



Free Form Orders & Quotes





Free Form Orders

Free Form orders are sales orders of items that are not kept in stock by the company.

These orders can only be done for customers who are setup as being direct ship.

Free Form Orders

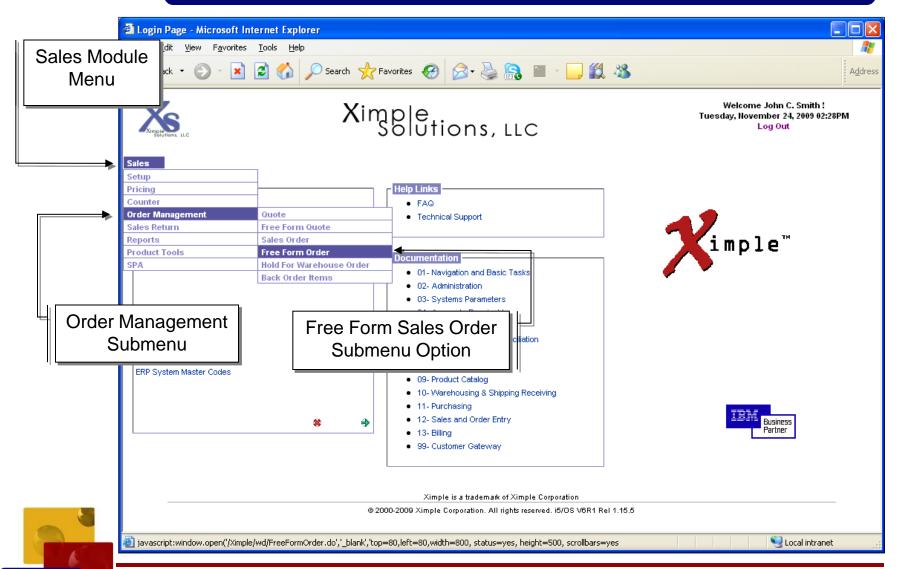
- 1. Sales Order is entered
- 2. Sales order is Booked
- 3. Purchase Order is Edited
- 4. Purchase Order is Approved (Ximple will try to approve automatically)
- 5. Sales Order is Manually Closed (once Free Form Billing is Complete

Note: The PO information will always reflect the Sales Order information. If at any time the sales order is edited (items qty changed or deleted) the purchase order will automatically change to show the correct data.





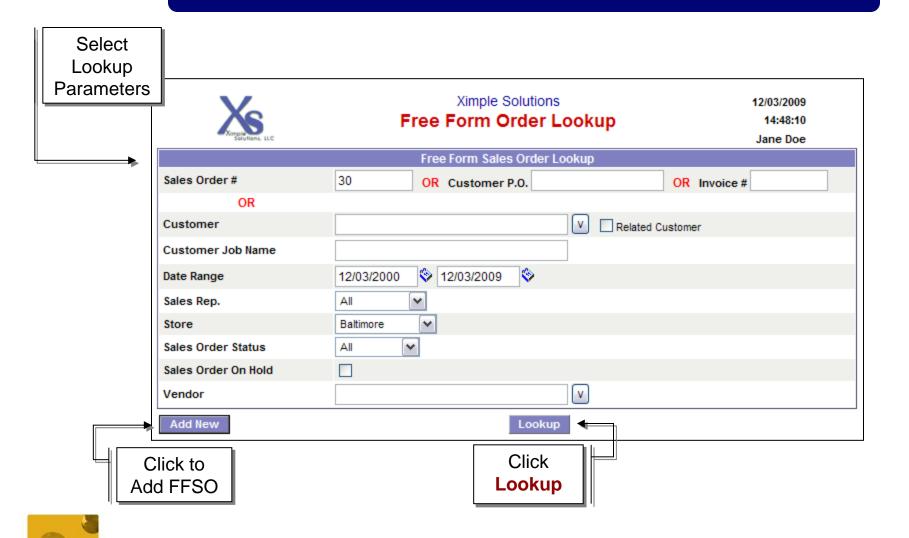
Free Form Sales Order



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Free Form Sales Order





Free Form Sales Order



Popup Menu:

View: View FFSO information

Edit: Edit FFSO

Book: Book FFSO

Copy: Create a copy of the FFSO

Print: Print FFSO info (generates pdf file)

Delete: Delete FFSO that's yet to be booked

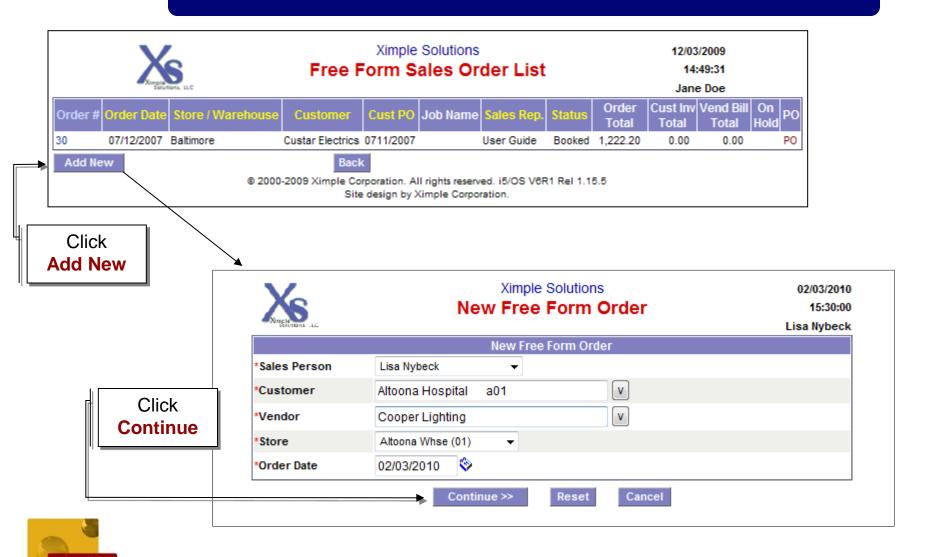
Cancel: Cancel FFSO that's been booked

Hold: Put a FFSO on hold

Release: Release a FFSO that has been put on hold







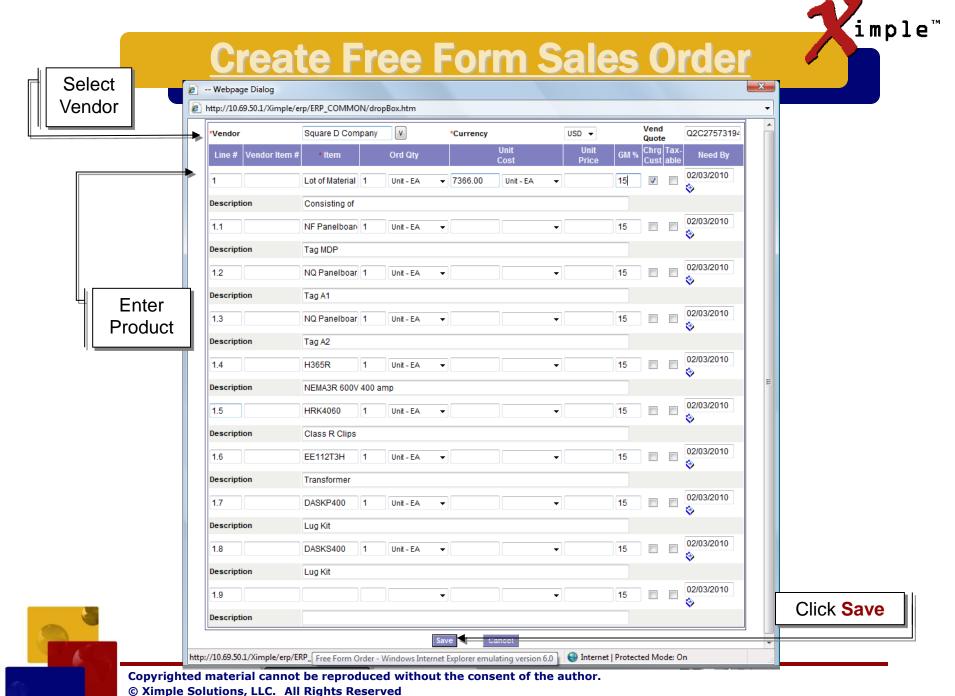


Xingelenana	ıc	Ximple Solutions Free Form Order	02/03/2010 15:31:29 Lisa Nybeck	
		Shipping & Billing		
Order # Order 02/03/2		Customer Vendor Altoona Hospital a01 Cooper Lig	Sales Person ghting Lisa Nybeck	
Cust PO / Rel. #	1080972-0-CAP /			
Cust PO Date	02/03/2010	Order Placed By	Donna Fenton v	
Job Name	Hospital			
Mark Carton				
*Need By	02/03/2010	*Billing Currency	USD ▼	
*Tax Exempt	Yes No	*Purchasing Currency	USD ▼	
Exemption Reason	▼	*Exchange Rate Final	○ Yes ◎ No	
*Gross Margin %	15.00	Vendor Quote		
Shipping Method	Best Way ▼	S & H		
Bill To	Joe Dinardo	v / 620 HOWARD AVENUE, ALTO	ONA, BLAIR, PA, 16601-4899	
Click Save	Donna Fenton	v / 620 HOWARD AVE, 2ND.FLOO	DR OF TOWER, DOCK AREA, / V	
& Continue pping			★	
	255characters remaining on your input limit			
Internal Comments			*	
	255characters remaining on your input limit			
***	Save &	Continue >> Reset Car	ncel	

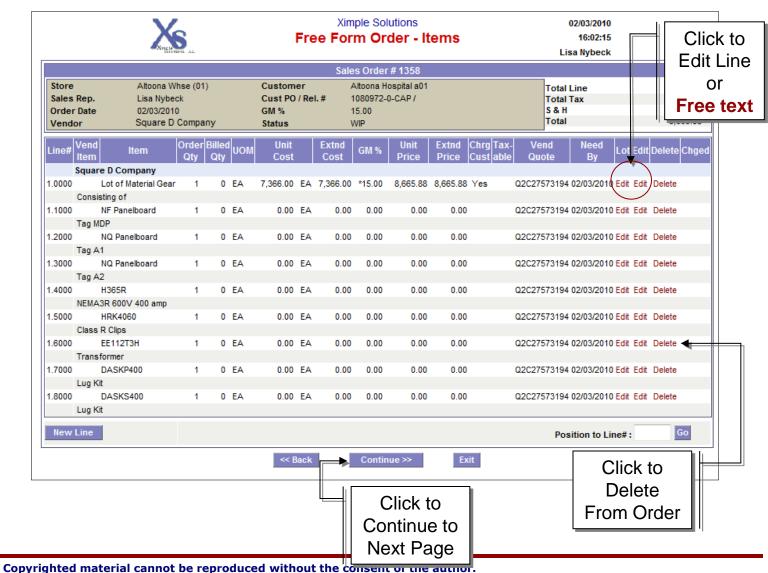






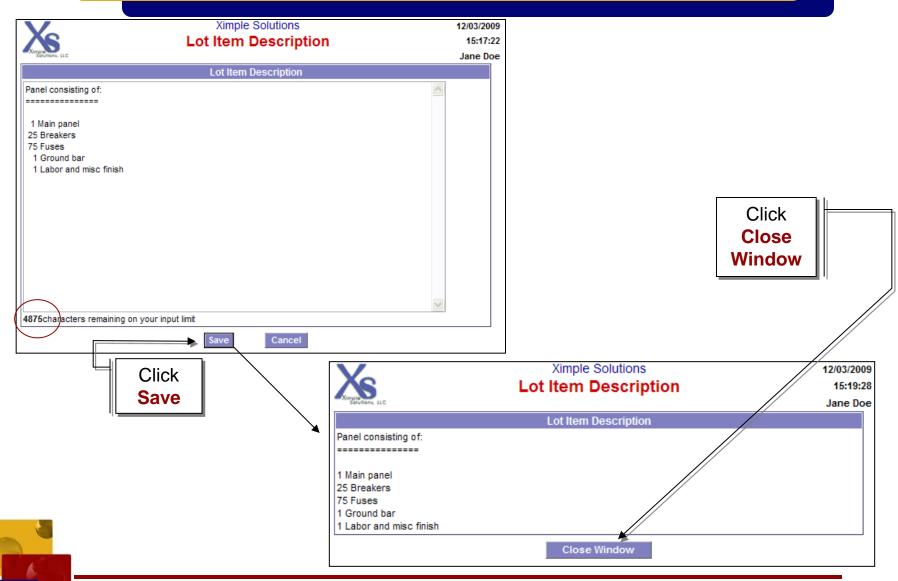




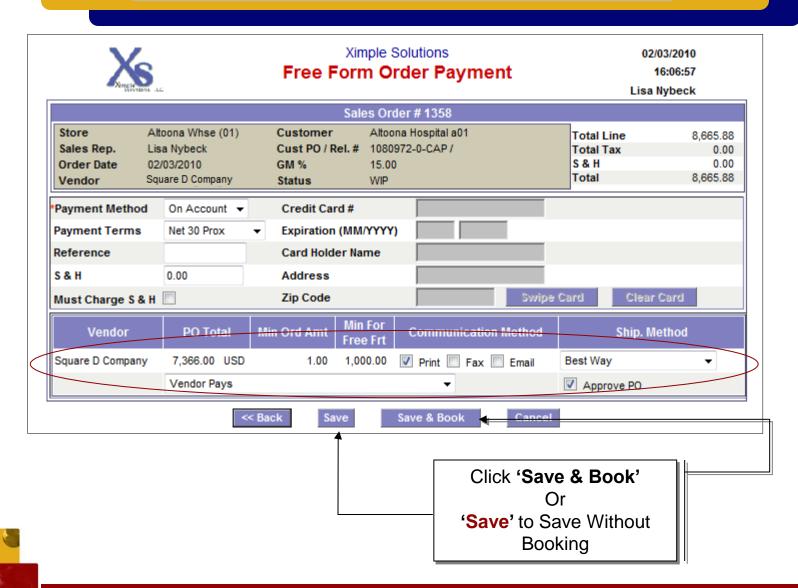








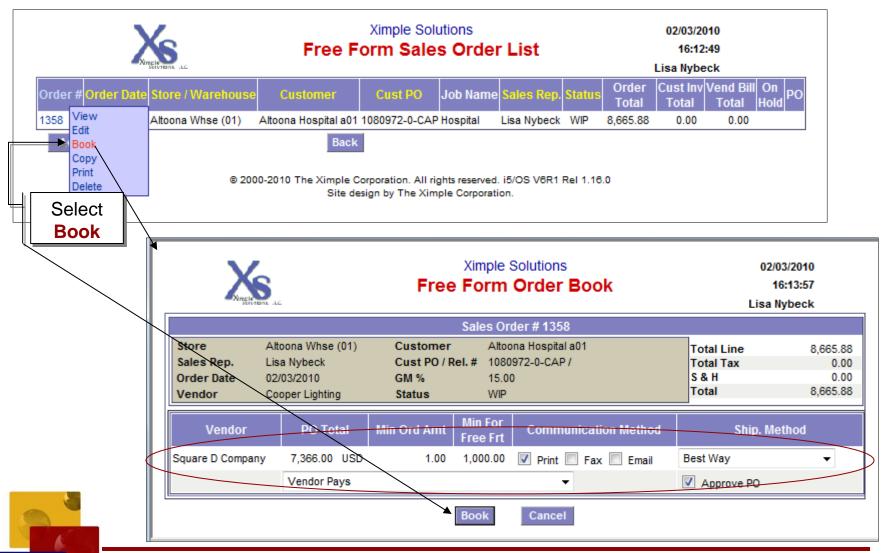








FFSO - Book



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FFSO - Approve PO







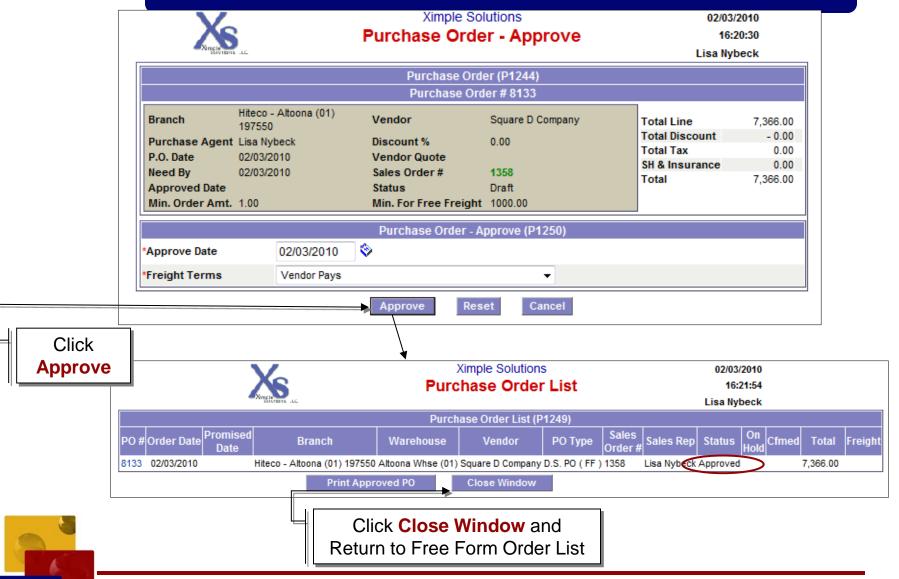
FFSO - Approve PO







FFSO - Approve PO





FFSO - Hold Order







FFSO - Hold Order

2	TOTAL SERVICE LLC		nple Solutions Order Hold / Rele	ease		/2009 40:40 Doe	
	Sales Order # 560						
Store Sales Rep. Order Date Vendor	Baltimore Jane Doe 12/03/2009 Arctic Electric, Inc.	Customer Cust PO / Rel. # GM % Status	Custar Electrics 965822 / 001 10.00 Booked		Total Line Total Tax S & H Total	944.44 0.00 2.00 946.44	
			Hold Order				
Hold Reason	Waiting for Approva	ı 🕶	OR	Comi	ment Only		
Comments		oriate comments related	d to the reason for holding th	e order			
		Save	Reset				
		Hold	/ Release History				
Status	Reason		Comments		User	Date	
	No data was found.						
Click 'Save' Place the Or on Hold							





FFSO - Release Order







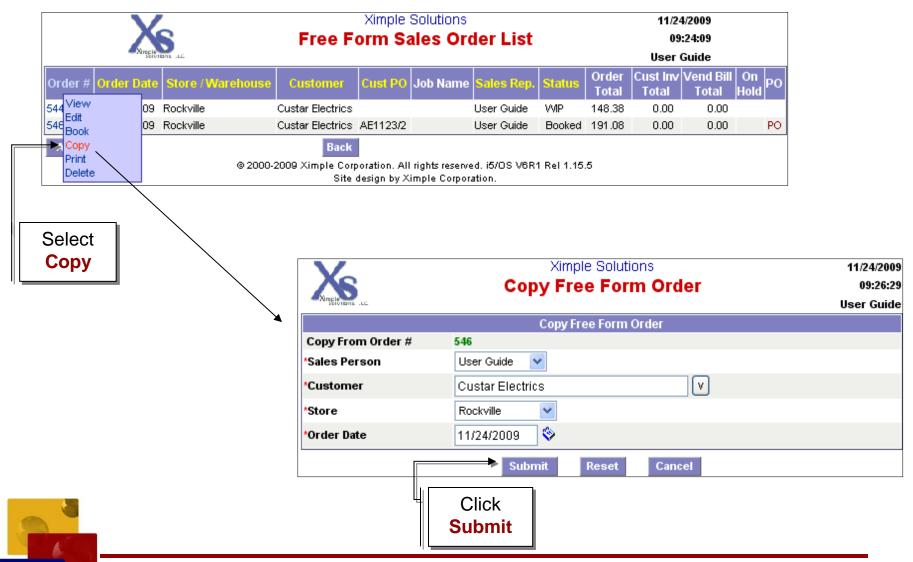
FFSO - Release Order







FFSO - Copy Order





Close FFSO





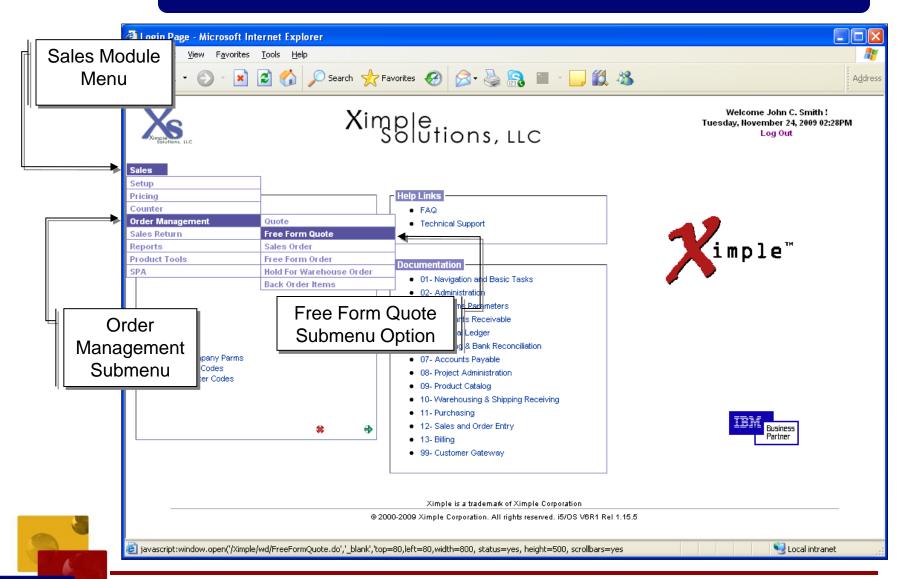
FFSO - Certification

- 1. Search for Free Form Order
- 2. Enter Free Form Order
 - For a single vendor
 - Multiple vendors
 - Chargeable Items
 - Non-Chargeable Items
 - Custom Pricing Vs. GM%
- 3. Book Order
- 4. Approve PO
- 5. Close FFSO



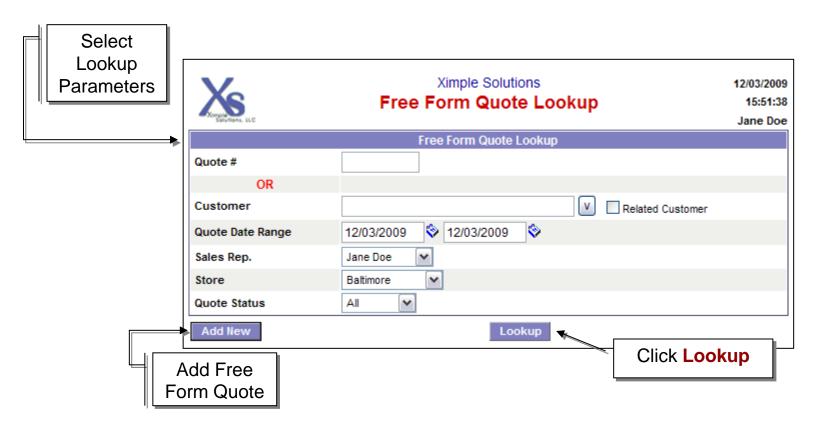


Free Form Quote

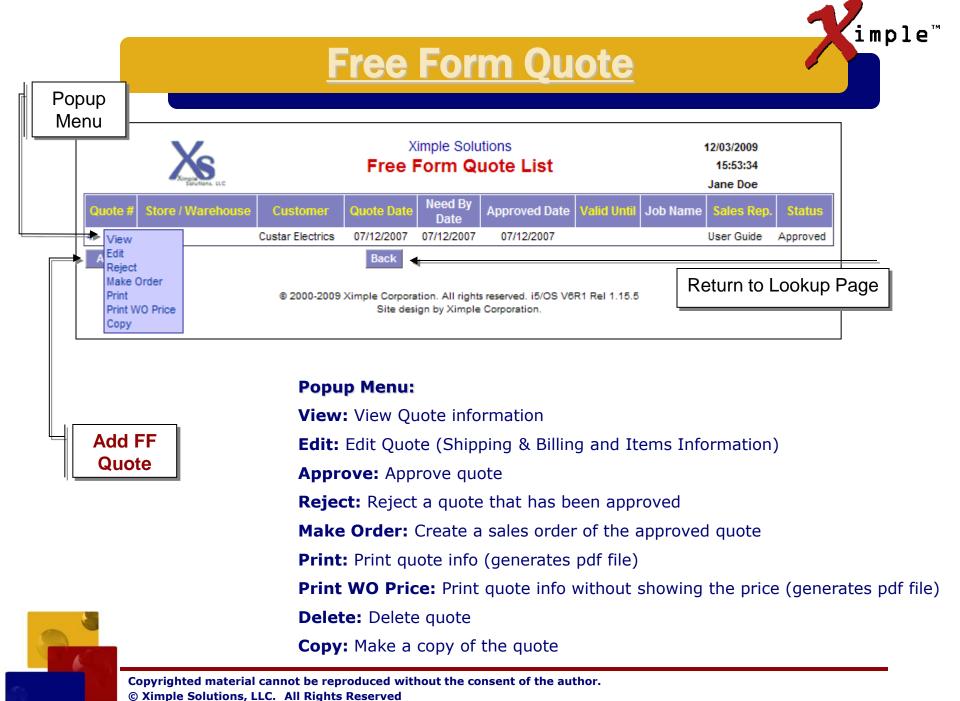




Free Form Quote









Ximple Solutions, ILC	Ximple Solutions New Free Form Quote	12/03/2009 15:54:48 Jane Doe
	New Free Form Quote	
Sales Person	Jane Doe 🕶	
*Customer	Custar Electrics	
*Vendor	Arctic Electric, Inc.	
*Store	Baltimore	
*Quote Date	12/03/2009	
	Continue >> Reset Cancel	
	Click Continue	





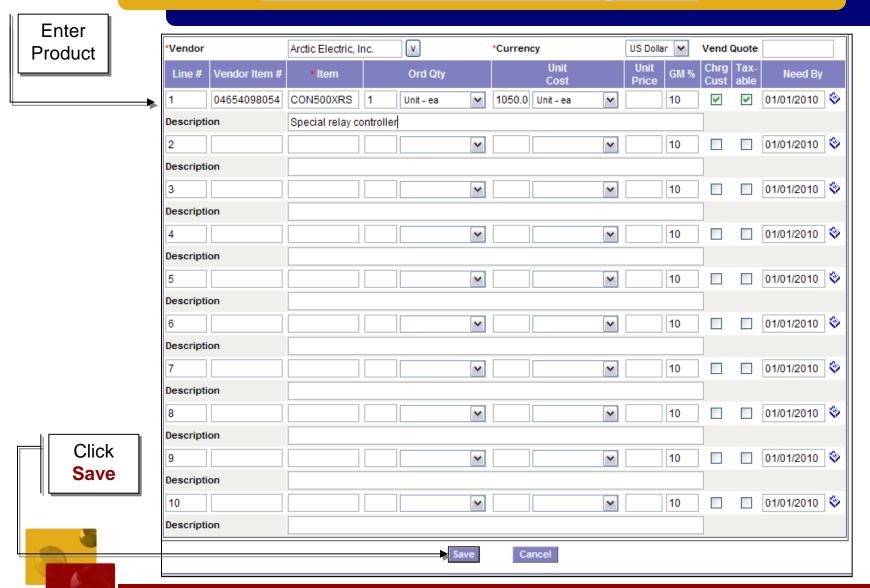
	Ximpaie Solutions. El	с	Ximple Solutions Free Form Quote		12/03/2009 15:56:03 Jane Doe
	Quote # Quote 12/03/2	Date Store 1009 Baltimore	Shipping & Billing Customer Custar Electrics	Vendor Arctic Electric, Inc.	Sales Person Jane Doe
Click Save & Continue	*Need By *Valid Until	01/01/2010 💝	Quote Pla Job Name	Race	ot Smith v
	*Tax Exempt Exemption Reason	● Yes ○ No Resale	*Exchange	Rate Final USD	ollar ✓ ′es ⊙ No
		Net 30	*Payment Vendor Qu S & H		ccount 🕶
	Bill To	Print Email Under Some Some Some Some Some Some Some Some	-8	Kensington, MD, 208	
	Comments	255characters remaining on y			^
	Temp. Comments	255characters remaining on y			<u>^</u>
	-		& Continue >> Res	et Cancel	



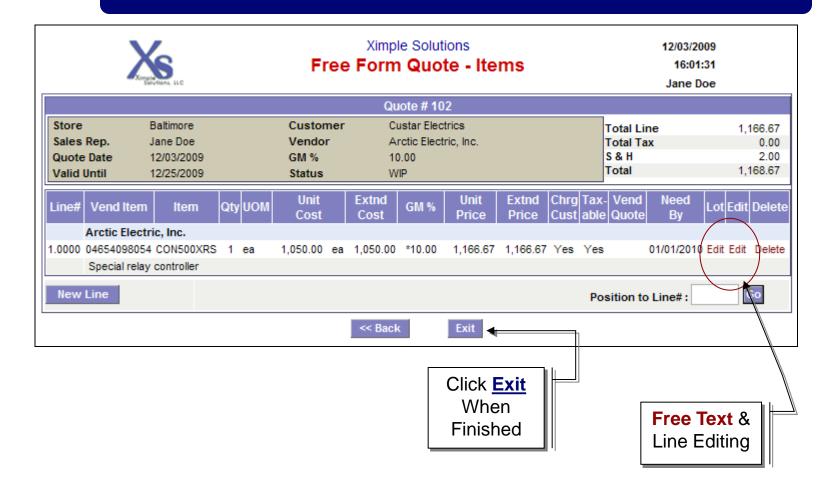






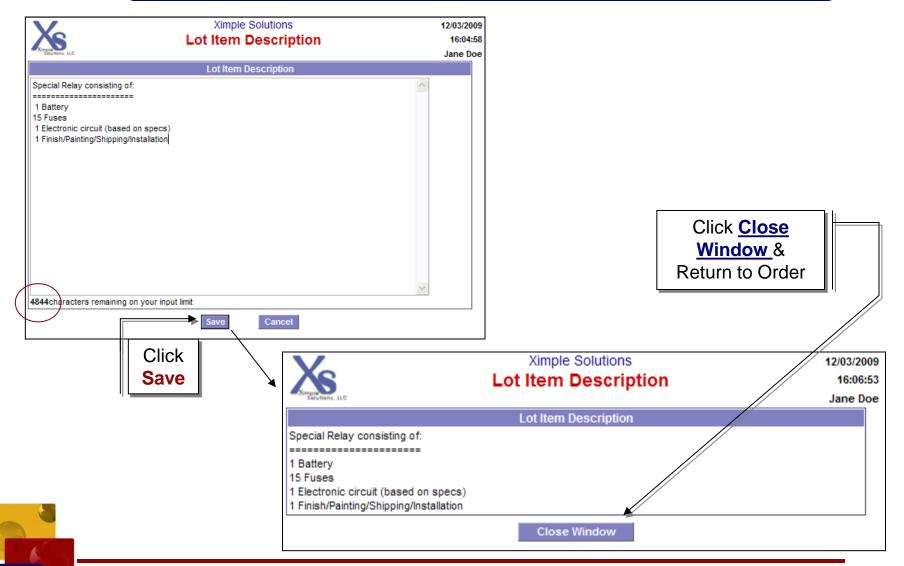






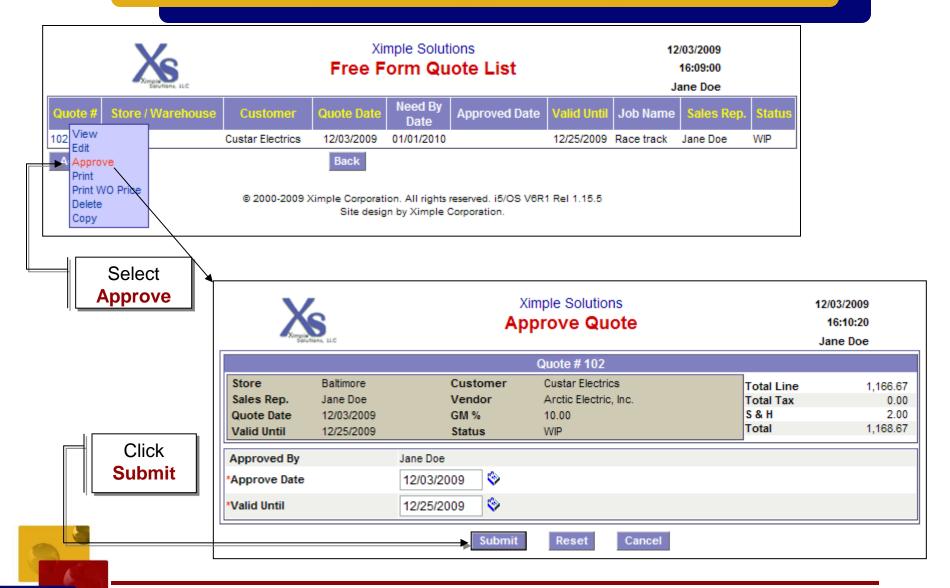






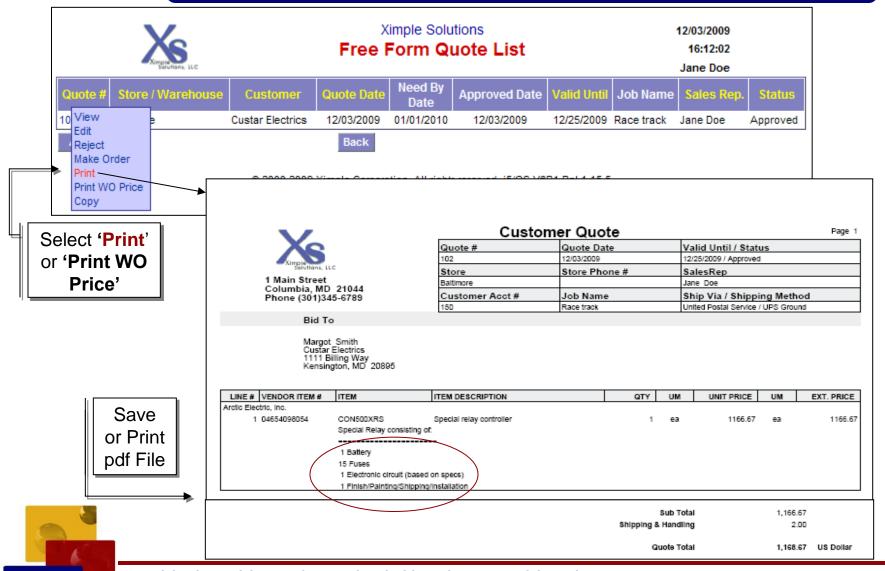


FF Quote - Approve Quote





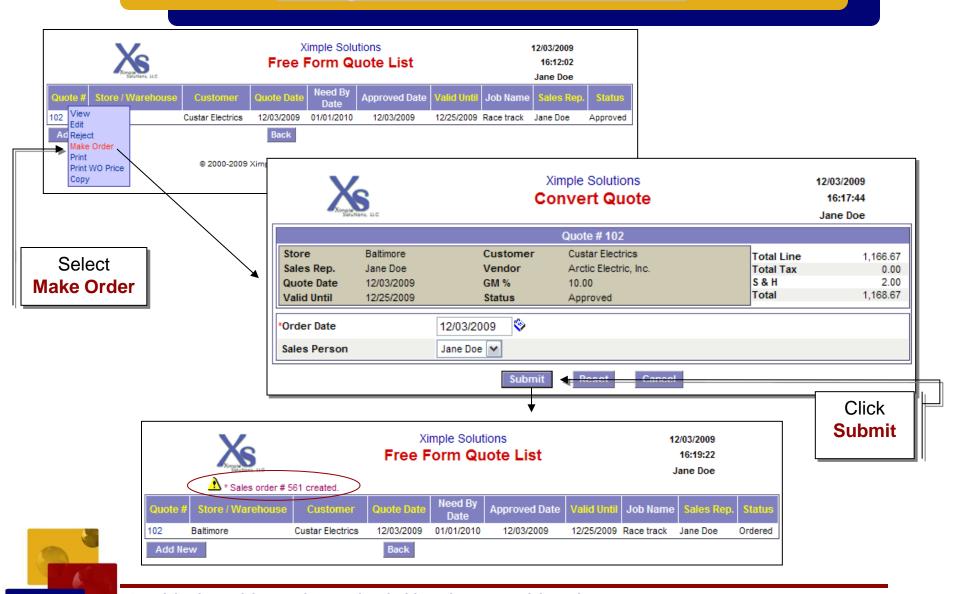
FF Quote - Print Quote



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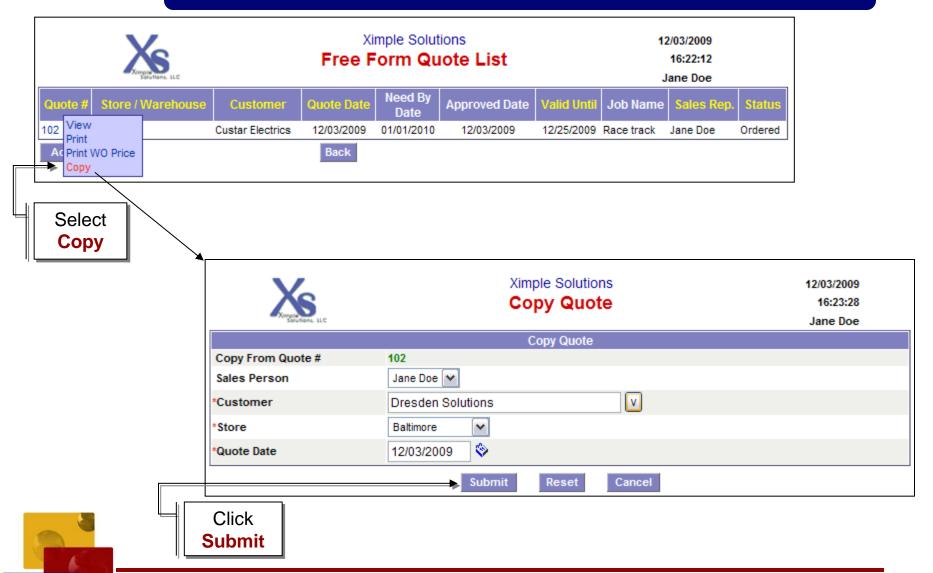
FF Quote - Make Order







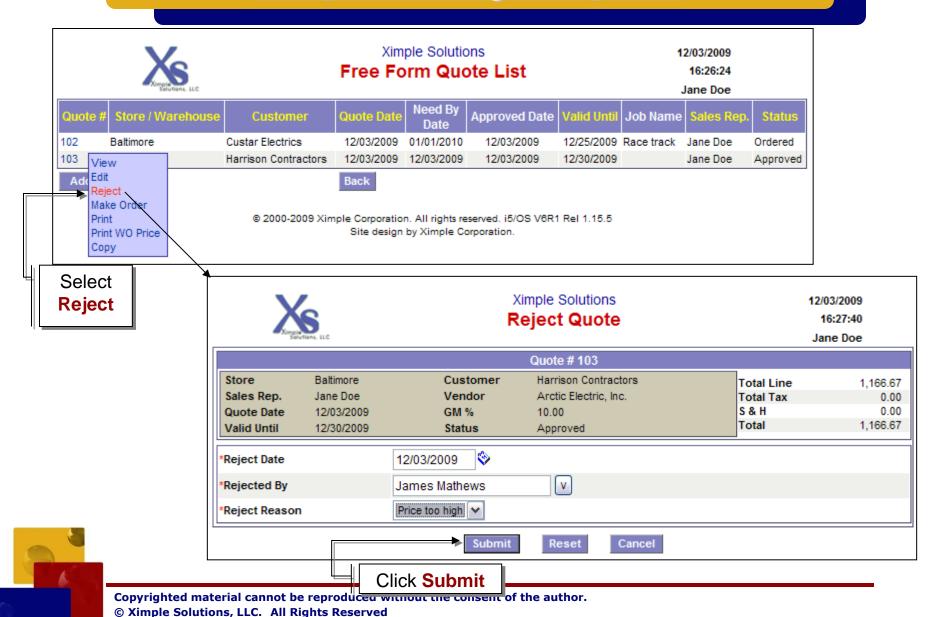
FF Quote - Copy Quote



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FF Quote - Reject Quote





FF Quote - Certification

- 1. Search for FF Quote
- 2. Enter FF Quote
 - For a single vendor
 - Multiple vendors
 - Chargeable Items
 - Non-Chargeable Items
 - Custom Pricing Vs. GM%
- 3. Create FFSO
- 4. Copy Quote





END Free Form Sales & Quotes Overview

