



mitchell





Mitchell **GlassMate**<sup>®</sup>

Auto glass software

# Ordering Parts Electronically Through Pilkington

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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# Electronic Parts Ordering Through Pilkington Glass

GlassMate allows for ordering parts electronically through Pilkington Glass.

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 Pilkington as the supplier
- Step 2: Entering your Username and Password (Assigned by Pilkington)
- Step 3: Choosing a part type (Glass, Molding, Mirror, etc)
- Step 4: Entering your desired part
- Step 5: Selecting the quantity you wish to order
- Step 6: Selecting a ship to address
- Step 7: Selecting a delivery method

\* 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.

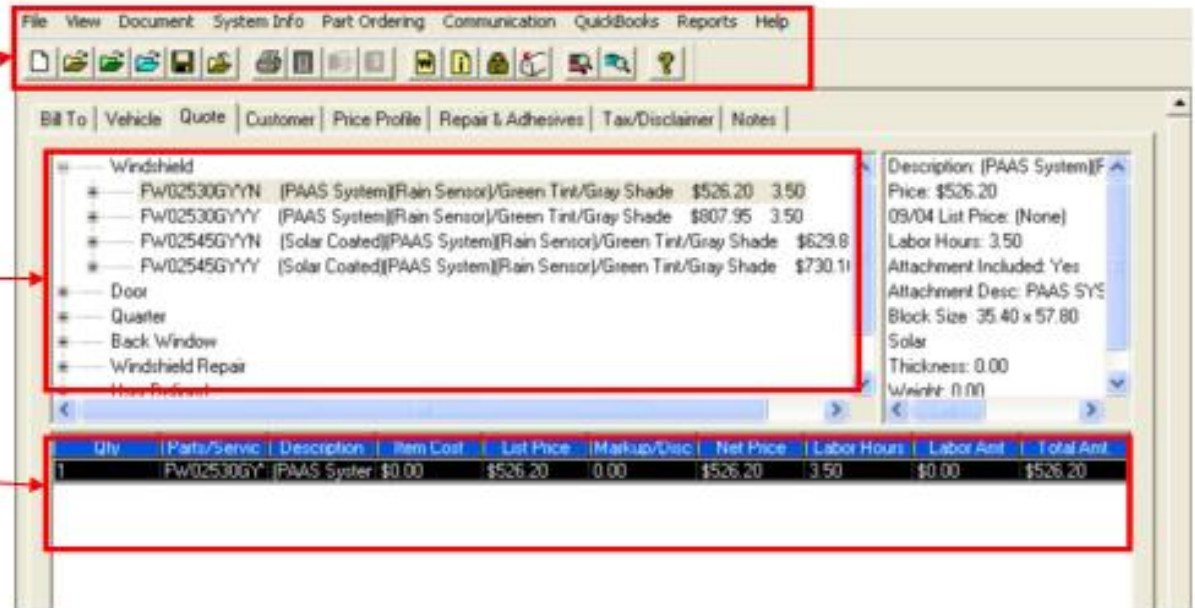
# Launching Part Quotes & Ordering Window

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

1) Main Menu

2) Part Selection Window

3) Invoice Window

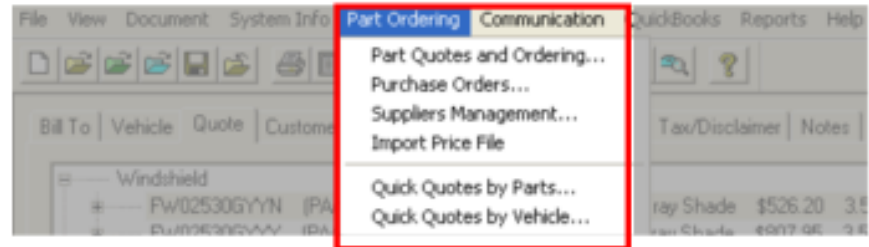


In this tutorial, we will demonstrate how to order parts through all of the methods described above.

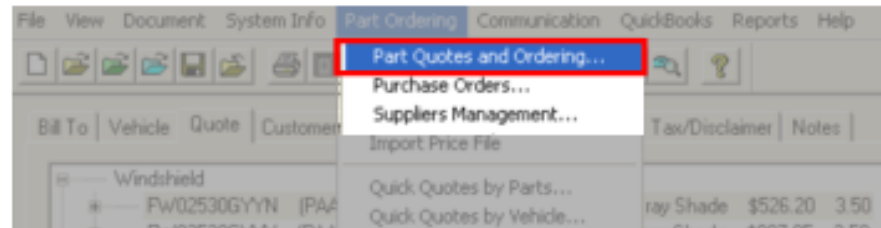
# Launching Part Quotes & Ordering through “Main Menu”

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

1) From the Main Menu select *Part Ordering*



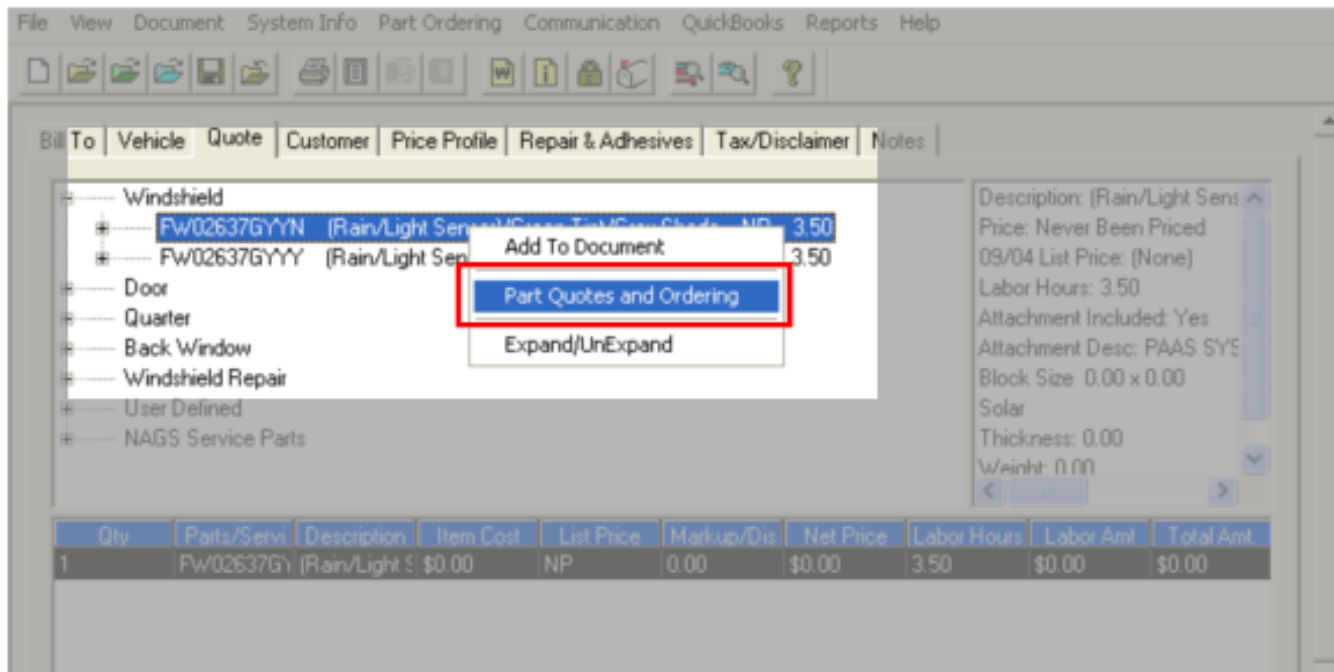
2) Select *Part Quotes and Ordering* from the *Part Ordering* Menu



# 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*.

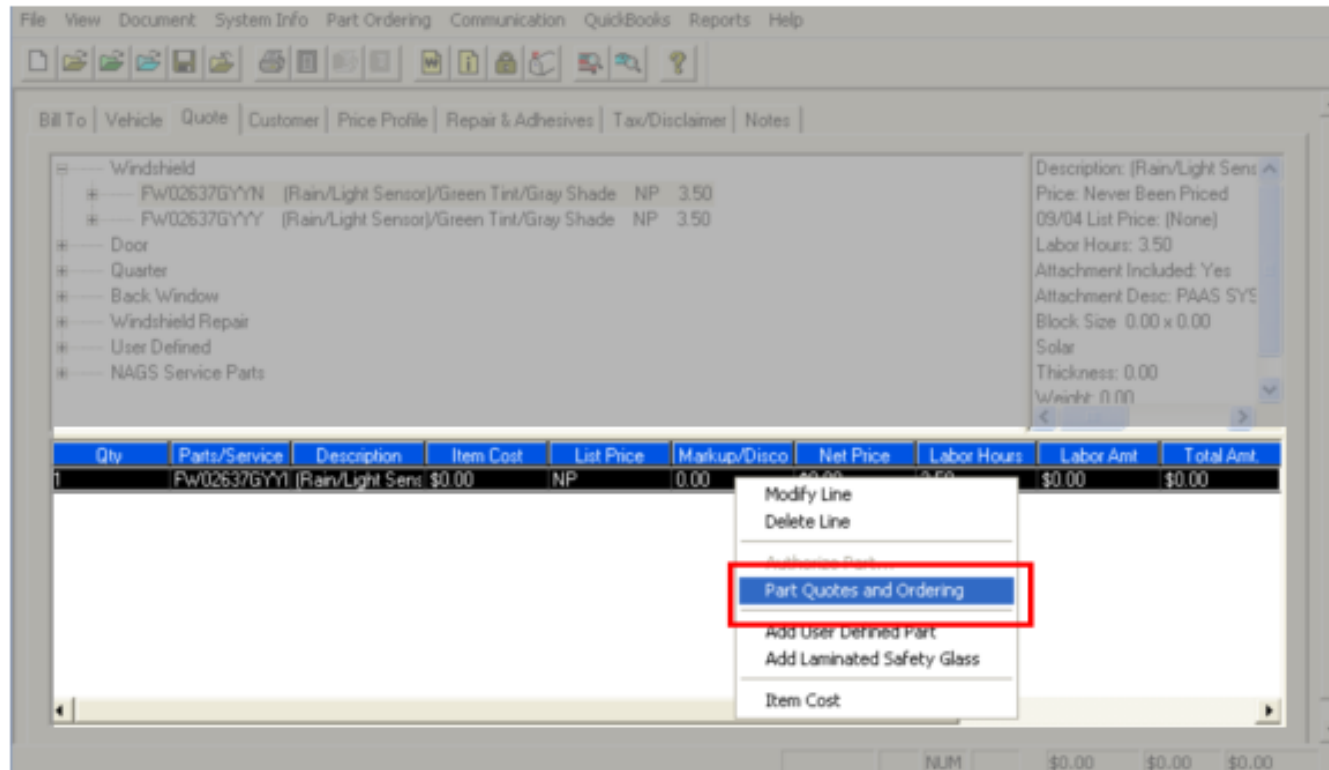




# Launching Part Quotes & Ordering through “Invoice Window”

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

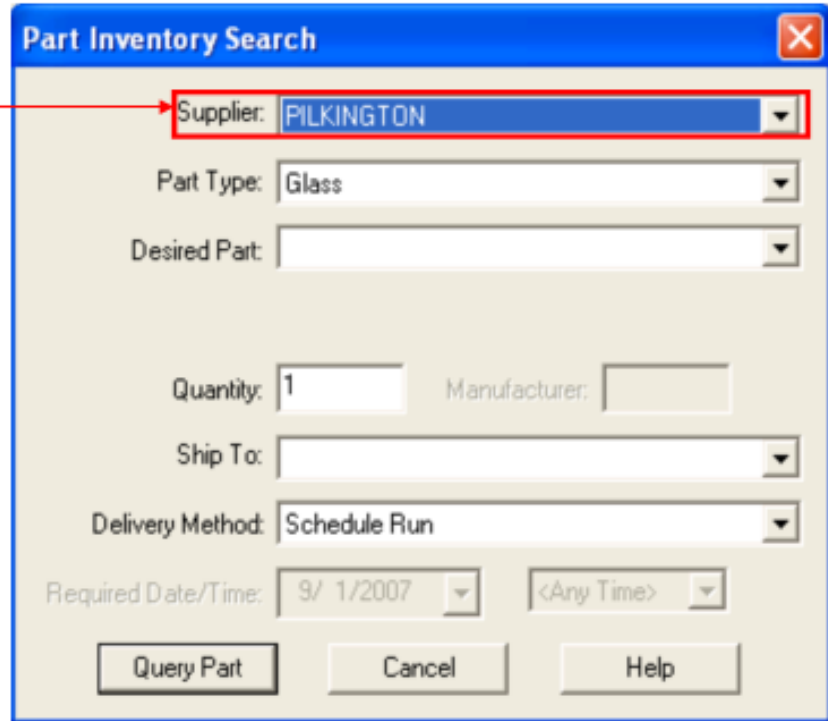
From the *Invoice Window*, right click on the part you like to order and select *Part Quotes and Ordering*.



# 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 through Pilkington.

1) From the Supplier dropdown list, select Pilkington as your *Supplier*



The screenshot shows a dialog box titled "Part Inventory Search" with a close button (X) in the top right corner. The dialog contains several fields and buttons:

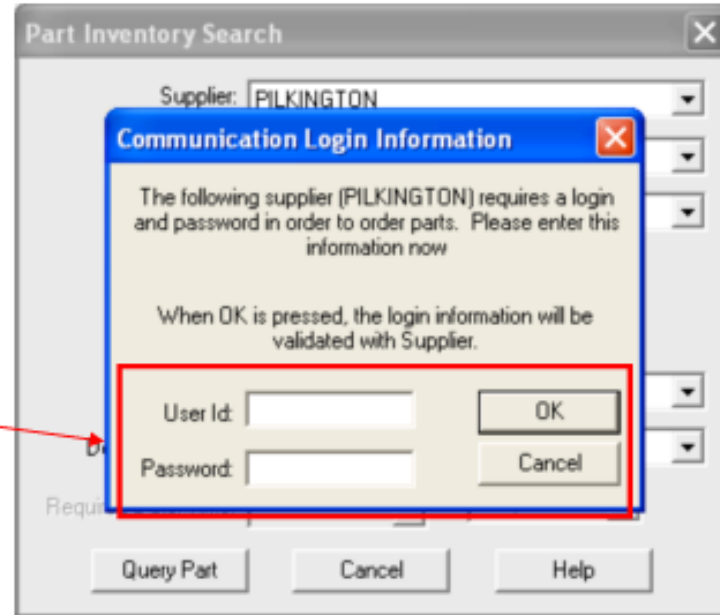
- Supplier:** A dropdown menu with "PILKINGTON" selected. A red rectangular box highlights this dropdown, and a red arrow points from the text on the left to the box.
- Part Type:** A dropdown menu with "Glass" selected.
- Desired Part:** An empty dropdown menu.
- Quantity:** A text input field containing "1".
- Manufacturer:** An empty text input field.
- Ship To:** An empty dropdown menu.
- Delivery Method:** A dropdown menu with "Schedule Run" selected.
- Required Date/Time:** Two dropdown menus. The first contains "9/ 1/2007" and the second contains "<Any Time>".
- Buttons:** Three buttons at the bottom: "Query Part", "Cancel", and "Help".



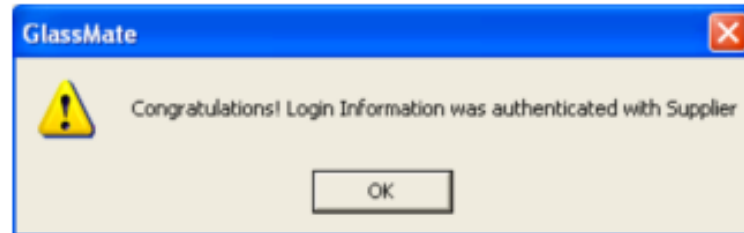
# Part Quotes & Ordering

2) Enter your Username and Password. *Note: Contact your local Pilkington Representative to obtain your Username and Password*

**Tip:** You will only need to enter your username and password the first time to try to order from Pilkington. For your convenience, the information will be saved for future use.



Note: If the username and password are correct, a confirmation screen will be displayed.



# Part Quotes & Ordering

Once the authentication has occurred, you can proceed with the parts ordering process.

3) Select your *Part Type*

4) 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 part type and part # will be automatically filled in by GlassMate.*

5) Enter your desired order *Quantity*

6) Select a *Ship To* address

7) Select a *Delivery Method*

8) Select *Query Part*

The screenshot shows a 'Part Inventory Search' dialog box with the following fields and controls:

- Supplier: PILKINGTON (dropdown)
- Part Type: Glass (dropdown, highlighted with a red box)
- Desired Part: (dropdown, highlighted with a red box)
- Quantity: 1 (text input, highlighted with a red box)
- Manufacturer: (text input)
- Ship To: (dropdown, highlighted with a red box)
- Delivery Method: Schedule Run (dropdown, highlighted with a red box)
- Required Date/Time: 9/ 1/2007 (dropdown)
- <Any Time> (dropdown)
- Query Part (button, highlighted with a red box)
- Cancel (button)
- Help (button)

Red arrows point from the numbered instructions on the left to the corresponding fields in the dialog box.

# 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 |         |

Total Purchase Order Amount: \$74.67

Order Cancel Help

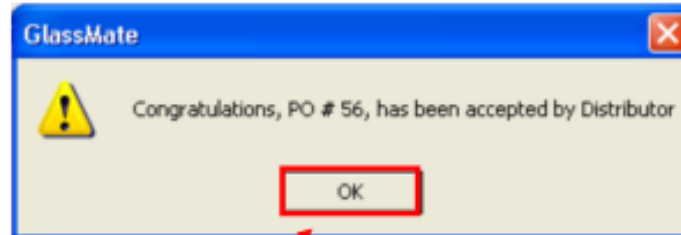
10) Once you have checked your order, select *Order* to place your order.

*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.*

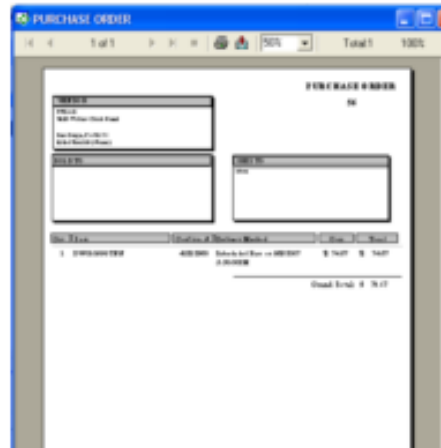
# Part Quotes & Ordering

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.



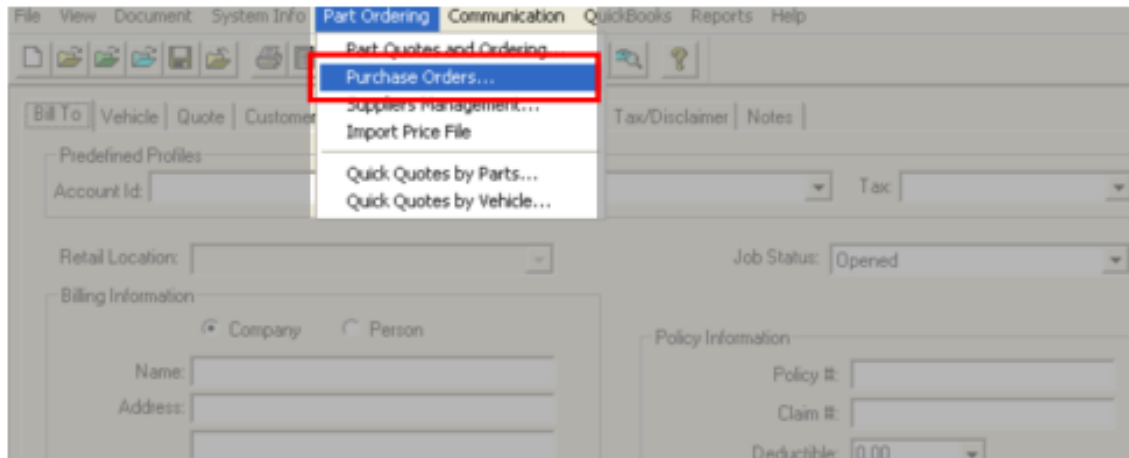
# Tips

## 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

The username and password that need to be entered are **not** the same as the username and password that you might use today to order through Pilkinton's web site. To obtain the correct username and password, contact your local Pilkinton representative.

## 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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