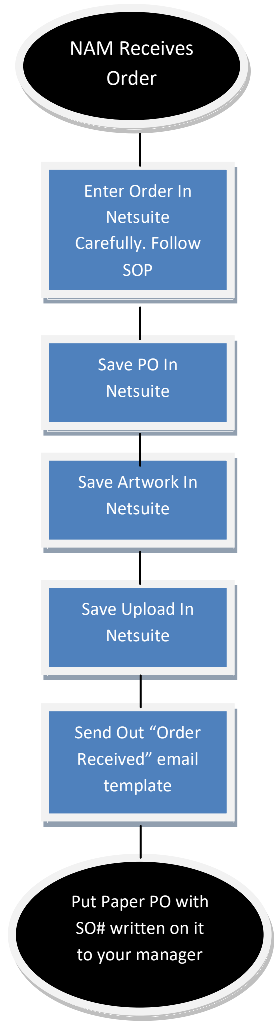
NAM Receives Order

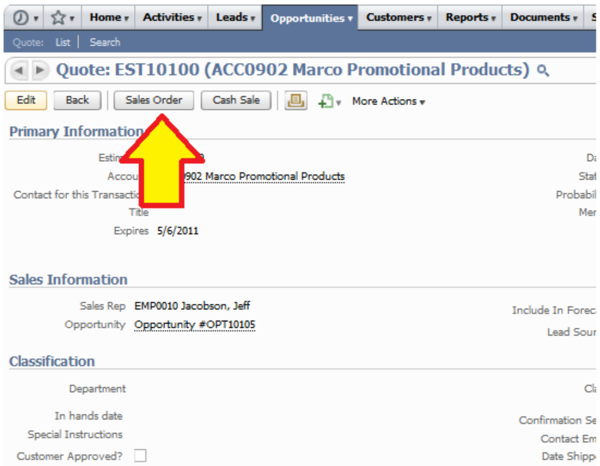
OSOP



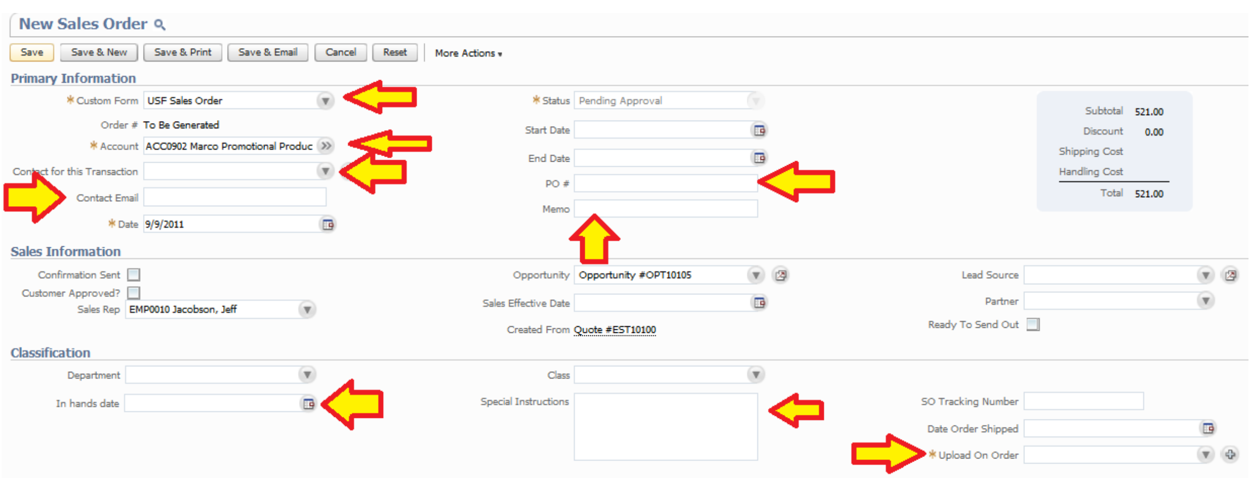
OSOP-1

Enter Order In Netsuite

Step 1: Convert the estimate used to quote the client to a SO, by clicking the Sales Order Button.



Step 2: Fill Out The Proper Fields. If you are unclear about a field, DO NOT make it up. Call the client and get the correct answer. It takes 2 minutes, and will clear up a lot of confusion.



Step 3: Fill Out The Bottom Portion With The Items. Again, if you are not sure, DO NOT make it up. Call the client and get it figured out. It should look very similar to the picture below.

*Item	Fulfilled	Invoiced	Quantity	Description	Price Level	Rate	Amount	Options
Swivel			100	Front Side: Logo Back Side: Blank	Custom	4.56	456.00	Item Color: Yellow- 3945C Capacity: 1 GB Imprint Sides: 1 Side Front Imprint Type: Silk Screen Imprint# of Colors: 2
Swivel			100	Front Side: Logo Back Side: Website	Custom	7.56	756.00	Item Color: Red- 485 Capacity: 2 GB Imprint Sides: 2 Sides Imprint Type: Full Color
Swivel			100	Front Side: Logo Back Side: Blank PMS Housing Match (286)	Custom	4.23	423.00	Capacity: 128 MB Imprint Sides: 1 Side Front Imprint Type: Laser Engrave
PMS Color Match Housing			100	PMS Housing Match (286)	Custom	0.15	15.00	Item Color: Custom Custom: Both Drive and Swing Arm Are 286
Full Color Process Imprint			100	Monkey.jpg	Custom	0.25	25.00	Custom: Monkey.jpg
Full Color Process Set Up Fee			1	1 Sided Full Color Imprint	Custom	40.00	40.00	
Upload			300	Same Upload Goes On All Drives Ordered	Custom	0.00	0.00	Custom: Upload Should Be Under 100 MB
Auto Run Upload			300	Autorun website www.usflash.net	Custom	0.15	45.00	
Non-Delete Upload			300	Upload to be partitioned to where it cannot be deleted	Custom	0.15	45.00	
Accessories			300	Attach Key Rings To Drive	Custom	0.25	75.00	Item Color: Black Accessories: Key Ring Claw
Packaging			300		Custom	1.35	405.00	Packaging: Magnetic Plastic
Custom Mold			100	Cactus- See "Cactus" file for clarification	Custom	5.56	556.00	Item Color: Custom Capacity: 4 GB
Custom Mold			1	Mold Charge	Custom	150.00	150.00	
Shipping			1	FEDEX 2DAY DIRECT DROPSHIP OUR FACTORY	Custom	165.00	165.00	

Step 4: Click Save

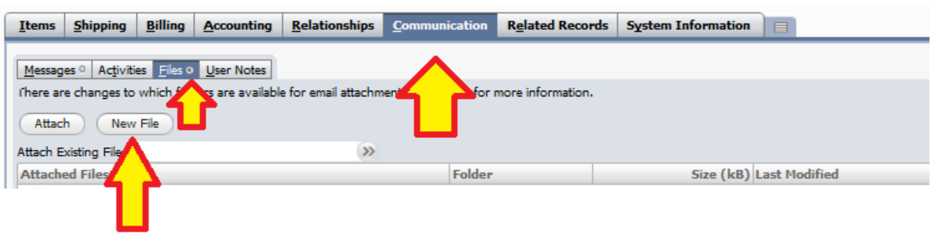
OSOP-2

Save PO In Netsuite

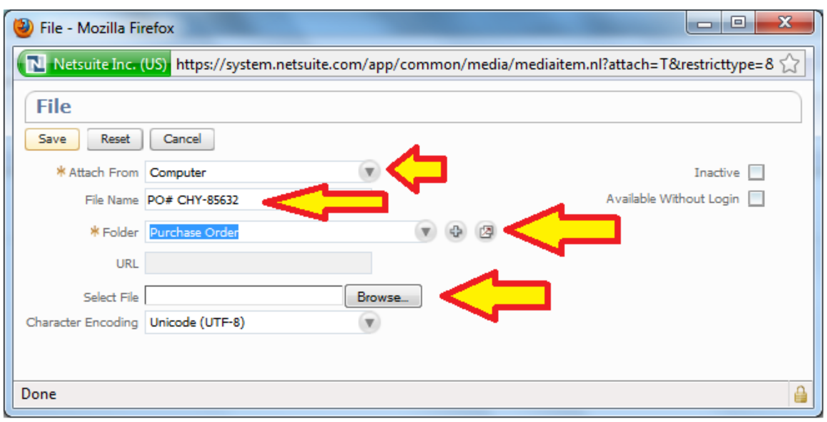
Your orders should come in as a pdf in an email.

Step 1: Drag and drop the PO from your client into the “New Order” folder on your desk top.

Step 2: Go To The Order You Just saved in Netsuite> Communications tab> Files Button> New File

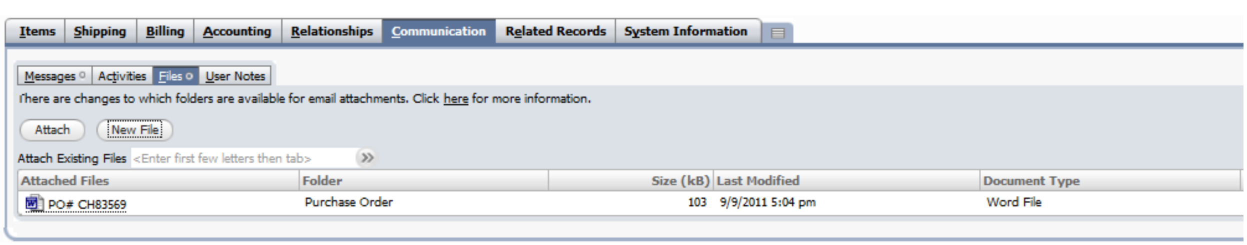


Step 3: A Pop Up Window Will Appear. Fill in Fields accordingly



Step 4: Click the Browse Button.

- Go to your desktop > New Order Folder and select the PO from the client you saved in there and hit Save (Should Look Like Below)



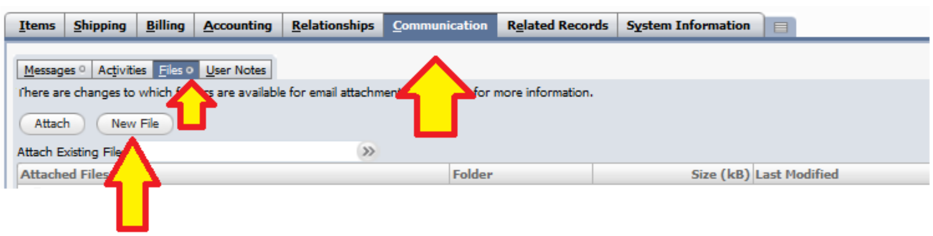
OSOP-3

Save Artwork In Netsuite

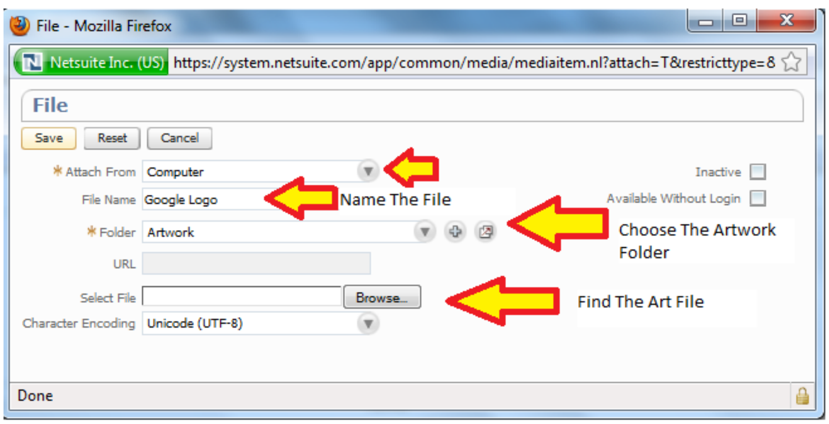
The Artwork is usually emailed to you for the order that the client sends in.

Step 1: Drag and drop the Artwork from your client into the “New Order” folder on your desk top.

Step 2: Go To The Order You Just saved in Netsuite> Communications tab> Files Button> New File

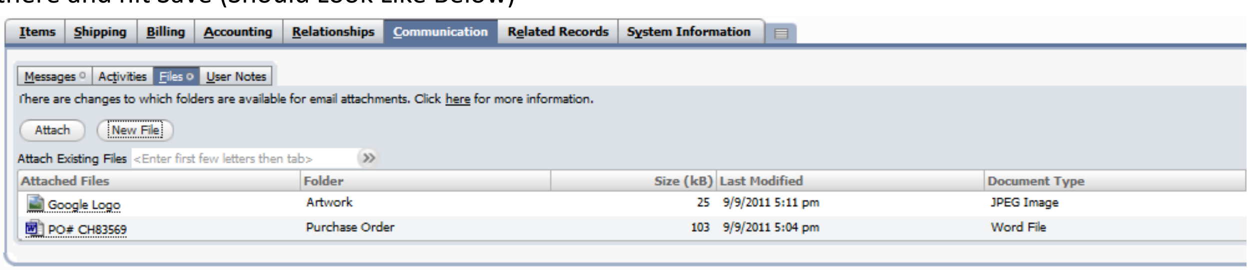


Step 3: A Pop Up Window Will Appear. Fill in Fields accordingly



Step 4: Click the Browse Button.

- Go to your desktop > New Order Folder and select the Artwork from the client you saved in there and hit Save (Should Look Like Below)



OSOP-4

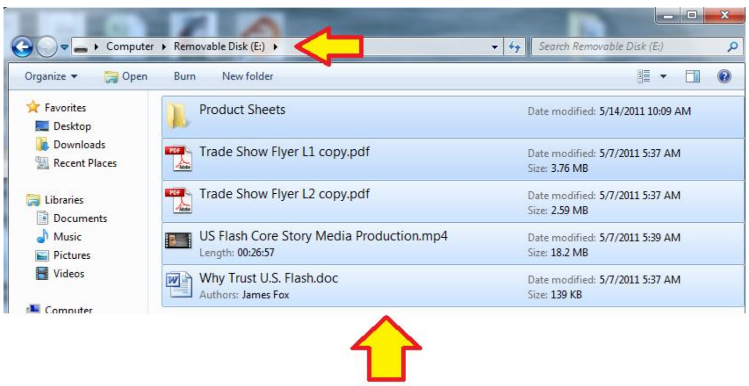
Save Upload In Netsuite

If your upload is only a couple of files then skip over to OSOP-5

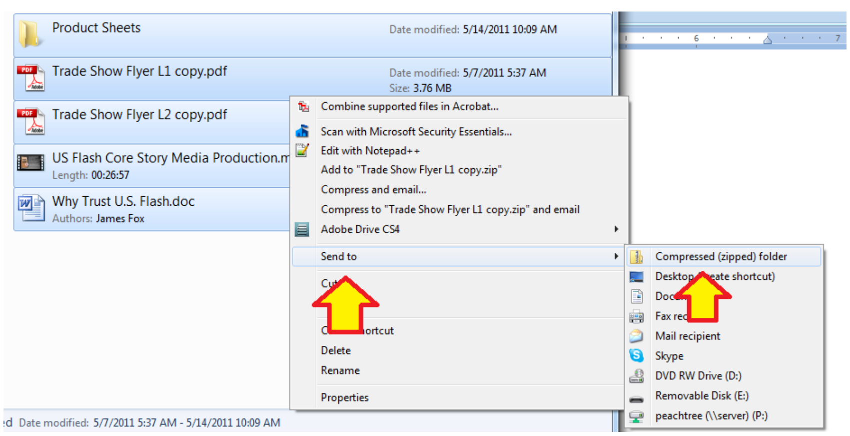
If your upload is a lot of files or has folders, or has folders within folders follow OSOP-4 First

Step 1: Download the whole upload onto a flash drive.

Step 2: Highlight all the folders and files in that first page



Step 3: Right click > Send To > Compressed (zipped) folder



Step 4: Drag and Drop Newly Created Zip File to the New Order Folder On Your desk Top

Step 5: Open zip file and review. (Make sure all files were loaded up)

Step 6: Proceed to OSOP-5 > Step 2 to finish saving Upload to Netsuite

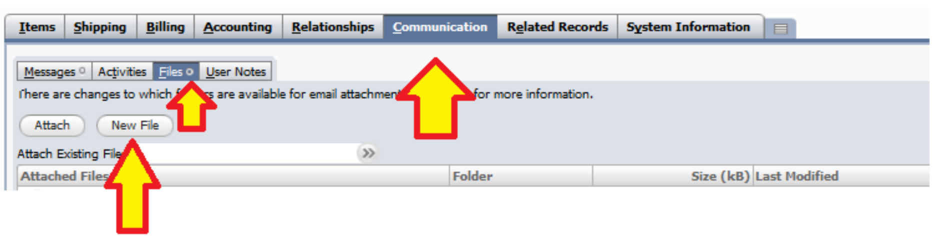
OSOP-5

Save Upload In Netsuite

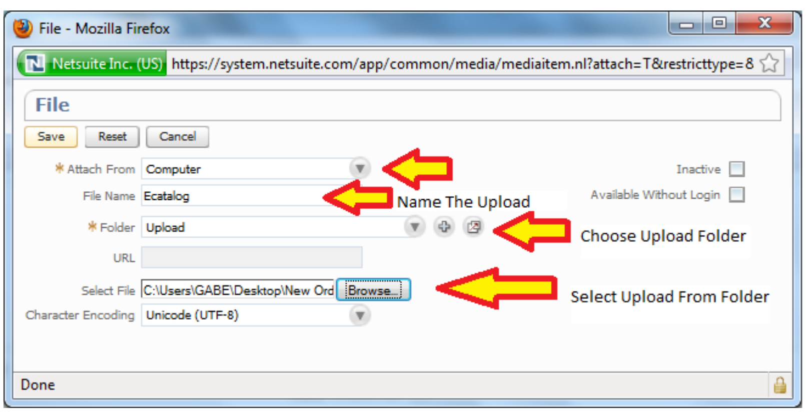
The Upload comes to you in many different ways. If you have a small upload with a few files and no folders you can use this method. If you have a large upload with lots of files in folders and folders within folders….skip to OSOP-5

Step 1: Drag and drop the from your client into the “New Order” folder on your desk top.

Step 2: Go To The Order You Just saved in Netsuite> Communications tab> Files Button> New File



Step 3: A Pop Up Window Will Appear. Fill in Fields accordingly



Step 4: Click the Browse Button.

- Go to your desktop > New Order Folder and select the Artwork from the client you saved in there and hit Save (Should Look Like Below)