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 SERVICE IF 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 |  |  |