











# User Guide

## ORDER DETAIL PAGE

- ⇒ You can review any order that you uploaded to Telxon Web Connect.
- ⇒ To correct errors on the order, see the Troubleshooting Section.

1.  From the Main Page, *click* the **View** button next to the order that you wish to review.
2. You are sent to the page corresponding to the order you selected.
3. The Detail Page displays the contents of the order.
4. Telxon Web Connect has checked your order and will notify you of any errors.
  - A Red Exclamation Point followed by Red text indicates that **corrective action must be taken for an item before the order can be submitted** for processing.
  - A Teal Warning Message indicates that a corrective action is recommended, **but not required**, before the order can be submitted for processing. Orders may be submitted with a Teal Warning Message. **If no action is taken place, then the Teal Warning Message stays with the submitted order.**
5.  When all the **RED** errors have been corrected, the **Submit Order** button displays.

**Parts of the Order Detail Page**

<p>Help link </p>	<p>When you need assistance, <i>click</i> the Help link.</p>	
<p>Logout link </p>	<p><i>Clicking</i> this link will exit you from Telxon Web Connect.</p>	
<p>Back to Main Page button </p>	<p><i>Clicking</i> this button takes you back to the Main Page.</p>	
<p>Order Identification area <b>Warehouse Items</b></p>	<p>This area identifies the type of order on the Detail Order Page.</p>	
<p>Order Summary area</p> <div data-bbox="310 642 711 936" style="border: 1px solid black; padding: 5px;"> <p><b>Store #:</b> 00794  <b>Type:</b> Warehouse (RDC 01)  <b>Total:</b> \$1,557.09  <b>Lines:</b> 11  <b>Errors:</b> 5</p> <p style="background-color: #e0e0e0; padding: 2px;"><b>11 Lines</b></p> </div>	<p>Store #</p>	<p>Your Store number is displayed here.</p>
	<p>Type</p>	<p>The type of order is listed here along with:          &gt; The RDC associated with a Warehouse or Paint order.          &gt; The Relay ID Number to a Relay order.          &gt; The Promotion ID Number to a Promotion order.</p>
	<p>Total</p>	<p>The dollar amount for this order.</p>
	<p>Lines</p>	<p>The number of line items in this order. This amount is also shown in blue as a highlight.</p>
	<p>Errors</p>	<p>The number of errors in the order that need to be fixed before the order can be submitted.</p>
<p>Purchase Order Number </p>	<p>This area displays the purchase order number that you have assigned to this order. This field can accommodate up to 10 alphanumeric characters.</p>	
<p>Update button </p>	<p><i>Clicking</i> the “Update” button refreshes the screen and updates any fields that were changed.</p>	
<p>Add an Item area <b>Add an Item:</b> Item # <input data-bbox="581 1318 673 1360" type="text"/></p>	<p>In this area, you can add an item to the order. For more information, see the topic called “Adding an Item to the Order.”</p>	
<p>Submit Order button </p>	<p><i>Click</i> this button to send the order to True Value Company. <b>If there are any errors on the order, then the Submit button will not be displayed.</b> For more information about correcting errors, see the topic called “Correcting Errors on the Order.”</p>	

Order Detail Page (continued)

**Show Images**

Clicking on the “Show Images” link changes the appearance of the order listing. A graphic depiction or photograph of each item is displayed.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override	Retail	Remove
		1	258916 EZSE1-GL EZSE GAL WHT Sat Enamel	TRUE VALUE MFG COMPANY	\$13.09	F4	320	8	\$	<input type="text"/>	<input type="checkbox"/>

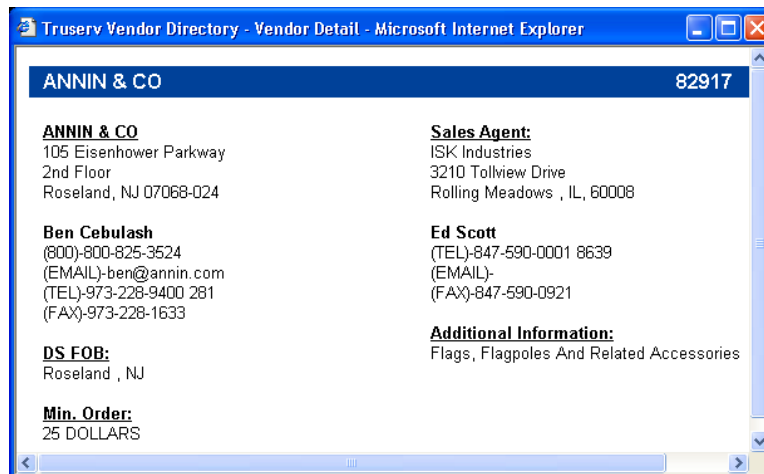
**Show Finline**

Clicking on the “Show Finline” link changes the appearance of the order listing. A description of the Department/Class/Finline of each item is displayed.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override	Retail	Remove
PAINT, APPLICATORS, HOME DECOR & SUNDRIES > INTERIOR PAINTS & PRIMERS > INTERIOR WALL/CEILING PAINT, TV PRIVATE LABEL											
		1	258916 EZSE1-GL EZSE GAL WHT Sat Enamel	TRUE VALUE MFG COMPANY	\$13.09	F4	320	8	\$	<input type="text"/>	<input type="checkbox"/>

**Manufacturer**

On the line item in an order, when you *click* on the “Manufacturer” link, a pop-up window displays ordering and contact information about the Manufacturer.



## Red Exclamation Point Errors on the Order Detail Page

- ⇒ A Red Exclamation Point followed by Red text indicates that corrective action must be taken for an item before the order can be submitted for processing.
- ⇒ For your convenience, Red Exclamation Point errors are always clustered at the top of the page.

## Duplicate Item Error

When Telxon Web Connect detects that the same item has been ordered more than once on the same upload, it displays the “Duplicate Item” warning and displays all the instances of the item.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override	Retail	Remove
<b>! Duplicate item</b>											
13	445445	78133	42" Prince WHT Ceil Fan	<a href="#">WESTINGHOUSE FAN &amp; LIGHTING</a>	\$20.68	1	222	<input type="text" value="1"/>	\$	<input type="text"/>	<input type="checkbox"/>
14	445445	78133	42" Prince WHT Ceil Fan	<a href="#">WESTINGHOUSE FAN &amp; LIGHTING</a>	\$20.68	1	222	<input type="text" value="12"/>	\$	<input type="text"/>	<input checked="" type="checkbox"/>
15	445445	78133	42" Prince WHT Ceil Fan	<a href="#">WESTINGHOUSE FAN &amp; LIGHTING</a>	\$20.68	1	222	<input type="text" value="6"/>	\$	<input type="text"/>	<input checked="" type="checkbox"/>

- Determine the correct quantity that you wish to order.
- Click in the Quantity field box of the first duplicated item and type in the correct amount that you wish to order.
- For the remaining duplicates of the item, click the checkbox at the far right side to remove the duplicated items.
- Click the **Update** button at the bottom of the screen.

## Item Not Available Error

After your upload, Telxon Web Connect checks the True Value Catalog to verify that the items you are ordering are available. If any of your items are not available from the True Value Catalog, then Telxon Web Connect displays the “Item Not Found” warning for those items.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override	Retail	Remove
<b>! 6 Item not found (570273)</b>											
											<input type="checkbox"/>

- Since the item cannot be ordered, you need to click the checkbox to the right of the item to remove it from the order.
- Click the **Update** button at the bottom of the screen.

*Red Exclamation Point Errors on the Order Detail Page (continued)*



**Item Discontinued Error**

After your upload, Telxon Web Connect checks the True Value Catalog to verify that the items you are ordering are available. If any of your items have been discontinued, then Telxon Web Connect displays the “Discontinued Item” warning for those items.



If a Substitute Item is available, then the “Substitute Item is below” warning is displayed and the substituted item is listed on the order.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<p><b>! Discontinued item (643270). Substitute item (538824) is below.</b></p>										
20	643270							12	\$	<input type="checkbox"/>
	538824	32565	50OZ Electrasol Powder	RECKITT BENCKISER	\$2.18	B10	77	0	\$	

**To Accept The Substituted Item:**

1.  If you wish to accept the substituted item, then *click* the Remove checkbox to the right of the Discontinued Item to remove it from the order.
2. Then, in the Quantity field of the Substituted Item, type in the quantity you wish to order. Be sure to honor any F-Pack restrictions.
3. The substituted item will be added to your order when you *click* on the **Update** button.
4.  *Click* the **Update** button at the bottom of the screen.

**To Reject The Substituted Item:**


1.  If you reject the substituted item, then *click* the Remove checkbox to the right of the Discontinued Item to remove it from the order.
2. Leave the default quantity of zero in the Quantity field of the Substitute Item.
3. The substituted item will be not be added to your order when you *click* on the **Update** button.
4.  *Click* the **Update** button at the bottom of the screen.

Red Exclamation Point Errors on the Order Detail Page (continued)

**F Pack Violation Error**

When Telxon Web Connect detects that an item has not met the F-Pack requirement, it displays the “F-Pack Requirement Not Met” warning and indicates the correct F-Pack amount.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>! F-Pack requirement not met (F4)</b>										
5	568933	SB31-4OZ	4OZ Camoufl PaintSample	TRUE VALUE MFG COMPANY	\$1.75	F4	0	3	\$	<input type="checkbox"/>



1. Click in the Quantity field box and type in the correct F-Pack Multiple that you wish to order for this item.
2.  Click the **Update** button at the bottom of the screen.

**Item Not On Paint Program Error**

After your upload a Paint Order, Telxon Web Connect checks the True Value Catalog to verify that the items you are ordering are paint items from True Value Manufacturing.

If any of the items on the Paint Order are not from True Value Manufacturing, then Telxon Web Connect displays the “Not On Paint Program” warning for those items.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>! Not on Paint program.</b>										
11	872481	10061	GAL EXT Stain Blocker	MASTERCHEM INDUSTRIES	\$11.95	B4	20	1	\$	<input type="checkbox"/>

1. If Telxon Web Connect can identify the item, then details will display about the item.
2.  Since the item cannot be ordered on a Paint Order, you need to *click* the checkbox to the right of the item to remove it from the order.
3.  Click the **Update** button at the bottom of the screen.

NOTE: Use the Warehouse partition to order paint items not manufactured by True Value Manufacturing.

Red Exclamation Point Errors on the Order Detail Page (continued)



**Multiple Errors**

You can have more than one error in a line item. In this example, this Discontinued Item also has a F-Pack Violation.



You need to fix both errors before the order can be submitted.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>! Discontinued item (734954). Referral item (734913) is below., F-Pack requirement not met (F4)</b>										
8	734954	JEOP-QT	QT WHT EXT Oil Primer	TRUE VALUE MFG COMPANY	\$1.62	F4	0	1	\$	<input type="checkbox"/>
	734913	JEOP-GL	JEO GAL WHT Ext Primer	TRUE VALUE MFG COMPANY	\$10.10	F2	30	0	\$	<input type="checkbox"/>

**To Accept The Substituted Item:**

1.  If you wish to accept the substituted item, then *click* the Remove checkbox to the right of the Discontinued Item to remove it from the order.
2. In the Quantity field of the Substituted Item, type in the correct F-Pack Multiple that you wish to order for this item.
3. The substituted item will be added to your order when you *click* on the **Update** button.
4.  *Click* the **Update** button at the bottom of the screen.

**To Reject The Substituted Item:**

1.  If you reject the substituted item, then *click* the Remove checkbox to the right of the Discontinued Item to remove it from the order.
2. Leave the default quantity of zero in the Quantity field of the Substitute Item.
3. The substituted item will be not be added to your order when you *click* on the **Update** button.
4.  *Click* the **Update** button at the bottom of the screen.

## Teal Warning Messages

⇒ Orders with a Teal Warning Message may be submitted without correction.

### Quantity Entered Exceeds Amount On-Hand Message

When your order is uploaded to Membersonline, Telxon Web Connect checks the quantity of each of your ordered items against the quantity available from your Regional Distribution Center.

However, the item quantity is not locked in at the time of your upload. The on-hand quantity information from your RDC will be up to 60 minutes old when it is displayed in the On-Hand column of the Order Detail screen.

If there is not enough stock to fulfill your order, then the “Quantity entered exceeds amount on-hand” message displays.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
PO # <input type="text" value="WIL13"/> up to 10 characters <a href="#">Show Images</a> <a href="#">Show Fineline</a> <input type="button" value="UPDATE"/>										
Quantity entered (6) exceeds amount on-hand (0).										
12	560153	LZ420-4	4PK Solar LGT Kit	INTERMATIC, INC	\$12.90	1	0	<input type="text" value="6"/>	<input type="text" value="\$"/>	<input type="checkbox"/>

- You can still order the item without having to change the quantity.
  - However, the item may be subject to the Ship Later policy.
- If you wish to change the quantity to avoid having a Ship Later item, then *click* in the Quantity field box.
- Type in a quantity that does not exceed the on-hand inventory at your RDC.
- Click the **Update** button at the bottom of the screen.

**NOTE:** In a low stock situation at your RDC, by the time you submit your order, the quantity On-Hand could be less than the amount needed to fulfill your order.

Teal Warning Messages (continued)

### Cancel Ship Later Request

You have the ability to cancel items on a Ship Later.

PO #	WIL13	up to 10 characters	<a href="#">Show Images</a>	<a href="#">Show Fineline</a>					<input type="button" value="UPDATE"/>	
Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>Cancel ship later request.</b>										
16	653709	11802	1.2GAL CLR WD Protector	<a href="#">THOMPSONS WATERSEAL</a>	\$12.25	F4	0	<input type="text" value="999"/>	<input type="text" value="\$"/>	<input type="checkbox"/>

1. If you need to cancel items on a Ship Later, then type “999” in the Quantity field box.
2. When Telxon Web Connect detects the quantity of “999”, then the “Cancel Ship Later request” message displays.
3.  Click the **Update** button at the bottom of the screen.

### Price Override Request

You have the ability to override the suggested retail price of an item.

PO #	WIL13	up to 10 characters	<a href="#">Show Images</a>	<a href="#">Show Fineline</a>					<input type="button" value="UPDATE"/>	
Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>Price override request.</b>										
10	729160	TV012A	TV10.1OZ CLR Sili Caulk	<a href="#">G E SEALANTS &amp; ADHESIVES</a>	\$2.05	B12	5295	<input type="text" value="777"/>	<input type="text" value="\$3.99"/>	<input type="checkbox"/>

1. If you wish your retail price to be different than the suggested retail price, then type “777” into the Quantity field box.
2. In the Override Retail field box, type in the new retail price.
3. When Telxon Web Connect detects the quantity of “777”, then the “Price override request” message displays.
4.  Click the **Update** button at the bottom of the screen.

*Teal Warning Messages (continued)*

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### Cancel Auto Ship Request

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You have the ability to cancel an Auto Ship for a Relay.

1. If you wish to cancel a Relay Auto Shipment, then type “777” into the Quantity field box.
2. When Telxon Web Connect detects the quantity of “777” on the Relay order, then the “Cancel auto ship request” message displays.
3.  Click the **Update** button at the bottom of the screen.

### Multiple Warning Messages

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You can have multiple warning messages on a line item. In this case, this line item has a “Broken Cart” message and a “Quantity entered exceeds amount on-hand” message.

You can correct both messages at once.

PO #	WIL13	up to 10 characters	<a href="#">Show Images</a>	<a href="#">Show Fineline</a>					<input type="button" value="UPDATE"/>	
Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
Broken cart charge may apply. Quantity entered (5) exceeds amount on-hand (0).										
4	643723	11436	16OZ WD Hand Hammer	COOPER TOOLS	\$9.10	B6	0	<input type="text" value="5"/>	<input type="text" value="\$"/>	<input type="checkbox"/>

1. You can still order the item without having to change the quantity.
  - However, the item may be subject to the Ship Later policy.
  - In addition, you may be assessed a Broken Pack Charge.
2. If you wish to change the quantity to avoid having a Ship Later item, then *click* in the Quantity field box.
3. Type in a multiple of the B-Pack quantity that does not exceed the on-hand inventory at your RDC.
4.  Click the **Update** button at the bottom of the screen.

## Warehouse Order Header

The Warehouse header is located just below the Purchase Order Number field.

**Store #:** 00794  
**Type:** Warehouse (RDC 01)  
**Total:** \$1,734.41  
**Lines:** 8  
**Errors:** 0

**Warehouse Items** [BACK TO MAIN PAGE](#)

Your warehouse order details appear below. Please take a moment to review before submitting. You can adjust quantities, remove/add items, and override retails on this screen. The system will also show you if there are any errors in this order.

**Red Error Messages** - Must be corrected or removed before submitting.  
**Teal Warning Messages** - Do not require corrective action.

**8 Lines** **Add an Item:** Item #  Qty  Override Retail \$  **ADD**

**PO #** 123WIL up to 10 characters [Show Images](#) [Show Fineline](#) **UPDATE**

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
6	551616	850081450	8' PVC Brickmould	<a href="#">GOSSEN CORP</a>	\$8.21	F6	6	6	\$ <input type="text"/>	<input type="checkbox"/>

Seq #	The Sequence Number column refers to the order in which the item number was entered into the Telxon. Sequence numbers will not change. In the above example, item number 551616 was the 6 <sup>th</sup> item entered into the Telxon.
Item #	This column displays the True Value Catalog Item Number.
Model #	This column displays the Manufacturer's Model Number to the item.
Description	This column displays a brief description of the item from the True Value Catalog.
MFR	The Manufacturer column displays the name of the Manufacturer. In addition, when you <i>click</i> on the Manufacturer link, a pop-up window displays ordering and contact information about the Manufacturer.
MBR Cost	This column displays your Member Cost for the item.
Pack	This column displays the Shelf Pack of the item.
On-Hand	The On-Hand column displays the quantity of the item in your RDC. <b>The quantity displayed may be up to 60 minutes old.</b>
QTY	The Quantity field box displays the amount that you wish to order for the item.  You can change the quantity in this field box as often as you need to before you submit the order.

Warehouse Order Header (continued)

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Override Retail	For Bin Labels, if you wish to designate a special retail price for the item, enter that price in this field box.  <b>Leaving this field box blank will default the price to the True Value Retail Price.</b>
Remove	If you wish to delete the line item from the order, <i>click</i> the checkbox in the Remove column.  <b>When you <i>click</i> the UPDATE button, the line item will be removed from the order.</b>

**Adding Items to a Warehouse Order**

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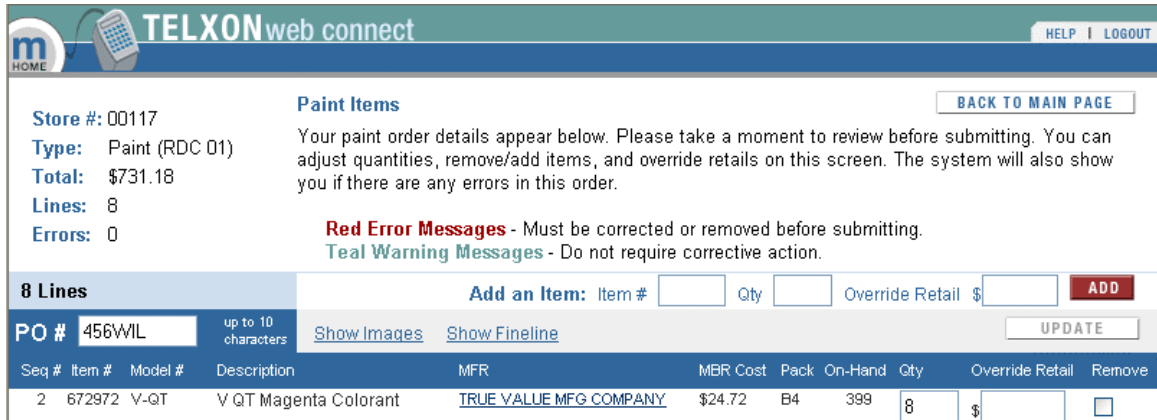
**Add an Item:** Item #  Qty  Override Retail \$  **ADD**

1. If you wish to add an item to your open Warehouse or Promotion order, then *click* in the Item # field box.
2. Type in the 6 digit SKU of the item.
3. The system should advance you to the Quantity field box. If it does not, then *click* in the Qty field box.
4. Type in the quantity that you wish to order.
5. If you wish to give the item a special retail price, then *click* in the Override Retail field box. Type in the special retail price for the item including dollars and cents.
6. *Click* the **Add** button. The item is added to the Warehouse order.
7. If the item is already on the order, the Duplicate Item error will bring the duplicate item to the top of the order.

**NOTE:** When an item is added to an open Warehouse order, it is assigned the next highest sequence number on the order.

## Paint Order Header

The Paint header is located just below the Purchase Order Number field.



**Store #:** 00117  
**Type:** Paint (RDC 01)  
**Total:** \$731.18  
**Lines:** 8  
**Errors:** 0

**Paint Items**  
Your paint order details appear below. Please take a moment to review before submitting. You can adjust quantities, remove/add items, and override retails on this screen. The system will also show you if there are any errors in this order.

**Red Error Messages** - Must be corrected or removed before submitting.  
**Teal Warning Messages** - Do not require corrective action.

**8 Lines**      **Add an Item:** Item #  Qty  Override Retail \$  **ADD**

**PO #** 456WIL up to 10 characters      [Show Images](#)    [Show Fineline](#)      **UPDATE**

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
2	672972	V-QT	V QT Magenta Colorant	<a href="#">TRUE VALUE MFG COMPANY</a>	\$24.72	B4	399	8	\$ <input type="text"/>	<input type="checkbox"/>

Seq #	The Sequence Number column refers to the order in which the item number was entered into the Telxon. Sequence numbers will not change. In the above example, item number 258916 was the 6 <sup>th</sup> item entered into the Telxon.
Item #	This column displays the True Value Catalog Item Number.
Model #	This column displays the Manufacturer's Model Number to the item.
Description	This column displays a brief description of the item from the True Value Catalog.
MFR	The Manufacturer column displays the name of the Manufacturer. In addition, when you <i>click</i> on the Manufacturer link, a pop-up window displays ordering and contact information about the Manufacturer.
MBR Cost	This column displays your Member Cost for the item.
Pack	This column displays the Shelf Pack of the item.
On-Hand	The On-Hand column displays the quantity of the item in your RDC. <b>The quantity displayed may be up to 60 minutes old.</b>
QTY	The Quantity field box displays the amount that you wish to order for the item.  You can change the quantity in this field box as often as you need to before you submit the order.

*Paint Order Header (continued)*

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Override Retail	For Bin Labels, if you wish to designate a special retail price for the item, enter that price in this field box.  <b>Leaving this field box blank will default the price to the True Value Retail Price.</b>
Remove	If you wish to delete the line item from the order, <i>click</i> the checkbox in the Remove column.  <b>When you <i>click</i> the UPDATE button, the line item will be removed from the order.</b>

**Adding Items to a Paint Order**

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**Add an Item:** Item #  Qty  Override Retail \$  **ADD**

1. If you wish to add a True Value manufactured paint item to your open Paint order, then *click* in the Item # field box.
2. Type in the 6 digit SKU of the item.
3. The system should advance you to the Quantity field box. If it does not, then *click* in the Qty field box.
4. Type in the quantity that you wish to order.
5. If you wish to give the item a special retail price, then *click* in the Override Retail field box. Type in the special retail price for the item including dollars and cents.
6. *Click* the **Add** button. The item is added to the Paint order.
7. If the item is already on the order, the Duplicate Item error will bring the duplicate item to the top of the order.

**NOTE:** When an item is added to an open Paint order, it is assigned the next highest sequence number on the order.

## Relay Order Header

The Relay header is located just below the Purchase Order Number field.

Seq #	The Sequence Number column refers to the order in which the item number was entered into the Telxon. Sequence numbers will not change. In the above example, Book Page Line Item 06015018 was the third item entered into the Telxon.
BK / PG / LN	The Book / Page / Line column displays the number corresponding to the True Value Book Number, Page Number, and Line Number for which the item can be found.
Description	The Description column displays a brief description (when available) of the item from the True Value Catalog.
MBR Cost	The Member Cost column displays your cost for the item.
Pack	If the item is available in F-Packs or B-Packs, then the pack amount is shown in this column.
QTY	The Quantity field box displays the amount that you wish to order for the item.  You can change the quantity in this field box as often as you need to before you submit the order.
Remove	If you wish to delete the line item from the order, <i>click</i> the checkbox in the Remove column.  <b>When you <i>click</i> the UPDATE button, the line item will be removed from the order.</b>

Relay Order Header (continued)

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### Adding Items to a Relay Order

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**Add an Item:** BK/PG/LN  Qty  **ADD**

1. If you wish to add an item to your open Relay order, then *click* in the BK/PG/LN field box.
2. Type in the Book Page Line number of the item.
3. The system should advance you to the Quantity field box. If it does not, then *click* in the Qty field box.
4. Type in the quantity that you wish to order.
5. *Click* the **Add** button. The item is added to the Relay order.
6. If the item is already on the order, a Duplicate Item error will bring the item to the top of the order.

**NOTE:** When an item is added to an open Relay order, it is assigned the next highest sequence number on the order.

## Promotion Order Header

The Promotion header is located just below the Purchase Order Number field.

Seq #	The Sequence Number column refers to the order in which the item number was entered into the Telxon. Sequence numbers will not change. In the above example, item number 140178 was the 4th item entered into the Telxon.
Item #	This column displays the True Value Catalog Item Number.
Model #	This column displays the Manufacturer's Model Number to the item.
Description	This column displays a brief description of the item from the True Value Catalog.
MFR	The Manufacturer column displays the name of the Manufacturer. In addition, when you <i>click</i> on the Manufacturer link, a pop-up window displays ordering and contact information about the Manufacturer.
MBR Cost	This column displays your Member Cost for the item.
Pack	This column displays the Shelf Pack of the item.
QTY	The Quantity field box displays the amount that you wish to order for the item. You can change the quantity in this field box as often as you need to before you submit the order.
Override Retail	For Bin Labels, if you wish to designate a special retail price for the item, enter that price in this field box.  <b>Leaving this field box blank will default the price to the True Value Retail Price.</b>
Remove	If you wish to delete the line item from the order, <i>click</i> the checkbox in the Remove column.  <b>When you <i>click</i> the UPDATE button, the line item will be removed from the order.</b>

Promotion Order Header (continued)

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**Adding Items to a Promotion Order**

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**Add an Item:** Item #  Qty  Override Retail \$  **ADD**

1. If you wish to add an item to your open Warehouse or Promotion order, then *click* in the Item # field box.
2. Type in the 6 digit SKU of the item.
3. The system should advance you to the Quantity field box. If it does not, then *click* in the Qty field box.
4. Type in the quantity that you wish to order.
5. If you wish to give the item a special retail price, then *click* in the Override Retail field box. Type in the special retail price for the item including dollars and cents.
6. *Click* the **Add** button. The item is added to the Promotion order.
7. If the item is already on the order, the Duplicate Item error will bring the duplicate item to the top of the order.

**NOTE:** When an item is added to an open Promotion order, it is assigned the next highest sequence number on the order.

Teal Warning Messages (continued)

### Broken Cart Message

When Telxon Web Connect detects that an item has not met the B-Pack requirement, it displays the “Broken cart charge may apply” message.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>Broken cart charge may apply.</b> 19 563512 700-900RM Combo Angle/Corn Broom <a href="#">QUICKIE MFG</a> \$6.75 B10 30 <input type="text" value="5"/> \$ <input type="text"/> <input type="checkbox"/>										

1. You can still order the item without having to change the quantity.
  - However, you may be assessed a Broken Pack Charge.
2. If you wish to change the quantity to avoid the Broken Pack Charge, then *click* in the Quantity field box and enter a multiple of the B-Pack quantity.
3.  Click the **Update** button at the bottom of the screen.

### Bin and Price Ticket Request

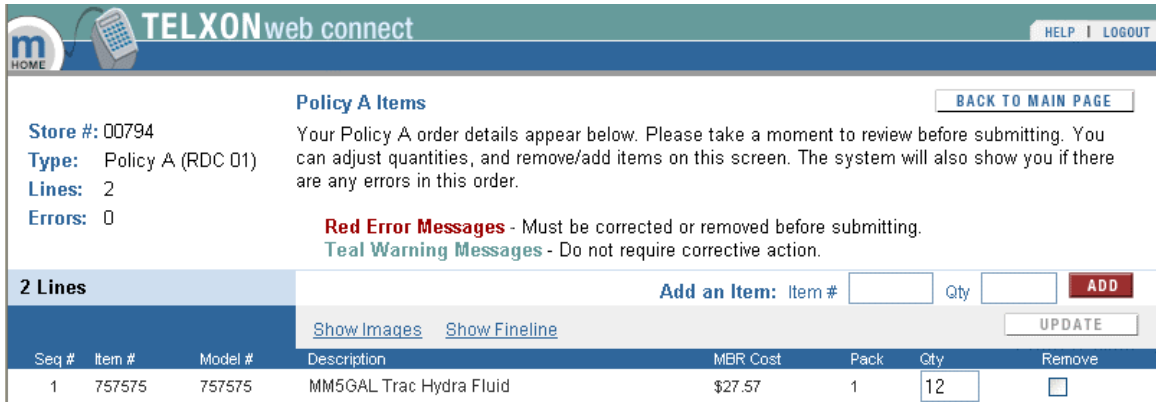
If your store has signed up with the Marketing Department to receive Bin Tickets, then you have the ability to order Bin and Price Tickets for an item.

Seq #	Item #	Model #	Description	MFR	MBR Cost	Pack	On-Hand	Qty	Override Retail	Remove
<b>Bin and price ticket request.</b> 15 886267 10111 1.2GALCLR WatSeal/Bonus <a href="#">THOMPSONS WATERSEAL</a> \$9.35 F4 0 <input type="text" value="888"/> \$ <input type="text" value="11.99"/> <input type="checkbox"/>										

1. In the Quantity field box, type in a quantity of “888”.
2. In the Override Retail field, type in the new retail price for the item.
3. When Telxon Web Connect detects the quantity of “888”, then the “Bin and price ticket request” message displays.
4.  Click the **Update** button at the bottom of the screen.

## Policy A Claim Header

The Policy A Claim header is located just below the Purchase Order Number field.



**Policy A Items** [BACK TO MAIN PAGE](#)

**Store #:** 00794  
**Type:** Policy A (RDC 01)  
**Lines:** 2  
**Errors:** 0

Your Policy A order details appear below. Please take a moment to review before submitting. You can adjust quantities, and remove/add items on this screen. The system will also show you if there are any errors in this order.

**Red Error Messages** - Must be corrected or removed before submitting.  
**Teal Warning Messages** - Do not require corrective action.

**2 Lines** **Add an Item:** Item #  Qty  **ADD**

[Show Images](#) [Show Fineline](#) **UPDATE**

Seq #	Item #	Model #	Description	MBR Cost	Pack	Qty	Remove
1	757575	757575	MM5GAL Trac Hydra Fluid	\$27.57	1	<input type="text" value="12"/>	<input type="checkbox"/>

Seq #	The Sequence Number column refers to the order in which the item number was entered into the Telxon. Sequence numbers will not change. In the above example, item number 757575 was the first item entered into the Telxon.
Item #	This column displays the True Value Catalog Item Number.
Model #	This column displays the Manufacturer's Model Number to the item.
Description	This column displays a brief description of the item from the True Value Catalog.
MBR Cost	This column displays your Member Cost for the item.
Pack	This column displays the Shelf Pack of the item.
QTY	The Quantity field box displays the amount that you wish to order for the item.  You can change the quantity in this field box as often as you need to before you submit the order.
Remove	If you wish to delete the line item from the order, <i>click</i> the checkbox in the Remove column.  <b>When you <i>click</i> the UPDATE button, the line item will be removed from the order.</b>

Policy A Claim Header (continued)

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### Adding Items to a Policy A Claim

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**Add an Item:** Item #  Qty  **ADD**

1. If you wish to add an item to your open Policy A Claim, then *click* in the Item # field box.
2. Type in the 6 digit SKU of the item.
3. The system should advance you to the Quantity field box. If it does not, then *click* in the Qty field box.
4. Type in the quantity.
5. *Click* the **Add** button. The item is added to the Policy A Claim.
6. If the item is already on the claim, the Duplicate Item error will bring the duplicate item to the top of the order.

**NOTE:** When an item is added to an open Policy A Claim, it is assigned the next highest sequence number on the claim.

**Variable Pricing Program Header**

The Variable Pricing Program header is located just below the Purchase Order Number field.

**Variable Pricing Items** BACK TO MAIN PAGE

Store #: 00794  
 Type: Variable Pricing  
 Lines: 8  
 Errors: 0

Your Variable Pricing order details appear below. Please take a moment to review before submitting. You can adjust methods/values, and remove/add items on this screen. The system will also show you if there are any errors in this order.

**Red Error Messages** - Must be corrected or removed before submitting.  
**Teal Warning Messages** - Do not require corrective action.

8 Lines Add an Item: Item #  Select One

[Show Images](#) [Show Fineline](#) UPDATE

Seq #	Item #	Model #	Description / MFR	Method	MBR Cost	SUGG Retail	Remove
3	110684	28827422	50' 1 1/2 W/G NMB Cable SOUTHWIRE COMPANY	23 - Percent Markup on Cost <input type="button" value="v"/>	125 %	\$7.02 \$11.49	<input type="checkbox"/>

Seq #	The Sequence Number column refers to the order in which the item number was entered into the Telxon. Sequence numbers will not change. In the above example, item number 110684 was the third item entered into the Telxon.
Item #	This column displays the True Value Catalog Item Number.
Model #	This column displays the Manufacturer's Model Number to the item.
Description / MFR	The Description top half displays a brief description of the item from the True Value Catalog. The Manufacturer bottom half displays the name of the Manufacturer. In addition, when you <i>click</i> on the Manufacturer link, a pop-up window displays ordering and contact information about the Manufacturer.
Method	The Method column identifies the type of rule you applied to this item.  21 - Suggested Retail Price 22 - Fixed Retail Price for a Specific Item 23 - Percent Markup on Cost 24 - Percent Markup or Markdown on Retail 25 - Percent Margin on Cost 26 - Price to Margin on Cost for a Specific Item 29 - Delete (Reset) Pricing Method 90 - Use Rounding Table

Variable Pricing Program Header (continued)

MBR Cost	This column displays your Member Cost for the item.
SUGG Retail	The Suggested Retail column displays the Suggested Retail Price for the item.
Remove	If you wish to delete the line item from the order, <i>click</i> the checkbox in the Remove column.  <b>When you <i>click</i> the UPDATE button, the line item will be removed from the order.</b>

**Making Changes to Your Variable Pricing Program**

⇒ Adding an item to your Variable Pricing Program can be more involved than just entering in an item number and a quantity.

**Add an Item: Item #**  Select One ADD

- Select One
- 26 - Price to Margin on Cost for a Specific Item
- 25 - Percent Margin on Cost
- 24 - Percent Markup/Markdown on Retail
- 23 - Percent Markup on Cost
- 22 - Fixed Retail Price for a Specific Item
- 21 - Suggested Retail Price
- 29 - Delete (Reset) Pricing Method
- 90 - Use Rounding Table

1. If you wish to add an item to your open Variable Pricing Program, then *click* in the Item # field box.
2. Type in the 6 digit SKU of the item.
3. In the Select One drop down list, you need to identify the type of rule you wish to apply to this item. Some rules also require additional information like price or percentage.

21	Suggested Retail Price	no additional information required	<div style="border: 1px solid black; padding: 2px;"> <span>21 - Suggested Retail Price</span> </div> <p>Selecting this option allows True Value Company to set the price for the item.</p>
22	Fixed Retail Price for a Specific Item	Dollar amount required	<div style="border: 1px solid black; padding: 2px;"> <span>22 - Fixed Retail Price for a Specific Item</span> </div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$ 6.99</div> <p>Selecting this option opens up a dollar amount field box. Type the dollar amount you wish to set for the item into the field box.</p>

23	Percent Markup on Cost	Percentage amount required	<input type="text" value="23 - Percent Markup on Cost"/> <input type="text" value="125"/> % Selecting this option opens up a percentage amount field box. Type the percentage markup amount you wish to set for the item into the field box.
24	Percent Markup or Markdown on Retail	Percentage amount required	<input type="text" value="24 - Percent Markup/Markdown on Retail"/> <input type="text" value="125"/> % Selecting this option opens up a percentage amount field box. Type the percentage markup or markdown amount you wish to set for the item into the field box.
25	Percent Margin on Cost	Percentage amount required	<input type="text" value="25 - Percent Margin on Cost"/> <input type="text" value="75"/> % Selecting this option opens up a percentage amount field box. Type the percentage margin amount you wish to set for the item into the field box.
26	Price to Margin on Cost for a Specific Item	Dollar amount required	<input type="text" value="26 - Price to Margin on Cost for a Specific Item"/> <input type="text" value="\$ 2.79"/> Selecting this option opens up a dollar amount field box. Type the dollar amount you wish to set for the item into the field box.
29	Delete (Reset) Pricing Method	No additional information required	<input type="text" value="29 - Delete (Reset) Pricing Method"/> Selecting this option removes any pricing rule that has been applied to an item and allows True Value Company to set the price for the item.
90	Use Rounding Table	Yes or No decision required	<input type="text" value="90 - Use Rounding Table"/> <input type="text" value="YES"/> Selecting this option opens up a drop down box. If you wish to apply the rounding table on the item, then <i>click</i> Yes. If you do not wish to apply the rounding table on the item, then <i>click</i> No.

4. *Click* the **Add** button. The item is added to your Variable Pricing Program.
5. If the item is already on the list, then Duplicate Item error will bring the duplicate item to the top of the order.

**NOTE:** When an item is added to your Variable Pricing Program, it is assigned the next highest sequence number.