1. Click + and select Order from the Order Type

| Order Entry        | ~           |                          |       |                        |                       |                   | - 🗆 X   |
|--------------------|-------------|--------------------------|-------|------------------------|-----------------------|-------------------|---------|
| 6000               | ) () (      | ) <b>- 2   1 - 3</b>   - | V 2-  |                        | k 🖉 🗣 🛯 🕹             | - 🔛 - 💽 🥚         |         |
| Order Shipping Fir | nancial Ger | neral Notes              |       |                        |                       |                   |         |
| Order Number:      |             |                          |       | Order Date:            |                       | PO Number:        |         |
| Order Type:        |             | •                        |       | Required Date:         |                       | Customer Ref:     |         |
| Customer:          |             |                          |       | Ack Date:              |                       | Order Contact:    |         |
| Measurement Type:  | · · ·       | •                        | •     | Ship Data:             |                       | Salasparson       |         |
|                    |             | Default Order Ture       | ~     | Ship Date.             |                       | Salesperson.      |         |
| Ship To:           |             | Derault Order Type       |       | Invoice Date:          |                       | Sales Code:       |         |
|                    |             | Order Type:              |       | Terms:                 | <b>•</b>              | Discount:         |         |
| Qty Category       | Part        | Order                    |       | Height Thickness Price | e SqFt Price Discount | Total Commands    | Image 🔺 |
|                    |             | ОКС                      | ancel |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
|                    |             |                          |       |                        |                       |                   |         |
| Item Comment:      |             |                          |       |                        | Summary               | Surcharge:        | \$0.00  |
|                    |             |                          |       |                        |                       | Subtotal:         | \$0.00  |
|                    |             |                          |       |                        |                       | Tax:              | \$0.00  |
| Order Comment:     |             |                          |       |                        |                       | Non-Taxable Misc: | \$0.00  |

2. Select the customer and hit TAB

| Order Entry              |                        |                    |       |                        |                    |                |               |             | ×       |
|--------------------------|------------------------|--------------------|-------|------------------------|--------------------|----------------|---------------|-------------|---------|
| G O O C                  | ) - 🔕 🗊 - 🖉            | 🗊 - 🕄 - 💊          | / 🦪 - | 😇 -< 🔔 🗞 🎕             | / 🗣 🗓 🌡            | - 🔛 - 💽 🔒      |               |             |         |
| Order Shipping 🔔         | Financial General M    | Notes User Defined |       |                        |                    |                |               | Ava         | ailable |
| Order Number:            | 66                     | Relations          |       | Order Date:            | 1/29/2022 15       | PO Number:     |               |             |         |
| Order Type:<br>Customer: | Order                  |                    |       | Required Date:         | 15                 | Customer Ref:  |               |             |         |
| Site:                    | LA Tempering - 23      |                    | 8     | Ack Date:              |                    | Order Contact: |               |             |         |
| Measurement Type:        | Imperial               | •                  |       | Ship Date:             |                    | Salesperson:   | Juliao, Humbe | rto E       | •       |
| Ship To:                 | 6550 NW 82 ave         |                    | 0     | Invoice Date:          |                    | Sales Code:    |               |             |         |
| Ship to.                 | Ship Via: Vortex Truck |                    |       | Terms:                 | NET 30 💌           | Discount:      |               |             |         |
| Qty Category             | Part                   | Customer Ref       | Width | Height Thickness Price | SqFt Price Discour | nt Total Co    | mmands        | Image       | <b></b> |
|                          |                        |                    |       |                        |                    |                |               |             |         |
| •                        |                        |                    |       |                        |                    |                |               | <b>&gt;</b> |         |
|                          |                        |                    |       |                        |                    |                |               |             |         |
|                          |                        |                    |       |                        |                    |                |               |             |         |
|                          |                        |                    |       |                        |                    |                |               |             |         |

Fill out Required Date (when customer needs the order), PO Number and Customer Ref (if customer provides such information, and Order Contact (if you want to add the name of the person who sent you the order)

 Order Entry
 □ ×

| Order Entry       |                        |                   |            |  |                  |          |                |                 |           |
|-------------------|------------------------|-------------------|------------|--|------------------|----------|----------------|-----------------|-----------|
| 6000              | - 🚳 🗊 - 🖉              | 🗊  - 👧  -   😽     | / 🦪 - 🗒    | $  \in \mathcal{L} \otimes \mathbb{N}$ |                  | 🔋 👃      | • 🔛 • 💽 🔒      | 1               | _         |
| Order Shipping 🔔  | Financial General N    | otes User Defined |            |  |                  |          |                |                 | Available |
| Order Number:     | 67                     | Relations         |            | Order Date:                            | 1/29/2022        | 15       | PO Number:     |                 |           |
| Order Type:       | Order                  | •                 | 1          | Required Date:                         |                  | 15       | Customer Ref:  |                 |           |
| Customer:         | LA Tempering - 23      | •                 | 🕀 🦪        |  |                  |          |                |                 |           |
| Site:             | LA Tempering - 23      | -                 | 8          | Ack Date:                              |                  |          | Order Contact: | <u> </u>        | )         |
| Measurement Type: | Imperial               | •                 |            | Ship Date:                             |                  |          | Salesperson:   | Juliao, Humbert | oE 🔻      |
| Chin To.          | 6550 NW 82 ave         |                   | 0          | Invoice Date:                          |                  |          | Sales Code:    |                 |           |
| Ship to:          | Ship Via: Vortex Truck |                   | -          | Terms:                                 | NET 30           | •        | Discount:      |                 |           |
| Qty Category      | Part                   | Customer Ref      | Width Heig | ht Thickness F                         | Price SqFt Price | Discount | Total          | Commands        | Image 🛓   |
|                   |                        |                   |            |  |                  |          |                |                 |           |
| •                 |                        |                   |            |  |                  |          |                | >               |           |
|                   |                        |                   |            |  |                  |          |                |                 |           |

4. Click anywhere in the details section to start adding the items. Then specify Qty, Category, Part, Width, Height, Thickness and click Options. (For IG units, enter the overall thickness)

Note that the following Parts will require additional options:

- AN-MONO ANNEALED GLASS
- MIRROR MIRROR
- TP-MONO TEMPERED GLASS
- LAMI LAMINATED GLASS
- LS-CUT LAMI CUT STOCK GLASS
- IG-COMPLEX INSULATED LAMI GLASS
- IG-SIMPLE INSULATED GLASS SIMPLE

| Order Shipping 🗘  | Financial General Notes   | s User D | efined           |                |           |            |                  |  |  |
|-------------------|---------------------------|----------|------------------|----------------|-----------|------------|------------------|--|--|
| Order Number:     | 67                        |          | Relations        | Order Date:    | 1/29/2022 | 15         | PO Number:       |  |  |
| Order Type:       | Order                     | -        |                  | Required Date: |           | 15         | Customer Ref     |  |  |
| Customer:         | LA Tempering - 23         |          | - C 4            | Required buter |           |            | customer ren     |  |  |
| Site:             | e: LA Tempering - 23      |          |                  | Ack Date:      |           |            | Order Contact:   |  |  |
| Measurement Type: | easurement Type: Imperial |          |                  | Ship Date:     |           |            | Salesperson:     |  |  |
| al : -            | 6550 NW 82 ave            |          | 0                | Invoice Date:  |           |            | Sales Code:      |  |  |
| Ship to:          | Ship Via: Vortex Truck    |          |                  | Terms:         | NET 30    | •          | Discount:        |  |  |
| Qty Category      | Part                      | Width H  | leight Thickness | Customer Ref   | Price     | SqFt Price | Discount Total ( |  |  |
| 1 (1 TEMPERED GLA | SS TP-MONO - TEMPERED MC  | 24       | 36               | Options        | \$0.00    | \$0.00     | 0.0000% \$0.00   |  |  |
|                   |                           |          |                  |                |           |            |                  |  |  |
| •                 |                           |          |                  |                |           |            |                  |  |  |

5. If the glass is a Shape or DXF File then select it from the drop down list:

| Order Options Wizard: 0149 | -3                                 |
|----------------------------|------------------------------------|
| 📁 👻 UNIT OPTIONS           |                                    |
| SHAPE                      | {None}                             |
| CORNER NOTCH               | {None}<br>DXE - DXE ETLE           |
| OPTIONS                    | SHAPE - SHAPE LIBRARY              |
|                            | EXSIZE - EXACT SIZE ZERO TOLERANCE |
| 🕨 👻 LITE 1                 |                                    |
| LITE 1 BUILDUP             | 😂 FL - FLAT GLASS                  |
| LITE 1 PROCESS             | 3 TM - TEMPERED                    |
| ELITE 1 THICKNESS          |                                    |
|                            |                                    |
|                            |                                    |
|                            |                                    |

6. Open the Shape Library by clicking on the ... Button and then use the filter fields to find it quicker



7. If Thickness was not entered in the details, then Select the Thickness so that other options start appearing: Order Options Wizard: 0149-3

| ▼ UNIT OPTIONS                   |   |  |  |  |  |
|----------------------------------|---|--|--|--|--|
| SHAPE                            | {None}  |  |  |  |  |
| CORNER NOTCH                     | {None}  |  |  |  |  |
| OPTIONS                          | DFI - DFI COATING   |  |  |  |  |
|                                  | EXSIZE - EXACT SIZE ZERO TOLERANCE  |  |  |  |  |
| 🏴 💌 LITE 1                       |   |  |  |  |  |
| LITE 1 BUILDUP 🔒 FL - FLAT GLASS |   |  |  |  |  |
| LITE 1 PROCESS                   | 😂 TM - TEMPERED   |  |  |  |  |
| F LITE 1 THICKNESS               |   |  |  |  |  |
|                                  | (Required)<br>050 - 5.0 MM (3/16")<br>060 - 6.0 MM (1/4")<br>100 - 10.0 MM (3/8")<br>120 - 12.0 MM (1/2")<br>150 - 15.0 MM (5/8")<br>190 - 19.0 MM (3/4") |  |  |  |  |

8. It is necessary to specify the logo location or No logo, so that the Fabrication options are displayed. By default the logo will be positioned in the bottom left corner.



9. After adding all options, select how the glass will be shipped and hit Finish



## 10. When adding a corner notch it is better to add it on the Options Wizard top section for Corner Notch

| Ord  | er Options Wizard: O   | )120-1                     |          |   |   | - <b>D</b> ×  |
|------|------------------------|----------------------------|----------|---|---|---|
| •    | UNIT OPTIONS           |                            |          |   |   | [] -      [] |
|      | SHAPE                  | {None}                     |          | • |   | 2*t   |
|      | CORNER NOTCH           | NOTCH - CORNER NOTCH       |          | • |   |   |
|      | NOTCH SIDE             | NTCHL - LEFT SIDE NOTCH    |          | • |   |   |
|      | NOTCH UPPER /<br>LOWER | NTCHLO - LOWER CORNER NOT  | сн.      | • |   |   |
| 1    | NOTCH                  | H - DIMENSION H            | 35 5/8   | 0 |   |   |
|      | DIMENSIONS             | R - DIMENSION R            | 1/2 ·    | 0 |   |   |
|      |                        | W - DIMENSION W            | 5 9/16   | 0 |   |   |
|      | OPTIONS                | DFI - DFI COATING          |          |   |   |   |
|      |                        | EXSIZE - EXACT SIZE ZERO T | OLERANCE |   |   | n   |
|      |                        | SAMPLE - SAMPLE            |          |   |   | 3   |
| -    | LITE 1                 |                            |          |   |   |   |
|      | LITE 1 BUILDUP 🔒       | FL - FLAT GLASS            |          |   |   |   |
|      | LITE 1 PROCESS         | TM - TEMPERED              |          |   |   |   |
|      | LITE 1<br>THICKNESS    | 100 - 10.0 MM (3/8")       |          | • |   |   |
|      | LITE 1 CATEGORY        | CLEAR - CLEAR TYPE GLASS   |          | • |   |   |
|      | LITE 1 TYPE            | CL - CLEAR                 |          | - |   | , ·;<br>Viewing Outside   |
| -    | LOGO                   |                            |          |   |   | Inside Outside  |
|      | LOGO                   | LOGOS - STANDARD LOGO      |          | • | - |   |
| Line | Item Comment           |                            |          |   |   |   |
|      |                        |                            |          | - |   |   |
|      |                        |                            |          | • |   | Cancel Finish   |

## 11. To understand how price is calculated, double-click the price to open the Price breakdown window

| icu                    |                             |                               |              |          |                  |          | Available                 |                  |            |                   |
|------------------------|-----------------------------|-------------------------------|--------------|----------|------------------|----------|---------------------------|------------------|------------|-------------------|
| tions                  | Order Date:                 | 1/29/2022                     | 15           | PO Num   | ber:             |          |                           |                  |            |                   |
| - 0.0                  | Required Date:              | 2/8/2022                      | 15           | Price B  | reakdown: 67-1   |          |                           |                  |            |                   |
| - 2                    | Ack Date:                   |                               |              | Qty      | Item             |          | 0                         | Size             |            | Price Book        |
|                        | Ship Date:                  |                               |              | Part P   |                  | RED MON  | 0                         | ~ 24 W A /       | 1 × 3/01   | MONO              |
| 0                      | Invoice Date:               |                               |              |          | Item             |          |                           |                  | List Price | Disco             |
| <i>2</i>               | Terms:                      | NET 30                        | -            | •        | 1: TP-MONO - TEM | PERED MO | NO                        |                  | \$0.00     |                   |
| ht Thickness           | Customer Ref                | Price                         | SaFt Price   |          |                  |          |                           |                  |            |                   |
| 72 3/8 Optio           | ons                         | \$90.00                       | \$7.50       | Option   | Prices {Priced}  | \        | /                         |                  |            |                   |
| 00}, LITE 1 CATEGORY{  | CLEAR}, LITE 1 TYPE{CL}}, L | LOGO {LOGOS, LOG              | O LOCATION{C |          | Question         | Code     | Description<br>FLAT GLASS | Value            | List Price | Disco             |
| ICING{FLPR}}}, SHIPPIN | NG{LOOSE}                   |                               |              | l r      | LITE 1 PROCESS   | TM       | TEMPERED                  |                  | \$0.00     |                   |
|                        |                             |                               |              |          | LITE 1 THICKNE   | 100      | 10.0 MM (3/8")            |                  | \$0.00     |                   |
|                        |                             |                               |              |          | LITE 1 CATEGORY  | CLEAR    | CLEAR TYPE GL             | ASS              | \$0.00     |                   |
|                        |                             |                               |              |          | LITE 1 TYPE      | CL       | CLEAR                     |                  | \$75.00    |                   |
|                        |                             |                               |              | II       | LOGO             | LOGOS    | STANDARD LOG              | 0                | \$0.00     |                   |
|                        |                             |                               |              |          | LOGO LOCATION    | CNR1     | CORNER 1                  |                  | \$0.00     |                   |
|                        |                             |                               |              |          | INCLUDE EDGE     | EWINCL   | INCLUDE EDGE              | VORK             | \$0.00     |                   |
|                        |                             |                               |              | <u> </u> | LITE 1 EDGEWO    | EALL     | EDGEWORK ALL              | EDGES Flat Polis | h \$0.00   |                   |
|                        |                             |                               |              |          | SHIPPING         | LOOSE    | LOOSE                     | ICING            | \$15.00    |                   |
|                        |                             |                               |              |          |                  | 20002    | 20002                     |                  | 0.00       |                   |
|                        |                             |                               |              |          |                  |          |                           |                  |            |                   |
|                        |                             |                               |              |          |                  |          |                           |                  |            |                   |
|                        |                             | Summary                       | ,            | Item W   | /eight           |          | Item                      | Cost             |            | Item SqFt Price   |
|                        |                             | <ul> <li>Total Qui</li> </ul> | antity: 1    |          | 0.577.15         |          | 60.00                     |                  | \$0.0000   |                   |
|                        |                             | 📰 Total SqF                   | t: 12.0      | Overa    | ii weight        |          | CO OO                     | rall Cost        | 0000 03    | Overall SqFt Pric |
|                        | Ľ                           | Total We                      | ight: 60.0   |          |                  |          | 00.00                     |                  | 30.0000    |                   |
|                        |                             |                               |              |          |                  |          |                           |                  | ОК         | Cancel            |
|                        |                             |                               |              |          | Amount Received  |          | ¢0.00                     |                  |            |                   |

12. To Copy or Delete lines on the Order Entry use these buttons

| Order Entry   |   |                |              |                    |            |                         |  |  |  |  |
|---|---|----------------|--------------|--------------------|------------|-------------------------|--|--|--|--|
| 6000  | · 🚳 📄 - 🖉 🛽                             | 1- 1           | 🗸 🥥 - 🖼      | < 🚨 🌒 🎕 🖉 🚘        | 🔋 🌡        | • 🔛 • 🗭 🔒               |  |  |  |  |
| Order Shipping 🗘 Financial General Notes User Defined |   |                |              |                    |            |                         |  |  |  |  |
| Order Number:   | Q156                                    | 0              | Relations    | Order Date:        | 4/6/2022   | 15 PO Number:           |  |  |  |  |
| Order Type:   | Quote                                   | •              | - 0. 0       | Required Date:     | 4/15/2022  | Customer Ref:           |  |  |  |  |
| Site:   | Eurocraft Industries - 31               |                | - 2          |                    |            | Order Contact:          |  |  |  |  |
| Measurement Type:                                     | Imperial                                | <b>•</b>       |              | ACK Date:          |            | Salesperson:            |  |  |  |  |
| Shin To:  | 7905 NW 77th Avenue<br>Medley, EL 33166 |                | 0            | Follow-Up Date:    | 5/6/2022   | 15 Sales Code:          |  |  |  |  |
| Ship to.  | Ship Via: Vortex Truck                  |                |              | Terms:             | NET 30     | Discount:               |  |  |  |  |
| Qty Category  | Part                                    | Width Height   | Thickness    | Customer Ref Price | SqFt Price | Discount Total Commands |  |  |  |  |
| 1 1 LAMINATED GLASS                                   | LAMI - LAMINATED GLASS                  | 25 1/2 70 5/16 | 5/16 Options | \$30.00            | \$2.41     | 0.0000% \$30.00 🔊 🛝 🖉 🚳 |  |  |  |  |
|   |   |                |              |                    |            | المر المر               |  |  |  |  |
|   |   |                |              |                    |            | copy delete             |  |  |  |  |
|   |   |                |              |                    |            |                         |  |  |  |  |
|   |   |                |              |                    |            |                         |  |  |  |  |
|   |   |                |              |                    |            |                         |  |  |  |  |

13. To Copy from Excel Right click the first line and select Copy Item. Then right click and select Paste Special. In the new window, paste the Qty, Width, Height, Thickness, and/or Customer Ref from Excel. This is useful when all parts are the same. (Make sure the columns in fenetech are in the same sequence as your excel)

| - | Order Enti          | ŋy  |                       |          |        |           | —                 | $\times$ | m        |
|---|---------------------|-----|-----------------------|----------|--------|-----------|-------------------|----------|----------|
| s | Line Item:<br>Part: |     | 1<br>TP-MONO - TEMPER | ED GLASS |        |           | Rows:             | 100      |          |
| 5 |                     | Qty | w                     | lidth    | Height | Thickness | Customer Part No: |          |          |
|   |                     | 1   |                       | 24       | 20     | 1/4       |                   |          | <b>^</b> |
| 5 |                     |     |                       |          |        |           |                   |          | 4        |
| s | _                   |     |                       |          |        |           |                   | ſ        | 4        |
| s |                     |     |                       | ОК       | Cancel |           |                   |          |          |

14. To Add multiple pre-defined items from Excel, right click and select Bulk Add. This windows will have the part number in order to specify a different part for each line item. (Make sure the columns in fenetech are in the same sequence as your excel)

| Ord | ler Entry    |     |       |        |                             | —     | ×       |
|-----|--------------|-----|-------|--------|-----------------------------|-------|---------|
|     |              |     |       |        |                             | Rows: | 100     |
|     | Part         | Qty | Width | Height | Thickness Customer Part No: |       |         |
|     | 3/8-CL-TP-FP |     |       |        |                             |       | <b></b> |
|     |              |     |       |        |                             |       |         |
|     |              |     |       |        |                             |       |         |
|     |              |     |       |        |                             |       |         |
|     |              |     |       |        |                             |       |         |
|     |              |     |       |        |                             |       |         |
|     |              |     |       |        |                             |       | -       |
|     |              |     | ОК    | Can    | cel                         |       |         |

15. To avoid the Options window to pop-up on items without options (like "Freight"), check the box below.

| Order Entry         |                             |            |                                       |        |        | $\Box$ $\times$ |
|---------------------|-----------------------------|------------|---------------------------------------|--------|--------|-----------------|
| GOO                 | Order Options Wizard: 051-1 |            |                                       | — 🗆    | ×      |                 |
| Order Shippin       |                             | <u>R</u> - |                                       |        |        | Available       |
| Order Number:       |                             |            |                                       |        | -      |                 |
| Order Type:         |                             |            |                                       |        |        |                 |
| Customer:           |                             |            |                                       |        |        |                 |
| Site:               |                             |            |                                       |        |        |                 |
| Measurement Type    |                             |            |                                       |        |        | -               |
| Ship To:            |                             |            |                                       |        |        |                 |
| Category            |                             |            |                                       |        |        | Image 🔺         |
| 1 {AI}              |                             |            |                                       |        |        | ×               |
| Item Comment (1):   |                             |            |                                       |        |        | \$0.00          |
|                     |                             |            |                                       |        |        | \$0.00          |
| Order Comment       |                             |            |                                       |        |        | \$0.00          |
| State comments      | Line Item Comment           |            |                                       |        |        | \$0.00          |
|                     | 204                         |            | Do not show when there are no options |        |        | \$0.00          |
|                     |                             | Cancel     |                                       | Finish | 1      | \$0.00          |
| Entered By: Feneter | dh Admin                    |            |                                       | Locat  | ion: M | 1AIN 👻          |

16. To put an order On Hold for orders that have not been released to production, click the Available Status. Then Add Policy and select the On Hold policy.

| Order Date: |               | 7/18/2022 |      | 15 | PO Number: |   |
|-------------|---------------|-----------|------|----|------------|---|
|             |               |           |      |    |            | × |
|             | 📀 Order - 033 |           |      |    |            |   |
|             |               |           |      |    |            |   |
|             |               |           |      |    |            |   |
|             |               |           |      |    |            |   |
| Add Poli    | icy           |           | ×    |    |            |   |
| Policy:     |               |           |      |    |            |   |
| On Hold     | 1             |           | ~    |    |            |   |
| Notes.      |               |           |      |    |            |   |
|             |               |           |      |    |            |   |
|             |               |           |      |    |            |   |
|             | /             |           | _    |    |            |   |
|             | <b>_</b>      | Са        | icel |    |            |   |
|             |               |           |      |    |            |   |
|             |               |           |      |    |            |   |
| cies        |               |           |      |    |            |   |
|             |               |           |      |    |            |   |