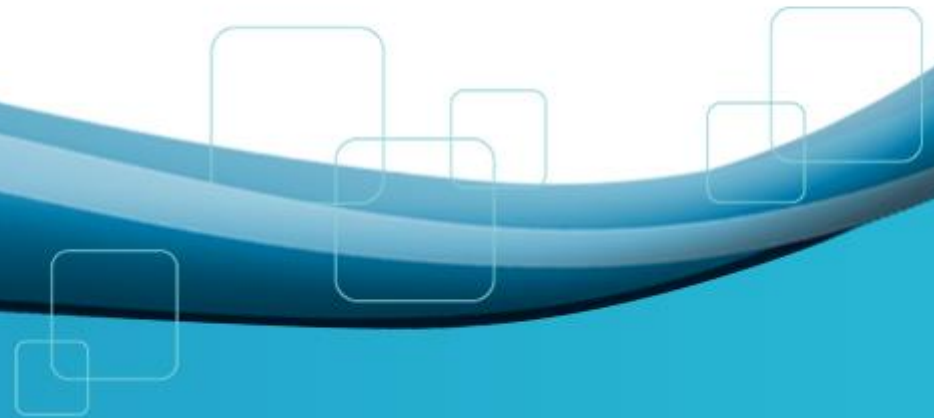




mitchell





Mitchell **GlassMate**<sup>®</sup>

Auto glass software

# Ordering Parts Electronically Through Glaxis

A decorative graphic at the bottom of the slide consists of a blue wave that curves upwards from left to right. Overlaid on this wave are several light blue, rounded square shapes of varying sizes and positions, some overlapping each other.

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# Using GLAXIS Part Quotes & Ordering Capability

GlassMate has been certified by GLAXIS technology for the purpose of parts ordering from glass distributors affiliated with the GLAXIS technology system.

You can start ordering parts electronically by launching the Parts Ordering Window through either the Main Menu, Part Selection Window or the Invoice Window and performing the following steps.

- Step 1: Choosing a supplier
- Step 2: Choosing a part type (Glass, Molding, Mirror, etc)
- Step 3: Entering your desired part
- Step 4: Selecting the quantity you wish to order
- Step 5: Selecting a ship to address
- Step 6: Selecting a delivery method
- Step 7: Setting your request for delivery date and time

\* Throughout this example, various examples of part and labor costs will be utilized, as well as sample add-ons and mark-ups. These values are for purely illustrative purposes and are not intended to suggest or otherwise indicate prevailing market conditions.

# Launching Part Quotes & Ordering Window

You can launch the Part Quotes and Ordering Window through three different methods.

1) Main Menu

2) Part Selection Window

3) Invoice Window

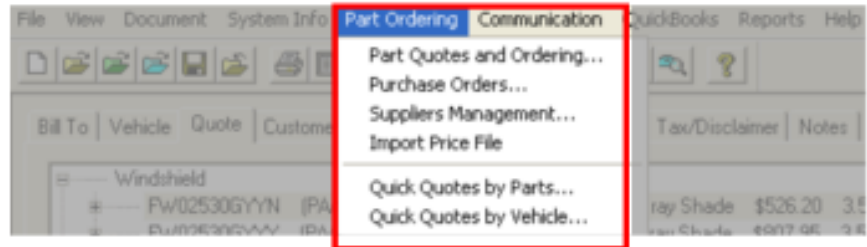
Qty	Parts/Service	Description	Item Cost	List Price	Markup/Disc	Net Price	Labor Hours	Labor Amt	Total Amt
1	Fw02530GY	(PAAS System)	\$0.00	\$526.20	0.00	\$526.20	3.50	\$0.00	\$526.20

In this tutorial, we will demonstrate how to order parts through all of the methods described above.

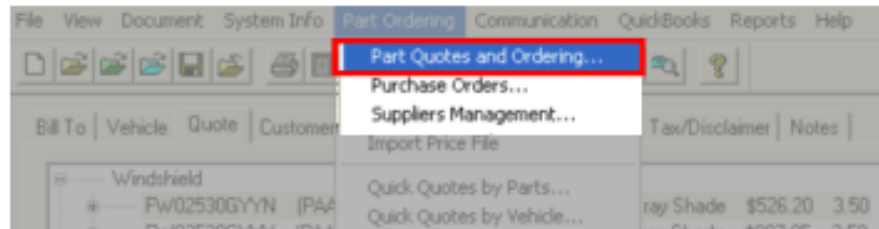
# Launching Part Quotes & Ordering through “Main Menu”

You can open the Part Quotes and Ordering Window through the Main Menu.

1) From the Main Menu select *Part Ordering*



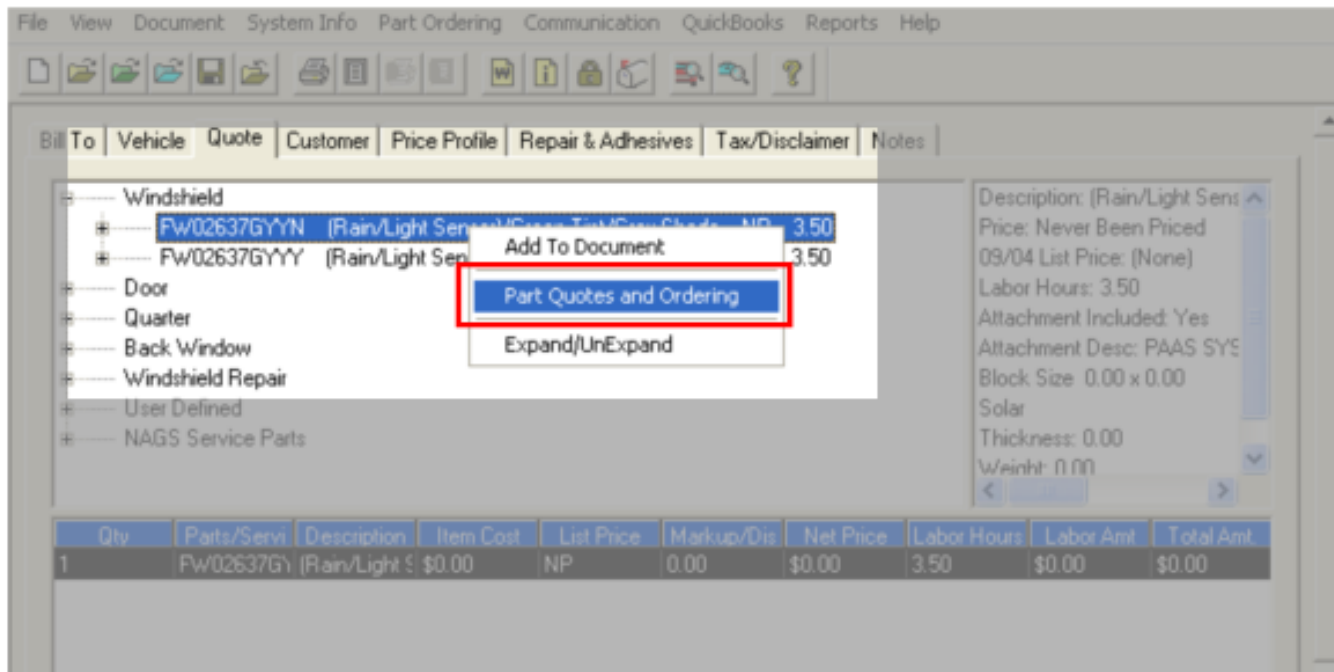
2) Select *Part Quotes and Ordering* from the *Part Ordering* Menu



# Launching Part Quotes & Ordering through “Part Selection Window”

You can open the Part Quotes and Ordering Window through the “Part Selection Window”

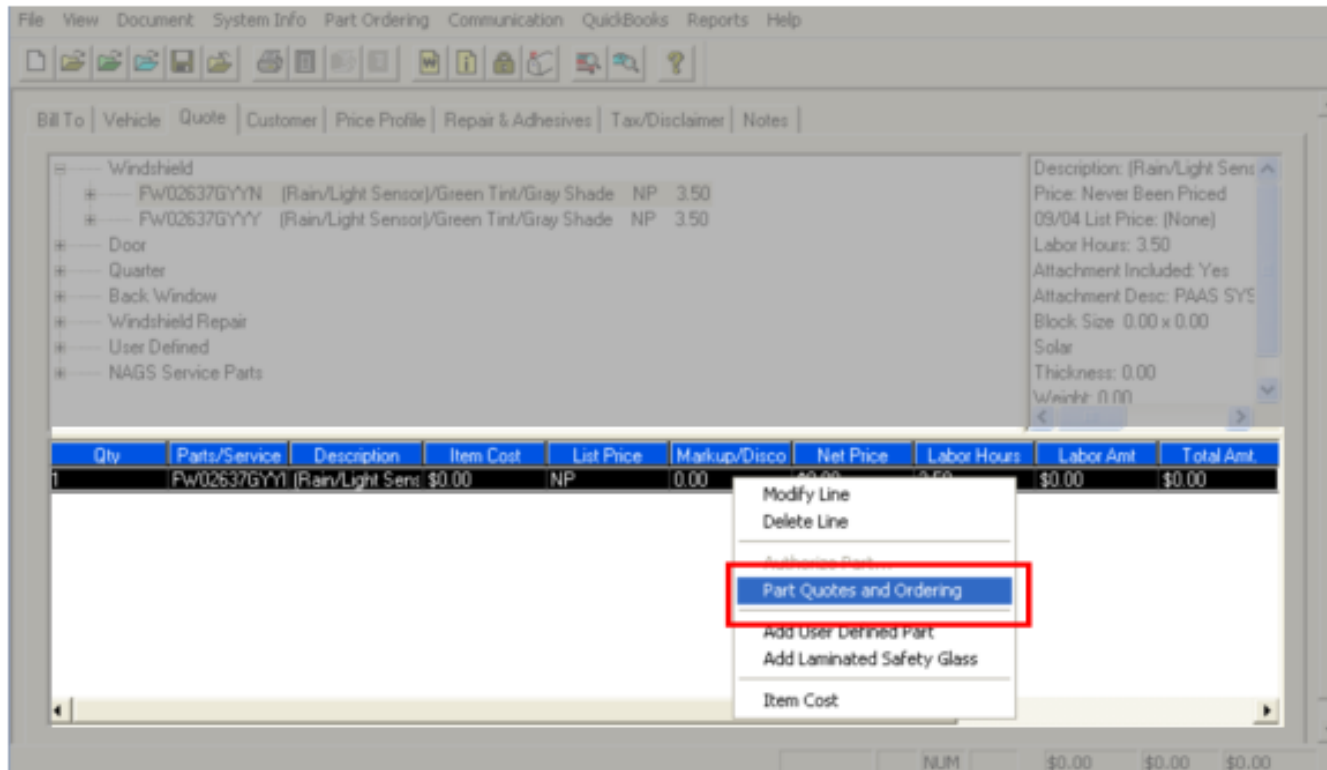
From the *Part Selection Window*, right click on the part you like to order and select *Part Quotes and Ordering*.



# Launching Part Quotes & Ordering through “Invoice Window”

You can launch the Part Quotes and Ordering Window through the “Invoice Window”

From the *Invoice Window*, right click on the part you like to order and select *Part Quotes and Ordering*.



# Part Quotes & Ordering

Once you have opened the Part Quotes and Ordering window through either one of the methods described in the previous slides, take the following steps in completing your electronic parts ordering process.

1) Select your *Supplier*

2) Select your *Part Type*

3) Enter your *Part Number*

*Tip: If you select the Part Quotes and Ordering Window from either the Part Selection Window or the Invoice Window, the supplier, part type and part # will be automatically filled in by GlassMate.*

4) Enter your desired order *Quantity*

5) Select a *Ship To* address

6) Select a *Delivery Method*

7) Select a *Date and Time* for delivery

8) Select *Query Part*

The screenshot shows a window titled "Part Inventory Search" with a close button in the top right corner. The window contains several input fields and buttons:

- Supplier:** A dropdown menu with "PPGAG" selected.
- Part Type:** A dropdown menu with "Glass" selected.
- Desired Part:** A dropdown menu with "D'w01099JXNN" selected.
- Quantity:** A text input field containing "1".
- Manufacturer:** An empty text input field.
- Ship To:** A dropdown menu with "Mine" selected.
- Delivery Method:** A dropdown menu with "Schedule Run" selected.
- Required Date/Time:** Two dropdown menus, the first showing "5/ 5/2007" and the second showing "7:30 AM".
- Buttons:** "Query Part" and "Cancel".

Red boxes highlight each of these fields, and red arrows point from the numbered instructions on the left to the corresponding field in the window.



# Part Quotes & Ordering

## Part Order Dialog Window

9) After a few seconds, the Part Order Dialog window will appear. You **must** enter a *Purchase Order #* (PO#) before proceeding. You may also enter additional comments for this PO.

*Tip: You may edit the quantity of the item to match the in-stock quantity of the supplier.*

Qty	Stock	Part (TM)	Type	Del. Method	Del. Date	Unit Cost	Total	Comment
1	1	DW01099GTNN	Glass	Scheduled Run	05/08/2007	\$74.67	\$74.67	

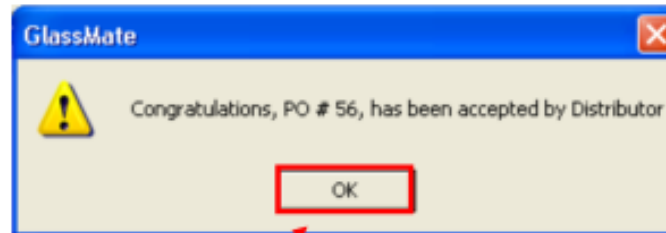
10) Once you have checked your order, select *Order* to place your order.

*Tip: Additional parts that are related and are available may appear under glass parts with quantity set to "0" at which point you may change their quantity to add them to your current order.*

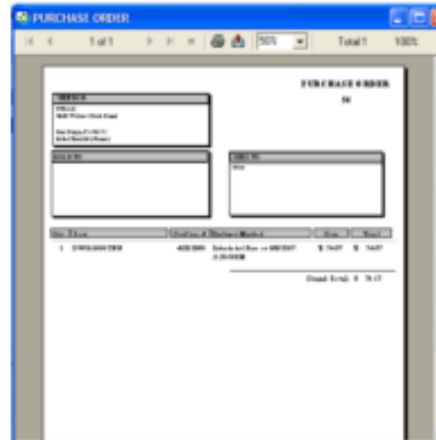
# Part Quotes & Ordering

Congratulations! Your order is now complete.

11) Once your order has been accepted you will receive the following message.

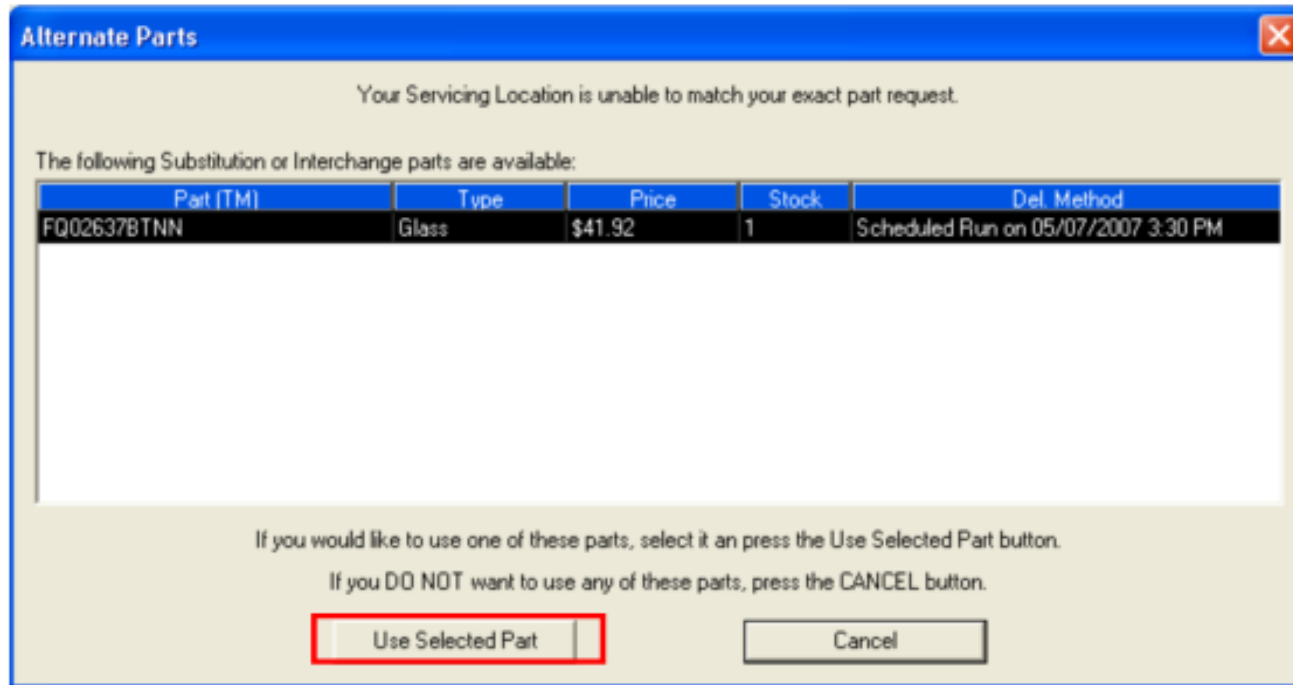


12) Select *Ok* and your Work Order Window will open allowing you to view and print your order.



# Alternate Parts Window

If the requested part does not exist, the Alternate Parts Window will appear suggesting other part(s) that you may be interested in ordering. If you are interested in ordering the suggested part(s), highlight the part number(s) and click on *Use Selected Part* button.



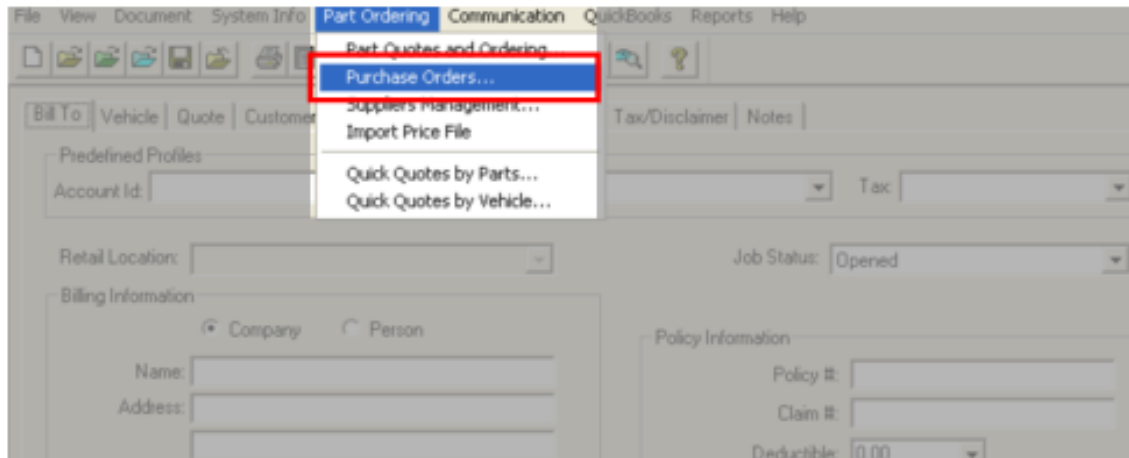
# Tips

## Tip #1

By opening the Part Ordering Window through either the Part Selection Window or the Invoice Window, GlassMate will automatically fill in the **Desired Part field** with the appropriate part number.

## Tip #2

You may view/print Purchase Orders at a later time by selecting *Part Ordering* from the Main Menu and selecting *Purchase Orders*.



# Tips

## Tip #3

If you have a supplier that is GLAXIS enabled and which you like to electronically order from, you will need to contact us (800) 551-4012 with their ship to ID and address so that we may allow electronic parts ordering from the supplier.

## Tip #4

If you like to have your purchased orders fully completed, you must enter your suppliers full information so that they may appear on your purchase orders.



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