



Web Order Program Outline

Program Overview

Item Set Up On Web

1. New item additions
 - a. Client sample request
 - b. New item WOS submission
 - c. New item Pricing

Order Processing

1. Job Number – PO Procurement and Set Up
2. Weekly Order Entry and Processing

Weekly Invoice Reconciliation

Monthly Client Billing

1. Master month spreadsheet preparation
2. Pricing analysis
3. Kit completion
4. Billing worksheet
5. Client Recap by branch

Program Overview

Sprague Uniform program currently consists of 47 apparel items that are branded with both the Sprague and Copesan logos. All items include the Sprague logo embroidered on the left chest, selected items have the Copesan logo embroidered on the right cuff and one Tech shirt currently includes a monogram of the staff member name embroidered on the right chest.

Sprague logo is blue and red:



Copesan logo is red.



Embroidery Thread Colors
Red - Foxy Red (186C)
Blue - Salem Blue (2955C)

MONOGRAM = Script 2 (.50) Oriental Blue Thread

Key Contact:

Annie Dahl

Operations Coordinator

Sprague Pest Solutions –A Copesan Partner

adah@spraguepest.com

253.272.4400

Web Store Categories:

- Pest Prevention Specialist
- Managers & Support Staff
- Operations Managers & QA
- Sales
- Safety
- Special Services
- Special Orders

Staff orders are submitted weekly with a deadline of Friday. All orders submitted Monday – Friday will be processed the following Monday.

Item Set Up On Web Store

Throughout the year Sprague will communicate additional needs for their program. When we receive a request via email, we will research items, create centerstages and provide samples when needed. Once a choice has been made, a new item will be added to the program and submitted to the web store via the steps below:

1. Fill out Pricing spreadsheet and submit to Greg for pricing approval
 - a. Net item price
 - b. Inbound shipping cost
 - c. Decorating cost
2. Fill out New Item Submission spreadsheet
 - a. Item#
 - b. Product name
 - c. Sub-Category
 - d. Extra product field – Sizes
 - e. Colors
 - f. Product Description
 - g. Shipping weight
 - h. Price
3. Pull product images and save on “S” drive. You will need to pull images of all colors that will be available.
4. Email New Item Submission spreadsheet to John Lindstrom and .cc Julie, Prepress Requests
5. Submit a Prepress request to have the Sprague and or Copesan logos added to the images for the website.

Order Processing

JOB # AND PO# PROCUREMENT

1. For Title Use - Sprague OPS WOS Month/Month Year
 - a. Quantity = 1
 - b. Due date out one month.

447073
Sprague OPS WOS July/Aug 2016

PER UNIT \$ EXTENDED \$ (LOT)

UNIT EACHES per UNIT **>>>>CAUTION<<<<**

VENDOR COST Must include all charges other than Freight .00 (JVF= ESTIMATED SALES)

+ BUYOUT MARKUP @ % UNIT BASE PRICE .00 (JVF= TARGET SALES-PRICE)

+ WHSEI Mos > @ % **THIS TAB TO BE COMPLETED ONLY FOR BUYOUTS.**

+ CONTRACT (MISC) FEES @ % **BE AWARE THAT FIELDS ON THIS TAB ARE LINKED TO CRITICAL PRICING FIELDS ON THE 'INV' TAB AND WILL POPULATE AUTOMATICALLY ON BOTH TABS, FROM ENTRIES MADE ON EITHER TAB.**

+ HRS FEES @ % **Markup less than 20% >**

+ CONTRACT FREIGHT TO CLIENT @ % **General Mgr approval required |**

+ FREIGHT TO KS and/or CLIENT **Rap Summary Billing Y/N: >**

+ ADMIN FEE (2%) **OSDM QC >**

+ OTHER > specify details in Notes below **Mail/FF/Laser/Doc Qty: >**

BUYOUT GRAND TOTAL SELL .00 **>>> SELL per M \$ > .0000**

Address from Client File (default INVOICING Address) UNIT SELL (JVF= TARGET VALUE-ADDED)

Send INVOICE to default Address Below OR Send INVOICE to the Below Address

WB SPRAGUE, INC Client Name: City: ST: ZIP: Attn:

ap@spraguepest.com Street Address 1: Street Address 2:

TACOMA WA Billing Special Instructions/Notes

THIS RECORD IS: a LIVE JOB: BUYOUT

Product Code: **91**
BUYOUT: BRAND MERCH
Quantity: **1**
Ship Date: **9/15/2016**
Customer: **8167500**
WB SPRAGUE, INC
Sales: **33**
HOWE, Greg R
CSR: **111**
CAREY, Tamara R
Customer PO: **Katelyn Smith**

2. Obtain PO using Vendor 44300 - Kaye Smith Brand Merch, Various Vendors - Monthly tickets

PURCHASE ORDER 341735 Revision: 0 *Date: 8/15/2016 Issued?: Yes

*Vendor: 44300 KAYE SMITH BRAND MERCH

Default due date for new items:

Vendor address Shipping address

KAYE SMITH BRAND MERCH

VARIOUS VENDORS - MONTHLY TICKETS

Quantity	MCC/FGI	Description	Price	Unit	Amount

PO Items: List Fgfm

3. Fill out Kaye Smith Order kit with Job number, PO and Item Description to match logic
4. Drop kit into Docushare under sent to vendor section.
5. Print order kit and pin to cubical wall for easy access while processing weekly orders.

[Click here to clear page.](#)

KAYE SMITH

Branded Merchandise Order ASI # 239444

This document does not represent a live order without a valid purchase order number.

PURCHASE ORDER
341342GH
SHOW THIS NUMBER ON ALL CORRESPONDENCE

4101 Oakesdale Ave. S.W | Renton, WA 98057
425-228-8600 | 800-522-9957 | FAX: 425-291-2167

_____ % Prepaid by KS credit card/check
\$ _____ Amount

JOB # 446293
PRIOR PO # NA

SALES Howe	CSR Carey	CLIENT	FORWARD ALL PAPERWORK TO BRANDMERCH@KAYESMITH.COM
DATE	VENDOR QUOTE #	VENDOR CONTACT	
CLIENT P.O. #	SHIP DATE	DELIVERY DATE	MUST? <input type="checkbox"/> YES <input type="checkbox"/> NO

VENDOR	TO
ADDRESS	ADDRESS
CITY	CITY
PHONE	FAX
	ATTN.
	SHIP VIA Best Way

JOB #	U/M/C	QUANTITY	OVERSUNDERS	ITEM DESCRIPTION	UNIT COST	EXTENSION
446293			No Overs/No Unders	Sprague OPS WOS July-Aug 2016		
<input type="checkbox"/> NEW		CITY			UNIT COST	EXTENSION
<input type="checkbox"/> REPEAT		CITY			UNIT COST	EXTENSION
<input type="checkbox"/> REPEAT W/ CHANGE		CITY			UNIT COST	EXTENSION
ART: <input type="checkbox"/> VENDOR TO SET		CITY			UNIT COST	EXTENSION
<input type="checkbox"/> EMAIL <input checked="" type="checkbox"/> LOGO (see attached)		CITY			UNIT COST	EXTENSION
<input type="checkbox"/> DOCUSHARE		CITY			UNIT COST	EXTENSION
PREVIOUS KS P.O. #		CITY			UNIT COST	EXTENSION
NA		CITY			UNIT COST	EXTENSION
PREVIOUS KS Job #		CITY			UNIT COST	EXTENSION
NA		CITY			UNIT COST	EXTENSION

IMPRINT METHOD	SPECIFICATIONS AND NOTES - INCLUDING PROOF/PROTOTYPE REQUIREMENTS	FREIGHT
IMPRINT SIZE		TOTAL
IMPRINT LOCATION		
IMPRINT COLOR(S)		
LOGO FILE NAME		

KAYE-SMITH ORDER REQUIREMENTS / INSTRUCTIONS TO VENDOR

- Proof Waived
- PDF proof required on ALL orders, including repeats. All proofs are due within 48 hours of order placement unless otherwise indicated in notes section above. Email all proofs to: BRANDMERCH@KayeSmith.com
- Tracking numbers must be provided on day of shipment. Email all tracking info to: BRANDMERCH@KayeSmith.com
- Email invoice, packing slip and proof of delivery to: BRANDMERCH@KayeSmith.com

BUYOUT COORDINATOR _____ DATE _____ VA: E-MAIL FAX IN PERSON OVERNIGHT _____

INCOMING SPRAGUE ORDER ENTRY – order cut off is Friday of each week with orders placed on Monday.

1. Throughout the week, file incoming order emails into Order Pending file
2. Create a folder for each weekly order.
3. On Monday print out all order excel spreadsheets and corresponding emails – **this is now out of OPS**
 - a. Manually enter each order into Sprague Master Order Spreadsheet – enter all date for columns.
 - i. Be sure to enter staff name in Embroider Note column. i.e. Name: Brett
 - ii. If item is a new item, indicate embroidery specifications into Embroider Notes column.
 - b. As you complete each item, check off on the printed order sheet with red that item was entered.
 - c. Once all orders have been input into Master Order Spreadsheet, then sort the excel sheet by item Quantity and Vendor.
 - d. Copy-paste the line items for each vendor into the vendor tab of the Master Order Spreadsheet.
 - e. Add the totals for each vendor tab and make sure this total matches the total on the Master worksheet.

ORDER SUBMISSION TO VENDORS

All Apparel Vendors

1. Copy-paste the order detail from the vendor tab into an order email for each vendor. For all vendors except the Rugged Outfitter pants, include columns A – F.
2. Include in email copy to vendor to put the PO # on the outside of the box, address to Classic Impressions, ATTN: Linda
 - a. PO Number will consist of the number, GH, Month abbreviation and week designation
 - b. Example: PO341735GH-JY-1 or PO341735GH-JY-2
 - c. Using these weekly PO extensions will allow you to reconcile weekly invoices more easily.
3. For Rugged Outfitter pants that are not shipping to embroidery house, you must create a separate email order with unique PO number for each branch location.
 - a. PO will need to have an extender for each branch for reconciling efficiency.
 - b. Use the first letter or 2 letters of the location, ie. for Seattle : PO314735GH-JY-1SE (because of Spokane)
 - c. Copy the excel order data into the Rugged Outfitter email, include columns A – H.
 - d. Use individual branch address for each location order – see Master Branch List
 - e. Include the staff member name/names on the ATTN: line.
4. Once all vendor orders have been emailed, print out all emails and check against orders in vendor tabs to be sure all orders have been sent in. Paperclip to outside of weekly folder.

Classic Impressions - Wait until you know whether there are any backorders prior to sending the Classic Impressions order.

1. Copy-paste Master Vendor Order data into Classic Master Order excel spreadsheet, columns A – I.
2. Delete the Sprague pants because they will not be embroidered.
3. Copy-paste Master Vendor Order data into Sort By Branch tab.
4. Sort data by Branch and Item #.
5. Copy-paste the order data for each branch into the appropriate Branch tab.
6. Once complete, add up the totals for each branch and make sure that this number matches the total on the Master Branch Sort Tab.
7. Create and send email to Classic Impressions using same PO number PO PO314735GH-JY-1
8. Print this email and paperclip to outside of weekly folder

Weekly Invoice Reconciliation

1. Print order acknowledgments, invoices and the tracking information as it arrives via email.
2. Reconcile invoices against printed email orders for each week, checking off each item, size, color
3. Once complete, email invoice and tracking to Renton Buyout Invoicing with the notification that these are partial invoices for this job.
4. Place all invoices inside folder that you have sent to RBI and leave tracking or invoices that you are still awaiting tracking paper clipped to outside of weekly folder.

Monthly Client Billing

Master Order Pricing Spreadsheet

1. Copy past the weekly Master Orders into the Master Month Order pricing spreadsheet.
2. Leave one row in between weeks while going through the reconciliation process.
3. Once you have all weeks copied over, pull the invoices out and reconcile this master sheet, changing each item to green as you check off an item.
4. Once item reconciliation is complete:
 - a. Remove rows between weeks
 - b. Copy past into the Sort By Vendor - Pricing tab
 - c. Sort data by Vendor and Price.
 - d. Sum the Order QTY column
5. Now take invoices out of weekly folder and sort them together by vendor
6. Enter in the following information by item from invoices
 - a. Net each price
 - b. Embroidery cost
 - c. Add up the freight from all vendor invoices except Classic Impressions and Rugged Outfitter pants
 - d. Place this total amount of freight at the bottom of the Inbound freight column.
 - e. Divide this total freight number by the number of units excluding all Sanmar and Rugged Outfitter items units to determine a freight cost by item number.
 - f. Input this inbound freight by item number into the formula in the Inbound Freight column first cell.
 - g. Copy- paste this cell formula all the way down the Inbound freight column.

Monthly Kit Completion

1. Check out kit from Docushare
2. Add up the net by vendor and enter into the kit by vendor – as a line item for each vendor
3. Input the units per vendor in the unit space
4. Add the total freight for each vendor as a line item in the description
5. Add all freight together and input in the freight cell
6. Total the kit and save back into Docushare

Monthly PO Completion

7. Open PO and enter a 1 into the quantity cell and the invoice total from kit into the \$ cell
8. In the description line input vendor, and total units
9. Enter each vendor in this way just as you have on the kit.
10. Hit issue again so this information is recorded.

Billing Worksheet Completion

11. On the back end of BWS sheet enter one line item with the total invoice costs for this job
12. Enter in the freight for all invoices in the freight cell.

KAYE-SMITH		Billing Worksheet											
Job Ticket Information - In House													
Job #	Est. #	Item Description	Quantity	ListM	List Lot	% Mark Up	SellM	Total Sell					
					0.00	#DIV/0!		0.00					
					0.00	#DIV/0!		0.00					
					0.00	#DIV/0!		0.00					
					0.00	#DIV/0!		0.00					
					0.00	#DIV/0!		0.00					
								Total	\$0.00				
Job Ticket Information - Buyout													
Job #	P.O. #	Item Description	Quantity	Unit Cost	% Mark Up	Unit Base Price	Unit	2% Adm	Whse %	Unit Whse Price	FFB Lot	SellM	Total Sell
445399		Sprague Uniforms - Multiple Vendors		4,624.760	65.000%	7,630.854	152.6				728,128		8,503.59
					0.0%	0.000	0						0.00
					0.0%	0.000	0						0.00
					0.0%	0.000	0						0.00
					0.0%	0.000	0						0.00
					0.0%	0.000	0						0.00
					0.0%	0.000	0						0.00
					0.0%	0.000	0						0.00
								Total				\$8,503.59	

Please Add Freight, Postage, Tax

13. On the front page
 - a. Fill out top portion as show in image below
 - b. Enter in total unit order
 - c. Enter in EA
 - d. Enter in total Lot sell price as determined from Pricing sheet.
 - e. Enter in freight and total

KAYE-SMITH		Billing Worksheet										
Invoice Mock-up												
Customer	Sprague Pest Solutions											
Attn. To	Accounting											
Address												
City, State, Zip												
Project	Sprague Uniforms June-July 2016											
P.O.	Katelyn Volgelgesang											
Bill all to Job #	445399											
Description	Quantity	Unit	Sell Unit	Sell Lot								
Sprague Uniform Order - June-July 2016	162	EA	Lot	8,186.44								
See Recap By Branch For Detail			Lot									
			Lot									
			Lot									
			Lot									
			Lot									
Freight				317.15								
				Total	\$8,503.59							