

Order Center (*)

- Begin Order Entry by selecting the “Order Center” link on UPGNET
 - Internet Sales
- Select “Internet Sales” link
- Order Entry and Order Status are both accessed from this link and are no longer separate links from UPGNET menu

Order Entry

Welcome to UPG Order Center

Select a customer-ID

Customer-ID	Name	Street Name	City	Region	Country
10015347	UNITED PRODUCTS DISTR., INC..	1200 68TH STREET	ROSEDALE	Maryland	USA
10015348	UNITED PRODUCTS DISTR., INC..	22890 QUICKSILVER DR #109	STERLING	Virginia	USA

- Select Customer ID (if needed)

Order Entry

Select a catalog and maintain orders

[Literature and Marketing Merchandise](#)

[Source 1 Parts](#)

[Equipment](#)

- Select a catalog



Order Entry

My Transactions

Catalog



Transaction in Process

Prutt: Caroline Prutt for UNITED PRODUCTS DISTR., INC..
(10015347)

For assistance call 800-536-6112

Transactions

Products

Show me

Orders

which

Open

Sales order#

Product Number

Purchase Order

Jobsite Orders?

Ship-to addr

zipcode

Req delivery date

and for the period

(Without Period)

Or since

Or between

(mm/dd/yyyy)

Search

New Transaction

Create Order

OK

History

Welcome

Welcome to UPG Order Center

Create a new transaction, for example an order. Use the links further down on this page.

Call one of your existing transactions. To do so, use "My Transactions" on the left or "History" on the right.

Browse in the [Product Catalog](#)

New Transaction

- ▶ Create new [Order](#)
- ▶ Create new [order on the basis of an order template](#)
- ▶ Create new [Order Template](#)

Order

65002232
02/10/2006
0315V

Order

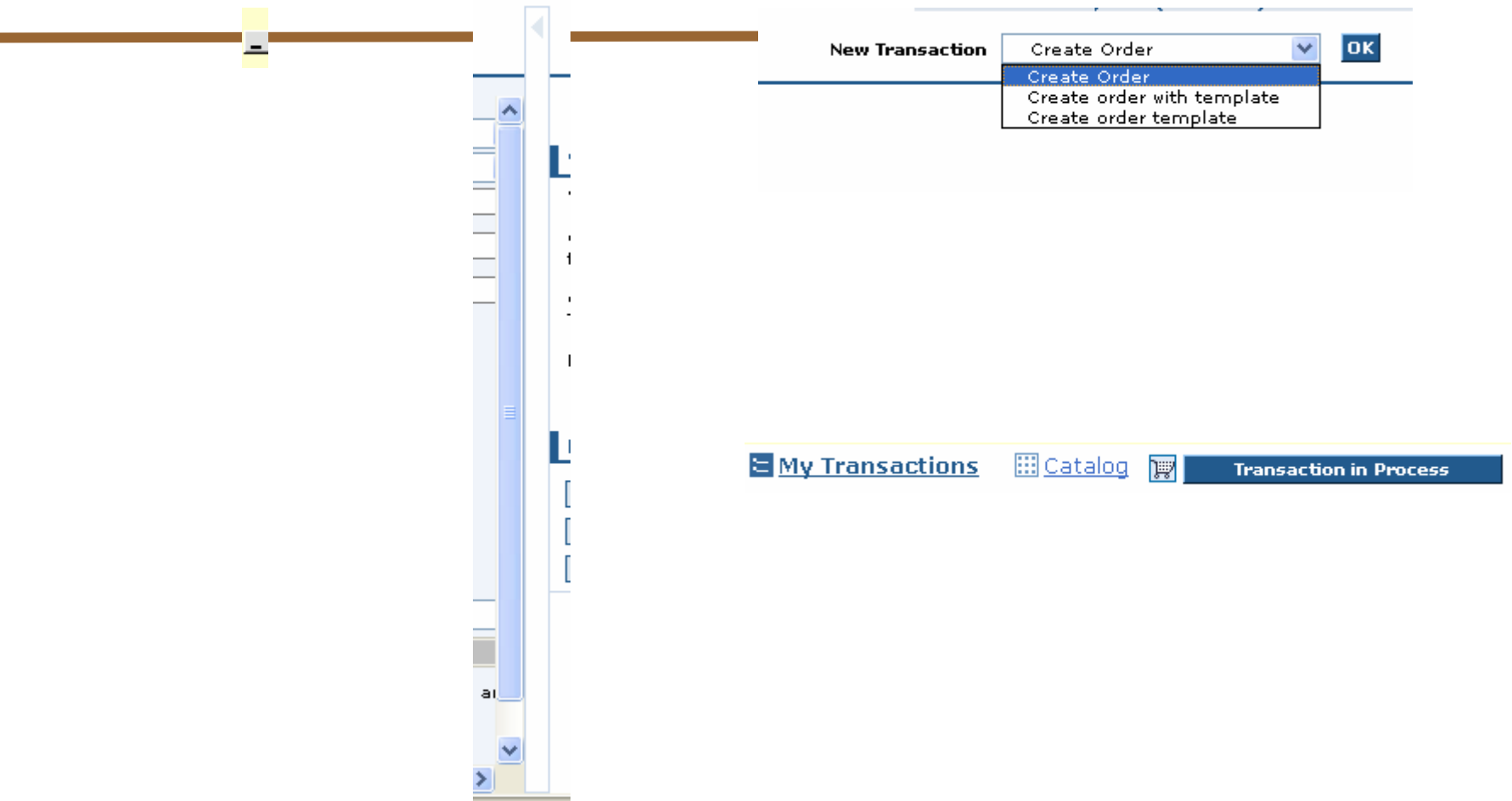
65001937
02/24/2006
25387

Order

65001425
03/01/2006
25298

Order Entry

Navigation Tools





Order Entry



New Transaction

Welcome

Welcome to UPG Order Center

Create a new transaction, for example an order. Use the links further down on this page.

Call one of your existing transactions. To do so, use "My Transactions" on the left or "History" on the right.

Browse in the [Product Catalog](#)

New Transaction

- Create new [Order](#)
- Create new [order on the basis of an order template](#)
- Create new [Order Template](#)

Create New Order-Create a new order

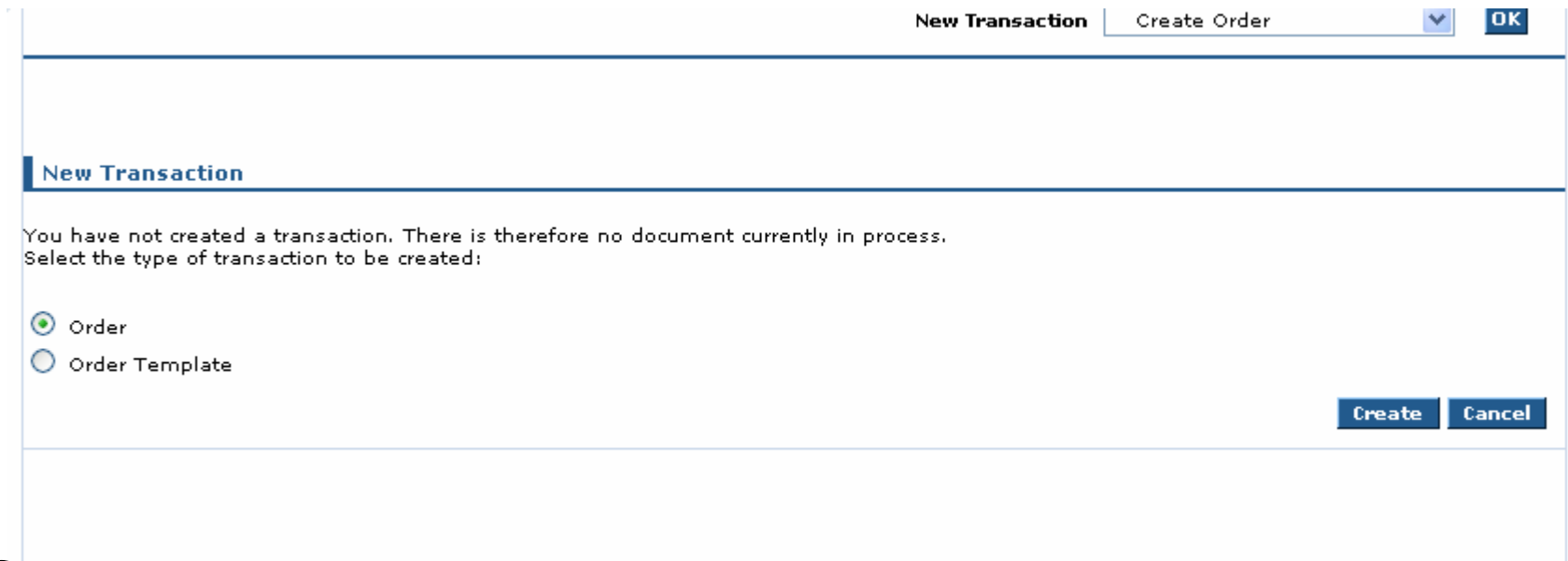
Create Template-Create a template for orders that may be placed repeatedly

Create Order from Template-create a new order from an already existing template

Users also have a “Transfer” button to copy an existing order to create a new order

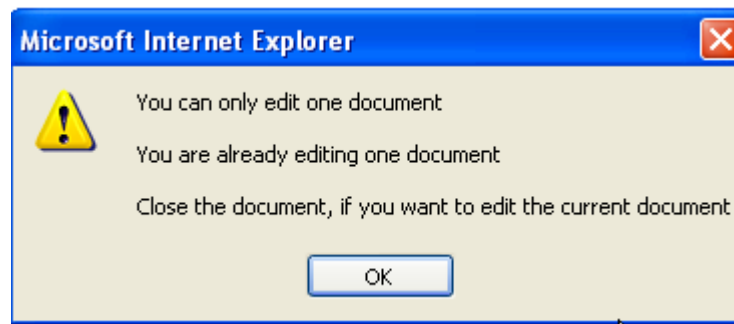
Order Entry

No order entry transaction in process:



The screenshot shows the 'New Transaction' dialog box in SAP. At the top right, there is a dropdown menu set to 'Create Order' and an 'OK' button. The main area has a title bar 'New Transaction' and contains the following text: 'You have not created a transaction. There is therefore no document currently in process. Select the type of transaction to be created:'. Below this text are two radio button options: 'Order' (which is selected) and 'Order Template'. At the bottom right, there are 'Create' and 'Cancel' buttons.

Order is in process already:





Order Entry



New Transaction Create Order OK

Order: In Process

Customer Reference Number:

Deliver To: UNITED PRO...1200 68TH...ROSEDALE ▼

Requested Delivery Date: 03/02/2006

Customer Note: ▼

Brand: Please select ▼

Job Site

No Substitutions:

National Account

Delivery Priority: Please select ▼

Freight Terms: Freight Applied ▼

Total Net Price: USD

Total Discounts: 0.00 USD

Total Surcharges: 0.00 USD

Total Gross Price excluding freight and taxes: USD

Destination Country: US

	Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete	
▼		<input type="text"/>	<input type="text"/>					
▼		<input type="text"/>	<input type="text"/>					
▼		<input type="text"/>	<input type="text"/>					

Order Entry

SAP Internet Sales - Microsoft Internet Explorer

For which items should the new requested brand be valid?

- For New Items
- For All Items
- For items of which the requested brand is the same as the header delivery priority

OK

New Transaction Create Order OK

Total Net Price: USD
 Total Discounts: 0.00 USD
 Total Surcharges: 0.00 USD
 Total Gross Price excluding freight and taxes: USD

Requested Delivery Date:

Customer Note:

Brand: Please select

No Substitutions:

Delivery Priority: Please select

Freight Terms: Freight Applied

SAP Internet Sales - Microsoft Internet Explorer

For which items should the new requested delivery priority be valid?

- For New Items
- For All Items
- For items of which the requested delivery priority is the same as the header delivery priority

OK

Destination Country: US

Item	Product	Quantity	Unit	Description	Total Price	Delete
					Unit price	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>				



Order Entry



New Transaction ▼ Create Order ▼ OK

Order: In Process

Customer Reference Number:

Deliver To: ▼

Requested Delivery Date:

Customer Note: ▼

Brand: ▼

Job Site

No Substitutions:

National Account

Delivery Priority: ▼

Freight Terms: ▼

Total Net Price: USD

Total Discounts: 0.00 USD

Total Surcharges: 0.00 USD

Total Gross Price excluding freight and taxes: USD

Destination Country: US

	Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
▼		<input type="text"/>	<input type="text"/>				
▼		<input type="text"/>	<input type="text"/>				
▼		<input type="text"/>	<input type="text"/>				



Order Entry



New Transaction

Customer Note:

Brand: Job Site

No Substitutions: National Account

Delivery Priority:

Freight Terms:

Destination Country: US

Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
<input type="button" value="v"/>	10	<input type="text" value="F2FP048H06"/>	<input type="text" value="4.000"/>	PCS 4.0T 21H FANCOIL F CHAMPGN	1672.40 USD [Analyze] 418.10 USD / 1 PCS	<input type="checkbox"/>
<input type="button" value="v"/>		<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>				

* All prices are estimates until time of invoicing.

5

Order Entry

Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
▼ 10	B1HA060A25	10.000	PCS	5 TON 10 SEER SINGLE PKG HP	16086.40 USD [Analyze] 1608.64 USD / 1 PCS	<input type="checkbox"/>



Quantity	Unit
1.000	PCS

Order Entry

Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
▼ 10	H1RA024806	8.000	PCS	2.0T_10S_AC_R22_CHAMPGN	2534.59 USD [Analyze] 316.82 USD / 1 PCS	<input type="checkbox"/>

Description	Condition Rate	Price Unit	Condition Value
YORK MLP UPG	921.00 USD	1 PCS	7,368.00 USD
MLP Discount %	-65.600 %		-4,833.41 USD
Price manual	0.00 USD	1 PCS	0.00 USD
Sales Price	0.00 USD	1 PCS	2,534.59 USD
Item Discount %	0.000 %		0.00 USD
Price after Discounts	0.00 USD	1 PCS	2,534.59 USD
Minimum ValueSurchrg	25.00 USD		0.00 USD
Price after Discounts	0.00 USD	1 PCS	2,534.59 USD
Price after Surcharges	0.00 USD	1 PCS	2,534.59 USD

Order Entry

	Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
▼	10	H1RA024S06	8.000	PCS	2.0T 10S AC R22 CHAMPGN	2534.59 USD [Analyze] 316.82 USD / 1 PCS	<input type="checkbox"/>



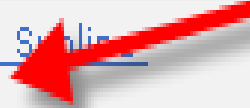
Order Entry

Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
▼ 10	S1-02504649900	1.000	PCS	FUSE CARTRIDGE 30A 250V	25.00 USD [Analyze] 25.00 USD / 1 PCS	<input type="checkbox"/>

Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
▲ 10	S1-02504649900	1.000	PCS	FUSE CARTRIDGE 30A 250V	25.00 USD [Analyze] 25.00 USD / 1 PCS	<input type="checkbox"/>
<p>Requested Delivery Date: <input type="text" value="03/17/2006"/> </p> <p>Delivery Priority: <input type="text" value="Second day air"/> ▼</p> <p>Brand: <input type="text" value="SOURCE1"/> ▼</p> <p>Pack List Notes: <input type="text"/></p>						

Order Entry

	20	L543	1.000	PCS	3-6 Ton S... [config]	USD [Analyze] USD / 1 PCS	<input type="checkbox"/>
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Price is to be determined
 Press [config] under the description to select your options

Order Entry

New Transaction

3-6 Ton Sunline Total price: USD 0.00 / 1 PCS The configuration is incomplete

MODEL# (*)	RESULT	Status	Product Variants
MODEL#		Your current selection	
PRODUCT CATEGORY (*) Display Options Details	<input type="text"/>	No options set	
PRODUCT IDENTIFIER (*) Display Options Details	<input type="text"/>		
NOMINAL COOLING CAPACITY (*) Display Options Details	<input type="text"/>		
HEAT TYPE (*) Display Options Details	<input type="text"/>		
AIRFLOW (*) Display Options Details	<input type="text"/>		



Order Entry



5

New Items

Update

Cancel

Order

Once order header and items are entered, user can select **UPDATE**, **CANCEL** or **ORDER** buttons:

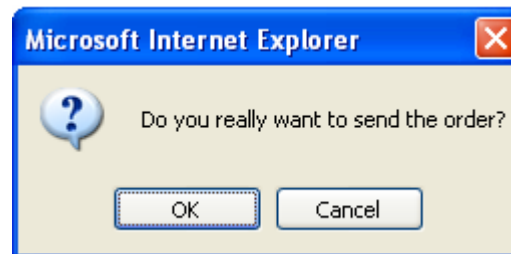
UPDATE: update line items on order without saving the order. Returns the values for price and description fields on the line items

CANCEL: pops up a window to ask the user if they are sure, and then cancels an order NOT submitted yet

ORDER: submits the order to UPG

To save an order, click on the ORDER button

A pop up box will ask you to confirm that you are sure you want to place the order





Order Entry



New Transaction

Create Order

OK

Confirmation of receipt Order 65006752

Thank you!
Your order was received and is being processed.

Overall Status: Open

Customer Reference Number:	jctd030203
Deliver to:	UNITED PRO...1200 68TH...ROSEDALE
Delivery Type:	Standard
Customer Note:	testing
Brand:	YORK
Job Site:	No
No Substitutions:	No
National Account:	No
Delivery Priority:	Parcel/LTL - Ground
Freight Terms:	Freight Applied
Freight Forwarder:	
Freight Account:	
Destination Country:	US

Item	Product	Quantity	Unit	Description	Total Price
10	F2FP048H06	4.000	PCS	4.0T 21H FANCOIL F CHAMPGN	1672.40 USD
	Requested Delivery Date:	03/02/2006		Unit price	418.10 USD/ 1PCS
	Delivery Priority	Parcel/LTL - Ground			
	Brand	YORK			
Deliver to:	UNITED PRO...1200 68TH...ROSEDALE				
Pack List Notes:					

Order Entry

<input type="checkbox"/>	Item	Product	Quantity	Unit	Description	Avail.	on	Total Price Unit price	Delivery Priority	Order Status	
										Status	Remaini Quantity
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10 S1-02206844015	1.000	PCS	REFRIGERANT METERING DEVICE	1.000	03/27/2006	8.00 USD 8.00 USD / 1 PCS	LTL - Hot Shot	Open	1.000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	20 S1-02413776703	1.000	PCS	MTR,BLW,1.0,3600/1,REV,DV-1	1.000	04/11/2006	145.00 USD 145.00 USD / 1 PCS	LTL - Hot Shot	Open	1.000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	30 S1-02419082034	1.000	PCS	HEAT SEQUENCER RELAY	1.000	02/10/2006	12.00 USD 12.00 USD / 1 PCS	LTL - Hot Shot	Open	1.000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	40 S1-02421218700	1.000	PCS	CONTROL RELAY	1.000	05/11/2006	9.00 USD 9.00 USD / 1 PCS	LTL - Hot Shot	Open	1.000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	50 S1-02425006708	6.000	PCS	AIR PRESSURE SWITCH 1.20 IWC	6.000	04/11/2006	66.00 USD 11.00 USD / 1 PCS	LTL - Hot Shot	Open	6.000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	60 S1-02531818000	1.000	PCS	CONTROL SENSOR	1.000	04/11/2006	6.00 USD 6.00 USD / 1 PCS	LTL - Hot Shot	Open	1.000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	70 S1-	1.000	PCS	DEFROST TEMPERATURE	1.000	04/07/2006	4.00 USD 4.00 USD / 1	LTL - Hot	Open	1.000

Order Entry

User can now create an order template for repeat 'stocking' orders and create an order from a template

New Transaction

- ▶ Create new [Order](#)
- ▶ Create new [order on the basis of an order template](#)
- ▶ Create new [Order Template](#)

Transactions Products

Show me

which

Sales order#

Product Number

New Transaction

- Create Order
- Create order with template
- Create order template

History

[Order Template](#)
 65006739
 03/02/2006
 ictdorder...

Order Entry

New Transaction Create Order OK

Order Template: In Process (This is not an actual order!)

Customer Reference Number:

Base Price: USD

Discounts: 0.00 USD

Deliver To: UNITED PRO...1200 68TH...ROSEDALE

Surcharges: 0.00 USD

Sub Total: USD

Brand: Please select

Job Site

No Substitutions:

National Account

Destination Country: US

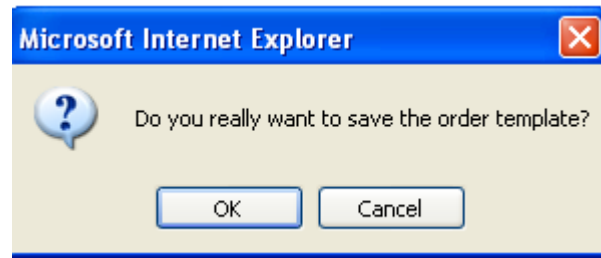
	Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
<input type="button" value="v"/>		<input type="text"/>	<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>	<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>	<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>	<input type="text"/>				
<input type="button" value="v"/>		<input type="text"/>	<input type="text"/>				

* All prices are estimates until time of invoicing.

5 New Items Update

Cancel Save

Order Entry





Order Entry



New Transaction

Create Order



OK

Order Template

Your order template is being saved in the system

Order Template 65006992

Customer Reference Number: jctdorder
 Deliver to: UNITED PRO...1200 68TH...ROSEDALE
 Delivery Type: Standard
 Your message to us:
 Brand: YORK
 Job Site: No
 No Substitutions: Yes
 National Account: No
 Destination Country: US

Item	Product	Quantity	Unit	Description	Total Price
10	F2FP048H06	10.000	PCS	4.0T 21H FANCOIL F CHAMPGN	4181.00 USD
	Requested Delivery Date:	03/08/2006		Unit price	418.10 USD/ 1PCS
	Deliver to:	UNITED PRO...1200 68TH...ROSEDALE			
	Your message to us:				

Base Price: 4181.00 USD
 Discounts: 0.00 USD
 Surcharges: 0.00 USD
 Sub Total: 4181.00 USD

Order Entry

Order Templates

3 order templates found

Number	Your Reference	Your Description	Date
65006992	JCTDORDER		03/08/2006
65006991	JCTDORDERTEMP2		03/08/2006
65006739	JCTDORDERTEMPLATE1		03/02/2006

[Back](#)



Order Entry



Order: In Process

Customer Reference Number:

Base Price: 6829.72 USD

Discounts: 0.00 USD

Deliver To:

Surcharges: 0.00 USD

Sub Total: 6829.72 USD

Requested Delivery Date:

Customer Note:

Brand:

Job Site

No Substitutions:

National Account

Delivery Priority:

Freight Terms:

Destination Country: US

Purchase order number JCTDORDERTEMP2 has already been used in business transaction 65006991

Item	Product	Quantity	Unit	Description	Total Price Unit price	Delete
	<input type="text" value="F2FP048H06"/>	<input type="text" value="10.000"/>	PCS	4.0T 21H FANCOIL F CHAMPGN	4181.00 USD [Analyze] 418.10 USD / 1 PCS	<input type="checkbox"/>
	<input type="text" value="AHP48D3XH21"/>	<input type="text" value="5.000"/>	PCS	AH 1PC PSC 4.0T 25 FLEX HZ PAN	2648.72 USD [Analyze] 529.74 USD / 1 PCS	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				
	<input type="text"/>	<input type="text"/>				

* All prices are estimates until time of invoicing.

Change Order

-
- Change the quantity of a line item
 - Change the deliver date of the order
 - Change the Ship to address
 - Add line items to the order

Change Order

My Transactions Catalog Transaction in Progress Prutt: Caroline Prutt for UNITED PRODUCTS DISTR., INC..(10015347) For assistance call 800-536-6112

New Transaction Create Order

Transactions Products

Status	Order / Date	Your Re Proj
Open	65001425 02/10/2006	25298
Open	65001429 02/10/2006	23552
Logistics Planning	65001502 02/10/2006	25209
Open	65001503 02/10/2006	0119R
Open	65001858 02/10/2006	25357
Open	65001862 02/10/2006	25274
Open	65001877 02/10/2006	25156
Open	65001887 02/10/2006	58001
Open	65001890 02/10/2006	25395
Open	65001896 02/10/2006	25369
Open	65001901 02/10/2006	25251
Logistics Planning	65001914 02/10/2006	25374
Open	65001918 02/10/2006	25421

Product Catalog

Browse in the [Product Catalog](#)

New Transaction

- Create new [Order](#)
- Create new [order on the basis of an order template](#)
- Create new [Order Template](#)

History

[Order Template](#)
65006992
03/08/2006
18:39
[ictdorder](#)

[Order Template](#)
65006991
03/08/2006
18:35
[ictdorder...](#)

[Order Template](#)
65006739
03/02/2006
[ictdorder...](#)

[Order](#)
65001937
02/24/2006
25387

[Order](#)
65006070
02/24/2006
[ZOTT 001](#)

[Invoice](#)
9072271

Change Order

New Transaction Create Order OK

Order: 65006752 from 03/02/2006

Your Purchase Order: jctd030203

Delivery address: UNITED PRO...1200 68TH...ROSEDALE

Shipping conditions: Standard

Requested Delivery Date: 03/02/2006

Customer Note:

Brand: YORK

Job Site: No

No Substitutions: No

National Account: No

Delivery Priority: Parcel/LTL - Ground

Freight Terms: Freight Applied

Freight Forwarder:

Freight Account:

Destination Country: US

Overall Status: Open

Base Price:	2118.98	USD
Discounts::	0.00	USD
Surcharges::	21.19	USD
Sub Total::	2140.17	USD

Transfer
Change
Print
Close

Change Order

			(replaced because of:Auto replace/subitem)	0.000	100.000	Open	
▼	PC36B3XN1	50					
▼							
▼							
▼							
▼							

* All prices are estimates until time of invoicing.

5 ▼ **New Items** **Update** **Close** **Save**

▼	30	1RD0405	10.0	PCS	0.000	10.000	Open	<input type="checkbox"/>
Check requested delivery date 03/02/2006								
▼								
▼								



Change Order



Purchase order number JCTD031002 has already been used in business transaction 65007228

Order Confirmation

Thank you!
Your order change has been received and is being processed

Order 65007228

Overall Status: Open

Customer Reference Number:	jctd031002
Deliver to:	UNITED PRO...1200 68TH...ROSEDALE
Delivery Type:	Standard
Customer Note:	
Brand:	YORK
Job Site:	No
No Substitutions:	No
National Account:	No
Delivery Priority:	Truck load - van
Freight Terms:	Freight Applied
Freight Forwarder:	
Freight Account:	
Destination Country:	US

Item	Product	Quantity	Unit	Description	Total Price	Status
10	DH090N10P4AAA5	1.000	PCS	7.5T,G/E,460V,PREDATOR	4141.36 USD	Open
	Requested Delivery Date:	07/15/2006		Unit price	4141.36 USD/ 1PCS	
Delivery Priority	Truck load - van					
Brand	YORK					
Deliver to:	UNITED PRO...1200 68TH...ROSEDALE					
Pack List Notes:						
Item cannot be changed						
20	DH090N10P4AAA5	2.000	PCS	7.5T,G/E,460V,PREDATOR	8200.72 USD	Open
	Requested Delivery Date:	07/15/2006		Unit price	4100.36 USD/ 1PCS	
Delivery Priority	Truck load - van					
Brand	YORK					
Deliver to:	UNITED PRO...1200 68TH...ROSEDALE					
Pack List Notes:						

Base Price:	12301.08 USD
Discounts:	0.00 USD
Surcharges:	41.00 USD
Sub Total:	12342.08 USD