The most straightforward comments have been converted (and deleted from SS) – eg, attach docs (144), BOL comment (133), 40 x 48 4 way (112).

REMAINING: 430 total comments (609 rows) including TBDs (67 comments/116 rows as of today).

TBD's - either questions for Tina, or don't fit cleanly into a preference (special conditions, stipulations, etc.) - may have to be free form ? May delete some? May be able to modify so they do fit?

|  |  |  |
| --- | --- | --- |
| **000 comment type** | **Count** | **Questions/Conversion plan** |
| **Notification preferences**Examples:* SEND ALL ACKNOWLEDGEMENTS TO CONTACT# 20242 DONNA BELL
* SEND CONFIRMING TO JOE ROMER OR ANGIE FULLAM ONLY
* PLEASE EMAIL ANY INQUIRYS ON ORDERS TO CUSTOMER SERVICEIF YOU NEED TO CALL CUSTOMER SERVICE PLEASE USE 800-645-2986
 | 115 | Manual entry by CE go live weekend. My account, Workshare. |
| **Freight accounts** Examples:* ALWAYS SHIP ORDERS UPS 3RD PARTY AND BILL ACCT #394310 UNLESS OTHERWISE TOLD
* ALL P&A ORDERS MUST SHIP UPS 3RD PARTY ACCT# A0V841
* SHIP VIA UPS COLLECT ACCT# X13-470
 | 80 | Manual entry by CE go live weekend. My account, shipping, individual location. |
| **Reference PO on labels/paperwork/other**Examples:* PO SAYS "MARK PACKAGES WITH ......." THIS IS THE DROP SHIP PO #. PLEASE REFERNCE THIS ON ALL PAPERWORK AND CARTONS
* PLEASE REFERENCE IPS PO# ON ALL PACKING SLIPS.
* MUST HAVE DROPSHIP PO NUMBER ON ALL BRANDIT LABELS.
* ALL ORDERS MUST HAVE MAX PAK PO ON PACKING SLIP AND BOL
* \*ALL ORDERS TAPE PO# MUST APPEAR ON PACK SLIP, + PKGS, PLEASE ALWAYS ENTER BOTH PO# NUMBER IN THE DROP SHIP PO#, FIELD. CUSTOMER PO# AND TAPE'S PO#
 | 47 | Manual entry by CE go live weekend. My account, shipping, individual location. |
| **Reference part numbers on labels/paperwork/other** Examples:* ALL ORDER STOCK AND CUSTOM MUST HAVE CUSTOMER PART NUMBERS ON BOXES
* ALL ORDERS NEED TO REFERENCE PRATT'S PART ON PACKING SLIP
* CHECK TO MAKE SURE CUSTOMERS PRODUCT CODES HAVE BEEN ENTERED FOR ALL STOCK ORDERS IN CUSTOM ITEM MAINTINENCE BEFORE PLACING ORDERS.
* CUSTOMERS PART NUMBER MUST BE ON LABELS AND PAPERWORK
 | 34 | Convert to free form in spreadsheet. Will convert automatically to free form in myaccount, shipping, individual location – leave as 000 comment for viewing only. Will show in special instructions on shipping screen checkout. |
| **Don’t call/hold order on price discrepancy**Examples:* DO NOT HOLD STOCK ORDERS FOR PRICING PER DEBRA BOCKES
* NO NEED TO CALL ABOUT PRICE DISCREPENCIES PER RUSTY
 | 27 | Manual entry by CE go live weekend. My account, shipping, individual location. Will show for CE in cart drawer. |
| **Never split ship**Examples:* DO NOT SHIP AND BACK ORDER WITH OUT PERMISSION.
* ALWAYS SHIP COMPLETE/ DO NOT SHIP AND BACKORDER PER MARY DELAY
* ALL ORDERS MUST SHIP COMPLETE, PLS CALL CUSTOMER TO ADVISE OF BACKORDER.
 | 17 | Manual entry by CE go live weekend. My account, shipping, individual location. Will be reflected  |
| **No cradlepack**Examples:* CUSTOM ORDERS MUST BE BOXED
* CUSTOMER REQUEST NO CRADDLE PACK ORDERS
* NO CRADLE PACKS!!
 | 9 | Manual entry into my account/prefs. |
| **Full gauge**Examples:* SIZE PERMITTING. ALL CUSTOM QUOTES MUST BE FG QUOTED
* ALWAYS QUOTE FULL GAUGE
* ALL ORDER SHIPPING TO MBUSI QUOTE FULL GAUGE ONLY
 | 8 | Manual entry into my account/prefs. |
| **No gauge** - 3 customers, contact in advance? |  | Keep as 000 comment (convert in my spreadsheet) |
| **Ship only via (LTL)**Examples:* LTL ORDER MUST SHIP SOUTHEASTERN FRT/ THEY HAVE WAIVE ANY LIMITED ACCESS CHARGES
* WHEN SHIPPING PALLETS FROM 06 YOU MUST USE DAYTON FRT
* SHIP ALL LTL ORDERS VIA USF REDDAWAY
 | 6 | Manual entry into my account/prefs. |
| **Customer pick up** |  | Use zip code preference in my account. Get rid of comment 122 forevah |
| **No overrun**Examples:* 1
* 2
* 3
 |  | Manual entry into my account/prefs |
| **Export pallets 006**Examples:* 1
* 2
* 3
 |  | Only on location specific basis. Enter manually. |
| **[Comment type]**Examples:* 1
* 2
* 3
 |  |  |

Comments that need to be kept for NS quotes and sample orders need to be recoded as some other series that will not convert over to web and entered on to individual customer maintenance files. Tina to review Susan’s and Cathy’s spreadsheets for 000s and numbered comments that would otherwise be going away, and determine which of these fall into this category.