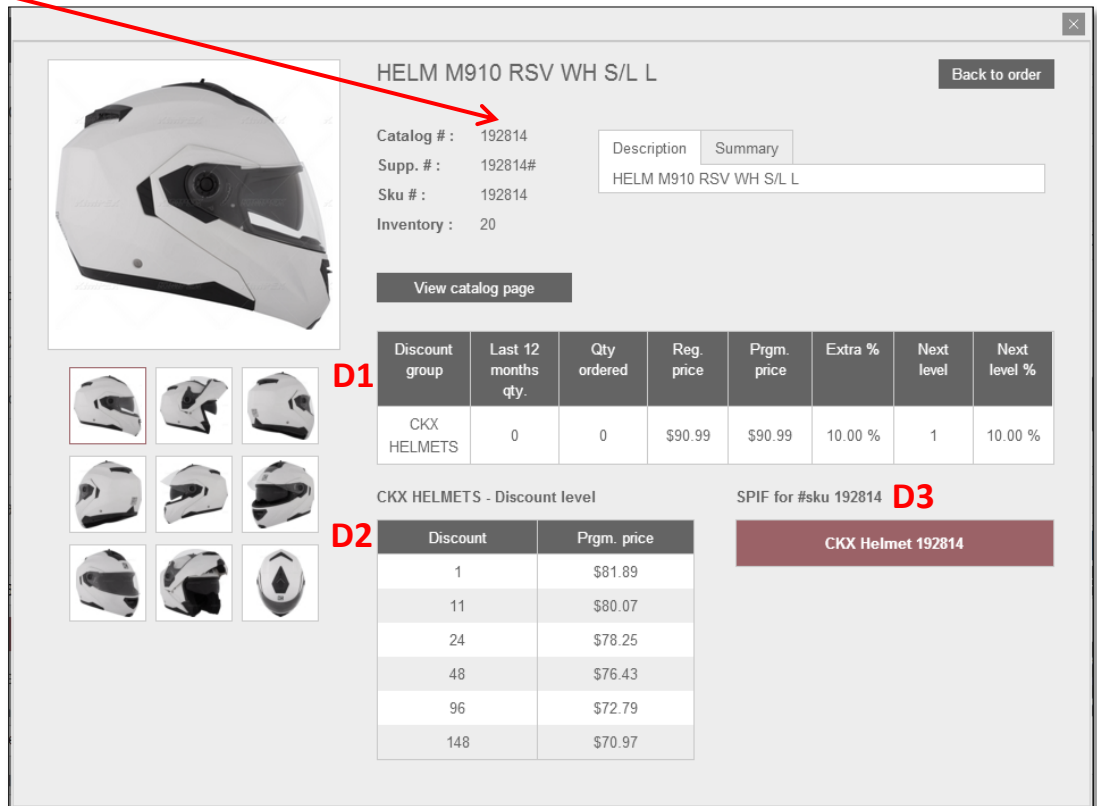
- *Prgm. price*: Program price is regular price minus discount.
 - **Fixed price**  note **C20** means that this product is eligible for SPIFs, but not included in the program discounts.
- Notes **Fixed price** , **Changed by Kimpex** , **Not qualified**  and **Net price**  identified by **C16, C17, C18** and **C20**, will appear only if the screen displays a product qualifying for those criteria and will highlight its price or # with matching color.
- *Ext. prgm. price*: *Extended program price* is the program price multiplied by the quantity ordered.
- *Ext. reg. price*: Extended regular price is the regular price multiplied by the quantity ordered.
- *SPIF*: Identifies products with a SPIF.
- *Disc. group savings \$*: Discount group savings in dollar amount is the difference between the *Ext. reg. price* and the *Ext. prgm. price*.
- *Disc. group savings %*: Discount group savings in percentage is the *Disc. group savings \$* divided by the *Ext. reg. price*.
- *Total savings \$*: Total savings in dollar includes the discount group and SPIF savings.
- *Total savings %*: Total savings in percentage includes discount group and SPIF savings.
- Discount group details will be listed below the discount group title in the disc. group *summary box* **C19**.

Qty qualified	Total ext. price	Disc. %	Total ext. prgm price	Next level	Next level %	Extra %	Next ext. prgm \$	Extra \$
0	\$0.00	0.00 %	\$0.00	1	10.00 %	10.00 %	\$0.00	\$0.00

- Index of *Discount group* header:
 - *Qty qualified*: Quantity qualified is the total quantity of products ordered that qualifies to increase the discount level.
 - *Total ext. price*: Total extended price is the regular price of the product multiplied by the quantity.
 - *Disc %*: Is the discount percentage associated to the *Qty qualified*.
 - *Total ext. prgm price*: Total extended program price is the amount after the discount has been applied on regular price.
 - *Next level*: Quantity or amount to reach to get to the next discount level.
 - *Next level %*: Next level percentage discount.
 - *Extra %*: Difference between reached discount level and the next level.
 - *Next ext. prgm \$*: Next extended program price is the multiplication between the actual qualified quantity and next discount level.
 - *Extra \$*: Difference between *Total ext. prgm price* and *Next ext. prgm \$*.

ANNEX 4: Product details screen

Catalog #	Supp. #	Description
192814	192814#	HELM M910 RSV WH S/L L



HELM M910 RSV WH S/L L Back to order

Catalog # : 192814
 Supp. # : 192814#
 Sku # : 192814
 Inventory : 20

[View catalog page](#)

Discount group	Last 12 months qty.	Qty ordered	Reg. price	Prgm. price	Extra %	Next level	Next level %
CKX HELMETS	0	0	\$90.99	\$90.99	10.00 %	1	10.00 %

CKX HELMETS - Discount level

Discount	Prgm. price
1	\$81.89
11	\$80.07
24	\$78.25
48	\$76.43
96	\$72.79
148	\$70.97

SPIF for #sku 192814 **D3**

CKX Helmet 192814

• Field index of *Product details* screen

- Details of header **D1**.
 - *Discount group*: Discount group in which this product is.
 - *Last 12 months qty*: Last 12 months purchase history.
 - *Qty ordered*: Quantity ordered on the PO.
 - *Reg. price*: Regular price is the price without discount.
 - *Prgm price*: Program price is regular price minus discount.
 - *Extra %*: Difference between next level and reached discount level.
 - *Next level*: Quantity or amount to reach to get to the next discount level.
 - *Next level %*: Next level percentage discount.
- Details of header **D2**.
 - This chart will list the part # price for each discount level.
 - *Discount*: Quantity or amount to reach to get next level.
 - *Prgm. Price*: Program price is the price you will for that level.
- Field **D3** lists all the SPIFs available for this product.

ANNEX 5: Order > Place/Modify order screen

Free goods Summary Box E5

Qty. ordered	Next level	Free goods	Ext. free goods \$
10	0	1	\$25.35

SPIF section

Discount group **SPIF E1**

BELL Beanie E2

9 SPIF(s) available. **E3**

Search discount group/SPIF by:

Sku # / Supplier # / Catalog #

Search

Filter by: **C5**

Brand

Select brand(s)...

Product subgroup

Select subgroup(s)...

New products only **C21**

Clear filters

SPIF discounts Summary Box E4

Qty. ordered	SPIF %	SPIF price	Ext. SPIF price	Savings \$	Savings %	Next level	Next level %
0	0.00 %	\$0.00	\$275.90	\$24.00	8.00 %	5	20.00 %

Products E6

Fixed price ⓘ

Changed by Kimpex ⓘ

Not qualified ⓘ

Net price ⓘ

ATV CANADA (NO COMMAN...)

Column options

10 items per page **E7** 1 - 1 of 1 items

Catalog #	Supp. #	Description	Page #	Last 12 months qty.	Qty ordered	Reg. price	Prgm. price	Ext. prgm. price
815577	7022668	BEANIE BELL RETRO BLACK/RED		0	<input type="text" value="0"/>	\$29.99	\$27.59	\$0.00

- Field index of SPIF screen
 - Access the SPIF screen by clicking on the SPIF tab **E1**.
 - Field **E3** indicates the quantity of SPIF available on the promo or for the requested Search **C4** or Filter **C5**.
 - Field **E2** list all the SPIF available on the promo or for the requested Search **C4** or Filter **C5**.
 - For more details on field **E6** and notes **Fixed price ⓘ**, **Changed by Kimpex ⓘ**, **Not qualified ⓘ** and **Net price ⓘ**, refer to **ANNEX 3**
 - Details of SPIF discounts and free goods summary box header **E4** and **E5**.
 - Qty ordered: Total quantity ordered on the booking, all PO's included.
 - SPIF %: Discount received with this SPIF.
 - SPIF price: Value of the product when SPIF applied.
 - Ext. SPIF price: Extended SPIF price is the SPIF price multiplied by the Qty. ordered.
 - Savings \$: Total dollar amount saved with this SPIF.
 - Savings %: Total percentage saved with this SPIF.
 - Next level: Quantity or amount to reach to get to the next SPIF level.
 - Next level %: Percentage discount of next level
 - Free goods: Quantity of free goods already reached.
 - Ext free goods \$: Extended free goods \$ equals the value of cumulated free goods.

ANNEX 6: Order > Quick order screen

The screenshot shows the KIMPEX Quick order interface. At the top, there's a navigation bar with 'Home', 'Order', 'Summary', and 'PO list'. Below that, a 'Quick order' button is highlighted with a red box labeled G1. A progress bar shows 'PRE-SHOW', 'SHOW', and 'AFTER-SHOW' stages. The 'SHOW' stage is active, with a 'TIME LEFT: 164 DAYS, 9 HOURS, 1 MINUTE' indicator. A summary box shows 'Total promo \$25,858.11' and 'You save \$3,290.15'. The main 'Quick order' section contains a 'PO #' dropdown (G2) with 'Show Order #1', a 'Release date' field with '2014-08-20', and a 'Ship to' dropdown with 'S J2C6V4'. A 'Term : 1/3 OCT/ NOV/ DEC 14' is also visible. Below this is a table with columns: Number, Supp. #, Catalog #, Quantity, Description, and Message. The first row has '158425' in the Number field (G3), '900467#' in Supp. #, '158425' in Catalog #, '1' in Quantity, and 'BLACK DELUXE ATV REAR BOX' in Description (G4). The second row has '0' in Quantity. At the bottom, there are buttons for 'Add to order' (G5) and 'Upload order (CSV)' (G6).

- Field index of *Quick order* screen.
 - PO section **G7** is explained in **ANNEX 2**.
 - Details of *Quick order* header **G8**.

Number	Supp. #	Catalog #	Quantity	Description	Message
158425	900467#	158425	1	BLACK DELUXE ATV REAR BOX	

- *Number*: The number field can be used to search with any part number or key word.
 - Example for a spark plug: Search with number BR9ES. The pop-up window will give you two choices.

The screenshot shows a search results pop-up window titled 'Search results'. It has a table with columns: Number, Supp. #, Catalog #, Quantity, and Description. The first row shows '900138' in Number, '5722' in Supp. #, 'BR9ES' in Catalog #, '10' in Quantity, and 'NGK BR9ES (5722)' in Description. The second row shows '900139' in Number, '3194' in Supp. #, 'BR9ES-SOLID' in Catalog #, '0' in Quantity, and 'NGK BR9ES-S (3194)' in Description. Below the table, there are navigation arrows and a page indicator '1 - 2 of 2 items'. An 'Add' button is at the bottom.

- *Supp. #*: Supplier part number
Catalog #: Part number listed in the catalog

ANNEX 6

- *Quantity*: Quantity added on the PO
- *Description*: Product description
- *Message*: Messages for additional details:
 - No SKU has been entered
 - The SKU #X isn't in the promo
 - The quantity for SKU X must be greater than zero (0)
 - The separator in the csv file is not valid for SKU 123456
 - The quantity for SKU 123456 has been updated to respect the packaging of this product.
 - X item(s) have been added to the quantity ordered
 - "123456" hasn't been found.
 - The keyword must have at least 3 characters
 - Available till supplies last. Quantities may not be available at order transfer. Revision possible.

ANNEX 7: Create a CSV file

1. Create a CSV file

- The CSV procedure is also available by video at link <http://youtu.be/mnjLzcC4pLs>
- If the original file was extracted from LARS, refer to link <http://youtu.be/mnjLzcC4pLs>

1.1. Open a new Excel file

1.2. Put all the cells in TEXT format.

- This will eliminate problems while entering part numbers that begin with zero's.

With text format		Without text format	
	A	B	
1	002294	1	1
2	002306	2	2
3	002375	3	3

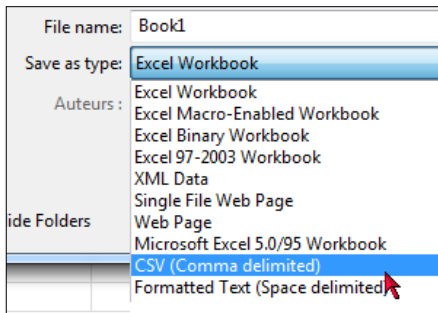
1.3. Enter the part numbers in column A

1.4. Enter the quantities in column B

- Do not write column titles.

	A	B	C
1	191361	1	
2	191362	2	
3	191363	3	
4	191364	1	

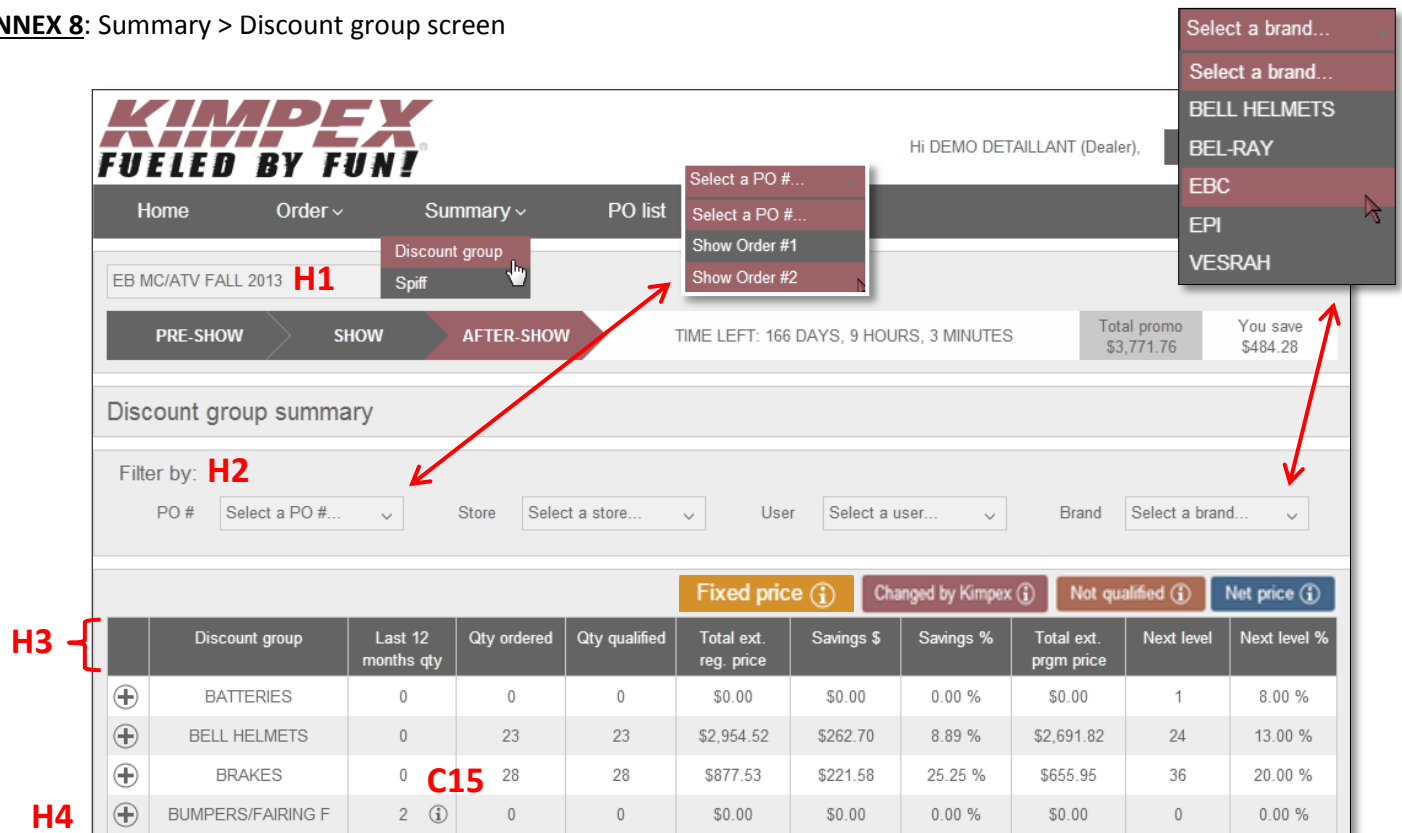
1.5. Close the Excel and save as *CSV comma delimited (*.csv)* in the file type field.



- If you re-open your CSV file, you will notice that all part number beginning with zero's do not show them anymore, that's ok, the system knows they were there and will consider them when you upload your file with the **Upload order (CSV)** button **G6** from **ANNEX 6**.
- Once saved, it is important to never modify a CSV file. Always start fresh with a new Excel if you need to add or remove products from the file.

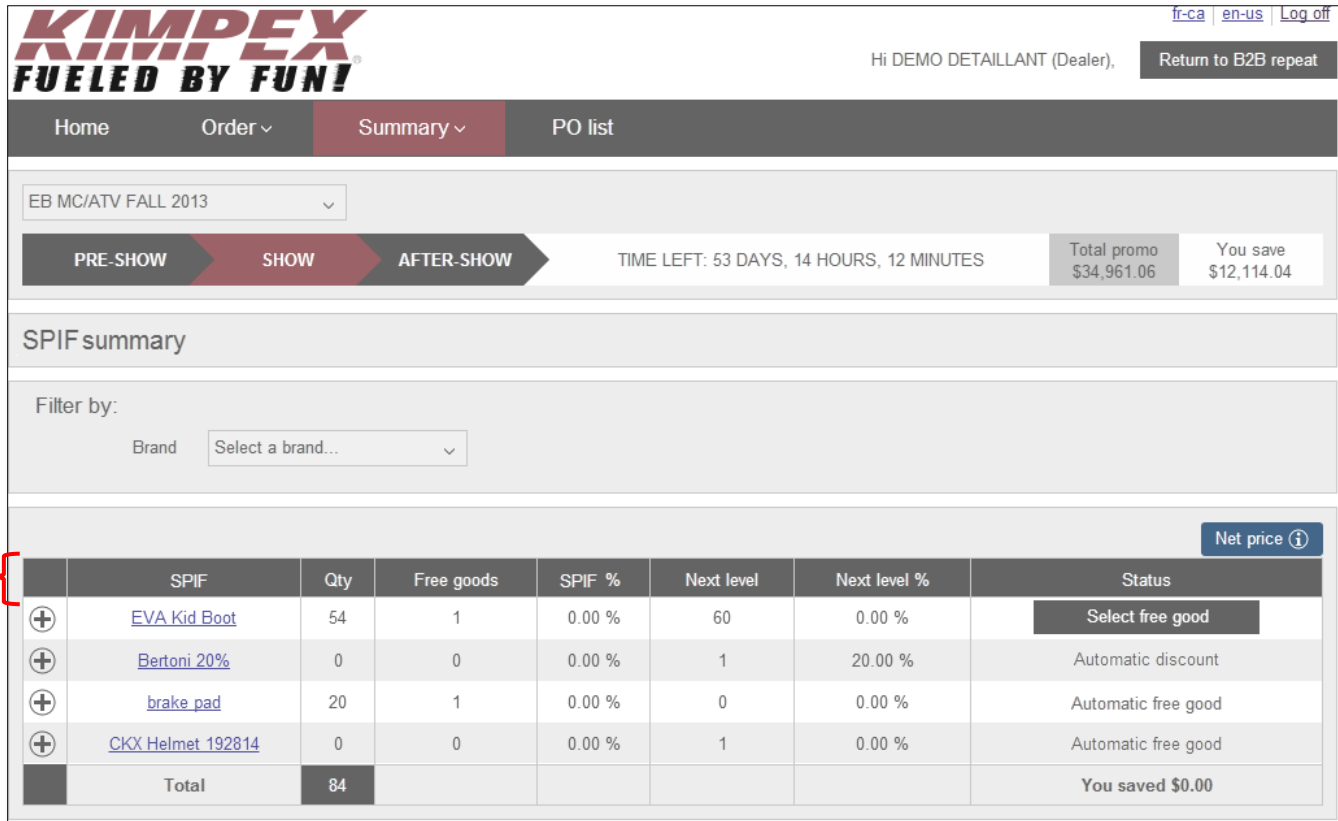
Number	Supp. #	Catalog #	Quantity	Description
002294	20090	002294	1	GUN BOOT 5.0 TRANSPORT
002306	20095	002306	2	GUN BOOT 5.0 IMPACT

ANNEX 8: Summary > Discount group screen



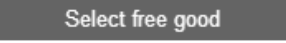
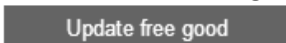
- **H1** is the promo list field.
- Field index of *Summary > Discount group* screen
 - Use *Filter by* option **H2** to filter the discount group list by *PO #*, *Store*, *User* and/or *Brand*.
 - *Summary > Discount group* header details **H3**.
 - *Discount group*: Discount group title
 - *Last 12 months qty.* : Last 12 months purchase history
 - The **i** icon **C15** will list on what type of order this item has been purchased: booking, repeat and /or drop ship.
 - *Qty ordered*: Quantity ordered on the PO.
 - *Qty qualified*: Quantity qualified is the total quantity of products ordered that qualify to increase the discount level.
 - *Total ext. reg. price*: Total extended regular price is the regular price multiplied by the quantity ordered.
 - *Savings \$*: Total dollar amount saved in this discount group
 - *Savings %*: Total percentage saved in this discount group
 - *Total ext. prgm. price*: Total extended program price is the program price multiplied by the quantity ordered.
 - *Next level*: Quantity or amount to reach to get to the next level.
 - *Next level %*: Percentage discount of next level.
 - Clicking on the **+** icon **H4** will display every item ordered in this discount group.
 - For details on notes **Fixed price** **i**, **Changed by Kimpex** **i**, **Not qualified** **i** and **Net price** **i**, refer to **ANNEX 3**

ANNEX 9: Summary > SPIF screen



	SPIF	Qty	Free goods	SPIF %	Next level	Next level %	Status
+	EVA Kid Boot	54	1	0.00 %	60	0.00 %	Select free good
+	Bertoni 20%	0	0	0.00 %	1	20.00 %	Automatic discount
+	brake pad	20	1	0.00 %	0	0.00 %	Automatic free good
+	CKX Helmet 192814	0	0	0.00 %	1	0.00 %	Automatic free good
	Total	84					You saved \$0.00

• SPIF Summary header details **I**.

- SPIF: SPIF name
- Qty: Quantity of products ordered that qualify for this SPIF.
- Free goods: Free goods for which the dealer is eligible.
- SPIF %: Percentage value given by this SPIF.
- Next level: Quantity or amount to reach to obtain the free good item.
- Next level %: Next possible discount level.
- Status types:
 - Select free good 
 - When there are more than one free good to choose from.
 - Update free good 
 - Once you have selected a free good, the button will rename itself with Update free good.
 - Automatic discount
 - Signifies that once you have placed the requested amount of product on the order no other action is required to obtain the discount.
 - Automatic free good
 - Signifies that once you have placed the requested amount of product on the order no other action is required to obtain the free good.

ANNEX 10: PO list screen

English Log off

Hi Robbie Desrosiers - DEMO DETAILLANT (Dealer),
Return to B2B repeat

Home
Order ▾
Summary ▾
PO list
History

FALL 2014 MARINE SHOW ▾

H1

Recalculate

PRE-SHOW

SHOW

AFTER-SHOW

TIME LEFT: 8 DAYS, 15 HOURS, 57 MINUTES

Total with disc.
\$0.00

You saved
\$0.00

PO list - Orders that are transferred will be sent to: syslog.b2bbooking@kimpex.com

Filter by: H2

PO #

Store

User

Brand

Creation date	Last status change	Booking conf.#	PO #	Total	You save	Status	Action
2014-10-14	2014-10-14		222	\$0.00	\$0.00	Cancelled	Details Export
2014-10-09	2014-10-09		testdc	\$0.00	\$0.00	Cancelled	Details Export
				\$0.00	\$0.00		J3 J5

Current orders

Creation date	Last status change	Booking conf.#	PO #	Total	You save	Status	Action
2014-10-16	2014-10-16		jack	\$0.00	\$0.00	Current	Details Cancel Export
				\$0.00	\$0.00		J3 J4 J5

J2

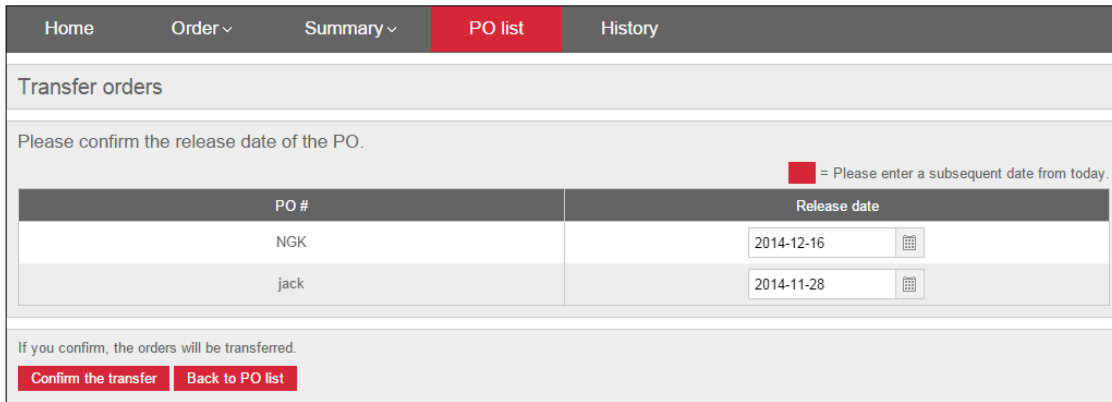
Transfer orders
The orders will be sent to Kimpex and approval documents will be sent within the next minutes.

[Need help?](#)

- Field index of *PO List* screen.
 - Refer to **ANNEX 8** for **H1** and **H2** field details.
 - *PO List* header details **J1**.
 - *Creation date*: Date of PO creation
 - *Last status change*: Date of the last status change.
 - *Booking conf. #*: The Booking confirmation number will be automatically generated by the system.
 - Useful for customer service call reference
 - *PO #*: Dealer PO # entered at creation.
 - *Total*: Total dollar amount on the PO, savings included.
 - *You save*: Total dollar amount saved on the PO.

ANNEX 10

- **Status:** PO status types
 - *Current:* It is still possible to modify this order. Has not been sent to Kimpex yet.
 - *Waiting for Signature:* Order has been sent to Kimpex and Kimpex is waiting for a signature to proceed.
 - *Transferred:* Signature has been received and the order is being processed by Kimpex.
 - *Shipped:* Order has been shipped to the dealer.
 - *Cancelled:* Order has been cancelled.
- **Transfer order J2** button **Transfer orders** : Will send the order to Kimpex.
 - The system will ask to confirm the *Release date* that was chosen when the PO was created.



Home Order Summary **PO list** History

Transfer orders

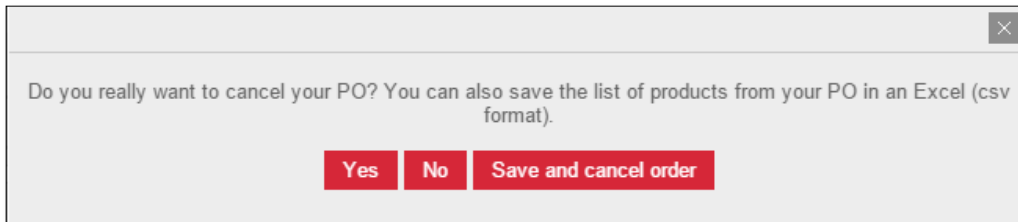
Please confirm the release date of the PO. ■ = Please enter a subsequent date from today.

PO #	Release date
NGK	2014-12-16
jack	2014-11-28

If you confirm, the orders will be transferred.

Confirm the transfer **Back to PO list**

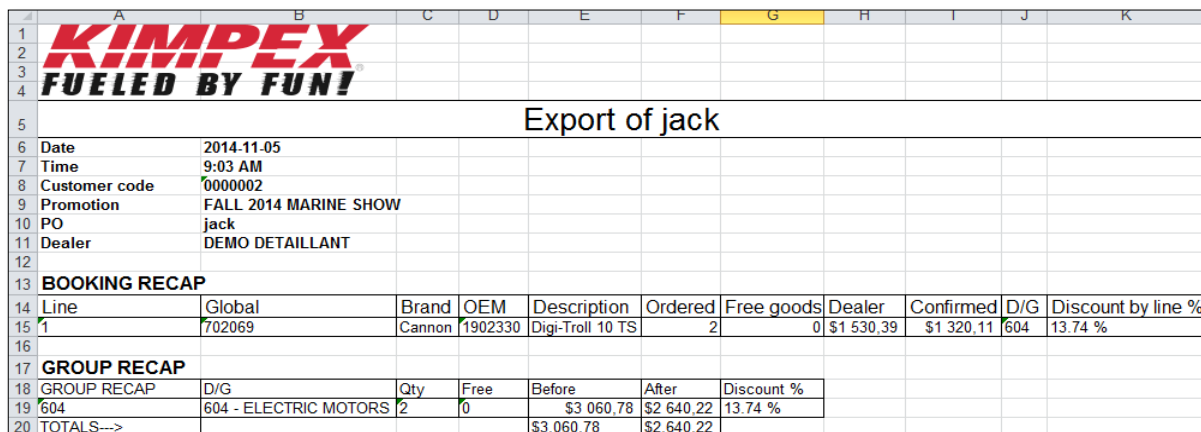
- **Cancel J4** button **Cancel** : Will cancel the complete PO.
 - Clicking on the *Cancel* button will bring this pop-up to the screen with the following question: *Do you really want to cancel your PO? You can also save the list of products from your PO in an Excel (csv format).*



Do you really want to cancel your PO? You can also save the list of products from your PO in an Excel (csv format).

Yes **No** **Save and cancel order**


- **Export J5** button **Export** : Will export your PO recap in Excel.

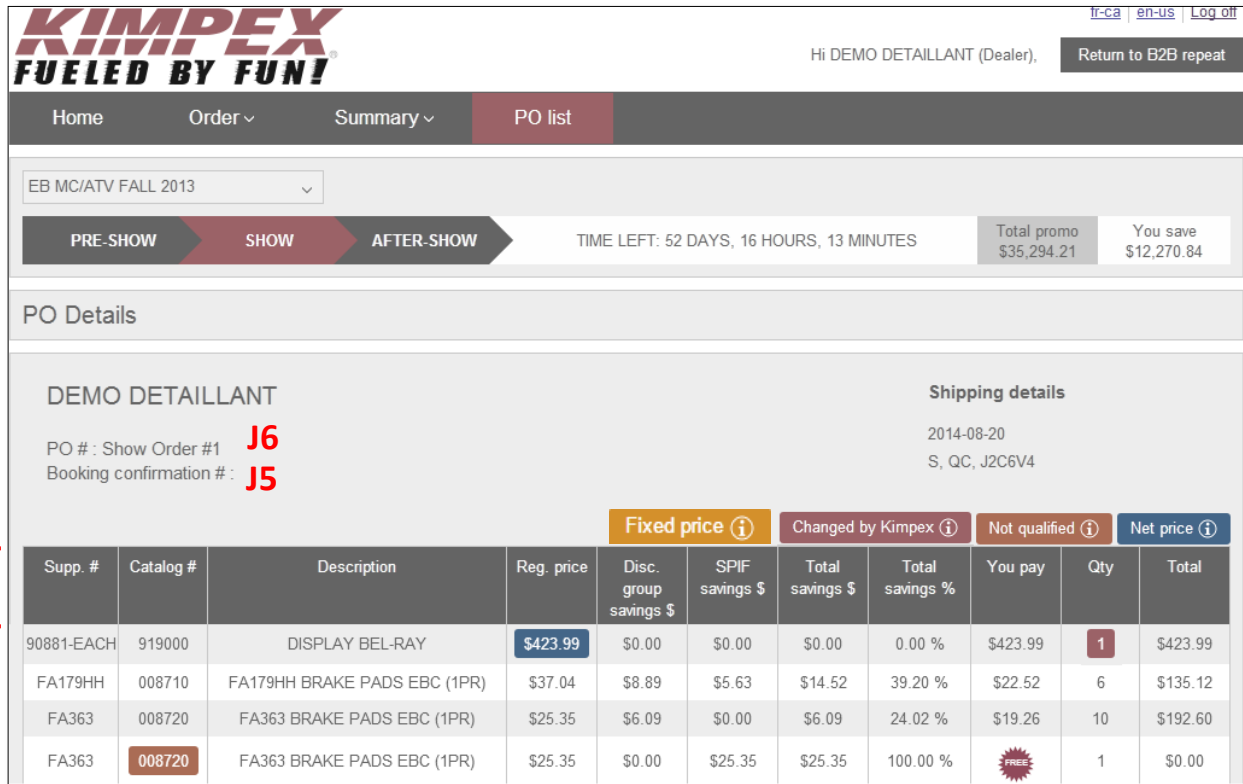



Line	Global	Brand	OEM	Description	Ordered	Free goods	Dealer	Confirmed	D/G	Discount by line %
1	702069	Cannon	1902330	Digi-Troll 10 TS	2	0	\$1 530.39	\$1 320.11	604	13.74 %


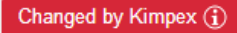

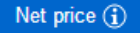

GROUP RECAP	D/G	Qty	Free	Before	After	Discount %
604	604 - ELECTRIC MOTORS	2	0	\$3 060.78	\$2 640.22	13.74 %

ANNEX 10

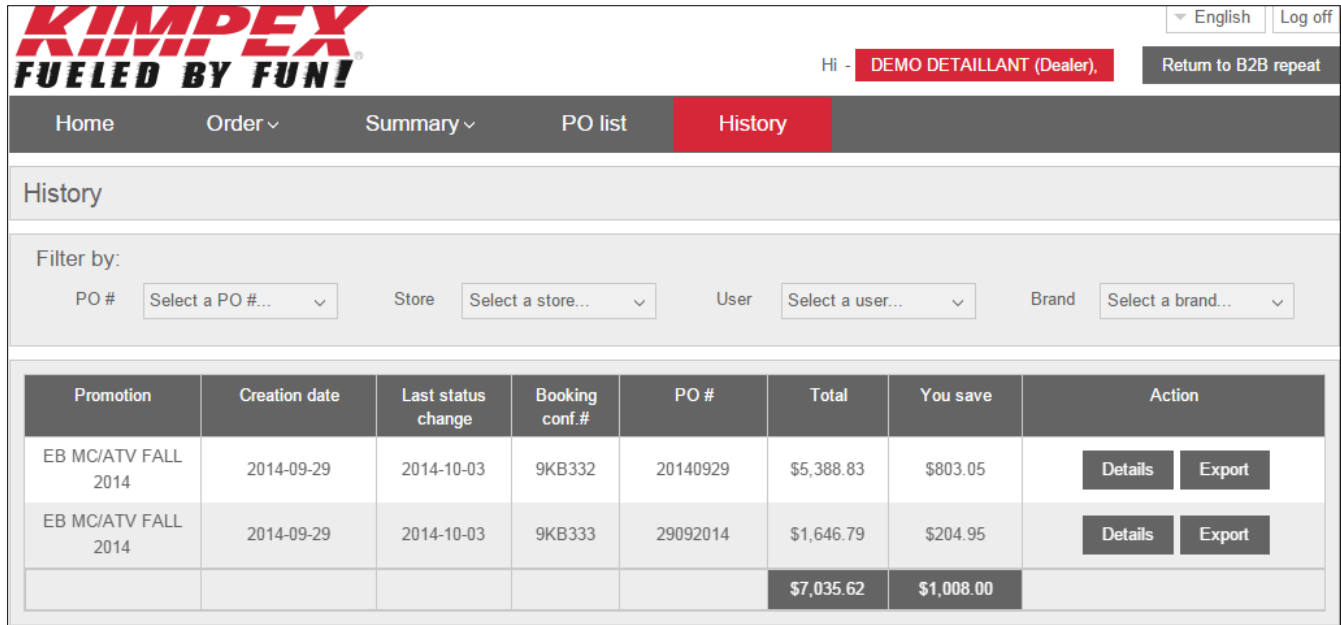
- Action column:
 - Details button **J3**  will bring you to the complete list of products ordered on this PO.



Supp. #	Catalog #	Description	Reg. price	Disc. group savings \$	SPIF savings \$	Total savings \$	Total savings %	You pay	Qty	Total
90881-EACH	919000	DISPLAY BEL-RAY	\$423.99	\$0.00	\$0.00	\$0.00	0.00 %	\$423.99	1	\$423.99
FA179HH	008710	FA179HH BRAKE PADS EBC (1PR)	\$37.04	\$8.89	\$5.63	\$14.52	39.20 %	\$22.52	6	\$135.12
FA363	008720	FA363 BRAKE PADS EBC (1PR)	\$25.35	\$6.09	\$0.00	\$6.09	24.02 %	\$19.26	10	\$192.60
FA363	008720	FA363 BRAKE PADS EBC (1PR)	\$25.35	\$0.00	\$25.35	\$25.35	100.00 %		1	\$0.00

- Index of PO details header **J4**.
 - Catalog #: Part number listed in the catalog
 - Supp #: Supplier part number
 - Description: Product description
 - Reg. price: Regular price is the price without discount
 - Disc. Group savings \$: Discount group savings in dollars means the amount saved on this item using this discount group.
 - SPIF savings \$: Amount saved thanks to the SPIFs.
 - Total savings \$: Addition of SPIF savings \$ and Disc. Group saving \$.
 - Total savings %: Percentage savings generated by the SPIF savings and Disc. Group saving together.
 - You pay: Final price you will pay for this item.
 - Qty: Quantity ordered for this item.
 - Total: Final price of this item multiplied by the quantity ordered.
 - See Order > Place/Modify order screen > Discount group section for details on notes , ,  and .
- PO # **J6** field: Displays the dealer PO #.
- Booking conf. # **J5**: Displays the Kimpex confirmation #.
- Free icon: Identifies a free good item .

ANNEX 11: History screen



Promotion	Creation date	Last status change	Booking conf.#	PO #	Total	You save	Action
EB MC/ATV FALL 2014	2014-09-29	2014-10-03	9KB332	20140929	\$5,388.83	\$803.05	Details Export
EB MC/ATV FALL 2014	2014-09-29	2014-10-03	9KB333	29092014	\$1,646.79	\$204.95	Details Export
					\$7,035.62	\$1,008.00	

- Will display only PO's for promos that are closed.
- Refer to **ANNEX 10** for Field index of *History* screen