

ennVee Order Capture Automation Tool

- Order Capture tool allows users to electronically process any sales order with 100% accuracy, visibility and efficiency
- Pending orders, orders to be picked and shipped orders are displayed on a single 'Order History' page providing information in real-time to manage sales orders effectively
- Order Capture tool enables managing orders from initial acceptance to shipment of finished goods

Key Features

- **Select Account:** Upon logging in, the customer can select which Bill To and / or Ship To account the order should be placed from
- **Check Stock:** Customers can check the availability of parts in each warehouse. From this screen, they will be able to also convert to an order, if they have the access rights to order parts
- **Place Order:** Customers can check availability of parts in each warehouse, select which warehouse(s) they want to order from, and start the process to order parts. Customer can directly come to this page or go to Check Stock page and proceed from there to this place order page
- **Bulk Order:** On the Place Order and the Check Stock screens, there will be a button for "Upload Order". This allows the user to enter the part numbers and quantity into an Excel spreadsheet, and upload into the Place Order or Check Stock screens. This option can be used for bulk stock checks or orders
- **Order History:** The Order History screen will show the status of previous orders that have been placed
- **Shipping Details:** The Shipping Details page will show information regarding every shipment on an order
- **Invoice Details:** The Invoice Details page will show Invoice and Payment details of Sales Orders
- **Returns:** Customers will use this page to place their return orders
- **Return Order History:** The Return Order History screen will show the status of previous RMA Orders
- **Price List:** Customers can view price sheets if they have the access. Price sheets are maintained and uploaded by the Pricing Department. They are available in PDF and Excel formats and can be downloaded
- **Admin Portal:** The Admin portal will be used by Customer Service and administrators to add, edit and disable users who can log into the portal

Benefits

- Orders can be created quickly and easily with a minimal number of clicks
- Support a variety of order types, including bulk orders and emergency orders
- Customers can view all their current and past transactions at any time
- Visibility of warehouse stock availability
- Track previously shipped
- Role based access to the users

ennVee Hello, Test User2 Log out

Customer Central Home Company Support New Features

CUSTOMER CENTRAL

- Select Account
- Check Stock
- Place Order
- Order History
- Returns
- Returns History
- Price Lists
- Admin

SELECT ACCOUNT

SELECT AN ACCOUNT

Pittsburgh	SmartBuy - 100 Smallman Street Pittsburgh PA 15220 US
13633	Acme Distribution Incorporated - 99 Industrial Way Building 100 Clifton NJ 7012 US
5684	AT&T Universal Card - 118 S Eldorado Street San Mateo CA 94401 US
12825	Business World - 234 Sutter Street San Francisco CA 94100 US

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Order History

5684 AT&T Universal Card - 118 S Eldorado Street San Mateo CA 94401 US

The last 90 days of orders are displayed. Select another date range to view prior orders. Order details can be viewed by selecting the sales order number. Shipping details including tracking information can also be viewed.

DOWNLOAD

Select Search Option: All Orders Date Range: From: 05/01/2020 To: 07/31/2020 Search

PURCHASE ORDER#	SALES ORDER	ORDER DATE	ESTIMATED SHIP DATE	TOTAL LINES	ORDERED PIECES	CANCELLED PIECES	SHIPPED PIECES	OPENED PIECES	SHIPPING DETAILS	RETURNS
env33	43028	31-JUL-2020	31-JUL-2020	1	5	0	0	5	i	R
env32	43027	31-JUL-2020	31-JUL-2020	1	3	0	0	3	i	R
env31	66970	31-JUL-2020	31-JUL-2020	4	123	0	0	123	i	R
RK2307	66954	23-JUL-2020	23-JUL-2020	1	10	0	0	10	i	R
RK18	66951	23-JUL-2020	23-JUL-2020	1	5	0	0	5	i	R
env23	66950	23-JUL-2020	23-JUL-2020	1	1	0	0	1	i	R
ennVee12	66943	23-JUN-2020	23-JUN-2020	2	8	0	8	0	i	R
SAM23	66941	23-JUN-2020	23-JUN-2020	1	1	0	1	0	i	R
RK234	66940	23-JUN-2020	23-JUN-2020	1	4	0	0	4	i	R
Test111	66939	23-JUN-2020	23-JUN-2020	1	5	0	5	0	i	R

