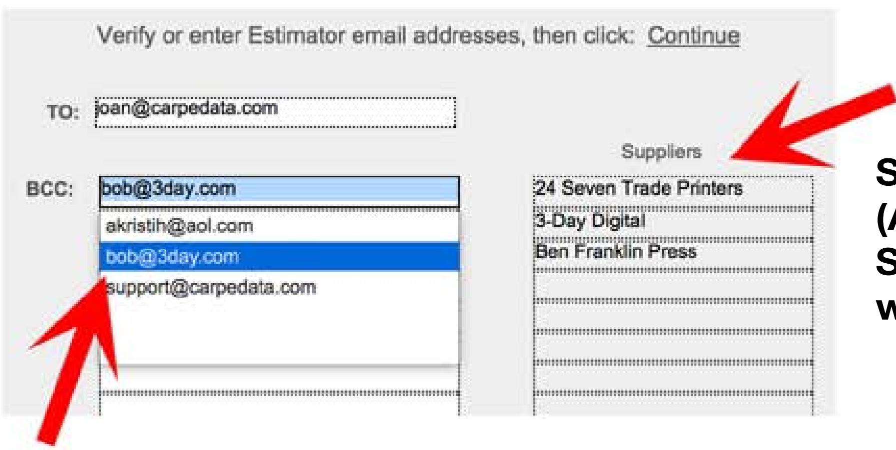
Brokerage Workflow

As of v14.04 March 2016
(Assumes basic familiarity with JOBZ! Sales Workflow)

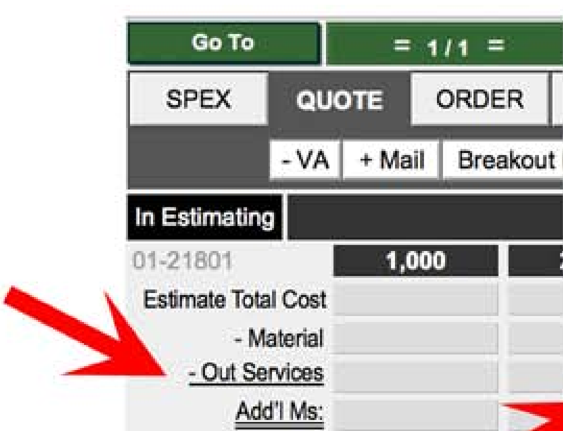
After entering the SPEX, select Output > Email RFE (Request for Estimate)



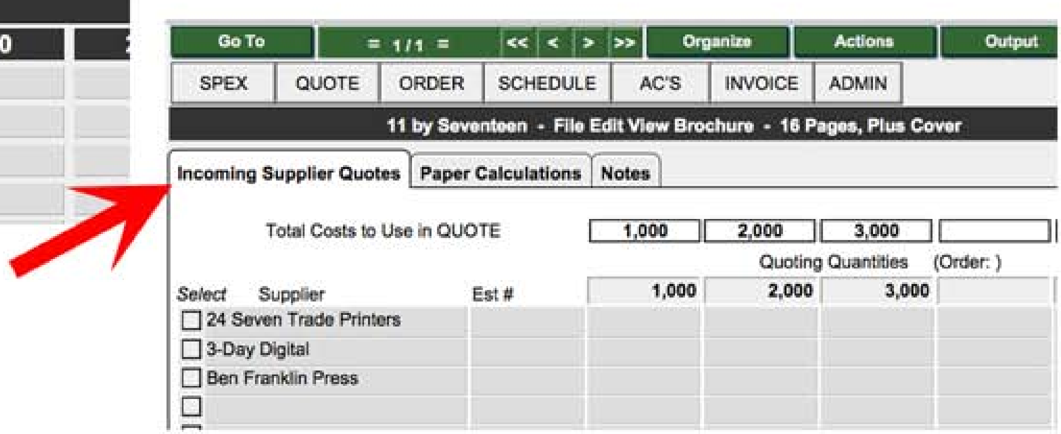
Select some Suppliers (ADDRESS Contacts in the Supplier category will be displayed.)

Then select the email addresses to BCC the RFE to.
To: email address will be your default estimator from SPEX screen 1.
Click Continue to create and then send the email.

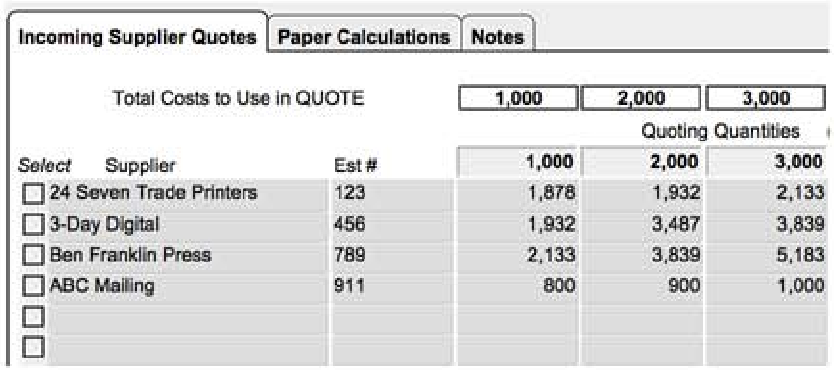
When your Supplier estimates come in, go to the job's QUOTE screen, and click on the - Out Services link to access the Incoming Supplier Quotes matrix.



The Suppliers you selected will be listed, and you can add others or delete them. Enter their Estimate numbers and pricing for each Qty.



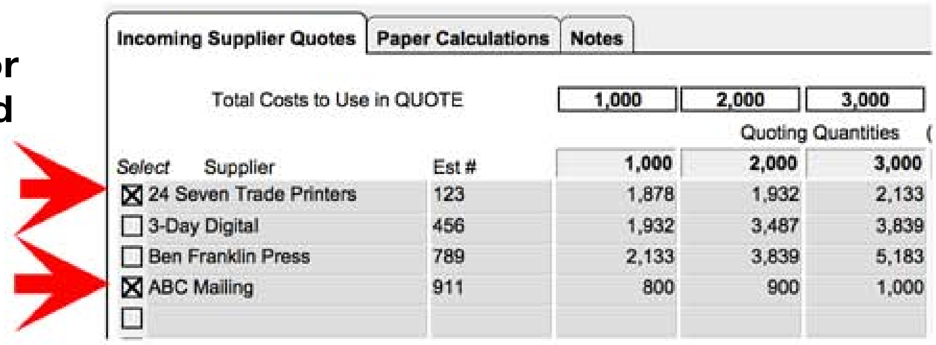
After entering the Supplier Quotes, decide which one(s) you want to use in your Proposal to the customer.



Incoming Supplier Quotes | Paper Calculations | Notes

Total Costs to Use in QUOTE		1,000	2,000	3,000
		Quoting Quantities		
Select Supplier	Est #	1,000	2,000	3,000
☐ 24 Seven Trade Printers	123	1,878	1,932	2,133
☐ 3-Day Digital	456	1,932	3,487	3,839
☐ Ben Franklin Press	789	2,133	3,839	5,183
☐ ABC Mailing	911	800	900	1,000
☐				
☐				

Let's use the lowest bid for the printing- 24 Seven, and we will use ABC Mailing for the mailing. Indicate this with the checkboxes.



Incoming Supplier Quotes | Paper Calculations | Notes

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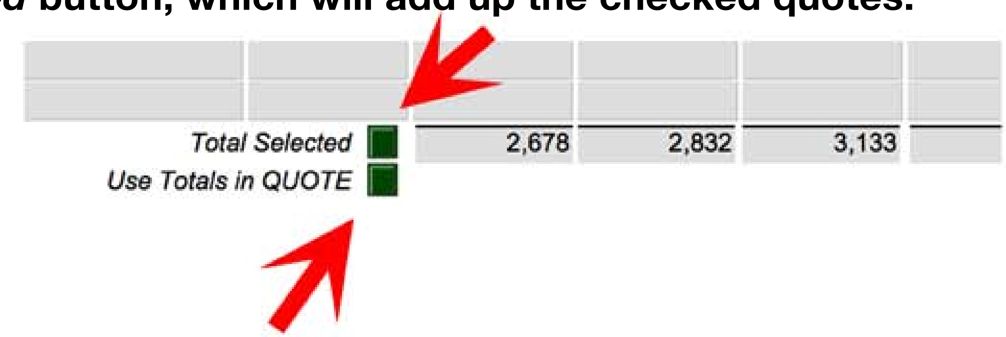
☐				

Click the *Total Selected* button, which will add up the checked quotes.

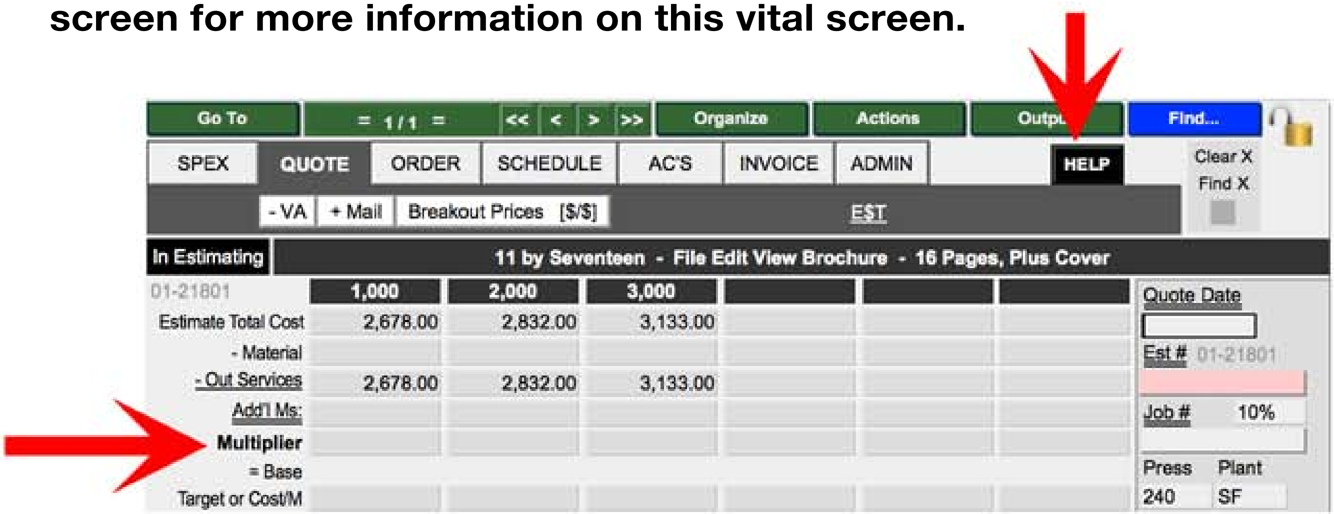


Total Selected	2,678	2,832	3,133
Use Totals in QUOTE			

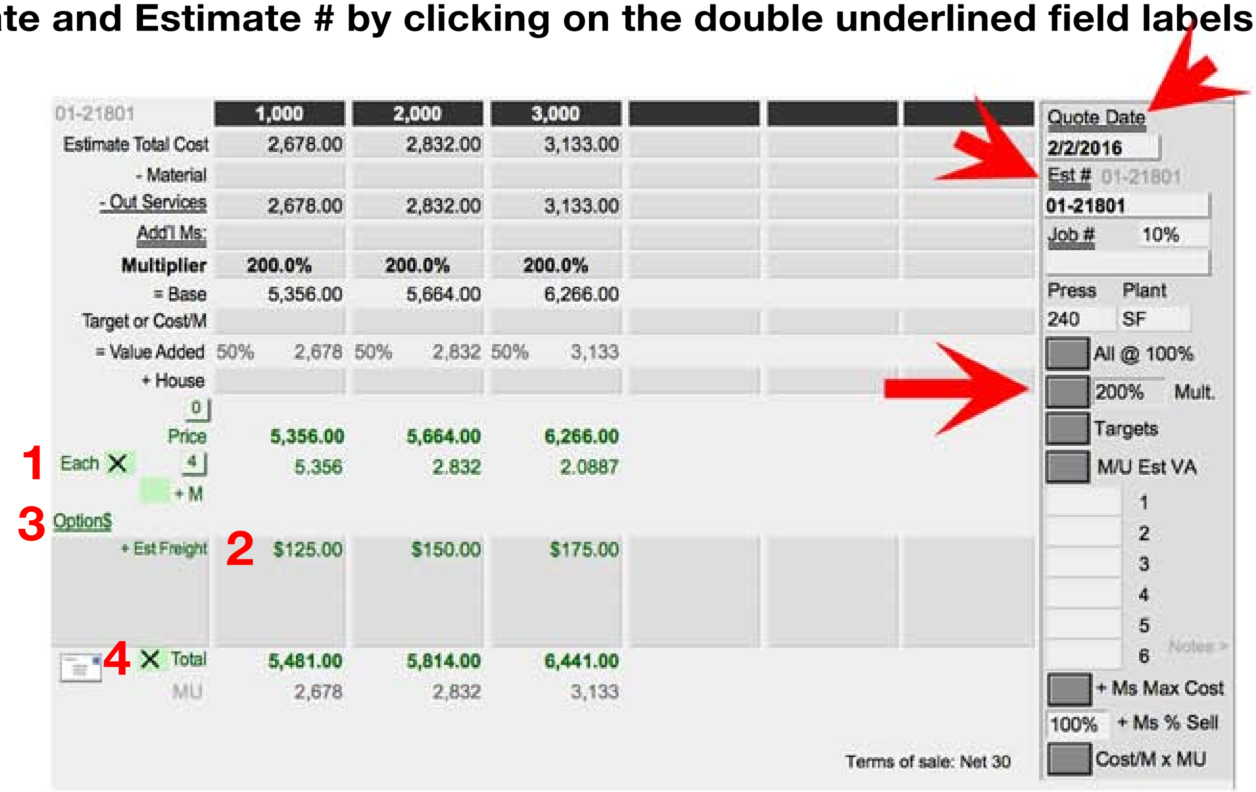
Now click the *Use Totals in Quote* button, and these will be placed into the Estimate Total Cost and Outside Services fields on the QUOTE screen, and take you there.

01-21801	1,000	2,000	3,000
Estimate Total Cost	2,678.00	2,832.00	3,133.00
- Material			
- Out Services	2,678.00	2,832.00	3,133.00
Add'l Ms:			
Multiplier			
= Base			

Now, prepare your QUOTE by entering a Multiplier. Each Qty. can have a different Multiplier, and there are shortcuts to save time. See the HELP screen for more information on this vital screen.



Here we use a Multiplier of 2 for all 3 Qtys., and have entered the Quote Date and Estimate # by clicking on the double underlined field labels.



We have also: Elected to show unit costs; Each (1)

Entered Estimated Freight as an Option (2)

Applied $ formatting to the Options (3)

Elected to show the Total including Estimated Freight (4).

Now produce the Proposal. Output > Email Proposal PDF (etc.)

CARPE´DATA

5563 Calle Ocho
Carpinteria CA 93013
408-666-7356
jim@carpedata.com
www.carpedata.com

February 2, 2016 Est# 01-21801
support@carpedata.com 408-395-8183

Proposal For: **Penny Lane, 11 by Seventeen**

Title	File Edit View Brochure	PN 12345
Description	16 Pages, Plus Cover	
Versions	Black type changes between 3 languages- English, Spanish and Portuguese	
Size	8.5 x 11.5, with Flap on IFC	
Flap Size	3 x 11.5	**Bleeds:** Bleeds All Sides
Text	100# #1 Gloss Book, FSC Certified 5/5: Four Color Process + Spot Gloss Varnish (50%)	
Cover	100# #1 Gloss Cover, FSC Certified 6/6: 4 Color Process + PMS + OA GV (100%)	
Proofs	Epson digital color proof & digital dylux proof	
Furnished	File(s) transferred via FTP Files with high resolution images in position	
Finishing	Saddle Stitch	
Packaging	Shrinkwrapped in 100's, carton packed	
Freight	FOB Origin Freight Additional Opa City WI 54956 USA	
Proposal Notes	Example proposal for Brokerage Workflow training.	

(+/- 10%) **Quantity**	**1,000**	**2,000**	**3,000**
Price	$5,356.00	$5,664.00	$6,266.00
Each	$5.356	$2.832	$2.0887
+ Est Freight	$125.00	$150.00	$175.00
Total	$5,481.00	$5,814.00	$6,441.00

Thank you,

Jim Taylor
Carpe Data

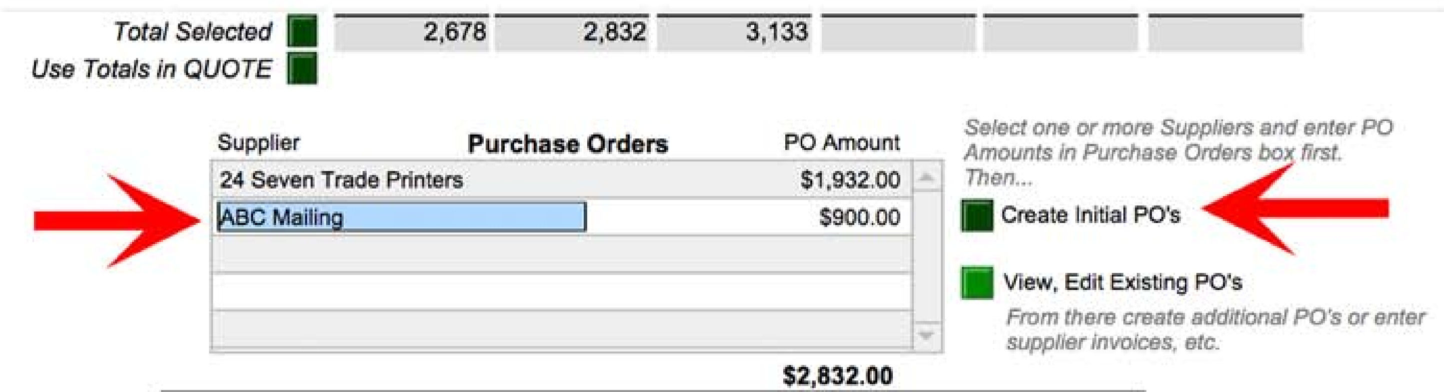
Accepted by: Penny Lane for 11 by Seventeen X ______________________ Date

Terms of sale: Net 30 The attached terms & conditions are a material part of this quotation and include a limited warranty, disclaimers of warranties, and a limitation of customer's damages and remedies. Acceptance of this offer shall include acceptance of all of the terms & conditions. All applicable taxes will be added to the prices herein. Prices are subject to change based on availability of materials, press time and current price of paper. Quotations over 30 days old are subject to review. Record # 01-21801

Once the customer has accepted the Proposal, it is important to produce an SOP (Sales Order to Production), by going through all 4 of the job's ORDER screens. Vital information is required in this process, that will then help produce good Purchse Orders to your Suppliers.
Use the SOP as internal documentation of the order.

The Brokerage Workflow requires a Job Number before producing PO's.

After producing the SOP, return to the Incoming Supplier Quotes screen, from QUOTE > Out. Services link.



In the Purchase Orders portal, select your chosen Suppliers and enter their price for the selected Qty. Note that they should total the amount above for that Qty.

After this, click the *Create Initial PO's* button.

(You can come back to this screen any time, and once you have already created your PO's, click the *View, Edit Existing PO's* button.)

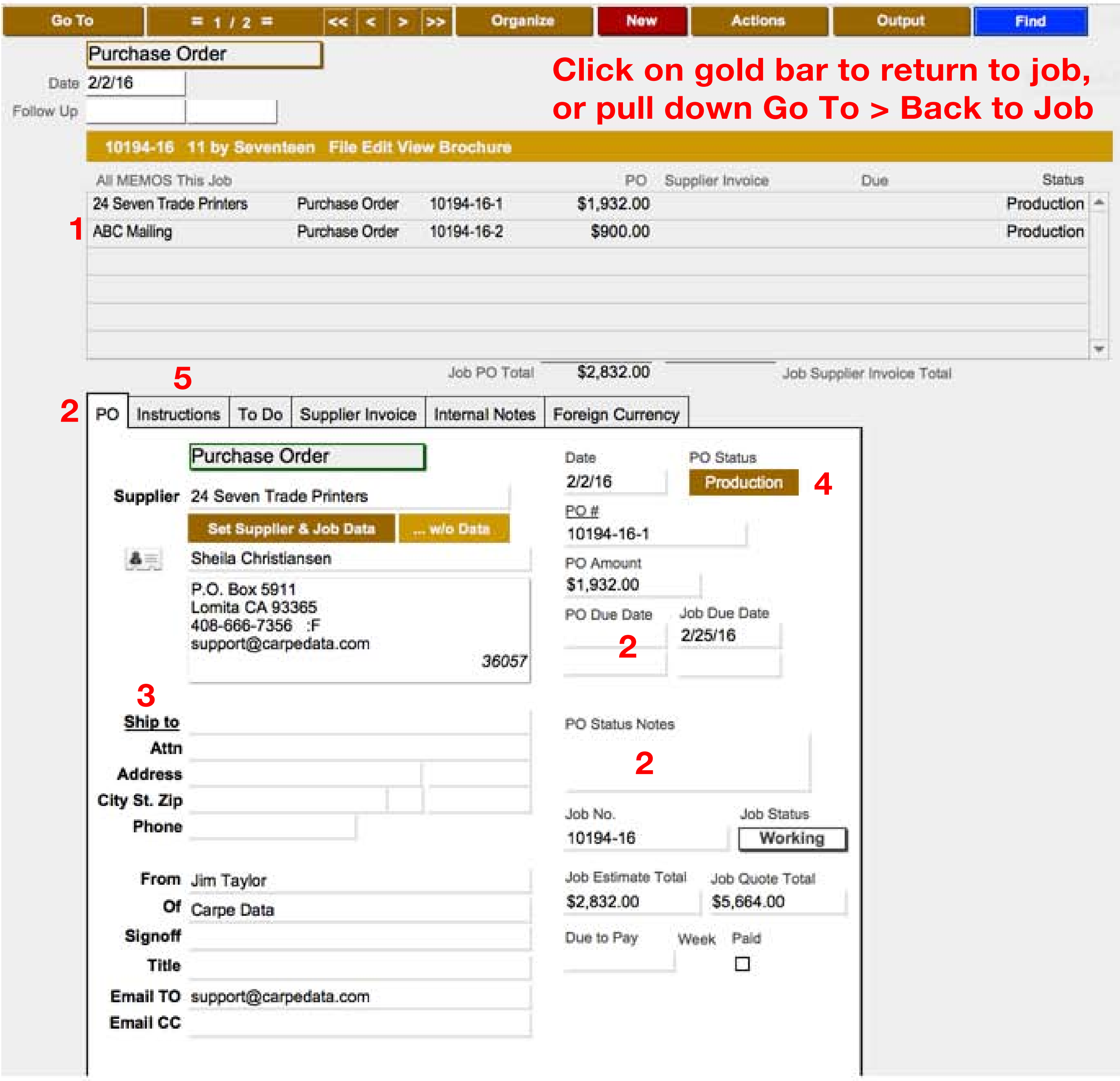
Note that there is a HELP button on this screen, with further information.

Next: Purchase Orders have been created!

Purchase Orders have been created. They are records in the MEMOS module of JOBZ! The job itself is a record in the JOBS module of JOBZ!

They are linked by the job number, which forms part of the PO number, with a serial appended -1, -2 etc.

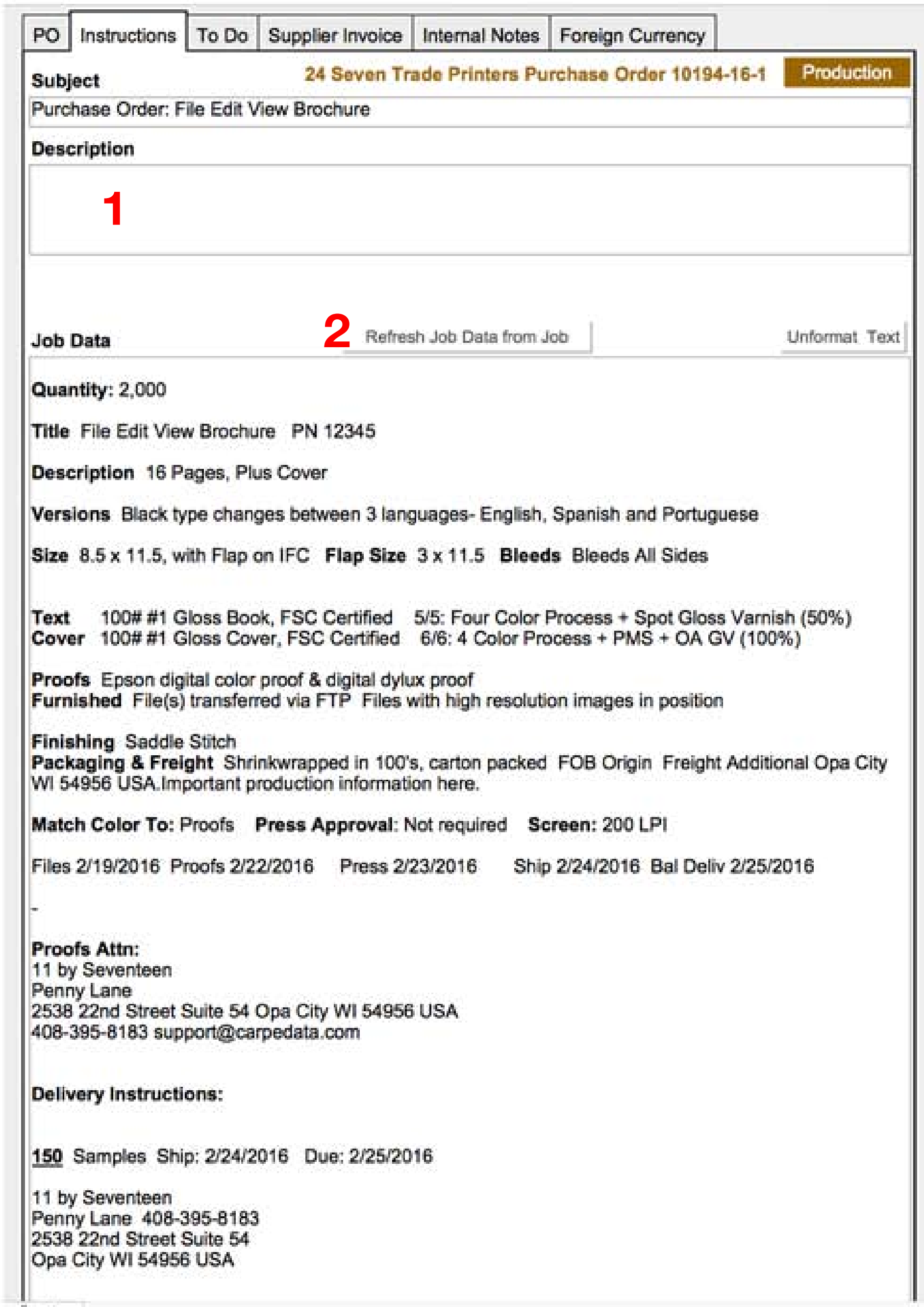
1) Portal showing all PO's on the job. Click to navigate from one to another.
2) On the PO tab you can enter PO Due Date and Time, and status notes.
3) If you click on Ship To it will insert your own address.



4) PO Status is set to Production at first. You can change this and use it to sort PO's by this status.
5) Instructions tab (Next Page)

On the PO Instructions tab you will find the SPEX and information from the ORDER screens for the job. This text can be edited to suit, but it will not change the data in the job itself.

1) Add more information specific to this PO in the Description field.
2) Click the *Refresh Job Data from Job* button to bring in the current information in case it has changed.



Produce the PO by selecting OUTPUT > Email PO for a plain text email, or Print PO, then from the printing view select OUTPUT > Email PDF or PDF or Print.

CARPE´DATA

5563 Calle Ocho
Carpinteria CA 93013
408-666-7356
jim@carpedata.com
www.carpedata.com

Purchase Order

Sheila Christiansen
24 Seven Trade Printers
P.O. Box 5911
Lomita CA 93365

Date February 2, 2016
PO 10194-16-1 **Job #** 10194-16
Amount $1,932.00
Due Tue, Feb 23, 2016 2:00 PM

Re: Purchase Order: File Edit View Brochure

Special Instruction for this PO

Quantity: 2,000

Title File Edit View Brochure PN 12345

Description 16 Pages, Plus Cover

Versions Black type changes between 3 languages- English, Spanish and Portuguese

Size 8.5 x 11.5, with Flap on IFC **Flap Size** 3 x 11.5 **Bleeds** Bleeds All Sides

Text 100# #1 Gloss Book, FSC Certified 5/5: Four Color Process + Spot Gloss Varnish (50%)
Cover 100# #1 Gloss Cover, FSC Certified 6/6: 4 Color Process + PMS + OA GV (100%)

Proofs Epson digital color proof & digital dylux proof

Furnished File(s) transferred via FTP Files with high resolution images in position

Finishing Saddle Stitch

Packaging & Freight Shrinkwrapped in 100's, carton packed FOB Origin Freight Additional Opa City WI 54956 USA.Important production information here.

Match Color To: Proofs **Press Approval**: Not required **Screen:** 200 LPI

Files 2/19/2016 Proofs 2/22/2016 Press 2/23/2016 Ship 2/24/2016 Bal Deliv 2/25/2016

-

Proofs Attn:
11 by Seventeen
Penny Lane
2538 22nd Street Suite 54 Opa City WI 54956 USA
408-395-8183 support@carpedata.com

Delivery Instructions:

150 Samples Ship: 2/24/2016 Due: 2/25/2016

11 by Seventeen
Penny Lane 408-395-8183
2538 22nd Street Suite 54
Opa City WI 54956 USA

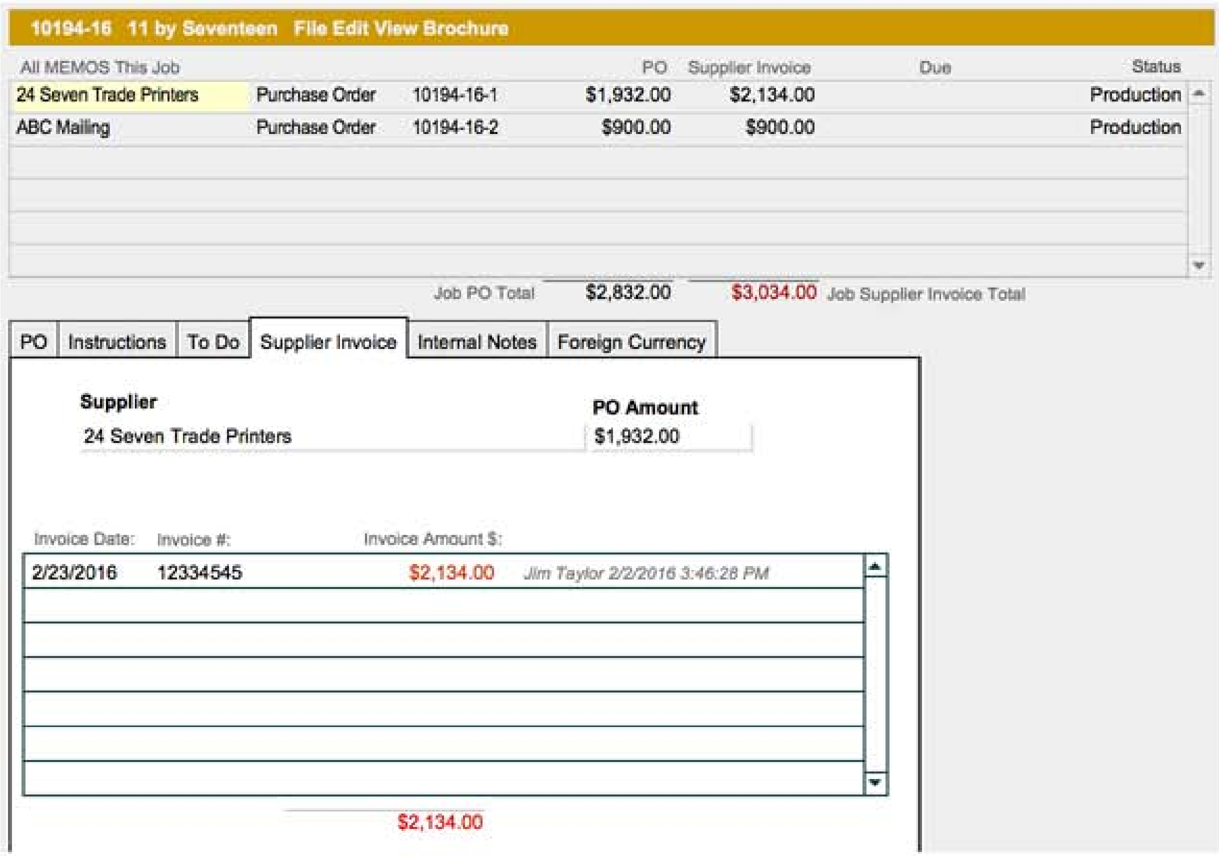
2000 Qty Ship: 2/24/2016 Due: 2/25/2016

11 by Seventeen
Penny Lane 408-395-8183
2538 22nd Street Suite 54
Opa City WI 54956 USA

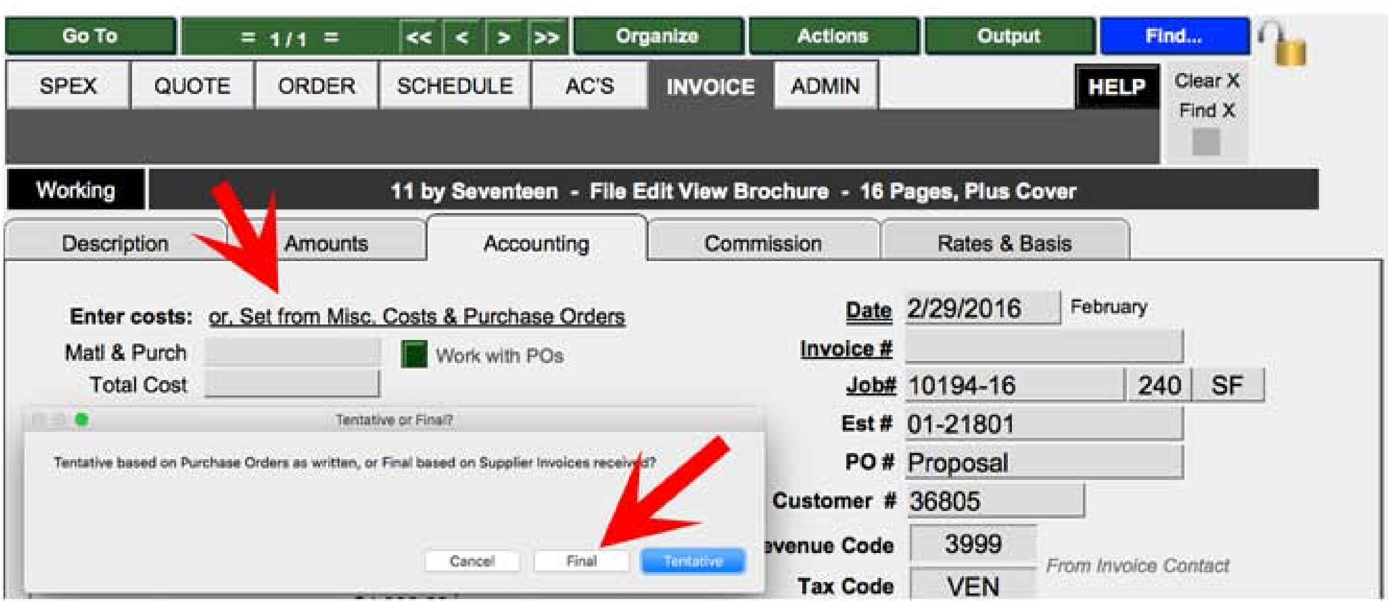
Jim Taylor

On the Supplier Invoice tab, enter that supplier's invoice(s) for the PO. If it is above the PO, it will display in red.

This information will be used when you bill the job.



When you are ready to invoice your customer, on the INVOICE > Accounting tab, click the link: or, Set from Misc. Costs and Purchase Orders. If you choose Final, it will calculate your profit based on the Supplier Invoices. If you select Tentative, it will use the PO amounts.



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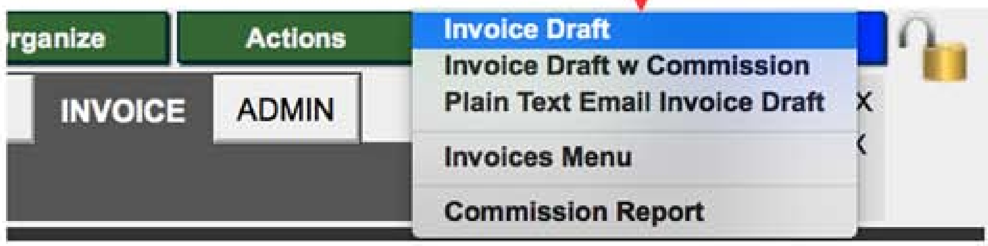
Carpe Data
5563 Calle Ocho
Carpinteria CA 93013

Produce an Invoice from Output > Invoice Draft, or from the Invoices Menu.



Accounts Payable
11 by Seventeen
2538 22nd Street Suite A4
Opa City WI 54956

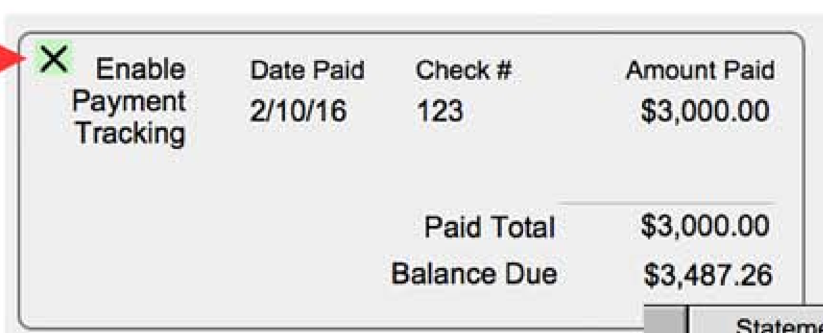
Invoice

2,000	File Edit View Brochure 16 Pages, Plus Cover	PN 12345	
Versions	Black type changes between 3 languages- English, Spanish and Portuguese		
2,000	Copies as quoted @		$5,664.00
	Miscellaneous charge not entered until invoice		$150.00

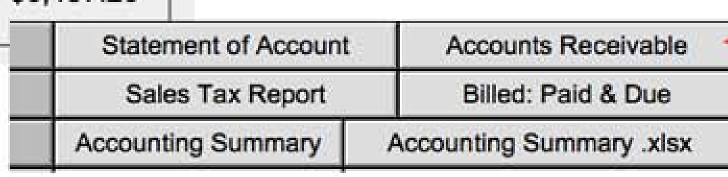
Subtotal	$5,814.00
Freight	$150.00
Tax	$523.26
Invoice Total	**$6,487.26**
Paid	$3,000.00
Balance Due	**$3,487.26**

The job will "lock" itself when producing an Invoice. Unlock it by clicking the padlock icon.

On the INVOICE > Accounting tab, Enable Payment Tracking to record as many as 3 payments received. The total of payments received will appear on the invoice along with the Balance Due.



Produce an Accounts Receivable report (and others) from the Business Menu.



From ORGANIZE > Sort PO's, you can keep an eye on your buyouts. Change the Status and Sort using these buttons:

Go To | Report | Print | Find... PO Status: Production | Sort By | PO Creator: Jim Taylor

PO #	Supplier	Customer / Job	Job Status	PO	Job Due	PO Status	PO Amount
10155-14-1	24 Seven Trade Printers	11 by Seventeen			2/8/2016	Production	$12,000.00
	Sheila Christiansen	MSM Brochure 24p					
Jim Taylor	408-666-7356 101	10155-14	Working				
10155-14-2	3-Day Digital	11 by Seventeen			2/8/2016	Production	$11,000.00
	Norm Arbolardo	MSM Brochure 24p					
Jim Taylor	408-666-7356 100	10155-14	Working				
10155-14-3	A 2 Z Printing	11 by Seventeen			2/8/2016	Production	$500.00
	Estimating Dept.	MSM Brochure 24p					
Jim Taylor	408-666-7356 223	10155-14	Working				
10157-14-1	Autumn Press, Inc	8 & 1/2 X 11			2/1/2016	Production	$34,567.00
	Miguel Alson	Broker Function					
Jim Taylor	(510) 654-4545	10157-14	Working				
10156-14-1	Anderson Lithograph	TCG International			2/15/2016	Production	$5,000.00
	Chuck Super	Barking Dog Software			8:00 AM		
Jim Taylor	408-666-7356	10156-14	Working				
01-21785-1	24 Seven Trade Printers	11 by Seventeen			1/18/2016	Production	$899.00
	Sheila Christiansen	Tax Code Booklet					
Jim Taylor	408-666-7356	01-21785	Working				
01-21746-1	Applied Solutions, Inc	11 by Seventeen			2/10/2016	Production	$23,456.00
	Glen Fowler	Absolution Gatefolder					
Jim Taylor	(415) 276-3100	01-21746	Working				
10194-16-1	24 Seven Trade Printers	11 by Seventeen			2/25/2016	Production	$1,932.00
	Sheila Christiansen	File Edit View Brochure					
Jim Taylor	408-666-7356	10194-16	Working				
10194-16-2	ABC Mailing	11 by Seventeen			2/25/2016	Production	$900.00
	Estimating Dept.	File Edit View Brochure					
Jim Taylor	408-666-7356	10194-16	Working				
						Total	$90,254.00

The PO Report: **(Organize) >**

All Memos
Recent Memos
Sort POs
PO Report

Go To | = 1 / 8 = | << | < | >

Production

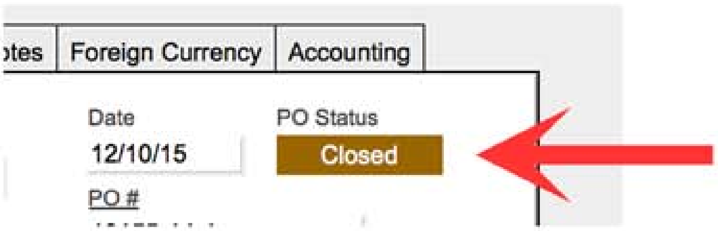
PO# | Job# | Vendor

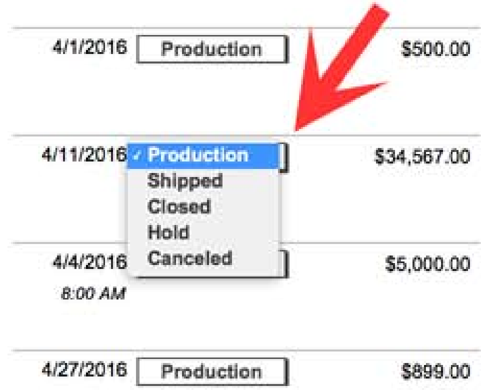
venteen MSM

Production

PO#	Vendor	PO Amount	Supplier Invoice	Customer Invoice	PO Date	Pay Supplier	Paid
10155-14-2	**3-Day Digital**	$11,000.00	$11,000.00	$52,865.00	12/10/2015	1/9/2016	2
10155-14-3	**A 2 Z Printing**	$500.00	$600.00	$52,865.00	4/17/2014	5/17/2014	20
10157-14-1	**Autumn Press, Inc**	$34,567.00	$34,567.00	$74,664.72	12/10/2015	1/9/2016	2
10156-14-1	**Anderson Lithograph**	$5,000.00	$5,010.00	$11,587.50	12/10/2015	1/9/2016	2
01-21785-1	**24 Seven Trade Printers**	$899.00	$899.00	$979.91	12/10/2015	1/9/2016	2
01-21746-1	**Applied Solutions, Inc**	$23,456.00	$23,456.00	$51,134.08	12/10/2015	1/9/2016	2
10194-16-1	**24 Seven Trade Printers**	$1,932.00	$2,134.00	$6,323.76	2/2/2016	3/3/2016	10
10194-16-2	**ABC Mailing**	$900.00	$900.00	$6,323.76	2/2/2016	3/3/2016	10
	Total	$78,254.00	$78,566.00				

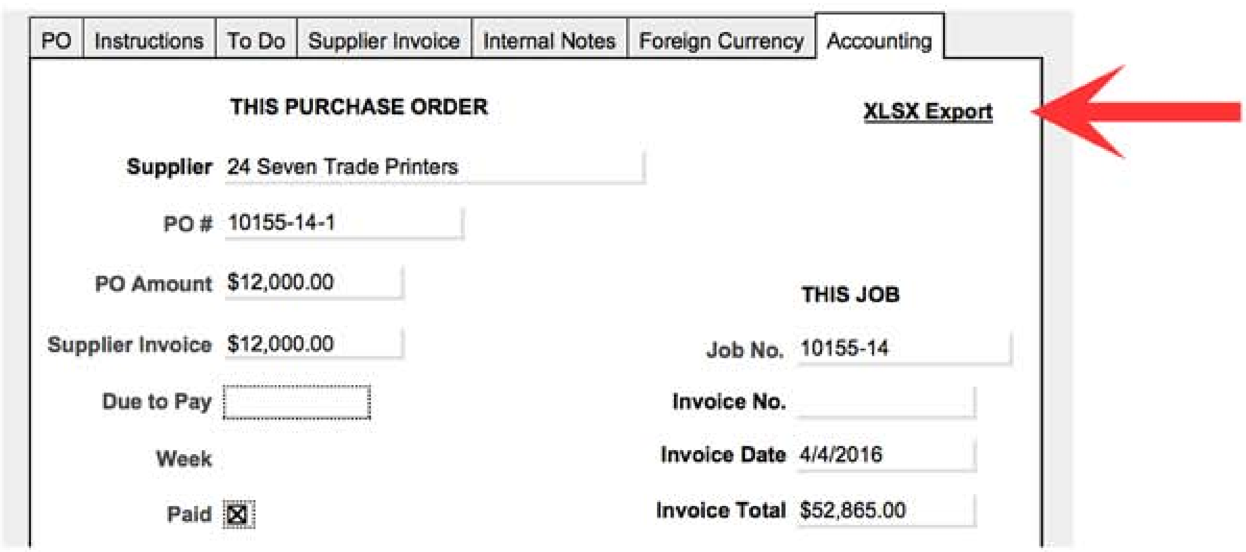
To close a PO, change its Status to Closed:





Check Paid when the supplier has been paid:

The Purchase Order screen also has an Accounting tab with this checkbox. The XLSX Export link will produce an accounting summary of the job's PO's, including the date it is due to be paid and so forth.



Remember, the navigation bar at the top of every screen offers choices behind each button that vary depending on your location and what you are likely to want to do next. Become familiar with it!

That's the Brokerage Workflow in JOBZ!.

Jim Taylor   408-666-7356   jim@carpedata.com