

TSH Tip Flyer and Gift Distribution Logic in Vision

Overview of this TSH Tip

Who should use this TSH Tip?

Systems managers and administrators, customer service representatives and managers, purchasing agents, salespeople, and anyone who needs to use $Vision^{TM}$ to monitor which customers are receiving flyers and gifts.

What will this TSH Tip help you do?

This TSH Tip will help you do several things:

- Understand the Vision logic that determines if and when flyers and gifts are included in customers' orders.
- Use Company File Maintenance to view and modify (1) the minimum order dollar amounts that customers must meet to receive gifts and flyers and (2) the product numbers of the gift and the flyer.
- Use Customer Master File Maintenance to view and modify the flags that determine if a particular customer is eligible to receive gifts and flyers.
- Inquire about a particular order to see if a flyer or gift was included.

Which parts of Vision are discussed?

Company File Maintenance (menu-12.1.1.1.F1)

Customer Master File Maintenance (menu-12.2.2.F2)

Inquiries for orders that include flyers and gifts

Pick tickets, packing lists, and delivery tickets for orders that include flyers and gifts

Introduction

Gifts and flyers are two ways to reward customers who have spent a certain dollar amount on your products.

- The free gifts are included in a customer's order if the order has met or exceeded a minimum dollar amount.
- The Merchandise department in your company may work with vendors to develop special
 pricing on various products, and flyers listing these products and special prices may be
 created for select customers. A flyer is included in a customer's order if the order has met or
 exceeded a minimum dollar amount.

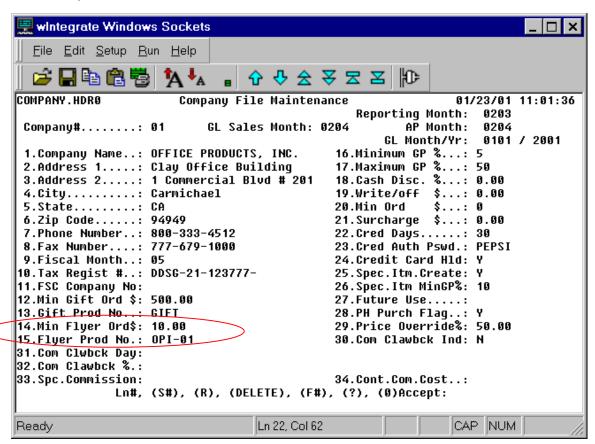
Setting up Flyer Distribution in Vision

A customer will receive a flyer with his or her order if all of the following are true:

- A flyer is identified in the Flyer Prod No. field in Company File Maintenance (menu-12.1.1.1.F1).
- The dollar amount of the order meets or exceeds the amount in the Min Flyer Ord\$ field in Company File Maintenance (menu-12.1.1.1.F1).
- The Flyer Eligible? field in Customer Master File Maintenance (menu-12.2.2.F2) for that customer is set to Y.
- The customer has not received a flyer since the last time End-of-Month was run. In other words, customers can receive flyers only once a month.

Specifying Flyer Information for a Company

To specify flyer information for a company in Vision, use Company File Maintenance (menu-12.1.1.1.F1).



Min Flyer Ord\$

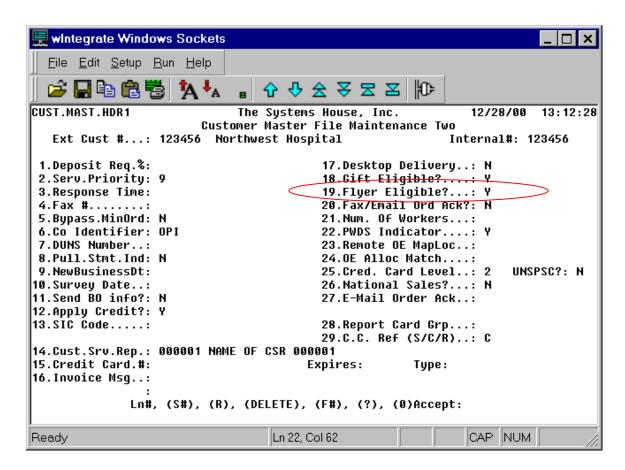
This field contains the minimum dollar amount required on an order for a customer to be eligible for a flyer.

Flyer Prod No.

This field contains the product number of the flyer to be added to the customer's order when the order meets or exceeds the amount in the Min Flyer Ord\$ field. The flyer is set up as a product with a warehouse location and zone and appears on the picker and packing/delivery ticket. A flyer picker is not printed for BULK orders.

Specifying Flyer Information for a Customer

To make a customer eligible to receiver flyers, use Customer Master File Maintenance (menu-12.2.2.F2).



Flyer Eligible?

If you enter Y, the customer can receive a flyer as part of his or her order, provided the following are true:

- A flyer is identified in the Flyer Prod No. field in Company File Maintenance (menu-12.1.1.1.F1).
- The order meets or exceeds the Min Flyer Ord\$ amount stored in Company File Maintenance (menu-12.1.1.1.F1).
- The customer has not received a flyer since the last Endof-Month jobstream was run.

If you enter N, the customer will not receive the flyer.

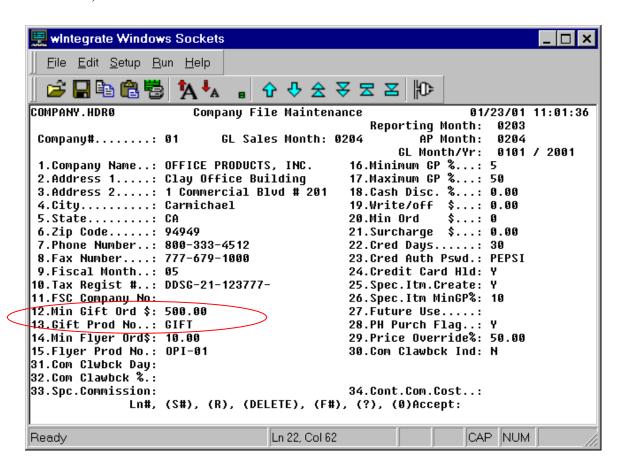
Setting up Gift Distribution in Vision

A customer will receive a free gift with his or her order if all of the following are true:

- A gift item is identified in the Gift Prod No. field in Company File Maintenance (menu-12.1.1.1.F1).
- The dollar amount of the order meets or exceeds the amount in the Min Gift Ord \$ field in Company File Maintenance (menu-12.1.1.1.F1).
- The Gift Eligible? field in Customer Master File Maintenance (menu-12.2.2.F2) for that customer is set to Y.

Specifying Gift Information for a Company

To enter gift information for a company in Vision, use Company File Maintenance (menu-12.1.1.1.F1).



Min Gift Ord \$

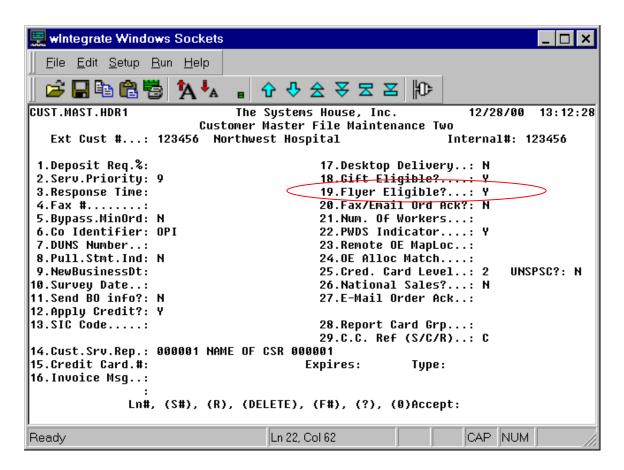
This field contains the minimum dollar amount required on an order for a customer to be eligible for a free gift.

Gift Prod No.

This field contains the product number of the free gift to be added to the customer's order when the order meets or exceeds the dollar amount in the Min Gift Ord \$ field. The gift is set up as a product with a warehouse location and zone, and it appears on the picker and packing/delivery ticket. A gift picker is not printed for BULK orders.

Specifying Gift Information for a Customer

To make a customer eligible to receiver free gifts, use Customer Master File Maintenance (menu-12.2.2.F2).



Gift Eligible?

If you enter Y, the customer can receive a free gift as part of his or her order, provided the following are true:

- A gift is identified in the Gift Prod No. field in Company File Maintenance (menu-12.1.1.1.F1).
- The order meets or exceeds the Min Gift Ord \$ amount stored in Company File Maintenance (menu-12.1.1.1.F1).

If you enter N, the customer will not receive the free gift.

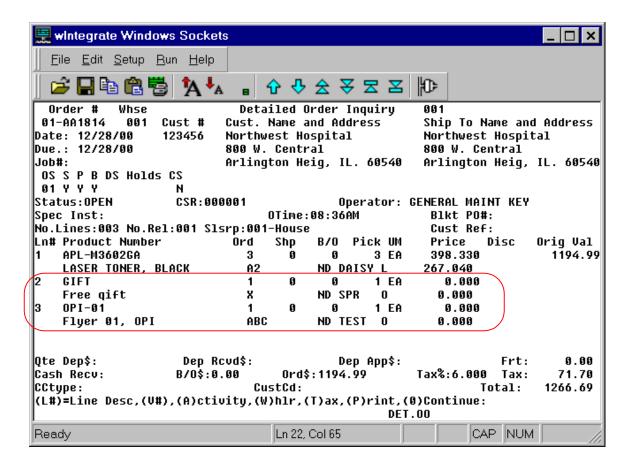
Inquiries for Orders that Include Flyers and Gifts

You will not notice during order entry if Vision has automatically added a flyer and/or a gift to an order. However, flyers and gifts are listed for orders in Vision's Inquiries.

Detailed Order Inquiry (menu-19.1.2) and Detailed Release Inquiry (menu-19.1.5) are two examples of inquiries that you can use to determine if any flyers or gifts have been added to an order. Examples of both, with flyers and gifts included, are shown below.

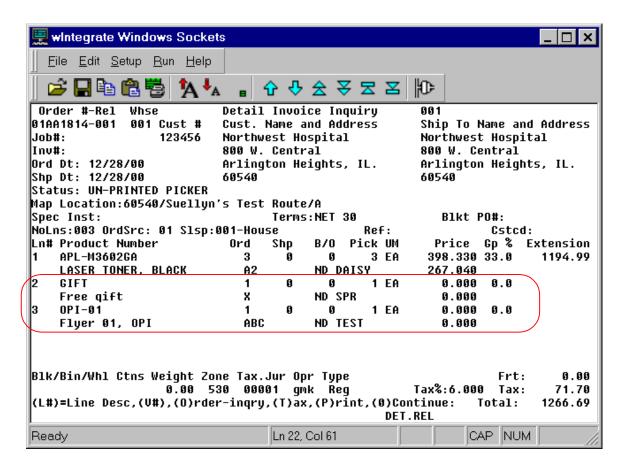
Detailed Order Inquiry (Menu-19.1.2)

The gift that Vision added to the order detailed in the sample screen shown below has a product number of GIFT. The flyer has a product number of OPI-01.



Detailed Release Inquiry (Menu-19.1.5)

The gift that Vision added to the release detailed in the sample screen shown below has a product number of GIFT. The flyer has a product number of OPI-01.



Pick Tickets for Orders that Include Flyers and Gifts

Pick tickets that are generated for an order show any gift or flyer that should be included. The pick ticket shown below includes a flyer and a gift. The product number of the gift is GIFT, and the product number of the flyer is OPI-01.

WHSE: 001

OFFICE PRODUCTS, INC.

OFFICE PRODUCTS, INC.

Picking List

OFFICE PRODUCTS, INC.

Page: 1

Original notag

01AA1814001

Ship Route: 530 Shipping Wave:
Packing List No. Customer Name
01AA1814001 Northwest Hospital

Cust No. Print Date Order Date

123456

12/28/00 12/28/00

Bill To: Northwest Hospital Ship To: Northwest Hospital

800 W. Central Arlington Heights, IL 605

800 W. Central

Arlington Heights, IL 60540

Dept # 001 Northwest Hospital Ship Via: Suellyn's Test Route/A

Ctns:

WHSE LOC	PRODUCT NUMBER	PRODUCT DESCRIPTION	QTY PICK	UNIT OF MEASURE	LINE
		**** BIN ZONE 02 ****			
02ABC	OPI-01	Flyer 01, OPI	1	EA	003
		**** BIN ZONE 12 ****			
12X	GIFT	Free gift	1	EA	002
		**** BIN ZONE A ****			
AA2	APL-M3602GA	LASER TONER, BLACK	3	EA	001
		,			

Packing Lists for Orders that Include Flyers and Gifts

Packing lists that are generated for an order show any gift or flyer that should be included. The packing list shown below includes a flyer and a gift. The product number of the gift is GIFT, and the product number of the flyer is OPI-01.

```
530 A 00000
                                              01AA1814001
                                                                                          N/A
                                       1102 E. Chicago Ave.
                                       Chicago, IL 60606
                                                                              Packing List
                                                      Ship To # 001
847-255-5555
       Northwest Hospital
                                                      Northwest Hospital
       800 W. Central
                                                      800 W. Central
       Arlington Heights, IL 60540
                                                     Arlington Heights, IL 60540
01 AA0240
                                              01/05/01 12/28/00 NET 30 123456
APL-M3602GA 3 3 EA 0 LASER TONER, I
GIFT 1 1 EA 0 Free gift
OPI-01 1 1 EA 0 Flyer 01, OPI
                                       0 LASER TONER, BLACK
                      NAME OF CSR 000001 999-888-7777
```

Delivery Tickets for Orders that Include Flyers and Gifts

Delivery tickets that are generated for an order show any gift or flyer that should be included. The delivery ticket shown below includes a flyer and a gift. The product number of the gift is GIFT, and the product number of the flyer is OPI-01.

```
530 A 00000
                                              01AA1814001
                                                                                            1
                               1102 E. Chicago Ave.
                                                                         Delivery Ticket
                              Chicago, IL 60606
847-255-5555
                                                      Ship To # 001
       Northwest Hospital
                                                      Northwest Hospital
       800 W. Central
                                                     800 W. Central
       Arlington Heights, IL 60540
                                                     Arlington Heights, IL 60540
01 AA0240
                                              01/05/01 12/28/00 NET 30 123456
APL-M3602GA 3 3 EA 0 LASER TONER, BLACK GIFT 1 1 EA 0 Free gift OPI-01 1 1 EA 0 Flyer 01, OPI
                      NAME OF CSR 000001 999-888-7777
```

Frequently Asked Questions About Flyers and Gifts

Following are some common questions and answers about flyers and gifts in Vision.

Q: Is a gift or flyer picker printed when an order is completely filled by the wholesaler?

A: The gift or flyer prints on the same pick ticket as the item(s) ordered. The ticket, depending on the flag, does not print until after an EDI transmission.

Q: Is a gift or flyer picker printed when an order is BULK only (no split case)?

A: No.

Q: Is gift and flyer logic ignored for National Express Delivery Service (NEDS) orders and/or other drop ship orders?

A: Yes.

Q: Does the gift and flyer logic take place at order entry time or when pickers are printed?

A: The logic takes place at order entry, but the items are not displayed on the line item screen in order entry.

Q: Is a gift or flyer set up as a regular item with a location, and does it show up as a normal line to be picked on the picker?

A: Yes, with the warehouse location and zone.

Q: Is the gift or flyer a regular order line that will show up in history, inquiries, reports, showing detail order information, etc.?

A: Yes.

Q: Does it print on the packing list and/or invoice, or is it just on the picker?

A: It prints on the pick ticket and packing/delivery ticket(s). It does not print on the invoice.

Q: What happens if the flyer or gift is not in stock?

A: Vision does not add the item to the order; therefore, the flyer/gift does not appear on the pick ticket or the packing/delivery ticket(s).