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1. Quote-To-Order API Integration: Convert to Order

1.1 Introduction

The goal of the Quote-to-Order API integration is to allow users to initiate customer order creation from VallenIQ using the new Convert to Order feature in the Quote Actions bar.

When a new customer order is initiated, VallenIQ will push required order and line item details to the Quote-To-Order API, and in return, SXe should either send back errors or confirmation that the customer order was successfully created.

The data returned by the API will be displayed in the application for review by the user who submitted the quote for customer order creation.

1.2 Scope

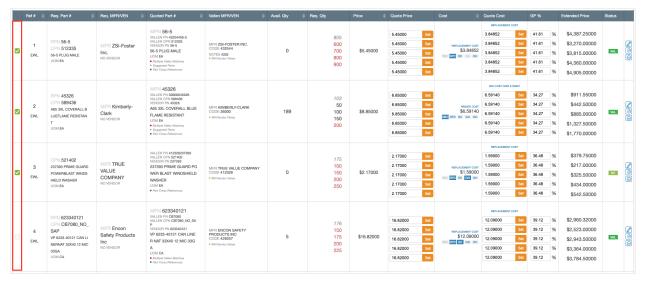
The following items describe the high level scope of the Quote-to-Order integration that is implemented in VallenIQ:

- Not all line items must be selected to initiate customer order creation.
- 2. The system will assign a new status ORD (ordered) to line items that were successfully added to a customer order from VallenIQ. Users will retain the ability to manually assign the ORD status to line items from the Select Status modal. Ordered line items are not locked within the quote.
- 3. Users are able to create multiple orders from the same quote in VallenIQ. Line items that have already been submitted in an order can be added to a new order.
- 4. Users must be able to add alternates to orders.
- 5. If changes must be made to an order that has already been created, users must make those changes outside of VallenIQ, and in SXe.

1.3 User Flow

1.3.1 Select Lines

In order to use the new Convert to Order feature, users must first select line items they'd like to submit for the new order:



Select line items to add to your order using the select column

Note that when multiple requested quantities breaks exist for selected line items, the system will currently use the value for Requested Quantity 1 when creating your order.

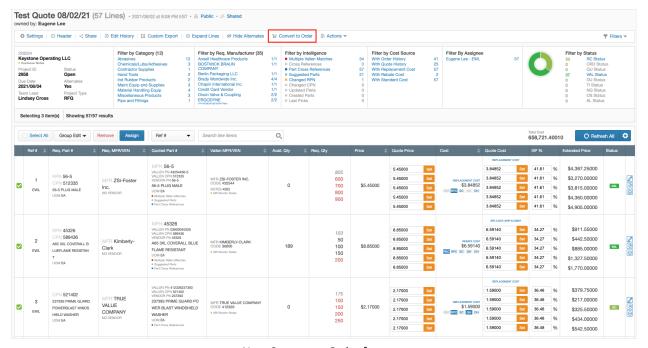


Requested Quantity 1 will be used to populate the Quantity and Cost fields for orders

In the next release v1.19, users will have the ability to choose which Requested Quantity break they'd like to use in the order.

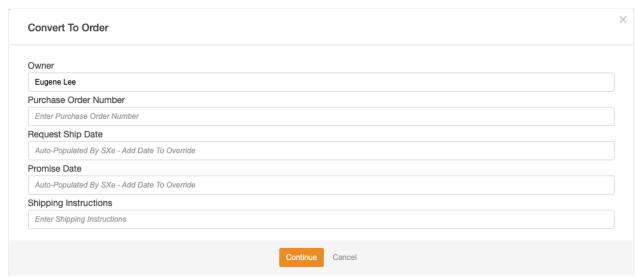
1.3.2 Select Convert to Order & Enter Order Details

After you've selected your line items, click the new Convert to Order button in the Quote Actions bar at the top of the quote:



New Convert to Order feature

The system should then bring up the order details modal, where users can specify order level information:



Order Details modal

1.3.2.1 Owner

The name of the user who selected lines and clicked Convert to Order should populate the Owner field.

1.3.2.2 Purchase Order Number

The Purchase Order Number field is a required field and can be populated by both alphanumeric and special characters.

1.3.2.3 Request Ship Date

This is not a required field. Users can populate the field with the date of their choice, but if left empty, SXe will automatically update the field with either today's date or the next business day.

The date used to populate this field will be available to see in the Project or Line Item Edit History.

1.3.2.4 Promise Date

This is not a required field. Users can populate the field with the date of their choice, but if left empty, SXe will automatically default the field to 10 days after the Request Ship Date.

The date used to populate this field will be available to see in the Project or Line Item Edit History.

1.3.2.5 Shipping Instructions

This is not a required field. The Shipping Instructions field will be automatically populated by VallenIQ based on the Customer Account and Ship To Suffix selected in the header of your quote.

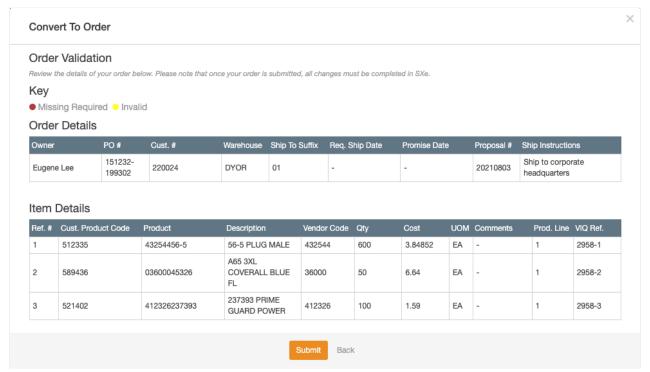
However, users can override the default shipping instructions by typing the new instructions into this field.

The shipping instructions that were used to populate this field will be available to see in the Project or Line Item Edit History.

Once all Order Details are entered and verified, select Continue to move forward in the Convert to Order workflow.

1.3.3 Order Validation

Once the Order Details are defined, VallenIQ will take you to the Order Validation modal, where both order and item details are summarized, and the system will highlight fields that will cause errors once submitted.

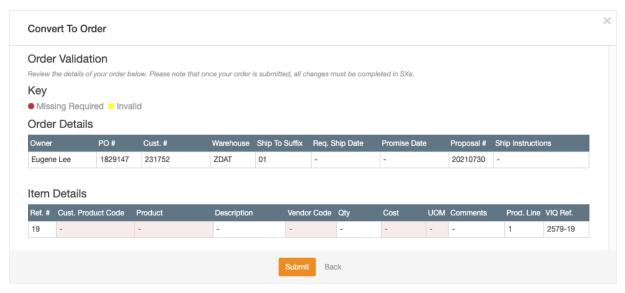


Order Validation modal

Review the details in this modal and correct all errors that appear in the two tables by exiting from this pop up, correcting issues in the line items themselves or the details of the order, and selecting the Convert to Order button again.

1.3.3.1 Required Fields

The following are required fields for the line items in your order:



Required fields for line items in your order

- Product: Populated with Vallen Part Number
- Customer Product Code: Populated with Customer Part Number. Only required when Product field is not populated. If Product field is populated, Customer Product Code is optional
- Vendor Code: Populated by either the vendor code or manufacturer code specified for your line items
 - If only a vendor code is available, the system will use the vendor code to populate this field
 - If only a manufacturer code is available, the system will use the manufacturer code to populate this field
 - If both manufacturer code and vendor code are available for line items, the system will use the vendor code to populate this field
- Cost: The system will currently use the Replacement Cost associated with the Vallen Part Number in your selected lines to populate this field. However, if the user updates the Cost field in the Create & Update modal, the system will use this updated value in the Convert to Order workflow
- UOM: The system will use the unit of measure associated with the Vallen Part Number in your selected lines to populate this field. However, similar to the Cost field above, if the user updates the Base UM Code field in the Create & Update modal, the system will use this updated value in the Convert to Order workflow

1.3.3.2 Remaining Fields

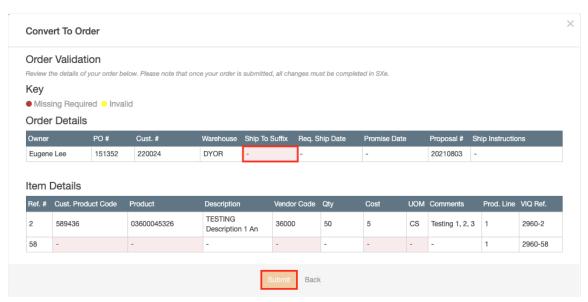
The following fields should be automatically populated by VallenIQ:

- Reference #: This field will display the reference # of the selected line items
- Description: This field will display the description associated with your selected line items. If the line item is a valid Vallen Part Number, the system will pull the description associated with this record and show in this field. If the line item contains an updated or new part, VallenIQ will display updated description in the Create & Update modal
- Quantity: VallenIQ will currently always use Requested Quantity 1 to populate this field. In the next release, users will have the ability to select the Requested Quantity break they'd like to use for each line item when submitting orders
- Comments: This field will display Internal Comments if they are added to line items
- Product Line: VallenIQ will currently always use Product Line Code 1 to populate this
 field. In the next release, users will have the ability to choose which product line code
 they'd like to use for their line items in the Create & Update modal
- **VIQ Reference:** This field will be automatically populated by the system. This reference number will be the VallenIQ Project ID and Ref # separated by a dash (eg. 2960-14)
- Proposal # (Order Details section): This field will be automatically populated by the system. Proposal # will be today's date in the following format: YYYYMMDD

1.3.4 Order Submission

1.3.4.1 Order Details Errors

If there are errors in the Order Details section, the Submit button will not be selectable, and the system will not let you submit the order:

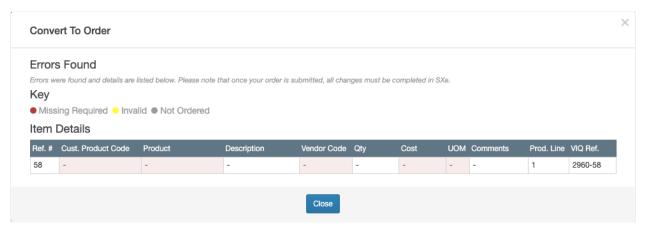


Submit button is not selectable when errors exist in Order Details

1.3.4.2 Item Details Errors

If the Order Details section *does not* contain errors, but the Item Details section *does* contain errors, the system will let you submit the details of the order.

However, in the next step, VallenIQ will display the Errors Found modal, where the system will highlight only the line items and the specific fields in Item Details that have errors. Line items that were selected for order that do not have errors will not display in the Errors Found modal.



Errors Found modal displays line items that have errors

All errors called out in the Errors Found modal must be resolved before the order can be successfully submitted.

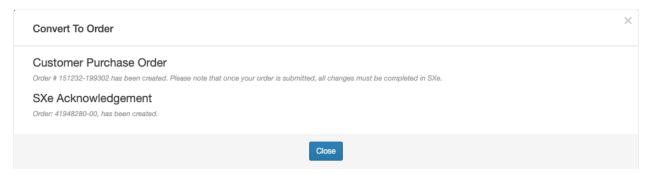
After the errors are identified, users should close the Errors Found modal, make the appropriate changes to line items that have issues, and restart the Convert to Order workflow.

No Errors

If there are no errors with both the Order Details and Line Item details sections, the system will allow users to submit their order.

1.3.5 Acknowledgement of Customer Purchase Order

Once all errors are resolved, and the user successfully runs through the Convert to Order workflow and submits their order, the system will display the Customer Purchase Order acknowledgement modal.



Customer Purchase Order modal displays the customer purchase order number and SXe acknowledgement

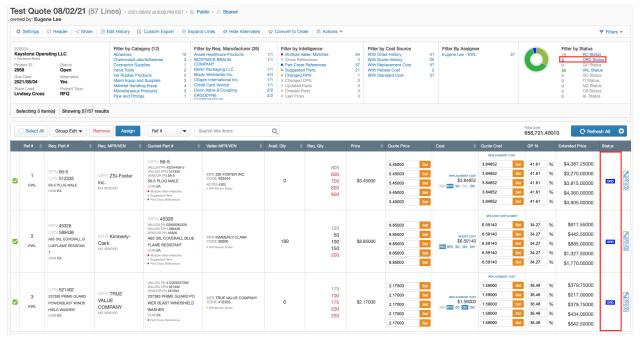
In this modal, the system will display the customer purchase order number from SXe under the Customer Purchase Order title.

In the SXe Acknowledgement section, users will see the acknowledgement message that is returned directly from SXe after the order has successfully been created.

Note that once the order is submitted, if any changes are required for the order, these changes must be completed within SXe, instead of VallenIQ.

1.3.6 Apply ORD Status to Successfully Ordered Line Items

Line items that have successfully been added to a customer purchase order will be automatically assigned a new status titled ORD (ordered). Additionally, the new ORD status will appear in Filter by Status:



ORD status is applied to successfully ordered line items

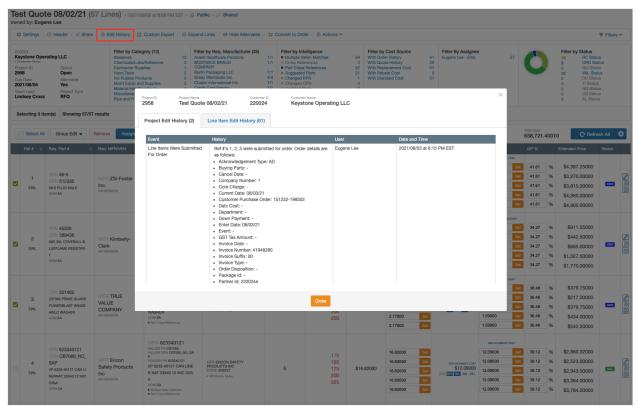
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1.3.7 Edit History

When a customer order is successfully submitted, VallenIQ will show both Project and Line Item Level Edit History.

1.3.7.1 Project Level Edit History

Project Edit History can be accessed by selecting the Edit History button in the Quote Actions bar:

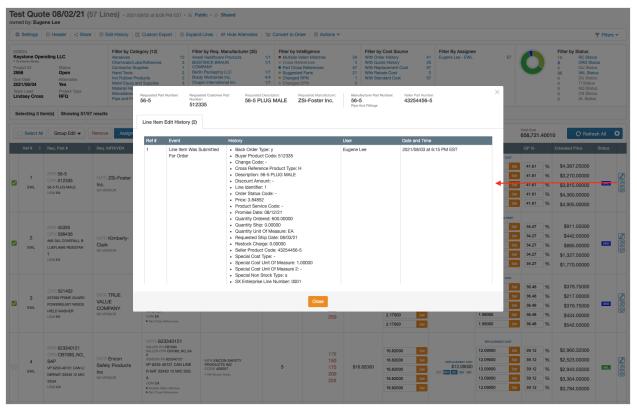


Project Edit History tab

All data that appears in the History column is data we receive directly from the Quote-to-Order API response.

1.3.7.2 Line Item Level Edit History

Line Item Edit History can be accessed by selecting the Edit History button in the rightmost column of each line item in your quote.



Line Item Edit History modal

Similar to the Project Edit History described above, all data that appears in the History column is data we receive directly from the Quote-to-Order API response.

2. Cost Preferences

We've updated the Cost Preferences section within the Project Preferences and Project Settings modals.

Users can now specify which costs are selected and the priority in which selected costs are loaded into line items during the auto-matching process.

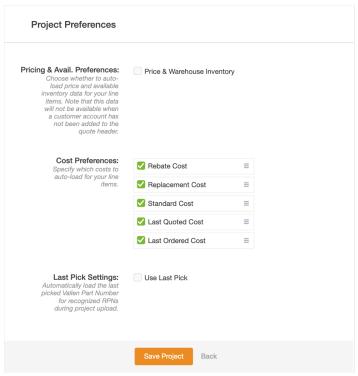
While both CSR and Q&S teams will by default prioritize loading rebate costs into line items if available, the purpose of this enhancement is to allow the CSR team to prioritize loading standard cost into their line items vs. the Q&S team, who require the ability to prioritize replacement cost.

2.1 Locations Impacted

Cost Preferences can be updated in the following locations and scenarios within VallenIQ:

2.1.1 Project Preferences Modal During Quote Upload and Creation

Cost Preferences can be adjusted in the process of uploading or creating a new quote.



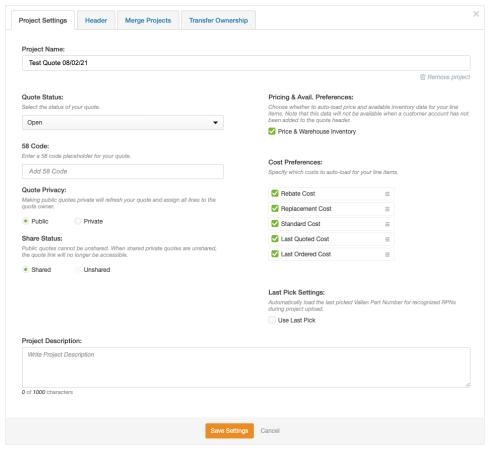
Updated Cost Preferences section in Project Preferences modal

Deselecting certain cost types means that even if the cost type is available, VallenIQ will not load the deselected cost into line items during the auto-matching process.

Reordering the priority of costs can be done by dragging and dropping the cost types using the three lines to the right of each preference.

2.1.2 Project Settings Modal in Existing Quotes

Cost Preferences can also be adjusted for existing quotes where, once updated, the quote will refresh all line items and populate cost according to the user's selected preferences.

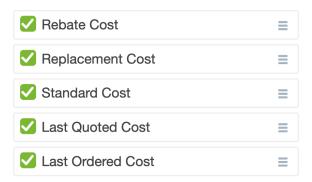


Updated Cost Preferences section in Project Settings modal

2.2 Default Preferences

2.2.1 Q&S Team

The default Cost Preferences for the users that belong to the Q&S team will be the following:

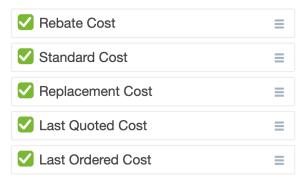


Rebate Cost, then Replacement Cost will be prioritized by default for the Q&S team

Cost Preferences can still be manually updated for each quote if required.

2.2.2 CSR Team

The default Cost Preferences for the users that belong to the Q&S team will be the following:



Rebate Cost, then Standard Cost will be prioritized by default for the CSR team

Cost Preferences can still be manually updated for each quote if required.

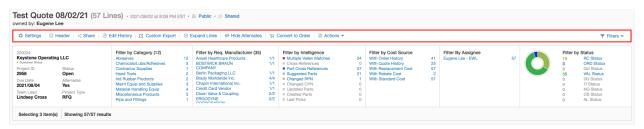
2.3 Rebate Cost Behavior

In order for VallenIQ to populate Rebate Cost, the Customer Account field in the header must be populated for the quote.

If the Customer Account field is empty, Rebate Cost cannot be loaded into your line items, because the system finds appropriate Rebate Costs by looking up the Vallen part number in conjunction with the Customer Account number.

3. Quote Actions Bar

In Project View, all quote level features have been consolidated into one location at the top of the page to make the process of finding features and changing quote details more efficient for end users:



New Quote Actions bar

The following features have been moved into the Quote Actions bar:

- **Settings:** Previously titled Project Settings
- Header: Previously titled Customer Information
- Share: Previously titled Share Project
- Edit History
- Custom Export
- Expand Lines: Previously titled Expand View
 - When selected, title will change to say Collapse Lines
- Hide Alternates
- Convert to Order: New feature, see first section above
- Actions: Selecting this button will display a dropdown that contains the Transfer Ownership and Merge Projects features
- Filters: Selecting this button will display a dropdown that contains Hide Filters and More Filters features

Note that when Settings, Header, Share, Edit History, Custom Export, Transfer Ownership, Merge Projects, and More Filters are selected, the same modals that previously were opened will open again.

Only the locations of the buttons have changed, the modals and functionality that each feature enables have not changed.

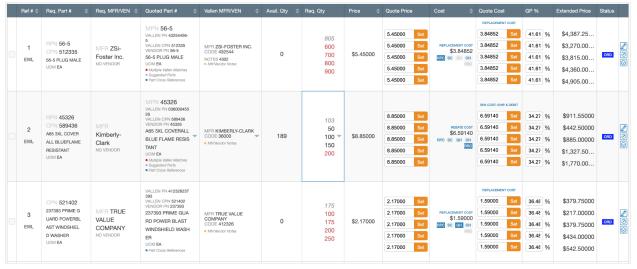
4. Requested Quantity Updates

Two changes have been applied to Requested Quantities in VallenIQ:

- The order in which Requested Quantities can be added in the Update Quantity modal is now enforced
- The Usage field is now differentiated from Requested Quantities 1-4 in Project View

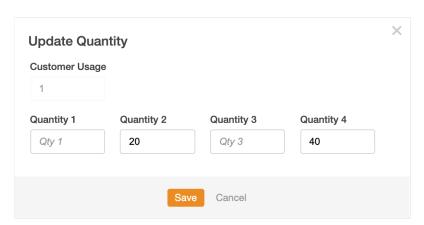
4.1 Enforce Order When Adding Requested Quantities

When users select into the Req. Qty column in Project View and open up the Update Quantity modal:



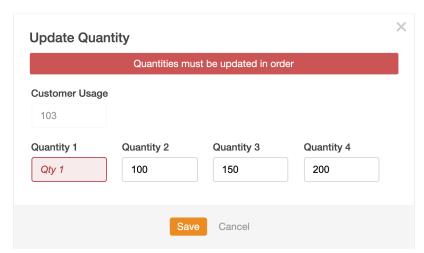
Open the Update Quantity modal by selecting into the Req. Qty column in Project View

Previously, users could add Requested Quantities in any order. This means they were able to add higher quantities, when lower quantities were not populated, which can be confusing when viewing Requested Quantities from the Project View page.



Note that quantities 1 and 3 are not populated

Now, users must add lower Requested Quantities before they can add higher Requested Quantity breaks.



Adding higher quantity breaks when lower quantities don't exist will trigger an error

4.2 Usage Field UI Updates

In Project View, the Usage field will appear in grey and will also be italicized, to differentiate this field from Requested Quantities 1-4.

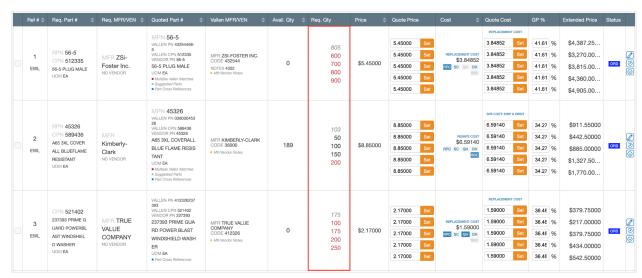
Previously, the values for both Usage and Requested Quantities 1-4 would appear grey, making it confusing for users to understand whether Usage was or was not populated for their line items.



Prior state of Req. Qty column

With our latest updates, while Usage will always appear italicized and grey, Requested Quantities 1-4 will either display as:

- **Black:** When Requested Quantity breaks are less than Available Quantity, or when the Pricing & Availability Preferences setting (in quote settings modal) is unselected
- Red: When Requested Quantity breaks are greater than Available Quantity

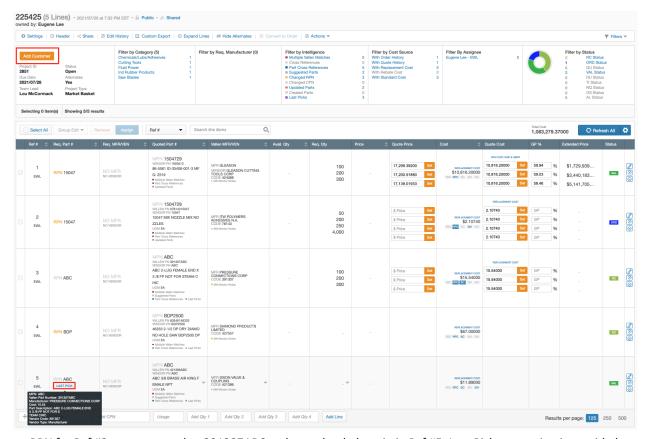


Updated Req. Qty column

5. Record Last Picks in Quotes Without Customers

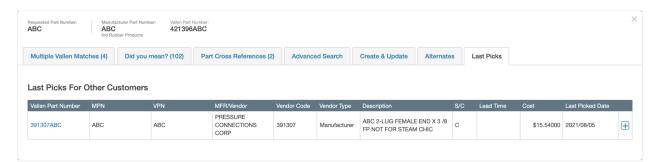
Previously, when Customer Account was left blank in the project header, VallenIQ would not track Last Picks. VallenIQ will now record Last Picks even when no customers are added to a project.

Last Picks that are recorded from projects with no customers will appear in the "Last Picks for Other Customers" section of the Last Picks tab:



RPN for Ref #3 was corrected to 391307ABC - when uploaded again in Ref #5, Last Pick suggestion is provided

Using the example in the screenshot above, when the Quoted Part # modal is selected for both Ref #3 and 5, the last picked Vallen part number (391307ABC) will appear in the "Last Picks for Other Customers" table:



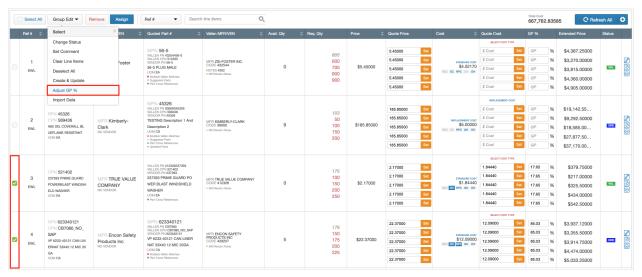
Record appears in Last Picks tab

6. Group Edit GP%

Users can now edit gross profit percentage for multiple line items at once using the new Adjust GP% feature in the Group Edit dropdown.

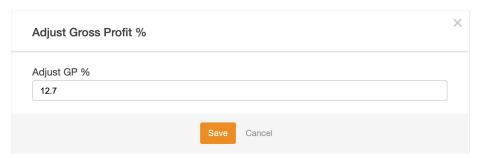
Prior to using this feature, ensure that Requested Quantity and Quote Cost columns are filled out for at least one quantity break. If Requested Quantity and Quote Cost columns are empty, VallenIQ will not allow you to use this feature.

Access the Adjust GP% feature by first selecting the line items you'd like to edit GP% for, then selecting the Group Edit button above your column headers, and clicking the new Adjust GP% button:



Accessing the Adjust GP% button

Specify what you'd like the new GP% value to be and select Save:



Defining new GP%

The new GP% will be applied to all quantity breaks in your selected line items, in this case Ref #'s 3 and 4:



GP% has been applied to all quantity breaks for selected lines

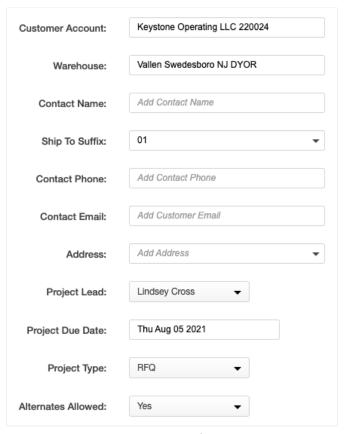
7. Duplicate Quote Header

Users are now able to create new quotes that contain the same header information as an existing quote, directly from the Project Management tab.

This enables users to save time when creating quotes for repeat customers because they won't have to fill out the same header information for the new opportunity.

7.1 What is the Quote Header?

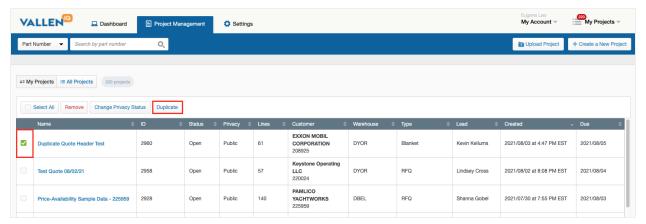
The header is the high level quote details that are filled out when creating or uploading new files from customers:



Quote Header fields

7.2 Using the Duplicate Feature

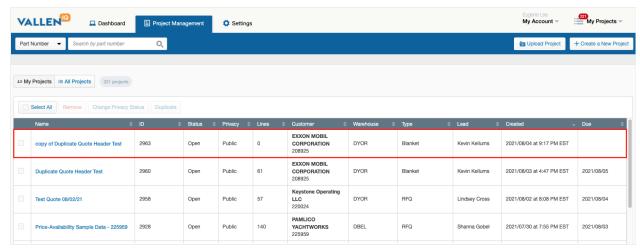
To use this new feature, first navigate to the Project Management tab, then select one quote that you'd like to duplicate. Note that this feature cannot be used when more than one quote is selected.



Select your desired quote and click the new Duplicate button

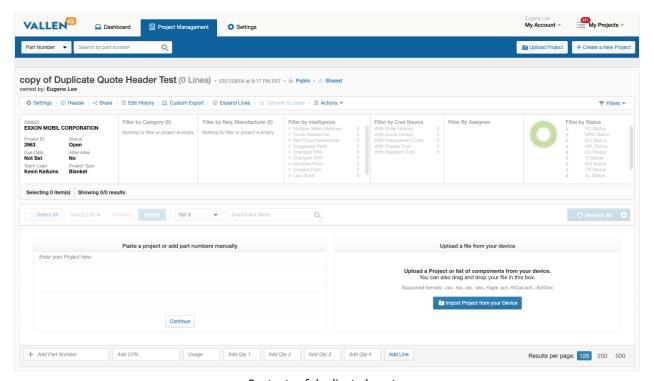
VallenIQ will create a copy of the quote that has the same header information as the original quote (except for Due Date), but does not contain any line items.

This new quote will also carry over the same title, but with "copy of" prepended to the beginning of the name.



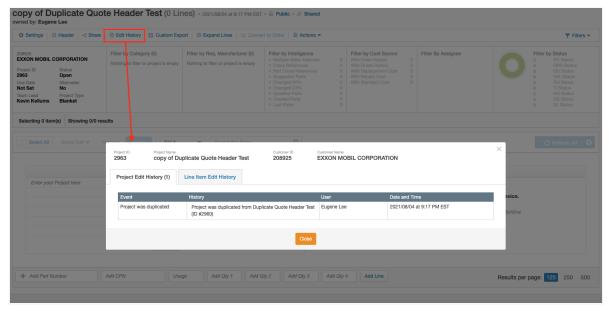
Duplicate quote contains the same header information as the original

When this quote is selected, users will be taken to the following page, from which they can manually upload line items or upload a file from their computer:



Contents of duplicated quote

When Edit History is opened for a duplicated quote, the system will show the following new history event:



New Edit History event for duplicated quote

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61 S Fair Oaks Ave, Suite 200, Pasadena, CA 91105 p: 626.793.7732 | f: 626.793.7914 | w: www.supplyframe.com

7.3 User Permissions

Role	Permissions
Super Admin	 Can duplicate my public projects Can duplicate other users' public projects Can duplicate my private projects Can duplicate other users' private projects
Admin	 Can duplicate my public projects Can duplicate other users' public projects Can only duplicate my private projects Cannot duplicate other users' private projects
Specialist	 Cannot duplicate any public projects Cannot duplicate any private projects

7.4 Duplicating Public Projects

When Super Admins and Admins duplicate public projects that belong to another user, the system will assign the user who duplicated the project as the Quote Owner.

All other quote header information will remain the same as the original quote (except Due Date).

7.5 Duplicating Private Projects

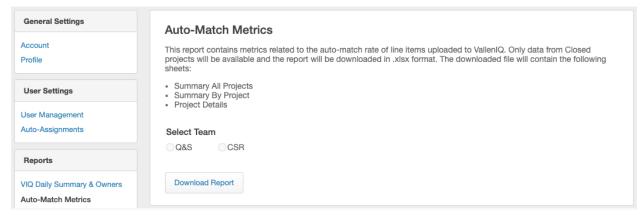
When Super Admins duplicate private projects that belong to another user, the system will assign the Super Admin who duplicated the project as the Quote Owner.

All other quote header information will remain the same as the original quote (except Due Date).

8. Auto-Match Metrics Report

The Auto-Match Metrics Report has been split up into two separate reports, one for quotes completed by the Q&S team and another containing only quotes completed by the CSR team.

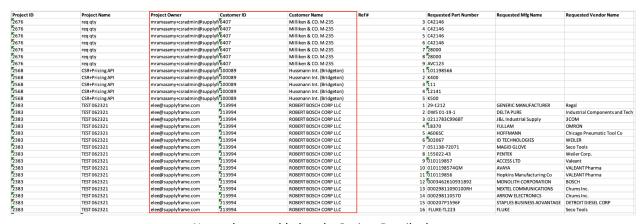
In the Auto-Match Metrics page in Settings, Super Admin and Admin users are able to select which team they would like to download the report for in a new section titled Select Team:



New Select Team option in Auto-Match Metrics report page in Settings

We've also added three new columns to the Project Details sheet within the Auto-Match Metrics report:

- Project Owner
- Customer ID
- Customer Name



New columns added to the Project Details sheet