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?

|  |  |  |
| --- | --- | --- |
| **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 | Can CE staff start converting these within Avante using existing fields? New fields/comments? Or will they have to be entered in to new website? |
| **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 | Can CE staff start converting these within Avante using existing fields? New fields/comments? Or will they have to be entered in to new website?  |
| **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 | Comment 119 is used on item by item basis, whereas these are generic comments. Can we make a generic Avante comment for this?Some comments don’t fit cleanly; may need to be “TBD’s” |
| **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 | Comment 117 is used on item by item basis, whereas these are generic comments. Can we make a generic Avante comment for this?  |
| **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 | Create new comment in Avante? When converted, this will be shown in drawer and in preferences.  |
| **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 | Convert all/some to comment 100 “SHIP ORDER COMPLETE” ? |
| **No cradlepack**Examples:* CUSTOM ORDERS MUST BE BOXED
* CUSTOMER REQUEST NO CRADDLE PACK ORDERS
* NO CRADLE PACKS!!
 | 9 |  |
| **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 |  |
| **No gauge** - 3 customers, contact in advance? |  |  |
| **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 | Can it be converted in Avante or should it wait? Seems it can only be accomplished by process of elimination on "Do not ship via" screen; new web interface is easier.What about comments specific to a warehouse? (see 2d example) |
| **Customer pick up** |  | CPU 122 in Avante requires contact name and number. Web only requires a zip code preference. Is this a problem? |
| **No overrun**Examples:* 1
* 2
* 3
 |  |  |
| **Export pallets 006**Examples:* 1
* 2
* 3
 |  |  |
| **[Comment type]**Examples:* 1
* 2
* 3
 |  |  |