

Instruction Sheet Order Entry System

To access the Instruction Sheet Order Entry System, you must login with a valid Supplier Id and Password.

Instruction Sheet Order Entry System		For Assistance Call Rhea Gandy at Coakley-Tech at (414) 389-1900
Inquiries	System Login Supplier Id: <input type="text"/> Password: <input type="password"/> Message: <input type="button" value="Login"/>	
Ordering		
Manual		
Logout		

Upon successful login to the site, the Menu choices on the left side of the site become active. Position your cursor over the Menu options to view choices available to you. Move your cursor to the desired option and click on it.

Instruction Sheet Order Entry System		For Assistance Call Rhea Gandy at Coakley-Tech at (414) 389-1900
Inquiries	Welcome to the Fulfillment Center!	
<i>Order Inquiry</i>		
Ordering		
Manual		
Logout		

Order Inquiries

To inquire on one of your orders, select 'Order Inquiry' from the 'Inquiries' menu option. The following screen will be displayed.

Instruction Sheet Order Entry System
Order Status Inquiry Selection

For Assistance Call
Rhea Gandy at Coakley-Tech
at (414) 389-1900

Enter any or all fields to filter your inquiry.

Please enter the date in this format
xx/xx/xxxx

Supplier Id:

Order #:

ISheet #:

eMail Address:

Order Date:

Activity After Date:

Descriptions That: begin with
 contains

Order Status: Received Order In Process Unavailable
 Shipped Cancelled

Note that your 'Supplier Id' will be defaulted. You may enter any combination of fields to filter your inquiry. To see all of your orders simply enter the 'Supplier Id'. If you know the order date, you may narrow the focus of your inquiry results by entering this date in the 'Order Date' field. If you want to see all orders after a specific date, enter that date in the 'Activity After Date' field.

Entering a specific 'Order #' or 'Isheet #' will filter your results to just those orders. You may also filter based on 'Email Address'.

You may search for orders containing a specific product by entering the beginning portion of the product description or a word that is contained in the description. Lastly, you may request to review orders based on a specific order status.

When you have entered your filtering criteria, click on the 'Submit' button. The results of your inquiry criteria will be displayed. A sample follows.

Instruction Sheet Order Entry System
Order Status Inquiry Summary

For Assistance Call
Rhea Gandy at Coakley-Tech
at (414) 389-1900

Click on "Order #" to view order detail.

Order #	Type	Status	Requestor	Order Date/Time	Ship To
036-8	ISheet	Shipped	Wayne Stoner	6/18/2001 09:36:30	Wayne Stoner
036-7	ISheet	Shipped	Wayne Stoner	6/14/2001 14:40:56	Wayne Stoner
036-4	ISheet	Shipped	Wayne Stoner	6/7/2001 18:50:20	Wayne Stoner
036-2	ISheet	Shipped	Wayne Stoner	6/7/2001 18:47:59	Wayne Stoner

SELECTION CRITERIA

Supplier Id:	W
Order #:	
eMail Address:	
Order Date:	
Order Types:	Instruction Sheets
Order Status:	Shipped
Activity After Date:	

The top portion of your screen will show the orders that match your inquiry criteria. The bottom portion shows the selection criteria that you entered.

You may review the order detail by clicking on the 'Order #' (in blue) in the first column. The order detail will be displayed. Note that you have the ability to send an email about your order from the bottom of the order detail screen.

Placing an Order

To place a new order, select 'Place Order' from the 'Ordering' menu option. The following screen will be displayed. Fields displayed in red are required fields.

Instruction Sheet Order Entry System Order Form

For Assistance Call
Rhea Gandy at Coakley-Tech
at (414) 389-1900

Fields in Red are Required.

Please click Submit at the bottom of the page to place the order.

REQUESTOR INFORMATION

Supplier ID: **Date:** 11/16/2001 9:14:38 AM

First **Init** **Last**

Name: Wayne Stoner

Email: wayne.stoner@ctiwi.com

Phone: 2628433465

SHIP TO

Name1:

Name2:

Address1:

Address2:

City: **State/Prov:**

Zip/Postal: **Country:**

Buyer Email must be entered if the Shipping Method is Overnight.

Buyer will be contacted for approval of Overnight Shipping.

Shipping Method: **Buyer Email:**

Publications

At least one publication must be selected
Qty cannot be blank or zero.

You will receive the latest
version we have in stock.

QTY	Id (I#)	Finish Size	Description
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text" value="No Folds"/>	<input type="text"/>

COMMENTS

If you have placed a prior order, your 'Supplier Id', 'Name', 'Email' address, and 'Phone' will be defaulted for you. You may type over these fields.

You may type in the 'Ship To' address or click on the 'Retrieve Previous Address' button to pull forward an address you have used in a previous order. If you are

choosing a previous address, scroll down the list until you locate the address you desire. Then click on the 'Use Address' button. This 'Ship To' data will be placed on your order. You may make adjustments if necessary. As you place orders for new 'Ship To' addresses, they will be added to your 'Previous Address' list for future use.

Note that if you are indicating that the order's 'Shipping Method' is 'Overnight', the 'Buyer Email' address is required.

You must place at least one publication on an order. You may type in the Id (J#) or select it from a list by clicking on the 'Lookup Publications' button. The 'Publication Search' screen will be displayed.

Instruction Sheet Order Entry System
Order Form
Publication Search
Results

[For Assistance Call
Rhea Gandy at Coakley-Tech
at \(414\) 389-1900](#)

Enter Criteria:

Instruction Sheet ID (J# or Kit#): [When searching by J#, please include the J in the \(J# or Kit#\) field.](#)

Descriptions that begin with

contain

Match Limit: Max: 100

Publications

QTY	Id	Rev. Date	Description
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To remove an item, uncheck the box next to the item and click on Remove.
To add these items to your order please click on Done.

From here you may enter in an 'Instruction Sheet ID' ('J# or Kit#'). Note that when searching by 'J#', you must include the 'J' in the 'J# or Kit#' field. You may also search for publications that have descriptions that begin with a certain value or which contain a specific piece of text.

When you are finished entering your search criteria, you will click on the 'Search' button. A list of the publications matching your search criteria will be displayed, up to 100 publications. If you do not find the publication you are searching for in the returned list, you may further narrow your search by entering additional criteria or you may increase the maximum number of matches to be returned. Note that increasing the number of matches to be returned may increase the time you must wait to view the returned list. A sample of the search result screen follows.

Instruction Sheet Order Entry System
 Order Form
 Publication Search
 Results

For Assistance Call
 Rhea Gandy at Coakley-Tech
 at (414) 389-1900

Id	Description
<input type="checkbox"/> J00597	HARLEY-DAVIDSON 12 VOLT BATTERIES 65989-90A : HARLEY-DAVIDSON 12 VOLT BATTERIES 65989-97 : HARLEY-DAVIDSON 12 VOLT BATTERIES 65991-75C : HARLEY-DAVIDSON 12 VOLT BATTERIES 65991-82A : HARLEY-DAVIDSON 12 VOLT BATTERIES 66006-70 : HARLEY-DAVIDSON 12 VOLT BATTERIES 66007-84 : HARLEY-DAVIDSON 12 VOLT BATTERIES 66010-82A : HARLEY-DAVIDSON 12 VOLT BATTERIES 66010-97 : HARLEY-DAVIDSON 12 VOLT BATTERIES
<input type="checkbox"/> J00865	INSTALLING HARLEY-DAVIDSON 12 VOLT MAINTENANCE-FREE BATTERIES ON 66673-96 : INSTALLING HARLEY-DAVIDSON 12 VOLT MAINTENANCE-FREE BATTERIES ON
<input type="checkbox"/> J01575	HARLEY-DAVIDSON 12 VOLT BATTERIES 65989-90B : HARLEY-DAVIDSON 12 VOLT BATTERIES 65989-97A : HARLEY-DAVIDSON 12 VOLT BATTERIES 65991-82B : HARLEY-DAVIDSON 12 VOLT BATTERIES 66010-82B : HARLEY-DAVIDSON 12 VOLT BATTERIES 66010-97A : HARLEY-DAVIDSON 12 VOLT BATTERIES

3 records found.

When you find the publication you are searching for you will click on the box to the left of the 'Id' column. Then click the 'Add Publications' button. Your choices will be added to a staging area awaiting completion of your searches.

Instruction Sheet Order Entry System
 Order Form
 Publication Search
 Results

For Assistance Call
 Rhea Gandy at Coakley-Tech
 at (414) 389-1900

Enter Criteria:

Instruction Sheet ID (J# or Kit#): **When searching by J#, please include the J in the (J# or Kit#) field.**

Descriptions that begin with

contain

Match Limit: Max: 100

Publications

QTY	Id	Rev. Date	Description
<input checked="" type="checkbox"/>	J00597	20000628	HARLEY-DAVIDSON 12 VOLT BATTERIES
<input checked="" type="checkbox"/>	J01575	20000710	HARLEY-DAVIDSON 12 VOLT BATTERIES

To remove an item, uncheck the box next to the item and click on Remove.
 To add these items to your order please click on Done.

You may continue to perform searches for other publications. When you have identified all of the publications you wish to attach to your order, click on the 'Done' button. If you wish to remove a publication from your staging list, uncheck the box next to the item to be removed and click 'Remove'. The publication will disappear from your staging area.

The publications that you chose for your order will be added to the 'Publication' section on your order form, awaiting your entry of the quantity to be ordered for each publication. You may also indicate the 'Finish Size' by clicking on the drop-down arrow in the third column. You may optionally add a comment to your order.

Publications		Lookup Publications	
At least one publication must be selected		You will receive the latest	
Qty cannot be blank or zero.		version we have in stock.	
QTY	Id (J#)	Finish Size	Description
<input type="text"/>	J00597	No Folds	HARLEY-DAVIDSON 12 VOLT BATTERIES
<input type="text"/>	J01575	No Folds	HARLEY-DAVIDSON 12 VOLT BATTERIES
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>
<input type="text"/>	<input type="text"/>	No Folds	<input type="text"/>

COMMENTS

When your order is complete, click on the 'Submit' button. (Note that you may click the 'Reset' button to scrap the order and begin again.) If any errors are found in your order, they will be displayed back to you in red. You must resolve the problem and click 'Submit' again. If no errors are found in your order, you will be asked to verify the order and then click 'Place Order' at the bottom of the verification page.

Instruction Sheet Order Entry System
Order Form
Order Form Confirmation

For Assistance Call
Rhea Gandy at Coakley-Tech
at (414) 389-1900

Date Ordered: 11/16/2001 9:55:05 AM

Please verify and click PLACE ORDER at the bottom of the page.

REQUESTOR INFORMATION

Supplier Id: W
Name: Wayne Stoner
Email: wayne.stoner@ctiwi.com
Phone: 2628433465

SHIP TO

Name1: Customer One
Name2:
Address1: 12345 80th Street
Address2:
City: Milwaukee
Zip/Postal: 54321
Shipping Method: Ground
State/Prov: WI
Country: USA
Buyer Email:

Publications

Qty	Id	Finish Size	Description
1	J00597	NoFolds	HARLEY-DAVIDSON 12 VOLT BATTERIES
2	J01575	NoFolds	HARLEY-DAVIDSON 12 VOLT BATTERIES

COMMENTS:

Place Order

Back

Upon placing your valid order, your final order will be displayed for you, including the order number assigned and the date and time of the order. The message 'Order Complete' will also be shown at the bottom. You may print a copy for your records.

Instruction Sheet Order Entry System
Order Form

For Assistance Call
Rhea Gandy at Coakley-Tech
at (414) 389-1900

Order Number Assigned: 036-81

Date Ordered: 11/16/2001 9:55:05 AM

Please print a copy of this confirmation and keep for your records. The order number assigned should be used in any correspondence regarding the status of this order. It can also be valuable in any online status inquiries you may do in the future.

REQUESTOR INFORMATION

Supplier Id: W
Name: Wayne Stoner
Email: wayne.stoner@ctiwi.com
Phone: 2628433465

SHIP TO Name1: Customer One
 Name2:
 Address1: 12345 80th Street
 Address2:
 City: Milwaukee State/Prov: WI
 Zip/Postal: 54321 Country: USA
 Shipping Method: Ground Buyer Email:

Publications

Qty	Id	Finish Size	Description
1	J00597	NoFolds	HARLEY-DAVIDSON 12 VOLT BATTERIES
2	J01575	NoFolds	HARLEY-DAVIDSON 12 VOLT BATTERIES

COMMENTS:

Order Complete

You may close the screen.

Your order is now visible if you choose to perform an inquiry on it.

When you are completely finished, select the 'Logout' option to leave the Instruction Sheet Order Entry System.

Instruction Sheet Order Entry System For Assistance Call
Rhea Gandy at Coakley-Tech
at (414) 389-1900

Inquiries Ordering Manual Logout	Welcome to the Fulfillment Center!
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Should you have any questions, you may contact Rhea Gandy at Coakley-Tech at (414)389-1900.