CUSTOMER MANAGEMENT SYSTEM



The CUSTOMER MANAGEMENT SYSTEM is used to maintain a list of customers' names, addresses, special pricing, Material Safety Data Sheets database and other pertinent data. This information base is used any time customer data is needed by other software systems.

Various listings and reports can be produced in addition to mailing labels, barcode labels, and mass mailings. Customer information can be searched for or printed by ID, Name, Street Address, City/State or ZIP code.



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CUSTOMER MANAGEMENT MENU

EDITING PROGRAMS

- The EDIT CUSTOMER MASTER FILE program is used to add, change, delete or view information in the master customer database.
- The CUSTOMER PRICING FILES contain special customer prices which supersede the standard prices in the INVENTORY CON-TROL SYSTEM.
- The **PURCHASE ORDER FILE** contains customers' purchase orders and descriptions.
- The CUSTOMER MSDS FILE contains a database of Material Data Safety Sheets each customer has received, along with which invoice number and date. The ORDER/INVOIC-ING SYSTEM automatically monitors and updates this database.

REPORTS

- The CUSTOMER MASTER LISTING lists all data associated with selected customers.
- The CUSTOMER LABELS and BARCODE LABELS programs create 1" high by 3.5" wide mailing labels (one-up) and 1" high by 2.4" wide barcode labels.
- The CUSTOMER SHORT LISTING lists the customer's name, type/rep/territory/state codes, and flags in a one-line format.
- The CUSTOMER ADDRESS LISTING lists the customer's name and address only, in a one line format.
- The CUSTOMER NOTES LISTING lists up to 250 lines of customer notes, one customer per page.
- The CUSTOMER PRICE LISTING and CUSTOMER PRICE INCREASE list special customer pricing. Can also automatically change pricing by percentage for selected customers.
- The CUSTOMER MSDS LISTING lists the Material Safety Data Sheet ID's sent to each customer..
- The MASS MAILING MEMOS is used to merge the customer database with a customized form letter, printing one custom letter for each selected customer.



CUSTOMER MANAGEMENT MENU

MISCELLANEOUS

- The **VERIFY CUSTOMER DATA** program is a maintenance program to ensure internal integrity in the customer database.
- The CHANGE CUSTOMER ID program is used to change a customer's 6-character ID throughout the entire database.

SETUP CUST FILE

ESTABLISH programs facilitate global database changes to customer profile support fields Type, Reps, Territories State Tax AR Warning and contract/special pricing tables.

FILE EDITORS

FILE EDITORS provide low level access to the database for programmer/system administrator use only.

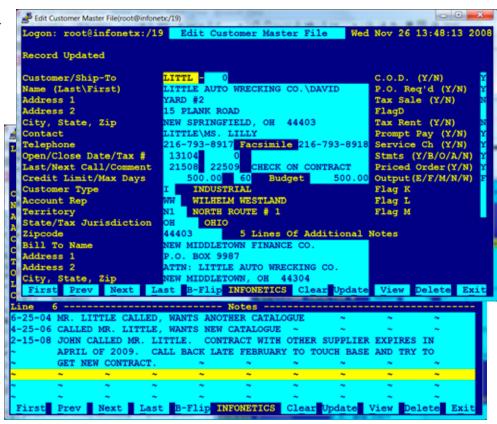


The EDIT CUSTOMER MASTER FILE program is used to add, change, delete or view information in the master customer database.

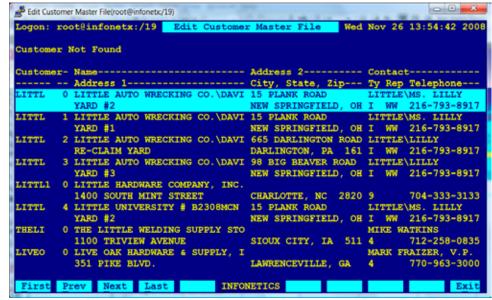
- Each customer is identified by a six character **customer ID** and up to 4 digit **ship-to ID**.
- **Detailed information** includes: Name, address, contact, telephone and facsimile numbers.
- Open and Close dates (first and last date of business).
- Last and Next Call dates for telemarketing, collections or customer service record keeping, scheduling and reports.
- Comment Field for brief customer related notes, alerts Order/Invoicing to special conditions.
- Tax ID Number (Tax Exemption Certificate).
- Credit limit, max days and budget payment amount.
- Customer Type, Account Rep, State and Territory codes.
- Nine general purpose flags available. Used for COD, discounts, tax status, etc.
- Four optional lines for billing name and address
- Automatically assigns alphabetic customer ID.
- **Quick sorting** by Customer ID, Name, Address, City/State, ZIP code.
- Up to 1000 general purpose note lines available for additional information.

The CUSTOMER VIEW SCREEN is used to locate customer information in the Customer Database. This view screen is accessible from all software packages to allow quick searching and viewing of customer information.

- Accessible ANYWHERE a Customer ID is needed.
- Can be viewed by Customer ID or Name/or any Portion of Name.
- Can also be viewed by any portion of Address Line 1, Address Line 2 (P.O. Box),
 City/State/Zip Code, Contact name or Telephone number.
- Customer **Contact and Telephone** available for handy on-line reference.



EDITING SCREEN: CUSTOMER MASTER FILE WITH NOTES



VIEW SCREEN: CUSTOMER MASTER FILE

CUSTOMER PRICE FILE



The CUSTOMER PRICE FILE contains special customer prices which supersede the standard prices in the INVENTORY CONTROL SYSTEM. These prices can be specified in a variety of ways.



- Special Customer Gas Prices by specific part ID allows the multiplier and units to be changed.
- Special Supply Part Prices by specific part ID allows prices to be stated exactly. Also provides customer part number/your part number conversion.
- Special Product Type Prices allows specifying prices by group for similar products.
- Special Manufacturer Prices allows specifying prices by group for a specific manufacturer.
- Prices can be specified as follows:
 - By **specific price** (example: \$4.75)
 - By **slot or quantity bracket** (example: 3rd slot)
 - By **percent** (example: 10% Off List)
 - By **slot & percentage** (example: 3rd bracket plus 5%)
 - By cost-plus pricing
 - Controls for above/below quantity, price or volume presets.

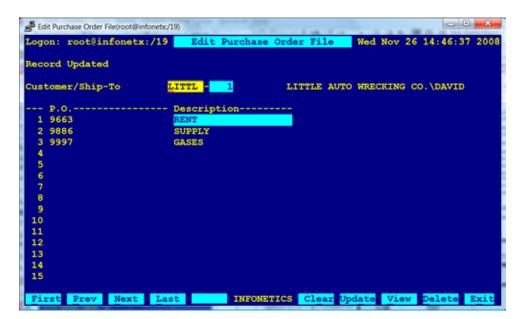
EDITING SCREENS: CUSTOMER PRICING FILES

- · Storewide global pricing can be set for a part or group of parts which overrides customer special pricing.
- Pricing files permit overriding of tax status. This permits a customer to be taxable for everything except those parts specified or vice-versa.
- Each special price has a start date that triggers when the price becomes effective and a review date for scheduled re-evaluation.

PURCHASE ORDER FILE

The PURCHASE ORDER FILE contains a customer's blanket purchase orders and descriptions.

- Can be accessed from the ORDER/INVOIC-ING SYSTEM for easy selection.
- Integrates with the CYLINDER CONTROL SYSTEM which selects the P.O. entry associated with the word "RENT" for automatic application to the rental, demurrage and lease invoices..



EDITING SCREEN: CUSTOMER PURCHASE ORDER FILE



The CUSTOMER MSDS FILE contains a database of Material Data Safety Sheets each customer has received, along with which invoice number and date.

- ORDER/INVOICING system automatically monitors and updates the MSDS file.
- MSDS can be printed concurrently with invoice creation.

```
♣ Edit Customer MSDS File(root@infonetx:/19)

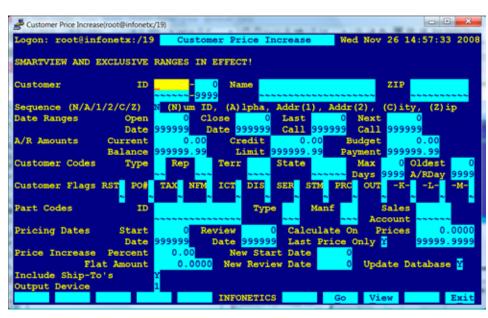
 ogon: root@infonetx:/19
                             Edit Customer MSDS File
                                                           Wed Nov 26 14:52:44 2008
Record Updated
Customer/Ship-To
                                               LITTLE AUTO WRECKING CO.\DAVID
    MSDS-6010
                     MSDS SHEET REQUIRED
                                             19335
                                                    21208
                     MSDS SHEET REQUIRED
                                                    21808
    MSDS-ARG
                                             19348
   MSDS-HEL
                          SHEET REQUIRED
                                              7245
                                                    21507
    MSDS-NIT
        Prev Next Last B-Flip INFONEWICS Clear Update View Delete Exit
```

EDITING SCREEN: CUSTOMER MSDS FILE

CUSTOMER PRICE INCREASE FILE

The CUSTOMER PRICE INCREASE FILE provides a means to adjust a customer's or a range of customers' special gas prices as set in the Customer Price File.

- Adjustments can be made by a percentage or by a flat amount.
- Can be restricted to a specific customer or group of customers by a number of common customer profile properties.
- Can be restricted to a specific part or group of parts by a number of part profile properties.
- Output can be directed to the screen,
 .PDF preview, any printer, fax, email or a networked harddrive on the server.



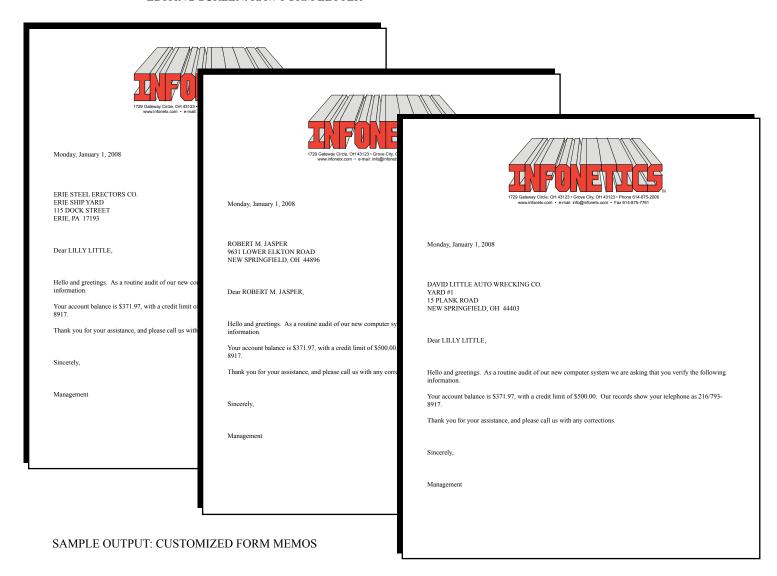
SETUP SCREEN: CUSTOMER PRICE INCREASE



The MASS MAILING SYSTEM is used to generate, in one operation, a **customized letter** for a select group of customers in the CUSTOMER MANAGEMENT SYSTEM.

- First, using the MEMO/MESSAGE MANAGER, create a form memo with embedded substitution macros for customizing the letter.
- Then, run the program "PRINT MASS MAILING MEMOS" to merge the customer data with the form memo and print it.

EDITING SCREEN: RAW FORM LETTER



CUSTOMER REPORTS/LISTINGS



The CUSTOMER REPORTS/LISTINGS programs are used to generate reports of customer information.

- · Numerous formats and options.
 - Master Listing; all data associated with a customer.
 - Labels; 1" high by 3.5" wide mailing labels (one-up) and 1" high by 2.4" wide barcode labels.
 - Short Listing; name, type/rep/territory/ state codes, and flags in a one line format.
 - Address Listing; name and address only in a one line format.
 - Notes Listing; up to 250 lines of customer notes, one customer per page.
 - Price Listing; provides specific customer special pricing information including profitability analysis and prices due for review.
- All **listings can be sorted** by customer ID, name, street address, city/state, or by ZIP code.
- Can be **restricted** to specific sub-sets of customers.
- itability analysis and prices due for review.



SETUP SCREEN: CUSTOMER MASTER LISTING

- Output can be directed to the screen, any printer, .PDF preview, fax, email or a networked harddrive on the server.
 - Logon: root@infonetx:/19 INFONETICS, Inc. Wed Nov 26 15:58:16 2008 Customer Master Listing Customer- Name & Address----- T Rep Terr ST Zipcode--- RST TAX ICT SER PRC LITTL O DAVID LITTLE AUTO WRECKING CO. NEW MIDDLETOWN FINANCE CO. OperDate 01/31/04 I INDUSTRIAL YYN NYYYYF VARD #2 P.O. BOX 9987 CloseDat W WILHELM WESTLAND Credit Limit: 500.00 BudgetAmount: 500.00 15 PLANK ROAD ATTN: LITTLE AUTO WRECKING CO. LastCall 02/15/08 N1 NORTH ROUTE # 1 ***** C.O.D. **** NEW SPRINGFIELD, OH 44403 NEW MIDDLETOWN, OH 44304 NextCall 02/25/09 0H OHIO MS. LILLY LITTLE Tele 216-793-8917 FAX 216-793-8918 44403 Oldest A/R: 532 Days Comment: CHECK ON CONTRACT LITTL 1 DAVID LITTLE AUTO WRECKING CO. NEW MIDDLETOWN FINANCE CO. OpenDate 05/04/85 I INDUSTRIAL Y Y YYYY WILHELM WESTLAND Credit Limit: 500.00 YARD #1 P.O. BOX 9987 CloseDat W 15 PLANK ROAD ATTN: LITTLE AUTO WRECKING CO. LastCall 05/04/85 N1 NORTH ROUTE # 1 BudgetAmount: 0.00 NEW SPRINGFIELD, OH 44403 NEW MIDDLETOWN, OH 44304 Next Call OHIO ***** C.O.D. ***** Tele 216-793-8917 FAX 216-000-0000 Oldest A/R: 532 Days MS. LILLY LITTLE 44403 Comment: Check in Mail LITTL 2 DAVID LITTLE AUTO WRECKING CO. NEW MIDDLETOWN FINANCE CO. OpenDate 05/04/85 I INDUSTRIAL YYY YYY RE-CLAIM YARD P.O. BOX 9987 CloseDat MA WILHELM WESTLAND Credit Limit: 500.00 665 DARLINGTON ROAD ATTN: LITTLE AUTO WRECKING CO. LastCall 05/04/85 N2 NORTH ROUTE # 2 BudgetAmount: 0.00 ***** C.O.D. ***** DARLINGTON, PA 16102 NEW MIDDLETOWN, OH 44304 NextCall PENNSYLVANIA Tele 216-793-8917 FAX 216-793/8918 LILLY LITTLE 16102 Oldest A/R: 532 Davis LITTL 3 DAVID LITTLE AUTO WRECKING CO. NEW MIDDLETOWN FINANCE CO. OpenDate 05/04/85 I INDUSTRIAL YYY YYY P.O. BOX 9987 CloseDat WK WILHELM WESTLAND Credit Limit: 500.00 YARD 83 LastCall 05/04/85 N2 NORTH ROUTE # 2 98 RIG BEAVER ROAD ATTN: LITTLE AUTO WRECKING CO. BudgetAmount: 0.00 ***** C.O.D. ***** NEW SPRINGFIELD, OH 44014 NEW MIDDLETOWN, OH 44304 NextCall OH 0110 LILLY LITTLE Tele 216-793-8917 FAX 44014 Oldest A/R: 532 Days LITTL 4 LITTLE UNIVERSITY # B230BMCN NEW MIDDLETOWN FINANCE CO. OperDate OS/04/85 I INDUSTRIAL YYN Y6Y Credit Limit: 500.00 P.O. BOX 9987 CloseDat WM WILHELM WESTLAND 15 PLANK ROAD ATTN: LITTLE AUTO WRECKING CO. LastCall 02/15/92 NI NORTH ROUTE # 1 Budget/mount: 0.00 ***** C.O.D. ***** NEW SPRINGFIELD, OH 44403 NEW MIDDLETOWN, DH 44304 NextCall 02/25/93 0H OHIO MS. LILLY LITTLE Tele 216-793-8917 FAX 216-793-8918 44403 Oldest A/R: 532 Days Comment: CHECK ON CONTRACT 5 Customers Processed

CUSTOMER REPORTS/LISTINGS



```
Logon: root@infonetx:/19
                                                        INFONETICS, Inc.
                                                                                                           Wed Nov 26 16:18:46 2008
                                                      Customer Short Listing
Customer- Name & Address----- Contact----- Telephone--- LastCall NextCall Comment----- T Rep Terr ST/Tax Zipcode-- RST TAX ICT SER PRC
----- PO# NFM DIS STM OUT
LITTL 0 DAVID LITTLE AUTO WRECKING CO LITTLEWAS. LILLY 216-793-8917 02/15/08 02/25/09 CHECK ON CONTRA I WW N1 OH 44403 Y Y N N Y Y Y Y F
LITTL 1 DAVID LITTLE AUTO WRECKING CO LITTLEVMS. LILLY 216-793-8917 05/04/85 Check in mail I WW N1 OH 44403 Y Y Y Y Y Y
LITTL 2 DAVID LITTLE AUTO WRECKING CO LITTLE\LILLY 216-793-8917 05/04/85
LITTL 3 DAVID LITTLE AUTO WRECKING CO LITTLE\LILLY 216-793-8917 05/04/85
                                                                                                    16102
                                                                                     I WW N2 PA
                                                                                                              YYY
                                                                                                                     YYY
                                                                                      I WW N2 OH
                                                                                                     44014
                                                                                                              YYY
                                                                                                                      YYY
LITTL 4 LITTLE UNIVERSITY # 82308MCN LITTLEVMS. LILLY 216-793-8917 02/15/92 02/25/93 CHECK ON CONTRA I WW N1 OH
                                                                                                     44403
                                                                                                              YYN
                                                                                                                     Y 6 Y
5 Custom
          Logon: root@infonetx:/19
                                                                 INFONETICS, Inc.
                                                                                                                 Wed Nov 26 16:34:58 2008
                                                               Customer Notes Listing
                                                                                                                              Page: 1
          Customer- Name & Address------ Bill To Name & Address----- Type/Rep/Terr/ST-Tax/Zip RST TAX ICT SER PRC
          ----- Contact------ PO# NFM DIS STM OUT
          LITTL O DAVID LITTLE AUTO WRECKING CO. NEW MIDDLETOWN FINANCE CO. OpenDate 01/31/04 I INDUSTRIAL
                                                                                                           YYN NYYYYF
                                             P.O. BOX 9987
                                                                         CloseDat WW WILHELM WESTLAND Credit Limit: 500.00
                  YARD #2
                                             ATTN: LITTLE AUTO WRECKING CO. LastCall 02/15/08 Nl NORTH ROUTE # 1 BudgetAmount: 500.00
NEW MIDDLETOWN, OH 44304 NextCall 02/25/09 OH OHIO ***** C.O.D. *****
                  15 PLANK ROAD
                                           NEW MIDDLETOWN, OH 44304
                 NEW SPRINGFIELD, OH 44403
                                           Tele 216-793-8917 FAX 216-793-8918
                 MS. LILLY LITTLE
                                                                                           44403
                                                                                                          Oldest A/R: 532 Days
                                            Comment: CHECK ON CONTRACT
          6-25-04 MR. LITTLE CALLED, WANTS ANOTHER CATALOGUE
          4-25-06 CALLED MR. LITTLE, WANTS NEW CATALOGUE
          2-15-08 JOHN CALLED MR. LITTLE. CONTRACT WITH OTHER SUPPLIER EXPIRES IN
                APRIL OF 2009. CALL BACK LATE FEBRUARY TO TOUCH BASE AND TRY TO
   Logon: root@infonetx:/19
                                                           INFONETICS, Inc.
                                                                                                            Wed Nov 26 16:43:04 2008
                                                        Customer Price Listing
                                                                                                                        Page: 1
   Customer- Name------Net Unit Tax Slot --Discount
   LITTL 1 DAVID LITTLE AUTO WRECKING CO. SDEL DELIVERY CHARGE 01/01/08 01/01/09
                                                                                 4.50 EACH Y
                                              HAZARDOUS MATERIAL C 01/01/08 01/01/09
          15 PLANK ROAD
                                  SHMEA
                                              HAZARDOUS MATERIAL C 01/01/08 01/01/09 0.5000 EACH Y
          NEW SPRINGFIELD, OH 44403 ACE3
                                              ACETYLENE, DISSOLVED 04/01/08 04/01/09 12.5000 CUFT Y
                                   FUEL ACE2
                                   ACE5
                                             ACETYLENE, DISSOLVED 01/01/08 01/01/09 18.00 CUFT Y
                                   LIN35-18 1/8 LINCOLN 6011 01/01/08 01/01/09 0.6460 LBS R 3
                                   LIN35-332 3/32 LINCOLN 6011 03/15/08 03/15/09 0.7940 LBS Y 3
                                               1/8 LINCOLN 7014 03/15/08 03/15/08 1.4480 LBS Y
                                   LIN47-18
                                                                                                    7.00%
                                               3/16 LINCOLN 7014 01/01/08 01/01/09 1.3770 LBS Y
                                   LTN47-316
                                                                                                    10.00%
                                   LIN5P+-332
                                               3/32 LINCOLN 6010+ 02/21/08 02/21/09 0.8690 LBS Y
                                   LIN7-316
                                               3/16 LINCOLN 6012 03/04/08 03/01/09 0.6930 LBS Y
                                   OXYBK
                                                OXYGEN, COMPRESSED 01/01/08 07/01/09
                                                                                2.8500 BANK Y
                                   PR0033
                                               PROPANE, LIQUIFIED 01/01/08 01/01/09 10.0000 CYL Y
                                               PROPANE, LIQUIFIED 01/01/08 01/01/09
                                                                                1.00 GAL Y
                                   Prod Type: E04 ELECTRODES - MILD ST 01/01/08 01/01/09
                                                                                   Y 3
                                   Prod Type: E07 ELECTRODES - TOOLALL 01/01/08 01/01/09
                                                                                          V 3
                                   Manufactur TWE TWECO
                                                               03/15/08 03/15/09
                                                                                         Y Last
                                                                                                  13.06%
   1 Customers Processed
```

SAMPLE OUTPUT: VARIOUS CUSTOMER LISTINGS

