ENTERING A WEARABLES ORDER

Wearable items have become increasingly important to the promotional products industry. The related orders are, however, often quite complicated to enter as it involves both a decorator as well as one or more vendors from whom you are purchasing the blank goods.

The wearables order entry format provides a method of entering an order that is is tailored especially for entering these types of orders. Once the order is entered, it is processed exactly like other orders. To enter an order using this new order entry method, ask for the option to "Enter Wearables Order" on the Order Processing "Add/Update orders" menu.

The first screen of the order asks for the customer and other general information. It is similar to the first screen of the quick order but it asks for a ship date and ship via information for both the end product AND the blank goods. It checks the same system options as the quick order to decide which optional fields should be included.

The second screen of the order is where the line items are entered: There are two sections on this screen---one for the decorator's information and one for the blank goods information. In the Order Processing System Options, you can set whether to have the blank goods first or the decorator first.

Line	Copy /Delete?	Vendor	Style #	Description	Sizing	Quantities						Unit Cost	Unit Sell
				Blank goods									
Line		Process Group: 07 DROP SHIP										Target GP: 50 % Recalculate	
1	🗑	Gary's Test Ver	caps-1	Baseball cap blue *Individual imprint*	No size ▾						25	2.25	7.00
2		SANMAR	ghf-t	50/50 Crew Neck Tee Gray *Individual imprint*	Adult ▾	XS	S	M 5	L 10	XL 5		2.75	8.00
3		SANMAR	ghf-t	50/50 Crew Neck Tee Gray *Individual imprint*	Plus ▾	2X 5	3X	4X	5X	6X		3.15	8.80
4				*Individual imprint*	Adult ▾	XS	S	M	L	XL			
													Add another line
				Decorator									
Line		Process Group:										Target GP: 50 % Recalculate	
1		Screen Process	scr	Screening						50	*Total quantity of blanks*		1.25
2		Screen Process	Setup	Setup Charges						2	*Total quantity of blanks*		45
3											*Total quantity of blanks*		
													Add another line

Merchandise Total: 379.00   Shipping: Estimated Tax: 32.22   Estimated Total: 411.22

Comments
Imprint
Special instructions
Vendor instructions
Notes

Illustration 1: Wearables Order Screen 2 - Blank Goods First

Illustration 2: Wearables Order Screen 2 - Decorator First

Entering Decoration Information

If you use process groups, you will be prompted for a process group for the "decoration" portion of the order.

Three lines are available initially in the "decoration" section. You may indicate you need more on the initial general information screen. If you need more lines once you are on the item inforamtion screen, you can click on the *Add another line* link for an additional line in this section.

The following pieces of data requested for each line item in this section:

Vendor number   Enter the vendor number or alias of the decorator. The vendor's NAME will be displayed after the look up procedure finishes.

If the vendor is the same as the one on the previous line, you can use the "copy" icon to copy the vendor information to the new line.

You can have more than one vendor in this section, if appropriate.

If you are the decorator, you can enter 999999 as the vendor number (or click on the box icon) to indicate you will decorate the item. The type of order generated will be a "manufacture and ship". If you enter any other vendor number, the type of order generated will be a "drop ship" order.

Style #   Enter the vendor's item number or the appropriate item number from your item file. This information is optional.

Description   Enter the description of the item. Ten lines are available.

Sizing   This information is not needed in the decoration section.

Quantities   Enter the quantity associated with each line.

On the **first** line in the decoration section, you should enter the information for the basic "per piece" decoration charge. The quantity for this line will be accumulated based on the number of garments entered in the blank goods area.

On the **remaining** lines in this section, you can enter other charges like digitizing charges or hang tags with an appropriate quantity. Or, to have the quantity automatically set equal to the number of garments in the blank goods section, initially leave the quantity blank.

If you do not want the quantity accumulated for any of the decoration line items, leave the first line blank and just enter your charge on the second line of the decoration section.

Unit Cost   Enter the unit cost of the item.

Unit Price   Enter the unit price of the item.

IMPORTANT!   Leave the unit price **blank** if you want to combine the charge for the decoration with the charge for the garment.

Enter a **specific unit price** if you want to the charge for the decoration to show as a separate charge.

You can include a charge for some decoration charges and leave the others blank. See the section below for additional details on how the unit cost of decoration is rolled into the cost of the blank goods to calculate the final unit price for the garments.

<h1 align="center" style="color:blue">Entering information on blank goods</h1>

The number of lines in the "blank goods" section is initially based on your setting in the Order Processing system options for the wearables order. If you need more lines, you can indicate that on the general information screen **OR** click on the *Add another line* link for an additional line in this section. If you find you frequently have to use the "add line" feature, you should probably increase the "number of lines on wearable order" setting in the system options.

If you use process groups, you will be prompted for a process group for the "blank goods" portion of the order.

At the top of this section, there is a field for the Target Gross Profit percentage. This is used in calculating the selling price for the garments and is described in detail later in this section. Leave this field blank to assign your own selling price to each item or to use the manufacturer's suggested price if you are picking the data from the online catalog.

There are several pieces of data requested for each line item:

Vendor number   Enter the vendor number or alias of the blank goods vendor. The vendor's NAME will be displayed after the look up procedure finishes.

If the vendor is the same as the one on the previous line, you can use the "copy" icon ( ) to copy the vendor information to the new line.

You can have more than one vendor, if appropriate. However, be sure to enter a vendor on every line where you include item information.

IMPORTANT!   You **cannot** specify that the blank goods come from inventory at this time.

Style #   Enter the style number or vendor's item number. You can also enter an item number from your item file.

Description   Enter the description of the item. Five lines are available. If the item has sizes, information on the quantity of each size will be added to this description area to generate the final description.

For example, if your description is "T-Shirts" and the color is "Red" and you need 10 Medium and 20 Large, your final description would be

T-Shirts
Color: Red

Adult: 10 Medium
         20 Large

If you are typing in the description yourself, you should include the color along with any other descriptive information. Do not include the size information as this will be generated for you automatically.

Click on the *Individual Imprint* link to enter imprint information or instructions pertaining to this specific line item.

Click on the copy icon ( ) in the lower left to copy the description from the previous line. Click on the copy icon in the lower right to copy the individual imprint information from the previous line.

Sizing Indicate the type of sizes to be used for this line item. A "no size" option is available for things like tote bags or caps. A "specify" option is available for less commonly used sizes such Infants or Pants. If you use the "specify" option, you will need to type in the size code to be used for each size category used.

Quantities Enter the quantity of each size shown. Up to five size categories are available for each line.

Unit Cost Enter the unit cost of the item. The extended cost of the line will be the total quantity specified on the line times the unit cost.

Unit Price Enter the unit price of the item. The extended selling price for the line will be the total quantity specified on the line times the unit price.

You can have the program calculate the unit price for you by entering a target gross profit percentage in the field at the top of the blank goods section. The cost of any decoration charges that do **not** have a selling price specified will be included in the calculation.

For example, in the sample screen, the embroidery charge is $1.00 per garment. No unit price is specified so this cost will be included in the price calculations. The cost of the digitizing charge is $25 but a selling price of $30 is specified so it will **not** be included in the calculations. If the cost of the blank garment is $5 and the target gross profit percent is 40%, the calculation of the unit price will be as follows:

$1.00 embroidery cost + $5.00 garment cost = $6.00 cost basis
$6.00 / (1 - .40) = $10 unit price

If you have not entered a target gross profit percentage and you select the data from the online catalog, the vendor's suggested price will be used for your selling price if one is available.

If you want to change the target gross profit percentage or if you find you have additional decoration charges that need to be included, you can click on the *Recalculate* link near the target gross profit field to have your selling prices recalculated.

Decorator first or Blank Goods first

You may indicate in your Order Processing system options whether you prefer to enter the decoration lines first or the blank goods lines first. Having the blank goods first seems a little more natural to most people. However entering the decoration costs first makes the calculation of the extended sell incorporating both blank goods and decoration costs a little easier. Pick the approach that suits you best.

Entering other information

The total of all the merchandise and decoration charges is calculated and shown at the bottom. You may enter an estimated shipping charge if you wish. The sales tax is estimated and an estimated total order value is calculated.

There are links at the bottom so that you can enter comments, imprint, or instructions. Any information through one of these links will be included on **ALL** the orders generated. If you want this information to be included on only one of the orders, wait until the orders are generated, then enter it for that specific order.

At this point, no actual order has been generated. If you ask to exit, you will be warned and if you continue, your order will be "lost" and no order generated.

If you click on the "Done" button, the order will be generated. One order will be generated for each vendor listed in the decorator's section and one order for each unique vendor listed in the blank goods section. They will all be given the same master order. The full master order will be displayed in the overview.

Master Decoration Order

A new form has been developed that you can use in place of the decorator copy of an order that was previously available. The new format shows the decoration charges but it also lists the details of the blank goods that will be sent to the decorator.

From the master order overview, you will see a new link for the "Master Decoration Order" that lets you print this document.

You can use this new format even if the order is not entered through the wearables format. You must specify which of the orders in the master order is the decorator's order. Since this defaults to the master order number, it makes things simpler if you enter the orders with the decorator's order first, followed by the blank goods vendors. If you don't follow this formula, you will need to enter the decorator's order number information.

If you have more than one decorator, the system determines which blank goods orders to include by matching the "vendor ships to" information.