

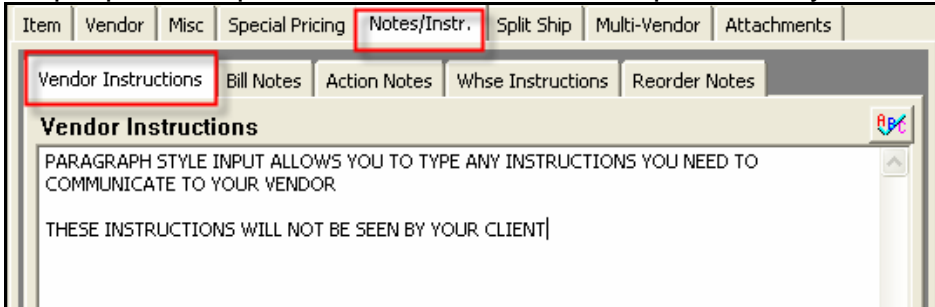
New: Combined Notes and Instructions Tab.

Notes and Instructions have all been combined under Tab 5 “Notes/Instr.”

Here is a brief overview of each of these tabs.

Vendor Instructions (previously tab 6)

This tab is used to communicate instructions to your vendor on the purchase order. This uses paragraph style input method, and can be used for anything from artwork or shipping instructions, to simple product specs. These instructions will print directly below the line item.



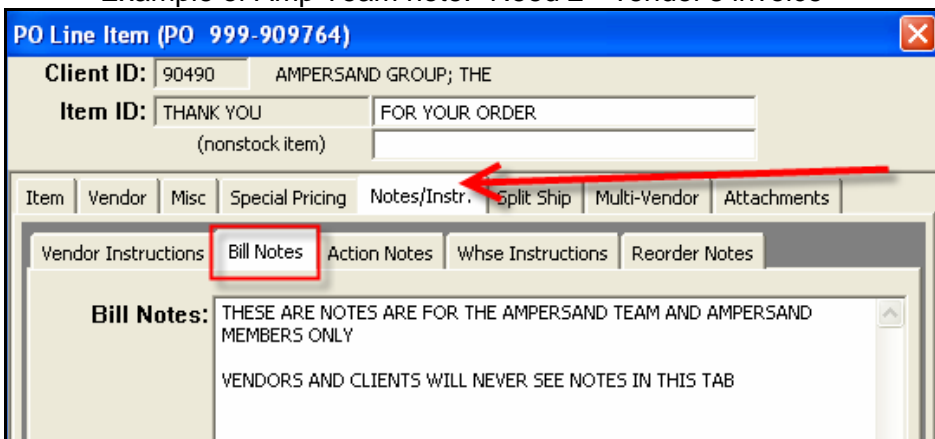
The screenshot shows a software interface with a top navigation bar containing tabs: Item, Vendor, Misc, Special Pricing, Notes/Instr., Split Ship, Multi-Vendor, and Attachments. Below this is a sub-navigation bar with tabs: Vendor Instructions, Bill Notes, Action Notes, Whse Instructions, and Reorder Notes. The 'Vendor Instructions' tab is selected and highlighted with a red box. The main content area is titled 'Vendor Instructions' and contains the following text: 'PARAGRAPH STYLE INPUT ALLOWS YOU TO TYPE ANY INSTRUCTIONS YOU NEED TO COMMUNICATE TO YOUR VENDOR' and 'THESE INSTRUCTIONS WILL NOT BE SEEN BY YOUR CLIENT'. A small 'APC' logo is visible in the top right corner of the content area.

Bill Notes (previously tab 9)

This tab is used for communication between The Ampersand Group Team, and Ampersand Group Members. Members can use this tab to give special billing instructions to The Ampersand Group Team, who will in turn, use this tab to communicate any potential issues back to the member.

Example of a member note: “Please bill customer freight +5%”

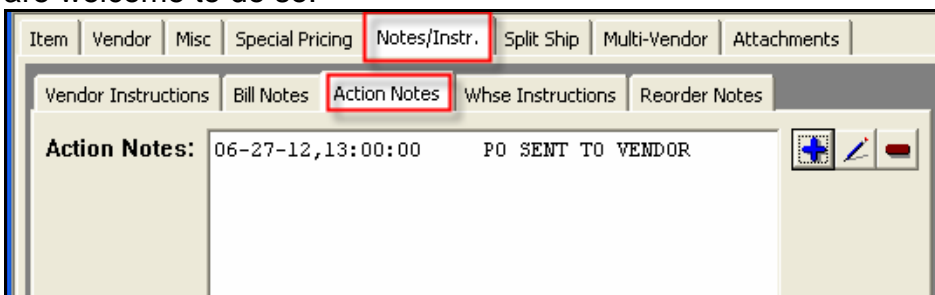
Example of Amp Team note: “Need 2nd vendor’s invoice”



The screenshot shows a software interface window titled 'PO Line Item (PO 999-909764)'. It displays 'Client ID: 90490 AMPERSAND GROUP; THE' and 'Item ID: THANK YOU FOR YOUR ORDER (nonstock item)'. Below this is a navigation bar with tabs: Item, Vendor, Misc, Special Pricing, Notes/Instr., Split Ship, Multi-Vendor, and Attachments. The 'Notes/Instr.' tab is selected and highlighted with a red box, and a red arrow points to it from the left. Below this is a sub-navigation bar with tabs: Vendor Instructions, Bill Notes, Action Notes, Whse Instructions, and Reorder Notes. The 'Bill Notes' tab is selected and highlighted with a red box. The main content area is titled 'Bill Notes:' and contains the following text: 'THESE ARE NOTES ARE FOR THE AMPERSAND TEAM AND AMPERSAND MEMBERS ONLY' and 'VENDORS AND CLIENTS WILL NEVER SEE NOTES IN THIS TAB'.

Action Notes (previously under Bill Notes in tab 9)

The purpose of this tab is to keep a log of actions performed for this order. Just click the plus sign and type in your notes, and it will give it a date and time stamp. The Ampersand Group Team uses the Bill Notes instead of Action Notes, but if you would like to use this feature for your own purposes, you are welcome to do so.

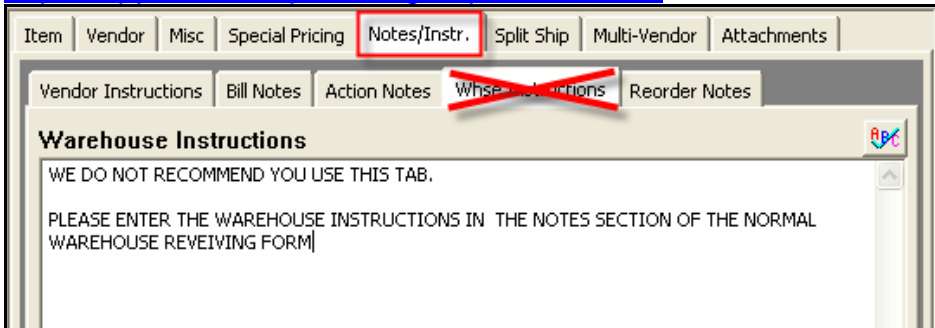


The screenshot shows a software interface with a top navigation bar containing tabs: Item, Vendor, Misc, Special Pricing, Notes/Instr., Split Ship, Multi-Vendor, and Attachments. Below this is a sub-navigation bar with tabs: Vendor Instructions, Bill Notes, Action Notes, Whse Instructions, and Reorder Notes. The 'Action Notes' tab is selected and highlighted with a red box. The main content area is titled 'Action Notes:' and contains the following text: '06-27-12,13:00:00 PO SENT TO VENDOR'. To the right of the text are three icons: a plus sign, a pencil, and a red stop sign.

Whse Instructions (New tab, not used)

Notes entered here would display on the “Notice of Impending Warehouse Receipt”, which is a report that we do not use. Please continue to use the notes section of the eform used for Warehouse Receiving. That form is found at the following URL, along with the other eforms.

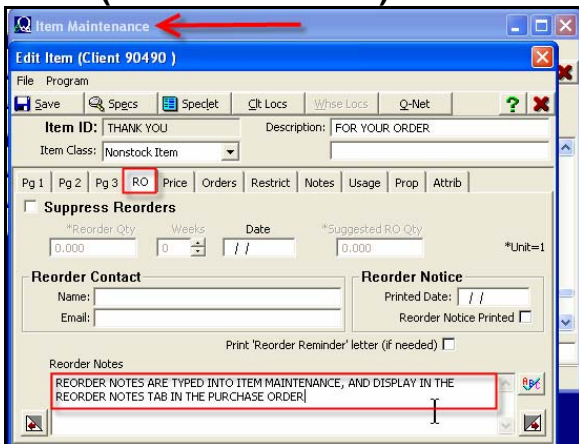
<http://support.theampersandgroup.com/eforms>



Reorder Notes (New tab)

The reorder notes tab in the purchase order, will simply display any notes that have been entered in the RO tab of Item Maintenance. This is intended as a convenience so that you don't have to look in Item Maintenance to see these notes.

(Item Maintenance)



(PO Line Item Editing)

